REPORTS

| Mississippi Student Information System | | ode |
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| File Interfaces Maintenance Modules | | |
| Missi | Free Lunch Eligibility Student Data Personnel Data Monthly Attendance Career and Technical Education Data Special Education Data | em |
| | Einancial Data District Eederal Programs MS Report Card Superintendents Annual Personnel Snap Shot | <u>Course/Work Area Codes</u> <u>Approved Secondary Course Codes</u> <u>MIS Data Conference</u> <u>School Calendar</u> <u>District Calendar</u> |
| | Mississippi Student Information System | District Events Calendar Summer Program Building Information E-Rate Board Member H1N1 Data Collection Book Request |

MSIS will use Adobe Acrobat Reader to preview reports. All MSIS reports will be displayed, printed, and saved in the .pdf (Adobe Acrobat Reader) file format. Once the user generates the report they have the option to view, save, or print the file from Adobe Reader. Your security rights will determine what reports are available for you to run.

From the REPORTS>DISTRICT tab:

COURSE/WORK AREA CODES

The Course/Work Area Codes Report will list all of the courses and work area codes that are offered by MDE for the school year selected. Any authorized MSIS users that have access to this report can generate it.

| 🛃 Mississippi Student Information System | | | | | | | |
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| ᡖ Mississippi Student Information System : Main Screen - Production - Enter Mode | | | | | | | |
| Eile Interfaces Maintenance Modules Reports Security Query Block Help | | | | | | | |
| Eile Interfaces Maintenance Mgdules Reports Security Query Block Help Missi Free Lunch Eligibility Student Data Personnel Data Monthly Attendance Career and Technical Education Data Special Education Data | Blank Data Entry Forms General/Schedule Listing District Zero Salary Report Detail Personnel Listing Public Personnel Request Report Paraprofessionals User Defined Report Teacher Schedule National Board Personnel Teacher Absences National Board Edits | | | | | | |
| Mississippi Student Information System | National Board PaymentsEmpl List by CourseEmpl List by Race/GenderAssistant Reading InstructorQertified EmployeesRoll Employee StatusSummer ProgramMAEPAccreditation | | | | | | |

From the REPORTS>PERSONNEL DATA tab:

BLANK DATA ENTRY FORM (GENERAL/ SCHEDULE & SPECIAL ED)

This is a blank Personnel form that has all of the data elements necessary for entering a personnel record into MSIS. The District Personnel Coordinator may use the form to collect data for the employees in the district.

GENERAL SCHEDULE LISTING

Employee Listing Report will be generated using the data provided by the District offices. This report is a replication of the Blank General/Schedule Employee Entry Form, but with the data filled in. You must select a school. The report can only be run for one school at a time. If the report generates more than 200 pages you may need to print 100 pages at a time. If an inactive employee is in the file, the employee status on the report will be "Inactive".

DETAIL PERSONNEL LISTING

Detail Personnel Listing Report will be generated using the data provided by the District offices. This report is run for the whole district. This report prints all employees for the district with all personnel data and certification data where applicable. You can choose to print the Employee SSN or not and salary or not. If the report generates more than 200 pages you may need to print 100 pages at a time. This report can also be run from Personnel Snap Shot data after personnel is finalized in January by going to REPORTS> PERSONNEL SNAP SHOT> DETAIL PERSONNEL LISTING. A user with District Personnel rights must run this report.

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| | | | | Student Data | | |
| | | | | Personnel Data | Blank Data Entry Forms | ▶ |
| | | | | Monthly Attendance | General/Schedule Listing | |
| | | | | Career and Technical Education Data | District Zero Salary Report | |
| | | | _ | Special Education Data | Detail Personnel Listing | |
| | | | | Einancial Data | Public Personnel Request Report | |
| | | | | District | Paraprofessionals | |
| | | | | Eederal Programs | User Defined Report | |
| | | | | MS Report Card | Teacher Schedule | Students Matching |
| | | | | Superintendents Annual | Teacher Salary Schedule | Students Not Matching |
| | | | | Personnel Snap Shot | National Board Personnel | |
| | | | | LOTO | Teacher Absences | > |
| | | | | | National Board Edits | |
| | | | | TATOTO | - National Board Payments | |
| | | | | Mississippi Student | Empl List by Course | |
| | | | - | Information System | Empl List by Race/Gender | |
| | | | | 3 | Assistant Reading Instructor | |
| | | | | | Certified Employees | |
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| | | | | | Accreditation | <u></u> |

From the REPORTS>TEACHER SCHEDULE tab:

SCHEDULE MATCHING

The Students Matching Teachers Schedule Report prints the MSIS ID and student name for student schedules that match the teachers' schedules on period number, course code, term/semester, teacher SSN, and school year. Non-teaching courses such as Study Hall are not included on this report. It currently only looks at semester 1 data.

SCHEDULE NOT MATCHING

The Students Not Matching Teachers Schedule Report prints the MSIS ID and student name for student schedules that do not match the teachers' schedules on period number, course code, term/semester, teacher SSN, and school year. The period number, course code, and term/semester printed on the report are from the student's schedule. Non-teaching courses such as Study Hall are not included on this report. It currently only looks at semester 1 data.

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| | District | Public Personnel Request Report | |
| | Federal Programs | Paraprofessionals | |
| | MS Report Card | User Defined Report | |
| | Superintendents Annual | Teacher Schedule | |
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| | | Certified Employees | |
| | | Roll Employee Status | |
| | | Summer Program | |
| | | MAEP | <u>T</u> U Error List |
| L | | Accreditation | TU Edit |
| | | | Selected MAEP Listing |
| | | | Approval Dates by Date |
| | | | Approval Dates by Name |

From the REPORTS>PERSONNEL DATA>MAEP tab:

TU EDIT

The Teacher Unit Edit prints employees with all their personnel information and certificate information where applicable, and messages. Can select to run for All, Selected, Not Selected, Error, or Voc Mismatched, and Program Type of All, Regular, Vocational, SPED, or Gifted. This report can also be run from Personnel Snap Shot data after personnel is finalized in January by going to REPORTS> PERSONNEL SHAP SHOT> MAEP> TU EDIT.

SELECTED MAEP LISTING

The Minimum Program Selected Listing Report prints the employee name, M.P. Class, M.P. Percent, M.P. Salary, all by Program Type. This report can also be run from Personnel Snap Shot data after personnel is finalized in January by going to REPORTS> PERSONNEL SHAP SHOT> MAEP> SELECTED MAEP LISTING.

| 🔬 Mississippi Student Information System | | | | | |
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| | | Assistant Reading Instructor | | | |
| | | Certified Employees | | | |
| | | Roll Employee Status | | | |
| | | Summer Program | | | |
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There are several Accreditation reports in MSIS. In October (after submission of Month 01 data), these reports will be open to the school districts to run error edit checks. The reports allow the district to verify the accuracy of the data, to identify reporting errors and any possible accreditation issues, and to correct any inaccurate data prior to the Personnel Snap Shot, which will be taken in December.

If there are changes on the personnel schedules, the district needs to re-approve their personnel data at the end of the day so the Accreditation procedure will rerun that night and reports can be run the next day.

From the REPORTS>PERSONNEL DATA>ACCREDITATION tab:

ACCREDITATION EDIT

The Accreditation Edit prints for one or all schools. This report will show employee level, school level and district level deficiencies. This report also addresses most standards, including some overloads.

CLASS OVERLOAD

The Class Overload Report prints for one or all schools. This report can be run for one school or all schools in a district. The report addresses enrollment in grades 01-04 (Standard 34.2), enrollment in grades 05-08 (Standard 34.3) and enrollment in grades 05-12 (Standard 34.4).

REQUIRED COURSES

The report can be run for one school or all schools in a district. This report outlines the required 33 units in each high school (Standard 32 and Appendix B).