

May 2026 MIS – FAQ

End of Year Preparation

Preparing for the December 1 finalization

Timeline	Task	Purpose	Where Task is Done	Date Completed
May	Update April IEPs and exits	Continuous Activity – Keeping data up to date	SPEDPro	
	Check Discipline submission status for all buildings.	Confirm discipline reporting deadline is met	KIAS	
May	Review Table 5 Discipline Incident and summary report data for accuracy	Verify students listed are correctly reported as subject to disciplinary removal	SPEDPro reports	
	Review Table 5 Discipline Incident and summary report data for accuracy	Verify the basis of removal, type of removal and number of days of removals are accurate	SPEDPro reports	
	Review Table 5 Discipline Incident report	Confirm MIS service locations are accurate for students served in out-of-school suspensions or expulsions	SPEDPro reports	
	Review IDEA Discipline validation report.	Confirm IDEA and disability status and are accurate on incident date	SPEDPro reports	
	Address / Resolve Verifications	Continuous Activity – Keeping data accurate	SPEDPro	
	Review Projected End of year report	Check columns for unexpected values, blanks, null or incorrect values	SPEDPro reports	
	Review Projected EOY report	Find and correct students with incomplete data for current school year	SPEDPro reports	
	Review Projected EOY report	Find and correct duplicate student records	SPEDPro reports	
	Run Overlap report, resolve service dates	Resolve overlaps by correcting service dates	SPEDPro reports	
	Review Projected Table 4 Exit report	Confirm all exits are correctly reported	SPEDPro reports	
	Report on Gifted students who exited Part B	Confirm verification 0018 is correctly displayed	Student profile	
	Verification 0224 report	Confirm or correct changes in the student's December 1 disability or responsible school, Private school status	Student profile & service lines	
	Update Timely and Accurate results template	Record activity by category	T&A results template	

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May activities of importance

1. Discipline Reporting - Check the submission status of all buildings within the LEA. June 30 is the Discipline reporting deadline. If the building had zero disciplinary incident during the school year, zero must be reported. Failure to report will result in a point loss for the district for timely reporting.
2. Accounting for all IEPs - be sure IEP services are covered through the end of the school year for active students.
 - a. Use the projected EOY report to find active students with services ending before the last day of school.
3. Verification 0148 & 0207 (IEP over 1 year old) is an indicator that services to the end of the school year may not be accounted for. Be sure all student records are complete for the school year.
4. Reports – Use the following reports to help with data accuracy.
 - a. Exit status report.
 - i. List of students with subsequent activity after they exited your agency.
 - ii. The report is evidence the exit status reported needs to be changed to “T” – Moved known to be continuing in another Kansas organization.
 - iii. This report should have no students listed by November 15
 - b. Unknown exit report
 - i. List of students reported as “T” – Moved known to be continuing in another Kansas organization. – However, the student is not found elsewhere.
 - ii. Focus of student with exit dates From August through April
 - iii. Check with local KIDS administrator to see if the basis of exit should be different.
 - iv. Expect reported Exit codes to change for some students.
 - v. This report should have no students listed by November 15
 - vi. Listed students may affect the accuracy of the OSEP Table 4 Exit report.
 - 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.
 - iv. 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.
 - v. 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 overlaps starts.
 - vi. This report should have no students listed by November 15

Overlap Tip – Move in student – Check to see if the same IEP services that were delivered from the prior agency are listed on your current year service lines.

If yes, delete the service lines from the other agency.

Overlap 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 the latest service end dates to equal the day before the overlaps starts.

The Overlap report should not have any students listed throughout the school year.

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- d. Projected OSEP Table 4 exit report
 - i. Student who qualifies for the OSEP exit report.
 - 1. IDEA student
 - 2. In Special Education at the beginning of the school year (July 1)
 - 3. December 1 Age = 14 -21
 - 4. Last exit of the school year (from the agency providing the last services)
 - 5. Students who move from one organization to another
 - ii. Exclusions to the OSEP Exit report.
 - 1. Student became active in Special Education elsewhere after the exit date (Revocations, objectives completed, Action initiated withdrawal)
 - 2. Gifted only students.
 - 3. Students starting in Special Education after July 1
 - 4. Unclaimed students
 - 5. Student's December 1 age is less than age 14
 - iii. Note: OSEP age is calculated on the child count date (December 1)
 - 1. Exit dates on or after the current year count date (Dec. 1 – June 30)
 - a. Age is calculated on the current year count date (December 1)
 - 2. Exit dates prior to the current year count date (July 1 – Nov. 30)
 - a. Age is calculated on the prior year count date (December 1)
 - i. A student may be excluded if the calculated age is 13.
 - iv. Local check - Does the list contain all the qualified students with the correct basis of exit?
- e. Students participating in 18-21-year-old programs.
 - i. Active special education students who have completed graduation requirements.
 - 1. These students are anticipated to be active in special education through school year when they turn age 21. Confirm with district KIDS administrator these students were reported in KIDS with exit code 22 after completing their senior year. Student record has active status, last day of is the service end date.
 - ii. Active students who have not completed graduation requirements.
 - 1. These students are anticipated to be active in special education through school year when they turn age 21. Confirm with the district KIDS administrator these students are reported in KIDS as active students throughout the school year when the student turns 21. Student record has active status, last day of is the service end date.
 - iii. Students who turn 21 during this current school year
 - 1. Students who have completed graduation requirements.
 - a. These students are reported in KIDS with exit code 8 – graduate.
 - b. These students are reported in SPEDPro with exit status – graduate.
 - 2. Students who have not completed graduation requirements.
 - a. These students are reported in KIDS with exit code 13 - Maximum age.
 - b. These students are reported in SPEDPro with exit status – Maximum age.
- f. Projected End of Year report
 - i. List of all students served by the LEA during the school year. Are all students accounted for?
 - ii. 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.
 - iii. Find and correct students with Active status and services that end before the last day of school. Active student would have services through the last day of school.
 - iv. Find and correct unequal exit dates and latest service end dates. These dates would always be the same date.
 - v. Missing and invalid data can be found by filtering the report by column.

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- g. Verification 0224 report
 - i. Students are listed on this report because the finalized December 1 data has changed. Confirm the values identified in the report.
 - 1. December 1 disability
 - 2. December 1 responsible school
 - 3. December 1 Private / Parochial status (neighborhood school)
 - 4. OSEP / Federal environment category (Except category PP)
 - ii. If the current values are accurate, no additional action is required.
 - iii. If the finalized December 1 values are accurate, update the student record. Return the student data to the same values as present when the December 1 data was finalized.
 - h. NPE contract student level report
 - i. Check to see that all students with NPE claims are accounted for.
 - ii. For students who are claimed for NPE and Catastrophic aid reimbursement, confirm the total FTE amount has been summed correctly and multiplied by the estimated per teacher entitlement. This amount is listed on row D.6 on the catastrophic aid claim.
 - iii. Check for students with zero FTE on the NPE claim. Service hours may be missing
 - i. Catastrophic Aid claims
 - i. Check the status of the Catastrophic Aid claim. If the claim has been denied, contact KSDE for assistance.
5. Table 5 discipline data –
- a. Follow local procedures for confirmation that all buildings have reported discipline incidences. If a building had zero incidences of disciplinary removal during the current school year, the building is required to report zero in KIAS.
 - b. IDEA Incident Validation report.
 - i. Cross check every student listed on this report.
 - ii. If the student was incorrectly identified in KIAS as an IDEA student on the incident date and was not IDEA, request the KIAS user to remove the IDEA indicator from that Incident (by date)
 - iii. If the student was an IDEA student on the incident date, update the SPEDPro service lines to include services on the incident date.
 - iv. This report must be cleared by November to avoid a T & A point deduction.

Note: KIAS system.

Discipline incidences are reported in the KIAS application. The current year discipline collection closes on June 30. Please notify local KIAS users of any discrepancies to be corrected before the June 30 deadline.

Note: Verification 0176 – KIDS Collection for the current year closes on June 30

Possible solutions to resolving 0176

1. USD has not submitted any current year KIDS Collection records for the student. As a result, Responsible school listed in SPEDPro is not found in KIDS Collection. No responsible schools to pick from on the student service lines.
 - a. Request local KIDS administrator submit a current year KIDS collection record
2. USD responds that current year KIDS Collection records have been submitted.
 - a. The USD may have designated a different responsible school. Change the SPEDPro record to list the responsible school declared by the USD
 - b. The building values in the KIDS Collection record are in error. A public elementary, middle or high school is required for IEP students. Request local KIDS administrator submit a corrected KIDS collection record

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- c. The USD has submitted KIDS Collection records under a different student ID. Confirm with USD the name and ID number. Contact the KIDS Help desk if the student has multiple ID numbers.
 - d. The KIDS Collection record triggered alerts upon import to KIAS. Request the local KIDS Administrator resolve alerts such as Manage Core data complete the record processing.
3. Remind the local KIDS administrator, the SPED record type will work to resolve this reporting requirement when a public school building is listed as the Funding school in the SPED record type.

Why Is it Important?

End of Year report

The End of year (EOY) report is a comprehensive report of all IEP students served at any time during the school year. The report includes all Active, Inactive, IDEA and Gifted students. The report does not include student marked as “Not Claimed” on their student profile in SPEDPro.

Data from the EOY report is used to compile the OSEP Table 4 Exit report and OSEP Table 5 Discipline report. Demographics such as student age, gender, race / ethnicity, area of disability and responsible organization and school are for OSEP reporting.

The EOY report is a critical tool for checking data quality. Areas to review include.

Students with incomplete data reported. Active status with services ending before the last day of school.

Duplicate student records submitted by the same organization. Same student with multiple records.

Missing or invalid data values can be found by filtering each column.

Grade / age cross check.

IEP date and earliest start date are the same day.

Assign child organizations are accurate.

Private / parochial neighborhood schools are accurate and reflect December 1 schools.

Exit dates and latest service end dates are equal.

Area of disability is accurate.

Neighborhood, responsible and most prevalent attendance buildings are accurate.

The Projected End of Year report should be created, reviewed, and saved at least monthly throughout the school year.