

MSIS ID Requests | Troubleshooting Tips

BULK UPLOAD

The Submission Status page that will provide a detailed list of any errors in your file is not yet functional. However, if there is a problem uploading the file, you will see an error message on the file upload screen indicating that the bulk MSIS ID request CSV file was not uploaded.



If you receive the error pictured above, please check the following possible problems below. If you have reviewed the possible problems and resolutions and still cannot upload an MSIS ID file successfully, please email mdeapps@mdek12.org and include any screenshots and the file, if possible.

Possible problem:	Resolution:
Incorrect file name.	File name must follow naming convention: 0123_OptionalText_MsisIdRequest.csv <ul style="list-style-type: none"> • File name must begin with the four-digit district number • File name is case sensitive. • Ensure there are no spaces in the file name. • Ensure optional text begins and ends with an underscore (Example: 0123_july8request_MsisIdRequest.csv)
Incorrect file format.	File must be saved as a .csv file.
Invalid column name.	Ensure column headers have not been changed. Refer to the template on the MSIS Resource page of the MDE website for correct column headers.
The requestingDistrictId is blank or invalid.	The requestingDistrictId is a required field and must be exactly four digits. <ul style="list-style-type: none"> • Ensure requestingDistrictId is an LEA you have permission to access. • Ensure the four-digit district ID is populated for each row.
The schoolId is blank or invalid.	The schoolId is a required field and must be exactly three digits followed by dash followed by one, two, or three digits. (Example: 9876-012)

	<ul style="list-style-type: none"> • The first four digits must match the requestingDistrictId. • Ensure schoolId is a school you have permission to access. • Ensure the schoolId is populated for each row.
The localStudentIdentifier is blank or invalid.	<p>The localStudentIdentifier is a required field.</p> <ul style="list-style-type: none"> • Ensure localStudentIdentifier has a max length of 40 characters and only includes letters or numbers. (Example: abc1234567890) • Ensure the localStudentIdentifier is populated for each row.
The firstName is blank.	<p>The firstName is a required field.</p> <ul style="list-style-type: none"> • Ensure firstName is populated for each row.
The lastName is blank.	<p>The lastName is a required field.</p> <ul style="list-style-type: none"> • Ensure lastName is populated for each row.
The dateOfBirth is blank or invalid.	<p>The dateOfBirth is a required field.</p> <ul style="list-style-type: none"> • Ensure date of birth is in correct format with hyphens. (Example: 01-01-2010 or 12-03-2015, not 1/1/10 or 12/03/2015) • Ensure dateOfBirth is populated for each row.
The ssn is invalid.	<p>Ensure the ssn is 9 digits and in the correct format with hyphens. (Example: 123-45-6789, not 123456789 or 12-345-6789)</p>