

# Beginning of Year Tasks

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**MSIS** 

[mdek12.org](https://mdek12.org)



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

Virtual Bootcamp, July 2024



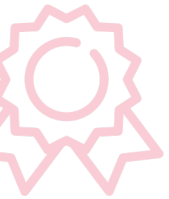
## VISION

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



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

**EVERY** School Has Effective Teachers and Leaders

4



**EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



**EVERY** School and District is Rated “C” or Higher

6





## Be an active participant



Share reactions



React

Respond to prompts in the chat



Chat

## Ask questions



Q&A



JOIN HUNT ·FOR·  
·THE·

MSIS  2.0





**REFLECT** on data quality and processes

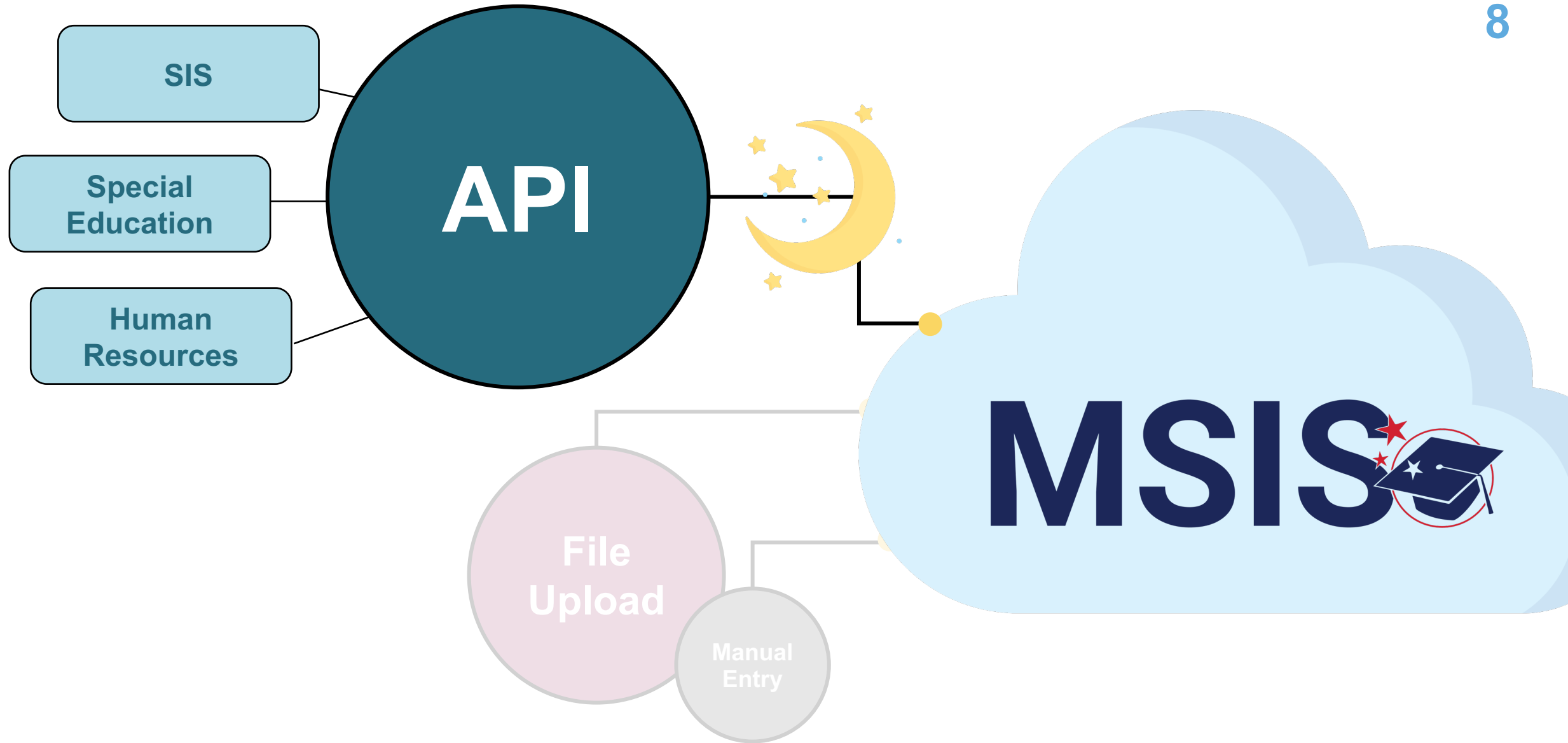
**REVIEW** upcoming deadlines

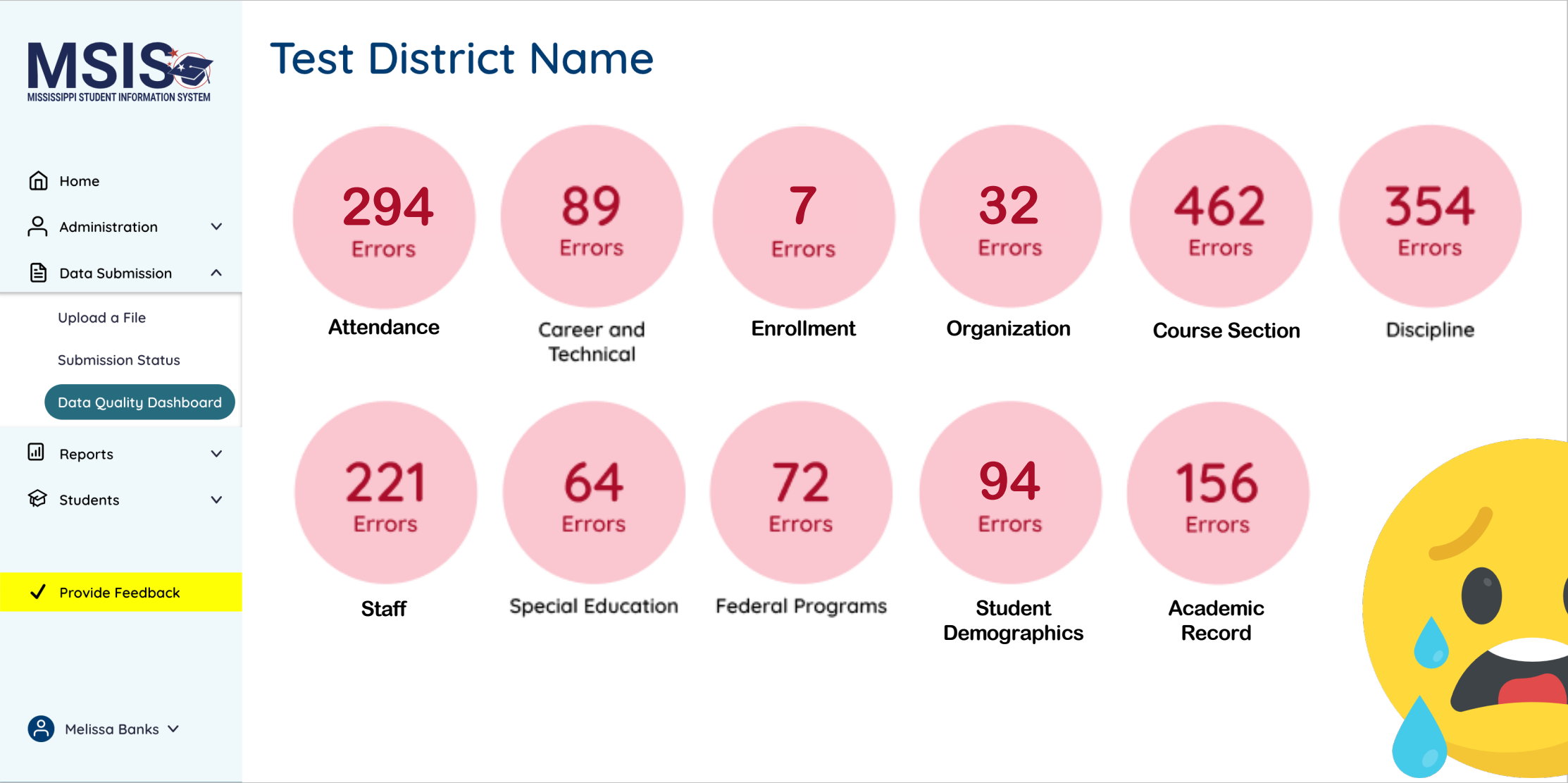
**COMPARE** legacy and new data collections

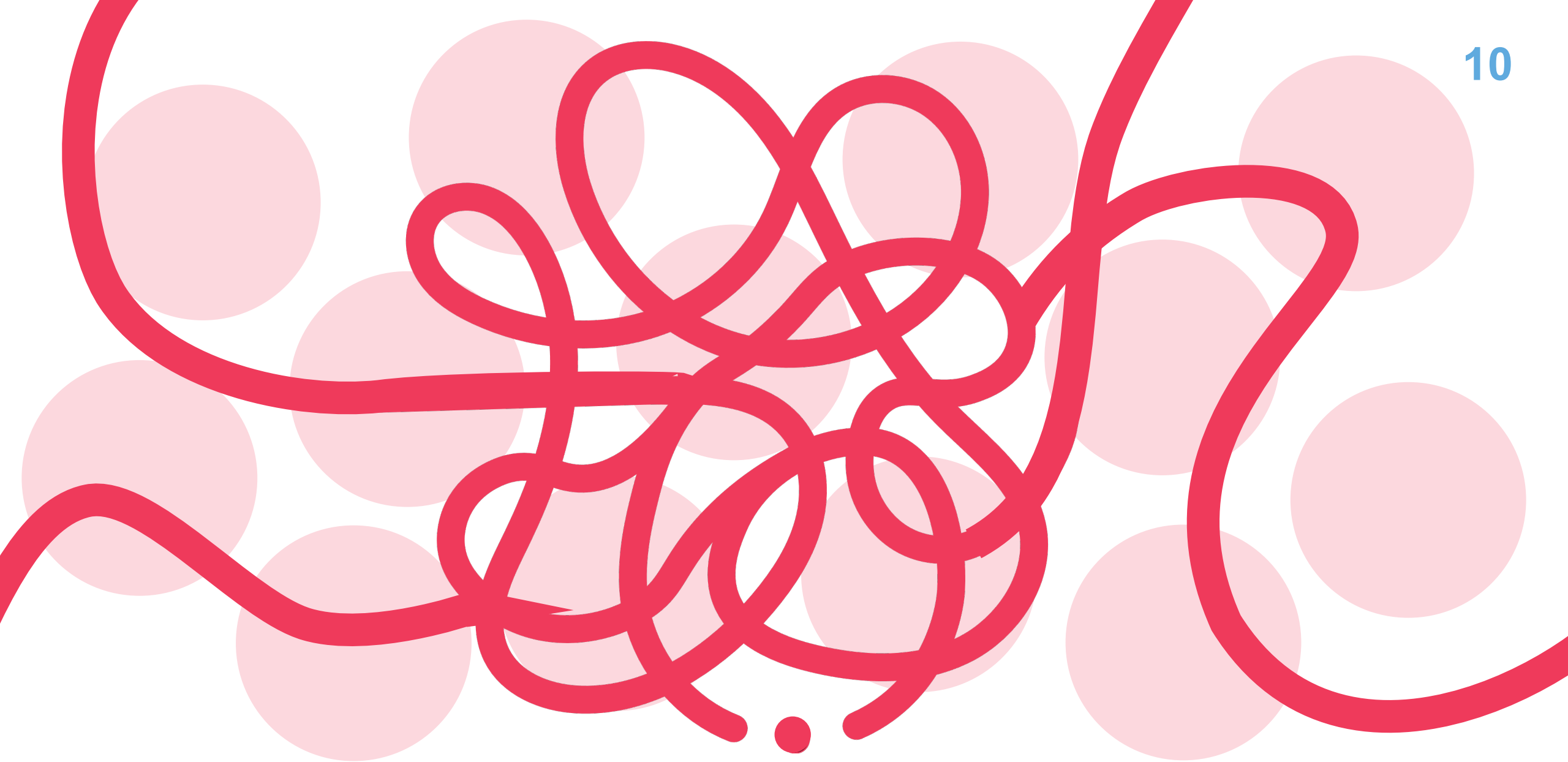
# Data Quality

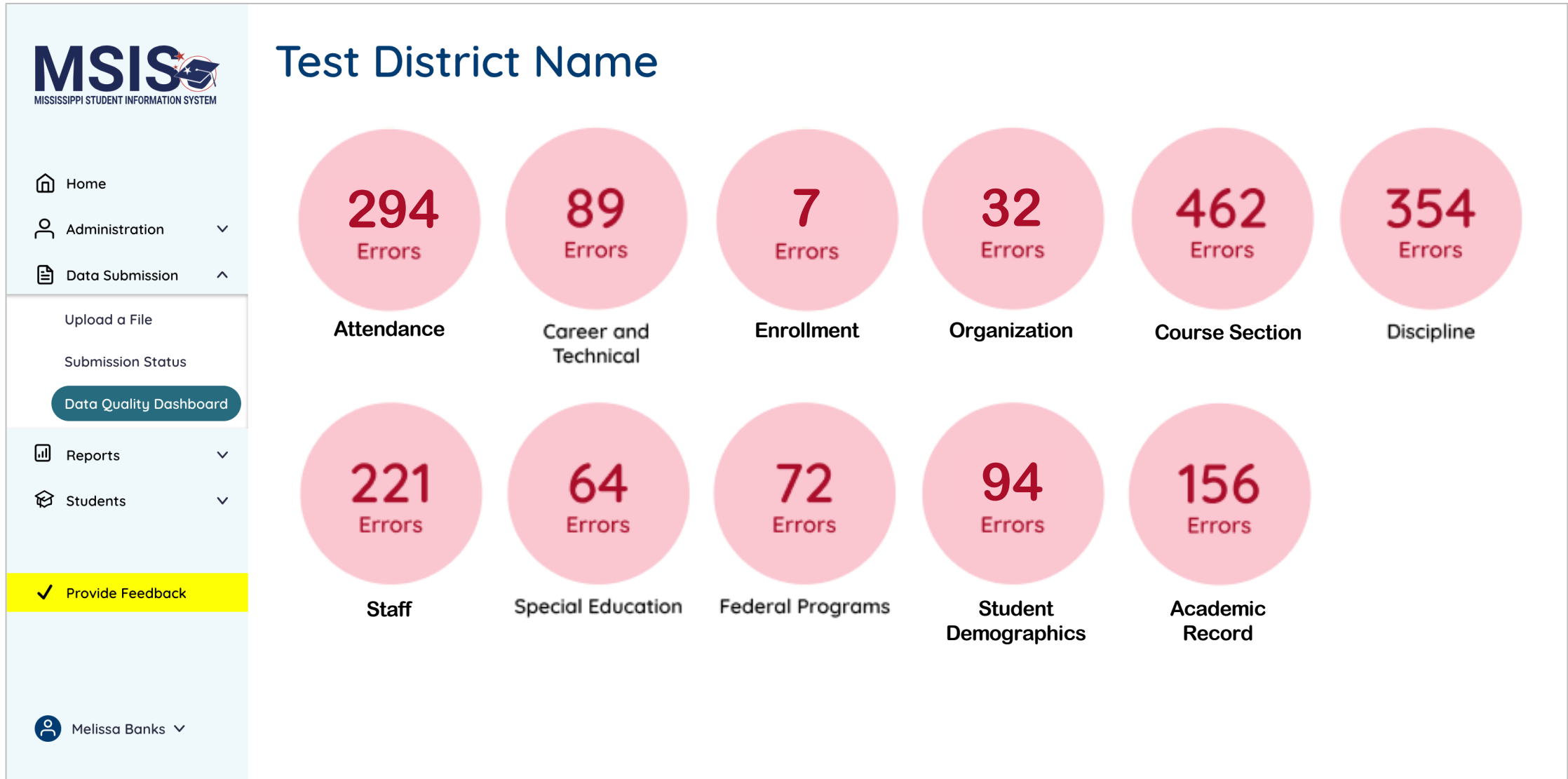
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Do any adjustments  
need to be made to  
**your daily tasks  
or processes?**

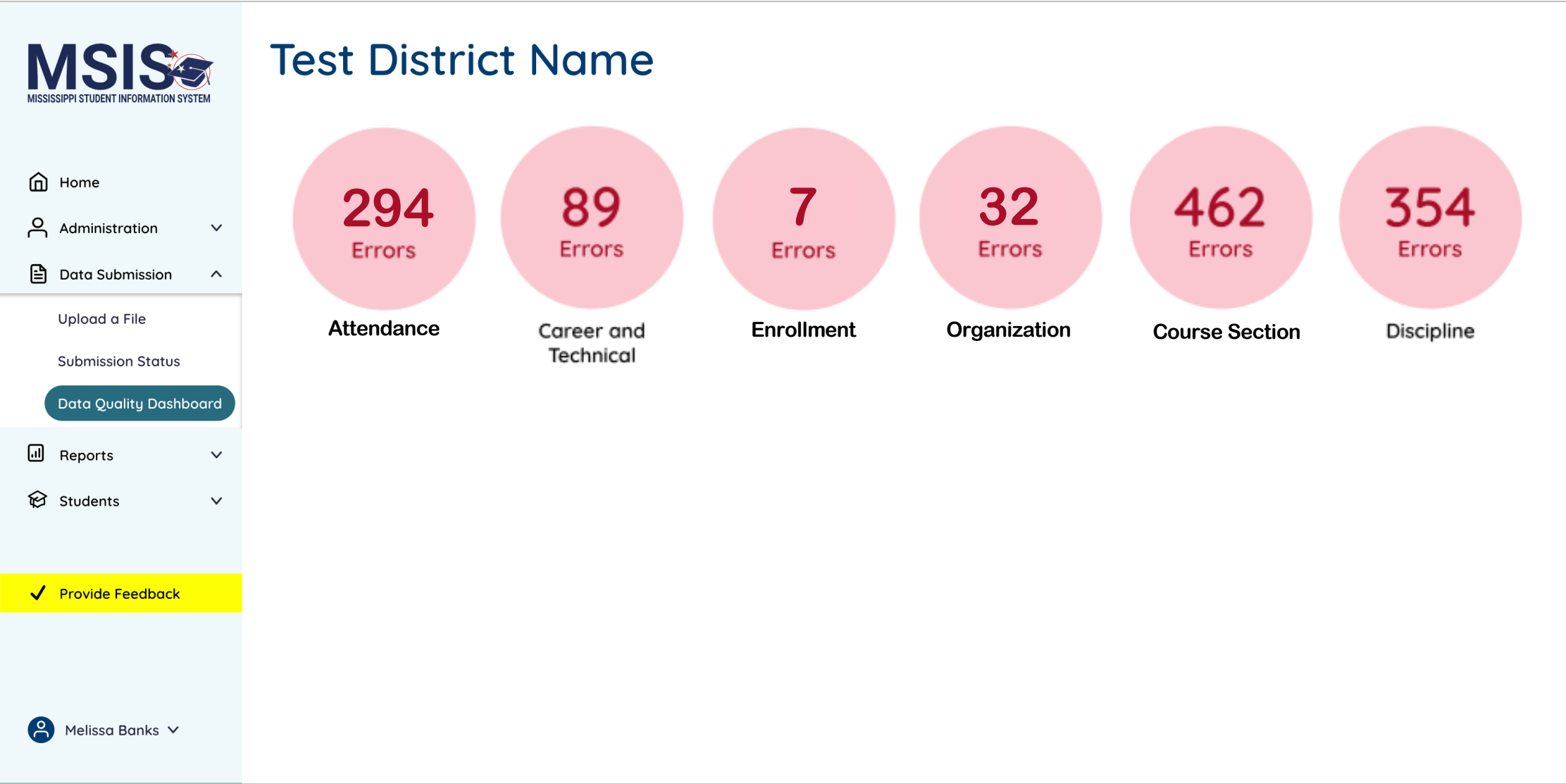
Preparation ▶ Validation ▶ Submission ▶ Error  
reporting ▶ Correction ▶ Resubmission ▶ Certification




When is the first  
**certification  
window?**










MISSISSIPPI STUDENT INFORMATION SYSTEM

- Home
- Administration
- Data Submission
- Upload a File
- Submission Status
- Data Quality Dashboard**
- Reports
- Students
- Data Input
- ✓ Provide Feedback

Melissa Banks

## Test District Name

You currently have no errors





# Kicking off the 24-25SY

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## 24-25 Annual Reporting Calendar At-A-Glance



### JULY

Due Date	Item	Data Submission Method & Frequency
24	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"> <li>MSIS IDs and Ownership</li> <li>Non-Public Student Entry</li> <li>LEA &amp; School Demographics</li> </ul>	API, File Upload, & Manual Input (various)

### AUGUST

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"> <li>MSIS IDs and Ownership</li> <li>Non-Public Student Entry</li> <li>LEA &amp; School Demographics</li> </ul>	API, File Upload, & Manual Input (various)

Dates subject to change.

1

## 24-25 Annual Reporting Calendar Detail



### JULY

ACT & WorkKeys updates for the 23-24SY will be made in MSIS 1.0 to close out the 23-24SY data. Districts will use the process described below beginning in July 2025.

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
ACT & WorkKeys	File upload (as needed)  Future API request to SIS vendors.	Reports > Data Analytics: • ACT & WorkKeys
Notes		
The MDE will upload scores for state-administered ACT and WorkKeys to MSIS. If students take the ACT independently from the state administration, District Staff will complete a file upload to update students' ACT scores by July 15. These updated scores will be used in Accountability model calculations for the previous school year.		
Legacy Submission Process		
Manual Entry (ACT Update)		

Item	Data Submission Method & Frequency	Corresponding MSIS Reports/Screens
MSIS Security Listing	N/A	Reports > Data Analytics: • Reports > User Permissions Report
Notes		
District staff will review the User Management Screen to ensure all active users have been assigned appropriate permissions. District staff will deactivate any users who should no longer have access to MSIS. District staff can also review the User Permissions report to see a list of users, the date they were added, the last login date, and any school permissions assigned.		
Legacy Submission Process		
Manual Entry		

Dates subject to change.

7

QRG

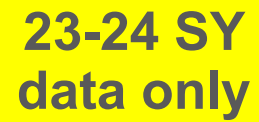
[mdek12.org/msis2.0/resources](https://mdek12.org/msis2.0/resources)

## JULY

Due Date	Item	Data Submission Method & Frequency
26	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"><li>• MSIS IDs and Ownership</li><li>• Non-Public Student Entry</li><li>• LEA &amp; School Demographics</li></ul>	API, File Upload, & Manual Input (various)



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

[illegible]



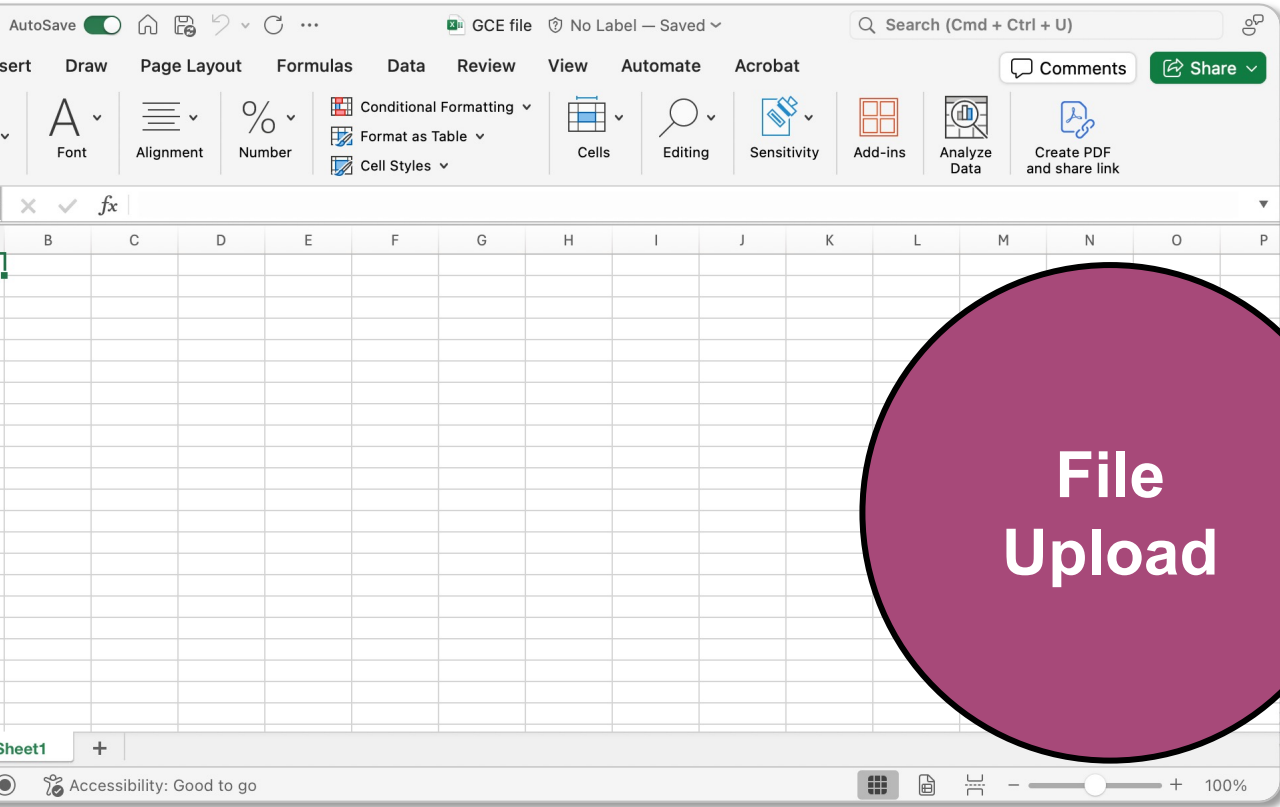
# Permission: Student

**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
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- 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:

**0123\_OptionalText\_MsisIdRequest.csv**

LEA Number      Additional/Optional Text      Data Type Name      File Format

File size:

- 50MB maximum size per file

File Quantity:

- 10 files maximum upload

Optional Text:

- May add date, school, or other helpful information
- Alphanumeric characters or underscores only
- 50 character maximum

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](https://mdek12.org/msis2.0/resources)

3


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.

4

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



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0123

\_OptionalText\_

MsisIdRequest

.csv

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- SummerActivity
- SummerSchool

File Upload

3

Choose Files

No file chosen

Upload File(s)

4

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.

**MSIS**  
MISSISSIPPI STUDENT INFORMATION SYSTEM

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- Staff.NationalBoards
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- SummerSchool

+ Check File Validation Status

filename.csv

5

Completed


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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.



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Log Out

Supported Data Type Names:

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- 10 files maximum upload
- CSV
- XML (Finance.FETS only)

- NonPublic.Staff.Assignments
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- SpecialEducation.RelatedServices
- SpecialEducation.StudentRoster
- Staff.Assignments

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

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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.



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Lisa ▾

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

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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**

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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Lisa

## Uploaded Files


+ Upload a File

Name	Date & Time (CT)	Uploaded By	Status
<a href="#">filename.csv</a>	10/4/2022, 2:18:54 PM	LastName, FirstName	Failed
<a href="#">filename.csv</a>	10/4/2022, 2:18:54 PM	Central Access	Failed
<a href="#">filename.csv</a>	10/4/2022, 2:18:54 PM	FirstName LastName	Failed
<a href="#">filename.csv</a>	10/4/2022, 2:18:54 PM	FirstName LastName	Failed
<a href="#">filename.csv</a>	10/4/2022, 2:18:54 PM	FirstName LastName	Pending
<a href="#">filename.csv</a>	10/4/2022, 2:18:54 PM	FirstName LastName	Pending
<a href="#">filename.csv</a>	10/4/2022, 2:18:54 PM	FirstName LastName	Success
<a href="#">filename.csv</a>	10/4/2022, 2:18:54 PM	FirstName LastName	Success
<a href="#">filename.csv</a>	10/4/2022, 2:18:54 PM	FirstName LastName	Success
<a href="#">filename.csv</a>	10/4/2022, 2:18:54 PM	FirstName LastName	Success
<a href="#">filename.csv</a>	10/4/2022, 2:18:54 PM	FirstName LastName	Success
<a href="#">filename.csv</a>	10/4/2022, 2:18:54 PM	FirstName LastName	Success
<a href="#">filename.csv</a>	10/4/2022, 2:18:54 PM	FirstName LastName	Success
<a href="#">filename.csv</a>	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.



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## 0123\_OptionalText\_MsisIdRequest.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]



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





# AUGUST

Due Date	Item	Data Submission Method & Frequency
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"><li>• MSIS IDs and Ownership</li><li>• Non-Public Student Entry</li><li>• LEA &amp; School Demographics</li></ul>	API, File Upload, & Manual Input (various)

# AUGUST



**23-24 SY**  
**data only**

## Good Cause Exemption

To access this screen go to **MODULES>STUDENT>DATA ENTRY>GOOD CAUSE EXEMPTION**.

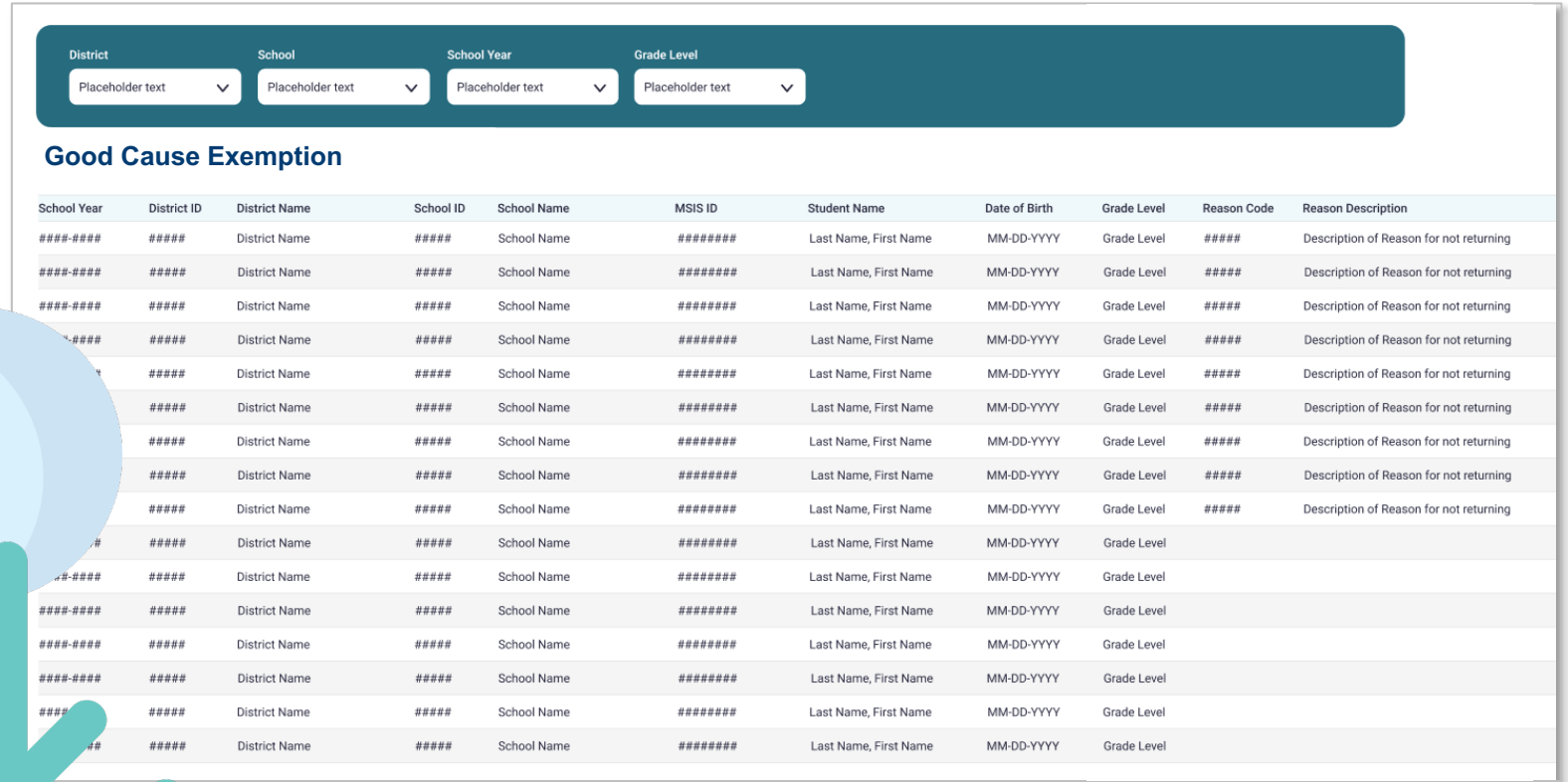
[illegible]

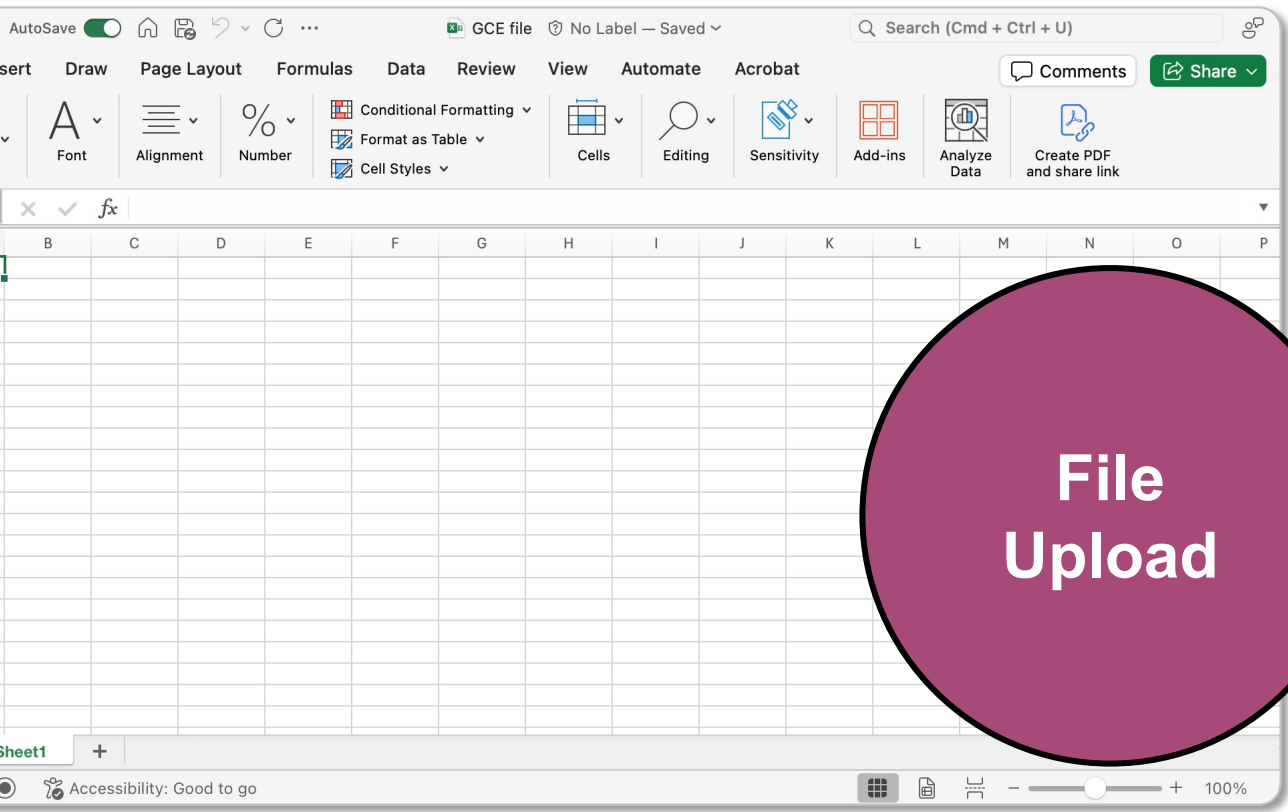
All third grade promoted students will display on this screen. If the student was promoted because of good cause, then you should choose one of the Good Cause Exemption options listed.



# Permission: Student

**MSIS** 





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
####-####	#####	District Name	#####	School Name	#####	Last Name, First Name	Grade Level	####	Description of Reason for not returning
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####-####	#####	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

# 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 less than 2 years of instruction in an English Language program.	<b>1000</b> - 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 <sup>st</sup> of current school year).  Student receiving a significant medical emergency.	<b>1002</b> - 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 <a href="#">MS code 37-173-21</a>	<b>1003</b> - 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).	<b>1004</b> - 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).	<b>1005</b> - 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.





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	Graduates, Completers, Promotions	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"><li>• MSIS IDs and Ownership</li><li>• Non-Public Student Entry</li><li>• Special Education</li><li>• Special Education (Part C to B)</li><li>• CTE</li><li>• Federal Programs</li><li>• LEA &amp; School Demographics</li></ul>	API, File Upload, & Manual Input (various)

SEPTEMBER



**23-24 SY  
data only**

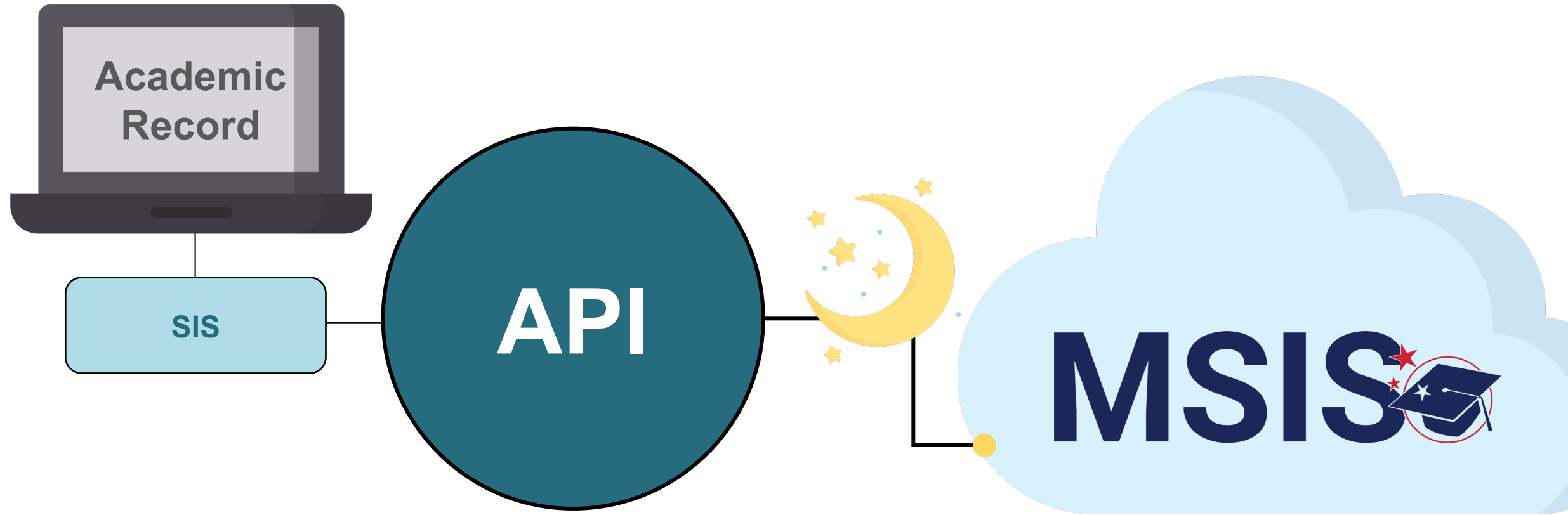
G. **Summer School Data Transaction File (SSD)**

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



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					

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 <sup>th</sup>	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"><li>• MSIS IDs and Ownership</li><li>• Non-Public Student Entry</li><li>• Special Education</li><li>• Special Education (Part C to B)</li><li>• CTE</li><li>• Federal Programs</li><li>• LEA &amp; School Demographics</li></ul>	API, File Upload, & Manual Input (various)

OCTOBER



**Enrollment & Attendance** Reports  
**Discipline** Reports

**Certification** Certification Process



**MSIS** 

OCTOBER



## Personnel Finance Reports

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## Certification Certification Process



OCTOBER

## Summer Activity

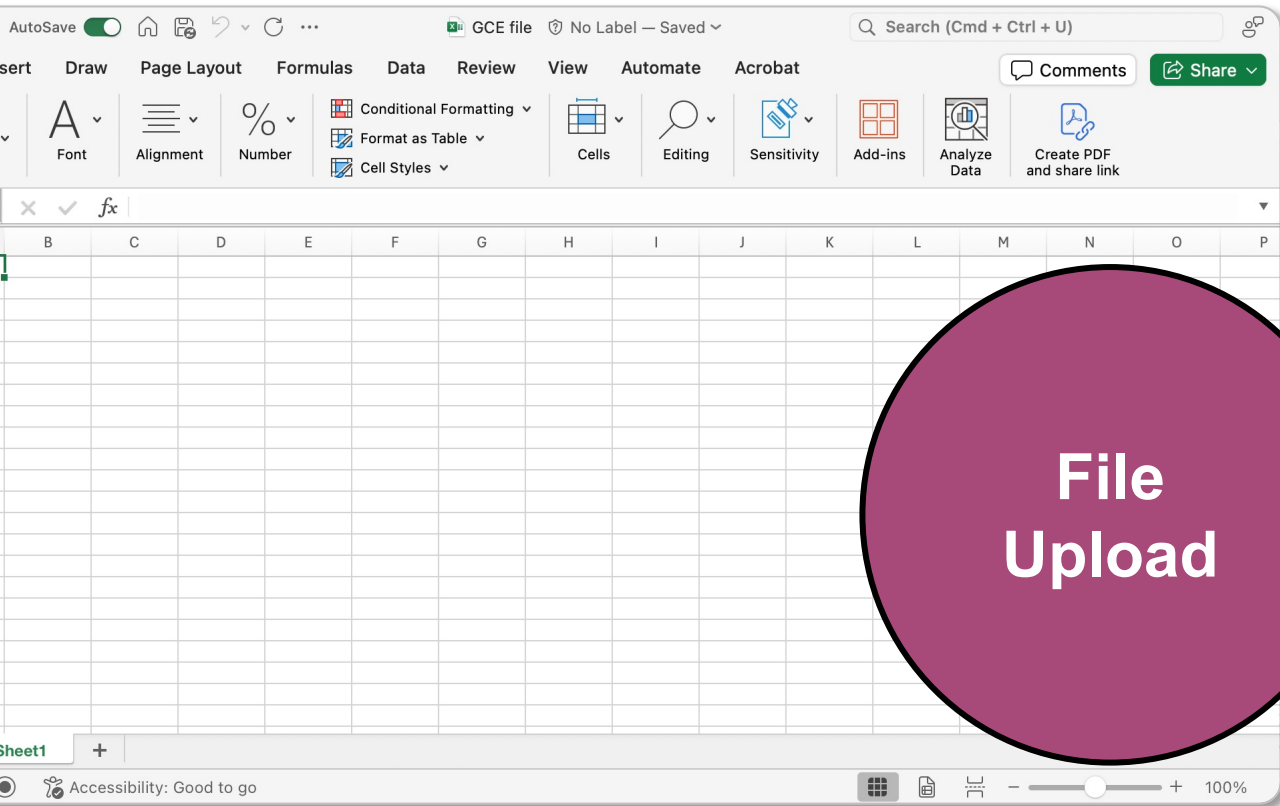




# Permission: Student

**MSIS** 

[illegible]



District

School

School Year

Grade Level

Placeholder text



Placeholder text



Placeholder text



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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###-###	####	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



OCTOBER



## Personnel

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## Personnel Reports



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

OCTOBER



**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









# Virtual Trainings



# Completed Sessions

<b>Virtual Bootcamp:</b> MSIS Overview & Annual Calendar	July 1	9:30 – 11:00 a.m.
<b>Virtual Bootcamp:</b> User Management	July 1	1:00 – 2:30 p.m.
<b>Virtual Bootcamp:</b> MSIS IDs	July 2	9:30 – 11:00 a.m.
<b>Virtual Bootcamp:</b> Discipline	July 2	1:00 – 2:30 p.m.
<b>Virtual Bootcamp:</b> Enrollment & Attendance	July 3	9:30 – 11:00 a.m.
<b>Virtual Bootcamp:</b> Certification Process	July 3	1:00 – 2:30 p.m.
<b>Virtual Bootcamp:</b> Federal Programs & CTE	July 11	9:30 – 11:00 a.m.
<b>Virtual Bootcamp:</b> Personnel	July 11	1:00 – 2:30 p.m.
<b>Virtual Bootcamp:</b> Special Education	July 12	9:30 – 11:00 a.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](mailto:msis2@mdek12.org)

[mdek12.org](http://mdek12.org)



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EDUCATION

