



**April Core Data/MOSIS Webinar
Questions and Answers
April 6, 2016**

General Information:

Q: What is the best/preferred contact method when trying to determine which MOSIS student ID to assign when there are multiple near matches?

A: Email the Core Data MOSIS web reply: coredata-mosis@dese.mo.gov

Q: There has been a lot of talk in our district regarding a 'State Audit of Technology'. Our tech director has questioned SSN #'s being collected for students AND employees. I know it's a district's decision to keep student SSN #'s in their local SIS but these #'s are needed for such things as Medicaid reporting. As far as employees, we MUST have the SSN #'s for MOSIS reporting. Does DESE work with State Auditors to confirm how/why schools still collect and maintain SSN #'s?

A: The MOSIS Audit's only concern was with DESE collecting student SSN. In regards to Educator SSN's, they are still required to be reported.

June Cycle:

Q: A student was suspended for 30 days that we dropped. Now we have received a request for records from another school. Do we enroll him as a stopout and then transfer him or just change his status to transfer out?

A: Yes, if it is over the 20 calendar days you can use the stopout code and then do a transfer to the other district.

Q: Can discipline be reported as half-day discipline rather than reporting a full day?

A: No, a half day needs to be reported as a full day.

Q: Will PD (Professional Development) hours be reported?

A: Reporting on PD has been discontinued; however, you will still continue to keep the PD hours locally.

Q: What should be reported on screen 08 in data collection for June Cycle?

A: You would report the number of safe school violations that occurred during the school year. See **Exhibit 32** for a list of safe school violations.

Q: For the student discipline info in the June Cycle, is that info what SISK12 populates?

A: The June Discipline file contains information on in school and out of school removals and expulsions, SISK12 probably does create an extract for MOSIS uploading but you will need to talk with your vendor regarding what they populate for you.

Q: Is the CTSO file still optional?

A: Districts should report the CTSO file into MOSIS.

Q: Is the discipline report for ISS/OSS for half day of more related to ANY incidents, i.e. excessive tardiness?

A: The discipline report only includes incidents that result in an in school or out of school suspension or expulsion, or unilateral removal to an interim setting.

Q: Do we need to report ESY for the summer school course assignment file?

A: You need to report all educators approved to teach in summer school. You can use the ESY code or another Special ED code if Special ED services are provided during summer school.

Q: We are testing ASVAB on April 19. What if the results are not back in June?

A: This data is extracted from this file and populates your CCR measures for Accountability. We have a due date of June 30th but it can be reported later.

Q: I take Vacation in June. With a 2 week window for ID clean up, what if that is when I am out?

A: You might want to make sure someone else in your district will be able to work with the MOSIS files if you are going to be gone during this timeframe. The June ID clean up is scheduled for June 20th 2016.

Q: Sometimes our students are given in school suspension due to excessive tardiness. Are these still reported?

A: Yes, if a student receives in-school-suspension of more than 1/2 day, you should report it.

Q: Other than ID Lookup, how can we cross-check the whereabouts of students if parents did not provide new enrollment?

A: If you are unsure if a student is continuing education they should be reported as a dropout. Then, in the June STC/SEA file upon certification there are state level violations that allow you to see students who dropped out. If they have enrolled, it will display the district they enrolled in. The system also looks across districts to identify if you exited a student but they did not show enrollment in the receiving district.

Q: If a student from our school is known in May to be remained/advanced but then later (during the summer) moves to another school district. The correct procedure would be to enter them in the system for the first day of school and then exit them out on the same day to the new school. What do you do when the receiving school has a start day before your district?

A: That is the correct procedure. There shouldn't be an issue with overlapping dates as long as you don't report attendance hours.

Q: Could you please clarify the use of caseloads in lieu of specific student rosters?

A: For the Summer Course Assignment file, you may report a caseload for enrollment instead of individual students in the Summer Student Assignment file.

Q: If the course completion file plays such an important role in June, could you consider not requiring a student course assignment file in October? It is so much work and there are so many changes throughout the year that the file is outdated the minute we certify.

A: This is something that has been discussed and we will continue to have conversations regarding this.

Q: If we have dropped a student, but he has since enrolled in Mingo Job Corp (a work/study program), can I go in and do a stop out?

A: Yes, you should use the entry code for dropout, and if the date is before the subsequent count date of the next school year and over 20 days, you can change the exit dropout code to stopout and then report an entry of stopout along with an exit code to transfer the student to Puxico. If it is after the count date use the transfer from a dropout entry code and then transfer to Puxico. If it has been less than 20 days go to the first day of non attendance and then transfer to Puxico.

Q: The manual reads that you only need to report staff with position code 60 for the summer school file. So this means that we do not need to report other staff working summer school, correct? We do not need to report Speech language or paras or aide even federally funded positions? Just certificated teacher positions?

A: If educators are paid with federal funding you need to report those positions as well.

Q: Can course completion be split into 2; 1 for semester 1 and the 2nd submission of grades for semester 2?

A: You are allowed to report full year courses in October and then report the grades in the June Course Completion by semester.

Q: We have a Juvenile Detention center in our district and sometimes a student will be at their home school for part of the day and then the other half in our district. How do we report to avoid overlapping enrollments?

A: The student would be reported as part time at both schools with memberships less than full time.

October Cycle:

Q: If the 2nd semester courses were not added in October, do we need to go back and redo the file?

A: Yes. October needs to be updated anytime you add a class or an educator leaves in the middle of the school year. This includes 2nd semester courses when you know them.

Q: Can you please tell me which file has to be resubmitted so that the course completion will be correct. For example, our high school students are taking classes at college, so there are always discrepancies in classes.

A: The Course Assignment has to have all courses that your district provided throughout the year including college classes – If that information is updated then you should be fine with the course completion.

Q: Do we have to completely redo October or is there a way to just add the 2nd semester courses?

A: Ask your vendor if there is a way they can help with adding 2nd semester courses. There are many manual ways for you to complete the task. Within MOSIS Data Collection you can append a document to your existing data if you have a file with only 2nd semester courses.

Q: All course completion file records will need a matching record in the student assignment file. However, do they need to match exactly with the same educator SSN or will it simply need a matching section key/assignment number. I'm curious to know if we have to update the October file with new educator data if a teacher leaves and another take over the course.

A: Yes, updating October with educators and courses as they change throughout the year is correct.

Q: If a student changed courses at the beginning of the semester and its different from what was reported in October, do I need to update October to the new courses for the 2nd semester?

A: You only have to update the October cycle if it is a new course or educator. If the student withdraws from one course and goes into an already established course you do not have to update the Student Assignment file.

Q: Can the student assignment be uploaded early to catch any errors that may exist?

A: If you are referring to the Course Completion file, we do have it open early to allow districts to review and correct any errors. The October files are available earlier when possible.

Q: An advisory class that is reported in October that does not receive a grade comes up as a warning on the course completion. Is that a problem?

A: These courses should be reported as "NC"; Student received No Credit from the course.

Q: If we completely upload a new October Course File, won't we have lots of errors?

A: Depends on if you made changes to your SIS system when you were correcting errors in the original submission. Lots of districts make changes and then upload new files to make certain they have their SIS system updated correctly.

Q: What is the student course completion data used for?

A: Currently, parts of the Course Completion are used for MSIP for dual credit/dual enrollment information, IB and AP courses, etc.

Q: All courses must be reported in the October file?

A: Yes, all courses your district provides should be reported throughout the year.

Q: The only way to have the June Course Completion correct is to make updates to the October Course & Student Assignment throughout the year. Our district has new students enroll almost weekly and don't those new students need to be added to the Student Assignment file?

A: As long as they are going into already established classes you should not have to update the student assignment file. Just report the grades earned for these students in the course completion.

Q: If students can complete multiple online courses in the semester timeframe, do I need to go back to October and make sure in the student assignment file that all of them are listed so in June it will reflect the multiple courses per student?

A: No. But, you will need to update the October Course Assignment file to ensure all of the courses are listed in there.

April Cycle:

Q: When doing the April student core, it asks for beginning and ending dates. I have been told to use our MAP testing dates, but we don't finish testing until in May, so I am not sure what to do.

A: You can wait until that time and Certify April STC to ensure all students are included.

Q: Our district accepts students from other districts for ROTC. I normally delete them from my Student Core, but can I leave them in my April Student Core since it is only looking at students that are linked to state assessments?

A: Yes, you can leave those students in your April Student Core. When we receive state assessment results we will pull the April records for them only.

Assessment Precode:

Q: Questions for Teacher Names and Assessments - Will the teacher names and assessments are included for all assessments 3-12 (MAP, MAP-A, EOC's etc)?

A: The Precode file and test systems capture the "EXAMINER" name.

Q: Does the EOC History report include Fall of 2015?

A: EOC History contains assessment data from the 2014-2015 school year and prior. It does not contain score information from the Summer 2015 or fall 2015 administrations windows, as that data is part of the 2015-2016 assessment data.

Q: We would like to double check our senior EOC test participation. Where in the MCDS portal do we do that? Also, where are the ASVAB scores listed?

A: I would recommend referring to the EOC History Report, which may be found through Guided Inquiry > State Assessment > Administration. The ability to get to this information is contingent upon an individual's level of access. Districts upload ASVAB data directly into the MOSIS system.

MOVIP Questions:

Q: We have students who attend MOVIP. How do we reflect that as an attendance site? I know we use the MOVIP district code but what is the school code?

A: MOVIP Courses paid for by district are reported in the October Course Assignment with CRS Del System 'V' and CRS Program Code 50. Report your district/school codes.

Q: What is the school code for MOVIP?

A: The school code for MOVIP is 1050 for High School and 4020 for elementary.