

Non-Public Schools: MSIS & Personnel

MSIS 

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

September 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



REVIEW how to register for access to MSIS

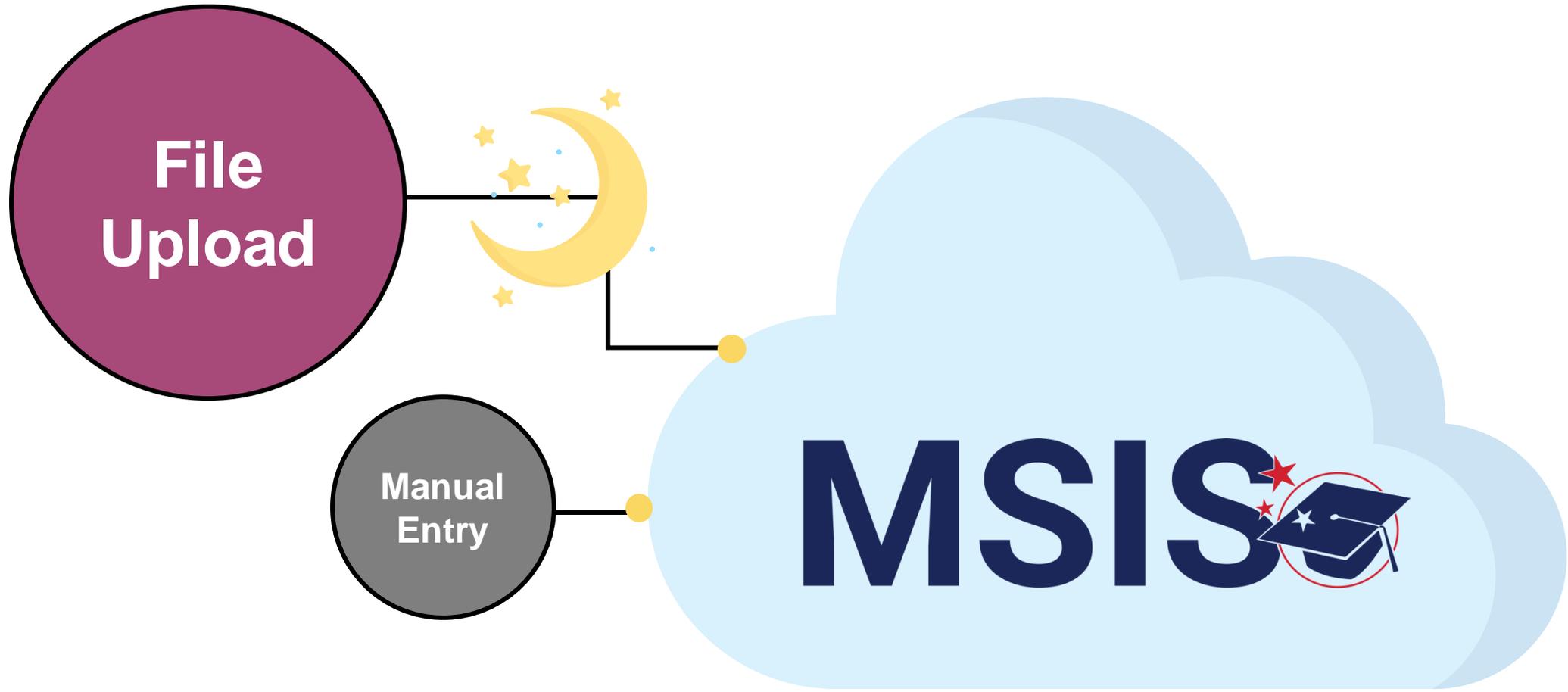
EXPLORE Personnel data collection process

EXAMINE Data Quality and Accreditation dashboards

Msis

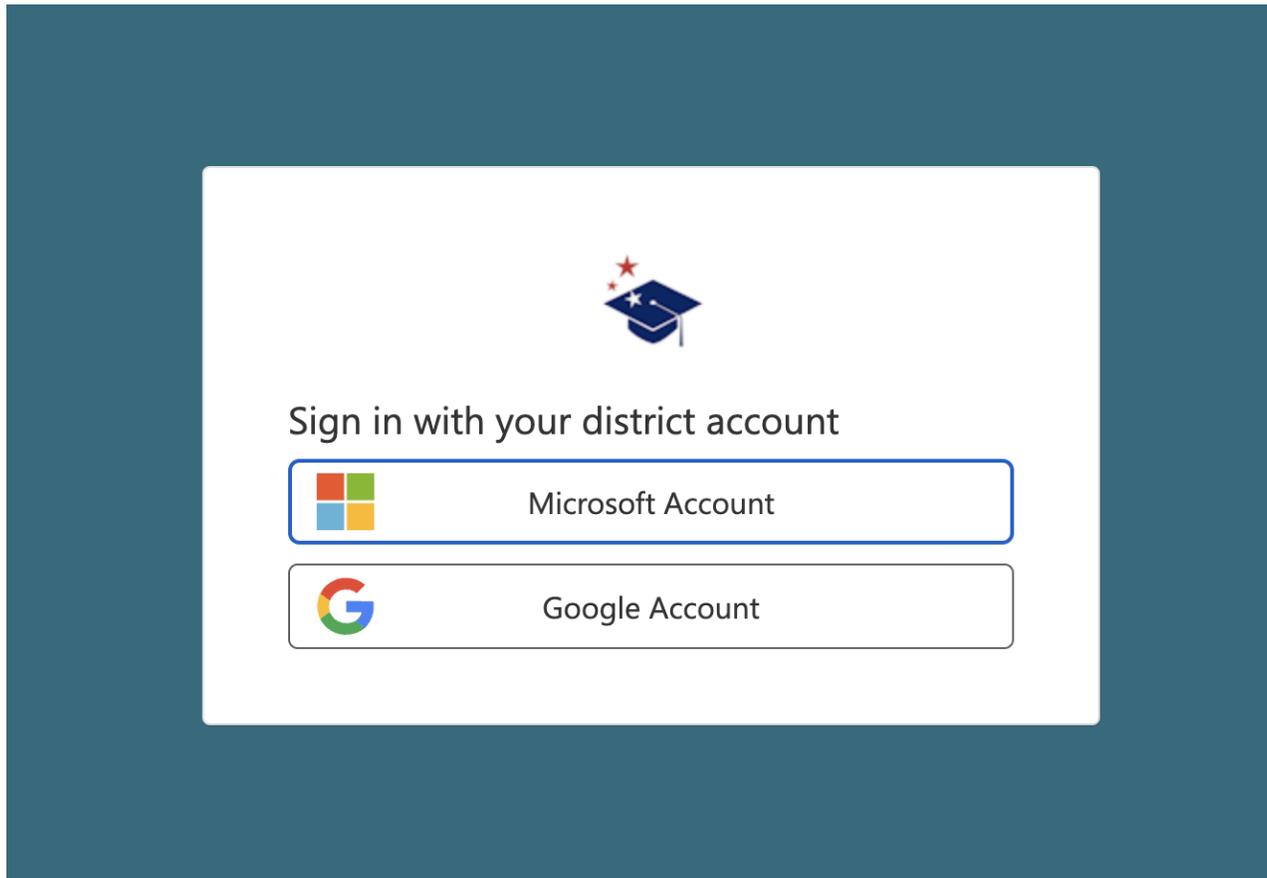
The logo for Msis features the letters 'M', 'S', 'I', and 'S' in a bold, dark blue, sans-serif font. The final 'S' is partially replaced by a graphic of a graduation cap (mortarboard) in dark blue with a white tassel and a white star on its top. This graphic is enclosed within a red circular outline. Two red five-pointed stars are positioned above the graduation cap, one to the left and one to the right.





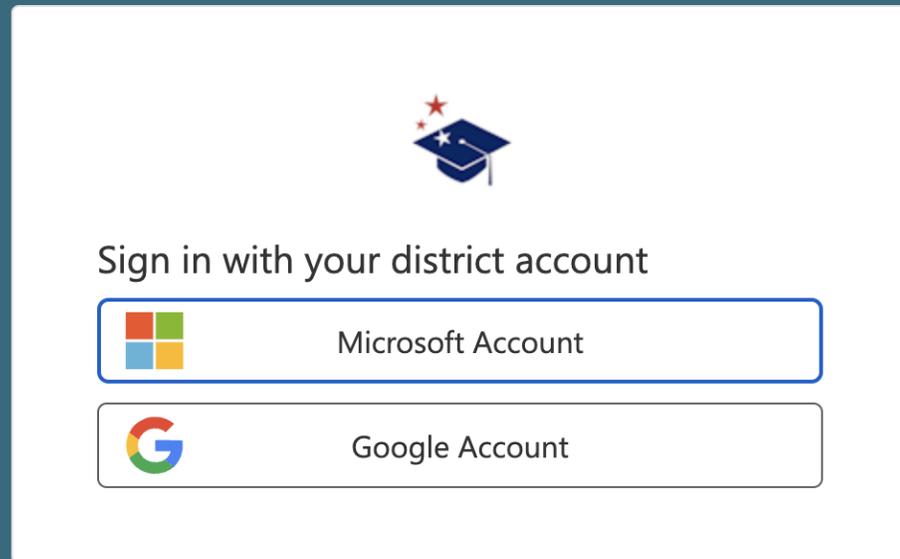
Access to MSIS

Users register for MSIS using their organization credentials.



Legacy MSIS users are **NOT** automatically transferred to the new system.

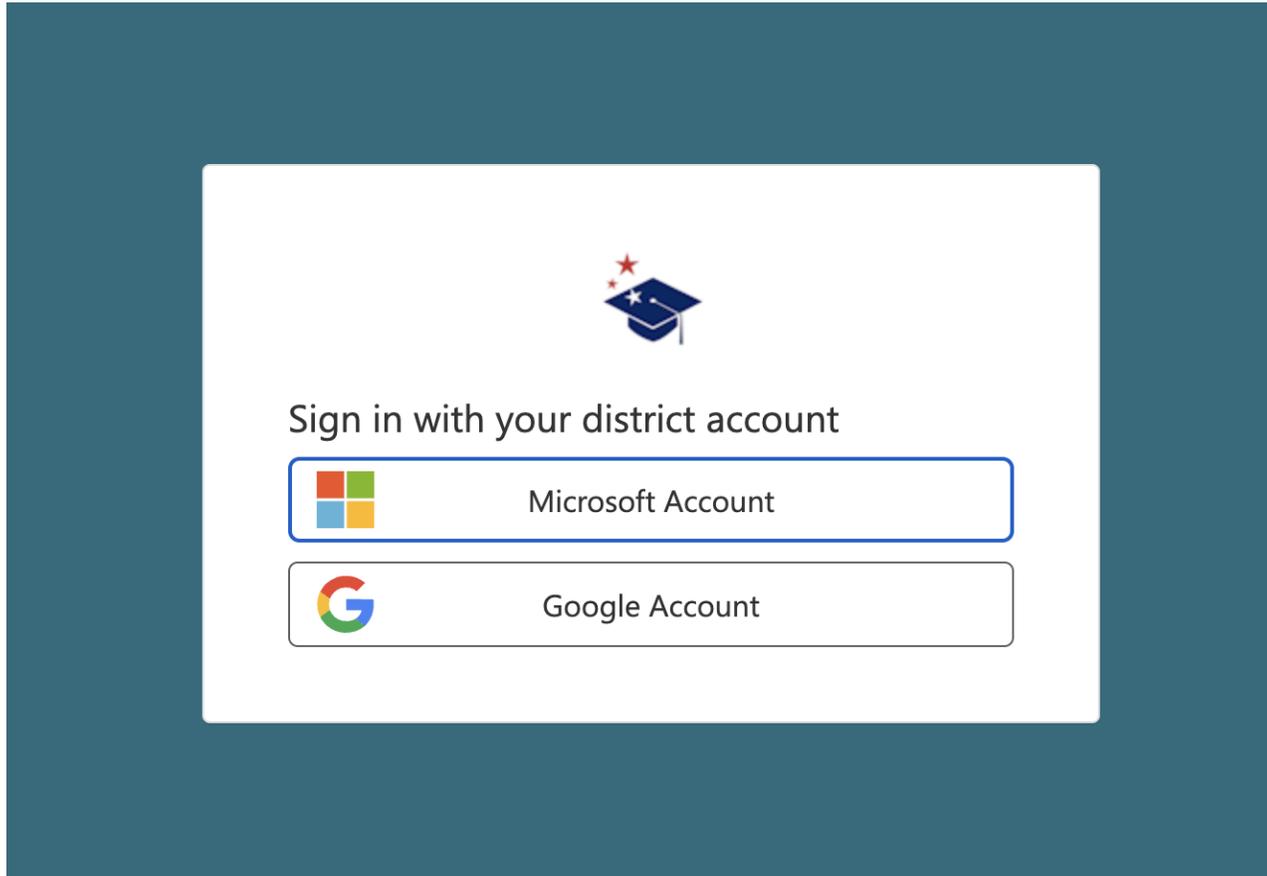
Users register for MSIS using their organization credentials.



Do **NOT** register with both a Microsoft and Google account.

Reach out to your Technology Director if you are unsure if your district is Microsoft or Google.

Users register for MSIS using their organization credentials.



Disabling a user's account in the **DISTRICT TENANT** means they can no longer access MSIS.

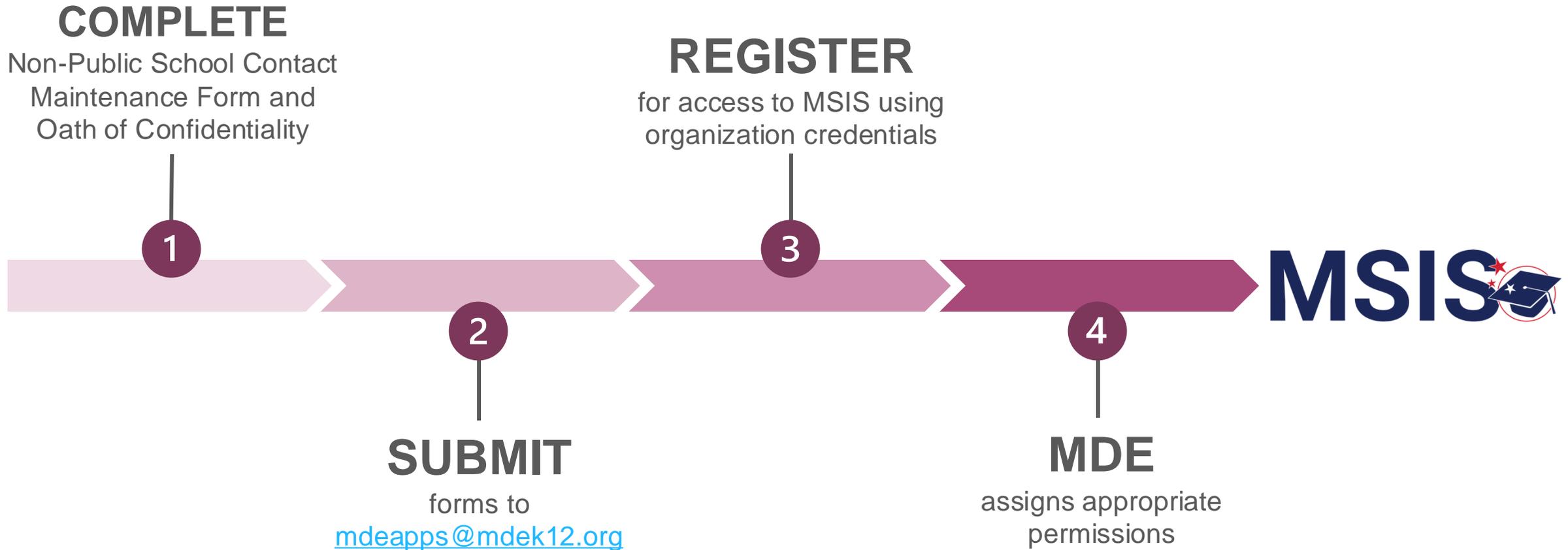
**Before you can register
for access to MSIS,**
we need some
information from you!



forms.office.com/r/jterDfUYFk



NEW MSIS Primaries or Secondaries



CONTACT MAINTENANCE FORM
LOCAL EDUCATION AGENCY (LEA)

MSIS

Use this form to add or modify the LEA Superintendent, MSIS Primary, and/or MSIS Secondary Contact Person. Submit one form per LEA.

[PLEASE PRINT]

LEA Name: _____
Address: _____
City, State Zip: _____
Phone: _____
Superintendent's Name: _____
Superintendent's Signature: _____
(This must be signed by the Superintendent)

MSIS

Primary MSIS Primary Contact: New Record

Name: _____
Title: _____
Phone: _____
MSIS Primary Signature: _____
(This must be signed by the Primary Contact)

MSIS Secondary Contact

Primary MSIS Secondary Contact: New Record

Name: _____
Title: _____
Phone: _____
MSIS Secondary Signature: _____
(This must be signed by the Secondary Contact)

Send completed form to: mdeapps@mdek12.org

OTSS Office Use Only

Approved By: _____

MSIS

**OATH OF CONFIDENTIALITY AND
NON-DISCLOSURE OF RELEASED INFORMATION**
MUST BE COMPLETED BY ALL MSIS USERS

I understand that the data maintained by the Mississippi Student Information System (MSIS) is sensitive and confidential. I acknowledge the access to and release of information from MDE Systems is governed by the Family Educational Rights and Privacy Act of 1974 and Section 37-15-1, et seq. of the Mississippi Code of 1972, Annotated, as amended. I further acknowledge that this data may only be accessed and used for legitimate educational interests and is **sensitive, confidential, and not subject to disclosure.**

I agree that I shall not release MSIS data unless authorized to do so according to applicable laws, rules and regulations, neither shall I access and use the information contained therein except for legitimate educational interests.

I acknowledge that I fully understand that the release by me of this information to any unauthorized person could subject me to disciplinary action including termination and/or criminal and civil penalties imposed by law.

Signature: _____
(Sign in blue ink.)

Printed Name: _____

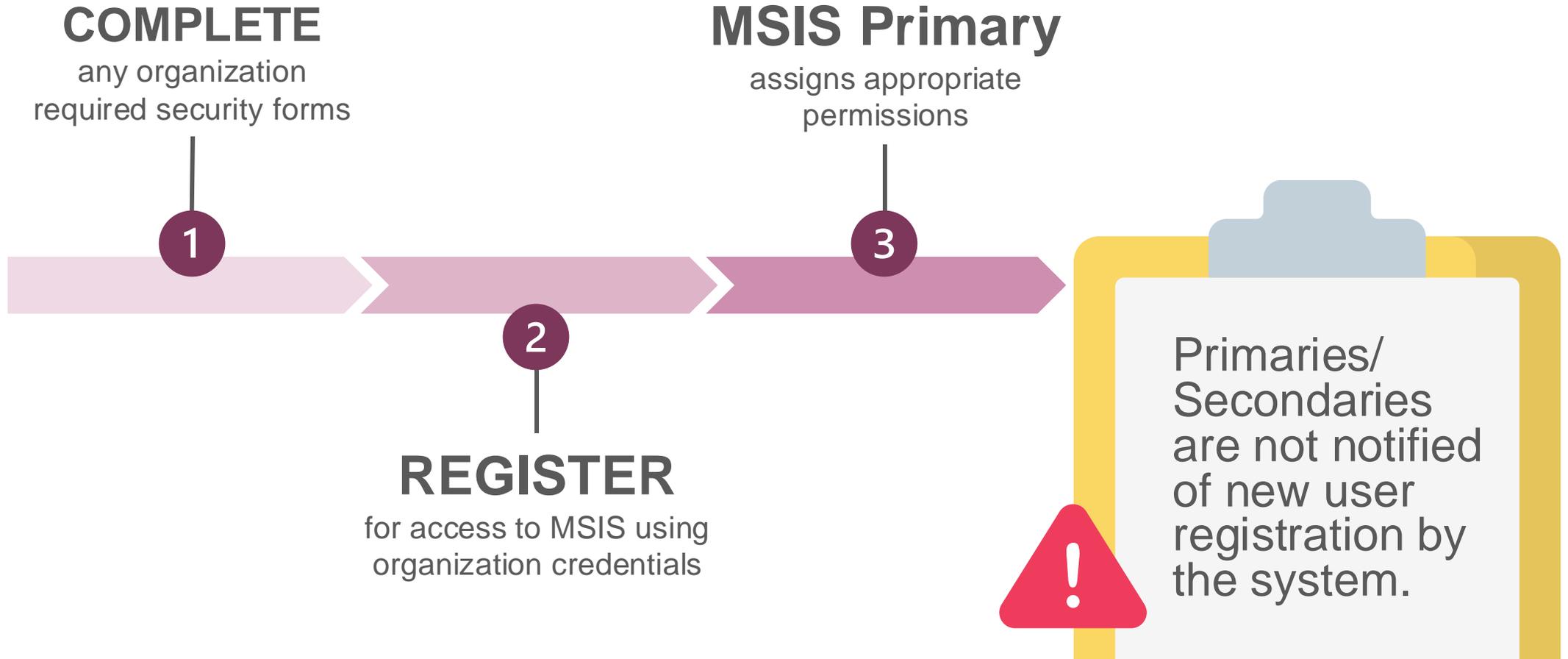
Title: _____

LEA/School Name: _____

Date: _____

- **Complete the Non-Public School Contact Maintenance Form to change or update MSIS Primary or Secondary information.**
- **Complete the Oath of Confidentiality.**
- **Submit both forms to mdeapps@mdek12.org.**

NEW District Users





Basic Navigation

- 1 Navigation*
- 2 User name and log out
- 3 Upload files
- 4 Actions needed
- 5 Upcoming deadlines

**Options may differ based on permissions*

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Welcome Melissa Banks

1:52 PM Tuesday, October 10, 2023

- 1 Home
- 2 Administration
- 3 Data Submission
- 4 Reports
- 5 Students
- Data Input

No uploaded files

Upload a file

Ownership conflict to review

Review

Your data has errors

Review

Deadlines Up Next

Saturday, December 9, 2023

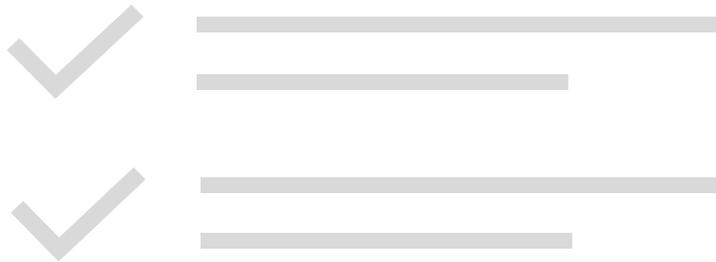
Personnel Data

Melissa Banks

QRG

mdek12.org/msis2.0/resources

Personnel Data Collection



Mississippi Student Information System : General / Schedule Employee Entry - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Employee Select District District Info Schedule Salary Special Ed

Mississippi Student Information System General/Schedule Employee Entry

Last Name	First Name	MI	SSN	Race	Race	Race	Race	Race	Spanish Latin Origin?	Gender	Birthdate	Years of Experience

[Update Employee Information]

Area Code Phone

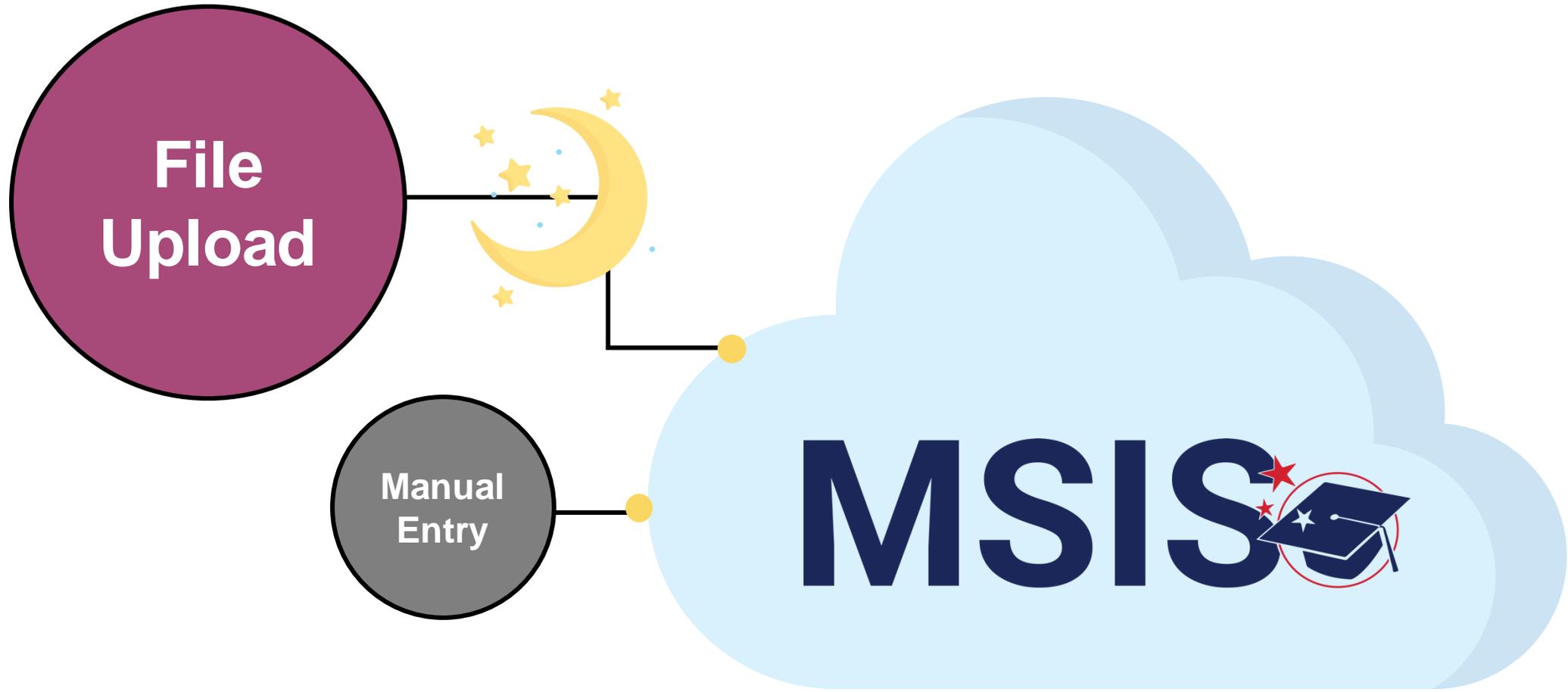
Address 1

Address 2

City State

Zip -





	A	B	C	D	E	F	G	H	I	J	K
1	Each tab must be uploaded as a Separate CSV file.										
2	This file layout contains example data for 3 employees:										
3											
4	Jane Doe - Teacher										
5	John Doe - Positive Behavior Specialist and also a Bus Aide										
6	Robert Smith - Teacher										
7											

Employment - One record for every employee in the district

districtId 4 digit district number, include leading zeros

staffMemberIdentificationSystem "State" for all records

staffMemberIdentifier Employee SSN

13 firstName

14 middleName

15 lastOrSurname

16 generationCodeOrSuffix

17 otherStaffMemberIdentificationSystem

18 otherStaffMemberIdentifier

19 email

20 birthdate

21 hispanicOrLatinoEthnicity

22 race

23 sex

24 employmentStatus

25 employmentStartDate

26 employmentEndDate

27 contractDaysOfServicePerYear

28 positionTitle

Assignments - One record for every districtId

29 districtId

30 localEducationAgencyIdentifier

31 localEducationAgencyIdentifier

32 localEducationAgencyIdentifier

Work Area Codes Catalog 2024

Search for tools, help, and more (Option + Q)

File Home Insert Share Page Layout Formulas Data Review View Automate Help Draw Table Design

Code	Work Area Title	Memo/Description	Funding Codes	Endorsement Codes
700001	Pre-kindergarten Teacher	Teachers of a group or class that is part of a public school program that is taught during the year or years preceding kindergarten.	0,1,3,4,7,8,9	0116, 0120, 0122, 0150, 0151
700002	Kindergarten Teacher	Teachers of a group or class that is part of a public school program and is taught during the year preceding the first grade.	0,1,3,4,7,8,9	0115, 0116, 0120, 0151, 0152
700003	Elementary Teacher	Teachers of general level instruction classified by state and local practice as elementary and composed of any span of grades not above grade 8.	0,1,3,4,7,8,9	Valid License
700004	Secondary Teacher	Teachers of a general level of instruction classified by state and local practice as secondary and composed of any span of grades beginning with the next grade following the elementary grades and ending with or below grade 12.	0,1,2,3,4,7,8,9	Valid License
700005	Ungraded Teacher	Teachers of classes or programs to which students are assigned without standard grade designation.	0,1,3,4,7,8,9	Valid License
000141	SUPERVISION OF AGRICULTURE PROGRAMS (SOEP)		0,1,2,3,4,7,8,9	0301 - 0305, 0308, 0377
000150	SUPERVISOR OF CREDIT BEARING WORK-BASED LEARNING	Teachers with a 917 add-on endorsement who teaches credit bearing work-based learning.	0,1,2,3,4,7,8,9	0917
000221	PARENT CENTER COORDINATOR	A licensed professional responsible for supervising and managing the Parent Center and coordinating parental involvement and other activities relating to parents and students.	0,1,3,4,7,8,9	Valid License
000222	PARENT CENTER AIDE	A paraprofessional who assists the Parent Center Coordinator in the daily operation of the Parent Center.	0,1,3,4,7,8,9	0000
000234	SPECIAL POPULATIONS PERSONNEL	The endorsement of 334 is grandfathered for 1994-95 school year. The endorsement of 314 is grandfathered for 1996-1997 school year.	0,2,5,9	0115 - 0117, 0119, 0120, 0150, 0220, 0221, 0224, 0309, 0314, 0301, 0302, 0912-0914, 0918, 0951, 0953, 0954, 0958, 0959, 0993
000951	EXTENDED CONTRACT	Limited to CTE Skill-based instructors and CTE licensed for skilled programs	0,1,2,3,4,7,8,9	

Guidance for the WAC Catalog Work Area Codes Listing Deactivated Codes Endorsement Code Key

MSIS DATA DOMAIN MAPPING

DOMAIN: COURSE SECTION NON-PUBLIC SCHOOLS

All data elements will be collected via file upload.

Element Name	Definition	MDE Definition/Additional Information	MDE Option Set	Collected from Districts
Class Period	An indication of the portion of a		None	Yes

MSIS DATA DOMAIN MAPPING

DOMAIN: PERSONNEL Identity NON-PUBLIC SCHOOLS

All data elements will be collected via file upload.

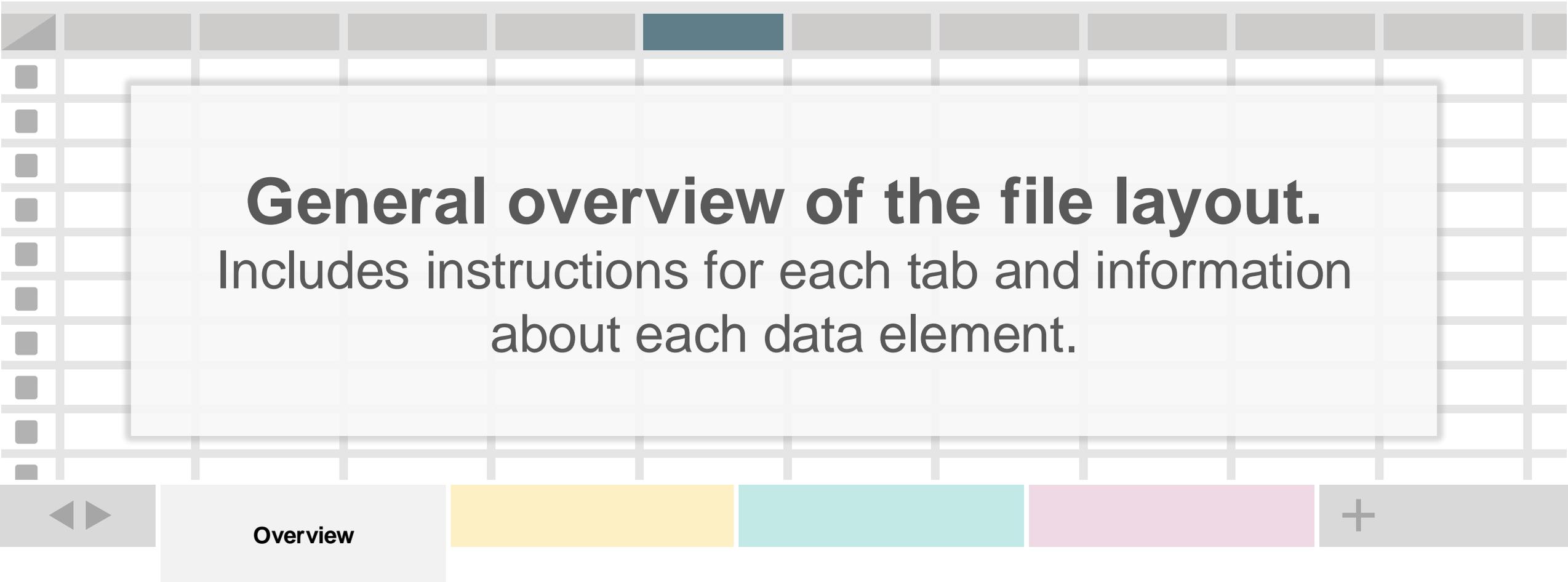
Element Name	Definition	MDE Definition/Additional Information	MDE Option Set	Collected from Districts
First Name	The full legal first name given to a person at birth, baptism, or through legal change.		None	Yes
Generation Code or Suffix	An appendage, if any, used to denote a person's generation in his 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 state, registry, or other agency or entity.		None	Yes

	A	B	C	D	E	F	G
1	Each tab must be uploaded as a Separate CSV file.						
2	This file layout contains example data for 3 employees:						
3							
4	<i>Jane Doe - Teacher</i>						
5	<i>John Doe - Positive Behavior Specialist and also a Bus Aide</i>						
6	<i>Robert Smith - Teacher</i>						
7							
8	Employment - One record for every employee in the district						
9	districtId	4 digit district number, include leading zeros					
10	staffMemberIdentificationSystem	"State" for all records					
11	staffMemberIdentifier	Employee SSN					
12	firstName						
13	middleName						
14	lastOrSurname						
15	generationCodeOrSuffix	Optional					
16	otherStaffMemberIdentificationSystem	Only provide for licensed employees. Value "ProfessionalCertificate" for all					
17	otherStaffMemberIdentifier	License number					
18	email	District email address, not personal; required only for instructional staff and district/school administrators					
19	birthdate						
20	hispanicOrLatinoEthnicity	If Yes, leave race blank					
21	race						
22	sex						
23	employmentStatus	See "Data Domain Mapping: Personnel" for definition (https://www.mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS2/DomainMap/Pers)					
24	employmentStartDate						
25	employmentEndDate						
26	contractDaysOfServicePerYear	Formerly Days Employed					
27	positionTitle	District-specific field, does not need to be a work area code title					
28							
29	Assignments - One record for every assignment (possible multiple rows per employee)						
30	districtId	4 digit district number, include leading zeros					
31	localEducationAgencyIdentificationSystem	"SEA" for all records					
32	localEducationAgencyIdentifier	4 digit district number, include leading zeros					
33	schoolIdentificationSystem	"SEA" for all records					
34	schoolIdentifier	4 digit district number and 3 digit school number separated by hyphen. Include leading zeros					
35	staffMemberIdentificationSystem	"State" for all records					
36	staffMemberIdentifier	Employee SSN					
37	codingSystemOrganizationType	"SEA" for all records					
38	localJobCategory	Work area code (https://mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS/work_area_codes.xlsx)					
39	staffFullTimeEquivalency	FTE amount for assignment (between 0 and 1)					

https://www.mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS2/NonPublic/non-public_data_upload_file_template.xlsx

Navigation tabs: Overview, Employment, Assignments, Schedules, +

https://www.mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS2/NonPublic/non-public_data_upload_file_template.xlsx



General overview of the file layout.
Includes instructions for each tab and information about each data element.

 *Three employee examples are provided for each tab. Each tab will be saved as a separate CSV file.*



DATA DOMAIN MAPPING

DOMAIN: PERSONNEL

Identity

NON-PUBLIC SCHOOLS

All data elements will be collected via file upload.

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 state, registry, or other agency or entity.		None	Yes

Replaces:
General/Schedule Entry Screens
(Employee & District tabs)

Employment

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

Collects employee demographics and employment dates.

Employment

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

Email

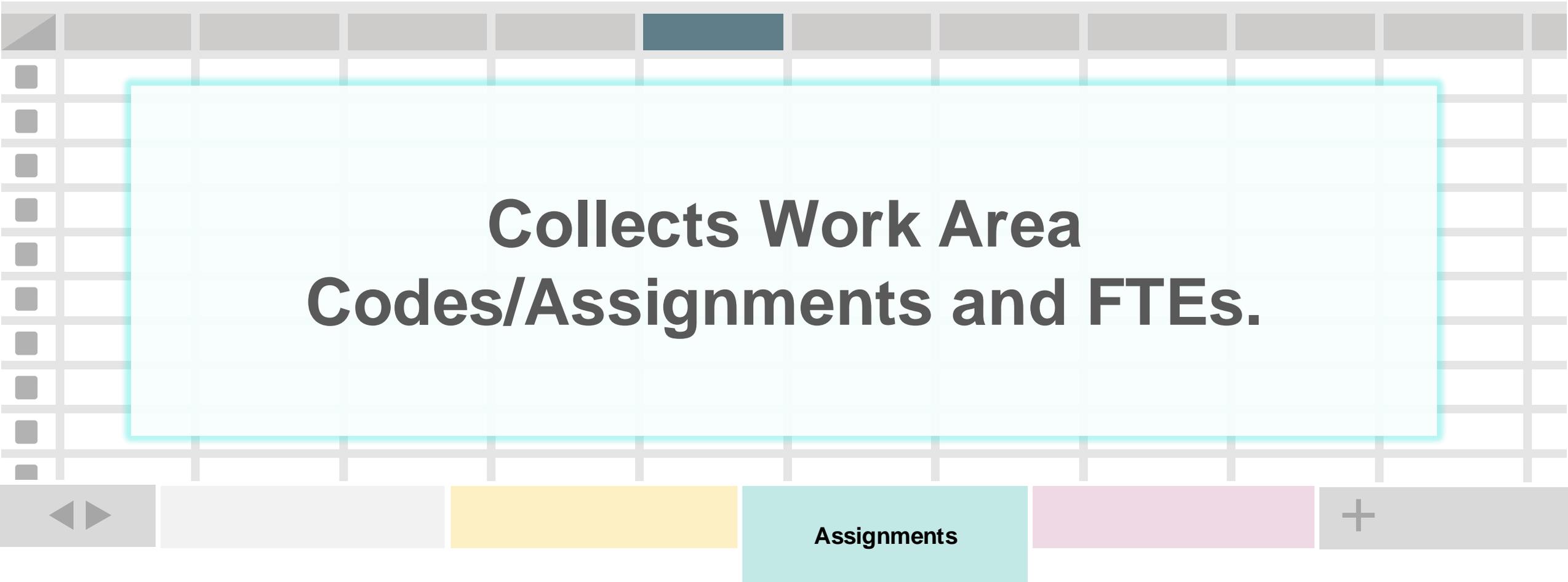
Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set
Electronic Mail Address	The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the person or organization belongs.	School/District Email address Collected for Instructional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



**Replaces: General/Schedule
Entry Screen
(District Info tab)**

Assignments

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



**Collects Work Area
Codes/Assignments and FTEs.**

Assignments

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

	A	B	
1	Code ▾	Work Area Title	Memo/Description ▾
2	700001	Pre-kindergarten Teacher	Teachers of a group or class that is part of the year or years preceding kindergarten.
3	700002	Kindergarten Teacher	Teachers of a group or class that is part of the year preceding the first grade.
4	700003	Elementary Teacher	Teachers of general level instruction classes and composed of any span of grades not exceeding the elementary grades.
5	700004	Secondary Teacher	Teachers of a general level of instruction classes secondary and composed of any span of grades beginning with the elementary grades and ending with the secondary grades.
6	700005	Ungraded Teacher	Teachers of classes or programs to which no grade designation.
7	000141	SUPERVISION OF AGRICULTURE PROGRAMS (SOEP)	
8	000150	SUPERVISOR OF CREDIT BEARING WORK-BASED LEARNING	Teachers with a 917 add-on endorsement for work-based learning.
9	000221	PARENT CENTER COORDINATOR	A licensed professional responsible for coordinating parental involvement and communication.
10	000222	PARENT CENTER AIDE	A paraprofessional who assists the Parent Center Coordinator.
11	000234	SPECIAL POPULATIONS PERSONNEL	The endorsement of 334 is grandfathered for 1996-1997 school year. The endorsement of 314 is grandfathered for 1996-1997 school year.

Work Area Codes 24-25SY

- Spreadsheet format for easy filtering and sorting
- Blue text indicates updates or changes
- Tab for deactivated codes

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)

Schedules

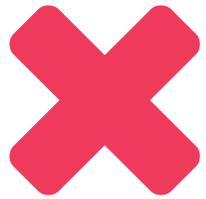
i *One record for every class on a teacher's schedule*

Collects teacher schedules and student counts.

Credentials

i *One record for every class on a teacher's schedule.*

Schedules



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



DATA DOMAIN MAPPING

DOMAIN: COURSE SECTION

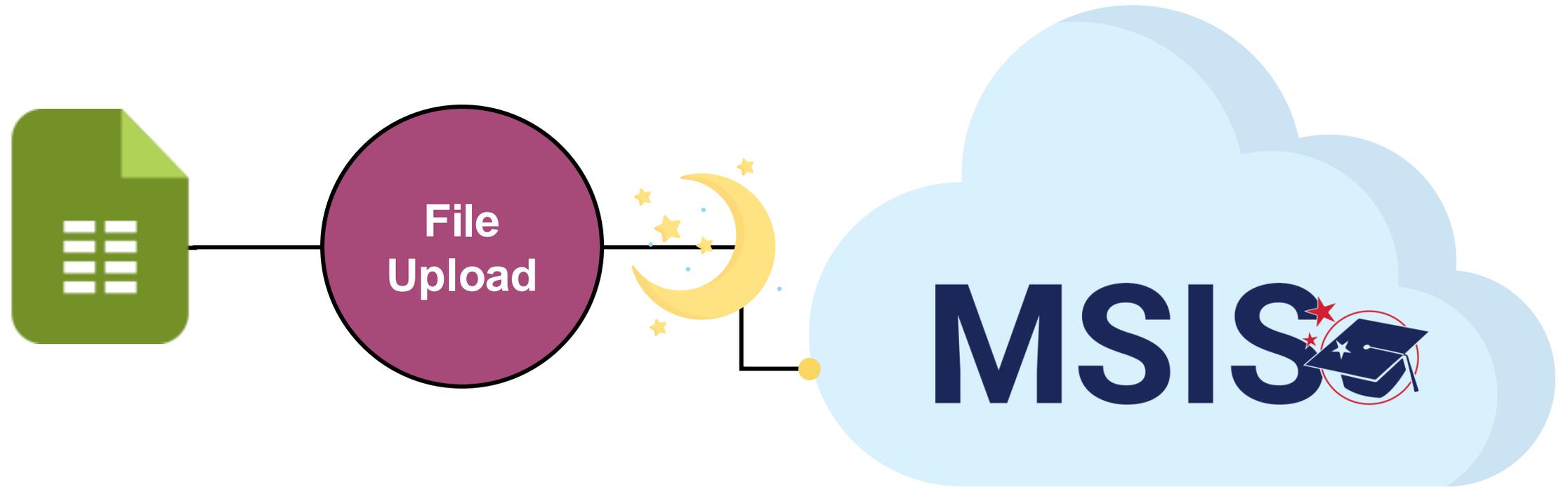
NON-PUBLIC SCHOOLS

All data elements will be collected via file upload.

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
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
Course Identifier	The actual code that identifies the organization of subject matter and related learning experiences provided for the instruction of students.	MDE Course Code for State course code system. Local Course Code for LEA course code system	None	Yes
High Grade	Highest Grade Level served in the course section.		IT - Infant/toddler PK - Prekindergarten KG - Kindergarten 01 - First grade 02 - Second grade 03 - Third grade 04 - Fourth grade 05 - Fifth grade	Yes



Data Quality



MSIS Staff reviews dashboards and reports daily to check for errors

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Welcome Melissa Banks

1:52 PM Tuesday, October 10, 2023

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

No uploaded files

Upload a file

Ownership conflict to review

Review

Your data has errors

Review

Deadlines Up Next

Saturday, December 9, 2023

Personnel Data

Test District Name

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

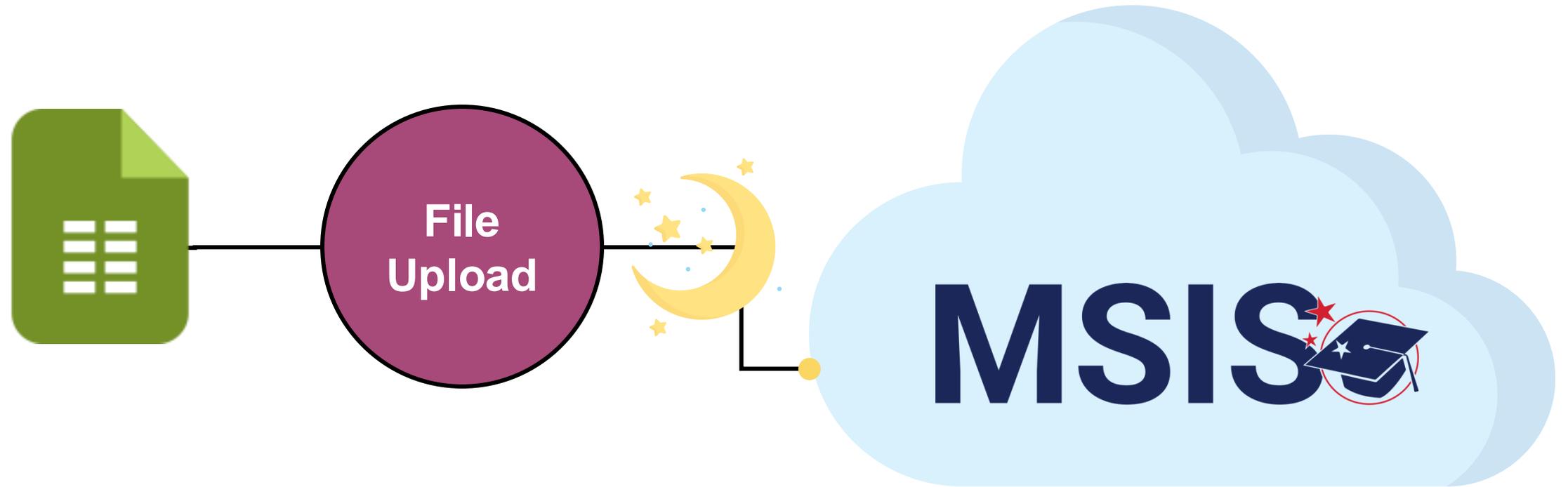
Melissa Banks

12
Errors

Staff

12
Errors

Course Section



Test District Name

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

You currently have no errors

Melissa Banks

Data Quality Dashboard

Errors: data **CANNOT** be certified until errors are resolved by uploading new data

Warnings: data **CAN** be certified, but proceed with caution and verify information

- **After certification with warnings,** a request to change data would have to be submitted to MDE.



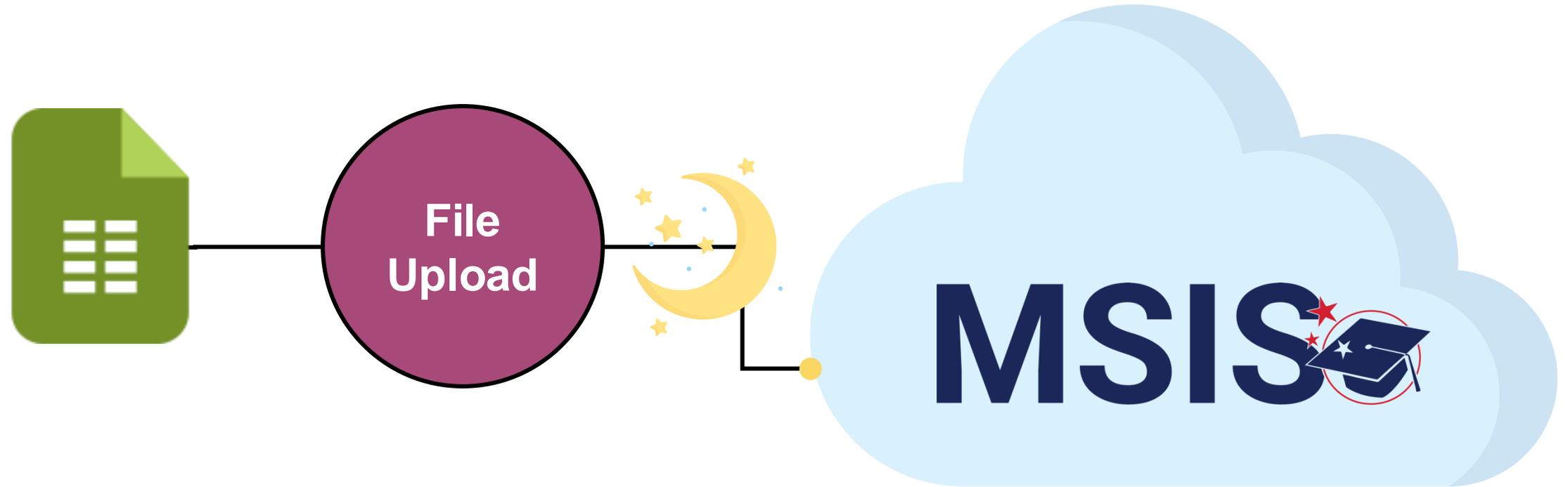


Personnel Reports:

- Personnel Summary
- Personnel Listing
- Teacher Schedules



Accreditation



Accreditation Edits

Data last updated on **June 16, 2022, 11:00 AM**

Accreditation Type

District

School

Personnel

1
Edits

13.0 Instructional time does not provide 140 hours for each Carnegie unit

2
Edits

23.1 Inadequate number of assistants for number of K teachers with over 22 students

5
Edits

24.1 Inadequate planning time for teacher

1
Edits

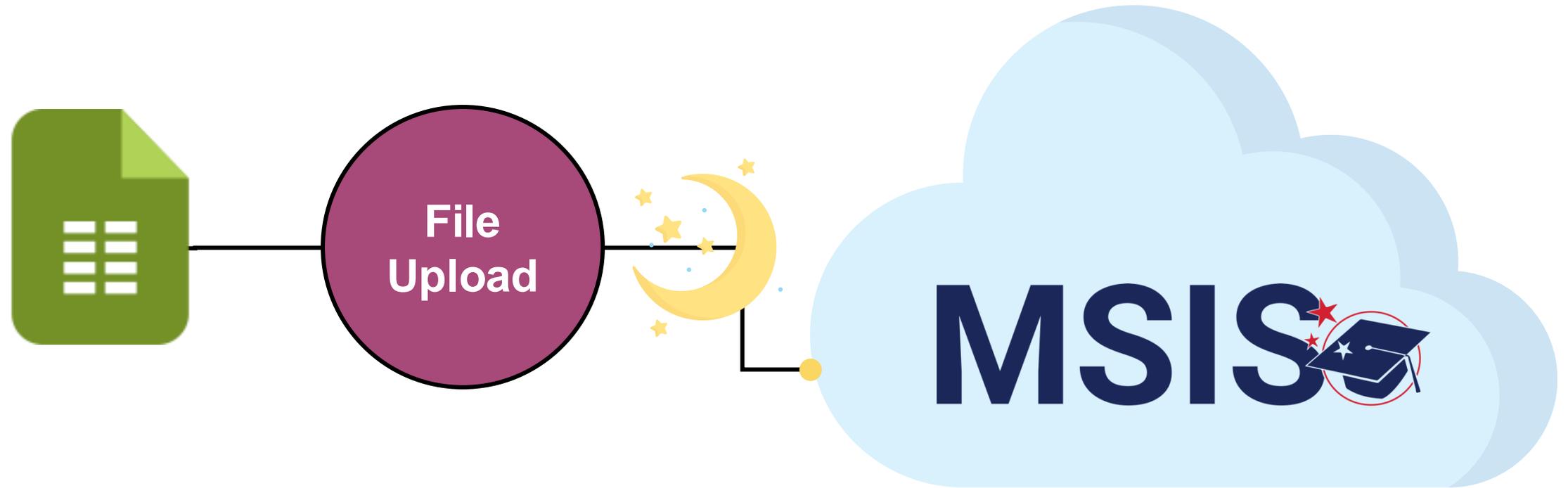
28.1 Enrollment for a kindergarten class exceeds 27 students

3
Edits

34.5 Total number of students for the individual teacher exceeds 150 in academic core courses

- Home
- Data Submission
- Reports
- Students
- Accreditation**

Melissa Banks





Accreditation Edits

Data last updated on **June 16, 2022, 11:00 AM**

- Home
- Data Submission
- Reports
- Students
- Accreditation**

Melissa Banks

You currently have no edits





MSIS Team

msis2@mdek12.org

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

