

Student Ownership & Certification Preview

MSIS 

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

October 1, 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

EXPLORE student ownership conflicts

PREVIEW certification process



Student Ownership



Permission: Student + Student Ownership



Welcome Melissa Banks

6:00 PM Monday, September 30, 2024

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

Melissa Banks

No uploaded files

Upload a file

1

Ownership conflict to review

Review

1

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

Welcome Melissa Banks

6:14 PM Monday, September 30, 2024

- Home
- Administration
- Data Submission
- Reports
- Students

MSIS ID Requests

Student Ownership

Data Input

Provide Feedback

Melissa Banks

No uploaded files

Upload a file



Ownership conflict to review

Review

2

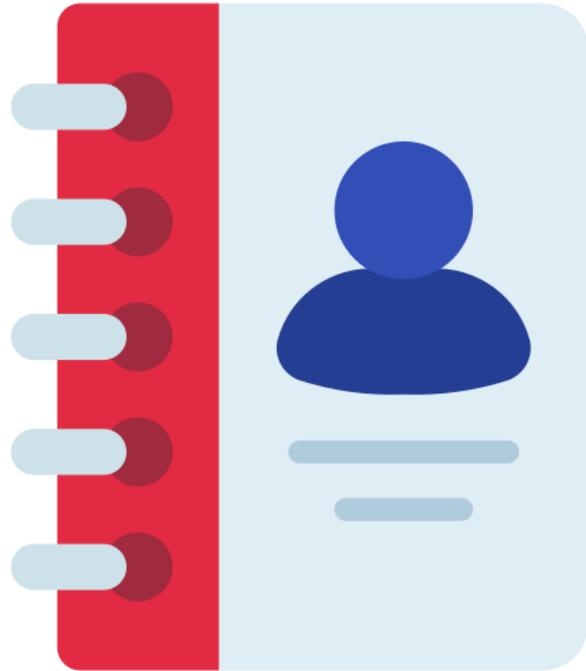
Click on the down arrow beside **Students** in the left navigation.

Select **Student Ownership**.



Ownership Conflicts

will occur if two schools have **overlapping entry/exit dates** or both are showing **active enrollments** for the student



Some districts are missing
**MSIS Primary
Contact information**
(Pulled from LEA Management Screen)

Including School MSIS Contacts has been noted as a future enhancement.



MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Welcome

Sign In



Continue

any local policies/procedures
for documentation required
to release students

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

“Releasing”
takes place in the



through student
withdrawals



Attendance



Enrollment

Enrollment & Attendance errors will show in the Data Quality Dashboard



Neither district can certify with ownership conflicts



**Continue to clean up
No Shows**

by submitting Inactive Enrollment
files to mdeapps@mdek12.org



**Districts will have to agree on
EXIT and ENTRY dates**



Certification (Preview)

District Approval, Month 01



Permission: Student + Certify

Administration Portal

Home

Administration

Manage Users

Data Submission

Reports

Students

Data Input

Name	Email	Status	Action
Deborah Donovan	ddonovan@mdek12.org	Active	
Joshua Huwe	JHuwe@mdek12.org	Active	
Melissa Banks	mebanks@mdek12.org	Active	
Tamala Matthews	TMatthews@mdek12.org	Active	
Charisma McNair	cmcnair@mdek12.org	Active	
Ninke Westra	nwestra@mdek12.org	Active	
Johnathan E Sanders I	JSanders@mdek12.org	Active	
LaRhonda Smith	lsmith@mdek12.org	Active	
Tina Mason	tmason@mdek12.org	Active	
Corrie Sigler	csigler@mdek12.org	Active	

QRG

mdek12.org/msis2.0/resources

< [Back](#)

Tina Mason Active

Edit User

General Information

Email:
tmason@mdek12.org

District(s):
Faulkner City School District (9920)

Deactivate User

Data Domain Permissions

Permission	School(s)	Additional Permissions
Accountability Data	Archie Manning Elementary School (9920-008), Fannie Lou Hamer Elementary School (9920-006), Faulkner City Alternative School (9920-011), Faulkner City Alternative School (9920-018), Faulkner City Central Office (9920-019), Faulkner City CTE Center (9920-017), Faulkner City School District (9920-001), Howlin Wolf Middle School (9920-013), James Earl Jones Elementary School (9920-015), Jerry Rice Elementary (9920-014), Jim Henson Elementary School (9920-007), John Grisham Middle School (9920-012), Medgar Evers High School (9920-004), Morgan Freeman Elementary School (9920-002), Oprah Winfrey Middle School (9920-005), Ruby Bridges Elementary School (9920-003), SPED NON-PUBLIC (9920-500), Tennessee Williams Elementary (9920-010), Walter Inglis Anderson Elementary School (9920-009), Walter Payton Elementary School (9920-016)	
Accreditation Data	Archie Manning Elementary School (9920-008), Fannie Lou Hamer Elementary School (9920-006), Faulkner City Alternative School (9920-011), Faulkner City Alternative School (9920-018), Faulkner City Central Office (9920-019), Faulkner City CTE Center (9920-017), Faulkner City School District (9920-001), Howlin Wolf Middle School (9920-013), James Earl Jones Elementary School (9920-015), Jerry Rice Elementary (9920-014), Jim Henson Elementary School (9920-007), John Grisham Middle School (9920-012), Medgar Evers High School (9920-004), Morgan Freeman Elementary School (9920-002), Oprah Winfrey Middle School (9920-005), Ruby Bridges Elementary School (9920-003), SPED NON-PUBLIC (9920-500), Tennessee Williams Elementary (9920-010), Walter Inglis Anderson Elementary School (9920-009), Walter Payton Elementary School (9920-016)	
Assessment Data	Archie Manning Elementary School (9920-008), Fannie Lou Hamer Elementary School (9920-006), Faulkner City Alternative School (9920-011), Faulkner City Alternative School (9920-018), Faulkner City Central Office (9920-019), Faulkner City CTE Center (9920-017), Faulkner City School District (9920-001), Howlin Wolf Middle School (9920-013), James Earl Jones Elementary School (9920-015), Jerry Rice Elementary (9920-014), Jim Henson Elementary School (9920-007), John Grisham Middle School (9920-012), Medgar Evers High School (9920-004), Morgan Freeman Elementary School (9920-002), Oprah Winfrey Middle School (9920-005), Ruby Bridges Elementary School (9920-003), SPED NON-PUBLIC (9920-500), Tennessee Williams Elementary (9920-010), Walter Inglis Anderson Elementary School (9920-009), Walter Payton Elementary School (9920-016)	



Home

Administration

Manage Users

Data Submission

Reports

Students

Data Input

Discipline Data

Select... | v

Federal Programs Data

Can Certify District

Select... | v

Finance Data

Can Certify District

Select... | v

Personnel Data

Can Certify District

Salary

Select... | v

Special Education Data

Can Certify District

Select... | v

Student Data

Can Certify District

Can Certify School(s)

MSIS ID Request

Student Ownership

Archie Manning Elementary School (9920-008) x | v

Reset

Update User



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!



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

MSIS 

**District Approval
Month 1**

Discipline Data

Select...

Federal Programs Data

Can Certify District

Select...

Finance Data

Can Certify District

Select...

Personnel Data

Can Certify District

Salary

Select...

Special Education Data

Can Certify District

Select...

Student Data

Can Certify District

Can Certify School(s)

MSIS ID Request

Student Ownership

Archie Manning Elementary School (9920-008) x

Reset

Update User



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

Discipline Data

Select... [dropdown arrow]

Federal Programs Data

Can Certify District

Select... [dropdown arrow]

Finance Data

Can Certify District

Select... [dropdown arrow]

Personnel Data

Can Certify District

Salary

Select... [dropdown arrow]

Special Education Data

Can Certify District

Select... [dropdown arrow]

Student Data

Can Certify District

Can Certify School(s)

MSIS ID Request

Student Ownership

Archie Manning Elementary School (9920-008) x [dropdown arrow]

Reset

Update User

The screenshot shows the MSIS (Mississippi Student Information System) interface. On the left is a navigation sidebar with items: Home, Administration, Data Submission, Reports (marked with a red circle '1'), Data Analytics (highlighted in a dark teal bar), Students, Data Input, and Provide Feedback. At the top of the main content area is the title 'Data Analytics' and a horizontal menu with tabs: Data Entry Downloads, Profiles, Reports, Uncategorized, and Certification Reports (marked with a red circle '2'). Below the tabs is a light blue rounded rectangle containing two dropdown menus: 'School Year' and 'Data Collection', both with 'Select...' text. Below the screenshot are two callout boxes. Callout 1 (marked with a red circle '1') points to the 'Reports' menu item and contains the text: 'Select **Reports** in the left-hand navigation. Select **Data Analytics**.' Callout 2 (marked with a red circle '2') points to the 'Certification Reports' tab and contains the text: 'Select **Certification Reports** from the available report tabs at the top.'



Data Analytics

Data Entry Downloads Profiles Reports Uncategorized Certification Reports

- Home
- Administration
- Data Submission
- Reports

Data Analytics

- Students
- Data Input
- Provide Feedback

Melissa Banks

School Year 3

2024-2025
▼

Data Collection 4

Select...
▼

- District Approval Month 1 (07/01/2024-09/30/2024)
- District Approval Month 2 (10/01/2024-10/31/2024)
- District Approval Month 3 (11/01/2024-11/30/2024)
- District Approval Month 4 (12/01/2024-12/31/2024)
- District Approval Month 5 (01/01/2025-01/31/2025)
- District Approval Month 6 (02/01/2025-02/28/2025)
- District Approval Month 7 (03/01/2025-03/31/2025)
- District Approval Month 8 (04/01/2025-04/30/2025)

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.

Data Analytics

Data Entry Downloads Profiles Reports Uncategorized Certification Reports

School Year

2024-2025

Data Collection

District Approval Month 1 (07/01/2024-09/30/2024)

2024-2025 District Approval Month 1

Certification Open Date: 10/01/2024

Certification Close Date: 10/18/2024

Monthly Certification Reports

Enrollments & Transfers

Five or More Absences

Average Daily Attendance

Net Membership

Student Indicators

Calendar

[Back](#)

View Report

District

All

School

All

School Year

2024-2025

Grade Level

All

Enrollment & Transfers Report

Enrollment Exit

MSIS ID	Student Name	Enrollment Date	Grade	Entry Code	Entry Description
#####	Last Name, First Name	MMDD/YYYY	Tenth grade	74001	Initial Enrollment for the School Year
#####	Last Name, First Name	MMDD/YYYY	Third grade	74001	Initial Enrollment for the School Year
#####	Last Name, First Name	MMDD/YYYY	First grade	74001	Initial Enrollment for the School Year
#####	Last Name, First Name	MMDD/YYYY	Eighth grade	74001	Initial Enrollment for the School Year
#####	Last Name, First Name	MMDD/YYYY	Second grade	74001	Initial Enrollment for the School Year
#####	Last Name, First Name	MMDD/YYYY	Third grade	74001	Initial Enrollment for the School Year
#####	Last Name, First Name	MMDD/YYYY	First grade	74001	Initial Enrollment for the School Year
#####	Last Name, First Name	MMDD/YYYY	Second grade	74001	Initial Enrollment for the School Year
#####	Last Name, First Name	MMDD/YYYY	Third grade	74001	Initial Enrollment for the School Year
#####	Last Name, First Name	MMDD/YYYY	Seventh grade	74001	Initial Enrollment for the School Year
#####	Last Name, First Name	MMDD/YYYY	Sixth grade	74001	Initial Enrollment for the School Year
#####	Last Name, First Name	MMDD/YYYY	Seventh grade	74001	Initial Enrollment for the School Year
#####	Last Name, First Name	MMDD/YYYY	Sixth grade	74001	Initial Enrollment for the School Year
#####	Last Name, First Name	MMDD/YYYY	Second grade	74001	Initial Enrollment for the School Year
#####	Last Name, First Name	MMDD/YYYY	Second grade	74001	Initial Enrollment for the School Year



School Certification

2024 - 2025 Month 1 Demographics

School Certification

Certified Schools: (2/6)

School Num...	School Name	Certification Date	Certified By	Status	Actions
5920-090	BALDWIN CAREER ADVANCEMENT CENTER	09/29/2024	Barbara A Young	Certified	✕
5920-004	Baldwyn Elementary	09/26/2024	Barbara A Young	Certified	✕
5920-008	Baldwyn High School			Needs Certification	✓
5920-012	BALDWIN MIDDLE SCHOOL			Needs Certification	✓
5920-001	BALDWIN SCHOOL DISTRICT			Needs Certification	✓

LEA Certification

LEA Number	LEA Name	Certification Date	Certified By	Status	Actions
5920	Baldwyn School District			Must Certify All Schools	

7

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

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

7

School Certification

	Status	Actions	
School has been certified	Certified	×	Cancel School certification *Can only be canceled if the district has not certified. Anyone with "certified" permission for the school can cancel
	Certified	×	
	Needs Certification	✓	
School cannot certify due to errors	Errors	!	View Data Quality Dashboard
	Needs Certification	✓	
School is ready for certification	Needs Certification	✓	Certify School

LEA Certification

	Status	Actions	
LEA cannot certify until all schools are certified	Must Certify All Schools		No action available

School Certification

School cannot be certified because it is outside of the certification window

Status	Actions
Outside of Date Range	

No action available

LEA Certification

LEA cannot be certified because it is outside of the certification window

Status	Actions
Outside of Date Range	

No action available

8

School Certification

2024 - 2025 Month 1 Demographics

School Certification

Certified Schools: (2/6)

School Num...	School Name	Certification Date	Certified By	Status	Actions
5920-090	BALDWYN CAREER ADVANCEMENT CENTER	09/29/2024	Barbara A Young	Certified	✕
5920-004	Baldwyn Elementary	09/26/2024	Barbara A Young	Certified	✕
5920-008	Baldwyn High School			Needs Certification	✓
5920-012	BALDWYN MIDDLE SCHOOL			Needs Certification	✓
5920-001	BALDWYN SCHOOL DISTRICT			Needs Certification	✓

LEA Certification

8

LEA Number	LEA Name	Certification Date	Certified By	Status	Actions
5920	Baldwyn School District			Must Certify All Schools	

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

The certification date, the user who completed the certification, certification status, and certification actions will be displayed for the LEA.

LEA **Certification** action will not be available until all schools have been certified.



- Home
- Administration ▼
- Data Submission ▼
- Reports
- Data Analytics
- Students ▼
- Data Input ▼

School Certification

2024 - 2025 Month 1 Demographics

School Certification

Certified Schools: (2/6)					
School Num...	School Name	Certification Date	Certified By	Status	Actions
5920-090	BALDWIN CAREER ADVANCEMENT CENTER	09/29/2024	Barbara A Young	Certified	✕
5920-004	Baldwyn Elementary	09/26/2024	Barbara A Young	Certified	✕
5920-008	Baldwyn High School			Errors	ⓘ
5920-012	BALDWIN MIDDLE SCHOOL			Needs Certification	✔
5920-001	BALDWIN SCHOOL DISTRICT			Needs Certification	✔

LEA Certification

LEA Number	LEA Name	Certification Date	Certified By	Status	Actions
5920	Baldwyn School District			Must Certify All Schools	

The screenshot displays the MSIS (Mississippi Student Information System) Data Quality Dashboard. The left sidebar contains navigation options: Home, Administration, Data Submission, Upload a File, Submission Status, Data Quality Dashboard (highlighted), Reports, Students, and Provide Feedback. The main content area is titled "Test District Name" and features a filter dropdown menu set to "District Approval Month 1". Below the filter, three circular gauges show the number of errors for different categories: Enrollment (15 Errors), Attendance (2 Errors), and Organization (27 Errors).

Category	Number of Errors
Enrollment	15
Attendance	2
Organization	27



Student Demographics

Certification Data Collection

District Approval Month 1 x v

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

DQD SCHOOL Certification Test DQD LEA Certification Test

Error/Warning	School Year	LEA Name	School Name	First Name	Last Name	MSIS ID	Description	Resolution	Race	Hispanic/Latino Ethnicity	Sex	Special Education Indicator	504 Indicator	Lunch Status
Error	2024-2025	Test District	Armory Career Technical Center	Riley	Tester	123456789	Business Rule Description	Test of DQD certification error for the school	Other	Yes	M	DIS	None	Yes

- ✓ 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.

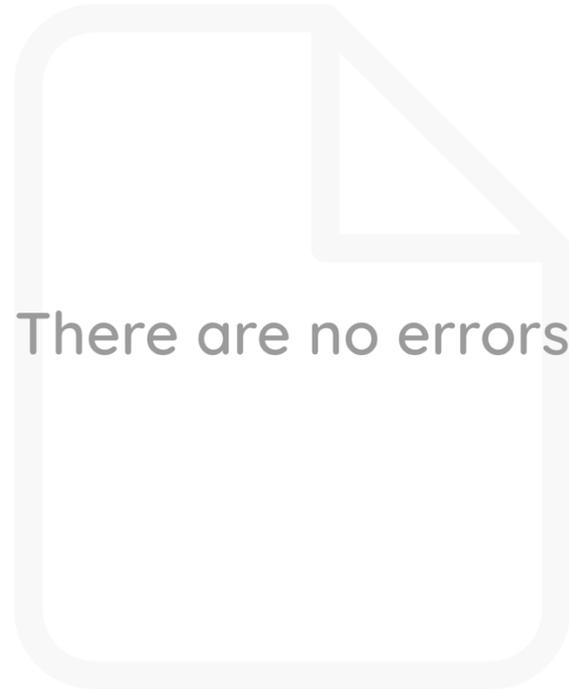


- Home
- Administration
- Data Submission
- Upload a File
- Submission Status
- Data Quality Dashboard**
- Reports
- Students

Melissa Banks

Test District Name

Certification Data Collection





- Home
- Administration ▼
- Data Submission ▼
- Reports
- Data Analytics
- Students ▼
- Data Input ▼

School Certification

2024 - 2025 Month 1 Demographics

School Certification

Certified Schools: (2/6)

School Num...	School Name	Certification Date	Certified By	Status	Actions
5920-090	BALDWIN CAREER ADVANCEMENT CENTER	09/29/2024	Barbara A Young	Certified	✕
5920-004	Baldwyn Elementary	09/26/2024	Barbara A Young	Certified	✕
5920-008	Baldwyn High School			Needs Certification	✔
5920-012	BALDWIN MIDDLE SCHOOL			Needs Certification	✔
5920-001	BALDWIN SCHOOL DISTRICT			Needs Certification	✔

LEA Certification

LEA Number	LEA Name	Certification Date	Certified By	Status	Actions
5920	Baldwyn School District			Must Certify All Schools	

2024 - 2025 Month 1 Demographics

School Certification

Certified Schools: (2/6)

School Num...	School Name	Certification Date	Certified By	Status	Actions
5920-090	BALDWIN CAREER ADVANCEMENT CENTER	09/29/2024	Barbara A Young	Certified	✕
5920-004	Baldwyn Elementary	09/26/2024	Barbara A Young	Certified	✕
5920-008	Baldwyn High School	09/26/2024	Barbara A Young	Certified	✕
5920-012	BALDWIN MIDDLE SCHOOL	09/26/2024	Barbara A Young	Certified	✕
5920-001	BALDWIN SCHOOL DISTRICT	09/26/2024	Barbara A Young	Certified	✕

LEA Certification

LEA Number	LEA Name	Certification Date	Certified By	Status	Actions
5920	Baldwyn School District			Needs Certification	9 ✓

9

Once all schools have been certified, the LEA **Needs Certification** status will be displayed, and the certification action will be available.

View Certification Report

Data last updated on August 11, 2024

- Home
- Administration

Reports **Certification Reports** Profiles Dashboards

School Year Data Collection

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

Monthly Certification Reports

Enrollments & Transfers

Five or More Absences

Average Daily Attendance

Net Membership

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



2024 - 2025 Month 1 Demographics

School Certification

Certified Schools: (2/6)

School Num...	School Name	Certification Date	Certified By	Status	Actions
5920-090	BALDWYN CAREER ADVANCEMENT CENTER	09/29/2024	Barbara A Young	Certified	
5920-004	Baldwyn Elementary	09/26/2024	Barbara A Young	Certified	
5920-008	Baldwyn High School	09/26/2024	Barbara A Young	Certified	
5920-012	BALDWYN MIDDLE SCHOOL	09/26/2024	Barbara A Young	Certified	
5920-001	BALDWYN SCHOOL DISTRICT	09/26/2024	Barbara A Young	Certified	

LEA Certification

LEA Number	LEA Name	Certification Date	Certified By	Status	Actions
5920	Baldwyn School District	09/26/2024	Barbara A Young	Certified	

Once the LEA has been certified, no actions will be available.

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

You will be able to view past certifications.

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Home
Administration
Data Submission
Reports
Data Analytics
Students
Data Input

2024 - 2025 Month 1 Demographics

School Certification

Certified Schools: (2/6)

School Num...	School Name	Certification Date	Certified By	Status	Actions
5920-090	BALDWIN CAREER ADVANCEMENT CENTER	09/29/2024	Barbara A Young	Certified	
5920-004	Baldwyn Elementary	09/26/2024	Barbara A Young	Certified	
5920-008	Baldwyn High School	09/26/2024	Barbara A Young	Certified	
5920-012	BALDWIN MIDDLE SCHOOL	09/26/2024	Barbara A Young	Certified	
5920-001	BALDWIN SCHOOL DISTRICT	09/26/2024	Barbara A Young	Certified	

LEA Certification

LEA Number	LEA Name
5920	Baldwyn Sch

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.

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

< Back

View Report

District: All | School: All | School Year: 2024-2025 | Grade Level: All

Enrollment & Transfers Report

Enrollment | Exit

MSIS ID	Student Name	Enrollment Date	Grade	Entry Code	Entry Description
#####	LastName, First Name	MMDD/YYYY	Tenth grade	74001	Initial Enrollment for the School Year
#####	LastName, First Name	MMDD/YYYY	Third grade	74001	Initial Enrollment for the School Year
#####	LastName, First Name	MMDD/YYYY	First grade	74001	Initial Enrollment for the School Year
#####	LastName				Year
#####	LastName				Year
#####	LastName				Year
#####	LastName				Year
#####	LastName				Year
#####	LastName				Year
#####	LastName				Year
#####	LastName, First Name	MMDD/YYYY	Seventh grade	74001	Initial Enrollment for the School Year
#####	LastName, First Name	MMDD/YYYY	Sixth grade	74001	Initial Enrollment for the School Year
#####	LastName, First Name	MMDD/YYYY	Second grade	74001	Initial Enrollment for the School Year
#####	LastName, First Name	MMDD/YYYY	Second grade	74001	Initial Enrollment for the School Year

Filter the report by date to see what was certified for the reporting period. (Coming Soon!)



OCTOBER

District Approval Month 1

Extended window due to data issues for Month 1 only

Data Collection Description	Data Begin Date	Data End Date	Certification Open Date	Certification Close Date	Permissions
District Approval Month 1	7/1/2024	9/30/2024	10/1/2024	10/18/2024	Student Certify
<h2>Reports</h2>	<ul style="list-style-type: none"> • Enrollments and Transfers • Five or More Absences • Student Indicators • Calendar 				



ADA and Net Membership Reports will be available soon!

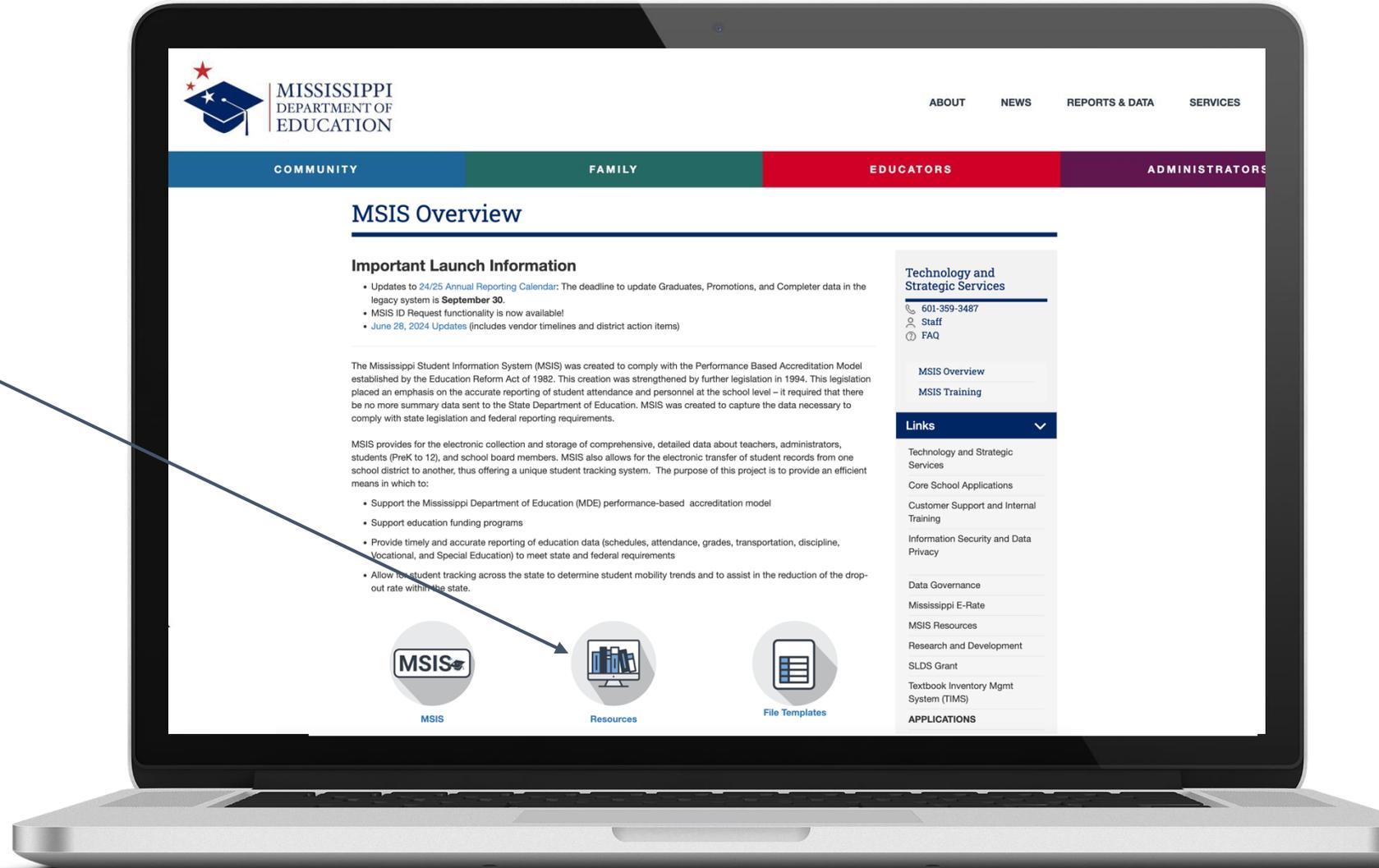
Note: **Discipline will be part of the certified data collections beginning in Month 2** (November certification window).



Resources



Resources



Virtual Office Hours & Training Webinars



Training Events

Virtual Office Hours
Every Wednesday,
2:30 - 3:30 PM

Join link will be
sent via MSIS Blast

**Ad Hoc Training –
Webinars**

As new functionality
comes online



MSIS Team

msis2@mdek12.org

mdek12.org



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