Attendance & Enrollment



mdek12.org





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





State Board of Education STRATEGIC PLAN GOALS



ALL Students Proficient and Showing Growth in All Assessed Areas

EVERY School Has Effective Teachers and Leaders





EVERY Student Graduates from High School and is Ready for College and Career

Uses a World-Class Data System to Improve Student Outcomes





EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School and District is Rated "C" or Higher









Be an active participant

Share reactions

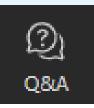
Respond to prompts in the chat







Ask questions

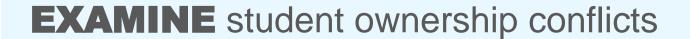




JOIN HUNT-FOR-



REVIEW changes in data elements



EXPLORE attendance & enrollment reports

INVESTIGATE errors in the data





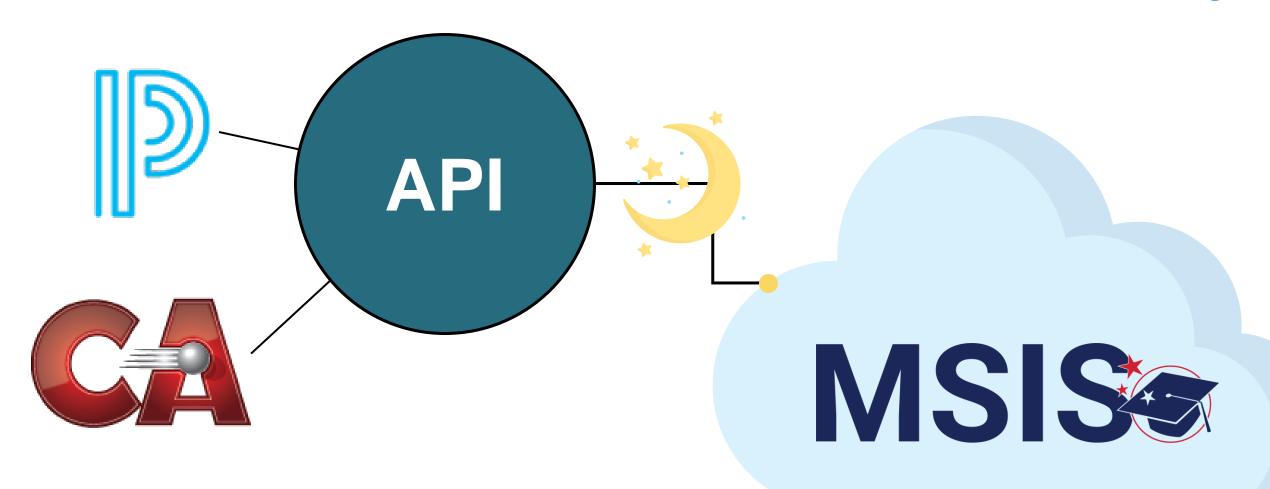
Data Collection













Data Elements







Changes to Enrollment data elements



DOMAIN

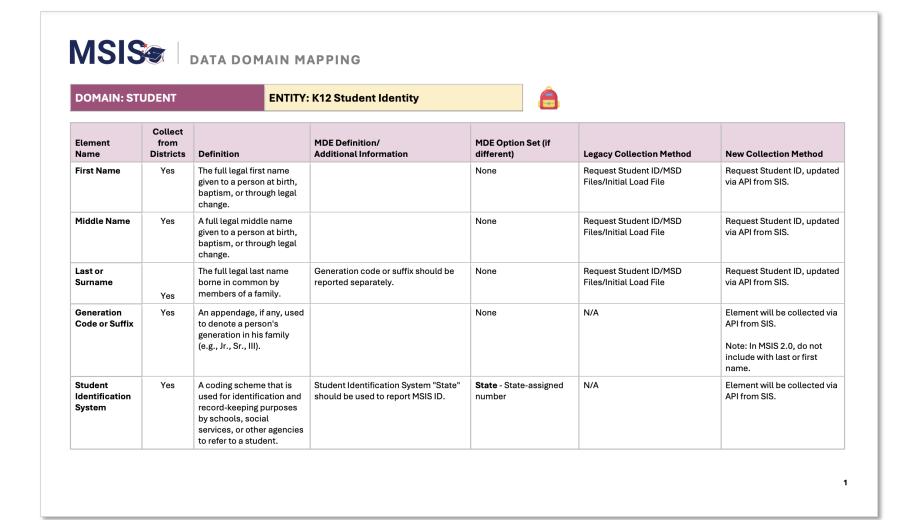
ENTITY

ELEMENT



Definition
Option Set
Collection Method







DOMAIN: STUDENT

ENTITY: K12 Student Enrollment



Element Name	Will MDE collect from Districts?	Definition	MDE Definition/ Additional Information	MDE Option Set (if different)	How WAS this collected in MSIS 1?	How WILL this be collected in MSIS 2.0?
Entry Grade Level	Yes	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.		IT - Infant/toddler PK - Prekindergarten KG - Kindergarten 01 - First grade 02 - Second grade 03 - Third grade 04 - Fourth grade 05 - Fifth grade 06 - Sixth grade 07 - Seventh grade 09 - Ninth grade 10 - Tenth grade 11 - Eleventh grade 12 - Twelfth grade 13 - Grade 13 AE - Adult Education	Formerly CurrentGradeLvI. Collected in MSD file.	Element will be populated by API from SIS. Note: Grades 56 and 58 are no longer used, students should be placed in grades PK-12 or AE. AE should be used for Secondary GED students. Special Ed students returning for services after graduation or exit should be placed in grade 13. Infant/Toddler should be used for students age 0-2.

https://www.mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS2/RR2024/mapping data domains student.pdf



Element Name	Definition	MDE Option Set (if different)	How WILL this be c	ollected in MSIS 2.0?	
Entry Grade Level	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session.	IT - Infant/toddler PK - Prekindergarten KG - Kindergarten 01 - First grade 02 - Second grade 03 - Third grade 04 - Fourth grade 05 - Fifth grade 06 - Sixth grade 07 - Seventh grade 09 - Ninth grade 10 - Tenth grade 11 - Eleventh grade 12 - Twelfth grade 13 - Grade 13 AE - Adult Education	Note: Grades 56 should be placed		oe nts oe

56/58 Guidance

56/58 GUIDANCE

Beginning with the 2024-2025 school year, no student may be assigned to grade 56 or 58 because MSIS 2.0 eliminates these grades as an option. Students with a grade code of 56 or 58 during the 2023-2024 school year should be placed in a grade of K5 – 13 for the 2024-2025 school year and subsequent school years. It should be noted previous guidance issued by the Office of Special Education and the Office of Student Assessment stated that only students that meet the criteria for a significant cognitive disability should be assigned a grade code of 56/58.

IEP Committees should determine the appropriate grade placement for any student that has a grade placement of 56/58 to ensure that FAPE is provided. IEP Committees can make the following grade placement determinations for students with a grade placement of 56/58:

- IEP Committees may determine to place students in their peer age grade placement. For example, a student aged 10 on or before September 1, 2024, would be placed in the 5th grade for the 2024-2025 school year.
- IEP Committees may determine that the appropriate grade placement for a student is not the students peer age grade. For example, An IEP Committee may determine that a 6th grade placement is more appropriate for a student that is age 13 whose peer grade 8th grade.

As IEP Committees make grade placement determinations for students, it is important to remember that students with disabilities must participate with their non-disabled peers to the maximum extent possible. IEP Committees should consider the unique and individual needs of each student when making grade placement decisions. IEP Committees should also ensure that current, relevant, and reliable data is used to make grade placement determinations to ensure that FAPE is provided in alignment with state, local, and federal policies.

Grade placement determination may impact other areas and the following questions should be considered after an appropriate grade placement determination has been made by the IEP Committee.

- Does the student's grade placement determination impact the student's location of services? For example, will placing a student in his/her peer-age grade move the student from an elementary campus to a middle school campus, or from a middle school campus to a high school campus?
- Does the student's grade placement determination impact the student's state-wide
 assessment? For example, does the grade placement determination place a student in a
 grade which he/she has already been assessed OR does the grade placement decision
 place the student in a grade that causes the student to skip a particular grade level
 assessment? If so, how may that impact state-wide assessment participation?

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- IEP Committees may determine to place students in their **peer age grade** placement.
- IEP Committees may determine that the appropriate grade placement for a student is **not the student's peer age grade** (e.g., 6th grade placement is more appropriate for a student who is 13, whose peer grade is 8th grade).





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As IEP Committees make grade placement determinations for students, it is important to remember that students with disabilities must participate with their non-disabled peers to the maximum extent possible. IEP Committees should consider the unique and individual needs of each student when making grade placement decisions. IEP Committees should also ensure that current, relevant, and reliable data is used to make grade placement determinations to ensure that FAPE is provided in alignment with state, local, and federal policies.

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DOMAIN: STUDENT

ENTITY: K12 Student Enrollment



Element Name	Will MDE collect from Districts?	Definition	MDE Definition/ Additional Information	MDE Option Set (if different)	How WAS this collected in MSIS 1?	How WILL this be collected in MSIS 2.0?
Entry Type	Yes	The process by which a student enters a school during a given academic session.	See "MSIS Legacy Entry/Exit Types Mapping" document for details.	01821 - Transfer from a public school in the same local education agency 01822 - Transfer from a public school in a different local education agency in the same state 01830 - Transfer from a school outside of the country 01833 - Transfer from home schooling 01835 - Re-entry from the same school with no interruption of schooling 01836 - Re-entry after a voluntary withdrawal 01837 - Re-entry after an involuntary withdrawal 74001 - Initial Enrollment for the School Year	Formerly: E1 First regular enrollment this year E2 Transfer from another grade in this school E3 Transfer from another school in this district E4 Transfer from another public school in Mississippi E5 Transfer from a nonpublic school in Mississippi E6 Transfer from another state or country E9 Transfer from home school R1 Re-entries of withdrawals Collected in MSD file.	Element will be populated by API from SIS.

https://www.mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS2/RR2024/mapping data domains student.pdf



DOMAIN: STUDENT

ENTITY: K12 Student Enrollment



Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set (if different)	How WILL this be collected in MSIS 2.0?
Entry Type	The process by which a student enters a school during a given academic session.	See "MSIS Legacy Entry/Exit Types Mapping" document for details.	 01821 - Transfer from a public school in the same local education agency 01822 - Transfer from a public school in a different local education agency in the same state 01830 - Transfer from a school outside of the country 01833 - Transfer from home schooling 01835 - Re-entry from the same school with no interruption of schooling 01836 - Re-entry after a voluntary withdrawal 01837 - Re-entry after an involuntary withdrawal 74001 - Initial Enrollment for the School Year 	Element will be populated by API from SIS.

https://www.mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS2/RR2024/mapping data domains student.pdf



Legacy Entry/Exit Types Mapping

MSIS LEGACY Entry/Exit Types Mapping

ENTRY TYPES | MSIS 1.0 Enrollment Codes

MSIS Code	MSIS Description	MSIS 2.0 Code	MSIS 2.0 Description	Notes
E1	First regular enrollment this year	74001*	New Enrollment	
E2	Transfer from another grade in this school	01835	Re-entry from the same school with no interruption of schooling	Used with corresponding exit code 03505. See note below regarding Administrative Changes.
E3	Transfer from another school in this district	01821	Transfer from a public school in the same local education agency	
E4	Transfer from another public school in Mississippi	01822	Transfer from a public school in a different local education agency in the same state	
E5	Transfer from a nonpublic school in Mississippi	74002*	Transfer from a private school in the state	
E6	Transfer from another state or country	74003*	Transfer from a school outside of the state	Includes out of state and out of country transfers
E9	Transfer from home school	01833	Transfer from home schooling	
R1	Re-entries of withdrawals	01836	Re-entry after a voluntary withdrawal	

^{*}New codes proposed through CEDS Open Source Community, not yet added to the CEDS model

New codes will not change in the SIS but will be reflected in MSIS Reports.



ENTRY TYPES

MSIS Code	MSIS Description	MSIS 2.0 Code	MSIS 2.0 Description	Notes
E1	First regular enrollment this year	74001	New Enrollment	
E2	Transfer from another grade in this school	01835	Re-entry from the same school with no interruption of schooling	Used with corresponding exit code 03505. See note below regarding Administrative Changes.
E3	Transfer from another school in this district	01821	Transfer from a public school in the same local education agency	
E4	Transfer from another public school in Mississippi	01822	Transfer from a public school in a different local education agency in the same state	

ENTRY TYPES

MSIS Code	MSIS Description	MSIS 2.0 Code	MSIS 2.0 Description	Notes
E5	Transfer from a nonpublic school in Mississippi	74002	Transfer from a private school in the state	
E6	Transfer from another state or country	74003	Transfer from a school outside of the state	Includes out of state and out of country transfers
E9	Transfer from home school	01833	Transfer from home schooling	
R1	Re-entries of withdrawals	01836	Re-entry after a voluntary withdrawal	

EXIT TYPES

MSIS Code	MSIS Description	MSIS 2.0 Code	MSIS 2.0 Description	Notes
T1	Transfer to another grade in this school	03505	Exited	Used with corresponding entry code 01835. See note below regarding Administrative Changes.
T2	Transfer to another school in this district	01907	Student is in a different public school in the same local education agency	
Т3	Transfer to another public school in MS	01908	Transferred to a public school in a different local education agency in the same state	



EXIT TYPES

MSIS Code	MSIS Description	MSIS 2.0 Code	MSIS 2.0 Description	Notes
T4	Transfer to a nonpublic school in MS	73068	Transfer to a private school in the state	
T5	Transfer to another state or country	73067	Transfer to a school outside of state	Includes out of state and out of country transfers
Т8	Transfer to home school	01918	Transferred to home schooling	
C1	Completers-High school graduates (Diploma)	01921	Graduated with regular, advanced, International Baccalaureate, or other type of diploma	

EXIT TYPES

MSIS Code	MSIS Description	MSIS 2.0 Code	MSIS 2.0 Description	Notes
C2	Completers-Other than high school graduates (Certificates)	01922	Completed school with other credentials	
D	Dropouts	01927	Discontinued schooling	
Z 1	Deaths	73064	Died	
Т7	Transfer to an approved community based GED program	73060	Officially withdrew and enrolled in ABE, adult secondary education, or adult ESL program	

ADMINISTRATIVE CHANGES | Grade Level Changes

The exit type 03505 "Exited" is used in combination with the entry type 01835 "Re-entry from the same school with no interruption of schooling" to change a student's grade level when the student is promoted or demoted during the school year.

Example: Student starts the school year in 11th grade and is promoted to 12th grade on January 6th.

The school would submit the exit type 03505:



```
Entry Date = 08-15-2022
Exit Date = 01-05-2023
Exit Type = 03505
Grade Level = 11
```

And the school would submit the entry type 01835:

2

Entry Date = 01-06-2023 Exit Date = NULL/Blank Entry Type = 01835 Grade Level = 12







DOMAIN: STUDENT

ENTITY: K12 Student Enrollment



Element Name	Will MDE collect from Districts?	Definition	MDE Definition/ Additional Information	MDE Option Set (if different)	How WAS this collected in MSIS 1?	How WILL this be collected in MSIS 2.0?
Responsible District Type	Yes	The type of responsibility the district has for the student.	Use Type "Accountability" to indicate a student's residential district/school where accountability results will be counted. Use Type "Attendance" to indicate a student's residential district/school is collecting and reporting attendance. Use Type "Assessment" to indicate a student's location for state-administered assessments. Use Type "Resident" to indicate a student's residential district when the student is attending outside of that district Use Type "Transportation" to indicate the district that is responsible for providing transportation for the student	Accountability - Accountability Attendance - Attendance Transportation - Transportation Assessment - Assessment Resident - Resident	N/A	Element will be populated by API from SIS. Note: Districts can now indicate other districts. See MDE Definition column.

https://www.mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS2/RR2024/mapping data domains student.pdf



DOMAIN: STUDENT ENTITY: K12 Student Enrollment



Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set (if different)	How WILL this be collected in MSIS 2.0?
Responsible District Type	The type of responsibility the district has for the student.	Use Type "Accountability" to indicate a student's residential district/school where accountability results will be counted. Use Type "Attendance" to indicate a student's residential district/school is collecting and reporting attendance. Use Type "Assessment" to indicate a student's location for state-administered assessments. Use Type "Resident" to indicate a student's residential district when the student is attending outside of that district Use Type "Transportation" to indicate the district that is responsible for providing transportation for the student	Accountability - Accountability Attendance - Attendance Transportation - Transportation Assessment - Assessment Resident - Resident	Element will be populated by API from SIS. Note: Districts can now indicate other districts. See MDE Definition column.

https://www.mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS2/RR2024/mapping data domains student.pdf









Changes to Attendance data elements





Attendance will be reported for each day (present or absent), not just absences.

Data Element option set:

- **Present** Present
- ExcusedAbsence Excused Absence
- UnexcusedAbsence Unexcused Absence





Students **CAN** be absent on the first day of enrollment. (Ex: Suspension carrying over from prior year.)



Mark students as No Shows in your SIS. SIS will send a status of students who are "no shows" to MSIS.

For more information about this and other beginning-of-year enrollments that will be handled by your SIS, please reach out to your vendor.





Data will be transferred nightly via API from the SIS as a **rolling 45-day attendance record** for each student. This allows any edits made to a student's attendance in the past 45 days to be captured.

On June 30, the API will send a student's attendance for the complete school year, allowing for any changes to be captured that were made after any of the previous 45-day windows.

Any changes made to attendance after a certification period has passed will not change the certified attendance. However, the student's attendance will be correctly reflected in MSIS.







Student Ownership

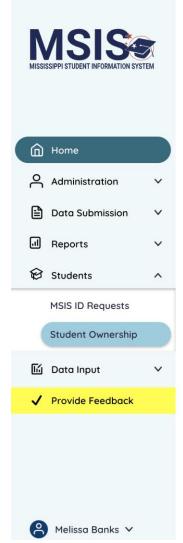






Permission: Student + Student Ownership





Welcome Melissa Banks

1:52 PM Tuesday, October 10, 2023

No uploaded files

(Upload a file

Ownership conflict to review

Your data has errors

Deadlines Up Next

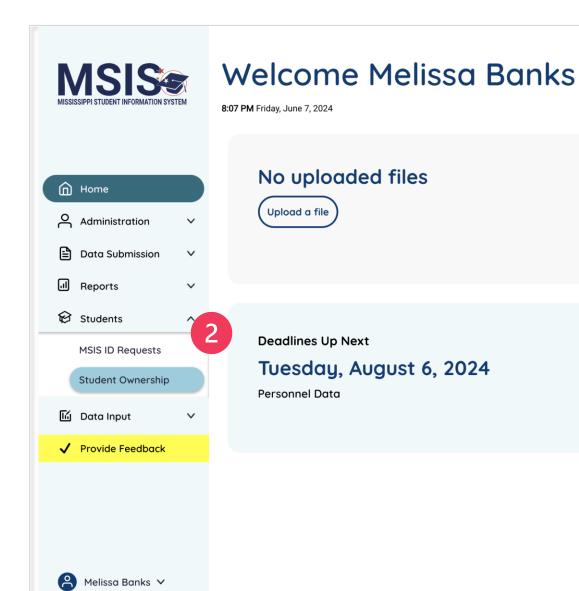
Saturday, December 9, 2023

Personnel Data

1

Click **Review** in the Ownership Conflict tile.



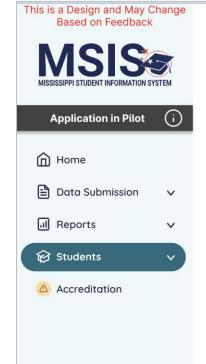


2

Click on the down arrow beside **Students** in the left navigation.

Select **Student Ownership.**





Student Ownership

Name	MSIS ID	Ownership Conflict
Dee Anderson	123456789	District Name
Hillary Bricks	123456891	District Name
Marcus Dee	523412589	District Name
Mary Gains	423541269	District Name
Frank Gill	153426578	District Name
Jane Johnson	126452339	District Name

▶ Page 1 - MSIS 2.0
Prototype (figma.com)





Continue

any local policies/procedures for documentation required to release students

(i.e., letterhead from another district, etc.).

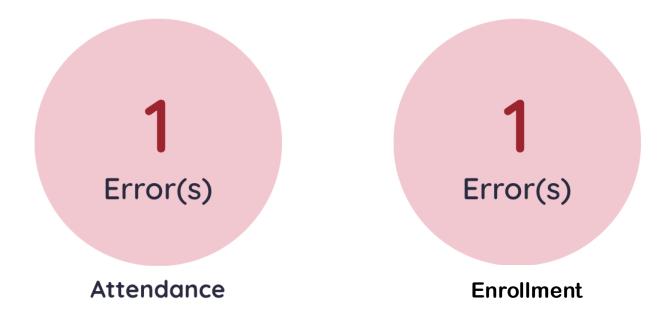


"Releasing"

takes place in the







Enrollment & Attendance errors will show in the Data Quality Dashboard







Reporting

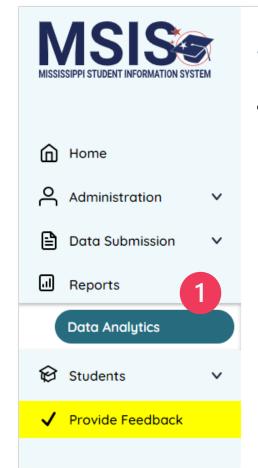






Permission: Student





Welcome Melissa Banks

9:56 PM Monday, October 16, 2023

No uploaded files

(Upload a file

Deadlines Up Next

Friday, December 15, 2023

Personnel Data

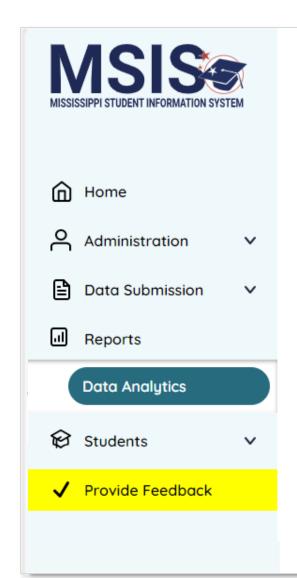
1

Click on the down arrow beside **Reports** in the navigation.

Select **Data Analytics**.







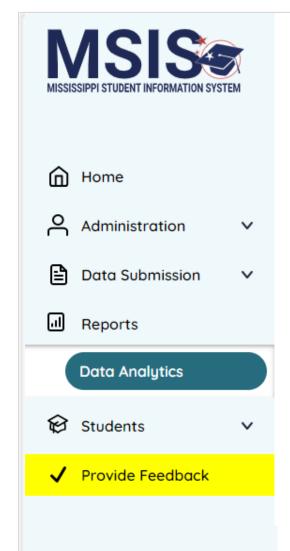
Data Analytics

ertification reports Fromes Reports	
Course Code Report	
Enrollment and Attendance Reports	
Average Daily Attendance Report	Five or More Absences Re
Student Reports	
Net Membership Report	Student Indicators Repor

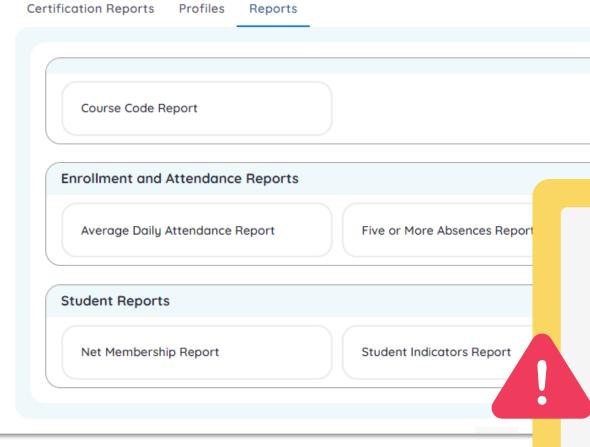
2

Click on the **Reports** tab to see available reports (based on assigned permissions).





Data Analytics

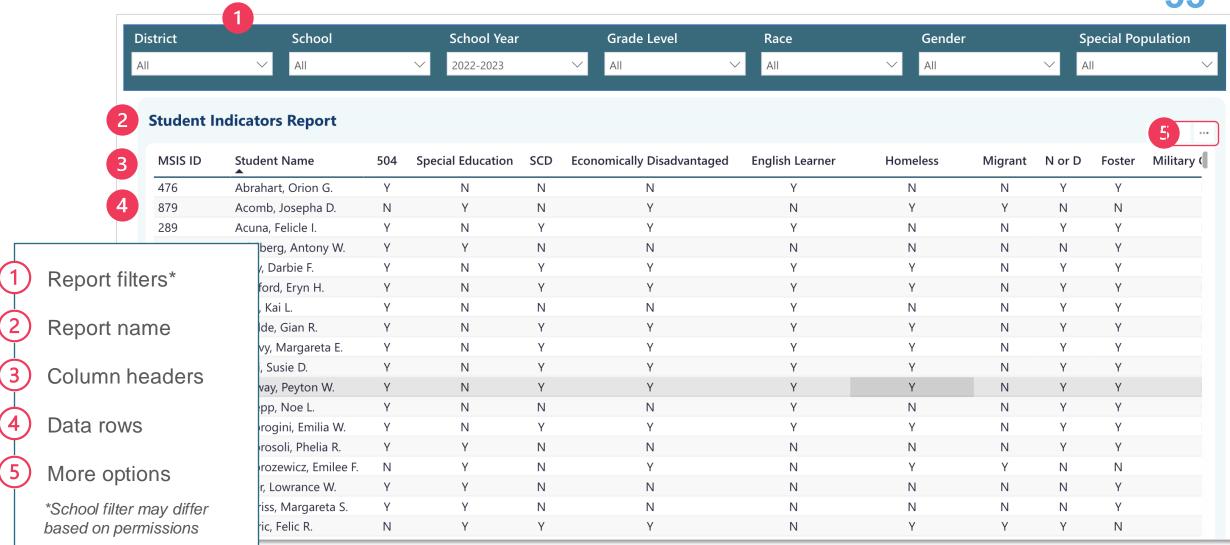


Additional reports will become available as development continues.

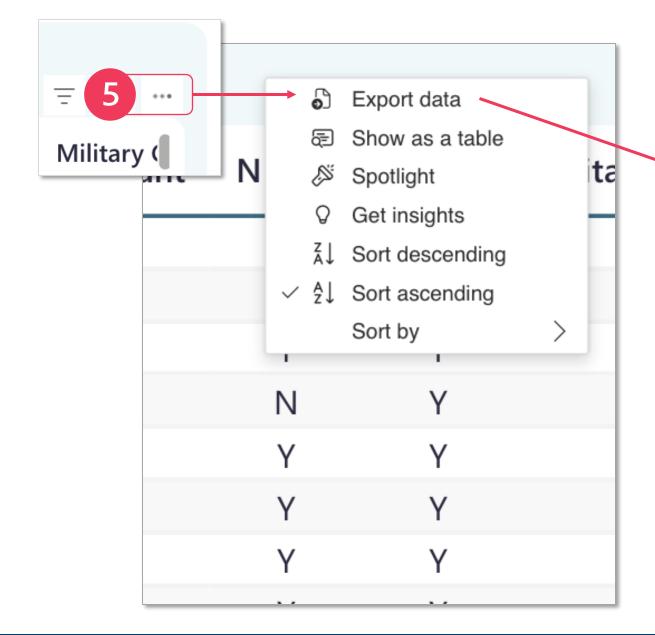


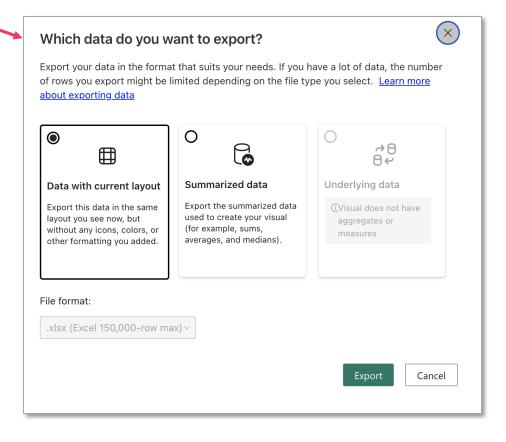


















Data Quality

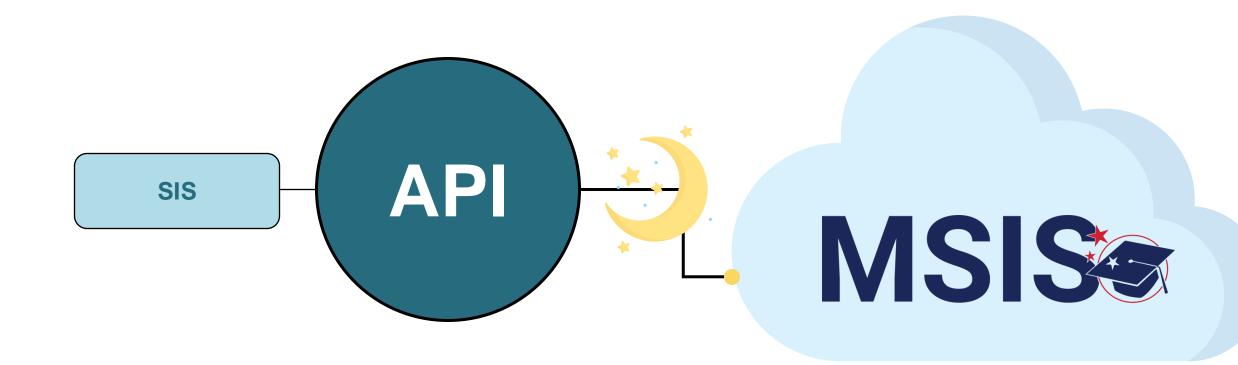






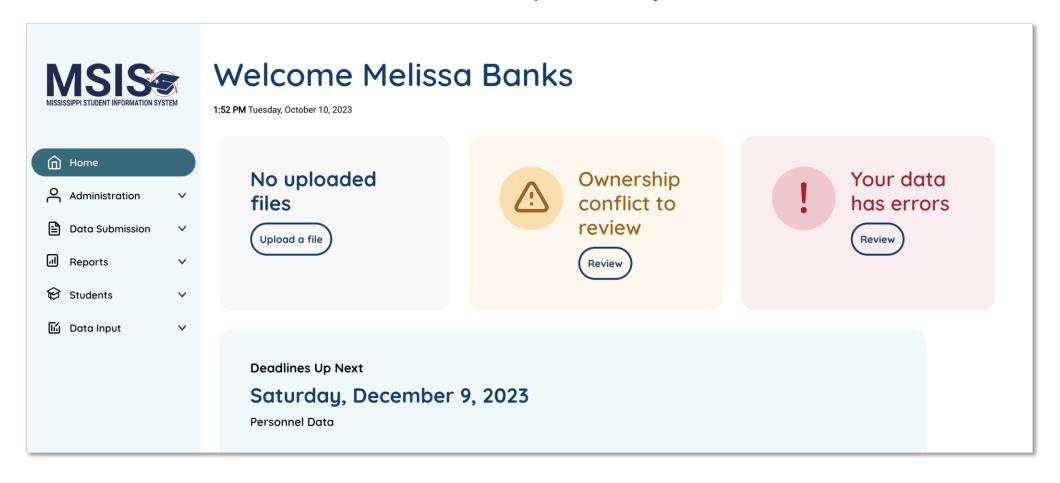
Permission: Student



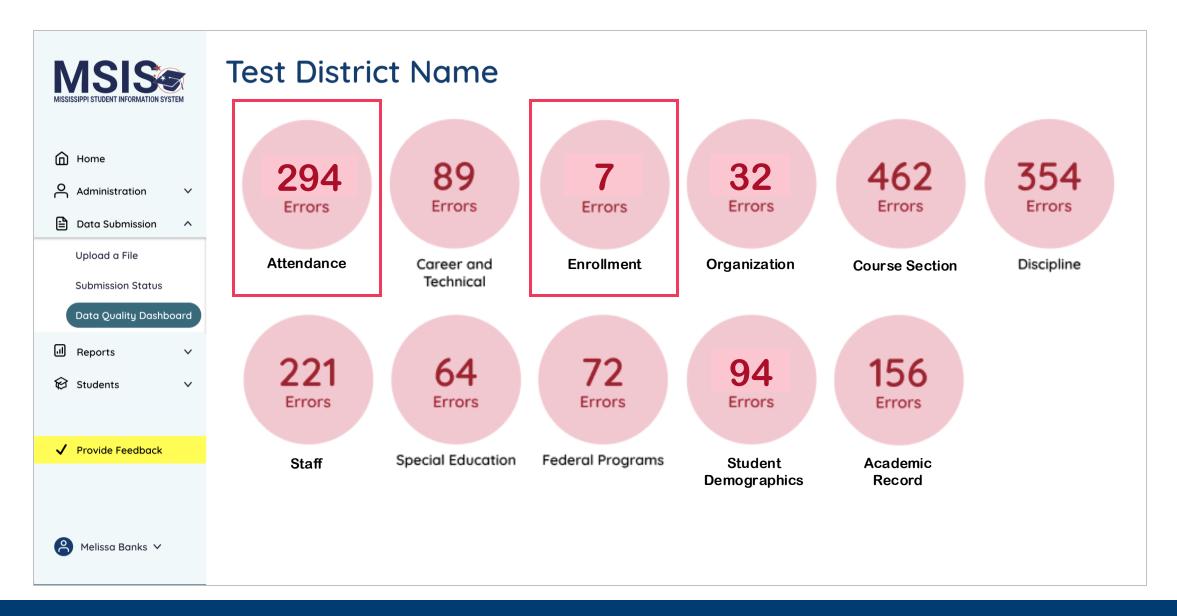




MSIS Staff reviews dashboards and reports daily to check for errors











Administration

Data Submission

Upload a File

Submission Status

Data Quality Dashboard

Reports

✓ Provide Feedback

A Melissa Banks V

< Back

Attendance

Future Date

~

Error/Warning	School Year	School Name	Student First Name	Student Last Name	MSIS ID	Description	Resolution	Attendance Event Date	Attendance Status
Error	2024	School 001	Michael	Young	123456789	Attendance is being reported for a future date.	Update the attendance date to a current date, not future date, in your SIS.	2025-01-15	Present



Data Quality Dashboard: Attendance, Enrollment, Demographics

	DATA	QUALITY I	DASHBOA	ARD: AT	TENDANCE								MS	
Business Rule	Error/ Warning	School Name	Student FN, LN	MSIS ID	Description	Resolution	Attendance Event Date	Attendance Status	Enrollment Entry Date	Enrollment Exit Date	Calendar Event Type	Suspension Start Date	Suspension End Date	Variance
Enrollment	Error	Wildwood High School	Orion Abrahart	1234567	Attendance is being reported for a student that is not enrolled.	Verify the date of attendance falls within the timeframe of the student's enrollment. Verify the student is enrolled in the school for which attendance is being reported in your SIS.	1/16/24	Present	12/05/2023	1/11/2024				
School Session: Instructional Days	Error	Wildwood Elementary School	Morna Battle	4572043	Attendance is being reported for a student on a non-instructional day.	Review the school calendar to ensure the attendance date reported is on a day when students are expected to attend (instructional day or a late arrival/early dismissal day). Update the attendance date in your SIS and/or check the school calendar for accuracy.	1/15/23	Present			Holiday			
Suspension	Error	Wildwood Middle School	Velma Colville	7027445	Incorrect attendance type is being reported for a student during a suspension period.	Student's suspension dates must be marked as unexcused absences. Update the student's attendance as unexcused absence in your SIS and/or check the suspension period for accuracy.	1/23/24	Excused Absence				1/23/24	1/26/24	
Instructional Days: Weekend Reporting	Warning	Wildwood Elementary School	Cari Fuxman	7890343	Attendance is being reported on a Saturday or Sunday.	Check the school calendar for accuracy of weekend dates. If the weekend day is correctly reported as an instructional day, no further action is needed.	1/20/24	Unexcused Absence						
Instructional Days	Error	Wildwood High School	Eliza Hargey	2228931	The student's total number of days reported for attendance do not match the total number of instructional days in the same period.	Check for missing or incorrect attendance reporting for this student and/or check calendar for accuracy.	1/4/24	Present			Teacher Only Day			



Data Quality Dashboard: Organization



DATA QUALITY DASHBOARD: ORGANIZATION

Business Rule	Error/ Warning	Description	Resolution				
60% Days Warning		There are more than 2 late arrival/early dismissal days reported for the school year.	There are more than two (2) late arrival or early dismissal days being reported for this school year. Late arrival/early dismissal days are 60% days. If this is not correct, update the calendar in your SIS.				
Event Date	Error	The event date does not fall within the school calendar.	Ensure the event date is within the school calendar year in your SIS.				
Instructional Days	tional Days Warning Instructional days are less than 180 days.		The number of instructional days are less than 180 days for the school year including 60% days. If this is not correct, update the calendar in you SIS.				
Calendar	Error	Calendar data is not being reported for an active school.	Ensure calendar data has been entered for all active schools in your SIS.				
Session Dates	Session begin or end date is outside of school year dates.		Ensure the session begin date and session end date are within the scho year in your SIS.				
Mailing Address	Error	Mailing address is incomplete.	Ensure the mailing address is complete in your SIS. The mailing address must include the street address, city, state, and zip code. Example: 123 Some Street, Jackson, MS 39123.				
Physical Address	Error	Physical address is incomplete.	Ensure the physical address is complete in your SIS. The physical address must include the street address, city, state, and zip code. Example: 123 Some Street, Jackson, MS 39123.				
Grades Offered and Enrollment	Error	Grades Offered do not match reported enrollment.	Ensure students are only enrolled in grades offered in your SIS. Example: Grades offered are 9-12, but a student is enrolled in grade 8.				
Grades Offered	Error	No grades offered are reported for an active district.	Ensure grade values have been entered for the district in your SIS. Example: Grades offered may include IT, PK, KG, 1-13, and AE.				
Website	Error	No website reported.	Ensure the website address is entered in your SIS.				



Data Quality Dashboard

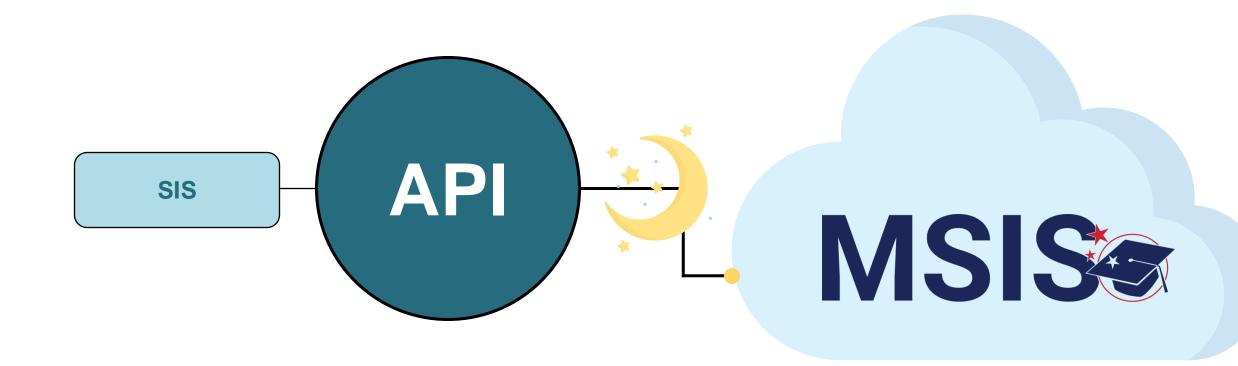
Errors: data **CANNOT** be certified until errors are resolved in the SIS or new data is uploaded



 After certification with warnings, a request to change data would have to be submitted to MDE.











Welcome Melissa Banks

9:56 PM Monday, October 16, 2023

home

Administration

Data Submission

■ Reports ^

Run a Report

No uploaded files

Upload a file

Deadlines Up Next

Friday, December 15, 2023

Personnel Data









OCTOBER

District Approval Month 1



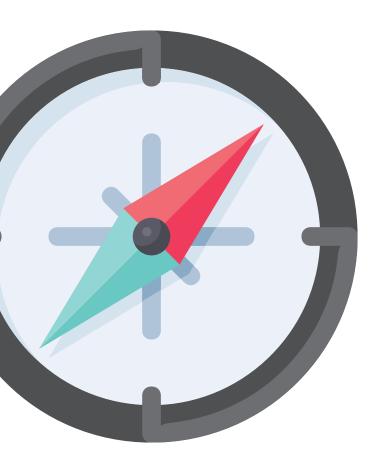


Permission: Student + Certify









Virtual Trainings

Virtual Bootcamp: Certification Process	July 3	1:00 – 2:30 p.m.
Virtual Bootcamp: Federal Programs & CTE	July 11	9:30 – 11:00 a.m.
Virtual Bootcamp: Personnel	July 11	1:00 – 2:30 p.m.
Virtual Bootcamp: Special Education	July 12	9:30 – 11:00 a.m.
Virtual Bootcamp: Beginning of Year Tasks	July 12	1:00 – 2:30 p.m.



Virtual Office Hours

Wednesdays, 2:30 - 3:30 p.m. beginning July 3, 2024, until further notice

Join link will be sent via MSIS Blast





MSIS Team

msis2@mdek12.org

mdek12.org



