DATA NEWSLETTER

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MSIX and Data Specialists:

- It is expected that Data Specialists:
  - Search for student's information on MSIX when a new COE is received
  - Send notifications through MSIX when a child departs to a different state
  - Send notification through MSIX when a child that moved from another state was identified in her area
  - Print the Consolidated Records form if it can help staff determine services or school placement
  - Flag possible duplicate students
  - Communicate with the ID&R/MIS2000 Director about any data correction needed to be made in student's information display on MSIX

Give us a call if you have any questions:

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Last Academic In-Service:

Here are some tips of how you can help your Director:

⇒ Provide tutors with an updated Summary Student Record forms and red pens so they can update the information

⇒ Run a "Z" list and a Missing SP codes list and try to collect the info from the tutors

⇒ Ask tutors who is graduating in order to accurately record the information on MIS

⇒ **All services from Summary Student Records needs to be entered on MIS by 7/29/16**

Preparing Data for Summer Enrollments:

To enroll eligible students for Summer:

1. Run a list of students that are still in your area and will not lose eligibility before 06/24/16. You can use the following parameters:
   - ♦Depdate is null
   - ♦TermDate>=06/24/16
   - ♦EnrollDate is between 09/01/15-06/23/16
   - ♦Student Ineligible is null

2. Print the list and use it to enroll every student for the Summer. **Directors: Let your DS know if you want to enroll some students as Cont of Services*

3. Search and enroll the student. On the School History tab, click the (+) button under the District of Residence data field to give the student a new enrollment

4. Add enroll date (06/24/16) and other pertinent information such as correct Facility name, Type, Last Grade, Still in School, etc.

5. Repeat the process for every student on the list. Check and check again that you gave an enrollment line to all Summer eligible students

Other things to consider:

* The Needs recorded during the Academic Period need also to be added to the Summer enrollment line. Example: student has low grades recorded during the Academic period, the DS should flag low grades for the Summer enrollment along with any other need recently identified by tutor on the Summer Intake form

* The grade a student had during the Academic period will remain the same when you enroll the student for the Summer period. The only exception are P2 students that turn 3 during the Summer, you can record them as P3

* In-School students (K-12) need to be enrolled in the same School Building Facility for the Academic and Summer enrollment

* Every student that had an enrollment for the 2015/16 Academic Period needs a withdrawal date that is either equal to: Departure Date, Term Date, Last Academic Period Date (06/23/16)

* If you would like more detailed instructions, please call Will or Odilia.