

*Challenging all students to attain their greatest potential*



**LOWNDES COUNTY**  
*School District*

CALEDONIA • NEW HOPE • WEST LOWNDES

**MSIS Data Collection Policy  
Procedures & Guidelines  
Adopted August, 2005**

**Revised September 2016**

**LOWNDES COUNTY SCHOOL DISTRICT  
MSIS DATA COLLECTION POLICY  
PROCEDURE & GUIDELINES  
Adopted: August, 2005**

**1.0 INTRODUCTION AND OVERVIEW**

**Purpose**

The purpose of this policy is to be compliant with HB1251. HB1251 gives the Office of the State Auditor the authority to determine the correctness and accuracy of all reports made to the State Department of Education by any school district or school concerning the number of students enrolled in any district, the number of students in average daily attendance, and the number of students being transported or entitled to transportation to any of the public schools of this state. The Lowndes County School District has thus established specific Data Collection Policies and Procedures to help ensure this quality data. (See **Attachment A**)

**2.0 ROLES AND RESPONSIBILITIES**

**School Board**

The primary role of the School Board is to set policy for the school district. The superintendent and administrative staff then develops procedures and regulations for carrying out board policy. By becoming knowledgeable of the data entry process and the district's procedures for ensuring data quality, the district can rely on the information with more confidence.

***Responsibilities***

- Setting Data Collection Policy
- Understanding the impact data has on funding programs
  - Allocating appropriate resources to enable schools to meet the ever-increasing need for data collection and data entry
- Investing resources in computer hardware and software for data collection

**Superintendent**

It is the superintendent's responsibility to enhance the educational program of students, to improve student achievement, and to see that district policies are implemented. It is also the superintendent's responsibility to foster an environment and culture of quality data that will result in reliable data that is useful for evaluating the instructional program and student achievement, addressing areas of success, and identifying areas need improvements.

### ***Responsibilities***

- Set education benchmarks that use data to measure student achievement.
- Support the development of a “culture of quality data” in the district through an effective professional development program.
- Encourage principals to make data-driven, building-level decisions.
- Support the technology coordinator in the promotion of more efficient data collection procedures, the use of technology to decrease data entry errors, and the movement towards applications that are “interoperable.”
- Support the allocation of funding to provide schools with the appropriate resources to enter data.
- Assign a district MSIS contact person.

### **Principal**

The principal is responsible for the data collection and reporting in his/her school. The principal should report the data as accurately as possible to ensure that all school information is accurately reflected in the data.

### ***Responsibilities***

- Check reports for accuracy and reasonableness before “signing off” and sending to the district office.
- Periodically spot-check source documents against data entered by staff to ensure that required data (e.g., medical information) is actually being entered.
- Ensure that the staff has access to appropriate technology tools.
- Attend meetings and training concerning MSIS and the student management software (SAM) to stay current with new policies/changes.
- Provide district data personnel with recommendations for improvements in data collection procedures.
- Allow staff to attend training on MSIS and the student management software (SAM).
- Work with the staff and district to develop and use standard procedures for data entry and reporting.
- Cross train office staff on MSIS and SAM in case someone is out on leave, resigns, etc.
- Understand and communicate laws and regulations that affect data at the school (e.g., the Family Educational Rights and Privacy Act of 1974 [FERPA] and the Health Insurance Portability and Accountability Act of 1996 [HIPAA]).
- Support and monitor district data security policies and procedures.
- Encourage the use of data in making daily instructional decisions.
- Support the district calendar for data reporting deadlines.

## **Teachers**

The teachers are responsible for entering or supplying timely and accurate data regarding students, as required.

### ***Responsibilities***

- Attend training on the use of data in the instructional program.
- Identify barriers to effective data entry and communicate these to the principal or other appropriate personnel.
- Respect the privacy and confidentiality of student data by protecting data from students and unauthorized personnel.
- Follow the district data security policies and procedures.
- Enter data accurately and in a timely manner.
- Check work for accuracy and completeness.
- Check the calendar for data reporting deadlines to allocate time for data entry.

***\* The role of the “teacher” may also apply to others in the school, such as a counselor or a nurse.***

## **Office Staff**

The office staff is responsible for entering important data accurately and completely, maintaining data security, and understanding how the data will be used. The district recognizes that this is the center of the data collection effort, and all office staff positions should be taken seriously and given the resources to work efficiently and effectively.

### ***Responsibilities***

- Enter data accurately and in a timely manner.
- Attend professional development training on MSIS and SAM.
- Follow appropriate instructions and documentation.
- Identify barriers to effective data entry procedures and communicate these to the principal or other appropriate personnel.
- Implement the district data security policies and procedures (e.g., change passwords frequently, do not share passwords, treat data confidentially, etc.)
- Work with other district office staff for support, sharing of information, etc.
- Check calendar for data reporting deadlines to allocate time for data entry.

### **MSIS Primary Contact**

The MSIS primary contact person must ensure that the statistical information reviewed by the senior staff represents data that has been entered accurately and collected systematically. He/She must also provide professional development and collaboration with the various offices and programs responsible for producing data and information.

#### ***Responsibilities***

- Coordinate the data collection process.
- Provide professional development for staff members including hands-on training enabling data entry personnel to become familiar with the actual data entry screens.
- Provide handbooks or guidebooks with copies of data entry screens, systematic instructions, the rationale for entering the data, descriptions of the procedures for obtaining assistance (e.g., help desk, phone number, online and/or e-mail query process), and copies of the reports created from the data. This will enable the trainees entering information to better understand how their work affects the operation of the school.
- Resolve discrepancies in reports before they are forwarded to the schools and the State Department of Education.
- Develop a process that allows staff to request new reports or modifications of existing reports.

### **Technology Coordinator or Other Technology Staff Personnel**

This position maintains and secures the hardware, software, and network that allows staff to enter, store, secure, and transfer data.

#### ***Responsibilities***

- Ensure that effective security measures, including password protection, are in place.
- Work with staff involved with data entry to develop efficient editing and data verification procedures.
- Provide technical assistance with professional development and dissemination programs. The assistance could be webinar training with information that can be duplicated; a website address with frequently asked questions (FAQs) that can be distributed to trainees, webinar, and/or a PowerPoint presentation.
- Develop an electronic audit trail to determine potential flaws at each of the various stages of data collection.
- Ensure that the procedures in the data collection policy are being followed on a daily basis.
- Provide training to all relevant personnel to keep everyone knowledgeable of the Data Collection procedures, policies, changes, and updates.

**Special Education Director**

This position maintains all records of student IEP’s, disabilities, and other special education data.

***Responsibilities***

- Ensure that students are correctly enrolled in the school package with the right indicators selected. Also responsible for entering data for December 1 child count and other data needed for special education reports.

**Food Services/Child Nutrition**

This position maintains all records of students free/reduce lunch data status.

***Responsibilities***

- Ensure that each student in MSIS is properly marked with the correct free/reduce lunch status.

**3.0 DATA COLLECTING AND REPORTING REQUIREMENTS AND TIMELINE**

**Data Timeline/Calendar**

District administrators, technology personnel, office staff, and teachers must meet multiple deadlines during the year and these deadlines often fall on the same date. Everyone must contend with those times of the year, so it is important for the district to control the workflow and assure that the entire staff knows what is expected throughout the school year. Therefore, the district has developed a calendar of due dates and timelines that will provide the necessary information.

*The dates listed below indicate when all schools need to have sent and passed their MSIS monthly student data report.*

10/10/2016	11/10/2016	12/10/2016	1/10/2017	02/10/2017
03/10/2017	04/10/2017	05/10/2017	06/02/2017	

**Other important dates to remember**

- All school student schedule and personnel data need to be in the student package and completed on or before July 31. *Note: This does not include new students or personnel.*
- Special Education December 1 count.
- Food Service free and reduce lunch data due 30 days from the 1<sup>st</sup> day of school.

## **DISTRICT WIDE COMMON DATA COLLECTION METHODS AND UNIFORM DATA**

### **District-Wide Common Data Collection Methods**

School staff must record information on intake and other data forms, and input the data into SAM.

All schools are instructed to use standard forms for data collection, which include all the data elements and categories that are to be entered into the data collection system. District staff will not be allowed to enter their own codes or variables, as this will cause data entry errors and hurt reliability and validity.

### **Uniform Data Business Rules**

The District will begin a process to set up uniform data business rules for the following critical data.

- Demographic Data Elements
- Student Data Elements
- Personnel Data Elements
- Teacher Data Elements

## **4.0 DATA COLLECTING AND REPORTING PROCESS**

The District recognizes that the ability of the information or data it has to meet its needs can help only to the extent of its accuracy. If data is collected haphazardly without clear procedures and sufficient resources, the data may not be interpretable or may be wrong and time will have been wasted. Data is reliable only to the extent that all people involved collect it in the same way. In other words, no matter who collects the data or when it is collected, it must be collected using the same procedures and implemented in the same way. Therefore, the District has created the following steps that will be adhered to by all personnel involved in the data collection process.

## LOWNDES COUNTY SCHOOL DISTRICT

### Procedures for Attendance, Enrollment, Withdrawal, and Student Schedules

#### Attendance

Elementary attendance must be taken and entered into the student package daily during the morning by the appropriate personnel. The middle and high school attendance should be entered throughout the day during each period of the school day by each teacher.

In accordance with *House Bill #1530 (63%)*. *A student must be present for 63% of his or her individual instructional day as fixed by the local school board for each school in order to be considered in full-day attendance.* A student suspended from school shall receive unexcused absences for all classes missed and shall receive a zero for work graded during that period. No special attendance procedures are needed for exam days since all students are in attendance as if it were a regular school day. The student package defaults to unexcused.

On the dates designated for the end of the month attendance report, each school should generate the reports that calculate enrollment, absences, attendance and days off roll. A hard copy of this report must be sent to the MSIS monthly ADA project manager at the close of each month. A hard copy should be retained in the school for a period of one school year. A completed monthly report includes: a list of students enrolled during school month, a list of students withdrawn during school month, a composite of attendance/absences/days off roll, transportation information, and a breakdown of enrollment by grade, race, and sex.

#### Attendance Reports

Attendance reports will be run at the school level on a weekly or monthly basis. The teacher will verify the attendance of each student and once verified by the teacher, the principal will sign and approve the attendance reports.

#### Absentee Documentation

Written documentation of excused absences will be kept on file in the school office for one year to maintain MSIS compliance. (e.g. doctor's excuse, note from parents)

#### Enrollment

The appropriate personnel will complete a standardized enrollment form and correctly code the entrance as determined by the principal, guidance counselor or designee. The form is kept at the school for one year. Appropriate documentation is verified and the information is entered into the student package by the appropriate personnel. The school designated MSIS representative will immediately secure MSIS ownership of each enrolled student.



### **Release/Transfer of Students**

The school MSIS representative is responsible for coding withdrawals to correctly reflect the status of students no longer attending school. The reason for withdrawal will be coded at the direction of the counselor, principal or designee and may reflect information from the attendance officer. A hard copy log or other documentation should be kept at the school for one year to indicate withdrawal information including information about requests for records and/or requests to release students in MSIS. The school MSIS representative will immediately release the student in MSIS within two working days once a formal request is made and the student is no longer in attendance at the school.

### **Student Withdrawals (Transfer Out of State)**

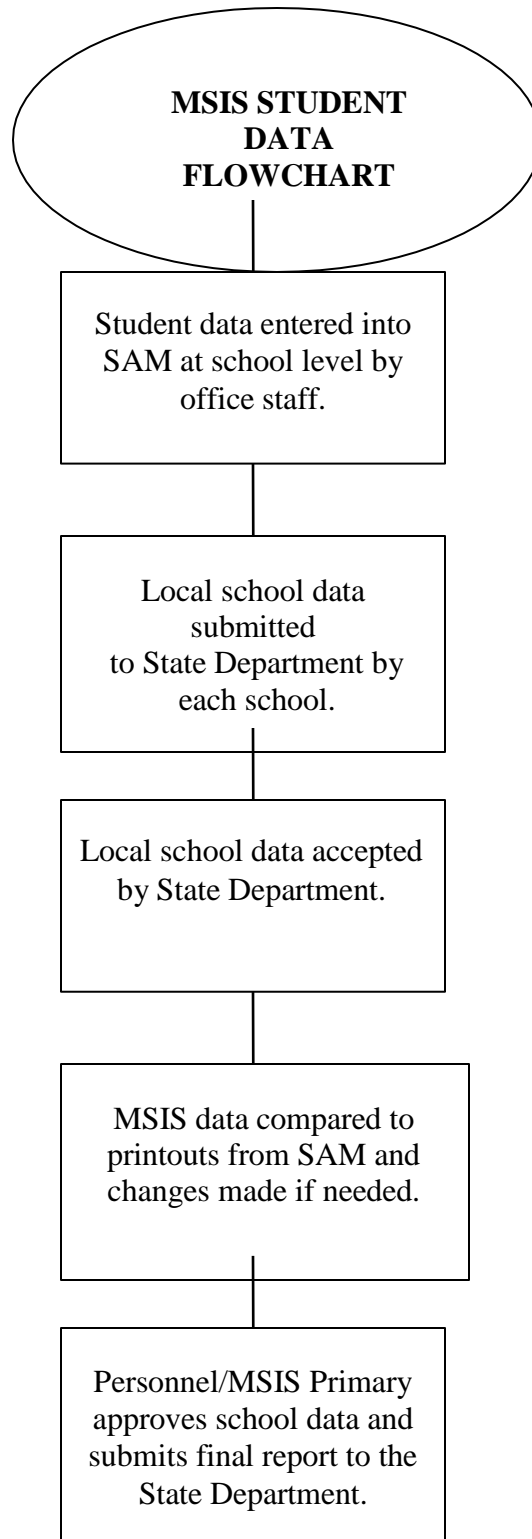
The official transfer of a student should be seen as a two-part process. First, the student is transferred in MSIS at the time of withdrawal. Second, the transfer is completed when the official request for records is received. Allowing until the end of the current school year provides time for the second phase of the process to be completed.

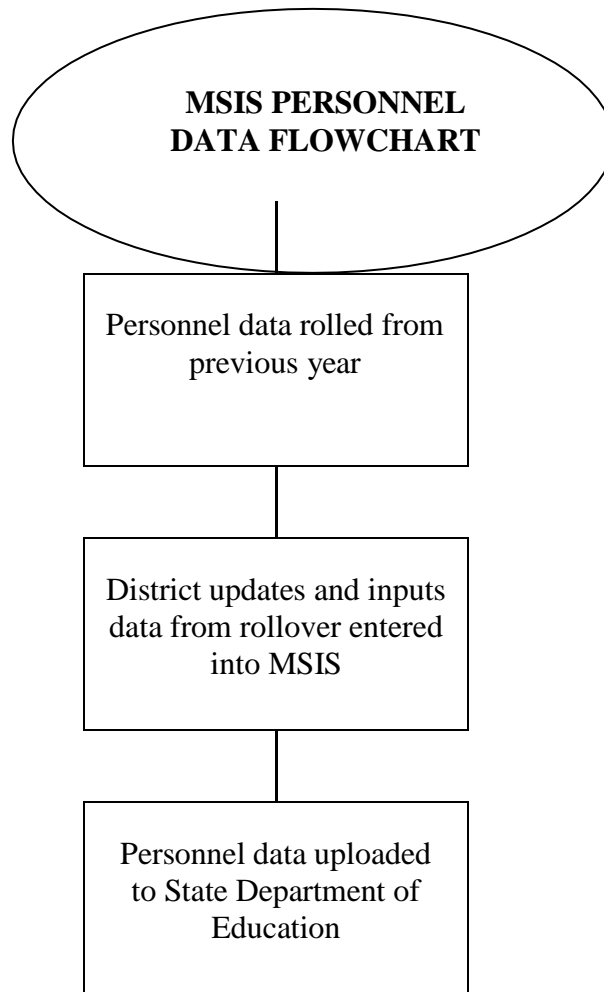
Lowndes County School District will follow the procedure below if a student withdraws:

- Withdraw the student from the current district since the district no longer has ownership and the student must be removed from the official roll.
- Enter the student withdrawal date as the last day of attendance.
- If a student transfers to a Mississippi public school, ownership should be transferred in MSIS at the request of the receiving school. The receiving school should submit an enrollment record in the next monthly MSIS submission. The transferring district should ensure that the receiving district properly completes the transfer and enrolls the student since verified ownership is completed only after successful submission of an entry record by the receiving school.
- If a student transfers to an out of state school, only a request for the records from the receiving school or a letter from an official (i.e. school district personnel) in the receiving school acknowledging the student's enrollment is considered valid documentation of a completed transfer.
- The formal request from the receiving school must be on district letterhead. **Also, if the request is from a Mississippi public school the request must be on the school district letterhead.**

### **Student Schedules**

All student schedules must be entered into the student package before school ends in May or no later than July 31. Any update to teacher or student schedules must be reported to the personnel director as soon as the change is made at the school level.





## 5.0 DATA VALIDATION AND ERROR CORRECTION

In a procedure as complex and stressful as data collection, mistakes and missing data are inevitable. Staff may fail to complete forms fully due to high workload or simple oversight. In addition, the required information may not be available when it is needed. Therefore, the District recognizes that all good data collection systems have procedures for checking data for completeness and accuracy at several times during the process.

- Data checking should follow a regular prescribed schedule with clear deadlines.
- The data in the school database should be checked daily by the secretaries keying in the data.
- The principals, assistant principals, counselors, nurses, and other office staff should check the data often.
- Student data should be checked daily for address, name change, and parent data updates.

## 6.0 DATA PROTECTION AND SYSTEM SECURITY

### **Passwords**

Users that make use of the district to run SAM and MSIS and its associated modules will be assigned passwords and access rights by technology personnel at each school or department.

Users of the Lowndes County School District network and computers which connect to that network will be required to use passwords that are at least six characters in length.

**Users will be informed that the sharing of passwords with other users except for the technology coordinator, technology personnel, or the superintendent is strictly forbidden and is a direct violation of the district's data collection policy. Users caught sharing passwords will be subject to restrictive measures.**

### **Storage/ Backup**

The Lowndes County School District Technology Department will oversee daily tape backups for the main servers at each school including the Central Office. The local student database is hosted by Central Access.

### **Physical Infrastructure**

The Lowndes County School District will provide end-user hardware and software that meets or exceeds the minimum state requirements to run all the required applications used by the district.

The Lowndes County School district will maintain and update its network infrastructure to promote proper data and content delivery, as well as a secure working environment. This includes providing a physically secure area for all the equipment needed to operate the above network.

### **Data Collection Systems Security and Maintenance**

The Lowndes County School district's databases use group level security. Groups are defined by the role of the employee in the school district. (e.g., teachers, counselors, administrators, and office personnel). Based on this group membership and its definitions, users have access only to the modules assigned to them by technology personnel.

Teachers only have access to student data in the databases used by the Lowndes County School District. This includes, but is not limited to, their grade book, enrollment data, attendance, and student testing.

In the event an administrator leaves, only the system administrator will be allowed to add the new administrator only.

### **Public Information Request Process**

Any and all requests from the public for Lowndes County School District records or information must be requested through the Superintendent's office as stated in the Lowndes County School Board Policy Manual.

### **Security Documents**

The Acceptable Use Policies are included in the personnel and student handbooks. All staff and students must abide by the policies. ALL MSIS oath of confidentiality policies are kept on file by the District Technology Coordinator. (See Attachment C)

## **7.0 RESOURCES COMMITMENT**

### **Training**

All MSIS and SAM users will be trained as updates are installed and changes are made at the state department. All new users will be trained by the train-the trainers, secretaries, office staff, principal, or district technology personnel.

### **Staff Allocations**

There is staff available at each school to handle MSIS and SAM daily reporting. This includes attendance, discipline, and other daily reporting. The staff and teachers at each school should work as a team to key the data into the computer. Principals are responsible for ensuring that staff assigned specifically for the purpose of mandated state reporting has sufficient uninterrupted time to perform the required duties.

### **Technology Infrastructure**

The district technology staff is responsible for making sure adequate hardware and software is in place to handle the daily operations of MSIS and SAM. Hardware and software are constantly being upgraded to handle the reporting task.

### **Budget**

The technology department has a technology budget that covers the cost of keeping the technology updated for MSIS and SAM. Such technology includes networking equipment, routers, frame relay lines, computer hardware and software. There is also individual school technology budgets designated for technology upgrades.

## **8.0 COMPULSORY SCHOOL ATTENDANCE (JBA)**

According to the State of Mississippi law, all children who have attained or will attain the age of 6 years and who have not attained the age of 17 years on or before September 1<sup>st</sup> of the calendar year are “compulsory school-age children” and must be enrolled in school. An “unlawful absence” is a school-day absence by a compulsory-age child that is not a valid excuse for temporary non-attendance. Days missed for suspension, expulsion, or other disciplinary action shall not be “excused” absences. Each of the reasons listed below is a valid excuse for temporary non-attendance if satisfactory evidence is provided to the superintendent or his designee.

If a compulsory school-age child is not enrolled in school within fifteen (15) calendar days after the first day of the school year or such child accumulates five (5) unexcused absences during the school year, the principal shall report such absences to the school attendance officer of the youth court. No report is required if the cause of the compulsory school-age child’s non-enrollment or absence is one or more of the following reasons:

1. The child is physically, mentally, or emotionally incapable of attending school as determined by the appropriate school official based upon sufficient medical documentation.
2. The child is enrolled in or pursuing a course of special education, remedial education, or education for handicapped or physically/mentally disadvantaged children.
3. The child is being educated in a legitimate home-instruction program.
4. The absence of the child results from illness or injury that prevents the child from being physically able to attend school.
5. The absence of the child results from him/her being in isolation ordered by a county health officer or by the State Board of Health.
6. The absence results from the death or serious illness of a member of the child’s immediate family or household.
7. The absence results from a medical/dental appointment of the child that has been approved by the principal and is based upon verification from the doctor.
8. The absence is a result of the child’s attendance at the proceedings of a court or an administrative tribunal if such child is a party to the action or under subpoena as a witness.
9. The absence is excused by the superintendent because the child or his/her parents adhere to a religion that requires or suggests the observance of a religious event. The approval of such absence is within the discretion of the superintendent, but approval should be granted unless the religious observance is of such duration that it interferes with the education of the child.
10. The absence is excused by the superintendent to allow the child to take advantage of a valid educational opportunity, such as a vacation or other family travel. Approval of such absences must be gained from the superintendent prior to the absence, and approval shall not be unreasonably withheld.
11. The absence is excused by the superintendent for other valid reasons or conditions that he/she deems sufficient to warrant the child’s nonattendance. (S37-13-911, as amended by ERA, 1982)

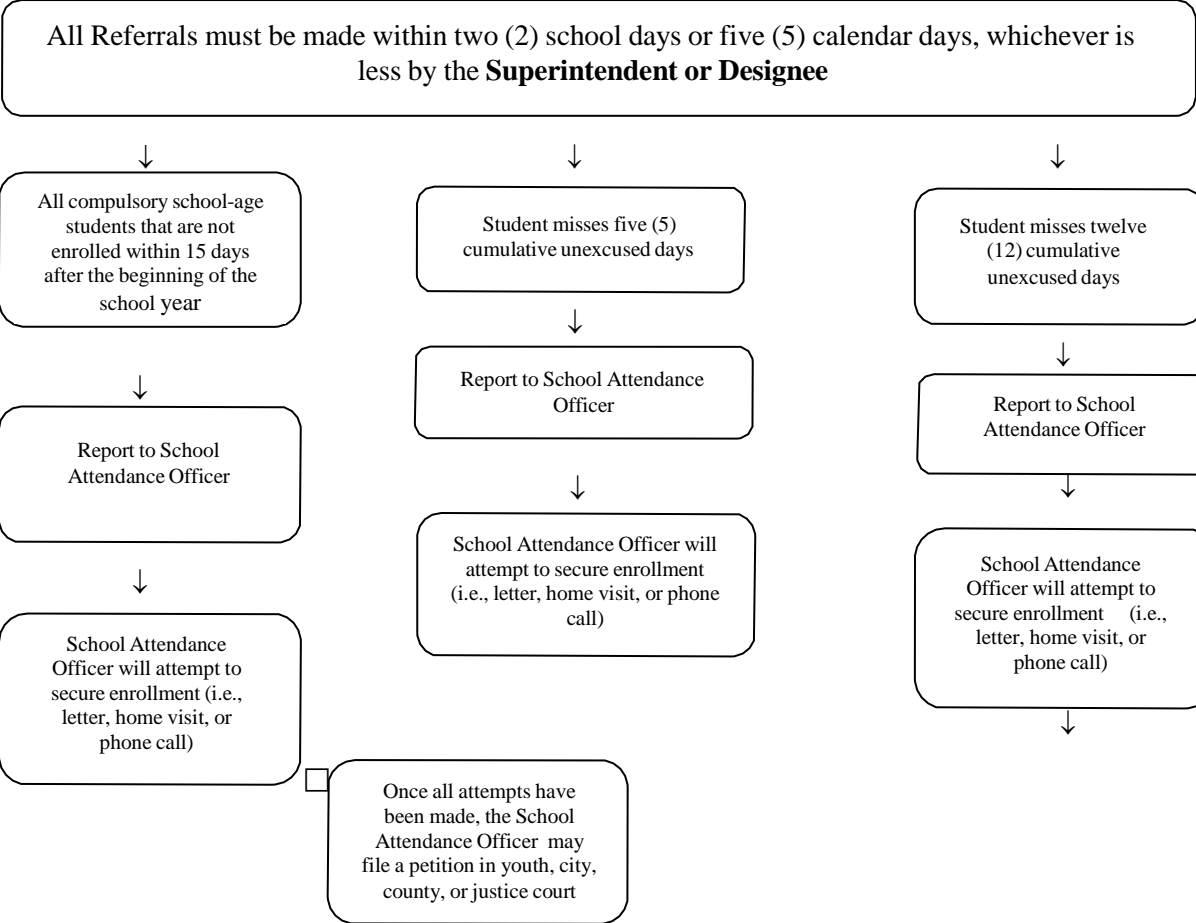
In accordance with the Lowndes County School District Mississippi Student Information System (MSIS) attendance policy, written documentation of excused absences will be kept on file in the school office for one year to maintain MSIS compliance.

**COMPULSORY SCHOOL ATTENDANCE REFERRAL PROCESS (JBA)**

Mississippi Law requires all individuals between the ages of six (6) and seventeen (17) to enroll in and attend school. This law also applies to all five-year-old students enrolled in a full-time public kindergarten program. 37-13-91(6)

Required Demographics for Reporting Unexcused Absences at 5 and 12 Days

- Student’s Name, Date of Birth, MSIS or SSN, Grade, Gender
- Parent’s/Guardian’s Name, Contact Information including phone numbers
- Unexcused Absences-including out-of-school suspension days (suspensions are to be reported to the school attendance officer as they occur)
- Must be signed by superintendent or designee



Suspensions are unexcused absences and must be reported as they occur.

## 9.0 ADMISSION REQUIREMENTS (JBC)

1. A **certified copy** of the child's birth certificate is **required** of all students entering the Lowndes County School District for the first time (K, 1, or students coming in from other districts).
2. A student must be enrolled by the parent or legal guardian who lives within the school district and must be entered under the student's full, legal name. Per Chapter 68: Residency Verification of the Mississippi Code, the student physically resides full-time, weekdays/nights and weekends at a place of abode located within the limits of the school district.
3. If a student is enrolled by a legal guardian, a copy of the court order granting guardianship must be retained by the principal in the child's permanent record.
4. If no birth certificate is presented at the time of enrollment, a fee will be charged and the school will request the certificate from the state. The student will then be allowed to enroll.
5. All students, regardless of grade, must have a Mississippi Certificate of Compliance. This may be secured from the Lowndes County Health Department or from a family doctor.
6. Transfer students must show a withdrawal form and report card from the school previously attended.
7. Any student entering this district from home schooling (or a program not accredited by a state or regional agency) will be given a standardized achievement test to determine the grade or class to which the student is assigned. AdvancED accreditation prohibits the Lowndes County School District from awarding Carnegie units for home schooling or attendance at non-accredited schools.
8. The Lowndes County School District will accept foreign exchange students for one year only, and the student cannot be a graduating senior.
9. All new and returning students must provide the school with two current forms of residency verification. This information must also be provided when there is a change of residence.

Acceptable documents are the following

(You must elect one from each group.)

Group A:

- a. Filed homestead exemption application form
- b. Mortgage documents or property deed
- c. Apartment or home lease. Proven forged lease documents will be turned over to law enforcement.
- d. Affidavit of residence and/or personal visit by a designated school district official.
- e. Affidavits are to be updated quarterly throughout the year. Failure to provide an updated affidavit will result in the student being withdrawn from the school.
  - Affidavits should have a copy of the lease, mortgage document, or property deed as proof.
  - The person providing the residence should accompany the parent/guardian to notarize the affidavit at the student's school.



Group B:

- a. Utility bills (current within at least thirty days)
- b. Driver's license
- c. Voter precinct identification
- d. Automobile registration
- e. Certified copy of filed petition for guardianship if pending and final decree when granted
- f. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district.

Any document with a post office box as an address will not be accepted.

A certified copy of the filed petition for guardianship and/or final decree must be presented if a student lives with a legal guardian in the school district.

Students are required to provide 2 proofs of residency each year they attend school.

School Administrators have the right to request updated proofs at any point during the school year if there is reasonable suspicion that a student is living outside the school's residential boundary.

### **HOME SCHOOL ADMISSION/TRANSFER STUDENT TESTING (JBCD)**

The Lowndes County School District will not give Carnegie units, upon transfer request only, for subjects taught in a tutorial, correspondence, private school, or home study program not accredited regionally or by a State Board of Education.

To receive a Carnegie unit for a course taught in a non-accredited correspondence, tutorial, private school, or home study program, a student entering this school district must pass a comprehensive, teacher made, special subject test with 60% proficiency. The examination will be given within 30 days of the transfer request. The applicant will be notified of the administration date of such test no less than five days prior to the test date.

The comprehensive examination will consist of questions based on the competencies and objectives in the Mississippi Curriculum Framework in the specific discipline area. If a student passes the comprehensive exam they will receive the grade awarded from the transfer school.

A separate examination must be passed for each transfer course whereby a Carnegie unit is being requested. Each examination will be administered only one time. If the student does not pass the exam, he/she must retake and pass the entire course to receive the Carnegie unit.

K-8 students seeking to transfer from a non-accredited school (public or private) or a home school program within or outside Mississippi to this district shall be required to take a test(s) to determine the grade/class to which he/she will be assigned. The test(s) will be given within thirty (30) days of the transfer request, and the applicant will be notified no less than five (5) days prior to the test's administration. No transfer shall be effective until the test(s) has been given and the student has been assigned to the grade/class for which he/she is best suited.

## **ABSENCES, EXCUSES, AND MAKE-UP WORK (JBD)**

Each student shall attend school a minimum of 160 days during the school year in order to receive academic credit for that year of course work. Students shall not exceed 11 absences in a semester class or 21 absences in a yearly course. Absences will also be recorded on the report cards (see Compulsory School Attendance). An “unlawful absence” (MSIS Policy) is a school-day absence by a compulsory-age child that is not a valid excuse for temporary non-attendance according to the Compulsory Attendance law of the State of Mississippi.

Absences will be monitored by the school-level attendance committee. If a student exceeds 21 absences in a yearly course or 11 in a one credit course on the block schedule or 5 in a ½ credit course on the block schedule, the attendance committee will review all documentation regarding the student’s attendance record. The committee will then make a recommendation to the superintendent to either promote or retain the student.

In accordance with the Lowndes County School District Mississippi Student Information System (MSIS) attendance policy, written documentation of excused absences will be kept on file in the school office for one year to maintain MSIS compliance.

A parent note may excuse up to 2 consecutive days. On the third day missed, a doctor’s excuse will be required or a 2<sup>nd</sup> parent note can be written. Only four absences can be excused each semester with a parent note. All other absences must have medical or legal documentation to be excused. Students will have two days from the day they return to provide an excuse to the office. After two days the absence(s) will be deemed unexcused and cannot be changed.

**The only way a student may be eligible for promotion if violating this rule is for him/her to present a physician’s written medical verification of the long-term illness on the day he/she returns to school. The student, along with a parent or guardian, must appear before the board to request a waiver of the absentee policy.**

During the school year, a student will not be allowed more than five planned absences (extracurricular school activities) in the same class period in courses for which grades and/or units of credit are given. A student will not be allowed to miss more than twenty class periods for planned absences. Principals will identify those absences which are classified as “planned absences.”

Offenses that carry out-of-school suspension will not count against state compulsory attendance. Students may elect to attend Extended School (if offered) to complete credit recovery to earn credits.

## **MAKE-UP WORK (JBD)**



**All work must be made up for any absence. Make-up work is the responsibility of the student.** Work must be made up within a reasonable period of time, as defined by the teacher. If the student has an extended illness, he/she (or parents or guardian) must obtain assignments from the school and makeup work weekly.

Make-up work should take approximately the same amount of time as the time missed from class. Only in extreme cases of prolonged absence will students be given more than one week to make up work unless permission is granted by the principal. A day's absence does not excuse a student from responsibility for all assignments on the day of his/her return. A grade of zero will be recorded if the work is not made up.

**It is the student's responsibility to obtain all make-up work from his/her teachers on the day of his/her return.**

### ***Make-up work for Pregnant Students***

In order for the student to receive out-of-school assignments, she must adhere to the following:

1. Make-up work will be provided on a weekly basis.
2. After the weekly work is assigned by the teacher, the student must pick up the assignments on Friday of that week.
3. Students who are more than a week behind will not be given additional work. Exceptions will be made only by the building principal upon receipt from a physician indicating the student's inability to complete the assignments. Otherwise, work missed cannot be made up.

**Note: The absence is not to exceed six weeks unless complications are verified by a physician.**

## **PERFECT ATTENDANCE (JBD)**

Perfect attendance certificates will be awarded to all students who are present every day. No certificates will be presented or rewards earned to students who check in late or check out early.

## **WITHDRAWAL OR TRANSFER PROCEDURE (JBCD)**

1. The student cannot be withdrawn without parent/guardian being present. Exceptions only with principal's approval.
2. The student must have appropriate forms completed by his/her guardian and teachers, return all school books and property, and make sure all fees are paid.
3. The principal or counselor must give the student final clearance.

**The student's cumulative record will be sent to his/her new school upon receipt of notification that the student is enrolling in that institution.**

**OATH OF CONFIDENTIALITY AND  
NON-DISCLOSURE OF RELEASED INFORMATION  
(MUST be completed by ALL Users)**

I understand that data maintained by the systems listed below in the **Application Section**, hereinafter referred to as **MDE Systems**, is sensitive and confidential. **I acknowledge the access to and release of information from MDE Systems is governed by the Family Educational Rights and Privacy Act of 1974 and Section 37-15-1, et seq. of the Mississippi Code of 1972, Annotated, as amended.** I further acknowledge that this data may only be accessed and used for legitimate educational interests **and is sensitive, confidential, and not subject to disclosure.**

I agree that I shall not release MDE Systems data unless authorized to do so according to applicable laws, rules and regulations, neither shall I access and use the information contained therein except for legitimate educational interests.

**I acknowledge that I fully understand that the release by me of this information to any unauthorized person could subject me to disciplinary action including termination and/or criminal and civil penalties imposed by law.**

**Application Section:**

Mississippi Student Information System (MSIS)

Mississippi Alternate Assessment of Extended Curriculum Framework (MAAECF)

SIGNATURE: \_\_\_\_\_

**(Please sign in blue ink)**

PRINTED NAME: \_\_\_\_\_

**(Please print in blue ink)**

TITLE: \_\_\_\_\_

DISTRICT/SCHOOL: \_\_\_\_\_

DATE: \_\_\_\_\_

**School District Level/School  
Level User Security Profile  
(Form MSIS-2: submit one form for each  
MSIS user)  
(Please print or type information.)**

**School District Name:** \_\_\_\_\_ **District Number:** \_\_\_\_\_

**School Name:** \_\_\_\_\_ **School Number:** \_\_\_\_\_

**Type of User Request (Check one):**  
 New  Modify  Delete

**Requested  
Effective Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

=====

**Based on the access role definitions, check the level(s) of use required for this user:**

District Level	School Level	General
<input type="checkbox"/> (1) Personnel	<input type="checkbox"/> (1) Personnel	<input type="checkbox"/> (1) General User
<input type="checkbox"/> (2) Special Education	<input type="checkbox"/> (2) Student Administrator	<input type="checkbox"/> (2) Grade Assignment
<input type="checkbox"/> (3) Student Administrator		<input type="checkbox"/> (3) Teacher Support Team
<input type="checkbox"/> (4) Career Technical Education		<input type="checkbox"/> (4) View Student Data
<input type="checkbox"/> (5) Primary Contact		
<input type="checkbox"/> (6) Superintendent		
<input type="checkbox"/> (7) Federal Programs		

<b>Signature of authorized Primary MSIS district contact</b> (This must be an original signature in blue ink)	
Date	

**FOR SPECIAL PROGRAMS USE ONLY (Mississippi Department of Education):**

(1) Food Service  (2) Business Manager

<b>Signature of Mississippi Department of Education authorized program personnel</b> (This must be an original signature in blue ink)	Date
--	------

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Send completed form to: [mdeapps@mde.k12.ms.us](mailto:mdeapps@mde.k12.ms.us)

=====

**MIS OFFICE USE ONLY:**

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**LOWNDES COUNTY SCHOOL DISTRICT  
MSIS INFORMATION SHEET**

**STUDENT INFORMATION**

ID Number:	Social Security#:	
Last Name:	First Name:	Middle:
Grade:	Sex:	
Race:	Birth date:	
Phone:	Homeroom:	
MSIS#:		
Birth Certificate #:		
Parent /Guardian Name:		
Street Address:		
City, State, Zip:		
Home Telephone:	Work Telephone:	Cell Phone:
Emergency Contact Name:	Address:	
Relation to Student:	Home Telephone:	Work Phone:
	Cell Phone:	
Street Address:		
City, State, Zip		
Employer Name:		
Employer Address:		

**LOWNDES COUNTY SCHOOL DISTRICT  
REGISTRATION RESIDENCY CHECKLIST  
2016-2017 SCHOOL YEAR**

STUDENT'S NAME \_\_\_\_\_

PARENT/LEGAL GUARDIAN'S NAME \_\_\_\_\_

OTHER ADULTS LIVING IN HOUSEHOLD \_\_\_\_\_

ADDRESS \_\_\_\_\_

(A PO BOX NUMBER IS NOT ACCEPTABLE FOR AN ADDRESS)

\_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

-----  
\_\_\_ Student is living with a LEGAL GUARDIAN and a certified copy of the Court Decree, or petition if pending, was received declaring Legal Guardianship of the above named person who is a resident of Caledonia School District and with whom the student is residing, and further declaring the guardianship was formed for a purpose other than establishing residency for school district attendance purposes.  
-----

Documents provided to me by Parent/Guardian (Minimum of TWO required of ALL enrolling students)

**MUST HAVE ONE OF THESE FIRST 2 ITEMS:**

- \_\_\_ Mortgage document/Property Deed
- \_\_\_ Apartment/Home Lease or Rental Agreement

**SECOND PROOF MAY BE ONE OF THESE ITEMS:**

- \_\_\_ Utility bill or receipt
- \_\_\_ Filed Homestead Exemption Form
- \_\_\_ Driver's License
- \_\_\_ Voter Precinct ID
- \_\_\_ District Representative personal visit

\_\_\_ Affidavit of Residency -- showing student and parent living in the home of another person. Needs TWO proofs of residency as stated above showing that person to be the householder of that address.

\_ Other documentation

\_\_\_\_\_  
(Describe)

DATE \_\_\_\_\_ VERIFIED BY \_\_\_\_\_

SCHOOL REPRESENTATIVE

# TECHNOLOGY

## LOWNDES COUNTY SCHOOL DISTRICT CREATING SAM USER ACCOUNT

This form is to get a SAM (Student Administrator Manager) user account created.

NAME \_\_\_\_\_

JOB TITLE \_\_\_\_\_

SCHOOL LOCATION \_\_\_\_\_ RM # \_\_\_\_\_

Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

**TO BE COMPLETED BY TECHNOLOGY ONLY:**

Computer \_\_\_\_\_

Username \_\_\_\_\_

Computer User Password \_\_\_\_\_

Password assigned by \_\_\_\_\_

Password assigned date \_\_\_\_\_





Dr. Robin Ballard	 Superintendent of Education Lowndes County School District 1053 Highway 45 South - Columbus, MS 39701 (662) 244-5000 - Fax: (662) 244-5043 Lynn Wright Superintendent "Challenge all students to attain their greatest potential."	
Assistant Superintendent		
Percy Lee		
Vocational and Tech Prep		
Kenneth Hughes		
Business Officer/Administrator		
Jeanise Andrews		
Technology Coordinator		
		Dr. Susan Johnson
		Special Education Director
		Susan McClelland
		Curriculum Coordinator
		Mia Johnson
		Child Nutrition

**MSIS RELEASE REQUEST**

TO: MSIS CONTACT Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 School: \_\_\_\_\_ District: \_\_\_\_\_

Please release the following student(s) in MSIS:

Student Name	MSIS ID	DOB

**District: Lowndes County School District 4400**

**School: \_\_\_\_\_**

Thank you for your prompt response!

Release date: \_\_\_\_\_ Released by: \_\_\_\_\_

## House Bill # 1530 (63% Present) and SAM

House Bill #1530, enacted by the legislator during the 2013 Session, states that a student absent for more than 37% of his/her unique instructional day is to be considered absent for the entire school day.

*“MDE has interpreted that the intent of the House Bill No. 1530 is to calculate 63% of the individual student’s instructional day, not 63% of the school’s instructional day. Each individual student’s instructional day will vary based upon the local school board’s policy for early release of high school students, IEPs, dual credit/dual enrollment, participation in extra-curricular activities, etc.”*

*“Implementation of House Bill No. 1530 will require each local school district to do the following:*

*Define the instructional day for each school so that the 63% of the instructional day can be computed for each student within the school, and*

*Determine the process for computing 63% of the instructional day for each student within the school. For example, the process will be simple in grades K-5, but much more complex for middle and high school students.”*

*“In summary, **each student must be present for 63% of his or her individual instructional day as fixed by the local school board for each school in order to be considered in full-day attendance.”***