

October 2025 MIS – FAQ

Continuous Activity

Using the MIS Task Checklist as a guide, tasks finished in October should be recorded with a completion date.

Timeline	Task	Purpose	Where Task is Done	Date Completed
During October	Update the local Directory Chart for all buildings in preparation for FY2027	Track classroom session and programs	Internally Excel chart template	
	Prior School Year			
	<u>Timely and Accurate Results Template</u> , Record results for prior school year. Enter results for resolving Exiting, Discipline reports and complete data	Confirm activity by district for <u>Levels of Determination</u> results > March 2026	Internally Timely and Accurate Results Template	
	Run and address prior year verifications	Resolve discrepancy	SPEDPro	
	Review all data quality reports. Address students listed	Resolve discrepancy	SPEDPro	
	Review projected reports to verify expected populations	Confirm populations	SPEDPro	
	Review EOY report for Complete data	Verify completeness	SPEDPro reports	
	Review EOY report for Duplicates	Verify completeness	SPEDPro reports	
	Update local MIS Procedural Manual with completed end of year tasks	Document processes	MIS Procedure Manual	
During October	Current school Year			
	<u>Timely and Accurate Results Template</u> , current school year. > Enter results for completed begin year set up process. Indicator 11, 12 & 13 reporting.	Confirm activity by district for <u>Levels of Determination</u> results > March 2027	Timely and Accurate Results Template	
	Discovery of students subject to long term out-of-school suspension / expulsions, IAES discipline placements	Identify students served in off-campus locations. "U" setting	Prepare for December 1 data submission	
	Review of current year Projected December 1 report	Confirm population	SPEDPro reports	
	Review of current year Projected End of Year report	Confirm population	SPEDPro reports	
	Address current year Overlaps	Resolve overlaps	SPEDPro reports	
	Contact KSDE if submitted settings are unapproved or In-Progress	Resolve verifications	Email KSDE Data Mgr.	
	Provide KSDE with non-accredited school class times for X0440 schools	Resolve verifications	Email KSDE Data Mgr.	
	Submit August & September IEPs and Exit data to SPEDPro	Continuous activity	SPEDPro data entry	
	Update local MIS Procedural Manual with completed tasks	Document processes	MIS Procedure Manual	

October 2025 MIS – FAQ

Unfinished Business from Prior School Year – end of year data quality checks related to Accurate reporting.

Unresolved Verifications – check prior year verification list for unresolved verifications. **High Priority**

Discipline Validation report – are students listed? If yes, this report is **High Priority**. There are 2 possible solutions

1. Service line data in SPEDPro is missing on the incident date.
 - a. Fix – enter missing service lines for the dates flagged on the Discipline Validation report
2. The student was incorrectly marked as an IDEA student on the incident date
 - a. Fix – the incident reported in KIAS must be corrected and the IDEA indicator removed.
 - i. KIAS will need to be reopened for the prior school year – contact KSDE for assistance

Exit status report – are students listed? If yes, this report is **High Priority**.

1. The report serves as evidence the basis of exit needs to be updated to Moved, known to be continuing.

Overlap report – are students listed? If yes, this report is **High Priority**.

1. Service lines need to be adjusted to remove overlapping service dates

Duplicate records - are students listed more than once in the End of Year report?

If yes, this report is **High Priority**.

1. Update SPEDPro records. Individual students must have only 1 single profile in SPEDPro.

Unresolved Exits - are students listed? If yes, this report is **High Priority**. There are 2 possible solutions

1. The student exited in the prior school year.
 - a. Fix – update last year's student profile with an exit date and basis of exit > Save
2. The student was omitted from the current year initial submission
 - a. Fix – Submit the student record for the current year.

Incomplete data - are students present in the End of Year report with active status and services are ending prior to the end of the school year? If yes, this report is **High Priority**. There are two possible solutions

1. The student exited special education
 - a. Fix – Update the SPEDPro record with an exit date and the basis of exit.
2. The student record is missing IEP services that extend to the end of the school year.
 - a. Fix - Update the SPEDPro record with service data through the end of the school year.

Complete the Timely and Accurate Results Template for last school year

- a. Check each row / category of Timely and Accurate template by category criteria.
- b. List students who meet the category criteria in each tab of the template with related data.
 - i. See FY2022 MIS Leadership presentation for row / category criteria details
- c. Update Timely and Accurate worksheet with points awarded or lost on the T & A Results Template
- d. Save the Timely and Accurate Results Template. In March the worksheet may be requested for local review
- e. A sample template is posted on the MIS and Student data page at www.ksde.org

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Update the local Directory Chart

- a. Enter current year class schedules and program types by building in the Directory Chart
- b. Keep completed Directory Chart until July
 - i. In July, use the prior year Directory Chart as a starting point to discover current year class schedules and program types by building
 - ii. In early August, Provide the updated Directory Chart to local board clerks for data entry.
- c. A sample Directory Chart is posted on the MIS and Student data page at www.ksde.org

Complete the Timely and Accurate Results Template for current school year

- a. Category 1 – list the date current year calendars, settings and providers were entered into SPEDPro
- b. Category 2 - list the date the initial population was submitted into SPEDPro

Document dates for all member districts, screen shots can be included

Review Current Year reports.

- a. Projected December 1 report
 - i. List of all student served by the LEA on December 1. Are all students accounted for?
 - ii. Check for duplicates. No student should be listed more than once. See FY19 workbook
- b. Projected End of Year report
 - i. Check for active IDEA students who should be on the December 1 report but are not.
 - 1. Services ending before December and there is no exit data present.
 - ii. Filter the report columns and check for missing or invalid data
- c. Overlap report
 - i. List of students with service dates overlapping with another agency. More than one agency is claiming to have served the same student on the same dates in two or more different locations.
 - ii. To resolve overlaps, modify service start and / or exit dates to remove overlaps
 - iii. Speak with the Data Clerk from the overlapping agency and coordinate efforts as all overlaps must be resolved.
- d. Unclaimed student report
 - i. Confirm all students listed are not to be claimed for Federal or State reporting

Why is it Important?

Discovery of students subject to long term out-of-school suspension / expulsions

IDEA students subject to out-of-school suspensions, expulsions and removals to Interim Alternative Educational Settings receive their IEP support in locations outside of school beginning on the 11th day of removal.

Disciplinary removals intersecting December 1

Identifying this population of students is important for preparing the December 1 data submission. Services intersecting the December 1 date are used for calculating the student's OSEP environment category. Services in school based locations on December 1 are not expected for students subject to these disciplinary removals.

How is the OSEP Environment category determined?

The OSEP environment category is calculated using service location, settings codes and minutes of service on all Direct services intersecting the December 1 date. SPEDPro reporting requires services to be reported in the location where the services are delivered. For students receiving services in locations outside of school due to a disciplinary removal, these services are reported under the "U" setting in the off-campus attendance building. For students receiving services home due to a disciplinary removal, these services are reported under the "U" setting listing the "home" attendance building.

The Final OSEP table 5 Disciplinary Incident report will be used to measure accurate reporting for students subject to out-of-school suspensions, expulsions, and removals to Interim Alternative Educational Settings on December 1. This data is used for Districts the Timely and Accurate analysis, category 17.

Note: Homebound settings are not applicable to students under out of school suspension or expulsion. Reporting suspended or expelled students as Homebound will result in a point loss (category 17) for inaccurate reporting of service setting.