

# DATA NEWSLETTER

NYS ID&R/MIS2000 Program

June 2015

## Departures

- All departure forms should be completed by the recruiters
- When entering a departure, make sure you enter the departure date and departure information for the correct enrollment line and match the withdraw date with departure date
- If a student departs to a place within NYS, contact the Data Specialist or the METS for the area to which the student moved
- If a student moved Out of State, send a notification via MSIX to the receiving state
- UNKNOWN is not a valid entry for a departure
- If you need to make a change regarding a previous departure: request confirmation from your recruiter. After recruiter has approved the change, send an email to the ID&R Office so they make the changes on their departures forms.

## High School Equivalence (HSE)

- Please note that all information regarding the GED test on State forms and MIS2000 is being changed to High School Equivalence (HSE)
- For example: if a student is receiving services to obtain their High School Equivalence, the supplemental service name will be HSE Prep instead of GED Prep.
- The changes have been already implemented on the Sumer Intake Summary Student Record form and will be implemented on the system as soon as possible

### In this newsletter:

- Departures
- How to record Graduation
- Process of Changing COEs' information
- High School Equivalence



# Recording Graduation

Give us a call if you have any questions:

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- When a student graduates or obtains their High School Equivalence Diploma, you need to change the Termination Type and Termination Date
- If the student graduates from High School, enter G as TermType and the date of graduation as the TermDate. Match Withdraw Date to the TermDate.
- If the student gets the TASC (or GED), manually enter H as TermType and the date of graduation as the TermDate. Match Withdraw Date to the TermDate.
- You do not need to change the Grade for graduating students.

Termination	Term Date	Created: 6/27/2000 1:33:13 PM
Graduated	6/24/2015	Modified: 5/18/2015 5:39:25 PM
Designated Graduation School		
<input type="text"/>		

  

School History											
<input checked="" type="checkbox"/> Show only facilities within district											
School Bldg.		School ID		Grade		Last Grade		Still in Schl			
ALBION CSD		CHARLES D'AMICO HS		NYDRPG		12		Y			
Enr Date	Withdraw	Days	Enr/Abs	Type	Date	QA Date*	Res Date*	ELL	CD	Cont Svcs	First / Last Attendance Date
9/1/2014	6/24/2015	A		Term	G	6/24/2015	1/2013		Y		

## Process of Changing COEs' information

- Recruiters need to be consulted and notified for all changes to a COE
- If the ECOE has not been approved and you noticed an error, call recruiter before approving the COE
- When changes need to be done to an approved COE: send an email to the recruiter and the ID&R/MIS2000 Office with the COE number, School District, Student MSIX ID and the necessary changes
- **REMEMBER:** The copies of the METS, Recruiter, and ID&R/MIS2000 COEs must have exactly the same information!
- **ADVISORY:** When sending Personal Identifiable Information please be sure to save it as a password protected document and send a separate email with the password. If you need procedures on how to do so, please contact ID&R Office.