

# Certification



**MSIS** 

The MSIS logo features the letters 'MSIS' in a bold, dark blue font. To the right of the text is a circular icon containing a blue graduation cap with a white tassel, a white star on the cap, and two red stars above it.

[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

MSSIS  2.0





# Certifying Data



# Permissions





# Permission: Certify

# Administration Portal

Home

Administration

Manage Users

Data Submission

Reports

Students

Data Input

Name	Email	Status	Action
<a href="#">Moeller, David</a>	moeller@districtk12.com	Active	 
<a href="#">Boltralik, Bill</a>	boltralik@districtk12.com	InActive	
<a href="#">WWT Test MSIS2 District1 Primary</a>	wwt@districtk12.com	Active	 
<a href="#">Murphy, Matthew</a>	murphy@districtk12.com	Active	 
<a href="#">Joshua Huwe</a>	huwe@districtk12.com	Active	 
<a href="#">Deborah Donovan</a>	donovan@districtk12.com	Active	 
<a href="#">Barbara Young</a>	young@districtk12.com	Active	 
<a href="#">Slivka, J.</a>	slivka@districtk12.com	Active	 
<a href="#">Goltz, Lowry</a>	goltz@districtk12.com	Active	 
<a href="#">Naveen Tirunagari</a>	tirunagari@districtk12.com	Active	 
<a href="#">Slattery, Chris</a>	slattery@districtk12.com	Active	 

QRG

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

< [Back](#)

# Barbara Young

Active

Edit User

## General Information

Email:  
**byoung@gafepd.mdek12.org**

District:  
**Gray County School District**

Deactivate User

## Global Permissions

### Permission

Student Data

## School Permissions

Permission	School(s)	Can Certify District	Can Certify School(s)
Accountability Data	Gray County Elementary School (0001-100), Gray County Upper Elementary School (0001-101), Gray County Junior High School (0001-102), Gray County High School (0001-103)		
Accreditation Data	Gray County Elementary School (0001-100), Gray County Upper Elementary School (0001-101)		



Home

Administration

Manage Users

Data Submission

Reports

Students

Data Input

### School Based Permissions

Select All

Select None

#### Accountability Data

Gray County Elementary School (0001-100) X

Gray County Upper Elementary School (0001-101) X

Gray County Junior High School (0001-102) X

Gray County High School (0001-103) X

X

V

#### Accreditation Data

Gray County Elementary School (0001-100) X

Gray County Upper Elementary School (0001-101) X

X

V

#### Assessment Data

X

V

#### Child Nutrition Data

X

V

#### CTE Data

Can Certify District

Gray County Elementary School (0001-100) X

Gray County Upper Elementary School (0001-101) X

Gray County Junior High School (0001-102) X

Gray County High School (0001-103) X

X

V





## District- Level Certification Permissions:

- CTE Data
- Federal Programs Data
- Finance Data
- Personnel Data
- Special Education Data
- Student Data

Districts decide who should have certification permissions!



Home

Administration

Manage Users

Data Submission

Reports

Students

Data Input

Melissa Banks

Federal Programs Data

Can Certify District

Gray County Elementary School (0001-100) x Gray County Upper Elementary School (0001-101) x Gray County Junior High School (0001-102) x

Gray County High School (0001-103) x

Finance Data

Can Certify District

Gray County Elementary School (0001-100) x Gray County Upper Elementary School (0001-101) x Gray County Junior High School (0001-102) x

Gray County High School (0001-103) x

Personnel Data

Can Certify District

Gray County Elementary School (0001-100) x Gray County Upper Elementary School (0001-101) x

Special Education Data

Can Certify District

Student Data

Can Certify District

Can Certify School(s)

Gray County Elementary School (0001-100) x Gray County Upper Elementary School (0001-101) x

Reset

Update User



**Student Data can also be certified at the school level**



-  MSD
-  MDT
-  DSD

**MSIS** 

**District Approval  
Month 1**



Users with “**Certify School**” selected can certify the monthly District Approval of student data **only for the schools selected.**



Users with “**Certify District**” selected can certify the monthly District Approval of student data **for the district.**



Home

Administration

Manage Users

Data Submission

Reports

Students

Data Input

Federal Programs Data

Can Certify District

Gray County Elementary School (0001-100)  Gray County Upper Elementary School (0001-101)  Gray County Junior High School (0001-102)

Gray County High School (0001-103)

Finance Data

Can Certify District

Gray County Elementary School (0001-100)  Gray County Upper Elementary School (0001-101)  Gray County Junior High School (0001-102)

Gray County High School (0001-103)

Personnel Data

Can Certify District

Gray County Elementary School (0001-100)  Gray County Upper Elementary School (0001-101)

Special Education Data

Can Certify District

Student Data

Can Certify District

Can Certify School(s)

Gray County Elementary School (0001-100)  Gray County Upper Elementary School (0001-101)

Reset

Update User



# Certification Report

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The screenshot shows the MSIS (Mississippi Student Information System) interface. On the left is a navigation menu with items: Home, Administration, Data Submission, Reports, Data Analytics (highlighted with a red circle '1'), Students, Data Input, and Provide Feedback. At the top, there are tabs for Profiles, Reports, and Certification Reports (highlighted with a red circle '2'). Below the tabs are two dropdown menus: 'School Year' and 'Data Collection', both with 'Select...' options. Below the interface are two callout boxes. The first box, labeled with a red circle '1', contains the text: 'Select Reports in the left-hand navigation. Select Data Analytics.' The second box, labeled with a red circle '2', contains the text: 'Select Certification Reports from the available report tabs at the top.'

**MSIS**  
MISSISSIPPI STUDENT INFORMATION SYSTEM

Data Analytics

1

2

1

2

Select **Reports** in the left-hand navigation.  
Select **Data Analytics**.

Select **Certification Reports** from the available report tabs at the top.

QRG

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

**MSIS**  
MISSISSIPPI STUDENT INFORMATION SYSTEM

Home  
Administration  
Data Submission  
Reports  
**Data Analytics**  
Students  
Data Input  
Provide Feedback

Profiles Reports Certification Reports

School Year 2023-2024

Data Collection Select...  
District Approval Month 3  
Not Allowed  
District Approval Month 4

**3**

Select the school year you want to view from the **School Year drop-down**.

*Note: Past school years will be available as view only. Changes cannot be made to prior certifications.*

**4**

Select the data certification you want to view from the **Data Collection drop-down**.

5

Certification window information will be displayed in yellow for data collections that have not been certified.

6

Links to corresponding data reports will be provided for easy access.

*Note: These reports are also available to access from other report tabs at the top of the page.*

# View Certification Report

Data last updated on August 11, 2024

Reports Certification Reports Profiles Dashboards

School Year

Select

Data Collection

Month 1

5



Certification Open Date: October 1, 2024

Certification Close Date: October 10, 2024

6

## Monthly Certification Reports

Demographics

Enrollment and Attendance

Discipline

District: All | School: All | Grade: All | Race: All | Gender: All | Special Populations: All

### Enrollment & Attendance (District Approval Month 3)

**Average Daily Attendance (ADA)**  
**13.52**

**ADA YoY Change**  
--

**ADA MoM Change**  
**-8.6%**

ADA Trend

ADA Year over Year Trend

ADA Month over Month Trend

**115**  
Net Membership (NM)

**--**  
NM YoY Change

**16.2%**  
NM MoM Change

Year over Year Trend

Month over Month Trend

**Average Daily Membership (ADM)**  
**40.33**

**ADM YoY Change**  
--

**ADM MoM Change:**  
**1.3%**

ADM Trend

ADM Year over Year Trend

ADM Month over Month Trend

**Student Summary**

Student Name	MSIS ID	Enrollment Status	Entry Type	Exit Type	Days Absent
Abrahart, Orion G.	5032984	Previously enrolled	Transfer from a public school in the same local education agency	Transferred to a public school in a different local education agency in the same state	3
Acomb, Josepha D.	8683923	Previously enrolled	Transfer from a public school in the same local education agency	Transferred to a public school in a different state	3
Acuna, Felicie I.	3358891	Previously enrolled	Transfer from a public school in the same local education agency	Transferred to a public school in a different local education agency in the same state	0
Adelberg, Antony W.	6071873	Previously enrolled	Transfer from a public school in the same local education agency	Transferred to a private, non-religiously-affiliated school within the geographic boundaries of a different LEA in the same state	3
Airey, Darbie F.	1958329	Previously enrolled	Transfer from a public school in the same local education agency	Transferred to a public school in a different state	3
Aishford, Eryn H.	1229564	Previously enrolled	Transfer from a public school in the same local education agency	Transferred to a public school in a different state	3
Alan, Kai L.	4100693	Previously enrolled	Transfer from a public school in the same local education agency	Transferred to a public school in a different state	3
Alcalde, Gian R.	2150363	Previously enrolled	Transfer from a public school in the same local	Transferred to a public school in a different local	0

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### School Certification

2024 - 2025 Month 1 Demographics

7

Certified Schools (14/28) ^				
School Number	School Name	Certification Date	Certified By	Actions
#####	Greenport Elementary School	October 8, 2024	Jared Walker	<a href="#">Certified</a>
#####	Greenport Middle School	October 10, 2024	Lisa Smith	<a href="#">Certified</a>
#####	Greenport High School	October 7, 2024	Terra Mullins	<a href="#">Certified</a>
#####	Kennedy Elementary School			<a href="#">View Errors</a>
#####	Kennedy Middle School			<a href="#">Certify</a>

For monthly Data Approvals, **school certification statuses will be listed first.**

Certification date, user who completed the certification, and certification actions will be displayed for each school.

[Certified](#)

Data has been certified

[View Errors](#)

Data has errors and **cannot** be certified until errors have been cleared

[Certify](#)

Data is ready to be certified

8

For monthly Data Approvals, **District certification status will be listed last.**

Certification date, the user who completed the certification, and certification actions will be displayed for the district.



#####	Greenport Elementary School	October 8, 2024	Jared Walker	Certified
#####	Greenport Middle School	October 10, 2024	Lisa Smith	Certified
#####	Greenport High School	October 7, 2024	Terra Mullins	Certified
#####	Kennedy Elementary School			View Errors
#####	Kennedy Middle School			Certify

**District Certification**  
2024 - 2025 Month 1 Demographics

LEA Number	District	Certification Date	Certified By	Actions
#####	Aberdeen School District			Certify District

8

District **Certify** will not be available until all schools have been certified.

#####	Greenport Elementary School	October 8, 2024	Jared Walker	<a href="#">Certified</a>
#####	Greenport Middle School	October 10, 2024	Lisa Smith	<a href="#">Certified</a>
#####	Greenport High School	October 7, 2024	Terra Mullins	<a href="#">Certified</a>
#####	Kennedy Elementary School			<a href="#">View Errors</a>
#####	Kennedy Middle School			<a href="#">Certify</a>

## District Certification

### 2024 - 2025 Month 1 Demographics

LEA Number	District	Certification Date	Certified By	Actions
#####	Aberdeen School District			<a href="#">Certify District</a>



## Test District Name

<b>294</b> Errors <b>Attendance</b>	<b>89</b> Errors <b>Career and Technical</b>	<b>7</b> Errors <b>Enrollment</b>	<b>32</b> Errors <b>Organization</b>	<b>462</b> Errors <b>Course Section</b>	<b>354</b> Errors <b>Discipline</b>
<b>221</b> Errors <b>Staff</b>	<b>64</b> Errors <b>Special Education</b>	<b>72</b> Errors <b>Federal Programs</b>	<b>94</b> Errors <b>Student Demographics</b>	<b>156</b> Errors <b>Academic Record</b>	

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

- ✓ Correct errors:
  - in the SIS, SPED Package, or Personnel Package
  - upload a new file
  - correct a manual input screen
- ✓ MSIS will process any updated data that night
- ✓ Updated data will be reflected the **next day**



Errors will not clear the same day! **Watch certification windows** to ensure you have time to correct data and the errors can clear the next day.

# Test District Name

You currently have no errors

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



- Home
- Administration
- Data Submission
- Reports
- Data Analytics

### 2024 - 2025 Month 1 Demographics

Certified Schools (14/28)				
School Number	School Name	Certification Date	Certified By	Actions
#####	Greenport Elementary School	October 8, 2024	Jared Walker	Certified
#####	Greenport Middle School	October 10, 2024	Lisa Smith	Certified
#####	Greenport High School	October 7, 2024	Terra Mullins	Certified

### District Certification

#### 2024 - 2025 Month 1 Demographics

Certified Schools (14/28)				
LEA Number	District Name	Certification Date	Certified By	Actions
#####	Aberdeen County District			Certify

9

Once all schools have been certified, the district-level **Certify** button will be active.

# View Certification Report

Data last updated on August 11, 2024

Reports Certification Reports Profiles Dashboards

School Year

Data Collection

✓ Your district has been certified for [Data Collection] on [Date].

## Monthly Certification Reports

Demographics

Enrollment and Attendance

Discipline

10

A green **certification completion message** will be displayed at the top of the screen when all schools and the district have been certified.

10



- Home
- Administration
- Data Submission
- Reports
- Data Analytics
- Students
- Data Input
- Provide Feedback

### 2024 - 2025 Month 1 Demographics

Certified Schools (14/28)				
School Number	School Name	Certification Date	Certified By	Actions
#####	Greenport Elementary School	October 8, 2024	Jared Walker	Certified
#####	Greenport Middle School	October 10, 2024	Lisa Smith	Certified
#####	Greenport High School	October 7, 2024	Terra Mullins	Certified

### District Certification

#### 2024 - 2025 Month 1 Demographics

Certified Schools (14/28)				
LEA Number	District Name	Certification Date	Certified By	Actions
#####	Aberdeen County District	October 10, 2024	Sarah Strand	Certified



# Data Analytics

Other Certification Reports Profiles Reports Uncategorized Certification Reports

School Year

Select...

2022-2023

2023-2024

Data Collection

Select...

- Home
- Administration
- Data Submission
- Reports
- Data Analytics**
- Students
- Data Input
- Provide Feedback

You will be able to view past certifications.

- Home
- Administration
- Data Submission
- Reports
- Data Analytics
- Students
- Data Input
- Provide Feedback

### 2024 - 2025 Month 1 Demographics

Certified Schools (14/28)				
School Number	School Name	Certification Date	Certified By	Actions
#####	Greenport Elementary School	October 8, 2024	Jared Walker	Certified
#####	Greenport Middle School	October 10, 2024	Lisa Smith	Certified
#####	Greenport High School	October 7, 2024	Terra Mullins	Certified

### District Certification

2024 - 2025 Month 1 D

Certified Schools (14/28)				
LEA Number	District N			
#####	Aberdeen County District	October 10, 2024	Sarah Strand	Certified

The screen will show information about past certifications, including the date and who completed them. You must view the corresponding reports to see the actual data that was certified.

District: All | School: All | Grade: All | Race: All | Gender: All | Special Populations: All

### Enrollment & Attendance (District Approval Month 3)

**Average Daily Attendance (ADA)**  
13.52

**ADA YoY Change**  
--

**ADA MoM Change**  
-8.6%

**Average Daily Membership (ADM)**  
40.33

**ADM YoY Change**  
--

**ADM MoM Change:**  
1.3%

**115**  
Net Membership (NM)

**16.2%**  
NM MoM Change

**--**  
NM YoY Change

**Days Absent**  
3

Filter the report by date to see what was certified for the reporting period.

Name	Student ID	Previous Status	Transfer From	Transfer To	Days Absent
Acuna, Josepha L.	6982723	Previously enrolled	Transfer from a public school in the same local education agency	Transferred to a public school in a different state	3
Acuna, Felicie I.	3358891	Previously enrolled	Transfer from a public school in the same local education agency	Transferred to a public school in a different local education agency in the same state	0
Adelberg, Antony W.	6071873	Previously enrolled	Transfer from a public school in the same local education agency	Transferred to a private, non-religiously-affiliated school within the geographic boundaries of a different LEA in the same state	3
Airey, Darbie F.	1958329	Previously enrolled	Transfer from a public school in the same local education agency	Transferred to a public school in a different state	3
Aishford, Eryn H.	1229564	Previously enrolled	Transfer from a public school in the same local education agency	Transferred to a public school in a different state	3
Alan, Kai L.	4100693	Previously enrolled	Transfer from a public school in the same local education agency	Transferred to a public school in a different state	3
Alcalde, Gian R.	2150363	Previously enrolled	Transfer from a public school in the same local	Transferred to a public school in a different local	0



# Certification Details

Certification	Data Collection Description	Data Begin Date	Data End Date	Certification Open Date	Certification Close Date	Reports	Permissions
<b>District Approval Month 1</b>	Monthly Data Certification for Month 1	7/1/2024	9/30/2024	10/1/2024	10/10/2024	<ul style="list-style-type: none"> <li>• Enrollment and Attendance Dashboard</li> <li>• Enrollments and Transfers</li> <li>• Five or More Absences</li> <li>• ADA/ADM/Net Membership</li> <li>• Discipline</li> <li>• Student Indicators</li> </ul>	Student Certify



# Legacy vs. New

---

District Approval, Month 1



# MSD

**BEFORE**  
approving your  
monthly  
student data

Monthly Attendance  
Pre-Approved

Student Release To

Student Transfer To

Student Roster Holding Area

Student Roster Entrance

Student Roster Ownership

Holding Area Student Indicators

Holding Area  
Absences

Holding Area Student  
Entries

Holding Area Student  
Schedule

Holding Area  
Withdrawals

Holding Area Carnegie  
Unit with No Credit

Holding Area  
Incidents/Disposition

Holding Area  
Vocational Student  
Indicators

Holding Area Student  
Schedule

# MSD

**BEFORE**  approving your monthly student data

 Monthly Attendance Pre-Approved

 Student Release To

 Student Transfer To

 Student Roster Holding Area

 Student Roster Entrance

 Student Roster Ownership

 Holding Area Student Indicators

 Holding Area Absences

Holding Area Student Entries 

 Holding Area Student Schedule

Holding Area Withdrawals 

 Holding Area Carnegie Unit with No Credit

Holding Area Incidents/Disposition 

 Holding Area Vocational Student Indicators

Holding Area Student Schedule 

# MSD

## BEFORE

approving your monthly student data



Monthly Attendance Pre-Approved



Student Release To



Student Transfer To



Student Roster Holding Area



Student Roster Entrance



Student Roster Ownership



Holding Area Student Indicators



Holding Area Absences

Holding Area Student Entries



Holding Area Student Schedule

Holding Area Withdrawals



Holding Area Carnegie Unit with No Credit

Holding Area Incidents/Disposition



Holding Area Vocational Student Indicators

Holding Area Student Schedule



# MSD

**BEFORE**   
approving your  
monthly  
student data

 Monthly Attendance  
Pre-Approved

 Student Roster Holding Area

 Student Roster Entrance

 Student Roster Ownership

 Holding Area Student Indicators

 Holding Area  
Absences

Holding Area Student  
Entries 

 Holding Area Student  
Schedule

Holding Area  
Withdrawals 

 Holding Area Carnegie  
Unit with No Credit

Holding Area  
Incidents/Disposition 

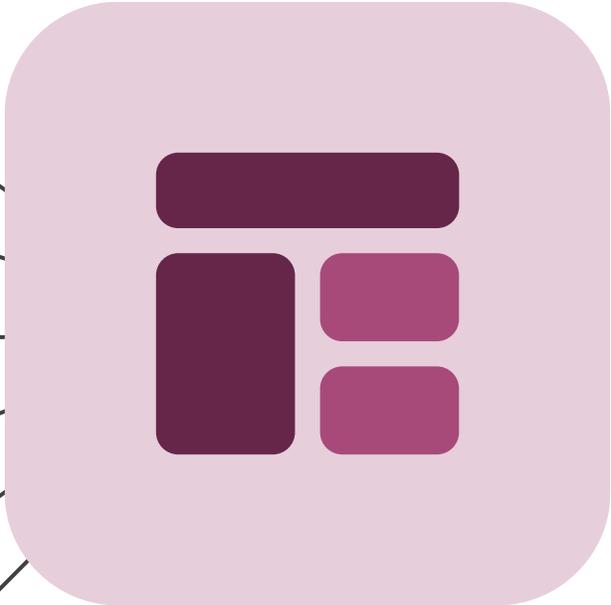
 Holding Area  
Vocational Student  
Indicators

Holding Area Student  
Schedule 

# MSD

**BEFORE**  
approving your  
monthly  
student data

- ✘ Monthly Attendance Pre-Approved
- ✘ Student Roster Holding Area
- ✘ Student Roster Entrance
- ✘ Student Roster Ownership
- ✘ Holding Area Student Entries
- ✘ Holding Area Withdrawals



**Enrollment &  
Attendance  
Dashboard**

# MSD

**AFTER**   
approving your  
monthly  
student data

Monthly Attendance  
Pre-Approved

Student Release From

Student Transfer From

Student Roster Entrance

Student Indicators

Student Roster Ownership

Unexcused Absences

Carnegie Unit with No Credit

Gifted Students

Five or More Absences

# MSD

**AFTER**  
approving your  
monthly  
student data

✘ Monthly Attendance  
Pre-Approved

✘ Student Release From

✘ Student Transfer From

✘ Student Roster Entrance

Student Indicators

✘ Student Roster Ownership

✘ Unexcused Absences

✘ Carnegie Unit with No Credit

Gifted Students

Five or More Absences



## Enrollment & Attendance Dashboard

Enrollment & Transfers

Discipline

ADA/ADM/Net Membership

Student Indicators

Five or More Absences

Gifted Students

District: 
 School: 
 Grade: 
 Race: 
 Gender: 
 Special Populations:

**Enrollment & Attendance (District Approval Month 3)**

**Average Daily Attendance (ADA)**  
13.52

ADA Trend

ADA YoY Change: --

ADA Year over Year Trend

ADA MoM Change: -8.6%

ADA Month over Month Trend

**115**  
Net Membership (NM)

Year over Year Trend

--  
NM YoY Change

Month over Month Trend

**16.2%**  
NM MoM Change

**Student Summary**

Student Name	MSIS ID	Enrollment Status	Entry Type	Exit Type	Days Absent
Abrahart, Orion G.	5032984	Previously enrolled	Transfer from a public school in the same local education agency	Transferred to a public school in a different local education agency in the same state	3
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**Average Daily Membership (ADM)**  
40.33

ADM Trend

ADM YoY Change: --

ADM Year over Year Trend

ADM MoM Change: 1.3%

ADM Month over Month Trend

MISSISSIPPI STUDENT INFORMATION SYSTEM

- Home
- Administration
- Data Submission
- Reports
- Data Analytics**
- Students
- Data Input
- Provide Feedback

### 2024 - 2025 Month 1 Demo

**Certified Schools (14/28)**

School Number	School Name
#####	Greenport Ele
#####	Greenport Mid
#####	Greenport Hig

### District Certification

2024 - 2025 Month 1 Demo

**Certified Schools (14/28)**

LEA Number	District Name
#####	Aberdeen Cou





# Virtual Trainings



<b>Virtual Bootcamp: Federal Programs &amp; CTE</b>	July 11	9:30 – 11:00 a.m.
<b>Virtual Bootcamp: Personnel</b>	July 11	1:00 – 2:30 p.m.
<b>Virtual Bootcamp: Special Education</b>	July 12	9:30 – 11:00 a.m.
<b>Virtual Bootcamp: Beginning of Year Tasks</b>	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](mailto:msis2@mdek12.org)

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



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

