

RECONFIGURATION SCHOOL:

Your Superintendent needs to send a letter to Accreditation, School Financial Services and OTSS. A copy of the board minutes approving the school reconfiguration.

School Demographics Screens – Grades

Mississippi Student Information System
Mississippi Student Information System : School Demographic Data - Production - Enter Mode
File Interfaces Maintenance Modules Reports Security Query Block Help

District: 4820 Name: ABERDEEN SCHOOL DIST
School: 004 Name: ABERDEEN ELEMENTARY SCHOOL

[Grades]

Taught?	Other?	Grade Description	Category	Instr Minutes	Lunch Minutes	Recess Minutes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	62 PRE-KINDERGARTEN	Elementary	330	30	30
<input checked="" type="checkbox"/>	<input type="checkbox"/>	52 PRE-KINDERGARTEN SPED	Elementary	330	30	30
<input checked="" type="checkbox"/>	<input type="checkbox"/>	64 KINDERGARTEN	Elementary	330	30	30
<input checked="" type="checkbox"/>	<input type="checkbox"/>	54 KINDERGARTEN SPED	Elementary	330	30	30
<input checked="" type="checkbox"/>	<input type="checkbox"/>	56 ELEMENTARY SELF-CONTAINED SPED	Elementary	330	30	30
<input checked="" type="checkbox"/>	<input type="checkbox"/>	01 FIRST GRADE	Elementary	330	30	30
<input checked="" type="checkbox"/>	<input type="checkbox"/>	02 SECOND GRADE	Elementary	330	30	30
<input type="checkbox"/>	<input type="checkbox"/>	03 THIRD GRADE	Elementary			
<input type="checkbox"/>	<input type="checkbox"/>	04 FOURTH GRADE	Elementary	0	0	0
<input type="checkbox"/>	<input type="checkbox"/>	05 FIFTH GRADE	Elementary			
<input type="checkbox"/>	<input type="checkbox"/>	06 SIXTH GRADE	Elementary			
<input type="checkbox"/>	<input type="checkbox"/>	07 SEVENTH GRADE	Secondary			
<input type="checkbox"/>	<input type="checkbox"/>	08 EIGHTH GRADE	Secondary			
<input type="checkbox"/>	<input type="checkbox"/>	58 SECONDARY SELF-CONTAINED SPED	Secondary			
<input type="checkbox"/>	<input type="checkbox"/>	78 SECONDARY GED	Secondary			
<input type="checkbox"/>	<input type="checkbox"/>	09 NINTH GRADE	Secondary			

Grades cannot be removed from a school if Month 01 enrollment for that grade has been submitted to MSIS.

The instructional minutes on the school demographics must be updated annually to reflect the total class minutes in a school day for each grade. The minutes impact Accreditation and MAEP Calculations as well as SPED LRE.

Business Managers (per MDE School Financial Office) - Please note that this information will impact funding. If you can ensure that the appropriate personnel know to keep this updated, it will help ensure that your calculations are as accurate as possible.

1. To **Add** a Grade: Always make sure that the grade is highlighted in yellow. The system will come up in the first line. Use your arrow down key to select the grade line. Check the Taught box then use the tab key to add the minutes (Inst, Lunch and/or Recess).

2 To **Modify** a Grade: Always make sure that the grade is highlighted in yellow. The system will come up in the first line. Use your arrow down key to select the grade line. Then use the tab key to change the minutes (Inst, Lunch and/or Recess).

3. To **Delete** a Grade: Always make sure that the grade is highlighted in yellow. The system will come up in the first line. Use your arrow down key to select the grade line. Before you uncheck the taught/other box change the minutes (Inst, Lunch and/or Recess). Then uncheck the Taught/Other box.

Per USDE reporting:

What changes should result in the LEA or school being closed and a new LEA or school being open?

ED needs to maintain the history and continuity of schools for longitudinal data studies, trend analysis, and research initiatives. Therefore, closing a school and reopening it as “New” is closely reviewed for the appropriate assignment of NCES IDs.

The lists below present possible reasons for creating a new school or LEA, how it relates to the assignment of a new NCES ID, and reasons that would not warrant assigning a new NCES ID.

A new school or LEA **should be** created (get a new NCES ID assigned) if:

1. The grade span of the school or LEA changed by more than 3 grades, not including pre-kindergarten or kindergarten as grades;
2. The school’s or LEA’s physical location changed and the attendance area changed significantly;
3. Two schools or LEAs of about the same size, or with different grade spans, merge. The two original entities would be closed, and the merged education unit would be reported as a new school or agency.

A new school or LEA **should NOT be** created (should not get a new NCES ID) if:

- The grade span of the school or LEA changed by 3 grades or less, not including pre-kindergarten or kindergarten;
- The school or LEA’s physical location or address changed, but the attendance area did not change significantly;
- A smaller school or LEA merges with a larger entity that provides essentially the same grade span;
- A school just changes charter status or magnet status;
- A school undergoes restructuring under provisions in ESEA;
- The name of a school or LEA changes;
- The state identifier for the school or LEA changes;
- A school changes LEAs or the boundary of an LEA changes.