PowerSchool Count Day Procedures Checklist

MISD

This checklist consists of 3 sections:

Before Count Day

Suggested steps to:

- Verify and correct data to ensure data integrity for count day.

On Count Day

Suggested steps to:

- Verify data and run reports that are required for tracking students on count day.

After Count Day

Suggested steps to:

- Track the return of students who were absent on count day, export data from PowerSchool, validate data, and upload XML file to the state.

Before Count Day

Before Count Day

1. **District Info Page – verify that the MSDS count dates are correct for the reporting period (Fall, Spring, EOY)**

   District Office > District > District Info (run ONLY at district level)
   - MSDS Prior Count Date
   - MSDS Current Count Date
   Completed:_____

2. **Full-Time Equivalencies (FTE) – verify that full-time equivalencies are correct (Fall, Spring, EOY)**

   School > Full-Time Equivalencies (FTE) (can ONLY be run at the school level)

   Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

3. **Attendance Conversions – verify that attendance conversions are defined correctly for each full-time equivalency. Important for calculating days attended/days enrolled (Fall, Spring, EOY)**

   School > Attendance Conversions (can ONLY be run at the school level)

   Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

4. **Bell Schedules – verify that the bell schedules are defined correctly (Fall, Spring, EOY)**

   School > Bell Schedules (can ONLY be run at the school level)

   Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

Before Count Day

5. **Calendar Setup – verify that the calendars are setup correctly (Fall, Spring, EOY)**

   School > Calendar Setup (can ONLY be run at the school level)

   Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

6. **UIC Numbers – search for students with duplicate UIC numbers (Fall, Spring, EOY)**

   Run the Duplicate UIC Numbers Report (run ONLY at district level)
   System Reports > sqlReports 4 > State Reporting > Duplicate UIC Numbers

   Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

7. **UIC Numbers – search for students with missing UIC numbers (Fall, Spring, EOY)**

   Run the Invalid/Missing UIC Numbers Report (run at district or building level)
   System Reports > sqlReports 4 > State Reporting > Invalid/Missing UIC Numbers

   Run the MI Request for UIC Collection (run at district or building level)
   System Reports > State Reporting > MI Request for UIC (Run For: Students Without UIC)

   Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

Before Count Day

8. **UIC Numbers – search for active and inactive students with blank UIC numbers (Fall, Spring, EOY)**

   Search: /state_studentnumber= (run at district or building level)

   Note: this search will pull all active and inactive students that may have been in your database for many years so you may want to add a date parameter to your search such as: /state_studentnumber= ; districtentrydate>##/##/####

   Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

9. **School Enrollment Audit Report – identify school enrollment errors (Fall, Spring, EOY)**

   System Reports > School Enrollment Audit (run at district or building level)

   Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

10. **Section Enrollment Audit Report – identify student enrollment errors (Fall, Spring, EOY)**

    System Reports > Section Enrollment Audit (run at district or building level)

    Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

11. **TIEnet Import/Export Report – (Fall, Spring, EOY)**

    Start Page > TIEnet Import/Export (run at district or building level)
    - Select either TIEnet Production or TIEnet Snapshot from the dropdown menu

    Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

Before Count Day

12. Weekly Count Attendance Reports – need to have the week before count day (Fall, Spring)

OFFICE STAFF – Print Class Attendance Audit Report (run ONLY at the building level)

TEACHERS – Print Weekly Attendance Review from PowerTeacher

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

13. Enter Dates – verify students enter dates (Fall, Spring, EOY)

(run at district or building level)

Search for students that have an enter date prior to the first day of school:

/EntryDate<09/05/2018;ExitDate>09/05/2018

If you have students listed, verify the information in the student's Transfer Info page and make corrections as necessary or use the Student Field Value function to mass change the students' entry date.

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

14. Exit Dates – verify students exit dates (Fall, Spring, EOY)

(run at district or building level)

Search for students that have an exit date not equal to June 30 of the current school year:

/ExitDate>06/01/2018;ExitDate#06/30/2018

If you have any students listed, verify the information in the student's Transfer Info page and make corrections as necessary or use the Student Field Value function to mass change student exit dates. Be careful not to change students who may have exited your district within the school year.

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

Before Count Day

15. **Enrollment Summary Report – (Fall, Spring, EOY)**

    Start Page > Enrollment Summary (run at district or building level)

    If running the report at the district level, data is calculated for all active students for today's date.

    If running the report at the school level, you can choose the students and date for which you want data to be calculated.

    Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

16. **Full Time Equivalency (Fall, Spring, EOY)**

    It is important that all students have a correct full time equivalency (FTEID) assigned to them. There are many steps necessary to confirm this. Please refer to the PowerSchool State Reporting Procedures for General Collections document (cookbook)

    Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

Before Count Day

17. Student Schedules – identify students with incomplete or missing schedules (Fall, Spring, EOY)

(run at district or building level) (change to the desired terms for secondary schools) (change to full year for elem schools)

System Reports > Section Enrollment Audit

Search: *number_of_classes < 1

Run the Section Enrollment Audit Report (System Reports)

Search for students with incomplete schedules:

Search: *number_of_classes < #

(# represents the number of classes a student should be enrolled in)

Search for students not enrolled in a specific period:

*not_enrolled_in_period = 1

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

Before Count Day

18. **Early Childhood Special Education Assessment – verify these students are no longer grade 30 (Fall, Spring, EOY)**

    S_MI_STU_GC_X.flagECAssess=1; grade_level#30 (run at district or building level)

    IF you are using the Educational setting grade level override field to denote Grade 30 students:

    S_MI_STU_GC_X.flagECAssess=1; S_MI_STU_GC_X.educsetting#30

    Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

19. **Contacts – verify students have contact address data on their State MI Contacts Page**

    Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

20. **Pupil Codes and Shared District Codes - verify (Fall, Spring)**

    You can verify students coded with a pupil code or a shared district code by running one of the Pupil Share Code Reports

    - System Reports > State Reporting (run ONLY at building level)
    - Run the Pupil Share Code-By Code and/or the Pupil Share Code-By Grade

    Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

21. **10/30 Day Rule (Pupil Acct Screen) – clear before the Fall and Spring counts (Fall, Spring)**

    Prior to the Fall and Spring counts, the 10/30 Day Rule field should be cleared. (run at district or building level)

    Search for students who have a value in this field that is not equal to blank: /U_MISD.Pupil_1030DayRule#

    Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

Before Count Day

22. Demographics Tab (MI Demographics page) – multiple fields to verify (Fall, Spring, EOY)

Listed below are multiple fields contained in the Demographics page that should be verified prior to each count.

Please refer to the PowerSchool State Reporting Procedures for General Collections document (cookbook) for more detailed information regarding searching, verifying and clearing these fields.

23. MSDS School or Facility Number (Fall, Spring, EOY)

Field Name: S_MI_STU_GC_X.adminUnit (run at district or building level)

This field should be blank for most students as the MSDS School or Facility Number will pull from the 5-digit state assigned number that is defined in the Schools/School Info page.

IAM students should have the number 09886 entered in this field.

ECM students should be reported with their local high school state assigned number.

Search for students who have a value in this field: /S_MI_STU_GC_X.adminunit#

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

24. School or Relationship Code (EEM S2E2) (Fall, Spring, EOY)

Field Name: S_MI_STU_GC_X.S2E2code (run at district or building level)

Search for students who have a value in this field that is not equal to blank: /S_MI_STU_GC_X.S2E2code#

ECM students should be coded 03819. This needs to be completed due to the fact that the Early Middle College was made an S2E2 to separate/categorize the ECM from other programs at the state level.

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

Before Count Day

25. **Building Pupil Would Otherwise Attend (BPWOA) (Fall, Spring, EOY)**

    Field Name: S_MI_STU_GC_X.bldgOtherwiseAttend (run at district or building level)

    Search for students who have a value in this field that is not equal to blank: S_MI_STU_GC_X.bldgOtherwiseAttend#

    For certain populations (Examples: IAM, Shared-Time, Special Education), this field is required for students that attend a different district other than their home district, as well as, reporting test scores back to the home district). For additional details, please refer to the Cookbook.

    Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

26. **District Entry Date (Fall, Spring, EOY)**

    Field Name: DistrictEntryDate (run at district or building level)

    Search for students who have a value in this field that is equal to blank: /DistrictEntryDate=

    Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

27. **Resident County Code (Fall, Spring, EOY)**

    Field Name: S_MI_STU_GC_X.residentCounty (run at district or building level)

    The following search will display students who do not have a value in this field: /S_MI_STU_GC_X.residentCounty=

    Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

Before Count Day

28. Resident LEA Number (Fall, Spring, EOY)

Field Name: S_MI_STU_GC_X.residentLEA (run at district or building level)

Search for students who have a value in this field that is not equal to blank: /S_MI_STU_GC_X.residentLEA#

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

29. District of Residence (Fall, Spring, EOY)

Field Name: DistrictofResidence (run at district or building level)

Search for students with a blank District of Residence code: DistrictOfResidence=

You can also search for students who are non-residents: DistrictOfResidence#XXXXX

(where XXXXX is your 5-digit district code)

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

Before Count Day

30. **Student Resident Membership Code (Fall, Spring, EOY)**

    Field Name: S_MI_STU_GC_X.residentMembership (run at district or building level)

    It is a good practice to verify that all students have a residency and verify that residency codes are accurate. For example, a student that may have been living outside of your district last year, may be living in your district this year so their code would have to be changed from non-resident to resident.

    There are several ways to search on this code:

    1. Run the Official Enrollment Student Roster report (System Reports > State Reporting Tab). Look at the Res Code column. You may want to run this at a building level since the report can be lengthy.
    2. Search for students without a residency code (equal to blank): /S_MI_STU_GC_X.residentmembership=
    3. Search for students with a residency code other than 14: /S_MI_STU_GC_X.residentmembership#14

    Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

31. **Tuition Funded Enrollment (**For the EOY 2020 General Collection only: select "Yes" if applicable at any point during the school year**)**

    Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

32. **Out of State Resident Student (Fall, Spring, EOY)**

    Field Name: S_MI_STU_GC_X.flagOutOfState (run at district or building level)

    Search for students who have this field checked: /S_MI_STU_GC_X.flagOutOfState=1

    Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

Before Count Day

33. Ethnic Codes – verify (Fall, Spring, EOY)

(run at district or building level)

All students must have an ethnic code selected in the PowerSchool Demographics screen

All student must have an ethnic code selected in the State Demographics screen

These two screens DO NOT update one another so data entry is necessary in both screens.

Note: there is a process to mass change ethnic codes, which is outlined in the PowerSchool State Reporting Procedures for General Collections document (cookbook). Please refer to these directions for more detailed information regarding searching, verifying and mass changing these fields.

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

34. Homeless Students (Fall, Spring, EOY)

Field Name: S_MI_STU_GC_X.homelessStatus (run at district or building level)

Search for students who have a value in this field that is not equal to blank: /S_MI_STU_GC_X.homelessStatus#

Verify/Clear this field prior to submitting the fall count since a student's homeless status may have changed from the previous year.

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

35. Unaccompanied Youth Students (Fall, Spring, EOY)

Field Name: S_MI_STU_GC_X.flagUnacYouth (run at district or building level)

Search for students who have the field checked: /S_MI_STU_GC_X.flagUnacYouth=1

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

Before Count Day

36. **Sec. 6(4)(l)(ii) Pupil Count Exception (Fall, Spring, EOY)**

    Field Name: S_MI_STU_GC_X.homelessSchool (run at district or building level)

    Search for students who have this field checked: /S_MI_STU_GC_X.homelessSchool=1

    If this field is checked, a value of 9222 will export with state reports.

    Educational Entity Master (EEM) - verify that the school is properly marked in the School Profile.

    Schools/School Info Page - verify that the Sec. 6(4)(l)(ii) Pupil Count Exception in EEM field is set to Yes.

    Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

37. **Immigrant Funding Status (Fall, Spring, EOY)**

    Field Name: S_MI_STU_GC_X.flagImmFunding (run at district or building level)

    Search for students who have this field checked: /S_MI_STU_GC_X.flagImmFunding=1

    If this field is checked, a value of 9130 will export with state reports.

    Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

38. **Fields to verify (Fall, Spring, EOY)**

    Listed below are multiple fields that should be verified prior to each count.

    Please refer to the PowerSchool State Reporting Procedures for General Collections document (cookbook) for more detailed information regarding searching, verifying and clearing these fields:

Before Count Day

39. Exclude Student From MSDS State Reporting (Fall, Spring, EOY)

Field Name: State_ExcludeFromReporting (run at district or building level)

A check in this field indicates that the student is excluded from all General Collections, Student Record Maintenance collection, and all Early Childhood collections.

Search for students who have this field checked: /State_ExcludeFromReporting=1

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

40. Educational Setting Grade Level Override (Fall, Spring, EOY)

Field Name: S_MI_STU_GC_X.educSetting (run at district or building level)

Acceptable values in this field are:

14-Special Education, 20-Adult Education, 30-Early Childhood / Early On

Search for students that have any values other than 14, 20, or 30:

/S_MI_STU_GC_X.educsetting#14; S_MI_STU_GC_X.educsetting#20; S_MI_STU_GC_X.educsetting#30; S_MI_STU_GC_X.educsetting#

Verify this field at the beginning of each school year since the student will most likely be in a new grade level in the new school year. The exception to this might be for students coded as grade 14.

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

Before Count Day

41. FTEs – General and Special Ed (Fall, Spring, EOY)

General Education FTE, Field Name: S_MI_STU_GC_X.FTE

Section 52 FTE Membership, Field Name: S_MI_STU_GC_X.FTE52

Section 53 FTE Membership Field Name: S_MI_STU_GC_X.FTE53

Acceptable values are from 0.0 to 1.0

Prior to the Fall and Spring counts, you can clear FTE values for inactive students.

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

42. MSDS Attendance Requirements (days attended/days enrolled) (Fall, Spring, EOY)

Days Attended in Reporting Period, Field Name: S_MI_STU_GC_X.attDays (run at district or building level)

Days Enrolled in Reporting Period, Field Name: S_MI_STU_GC_X.attDaysEnroll

Because the General Collection and SRM Collection automatically calculates days attended and days enrolled upon export, it is not necessary to manually code these fields.

It's good practice however to search these fields for invalid data/odd characters since any data entered in this field will override the auto calculate function:

/S_MI_STU_GC_X.State_excludefromreporting=0; S_MI_STU_GC_X.attdays#; S_MI_STU_GC_X.attdaysenrolled#

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

Before Count Day

43. Student Personal Curriculum (Fall, Spring, EOY)

Field Name: S_MI_STU_GC_X.flagPersonalCurr (run at district or building level)

- Search for students who have this field checked: /S_MI_STU_GC_X.flagPersonalCurr=1

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

44. Alternative Education Program (Fall, Spring, EOY)

Field Name: S_MI_STU_GC_X.flagAlternateEd (run at district or building level)

- Search for students who have this field checked: /S_MI_STU_GC_X.flagAlternateEd=1
- If this field is checked, a value of 9220 will export with all state reporting collections.

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

45. At Risk Students (Fall, Spring, EOY)

 Field Name: S_MI_STU_GC_X.flagAtRisk (run at district or building level)

- Search for students who have this field checked: /S_MI_STU_GC_X.flagAtRisk=1
- If this field is checked, a value of 3060 will export with all state reporting collections.

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

46. Developmental Retention Kindergarten Program (Fall, Spring, EOY)

Field Name: S_MI_STU_GC_X.flagDevRetKinder (run at district or building level)

- Search for students who have this field checked: /S_MI_STU_GC_X.flagDevRetKinder=1
- If this field is checked, a value of 9230 will export with all state reporting collections.

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

47. Early Middle College (Fall, Spring, EOY)

Field Name: S_MI_STU_GC_X.flagEarlyCollege (run at district or building level)

- Search for students who have this field checked: /S_MI_STU_GC_X.flagEarlyCollege=1
- If this field is checked, a value of 3500 will export with all state reporting collections.

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

48. Exchange Students (Fall, Spring, EOY)

(run at district or building level)

Note: you must also check the Immigrant Funding checkbox on the state Demographics or on the LEP tab.

CEPI Rule: When you submit this characteristic with code "9120" (International Student), you must also report the record with another occurrence of the Program Eligibility Participation characteristic that contains code "9130" (Immigrant).

Field Name: S_MI_STU_GC_X.flagExchangeStu (run at district or building level)

- Search for students who have this field checked: /S_MI_STU_GC_X.flagExchangeStu=1
- If this field is checked, a value of 9120 (International Student) will export with all state reporting collections.

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

Before Count Day

49. International Students (Fall, Spring, EOY)

(run at district or building level)

Note: you must also check the Immigrant Funding checkbox on the state Demographics or on the LEP tab.

CEPI Rule: When you submit this characteristic with code "9120" (International Student), you must also report the record with another occurrence of the Program Eligibility Participation characteristic that contains code "9130" (Immigrant).

Field Name: S_MI_STU_GC_X.flagInternational (run at district or building level)

- Search for students who have this field checked: /S_MI_STU_GC_X.flagInternational=1

- If this field is checked, a value of 9120 will export with all state reporting collections.

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

50. Military Connected Student (Fall, Spring, EOY)

Field Name: S_MI_STU_GC_X.MilitaryConnStudent (run at district or building level)

- Search for students who have this field checked: /S_MI_STU_GC_X.MilitaryConnStudent=1

- If this field is checked, a value of 9140 will export with all state reporting collections.

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

51. Out of State Resident Students (Fall, Spring, EOY)

Field Name: S_MI_STU_GC_X.flagOutOfState (run at district or building level)

- Search for students who have this field checked: /S_MI_STU_GC_X.flagOutOfState=1

- If this field is checked, a value of 9110 will export with all state reporting collections.

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

Before Count Day

52. Seat-Time Waiver Participants (Fall, Spring, EOY)

Field Name: S_MI_STU_GC_X.flagSeatTimeWaiver (run at district or building level)

- Search for students who have this field checked: /S_MI_STU_GC_X.flagSeatTimeWaiver=1
- If this field is checked, a value of 9229 will export with all state reporting collections.

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

53. Section 504 Students (Fall, Spring, EOY)

Field Name: S_MI_STU_GC_X.flagSection504 (run at district or building level)

- Search for students who have this field checked: /S_MI_STU_GC_X.flagSection504=1
- If this field is checked, a value of 9210 will export with all state reporting collections.

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

54. Early On Intervention Students - verify data on this page (Fall, Spring, EOY)

Field Name: S_MI_STU_GC_X.flagEarlyOn (run at district or building level)

- Search for students who have this field checked: /S_MI_STU_GC_X.flagEarlyOn=1

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

Before Count Day

55. Part C Student Assessment Students - verify data on this page (Fall, Spring, EOY)

Field Name: S_MI_STU_GC_X.flagEOAssess (run at district or building level)

- Search for students who have this field checked: /S_MI_STU_GC_X.flagEOAssess=1

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

56. Early Child Special Ed Assessment – verify data on this page (Fall, Spring, EOY)

Field Name: S_MI_STU_GC_X.flagECAssess (run at district or building level)

- Search for students who have this field checked: /S_MI_STU_GC_X.flagECAssess=1

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

57. Early Reading Deficiency– verify data on this page (Fall, Spring, EOY)

Field Name: S_MI_STU_GC_X.flagReadDef (run at district or building level)

- Search for students who have this field checked: /S_MI_STU_GC_X.flagReadDef=1

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

Before Count Day

58. Third Grade Reading Retention – verify data on this page (EOY)

Field Name: S_MI_STU_GC_X.flag3grdRetention

- Search for students who have this field checked: /S_MI_STU_GC_X.flag3grdRetention=1

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

59. Limited English Proficiency Student – verify data on this page (Fall, Spring, EOY)

Field Name: S_MI_STU_GC_X.flagLEP (run at district or building level)

- Search for students who have this field checked: /S_MI_STU_GC_X.flagLEP=1

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

60. Special Education Student– verify data on this page (Fall, Spring, EOY)

Field Name: S_MI_STU_GC_X.flagSpecEd (run at district or building level)

- Search for students who have this field checked: /S_MI_STU_GC_X.flagSpecEd=1

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

61. Title 1 Student Participants – verify data on this page (Fall, Spring, EOY)

Field Name: S_MI_STU_GC_X.flagTitle1 (run at district or building level)

- Search for students who have this field checked: /S_MI_STU_GC_X.flagTitle1=1

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

Before Count Day

62. Seclusion and Restraint Running Record – verify data on this page (Fall, Spring, EOY)

Starting with the Spring 2018 General and Early Childhood Collections, you are required to report any Seclusion and Restraint data from the beginning of the 17-18 school year. Verify each student's Seclusion and Restraint record is accurate.

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

On Count Day

1. **Teacher Attendance on Count Day (Fall, Spring)**

   (run ONLY at building level)

   Verify throughout the day and by the end of count day that all teachers have taken attendance.

   - Attendance > Teacher Attendance Submission Status

   Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

2. **Weekly Count Day Attendance Reports – need to have the week of count day (Fall, Spring)**

   OFFICE STAFF – Print Class Attendance Audit Report (run ONLY at building level)

   TEACHERS – Print Weekly Attendance Review from PowerTeacher

   Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

3. **Class Rosters – print class rosters for students enrolled in classes on count day (Fall, Spring)**

   System Reports > Class Rosters (run ONLY at building level)

   Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

On Count Day

4. **Student Schedules – used as a snapshot of count day schedules (Fall, Spring)**

    (run ONLY at building level)

    Print Student Schedule Listing

    --and--

    Print Student Schedule Report

    Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

5. **Master Schedule – prints master and teachers schedule (Fall, Spring)**

    Start Page > Master Schedule (run ONLY at building level)

    Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

6. **Building Calendar – verify number of schools days/print (Fall, Spring)**

    School > Calendar Setup (run ONLY at building level)

    Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

7. **Bell Schedules – print bell schedules (Fall, Spring)**

    School > Bell Schedules (run ONLY at building level)

    Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

On Count Day

8. **Attendance Codes – print attendance codes for auditors (Fall, Spring)**

   System Reports > sqlReports4 > State Reporting > Attendance Codes for Auditors (run ONLY at building level)

   Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

9. **Enrollment Summary Report (Fall, Spring, EOY)**

   Start Page > Enrollment Summary (make sure the count day is correct) (run ONLY at building level)

   Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

10. **Monthly Exit/Transfer In Report – (Fall, Spring, EOY)**

    System Reports > State Tab > Michigan Monthly Exit/Transfer In Report (run ONLY at building level)

    Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

On Count Day

11. Code 10 Day Rule on Pupil Accounting Screen – (Fall, Spring)

(run ONLY at building level)

Code the 10 Day Rule on the Pupil Accounting Screen:

- Attendance > Reports tab > Absentee Report
- Use Ctrl key to select all the **unexcused absence codes for the 10 day rule**
- **Do not include tardies**
- Date to Scan: enter in the count date
- Submit
- Report Queue > View Report
- Select Functions at bottom of page
- Select Student Field Value
- Field to Change: U_MISD.Pupil_1030DayRule
- New Field Value: **10**
- Submit

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

On Count Day

12. Code 30 Day Rule on Pupil Accounting Screen – (Fall, Spring)

(run ONLY at building level)

Code the 30 Day Rule on the Pupil Accounting Screen:

- Attendance > Reports tab > Absentee Report
- Use Ctrl key to select all the **excused absence codes for the 30 day rule**
- **Do not include tardies**
- Date to Scan: enter in the count date
- Submit
- Report Queue > View Report
- Select Functions at bottom of page
- Select Student Field Value
- Field to Change: U_MISD.Pupil_1030DayRule
- New Field Value: **30**
- Submit

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

On Count Day

13. Code 45 Day Rule on Pupil Accounting Screen – (Fall, Spring)

(run ONLY at building level)

Code the 45 Day Rule on the Pupil Accounting Screen:

- Attendance > Reports tab > Absentee Report
- Use Ctrl key to select all the **suspension absence codes for the 45 day rule**
- **Do not include tardies**
- Date to Scan: enter in the count date
- Submit
- Report Queue > View Report
- Select Functions at bottom of page
- Select Student Field Value
- Field to Change: U_MISD.Pupil_1030DayRule
- New Field Value: **45**
- Submit

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

14. PowerSchool SE – Frozen SE Database – modify the Autocomm – see documentation

District > System > Autocomm Setup (run ONLY at district level)

On Count Day

15. Free/Reduced Lunch – verify lunch status field (Fall, Spring)

Field Name: LunchStatus (run at district or building level)

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

16. Discipline – verify discipline incidents are entered into the Log Entry screen (Fall, Spring, EOY)

State reportable disciplines must be entered into the state reporting section of the Log Entry screen.

Discipline types required for state reporting:

- General Ed and Special Ed Students: In-School Suspensions, Out-of-School Suspensions, Expulsions, Removals (special education only)

To verify discipline records that are tagged to be included in state reporting, run the MI Discipline Report:

System Reports > State Tab > MI Discipline

**Note - Follow-up is required for any expelled student and for Special Education students removed from the educational setting for more than 10 days. Run the MI Discipline report to help identify these students.

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

17. STUFTE Membership Report (Fall, Spring, EOY)

(run ONLY at building level)

Run the Refresh Premier Attendance Views Data function prior to running this report:

Special Functions > Attendance Functions > Refresh Premier Attendance Views Data

System Reports > State Reporting > StuFTE – Membership Report

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

On Count Day

18. Pupil Share Code Reports (Fall, Spring)

(run ONLY at building level)

System Reports > State Reporting > Select the desired Pupil Share Code Report

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

19. Official Enrollment Student Roster (Fall, Spring, EOY)

(run at district or building level)

System Reports > State Reporting > MI Official Enrollment Student Roster Report

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

20. 4061 FTE (Fall, Spring)

(run at district or building level)

    1. System Reports > State Reporting > MI 4061 FTE

Note: this report is also available in PowerSchool SE

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

On Count Day

21. Worksheet A (Fall, Spring)

(run at district or building level)

1. System Reports > State Reporting > MI Worksheet A

Note: this report is also available in PowerSchool SE

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

22. Worksheet B (Fall, Spring)

(run at district or building level)

1. System Reports > State Reporting > MI Worksheet B

Note: this report is available in PowerSchool SE

Note: Results from the PowerSchool MI Worksheet B report will not match results from PowerSchool Special Ed (TieNet)

Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

After Count Day

1. **MI 10/30 Reports – By Class or By Period**

    Run one of these reports to identify students who were absent on count day (Fall, Spring)

    (run ONLY at building level)

    - Run the Refresh Premier Attendance Views Data function prior to running this report:
      Special Functions > Attendance Functions > Refresh Premier Attendance Views Data
    - System Reports > State Reporting > MI 10/30 Day – By Class (if your school runs a rotation schedule)
      --or—
      System Reports > State Reporting > MI 10/30 Day – By Period

    Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

2. **Weekly Count Day Attendance Reports – need to have the 4 weeks following count day (Fall, Spring)**

    OFFICE STAFF – Print Class Attendance Audit Report (run ONLY at building level)

    TEACHERS – Print Weekly Attendance Review from PowerTeacher

    Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

After Count Day

3. **Export Data from PowerSchool (Fall, Spring, EOY)**

   (run at district or building level)

   Run the General Collection Report to export your general collection data, but run the Refresh Premier function first to ensure that attendance for students is correctly calculated.

   - Run the Refresh Premier Attendance Views Data function prior to running this report:

     Special Functions > Attendance Functions > Refresh Premier Attendance Views Data

   - Run the MI General/SRM/Early Childhood Collection

   System Reports > State Reporting Tab > MI General/SRM/Early Childhood

   Schools Completed: _____/ _____ / _____/ _____ / _____/ _____

4. **MISDmsds Error Checker Program (optional) - (Fall, Spring, EOY)**

   Download the program from the MISD Website:

   - MISD Departments
   - Management Technology
   - MISDmsds Collection Program link

   Import your PowerSchool General Collection XML File

   - Run a General Collection from PowerSchool and import that into MISDmsds.
   - Run data validations and error reports (make sure to also correct data in PowerSchool)

   Export a General Collection from MISDmsds

   - Can generate an XML file to be submitted to the state

After Count Day

5. **Upload General Collection File to CEPI - (Fall, Spring, EOY)**

   ▪ Upload a file from PowerSchool – if your data is clean in PowerSchool, you can run a General Collection and upload the XML file to the state.

   ▪ Upload a file from MISDmsds – if your data is clean in MISDmsds, the MISDmsds program has the ability to export General Collection data in an XML format which can be uploaded to the state. You will need to become an authorized user of the CEPI application.

   ▪ Refer to the CEPI website for more information and for reports that are available to run from the Data Staging and Certified Reports:

Revision History

September 2020

- Added Tuition Funded Enrollment

January 2020

- Added more information regarding the Building Pupil Would Otherwise Attend field (page 9)

September 2019

- Per CEPI, removed Out of Level Grade Characteristic