MSDS End-of-Year General Collection Checklist – Things to Check Prior to Submission

Attendance

- Be sure your attendance numbers are correct, including students who exited since the last collection and non-exempt students. For the definition of "non-exempt," refer to the 2017-18 MSDS Collection Details Manual, page 21.
- 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 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 with suspensions
- All students with expulsions

Report:

- Discipline and Consequence Summary

English Learners

If you have your WIDA results before the EOY closes, be sure to exit students who have tested proficient in the EL component with an EL exit date on or before June 30, 2018 so that they do not remain EL 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 EL and Enrollment components.

Reports:

- Missing LEP and Special Education Data
- Alpha List
- Program Participation Count

Exited Students

Be sure to properly exit students who are no longer attending your district.

Reports:

- Missing Student Report
- Exit Status Count
- Alpha List
- Alpha Listing of Students with PEPE
- 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 in the 2017-18 MSDS Collection Details Manual, page 158.

Reports:

- 12th Grade Graduate Summary
- Exit Status Count

Seclusion and Restraint

- Please report any Seclusion and Restraint incidents for all students that have occurred since the Spring General Collections Count Day of Feb. 14, 2018.

Special Education

- Be sure that students with active Individualized Education Plans have the Special Education Component reported with the most recent IEP date.
- Be sure to include all children receiving services under an Individual Family Service Program or who have exited Part C since the Spring General Collection.
- Be sure to exit students who are no longer eligible for special education with the appropriate exit reason. The Special Education Component should be reported including the Special Education exit information.
- Be sure the Initial IEP Component is submitted for students who are not currently participating in Part B special education programs or receiving services and are referred for evaluation to determine special education eligibility to comply with Individuals with Disabilities Education Act requirements. This includes children two years, six months of age or older who have an IFSP but no IEP. In addition to the Initial IEP Component, if a student is found eligible, the Special Education Component needs to be submitted.

Reports:

- District Special Education Report
- District Special Education Report for Download

Supplemental Nutrition

Report students who are eligible for free or reduced meals who 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 Students

Please note: For details about the reports please refer to the MSDS Report List.