

New MSIS User Training	
Session 1: November 17, 2021	
Session 2: November 18, 2021	
Question	Answer
Will this recording be automatically shared via the listserv or posted somewhere publicly accessible by us?	It will likely be shared online. We will let you know via the MSIS Blast when we share the information about the presentation.
I need a years of experience changed in MSIS, that the system would not let me change, can I send that to mdeapps?	Yes
My MAEP Report states: Do Not have MAEP Selectable Code. How will I be able to identify the appropriate Code for this employee.	There is nothing for you to do. This is just a message. Do Not have MAEP Selectable Code. How will I be able to identify the appropriate Code for this employee. Use the following link for the answer to that question: Do not have MAEP Selectable Code - Look at item #9 https://www.mdek12.org/sites/default/files/documents/MSIS/PERSONNEL/maep_cte_tu_edits.pdf
We did a webinar last week and was told to put 8 for special program for all Esser funded teachers. I did that and put the xx in the reserve field. When we check our accreditation report it is still saying do have maep selectable code. I was told that was ok and its just a notification. Just making sure.	Yes, that is okay.
I have a gifted teachers that her MAEP is not populating at 100% it is populating at 91%. The report states MAEP SELECTED - INTELLECTUALLY GIFTED - LAST TU What does this mean? Why is her MAEP not populating at 100%?	You can reach out to MDE Gifted Department, Mathis Sheriff.
If an employee left in Sept. Do you mark them inactive and don't roll or just don't roll	If you have not rolled then, yes, mark them as inactive and then roll your personnel.
Why would a teacher on TU Edit report with full instructional minutes and correct special codes be only 98% MAEP?	It will depend on the Program Office business rules.
Can we get guidance on how to enter SPED teachers who have left during month 2? They will not have students tied to them for the month 3 upload which will result in and Edit error for our snapshot.	You will need to contact MDE SpEd Department, Sharon Coon.
Is there a downloadable course code listing?	Yes, it is in MSIS under Course Code Reports.
I have dual credit classes listed under my Junior College Schedule and my error my accreditation edit report says " more than 4 course a semester" is there something I can fix to remove that error message? Of course, we have several courses for each semester.	You will need to contact MDE Accreditation
I am new in the Claiborne County School District and would like to get a copy of the presentation if possible.	Yes, this will be posted to the MDE Website.
I have two teachers who have a Emergency Certificate for Course 110142 Exploring Computer Science(Academic), but my Accreditation Edit still shows they aren't properly endorsed. I contacted Accreditation and they referred me to you. The teachers are Ella Owen License # 187588 and Neil Walther License # 198385 Mr. Walther's EC had the wrong expiration date and doesn't show on his license. However, if this EC isn't clearing Accreditation Edits, his will fail once they correct the date and add it back to his license. Who do we need to speak with to get this issue resolved?	The employees will need to contact MDE Licensure themselves to resolve the issue.

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When inputting the salary for teacher in MSIS per the powerpoint I can not remember slide number do you input the salary per contract or the salary per teacher pay scale.	You need to use what is on the contract.
Can you guys answer question related to errors in the MAEP reports?	It depends on the specific question. We may be able to answer or we may have to refer you to a particular program office.
I am having an issue with a SPED contracted company. Where do I enter the certificate for the company?	You will need to contact MDE SpEd Department, Sharon Coon.
Where do you input the local supplements for the district in MSIS?	The district supplements are entered on the District PayScale in MSIS. The employee supplements are entered on the Personnel General Schedule Entry/Salary tab in MSIS.
All ESSER employees need the XX in the reserve field? If I still get an error on these employees this will be ok?	No, it depends on the error message. No, it depends on the error message.
Personnel Approval Report is clear until after SPED Snapshot and then a * star showing on all SPED. Do you have to click on each one until the District Snapshot is done to make sure they are clear?	Yes, click each one.
Is there a link to download the slides from this presentation?	It will be shared after the session.
On the teacher absences, do you include all certified employees or just classroom teachers?	All Teachers. Use link, refer to page 49: https://www.mdek12.org/sites/default/files/documents/MSIS/PERSONNEL/msis_personnel_training_manual_2020-2021.pdf
Who can we contact for assistance at MDE if we are having issues with a sped teacher being fully funded?	The SPED department. The SPED contact person is Sharon Coon
I was told I need to make inactive all employees that have resigned or retired thus far in the school year. Is this correct? does it have to be done prior to the Dec. deadline?	Please adjust their time and days employed.