# Personnel

MSIS

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

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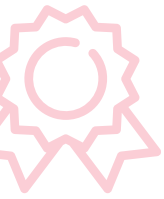
1 **ALL** Students Proficient and Showing Growth in All Assessed Areas

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

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

4 **EVERY** School Has Effective Teachers and Leaders

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

6 **EVERY** School and District is Rated "C" or Higher

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Be an active participant

Share reactions

Respond to prompts in the chat

React

Chat

Ask questions

Q&A

JOIN ·THE· HUNT ·FOR·
MSIS 2.0

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COMPARE the legacy system and the new MSIS

EXPLORE changes to data collection and reporting

REVIEW data quality and certification

EXAMINE course code catalog report

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Personnel Data

How is data collected?

Personnel

Vendor	Method for sending data to MSIS
Frontline	District completes manual file export District uploads file to MSIS (Automated file export may be possible at a future date)
Harris/McAleer	District completes manual file export District uploads file to MSIS
Innovak	District completes manual file export District uploads file to MSIS
Integrity/Courage	API nightly
Marathon	Automated file export (API in development)
Tyler Technologies	API nightly
Other Vendors	District completes MDE-provided template District uploads template to MSIS

Personnel includes staff, employment, and assignment data.

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Completed / **In Progress** / **Remaining** / **Blocked** / **N/A**

Personnel

Vendor	In Progress	Test Data Received	Data Validation	Validation Updates	Production Ready	Data – All Districts
Frontline	In Progress	Remaining	Remaining	Remaining	Remaining	Remaining
Harris/McAleer	In Progress	Remaining	Remaining	Remaining	Remaining	Remaining
Innovak	In Progress	Remaining	Remaining	Remaining	Remaining	Remaining
Integrity/Courage	Completed	Completed	Completed	Completed	Remaining	Remaining
Marathon	Completed	Completed	In Progress	Remaining	Remaining	Remaining
Tyler Technologies	Completed	Completed	Completed	Completed	Remaining	Remaining

Personnel includes staff, employment, and assignment data.

Status as of May 10, 2024

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What data will be collected?

	A	B	C	D	E	F	G	H
1								
2	*This file layout contains example data for 3 employees:*							
3	*Jane Doe - Teacher with a national board certification, paid with district funds*							
4	*John Doe - Positive Behavior Specialist and also a Bus Aide, paid with a mixture of Sped and district funds*							
5	*Robert Smith - Teacher with a national board certification who coaches after school, paid with district funds*							
6								
7	**Employment - One record for every employee in the district**							
8	districtId	4 digit district number, include leading zeros						
9	staffMemberIdentificationSystem	"State" for all records						
10	staffMemberIdentifier	Employee SSN						
11	firstName							
12	middleName							
13	lastOrSurname							
14	generationCodeOrSuffix	Optional						
15	otherStaffMemberIdentificationSystem	Only provide for licensed employees. Value "ProfessionalCertificate" for all						
16	otherStaffMemberIdentifier	License number						
17	email	District email address, not personal; required only for instructional staff and district/						
18	birthdate							
19	hispanicOrLatinoEthnicity	If Yes, leave race blank						
20	race							
21	sex							

Overview | Employment | Assignments | Credentials | +

Ready | Accessibility: Good to go

https://www.mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS2/DomainMap/Personnel/staff_file_upload_layout_example.xlsx

mdek12.org/msis2.0/resources

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| Overview | Employment | Assignments | Credentials |

mdek12.org/msis2.0/resources

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General overview of the file layout.

Includes instructions for each tab and information about each data element.

Overview

ℹ️ *Three employee examples are provided for each tab.*

MSIS | DATA DOMAIN MAPPING

DOMAIN: PERSONNEL	Identity

All data elements will be collected via API or file upload from the Personnel package.

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
First Name	The full legal first name given to a person at birth, baptism, or through legal change.		None	Yes
Generation Code or Suffix	An appendage, if any, used to denote a person's generation in his family (e.g., Jr., Sr., III).		None	Yes (Optional)
Last or Surname	The full legal last name borne in common by members of a family.		None	Yes
Middle Name	A full legal middle name given to a person at birth, baptism, or through legal change.		None	Yes (Optional)
Staff Member Identification System	A coding scheme that is used for identification and record-keeping purposes by schools, social services, registry, or other agencies to refer to a staff member.	SSN will be primary identifier.	**SSN** - Social Security Administration number	Yes
Staff Member Identifier	A unique number or alphanumeric code assigned to a staff member by a school, school system, a		None	Yes

1

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Replaces:
General/Schedule Entry Screens

(Employee, Schedule, Salary tabs)

Employment

ℹ️ *One record (row) for each employee.*

Collects employee demographics, employment dates, and salary information.

Employment

ℹ *One record (row) for each employee.*

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Schedules

❌ Schedules are **not required** for non-instructional staff

✅ Instructional staff schedules will be collected via **API from the SIS**

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Email

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set
Electronic Mail Address	The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the person or organization belongs.	School/District Email address **Collected for Instructional Staff and District/School Administrative Staff only**	None

Replaces: General/Schedule Entry Screen

(District Info tab)

Assignments

ℹ️ *One record (row) for each employee assignment. Multiple rows per employee are possible.*

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Collects Work Area Codes/Assignments and FTEs.

Assignments

ℹ️ *One record (row) for each employee assignment. Multiple rows per employee are possible.*

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	A	B	Memo/Description
1	Code	Work Area Title	Memo/Description
2	700001	Pre-kindergarten Teacher	Teachers of a group or class that is pa... the year or years preceding kindergart...
3	700002	Kindergarten Teacher	Teachers of a group or class that is pa... the year preceding the first grade.
4	700003	Elementary Teacher	Teachers of general level instruction cl... and composed of any span of grades r...
5	700004	Secondary Teacher	Teachers of a general level of instructi... secondary and composed of any span ... the elementary grades and ending wit...
6	700005	Ungraded Teacher	Teachers of classes or programs to wh... designation.
7	000141	SUPERVISION OF AGRICULTURE PROGRAMS (SOEP)	
8	000150	SUPERVISOR OF CREDIT BEARING WORK-BASED LEARNING	Teachers with a 917 add-on endorsem... learning.
9	000221	PARENT CENTER COORDINATOR	A licensed professional responsible for... coordinating parental involvement and...
10	000222	PARENT CENTER AIDE	A paraprofessional who assists the Par... the Parent Center.
11	000234	SPECIAL POPULATIONS PERSONNEL	The endorsement of 334 is grandfathe... 314 is grandfathered for 1996-1997 sc...

Work Area Codes 24-25SY

- Spreadsheet format for easy filtering and sorting

- Blue text indicates updates or changes

- Tab for deactivated codes

mdek12.org/msis2.0/resources

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Supplements – OPTIONAL 24/25 SY

❌	No funding code required
✅	Up to 5 supplements per employee

Staff Compensation Annual Supplement	Staff Compensation Annual Supplement Description
Amount of supplement	*Description of supplement*
2,000	Cheerleading sponsor

Teacher with National Board ($6,000), Head Football Coach ($3,000), & Assistant Soccer Coach ($1,000)

Report all supplements separately

Staff Compensation Annual Supplement	Staff Compensation Annual Supplement Description
6,000	NBPTS
3,000	Head Coach
1,000	Assistant Coach

OR report supplement categories together (i.e., "coaching")

Staff Compensation Annual Supplement	Staff Compensation Annual Supplement Description
6,000	NBPTS
3,000	Coaching

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Staff Full Time Equivalencies

✅ Reported in decimals (ex: 50% = .5 FTEs)

✅ Employee FTEs should not be more than 1

Local Job Category

✓ Work Area Codes/Assignments

✓ Now available for teachers

✓ Revised Work Area Codes for 24-25SY

✓ Report 0 FTEs for After-School Assignments

Replaces: General/Schedule Entry Screen

(Parts of Schedule tab)

Credentials

One record (row) for every National Board Certification. Multiple rows per employee are possible.

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Collects National Board credential information.

(Administrator and Teacher Mississippi Licensure information will be collected via API from MECCA.)

Credentials

ℹ️ *One record (row) for every National Board Certification. Multiple rows per employee are possible.*

Credential Definition Identifier

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set
Credential Definition Identifier	A globally unique identifier by which the creator/owner/provider of a credential recognizes the qualification, achievement, personal or organizational quality, or aspect of an identity in transactions with the external environment.	National Board Certification Type	**NBPTS** - National Board for Professional Teaching Standards **CCC** - Certificate of Clinical Competence (issued by American Speech & Hearing Association) **NCSC** - National Certified School Counselor **NCSN** - National Certified School Nurse **CALT** - Certified Academic Language Therapist

Teacher Schedules

Teacher Schedule data
will be transferred nightly via API from the SIS.

All associated data will need to be entered into SIS (e.g., Carnegie Units, funding program code, instructional minutes, term/semester, and period.)

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MSIS DATA DOMAIN MAPPING

DOMAIN: COURSE SECTION

All data elements will be collected via API from the SIS package.

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
Class Beginning Time	An indication of the time of day the class begins.		None	Yes
Class Ending Time	An indication of the time of day the class ends.		None	Yes
Class Meeting Days	The day(s) of the week (e.g., Monday, Wednesday) that the class meets or an indication that a class meets "out-of-school" or "self-paced".		None	Yes (Optional)
Class Period	An indication of the portion of a typical daily session in which students receive instruction in a specified subject (e.g., morning, sixth period, block period, or AB schedules).		None	Yes
Course Code System	A system that is used to identify the organization of subject matter and related learning experiences provided for the instruction of students.		**State** - State course code **LEA** - LEA course code	Yes

✅ **Classroom position type** will be entered in the SIS.

For online courses, the facilitator or other staff that is supervising students should be listed as **"Course Proctor."** The Course Proctor will not be included in Accreditation reports for the specified course.

Teachers should be listed as **"Instructor of Record."**

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✓ **Dual credit courses taught by a college or university** will be entered in the SIS but will be assigned a Responsible Organization Identifier.

District staff will supply the ID number for the IHL as the **Responsible Organization Identifier**. This replaces the practice of using fake IHL employee SSNs. There will not be an Instructor of Record reported. If a Course Proctor is used, they must be a district employee. The Course Proctor will not be included in Accreditation reports for the specified course

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MSIS IHL Identifiers

RESPONSIBLE ORGANIZATION IDENTIFIER | For dual credit courses taught by college or university

Responsible Organization Identifier	College or University Name
1105	Alcorn State University
1805	University of Southern Mississippi
4205	Mississippi Valley State University
4405	Mississippi University for Women
6606	Gulf Coast Junior College
0605	Delta State University
2507	Jackson State University
5307	Mississippi State University
3605	University of Mississippi
1807	William Carey University
7005	Blue Mountain Christian University

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Online (non-dual credit)

Course Proctor	Instructor of Record	Responsible Organization Type
Yes	No	No

Dual Credit

| Option	Course Proctor	Instructor of Record	Responsible Organization Type
Taught at district, by district employee	No	Yes	No
Taught online, students are with employee at district	Yes	No	Yes
Students leave campus, take course at IHL	No	No	Yes

Work-based learning opportunity type will be entered in the SIS for certain CTE courses.

- Apprenticeship
- Clinical work experience
- Cooperative education
- Job shadowing
- Mentorship
- Non-Paid Internship
- On-the-Job
- Paid internship

- Service learning
- Supervised agricultural experience
- Unpaid internship
- School-Based Enterprise
- Entrepreneurship
- Simulated Worksite
- Other

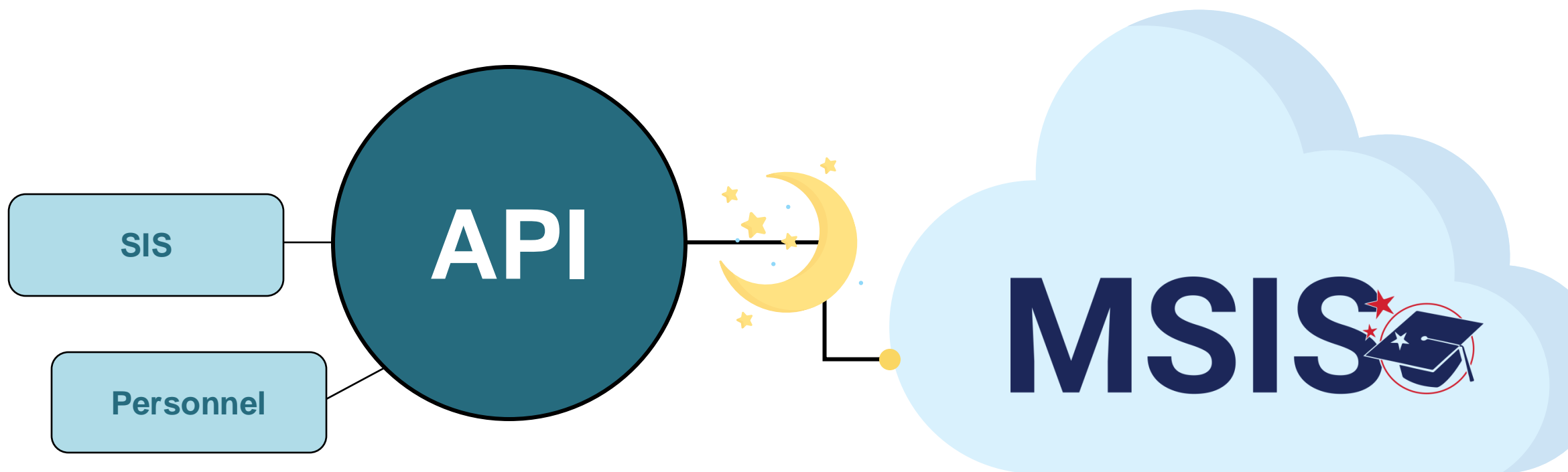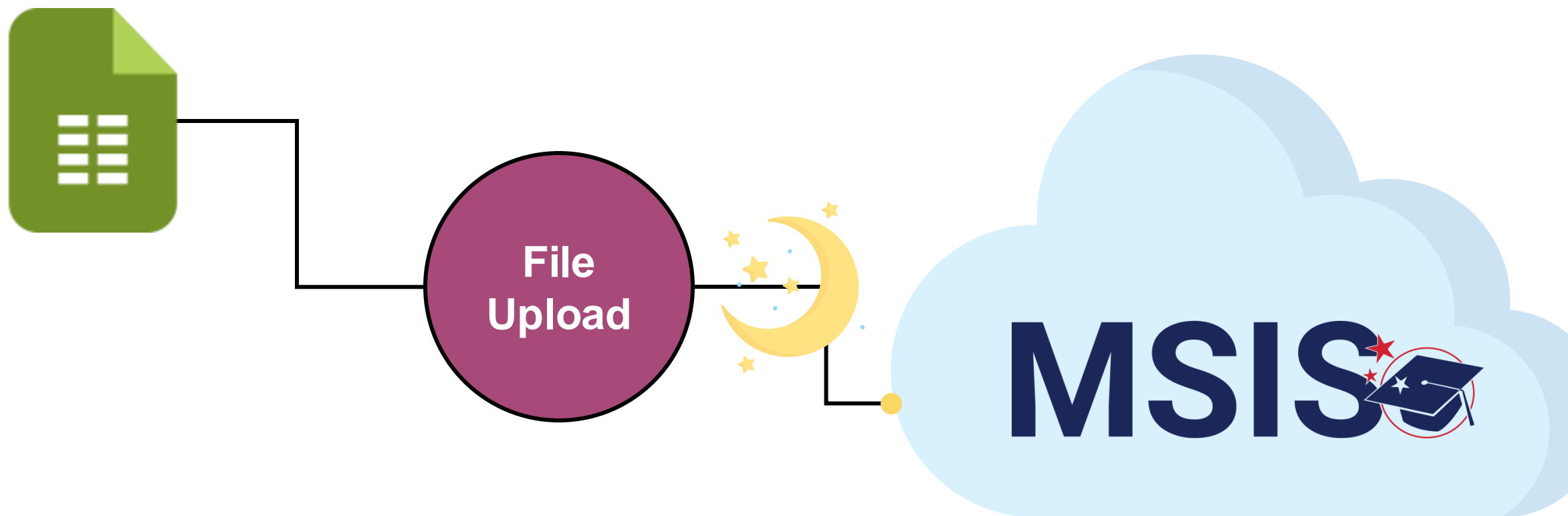**Assign a delivery mode** and **virtual identifier** in the SIS.

Online
Face to Face
Blended Learning

Yes
No

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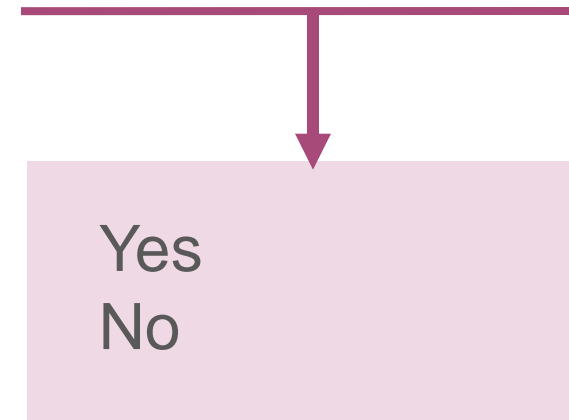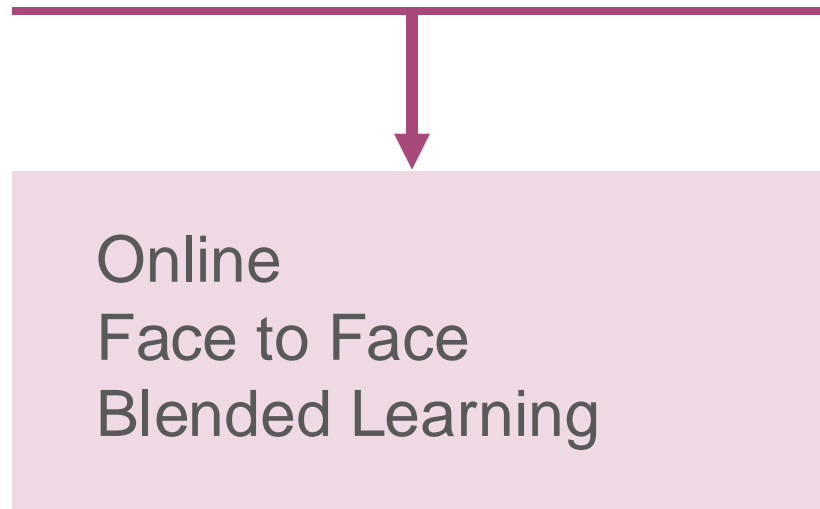
Data Quality

Permission: Personnel

MSIS Staff reviews dashboards and reports daily to check for errors

File Upload

MSIS

SEPTEMBER

30
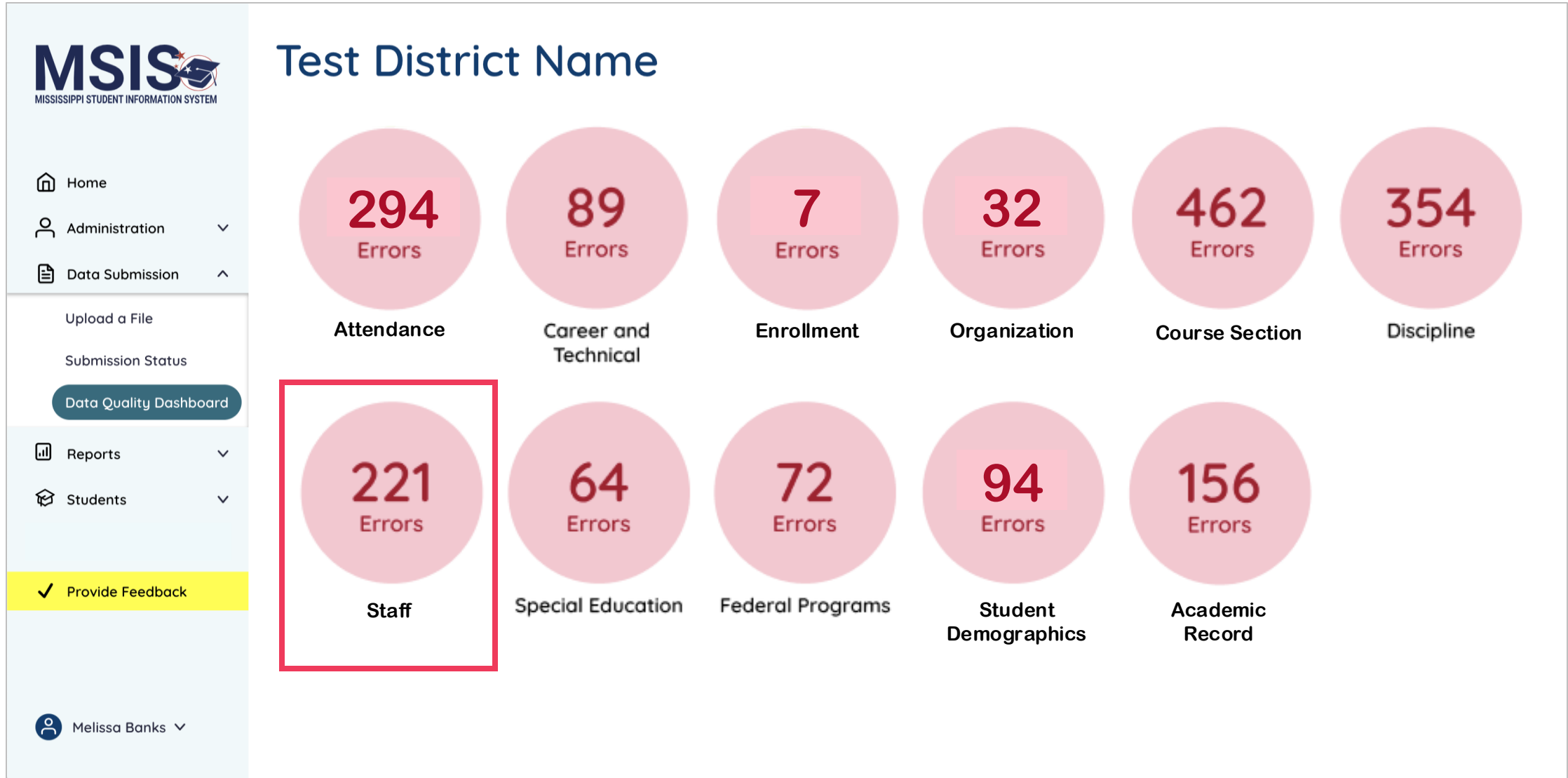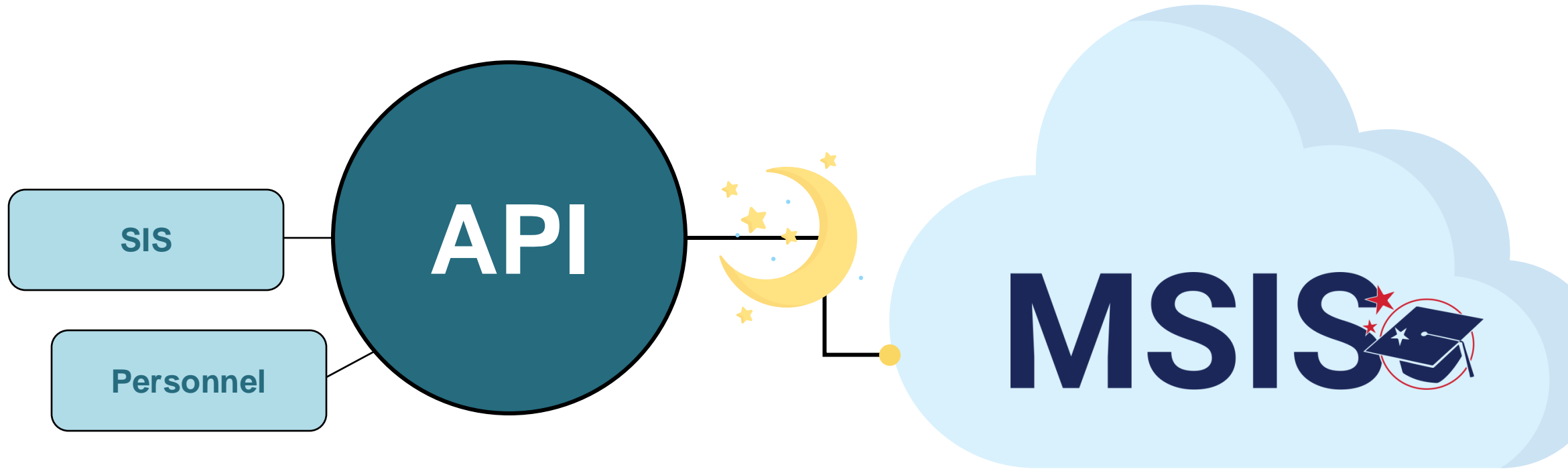
Personnel

OCTOBER

Personnel

NOVEMBER

30

Personnel

Personnel Reports:
- Personnel Summary
- Personnel Listing
- Teacher Schedules
- Accreditation

Permission: Personnel + Certify

Course Code Report

School Year	Course Code	Course Title	Subject Area
Current School Year ▾	All ▾	All ▾	All

Course Type	Course Status	Endorsement Group	Carnegie Units
All ▾	Multiple selections ▾	All ▾	All

Course Codes Search Portal

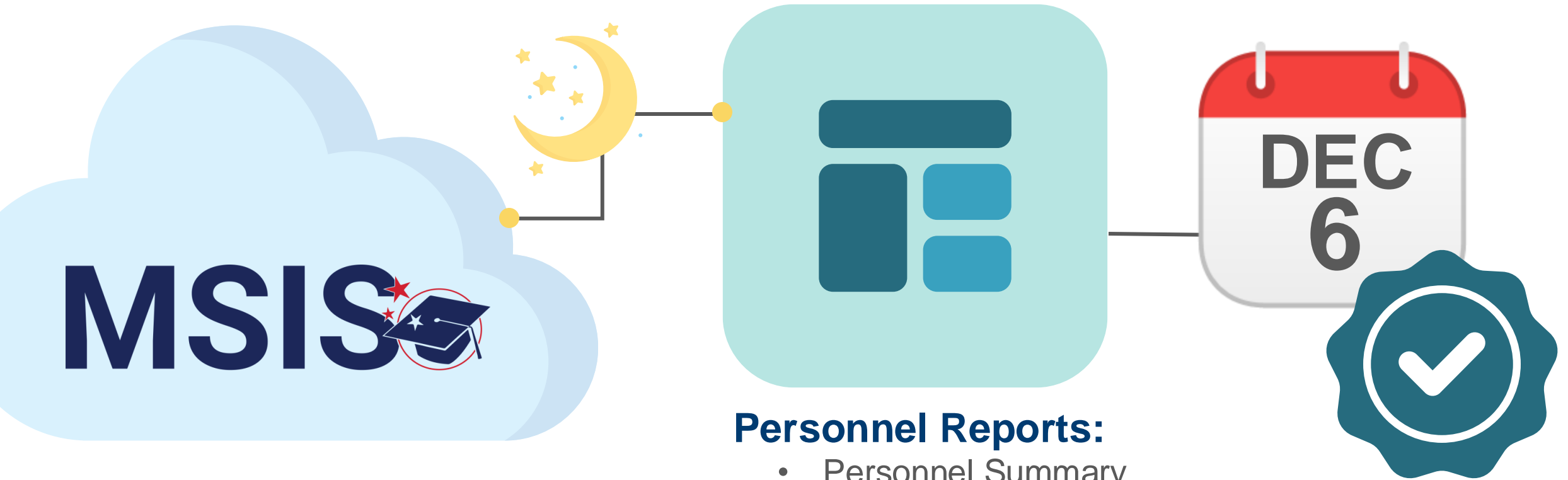| Course Code ▲	Course Title	Course Description	Subject Area	Course Type
270656	2 D DESIGN (MSMS)	This course code may only be used by the Mississippi School for Mathematics and Science.	Visual and Performing Arts	General cours
270670	3-D MODELING	This course code may only be used by the Mississippi School for Mathematics and Science.	Engineering and Technology	General cours
500200	A-ACTING I	This course code may only be used by the Mississippi School for the Arts.	Visual and Performing Arts	General cours
500201	A-ACTING II	Prerequisite Acting I This course code may only be used by the Mississippi School for the Arts.	Visual and Performing Arts	General cours
500202	A-ACTING III	This course code may only be used by the Mississippi School for the Arts.	Visual and Performing Arts	General cours
500203	A-ACTING IV	This course code may only be used by the Mississippi School for the Arts.	Visual and Performing Arts	General cours
500206	A-ADVANCED FICTION WORKSHOP AND APPRECIATION (SCHOOL OF THE	This course code may only be used by the Mississippi School for the Arts.	English Language and Literat	General cours

Endorsement Codes Search Portal

Endorsement Code	Credential Title	Endorsement Grade Span
0102	ART (K-12)	PK-12
0103	Media Art (K-12)	PK-12

Reports > Course Code Report

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Application in Development ⑦

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Welcome

Sign In

School Year	Course Code	Course Title	Subject Area
Current School Year	All	All	All

Course Type	Course Status	Endorsement Group	Carnegie Units
All	Multiple selections	All	All

Course Codes Search Portal

Course Code	Course Title	Course Description	Subject Area	Course Type
270656	2 D DESIGN (MSMS)	This course code may only be used by the Mississippi School for Mathematics and Science.	Visual and Performing Arts	General cours

Report will be available on the MDE website for easy access by other district and school staff.

https://www.mdek12.org/ESE/Approved-Courses-for-Elementary-Secondary-Schools-MS

500203	A-ACTING IV	This course code may only be used by the Mississippi School for the Arts.	Visual and Performing Arts	General cours
500206	A-ADVANCED FICTION WORKSHOP AND APPRECIATION (SCHOOL OF THE	This course code may only be used by the Mississippi School for the Arts.	English Language and Literat	General cours

Endorsement Codes Search Portal

Endorsement Code	Credential Title	Endorsement Grade Span
0102	ART (K-12)	PK-12
0103	Media Art (K-12)	PK-12

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Finance Data

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Permission: Finance + Certify

FETS File

File Upload

MSIS

**Finance FETS
Report**
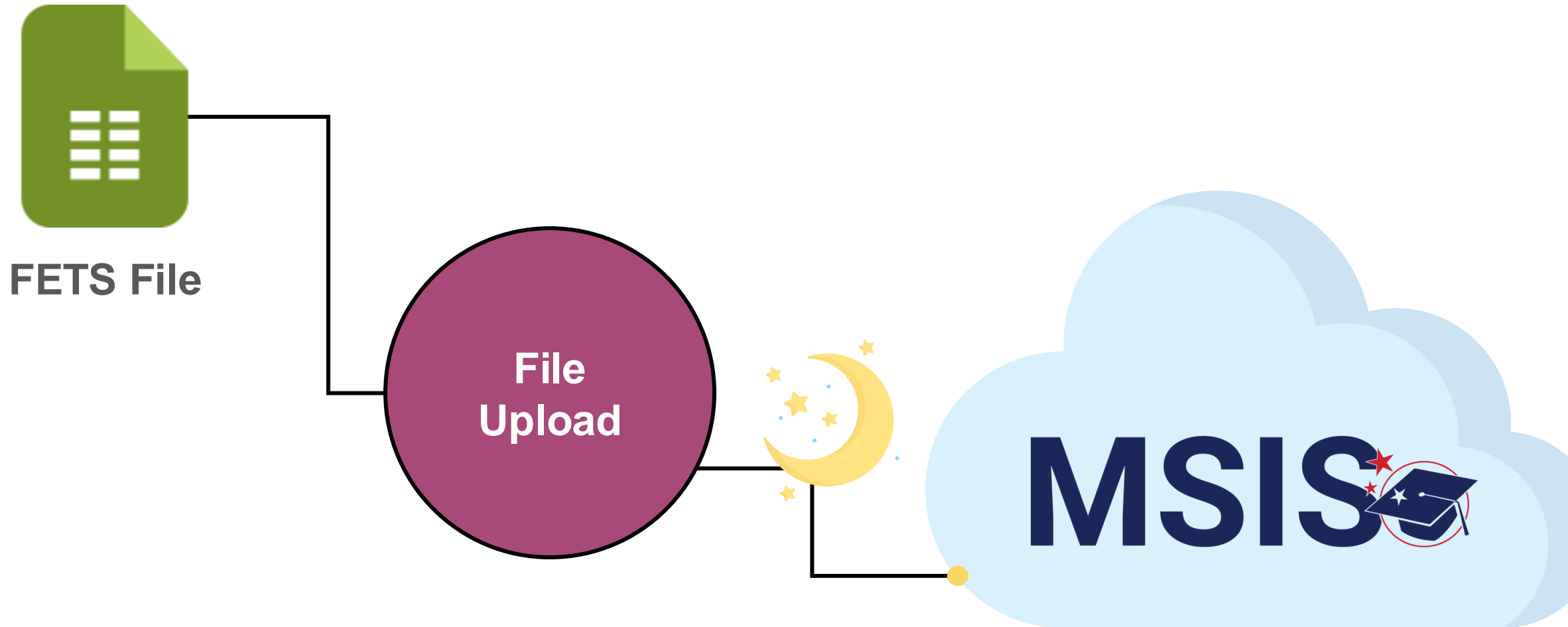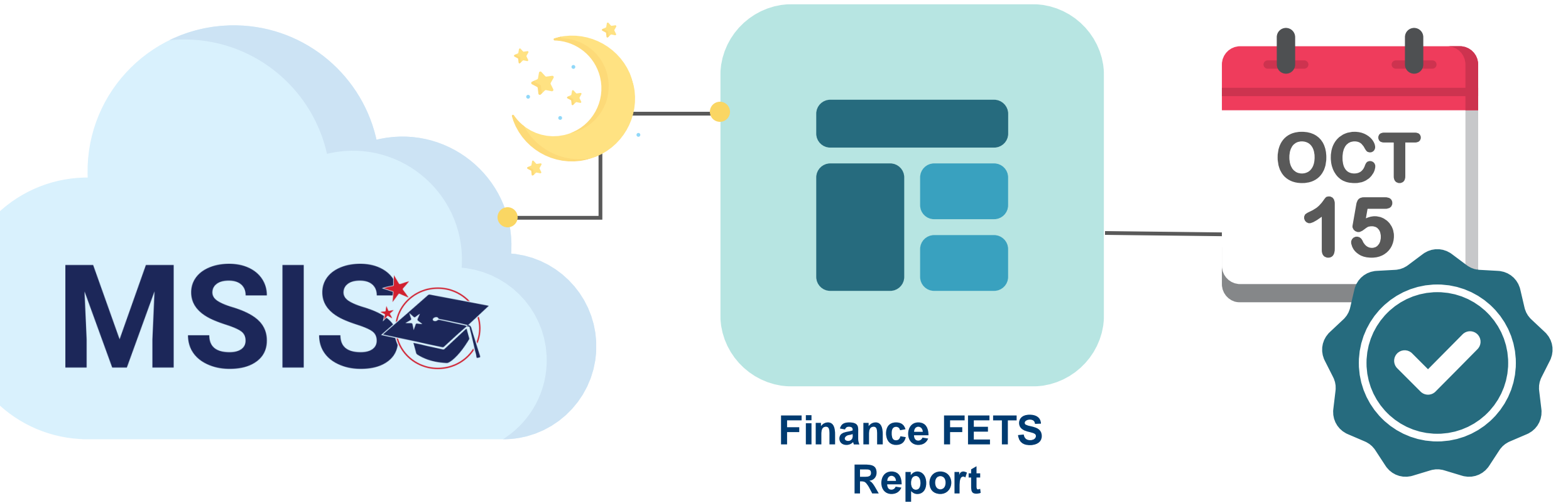
Virtual Trainings

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

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