MIS2000 Desktop App – Enrollment Updates, Editing, & Service Code Instructions

LOG-IN & UPLOAD

An Upload must be done to make your records current before you begin work on Enrollments or Service Codes!!

1. Click on MIS2000 Icon to login to Desktop App

2. Click Procedures > Upload Changes… (MIS will check for updates: when complete, or if unavailable, click OK)

3. In Upload Status Popup Box, Click Begin Upload (Wait until pop up box says Your Upload Completed Successfully)

4. Click Ok **(NOTE: You will need to upload changes every time you login to the Desktop App in order to see all current information in the system)**

5. Click Close in the Upload Status Box

## ENROLLMENT UPDATES & ADD-A-LINE

1. Click View in the top Menu Bar > Select Student (Shows Menu for Individual Students)

2. Select the School **History Tab** near the bottom of the screen to see all recent enrollments **(NOTE: A new approved COE will automatically create a new enrollment line)**

3. If you are simply **adding a line** for a new enrollment (Example: Moves from grade 8 to grade 9 with no moves or other qualifying activity requiring a new COE), click the **+ sign** near the middle left side of the screen and fill out all of the information for the student. If you accidentally create an extra line, click on it to highlight it and click the **– sign** to **delete the line**.

 This is what the navigation buttons look like. The arrows allow you to navigate between records.

EDITING RECORDS & STUDENTS

1. If you simply need to edit a line, click the line to highlight it, then click the ✔ to open the line for editing.

2. If you need to **edit a student's name** (correct spelling, student gets married, etc.), click the **Edit Name** box right next to the student name at the top of the screen to correct the name.

3. If you need to **edit a parent's name or family address**, click the **Family Tab** near the bottom of the screen. The parent information section should be displayed. Click in the field you wish to edit, and type the correct name or address information. **(NOTE: The Update Current buttons in the middle of the screen have an option for Family or Student. If you click Family, it updates the information for the entire family. If you click student, it only updates the information for the student you are currently working on. The buttons look like what is displayed below.)**
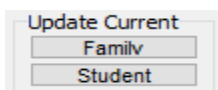
1. Click on the **Services Tab** near the bottom of the screen.

NOTE: In the Services Tab, Enrollments are in the bottom right panel highlighted in Green, Services are in the bottom left panel highlighted in Blue.

ENROLLMENT PANEL

Enroll	Withdraw	Type	Grade	Facility	Facility ID	QA Date	Res Date	Status	Days Enr	Days Pres	From City	From State	F
		E	11	SAN LUIS HIGH SCHOOL	AZFANG	7/21/2015	7/24/2017				CENTER CITY	CO	U
8/3/2017		E	11	SAN LUIS HIGH SCHOOL	AZFANG	7/21/2015	7/24/2017				CENTER CITY	CO	
8/4/2016	5/25/2017	E	10	SAN LUIS HIGH SCHOOL	AZFANG	7/21/2015	7/21/2015		180	177	CENTER CITY	CO	L
8/6/2015	5/26/2016	E	09	SAN LUIS HIGH SCHOOL	AZFANG	7/21/2015	7/21/2015		178	167	CENTER CITY	CO	U
8/6/2013	5/23/2014	E	07	SAN LUIS MIDDLE SCHOOL	AZJQZN	8/8/2010	8/8/2010		180	178	SAN LUIS	SO	
8/7/2012	5/24/2013	E	06	RIO COLORADO SCHOOL	AZMRYV	8/8/2010	8/8/2010		180	178	SAN LUIS	SO	
8/8/2011	5/24/2012	E	05	RIO COLORADO SCHOOL	AZMRYV	8/8/2010	8/8/2010		180	172	SAN LUIS	SO	
8/9/2010	5/27/2011	E	04	RIO COLORADO SCHOOL	AZMRYV	8/8/2010	8/8/2010		180	176	SAN LUIS	SO	
8/6/2007	1/25/2008	E	01	GADSDEN ELEMENTARY SCHOOL	AZBBJX	9/15/2006	9/15/2006		104	87	SALINAS	CA	U

SERVICES PANEL

SP Code	Start	End	Hours	Funding Code ∧
203	9/16/2016			M
301	8/4/2016			
203	10/29/2015			M
21	10/24/2013			
301	8/6/2013			
105	8/27/2012			M
21	8/27/2012			
301	8/7/2012			
301	8/8/2011			
203	8/20/2010			M
301	8/9/2010			M
201	8/6/2007			M
203	8/6/2007			
209	8/6/2007			M
301	8/6/2007			
800	8/6/2007			M

2. Click on the line **Highlighted in Green** to **Select the Enrollment Record** you want to add service codes to. **(NOTE: There is a small check box near the bottom left of the screen above the School History, Services, and Family Tabs that says "Add SP to most recent Enrollment". If you click this, it will automatically add the service codes to your most recent or current (If they are the same) enrollment.**

ADD SP TO MOST RECENT ENROLLMENT BUTTON

☐ Add SP to most recent Enrollment

School History	*Services*	Family

3. Once an enrollment line is selected, **click the + sign to add a service code** to that enrollment line. Simply select the Program, Code, and Funding Code from the drop down menus, and type in the start date of the service.

SERVICE CODE MENU & TOOLS

Services

Program	Code	Start Date	End Date	Hours	Funding Code
SUPPORT SERVICES ▼	203 ▼	9/16/2016			M ▼

➕ ➖ ✎ ✖

ENDING A SERVICE FOR A STUDENT & DATA INTEGRITY

4. To **end a service** that the student is no longer receiving, simply click on the service (should be highlighted in Blue), then **type in an end date** for the service. **(NOTE: The only time you should ever use the – sign to delete a service record, is if the line is created by accident. All historical service codes for the student should be left in the system for data reporting purposes!)**

FINAL REQUIRED UPLOAD

Once you complete Enrollment Updates & Service Codes, another Upload Must Be Done to Complete the Process!!

1. Click Procedures > Upload Changes… (MIS will check for updates: if available it will update, if not, click OK)

2. In Upload Status Popup Box, Click Begin Upload (Wait until pop up box says Your Upload Completed Successfully)

3. Click Ok **(NOTE: You will need to upload changes in order to send the COE to the State for Final Approval, or send it back to your recruiter for changes. Final Required Upload Steps 1 – 3 can be done individually for COEs, or at the end of the day to send a batch of COEs to the State, and back to your recruiter(s) at the same time)**

PROCEDURE FOR SERVICES & SUPPORTING DOCUMENTATION

Recruiters will need to fill out the appropriate documentation for service codes and obtain the necessary signatures from parents in the same way we have always done. The only difference now is that they will turn in the documentation to their approver to electronically enter the service codes into MIS2000.

Eventually, the goal is to be able to upload supporting documentation into the MIS2000 system electronically. The technology is not there yet, so **all supporting documentation for services** (Including the Data Entry Paperwork, Signature Pages & Receipts) **must still be kept in paper files** the same as always!