

25-26 Annual Reporting

Calendar At-A-Glance

JULY

MSIS reports and screens default to the new school year on July 1.
Files containing **data for the new school year (2025-2026)** can be uploaded to MSIS.

Due Date	Item	Data Submission Method & Frequency
PREVIOUS SCHOOL YEAR DATA		
5	Finance (FETS) & Bond data begin sending via file upload	File Upload (as needed)
24	Senior Snapshot (request updates via Senior Snapshot Manual Input screen)	API (nightly) & Manual Input (as needed)
24	Assessment Readiness (ACT & WorkKeys)	Data Entry Download/File Upload (as needed)
31	Graduates & Completers (reflects any changes after Month 9 certification and summer sessions) Update Grades/Promotions (updates for course grades and completion statuses)	API (nightly) Manual input (as needed)
31	Academic Record (Course History Report to include any summer session data)	API
31	Update Grades/Promotions (updates for 3 rd grade promotions) Good Cause Exemptions	Manual Input (as needed) Data Entry Download/File Upload (as needed)
31	24-25 SY only: Student Interventions	Manual Input (as needed)

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JULY (cont.)

MSIS reports and screens default to the new school year on July 1.
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Due Date	Item	Data Submission Method & Frequency
NEW SCHOOL YEAR DATA		
31	MSIS Security Listing (User Permissions)	Administration > Manage Users (as needed)
31	Enter School and District calendars in the SIS	API (nightly – see August deadlines)
31	Review/Update LEA & School Info screens • LEA Management • School Management • School Board Members • District Salary Scale	Manual Input (as needed)
31	Monthly Data Review • MSIS IDs • Non-Public Student Entry	File Upload & Manual Input (as needed)

AUGUST

Due Date	Item	Data Submission Method & Frequency
NEW SCHOOL YEAR DATA		
 1	Organization data begins sending via API from SIS (PowerSchool districts schedule first publish)	API (nightly)
 15	Student data [Attendance, Enrollment, & Student Demographics] begins sending via API from SIS (PowerSchool districts schedule first publish)	API (nightly)
 15	Course Section data begins sending via API from SIS (PowerSchool districts schedule first publish)	API (nightly)
 15	Discipline data begins sending via API from SIS (PowerSchool districts schedule first publish)	API (nightly)
 15	Personnel data begins sending via API or file upload	API (nightly) or File Upload (as needed)
31	MSIS Security Listing (User Permissions)	Administration > Manage Users (as needed)
31	Student Intervention	Manual Input
31	Monthly Data Review (preparing for Month 1) • MSIS IDs and Ownership • Non-Public Student Entry • LEA Management & School Management • Finance (previous school year) • Organization data • Student data • Course Section data • Discipline data • Personnel data • CTE data • Federal Programs data	API, File Upload, & Manual Input (various)
PREVIOUS SCHOOL YEAR DATA		
31	24/25SY - Summer Activity Report	Data Entry Download/ File Upload (as needed)

SEPTEMBER

Due Date	Item	Data Submission Method & Frequency
CURRENT SCHOOL YEAR DATA		
1	Special Education data begins sending via API from vendor or file upload	API (nightly) or File Upload (as needed)
30	Monthly Data Review (preparing for Month 1) • MSIS IDs and Ownership • Non-Public Student Entry • LEA Management & School Management • Finance (previous school year) • Organization data • Student data • Course Section data • Discipline data • Personnel data • CTE data • Federal Programs data • Special Education data	API, File Upload, & Manual Input (various)
PREVIOUS SCHOOL YEAR DATA		
30	Graduation Options	Data Entry Download/File Upload (as needed)
30	Graduates & Completers (reflects any changes after Month 9 certification and summer sessions) Update Grades/Promotions (updates for previous school year graduates)	API (nightly) Manual input (as needed)

OCTOBER

Due Date	Item	Data Submission Method & Frequency
 1-10	District Approval Month 1 Certification window: October 1-10 th	API (nightly)
10	Kindergarten Entry	Data Entry Download, File Upload (as needed)
 15	Financial (FETS) and Bond Data Certification window: October 1-15 th	File Upload (as needed)
 15	National Board Certified Staff Certification window: October 1-15 th	API (nightly) or File Upload (as needed)
31	Summer Activity Report	Data Entry Download/File Upload (as needed)
31	Monthly Data Review (preparing for Month 2) • MSIS IDs and Ownership • Non-Public Student Entry • LEA Management & School Management • Organization data • Student data • Course Section data • Discipline data • Personnel data • CTE data • Federal Programs data • Special Education data	API, File Upload, & Manual Input (various)
PREVIOUS SCHOOL YEAR DATA		
31	Cohort (request updates via Cohort Manual Input screen)	API (nightly) & Manual Input (as needed)

NOVEMBER

Due Date	Item	Data Submission Method & Frequency
CURRENT SCHOOL YEAR DATA		
1-10	District Approval Month 2 Certification window: November 1-10 th	API (nightly)
30	Monthly Data Review (preparing for Month 3) • MSIS IDs and Ownership • Non-Public Student Entry • LEA Management & School Management • Organization data • Student data • Course Section data • Discipline data • Personnel data • CTE data • Federal Programs data • Special Education data	API, File Upload, & Manual Input (various)
PREVIOUS SCHOOL YEAR DATA		
30	CTE Placements	Data Entry Download, File Upload (as needed)
30	Special Education Post-Secondary Outcomes	Data Entry Download, File Upload (as needed)

DECEMBER

Due Date	Item	Data Submission Method & Frequency
 1-10	Personnel Data Certification window: December 1-10 th	API (nightly) or File Upload (as needed)
 1-10	District Approval Month 3 Certification window: December 1-10 th	API (nightly)
 1-10	Special Education – Child Count Certification window: December 1-10 th	API (nightly) or File Upload (as needed)
10	MSFF (Report freezes on December 10)	API (nightly)
30	Monthly Data Review (preparing for Month 4) • MSIS IDs and Ownership • Non-Public Student Entry • LEA Management & School Management • Organization data • Student data • Course Section data • Discipline data • Personnel data • CTE data • Federal Programs data • Special Education data	API, File Upload, & Manual Input (various)

JANUARY

Due Date	Item	Data Submission Method & Frequency
 1-15	District Approval Month 4 Certification window: January 1-15 th	API (nightly)
15	Academic Record (Early Graduates)	API
31	Monthly Data Review (preparing for Month 5) • MSIS IDs and Ownership • Non-Public Student Entry • LEA Management & School Management • Finance • Organization data • Student data • Course Section data • Discipline data • Personnel data • CTE data • Federal Programs data • Special Education data	API, File Upload, & Manual Input (various)

FEBRUARY

Due Date	Item	Data Submission Method & Frequency
 1-10	District Approval Month 5 Certification window: February 1-10 th	API (nightly)
 15	National Board Certified Staff Certification window: February 1-15 th	API (nightly) or File Upload (as needed)
28	Monthly Data Review (preparing for Month 6) • MSIS IDs and Ownership • Non-Public Student Entry • LEA Management & School Management • Organization data • Student data • Course Section data • Discipline data • Personnel data • CTE data • Federal Programs data • Special Education data	API, File Upload, & Manual Input (various)

MARCH

Due Date	Item	Data Submission Method & Frequency
 1-10	District Approval Month 6 Certification window: March 1-10 th	API (nightly)
31	Monthly Data Review (preparing for Month 7) • MSIS IDs and Ownership • Non-Public Student Entry • LEA Management & School Management • Organization data • Student data • Course Section data • Discipline data • Personnel data • CTE data • Federal Programs data • Special Education data	API, File Upload, & Manual Input (various)

APRIL

Due Date	Item	Data Submission Method & Frequency
1-10	District Approval Month 7 Certification window: April 1-10 th	API (nightly)
30	Monthly Data Review • MSIS IDs and Ownership • Non-Public Student Entry • LEA Management & School Management • Organization data • Student data • Course Section data • Discipline data • Personnel data • CTE data • Federal Programs data • Special Education data	API, File Upload, & Manual Input (various)

MAY

Due Date	Item	Data Submission Method & Frequency
1-10	District Approval Month 8 Certification window: May 1-10 th	API (nightly)
31	Monthly Data Review (preparing for Month 4) • MSIS IDs and Ownership • Non-Public Student Entry • LEA Management & School Management • Organization data • Student data • Course Section data • Discipline data • Personnel data • CTE data • Federal Programs data • Special Education data	API, File Upload, & Manual Input (various)

JUNE

Due Date	Item	Data Submission Method & Frequency
 10 days after the last instructional day	District Approval Month 9 (including Promotion & Retention and Graduates & Completers Report) Certification window: 10 days after the last instructional day	API (nightly)
 1-30	Special Education - End of Year (EOY) Certification window: June 1-30 th	API (nightly) or File Upload (as needed)
 1-30	Federal Programs – EOY Certification window: June 1-30 th	Data Entry Download, File Upload (as needed)
 13	Organization data, Student data [Attendance, Enrollment, & Student Demographics], Course Section data, & Discipline data SAM: API STOPS sending data from SIS for the current school year. PowerSchool: Districts should STOP publishing current school year data before rolling to the next year.	
 13	Personnel data (Marathon) Marathon: API STOPS sending data for the current school year.	
 15	Personnel data (Integrity) Integrity: API STOPS sending data the current school year.	

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JUNE (cont.)

Due Date	Item	Data Submission Method & Frequency
30	Academic Record (Graduates & Completers Report to include any updates made after Month 9 certification or summer session)	API
30	Update Grades/Promotions (updates for course grades and completion statuses)	Manual input (as needed)
30	Special Education data API STOPS sending data vendors for the current school year.	
30	Files containing Personnel, Federal Programs, or Special Education data from the 2025-2026 school year should STOP being uploaded to MSIS.	