Preparing for December 1

Special Education Directors Quarterly Meeting

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MISSISSIPPI DEPARTMENT OF EDUCATION
Ensuring a bright future for every child

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Mississippi Department of Education

VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

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MISSISSIPPI STATE BOARD OF EDUCATION

STRATEGIC PLAN GOALS

1 All Students Proficient and Showing Growth in All Assessed Areas

2 Every Student Graduates from High School and is Ready for College and Career

3 Every Child Has Access to a High-Quality Early Childhood Program

4 Every School Has Effective Teachers and Leaders

5 Every Community Effectively Uses a World-Class Data System to Improve Student Outcomes

6 Every School and District is Rated "C" or Higher

MAEP Reports

- Begin checking the TU Edit report after Month 01 and District Personnel has been approved and run.

- December 10th is the deadline for any needed changes. Any needed student schedule changes must be completed by the Month 03 file submission.

- Go to Reports-> Personnel Data-> MAEP>TU Edit.

- Select SPED for Program Type and All for Selection.

MAEP Reports

- Do you see all of your Special Education teachers on the report? Possible reasons a teacher may not be on the report include not having a Program Code of 5 anywhere on their schedule or being set to an inactive employee in MSIS.

- Check your Contract Employees – make sure ONLY the contract employees have this selection – these personnel will NOT be included in the MAEP edits.

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MAEP Reports

- Do ALL your teachers have a student count for EVERY period?

- After Month 03 processing, no student count (unless you have school 500 students to associate with that period) is going to cause your teacher to fail MAEP and Accreditation edits.

- You must populate a student count for every period in your teacher's schedules.

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MAEP Reports

- Month 03 processing is the last chance to update student schedules and link them to teachers.

- Do you see the message: Last TU?

- Be sure to put XX in the reserved field for those teachers or personnel that you don't want counted in MAEP.

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Personnel

- Monthly Processing

- MAEP Funding

- Accreditation Edit Checks

- Class Overload Reports

- Federal Reporting

- Teacher Unit Calculation

- Report Card

- Superintendent's Annual Report

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Personnel

- Changes made to personnel data will reflect the MAEP and Accreditation reports the day *after* your district approves its personnel data.

- Personnel data can and should be approved daily as changes are made.

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Personnel

- Changes to a teacher's caseload and student roster will not be reflected in these reports until the next monthly file is submitted.

- The only exception is changes to a school 500 student's schedule, which can be updated through the Non-Public Student Update Screen.

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Personnel

- Personnel data should be entered by **September 30th** of each school year. Changes can be made until **December 10th?**

- During monthly processing of files, MSIS checks the student schedules against the teacher schedules.

- The monthly file (MSD) will fail if there is not a matching course code, period, and semester/term in the teacher's schedule (The Semester/Term edit is relaxed for Sharing Districts).

Personnel

- Use the Students Matching Report and the Students Not Matching Reports to determine which students are associated with a teacher.

- In MSIS, to run these reports go to:

 Reports -> Personnel Data -> Teacher Schedule -> Students Matching or Students Not Matching.

LRE Placement

- The Least Restrictive Environment (LRE) (a.k.a. Placement) is calculated based on how much time a student spends in the regular education classroom. Data is used for SPP/APR Indicator 5.

- MSIS will no longer calculate LRE. For reporting purposes, the user entered LRE will be used.

LRE Placement

- SA - (Ages 6-21) – Regular (Special Education students in Regular Education courses for 80% or more of the school day).

- SB - (Ages 6-21) - Resourced (Special Education students in Regular Education courses between 40% and 79% percent of the school day).

- SC - (Ages 6-21) - Self-Contained (Special Education students that spend less than 40% of their school day in Regular Education classes).

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Contractual Personnel

To enter contractual personnel, go to:

Modules > Personnel > General/Schedule Entry

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Contractual Personnel (Employee Tab)

Employee Tab: Query by SSN you are about to enter

a. Last Name = SPED
a. First Name = Contract
b. SSN – use 000 for the first 3 digits, your district number as the next 4 digits, and vary the last two digits using 01 – 99 (Example: ▮▮▮▮▮▮)
c. Race = White (Note it is the first in the list)
d. Gender = Female (Note it is the first in the list)
e. Birthdate = ▮▮▮▮▮ (chosen to indicate the school year we began
f. Years of Experience = 0

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Contractual Personnel (District Info)

District Info Tab:

a. Major School = 001

b. Status = Active

c. Days Employed = 180

d. Title I Bilingual = N

e. District Time = 100

f. Roll Employee = Y

g. User Defined = For your district use

h. Contract Employee = SP

Contractual Personnel (Schedule Tab)

Schedule Tab: should reflect the service that is being offered

a. Enter Term/Sem
b. Period
c. Course – reflects service being offered
d. School – where the service is being offered (remember you can not select school 500 in personnel)
e. Low Grade/High Grade – should reflect the grade levels of the students being served
f. Special Program = 0 (you can not use a 5 for a contract worker)
g. School Type = defaulted to your school demographics
h. Reserved = XX

Contractual Personnel

Continue to enter these related service positions by varying the SSN's last two digits and entering a schedule that reflects the service provider.

Rolling Personnel

- Once all districts have completed Month 09, the districts may start rolling personnel for the new school year. ("Rolling" data means that data from the previous year is rolled forward to the next school year so that information that does not change from year to year does not have to be re-entered).

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Rolling Personnel

- Be sure to check with your personnel person to find out when your district plans to roll personnel. REMEMBER, your special education data rolls the night after personnel data rolls - beginning after July 1 - any districts that roll personnel before July 1 won't see their students on the Student Update screen for the new school year until MSIS comes back up after the ownership records are built for the new school year.

Rolling Personnel

- Remember that EVERYONE must to roll personnel for your special education data to roll - districts can roll just the district data if they so choose but that is the minimum that can be done to make the special education data roll the next night (after July 1st).

Rolling Personnel – District Sharing

- Districts that are in the District Sharing table (for special education, vocational, or other services shared between districts) will not have their special education data rolled until all districts that share services have rolled their personnel data.

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Rolling Personnel

- MSIS Special Education Data Rolling Business Rules for the upcoming school year:

- If the SPED Indicator is set to Y in Month 09, MSIS will create a new SPED Indicator of Y for the coming school year.

- Ownership will be the school and district that owns the student once the new ownership records are built on July 1.

- The IEP Date will be rolled if it is within 12 months of the Child Count date.

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Rolling Personnel

- The Eligibility Date will be rolled if it is within 3 years of the Child Count date.

- The Graduation Track, Disability, and Related Services will be rolled.

- If the student will be greater than the age allowed for a particular data element on the Child Count date, MSIS will blank out that data element (Ex: DD).

- If any of the codes have been made inactive, MSIS will blank out the related field for the coming school year (Ex: Primary Disability).

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Rolling Personnel

- Teacher information for the Disability and Related Services:

- Will be rolled if the teacher is active after Personnel is rolled.

- If the teacher is made inactive when personnel is rolled, MSIS will populate ▮▮▮▮▮▮▮▮ for the SSN and VACANT for the teacher's name.

Rolling Personnel

- If the teacher information was blank during the previous school year, MSIS will roll a blank for the next school year (these must be updated before the Child Count date).

- MSIS Calculated Placement will be blank until a calculation can be made after Month 01 or a user entry is made

Significant Cognitive Disability (SCD)

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- SCD data field rolls each year

- Originally defaults everyone to No

- If you choose Yes for any Primary Disability except AU, ID, TBI, or MD – MSIS displays a message "NOTICE: SPED Student's Primary Disability is <primary disability>. Do you wish to continue?" The user can click YES if they want to keep the changes they have made or NO if they want the indicator to remain No.

SCD

EXAMPLE 1:

User changes SCD to Yes for a student who is listed as SLD. The above message would display when the user goes to the next data field or leaves that screen. This will allow the user a second chance to be sure that they are changing the SCD on the proper student.

EXAMPLE 2:

User changes SCD to Yes for a student who is listed as MD. No message is displayed - the change is saved to the database.

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SCD

Served by Resident School?

• Is the student in the school that is their resident school?

• Defaults all students to Yes.

• If indicator is changed to No, a different district or school number can be selected from the pop-up box.

• If a different district number is selected, the school will default to 001.

SCD

- If the district number remains the same, a different school within the current district can be selected (excluding school 500).

- If a student is placed in a public or private facility (Millcreek, CARES, etc.) by their RESIDENT district, select 001 as the school.

- This data element will **NOT** be rolled each year due to the vast movement of students.

School 500 Students

- Students for whom your district is providing special education services (Head Start, Private School, Home School, etc.) but are not enrolled in a regular public school should be placed in School 500 (Non-Public Special Education School). Placing these students in School 500 allows you to include the students in your Child Count.

School 500 Students

- School 500 students will not be pulled into public school data.

- You cannot assign a teacher to school 500 (use 001 for their major school if they do not have any other).

- School 500 will not be part of your monthly student data files or district approval process.

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School 500 Students

- You cannot expend any funds from School 500.

- Students in School 500 will NOT be included in Average Daily Attendance (ADA).

- Students who are moved to School 500 from another District or School will need to be released and transferred in MSIS.

School 500 Students

- All information, including demographics, special education data, and schedules, will be entered on the Non-Public Student Update Screen for School 500 Students. You will need to have all of this information available when entering the students' data.

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