DATA NEWSLETTER

Enrollment Lines Performance Year 2016/17:

In this newsletter:
- Enrollment Lines Performance Year 2016/17
- Service Delivery

- Please make sure that all students that were present and eligible for services during the previous performance period (09/01/16-08/31/17) have an enrollment line

- If you receive a COE for a student that moved to your area before 09/01/17, please make sure you add an enrollment line for the previous performance period (09/01/16-08/31/17).

- **Example 1:** Recruiter identifies an OSY that moved to your area on **07/02/17** and provides you the COE on 09/11/17. On MIS2000, you will have 2 lines:
  - ⇒ *07/02/17-08/31/17* with an "R" enrollment type
  - ⇒ *09/01/17* with a "Z" or "A" enrollment type

- **Example 2:** Recruiter identifies a 4th grade student that moved to your area on **08/21/16** and provides you the COE on 09/12/17. On MIS2000, you will add **2 lines**:
  - ⇒ *06/23/17-08/31/17* with a "R" enrollment type
  - ⇒ *09/01/17* with a "Z" or "A" enrollment type
  - ⇒ **NOTE:** We can't add enrollments for 15/16 performance year. However you could add a line for 09/01/16-06/22/17 with a "R" enrollment

- Every student counts and "R" enrollments are not bad enrollments!

- However, Served students are **ID&R favorites** so check and triple check that all students that received services during the previous performance period have the proper enrollment type (A or S) and services on the Supplemental tab

- Please be mindful that after we submit our CSPR data for 2016/17, we cannot add/change any student information on MIS2000 (normally after December).

Service Delivery Tab:

- This tab is allows only one service delivery record, per school district, per performance year
- When entering an Intake form, you need to add (+) a new Service Delivery Record. Make sure you match the Service Delivery district with the current school district
- Every student should have at least an Initial Service Date and Initial Service Level per school district.
- Level 3 should only be selected for PFS students receiving instructional services
- Level 3 students should have a focus area: ELA, Math, Secondary for HS students
- Every student should have one Assess Date per performance period. If a student is re-leveled, do not change the Initial Assess Date. Just add the new level and level date on the corresponding delivery period (example: Spring)
- Level 2 OSY (OS,D+,DO) should have a Short Term Started Date
- Level 3 HS students should have a Graduation Plan Part 1 Date
- Since this is a fairly new tab, communicate with ID&R office if there is something that needs improvement or further instructions

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Friendly Reminder:

- EasyCBM– list of student to tested and list of staff sent to Odilia Coffta by 9/8/17
- OSY Data for SY16/17 entered on MIS2000 by 9/8/17
- OSY forms (METS 2017 Directors GOSOSY Report Questions) sent to Liz Bliss by 9/8/17
- Graduation Rate/Drop-out Study for students that graduated June 2017 sent to Odilia Coffta by 9/29/17
- Initial PAC Parent list for SY17/18 due to M-TASC by 9/29/17
- MSIX MDEs for Summer 2017 entered/updated on MIS2000 by 9/29/17
- Esperanza report forms completed ASAP after State assessments are available
- OS Screening Test (pre/post) entered on MIS2000 by 10/6/17
- 2017 Summer Summary forms and services entered on MIS2000 by 10/13/17
- ECA pre/post test results entered on MIS2000 by 10/13/17
- Graduation Rate/Drop-out Study sent to Directors for Final revisions by 10/20/17
- ECA pre/post report sent to Directors for revisions by 10/27/17
- OS Screening Test report sent to Directors for revisions by 10/27/17