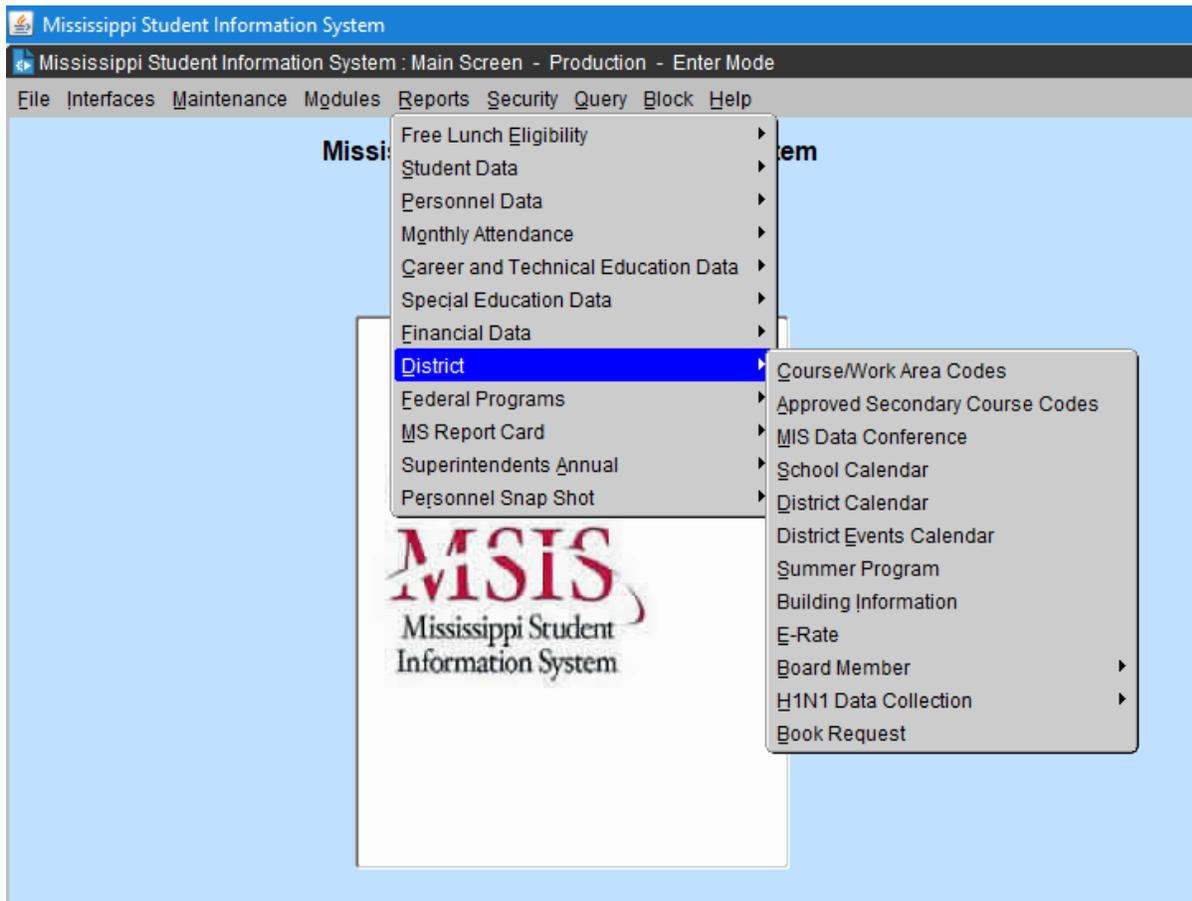


REPORTS FOR MSIS PERSONNEL

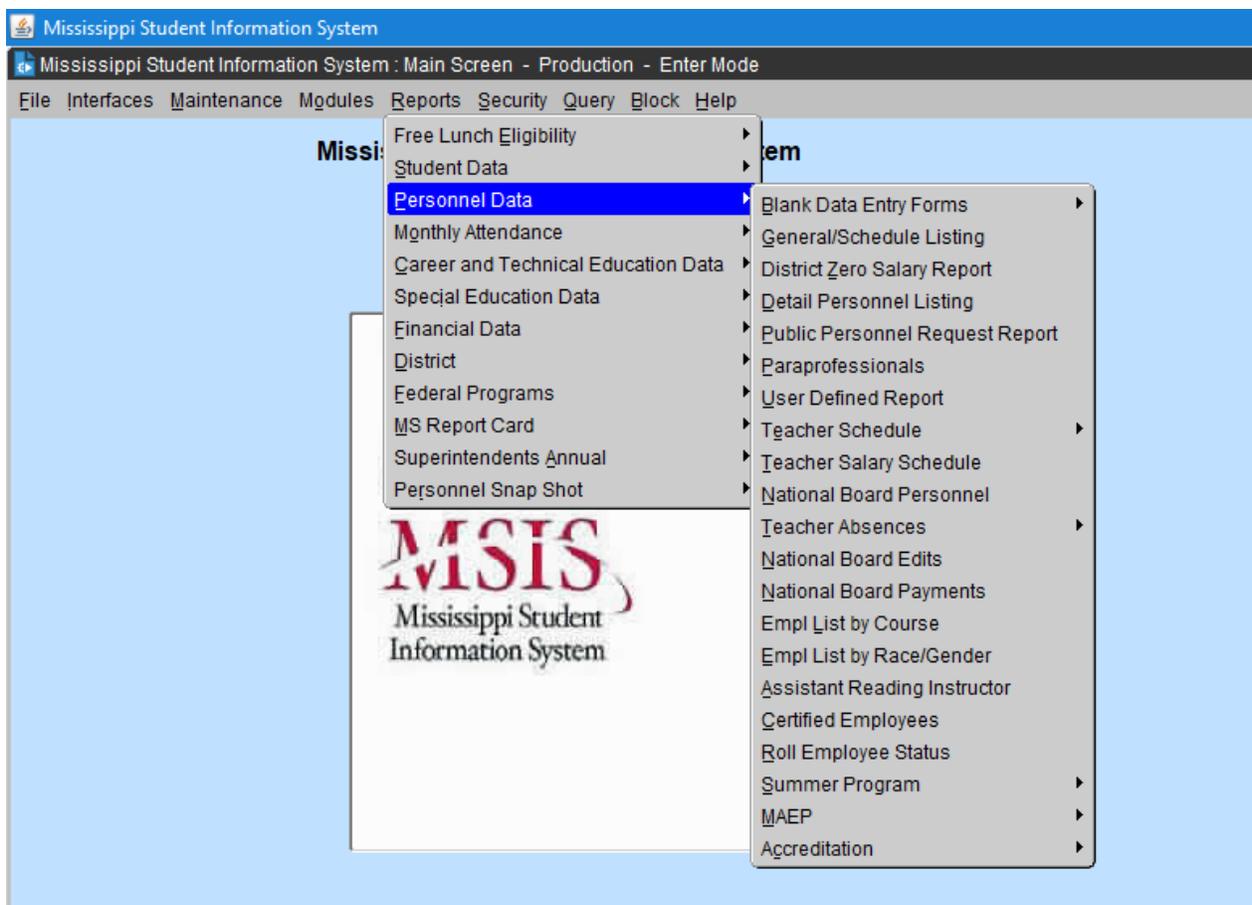


MSIS will use Adobe Acrobat Reader to preview reports. All MSIS reports will be displayed, printed, and saved in the .pdf (Adobe Acrobat Reader) file format. Once the user generates the report they have the option to view, save, or print the file from Adobe Reader. Your security rights will determine what reports are available for you to run.

From the REPORTS>DISTRICT tab:

COURSE/WORK AREA CODES

The Course/Work Area Codes Report will list all of the courses and work area codes that are offered by MDE for the school year selected. Any authorized MSIS users that have access to this report can generate it.



From the REPORTS>PERSONNEL DATA tab:

BLANK DATA ENTRY FORM (GENERAL/ SCHEDULE & SPECIAL ED)

This is a blank Personnel form that has all of the data elements necessary for entering a personnel record into MSIS. The District Personnel Coordinator may use the form to collect data for the employees in the district.

GENERAL SCHEDULE LISTING

Employee Listing Report will be generated using the data provided by the District offices. This report is a replication of the Blank General/Schedule Employee Entry Form, but with the data filled in. You must select a school. The report can only be run for one school at a time. If the report generates more than 200 pages you may need to print 100 pages at a time. If an inactive employee is in the file, the employee status on the report will be "Inactive".

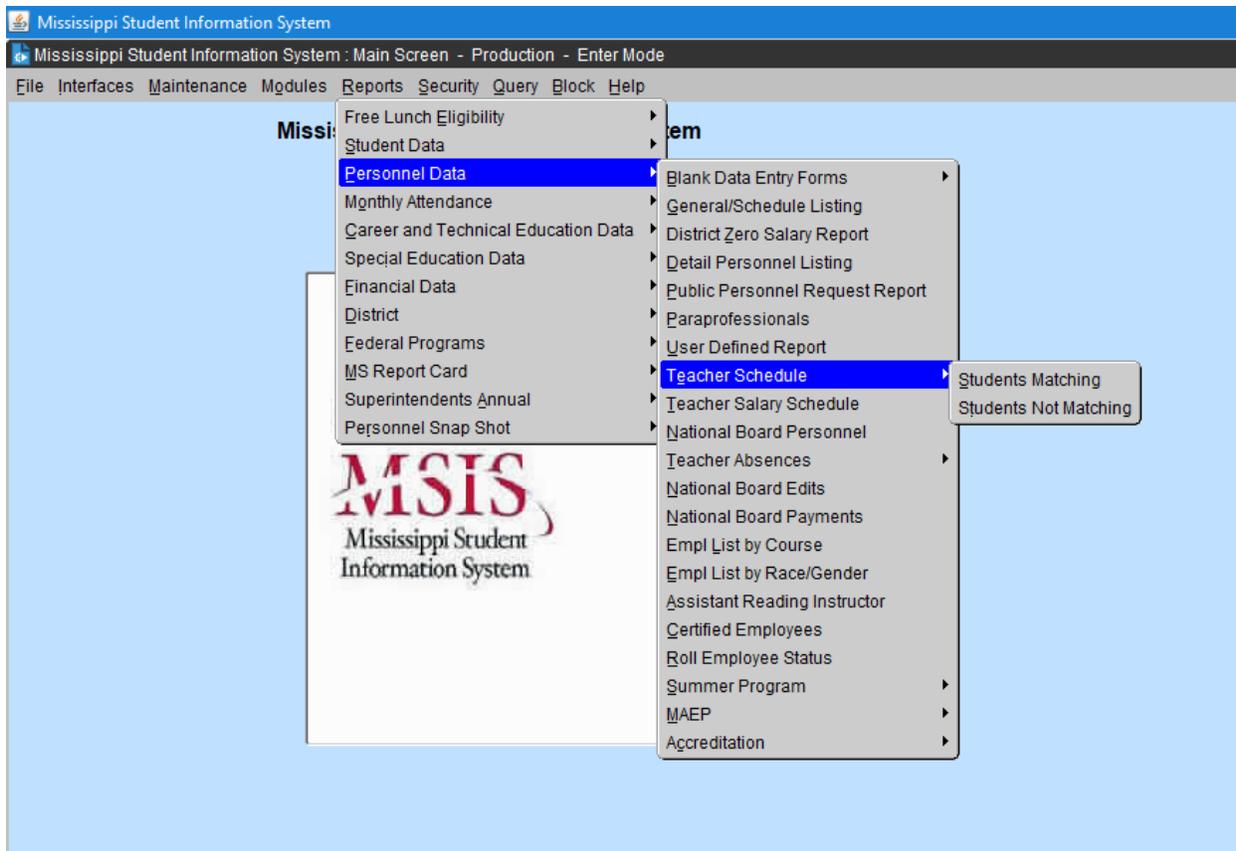
DISTRICT ZERO SALARY REPORT

District Zero Salary Report will be generated using the data provided by the District offices. This report prints all employees for the district with a zero salary where applicable. A user with District Personnel rights must run this report.

This report should only be run between October & December before the snapshot. You can run the Detail Personnel Listing or the Public Personnel Listing report to see if any salaries are not correct. This report is an FYI for those employees that are non-certified and have a teaching course on the schedule.

DETAIL PERSONNEL LISTING

Detail Personnel Listing Report will be generated using the data provided by the District offices. This report is run for the whole district. This report prints all employees for the district with all personnel data and certification data where applicable. You can choose to print the Employee SSN or not and salary or not. If the report generates more than 200 pages you may need to print 100 pages at a time. This report can also be run from Personnel Snap Shot data after personnel is finalized in January by going to REPORTS> PERSONNEL SNAP SHOT> DETAIL PERSONNEL LISTING. A user with District Personnel rights must run this report.



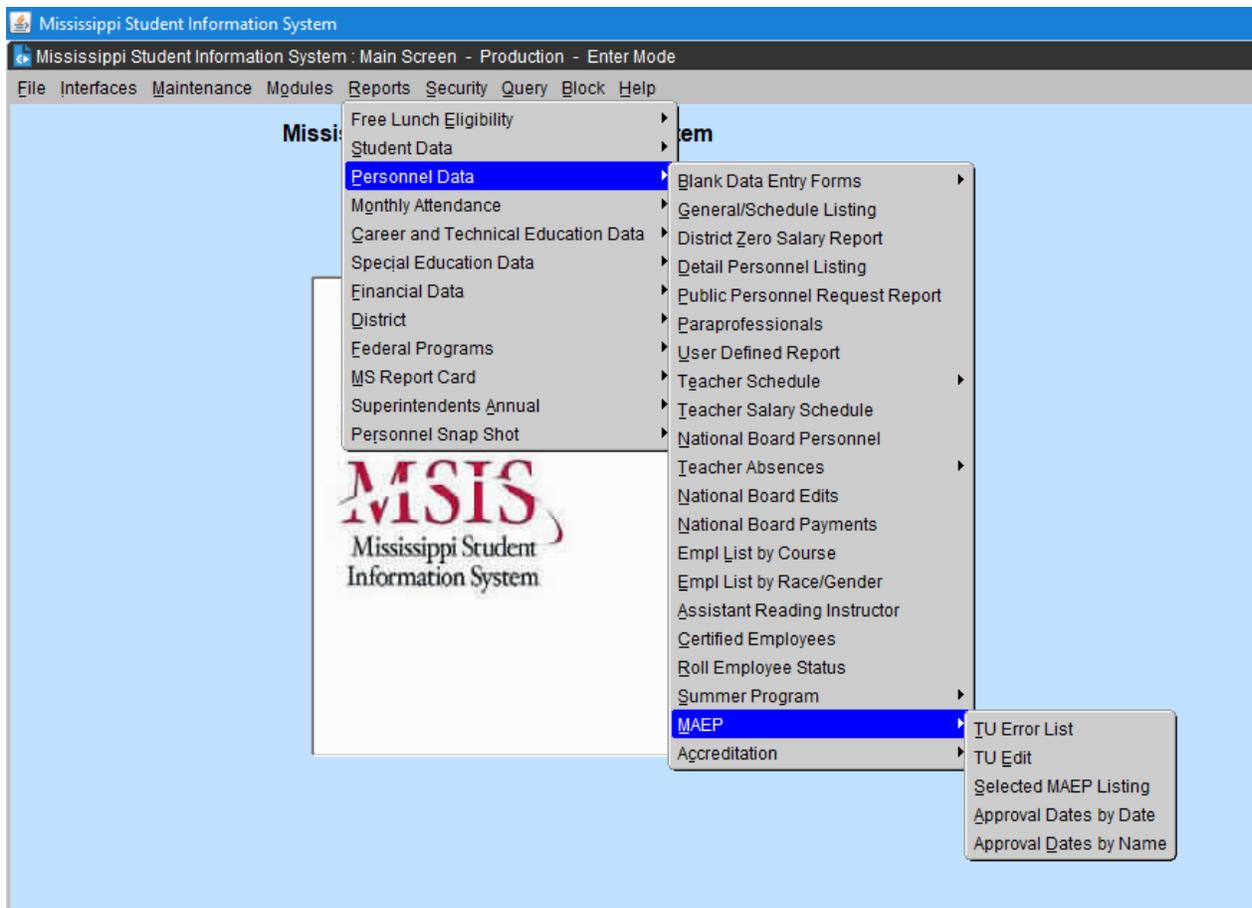
From the REPORTS>TEACHER SCHEDULE tab:

SCHEDULE MATCHING

The Students Matching Teachers Schedule Report prints the MSIS ID and student name for student schedules that match the teachers' schedules on period number, course code, term/semester, teacher SSN, and school year. Non-teaching courses such as Study Hall are not included on this report. It currently only looks at semester 1 data.

SCHEDULE NOT MATCHING

The Students Not Matching Teachers Schedule Report prints the MSIS ID and student name for student schedules that do not match the teachers' schedules on period number, course code, term/semester, teacher SSN, and school year. The period number, course code, and term/semester printed on the report are from the student's schedule. Non-teaching courses such as Study Hall are not included on this report. It currently only looks at semester 1 data.



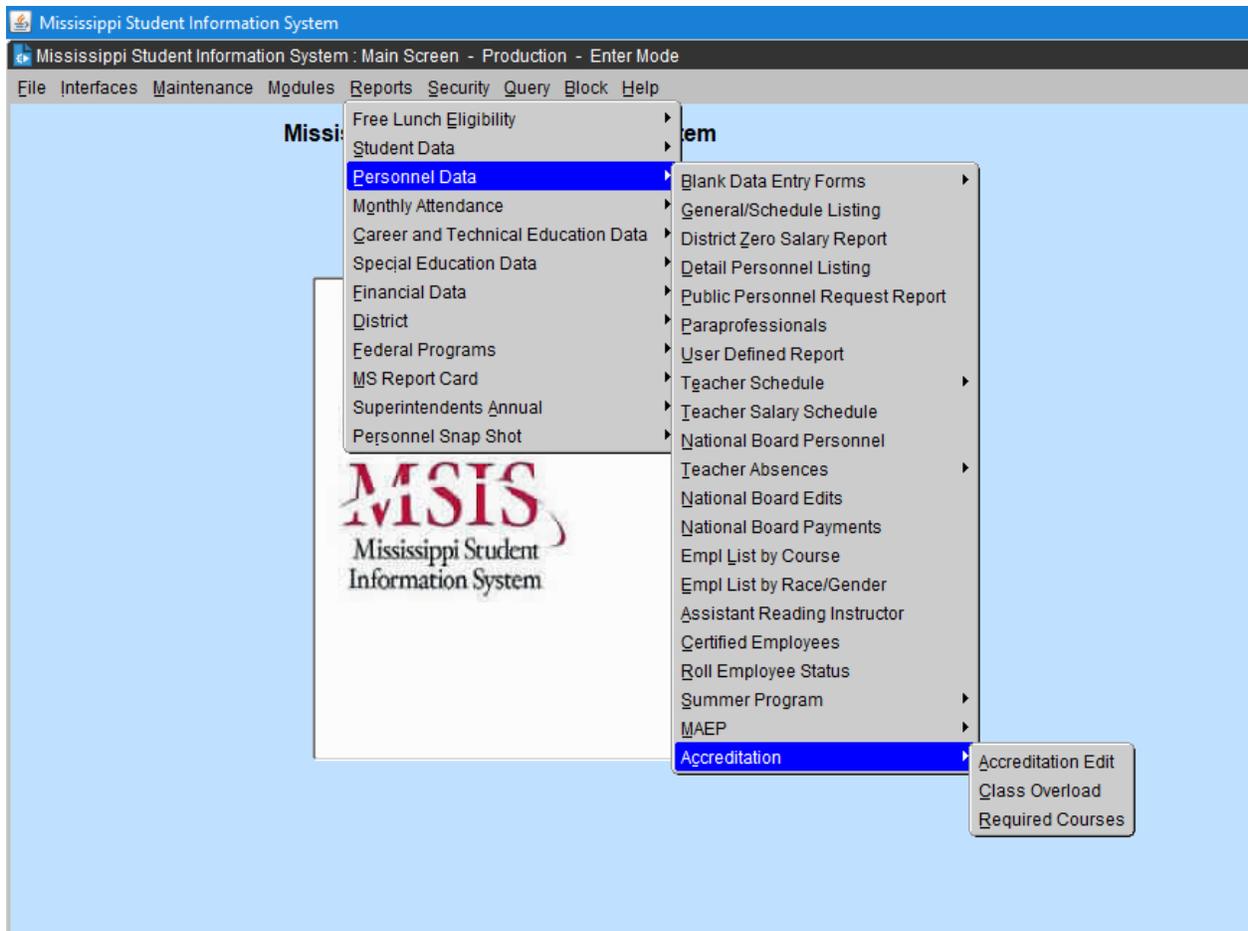
From the REPORTS>PERSONNEL DATA>MAEP tab:

TU EDIT

The Teacher Unit Edit prints employees with all their personnel information and certificate information where applicable, and messages. Can select to run for All, Selected, Not Selected, Error, or Voc Mismatched, and Program Type of All, Regular, Vocational, SPED, or Gifted. This report can also be run from Personnel Snap Shot data after personnel is finalized in January by going to REPORTS> PERSONNEL SHAP SHOT> MAEP> TU EDIT.

SELECTED MAEP LISTING

The Minimum Program Selected Listing Report prints the employee name, M.P. Class, M.P. Percent, M.P. Salary, all by Program Type. This report can also be run from Personnel Snap Shot data after personnel is finalized in January by going to REPORTS> PERSONNEL SHAP SHOT> MAEP> SELECTED MAEP LISTING.



There are several Accreditation reports in MSIS. In October (after submission of Month 01 data), these reports will be open to the school districts to run error edit checks. The reports allow the district to verify the accuracy of the data, to identify reporting errors and any possible accreditation issues, and to correct any inaccurate data prior to the Personnel Snap Shot, which will be taken in December.

If there are changes on the personnel schedules, the district needs to re-approve their personnel data at the end of the day so the Accreditation procedure will rerun that night and reports can be run the next day.

From the REPORTS>PERSONNEL DATA>ACCREDITATION tab:

ACCREDITATION EDIT

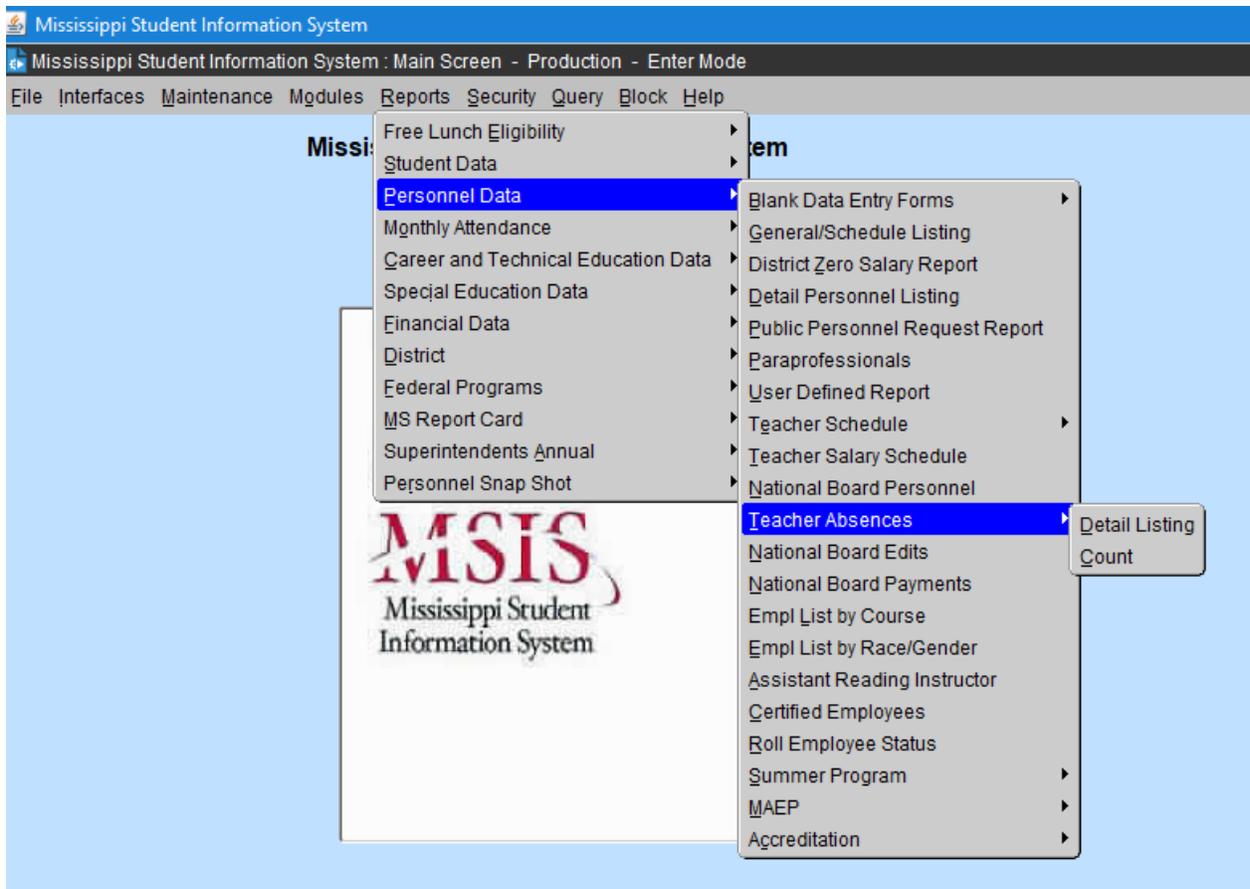
The Accreditation Edit prints for one or all schools. This report will show employee level, school level and district level deficiencies. This report also addresses most standards, including some overloads.

CLASS OVERLOAD

The Class Overload Report prints for one or all schools. This report can be run for one school or all schools in a district. The report addresses enrollment in grades 01-04 (Standard 34.2), enrollment in grades 05-08 (Standard 34.3) and enrollment in grades 05-12 (Standard 34.4).

REQUIRED COURSES

The report can be run for one school or all schools in a district. This report outlines the required 33 units in each high school (Standard 32 and Appendix B).



From the REPORTS>TEACHER ABSENCES>tab:

DETAIL LISTING

Detail Listing Report will be generated using the data provided by the District offices. This report is run for the whole district. This report prints all employees for the district with all their absence data where applicable. The report can be ran for one school at a time or for all the school. If the report generates more than 200 pages you may need to print 100 pages at a time.