



Mississippi Department of Education
Tom Burnham, Ed.D., State Superintendent of Education

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May 10, 2011

TO: Toby Frazier, Chief Information Officer
Office of Management Information Systems

FROM: Melissa Barnes, Director *MBS*
Office of School Financial Services

Each year we submit to the Mississippi Board of Education the critical reports and reporting dates for submission to the Department from local school districts. Pursuant to this policy (SBP - 4904), we are submitting the following for your approval:

- **Monthly Attendance Summary Report**
Report Due Date: 10th of each calendar month - except October due date being the 15th; and January due date being the 31st.
- **Personnel Accreditation Data Report**
All personnel data should be entered into MSIS no later than October 1, 2011.
All updates and corrections to personnel data should be entered no later than December 10, 2011
- **FETS Data**
(MS Code Section: 37-61-21)
Report Due Date: October 15, 2011

Do these dates meet with criteria and deadlines established in your office?

Dates are acceptable:

Toby Frazier

Toby Frazier, Chief Information Officer

MAY 11, 2011

Date