



Missouri Department of Elementary and Secondary Education

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PROGRAM MEMORANDUM

TO: High School Principal
Area Career Center Director

FROM: Tom Quinn
Assistant Commissioner
Division of Career Education

A handwritten signature in black ink, appearing to read "T. Quinn".

DATE: March 19, 2009

SUBJECT: #2009-02 – MOSIS Entries

The purpose of this memorandum is to provide clarification for reporting the 180-day placement follow-up for career education students. A number of questions have been received by the Division of Career Education regarding whose responsibility it is to enter the 180-day follow-up data into MOSIS of students that earn career education credit in both the sending high school and the area career center.

The area career center shall be responsible for the 180-day follow-up of students who earn at least one unit of credit at the area career center. The follow-up data of each student will be reported back to the appropriate sending high school who will in turn enter that student's information into MOSIS.

If a student earns credit at both the sending high school and the area career center, it is the decision of the sending high school as to which career education program the student's 180-day follow-up is reported in MOSIS. Consideration should be given to the student's personal plan of study and the program area for which they received the most credit when deciding which career education program to report the student's 180-day follow-up.

If you have any questions, please call Connie O'Brien, Supervisor in Administration and Accountability Services, at (573) 751-3524.

c: Superintendent