

# 2015-16 End of Year General Collection

## Things to Check Prior to Submission

### MSDS

#### **Attendance**

-Be sure your attendance numbers are correct, include students that exited since the last collection and non-exempt students. For definition of "non-exempt" refer to the MSDS Collection Details Manual: [http://www.michigan.gov/cepi/0,4546,7-113-986\\_50502-351709--00.html](http://www.michigan.gov/cepi/0,4546,7-113-986_50502-351709--00.html).

-You can compare your counts with your local student information system. In MSDS, you can download your collection via the "Student Data Downloads" menu, then open an Excel spreadsheet, and filter on "School Facility" and "Grade or Setting".

-The data submitted in Days Attended represent the number of days the student actually attended. The data submitted in Total Possible Attendance represent the total possible days that the student could have attended from the first day of school, the date of new enrollment or the beginning of a program (e.g., summer school).

#### **Discipline**

-The EOY collection is the last opportunity to report the discipline component for the applicable students be sure to report the following:

-All students

- expelled students

-Students with an active IEP only

- suspended (either in-school or out-of-school)
- removed by a hearing officer or unilaterally removed to an interim alternative setting
- expelled

**Report: Discipline and Consequence Summary**

#### **Exited Students**

-Make sure to properly exit students.

**Reports : Missing Student Report** (keep in mind, this report will not show students who enrolled and subsequently exited between collections), **Exit Status Count, Alpha List, Alpha Listing of Students with PEPE, and/or Student History**

#### **Graduated Students**

-Be sure to include students who have received a high school diploma with an exit status of 01, 02, 03 or 04, or 40/41 for students enrolled in Early/Middle College. Codes are defined starting on page 205 of the MSDS Collection Details Manual:

[http://www.michigan.gov/cepi/0,4546,7-113-986\\_50502-351709--00.html](http://www.michigan.gov/cepi/0,4546,7-113-986_50502-351709--00.html).

**Reports: 12<sup>th</sup> Grade Graduate Summary and/or Exit Status Count (also available as a Drill-Down)**

**Limited English Proficient (LEP) Students**

-Include the LEP component for students that speak a native language. If the primary/native language is English, you must report a home language other than English.

-Be sure to exit students that have tested proficient in the LEP component with an LEP exit date on or before June 30, 2016 so that they don't remain LEP for the following school year. If they are graduating, this is reported in the enrollment component. If they are graduating and proficient, this is reported in both the LEP and enrollment components.

**Reports: Missing LEP and Special Education Data, Alpha List and/or Program Participation Drill-Down**

**Special Education**

-Make sure that students with active Individualized Education Plans (IEPs) have the special education component reported with the most recent IEP date.

-You must report all children receiving services under an IFSP or who have exited Part C since the Spring General Collection.

-Be sure to exit students no longer eligible for special education, with either a parent revocation, or IEP team determines the student is no longer eligible. The special education component should be reported including the Special Education exit information.

**Report: Missing LEP and Special Education Data, Alpha List and/or Program Participation Drill-Down**

-Check for timely IEPs for students: include the most recent IEP data for student (i.e., IEP's not older than one year).

**Reports: District Special Education Report and/or District Special Education Report for Download**

**Supplemental Nutrition**

-Report students that are eligible for free or reduced meals that were not reported in the Fall or Spring General Collections or Student Record Maintenance Collection. Include the SNE component for these students with a 1- eligible free or a 2- eligible reduced.

**Reports: Economically Disadvantaged Student Report and/or Supplemental Nutrition Report.**

**Helpful Resources:**

MSDS Web Page: [http://www.michigan.gov/cepi/0,4546,7-113-986\\_50502---,00.html](http://www.michigan.gov/cepi/0,4546,7-113-986_50502---,00.html), also under Help and Training: MSDS Report List

2015-16 MSDS Collection Details Manual: [http://mi.gov/documents/cepi/Collection\\_Details\\_SY1617\\_v1.0\\_524119\\_7.pdf](http://mi.gov/documents/cepi/Collection_Details_SY1617_v1.0_524119_7.pdf);