



**December MOSIS/Core Data Webinar  
Questions and Answers  
December 2, 2015**

**GENERAL DECEMBER CYCLE**

Q: December core file. Do we report only special education students (as you listed them) or ALL students?

A: Either is fine. You can include all or only the students with disabilities.

Q: We have a special education student that attends another district in the morning and our district in the afternoon. Who should be reporting that student?

A: You should contact us about this situation so we can get more information.

Q: We have a student who attends a local private school. They want to attend our school once a week for the gifted program class. Is this permissible?

A: Yes. The student would be part-time enrolled.

Q: Just to double check, students enrolled in the State Schools, are counted by them, not us?

A: Yes - State Schools will do the reporting for all their students.

Q: Since we are a Technical Education Center serving 5 other school districts, will we not do the Dec. report because the school district the students come from will be reporting the special education?

A: That's correct.

Q: Do I count a student who is still on an YCDD IEP and is currently being tested for a school age diagnosis?

A: Assuming the student has an IEP and is receiving services, then yes report them. If a child turns 6 before the count date, they may still be in a program, but if they are 6 you should report they are in a K grade level.

Q: I am getting an error for a student who is attending MO School for the Blind. I have her as a R1 student and her attending district code as 115414. What should her attending school code be? Same as her Resident School code? OR... Should I not be including this student at all? In any MOSIS reporting???

A: The Missouri School for the Blind will report the student. She should not be included in your MOSIS reporting.

Q: If student drops on Dec 1, do we include them?

A: If they were still enrolled and received services on Dec 1 you may include them. If the last day of services was November 30, you would not include them.

Q: Students enrolled in a Private Separate School are counted by whom?

A: The Private agency does not report data to us. The resident district should do all the reporting for these students.



Q: For December, does the Enrolled on Count Date reference Last wed of Sept or December 1?

A: December 1 is the count date for December Cycle.

Q: I have a spec education student that graduated in May. His parents want him to still receive services which he is doing. How do I include him in the December count if he is already marked as a graduate of 2015?

A: If the student received a diploma, you would not be reporting the student in the 2016 school year. FAPE ends and no state aid or other monies can be generated for a student after graduation.

Q: Our ECC kids were not included in October Core - can I report the Special Ed kids with December Core?

A: Yes, we encourage you to report in October, but yes you can report them in December.

Q: We have a student receiving homebound services and is an IEP student, what is his placement classified as?

A: The IEP may have the placement as homebound, if that's not the placement and the homebound is temporary you may not need to change the IEP placement category.

Q: We only need to include students who were actually enrolled December 1. We do not include any student who has left prior, is this correct?

A: You can include all students, but only the students who had an active IEP or services plan on December 1 should have an IEP disability reported.

Q: Are students who attend the Mo School for the Blind reported in any MOSIS reporting by the resident District?

A: No. All reporting is done by MO School for the Blind.

Q: If we are sending/paying tuition for a student to attend SPED facility (every day of the school year), is this Resident II for my files?

A: If it is an approved private agency then yes, they are reported as Resident II.

Q: Is the State School considered a Resident II student?

A: No - resident districts should not report students attending a state operated school. The state operated schools will do all the reporting for those students.

Q: We have a student that graduated by IEP goals and objectives in August and the parents filed due process so the child is currently in stay put. Do we count him on December 1 count?

A: Yes

Q: Does every minute have to be in the sped student schedule? OT/ PT/ Speech/Reading/PE?

A: That depends on your local SIS.

Q: Our ECC has never coded our Nonresident students in our SIS. So for this year, we will need to look at every student and code them correctly. Is that right?

A: Yes, DESE is encouraging districts to report all early childhood students.



Q: You've discussed the Educational Environment. Where is that reported?

A: The Educational Environment is reported in the "SPEDPlacement" field in the Student Core file. While the field name references the special education placement, the educational environment of the student is reported in this field.

Q: The student that I have at the residential facility is showing up on the report by with an N under Enrolled on Count Date for not enrolled... should I do something to change the N to make it a Y, or just leave it as an N so that we don't count attendance on him.

A: Enrolled on Count Date must be Yes in order for the student to be included in the child count.

Q: I have a student who was placed by the IEP team at a residential facility. Should that student be listed on the report as a current active student even though he is withdrawn in our system?

A: Yes, you need to include this student in the December Student Core file.

Q: We have a student only receiving speech services in our District. The parent will not give us the needed information to get a MOSIS number. Do we just not report this child?

A: Any student with a services plan or IEP who is receiving services must be reported, and in order to report the student, you must have a MOSIS number.

Q: I have a homebound student that is a permanent homebound student, should he show up on the count?

A: Yes, if the student has an IEP and is receiving services, he/she should be included in the count.

### **TRANSFER STUDENTS**

Q: Transfer students who transfer in to our district at the last minute before the December count deadline, would it be appropriate to just put in their disability and placement code that the previous school used until we are able to determine if we will accept or reject the previous school IEP/evaluation as will be providing comparable services?

A: Yes

Q: What if we have a transfer student from another state that we are providing services for, however we haven't written an IEP yet and we are evaluating to see if they qualify? Do we count them?

A: Yes, if you are providing comparable services.

Q: Just to clarify, did I hear that we are to count transfer students that we are providing comparable services to?

A: Yes, if you are providing comparable services, then you should report the students for the special education child count.

### **ECSE EDUCATIONAL ENVIRONMENTS**

Q: Is there a link to the ECSE Educational Environment decision tree?

A: <https://dese.mo.gov/sites/default/files/data-ecsesettingsdecisiontree.pdf>



Q: In ECSE program that was intended to be a combined classroom only has 1 regular education child and 7 students with IEP would the environment code be separate class?

A: Yes, if the children are not attending any other regular early childhood program. Please refer to the ECSE Educational Environment decision tree.

Q: For private school students who come for speech only (YCDD), is the placement Early Childhood Setting and the Environment Code as 00A5 as well?

A: Depending on where the speech services are provided the placement could be "Itinerant Service Outside the Home" or other applicable category. The educational environment will depend on whether the child is attending a regular or special education early childhood program in addition to receiving the speech services. Please refer to the ECSE Educational Environment decision tree.

Q: For students in our ECSE class that also attend Head Start in the morning and come over for our ECSE class in the PM, do we count their Environment Placement as Early childhood Special Ed and the Environment Code as 00A5?

A: Probably, but please refer to the ECSE Educational Environment decision tree.

### **SPECIAL EDUCATION VERIFICATION REPORT**

Q: Where do we send the SPED Verification Report? Are there instructions or an address on the first page of the report that is to be sent to you?

A: There are instructions on the first page on where to send it. You can fax it to 573-751-9438 or scan and email it to [speddata@dese.mo.gov](mailto:speddata@dese.mo.gov)

Q: What is the due date for the SPED Verification Report?

A: We typically give districts two weeks to look over their data. But we would like to have all signed verification sheets sent to us by the middle of January.

Q: Where does the verification report come from and when please?

A: The report is in the MDCS Portal under Guided Inquiry/Special Education. It will be populated the day after MOSIS submission.

Q: I missed the SPED verification report. Can we access the report now or will we have to wait until December MOSIS is certified?

A: The SPED verification report uses the data reported in your MOSIS December Student Core file so the MOSIS data must be certified in order to populate the report.

Q: How does the data get into the sped verification report?

A: When you certify the December Student Core file, the data flows into the report overnight.

Q: Who needs to sign our SPED verification report? Superintendent/SPED director/MOSIS coordinator?

A: We ask that the Superintendent or special education director sign the verification sheet.

### **OCTOBER CYCLE**

Q: Course Assignment records - When an employee's total salary is federally funded and we are using a program code (e.g. program code 03 for Title I) should we also code their plan time as program code 03.



A: The plan time does not need to have the program code.

Q: What course number should be used for an elementary counselor who teaches elementary guidance classes? She is the reported teacher.

A: Many guidance counselors are not actually the teacher of record for an elementary classroom, so they do not need to have a teaching assignment reported for time they spending in the classroom. If the counselor is actually the teacher of record for a class, they should be coded with the blank elementary code.

### **FEBRUARY CYCLE**

Q: Regarding the February graduate follow-up. We are in the data collection stage. Competitive employment has been defined previously as minimum wage or above. What about employment where employers are allowed to pay below minimum wage due to the difference being usually made up by tip wages? Would that also be considered "competitive" though they truly only make ~\$3.50/hour which is defacto minimum wage for tipped employees?

A: Yes, this would still be considered competitive employment.

### **MISCELLANEOUS**

Q: How can I get the presentation handouts?

A: <http://dese.mo.gov/communications/webinar/core-datamosis-monthly-webinar-8>

Q: This is a question unrelated to the Dec file. I only recently realized that there is a Submit button in Core Data after the MOSIS has been certified. My question is when I re-certify the October files throughout the year, should I also again Submit under core data? What is the function of the Submit for the full cycle on the Data Collection side?

A: For Core Data cycles that have a Submit button, you do not need to continue submitting. Upon confirmation of completing the cycle the first time, submit. After that point it is up to you to continue submitting if you choose.

Q: I know that Screen 19-PD hours has been discontinued. I assume however that HOUSSE forms must still be submitted for HQ status for educators. Is that correct?

A: Yes

Q: Regarding the Reporting of SSN in MOSIS, we are planning to "purge" our student data base of the students SS#, are we correct in understanding this will not be collected in any upload?

A: We will be collecting SSN for adults in the February Graduate Follow-up file. Also, we want to clarify that this is student SSN. We still collect educators' SSNs.

Q: SSN question- How does this affect A+ and Free Direct Certification?

A: You do not need to report SSN for A+ purposes. Department of Higher Education only uses the completer data for budgeting purposes. In regard to Direct Certification, we do not use the SSN in the match criteria.



Q: I guess what folks mean about A+, how does the student claim the benefits at the community college? How does the college verify they are eligible for A+? Will they use MOSIS ID?

A: I would suggest you contact Department of Higher Education regarding the need for SSN for A+ purposes. I believe colleges/area career centers use the A+ seal to determine eligibility for a student. Higher Education only uses DESE data for budgeting purposes.

Q: I have 3 students who reside in our district but they are attending another district for gifted services. Should I show them as Resident I students and also put the attending school as our school? This always seems wrong to me as it isn't where they really attend.

A: If you are paying tuition to the other district, the attending district would report the students as Non-Residents.

Q: How long do we have for paraprofessionals that have not completed the Content testing?

A: Any paraprofessional paid with Title I funds or in a schoolwide building must have 60 college hours or have passed the paraprofessional assessment at the time of hire.