

Beginning of Year Tasks

MSIS 

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

Bootcamp 2024





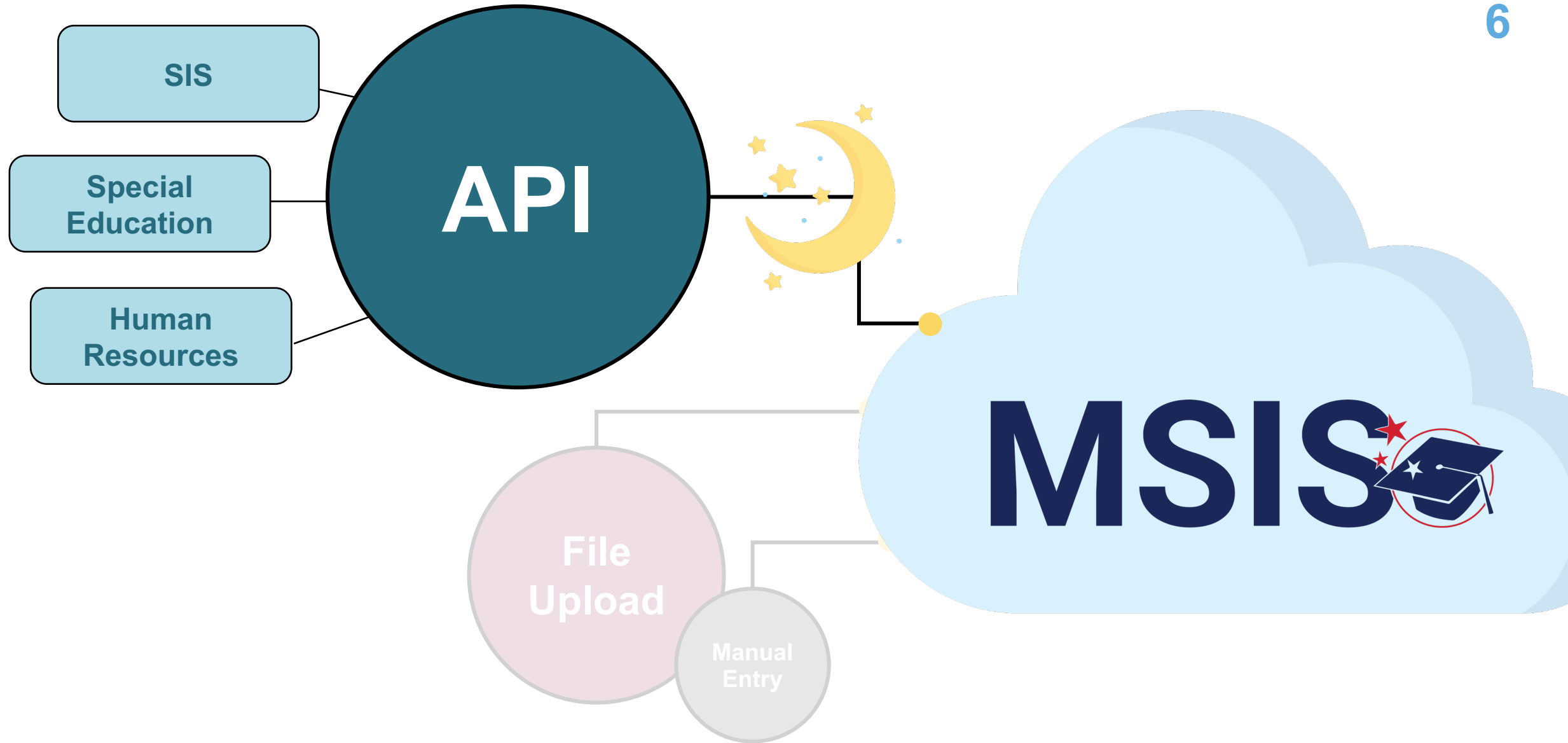
REFLECT on data quality and processes

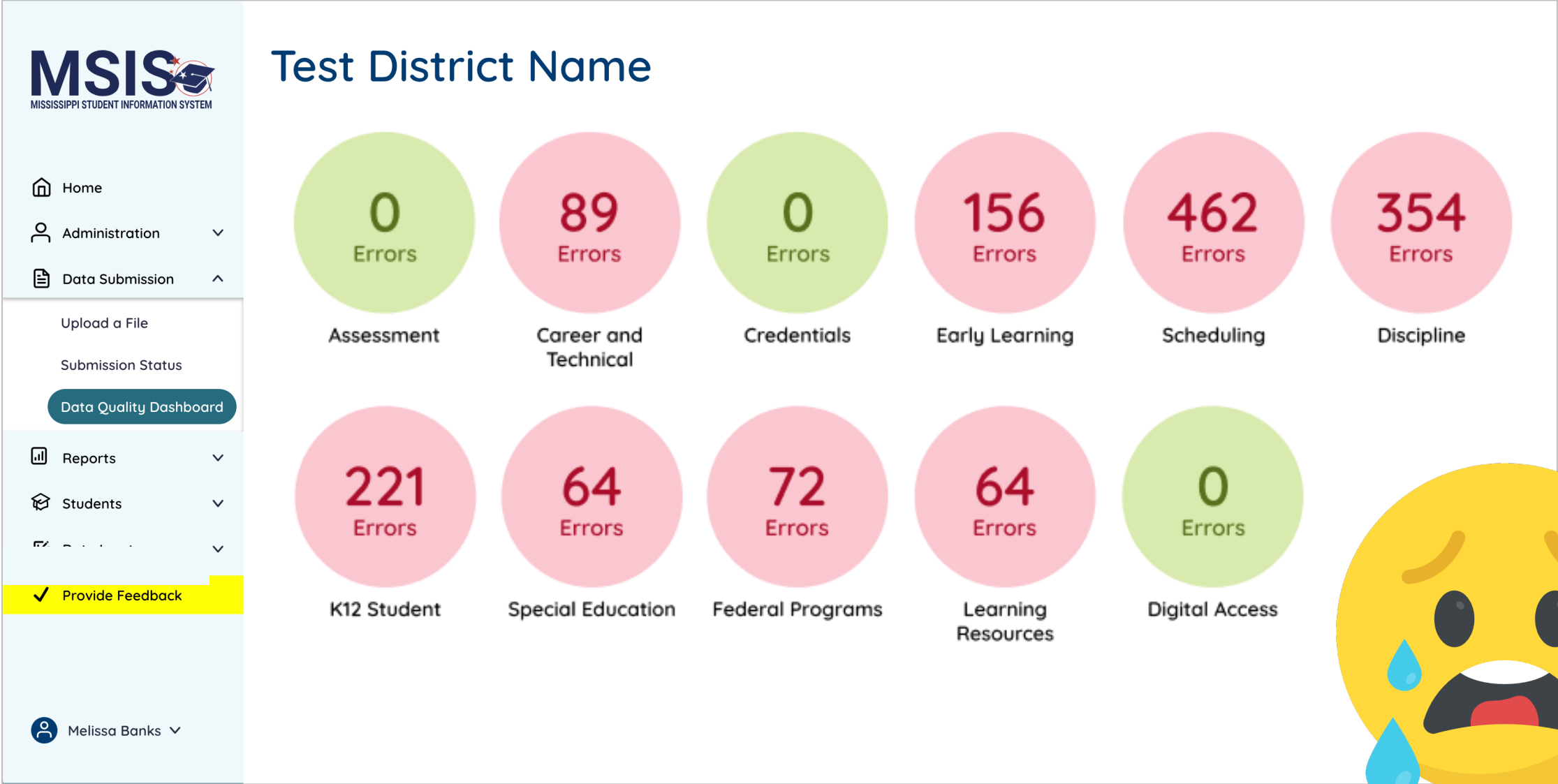
REVIEW upcoming deadlines

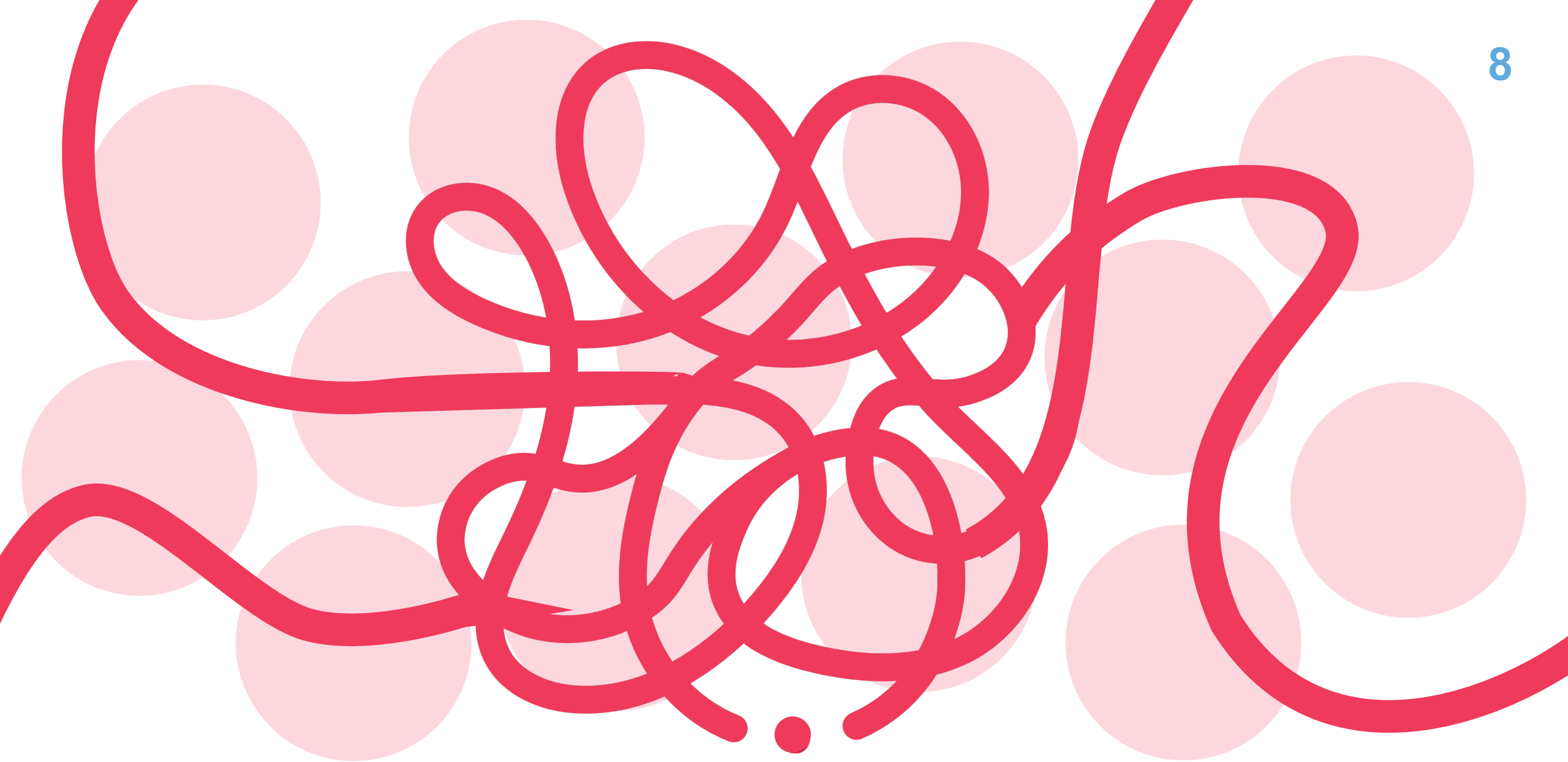
COMPARE legacy and new data collections

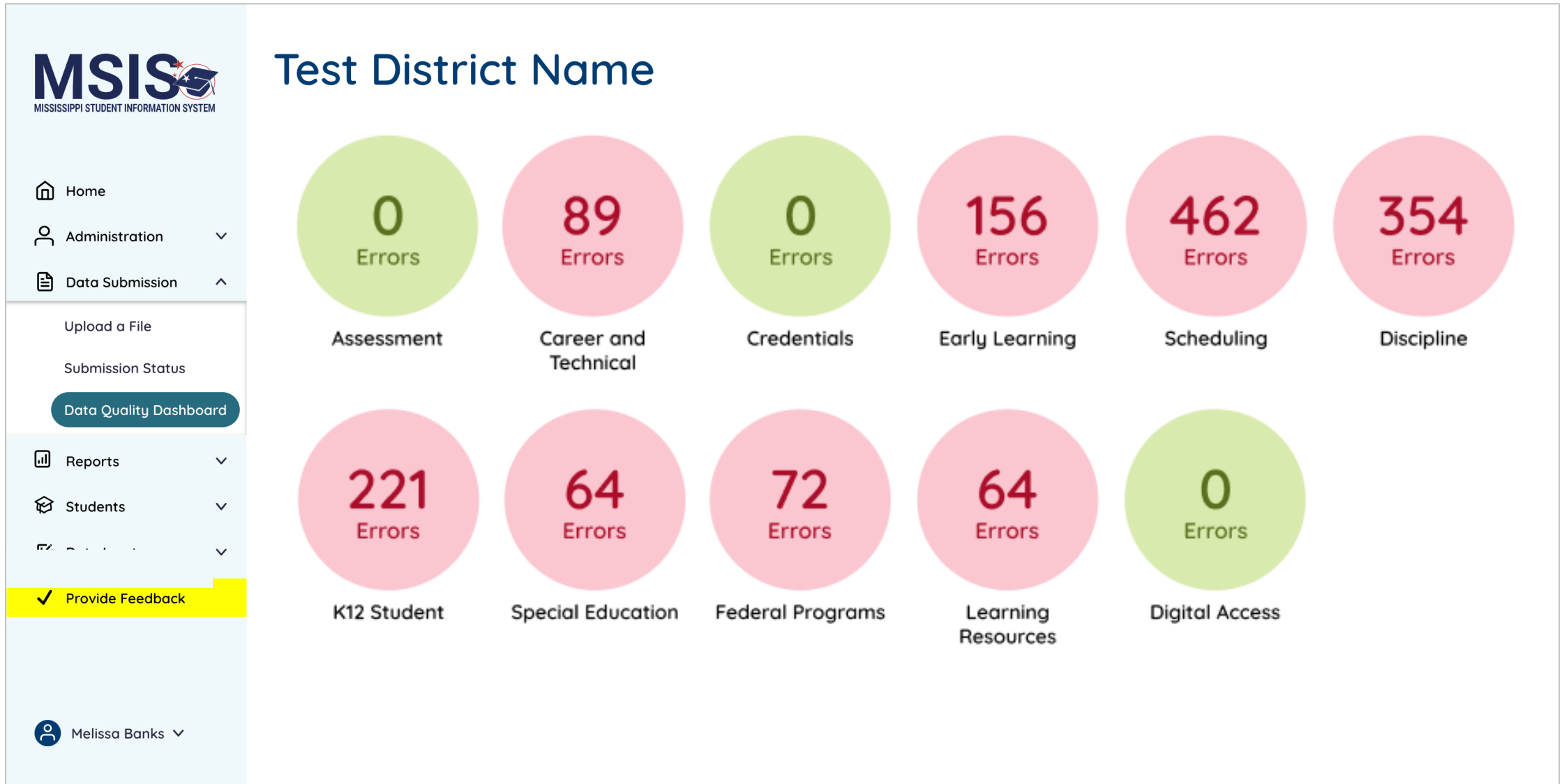
Data Quality











When is the first
**certification
window?**









Do any adjustments
need to be made to
**your daily tasks
or processes?**

Preparation ▶ Validation ▶ Submission ▶ Error
reporting ▶ Correction ▶ Resubmission ▶ Certification



Questions?

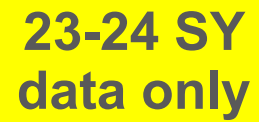
Kicking off the 24-25SY



JULY

Due Date	Item	Data Submission Method & Frequency
15	ACT & WorkKeys	MSIS 1.0 for 23-24SY only
31	MSIS Security Listing	N/A
31	Monthly Data Review <ul style="list-style-type: none">• MSIS IDs and Ownership• Non-Public Student Entry• LEA & School Demographics	API, File Upload, & Manual Input (various)

To access this screen go to **MODULES>STUDENT>DATA ENTRY>ACT UPDATE**.

[illegible]



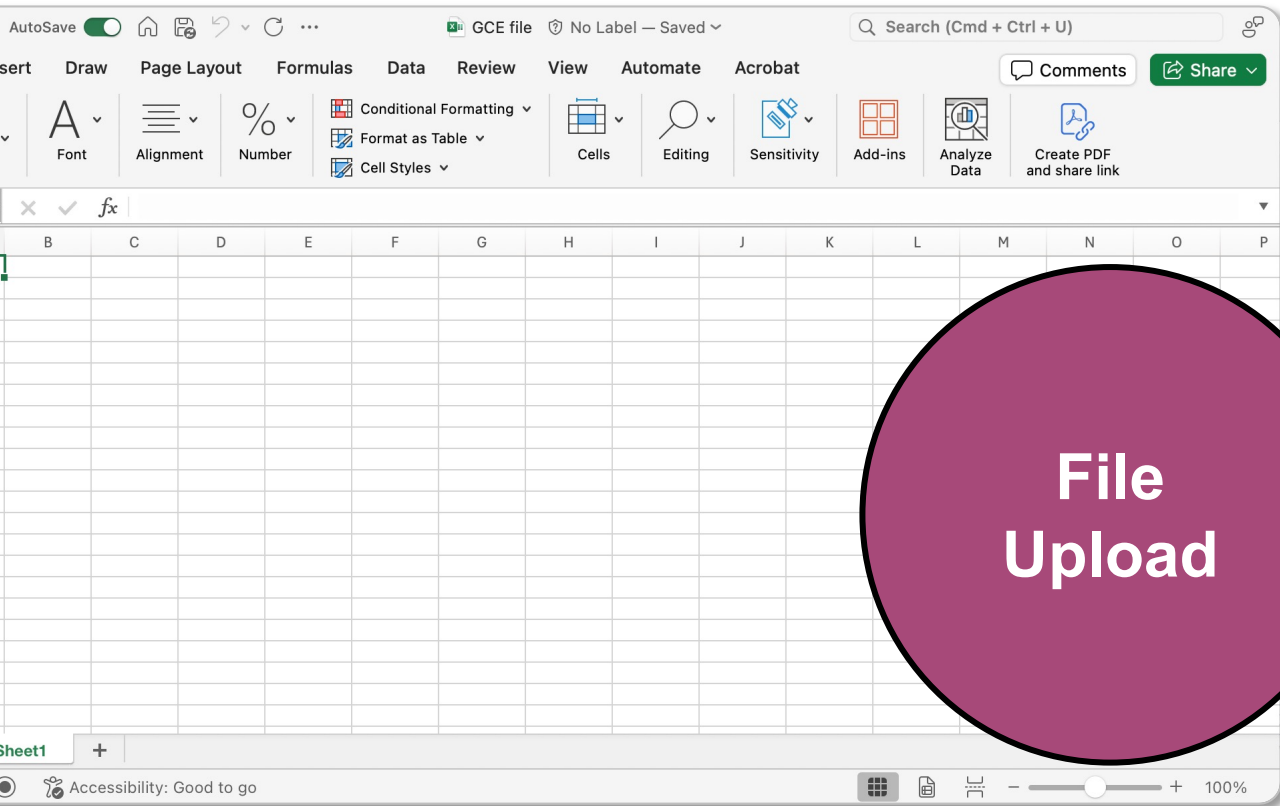
Permission: Student

MSIS 



ACT and WorkKeys

[illegible]



1

Select **Data Submission**.

Select **File Upload**.

2

The file name must contain:

- LEA number
- Data Type Name (only the supported names listed are allowed)
- File Format (only .csv or .xml (FETS only) file formats allowed)



- Home
- Data Quality Dashboard
- Accreditation
- Student Management
- Reports
- Data Submission

File Upload

Submission Status

Vendor Status

- Data Input
- User Management

Lisa

Upload a New File

Please follow this file naming convention:

0123MsisIdRequest.csv

LEA Number

Data Type Name

File Format

File size:

- 50MB maximum size per file

File Quantity:

- 10 files maximum upload

Supported File Formats:

- CSV
- XML (Finance.FETS only)

Supported Data Type Names:

- ACTandWorkKeysUpdates
- EnglishLearner
- Finance.FETS
- FosterCare
- GoodCauseExemptions
- GraduationOptions
- Homeless
- Immigrant
- Interventions
- KindergartenEntry
- MsisIdRequest

- NonPublic.Staff.Assignments
- NonPublic.Staff.Employment
- NonPublic.Staff.Schedules
- SpecialEducation.Accommodations
- SpecialEducation.EarlyLearningOutcomes
- SpecialEducation.Evaluation
- SpecialEducation.IEPData
- SpecialEducation.PostSecondary
- SpecialEducation.RelatedServices
- SpecialEducation.StudentRoster
- Staff.Assignments

- Staff.Employment
- Staff.NationalBoards
- StudentSealofBiliteracy
- SummerActivity
- SummerSchool

File Upload

Choose Files

No file chosen

Upload File(s)

QRG

mdek12.org/msis2.0/resources

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- Staff.NationalBoards
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- SummerSchool

File Upload

Choose Files

No file chosen

Upload File(s)

Select **Choose File** to upload the appropriately named file and file format.

Users can upload up to 10 files at one time.


50 MB is the maximum file size.

Select **Upload File(s)** to begin the upload process.

5

A file upload status bar will be displayed at the bottom of the screen for each file.

Files that are successfully upload will be displayed in green with a completed message.



MISSISSIPPI STUDENT INFORMATION SYSTEM

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Lisa

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0123

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.csv

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• Staff.NationalBoards
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• SummerActivity
• SummerSchool

filename.csv

5

+ Check File Validation Status

Completed




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6

Files that do not upload will appear in red.

Upload failures can be caused by invalid file names, file formats, size limits, etc.

The reason for the upload failure and suggestions for correcting the problem will be displayed.



MISSISSIPPI STUDENT INFORMATION SYSTEM

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Log Out

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- GoodCauseExemptions
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- MsisIdRequest

• 10 files maximum upload

- NonPublic.Staff.Assignments
- NonPublic.Staff.Employment
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- SpecialEducation.EarlyLearningOutcomes
- SpecialEducation.Evaluation
- SpecialEducation.IEPData
- SpecialEducation.PostSecondary
- SpecialEducation.RelatedServices
- SpecialEducation.StudentRoster
- Staff.Assignments

• CSV

- XML (Finance.FETS only)
- Staff.Employment
- Staff.NationalBoards
- StudentSealofBiliteracy
- SummerActivity
- SummerSchool

6

filename.csv

Failed

+ Check File Validation Status

! File format validation failed

Invalid file format. Please try again with a CSV file.

How to fix this problem:

Change your file format to be a CSV file.

- Home
- Data Quality Dashboard
- Accreditation
- Student Management ▾
- Reports
- Data Submission ^

File Upload

Submission Status

Vendor Status

- Data Input ▾
- User Management

Lisa ▾

Upload a New File

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+ Check File Validation Status

filename.csv

Completed

To review the validation status of files that were successfully uploaded, select **+ Check File Validation Status**

7



8


As MSIS validates the data in the files that are uploaded, the status can be previewed.

The file name, date and time of upload, user who uploaded the file, and the validation status are provided.

9

The file status will be displayed as **Success**, **Pending**, or **Failed**.

Click on the file name to learn more about the status of the file.



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Submission Status
Vendor Status

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Lisa

Uploaded Files


+ Upload a File

Name	Date & Time (CT)	Uploaded By	Status
filename.csv	10/4/2022, 2:18:54 PM	LastName, FirstName	Failed
filename.csv	10/4/2022, 2:18:54 PM	Central Access	Failed
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Failed
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Failure
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Pending
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Pending
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success

10

Each validation error will be listed as well as a resolution to the error.

Users should correct errors in the spreadsheet and reupload the file.



MISSISSIPPI STUDENT INFORMATION SYSTEM

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Lisa ▾

< Back

0123MsisIdRequest.csv

Date Uploaded: 07/15/24 Uploaded By: LastName, FirstName

File Status: **Failed**

! First Names are missing for 1 or more records

Please provide all required data elements in the file and try again.

How to fix this problem:

Examine the file to ensure all records contain the required elements.

10

District

Placeholder text

▼

School

Placeholder text

▼

Student

Placeholder text

▼

ACT and WorkKeys

District ID	District Name	School ID	School Name	MSIS ID	Student Name	SCD	English Score	Math Score	Reading Score	Updated English Score	Updated Math Score	Updated Reading Score	Modified By	Modified Date	Cer
#####	District Name	#####	School Name	#####	Last Name, First Name	No	22	22	22	24	23	24	Username	MM-DD-YYYY	Silv
#####	District Name	#####	School Name	#####	Last Name, First Name	No	22	22	22	24	23	24	Username	MM-DD-YYYY	Silv
#####	District Name	#####	School Name	#####	Last Name, First Name	No	22	22	22	24	23	24	Username	MM-DD-YYYY	Silv
#####	District Name	#####	School Name	#####	Last Name, First Name	No	22	22	22	24	23	24	Username	MM-DD-YYYY	Silv
#####	District Name	#####	School Name	#####	Last Name, First Name	No	22	22	22	24	23	24	Username	MM-DD-YYYY	Silv
#####	District Name	#####	School Name	#####	Last Name, First Name	No	22	22	22	24	23	24	Username	MM-DD-YYYY	Silv
#####	District Name	#####	School Name	#####	Last Name, First Name	No	22	22	22	24	23	24	Username	MM-DD-YYYY	Silv
#####	District Name	#####	School Name	#####	Last Name, First Name	No	22	22	22	24	23	24	Username	MM-DD-YYYY	Silv
#####	District Name	#####	School Name	#####	Last Name, First Name	No	22	22	22	24	23	24	Username	MM-DD-YYYY	Silv
#####	District Name	#####	School Name	#####	Last Name, First Name	No	22	22	22	24	23	24	Username	MM-DD-YYYY	Silv
#####	District Name	#####	School Name	#####	Last Name, First Name	No	22	22	22	24	23	24	Username	MM-DD-YYYY	Silv
#####	District Name	#####	School Name	#####	Last Name, First Name	No	22	22	22	24	23	24	Username	MM-DD-YYYY	Silv
#####	District Name	#####	School Name	#####	Last Name, First Name	No	22	22	22	24	23	24	Username	MM-DD-YYYY	Silv
#####	District Name	#####	School Name	#####	Last Name, First Name	No	22	22	22	24	23	24	Username	MM-DD-YYYY	Silv
#####	District Name	#####	School Name	#####	Last Name, First Name	No	22	22	22	24	23	24	Username	MM-DD-YYYY	Silv
#####	District Name	#####	School Name	#####	Last Name, First Name	No	22	22	22	24	23	24	Username	MM-DD-YYYY	Silv

[illegible]



Questions?

JULY



User Management

Administration Portal
User Permission Report



MSIS IDs and Ownership

Non-Public Student Entry

LEA & School Demographics

JULY



User Management LEA/School Management

MSIS IDs MSIS IDs

Enrollment & Attendance Student Ownership

Special Education Non-Public Student Entry

Federal Programs & CTE Non-Public Student Entry



Due Date	Item	Data Submission Method & Frequency
15	Graduates, Completers, Promotions	MSIS 1.0 for 23-24SY only
31	Good Cause Exemption	MSIS 1.0 for 23-24SY only
31	MSIS Security Listing	N/A
31	Monthly Data Review <ul style="list-style-type: none"> • MSIS IDs and Ownership • Non-Public Student Entry • LEA & School Demographics 	API, File Upload, & Manual Input (various)

AUGUST



MSIS

23-24 SY
data only

Update Student Grades/Promotion/Graduate Type

To access this screen go to MODULES>STUDENT>UPDATE STUDENT GRADES.

Each district will decide who they want to have access to this screen; it is not assigned to a particular security role.

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	Status	Voc	Inactive	Final Grade	Carnegie Units	Credits	
										Credit Recovery
										Did Not Report
										Entered Grade Wrong

[Classes]

Year	Semester	Grade	Period	Section	Level	Teacher Name



Permission: Student

MSIS 





LEA	School	School Year	Race	Gender	Grade Level
Gray County	All	2021-2022	All	All	All

Grade Promotions											
350	89%	28	11%	378							
Total Promoted	% Promoted	Total Non-Promoted	% Non-Promoted	Total Enrolled							
LEA	Total Promoted	Percent Promoted	Total Non-Promoted	Percent Non-Promoted	Total Early Graduates	Total Enrolled	MSIS ID	Gender	Race	Promoted	Graduate
LEA Name	345	97%	22	3%	0	428					
+ School Name	189	93%	8	1%	0	197					
+ Grade Level	45	82%	12	10%	0	57					
Last Name, First Name							123456789	M	B	Y	T
Last Name, First Name							123456789	F	W	Y	T
Last Name, First Name							123456789	F	W	Y	T
Grade Level	45	82%	12	10%	0	57					
Last Name, First Name							123456789	M	B	Y	T
Last Name, First Name							123456789	F	W	Y	T
Last Name, First Name							123456789	F	W	Y	T
Last Name, First Name							123456789	F	W	Y	T
+ School Name	189	93%	8	1%	0	197					
+ Grade Level	45	82%	12	10%	0	57					
Last Name, First Name							123456789	M	B	Y	T
Last Name, First Name							123456789	F	W	Y	T
Last Name, First Name							123456789	F	W	Y	T
+ Grade Level	45	82%	12	10%	0	57					



Permission: Student

MSIS 



District

Placeholder text

▼

School

Placeholder text

▼

School Year

Placeholder text

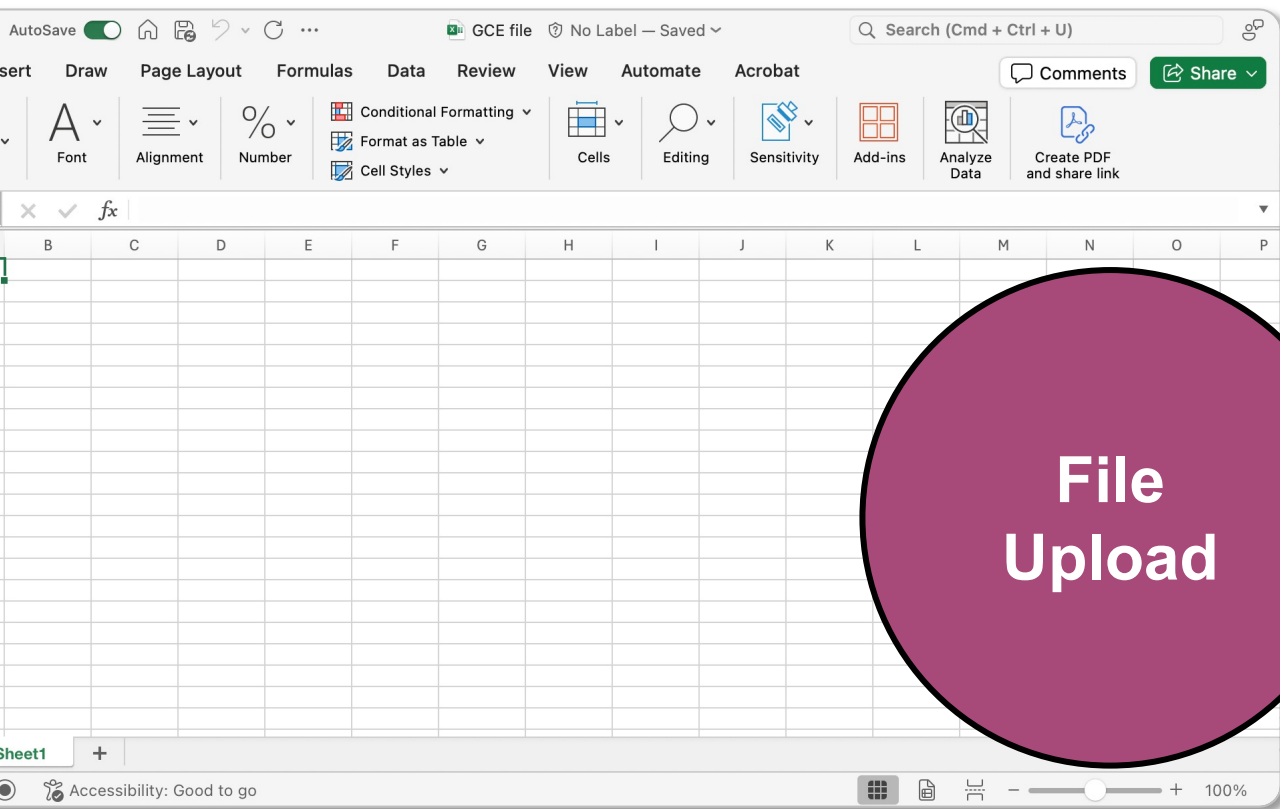
▼

Grade Level

Placeholder text

▼

[illegible]



District

School

School Year

Grade Level

Placeholder text



Placeholder text



Placeholder text



Placeholder text



Good Cause Exemption

School Year	District ID	District Name	School ID	School Name	MSIS ID	Student Name	Grade Level	Reason Code	Reason Description
####-####	####	District Name	####	School Name	#####	Last Name, First Name	Grade Level	####	Description of Reason for not returning
####-####	####	District Name	####	School Name	#####	Last Name, First Name	Grade Level	####	Description of Reason for not returning
####-####	####	District Name	####	School Name	#####	Last Name, First Name	Grade Level	####	Description of Reason for not returning
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MSIS LEGACY Good Cause Exemption Mapping

GOOD CAUSE EXEMPTION | MSIS Retention Codes

Legacy Good Cause Exemption Code	Legacy Good Cause Exemption Description	MSIS Retention Exemption Reason Code	MSIS Retention Exemption Description
A (EL Students)	EL students with more than 2 years of instruction in an English Language program.	1000 - English Learner Less Than 2 Years	The reason why this student was exempted from retention in a grade level because the student was an English Learner student who has less than two years of instruction in an English Learner program.
B (SCD or approved medical emergency)	Students indicated SCD. This should be applied the year the student takes Grade 3 MAAP-A. (Peer age/peer grade= 8 by September 1 st of current school year). Student receiving a significant medical emergency.	1002 - Not assessed IEP	The reason why this student was exempted from retention in a grade level was because the student has a disability whose individualized education plan (IEP) indicates that participation in the statewide accountability assessment program is not appropriate, as authorized under state law.

C (IEP/504 Students)	IEP/504 students who have either: Been retained once previously OR Received two years of Reading Intervention or Dyslexia therapy, conducted outside of school hours according to MS code 37-173-21	1003 - Assessed IEP or Section 504	The reason why this student was exempted from retention in a grade level because the student with a disability: (1) participated in the state annual accountability assessment and (2) has an Individualized Education Program (IEP) or Section 504 Plan that reflects the student has either (a) received intensive remediation in reading for two years but still demonstrates a deficiency or (b) was previously retained in the same grade or an earlier grade.
D (Any re-testers)	Students who have passed an alternate assessment (Retest 1 or Retest 2).	1004 - Alternative assessment	The reason why this student was exempted from retention in a grade level because the student demonstrated proficiency on an alternative standardized assessment approved by the State Board of Education.
E (General Education)	Students who have failed twice prior to the current school year AND who have received two years of Intensive Reading Intervention (years do not have to be consecutive).	1005 - Intensive intervention with retention 2 years	The reason why this student was exempted from retention in a grade level because the student received intensive intervention in reading for two years but still demonstrated a deficiency in reading and was previously retained in the same grade or an earlier grade for a total of two years and has not met proficient education criteria.



Questions?

AUGUST



User Management

Administration Portal
User Permission Report



MSIS IDs and Ownership

Non-Public Student Entry

LEA & School Demographics

AUGUST



User Management LEA/School Management

MSIS IDs MSIS IDs

Enrollment & Attendance Student Ownership

Special Education Non-Public Student Entry

Federal Programs & CTE Non-Public Student Entry



SEPTEMBER

Due Date	Item	Data Submission Method & Frequency
10	Summer School	MSIS 1.0 for 23-24SY only
30	CTE Placements	Data Entry Download, File Upload (as needed)
30	Special Education Post-Secondary Outcomes	File Upload (as needed)
30	Personnel Data	API (nightly) or File Upload (as needed)

SEPTEMBER

Due Date	Item	Data Submission Method & Frequency
30	<div>Monthly Data Review</div> <ul style="list-style-type: none">• MSIS IDs and Ownership• Non-Public Student Entry• Special Education• Special Education (Part C to B)• CTE• Federal Programs• LEA & School Demographics	API, File Upload, & Manual Input (various)

SEPTEMBER



**23-24 SY
data only**

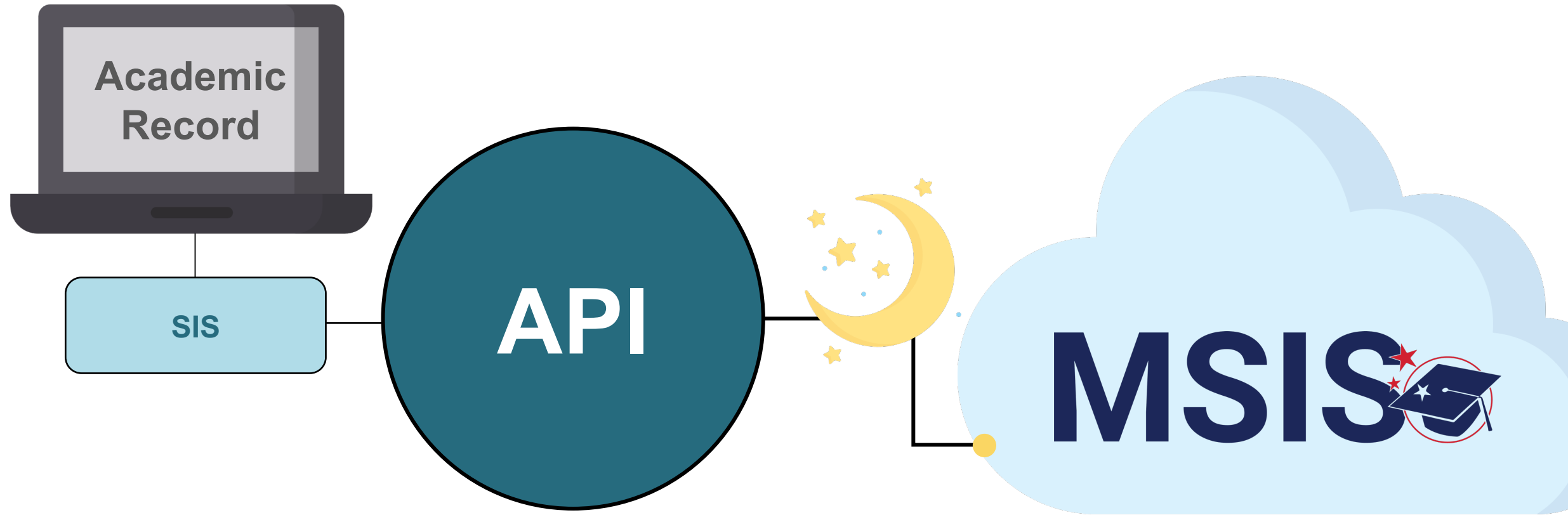
G. **Summer School Data Transaction File (SSD)**

The home school will submit an SSD if they have any students to attend summer school within the state. *The Summer School file should be submitted by the school that owns the student (not the school offering summer school).* The data on the Summer School 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. *No teacher information is included on a Summer School file.*

Name: S_<Dist#>_<Sch#>_<mm/dd/yyyy>_SSD_<Sequence#>.xml

Example: S_2520_008_08272001_SSD_00001.xml

Note: The S and SSD must be capitalized.



SEPTEMBER



CTE

CTE Placements

MSIS 

SEPTEMBER



Special Education

Post Secondary
Outcomes (Indicator 14)



SEPTEMBER



Personnel

Personnel Reports



MSIS IDs and Ownership	Non-Public Student Entry	LEA & School Demographics
Special Education	Federal Programs	Special Education (Part C to B)
	CTE	

SEPTEMBER



User Management LEA/School Management

MSIS IDs MSIS IDs



Enrollment & Attendance Student Ownership

Special Education Non-Public Student Entry, Special Education Reports, Part C to B

Federal Programs & CTE Non-Public Student Entry, Federal Programs Reports, CTE Reports



OCTOBER

Due Date	Item	Data Submission Method & Frequency
 1-10	District Approval Month 1 Certification window: October 1-10 th	API (nightly)
 15	Financial Data	File Upload (as needed)
27	Summer Activity	Data Entry Download, File Upload (as needed)
31	Personnel Data	API (nightly) or File Upload (as needed)

OCTOBER

Due Date	Item	Data Submission Method & Frequency
30	<p>Monthly Data Review</p> <ul style="list-style-type: none">• MSIS IDs and Ownership• Non-Public Student Entry• Special Education• Special Education (Part C to B)• CTE• Federal Programs• LEA & School Demographics	API, File Upload, & Manual Input (various)

OCTOBER



Enrollment & Attendance Reports
Discipline Reports

Certification Certification Process



MSIS 

OCTOBER



Personnel Finance Reports

Certification Certification Process



OCTOBER

Summer Activity

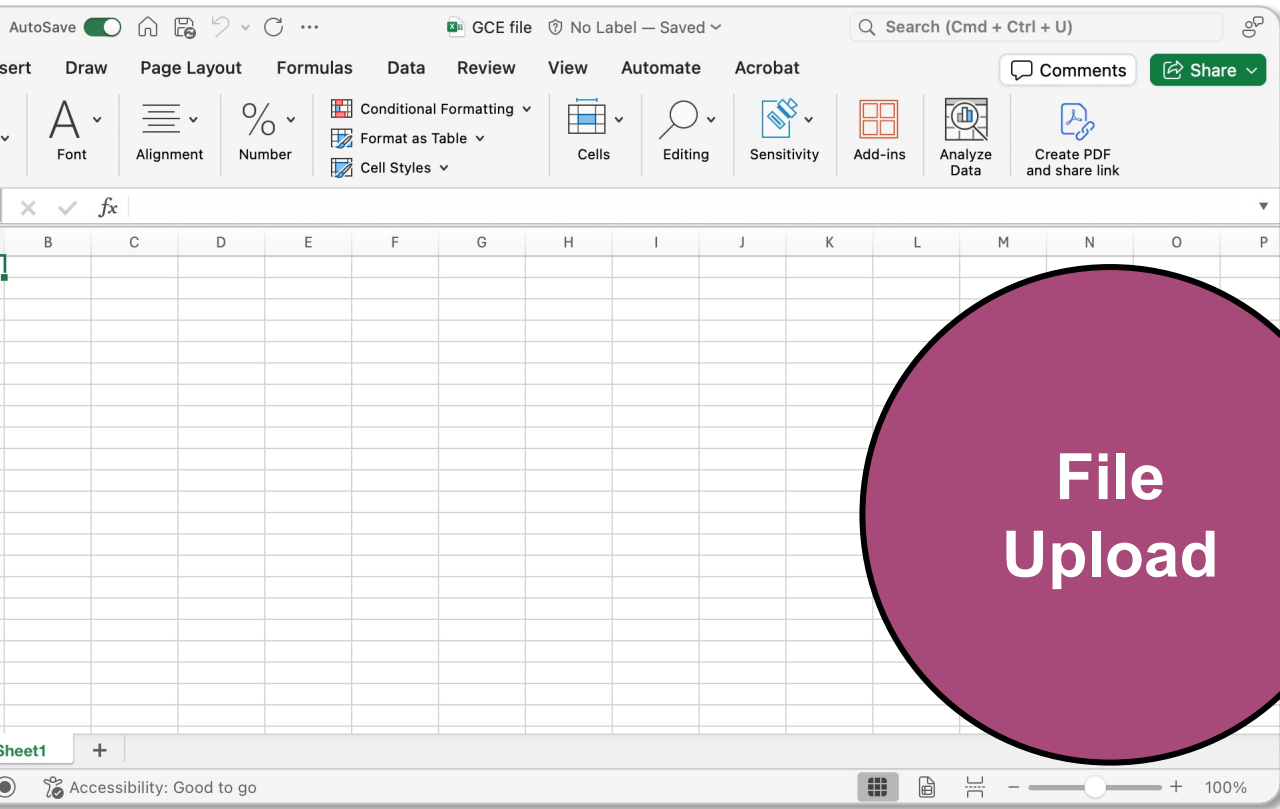




Permission: Student

MSIS 

[illegible]



District

Placeholder text



School

Placeholder text



School Year

Placeholder text



Grade Level

Placeholder text



Summer Activity Report

School Year	District ID	District Name	School ID	School Name	MSIS ID	Student Name	Date of Birth	Grade Level	Reason Code	Reason Description
###-###	####	District Name	####	School Name	#####	Last Name, First Name	MM-DD-YYYY	Grade Level	####	Description of Reason for not returning
###-###	####	District Name	####	School Name	#####	Last Name, First Name	MM-DD-YYYY	Grade Level	####	Description of Reason for not returning
###-###	####	District Name	####	School Name	#####	Last Name, First Name	MM-DD-YYYY	Grade Level	####	Description of Reason for not returning
###-###	####	District Name	####	School Name	#####	Last Name, First Name	MM-DD-YYYY	Grade Level	####	Description of Reason for not returning
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Personnel

Personnel Reports



MSIS IDs and Ownership	Non-Public Student Entry	LEA & School Demographics
Special Education	Federal Programs	Special Education (Part C to B)
	CTE	

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User Management LEA/School Management

MSIS IDs MSIS IDs

Enrollment & Attendance Student Ownership

Special Education Non-Public Student Entry, Special Education Reports, Part C to B

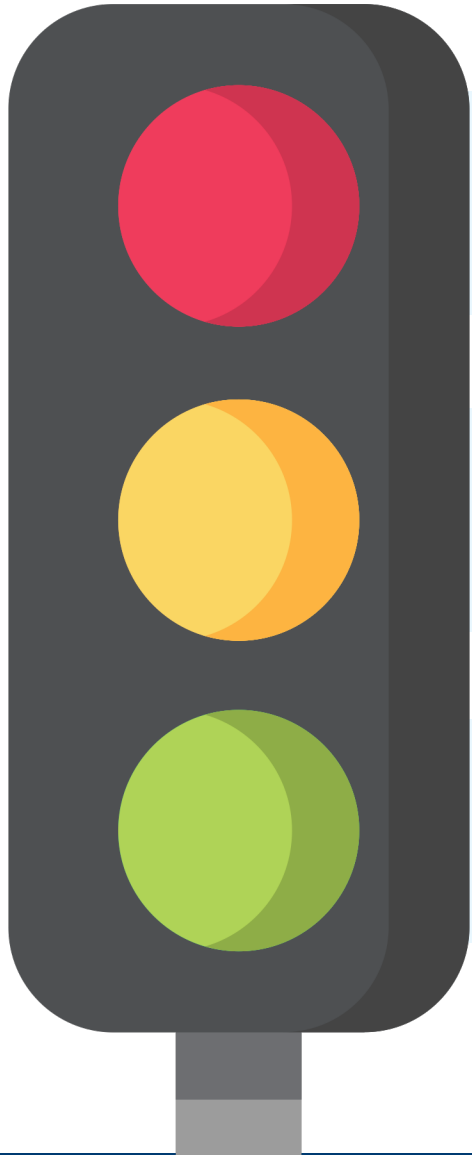
Federal Programs & CTE Non-Public Student Entry, Federal Programs Reports, CTE Reports





Questions?

Reflections & Final Questions



RED Process/procedure that needs to change

YELLOW Topic(s) to investigate further

GREEN Positive or exciting change(s)



Questions?



MSIS Team

msis2@mdek12.org

mdek12.org



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