

MEMO

TO: Superintendents
Principals
Student Maintenance Clerks (via email list-servs September 18th)
Pupil Accounting Designees (via email list-servs September 18th)

FROM: Sherri Zok
Student Management Systems Specialist
MAISD Technology Department

DATE: September 18, 2009

TIMELINES FOR FALL 2009 STUDENT COUNT DAY – WEDNESDAY, SEPTEMBER 30, 2009

ELEMENTARY SCHOOL BUILDINGS

1. Schools have keyed in data on new enrollees during the summer months and students have been bumped into the next grade. Enrollment dates have been defaulted to the first day for your school and FTE's have been plugged in on the majority of the students in each school.
2. Upon request, the MAISD Technology Department can provide reports to assist in making necessary changes or corrections for count day: These may be printed in your buildings as well.
3. Schools need to have all changes and corrections affecting student membership keyed into the system by **5:00 p.m. on Friday, October 9, 2009.**
4. Upon request, the MAISD can provide reports after all membership corrections are made.

SECONDARY SCHOOL BUILDINGS

1. Schools have completed scheduling of students during the summer months and new enrollees are entered into CIMS by local district personnel as received. Enrollment dates have been defaulted to the first day for your school and FTE's have been plugged in on the majority of the students in each school.
2. The MAISD can provide HOMEROOM LISTS, CLASS LISTS or STUDENT LISTS on request for Student Membership verification no later than September 25, 2009. Call Kathy Morris to request these lists.
3. Schools need to have all changes and corrections affecting student membership keyed into the system by **5:00 p.m. on Friday, October 9, 2009. No other changes should be made to student schedules after 5:00 on this date.** Schools can resume normal daily change activity after noon on Monday, October 12th.

NOTE: Since the Schedule Listing is used for audit purposes at the secondary buildings, try to keep adds and drops that would affect student schedules to a minimum during the period of September 30th through October 9th (schedule listings will be generated during the morning of October 12th and printed by Tuesday, October 13th). If you have to enter changes to schedules, be sure to keep documentation of these changes on hand in case your building is audited.

ALL ELEMENTARY AND SECONDARY SCHOOL BUILDINGS (K-12)

1. Schools are to key changes and corrections *affecting Student Membership count* no later than 5:00 p.m. on Friday, October 9, 2009.

NOTE: When adding new students who *cannot be counted* by your district for Student Membership, be sure that you use an enrollment date after count day. When dropping students who *can be counted* by your district for Student Membership, be sure that the drop date falls after count day. Also be sure to keep a copy of the student's schedule and attendance for audit purposes.

2. The MAISD Technology Department will only provide alphabetical OFFICIAL INITIAL ENROLLMENT LISTS (OIEL) for districts that specifically request them this year as so many of them are reprinted several times during the count verification process. The STUDENT SCHEDULE LISTINGS (for secondary schools only) and optional OIEL's will be printed by October 13, 2009 and sent from our Business Office with pupil count information to the District's Pupil Accounting Designee via MAISD courier unless requested otherwise.

IMPORTANT NOTE: MICIS files from the special education staff will be provided to me on October 9, 2009. During the import process into CIMS, the General Ed FTE will be recalculated based on the information in the MICIS files. OIEL's should be reviewed to make sure that the General Ed/Special Ed FTE splits match your Worksheet B's. You can generate the OIEL report for your building(s) at any time using FF.214E. *Be sure to use the 09-30-09 Count Date when printing this report.*

Your OIEL and the Student Schedule Listings **SHOULD BE compared side-by-side** to insure that students without schedules are not on the OIEL. If corrections to the OIEL are necessary, you should make the changes (using a date prior to Count Day) and print a corrected copy at your site.

- The MAISD auditors REQUEST that you run new OIEL's if you make any changes to the originals; this ensures correct totals on the reports and saves time in the desk audits.

3. Your district's Student Count information is due to our Business Office no later than November 4, 2009. Your Pupil Accounting Designee should contact Ashley Lux (767-7210) to set up an appointment to drop off your information. During this appointment, your information will be reviewed for accuracy and required forms. OIEL's, Worksheet B's, DS-4061 and MSDS Membership reports all need to match at that time – if they do not, your reports will be sent back to the district for reconciliation.
4. **NEW THIS YEAR:** The SRSD submission is now called the "Fall General Collection" and will be submitted directly to MSDS. These files should be submitted by the November 4th deadline and will need to be certified by November 18th. Since there are many new changes as a result of the full implementation of MSDS for your count submission, you are urged to have your data in as close to November 4 as possible to give yourself plenty of time to resolve any issues prior to November 18 – DO NOT wait until the last minute! Information and reports pertinent to the MSDS Data File submission and new functions for district staff will be shared with your district-assigned SRSD contact person.

- Tuesday, September 29th – MAISD Computer Lab Key District SRSD Contacts will be invited to a hands-on session for MSDS training.

If you have any questions on the procedures or the above schedule, you can contact me at (231) 767-7232 or via email to szok@muskegonisd.org

cc: Stacy Tipler
Ashley Lux
Mary Jane Cook