



Protocol - Exiting Essential Elements

Data Collection Name:

SEA internally calls it exiting, LEAs call it graduation and dropout

Associated ED**Facts** File Numbers

1. FS009 – Children with Disabilities (IDEA) Exiting Special Education

Data Stewards:

Executive Director, Office of Special Education, Provides final review, approval, and certification of all SPP/APR submissions and related data reports.

1. Education Program Administrator for Data and Reporting / Part B Data Manager, Office of Special Education, oversees data collection, validation, and analysis; coordinates timelines and ensures compliance with IDEA and federal reporting requirements; serves as primary liaison with Partner Support and OSEP.
2. Data and Reporting Data Specialists, Office of Special Education, conduct data collection and validation; analyze district-level data; provide technical assistance to LEAs; ensure data accuracy in SharePoint and related systems.
3. 619 Coordinator, Office of Special Education, oversees IDEA Section 618 data collection and reporting; ensures accuracy and completeness of all federal submissions; collaborates with OSE and OTSS staff to align 618 data with SPP/APR indicators.
4. 619 Specialist, Office of Special Education, supports the 619 Coordinator with data validation and file preparation; maintains documentation for audit compliance; assists with trend analysis and technical assistance to districts.
5. Director of Data Analysis and Reporting, Office of Technology and Strategic Services, pulls data from backend systems for Indicators 1–14; compiles data for the APR and LEA determinations; ensures consistency across state data systems.
6. ED**Facts** Coordinators, Office of Technology and Strategic Services, maintain ED**Facts** file specifications, formatting, and submission requirements; ensure alignment of all data files with federal reporting standards.

Data Collection Levels:

1. Individual, student, and aggregate levels
2. By student demographics (race/ethnicity, gender, disability, age, and English learner status)
3. By basis of exiting



4. Of those who exit during the covered period (July 1 through June 30) who began the year in special education
5. At the district and state agency levels (based on the boundaries of the counting entity)
6. Other - School level

Federal Reporting Period and Submission Dates:

1. Reporting Period: July 1 through June 30.
2. Due Date: Due annually on the first Wednesday of November.

State Collection and Submission Schedule:

State Collection and Submission Schedule – *Exiting (Graduation and Dropout)*

The Mississippi Department of Education (MDE), through the Office of Technology and Strategic Services (OTSS) and the Office of Special Education (OSE), follows an established annual schedule for collecting, verifying, and submitting Exiting data.

At the state level, this collection is referred to as the Exiting Collection, while local education agencies (LEAs) refer to it as the Graduation and Dropout Collection. The process ensures that all data are accurate, complete, and aligned with federal reporting requirements for IDEA Section 618 and significant disproportionality analyses.

Collection Activity	Description	Timeline	Responsible Office
Collection Window Opens	LEAs begin entering exit codes (graduates, dropouts, reached maximum age, moved, deceased, etc.) into the Mississippi Student Information System (MSIS) for students with disabilities ages 14–21.	May 1	LEAs
Data Review and Verification	LEAs verify exiting data for accuracy and completeness before the close of the school year.	May – June	LEAs / OSE Support Staff
LEA Data Submission to SEA	LEAs finalize and certify their exiting data in MSIS.	June 30	LEAs
SEA Data Pull (Snapshot Creation)	OTSS extracts finalized exiting data from MSIS to create the official Exiting Snapshot Table used for EDFacts FS009 (Exiting) and internal state analyses.	July 15	OTSS



Data Validation and Quality Review	OTSS and the OSE Data Team review the exiting snapshot, verify exit reason codes, and reconcile discrepancies with LEAs.	July – August	OTSS / OSE Data Team
Final Data Certification and Storage	Cleaned and validated data are certified by OSE leadership and archived in the state data warehouse for federal reporting and longitudinal tracking.	September	OTSS / OSE

Notes:

1. The Exiting collection captures students with disabilities who leave special education during the reporting year, including graduates, dropouts, students reaching maximum age, and those who no longer require special education services.
2. Data are used for both IDEA Section 618 Exiting (EDFacts FS009) reporting and to support the calculation of significant disproportionality in identification and placement categories.
3. LEAs receive written guidance and timelines through official OSE data collection memos and MSIS notifications each spring.

PROCESSES

Collection:

Collection - The Mississippi Department of Education (MDE) collects Exiting (Graduation and Dropout) data via MSIS. Below is a detailed description of the LEA submission process, state extraction, and relevant support for data collection and validation.

LEA Data Submission Process

1. Enrollment and Special Education data are entered into MSIS daily via API and file upload
2. The December 1 Child Count data is used as a foundation for the Exiting (EDFacts FS009) reporting and analyses. The annual schedule coordinating these activities is documented in the MSIS Annual Data Reporting Calendar on MDE's website.

Exiting Data Entry

1. Throughout the year, LEAs enter exiting codes (e.g. graduation, dropout, reached maximum age, no longer eligible) into their local packages.



2. In smaller districts, a central MSIS clerk may handle all exiting entries; in larger districts, the entries may be done at school level by clerks, secretaries, or counselors.
3. Schools choose from official MSIS withdrawal and diploma type codes (see the MSIS training manual), including the code for Alternate Diploma.

Upload, Finalization, and Deadlines

1. The final Exiting data must be included in the Month 9 report (June submission).
2. After the last school day, LEAs have 10 days to complete and correct exiting entries; this timeframe may fall in late May or June, depending on the district's calendar.
3. OTSS sends reminder notices to MSIS clerks (or district contacts) just before the Month 9 file deadline to ensure exiting codes are current. Clerks may update exiting codes in MSIS until June 30.
4. OTSS periodically provides training sessions for district MSIS clerks (especially new ones) covering topics such as exiting procedures, error correction, and data quality. Available support includes:
 - a. MSIS Training & Resource Library on the MDE website [Mississippi Department of Education](#)
 - b. MSIS Help Desk Services via MDE's support channels

State Extraction and Storage

1. Once exiting data are finalized, OTSS transfers them from MSIS into Generate. The load typically occurs in July, though it may run on a monthly or yearly schedule depending on system configuration.
2. This exiting data becomes the official source for EDFACTS FS009 (Exiting) and is also used in internal analysis workflows such as significant disproportionality calculations and longitudinal tracking.

IDEA SSS Considerations:¹

Exiting Data Verification and Reporting

The Office of Special Education (OSE) Data Manager completes the SSS-IDEA (Special Education Statistical Summary – IDEA) submission, and the OSE Director reviews and approves the report prior to submission to the Office of Technology and Strategic Services (OTSS). The OSE Data Manager references the most current MSIS Student Manual to ensure that all exit categories, codes, and definitions align with allowable federal and state reporting requirements.



During the verification process, the following criteria and business rules are applied for Exiting (EDFacts FS009):

Data Element / Question	Response	Details / Rationale
Using Required Reference Period	Yes	Mississippi uses the federally required reporting period for exiting data (students who exit between July 1 and June 30 of the reporting year).
Maximum Age for Services	20	State law mandates FAPE to all children residing in Mississippi ages 3 through 20. It is MDE policy that FAPE continues through the school year in which a student turns 21, provided the student was enrolled in a public agency and was age 20 on or before September 1.
Alternate Diplomas	Yes	Mississippi began awarding alternate diplomas in 2021-22. Students younger than 16 cannot receive an alternate diploma; however, this item remains a required question in the SSS-IDEA.
Certificates	Yes	Mississippi issues certificates of completion when appropriate. Students younger than 16 are not eligible for alternate diplomas or certificates of completion, though this item also appears as a standard question in the SSS-IDEA.
Minimum Age for Graduation with a Regular Diploma	16	Students must be at least 16 years of age to be reported as having



		graduated with a regular high school diploma.
Moved, Known to Be Continuing (SEA and LEA)	Yes	Reported at the district level for both SEA and LEA, ensuring consistency in tracking student mobility and continued enrollment.

Reference:

Graduation and exit options are defined in the Mississippi Public School Accountability Standards (February 2023), Appendix A-6 through A-11.

Mississippi Public School Accountability Standards (mdek12.org):

https://www.mdek12.org/sites/default/files/documents/Accreditation/2023/updated_ms_public_accountability_standards_for_2023_feb_0.pdf

The OTSS Data Analyst may review schools with no reported graduates to ensure complete data and accuracy. The Mississippi Student Information System (MSIS) includes built-in business rules and validation checks to identify common data errors, such as instances where a student's entry date occurs after the recorded exit date. Additionally, the OSE Data Team uses the IDC Edit Check Tool to perform supplemental quality reviews and confirm data integrity prior to final certification.

Internal Approval Process:

Preliminary data and analysis are reviewed by the Data Team, the Education Program Administrator for Data and Reporting, and the Part B Data Manager. Final certification of the SPP/APR submission rests with the Executive Director of OSE.

Submission:

Data Migration, Transformation, and Submission

Once the data are finalized and certified, they are migrated from the Mississippi Student Information System (MSIS) to the MDE Generate instance. During this process, Extract, Transform, and Load (ETL) routines are executed within the Generate system to prepare data for federal submission.

The Generate system applies established logic to map state exit codes to federal exiting categories in accordance with EDFacts specifications. Reference: [Mississippi Exit Code Logic – SharePoint](#)



All data transformations follow the approved ETL Checklist to ensure completeness, consistency, and traceability throughout the process. Reference: [MS Special Education Exit ETL Checklist – SharePoint](#)

Once the ETL process is complete, the data in Generate are compared against the source data in MSIS to verify consistency and accuracy. Following validation, a federal submission file is generated in the required EDFacts format.

Prior to submission, the OSE Data Team conducts an edit check review using the IDC Edit Check Tools to ensure compliance with EDFacts specifications.

The submission workflow proceeds as follows:

1. The OSE Data Analyst runs the EDFacts file produced through Generate through the edit check process.
2. The OTSS EDFacts Coordinator retrieves the validated files and submits them to EDFacts through the federal submission portal.
3. All submission files are saved on a secure network drive within OTSS under “*EDFacts Submitted Files*.”

Multiple versions and historical submissions are archived and retained for documentation, audit, and data governance purposes.

Response to OSEP Data Quality Report:²

Year-to-Year Data Change Review and Documentation

When year-to-year changes in data are identified, the OSE Data Reviewer retrieves the relevant data quality checks from EDPass and prepares data quality reports summarizing the differences and potential causes. These reports are provided to the OSE Data Manager, who develops detailed data notes explaining the rationale for each variance and any factors contributing to the change.

The OSE Data Manager submits the draft data notes to the State Director of Special Education for review and approval. Once approved, the finalized notes are returned to the OSE Data Reviewer, who enters the documentation into EdPass system to accompany the state’s EDFacts submission and ensure transparency in federal reporting.

² **Response to OSEP Data Quality Report:** OSEP reviews IDEA data submissions for timeliness, completeness, and accuracy and provides feedback via MAX. Following collection due dates, OSEP posts a data quality report to each SEA’s individual MAX webpage. SEAs then review the data quality report and respond as necessary (e.g., submit data notes, resubmit data).



Data Governance:

Mississippi has an established data governance committee and procedures that outline the process for change control. Any changes to data collection must be formally submitted to the Change Review Board, a subset of the data governance committee and voted upon and approved by data owners.

Public Reporting:

Special ED Data is reported in several different places. Data comes from OTSS and a PDF or locked spreadsheet is posted. <https://mdek12.org/ose>