DATA NEWSLETTER

NYS ID&R/MIS2000 Program

June 2015

Departures

- All departure forms should be completed by the recruiters
- When entering a departure, make sure you enter the departure date and departure information for the correct enrollment line and match the withdraw date with departure date
- If a student departs to a place within NYS, contact the Data Specialist or the METS for the area to which the student moved
- If a student moved Out of State, send a notification via MSIX to the receiving state
- UNKNOWN is not a valid entry for a departure
- If you need to make a change regarding a previous departure: request confirmation from your recruiter. After recruiter has approved the change, send an email to the ID&R Office so they make the changes on their departures forms.

High School Equivalence (HSE)

- Please note that all information regarding the GED test on State forms and MIS2000 is being changed to High School Equivalence (HSE)
- For example: if a student is receiving services to obtain their High School Equivalence, the supplemental service name will be HSE Prep instead of GED Prep.
- The changes have been already implemented on the Sumer Intake Summary Student Record form and will be implemented on the system as soon as possible

In this newsletter:

- Departures
- How to record Graduation
- Process of Changing COEs' information
- High School Equivalence



Give us a call if you have any questions:

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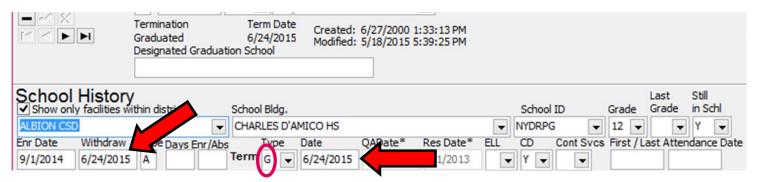
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Recording Graduation

- When a student graduates or obtains their High School Equivalence Diploma, you need to change the Termination Type and Termination Date
- If the student graduates from High School, enter G as TermType and the date of graduation as the TermDate.
 Match Withdraw Date to the TermDate.
- If the student gets the TASC (or GED), manually enter H as TermType and the date of graduation as the TermDate.
 Match Withdraw Date to the TermDate.
- You do not need to change the Grade for graduating students.



Process of Changing COEs' information

- Recruiters need to be consulted and notified for all changes to a COE
- If the ECOE has not been approved and you noticed an error, call recruiter before approving the COE
- When changes need to be done to an approved COE: send an email to the recruiter and the ID&R/MIS2000 Office with the COE number, School District, Student MSIX ID and the necessary changes
- **REMEMBER:** The copies of the METS, Recruiter, and ID&R/MIS2000 COEs must have exactly the same information!
- ADVISORY: When sending Personal Identifiable Information please be sure to save it as a password protected document and send a separate email with the password. If you need procedures on how to do so, please contact ID&R Office.