



September Core Data/MOSIS Webinar Questions and Answers September 7th, 2016

Student SSNs:

Q: Will SSNs still be a required field for A+ graduates?

A: No, it will not. The Department no longer administers the A+ program, so we no longer collect student SSNs for it.

Q: An SSN warning in the June Student Core said I “must report A+ completer SSN”, will it pull those students SSN number?

A: The student SSN is not required for A+ students, this coming June you will no longer see the edits.

Q: Is there ever a time that districts would need to report SSNs?

A: Student SSNs are only reported in the February Graduate Follow-up file for adults in Special Adult Programs.

Assessment Precode:

Q: Where can I find the template for the Fall EOC precode?

A: You can find the template for the Fall EOC precode at the link provided: <http://dese.mo.gov/data-system-management/core-datamosis/file-layouts-2016-2017>

Q: When will the dates for the precode timeline be available for the 2016-2017 school year?

A: The precode timeline is on our website at <http://dese.mo.gov/data-system-management/core-datamosis/timelines#assessprecode>.

Q: I read earlier this fall on the DESE website that Personal Finance (PF) can be taken as an embedded credit in an Agriculture course (i.e. Ag Business). It stated that if PF is taken as embedded credit, those students would be required to take a PF EOC. It went on to say that students who take it as a standalone course, the EOC is not required. Is this correct?

A: Please refer to the link provided for information regarding this question: <http://dese.mo.gov/college-career-readiness/assessment/personal-finance>

CCR ID Clean-up:

Q: How does the 2016 CCR ID Cleanup Trial differ from the June ID Cleanup? Is it necessary to run this trial?

A: The CCR ID clean-up file is a trial created by DESE including each student that had taken any assessment (ACT, AP, PLTW, and SAT) throughout the year and it swoops the record against the MOSIS ID system to obtain the MOSIS IDs for each student. The students that are not matched are then added to a file that is preloaded into MOSIS for every district in the state containing the student records that do not have a MOSIS ID. The process is essentially the same process used with the MAP records for the June ID Clean-up (last two weeks in June). It is essential to districts to review and certify both the CCR ID Clean-up and June ID Clean-up trails when they become available.

MoVIP:

Q: Do we report students taking a MoVIP class? We are not teaching the class. The class is not part of their scheduled classes. We just receive a MoVIP report stating the student's name, class taken and grade earned.

A: Your district does not report this course if the student is taking the class on their own. If your district was paying for the course, then you would be responsible for reporting the class.

Q: We have a medically fragile student attending MoVIP full time? How do we report this student?

A: Your school district is not responsible for reporting this student. MoVIP will be reporting this student.

Q: We have a student this year who is a transfer to MoVIP, our district does not pay for this. We transferred her out (T001) as we would if she transferred to any MO public school. Are MoVIP students only reported for those schools that pay for students to attend MoVIP and keep them as currently enrolled in their district?

A: You would transfer this student to homeschool instead of transferring to MoVIP. MoVIP only pays for medically fragile students. In regards to your other question, you are correct - if the school pays for the student to attend MoVIP then they would report the October Assignment.

StopOuts/DropOuts:

Q: Where can I find information on the new stopout rule?

A: Please see exhibit 6 of the Core Data/MOSIS Manual.

Q: Our first day off school was Thursday, August 18 but a student didn't show up until Monday, August 22. Can we make their enrollment date 08/22 and disregard the two absences on Thursday, 08/18 and Friday, 08/19?

A: All students should begin on the same first day of school. Due to the new stopout rule that has been put in place you have to count the student as absent for those days.

Q: A student was suspended March 2015 but returned before the count day, how do we report them?

A: This student is considered 'recovered' and you would go back to March 2015 and change the dropout exit to a stopout exit code and on your first day of school for 2016-2017 when the student returned from the suspension you would use a stopout entry.

Q: We have a student that is currently an adult and is incarcerated. Is it appropriate to use the StopOut? The student has not reached 20 consecutive days, however, he or she is having a negative effect on our building attendance.

A: The student will be counted absent until the 20 days, then you may go back to the first day of nonattendance and report the stopout code.

Q: I have a student that dropped on May 9, 2016. School was out May 23. We reported him as a dropout in June but he returned this fall. Do I use the stopout codes?

A: Yes, the regular stopout codes would be reported for this student.

Q: In regards to the 20 day rule. Do we need to wait the 15 school days to report the student as a dropout?

A: Yes, once you know the student has not attended for more than 20 calendar days (15 school days), they can be reported as stopout.

Q: In regards to the 20 day rule, the indication was "about 15 school days", does that mean 5 non-school days? What if the date range falls over some holidays/breaks (i.e.: Thanksgiving, Christmas, Spring Break, etc.)?

A: The system does not account for holidays/breaks so the stopout rule applies to 15 school days regardless of holidays or 20 calendar days.

Q: Do we count those students absent for the first day of school before we drop them?

A: If the student is no longer enrolled in your district, then yes they may be exited the first day of school with no absence hours.

Q: If a student was reported in the June cycle as Remained:Advanced then on the first day of school (08/11/2016) SIS reflects this as Remained:Advanced. Student did not show up for school because she had moved. However, the student moved back to our district on 08/31/2016 and now attends our district. She had never enrolled at another school when she moved originally. Can we withdraw with the stopout code for our 1st day of school and then enroll on 08/31/2016 from StopOut since it was 20 calendar days or do we have to count absent?

A: You may use the stopout codes if the days exceed 20 calendar days. Otherwise, you would have to report the absences.

Q: What if a student is suspended today until the end of first semester (over the September count date). Do we use the S001 exit on 09/07/2017 and the S101 entry on 01/05/2018? Or is that S001/S101 combo only used if the stop out is over school years AND across the count date?

A: You would use the stopout codes not the stopout suspension. You have until the subsequent count date of the next school year (2017-2018) before the stopout suspension would be used.

June Cycle:

Q: We are a K-8 district, how do we report the 8th graders in June when they've graduated?

A: They are considered to be naturally progressing and are reported as Remained:Advanced.

Q: How do I find out which other district reported summer school students that I also reported?

A: The district who first certifies the student will not know unless a district contacts them. If you are the second district the edit will inform you.

Q: A senior was reported as a drop out in June but came back in summer school to finish the credits needed in order to graduate. How do I report them?

A: If a student completes credits during summer school, they can be graduated in the prior June STC/SEA file.

Q: Why can't 2 districts report Summer School hours for the same student if they didn't attend the same dates?

A: Section 167.227, RSMo, states "no pupil shall attend summer school classes in more than one district during any one summer."

Q: Regarding students that don't show up, we can't go back to the previous June and transfer them to the appropriate district that we didn't know about until August? Correct?

A: Students who remain the prior year are entered on the first day of school the following year and are then exited with their status if they do not return. Every remained student should be accounted for on the first day of school. However, if a student does not return and it is unknown if they are continuing education, they are exited as a dropout.

October Cycle:

Q: The October Student Core will open around September 15. Will we be able to do an early submission to be able to obtain test info on transfer-in students?

A: Yes, however, if you certify the file early you need to make sure that you resubmit it with correct information for the one prior ten and enrolled on count date data once the count date occurs.

Q: If an ECSE student is dismissed from speech therapy, what do we use for an exit code?

A: The general answer for a child leaving a district PK program is transfer to homeschool. The special education exit code in the Student Core file would be 01-Return to Regular Education.

Q: Would the Remained:Advanced code create a warning in the October or June cycles for 8th grade students?

A: We have exceptions in place for when K8 districts use the remained codes for 8th grade students.

Q: Should students in a nearby K-8 district, attending our high school be coded NR?

A: Yes, these students would be NR with the resident district code of the K8 district.

Q: What if a student enrolled in another school district that started after our school district? Do those students need to be counted absent in our school district until a request for records is received or can we transfer them as the first day of our school?

A: In this case you would transfer the student out on the first day of school.

Q: A student enrolled and attended two days, but then we found out that they were on a 180 day prior suspension at another school district. Do we remove the student from the enrollment and attendance?

A: Since the district allowed the student to enroll without first verifying if there were disciplinary incidents the student is now your districts student and you would exit them after the second day of attendance.

Q: If I had a student that attended the TITLE 1 preschool last year and then didn't show up for kindergarten this year and not knowing where he went would I need to make him a drop out?

A: This PK student may be reported with an exit of transfer to home-school.

Q: Does the educator need to be certified in the Educator Core file before the name to appear in the drop down to do a transfer assignment?

A: No, ensure that they are in the educator file but they will appear in the drop down bases on their course assignment.

Q: It was stated we don't need to update the student assignment screens. Is the error logic in the course completion going to consider that? Our biggest error is always student not in student assignment file and it's almost always a case of student changed their schedule at beginning of second semester.

A: Student Assignments that are reported in October have to have a Course Completion. If the student left your district then it's possible that you would just have to report the grade as WD. As long as you have the course in the October cycle you do not have to redo the student assignment unless the course is brand new.

Q: Should a full time substitute be in the October cycle? If so, how should they be coded?

A: If the substitute is the teacher of record they should be reported in the October cycle.

Q: A full time substitute is not the teacher of record so do I not report her at all? She is a full time teacher for our district but in a substitute position.

A: If the substitute teacher is not the teacher of record you do not report them.

Q: Do you transfer assignments for long-term subs?

A: Yes, you could use the transfer assignment for a long-term sub. The long-term sub is the teacher of record until an actual teacher is hired so you need to report the sub. Once a teacher is hired then you can transfer the assignment from the sub to that actual teacher.

Q: The substitute is a full time employee of the district that the job duty is to substitute for teachers as needed.

A: This would not need to be reported since she is moving around and not technically the 'teacher of record' for any class.

Q: Is there a definition for teacher of record? How long can a substitute teacher fill a gap between teachers before we should report as teacher of record?

A: The teacher of record has primary responsibility for teaching the content and is awarding the grade/credit in the content area. If the substitute teacher is grading the student, then as soon as the regular teacher leaves the substitute should be shown as the teacher of record.

Q: Should we be reporting all long term subs, including those for maternity and medical leaves on October Assignment file?

A: If the teacher is not the teacher of record you do not report them.

Q: If we report the long term subs as teacher of record, how do we indicate they are a long-term sub to avoid them showing up as "Not appropriately certified"?

A: They will be shown as inappropriately certificated.

Q: What if a Teacher returns to an aide position, do they lose their years of experience?

A: The years of service do not start over for a teacher who becomes an aide. If you have any issue with certifying the file please contact us.

Q: If we have a Librarian with a position code of 40 who will also possibly be instructing a class, would they have more than one position code?

A: Yes, they would also need a 60 position code if they are instructing students.

Q: If a staff member changes positions, does the years of experience change? Example: Teacher - then Director - then Principal - now Asst. Supt. for the 16-17 school year. So she would have 1 year of experience for Asst. Supt? And if that is the case, then I have to go back and change all the prior years to match their positions?

A: The years of experience only starts over if they are an aide and they go to a certificated position. In the example you provided that educator would have 4 years of experience and would not start over for each position change.

Q: Can a student get dual credit for a college outside of Missouri?

A: A district may not receive dual credit from a college outside of Missouri, but may receive credit for being dually enrolled. For more information refer to the Q&A document from a previous webinar found at:

http://dese.mo.gov/sites/default/files/webinar/documents/MSIP5DualCreditReporting11-15-12qanda_0.pdf

Q: We have students taking online classes. How do I enter the teachers since they are outside of the district?

A: If you are referring to a college instructor, then you have to report the course with the college instructor. You do not have to put the educator SSN. You need to show the dual credit site as COLL and then the delivery system as V. If you have a teacher that is supervising the student (taking attendance) and they need the minutes then you would report that educator in a study hall.

Q: We have a senior who will not attend school until 2nd semester. How do I code her for October?

A: The student would not be reported in the October Student Core since they enrolled after the September count date.

Q: In Regards to Dual Credit courses, If I have all of the students (paying and non-paying) in the same course in my system, how do I report them separately in MOSIS?

A: This may be a manual change you need to make so that the non-paying students do not have the Student Assignment fields completed that are specific to dual credit.

Q: We have students who will be going to our library to take online courses with our local college. The librarian will be in the room, but not teaching the course. We do pay a portion of the tuition so I know it will be dual credit. But I'm not sure if we use the 'Electronic Media' or 'Virtual' example for coding purposes.

A: In this situation the district would report the course with college instructor (no EDSSN) and V is the delivery system. Then in the student assignment, the district would fill out the receiving college, sending district, sending school, and the dual credit site would be COLL.

Q: For dual credit college courses, do out of state colleges have a district code?

A: If it is an out of state college you would use 999999.

Q: In regards to Dual Credit and MSIP5, if a student was enrolled but did not pay for dual credit, will they show up with 1 point if they had a certain grade for the class but 0 if the grade made was too low in the CCR totals.

A: Correct, please refer to Appendix D of the Comprehensive Guide to the Missouri School Improvement Program for additional information.

Q: Do you know if we use the 1st window precode for EOC, will this populate the testing system for the use of the pre-test?

A: Determining when to precode is contingent upon when you plan to assess your students during the administration window. The precode will not populate the pre-test. For more information please contact our Accountability Office at (573) 526-4886.

Q: Are we required to change the At-Risk Students Course information from the At-Risk Course Number to the specific subject?

A: Our recommendation is that you report them in the October cycle as At-Risk and tie all the students to that one course code. The course completion is the transcript grade so for the course completion you will report the student with the specific course that you are giving them the grade for.

Q: For At-Risk Students, if I report their courses as 994210 in October, how do I add the individual courses into the system for the specific subject and grade in June?

A: Please contact your vendor on how to accommodate this within your local records system.

Q: We created an At Risk course for every subject we are offering the students in our program. Will we have to change them for our June reporting? For example; we created an At Risk Math subject with course code 994210.

A: For transcript purposes you would have to report the course number in the course completion of the class that is relevant to the content.

Q: What is the benefit of changing a course from At-Risk to the course number for the content?

A: The students are not given a grade for 'At-Risk'. They are given a grade for Math, and Science, etc. The students can be reported as 'at risk' in October, but for transcript purposes you would have to report the course number in the course completion of the class relevant to the content.

Q: I have a 5th grade teacher who will not be certified until December. She is currently teaching this class, and doing her student teaching at the same time. Do I enter her with a late start date when she becomes certified? Will that give me an error since I won't have anyone linked to that classroom until later?

A: You would report her if she is the teacher of record for the class regardless of the appropriate certification of the educator.

Q: We used a teacher in the past who received her certification mid-year and we had to re-pay the ADA for the students who were reported under her while she was not certified. Is that still the case?

A: Under the current process, non-certificated teacher queries are generated after the regular school year and summer school sessions. The Department reviews each educator file on the lists and distributes "Assurance Statements" to districts that employed teachers who did not hold a valid Missouri teaching certificate at any time during their teaching assignment. The Assurance Statement provides the district the opportunity to refute the Department's claim, by providing evidence of the teacher's certification. If it is determined that the teacher did not hold a current Missouri teaching certificate during their teaching assignment, the district must submit the hours of attendance of each student that were generated under the supervision of that teacher. Those hours of attendance (ADA) are not "paid" back to the Department; the equivalent amount is withheld from the next school year's allocation.

Q: Sometimes students register with a district then change their mind and don't actually attend. However, prior to them doing that we have run our Direct Certification report showing them as our student. If we go into their record and withdraw them the same day they have enrolled, and show zero attendance, are we still obligated to report them in our data?

A: In this case, No. For our claims we want the enrollment for each month. In the Data Collection downloads you should be updating the MOSIS ID's and if a kid drops we assume they are removed from your SIS. In regards to MOSIS, if they did not attend your school then we do not consider a student of your district. Students have to enroll and attend before they are transfers to another district.

Q: Are Resource Officers to be included in the Educator file?

A: If the resource office meets one of the requirements noted in the educator requirements screen then yes there should be an entry for your resource officer.

Q: In the June course completion, there cannot be any end dates on course assignments so if you have a teacher leave mid-year, you would need to add an end date for him and then update that course to reflect the new teacher so the student assignment file and course completion file match, correct?

A: Correct, if an educator leaves mid-year use the transfer assignment function. This will update all of the dates of the assignment for the educator that's leaving as well as the educator that will be taking over.

Q: What if you had a student Remained:Advanced, then moved over the summer, and then came back to our district later than the first planned day of attendance? The Transfer from out of state entry code would not coincide with the "Remained Advanced" code, but would be the true situation. At the time school ended in the prior year, you thought they would remain advanced. Would we have to change the end code in the prior year to Transfer out of state so that it matches the code in the subsequent year?

A: If the student attended your district until the end of the school year you report those student as Remained:Advanced. If they move over the summer then you show what happen to them the first day of school in the new school year. The entry would still be on the first day of school Remained:Advanced and on that same day then you show the transfer or if the student didn't attend and you do not know where they are then they are a dropout.

Q: We had a student transferred out to homeschool at the beginning of 2015. The student paid for MoVIP classes online and earned credits. MoVIP then sent our counselor the grades for the student. We had to transfer the student in from home school on the last day of school and transfer the student out as a graduate also on the last day of school and update our June file to show the student as a graduate. However, I was told the 'medically fragile' statement is no longer true with MoVIP and that anyone can take MoVIP classes. So a student can transfer out anytime as home school, take MoVIP classes, then return to their resident district and graduate getting a diploma and transcript from that district. We will also be responsible for doing the February grad follow-up on the student.

A: Correct, any student can take MoVIP classes or any other type of class and have the credits transferred back to a district to get a diploma as long as the district agrees to this. Once the district agrees to give the diploma then the student becomes of a graduate of that school district and the district has to follow graduation requirements as well as accountability requirements.

Q: Do we get ADA for this student since she will be graduating from our school?

A: If the MoVIP class was paid for by your district you can claim attendance hours according to the virtual course law. However, since the student is paying for the MoVIP courses there is no cost to the district, thus no attendance hours can be claimed.

Q: Which field should I mark Y or N in the student core file for count date?

A: In the Student Core file, Enrolled on Count Date is 'Y' for students enrolled on the count date, and in the One Prior Ten Day Attendance field it is 'N' for students in attendance one of the ten prior days to the count date.

Q: Does MSIP pull every student in the class as Dual Credit (that met the minimum grade requirement) as long as one student is entered as having paid, correct?

A: A student does not have to "pay" to earn dual credit. As long as there is one paying student in a class, then the other students in the same class have an equal opportunity to earn dual credit based on the grade earned in the class. Refer to Appendix D of the Comprehensive Guide to the Missouri School Improvement Program for more information.

Q: What exit code do I use if a pre-school student transfers to Head Start?

A: Transfer to Home School (T003).

Q: Does a district submit 94% attendance for a student's online course that was fully completed or does DESE capture the percent of attendance based on the attendance submitted?

A: The district manually calculates the attendance hours of the student taking the virtual courses to obtain the 94% attendance hours to submit to the Department.