

September 2025 MIS – FAQ

Closing Last Year & Starting New Year

Using the MIS Task Checklist as a guide, completed tasks from July and August can be noted as completed in September

Timeline	Task	Purpose	Where Task is Done	Date Completed
September 9/1-9/15	Work with local board clerks to correctly complete Directory sessions	Align IEP and building minutes	Directory Updates Application	
9/1-9/15	Provider KSDE MIS Data Manager with X0440 building sessions	Complete Directory updates	Email to KSDE	
9/1-9/15	Complete setting / Directory alignment and submit to KSDE for approval	Match IEP settings to building programs	Building information page - SPEDPro	
By 9/15	Submit current year student population	Meet reporting requirement	Import files page - SPEDPro	
By 9/15	Mark ESY = Yes in current records for students attending summer ESY	Meet reporting requirement	Student profile page - SPEDPro	
By 9/15	Document completion dates for Begin Year processes	Prepare for L.O.D. Record dates	Timely & Accurate Results template	
By 9/30	Update MIS Procedural manual with new changes made in September	Document local processes	MIS Procedural manual	
	Reviewing prior school year			
Until collection closes	Resolve prior year verifications, duplicated and overlapping records	Data Quality	SPEDPro	
	Address Discipline Incident, Exit status, Unresolved exit reports. Review for accuracy	Indicators 1, 2, & 4 Verify data	SPEDPro	
	Review projected OSEP Table 4 Exiting report. Calculate percentages / measure targets	Indicators 1 & 2 Analyze results	SPEDPro Reports page	
	Document Timely and Accurate Results template with occurrences and dates	Prepare for L.O.D. Record dates	Timely & Accurate Results template	
	Overlap report (from prior year) shows no (zero) students listed	Remove duplication	SPEDPro Reports page	
	Exit Status report (from prior year) shows zero students listed or KSDE confirmed	Management of OSEP Table 4 data	SPEDPro Reports page	
	Unresolved Exit report (from prior year) shows no (zero) students listed	Management of OSEP Table 4 data	SPEDPro Reports page	
	Projected OSEP Exit report complete unduplicated population by LEA	Management of OSEP Table 4 data	SPEDPro Reports page	
	Projected End of report has complete population & no (zero) duplicates	Data Quality	SPEDPro Reports page	
	Discipline IDEA Validation report. No students listed	Management of OSEP Table 5. Indicator 4	KIAS / SPEDPro	
	Review projected OSEP Table 5 Discipline report. Verify	Management of OSEP Table 5. Indicator 4	SPEDPro Reports page	

September Tasks - Reviewing prior school year

Incomplete data

Verification 0148 flags active students with service line dates ending more than 10 days before the last day of the school calendar. This verification is an indication that either the student has exited, or the service line data is completed. Please contact KSDE if assistance is needed to complete the prior school year data.

Check prior to school year for verification 0148.

Maximum Age

Students age 21 in the FY2023 school year must be exited in FY2023. Two different basis of exit may apply.

Students age 21 who have completed transition services, met Graduation requirements & received a diploma,

Exit status = "G", - Graduation with diploma

Students age 21 who have completed transition services but have not met Graduation requirements,

Exit status = "M", - reach Maximum age

Table 4 Exit Population

Confirm the number of students in each exiting category is correct for students age 14-21

Discipline data

Confirm no students are listed on the Discipline IDEA Validation report.

Review projected OSEP Table 5 reports for accuracy

Duplicates and Overlaps

Confirm individual students are listed only once of the projected End of Year report.

Confirm no students are listed on the Overlap report.

Claiming Values

Confirm no students are mistakenly listed on the Unclaimed student report.

Verifications

Confirm verifications are resolved. Cross check High Priority verifications in the Data Dictionary

Exit status

Confirm no students are listed on the Exit status report.

Unresolved Exit report

Confirm no students are listed on the Unresolved Exit report after initial submission of current year students.

Verification 0224 report

Confirm accuracy of the currently listed December 1 responsible school

Confirm accuracy of the currently listed December 1 disability

Confirm consistency of student's Private / parochial or public-school status on December 1

Check the currently listed neighborhood school

Directory Updates – Private / Parochial schools

Directory sessions for accredited Private / Parochial schools are entered by the Private / Parochial schools. Directory sessions for non-accredited Private / Parochial schools are entered by KSDE under organization X0440. To complete these updates, the Directory requires the following information for each applicable grade level.

- Starting bell time
- Dismissal Bell time
- Lunch minutes
- Days per week in session

Calendars, settings and providers for both accredited private / parochial schools and non-accredited schools under organization X0440 are entered into SPEDPro by the District Update user role (MIS Clerk).

Timely and Accurate results

Point losses for Timely and Accurate reporting may result if the following items remain unresolved when the prior year data collection closes on November 15. Track activity in the Timely and Accurate Results template

Reports	Final End of Year reports
Overlap report	Incomplete Data – incomplete records present in the Final End of Year report
Exit status report	Duplicate records present in the Final End of Year report
Unknown Exit report	IDEA Discipline Validation report
Verification 0224 report	Unresolved Exit report

Verifications	Verification Description
0004, 0007, 0008, 0011, 0012, 0014, 0035, 0036, 0039, 0041, 0042, 0044, 0045, 0047, 0058, 0068, 0070, 0072, 0075, 0077, 0123, 0124, 0146, 0147, 0148, 0176, 0198, 0199, 0212, 0214, 0224	Unresolved verifications
0148	Incomplete data

Data Submission	Data to submit
September 15 & 25	KIAS submissions for Indicators 11 & 12
September 15	Begin year set process has begun and the initial year student population was submitted to SPEDPro by September 15

Timely and Accurate Results template - Finalize template for the past school year.

Timely and Accurate Results template - Begin new template for the current school year.

1. Update template with completion dates for submission of current school year
 - a. Settings
 - b. Calendars
 - c. Providers
 - d. Student population - current year

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Verification reminder – 0207, IEP over 1 year old for last school year.

Verification 0207 calculates the age of the last IEP of the school year based on today's date. As a result, all IEPs with an August date from last school year, will be over 1 year old as of today. The number of students with verification 0207 is expected to increase as each day passes. Eventually every student will have verification 0207 last year, by the end May of this year. Verification 0207 can be ignored for active students with services ending on the last day of school. No additional action is required, unless services do not end on the last day of school.

Importing reminder

Approved settings are not required to complete the Import process. Adding current year providers and setting approval can be completed after records are imported. A District level / All grades calendar would be needed to calculate total days of service prior to importing, but a missing calendar does not prevent records from importing. If records are imported without a calendar present, then each service line will need updating or reimporting the student after the calendar is present. Updating / reimporting will calculate total days of service on the service lines based on the current calendar and building sessions.

Manual / keyboard entry

Calendars, approved settings and providers are required to create and save service line data. Student profiles can be created and saved without calendars, approved settings and providers, service lines cannot.

Promote Providers

SPEDPro has streamlined the process to make the promotion of prior year providers to current year less cumbersome. The promotion process can be completed by individual organizations.

Choosing the USD and selecting the Get Personnel will only return providers with a USD assignment.

Choosing X0 and Z0 organizations and selecting Get Personnel will only return providers with a private / parochial school assignment.

If unknown providers are listed and available for selection, there are two options for Promotion to the current year

- 1) Only select and promote known providers (by name) employed by your agency.
 - a. Skip all unknown providers in this process. Do not promote an unknown provider.
- 2) Do not promote any Private / Parochial providers. These providers and X0 / Z0 assignments can be added later as needed.

Promote Personnel

Promote To School Year:	2025 - 2026
District:	USD 497 - Lawrence USD 497 - Lawrence X0320 - Veritas Christian School X0326 - Bishop Seabury Academy X0327 - Raintree Montessori X0440 - Non Accred. Private Spec. Ed. (SpedPro) Z0029 - Kansas City Catholic Diocese

Get Personnel