



## May Core Data/MOSIS Webinar Questions and Answers May 11, 2016

### GENERAL QUESTIONS:

**Q: How should duplicate MOSIS IDs be resolved?**

**A:** Email the Core Data MOSIS web reply: [coredata-mosis@dese.mo.gov](mailto:coredata-mosis@dese.mo.gov)

**Q: Who should I contact if I have general questions about the cycles and errors/warnings?**

**A:** Call the MOSIS section (573)-526-5287 or email us at [coredata-mosis@dese.mo.gov](mailto:coredata-mosis@dese.mo.gov)

**Q: Who should I call regarding R1 or R2 student questions?**

**A:** You can call School Finance at (573)-751-0357 or the MOSIS section at (573)-526-5287.

**Q: Who can I contact if I have a question about reporting Missouri Option Students?**

**A:** Dale Wimer in the Office of Quality Schools at (573) 751-3190

**Q: It appears most of the information being collected and reported are for elementary through high school students. What about college students? Will postsecondary information be covered in this webinar?**

**A:** The link provided is a recorded webinar that can provide you with additional information:

[http://dese.mo.gov/communications/webinar/webinar-recorded?title=perkins&field\\_webinar\\_datetime\\_value\\_1%5Bvalue%5D%5Byear%5D=2012&field\\_memo\\_office\\_value=DSM&=Apply](http://dese.mo.gov/communications/webinar/webinar-recorded?title=perkins&field_webinar_datetime_value_1%5Bvalue%5D%5Byear%5D=2012&field_memo_office_value=DSM&=Apply)

**Q: Will DESE remove the employee SSNs in the future?**

**A:** No plans for that at this point.

**Q: For the Student SSN removal, should the field be deleted entirely from the file, or sent in as blank?**

**A:** The field will be removed from the layout. The field will be completely removed from the following files:

- Student Core
- Student Enrollment Attendance
- ASVAB
- Direct Certification

### JUNE CYCLE – STUDENT CORE (STC)/STUDENT ENROLLMENT ATTENDANCE (SEA):

**Q: In regards to our PK program, we exit them with a D01. Is D01 the proper exit code for students leaving the early childhood program? If not, what is it? Sometimes the children live in other districts and will then enroll in kindergarten in their home district. We then get a notice in the October Core that the student has been marked as a dropout from our district (exit code D01), but has also been reported as enrolled on the count date in the home district/school. Should we be coding these students as a transfer to their home district/school? Will that cause issues that we have them coded a PK and they are K in the new school? Or should we just leave them as D01 and ignore the warning/submission level violation notification?**

**A:** A student leaving a PK program is coded as transfer to home school.

**Q: Will SSN be required for A+ Completers in the 2016 June Student Core?**

**A:** SSN is not required for A+ completers. You will receive a warning but you can ignore it. In the 2017 School Year when the SSN field is removed the warning will be removed as well.

**Q: Where can I find the guidelines for remedial hours?**

**A:** On the School Finance Website under Topics and Procedures there is an "Attendance Reporting" document that has a whole section on Remedial hours and what can be claimed. The link to that document is:

<http://dese.mo.gov/sites/default/files/sf-AAttendanceReporting.pdf>

**Q: If a student is granted a medical waiver do they also have to have an IEP to be counted for attendance when attending an Approved Private Agency that we are paying for their educational services there?**

**A:** You may wish to call School Finance for a further discussion at (573)-751-0357 or Special Education at 573-751-7848.

**Q: What is the Truant field looking for?**

**A:** A truant student has 10 or more cumulative days of unexcused absence from the school district.

**Q: If my school has graduating 8th graders, they were coded remained/advanced at the end of 14-15, and they will show up on the 15-16 student enrollment file and now get an exit code? If that is correct, what exit code should be used?**

**A:** The business rule excludes K-8s (elementary districts). You should not receive an error to add these students to your SEA file the following year.

**Q: If we have a senior student who is going to be taking the first 2 weeks of summer school to complete a course, what should we use for their exit code?**

**A:** You will report the student as graduate once they receive the credit.

**Q: In regards to SEA2950-RegHrsAttended: We have students actually enrolled in our district or roll over from the previous year. They do not show up and are marked absent and parents actually call to verify absence. But then they do not come back to our district and do not enroll anywhere else. Why are we 'required' to have attendance when they are truly absent? In order to get this Error fixed we have to Drop the student. Why do we have to do that?**

**A:** If a student ends the school year, the next year they enroll in your district but never attend and then they exited the first day of school and there will be no requirement for hours, therefore, no need for absence hours. If you are unsure they are continuing education they are a dropout.

**Q: I am not familiar with the Industry Recognized Credential Codes. What reporting is this used for?**

**A:** These codes are reported in the June Student Core file. For additional information, we would recommend contacting Accountability Data at 573-526-4886.

**Q: If a student leaves during the school year do they get a course completion? Or should we code them as WD?**

**A:** If they ended last school year at the district, and never showed up this year you exit them on the first day of school so they should not have any courses to show in course completion.

**Q: Our High School wants to do zero hour. The only information I found is that it doesn't count towards attendance minutes. Is there anything additional you can add to this?**

**A:** If not all students are required to attend zero hour then no it cannot be claimed for attendance hours. It would be outside the normal school day. To be part of the calendar all students must be under the supervision of a certified educator.

#### **STOPOUTS AND DROPOUTS:**

**Q: If a student leaves and we are not able to find out where they went, what's the correct exit code to use?**

**A:** When you are unsure if a student is continuing education, use a dropout code.

**Q: StopOut - When you are referring to 20 days, do you mean 20 calendar days or 20 school days?**

**A:** 20 calendar days.

**Q: If StopOuts cannot be used until a student returns, do we initially exit them as a dropout, even if we know it's a suspension (long term)?**

**A:** You can code it either way in your system. For the June MOSIS SEA file, you'll just need to make sure that any stopout exit has a corresponding stopout entry.

**Q: What is the difference between withdrawal codes S000 and S001? I know that S001 = long-term suspension. How does DESE define "long term"?**

**A:** The Stopout: Suspension code is used if the suspension ends past the count date of the subsequent school year.

**Q: Please explain the difference between regular stopout and long-term if both require that the period be 20 calendar days or longer.**

**A:** The difference between a regular stop and long-term depends on the count date of the subsequent school year. If a student drops out or a suspended student returns before the count date, you would use the regular stopout. If the drop out student returns after the count date of the subsequent school year, you can only use a transfer from a dropout code because you cannot recover a drop out in this circumstance. We don't consider suspended students as drop outs so if the suspension for a student goes over the count date of the subsequent school year then you have to use the StopOut: Suspension codes.

**Q: What is the exact definition of S101?**

**A:** The S101-StopOut Suspension: Entry is used when a student initially recorded as exiting as a stopout due to a long term suspension (S001) returns to school after the fall count date (last Wednesday in September) of the subsequent school year. If the student returns before the fall count date do not use this code, they can be recovered from the dropout status by using the regular StopOut Entry code (S100).

**Q: How do you re-enter a student who does not return until after October so that they enter as a new student?**

**A:** For reporting to MOSIS, the student would be a Transfer from DropOut, unless they are on long term suspension and then the stopout codes may be used.

**Q: What if a student is processed and exited at high school #1, but then it takes them 19 days to show up at high school #2, which district reports the absence?**

**A:** That would be a local district decision. The hours need to be reported as absent since it is less than the 20 calendar days.

#### **IN-SCHOOL-SUSPENSION (ISS)/OUT-SCHOOL-SUSPENSION (OSS):**

**Q: How do you code a student with long-term suspension who's receiving homework and getting grades?**

**A:** If the student is not receiving homebound services (at least 5 hours of one-on-one instruction each week) then you need to record absence hours or report as a stopout.

**Q: If a student is expected to be OSS for, hypothetically 40 days, am I able to do a stopout on day 1 or do I have to wait until day 21?**

**A:** The stopout starts on the first day of the OSS.

**Q: Do we not need to report a student as absent on a 40 day suspension, for the initial 10 days that were assigned before the hearing?**

**A:** No.

**Q: If a student is on a 10 day suspension until a hearing, and then it's decided to be long-term/expulsion, does the expulsion become retroactive to the first day of absence?**

**A:** You can report the exit code (dropout, stopout) as of the first day of non-attendance.

**Q: Often we have students who transfer to another district upon getting a suspension. Can we withdraw the student with a transfer code on the first day of non-attendance?**

**A:** Yes, as long as you have verification that the student transferred to the other district.

**Q: We have students who have been suspended long-term 180 days. We have previous correspondence that says they should be coded as ISS if they are still completing work. They are not receiving homebound services.**

**A:** Regardless of whether you are considering the suspension to be in school or out of school, if the student is not in attendance (and homework doesn't count as attendance) and is not receiving homebound services, then you cannot report attendance hours.

#### **HOMEBOUND:**

**Q: We have students that attend a private agency that provides educational services for them, but we are billed for each day of service on the bill which states, "for inpatient educational services provided". Not all of these students are SPED students in our SIS. Do I need to make sure they have an IEP to show these days as homebound, or is the IEP status only relevant to students that are suspended from school?**

**A:** You should call Special Education Data at 573-751-8165 or School Finance at 573-751-0357 so that they are able to verify the details of this scenario.

**Q: Are students who are not SPED, able to receive homebound services during suspensions?**

**A:** No. Students must have an approved medical reason or be suspended with an IEP to receive homebound services and claim attendance hours through the homebound model. Please see the Attendance Reporting document posted on the School Finance website under Topics and Procedures.

#### **JUNE CYCLE – STUDENT COURSE COMPLETION (SCC):**

**Q: Regarding the Course Completion file, what if the course is a quarter long and students switch out at the term. How do I resolve the SCC00465 Error (mostly for MS student)?**

**A:** For quarter courses, report them in October with the semester they fall within and then Course Completion will allow you to report the Course Time Unit as a quarter.

**Q: The district operating a Career Center must report the Course Completion - not the sending schools correct?**

**A:** Correct. This file is the same, in respects to who will report it, as the Course/Student Assignment file. The program is approved at the Career Center and the file also requires the Educators SSN which the attending district will have.

**Qa: If a student has an exit code, no Course Completion is expected for them?**

**A:** If they have attendance hours reported, they need to have a course completion record(s).

**Qb: What happens if they didn't complete the course with us, how do we give them a completion?**

**A:** In the course completion if they do not complete a course there is a WD code for withdrawn from course.

**Q: A student started this year, left in March did not complete the course here, but at their new school. Is there a partial completion code, or do we use WD.**

**A:** If they receive no credit then it's WD.

**Q: Do I have to report the Career Center grades in the June Student Course Completion?**

**A:** You are to report this information on all students who attended the Career Center. So yes, you would report grades since it is the Career Center instructors providing instruction and issuing the grades.

**Q: I thought only dual credit summer school courses were reported on course completion. Do the credit recovery classes need to be reported as well?**

**A:** Only dual credit summer school courses should be included in addition to the regular school year courses.

#### **JUNE CYCLE - ID CLEAN UP:**

**Q: What exactly do I do with the June ID Cleanup file?**

**A:** We will create a trial for your district, you will look at it, and if 0 errors certify your trial, otherwise clean up the edits and then certify. The edits would relate to invalid MOSIS IDs and any missing April Student Core records.

**Q: Is the CCR ID Cleanup sent to us like the State Assessment ID or is it something we need to upload?**

**A:** It will be just like the June ID Cleanup where we create a file for you in MOSIS Data Collection.

#### **JUNE CYCLE –CAREER TECHNICAL STUDENT ORGANIZATIONS (CTSO):**

**Q: Where can I find the information on CTSOs-Level of participation?**

**A:** The participation codes can be found at this link:

[http://dese.mo.gov/sites/default/files/FilespecCodeSets\\_2016CodeSets.html#Participation\\_Level\\_Codes](http://dese.mo.gov/sites/default/files/FilespecCodeSets_2016CodeSets.html#Participation_Level_Codes)

**Q: Should the CTSO information have a separate entry for FFA, FBLA and FCCLA or can we have one entry with each one marked and have the start and end date of the current school year?**

**A:** There is a field for each separate CTSO for you to report for each student. So if a student is in FFA and FBLA you would report them in each one on one record.

**Q: We have students in more than one CTSO. I have reported them in both but when I uploaded today, it gave me an error and said there couldn't be duplicates. I just had to delete one of their organizations. Is that how it's supposed to work?**

**A:** The system should be allowing you to report your students with multiple CTSOs but you will report them in one record. You may check with your vendor system on how they want it entered within your system so it extracts correctly.

**Q: Is the CTSO start and end dates at the beginning and end of each school year?**

**A:** Per the template for CTSO, there is no start/beginning and end date fields. You may want to check with your vendor.

#### **JUNE CYCLE – SUMMER SCHOOL:**

**Q: A Student Assignment file for Summer School doesn't have to be uploaded as long as a caseload is uploaded in the Course Assignment, correct?**

**A:** Yes, the Student Assignment file is not required for Summer School you can provide a caseload instead.

**Q: May a substitute teacher be the teacher of record for Special Education classes in summer school? She has passed the exam for the degree, just not certified due to not being under contract anywhere yet as a certified teacher.**

**A:** Yes, but she will show up as not appropriately certificated until the certificate is issued.

**Q: The summer information collected in the June Cycle is for the summer 2015 session or 2016?**

**A:** Summer school information reported this June 2016 cycle is for the upcoming summer session (Summer 2016).

**Q: We offer summer credit recovery courses for high school students and a few high school courses during the summer. Do these students need to be individually listed on the Summer Student Assignment file?**

**A:** We do not require the Summer Student Assignment information. Students would be individually reported in the Course Completion file for credit recovery during the year along with their attendance in the August Enrollment Attendance file for summer school.

## **ACCOUNTABILITY:**

**Q: For APR purposes, will we have an opportunity to add summer grads or other changes after the June 30 freeze date?**

**A:** Yes, you will be able to add summer graduates after June 30. The freeze date is referring to 2014-2015 school year data.

**Q: The Office of Data Systems Management had a webinar last year "Data Release and Appeals Process" that gave us the release schedule for MSIP5 APR information. Are you going to have a webinar this year or maybe send out the release schedule through the list serve?**

**A:** An Administrative Memo went out May 10<sup>th</sup> 2016, with a few date details for MSIP5 reporting schedule. This year the webinar will be hosted by the Office of Quality Schools. A date and time has not been officially set for the webinar. Please contact the Office of Quality Schools for updates at (573)-751-1362.

## **OCTOBER CYCLE:**

**Q: If a student changes classes in second semester, do we have to resubmit the October Course Assignment to match Course Completion?**

**A:** If a student changes courses, this does not need to be reflected in October Student Assignment. Only educator and course changes need to be made. They would show as withdrawn from the initial course and given a grade for the course they switched to.

**Q: Do we need to resubmit October Course/Student Assignment files throughout the year if students switch at semester?**

**A:** No, the October student assignment file does not have to be updated throughout the year.

**Q: If a Student Assignment file did not appear in October, does it need to be reported in the June Course Completion?**

**A:** If a student has at least one hour of attendance, they need to have a June Course Completion record, even if they were not in the October Student Assignment file.

**Q: Do MoVIP courses need to be reported in both the October Course Assignment and Student Assignment files?**

**A:** Yes, MoVIP courses are to be reported in both assignment files. They are reported with Program Code 50, Course Delivery System V and no EdSSN.

**Qa: You mentioned not to add any new student to the October Student Assignment, but our high school adds many 2nd semester classes that we did not report on our October Educator Assignment file. When we add those courses to the October Educator Assignment file, do we not have to add at least one student to the October Student Assignment file to make those two files upload to DESE.**

**A:** If you're adding new courses, you should report the corresponding student assignments. You do not have to make on-going updates to the student assignment file if/when students switch classes.

**Qb: We do not have to report any 2nd semester classes a student attends if we did not report them on our October student assignment report, because we did not have the teacher schedules assigned. The student would have attended classes and have had at least one hour of attendance in these classes that I did not have on the October Educator Assignment file either-and I need to put them on the October Educator Assignment file.**

**A:** 2nd semester courses need to be added to the Course Assignment file along with corresponding student assignment files. Many districts do this at the beginning of the second semester. But regardless of whether you have the students reported in the Student Assignment, you should still report the course completions for the students in June.

**Q: We have always reported any 2nd semester classes (that we were aware of at the time) in our October submission. Is this not the best policy?**

**A:** Yes, if you know the courses, report in October.

**Q: What is the proper procedure to report English Embedded Credit at our local Career Center?**

**A:** There is an example on page 349 in Core Data/MOSIS manual. For additional information, please call 573-751-3524.

**Q: The Student Course Assignment file reported in October is outdated the minute we certify due to ongoing schedule changes. Has DESE considered any other options for reporting course assignments?**

**A:** When October is submitted, report the Educators/Courses/Students at that time. Then any updates would only need to be for changes in Educators/Courses throughout the year or adding 2nd semester courses.

**FEBRUARY CYCLE:**

**Q: Are we responsible for reporting students who transferred to our district since the February Core count date? If so, how do we get the information on those students?**

**A:** Yes, report any students enrolled in your district anytime during the year. For further information, we would recommend contacting the Office of Quality Schools at 573-526-4886.

**Q: If we have students that have reclassified to grade 12 after the February reporting, can we resubmit the February core with the new grade level, to get a new copy of the EOC exception?**

**A:** The data should be reported as of the February count date and their status at that time.

**CORE DATA:**

**Q: Screen 07 was removed this year. Is that a permanent change? What was the reasoning behind it?**

**A:** Yes, it has been permanently removed from the Core Data System. The Department no longer needed the data and to reduce the burden of reporting data, it was removed.