

November 2025 MIS – FAQ

November Activity

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

Timeline	Task	Purpose	Where Task is Done	Date Completed
Nov 1 - 14	Review the Closing the School Year webinar	Refresher	MIS and Student Data	
Nov 1 - 14	Prepare for FY2025 End of Year data finalization	Assure data quality	SPEDPro	
Nov 1 - 14	Final review of FY2025 Projected and Data quality reports. Discipline, Exit Data, End of Year report	Assure data quality	SPEDPro	
	Update October & November IEPs and exits	Continuous Activity	SPEDPro	
	Overlap report – contact other clerks to resolve	Resolve Overlaps	SPEDPro	
	Run Verifications – correct data	Resolve Verifications	SPEDPro	
	Review Projected December 1 report – save copy Review Projected End of Year report – save copy	Data Quality check Verify counts	SPEDPro	
	Update local MIS procedural manual with completed October & November tasks	Document local procedures	Local MIS procedural manual	
	Discover Disciplinary removals resulting in Out of School removals for December 1 students	Assure correct service location on December 1	Internal Discipline data system	
After 11/15	<u>Final reports, prior school year.</u> > Download from SPEDPro. Save on local network. End of Year, Table 4 Exit, Table 5 Discipline reports	Archive final reports	From SPEDPro To Local Network	

Priority Tasks - Closing prior school year

Importing records

Avoid importing new batch records for prior year students as of the first of November. Importing this late in the collection can introduce new problematic data, inaccurate information, new verifications, reintroducing verifications that were previously corrected and other errors affecting data quality. Time may not allow for these issues to be resolved prior to the collection closing.

Recommendation > Keyboard / type the last corrections to student profiles and service lines. This is the more efficient method as the collection nears closing.

Incomplete data

Verification 0148 flags active students with service line dates ending 10 or more 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 incomplete. Please contact KSDE if assistance is needed to review the prior school year data.

Check prior to school year for verification 0148.

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Maximum Age

Students age 21 in the FY2025 school year must be exited in FY2025. 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 IDEA Discipline Validation report.

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 no verifications related to service lines are unresolved.

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 December 1 responsible school

Confirm accuracy of December 1 disability

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

1. Review Projected December 1 report

- a. Verify the number of IDEA students for the December 1 count.
- b. Discover why IDEA students are not listed
 - i. Check Unclaimed Student report for student who should be claimed.
 - ii. Check service lines for zero days of service
 - iii. Check service line dates using Projected End of Year report.
 - iv. Check for missing or invalid disability category.
 - v. Check for closed buildings reported on service lines or student profile.
- c. Do data quality checks using projected reports – correct any issue found below.
 - i. Remove duplicate records present on the Projected EOY report.

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- ii. Address any Students aged 10 or older with Primary disability of DD.
- iii. Find students with blank Grade level, enter correct grade level
- iv. Find IDEA students with blank Federal Environment codes on December 1.
- v. Find students with blank Setting codes or the letter "Z"
- vi. Find students with blank Service codes
- vii. Find students with Assign child count organization of X0 or Z0. Indication of incorrect responsible school.
- viii. Find students with blank or closed Responsible school.
- ix. Find students with blank Neighborhood school organization.
- d. Analyze and verify service line data in cases when
 - i. Federal environment category is not expected for specific student.
 - ii. Preschool settings reported for students' grade KG or higher
 - iii. Preschoolers with "R" or "W" programs for less than a full session
 - iv. Verification 0176 indicates the responsible school is not found in KIDS records.
- e. Analyze and verify student profile data in cases when
 - i. Grade level is inconsistent with student's age
 - ii. Public school is listed as neighborhood school for a private / parochial student
 - iii. Annual status is continuing, and services start after first day of school
- f. Contact local KIDS administrator to resolve verification 0176 for inaccurate Responsible school.
- g. Save Copies of all Projected reports, Unclaimed students, Overlap, Incidences omitted reports

Closing Prior School year

Preparing for the November 15 deadline

Analyzing MIS reports is essential for assuring reliable and complete data for the school year. Using the report tools in the MIS to find discrepancies and making corrections based on these discrepancies, is key to assuring timely and accurate reporting and avoiding point deductions on the Indicator score sheet.

Warning - Do not import a batch file of all prior year students into SPEDPro at this time of the school year. A mass import of all students may introduce errors and verifications which there will not be time to correct before the collection closes. Only import individual students with the purpose of correcting existing errors and verifications.

1. Projected End of Year report

- a. List of all students served by the LEA during the school year. Are all students accounted for?
 - i. Is the report unduplicated? No student should be listed more than once.
 - 1. FY2019 MIS workshop handbook shows how to find and remove duplicate records.
 - ii. Incomplete data - Find and correct students with Active status and services that end before the last day of school. Active students would have services through the last day of school.
 - iii. Find and correct unequal exit dates and latest service end dates. These dates would always be the same date.
 - iv. Compare the Transportation indicator (yes / no) to all services data.
 - 1. ST service and No in the transportation indicator, requires profile correction.

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1. Yes, in the transportation indicator and ST Service is not present may require an additional service line to be added.
 - ii. Exit code of "S" and a disability is present, will likely require correction.
 - iii. Students with DD disability over the age of 10 will require correction.
 - iv. Missing / null values present in columns with expected values.
 1. Grade level – will require correction.
 2. Neighborhood and Responsible schools.
 - v. Setting value "Z" is present in the all settings column will require correction
 - vi. Age on June 30 is not 3-21 – will require correction.
 2. Overlap report.
 - a. 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.
 - b. To resolve overlaps, modify service start and / or exit dates to remove overlaps.
 - c. Speak with the Data Clerk from the overlapping agency and coordinate efforts as all overlaps must be resolved.
 - d. Tip – Move in student – Are you reporting the same IEP services that were delivered from the sending agency? If yes, delete the service lines from the other agency.
 - e. Tip – Move out student – Is the overlap start date days before your exit date? If yes, then you exit date and service end dates may be long. The student was already in the new agency before the exit date. To fix it change the exit date and latest service end dates to equal the day before the overlap begins.
 - vii. This report should have no students listed by September 15
 3. Exit status report.
 - a. List of students with subsequent activity after they exited your agency.
 - b. The report is evidence the exit status reported needs to be changed to "T" – Moved known to be continuing in another Kansas organization.
 - i. This report should have no students listed by September 15
 4. Unknown exit report
 - a. List of students reported as "T" – Moved known to be continuing in another Kansas organization. – However, the student is not found elsewhere.
 - b. Focus of student with exit dates From August through April
 - c. Check with local KIDS administrator to see if the basis of exit should be different.
 - d. Expect reported Exit codes to change for some students.
 - e. Listed students may affect the accuracy of the OSEP Table 4 Exit report.
 - i. This report should have no students listed by September 15
- Reminder – Per OSEP requirements, the Exiting data is only applicable to the July 1 – June 30 time frame. Thus, a records request for students enrolling in the current school year are not applicable to exits from earlier in the prior school year. A student must continue elsewhere in a General education or Special Education program in the same school year they exited the prior organization. Enrollment before June 30 is required. For example: Student X drops out of USD 123 in March. USD 123 receives a records request for student X who enrolled in USD 999 in August. The correct status for student X is dropout for the prior school year.
5. Discipline Incidents omitted from the OSEP Table 5 Incident report.
 - a. Students without an area of disability on the incident date will require correction.
 - b. Students not claimed in the MIS for state or federal funding.
 - c. Students without an IEP services on the incident date will require correction.
 - i. Inaccurate disability and service data are corrected in the MIS.
 - ii. Inaccurate disciplinary incidences are corrected in KIAS.
 1. This report should have no students listed by September 15

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6. Table 5 discipline Report –
 - a. Compare out of school suspensions and expulsions of more than 10 days to the MIS service lines.
 - i. Setting “U” would be present for student served in alternative locations during long term out of school suspensions or expulsions. Missing “U” settings will require correction on service lines.
7. Projected OSEP Table 4 exit report
 - a. List of students who qualify for the OSEP exit report.
 - i. IDEA students
 - ii. Age 14 -21
 - iii. Claimed in SPEDPro
 - iv. Public School student
 - v. Last exit of the school year (from any agency)
 - vi. Has not become active SPED elsewhere after the exit date (excludes moved students)
 - vii. Students were in Special Education at the beginning of the school year (July 1)
 - viii. Does the list contain all the qualified students with the correct basis of exit?
8. Timely and Accurate Results Template - Update Template listing students with
 - a. Verification 0148, 0176, 0203, 0210, 0224.
 - b. Student with Incomplete data
 - c. Unresolved Exits and Incorrect Exit status
 - d. KGRS FTE, April to June payment
 - e. Discipline Incidences omitted from final report.

Why is it Important?

Focus on Timely and Accurate categories

November 15 is the target date for finalization of the prior year MIS data. The End of Year data set is the source of Exiting and Discipline data reported to OSEP. This includes Indicators 1, 2, & 4.

Clearing several Data Quality reports related to end of year data is essential to awarding points for that category. These end of year reports include:

Exit Status report

IDEA Discipline validation report

Overlap report

Unclaimed Student report

Unknown Exit report

Unresolved Exit report

After the December 1 report is finalized, subsequent submission of student records may change a student’s status as of the December 1 date. If these changes affect the OSEP December 1 Child Count and Environment data sets, verification 0203, 0210 and 0224 may trigger.

If verification 0203, 0210 or 0224 are displaying, additional correction to the student record may be needed to resolve these verifications. If these verifications are displaying falsely, please bring this to the attention of the KSDE MIS Data Manger.