MSIS STUDENT TRAINING MONTH 09 / YEAR END

SCHOOL YEAR 2018-2019

APRIL 9, 2019 – APRIL12, 2019

MISSISSIPPI DEPARTMENT OF EDUCATION
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Mississippi Department of Education

VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

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State Board of Education Goals

FIVE-YEAR STRATEGIC PLAN FOR 2016-2020

1. All Students Proficient and Showing Growth in All Assessed Areas
2. Every Student Graduates from High School and is Ready for College and Career
3. Every Child Has Access to a High-Quality Early Childhood Program
4. Every School Has Effective Teachers and Leaders
5. Every Community Effectively Uses a World-Class Data System to Improve Student Outcomes
6. Every School and District is Rated “C” or Higher

Classroom Rules

- ✓ No food or drinks in the classroom
- ✓ Please place cellphone on silent or vibrate
- ✓ Respect the person asking a question
- ✓ Don’t answer questions for me

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OVERVIEW

Training Overview

- ✓ MSIS District Timeline and Reporting Calendar
- ✓ MSIS Files
- ✓ MSIS Login
- ✓ Pre-Reports
- ✓ Approve Data
- ✓ Post Reports
- ✓ MSIS Modules
- ✓ Month 08 Reminders
- ✓ MSIS Student Resources
- ✓ Questions

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DISTRICT TIMELINE

District Timeline

ADMINISTRATORS > MSIS > RESOURCES > MSIS Reporting Timeline

MSIS District Reporting Timeline/Calendar

District Timeline

Annual Data Reporting Calendar

- **Annual Data Reporting Per Month**
  - August
  - September
  - October
  - November
  - December
  - January
  - February
  - March
  - April
  - May
  - June

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District Timeline - June

JUNE

- Districts must submit/approve Month 09 Monthly Student Data Transaction (MSD files) (10 days after student's last day of school)
- Districts must use the Year End Student Transfer screen to move students from one school to another before records are built for the new school year. Last Day is ***June 30.***
- Districts may submit Initial Student Load Transaction files (ISL files) from June 1 to September 30. This is only for students who are under the age of 7 and need MSIS Ids
- Districts must submit Monthly Student Historical File (MSH file) as soon as Month 9 is completed
- Graduation Option deadline for seniors is June 30th.
- Districts must complete Summer Program Report Entry screen for all schools offering summer programs
- Districts must complete Teacher Absence Information. Last Day is ***June 30.***
- MSIS is closed for maintenance on ***June 30.***

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District Timeline – July and August

JULY and AUGUST

- Access to ACCRED Live Data Reports
- District and school demographics
- District must enter Pay Scale in MSIS by the last business day in July
- District personnel data (Public, Special, and Non-Public)
- District Post Graduate Plan data
- Initial Student Load Transaction files (ISL files)
- Summer School Files (SSD files)
- Good Cause Exemption deadline will be August15th

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District Timeline - September

SEPTEMBER

- Districts must submit Summer School Files (SSD files) by 2nd Monday in September
- Districts must submit Initial Student Load Transaction files (ISL files) by noon September 30th
- Any adjustments to graduates and completers and promotions must be updated on the Update Student Grades screen (Update Promotion tab) by September 30th, prior to Month 01 files being sent to MSIS
- Each school must have MSIS IDs and ownership of all students before submitting the Month 01 file
- Districts should start submitting Month 01 Monthly Days Taught Data Transaction (MDT files) and Monthly Student Data Transaction (MSD files) on September 30th
- Districts must enter and approve all personnel data by September 30th (Public, Special, and Non-Public)
- Beginning September 1st Certification update for MSIS is run daily
- School Board member data is due to be updated no later than September 1st

MSIS CALENDAR

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MSIS Reporting Calendar

ADMINISTRATORS > MSIS > RESOURCES > MSIS Reporting Timeline

MSIS District Reporting Timeline/Calendar

District Timeline

Annual Data Reporting Calendar

- **Annual Data Reporting Per Month**
  - August
  - September
  - October
  - November
  - December
  - January
  - February
  - March
  - April
  - May
  - June

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MSIS FILES

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MSIS Files

- ✓ Monthly Student Data Transaction (MSD) file
- ✓ Monthly Student Historical Transaction (MSH) file
- ✓ Summer School Data Transaction (SSD) file
- ✓ Initial Student Load Transaction (ISL) file
- ✓ Error Message (err) file
- ✓ Initial MSIS ID Transaction (IMT) file

MSD File – Required Data Elements

- ✓ Final Grade for ***all*** courses on a student's schedule

```
<SCHEDULE>
  <COURSE>
    <COURSENUM>801008</COURSENUM>
    <LOCALNUM>801008-10</LOCALNUM>
    <LOCALNAME>Homeroom-64</LOCALNAME>
    <FINALGRADE>S</FINALGRADE>
    <CREDITS>0.0</CREDITS>
    <CARNEGIE>000</CARNEGIE>
    <CLASS>
      <TERMSEMCODE>S1</TERMSEMCODE>
      <C_PERIOD>99</C_PERIOD>
      <SECTION>10</SECTION>
      <MINUTES>30</MINUTES>
      <C_GRADE>S</C_GRADE>
      <TEACHERSSN>999999996</TEACHERSSN>
    </CLASS>
  </COURSE>
</SCHEDULE>
```

MSD File – Required Data Elements

- ✓ Semester 1 and Semester 2 grades

```
<SCHEDULE>
  <COURSE>
    <COURSENUM>349902</COURSENUM>
    <LOCALNUM>020349902.12</LOCALNUM>
    <LOCALNAME>PHYSICAL EDUCATION</LOCALNAME>
    <FINALGRADE>S</FINALGRADE>
    <CREDITS>0.0</CREDITS>
    <CARNEGIE>000</CARNEGIE>
    <CLASS>
      <TERMSEMCODE>S1</TERMSEMCODE>
      <C_PERIOD>04</C_PERIOD>
      <SECTION>12</SECTION>
      <MINUTES>120</MINUTES>
      <C_GRADE>S</C_GRADE>
      <TEACHERSSN>999999996</TEACHERSSN>
    </CLASS>
    <CLASS>
      <TERMSEMCODE>S2</TERMSEMCODE>
      <C_PERIOD>04</C_PERIOD>
      <SECTION>12</SECTION>
      <MINUTES>120</MINUTES>
      <C_GRADE>S</C_GRADE>
      <TEACHERSSN>999999996</TEACHERSSN>
    </CLASS>
  </COURSE>
```

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MSD File – Required Data Elements

- ✓ Carnegie Units – must match those in MSIS for the course code

```
<SCHEDULE>
  <COURSE>
    <COURSENUM>990102</COURSENUM>
    <LOCALNUM>990102.03</LOCALNUM>
    <LOCALNAME>LAW AND SAFETY II</LOCALNAME>
    <FINALGRADE>89</FINALGRADE>
    <STATUS>P</STATUS>
    <COMPETPASSED>P</COMPETPASSED>
    <COMPREPASSED>P</COMPREPASSED>
    <CONTEDVOC>N</CONTEDVOC>
    <CONTEDACA>N</CONTEDACA>
    <CONTEDPSVOC>N</CONTEDPSVOC>
    <PASSFOLLOWUP>N</PASSFOLLOWUP>
    <EMPTRAINED>N</EMPTRAINED>
    <EMPRELATED>N</EMPRELATED>
    <EMPNOTREL>N</EMPNOTREL>
    <MILITARY>N</MILITARY>
    <NONEMPLOYED>N</NONEMPLOYED>
    <OTHER>N</OTHER>
    <VOCPROGLEVEL>2</VOCPROGLEVEL>
    <CREDITS>2.0</CREDITS>
    <CARNEGIE>220</CARNEGIE>
    <CLASS>
      <TERMSEMCODE>T4</TERMSEMCODE>
      <C_PERIOD>03</C_PERIOD>
      <SECTION>03</SECTION>
      <MINUTES>95</MINUTES>
      <C_GRADE>89</C_GRADE>
      <TEACHERSSN>999999989</TEACHERSSN>
    </CLASS>
  </COURSE>
</SCHEDULE>
```

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MSD File – Required Data Elements

- ✓ Credits – must equal the last 2 digits of the carnegie unit or 0.0 (if the student did not pass the course)

```
<SCHEDULE>
  <COURSE>
    <COURSENUM>990102</COURSENUM>
    <LOCALNUM>990102.03</LOCALNUM>
    <LOCALNAME>LAW AND SAFETY II</LOCALNAME>
    <FINALGRADE>89</FINALGRADE>
    <STATUS>P</STATUS>
    <COMPETPASSED>P</COMPETPASSED>
    <COMPREPASSED>P</COMPREPASSED>
    <CONTEDVOC>N</CONTEDVOC>
    <CONTEDACA>N</CONTEDACA>
    <CONTEDPSVOC>N</CONTEDPSVOC>
    <PASSFOLLOWUP>N</PASSFOLLOWUP>
    <EMPTRAINED>N</EMPTRAINED>
    <EMPRELATED>N</EMPRELATED>
    <EMPNOTREL>N</EMPNOTREL>
    <MILITARY>N</MILITARY>
    <NONEMPLOYED>N</NONEMPLOYED>
    <OTHER>N</OTHER>
    <VOCPROGLEVEL>2</VOCPROGLEVEL>
    <CREDITS>2.0</CREDITS>
    <CARNEGIE>220</CARNEGIE>
    <CLASS>
      <TERMSEMCODE>T4</TERMSEMCODE>
      <C_PERIOD>03</C_PERIOD>
      <SECTION>03</SECTION>
      <MINUTES>95</MINUTES>
      <C_GRADE>89</C_GRADE>
      <TEACHERSSN>999999989</TEACHERSSN>
    </CLASS>
  </COURSE>
</SCHEDULE>
```

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MSD File – Required Data Elements

- ✓ Promote Indicator – Y (Yes) or N (No)
- ✓ Promote Date (MM/DD/YYYY) – date within the current school year
- ✓ Graduation Type for all Graduates/Completers – T, G, O and OD

```
<PROMOTE>
    <PROMOTION>Y</PROMOTION>
    <P_DATE>05/24/2019</P_DATE>
</PROMOTE>
```

```
<PROMOTE>
    <PROMOTION>Y</PROMOTION>
    <P_DATE>05/24/2019</P_DATE>
    <GRADCODE>T</GRADCODE>
</PROMOTE>
```

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MSD File – Required Data Elements

- ✓ 11th Graders that receive traditional diploma – transfer from grade level 11 (T1) to grade level 12 (E2) in your M9 MSD file

```
<PROMOTE>
    <PROMOTION>Y</PROMOTION>
    <P_DATE>05/24/2019</P_DATE>
    <GRADCODE>T</GRADCODE>
</PROMOTE>
<ENTRANCE>
    <E_DATE>05/21/2019</E_DATE>
    <E_CODE>E2</E_CODE>
    <E_GRADE>12</E_GRADE>
    <E_DAYSOFFROLL>14</E_DAYSOFFROLL>
</ENTRANCE>
<WITHDRAWAL>
    <W_DATE>05/20/2019</W_DATE>
    <W_CODE>T1</W_CODE>
    <W_DAYSOFFROLL>4</W_DAYSOFFROLL>
    <W_GRADE>11</W_GRADE>
</WITHDRAWAL>
<TRANSPORT>
    <T_CODE>A1</T_CODE>
    <T_GRADE>11</T_GRADE>
    <DAYSTRANS>14</DAYSTRANS>
</TRANSPORT>
<TRANSPORT>
    <T_CODE>A1</T_CODE>
    <T_GRADE>12</T_GRADE>
    <DAYSTRANS>4</DAYSTRANS>
</TRANSPORT>
```

MSD File – Required Data Elements

- ✓ Vocational indicator: STATUS – P (Passed) or F (Failed)

```
<SCHEDULE>
  <COURSE>
    <COURSENUM>990102</COURSENUM>
    <LOCALNUM>990102.03</LOCALNUM>
    <LOCALNAME>LAW AND SAFETY II</LOCALNAME>
    <FINALGRADE>89</FINALGRADE>
    <STATUS>P</STATUS>
    <COMPETPASSED>P</COMPETPASSED>
    <COMPREPASSED>P</COMPREPASSED>
    <CONTEDVOC>N</CONTEDVOC>
    <CONTEDACA>N</CONTEDACA>
    <CONTEDPSVOC>N</CONTEDPSVOC>
    <PASSFOLLOWUP>N</PASSFOLLOWUP>
    <EMPTRAINED>N</EMPTRAINED>
    <EMPRELATED>N</EMPRELATED>
    <EMPNOTREL>N</EMPNOTREL>
    <MILITARY>N</MILITARY>
    <NONEMPLOYED>N</NONEMPLOYED>
    <OTHER>N</OTHER>
    <VOCPROGLEVEL>2</VOCPROGLEVEL>
    <CREDITS>2.0</CREDITS>
    <CARNEGIE>220</CARNEGIE>
    <CLASS>
      <TERMSEMCODE>T4</TERMSEMCODE>
      <C_PERIOD>03</C_PERIOD>
      <SECTION>03</SECTION>
      <MINUTES>95</MINUTES>
      <C_GRADE>89</C_GRADE>
      <TEACHERSSN>999999989</TEACHERSSN>
    </CLASS>
  </COURSE>
</SCHEDULE>
```

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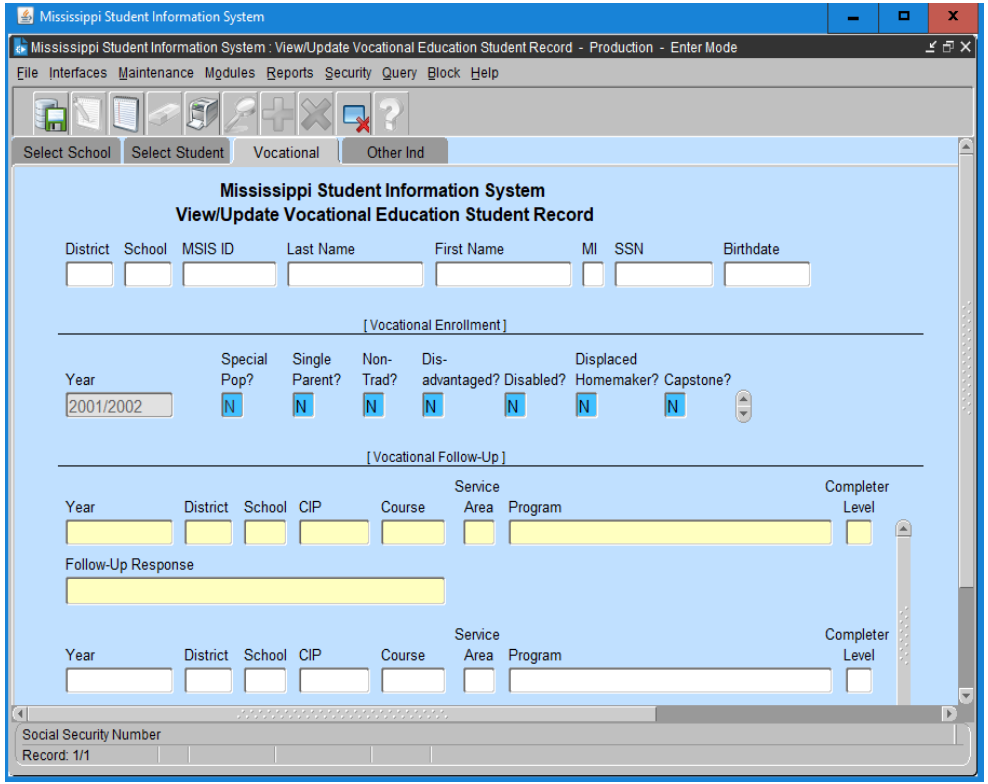
MSD File – Required Data Elements

- ✓ Vocational indicators are correct

```
<VOCIND>
  <ACAPASSING>N</ACAPASSING>
  <IEPPASSED>N</IEPPASSED>
  <PREPOSTTEST>N</PREPOSTTEST>
  <CAPSTONE>N</CAPSTONE>
  <DISABLED>N</DISABLED>
  <DISADV>N</DISADV>
  <NONTRAD>N</NONTRAD>
  <SINGLEPARENT>Y</SINGLEPARENT>
  <DISPHOME>N</DISPHOME>
  <SPECIALPOP>N</SPECIALPOP>
  <GRADELIGIBLE>N</GRADELIGIBLE>
  <UNGRADED>N</UNGRADED>
</VOCIND>
```

MSD File – Required Data Elements (cont.)

Modules > Career and Technical > View Voc Ed Student > Vocational



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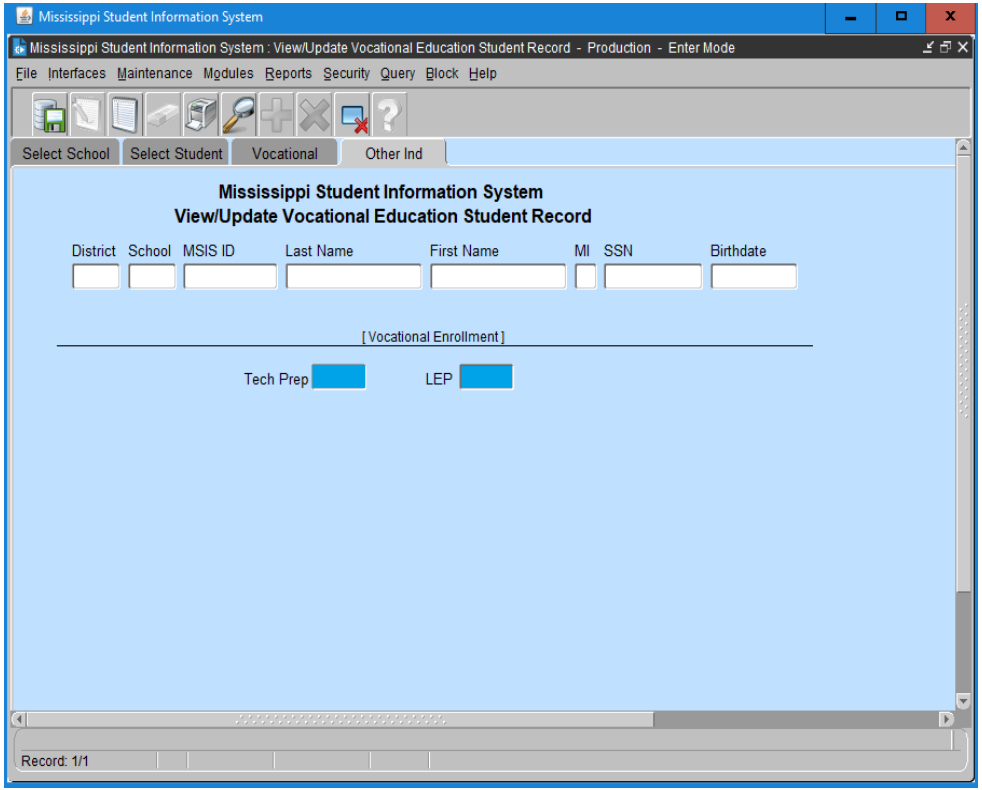
MSD File – Required Data Elements (cont.)

Modules > Career and Technical > View Voc Ed Student > Other Ind



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Monthly Student Historical (MSH) File

- ✓ This file contains information such as birth certificate number, immunization compliance date, all courses taken by the student, all schools attended by the student, etc.

- ✓ File Format
  `S_<Dist#>_<Sch#>_<mmddyyyy>_MSH_<Sequence#>.xml`
  E.g. `S_9999_004_06032019_MSH_00001.xml`

- ✓ Deadline: ***as soon as*** the district has a COMPLETED status for Month 09

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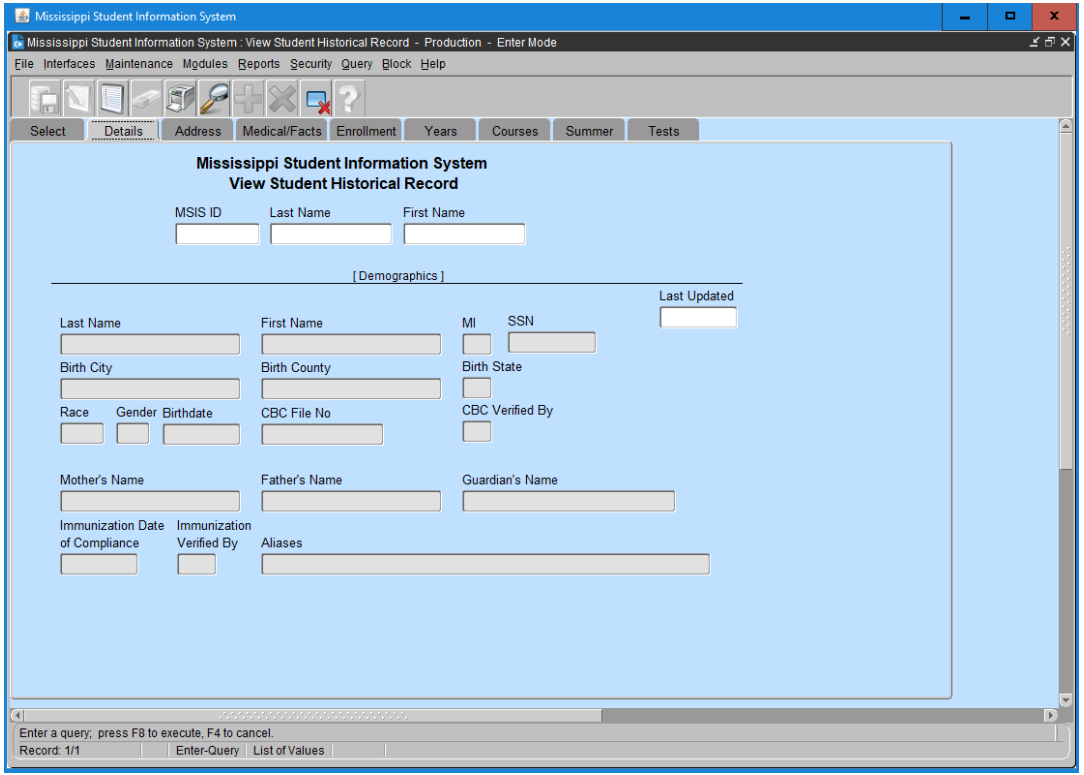
MSH File (cont.)

Modules > Student > View Historical Record



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Summer School Data (SSD) File

- ✓ SSD file consists of the MSIS ID, student's name, ssn (*optional*), date of birth, promotion indicator, promotion date, graduation type (*if applicable*), course code, final grade, term semester code (su), credits and carnegie units.
- ✓ Contains ***no*** teacher information
- ✓ Submitted by the school that ***owns*** the student not the school offering summer school (*summer school within the state*)
- ✓ File Format

  `S_<Dist#>_<Sch#>_<mmddyyyy>_SSD_<Sequence#>.xml`

  E.g. `S_9999_006_06052019_SSD_00001.xml`
- ✓ From June 1st until the 2nd Monday in September

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Summer School Data File (cont.)

```
<SAP_TRANS>
  <VERSION>1.0</VERSION>
  <DTG>06/05/2019 10:05:00 CST</DTG>
  <DISTRICT>9999</DISTRICT>
  <SCHOOL>006</SCHOOL>
  <PERIOD>10</PERIOD>
  <TR_SUMMER>
    <T_VERSION>1.0</T_VERSION>
    <TRACK_ID>9999-006-06/05/2019-00001</TRACK_ID>
    <STUDENT>
      <MSISID>001629330</MSISID>
      <FNAME>STUDENT</FNAME>
      <LNAME>TWO</LNAME>
      <DOB>12/07/2006</DOB>
      <PROMOTE>
        <PROMOTION>Y</PROMOTION>
        <P_DATE>06/05/2019</P_DATE>
      </PROMOTE>
      <SCHEDULE>
        <COURSE>
          <COURSENUM>279901</COURSENUM>
          <FINALGRADE>93</FINALGRADE>
          <CREDITS>0.0</CREDITS>
          <CARNEGIE>000</CARNEGIE>
          <CLASS>
            <TERMSEMCODE>SU</TERMSEMCODE>
          </CLASS>
        </COURSE>
      </SCHEDULE>
    </STUDENT>
  </TR_SUMMER>
</SAP_TRANS>
```

Initial Student Load (ISL) File

- ✓ This file is used to assign MSIS IDs in large numbers for Kindergarten and First Grade students who do not already have an MSIS ID.
- ✓ Do not include students who already have an MSIS ID because they have been receiving Special Education services in School 500
- ✓ MSIS will check the birth date to make sure that the students sent are ***under the age of 7 by September 1st***.
- ✓ The Initial Load Duplicate Student file will list duplicate students who were not assigned an MSIS ID number during the ISL process.
- ✓ File Format and Example:

  `S_<Dist#>_<Sch#>_<mmddyyyy>_ISL_<Sequence#>.xml`

  E.g. `S_9999_008_06052019_ISL_00001.xml`
- ✓ From June 1st to September 30th

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Initial Student Load File (cont.)

```
<SAP_TRANS>
  <VERSION>1.0</VERSION>
  <DTG>06/04/2019 10:05:00 CST</DTG>
  <DISTRICT>9999</DISTRICT>
  <SCHOOL>004</SCHOOL>
  <PERIOD>10</PERIOD>
  <TR_LOAD>
    <T_VERSION>1.0</T_VERSION>
    <TRACK_ID>9999-004-06/04/2019-00001</TRACK_ID>
    <STUDENT>
      <UID>S12345</UID>
      <FNAME>STUDENT</FNAME>
      <LNAME>ONE</LNAME>
      <DOB>08/06/2013</DOB>
    </STUDENT>
    <STUDENT>
      <UID>S12346</UID>
      <FNAME>STUDENT</FNAME>
      <LNAME>TWENTY THREE</LNAME>
      <DOB>04/06/2014</DOB>
    </STUDENT>
  </TR_LOAD>
</SAP_TRANS>
```

DUPLICATE

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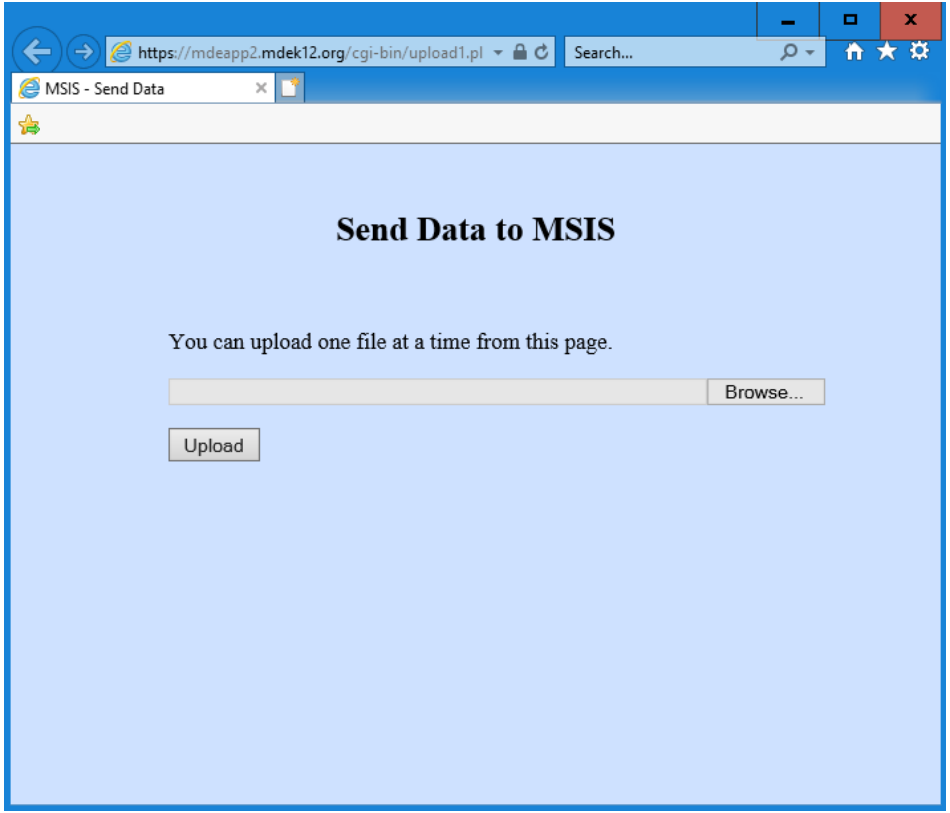
Send Data to MSIS

Interfaces > **Send Data to MSIS**



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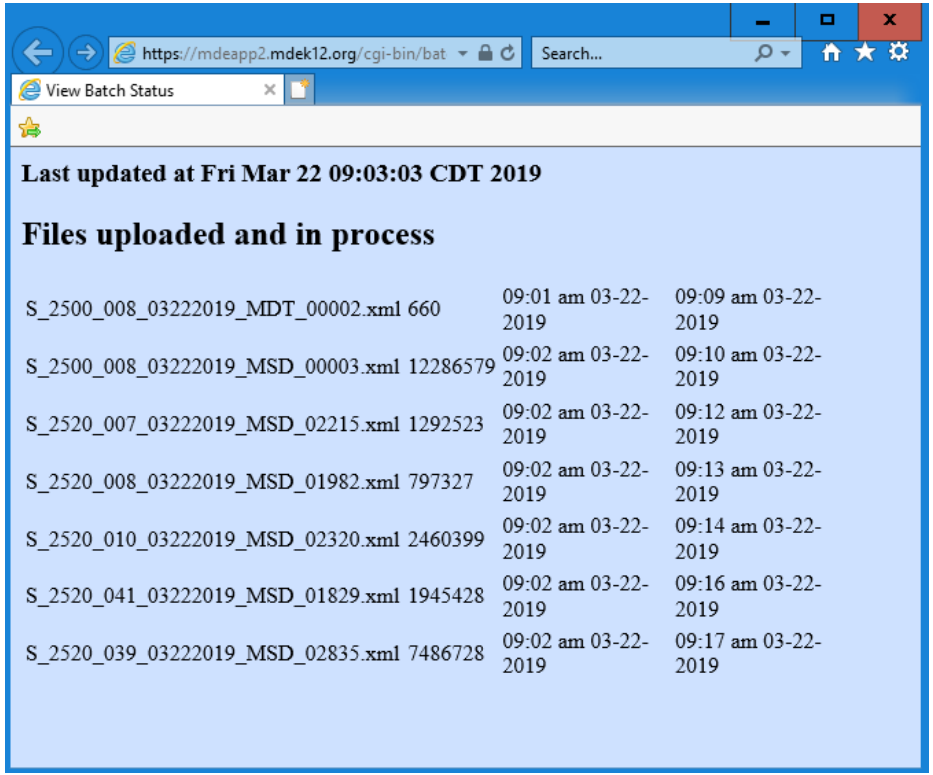
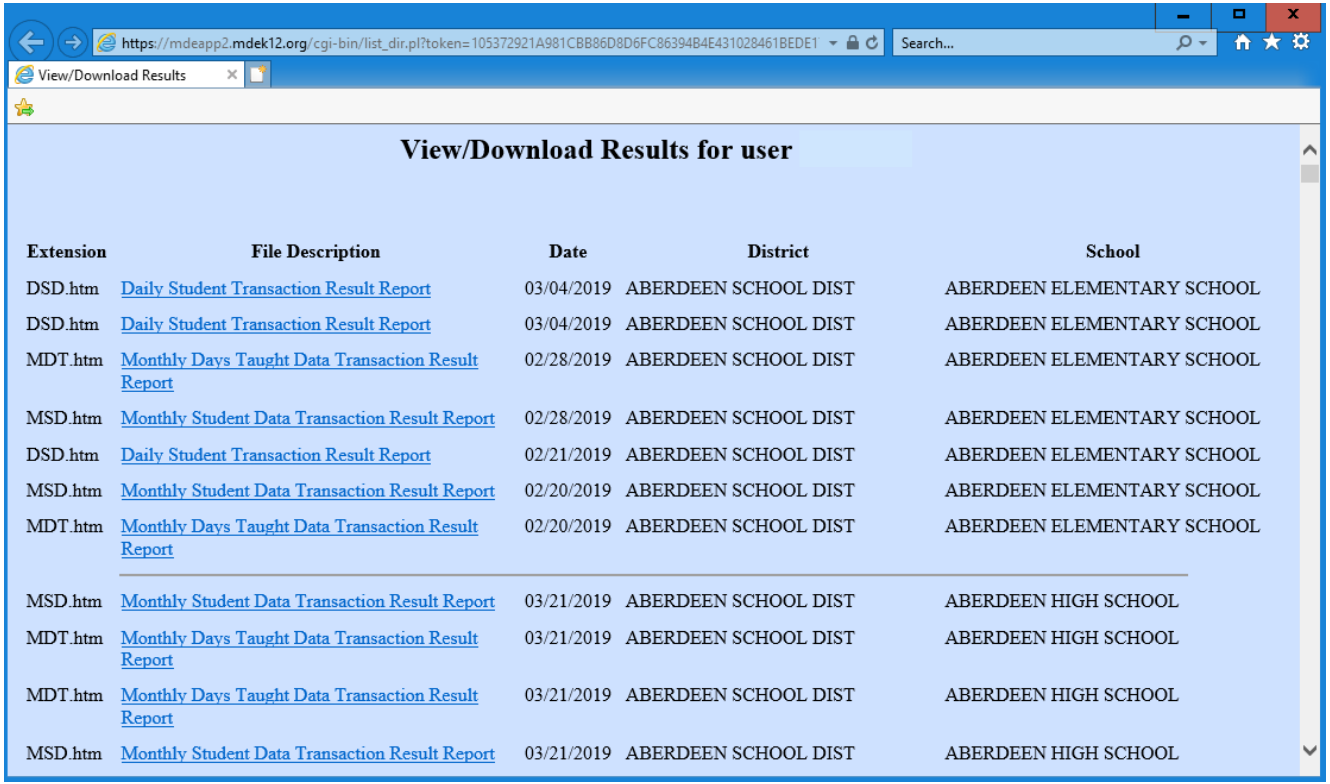
View Batch Status

Interfaces > View XML Batch Status Page



View/Download Student Results

Interfaces > View/Download Student Results



Extension	File Description	Date	District	School
DSD.htm	Daily Student Transaction Result Report	03/04/2019	ABERDEEN SCHOOL DIST	ABERDEEN ELEMENTARY SCHOOL
DSD.htm	Daily Student Transaction Result Report	03/04/2019	ABERDEEN SCHOOL DIST	ABERDEEN ELEMENTARY SCHOOL
MDT.htm	Monthly Days Taught Data Transaction Result Report	02/28/2019	ABERDEEN SCHOOL DIST	ABERDEEN ELEMENTARY SCHOOL
MSD.htm	Monthly Student Data Transaction Result Report	02/28/2019	ABERDEEN SCHOOL DIST	ABERDEEN ELEMENTARY SCHOOL
DSD.htm	Daily Student Transaction Result Report	02/21/2019	ABERDEEN SCHOOL DIST	ABERDEEN ELEMENTARY SCHOOL
MSD.htm	Monthly Student Data Transaction Result Report	02/20/2019	ABERDEEN SCHOOL DIST	ABERDEEN ELEMENTARY SCHOOL
MDT.htm	Monthly Days Taught Data Transaction Result Report	02/20/2019	ABERDEEN SCHOOL DIST	ABERDEEN ELEMENTARY SCHOOL
MSD.htm	Monthly Student Data Transaction Result Report	03/21/2019	ABERDEEN SCHOOL DIST	ABERDEEN HIGH SCHOOL
MDT.htm	Monthly Days Taught Data Transaction Result Report	03/21/2019	ABERDEEN SCHOOL DIST	ABERDEEN HIGH SCHOOL
MDT.htm	Monthly Days Taught Data Transaction Result Report	03/21/2019	ABERDEEN SCHOOL DIST	ABERDEEN HIGH SCHOOL
MSD.htm	Monthly Student Data Transaction Result Report	03/21/2019	ABERDEEN SCHOOL DIST	ABERDEEN HIGH SCHOOL

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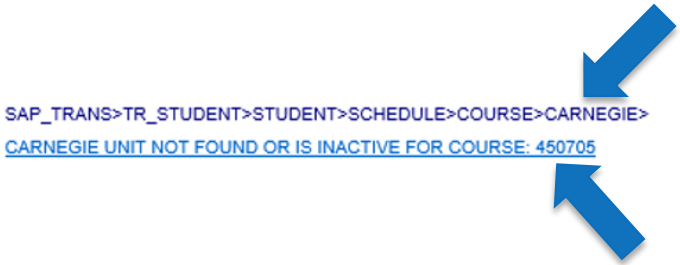
File Failure with Error Reason



- ✓ Results' file created if your file failed due to incorrect data
- ✓ Transaction Status: **Failure**
- ✓ Troubleshoot: Check course code table in MSIS ***or*** send an email to mdeapps@mdek12.org

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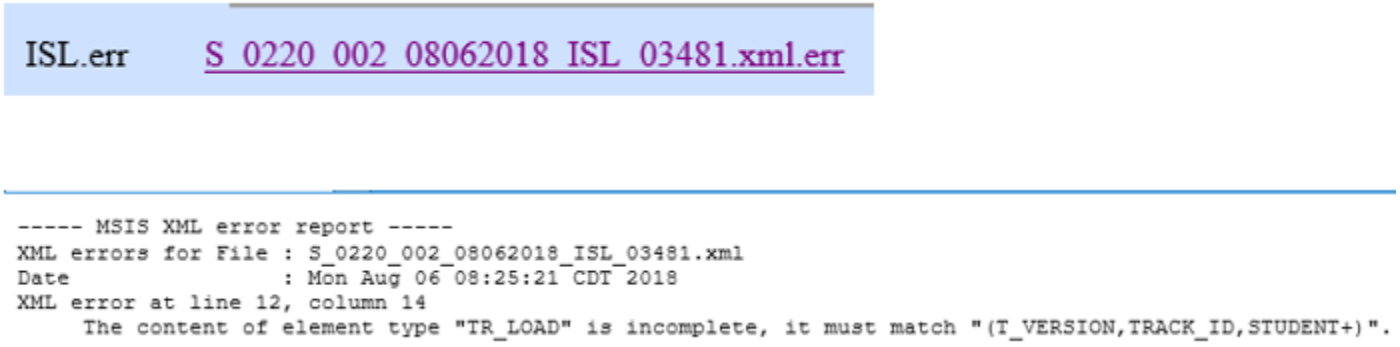
Error Message (err)



- ✓ Error file created if your file failed due to XML error(s)
- ✓ Troubleshoot: Open the file in Notepad to locate the line(s) with the error ***or*** send an email to mdeapps@mdek12.org

File Success

MSIS Initial Student Load Transaction Results

District Number:	5412
School Number:	012
Period:	01
Tracking ID:	5412-012-08-05-2018-01692
Transaction Status:	**SUCCESS**

- ✓ Results' file created if your file passed all edits
- ✓ Transaction Status: **Success**

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Initial MSIS ID Transaction (IMT) File

- ✓ This file corresponds to the ISL file that was submitted to request MSIS IDs.
- ✓ It contains the new MSIS IDs.
- ✓ Keep at least two copies of this file – one copy in the database and one copy external to the database
- ✓ File Format

  `S_<Dist#>_<Sch#>_<mmddyyyy>_IMT_<Sequence#>.xml`

  E.g. `S_9999_008_06052019_IMT_00001.xml`
- ✓ In MSIS, go to the View/Download Results screen to save the file.

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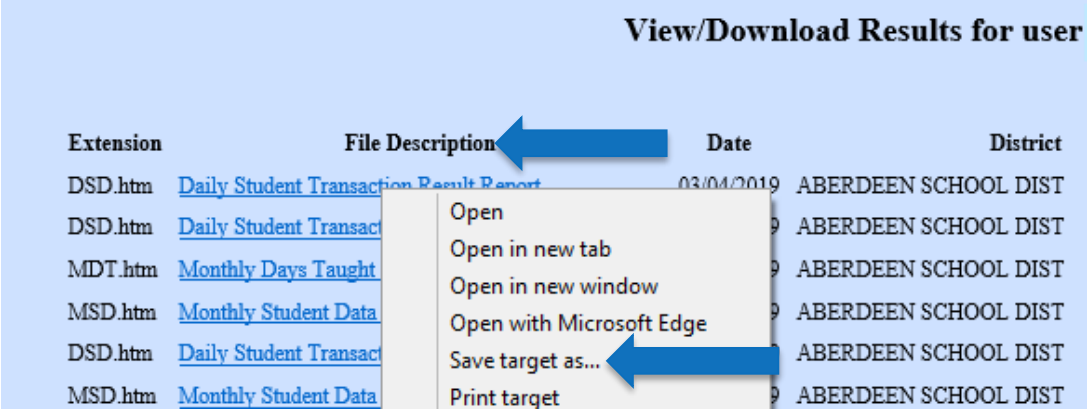
Initial MSIS ID Transaction (IMT) (cont.)



- ✓ Right-click on the desired IMT file listed under **File Description**
- ✓ Select ***Save target as…*** or ***Save link as…*** depending on the browser
- ✓ On your computer go to C:\MSIS\IN *or* the preferred location
- ✓ Click on **Save** to save the file to the selected directory
- ✓ Check with vendor on how to import the file into your package

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MSIS LOGIN

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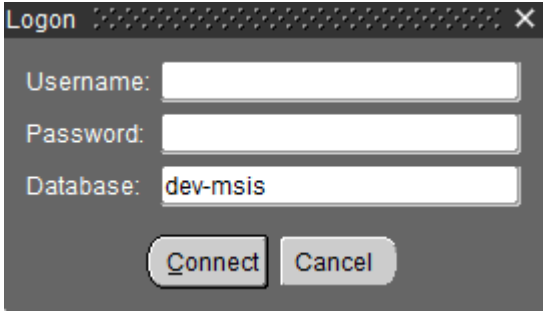
MSIS Login

https://mdeapp4.mdek12.org/forms/frmservlet?config=msis



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Part I – Checklist

1. Upload MDT files to MSIS
2. Check processing status of MDT files
3. Check TRANSACTION STATUS for each MDT file
   a. TRANSACTION STATUS: FAILURE – make correction(s) in student package then repeat steps 1 – 3
   b. TRANSACTION STATUS: SUCCESS – move on to step 4
4. Upload MSD files to MSIS
5. Check processing status of MSD files
6. Check TRANSACTION STATUS for each MSD file
   a. TRANSACTION STATUS: FAILURE – make correction(s) in student package then repeat steps 4 – 6
   b. TRANSACTION STATUS: SUCCESS – run PRE-REPORTS

PRE-REPORTS

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MSIS Pre-Reports

Reports > Student Data > Student Roster > Holding Area
For Month 09, this report lists the promotion indicator on each student (Y, N or blank on transferred/dropout students) and the graduate/completer type on those students who finished their education.

Reports > Student Data > Holding Area > CARNEGIE Unit with NO CREDITS
This report lists students in the selected school who have a final grade on a carnegie unit course but have zero in the credit field in the Holding Area.

Reports > Student Data > Holding Area > Vocational Student Indicators
This report lists the selected vocational indicators for students whose vocational indicator is Y.

NOTE: You should still run all other reports too.

APPROVE DATA

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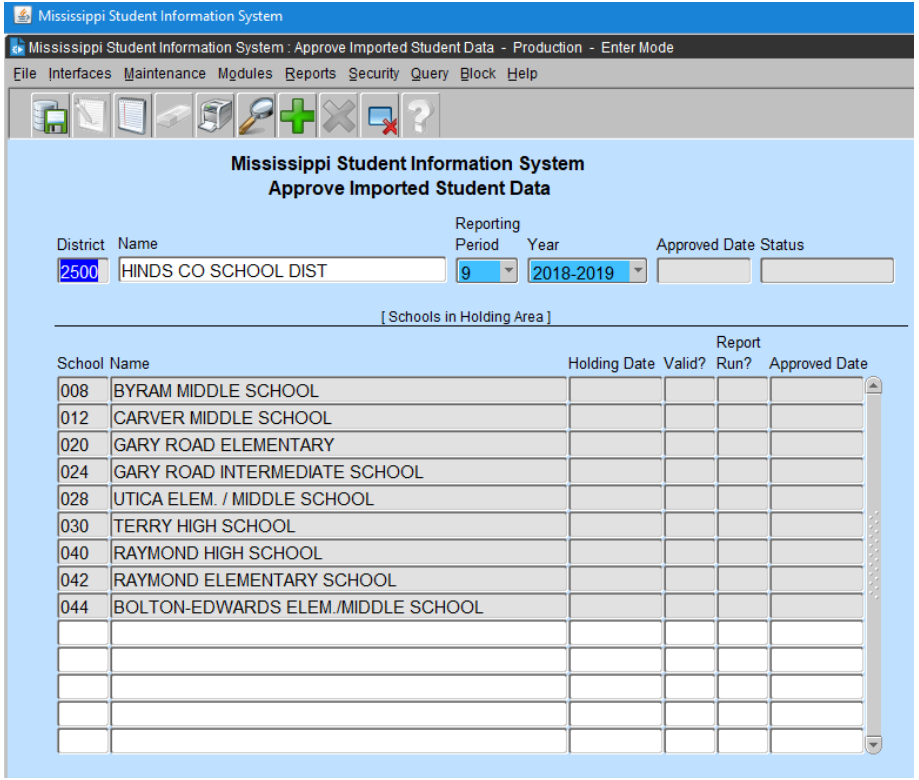
Approve Imported Student Data

Modules > District/School > Approve Imported Student Data



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Approve Imported Student Data (cont.)

- ✓ If the school name is red then the MSD file has errors
- ✓ Holding Date – if blank then no file was sent else the date is when the last MSD file was sent
- ✓ Valid? – indicates whether the MSD file passed the edits or not
- ✓ Report Run? – set to 'Y' once MONTHLY ATTENDANCE PRE-APPROVED, STUDENT ROSTER HOLDING AREA and HOLDING AREA reports are ran (save a hard copy of each report)
- ✓ Once all schools have been approved by DSA then approve the district
- ✓ Data is available in MSIS once the status is COMPLETED

POST REPORTS

MSIS Post Reports

Reports > Student Data > CARNEGIE Unit with NO CREDIT
This report lists students in the selected school who have a final grade on a carnegie unit course but have zero in the credit field.

Reports > Student Data > Graduates/Completers > Counts by District
This report lists the number of recipients for Traditional and Occupational diplomas, Certificate, GED completers and the total graduates/completers for your district.

Reports > Student Data > Graduates/Completers > Detail Listing
This report lists the students' details along with the promotion indicator and graduate/completer type as well as sorted by graduate/completer type, last name and first name. There are totals at the end of each school and for the district.

NOTE: You should still run all other reports too.

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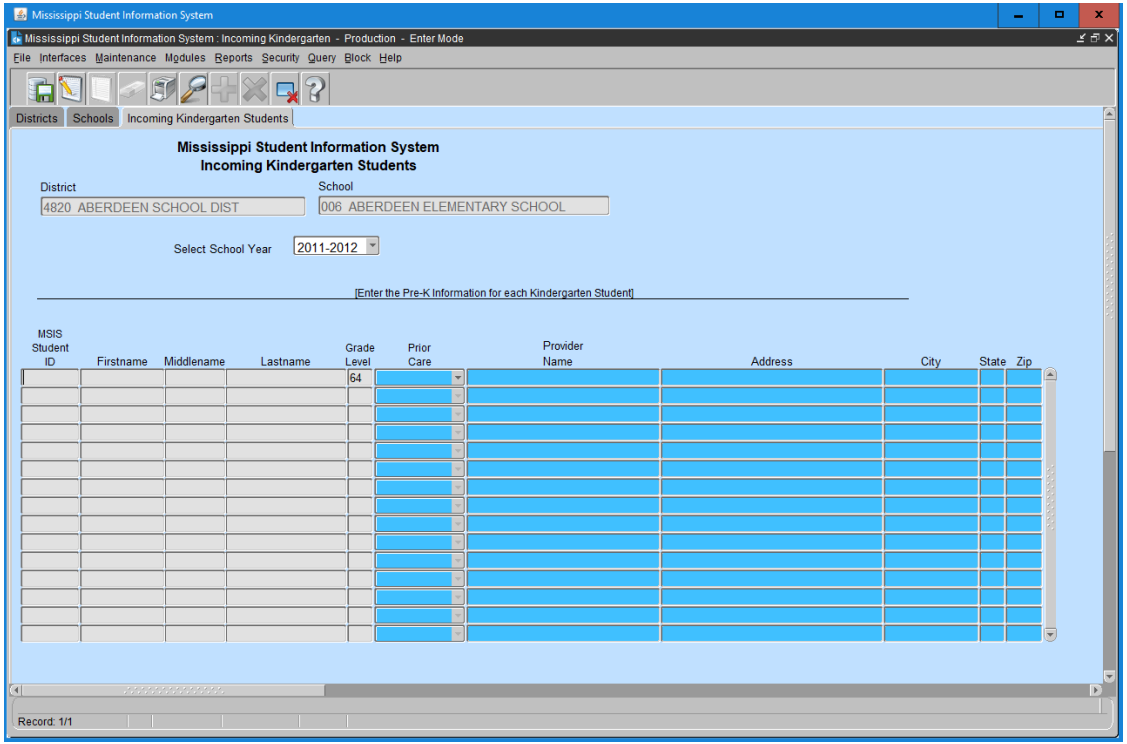
Part II - Checklist

1. ALL PRE-REPORTS have ACCURATE data for ALL SCOOLS
2. ALL SCHOOLS have an APPROVED DATE
3. DISTRICT'S STATUS is PENDING
4. Next Day, DISTRICT'S STATUS is COMPLETED
5. ALL POST REPORTS have ACCURATE data for ALL SCHOOLS

MSIS MODULES

Incoming Kindergarten

Modules > Student > Data Entry > Incoming Kindergarten



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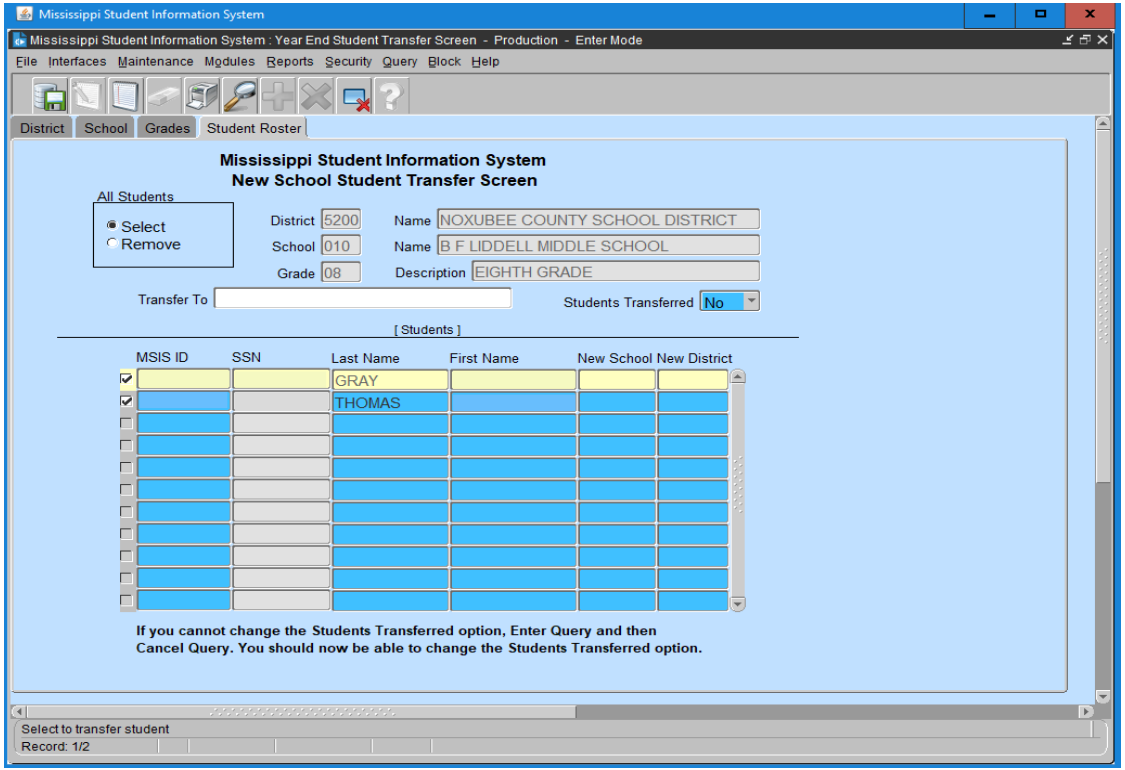
Year-End Student Transfer

Modules > Student > Year-End Student School Transfers



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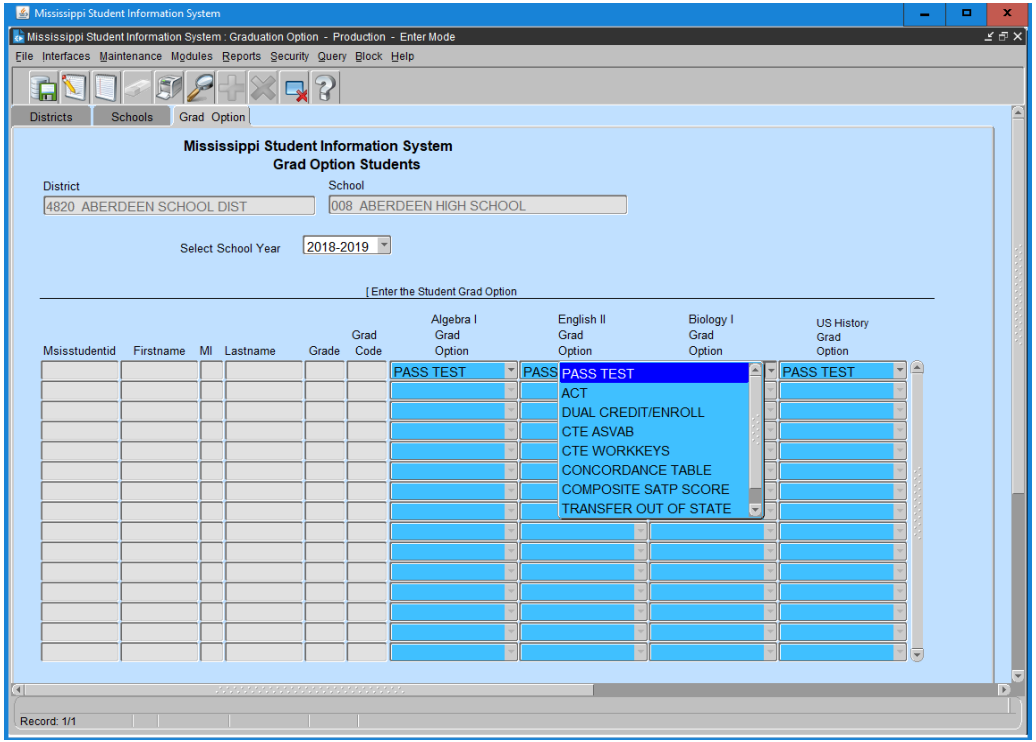
Year-End Student Transfer (cont.)

- ✓ Only pulls students whose promote indicator is set to Y
- ✓ Can use this screen as many times as needed through June 30th
- ✓ District Student Administrator role
- ✓ Create any new schools before using the screen (if there are transfers to the new school)
- ✓ Do not make any schools inactive until you use this screen to transfer students
- ✓ 2019-2020 ownership will not be available until we run the new ownership procedure in MSIS, and MSIS comes back up.
- ✓ June 30th is the **LAST** day to use this screen.

Graduation Option

Modules > Student > Data Entry > Graduation Option



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Graduation Option (cont.)

- ✓ Lists graduates with a ***traditional*** diploma
- ✓ ***PASS TEST*** is automatically defaulted
- ✓ Select the option that was utilized for the student to graduate
- ✓ District and School Student Administrator roles
- ✓ Deadline: June 30th

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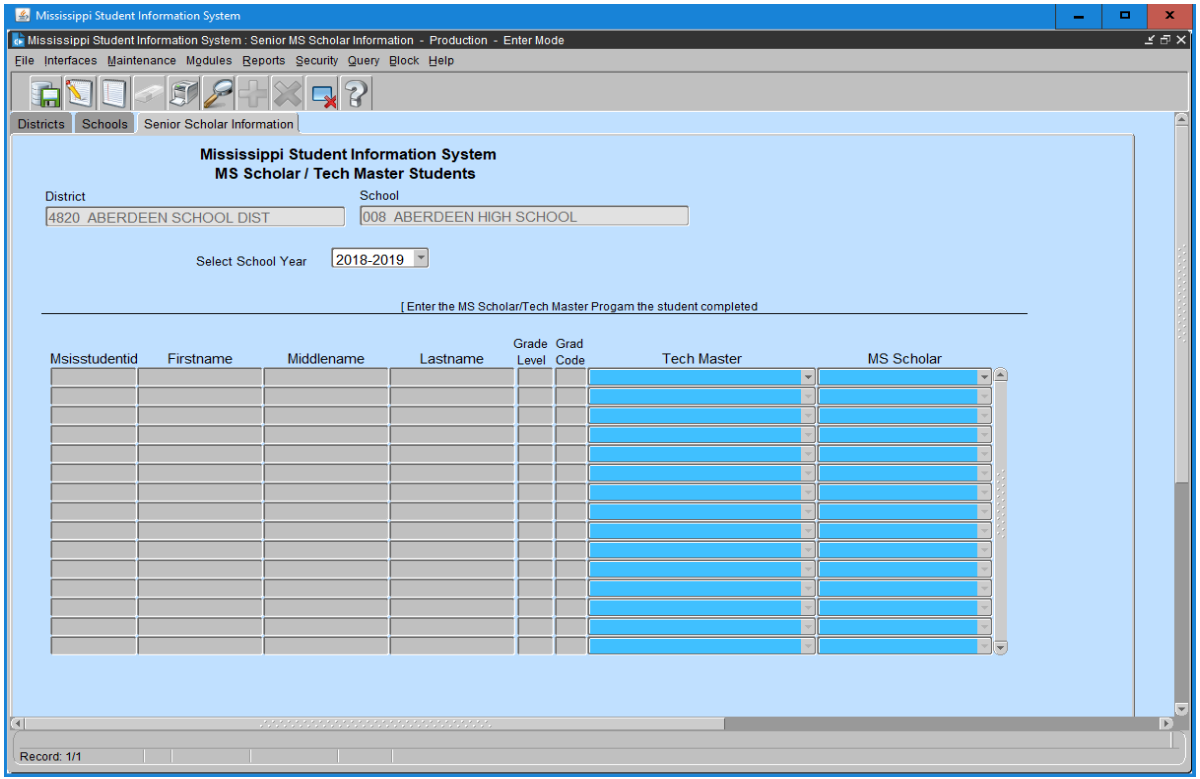
MS Scholar Information

Modules > Student > Data Entry > MS Scholar Information



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MS Scholar Information (cont.)

- ✓ Lists only graduated seniors
- ✓ Select either the Tech Master or MS Scholar program that was completed by each student (*choose the correct school year*)
- ✓ District and School Student Administrator roles
- ✓ Deadline: June 30th

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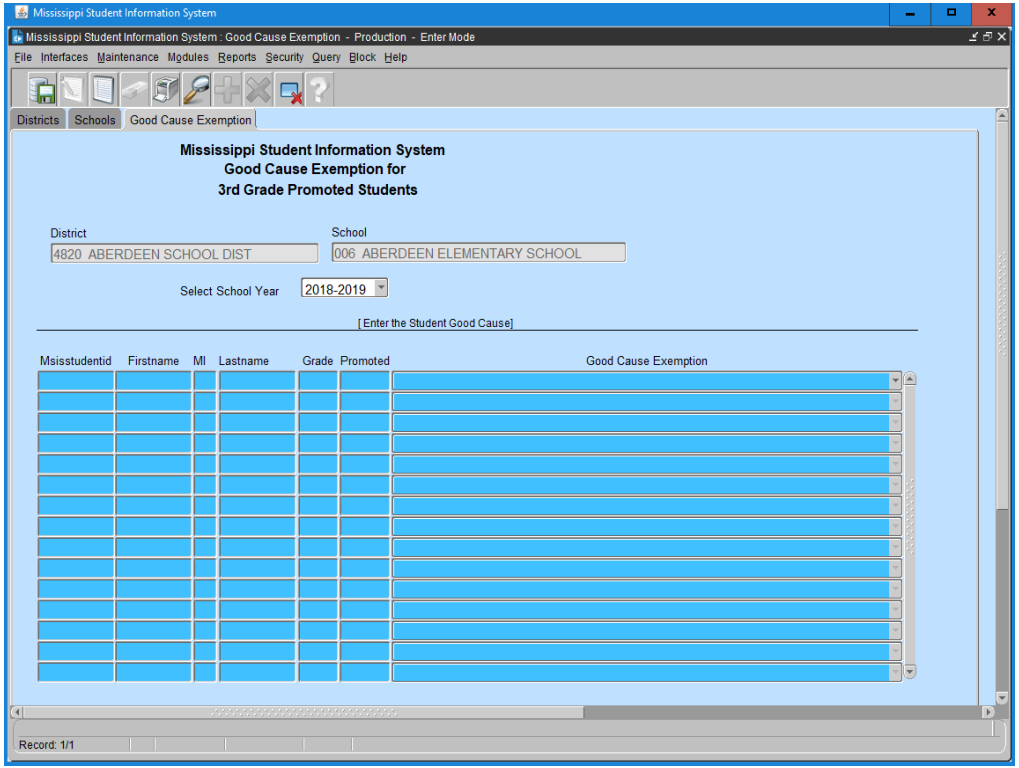
Good Cause Exemption

Modules > Student > Data Entry > Good Cause Exemption



Good Cause Exemption (cont.)

- ✓ 3rd grade promoted students only
- ✓ If the student was promoted because of good cause then choose one of the Good Cause Exemption options listed.

LIMITED-ENGLISH PROFICIENCY WITH LESS THAN 2 YEARS IN ENGLISH LEARNER PROGRAM
STUDENTS WITH DISABILITIES FOR WHOM PARTICIPATION IN STATEWIDE ACCOUNTABILITY SYSTEM IS NOT APPROPRIATE (SCD)
STUDENT WITH DISABILITY RECEIVING 2 YEARS INTENSIVE REMEDIATION AND PREVIOUSLY RETAINED
STUDENTS TESTED ON AN ALTERNATE ASSESSMENT
STUDENTS RECEIVING 2 YEARS INTENSIVE REMEDIATION AND PREVIOUSLY RETAINED FOR 2 YEARS

- ✓ 3rd grade student promoted in SSD file or Update Student Grades screen – send email to MDEAPPS@mdek12.org
- ✓ Deadline: August 15th

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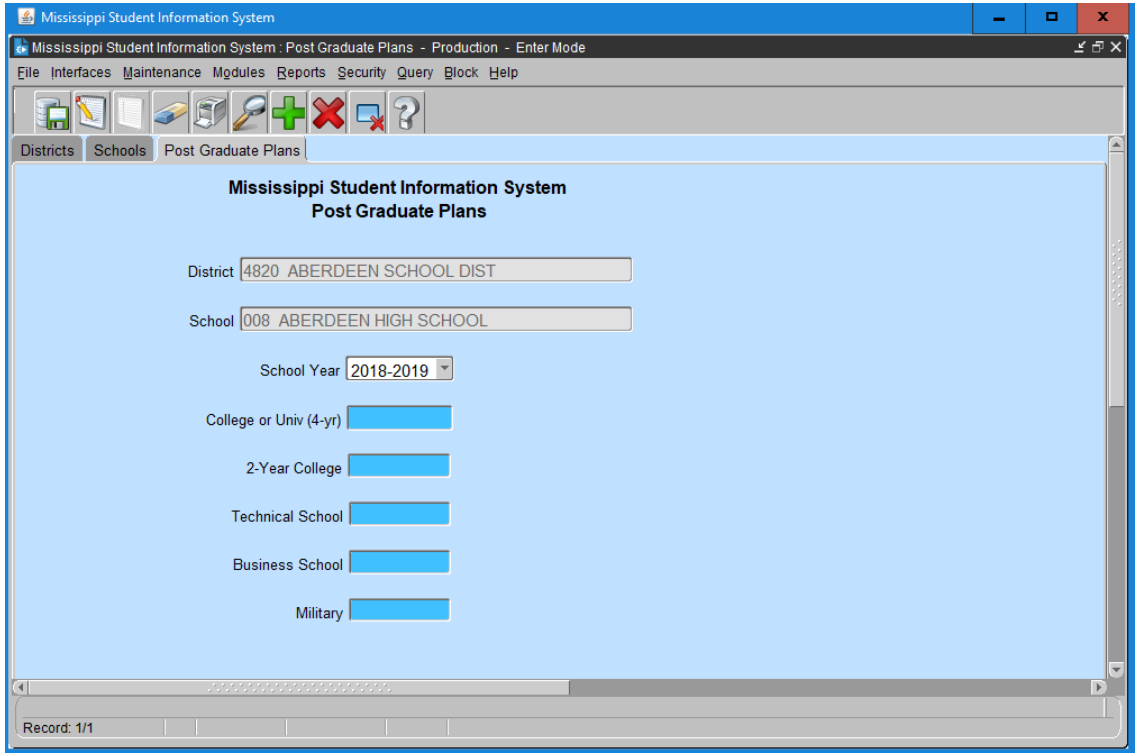
Post-Graduate Plans

Modules > District/School > Post Graduate Plans



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Post-Graduate Plans (cont.)

- ✓ Only schools with grade level 12 are listed
- ✓ 2018-2019 Graduates
- ✓ District and School Student Administrator roles
- ✓ Deadline: August 31st

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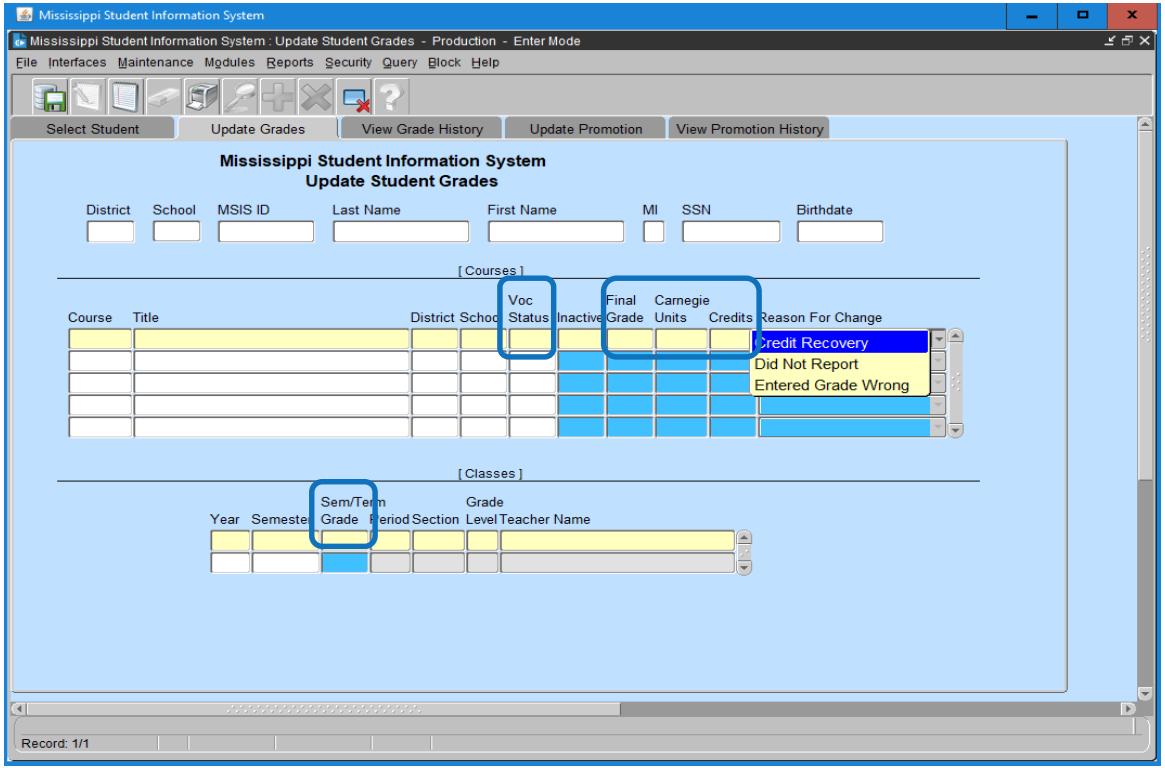
Update Student Grades

Modules > Student > Update Student Grades > Update Grades



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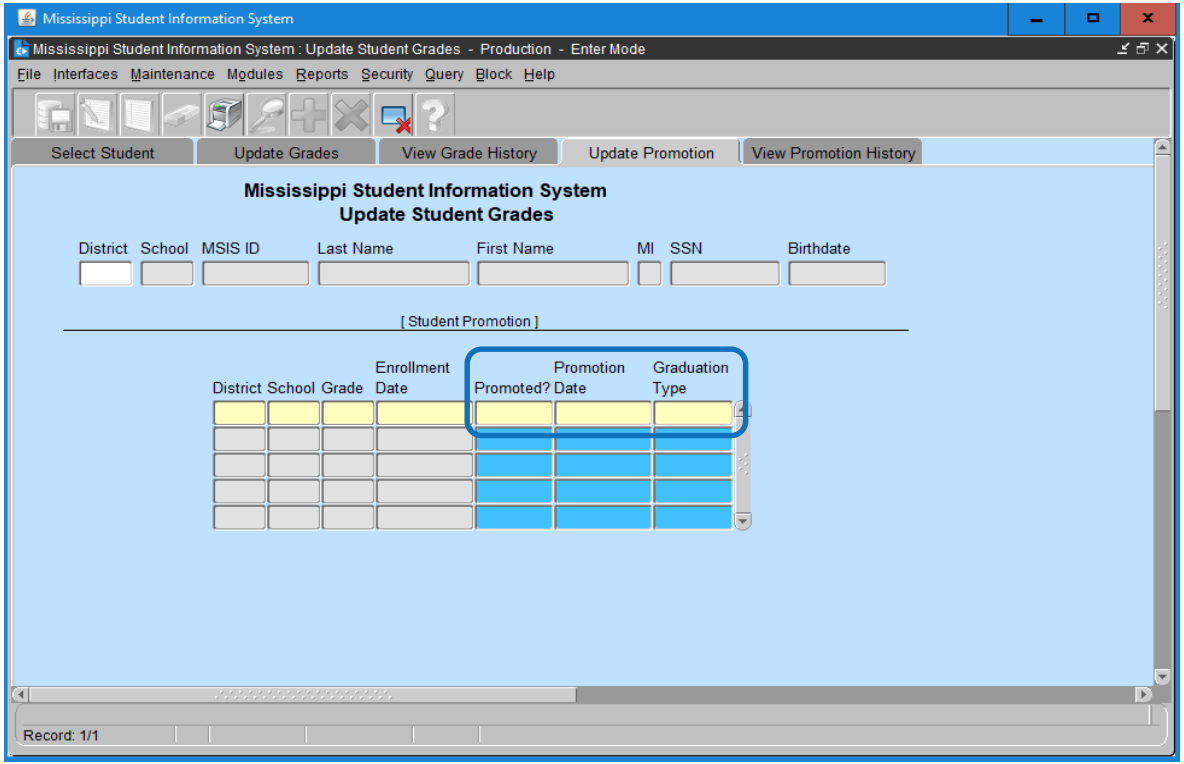
Update Student Grades (cont.)

Modules > Student > Update Student Grades > Update Promotion



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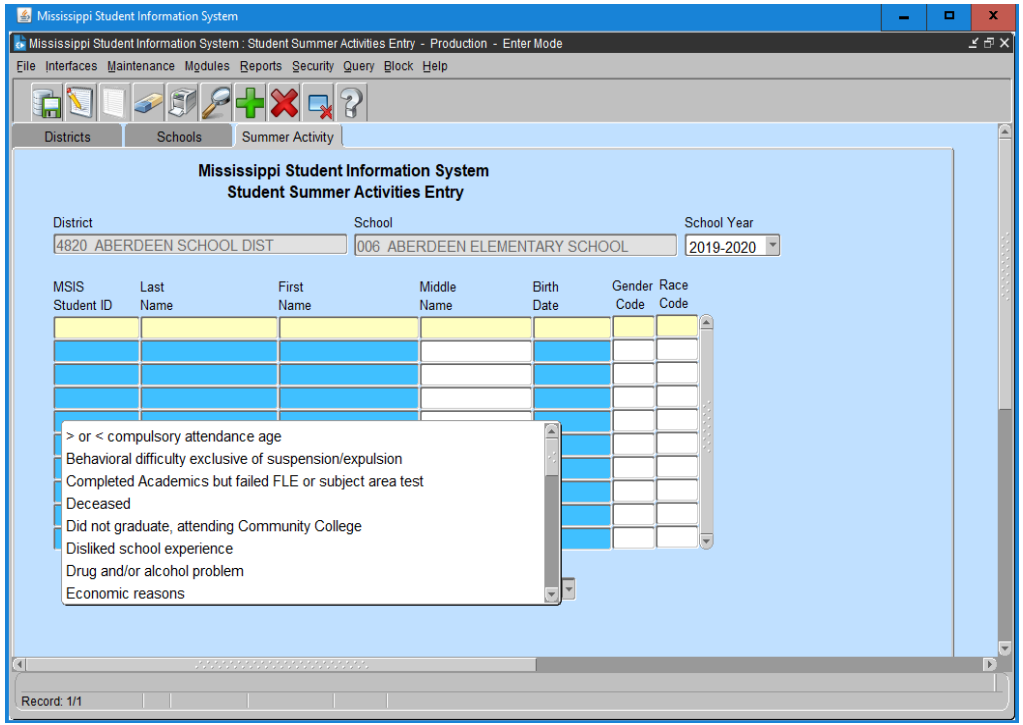
Summer Activity

Modules > Student > Summer Activity



Summer Activity (cont.)

- ✓ Lists students that were in net membership at the end of Month 09 for the previous school year and who did not return to a Mississippi public school in Month 01 of the next school year
- ✓ Deadline: October 27,2019 – after ALL districts have a COMPLETED status for Month 01

Part III – Checklist

1. Finish up Incoming Kindergarten Data
2. Make corrections to Student Data
    a. Update Student Grades screen
3. Upload MSH files
4. Transfer Students
    a. Year-End Transfer Student screen
5. Enter Student Data
    a. Graduation Option
    b. MS Scholar
    c. Post-Graduate Plans
    d. Good Cause Exemption

OR

Upload other MSIS files (SSD and ISL) or Download IMT files

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M8 REMINDER

Month 08 Reminder

- ✓ Make sure DUAL CREDIT courses are on the student's schedule
- ✓ Month 08 Testing opens April 22
- ✓ Month 08 opens April 30 at 12:00 p.m.
- ✓ Month 08 deadline is May 10th
- ✓ March Incoming Kindergarten data deadline is May 10th

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RESOURCES

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MSIS Student Resources

- ✓ MSIS Student Homepage
  Administrators > MSIS > Resources > MSIS Students
  - ✓ MSIS Student Manual
  - ✓ Month 09/Year End Training Manual
  - ✓ Month 09 Notes

- ✓ Record Change Form
  Administrators > MSIS > Resources > MSIS Security Documents

QUESTIONS

Question From Training

What if a student does not have a birth certificate or a number on the birth certificate?

Answer: Report what is on the cum folder (see Page 18 in the MS Cumulative Folders and Permanent Records Manual).

Link: https://www.mdek12.org/OA/Accred

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