

**October MOSIS Webinar
October 1, 2014
Questions and Answers**

MISCELLANEOUS

Q. Is Screen 25 completed even if the district does not have a state-approved gifted program?

A. Screen 25 should be completed for state-approved gifted education programs.

Q. Screen 15 - How do you document if you are in the CEP program?

A. DESE will know if your district is a CEP district.

Q. Screen 15 - I have warning regarding number of F & RL total much larger than last year. What is new field Unreduced Lunch?

A. The Core Data edit is being fixed. The unreduced (full price) lunch field was added so that a total number of students would display for reference purposes.

Q. Screen 15 - What is definition of Unreduced Lunch under Federal Programs headcount?

A. Unreduced lunch is full price lunch, which is not free and not reduced.

Q. What is a NAEP Sample School and how do we know if we are one?

A. District superintendents of sampled Missouri schools were sent electronic letters of notification from Dr. Sharon Helwig, Assistant Commissioner, in May 2014. Principals of sampled schools were sent electronic letters of notification from Cynthia Hollis, Coordinator of NAEP, later in May 2014. (District test coordinators were copied on both letters.) See the following web page for more information:
<http://dese.mo.gov/college-career-readiness/assessment/naep>.

Q. My counselor is on my case about getting the EOC history report. I no longer see the report on the MCDS, thought it was there in the past.

A. This report is available. If you do not see it please call our office.

Q. When will DESE provide districts with details on the new CTSO Career Technical Student Organizations collection for June?

A. This information will be available soon.

Q. Do the uploads to the MOSIS Data Collection System feed into or populate into the Data Collection or do you have to fill in the fields in Data Collection manually?

A. Many of the core data screens are populated by MOSIS, but some are not. See the PowerPoint slides or MOSIS/Core Data manual for information.

Q. Last year the Referrals submission in June was optional. Is it going to be required this year?

A. The Referrals collection will remain optional.

Q. I received a warning code SEA03873. This mostly appears on returning pre-k kids. What entry code should they have?

A. Answer coming soon...

STUDENT CORE

- Q. We have students that attend a special education coop. For the first time this year they are stating that we are to report the early childhood students, is this correct?
- A. For ECSE, the guidance has not been changed, the serving district should still report the children. However, the serving district should report the non-resident students with the NR residency status code and the home district should be reported in the resident district field.
- Q. Our district is the fiscal agent for a Special Ed Coop. Our educators serve students in 12 districts, they travel to those kids in those areas (the kids do not come to us). Should we be reporting them as non-resident students? In the past, we were told to report them as resident. They are all PK - ECSE kids. No school age kids.
- A. The serving district should report the ECSE children. However, report the non-resident students with the NR residency status and the home district should be reported in the resident district field.
- Q. Students who aren't early childhood but receive services in another district, will the other district report them?
- A. K-12 students served by another district can either be reported by the home district as R1 or the serving district as NR. It's more common for the home district to report the students, but there are exceptions to that. The high school district reports the K-8 students as non-resident (NR) students.
- Q. If there is a student that dropped out Spring of 2014 how long does our district have to recover that student?
- A. If the student returns prior to the September count date, the dropout exit code can be changed to a stopout.
- Q. Do we have to report Early Childhood even if it's only Paid Tuition?
- A. Yes, all PK students should be reported, even if parent tuition.
- Q. If we are now a school wide free lunch district, do we just leave what was there from last year? Do we mass change stuff how do we handle that?
- A. Answer coming soon...
- Q. Marillac (048-422) is not being recognized in the Student Core. Is someone taking a look at that? I called Marillac and they've had several other districts reporting the same problem.
- A. We're aware of the issue, and it should be resolved now.
- Q. Should we be counting our Pre-K kids if we are a Title I Pre-K?
- A. Yes, all PK children should be reported in the Student Core files in MOSIS.
- Q. We do report PK/ECSE students, but we do not report all PAT students. Is that still correct?
- A. Correct, at this point, PAT children are not reported in MOSIS, but you should assign MOSIS IDs for the PAT children.
- Q. Are PAT children required to have MOSIS IDs even though they are not reported?
- A. Yes, assign MOSIS IDs for PAT children.
- Q. Do we report Pre-K students that only come in for speech?
- A. All PK children receiving services from the district are to be reported.
- Q. The MAP-Alternate field in the Student Core, do I mark it yes if the student is a MAP-A identified student even if their grade level is not tested for accountability Ex. Grade 9.
- A. Yes, if the student is Map-Alternate, mark the student as yes in the Student Core file.

Q. If a neighboring K-8 district student attends our HS, is it a R-2 student?
A. The high school district reports the K-8 students as non-resident (NR) students.

Q. Do we report Title I students in the Student Core only if they are being serviced in a Title I program, or if the entire building has been designated as Title I, do we then flag the students in the entire building as Title I?
A. If the building is targeted you would report only those students who are being served through Title I funds, if your building(s) are Schoolwide you would report all students as Title I. Title I is required in every Student Core file.

Q. Is the CEP program the same as the program that qualified our entire school as free lunches for this school year?
A. Yes for additional help with CEP questions Schools Foods' number is 573-751-3526

COURSE AND EDUCATOR

Q. I have an error EDC00452 in my MOSIS report that says a new para is in EDC but not EDS.
A. Staff must be reported in both the Educator Core, and Educator School files.

Q. If I have a staff member that is being paid as an administrative clerk for part of their salary and they work in the office do I show her entire salary or just the part that is paid out of Federal funds?
A. Report only the salary that is paid with Federal funds and report the corresponding FTE for that position.

Q. Do we report Head Start teachers in October?
A. Only report if they are affiliated with the public school system.

Q. When the instructional minutes for the educator go into the course assignment, should they total up to what our school calendar entered in August that shows the weekly minutes?
A. Yes, the minutes should be close when compared.

Q. We have multiple staff teaching during our band period, how are those reported? Three staff, same period.
A. The lead team teacher is reported with a delivery system of T1, and the other team teachers are reported with a delivery system of 1. Enrollment (student assignments) is reported only for the lead team teacher.

Q. We have 2 teachers splitting kids. For example 7th grade girls 30 minutes for health and 7th grade boys in computers. Then after the 30 minutes the kids switch.
A. Each teacher would have their own assignment reported with corresponding minutes.

Q. What would an "X" in the delivery system mean?
A. This is specific to the SISK12 system and is not a DESE reporting code.

Q. We have a para who was here until Sept. 30th then left. Another came in to replace on Oct. 1 do we report both?
A. Yes, report both. They will have appropriate late start and early end dates as necessary.

Q. Do Title I tutors also need an educator school record, in addition to their primary record?
A. Title I tutors will need an educator school record if the tutors are providing services in a different school building or the position code is different for that educator. Title I after-school tutors should only be position code 60.

- Q. Our district is providing Title I Services after our regular school day. Several of our classroom teachers are providing this instruction. How and where do I report this, so that we get credit for the Title I services?
- A. You would report this in your October files. You will need to use delivery system H for these teachers. You will include program code 03 for Title I.A and report the course code of the instruction the teacher(s) are providing.
- Q. We have an embedded math teacher who goes into four different classes during the week. Do we show the math teacher as a team member for each class that he goes to? Also, how do we show the minutes?
- A. See Core Data Manual exhibit 14A for information on embedded credit.
- Q. Do you report your non-certified technology staff in your Educator files?
- A. These individuals are probably not necessary to be reported unless they are paid with special funding.
- Q. How do we report the A+ coordinator?
- A. A+ Coordinators are reported with course code 883100, position code 30.
- Q. We have employees who have more than one title, such as a counselor is also the A+ Coordinator. Our social worker is also our Homeless Coordinator. In the educator files and course assignment files should their FTE's and minutes be split?
- A. Each assignment/job should have a separate line with corresponding minutes.
- Q. What is the position code for a long term sub for a teacher that has left the district?
- A. All teachers, including subs, use a position code of 60.
- Q. On the long term sub for a teacher that left the district, how to post an annual salary for MOSIS, since she is paid on a per day basis?
- A. If a long term sub is the teacher of record, they must be paid the teacher minimum salary. A salary amount can be calculated for the staff member, there are tiers based on education and experience.
- Q. We have an 8th grade student who is advanced in math and taking Math class at the high school. The teacher is certified to teach 9-12. The class is taught at a 10th grade level. If I report the class under middle school I get a ding for the educator not being certified to teach 8th grade. I can't report the student under the high school because their grade level is not reportable in that building.
- A. You can report the 8th grader in the high school Course Assignment, their Student Assignment for the student will have their 8th grade level.
- Q. If a student is on an ISP and the teacher will be providing services before or after regular school hours, what delivery system should be used for this?
- A. You can use delivery system H for before/after school.
- Q. Where in the manual does it differentiate position and extra duty assignments?
- A. Extra Duty positions are reported with the salary in the extra duty pay field.
- Q. Rule STA01500 is showing on our MOSIS report and it says that reporting district and school cannot be the same as sending district and school. We have students that went to Francis Howell last year and now have returned and these students are showing as an error. How do we correct this error?
- A. Do you have a value in the Dual Credit Site field on the Student Assignment file? If not then you do not need a value in the Sending District/Sending School fields.

- Q. When reporting the minutes for teachers, how closely do those minutes need to match the calendar minutes?
If they have several different positions it can add up to a lot more than the calendar.
- A. The minutes should be close to the minutes per week listed on the school calendar.
- Q. The minutes on the calendar are attendance minutes and not considered instructional. Can you explain more about why they would match?
- A. Answer coming soon...
- Q. Which elementary classes need to be reported besides the Home Room Teacher? Library, Art, Music, PE and computer?
- A. Art, music and PE should be reported separately. Other subjects can be broken out if taught by a teacher other than the homeroom teacher.
- Q. For the elementary 'special' classes, ie. music/art, do we just report minutes and not student assignment?
- A. For elementary special classes, you should report student assignments
- Q. Is there something that tells you how many minutes are required per week for courses?
- A. Answer coming soon...

CADET TEACHERS/STUDENT AIDES

- Q. I always get warnings about using our counselor for cadet teaching. What should I do?
- A. Answer coming soon...
- Q. Every year we have warnings for our counselors (position code=50) who are listed as the teacher of record for classes such as office cadet/practicum. Is there anything we can/should do about these warnings?
- A. Answer coming soon...
- Q. Is there a course number for students that spend a period working for a teacher or counselor in their office.
- A. There is a course number for a Student Aide (992000).
- Q. For student aide, are those students associated with the staff person they are assisting or the A+ coordinator?
- A. Depending on the situation, usually they are reported with the individual they are assisting.
- Q. What if Student Assignments are tied to the A+ Coordinator/Cadet Teacher/ Office Aide? These courses are set up to give a grade by the Teacher of Record?
- A. Answer coming soon...

CONTRACTED STAFF

- Q. My Speech Pathologist is contracted instead of on payroll, do I include them in the educator file & assignment file?
- A. Yes, contracted staff (teachers and ancillary) must be reported in the educator files.
- Q. When you say that the contracted personnel should be reported as well as employed are you referring to secretaries as employed?
- A. Secretaries are generally not reported in MOSIS, they are reported in Core Data on Screen 2 as an FTE count.
- Q. Is it contracted personnel or certified contracted personnel?

A. If the position would be reported if the person was employed then the position should be reported if the person is contracted. Common examples are Speech/Language Pathologists and Occupational Therapists that should be reported whether they are employed or contracted.

Q. I am referring to therapists as the contracted personnel. So all of them are to be reported with position code 90?

A. Most contracted therapists are reported with position code 90, but it is possible that some may be position code 70 depending on the assignment.

Q. If contracted personnel are reported in the October cycle reports, how do we determine a caseload as that number will fluctuate throughout the year based on initial evaluation qualification determinations and also release from special education/related services?

A. Most contracted personnel are position code 90s which do not require a caseload to be reported.

CTE/VOCATIONAL

Q. If a teacher teaches in 2 different career ed programs should the FTE and salary be split between the two programs even if the staff member is only at one site?

A. Yes you will split the FTE and salary.

Q. Vocational question, is it more important to have completers by Program code (ex: business 0204, 0304, 0404) or to have representation of students taking courses in as many program codes as we can (participants)?

A. Answer coming soon...

Q. I have an error of CRS02603- Course program code cannot be 01. Who would I contact at DESE concerning it? This is a PLTW course that has been approved for our district.

A. Call Connie O'Brien at 573-751-3524.

Q. If students attend a vo-tech course in another district for part of the day, does that other district report them as well as our district?

A. Students who attend vo-tech in another district are reported by the district who is teaching the course. You would not report the course since your district is not providing the instruction.

Q. If we are the district providing the instruction 1) Do we report the other district students in Stu Assign only OR also in STC (each time) and then SEA? 2) Who reports the attendance hours?

A. You will report all students in the Student Assignment file that are in a course whether or not they are from your district. You will not report students from other districts in your Student Core or Student Enrollment Attendance files.

Q. What position code should a Career Education Resource Educator have?

A. Course codes that begin with 99 (Career Education Resource Educator is 995030) are generally considered miscellaneous teaching assignments, therefore should use the teacher position code of 60.

Q. We have a course we have taught for years and it now says unapproved vocational course. Do they sometimes change?

A. Yes career education courses are reviewed periodically and if a course is deemed no longer career education it is either changed to non-career education status or completely removed from the system.

Q. I am getting an error CRS02603, Course Program Code cannot be 01 since course number is not an approved Career Education Course. My Career Administrator says we are approved for this PLTW course this year. Who can I contact concerning this?
A. Call Connie O'Brien at 573-751-3524.

Q. If our district sends students to another district for Vo-Tech courses, are you saying we don't need to report these courses or student assignments in Oct?
A. The district/school that is giving the instruction is the required district/school who will report the information. You would not report these assignments via MOSIS since you would not have access to the educator's ssn and these courses would not be approved at your district.

Q. What about a webinar for schools with Tech Centers and all the reporting?
A. We will look into this.

Q. For embedded credit at Tech Center where Ag teacher is not HQ but team Lang Arts teacher is HQ would we report with delivery system code of EC or T1/1?
A. See Exhibit 14A re: embedded credit.

COMBINED CLASSES

Q. Can you please give the definition of a combined course.
A. The combined class indicator is used to report classes of two or more different subjects or course sequence levels (or grade levels for self-contained elementary classes) that are taught during the same time period by the same teacher.

Q. When you have combined courses there is nothing in the delivery system field? Correct?
A. If a delivery system applies, you would report it in addition to the combined class indicator.

Q. Can I combine a full year course and a semester course for a Combined Class, or do I have to split the full year course into 2 sections?
A. You may combine a full year course along with a semester course, edits in Core Data may trigger, but you can ignore them related to this scenario.

Q. How do you divide minutes for a teacher who 1st semester has a combined class of a year-long course and semester course and 2nd semester there is not a combination of classes?
A. Combine the first semester and year long course.

Q. I have a teacher that has personal finance 1st semester and personal finance 2nd semester and has IS Accounting 1 and IS Accounting 2 year-long classes all in the same block how do I split the minutes?
A. Answer coming soon...

Q. On combined course do we start over with 1 when we report a combined class for a different instructor or do we continue with the next number in sequence?
A. You can start over with 1 for a different instructor.

Q. Are the combined class numbers for the building or for do they start over for each teacher?
A. They can start over for each teacher.

Q. On the minutes for the combined class last year I was told to split the minutes up between the courses.
A. That's correct.

Q. With SPED classes that have more than one class during the class period do you make it a combined course and report it as a SC?

A. Yes, make them combined classes, and use the appropriate delivery system for each assignment. In some cases the combined classes may have different delivery systems.

Q. Teacher teaches a year-long American History class at the same time he oversees a semester online Dual credit class (taking attendance only). How do I divide the 250 minutes?

A. If you are combining these two classes divide the minutes by 2.

Q. I have coded the combined classes as you have just mentioned and the MOSIS file does not have any warnings or errors regarding those classes however the Edit Reports on the Core Data side does. The warning says "Semester and minutes appear incompatible with credit". Should these warnings be ignored?

A. The edits on Core Data have not yet been updated, so you can ignore them.

TRANSFERRING ASSIGNMENTS

Q. Won't transferring an assignment between educators cause an error on the student assignment file considering that the SSN of the first educator is what was linked to the assignment in said file?

A. Using Transfer Assignment will also duplicate Student Assignments so they will be linked to both educators.

Q. I am assuming that if your Replacement Educator is a new teacher, then you will need to first add that teacher in the Educator Core and Educator School file in the October files and re-certify before doing the Transfer Assignment, correct?

A. I don't believe so, the transfer assignment will allow you to put in the new replacement educators SSN, name, etc.

Q. If you use the transfer option for an educator, if you have to re-submit your educator files, won't that transfer be over-written unless you add the new person in your Educator Core and Ed School files?

A. If the educator is not already in your Educator files, you need to add them there as well. The Transfer Assignment is only beneficial for the Assignment files.

Q. Will the Transfer Assignment function update all the other October files? Right now we already have the students reporting to the new teacher, so we'd have to list the old teacher if we want to use the Transfer Assignment function after submitting, right?

A. All educators throughout the year should be reported.

QUARTER CLASSES

Q. We have some quarter classes in our middle school. Do I report the full 260 minutes for each quarter or do I split that in half for Qtr 1 and Qtr 2 so the semester adds up to 260?

A. You will split the minutes so for the semester they will add up accordingly.

Q. How do you calculate course minutes for a class that only meets for one quarter long? All other classes are semester or year long. For example, if art is just Q1, do we give it the full 220 minutes we did for a Semester class or do we give it half? How do you know this is only a quarter class and not a semester class?

A. Report the quarter class with the semester code it falls within (1 or 2) and then split the minutes.

YEARS OF SERVICE

Q. I put in the correct years of service for all of our educators, but received errors on all of those. Is there a way to fix the years of service that are incorrect in MOSIS?

A. The years experience rule goes back to 2009, so depending on when the years of experience were reported inaccurately will determine where you need to start to fix them.

Q. Need more clarification on the Years of Service. Is this when any certified employee transfers to another position; such as assistant principal to principal, or principal to assistant superintendent?

A. Answer coming soon...

Q. We have an employee who was a teacher for us last year but this year is a paraprofessional. If I'm correct, I am to restart her years of service, correct? If so, I am getting an error message for her. How should I fix that?

A. Yes, you will receive an error, our rule does not accommodate this, notify us if you run into this problem.

Q. I have a retired principal that came back to teach math do I start his years of experience over, or add to?

A. Answer coming soon...

VIRTUAL/ELECTRONIC MEDIA (ONLINE)/DUAL CREDIT/ETC

Q. We have several students attending on-line courses through Accellus, Peak and E2020 in our at risk classroom. They are being taught by the on-line certified teacher. How do I report these courses in MOSIS?

A. Course Delivery System S, and combined if necessary.

Q. We have a teacher taking attendance for students who are working on online classes. Is it necessary to report minutes for that teacher? Is the delivery system S? If minutes need to be reported will that be a problem if it is during Plan?

A. Yes, report minutes, and Course Delivery System S, and combine if necessary. Cannot be during plan time.

Q. We have kids taking Odysseyware online courses with teachers who are proctoring them but are not teaching. I assume we code the class as At Risk, correct? How do we report the teacher who is proctoring?

A. Only report at-risk if applicable. Report with regular course code and S and combined if multiple courses.

Q. If our students go to local college for courses, should we report them as dual enrolled?

A. Report as dual enrolled if college instructor and student receiving college credit.

Q. Just to confirm, if our students go to local college for class, we should report them as dual enrollment, with no edssn since it is college instructor but school district as receiving?

A. Correct.

Q. If we have students taking online classes during the school day would the dual credit site be COLL?

A. Assuming the online class is delivered by a college instructor, then yes, the dual credit site will be COLL.

Q. We have online college credit classes supervised by a district teacher. If more than one course is occurring during a specific period, do I report that as a combined class with minutes divided?

A. Yes.

- Q. On the virtual/electronic media/college courses/itv, it would be helpful to know how attendance is reported in regards to each.
- A. If student is physically attending school, you report the attendance and absence hours as usual. For virtual attendance, course is comparable to a course offered by the school district to determine hours of possible attendance. Attendance based on completion; 100% completion, claim 94% attendance; 50% completion, claim 47% attendance.
- Q. We have what we have always referred to as Dual Credit, but should it be Dual Enrollment? Our students do online classes thru a local college and our teacher is the supervisor. We have always used the DIST code, but after seeing this, I'm wondering if we should use the COLL code.
- A. If district instructor, report DIST. If college instructor, report COLL attached to the assignment for the district supervising teacher.
- Q. Most of our online college courses are being taught during one hour with a supervising teacher. Last year Tom Ogle advised me to report the course code with study hall. Is the still the code I would use?
- A. Current guidance on this is to report one record with the appropriate Course Number for the content, report the EDSSN of the supervising Educator, and Course Delivery System of S- if dual enrollment, report COLL as the Dual Credit Site.
- Q. If a student is full time can you count any attendance for a virtual course taken outside of school hours?
- A. Answer coming soon...
- Q. When reporting a Virtual class in the CRS file, how do I record the minutes - our teacher may have a full schedule plus teaching a virtual. Do I put 0 minutes for that assignment?
- A. If the virtual class is in addition to a full-time schedule for the educator, then use the delivery system VH.
- Q. We have students taking online courses with an educator from a neighboring district. Our students are taking these online classes during their study hall with a certified teacher overseeing the study hall. Should we report this as electronic media under the study hall teacher?
- A. Yes, report actual course code with S, combine if necessary.
- Q. Do we mark minutes for the teachers supervising the college online dual credit courses?
- A. Yes. Actual course code, course delivery system S, and dual credit site of COLL.
- Q. Our students take dual credit courses at a career center and some pay for the dual credit and some choose not to. Since we pay tuition for them to go, how can we enter these students in our SIS in order to get the credit for MSIP 5?
- A. The area career center is responsible for reporting all information for students attending their career center. Once they report you may view it for accuracy on Core Data Screen 22.
- Q. We know they report it but we want to know how to get credit for our students taking the dual credit for MSIP 5.
- A. If area career center reports the data correctly (ACC reported in Dual Credit field in Student Assignment file for at least one student) the district will get the appropriate credit. Check Screen 22 for data.
- Q. Multiple teachers supervise the ITV room in the past I have not reported any EDSSN with the class. Do I need to report a EDSSN for ITV classes?
- A: The district providing the ITV instruction reports the educator, course and students.

- Q. The chart with virtual education "outside of the school day" seems to imply beyond a full FTE. If beyond calendar day, we exclude from reporting. For example, if a student has a full schedule (8 blocks) and then takes a virtual course (9th block) "outside of the day" --- is this correct?
- A. The phrase was not intended to mean beyond a student's full day, it is implying that virtual classes can happen anytime anywhere but are usually not at the physical school.
- Q. How would we receive MSIP5 credit for dual credit classes if the teacher is assigned to a study hall for supervision of the online class?
- A. If online college course supervised by HS teacher, report HS teacher with content course code and S delivery system. Combine if necessary. Report COLL in Dual Credit Site.
- Q. What if you have a dual credit class that is taught with our district teacher along with a college professor?
- A. Answer coming soon...
- Q. Our students pay for dual credit, but I still report all of this in MOSIS, correct? How do I differentiate this for MSIP5?
- A. Report the students who pay for dual credit as dual credit. Other students in the same class that are not paying for the dual credit will also be counted for MSIP5 purposes.
- Q. If we are reporting Study Hall for online supervising teacher, how do we report the actual course taken without an educator SSN?
- A. Do not report study hall. Report actual course codes with Delivery System of S, combine if necessary.
- Q. If the study hall teacher is reported for the online class, but is not qualified for the course being taught, how will this affect the high quality teacher report?
- A. Study Hall is not considered a core content course and would not affect HQT (highly qualified teachers). BUT now we don't want study hall reported, report the educator with the course number and course delivery system S.
- Q. I have always used the course code that equals the college class that was being taken. For example, I would use AM Hist course code for an American History college course that our teacher was supervising. Is this no longer correct?
- A. You have been reporting correctly.
- Q. Does it matter if students are paying for the dual credit courses?
- A. If there is one paying dual credit student in the class then all students are counted for MSIP 5 as Dual Credit. Do not report all students as Dual Credit just the ones which actually paid for and received the credit. The Department will include the others in MSIP 5.