

# MSDS Skyward Process - General Collection

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This document covers pupil count reporting procedures. You can use this document for each general collection.

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## **Overview:**

- Pre-Count Day Checks
  - Count Day Data Entry (Non Traditional Codes)
  - How to Handle E Grades
  - Special Education Process Explanation
  - Data Verification
  - Extract Process (central office)
  - Count Day Documentation
- 

## **PRE – Count Day Checks**

- **Review Student Brose Filters: Post Year-End Data Checks (Document Attached)**
- **Check for student without schedules – WS\OF\CS\RE\SS\SS**
  - Create or clone a template
    - Set Range to Active
    - Print Blank schedules and Print Only blank schedules checked
    - Run the report and investigate students without schedules (possible actions: schedule student, exit the student, or remove enroll percentage, etc.)
  - Another option to check for student without schedules
    - Use Student Browse
    - Select the View: Scheduling, Filter: Active students
    - Click on Grade column to sort by grade, review the Course column for blanks
    - Blanks are student without a schedule
    - Make sure that you at look at all students, expand your records from 20 to 500 or 1000 and view each page if more than 1000 students

- **Check for students that may have more than 1 open entry record (Document Attached) – WS\ST\RE\EW\ED**

- Work from the 000 entity
- Create a template: Set the date range to appropriate count day.
- Change Student Full/Part-Time to Both
- Run the report
- Investigate student with two open records (200% enrolled), withdraw the record from the inactive entity

This report can also be ran from the individual entity to view any students enrolled less than 100%

- **Enrollment reports (student directory) – WS\OF\AT\RE\AR\ER**

- Printing options remove the checkmark from “Total Special Ed Students Separate from Mainstream Students”

*Note: for accurate count you must complete the two previous checks (students w/o schedules and student with more than one open entry record)*

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- Run **Data Mining Data checks**, they report on state aid field, enrolled percentage, look for student w/o addresses, etc. (run at each building)
  - Data Check Ethnicity/Race:
    - *This report looks at ethnicity and race code fields. You will want to review the data in these fields.*
  - Data Check Guardian W/O relationship:
    - *This report looks at family 1 guardian 1 for a relationship code. Correct any guardians without a relationship.*
  - Data Check Residency:
    - *This report looks at the residency fields including resident district, resident Y/N, resident district number, state aid field, state aid code*
  - Data Check Stu W/O Address
    - *This report looks for student without an address. All students need an address. Student address comes from family 1, guardian1*
- **Run Skyward report looking for students with Missing UIC's** (central office)
  - Process missing UIC file, if necessary
- **Run RESA Population 3 Custom Report – WS\CR\RE**
  - Click Run - Enter the appropriate Count Date and select Print
  - Note: Review the information on this report and make any necessary changes following the mapping for Non-Traditional (Population III) students.*

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## **COUNT DAY DATA ENTRY**

Note: Can be entered any time before or after count- **must be completed before RESA Pop III Custom Report is ran and extract is created for CEPI**

## **NON-TRADITIONAL (Population III) STUDENTS**

Each non-traditional student must be identified on the building alpha rosters (or separate lists by building, by grade level), using the following codes. **All nonresidents must be identified with the district of residence code and a non-traditional code.**

Additional information regarding student categories may be found in the Michigan Department of Education's Pupil Accounting Manual.

## **Entry/Withdrawal**

### **SCHOOL OF CHOICE – WITHIN COUNTY 02**

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Non-resident attending a district established as “choice” under Section 105 of the State Aid Act. Include resident district LEA code.

**Skyward location: Student Management --> Student Profile --> Entry/With --> Entry/Withdrawal Maintenance --> Entry Information --> Student Residency (state)**

### **SCHOOL OF CHOICE – CONTIGUOUS ISD 03**

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Non-resident student residing in a district in a contiguous ISD and attending a district established as “choice” under Section 105c of the State Aid Act. Include resident district LEA code.

**Skyward location: Student Management --> Student Profile --> Entry/With --> Entry/Withdrawal Maintenance --> Entry Information --> Student Residency (state)**

### **ALL OTHER NON-RESIDENT 06**

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**Skyward location: Student Management --> Student Profile --> Entry/With --> Entry/Withdrawal Maintenance --> Entry Information --> Student Residency (state)**

➤ A student who (1) moves out of your district **after** the Fall count and (2) chooses to complete the school year in your district. Notes: You DO NOT need permission from the student’s new district of residence to claim this student for state aid, but you must indicate the student’s new district of residence. The language in this section is permissive. Consequently, you may or may not allow such a student to complete the school year in your district (his/her former district of residence).

➤ Parent Employment (with Board Approved Policy) – Non-resident code attending a district because a parent of the student works for the district, school of choice paperwork is not required.

➤ Parent Initiated Enrollment with Release from District of Residency

➤ Parent Initiated Enrollment without Release from District of Residency – Not eligible for State Aid claim.

**Skyward location: Student Management --> Student Profile --> SPECIAL PRGMS--> Non-Res In --> Enrolled In Type = "66.0301" (state)**

### **HOME-SCHOOLED RESIDENT 15**

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A student educated at **home** who is taking **non-core** classes at a public school district. This is **not** a student from a parochial school.

**Skyward location: Student Management --> Student Profile --> Entry/With --> Entry/Withdrawal Maintenance --> Entry Information --> Student Residency (state)**

### **HOME-SCHOOLED NON-RESIDENT 07**

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A student educated at **home** who is taking **non-core** classes at a public school district. This is **not** a student from a parochial school.

**Skyward location: Student Management --> Student Profile --> Entry/With --> Entry/Withdrawal Maintenance --> Entry Information --> Student Residency (state)**

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## **SHARED-TIME RESIDENT**

**08**

Pupil from a nonpublic school who attends non-core classes in the public school district or a pupil in a nonpublic school who is taught non-core classes by a public school teacher. This is **not** a Home-Schooled student. Must include the resident district LEA code.

**Skyward location:** Student Management --> Student Profile --> Entry/With --> Entry/Withdrawal Maintenance --> Entry Information --> Student Residency (state)

## **SHARED-TIME NON-RESIDENT**

**04**

Pupil from a nonpublic school who attends non-core classes in the public school district or a pupil in a nonpublic school who is taught non-core classes by a public school teacher. This is **not** a Home-Schooled student. Must include the resident district LEA code.

**Skyward location:** Student Management --> Student Profile --> Entry/With --> Entry/Withdrawal Maintenance --> Entry Information --> Student Residency (state)

## **COURT PLACED**

**09**

A student who meets criteria in Section 24 or Section 53 of the State Aid Act. Not generally used for Membership Count.

**Skyward location:** Student Management --> Student Profile --> Entry/With --> Entry/Withdrawal Maintenance --> Entry Information --> Student Residency (state)

## **NON-K12 DISTRICT**

**01**

A student that enrolls in a secondary program, but is a resident of a non-k12 district. Include resident district LEA code – Mar Lee 13095

**Skyward location:** Student Management --> Student Profile --> Entry/With --> Entry/Withdrawal Maintenance --> Entry Information --> Student Residency (state)

## **MI/NCLB**

### **ALTERNATIVE EDUCATION PUPIL**

Pupils enrolled or educated in an Alternative Education Program or Building (including Pregnant Teen program)

**Skyward location:** Student Management --> Student Profile --> MI/NCLB --> Alternative ED = Yes (audit)

### **PUPIL COUNT EXCEPTION (Ages 20-22)**

The pupil *is less than 22 years of age as of September 1 of the school year*, had dropped out of school, and is enrolled in a public school academy **or** an alternative education high school diploma program that is primarily focused on educating pupils with extreme barriers to education.

**Skyward location:** Student Management --> Student Profile --> MI/NCLB --> Pupil Count Exception = Yes (audit)

### **DUAL ENROLLMENT (Post Secondary)**

Student enrolled in postsecondary courses meeting criteria in The Postsecondary Enrollment Options Act (MCL 388.511-388.524).

**Skyward location:** Student Management --> Student Profile --> MI/NCLB --> Post-Secondary Opt: = Yes

### **SEAT TIME WAIVER**

A pupil meeting the eligibility and district requirements to be claimed under a Seat Time Waiver.

**Skyward location:** Student Management --> Student Profile --> MI/NCLB --> Seat-Time Waiver Participant: = Yes (state)

### **FOREIGN EXCHANGE STUDENT**

Student who is participating in a foreign exchange program in your district. This student is treated as a resident of your district.

**Skyward location:** Student Management --> Student Profile --> MI/NCLB --> International Student: = Yes  
Student Management --> Student Profile --> Special Programs --> Immigrant Status – include Start AND End Dates

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## **HOMEBOUND/HOSPITALIZED**

Students who have a documented medical condition that require him/her to be hospitalized or confined to home during regular school hours. Must receive a minimum of two 45-minute periods of instructional service per week for general education pupil; or, two one-hour non-consecutive periods of instructional service per week for a special education pupil whose IEP calls for homebound/hospitalized services.

**Skyward location:** [Student Management](#) --> [Student Profile](#) --> [MI/NCLB](#) --> [Hmbnd Svc: = Yes \(audit\)](#)

## **Special Programs**

### **INDEPENDENT STUDY**

**IS**

A type of learning experience that is academic in nature that allows the pupil an opportunity for self-directed learning (Not seat time waiver)

**Skyward location:** [Student Management](#) --> [Student Profile](#) --> [SPECIAL PRGMS](#)--> [Misc – include Start AND End Dates \(audit\)](#)

### **VIRTUAL LEARNING/DISTANCE LEARNING**

**V**

Students who are enrolled in up to 2 of these types of classes per semester and are not seat time waiver.

**Skyward location:** [Student Management](#) --> [Student Profile](#) --> [SPECIAL PRGMS](#)--> [Misc – include Start AND End Dates \(audit\)](#)

### **EXPANDED ONLINE LEARNING (21f)**

**EOL**

Online courses offered to pupils enrolled in grades 6-12 in which the pupils are separated from their teachers by time or location, or both, that meet the requirements of Section 21f of the State School Aid Act (MCL 388.1621f). These courses are typically published in the statewide online course catalog maintained by MVU.

**Skyward location:** [Student Management](#) --> [Student Profile](#) --> [SPECIAL PRGMS](#)--> [Misc – include Start AND End Dates \(audit\)](#)

### **TEC/CTE**

**TC**

**Skyward location:** [Student Management](#) --> [Student Profile](#) --> [SPECIAL PRGMS](#)--> [Misc – include Start AND End Dates \(audit\)](#)

### **MIDDLE COLLEGE – LEA’S ONLY**

**MC**

**Skyward location:** [Student Management](#) --> [Student Profile](#) --> [SPECIAL PRGMS](#)--> [Misc – include Start AND End Dates \(audit\)](#)

### **PART-TIME**

**PT**

Student whose entire educational schedule is less than 1,098 hours. This student will generate a partial FTE claim.

**Skyward location:** [Student Management](#) --> [Student Profile](#) --> [SPECIAL PRGMS](#)--> [Misc – include Start AND End Dates \(audit\)](#)

### **REDUCED SCHEDULE**

**RS**

Individual student taking a minimum of 879 or 823.50 hours per year (80% of the minimum hours of instruction in a traditionally scheduled building; or 75% of the minimum hours of instruction in a 4-block scheduled building) in best educational interest of student. This student will generate 1.00 FTE if all requirements are met.

**Skyward location:** [Student Management](#) --> [Student Profile](#) --> [SPECIAL PRGMS](#)--> [Misc – include Start AND End Dates \(audit\)](#)

### **SPLIT-SCHEDULE**

**SS**

Student who attends more than one buildings **WITHIN** a school district and the FTE is being split between the buildings.

**Skyward location:** [Student Management](#) --> [Student Profile](#) --> [SPECIAL PRGMS](#)--> [Misc – include Start AND End Dates \(audit\)](#)

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## **COOPERATIVE EDUCATION - GENERAL EDUCATION**

**C**

A written voluntary agreement between & among districts to provide certain educational programs for pupils  
Include resident district LEA code.

[Skyward location: Student Management --> Student Profile --> SPECIAL PRGMS--> Misc – include Start AND End Dates \(state\)](#)

## **EXPERIENTIAL LEARNING**

**EL**

[Skyward location: Student Management --> Student Profile --> SPECIAL PRGMS--> Misc – include Start AND End Dates \(audit\)](#)

## **HOME-BASED EDUCATION – A Pupil who has been SUSPENDED or EXPELLED**

**HB**

Includes students who are receiving the minimum of two nonconsecutive 1 hour periods of instruction per week at home. Expulsions under local district policy: may count the pupil on a pro rate basis. Expulsions under mandatory expulsion laws: Section 1311 of the Revised School Code for weapons, arson, or sexual misconduct: may count the pupil for 1.0 FTE.

[Skyward location: Student Management --> Student Profile --> SPECIAL PRGMS--> Misc – include Start AND End Dates \(audit\)](#)

## **SE EARLY CHILDHOOD – E5 Students**

**EC**

[Skyward location: Student Management --> Student Profile --> SPECIAL PRGMS--> Misc – include Start AND End Dates \(audit\)](#)

## **SPECIAL EDUCATION TRANSITION SERVICES**

**T**

Special education student in an outcome-oriented program that promotes movement from school to post-school activities. Conducted when student is 16-years-of-age.

[Skyward location: Student Management --> Student Profile --> SPECIAL PRGMS--> Misc – include Start AND End Dates \(audit\)](#)

## **WORK-SITE BASED**

**W**

Approved program involving supervised work and related school instruction. This would include Experiential Learning as well.

[Skyward location: Student Management --> Student Profile --> SPECIAL PRGMS--> Misc – include Start AND End Dates \(audit\)](#)

## **PEER TO PEER PROGRAM**

**PP**

Pupil in grade 6-12, taking a board approved peer-to-peer support courses/credit program

[Skyward location: Student Management --> Student Profile --> SPECIAL PRGMS--> Misc – include Start AND End Dates \(audit\)](#)

## **Entity Specific**

### **MIDDLE COLLEGE – BWMC ONLY**

[Skyward location: Student Management --> Student Profile --> MI/NCLB--> Early/Middle College: = Yes \(audit\)](#)

### **MICHIGAN SCHOOL FOR THE DEAF/BLIND – WOODLANDS ONLY**

**11**

A student attending the Michigan School for the Deaf/Blind enrolled and claimed through the Intermediate School District.

[Skyward location: Student Management --> Student Profile --> Entry/With --> Entry/Withdrawal Maintenance --> Entry Information --> Student Residency \(state\)](#)

### **SPECIAL EDUCATION CENTER PROGRAM – WOODLANDS ONLY**

**K**

Student attending a special education center program as designated in the County Plan. Include resident district LEA code.

[Skyward location: Student Management --> Student Profile --> SPECIAL PRGMS--> Misc – include Start AND End Dates \(state\)](#)

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## **PRE-PRIMARY SPECIAL EDUCATION – WOODLANDS ONLY**

EO

Code for a pre-primary special education student.

[Skyward location:](#) Student Management --> Student Profile --> SPECIAL PRGMS--> Early On (state)

## **OTHER STATE REPORTING FIELDS**

### **Special Programs**

#### **31A AT-RISK**

Student has been identified as eligible for at-risk (31a) services.

[Skyward location:](#) Student Management→Student Profile→SPECIAL PRGMS→Section 31A – Include: Start AND End Dates

#### **SECTION 504**

Student has been identified as receiving Section 504 services.

[Skyward location:](#) Student Management→Student Profile→SPECIAL PRGMS→Section 504 – Include: Status of Eval and IAP Begin Date

#### **EARLY CHILDHOOD (GSRP)**

Student has been identified as receiving GSRP services.

[Skyward location:](#) Student Management→Student Profile→SPECIAL PRGMS→Early Chldhd – Include: Start Date, Program (01), Funding Type (01), Delivery Method (1), Delivery Schedule (05), Service School (Entity Code)

#### **IMMIGRANT**

The student has immigrated to the United States from another country and is aged 3 through 21 years, was not born in any state in America and has not attended one or more schools in any one or more states for more than three full academic years.

[Skyward location:](#) Student Management→Student Profile→SPECIAL PRGMS→Imm Status – Include: Start and End Dates

#### **LEP (Title III English Learner - EL)**

Student has been identified as LEP and is eligible for services.

[Skyward location:](#) Student Management→Student Profile→SPECIAL PRGMS→Ltd Eng Prof – Include: Start Date and LEP Instructional Program (if this is a re-entry make sure to check the “Considered a Re-Entry Into the LEP Program”

#### **PERSONAL CURRICULUM**

Student has been identified as having a personal curriculum.

[Skyward location:](#) Student Management→Student Profile→SPECIAL PRGMS→Pers Curricul – Include: Start Date and End Date, Personal Curriculum Type and Credit Modification Academic Areas.

#### **TITLE I (Targeted Assistance Program)**

Students reported in this field are either currently participating in a targeted assistance school (TAS) program or have participated in a TAS program during the current school year. *This is **not** for students in Title I school-wide programs (SWPs)*

[Skyward location:](#) Student Management→Student Profile→SPECIAL PRGMS→Title I – Include: Start Date and End Date, Instructional Service Code and Support Service Code.

#### **MIGRANT**

A student who enrolls in your district, but is identified as a migrant pupil for reporting purposes.

[Skyward location:](#) Student Management→Student Profile→SPECIAL PRGMS→Migrant – Include: Start and End Dates

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## MI/NCLB

### **DEVELOPMENTAL KINDERGARTEN (1<sup>st</sup> Year of Program)**

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A defined two-year kindergarten program that occurs prior to students entering the first grade. Common names include: “Young 5s” or “Beginergarten”

**Skyward location: Student Management --> Student Profile --> MI/NCLB --> Developmental KG: = Yes (state)**

### **21<sup>st</sup> CENTURY COMMUNITY LEARNING CENTER PROGRAM**

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A student who participated in an after-school or summer program funded through a 21<sup>st</sup> CCLC grant.

**Skyward location: Student Management --> Student Profile --> MI/NCLB --> 21 Century Program: = Yes (state)**



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## How do I handle the negative/E grades for count day?

E1 – Pre Kindergarten coded to state as grade Kindergarten (“non-traditional” coding is not required ***unless you have a Developmental Kindergarten program such as “Begindergarten”***)

E3 – GSRP coded to state as grade 30 (under Special Programs create an Early Childhood entry)

E5 – ECDD, ECSE coded to state as grade 30 (under Special Programs, Misc code create record for EC SE Early Childhood)

E7 – Ancillary services coded to state an appropriate grade if younger than kindergarten grade 30 (“non-traditional” coding is not required)

E9 – Varied Eligibility coded to state as grade 30 (“non-traditional” coding is not required)

## **Special Education Component**

- At 4:00 on count day RESA (Shane Welsh) creates a time capsule in Illuminate. A time capsule creates a copy of the application information for count day and holds that data in a work space. Special education secretaries will be updating the time capsule information as needed for count day purposes. Data may be entered in both places the time capsule and/or live Illuminate system as needed.
- On Tuesday’s the RESA (Bob Hanvey) manually loads Illuminate data into Skyward. The Illuminate will be loaded each Tuesday until district notifies us to stop the loads. (this would be requested once the data has been updated in the time capsule) District can request a load other than Tuesday. The Illuminate load request will be performed in the evening.
- Special Education secretary runs Worksheet A/B’s from Illuminate and distributes them to caseworks for review and data corrections (sp ed secretary)
- Caseworkers return corrected Worksheet A/B’s to special education secretary. Secretary makes necessary corrections. (sp ed secretary) District may request an Illuminate load after the updates have been entered in the time capsule.
- Worksheet A/Bs are sent to each building (sp ed secretary). Worksheet A/Bs are sent to each building for verification using the Michigan Membership report found under Custom Reports – **WS\CR\RE - RESA Michigan Membership Report**
- After review of worksheet A/B’s by buildings you may or may not want to ask for another Illuminate load.
  - If there are numerous errors that need to be corrected in Illuminate you may be better off correcting Illuminate and reloading into Skyward.
  - If the errors are on Skyward meaning there were import issues the data is correct in Illuminate and/or Illuminate import file then you will want to correct the data in Skyward. This is usually done by adjusting the sp ed hours in Skyward

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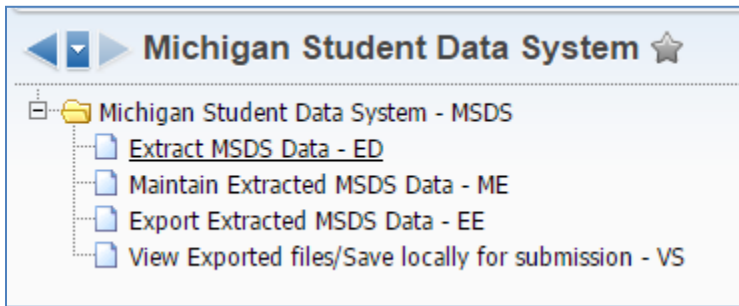
### **Data verification**

- Run RESA MSDS Audit Report – WS/CR/RE
- For a Supplemental Nutrition report run Lunch Codes By Day – WS/FS/RE/LT (you will have to clone the report and set the day field to count day)
- For districts NOT using Skyward food service you will need to verify that the latest information from you food service application has been loaded into Skyward

# MSDS Skyward Process - General Collection

## Extract Process (central office)

- From the **000 Entity**, create an extract from Skyward Federal and State Reporting tab – WS\SR\MI\MS



- Create a template for the desired extract, click on Save and Print

### Extract MSDS Data

#### Template Settings

\* Template Description: Fall General Collection

Share with other users in entity 000

Print Greenbar

#### Required Grade Level Setup

**All of the Grade to Use fields have been setup in the Required Grade Level Setup.**  
**This setup is located in WS/SR/MI/PS/CO.** Setup Required Grade Levels

#### Extract Options

* School Year: <input type="text" value="2017"/>	* Count Date: <input type="text" value="10/05/2016"/>
* Collection: <input type="text" value="General"/>	* Submission: <input type="text" value="Fall"/>
Output Type: <input checked="" type="radio"/> Extract Only <input type="radio"/> Extract & Export	Adult Ed FTE to Use: <input type="text" value="None"/>
<input checked="" type="checkbox"/> Include Error Students in the MSDS Extract	10 Day Cutoff: <input type="text" value="10/19/2016"/>
	30 Day Cutoff: <input type="text" value="11/04/2016"/>

#### Extract Ranges

Low	High	<input checked="" type="checkbox"/> Include All Schools <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">Schools</span>
Entity: <input type="text" value="000"/>	<input type="text" value="999"/>	<input checked="" type="checkbox"/> Include All Calendars <span style="float: right; border: 1px solid #ccc; padding: 2px 5px;">Calendars</span>
* Enrollment Dates: <input type="text" value="07/01/2016"/>	<input type="text" value="10/05/2016"/>	

#### Student Ranges

All data for the Collection/Submission will be removed and only data for students within range will be ex

Selection Type:  Ranges  Add Individual Students  Remove Individual Students

Low	High
Student Key: <input type="text" value=""/>	<input type="text" value="ZZZZZZZZZZ"/>
Grade/Grad Yr: <input type="text" value="9999"/>	<input type="text" value="0000"/>

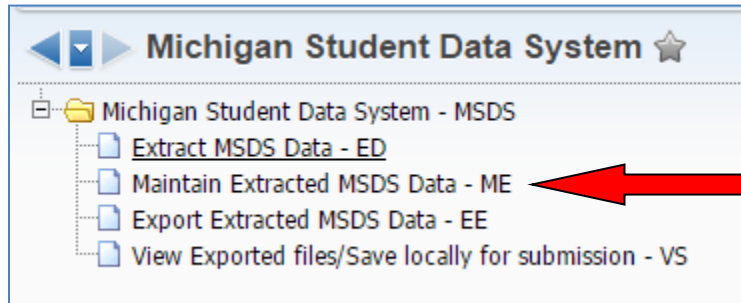
Check the box to "Include Error Students". This will assist in looking for potential errors in your extract before submitting your file to the State.

Ensure these dates are correct

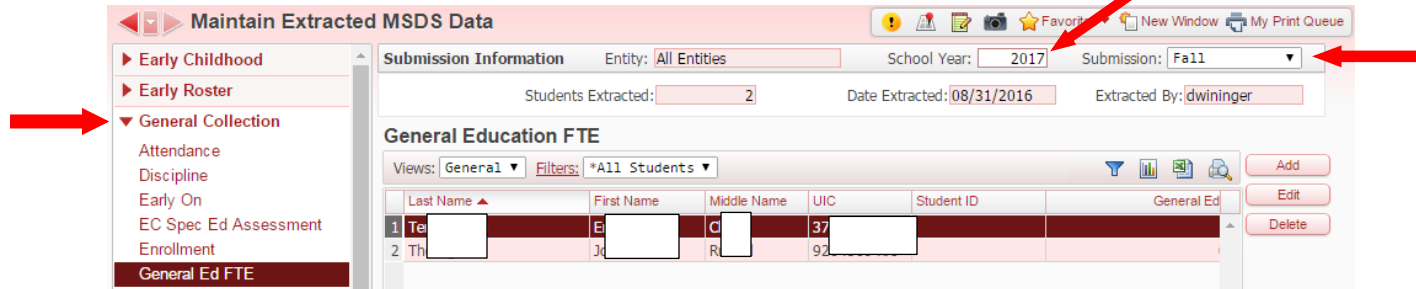
Fall: 07/01/2016–10/05/2016  
 Spring: 10/06/2016–02/08/2017  
 EOY: 02/09/2017-6/30/2017

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- Review the report outcome. The first pages of the report will display errors, if present
- Make necessary corrections in Skyward, rerun the extract, repeat as necessary
- Sometimes there are issues that you may need to correct in the extract file.
  - Go to: WS\SR\MI\MS\MESelect Maintain Extracted MSDS DATA



- From the Maintain area select the correct submission



- Select the desired component, correct the data (note data changed in the extract should also be changed in the Skyward application fields)
- Export the Extracted MSDS Data
- View the Exported file/Save Locally for submission, once the file opens save to a location you can retrieve for upload
- Login to CEPI, upload extract to the desired submission
- Review data at CEPI website, correct any errors/warnings/resolutions
- Create reports for auditors, review data totals (FTE, nontraditional codes, F/R etc.)
- Meet with the Certifier for your district giving them the necessary information to certify data
- District Certifier needs to certify the data
- The next day CEPI will have generated a DS4061 that you can export and include in the pupil accounting packet.
- Run the FTE Conflict Report from CEPI.

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## Count Day Documentation

**October 5, 2016: Desk audit packets due to RESA 6 weeks after count day – 11/16/2016**

**February 8, 2017: Desk audit packets due to RESA 6 weeks after count day – 03/22/2017**

### Each Building:

- Run **Membership Report – WS/CR/RE** – RESA MSDS Michigan Membership Report
  - Sorted by grade and signed by building Principal
- Run the **Day Summary** report – **WS/OF/AT/RE/AR/DR/DS**
  - For count day only, with return date **for each period** indicated, signed by building Principal
- Run **Unrecorded Class Attendance - WS/OF/AT/RE/AR/DR/UC**
  - This indicates that all building teachers recorded attendance on count day; for teachers that did not take attendance, a reason must be noted (i.e., substitute, technical problems, etc.), signed by building Principal
- **Percent Attendance Report – WS/SR/MI/RE/PE**
  - Minimally from the beginning of the school year through count day, signed by building Principal
- **MSDS Population 3 Students Report – WS/CR/RE**
  - Includes all students in a Population 3 category (Nonconventional Pupils)
- **Building Calendar**
  - Signed by building Principal
- **Bell Schedule – including full and half day schedules**
  - Signed by building Principal
- **Teacher Master Schedule**
  - **MUST INCLUDE TEACHER FULL NAME** ensure every teacher is on this schedule including resource room teachers, itinerant, counselors, etc. signed by building Principal
- **Listing of ALL substitutes in building on count day.**
  - Legal name as it appears on permit
- **Mentor Contact Log Forms:**
  - Include this form for **ALL** self-scheduled, expanded on-line and seat time waiver students.
- **Kindergarten Age Waivers:** for students with a DOB in the range of 09/02/11 - 12/1/2011

### District:

- **Local District Planning Form:**
  - Signed by Superintendent

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- **District Calendar**
  - Signed by Superintendent
- **Schools of Choice Certification Form:**
  - Signed by Superintendent
- **District Excused/Unexcused Absence Policy:**
  - Signed by Superintendent
- **Special Education Agreements:** if applicable
  - Signed by Superintendent
- **Cooperative Agreements:** if applicable
  - Signed by Superintendent
- **Illuminate (Worksheets A and/or B):** report by teacher code
  - Signed by each teacher

**Stored documentation** – Each building should store the following documents for the current year and three (3) years prior:

- **Student Schedules Report – WS/OFF/CS/RE/SS/SS** – print up to 4 students to a page
  - ***For Elementary, Middle School, High School and Alternative Ed*** – only printed for students that are counted for membership based on the count day.
- **Teacher/Class Summary Report – WS/OFF/AT/RE/AR/SC**
  - This report replaces a teacher’s attendance book and is considered the official/legal attendance...**printed and collected for the six (6) weeks of count period (the week before count, the week of count and 4 weeks after count)**, organized in a notebook by teacher name and class hour.

*Note: You **must** continue to print and collect attendance reports for the week prior to count day, the week of count day and four weeks after count day as stated in the Pupil Accounting Manual...these attendance reports will be reviewed during the “field” audit.*

*The teacher signature will **not** be required on the above attendance reports as we have done in the past. An Electronic Signature Verification Statement completed and signed by each teacher in your district for both counts (October and February), in the 2016-17 school year, will fulfill the signature requirement per the Pupil Accounting Manual beginning in 2013-14. These Electronic Signature Verification Statements should be collected and will be reviewed during the “field” audit as well.*