25-26 Annual Reporting
Calendar At-A-Glance

MSIS

JULY

MSIS reports and screens default to the new school year on July 1.
Files containing **data for the new school year (2025-2026)** can be uploaded to MSIS.

Due Date	Item	Data Submission Method & Frequency
	PREVIOUS SCHOOL YEAR DATA	
24	**Senior Snapshot** (request updates via Senior Snapshot Manual Input screen)	API (nightly & Manual Input as needed)
29	**Assessment Readiness** (ACT & WorkKeys)	Data Entry Download/File Upload (as needed)
29	**Finance (FETS) & Bond data** begin sending via File Upload	File Upload (as needed)
31	**Graduates & Completers** (reflects any changes after Month 9 certification and summer sessions) **Update Grades/Promotions** (updates for course grades and completion statuses)	API (nightly) Manual input (as needed)
31	**Academic Record** (Course History Report to include any summer session data)	API

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MSIS reports and screens default to the new school year on July 1.
Files containing **data for the new school year (2025-2026)** can be uploaded to MSIS.

Due Date	Item	Data Submission Method & Frequency
	NEW SCHOOL YEAR DATA	
31	**MSIS Security Listing** (User Permissions)	Administration > Manage Users (as needed)
31	**Enter School and District calendars** in the SIS	API (nightly – see August deadlines)
31	**Review/Update LEA & School Info screens** • LEA Management • School Management • School Board Members • District Salary Scale	Manual Input (as needed)
31	**Monthly Data Review** • MSIS IDs • Non-Public Student Entry	File Upload & Manual Input (as needed)

Due Date	Item	Data Submission Method & Frequency
NEW SCHOOL YEAR DATA		
1	**Organization data** begins sending via API from SIS (PowerSchool districts schedule first publish)	API (nightly)
15	**Student data [Attendance, Enrollment, & Student Demographics]** begins sending via API from SIS (PowerSchool districts schedule first publish)	API (nightly)
15	**Course Section data** begins sending via API from SIS (PowerSchool districts schedule first publish)	API (nightly)
15	**Discipline data** begins sending via API from SIS (PowerSchool districts schedule first publish)	API (nightly)
15	**Personnel data** begins sending via API or file upload	API (nightly) or File Upload (as needed)
31	**MSIS Security Listing** (User Permissions)	Administration > Manage Users (as needed)
31	**Student Intervention**	Manual Input
31	**Monthly Data Review** (preparing for Month 1) • MSIS IDs and Ownership • Non-Public Student Entry • LEA Management & School Management • Finance (previous school year) • Organization data • Student data • Course Section data • Discipline data • Personnel data • CTE data • Federal Programs data	API, File Upload, & Manual Input (various)
PREVIOUS SCHOOL YEAR DATA		
31	**Update Grades/Promotions** (updates for 3rd grade promotions) **Good Cause Exemptions**	Manual Input (as needed) Data Entry Download/ File Upload (as needed)
31	**24-25 SY only: Student Interventions**	Manual Input (as needed)
31	**24-25 SY only: Summer Activity Report**	Data Entry Download/ File Upload (as needed)

Due Date	Item	Data Submission Method & Frequency
CURRENT SCHOOL YEAR DATA		
1	**Special Education data** begins sending via API from vendor or file upload	API (nightly) or File Upload (as needed)
30	**Monthly Data Review** (preparing for Month 1) • MSIS IDs and Ownership • Non-Public Student Entry • LEA Management & School Management • Finance (previous school year) • Organization data • Student data • Course Section data • Discipline data • Personnel data • CTE data • Federal Programs data • Special Education data	API, File Upload, & Manual Input (various)
PREVIOUS SCHOOL YEAR DATA		
30	**Graduation Options**	Data Entry Download/File Upload (as needed)
30	**Graduates & Completers** (reflects any changes after Month 9 certification and summer sessions) **Update Grades/Promotions** (updates for previous school year graduates)	API (nightly) Manual input (as needed)

OCTOBER

Due Date	Item	Data Submission Method & Frequency
1-10	**District Approval Month 1** Certification window: October 1-10th	API (nightly)
10	**Kindergarten Entry**	Data Entry Download, File Upload (as needed)
15	**Financial (FETS) and Bond Data** Certification window: October 1-15th	File Upload (as needed)
15	**National Board Certified Staff** Certification window: October 1-15th	API (nightly) or File Upload (as needed)
31	**Summer Activity Report**	Data Entry Download/File Upload (as needed)
31	**Monthly Data Review** (preparing for Month 2) • MSIS IDs and Ownership • Non-Public Student Entry • LEA Management & School Management • Organization data • Student data • Course Section data • Discipline data • Personnel data • CTE data • Federal Programs data • Special Education data	API, File Upload, & Manual Input (various)
	PREVIOUS SCHOOL YEAR DATA	
31	**Cohort** (request updates via Cohort Manual Input screen)	API (nightly) & Manual Input (as needed)

NOVEMBER

Due Date	Item	Data Submission Method & Frequency
	CURRENT SCHOOL YEAR DATA	
1-10	**District Approval Month 2** Certification window: November 1-10th	API (nightly)
30	**Monthly Data Review** (preparing for Month 3) • MSIS IDs and Ownership • Non-Public Student Entry • LEA Management & School Management • Organization data • Student data • Course Section data • Discipline data • Personnel data • CTE data • Federal Programs data • Special Education data	API, File Upload, & Manual Input (various)
	PREVIOUS SCHOOL YEAR DATA	
30	**CTE Placements**	Data Entry Download, File Upload (as needed)
30	**Special Education Post-Secondary Outcomes**	Data Entry Download, File Upload (as needed)

Due Date	Item	Data Submission Method & Frequency
1-10	**Personnel Data** Certification window: December 1-10th	API (nightly) or File Upload (as needed)
1-10	**District Approval Month 3** Certification window: December 1-10th	API (nightly)
1-10	**Special Education – Child Count** Certification window: December 1-10th	API (nightly) or File Upload (as needed)
10	**MSFF** (Report freezes on December 10)	API (nightly)
30	**Monthly Data Review** (preparing for Month 4) • MSIS IDs and Ownership • Non-Public Student Entry • LEA Management & School Management • Organization data • Student data • Course Section data • Discipline data • Personnel data • CTE data • Federal Programs data • Special Education data	API, File Upload, & Manual Input (various)

JANUARY

Due Date	Item	Data Submission Method & Frequency
1-15	**District Approval Month 4** Certification window: January 1-15th	API (nightly)
15	**Academic Record** (Early Graduates)	API
31	**Monthly Data Review** (preparing for Month 5) • MSIS IDs and Ownership • Non-Public Student Entry • LEA Management & School Management • Finance • Organization data • Student data • Course Section data • Discipline data • Personnel data • CTE data • Federal Programs data • Special Education data	API, File Upload, & Manual Input (various)

FEBRUARY

Due Date	Item	Data Submission Method & Frequency
1-10	**District Approval Month 5** Certification window: February 1-10th	API (nightly)
15	**National Board Certified Staff** Certification window: February 1-15th	API (nightly) or File Upload (as needed)
28	**Monthly Data Review** (preparing for Month 6) • MSIS IDs and Ownership • Non-Public Student Entry • LEA Management & School Management • Organization data • Student data • Course Section data • Discipline data • Personnel data • CTE data • Federal Programs data • Special Education data	API, File Upload, & Manual Input (various)

MARCH

Due Date	Item	Data Submission Method & Frequency
1-10	**District Approval Month 6** Certification window: March 1-10th	API (nightly)
31	**Monthly Data Review** (preparing for Month 7) • MSIS IDs and Ownership • Non-Public Student Entry • LEA Management & School Management • Organization data • Student data • Course Section data • Discipline data • Personnel data • CTE data • Federal Programs data • Special Education data	API, File Upload, & Manual Input (various)

APRIL

Due Date	Item	Data Submission Method & Frequency
1-10	**District Approval Month 7** Certification window: April 1-10th	API (nightly)
30	**Monthly Data Review** • MSIS IDs and Ownership • Non-Public Student Entry • LEA Management & School Management • Organization data • Student data • Course Section data • Discipline data • Personnel data • CTE data • Federal Programs data • Special Education data	API, File Upload, & Manual Input (various)

MAY

Due Date	Item	Data Submission Method & Frequency
1-10	**District Approval Month 8** Certification window: May 1-10th	API (nightly)
31	**Monthly Data Review** (preparing for Month 4) • MSIS IDs and Ownership • Non-Public Student Entry • LEA Management & School Management • Organization data • Student data • Course Section data • Discipline data • Personnel data • CTE data • Federal Programs data • Special Education data	API, File Upload, & Manual Input (various)

Dates subject to change.

	Due Date	Item	Data Submission Method & Frequency
✅	10 days after the last instructional day	**District Approval Month 9** (including Promotion & Retention and Graduates & Completers Report) Certification window: 10 days after the last instructional day	API (nightly)
✅	1-30	**Special Education - End of Year (EOY)** Certification window: June 1-30th	API (nightly) or File Upload (as needed)
✅	1-30	**Federal Programs – EOY** Certification window: June 1-30th	Data Entry Download, File Upload (as needed)
❌	13	**Organization data, Student data [Attendance, Enrollment, & Student Demographics], Course Section data, & Discipline data** SAM: **API STOPS** sending data from SIS for the current school year. PowerSchool: Districts should **STOP publishing** current school year data before rolling to the next year.	
❌	13	**Personnel data (Marathon)** Marathon: **API STOPS** sending data for the current school year.	
❌	15	**Personnel data (Integrity)** Integrity: **API STOPS** sending data the current school year.	

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Due Date	Item	Data Submission Method & Frequency
30	**Academic Record** (Graduates & Completers Report to include any updates made after Month 9 certification or summer session)	API
30	**Update Grades/Promotions** (updates for course grades and completion statuses)	Manual input (as needed)
❌ 30	**Special Education data** **API STOPS** sending data vendors for the current school year.	
❌ 30	Files containing **Personnel, Federal Programs, or Special Education data from the 2025-2026 school year** should **STOP being uploaded** to MSIS.	