Student Reports

To run reports in MSIS you must have Adobe Acrobat on your computer.

For each report you will have to make selections in order to run the report. The report will default to your district. On some reports you can choose to run the report for one school or all schools in your district. Some reports require you to choose a reporting period, range of reporting months, and/or school year. Click on the green traffic light to run the report after all selections have been made.

Only run holding area reports once you receive a SUCCESS. Report to run <u>before</u> approving your monthly district data:
Monthly Attendance Pre-Approved
Student Release To
Student Transfer To
Student Roster Holding Area
Student Roster Entrance
Student Roster Ownership
Holding Area Student Indicators
Holding Area Absences
Holding Area Student Schedule
Holding Area Carnegie Unit with No Credit
Holding Area Vocational Student Indicators
Holding Area Student Entries

Holding Area Withdrawals
Holding Area Incidents/Disposition

Reports to run <u>after</u> approving your monthly district data:

Monthly Attendance Post-Approved
Student Release From
Student Transfer From
Student Roster Entrance
Student Roster Ownership
Student Indicators
Unexcused Absences
Five or More Absences
Gifted Students
Carnegie Unit with No Credit

A. Monthly Attendance

These reports can be accessed by going to REPORTS>MONTHLY ATTENDANCE and selecting the desired report.

This report contains all entries, transfers, dropouts, days transported, days non-transported, days taught, absences, and ADA for the selected school for the selected reporting period. The report is sorted by grade level within each school. When the All Schools option is selected, the attendance data will be aggregated to the district level.

Pre-Approved

This report should be run when a school has a successful file. The report is run from the holding area where all student data sits until the district has been approved. The data on this report should be checked before approving the school for the reporting month.

Post-Approved

This report is run from the permanent area. It looks the same as the Pre-Approved report. The User must select the Reporting Period and School Year when generating this report. The attendance data will be aggregated to the district level when run for all schools in the district.

In Month 01 all students should be coded as E1 if they have not been in school anywhere else for that school year. **An E1 is a student who for the first time in a school year enters any public or nonpublic elementary or secondary school.** A student should only have one E1 code in a school year. If a student has been in school anywhere else during the current school year then they should not be coded as an E1 for your school. You should look at the entrance codes and use the appropriate code for that student. The same thing should be done when a student transfers, please use the correct code. A student transferring to another school in your district should be coded as a T2 (Transfer to another school in this district) not a T3 (Transfer to another public school in Mississippi).

When the Pre-Approved Monthly Attendance Report is run there are several fields to check to verify that the data is correct. A report should be run from your school package that contains the same information as this report so that the data can be verified.

There are two re-entry columns. The R1 PRP column refers to students who left in a previous reporting period and has reentered in this reporting period. The R1 CRP column refers to students who left in the current reporting period and came back during the current reporting period.

If a student transfers out of your school and then returns at a later date in the same school year the student should be coded as an entry when they return. MSIS will change the E code to a R1 (reentry) and will be on the report in either the R1 CRP or R1 PRP column not in an Entry column.

A student who transfers out and comes back in the same reporting month would for example be coded as a T3 on the date that they left your school and an E4 on the date that they returned and would show up in the R1 CRP column.

A student cannot dropout and return in the same reporting month. MSIS cannot handle a dropout returning in the same reporting month. That student should be marked as absent for the time that they were out of school.

Look at the number of entries and the number of withdrawals for each grade. Verify that the school did have that number of students enter or transfer or drop from the school that month.

Look at the number of absences for each grade at the school and the total absences for the school. This is in the 4th column from the right titled AB. If the school reported no absences for the month, this should be a red flag that something may be wrong with the data in the XML file and probably in the school package. It is important to know what the school package is sending in as an absence.

The A1, A2, A3, and A4 columns should be checked. If the school does not have any non-transported students but there are numbers in the A4 column then the data needs to be checked before approving for the reporting month.

The Current Month Net Membership for each grade and the school should be checked to insure that it is correct. Look at the DT (Days Taught) in the last column to be sure that those numbers are correct. The DOR column is Days Off Roll.
The ADA as a Percent of Net Membership field does not include grades 52 and 62 since these grades do not have ADA.

MISSISSIPPI DEPARTMENT OF EDUCATION
MONTHLY ATTENDANCE SYSTEM

MSIS

August 4, 2009
Tuesday, 10:28 AM

MONTHLY ATTENDANCE SYSTEM MON 09 YEAR 2008-09
08/04/2009

DISTRICT 4820 ABERDEEN SCHOOL DIST SCHOOL 004 ABERDEEN ELEMENTARY SCHOOL

	PREV MON				ENTRIES			E8 B9	R1 PRP	R1 CRP	CUR MON	WITHDRAWALS					T7				CUR MON	ATTENDANCE							
GR	NET MEM	E1	E2	E3	E4	E5	E6	B9	PRP	CRP	TTL MEM	T1	T2	T3	T4	T5	T8 C1	C2	DRP Z1	NET MEM	A1	A2	A3	A4	AB	DOR	ADA	DT
62	39	0	0	0	0	0	0	0 0	0	0	39	0	0	0	0	0	0 0	0	0 0	39	0	0	0	0	0	0	0.00	16
52	0	0	0	0	0	0	0	0 0	0	0	0	0	0	0	0	0	0 0	0	0 0	0	0	0	0	0	0	0	0.00	16
64	104	0	0	0	0	0	0	0 0	0	0	104	0	0	0	0	0	0 0	0	0 0	104	1268	0	0	343	53	0	100.69	16
01	95	0	0	0	0	0	0	0 0	0	0	95	0	0	0	0	0	0 0	0	0 0	95	1197	0	0	282	41	0	92.43	16
56	0	0	0	0	0	0	0	0 0	0	0	0	0	0	0	0	0	0 0	0	0 0	0	0	0	0	0	0	0	0.00	16
54	0	0	0	0	0	0	0	0 0	0	0	0	0	0	0	0	0	0 0	0	0 0	0	0	0	0	0	0	0	0.00	16
Total	238	0	0	0	0	0	0	0 0	0	0	238	0	0	0	0	0	0 0	0	0 0	238	2465	0	0	625	94	0	193.12	

ADA BREAKDOWN
A1 - LIVING IN DISTRICT   154.06
A2 - LIVING OUT OF DISTRICT - TRANSPORTED BY THIS DISTRICT   0.00   ADA AS A PERCENT OF NET MEMBERSHIP   97.05
A3 - LIVING OUT OF DISTRICT - TRANSPORTED BY ANOTHER DISTRICT   0.00
A4 - NOT TRANSPORTED   39.06
TOTAL ADA   193.13

B. Student Transfer Reports

These reports can be accessed by going to REPORTS>STUDENT DATA> STUDENT TRANSFER and selecting the desired report. **The months and years to be selected for these reports are calendar months and calendar years, not reporting months and school years.**

1. Student Release FROM Report

The Student Release FROM Report is a monthly report that lists the students that were released from one district to another district or from one school to another within a district. The user must specify a range of months when generating this report. The report shows the students who withdrew from your school or district and the new district/school **has not** completed the transfer.

The report is sorted by transfer from district number, then by transfer from school number, and then by MSIS ID.

2. **Student Release TO Report**

The Student Release TO Report is a monthly report that lists the students that were released to one district from another district or to one school from another within a district. The user must specify a range of months when generating this report. The report shows the students who have been released to your school or district and your district/school **has not** completed the transfer.

The report is sorted by transfer-to-district-number, then by transfer to school number, and then by MSIS ID.

3. **Student Transfer FROM Report**

The Student Transfer FROM Report is a monthly report that lists the students that transferred from one district to another district or from one school to another within a district. The user must specify a range of months when generating this report. The report shows the students who withdrew from your school or district during the time range specified for the report.

The report is sorted by transfer from district number, then by transfer from school number, and then by student last name.

4. **Student Transfer TO Report**

The Student Transfer TO Report is a monthly report that lists the students that transferred into one district from another district or into one school from another within a district. The user must specify a range of months when generating this report. The report shows the students who entered into your school or district during the time range specified for the report.

The report is sorted by transfer into district number, then by transfer into school number, and then by student last name.

C. Student Roster

These reports can be accessed by going to REPORTS>STUDENT DATA> STUDENT ROSTER and selecting the desired report.

1. **Entrance**

This report lists the student's name, MSIS ID, and grade level alphabetically by school based on enrollment at the time the report is run. The District Student Administrators and School Student Administrators have rights to run this report.

2. **Ownership**

This report lists the student's name, MSIS ID, and grade level alphabetically by school based on ownership at the time the report is run. This report should be run at the beginning of the school year prior to sending Month 01 so you can verify that you have ownership of all your students. The District Student Administrators and School Student Administrators have rights to run this report.

3. **Holding Area**

This report lists the student's name, MSIS ID, and grade level alphabetically by school based on data in the Holding Area. This allows you to see the students that were sent in on the MSD file. The District Student Administrators and School Student Administrators have rights to run this report.

It is very important that the STUDENT ROSTER HOLDING AREA REPORT is run and checked each reporting month. This is especially important for Reporting Month 01 to make sure that all of the students are being reported. This is important even if the numbers on the PRE-APPROVED MONTHLY ATTENDANCE REPORT are correct. We have had schools as late as Reporting Month 09 discovering

students who have been in their school all year but have never been reported to MSIS. We have also had the reverse situation where a student was a no-show for the school year but has been reported every reporting month as being present and taking classes. Running and verifying this report will help you feel confident that all of your students are being reported to MSIS and that your data is as accurate as it can be.

This report lists the student's name, MSIS ID, and grade level alphabetically by school based on data in the Holding Area. This allows you to see the students that were sent in on the MSD file. The District Student Administrators and School Student Administrators have rights to run this report. For Month 09, this report lists the promotion indicator on each student, Y or N or blank on transferred/dropped students, and the graduate/completer type on those students who finished their education.

The Holding Area report should only be run when the Monthly Student Data file is a success.

D. Holding Area Reports

Holding Area Student Indicators
The user can choose an indicator and run a listing of students with that indicator marked in the last submitted MSD file that is in the Holding Area. For example the user could run a listing of all students marked as Gifted or a listing of Voc Ed students, or a listing of Special Ed students.

Holding Area Absences
This reports lists the MSIS ID, student name, SSN, grade, birth date, each day the student was absent, and whether the absence was excused or unexcused. The report is sorted by grade, by student name. This report is run against the Holding Area so that you can see the absences that you are reporting for a reporting month before you approve the month. This allows you to verify the data before approving the school for the reporting month.

Holding Area Student Schedule
This reports lists the teacher's SSN, name course, term/semester code, period, and the name and MSIS ID of the student tied to the teacher. The report is sorted by teacher name, by student name. This allows you to see which teacher(s) the student is tied to, and verify the data before approving the school for the reporting period.

Holding Area Carnegie Unit Courses with Zero Credits
This report will list student name, MSIS ID, Grade Level, Course Code, Description, Local Code, Local Name, Final Grade, Credits, and Carnegie Units for students in the selected school who have a final grade on a Carnegie Unit course but have zero in the credit field in the Holding Area. This allows you to verify the data before approving the school for the reporting month.

Holding Area Vocational Student Indicators
This report will list student name, MSIS ID, Grade Level, Vocational Indicator, and LEP Indicator, Capstone Indicator, Disabled Indicator, Disadvantaged Indicator, Nontraditional Indicator, Single Parent Indicator, and Displaced Homemaker Indicator for students in the selected school who have a Vocational Indicator of Y in the Holding Area. This allows you to verify the data before approving the school for the reporting month.

Holding Area Student Entries
This report lists the student's name, MSIS ID, and grade level alphabetically by school based on data in the Holding Area. This allows you to see the students that were sent in with an entry in the MSD file. The District Student Administrators and School Student Administrators have rights to run this report.

Holding Area Student Withdrawals

> This report lists the student's name, MSIS ID, and grade level alphabetically by school based on data in the Holding Area. This allows you to see the students that were sent in with a withdrawal in the MSD file. The District Student Administrators and School Student Administrators have rights to run this report.

Holding Area Incidents/Dispositions

> This report lists the incident description and disposition code with totals of each that are in the Holding Area. This allows you to see the incidents/dispositions that were sent in the MSD file. The District Student Administrators and School Student Administrators have rights to run this report.

E. Student Indicators

The user can choose an indicator and run a listing of students with that indicator marked for the specified reporting period. For example, the user could run a listing of all students marked as Gifted or a listing of Voc Ed students, or a listing of Special Ed students.

504 Indicator

> For the 504 indicator to be Y the student must have course 851005 SECTION 504 TUTORIAL on their schedule and CANNOT be marked as Special Ed student. A student that is marked as SPED CANNOT be marked as a 504 student. If a student has course 851005 on their schedule then the 504 indicator must be Y.

Special Education Indicator

> For the Special Education indicator to be Y the student must have a Special Education course code (course code beginning with 132) on their schedule. If the Special Education indicator is N then there cannot be any Special Education courses on the student's schedule.

Vocational Education Indicator

> For the Vocational Education indicator to be Y the student must have a Vocational Education course code on their schedule. If the Vocational Education indicator is N then there cannot be any Vocational Education courses on the student's schedule.

Gifted Indicator

> For the Gifted Education indicator to be Y the student must have a Gifted course code on their schedule and be marked with a gifted type. A non-gifted student can take a Gifted course, so a Gifted course can be on the student's schedule and the Gifted indicator can be N for that student.

F. Unexcused Absences

This report can be accessed by going to REPORTS>STUDENT DATA> UNEXCUSED ABSENCES.

This report prints the district number and name, school number and name, MSIS ID, student's name, SSN, Birth Date, and Absence Date. The District Student Administrators and School Student Administrators have rights to run this report.

G. Five or More Absences

This report can be accessed by going to REPORTS>STUDENT DATA> FIVE OR MORE ABSENCES.

This report prints the district number and name, school number and name, MSIS ID, student's name, Grade Level, Excused Indicator and the Number of days Absent. The District Student Administrators and School Student Administrators have rights to run this report.

H. Gifted Students

This report can be accessed by going to REPORTS>STUDENT DATA> GIFTED STUDENTS.

This report prints the district number and name, school number and name, teacher name, Term/Semester, Period Number, Course Code and Description, Grade Level, Breakdown of Gifted Types by Grade. The District Student Administrators and School Student Administrators have rights to run this report.

I. Carnegie Unit Courses with Zero Credits

This report will list student name, MSIS ID, Grade Level, Course Code, Description, Local Code, Local Name, Final Grade, Credits, Carnegie Units for students in the selected school who have a final grade on a Carnegie Unit course but have zero in the credit field.

J. Student Transcript Report

This report can be accessed by going to REPORTS>STUDENT DATA> STUDENT TRANSCRIPT.

The Student Transcript Report will be generated for a student that is transferring to another school or district either within the state or out of state. The report will list the student's name, the courses (that have been reported to MSIS) taken at each grade level (elementary and secondary), corresponding grades for each course (reported to MSIS), in addition to student personal information (i.e., SSN, birth date, etc.). Missing courses need to be submitted in a Summer School (SSD) File. **THIS IS NOT INTENDED TO BE AN OFFICIAL TRANSCRIPT.**

K. Initial Load Duplicate Student Report

This report can be accessed by going to REPORTS>STUDENT DATA> INITIAL LOAD DUPLICATE STUDENTS.

The Initial Load Duplicate Student Report will list duplicate students who were not assigned an MSIS ID number in the Initial Load.

L. Discipline/Violence

These reports can be accessed by going to REPORTS>STUDENT DATA> DISCIPLINE/VIOLENCE and selecting the desired report.

1. **Student Discipline Report**

    The Student Discipline Report lists the District name, school number and name, MSIS ID, Student Name, Incident Type, Date, Location, Weapon Type, Disposition Type/Description, Start Date, End Date and Duration for the school year requested. The District Student Administrator has rights to run this report.

2. **Discipline Incident Summary Report**

    The Discipline Incident Summary Report lists the District name, school number and name, MSIS ID, Incident Type, Number of Incidents for the time period requested. The District Student Administrator has rights to run this report.

3. **Disposition Summary Report**

    The Disposition Summary Report lists the District number and name, school number and name, MSIS ID, Disposition Type and Name, Number of Dispositions for the time period requested. The District Student Administrator has rights to run this report.

4. **Incidents by Race/Gender**

    The Incidents by Race/Gender Report lists the District name, school number and name, Incident Type, Number of Incidents for the time period requested by race/gender. The District Student Administrator has rights to run this report.

5. **Dispositions by Race/Gender**
>   The Dispositions by Race/Gender Report lists the District name, school number and name, Disposition Type, Number of Dispositions for the time period requested by race/gender. The District Student Administrator has rights to run this report.

M. Promotions/Non-Promotions
These reports can be accessed by going to REPORTS>STUDENT DATA> PROMOTIONS and selecting the desired report.

1. **Number and Percentage of Promotions/Non-Promotions Report**
>   This report lists only district totals.

2. **Number and Percentage of Promotions/Non-Promotions by Grades Report**
>   This report lists district totals by grades.

3. **Number and Percentage of Promotions/Non-Promotions by Grades by School Report**
>   This report lists school totals by grade.
>
>   The District Student Administrator has rights to run the 3 reports above.

4. **Detail Listing**
>   This report lists the MSIS ID, student's name, race, gender, promotion date, promotion indicator, and graduate/completer type. The report can be run for all schools in a district or for one school. Updates to promotion information and graduate/completer type can be made by submitting a Summer School (SSD) File. The District Student Administrator and School Student Administrator have rights to run this report.

N. Enrollment and Attendance
These reports can be accessed by going to REPORTS>STUDENT DATA> ENROLLMENT AND ATTENDANCE and selecting the desired report.

1. **Yearly Cumulative Enrollment**
>   This report lists the cumulative enrollment for the school year by grade and school with district totals. The District Student Administrator has rights to run this report.

2. **Average Daily Attendance (ADA)**
>   This report prints the district number and name, school number and name, ADA by Grade for selected time period, and district totals. The District Student Administrator has rights to run this report.

3. **Average Daily Membership (ADM)**
>   This report prints the district number and name, school number and name, ADM by Grade for selected time period, and district totals. The District Student Administrator has rights to run this report.

4. **Net Membership by Race, Gender**
>   This report prints the district number and name, school number and name, Grades broken down by Race/Gender for selected time period, and district totals. The District Student Administrator has rights to run this report.

5. **Net Membership by District**
>   This report prints district number and name, district totals by grade for the selected reporting month. The District Student Administrator has rights to run this report.

6. **Net Membership by School**
    This report prints district number and name, school number and name, net membership by grade with school and district totals for the selected reporting month. The District Student Administrator has rights to run this report.

7. **YTD Attendance Data**
    This report prints district number and name, school number and name, entries, withdrawals, days transported, days non-transported, absences, days off roll, days taught for the selected school year. The District Student Administrator has rights to run this report.

O. Graduation/Completers

Counts by District
This report can be accessed by going to REPORTS>STUDENT DATA> GRADUATE/COMPLETERS>COUNTS BY DISTRICT. This lists the number of Traditional Diplomas Recipients, Certificate Recipients, Occupational Diploma Recipients, GED Completers, and total Graduate/Completers for your district.

Detail Listing
This report can be accessed by going to REPORTS>STUDENT DATA> GRADUATE/COMPLETERS>DETAIL LISTING. This report prints each student with their MSIS ID, name, race, gender,date of birth, promotion indicator, and graduate/completer type. The report is sorted by graduate/completer type, last name, and first name. There are totals at the end of each school and for the district. The District Student Administrators and School Student Administrators have rights to run this report.

Be sure to change the Start Year and the End Year for the school year that the report is for.

P. Dropouts
These reports can be accessed by going to REPORTS>STUDENT DATA> DROPOUTS and selecting the desired report.

Dropouts Yearly Report
This report lists the number of dropouts by grade, by school for the selected school year that were reported to MSIS.

Reasons for Dropouts Yearly Report
This report lists the number of dropouts by grade, by reason for the selected school year that were reported to MSIS.

Race/Gender Breakdown of Dropouts Yearly Report
This report lists the number of dropouts by race/gender, by school for the selected school year that were reported to MSIS.

Q. Summer Activity
Once the Summer Activity screen has been populated, this report can be run and given to the School Attendance Officer. The School Attendance Officer will determine the reason that each student is not in school and return the report to the school. After updating the students, the school can run the report to check that data has been entered on all students.

R. Test Results

Grade Level - Student
This report lists the Grade Level test results that are in MSIS for the specified student.

Grade Level - School

This report lists the Grade Level test results that are in MSIS for the students in a specified school(s) that have an entry code for that school in the school year selected.

Subject Area - Student

This report lists the Subject Area test results that are in MSIS for the specified student.

Subject Area - School

This report lists the Subject Area test results that are in MSIS for the students in a specified school(s) that have an entry code for that school in the school year selected.