

MSIS STUDENTS

METIS 2019

July 17, 2019 – July 19, 2019



MISSISSIPPI
DEPARTMENT OF
EDUCATION

Ensuring a bright future for every child

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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

MISSISSIPPI STATE BOARD OF EDUCATION
STRATEGIC PLAN GOALS

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



OVERVIEW

OVERVIEW

- Upcoming Training
- Approaching Deadlines
- MSIS Webpages
- What's New for School Year 2019-2020
- MSIS Blast
- Criteria for Timely & Accurate Reporting of Data
- Common Helpdesk Incidents
- School Reconfiguration
- MSIS Student Data
- Best Way to Contact Us

TRAINING

UPCOMING TRAINING - WEBINAR

2019 - 2020

MSIS STUDENTS

2019 - 2020

MONTHLY WEBINAR

2019 - 2020

AUGUST 1ST

10:30 a.m. – 11:30 a.m.

2019 - 2020

UPCOMING TRAINING – WEBINAR cont.

- Details will go out on MSIS Blast
- August – May for 1 hour
- Topics (15 – 30 minutes)
 - 1) Reminders
 - 2) Helpdesk Incidents
 - 3) DSD/MSD File Errors
- Remaining Time Q & A



UPCOMING TRAINING - CLASSROOM

2019 - 2020

MSIS STUDENTS

2019 - 2020

BEGINNING OF SCHOOL

YEAR TRAINING

2019 - 2020

SEPTEMBER

2019 - 2020

DEADLINES

DEADLINES - AUGUST

- ➔ Good Cause Exemption deadline will be August 15th
- ➔ The post-graduate plans for the students who are prior-year graduates/completers should be entered in MSIS by August 31st using the Post-Graduate Plans screen

DEADLINES - SEPTEMBER

- ➔ Districts must submit Summer School (SSD) files by the 2nd Monday in September
- ➔ Districts must submit Initial Student Load Transaction (ISL) files by noon September 30th
- ➔ Any adjustments to graduates, 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

MSIS WEBPAGES

MSIS HOMEPAGE – ICONS

ADMINISTRATORS > MSIS (MS Student Information System)



MSIS Log-On



MSIS Blast



MSIS District Calendar



MSIS Reporting Timeline



MSIS Security Documents



MSIS Manuals



Accreditation Standards



FERPA



Customer Support and Training

MSIS HOMEPAGE - RESOURCES

Resources

Accreditation Standards

Approve Course Manual

Subscribe to MSIS Blast

MSIS Reporting Timeline

MSIS Security Documents

MSIS Student Administrative Packages (SAP)

MSIS Personnel

MSIS Students

MSIS Training

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

ANNUAL REPORTING CALENDAR

MSIS ANNUAL DATA REPORTING CALENDAR

AUGUST

Due Date	Item	Submission Method	Notes
15 th	Good Cause Exemption	Good Cause Exemption Data Entry	Only displays 3 rd grade promoted students. Enter which students were promoted because of good cause exemption.
		Validate	Good Cause Exemption Report
31 st	Post Graduate Plans	Post Graduate Plans Data Entry	Students who are prior year graduates/completers. Enter total number who indicated if they are going to the Military, Continuing education...

MSIS STUDENTS – YEAR END/MONTH 09

Resources

Accreditation Standards

Approve Course Manual

Subscribe to MSIS Blast

MSIS Reporting Timeline

MSIS Security Documents

MSIS Student Administrative Packages (SAP)

MSIS Personnel

MSIS Students

MSIS Training

MSIS Students

Student Manual:

MSIS User Student Training Manual

• Chapters

- Introduction
- MSIS Web Page
- MSIS Screen Elements
- Access MSIS/Password
- Maintenance
- Maintenance Course Code
- District ID/Demo
- School ID/Demo
- Reconfiguration School
- School Board Members
- District Events Calendar
- Taking Courses/Another Dist
- Search Student
- Request New ID
- Send Data to MSIS
- View/Download Results
- Approve Imported Data
- View Ownership
- Release Student
- View Student Record
- Complete Transfer
- Year-End School Transfer
- Update Grade Prom Grad Type
- Update Race Gender DOB
- Update Absences
- Post Graduate Plans
- Summer Activity
- Good Cause Exemption
- Graduation Option
- MS Scholar Information
- Incoming Kindergarten
- ACT Update
- Student Reports
- Federal Programs
- MSIS XML/MSD File Edits
- MDE Data Guidelines

Federal Program Manual:

- Federal Programs Student Manual

Incidents & Dispositions

- Detail Discipline Documentation
- Summary Incidents
- Summary Dispositions

Reports

- SAP Reports & Corresponding MSIS Reports
- MSIS Student Monthly Report List

Year End/Month 09

- Year End/Month 09 Training Manual
- Month 09 Notes

Race/Ethnicity

- Student - Race and Ethnicity Definitions

Transfer Codes

- Entry Codes
- Withdrawal Codes
- Dropout Reentry Codes

Lunch Data

- Student Lunch Data Screen
- Batch Processing of Lunch Data

Summer Activity

- Student - Summer Activity
- Summer Activity Codes

SY 2019-2020

NEW SY 2019-2020 BUSINESS RULES

- Student can't be FOSTER CARE and HOMELESS
- CARNEGIE UNIT on the STUDENT'S SCHEDULE must match CARNEGIE UNIT on the TEACHER'S SCHEDULE



MSIS BLAST

MSIS BLAST

ADMINISTRATORS > MSIS > Resources > Subscribe to MSIS Blast

<http://fyt.mde.k12.ms.us/subscribe/subscribe.html>

 fyt.mde.k12.ms.us/subscribe/subscribe.html

Subscribe to the MSIS Announcements List

Email address:

(optional) Your name:

TIMELY & ACCURATE REPORTING

TIMELY & ACCURATE REPORTING

- **All Data Submission Deadlines Met**
- **Release/Transfers** within a reasonable timeframe normally
24 – 48 hours of enrollment
- **Absences**
- **Correct Codes**
 - 1) **Indicators**
 - 2) **Course Code(s)**
 - Term/Semester Code
 - Carnegie Unit
 - Period Number
 - Class Minutes

TIMELY & ACCURATE REPORTING cont.

- 3) **Enrollment** – code & date
- 4) **Withdrawals** – code & date
- 5) **Incidents** – code & date

➤ **District & School Demographics**

- 1) Administrator
- 2) Start/End Time
- 3) Grades Taught
- 4) Contact Information
- 5) Physical Address
- 6) Board Member

HELPDESK

INCIDENTS

HELPDESK INCIDENTS

- Name Change (**NO** RECORD CHANGE FORM)
- SSN Change (**NO** RECORD CHANGE FORM)

EXCEPTION: SSN BELONGS TO ANOTHER STUDENT IN MSIS

The district/school that owns the MSIS ID with the incorrect SSN will submit a record change form requesting that the SSN is removed. **DO NOT SEND SSN** on the record change form.

HELPDESK INCIDENTS

cont.

➤ Withdrawal Code Change

1) Current School Year Changes ONLY (*RECORD CHANGE FORM*)

You will need to submit documentation along with a record change form for withdrawal codes: T4, T5, Z1, T7 and T8.

Deadline for SY 18-19 changes is **October 27, 2019**

2) T8 (*RECORD CHANGE FORM*)

For documentation, you will send the Verification of Compliance form signed by the School Attendance Officer.

HELPDESK INCIDENTS

cont.

3) T3 (**NO** RECORD CHANGE FORM)

MSIS automatically updates the withdrawal code to a T3 if the last withdrawal code is a D (Dropout) because the student transferred to another public school in MS for the current school year.

You will see the change on the Monthly Student Attendance Post Approved report for the month the student was withdrawn.

SCHOOL

RECONFIGURATION

NEW NCES ID - POLICY

U.S. DEPARTMENT OF EDUCATION N029

You may create a new school or LEA (get a new NCES ID assigned) if :

- The grade span of the school or LEA changed by more than 3 grades, not including Pre-kindergarten or Kindergarten as grades;
- The school's or LEA's physical location changed and the attendance area changed significantly;
- Two schools or LEAs of about the same size, or with different grade spans, merge. The two original entities would be closed, and the merged education unit would be reported as a new school or agency.

NEW NCES ID – POLICY cont.

A new school or LEA should NOT be created (should not get a new NCES ID) if:

- The grade span of the school or LEA changed by 3 grades or less, not including Pre-kindergarten or Kindergarten;
- The school or LEA's physical location or address changed, but the attendance area did not change significantly;
- A smaller school or LEA merges with a larger entity that provides essentially the same grade span;
- A school just changes charter status or magnet status;
- A school undergoes restructuring under provisions in ESEA;
- The name of a school or LEA changes;
- The state identifier for the school or LEA changes;
- A school changes LEAs or the boundary of an LEA changes.

WHO TO NOTIFY

- The Superintendent needs to send a letter to:
 - 1) Office of Accreditation
 - 2) Office of School Financial Services
 - 3) Office of Technology and Strategic Services (OTSS)

- Along with a copy of the board minutes approving the school reconfiguration

STUDENT DATA

INITIAL STUDENT LOAD TRANSACTION

- **Interfaces > Send Data to MSIS**
- Used to assign MSIS IDs in large numbers for Kindergarten and 1st grade students
- **Deadline: September 30th at noon**
- Do not include students who already have an MSIS ID
- MSIS will check the birth date to make sure that the students sent are under the age of 7 by September 1st

INITIAL MSIS ID TRANSACTION

- **Interfaces > View/Download Student Results**
- Contains new MSIS IDs from the ISL file
- Only file returned to you from MSIS to upload into your student package
- To download the file, right-click on the link then select the save option
- Keep 2 copies (in your database and external copy)

SUMMER SCHOOL DATA (SSD)

- 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*)
- **Deadline: 2nd Monday in September**

UPDATE GRADES

Modules > Student > Update Student Grades > Update Grades

Mississippi Student Information System

Mississippi Student Information System : Update Student Grades - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Select Student Update Grades View Grade History Update Promotion View Promotion History

**Mississippi Student Information System
Update Student Grades**

District School MSIS ID Last Name First Name MI SSN Birthdate

[Courses]

Course	Title	District	School	Voc Status	Inactive	Final Grade	Carnegie Units	Credits	Reason For Change
									Credit Recovery
									Did Not Report
									Entered Grade Wrong

[Classes]

Year	Semester	Grade	Period	Section	Level	Teacher Name

Record: 1/1

UPDATE PROMOTION

Modules > Student > Update Student Grades > Update Promotion

Mississippi Student Information System

Mississippi Student Information System : Update Student Grades - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Select Student Update Grades View Grade History Update Promotion View Promotion History

Mississippi Student Information System
Update Student Grades

District School MSIS ID Last Name First Name MI SSN Birthdate

[Student Promotion]

District	School	Grade	Enrollment Date	Promotion Promoted?	Date	Graduation Type

Record: 1/1

PROMOTION OR NONPROMOTION

➤ Promoted Indicator

Change the Promoted indicator on the Update Promotion tab

➤ SY 2018-2019 Promoted 3rd Graders

If you change the Promoted indicator on the Update Promotion tab from a N to Y or a student is promoted in a Summer School file, send an email to mdeapps@mdek12.org if you do not see the student on the Good Cause Exemption screen.

➤ Reports

Reports > Student Data > Promotions

Number/Percentage
By Grades
By Schools
Detail Listing

PROMOTION/NONPROMOTION

cont.

Number and Percentage of Promotions and Nonpromotions
2018-2019

MSIS

June 6, 2019
Thursday, 09:36 AM

Page 1 of 1

District	Total Promoted	Percent Promoted	Total Non-promoted	Percent Non-promoted	Total C1/C2	Total Membership
	2,474	93.08	184	6.92	0	2,658

PROMOTION/NONPROMOTION

cont.

Number and Percentage of Promotions and Nonpromotions by Grade 2018 - 2019

MSIS

June 6, 2019

Page 1 of 1

Thursday, 09:41 AM

District	Total Promoted	Percent Promoted	Total Non-Promoted	Percent Non-Promoted	Total C1/C2	Total Membership
Grade 62	94	100.00	0	0.00	0	94
Grade 52	4	100.00	0	0.00	0	4
Grade 64	174	96.67	6	3.33	0	180
Grade 54	1	100.00	0	0.00	0	1
Grade 56	22	100.00	0	0.00	0	22
Grade 01	202	90.58	21	9.42	0	223
Grade 02	204	93.58	14	6.42	0	218
Grade 03	129	53.75	111	46.25	0	240
Grade 04	216	97.30	6	2.70	0	222
Grade 05	248	100.00	0	0.00	0	248
Grade 06	214	100.00	0	0.00	0	214
Grade 07	177	98.88	2	1.12	0	179
Grade 08	163	99.39	1	0.61	0	164
Grade 58	23	100.00	0	0.00	0	23
Grade 78	0	0.00	0	0.00	0	0
Grade 09	173	90.10	19	9.90	0	192
Grade 10	152	98.70	2	1.30	0	154
Grade 11	141	98.60	2	1.40	0	143
Grade 12	137	100.00	0	0.00	0	137
DISTRICT TOTALS	2,474	93.08	184	6.92	0	2,658

PROMOTION/NONPROMOTION

cont.

Number and Percentage of Promotions and Nonpromotions by Grade Per School 2018 - 2019

MSIS

June 6, 2019

Page 1 of 1

Thursday, 09:47 AM

District	School	Total Promoted	Percent Promoted	Total Non-Promoted	Percent Non-Promoted	Total C1/C2	Total Membership
	Grade 58	14	100.00	0	0.00	0	14
	Grade 78	0	0.00	0	0.00	0	0
	Grade 09	173	90.10	19	9.90	0	192
	Grade 10	152	98.70	2	1.30	0	154
	Grade 11	141	98.60	2	1.40	0	143
	Grade 12	137	100.00	0	0.00	0	137
SCHOOL TOTALS		617	96.41	23	3.59	0	640

PROMOTION/NONPROMOTION

cont.

Promotions / Non-Promotions Detail Listing Report

LCOPPRUE

2018 - 2019

MSIS

June 6, 2019

Page

Thursday, 09:52 AM

District

School

Grade 58

MSISID	Student Name	Birth Date	Gender	Race	Promoted	Promote Date	Graduate
		12-AUG-02	F	B	Y	23-MAY-19	
		22-MAR-06	F	W	Y	23-MAY-19	
		10-SEP-00	M	B	Y	23-MAY-19	0
		17-JUL-02	M	B	Y	23-MAY-19	
		24-JAN-01	M	B	Y	23-MAY-19	0

Grade Count 14

School Counts	Grade	Promoted	Non Promoted
	58	14	0
	09	173	19
	10	152	2
	11	141	2
	12	137	0
	School Count	640	

GRADUATES OR COMPLETERS

- **Graduate/Completer Type**

Change the Graduation Type indicator on the Update Promotion tab

- **Reports**

Reports > Student Data > Cohort

School Year 2015 – 2016

Reports > Student Data > Graduates/Completers

[Counts by District](#)

[Detail Listing](#)

GRADUATES/COMPLETERS

cont.

Graduate/Completer Counts by District Report 2018-2019

MSIS

June 06, 2019
Thursday, 10:01 AM

Page 1 of 1

District Number	District Name	Num of Trad Grad	Num of Certificate Graduates	Num of Occ Diploma Graduates	Num of GED Grad	Total Graduates
		135	4	0	0	139

GRADUATES/COMPLETERS

cont.

List of Graduates And Other Completers Report For School Year

2018-2019

MSIS

June 6, 2019
Thursday, 10:04 AM

Page

District

School

MSIS ID	Last Name	First Name	Middle Name	Race	Gender	Grade	Grad Type	Promoted
				B	F	12	T	Y
				B	M	12	T	Y
				B	M	12	T	Y
				B	F	12	T	Y
				B	M	12	T	Y
				B	F	12	T	Y
				B	M	12	T	Y

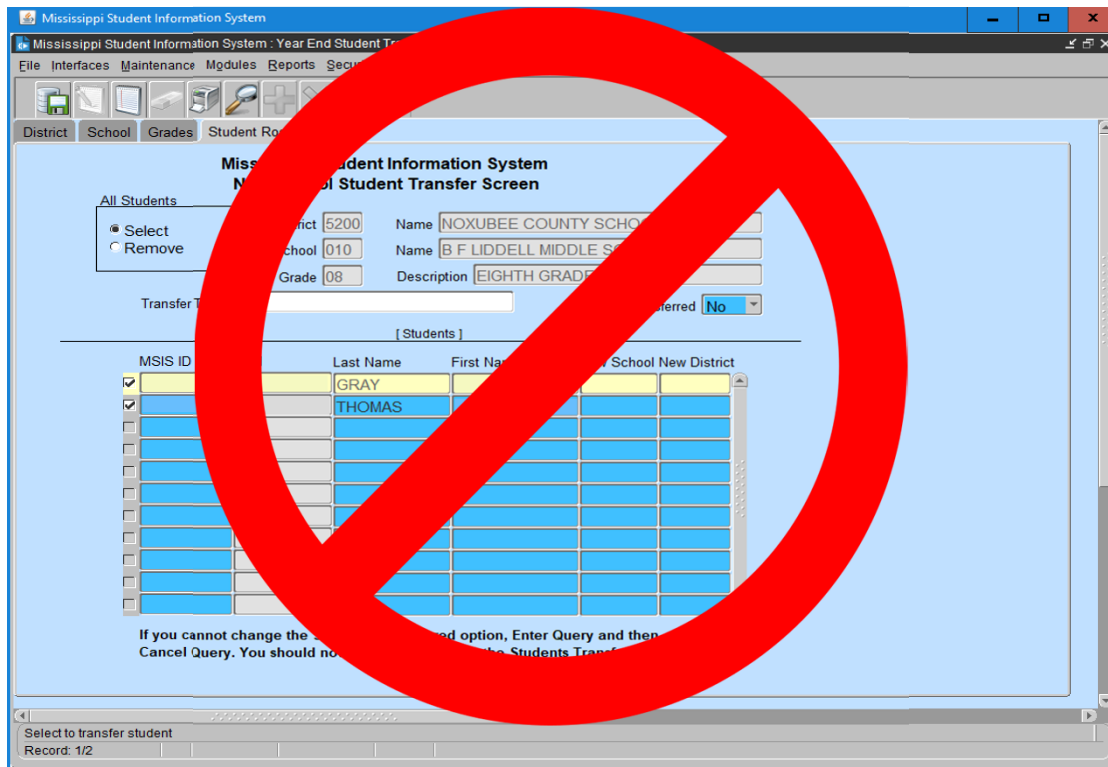
Other Certificate

FB 1 MB 3 Total 4

Traditional

FAS 1 MH 2 MB 55 FB 77 Total 135

YEAR-END STUDENT TRANSFER



RELEASE/TRANSFER STUDENT

Modules > Student > Release/Transfer Student

The screenshot shows the 'Mississippi Student Information System' interface for 'Release Student Information'. The window title is 'Mississippi Student Information System : Release Student Information - Production - Enter Mode'. The menu bar includes 'File', 'Interfaces', 'Maintenance', 'Modules', 'Reports', 'Security', 'Query', 'Block', and 'Help'. The toolbar contains icons for file operations and help. The main content area is titled 'Mississippi Student Information System Release Student Information' and is divided into three sections: '[Student Info]', '[Current School]', and a section for release details. The '[Student Info]' section has input fields for MSIS ID, Last Name, First Name, MI, and SSN. The '[Current School]' section has input fields for District and School, and a dropdown menu for 'Did Student Attend Current School This Year?'. The release details section has input fields for 'Release To District', 'Release To School', and 'Transfer Date'.

[Student Info]				
MSIS ID	Last Name	First Name	MI	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Current School]	
District	Did Student Attend Current School This Year?
<input type="text"/>	<input type="text"/>
School	
<input type="text"/>	

Release To District	Transfer Date
<input type="text"/>	<input type="text"/>
School	
<input type="text"/>	

RELEASE/TRANSFER STUDENT **cont.**

- Do Not Hold a student *unless it's the wrong student*
- Do Not Release a student until the new school requests it
- Request Ownership of a student within 24 to 48 hours of enrollment
- Did Student Attend Current School This Year?
 - Y – student must be reported in MSD file
 - N – student isn't reported in MSD file
- Can correct transfer to the wrong school if it is not completed
- New School will have 30 days of temporary access of student's record
- Update student package to show transfer of student

COMPLETE STUDENT TRANSFER

Modules > Student > Release/Transfer Student

The screenshot shows a web browser window with the following elements:

- Browser tabs: Mississippi Student Information System, Mississippi Student Information System : Release Student Information - Production - Enter Mode
- Menu: File, Interfaces, Maintenance, Modules, Reports, Security, Query, Block, Help
- Toolbar: File, Print, Refresh, Home, Search, Add, Remove, Close, Help
- Navigation: Students, Complete Student Transfer
- Form Title: Mississippi Student Information System - Release Student Information
- Section: [Student Info]
 - MSIS ID:
 - Last Name:
 - First Name:
 - MI:
 - SSN:
- Section: [Current School]
 - District:
 - School:
 - Did Student Attend Current School This Year?:
 - Transfer To District:
 - School:
 - Date Student First Attended:

COMPLETE STUDENT TRANSFER cont.

- Student must be released first
- Check the Status box on View Student Data screen
- Date Student First Attended
 - 1) Can Not be a future date
 - 2) Can Not be earlier than the latest ownership record
 - 3) Can Not be for a previously transmitted month within MSIS
 - 4) District of the school completing the transfer Can Not have a COMPLETED status for reporting period
- Enter the student in your school package with the entrance date entered on the Complete Transfer screen

CONTACT US

CONTACT US

➤ Webpage

ADMINISTRATORS > Technology and Strategic Services > Links > Customer Support and Training

➤ Application

**ADMINISTRATORS > Apps
> OTSS Help Desk**

➤ Email

mdeapps@mdek12.org



BMC **FootPrints** Service Core

Please log in

User Name

Password

Login

[Create a new account](#)

 **bmc**software



MISSISSIPPI
DEPARTMENT OF
EDUCATION

Ensuring a bright *future* for every child

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