

SUBJECT: Reports you need for Auditors

As explained by Ken Thompson, MSIS manager, there are certain reports that each Mississippi school must “print” and store in an easily accessible place at the end of each “monthly period”, and have available for the Auditors to see.

These reports may be stored in an electronic format in order to save paper. Just make sure you know where they are stored. If you choose not to print to paper, I suggest that you make backups of these reports on several different computers.

These are the Oscar reports which I think contain information which most closely matches the reports from MSIS that you are required to “produce” each month. Some of them are brand new.

Monthly Attendance Pre-Approved Report --

[Reports/Attendance Reports/State Attendance Report/State Attendance Report](#)

Monthly Attendance Post-Approved Report --

[Reports/Attendance Reports/State Attendance Report/State Attendance Report](#)

Student Roster Holding Area Report --

[Reports/Attendance Reports/State Attendance Report/MSIS Verification Report](#)

[You may prefer the Audit Report.](#)

Holding Area Absences Report --

[Reports/Attendance Reports/Student Absences Report \(State codes\)/Complete Student Absences \(UPDATED\)](#)

Student Transfer From Report

Student Release From Report --

[Reports/Attendance Reports/Enter-Drop Report/Student Entry Report \(NEW\)](#)

Student Transfer To Report

Student Release To Report --

[Reports/Attendance Reports/Enter-Drop Report/Student Exit Report \(NEW\)](#)

If you think there is a better report, or an additional report, which you intend to print for the auditors, please let me know, so I can share that idea with the other schools. I want each Oscar school to have a favorable “score” on their audit.

The next few pages discuss the finer points of printing these Oscar reports to make them match your MSIS reports. There are also some very important questions in Attendance Setup that you need to check NOW (see page 4).

If you have any questions, please contact us.

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REPORT: [State Attendance Report](#)

The State Attendance Report in Oscar is the old “ADA / MAS” report.

Important Points you need to understand:

- Run the option at the bottom of the Attendance menu called Validate Attendance at least once a week BEFORE you run this report. That option will help you locate some problem areas and get them corrected first.
- This State Attendance report must be started in Month 1 and printed religiously at the end of each month as soon as you have a “success” on the Monthly Student file. (You can’t skip months; you can’t print months out of order.)
- You should use the option called “Validate ADA Tests” about once a week. This option performs the same routine as the State Attendance Report except it does NOT save the report.
- If you print the “real” State Attendance Report, it is saved automatically whether you have errors or not. If something changes for that month, you must Delete that report and print it again.
- Pay close attention to the screen that indicates which month you are creating. If the Month number is wrong or the name of the month, you need to stop and get it right.
- If there are “error messages”, you should be prepared to explain. (For example, John Jones withdrew on Oct 3rd and re-entered on Oct 18, causing the Present-Absent-OffRoll error.)
- Compare this report with the MSIS Monthly Attendance Pre Approved report before the District is “approved”
- If there are discrepancies between the Pre-Approved report and this Oscar report, you should investigate thoroughly and fix all discrepancies.

The State Attendance reports are saved electronically in your Oscar data. (The reports from last year are overwritten when you start a new year.) Every time you make an Oscar backup, these reports are backed up also. You should not have to print this report to paper unless you just really want to.

REPORT: [MSIS Verification Report](#)

This is a new report (green button on State Attendance Report section) which list the names of the students who were enrolled in your school for at least one day in the selected date range. This report lists the same names that appear on the Oscar Audit Report, it just takes up less paper because all the other information is left off.

This corresponds (roughly) to the Student Roster Holding Area report. (The Oscar report does NOT show the SSN, date of birth, promoted, or graduated information.) You may want to produce the Oscar Audit Report in addition. The Audit Report shows the date of birth, and contains more important attendance information which I often need when schools call me for help in tracking down errors. Do NOT combine grades if you print the Audit Report.

You should produce the report(s) immediately after you get a success for each Monthly Student file.

The MSIS Verification Report indicates whether the student is currently enrolled by printing two asterisks (**) in the "Not Current Student" column if the student is marked Inactive in Attendance on the day the report is printed.

Both the MSIS Verification and Audit reports will display on the screen in "WordPad". You can use the File | Save As option on the menu bar to save this report with a more recognizable name in a safe location. (For example VerifyMonth1.txt or AuditMonth1.txt)

REPORT: [Complete Student Absences Report](#)

The updated Complete Student Absences report is the report which most closely matches the Holding Area Absences Report, without wasting a whole lot of paper. This Oscar report has been updated in September 2006 to allow you to print just the students with absences in the date range.

Important Notes:

- Make sure the Percentages for both Whole Day and Half Day absences in Attendance Setup | Questions show 99.
- Make sure the Attendance Setup | Codes section has the correct check marks under State Codes to indicate which kinds of absences you want to count for MSIS.
- Also make sure the Unexcused absences show one blank space and the letter U at the end of the “legend”.

When you are ready to print the absences report, go to Reports | Attendance Reports | Student Absences Report.

- Set your start and end dates first.
- Select the STATE option on the right side under “Attendance Codes to Count”.
- Choose the Complete Student Absences option on the LEFT side.
- Check the box to “only print students with absences”
- Choose to “Combine Grades” so the names will be in alphabetical order to match the MSIS report.
- You can save this report to a file to save paper. On the Print Selection screen, choose “File”. Browse to a folder created specifically for these Audit Reports, using the Drive and Path sections. Fill in the File Name; it should indicate which Month you are printing and include ABS as part of the file name. When all answers are correct, click the Print button at the bottom. When the report has finished, use My Computer to browse and locate the report you just saved. Open with WordPad. Make sure you created the correct report.

(See separate document for information about the new Enter-Drop Reports.)