

Meridian Public School District
Data Collection Policy and Procedures (MPSD Board Policy JRAC)
May 2020

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1.0 Introduction and Overview

1.1 Purpose

In accordance and cooperation with HB1251, which 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 official concerning the number of educable students in any school district, the number of students enrolled in any school district, the number of students in average daily attendance in any school district, and the number of students being transported or entitled to transportation to any of the public schools of this state, the said School District will set the following Data Collection Policies and Procedures to help ensure this quality data.

1.2 Components of Data Quality

The focus of this guide is to help the district understand our policies and procedures for collecting data. Following these procedures will improve the overall quality of data within the district.

Meridian Public School District's Data will contain the following components:

- **Objectivity.** Quality data is information that is accurate, unbiased, and presented in a clear, complete, well- documented manner. Objectivity is achieved by using appropriate data sources and sound analytical techniques, by using proven methods, and by carefully reviewing the content of all information and reports.
- **Integrity.** Data with integrity is information that is not compromised through corruption or falsification.
- **Transparency.** Transparent data involves having a clear description of methods, data sources, assumptions, outcomes, and related information that allow users to understand the data.
- **Reproducibility.** Quality data can be reproduced by others by using the documented methods, assumptions, and data sources in order to achieve comparable findings.
- **Utility.** Quality data is information that is useful and available to its intended audience. The requirements, recommendations, and examples in this guide will help state and local programs improve their data quality within each of these dimensions.

1.3 Policy Audience

Meridian Public School District's staff understands the involvement in data collection and data entry, and also recognizes that those issues reflect the values of the organization.

Meridian Public School District believes that good data are an integral part of teaching, learning, and managing the school enterprise. Everyone who has a role in student outcomes — teachers, administrators, counselors, office support staff, school board members, and others, must share this belief. Because good data are as much a resource as staff, books, and computers, a wise education system is willing to invest time and money in achieving useful information, and respects the effort taken to produce it. Therefore, through the implementation of this Data Collection Policy and Procedure Guidelines, Meridian Public School District will actively foster this belief and environment.

2.0 Roles and Responsibilities

Meridian Public School District's staff members are well trained and know their roles and responsibilities, and have needed tools and resources. In this section, we have identified our critical roles and responsibilities.

2.1 School Board

The primary role of the School Board is to set policy for the school district. In the area of data collection, the School Board must formulate policies based on state and federal laws, as well as, local district needs and staff requirements

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 in computer hardware and software as a routine cost of doing business

2.2 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 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, and for pointing out areas of success and places where improvements are needed. It will enable the district to have confidence in the information that is collected, and, most importantly, will allow the district to make effective decisions.

Responsibilities

- Set education benchmarks that use data to measure student achievement.
- Support the development of a Culture of Quality Data in your district through an effective professional development program.
- Encourage principals to make data-driven, building-level decisions.
- Support your technology director in the promotion of more efficient data collection procedures and the use of technology to decrease data entry errors.
- Support the allocation of funding to provide schools with the appropriate resources to enter data.

- Assign a member of your staff to be a MSIS Primary Contact/data coordinator.

2.3 Principal

Our Principal serves as the chief instructional leader and is ultimately responsible for data collection and reporting in the school. The Principal has the responsibility to report data as accurately as possible. The Principal must ensure that what is happening at the school is accurately reflected in the data.

Responsibilities

- Check reports for accuracy and reasonableness before “signing off” and sending to the district.
- Periodically spot-check source documents against data entered with staff, to ensure that required data is actually being entered.
- Ensure that your staff has access to appropriate technology tools.
- Stay current by attending meetings and training about data requirements.
- Provide district data personnel with recommendations for improvements in data collection procedures.
- Allow and encourage staff to attend training in their areas of expertise.
- Consider using a variety of training strategies, including the “train-the-trainer” model, when necessary.
- Work with your staff and the district to develop and use standard procedures for data entry and reporting.
- Provide trained staff to backup data entry personnel during peak periods.
- Understand and communicate laws and regulations that affect data at your 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 to make daily instructional decisions.
- Provide an environment conducive to accurate data entry.
- Develop a calendar for data reporting deadlines.

2.4 Teacher

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

Responsibilities

- Enter grading and attendance data accurately and in a timely manner in order to meet reporting period deadlines.
- Enter data for grading and progress report purposes in the currently adopted student administration package.
- Respect the privacy and confidentiality of student data by protecting data from students and unauthorized personnel.
- Follow the district data security policies and procedures.
- Interact with office staff responsible for data entry regarding student scheduling, grade and attendance changes within each reporting period to ensure accurate data is submitted within each reporting period and monthly deadlines are met.
- Help obtain and maintain accurate student demographic information.
- 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.
- Follow your district data security policies and procedures.
- Enter data accurately and in a timely manner.
- Check your work for accuracy and completeness.
- Share good ideas and best practices about data entry with your peers.
- Check your calendar for data reporting deadlines so that you can allocate time for data entry.

2.5 Data Processor/Office Staff/Counselor (School MSIS Contact)

At each site, a primary MSIS Contact is designated to represent the school and communicate directly with the Office of Data Management. This position includes the collaboration of efforts with all staff to ensure monthly deadlines are met and data sent each month is accurate. Office staff is responsible for entering important data accurately and completely, maintaining data security, and understanding how the data will be used in our school data package and MSIS. The district recognizes that this position is at the center of its data collection efforts. Therefore, it is important that this position is taken seriously and given the resources so that they can.

Responsibilities

- Enter data accurately and in a timely manner.
- A birth certificate,
- Withdrawal form, if applicable,
- Verification of domicile, immunization record,
- Parent and emergency contact information
- Class schedule from the previous school, if applicable
- Attend professional development training.
- Follow appropriate instructions and documentation regarding data entry.
- 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 and not share passwords, treat data confidentially, use appropriate forms, etc.).
- Check your work and run appropriate edit reports.
- Ask for help when you make an error.
- Identify a peer who does work similar to yours so that you can share ideas and best practices.
- Check MSIS calendar for data reporting deadlines so that time can be set aside time for data entry.
- Collect Social Security Numbers for special circumstances only as provided by procedures.

2.6 MSIS Primary Contact

The primary contact ensures that the statistical information reviewed by senior staff represents data that has been entered accurately and collected systematically. The information reporting process will be supported through staff 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.
- Resolve discrepancies in information before reports are forwarded.
- Develop a process that allows staff to request new reports or modifications of existing reports
- Collaborate with other staff to enhance the ability of computer programs to determine effective editing procedures.
- Liaison between MDE, other districts, and MPSD as it relates to MSIS
- Provide data as requested to superintendents, assistant superintendents, directors, and administrators

2.7 Technology Coordinator/Director

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 the data coordinator and other staff involved with data entry to develop efficient editing and data verification procedures.
- Work with the data coordinator to provide technical assistance with professional development and dissemination programs.
- Develop an electronic audit trail to determine potential flaws at each of the various stages of data collection.
- Provide a means for assistance when data entry staff has concerns or questions.

3.0 Data Collecting and Reporting Requirements and Timeline

3.1 Data Timeline/Calendar

Throughout the school year, multiple federal, state and local deadlines must be met, often occurring on the same date or within a specified time period. To enable all personnel involved with data entry to be aware of state and federal reporting deadlines, a monthly calendar has been developed by the Office of Data Management, will be revised yearly and distributed at the local level.

The district has developed a calendar of due dates and timelines that will provide the necessary information. The Data Timeline and Calendar must indicate due dates for reports, due dates for data entry, designated holidays, designated days or weeks set aside for testing, and identify the staff person responsible for implementation.

Data Timeline/Calendar

- Monthly Attendance must be completed at the school level by 4 PM on the last student attendance day of each month.
- Monthly Attendance Summary Reports must be completed and submitted by the 10th of each calendar month from October through June.
- Personnel Accreditation Data must be completed and approved by the MSIS Coordinator by October 1st of each year.
- Student Discipline and Incident Reports must be completed by 4 PM on the last student attendance day of each month.

- Special Education Updates must be completed by December 1st of each school year.
- Summer School Data must be completed by September 30th of each school year.

See Appendix A, MPSD Data Reporting Timeline and Monthly Calendar

4.0 District Wide Common Data Collection Methods and Uniform Data

4.1 District Wide Common Data Collection Methods

All schools use standard forms for data collection that include mandatory information as determined by MPSD and MDE, as well as required information by the state department. District and school staff must record information on standard data collection forms, then designated staff keys the information from these forms into the program database. District and school staff will not be allowed to enter their own codes or variables, as this will cause data entry errors and hurt reliability and validity.

Available codes in the student administration package are those approved MDE, uniform across the district, and updated at each site as mandated by the state department. Examples are: Attendance, Entry/Leave, Transportation, SPED, Vocational, Carnegie Unit, Discipline Incident and Disposition, Grade and Race.

Data Collection Systems

The student administration package currently used by MPSD is one of the vendors approved by the state department and meets all requirements as mandated by the department regarding data collection and monthly reporting. MPSD's data collection system is PowerSchool, a product of NCS Pearson.

4.2 Uniform Data Business Rules

MPSD uses a common set of business rules for the following critical data:

Demographic Data Elements

School and District demographics are updated yearly and/or as needed by the Office of Data Management in MSIS to ensure accuracy of available data as needed for reporting purposes.

Student Data Elements

School MSIS Contacts receive detailed information each year regarding required data to be submitted MSIS, with each field being listed, location of fields in the student administration package, and instructions on completing all information.

Personnel Data Elements

All personnel information is entered and updated in MSIS by the Office of Data Management on an ongoing basis to ensure accuracy of submitted data.

Teacher Data Elements

Teacher data is entered and updated in MSIS by the Office of Data Management on an ongoing basis. Initial schedules are entered from each school's master schedule and updated as scheduling changes occur.

5.0 Data Collecting and Reporting Process

The District recognizes that the ability of the information or data we have to meet our needs can help us only to the extent that they are accurate and reflective of the outcomes and processes that they are meant to represent. If data is collected haphazardly, without clear procedures and sufficient resources, the data may not be interpretable or may be wrong—and we will have wasted our time. Data is reliable to the extent that different people at different times collect it in the same way. In other words, no matter who collects the data or when it is collected, it is collected using the same procedures, 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.

5.1-5.7 Data Collection, Reporting, and Verification

Procedures for Enrolling a New Student

- Parent/Guardian
 1. Parent/Guardian completes/provides the following:
 - 1.1. Completes enrollment packet of basic information
 - 1.2. Provides an original birth certificate
 - 1.3. Provides Immunization Form
 - 1.4. Social Security Card or number
 2. Completes and signs the residency form
 3. Must provide two documents showing the student's address
 4. Completes Free/Reduced Application (if applicable)

*It is essential to note that all ELs and immigrant students must be allowed to attend school, even if they are unable to present a birth certificate, social security number. If immunization records are not available from a previous school or doctor, students can begin the immunization series at the local public health department.

- School Level Person responsible for enrolling students at each site:
 1. Enters student demographics, parent/guardian, immunization, emergency information in PowerSchool.
 2. Assigns the student a schedule and drops student into appropriate teacher sections the day that they enroll.
 3. Selects appropriate student indicators for SPED, Vocational and/or Gifted.
 4. Local MSIS contact checks in MSIS for prior school information so that release can be requested from previous district. Release is requested by fax and /or by phone.
 5. If no MSIS number is found, a new number is requested.
 6. MSIS number is entered in PowerSchool so that nightly uploads to the Child Nutrition software will include the new information.
 7. Ownership of student is completed as soon as previous school has released to MPSD.
 8. All student information is completed within each reporting period.

Procedures for Enrolling a Transfer Student into MPSD

- Parent/Guardian
 1. In addition to completing the enrollment packet, the parent should provide withdrawal papers from the previous school.
- School Level Person responsible for enrolling students at each site:
 1. If withdrawal papers are not available, the previous school is contacted and requested to fax a copy of the student's 121 Immunization, Birth Certificate, social security card and number.

2. Grade placement and verification of any special services are also requested.
3. Received information is compared with the parent information and entered in the student, parent/guardian, emergency, immunization and birth certificate fields in the student package.
4. A formal request for records and MSIS release is submitted to the previous school and a hard copy of the request is kept on file.
5. The release/transfer of the student is documented.

Procedures for Transferring or Dropping Out a Student

- Parent/Guardian
 1. The Parent/Guardian of a withdrawing student must sign a withdrawal form.
- School Level Person responsible for withdrawing students at each site:
 1. Attaches to the withdrawal form copies from the student package that include immunization, attendance, birth certificate #, grades and student demographic information.
 2. Form is signed by parent, teacher(s) and school official.
 3. Upon request from the new school, records and MSIS release will take place.
 4. Hard copies are kept and dates of records mailed and released in MSIS are recorded.
 5. On the first full day that the student has withdrawn, the student is inactivated in the student package with the appropriate withdrawal code.
 6. The student is dropped from the current schedule in the student package.

At the Beginning of Each School Year

- School Level Person responsible for entering/maintaining data:
 1. Assigns returning students as well as new students' teachers/advisors, and classes are entered in the student package based on each teacher's schedule.
 2. Basic demographic information, such as name, address, phone number, birth date, etc. is verified with emergency forms completed each year.
 3. Corrections are made by the person assigned to these duties.
 4. Ownership and class roster reports are run to verify that all students are accounted for and are in the correct grade for the current year.
 5. MSIS numbers are requested for students in kindergarten through an initial load or requested individually.

Ongoing

- Attendance
 1. Elementary – Attendance is taken by the teacher during the first period class. A list is sent by email, instant message or hard copy containing the names of students not in attendance. Students arriving late are noted and tardies assigned or adjustments made. Absences are marked unexcused in the student package until the time when a student brings in an excuse and then the absence is changed to excused.

Absences are entered daily in the student package by the appropriate person.

2. Middle – Each block teachers check attendance and enter it into the student package. Students entering late have a tardy instead of an absence. Students are marked as unexcused until an excuse is brought to school when at that time the absence is marked as excused.

Absences are entered daily or by period in the student package by the appropriate person.

3. High – High schools key attendance by period. Information is entered directly in the student package by teachers, by period.

Attendance is entered daily or by period at high schools in the student package by the appropriate person.

- Discipline

1. Elementary, Middle and High - Discipline incidents are entered in the student package within each reporting period by a designated person at each school site. If a discipline incident occurs that must be reported to MDE within 72 hours, a Daily Student Discipline file (DSD) is created in the student package and submitted to MSIS.

Students suspended are marked SUS in the student package to indicate that the student was suspended, and so that dates will correspond in the discipline incident and attendance. Also, discipline incidents are entered within each reporting period to ensure that accurate information is reported each month.

- Scheduling

Scheduling changes are made by the appropriate person at each site as they occur throughout the year including general education, SPED, gifted and vocational students. Students are dropped from sections and added in new sections to reflect scheduling changes.

Special Education teachers submit scheduling changes as IEP meetings occur to the Office of Data Management by fax or Interoffice mail. Student information is entered directly into MSIS and scheduling changes verified in the student package by Data Management staff.

Gifted teachers submit changes in class rosters to the Gifted Director at county office via email or hard copy. Each month data is verified by Data Management staff in the student package to ensure student counts are accurate for gifted students.

Monthly vocational student counts are verified by the Office of Data Management and the Vocational Director is notified if discrepancies are found to ensure that all available funding is awarded for each school year.

- Personnel – Personnel information is updated bi-monthly from the approved board minutes by the Office of Data Management directly in MSIS. Demographic and scheduling information is updated directly in MSIS; the person responsible at the school site adds/inactivates teachers and updates scheduling in the school package.

- Student Data – Student data is monitored on an ongoing basis in the student package during each reporting period at the school and district level to ensure that all required fields are entered and data is accurate and ready to submit on the last day of the reporting period. At each school, the appropriate person creates test files in the student package several times each month to identify errors, creates files and submits data.

- Transfers and dropouts

A parent/guardian must be present and must make the request for withdrawal of a student. After a parent/guardian makes the request, a withdrawal form will be sent to all the student's

teachers requesting grades and a clearance on any books or fees owed. Once the completed withdrawal form is returned, the counselor at each school will withdraw the student in the SIS indicating the reason for withdrawal. When the forwarding school makes a request for records and release, the request for release will be faxed to the primary district MSIS personnel.

Grade Reporting

Because grade reporting is such an integral part of MSIS reporting, especially in Month 09, certain procedures shall be followed at all schools.

Each 9 weeks, teachers will provide the counselor, the attendance clerk, or secretary with grades by noon of the first Monday following nine weeks tests. The counselor, the attendance clerk, or secretary will post all grades and run grade verification sheets for each teacher by Wednesday noon of the same week. These grade verifications will be delivered to each teacher to be checked for accuracy and missing grades. Any needed changes will be completed by the teacher and the sheets initialed by the teacher and returned to the office by the set deadline. The counselor, the attendance clerk, or secretary will make corrections and print report cards. No grade should be left incomplete from one nine weeks to the next.

MSIS does not recognize incomplete grades. Grades left blank or marked "I" will cause the file to fail. During Month 09 of MSIS reporting, all grades must be completed before a passing file is possible. Teachers are usually gone for the summer when Month 09 processing begins; therefore, it is critical that grades be verified each nine weeks to avoid "end of the year" problems. It is also mandatory that those students being retained be marked retained, before Month 09 files are submitted.

MSIS Reporting

At the end of each month, designated personnel at each school will notify the primary district MSIS personnel that the monthly file is ready for uploading to the district office. The primary district MSIS personnel will process the files having corrections made as needed.

Upon successful completion of the monthly submission, attendance reports from the SIS, as well as the attendance report form MSIS, will be compared to verify the correct information. A student-holding roster will be printed from MSIS and a current student listing from the SIS. These two reports will be compared to be certain that every student enrolled during the month was counted. Once these have been verified the report will be marked approved. Then the local school principals have to approve their ADA and Holding Area reports by signing them, and then sending to the Primary MSIS District Contact Person who then approves the district.

Additional Requirements After Successful Monthly File

After completion of the monthly file, any excused absences, which are received for the approved month, are changed in MSIS as well as the SIS. The attendance clerk or secretary at the individual school will notify the primary district MSIS personnel to make the changes in MSIS after they have been made in the SIS.

Approved MSIS monthly reports are copied and distributed to each individual school, as well as the Attendance Officer, and other individuals as requested.

Central Office will maintain electronic copies of MSIS Monthly Attendance Reports for a period of five years.

Retention/Backup of Electronic School Administrative Package Data

MPSD is hosted by PowerSchool. Backups are completed automatically and stored to the PowerSchool server on a regular basis.

End of the School Year Procedure

Certain tasks need to be completed before teachers leave at the end of school. Each counselor should check grades to be sure any incompletes have been changed and that there are no missing grades before teachers check-out. This should be part of the teacher's checkout procedure to clear grades with the counselor, the attendance clerk, or the secretary.

Prior to month 09 files being submitted the following three tasks must be completed:

- Complete attendance.
- Check grades and change any incompletes or missing grades.
- Mark those students who will be retained.

Rollover Procedures Month 9 MSIS reporting must be complete before rollover to New Year. Please do not try to begin rollover until you have received clearance from the Primary MSIS Contact.

Prior to Rollover Procedures

Prior to Rollover

- Print MSIS Pre-Approval report, verify and sign. (Done in District Office)
- Print all reports the school requires to be kept on file for individual student (attendance, discipline, grades and demographic).
- Enter retained students.
- Print a hard copy of withdrawn students with all information pertaining to that student you may need (attendance, transcript information, discipline, demographic).
- Change all incomplete grades for students.
- Print all grade reports and grade labels.
- If using Transcripts, post and check promotions/retentions/absences and archive transcripts.
- Archive the following reports (see appendix for instructions)
 1. Attendance Reports- Cumulative Daily Absences & Entry/Withdrawals
 2. Discipline Reports – Student List

6.0 Data Validation and Error Collection

6.1 Data Validation

MPSD recognizes that all good data collection systems must have procedures for checking data for completeness and accuracy and is an ongoing process in ensuring data quality. A primary

responsibility of the Office of Data Management and Information is to query available data on an ongoing basis to identify and correct inputted data before it is submitted to the Mississippi Department of Education each month. Data is validated by the Data Coordinator in collaboration with appropriate personnel at each school / office before submitting data to MSIS. A “End of Month” data sheet is filled out on each school and verified by the Data Coordinator. After a “success” is obtained from MSIS, a post-approved report is sent to the principals and administrators for validation.

Listed below are the validation and error corrections steps implemented in the district:

- Data Management provides MSIS Users yearly updates and ongoing site training to emphasize the importance of entering and maintaining accurate data as it affects schools.
 - o Emails are sent providing instructions for querying specific fields
 - o MSIS Calendar alerts school users to note important deadlines that will affect funding in specific areas.
 - o Discipline, Attendance, Truancy and Records. Contacts are designated at each school, email groups created, and specific information is sent to person(s) responsible for entering/updating data in each area.
 - o Data Management’s staff audits specific areas on a monthly basis.
- Data Management provides local MSIS users training on creating/running searches and printing reports throughout each reporting period in the student administration package to identify errors before data is sent to MSIS.
 - o Data entered and maintained at school level
 - o Queries/Reports run to identify errors
- At the district level, Data Management runs searches/reports in the student administration package in the areas of discipline, SPED, gifted, vocational, ELL, and Homeless to identify errors in data before submitting to MSIS.
 - o Schools notified of discrepancies
 - o SPED, gifted, and vocational counts and schedules verified through queries
- Data Management performs searches for division directors which is necessary to verify student counts for funding, teacher units, and testing purposes.
- Data Management does not “sign off” MPSD as being completed each month even in the event all schools are successful before the monthly deadline to allow schools to have as much time as possible to verify, correct, re-create and submit data to MSIS if needed.
- Data Management verifies all areas of student data, including student schedules, demographics, special programs, discipline, and attendance, as well as teacher schedules sent to MSIS. Personnel demographics are updated, along with endorsements versus courses taught being verified to reduce numbers of Accreditation errors reported each year.

6.2 Error Correction

If there are any errors in the data the principal will notify the primary contact and errors will be corrected.

7.0 Data Protection and System Security

7.1 Passwords

Each school will designate the personnel responsible for handling data within the Student Administrative Package (SA). Personnel will have password protected access to only relevant data pertaining to their job position based on memberships and groupings.

In the student administration package, a new user receives a generic password for initial logging in, and then a unique password is selected by the user. Administrators, office staff and teachers are required to use passwords when entering any student data, whether for MSIS purposes or the entering of daily grades in grade book software.

In MSIS, passwords are not accessible to the Primary District MSIS Contact, so if a password is forgotten, the District Primary Contact can assign a temporary password so that the user can then login and create a new password. Specific procedures/guidelines have been developed by the MDE to ensure protection of critical data when accessing MSIS.

7.2 Storage/ Backup

Data is backed up every day at the school and district level. Our SANs are mirrored locally and also backed up at an offsite location from the central data center.

7.3 Physical Infrastructure

All data file servers, both virtual and physical are housed at our central offices. Schools are connected to the central data center by 10 gig lit fiber. The Central Office building is secured by locks on the doors.

- Location and Security of Server

At the district level, the servers are located in a closet that is accessible to designated personnel. Servers are upgraded on an ongoing basis to ensure current technology is in place for the inputting of data.

- Location and Security of Workstations

School office staff and administrators responsible for data entry are provided equipment as needed to ensure the process of data entry is successful. Teachers are provided at least one computer so that the entering of grades in the student administration package can occur each reporting period. Networked printers/copiers are available to ensure there is at least one method of printing available at all times.

- Technical Support

Technical support is provided to MSIS users by the Office of Data management and technicians assigned to specific schools, and all staff using technology are provided technical support by the Information Technology Department and its staff.

7.4 Data Collection Systems Security and Maintenance

Each designated user has a security level within the SAP as well as MSIS. Within each area, the ability to run or see data is limited by their security level.

- User Level Security

Rights for accounts are assigned in the student administration package by the district Software Analyst based on specific duties as related to student data entry. New accounts must be requested by administrators at each site.

- Screen and Report Level Security

Screens and reports are available to designated MSIS users and others, such as attendance clerks, with access being based on assigned duties. General student data is available as

read-only to secretarial/office personnel to assist parents in locating students. Reports are available to MSIS users and administrators only and are not available to general office staff.

- Data/Field Level Security

Data entered at the school level is keyed only by designated MSIS users and/or administrators. Logins and passwords in MSIS and the student administration package are confidential, as well as data being entered.

7.5 Security Documents

New MSIS Users

- New MSIS Users complete the Oath of Confidentiality and MSIS-2 User Forms when new accounts are needed.
- If an MSIS user account is requested by a person other than the Primary MSIS User, authorization is confirmed with the administration at that school site to confirm the account request is valid.
- If new user is a Child Nutrition Employee, the MSIS - 2 Form is completed, signed by the District MSIS Contact, then mailed to the authorized person in Child Nutrition at the State Department, then sent to the MDE Security Administrator for authorization of the account.
- Completed MSIS Security Forms are returned through Interoffice Mail to be approved and signed by the District MSIS Contact.
- Security forms are scanned, an Incident is created in Footprints (the online MDE Helpdesk), forms attached and submitted to MDE to expedite the request.
- District MSIS Contact mails signed originals to MDE Security Administrator for authorization of new accounts.

Existing User Accounts Updated

- User accounts are updated at the beginning of each school year with rights re-assigned as personnel changes in location are made.
- MSIS accounts are updated/deleted on an ongoing basis throughout the year as staffing changes are made.

Security Documents Storage

- Copies of all security forms and memos sent to MDE are kept on file in the Office of Data Management for 5 years.

Oath of Confidentiality

Acceptable Use Policy

PowerSchool User and Responsibility Acknowledgement

8.0 Resources Commitment

8.1 Training

All PowerSchool personnel are given annual training at the beginning of the year by the Data Coordinator. Each year data personnel attend MSIS training and SAM training.

MPSD provides training to certified and classified staff on general networking procedures, teacher grade-book software, email usage, MSIS, and any other software used districtwide through the Information Technology Department and the data coordinator.

Training opportunities are provided to staff through:

- Classes scheduled at the MPSD ITD computer lab
- Updates for MSIS Users scheduled each nine weeks and other training scheduled as needed
- Ongoing training for teachers
- Onsite training for school MSIS users and administrators as needed
- Online training for the current student administration package for all staff in the district
- PowerSchool and MSIS resources and guides available through the district website and shared documents

8.2 Staff Allocation

At the district level, the Information Technology Department and the data coordinator provide support to all staff, whether at the school or district level, responsible for the entering of and maintenance of data. This office consists of a director and support staff with each having specific duties and areas of data to audit internally each month.

The Information Technology Department and the data coordinator are responsible for overseeing the sending of student data electronically each month to the Mississippi Department of Education, and providing ongoing assistance to the school level MSIS Users. They also provide administrators and division directors with detailed reports and data to assist in short and long range planning of student trends and monitor discipline, attendance, enrollment, promotion/retention and dropout information.

The mission is to provide high quality, precise data not only at the district level, but to submit accurate information to the Mississippi Department of Education each month to ensure that MPSD is in compliance with all state and federal regulations.

At the school level, personnel are assigned specific duties regarding the entry of data to ensure that data entered is accurate and the monthly reporting of data is a seamless process. Each school is provided flexibility in assigning roles and duties regarding data entry, with the administration determining specific roles based on available personnel.

8.3 Technology Infrastructure

MPSD supports technology initiatives and strives to meet the ever-changing technology trends by providing updated hardware at the district and school level on an ongoing basis. Innovative approaches to networking are encouraged to provide the most efficient, stable and secure intranet possible. Highly trained staff take a pro-active approach in identifying areas having potential problems to eliminate any “down” time for data entry users at the school and district level.

The Information Technology Department and the data coordinator ensure that the student administration package has the latest updates installed and that measures are in place for the seamless submission of data to MDE each month. Both departments provide support for data entry users with the Information Technology Department and the data coordinator targeting the entry/maintenance of data as required by the state department and providing technical services and software support.

Through the combined efforts of both departments, school and district users are provided ongoing support to ensure the success of MPSD each month and that accurate data is available

as needed for central office directors, assistant superintendents, and superintendent.

Each PowerSchool/MSIS user is provided with the proper PC and software that allows them to interface with PowerSchool and MSIS if needed.

Hardware

Software

8.4 Budget

MPSD supports technology initiatives and places great emphasis on the importance of implementing current technology and maintaining a secure, stable network. The Information Technology Department's budget contains specific amounts for the upgrading and replacing of equipment as needed. Careful planning ensures adequate equipment is available each year for those responsible for data entry. A portion of the overall budget is used for the purchase of up-to-date computers to replace those that are outdated and obsolete for interfacing for the daily use of MSIS and PowerSchool operations.

RECORDS AND INFORMATION MANAGEMENT – E1 through E4

As stated in MPSD’s student and faculty handbook, “The Meridian Public School District adheres to the requirements outlined in the Family Education Right to Privacy Act (FERPA).” To this end, we will train our all staff that deal with personally identifiable information to ensure the integrity and security of information at the beginning of the school year. This includes payroll, budgeting, personnel, etc. We will also take measures to limit access to our internal running systems by password protecting them and only allowing necessary access. In addition, MPSD will utilize the MCAPS User Agreement Forms and keep on file in the OFP.

Public Information Request Process

Public information is released only where required by law. All requests should be made to the Office of the Superintendent. Student’s private information is only release to student’s parent or legal guardian

Personally, Identifiable Information – (E1)

It is the policy of MPSD to protect the sensitive personally identifiable information about students, employees and others from inadvertent, negligent and willful disclosure or beach of such information, data or records as stated in School Board Policy EFA. Violation of this Policy may result in corrective action up to and including termination and may be punishable by law.

1. Policies and procedures are covered with new employees at the district’s New Employee Orientation, Subsequent training/refreshers are provided as needed, i.e., changes in policies/procedures, personnel new to the position. (E2)
3. MPSD ensures that forms, when printed, suppress the printing of Social Security Numbers.
4. Should a printed report include the SSN, the recipient of the report should immediately notify Business Services or the Technology Director, darken out the SSN so that it cannot be read when held to the light and/or shredded.

FERPA notification is provided annually in the MPSD Handbook. Beginning in the 2019-20 school year, all district personnel will be required to complete an online FERPA training module .

See the MPSD Data Access and Security Policies for additional safeguards for PII.

Directory Information to Institutions of Higher Learning and Military Recruiters (E-5)

School Board Policy JRAA provides that Meridian Public schools will comply with the National Defense Authorization Act for the Fiscal Year 2001by providing the military

with the same access to secondary school students and directory information about such students as it provided to post-secondary institutions and prospective employers. Further it is the policy of Meridian Public School District to disclose any of the directory information items without prior written consent, unless notified in writing to the contrary.

At the beginning of each school year, parents are provided information via the Parent/Student Handbook, which is provided in print form and on the district website, regarding the release of directory information and that parents may request in writing that their child/children be exempt from such release of information. Parents have 14 calendar days to provide written notice to the schools/district office.

Beginning in the 2020 school year, the district will make specific reference to military recruiters, Institutions of Higher Learning and prospective employers, etc. Parent will follow the same process, provide written notification to the schools/district within the specified time period if they wish to opt-out of the district providing directory information for their child/children.

Access to Records/Controls/Limits (E-3)

MPSD provides access to any documents, papers, and transcripts as well as access to personnel for the purpose of interview and discussion related to such documents for the Federal grant awarding agency, Inspectors General, and/or the Comptroller General of the USA in order to make audits, examinations, excerpts and transcripts. The district also allows access to public records pertinent to a Federal award, except for protected personally identifiable information (PII) or when the Federal awarding agency can demonstrate that such records will be kept confidential and would be exempted from disclosure pursuant to the Freedom of information Act or controlled unclassified information pursuant to Executive Order 13556 if the records had belonged to the Federal awarding agency.

Should the Federal awarding agency, Inspectors Generals and/or the Comptroller General of the USA require access to records, the Superintendent and Business Manager will be the point of contact for gathering and disseminating such records.

For records requested by the MDE or other State entities, the department will serve as the point of contact for gathering the documentation and dissemination of the records after review by the Superintendent and Business Manager.

MPSD utilizes the following information systems: Integrity Financial System, PowerSchool Student Information System, InfoSnap Student Registration System, MSIS, the Human Resources online application system, and the Child Nutrition online application system. Access to each of these systems is password controlled and based

solely on the employees' need to know in order to fully complete his or her job responsibilities. Levels of access are granted, monitored and controlled by the following departments as designated by the Superintendent:

- Integrity Financial System – Chief Financial Officer
- MSIS – Primary Contact
- PowerSchool – Technology Director/Designee
- InfoSnap – Technology Director
- MCAPS – State and Federal Programs Director
- Food Services System – Director of Child Nutrition
- Human Resources System – Director of Human Resources

The district follows the standard industry guidelines and practices regarding the setting, use and changing of passwords and training is provided to all new employees/newly assigned personnel requiring access to district systems, etc.

MSIS and PowerSchool student database passwords are set by each user. MSIS password polices are enforced by the Mississippi Department of Education. PowerSchool passwords are changed frequently by users. Passwords are not shared.

The Technology Director will ensure the enforcement of the following:

1. That all network logon access is password protected.
2. That individual applications require users to have passwords.
3. That password creation and administration will follow standard industry practice.
4. That user accounts are only made for network access and individual application access as required for the completion of the staff duties or learning opportunities for students.
5. That no user profiles should be created, changed or deleted without proper authorization.

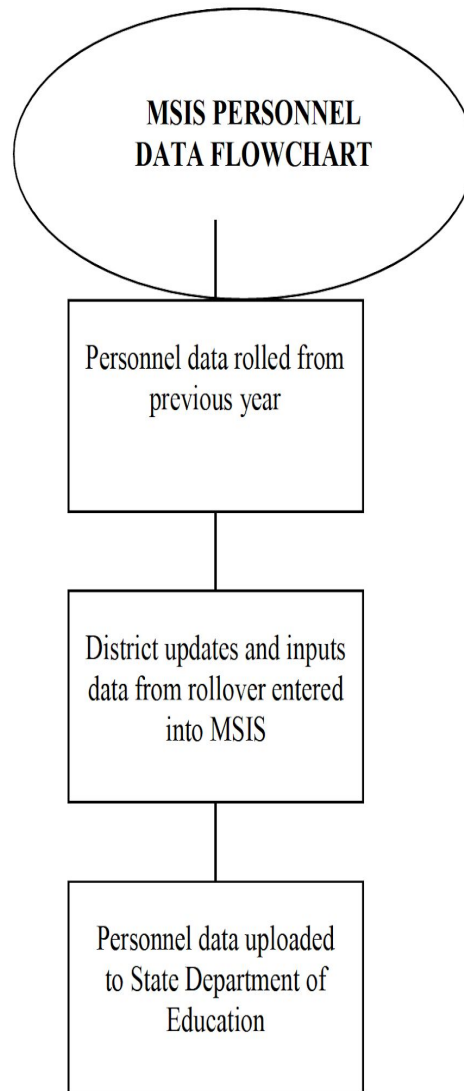
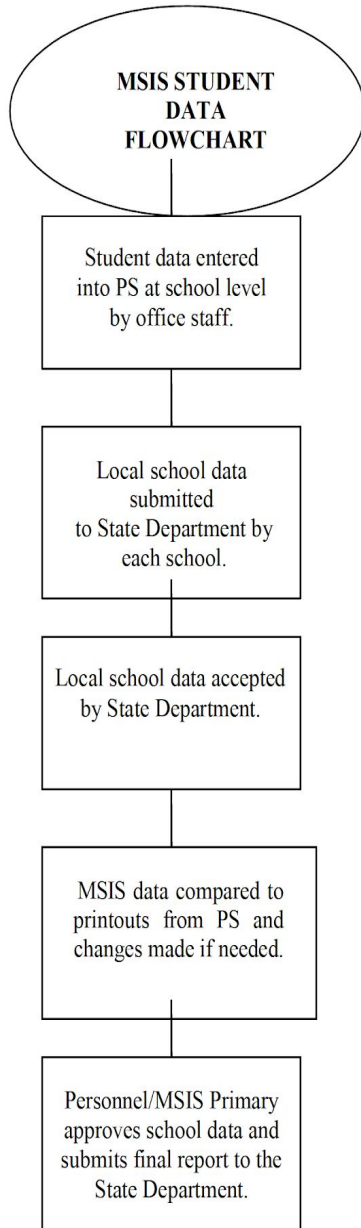
RECORDS RETENTION – (E-4)

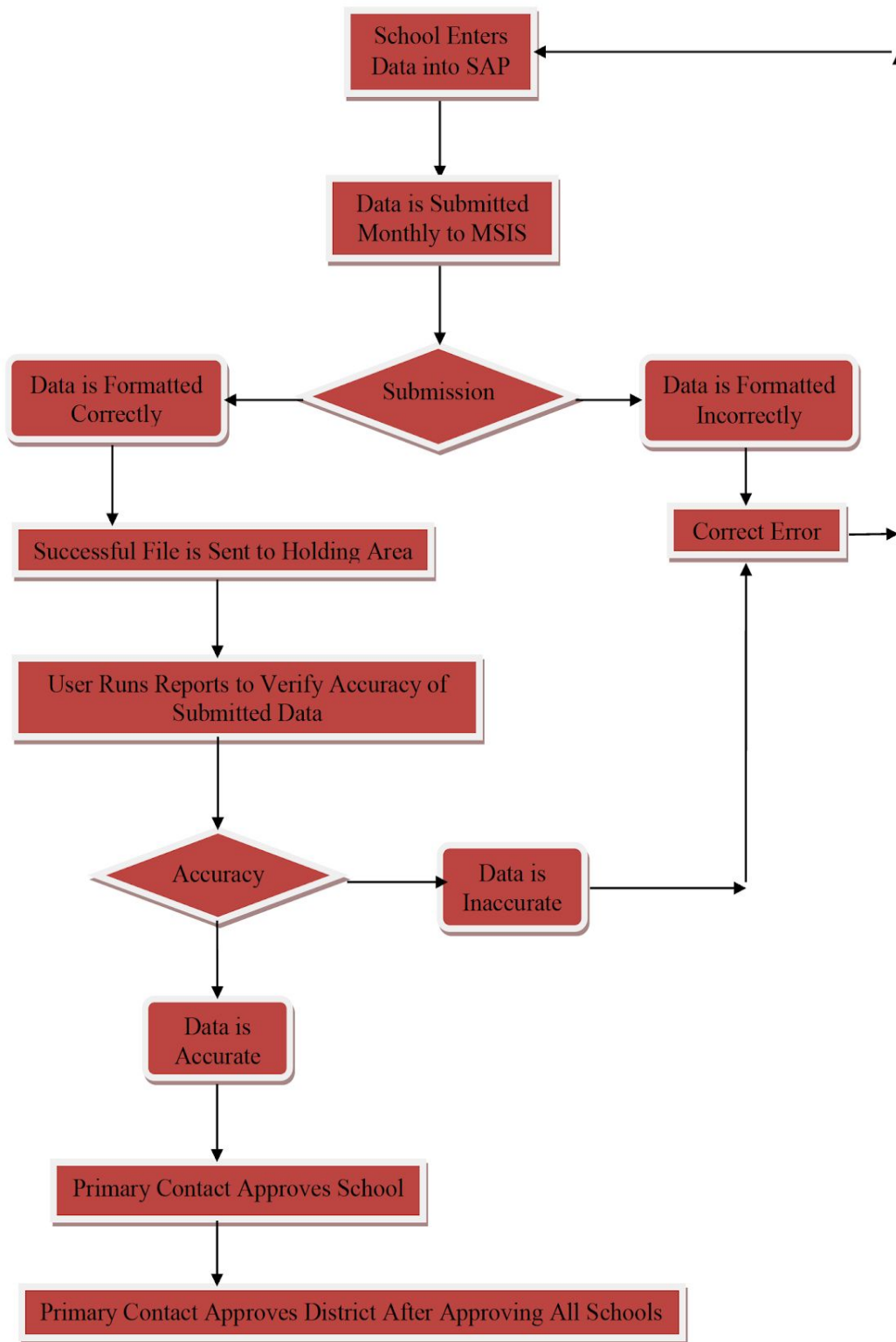
Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of ten years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a sub-recipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following:

- a) If any litigation, claim, or audit is started before the expiration of the 10-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
- b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.
- c) Records for real property and equipment acquired with Federal funds must be retained for 10 years after final disposition.

All paper records for the grant will be boxed and stored at the end of the grant period after all funds have been expended. The records maintained will be those supporting the expenditures of federal funds including the paperwork trail from requisition to check payment and the contractual process. When original records are electronic and cannot be altered, there is no need to create and retain paper copies. When original records are paper, electronic versions may be substituted by duplication or other forms of electronic media if they are subject to periodic quality control reviews, provide reasonable safeguards against alteration, and remain readable.

The Meridian Public School District will retain records for the federal awarding agency and should, whenever practicable, collect, transmit, and store Federal award-related information in open and machine-readable formats rather than in closed formats or on paper. When paper copies are used, the Federal awarding agency or pass-through entity must always provide or accept paper versions of Federal award-related information to and from the District upon request. If paper copies are submitted, the Federal-awarding agency or pass-through entity must not require more than an original and two copies. When original records are electronic and cannot be altered, there is no need to create and retain paper copies. When original records are paper, electronic versions may be substituted by duplication or other forms of electronic media if they are subject to periodic quality control reviews, provide reasonable safeguards against alteration, and remain readable.





ADDITIONAL DOCUMENTS

- SCHEDULING TASKS
- ENROLLMENT/WITHDRAWAL CHECKLIST
- MAINTAINING STAFF IN POWERSCHOOL
- TECH HANDBOOK
- FERPA NOTICE
- JRAC
- DISTRICT TIMELINE AND MONTHLY CALENDAR
- MSIS REQUIRED MONTHLY DATA FIELDS AND CHECKLIST
- THINGS TO REMEMBER
- VERIFICATION REPORTS
- WHAT I NEED TO KNOW ABOUT MSIS
- MONTH 1
- DISCIPLINE

FEDERAL PROGRAMS DATA QUALITY (O1, O2, O3)

It is the goal of the Meridian Public School District to collect, report and process accurate data in an effort to avoid the erroneous and ineffective spending of funds. Each department and school will, to the best of their capabilities, provide accurate and timely data as required from district, state and Federal entities.

Mississippi Student Information System (MSIS) is the primary method for collecting information from schools. Because of its critical nature, accurate, punctual information is vital. The Meridian Public School District shall have personnel at the district level as well as individual school campuses. These staff will attend proper training to ensure the accuracy of data entry and maintenance.

MSIS District Contact Role (Primary/Secondary):

- Oversee the MSIS process for the district
- Work to ensure timely submission of MSIS transactions to MDE
- Oversee MSIS security for the district
- Have the authority to resolve any technical issues that may arise
- Be available to the schools for any problems that may arise
- Initiate calls to the MSIS Help Desk if problems warrant

MSIS School Contact Role (Data Processor):

- Oversee the MSIS process for the school
- Work to ensure timely submission of MSIS transactions to MDE
- Oversee MSIS security for their school
- Have the authority to resolve any technical issues that may arise
- Initiate calls to the central office MSIS District Contact if problems warrant

District/School Timeline

The district utilizes the [MSIS District Reporting Timeline and Calendar](#) and communicates reporting deadlines monthly to office staff.

- Update monthly if needed or as circumstances arise
- Personnel data
- Student-level data (demographics)
- District/school demographic data
- School Board member data

Conflict and Error Reports

At the school level, error reports should be run daily until no errors; then run weekly. Correct as needed. Run conflict reports as needed.

Change of Status

1. Directors of Federal Programs will notify Human Resources of each new federally paid employee for the new fiscal year.
2. Directors of Federal Programs will notify Human Resources of any previous federally paid employees who will be paid from other than Federal funds for the new fiscal year.
3. Directors of Federal Programs will notify Human Resources of any changes to federally paid personnel during the funding year.

Personnel Listing

1. The Director of Federal Programs will review the MSIS Detail Personnel Listing Report to ensure that federally paid personnel are recorded accurately.
2. The Director of Federal Programs ensure that current federally paid employees are coded properly
3. Care should be taken to note any employees coded to Federal who are not currently being paid from Federal funds.
4. The Director of Federal Programs will provide changes/corrections to the MSIS Coordinator as soon as noted or no later than two weeks prior to December 1 of the current funding year.
5. Director of Federal Programs will complete a final review prior to the December 1st deadline.
6. Director of Federal Programs will conduct a periodic review in March/April to ensure accuracy of data.

Title Programs (Homeless/McKinney-Vento, EL, Immigrant, Foster, Neglected/Delinquent)

Homeless, Foster, and Neglected/Delinquent

1. The Federal Programs Director/designee (DoFP) updates the district Homeless Liaison in MSIS for the current school year by accessing the Homeless and Foster Point of Contact sections of the Federal Programs Module in MSIS.
2. Prior to the district passing the monthly MSIS data submission, the data coordinator will send a list of all students indicated as Homeless, Foster, or Neglected/Delinquent in the SIS. All Homeless, Foster, or Neglected/Delinquent students must be verified by the Federal Programs Director/designee. Homeless, Foster, or Neglected/Delinquent students are to be identified and recorded each month as follows:
 - a. School counselors and/or other designated school personnel will notify the Federal Programs Director/designee to turn on indicators in SIS.

- b. The Federal Programs Director or designee will verify the Homeless, Foster, or Neglected/Delinquent student indicator export from PowerSchool and correct any errors.
- c. The Federal Programs Director will notify the MSIS Coordinator upon verification of each school's Homeless, Foster, or Neglected/Delinquent count.
- d. The DoFP/designee will enter applicable information on the MSIS Homeless or Foster Student Data Screen following monthly submission.

English Learners (EL) and/or Immigrant Students

1. The FPD updates the district English Learner (EL) Coordinator in MSIS for the current school year by accessing the EL section of the Federal Programs Module in MSIS.
2. Prior to the district passing the monthly MSIS data submission, the data coordinator will send a list of all students indicated as EL and/or Immigrant in the SIS. All EL/Immigrant students must be verified by the Federal Programs Director/designee. EL/Immigrant students are to be identified and recorded each month as follows:
 - b. The Federal Programs Director or designee will verify the EL/Immigrant student indicator export from PowerSchool and correct any errors.
 - c. The Federal Programs Director will notify the MSIS Coordinator upon verification of each school's EL/Immigrant count.
 - d. The DoFP/designee will enter applicable information on the MSIS EL/Immigrant Data Screen following monthly submission.
 - e. Following the above procedures, the FPD/designee will verify the list of EL students for the MSIS – Reporting cycle as directed by the MDE (for pulling of data for the state adopted Language test), to ensure that all EL students' information is correct, i.e., language spoken, years in the program, grade level, monitored.

See School Board Policy: JRAC

Reporting and Corrective Action Process

Corrective action from previous monitoring is discussed with principals in order to assist them in understanding the importance of compliance in federal programs. In addition, MDE monitoring findings from all districts is shared with principals as a means of understanding the impact of non-compliance. Technical assistance is provided based on the needs and is used as a preventive measure to ensure that all staff has a clear understanding of all expectations of every facet of federal programs. The Federal Programs Director/designee, along with district level staff, provide ongoing training as a means of ensuring that all staff are in compliance at all times. Anticipatory training is conducted throughout the year that ties in directly with all facets of federal programs compliance.

Results of Technical Assistance

The Federal Programs Director maintains files of training conducted throughout the year. These detailed files contain all staff training, handouts, meeting agendas, meeting notes, etc. Ongoing monitoring of the training is conducted by the Federal Programs Director to ensure compliance.

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- b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.
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