

Personnel Playbook



mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

October 2024



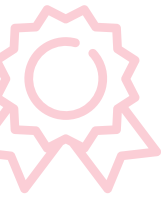
VISION

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





DISCUSS new salary permission


EXAMINE data collection process for personnel data

REVIEW file upload process and data quality

EXPLORE National Board Credentials Report

Salary Permission





MISSISSIPPI STUDENT INFORMATION SYSTEM

[Home](#)
[Administration](#)
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CTE Data

☐ Can Certify District

Select... ▾

Discipline Data

Select... ▾

Federal Programs Data

☐ Can Certify District

Select... ▾

Finance Data

☐ Can Certify District

Select... ▾

Personnel Data

☐ Can Certify District

☐ Salary

Fannie Lou Hamer Elementary School (9920-006) x Howlin Wolf Middle School (9920-013) x Jerry Rice Elementary (9920-014) x ▾

Special Education Data

☐ Can Certify District

Select... ▾


Student Data

☐ Can Certify District ☐ Can Certify School(s) ☐ MSIS ID Request ☐ Student Ownership

Select... ▾

Reset

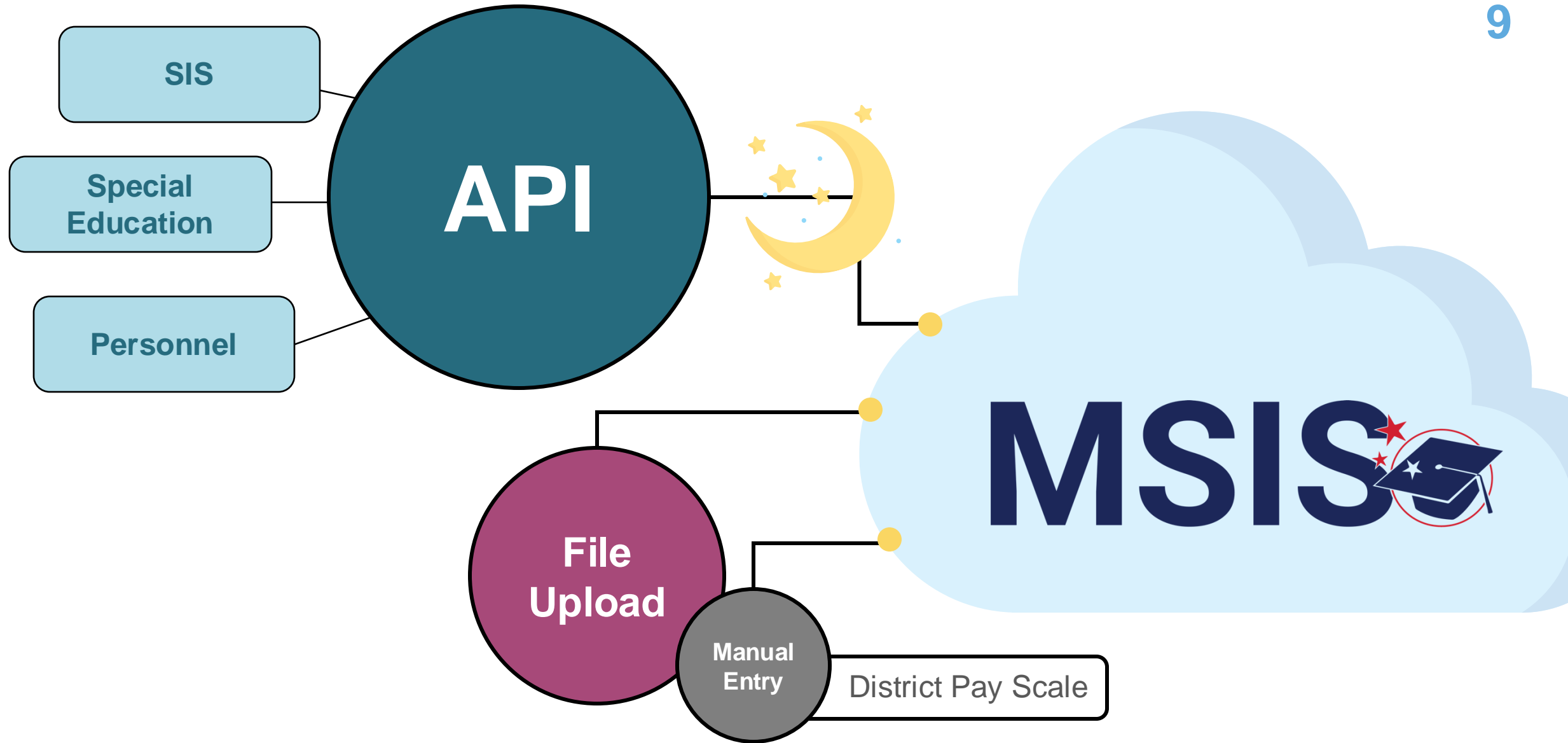
Update User

 Melissa Banks ▾

Users that have “Salary” checked will be able to view salary amounts on staff reports.

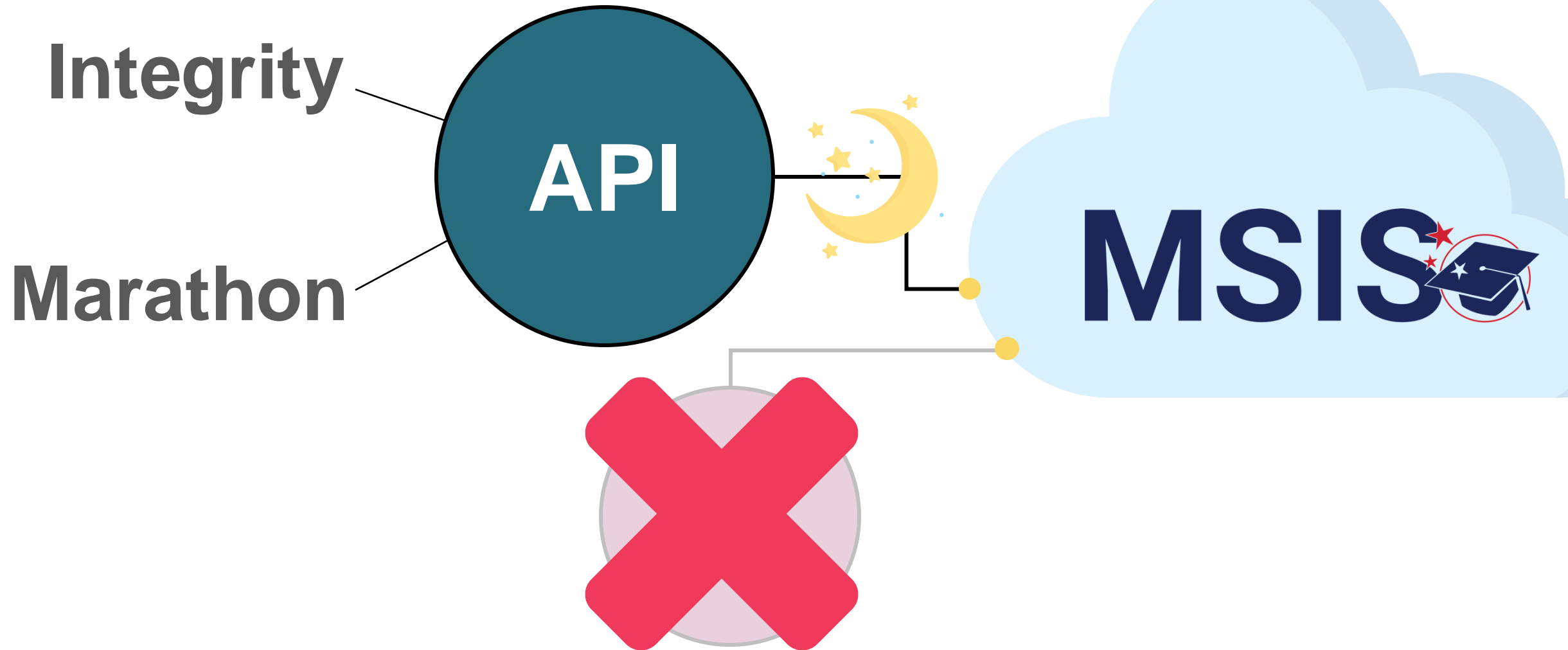
Data Collection



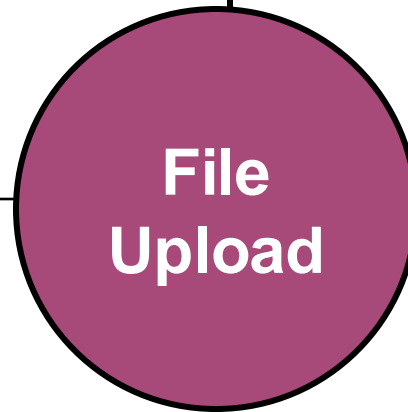


Vendor	Method for sending data to MSIS
Frontline	District completes manual file export District uploads file to MSIS (Automated file export may be possible at a future date)
Harris/McAleer	District completes manual file export District uploads file to MSIS
Innovak	District completes manual file export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

Personnel includes staff, employment, and assignment data.



**All other
Personnel
vendors**



MSIS



Questions?

Personnel Files

Personnel: Example File Layout

15

	A	B	C	D	E	F	G	H
1								
2	<i>This file layout contains example data for 3 employees:</i>							
3	<i>Jane Doe - Teacher with a national board certification, paid with district funds</i>							
4	<i>John Doe - Positive Behavior Specialist and also a Bus Aide, paid with a mixture of Sped and district funds</i>							
5	<i>Robert Smith - Teacher with a national board certification who coaches after school, paid with district funds</i>							
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/OTSS/MSIS/filetemplate](https://www.mdek12.org/OTSS/MSIS/filetemplate)

[illegible]

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

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

Overview

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



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



Staff.Employment

1



Staff.Assignments

2



Staff.Credentials

3

Do NOT edit the header row in each spreadsheet!!

Replaces:
General/Schedule Entry Screens
(Employee, Schedule, Salary tabs)

Employment

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

**Collects employee demographics,
employment dates, and salary information.**

Employment

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



Who should be included?

Who did you report in legacy?



Staff
members on
your payroll &
have a Work Area Code
that fits their duties



Contractors
IF students are
rostered to them
and they see them for a
whole period

Schedules



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



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

District ID

Staff Member
Identification System

Staff Member Identifier

First Name

Middle Name

Last or
Surname

Generation Code
or Suffix

Other Staff Member
Identification System

Other Staff
Member Identifier

Email

Birthdate

Hispanic or Latino Ethnicity

Race

Sex

Employment
Status

Employment Start Date

Employment End Date

Contract Days of
Service Per Year

Position Title

Years of Total
Experience

Salary for Teaching
Assignment Only Indicator

Staff Compensation
Total Salary

Staff Compensation
Base Salary

Staff Compensation Annual
Supplement (1-5)**

Staff Compensation Annual
Supplement Description (1-5)**

Financial Account (1-5)

Funding Source
Amount (1-5)

Funding Source
Percentage (1-5)

District ID

4 digit district number (include leading zeros)

Staff Member Identification System

"State" for all records

Staff Member Identifier

Employee SSN
(Only numbers, no dashes)

District ID

Staff Member
Identification System

Staff Member Identifier

First Name

Middle Name

Last or
Surname

Generation Code
or Suffix

Optional

Optional

District ID

Staff Member
Identification System

Staff Member Identifier

First Name

Middle Name

Last or
Surname

Generation Code
or Suffix

Other Staff Member
Identification System

Only provide for licensed
employees;
"ProfessionalCertificate"
for all records

Other Staff
Member Identifier

License number

Email

District email address;
required for instructional
staff and district/school
administrators

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

Birthdate

MM/DD/YYYY
(include
leading zeros)

Hispanic or Latino Ethnicity

Yes / No;
if Yes, leave race blank

Race

See Option
Set

Sex

Male, Female,
NotSelected

Race

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set
Race	The origins of a person.		AmericanIndianOrAlaskaNative - American Indian or Alaska Native Asian - Asian BlackOrAfricanAmerican - Black or African American DemographicRaceTwoOrMoreRaces - Demographic Race Two or More Races NativeHawaiianOrOtherPacificIslander - Native Hawaiian or Other Pacific Islander RaceAndEthnicityUnknown - Race and Ethnicity Unknown White – White Use only the bold text in the spreadsheet

Birthdate

Hispanic or Latino
Ethnicity

Race

Sex

Employment
Status

See Option Set

Employment Start Date

The date employment started;
MM/DD/YYYY
(include leading zeros)

Employment End Date

Leave blank if still employed;
MM/DD/YYYY
(include leading zeros)

Employment Status

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set
Employment Status	The condition under which a person has agreed to serve as an employee.	Contractual - Employed through external contractual service Non-contractual - Employed through the district (includes teachers with contracts directly with the district) Substitute/temporary - Use for long-term substitutes. Short-term substitutes do not need to be reported.	01379 - Contractual 01385 - Non-contractual 01380 - Substitute/temporary Use only the bold text in the spreadsheet

Birthdate	Hispanic or Latino Ethnicity	Race	Sex
Employment Status	Employment Start Date	Employment End Date	
Contract Days of Service Per Year	Position Title	Years of Total Experience	
Formerly Days Employed	District-specific field, does not need to be a work area code title	See legacy MSIS years of experience guidance	

Salary for Teaching Assignment Only Indicator

Yes / No;
teacher's base salary includes pay
for teaching assignments alone

Staff Compensation Total Salary

Numbers and a decimal;
Ex: 1234.56

Salary for Teaching
Assignment Only Indicator

Staff Compensation
Total Salary

Staff Compensation
Base Salary

Numbers and a decimal;
Ex: 1234.56

Salary for Teaching
Assignment Only Indicator

Staff Compensation
Total Salary

Staff Compensation
Base Salary

Staff Compensation Annual
Supplement (1-5)**

Numbers and a decimal;
Ex: 1234.56
**Optional for 24-25SY

Staff Compensation Annual
Supplement Description (1-5)**

Local District-specific field, does not need to
be a work area code title
**Optional for 24-25SY

Supplements – OPTIONAL 24/25 SY



No funding code or work area code required



Up to 5 supplements per employee

Staff Compensation Annual Supplement

Amount of supplement

2000.00

Staff Compensation Annual Supplement Description

Description of supplement

Cheerleading sponsor

Major Changes to Personnel Data Collection

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
6000.00	NBPTS
3000.00	Head Coach
1000.00	Assistant Coach

OR report supplement categories together (i.e., "coaching")	
Staff Compensation Annual Supplement	Staff Compensation Annual Supplement Description
6000.00	NBPTS
4000.00	Coaching

Financial Account 1

Fund Number (FETS)

Funding Source Amount 1

Amount of salary
funded from Fund
Number 1

Funding Source Percentage 1

Percentage of salary
funded from Fund
Number 1

Can identify up to 5 Fund numbers for each employee



Questions?

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.*



Who should be included?

Who did you report in legacy?



Staff
members on
your payroll &
have a Work Area Code
that fits their duties



Contractors
IF students are
rostered to them
and they see them for a
whole period



District ID

LEA Agency
Identification System

LEA Agency Identifier

School Identification System

School Identifier

Staff Member Identification System

Staff Member Identifier

Coding System
Organization Type

Local Job Category

Staff Full Time
Equivalency

Primary Assignment Indicator

Assignment Start
Date

Assignment
End Date

District ID

4 digit district number (include leading zeros)

LEA Agency Identification System

"SEA" for all records

LEA Agency Identifier

4 digit district number (include leading zeros)

District ID

LEA Agency
Identification System

LEA Agency Identifier

School Identification System

"SEA" for all records

School Identifier

4-digit district number and 3-digit
school number separated by a
hyphen. Include leading zeros.

District ID

LEA Agency
Identification System

LEA Agency Identifier

School Identification System

School Identifier

Staff Member Identification System

"State" for all records

Staff Member Identifier

Employee SSN
(Only numbers, no dashes)

Coding System Organization Type

"SEA" for all records

Local Job Category

Work area code/Assignment
(https://mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS/work_area_codes.xlsx)

Staff Full Time Equivalency

FTE amount for
assignment
(between 0 and 1)

	A	B	
1	Code	Work Area Title	Memo/Description
2	700001	Pre-kindergarten Teacher	Teachers of a group or class that is par the year or years preceding kindergart
3	700002	Kindergarten Teacher	Teachers of a group or class that is par the year preceding the first grade.
4	700003	Elementary Teacher	Teachers of general level instruction cl and composed of any span of grades n
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 endorsemen 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 se

Work Area Codes 24-25SY

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

Local Job Category



Work Area Codes/Assignments for
workday duties



Now available for teachers

Staff Full Time Equivalencies



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



Report FTEs for workday duties only



Report 0 FTEs for afterschool duties



Employee FTEs should not be more than 1

Coding System
Organization Type

Local Job Category

Staff Full Time
Equivalency

Primary Assignment Indicator

Yes / No
Indication that the assignment is
the primary (aligned to job title)

Assignment Start
Date

MM/DD/YYYY
(include leading
zeros)
Employment dates
for year unless
different

Assignment
End Date

MM/DD/YYYY
(include leading
zeros)
Employment dates
for year unless
different



Questions?

**Replaces: General/Schedule
Entry Screen**
(Parts of Schedule tab)

Credentials

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

**Collects National Board
credential information.**

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

Credentials

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

District ID

Staff Member
Identification System

Staff Member Identifier

Credential Award Start Date

Credential Award End Date

Credential Definition Identifier

Professional Certificate or
License Number

District ID

4-digit LEA number

Staff Member Identification System

“State” for all records

Staff Member Identifier

Employee SSN
(Only numbers, no dashes)

District ID

Staff Member
Identification System

Staff Member Identifier

Credential Award Start Date

MM/DD/YYYY
(include leading zeros)

Credential Award End Date

MM/DD/YYYY
(include leading zeros)

District ID

Staff Member
Identification System

Staff Member Identifier

Credential Award Start Date

Credential Award End Date

Credential Definition Identifier

NBPTS, CCC, NCSC,
NCSN, CAT, or CALT

Professional Certificate or
License Number

National Board Certification
Number

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 CAT – Certified Athletic Trainer



Questions?

File Upload



Permission: Personnel

MSIS 

1	2	3	4	5	6	7
districtId	staffMemberIdentificationSystem	staffMemberIdentifier	credentialAwardStartDate	credentialAwardEndDate	credentialDefinitionIdentifier	professionalCertificateOrLicenseNumber
0130	State	123456789	6/22/22	6/22/26	NBPTS	123456
0130	State	345678901	6/15/20	6/15/24	CCC	234567

File Upload



1

Select **Data Submission**.

Select **File Upload**.

2

The file name must contain:

- LEA number
- Data Type Name (only the supported names listed are allowed)
- File Format (only .csv or .xml (FETS only) file formats allowed)



- Home
- Administration
- Data Submission

Upload a File

Submission Status

Data Quality Dashboard

- Reports
- Students
- Data Input
- Provide Feedback

Melissa Banks

Upload a New File

Please follow this file naming convention:

0123MsisldRequest.csv

LEA Number

Data Type Name

File Format

File size:

- 50MB maximum size per file

File Quantity:

- 10 files maximum upload

Supported File Formats:

- CSV
- XML (Finance.FETS only)

Supported Data Type Names:

- ACTandWorkKeysUpdates
- EnglishLearner
- Finance.FETS
- FosterCare
- GoodCauseExemptions
- GraduationOptions
- Homeless
- Immigrant
- Interventions
- KindergartenEntry
- MsisldRequest

- NonPublicStaff.Assignments
- NonPublicStaff.Employment
- NonPublicStaff.Schedules
- SpecialEducation.Accommodations
- SpecialEducation.EarlyLearningOutcomes
- SpecialEducation.Evaluation
- SpecialEducation.IEPData
- SpecialEducation.PostSecondary
- SpecialEducation.RelatedServices
- SpecialEducation.StudentRoster
- Staff.Assignments

- Staff.Employment
- Staff.Credentials
- StudentSearchLiteracy
- SummerActivity
- SummerSchool

File Upload

Choose Files No file chosen

Upload File(s)

QRG

mdek12.org/msis2.0/resources

3


Select **Choose File** to upload the appropriately named file and file format.

Users can upload up to 10 files at one time.

50 MB is the maximum file size.

4

Select **Upload File(s)** to begin the upload process.



MISSISSIPPI STUDENT INFORMATION SYSTEM

- Home
- Administration
- Data Submission

Upload a File

Submission Status

Data Quality Dashboard

- Reports
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- Provide Feedback

Melissa Banks

Upload a New File

Please follow this file naming convention:

0123_OptionalText_MsisIdRequest.csv

LEA Number Additional/Optional Text Data Type Name File Format

File size:

- 50MB maximum size per file

File Quantity:

- 10 files maximum upload

Optional Text:

- May add date, school, or other helpful information
- Alphanumeric characters or underscores only
- 50 character maximum

Supported File Formats:

- CSV
- XML (Finance.FETS only)

Supported Data Type Names:

- ACTandWorkKeysUpdates
- EnglishLearner
- Finance.FETS
- FosterCare
- GoodCauseExemptions
- GraduationOptions
- Homeless
- Immigrant
- Interventions
- KindergartenEntry
- MsisIdRequest
- NonPublicStaff.Assignments
- NonPublicStaff.Employment
- NonPublicStaff.Schedules
- SpecialEducation.Accommodations
- SpecialEducation.EarlyLearningOutcomes
- SpecialEducation.Evaluation
- SpecialEducation.IEPData
- SpecialEducation.PostSecondary
- SpecialEducation.RelatedServices
- SpecialEducation.StudentRoster
- Staff.Assignments
- Staff.Employment
- Staff.Credentials
- StudentSealofBiliteracy
- SummerActivity
- SummerSchool

3

Choose Files No file chosen


4

Upload File(s)

5

A file upload status bar will be displayed at the bottom of the screen for each file.

Files that are successfully upload will be displayed in green with a completed message.



MISSISSIPPI STUDENT INFORMATION SYSTEM

Home

Administration

Data Submission

Upload a File

Submission Status

Data Quality Dashboard

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Melissa Banks

Upload a New File

Please follow this file naming convention:

0123_OptionalText_MsisIdRequest.csv

LEA NumberAdditional/Optional TextData Type NameFile Format

File size:

- 50MB maximum size per file

File Quantity:

- 10 files maximum upload

Optional Text:

- May add date, school, or other helpful information
- Alphanumeric characters or underscores only
- 50 character maximum

Supported File Formats:

- CSV
- XML (Finance.FETS only)

Supported Data Type Names:


- ACTandWorkKeysUpdates
- EnglishLearner
- Finance.FETS
- FosterCare
- GoodCauseExemptions
- GraduationOptions
- Homeless
- Immigrant
- Interventions
- KindergartenEntry
- MsisIdRequest

- NonPublicStaff.Assignments
- NonPublicStaff.Employment
- NonPublicStaff.Schedules
- SpecialEducation.Accommodations
- SpecialEducation.EarlyLearningOutcomes
- SpecialEducation.Evaluation
- SpecialEducation.IEPData
- SpecialEducation.PostSecondary
- SpecialEducation.RelatedServices
- SpecialEducation.StudentRoster
- Staff.Assignments

- Staff.Employment
- Staff.Credentials
- StudentSealofBiliteracy
- SummerActivity
- SummerSchool

filename.csv5

Completed




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6

Files that do not upload will appear in red.

Upload failures can be caused by invalid file names, file formats, size limits, permissions, etc.

The reason for the upload failure and suggestions for correcting the problem will be displayed here or on the Submission Status page.



MISSISSIPPI STUDENT INFORMATION SYSTEM

Home

Administration

Data Submission

Upload a File

Submission Status

Data Quality Dashboard

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Data Input

Provide Feedback

Melissa Banks

Supported Data Type Names:

- ACTandWorkKeysUpdates
- EnglishLearner
- Finance.FETS
- FosterCare
- GoodCauseExemptions
- GraduationOptions
- Homeless
- Immigrant
- Interventions
- KindergartenEntry
- MsisIdRequest

- NonPublicStaff.Assignments
- NonPublicStaff.Employment
- NonPublicStaff.Schedules
- SpecialEducation.Accommodations
- SpecialEducation.EarlyLearningOutcomes
- SpecialEducation.Evaluation
- SpecialEducation.IEPData
- SpecialEducation.PostSecondary
- SpecialEducation.RelatedServices
- SpecialEducation.StudentRoster
- Staff.Assignments

- Staff.Employment
- Staff.Credentials
- StudentSealofBiliteracy
- SummerActivity
- SummerSchool

filename.csv

Failed

6



File format validation failed


Invalid file format. Please try again with a CSV file.

How to fix this problem:

Change your file format to be a CSV file.

7

To review the validation status of files that were successfully uploaded, click on Data Submission, then **Submission Status**.



MISSISSIPPI STUDENT INFORMATION SYSTEM

Home

Administration

Data Submission

Upload a File

Submission Status

Data Quality Dashboard

Reports

Students

Data Input

Provide Feedback

Melissa Banks

Upload a New File

Please follow this file naming convention:

0123

_OptionalText

_MsisIdRequest

.csv

LEA Number

Additional/Optional Text

Data Type Name

File Format

File size:

- 50MB maximum size per file

File Quantity:

- 10 files maximum upload

Optional Text:

- May add date, school, or other helpful information
- Alphanumeric characters or underscores only
- 50 character maximum

Supported File Formats:

- CSV
- XML (Finance.FETS only)

Supported Data Type Names:

- ACTandWorkKeysUpdates
- EnglishLearner
- Finance.FETS
- FosterCare
- GoodCauseExemptions
- GraduationOptions
- Homeless
- Immigrant
- Interventions
- KindergartenEntry
- MsisIdRequest

- NonPublicStaff.Assignments
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- SpecialEducation.IEPData
- SpecialEducation.PostSecondary
- SpecialEducation.RelatedServices
- SpecialEducation.StudentRoster
- Staff.Assignments

- Staff.Employment
- Staff.Credentials
- StudentSealofBiliteracy
- SummerActivity
- SummerSchool

filename.csv

Completed

8


As MSIS validates the data in the files that are uploaded, the status can be previewed.

The file name, date and time of upload, user who uploaded the file, and the validation status are provided.

9

The file status will be displayed as **Success**, **Pending**, or **Failed**.


Click on the file name to learn more about the status of the file.



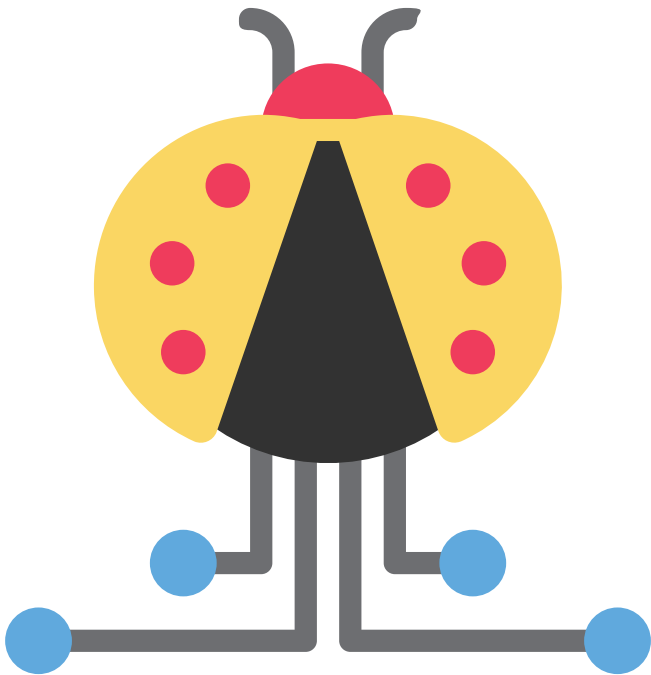
MISSISSIPPI STUDENT INFORMATION SYSTEM

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

Uploaded Files



Name	Date & Time (CT)	Uploaded By	Status
filename.csv	10/4/2022, 2:18:54 PM	LastName, FirstName	Failed
filename.csv	10/4/2022, 2:18:54 PM	Central Access	Failed
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Failed
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Failed
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Pending
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Pending
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success



Pending

= May be
Success


Failed

= **Failed**
click on the file
name to see errors

10

Each validation error will be listed as well as a resolution to the error.

Users should correct errors in the spreadsheet and reupload the file.



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Melissa Banks

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9920_MsisIdRequest.csv

Date Uploaded:
9/13/2024

Uploaded By:
Melissa Banks

Number of Records:
3

File Status: Failed

!

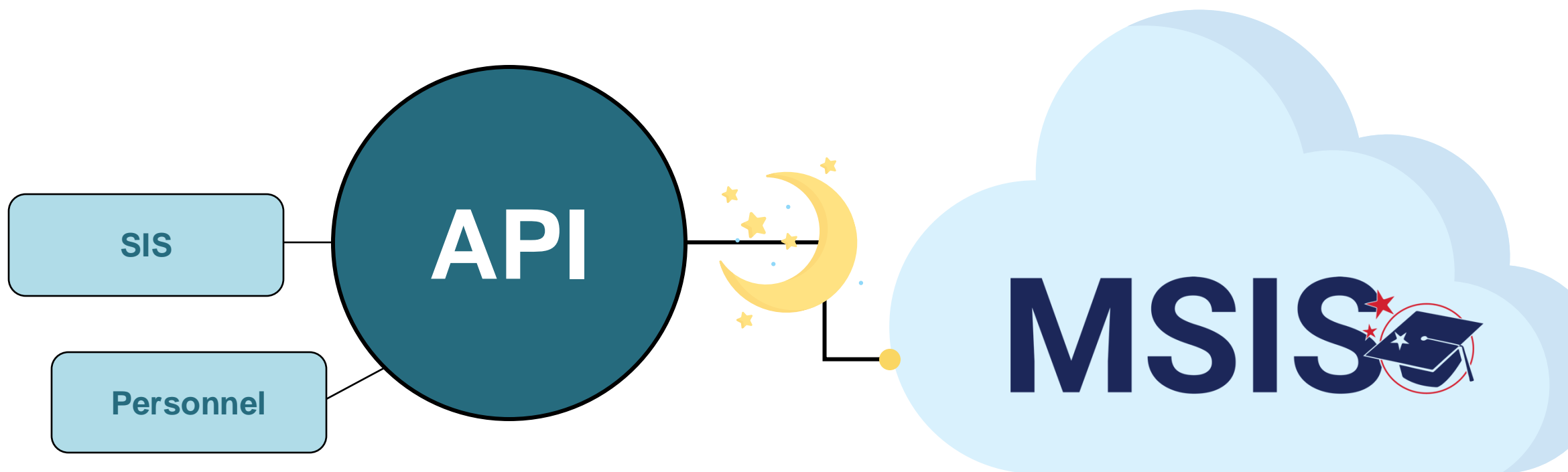
File validation failed. There were 3 errors in your data that need your attention.

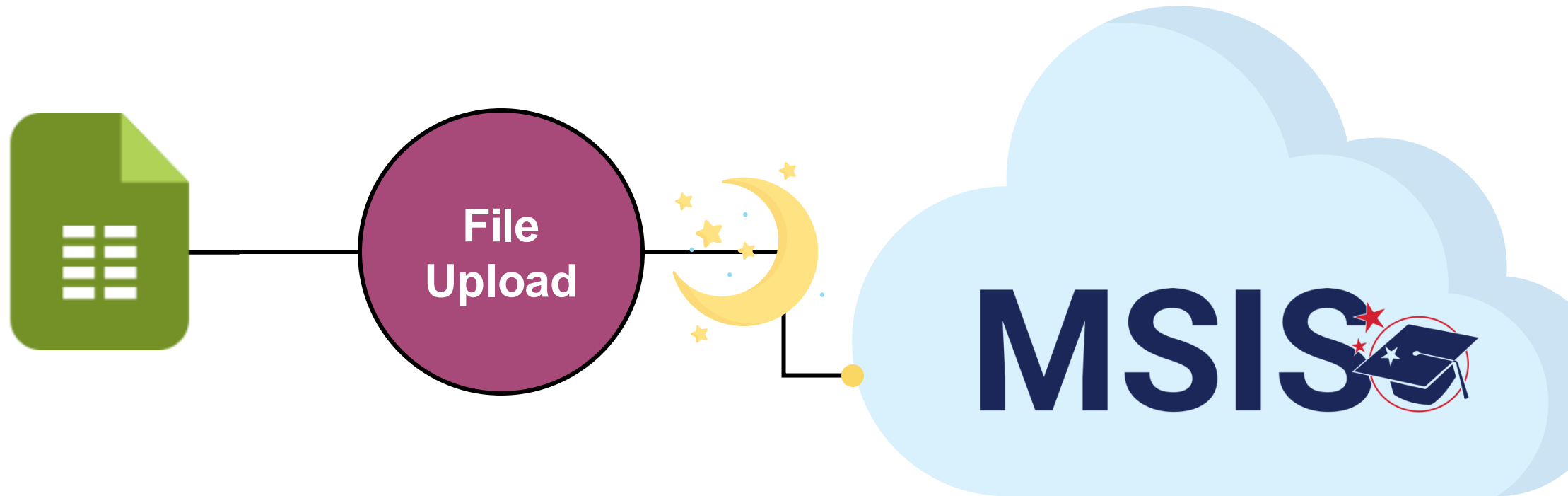
Row ID	LEA ID	School ID	Error	Resolution
1	220	5920-004	The districtid is blank or invalid.	The districtID is a required field.Ensure the LEA is an LEA you have access to and is 4 digits.Example: 0099 or 0100 and not 100 or 99.
2		5920-004	The districtid is blank or invalid.	The districtID is a required field.Ensure the LEA is an LEA you have access to and is 4 digits.Example: 0099 or 0100 and not 100 or 99.
3	5920	5920-004	The localEducationAgencyIdentificationSystem is blank or invalid.	The localEducationAgencyIdentificationSystem is required and should be SEA for all records.
4	5920	5920-004	The localEducationAgencyIdentificationSystem is blank or invalid.	The localEducationAgencyIdentificationSystem is required and should be SEA for all records.
5	5920	5920-004	The schoolIdentificationSystem is blank or invalid	The schoolIdentificationSystem is a required field and should be SEA for all records.
6	5920	5920-008	The schoolIdentificationSystem is blank or invalid	The schoolIdentificationSystem is a required field and should be SEA for all records.
7	5920	5920-004	AssignmentEndDate is not a valid date format	The assignmentEndDate is a required field. This is the employment dates for year unless different.
10	5920	5920-004	The staffMemberIdentificationSystem is blank or invalid.	The staffMemberIdentificationSystem is a required field. The value should be State for all records. different.
11	5920	5920-004	The staffMemberIdentifier is blank or invalid.	The staffMemberIdentifier is a required field. This is the employee SSN and should only contain numbers and be exactly 9 digits. Example: 123456789 or 012345678.
12	5920	5920-004	The codingSystemOrganizationType is blank or invalid.	The codingSystemOrganizationType is a required field and should be SEA for all records.

Data Quality




Permission: Personnel





MSIS Staff reviews dashboards and reports daily to check for errors



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Welcome Melissa Banks


1:52 PM Tuesday, October 10, 2023

No uploaded files

Upload a file

Ownership conflict to review

Review

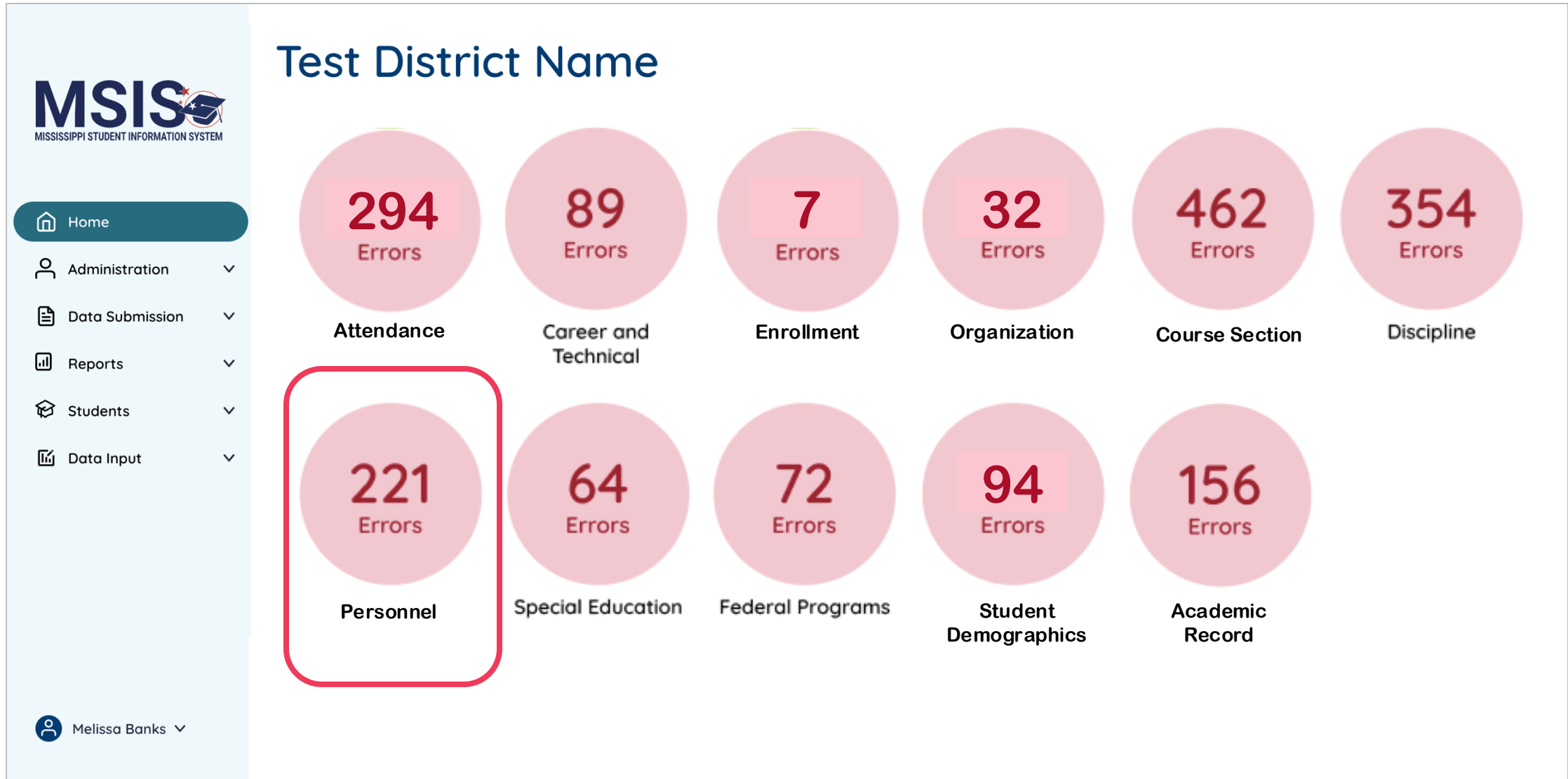
Your data has errors

Review

Deadlines Up Next

Saturday, December 9, 2023

Personnel Data

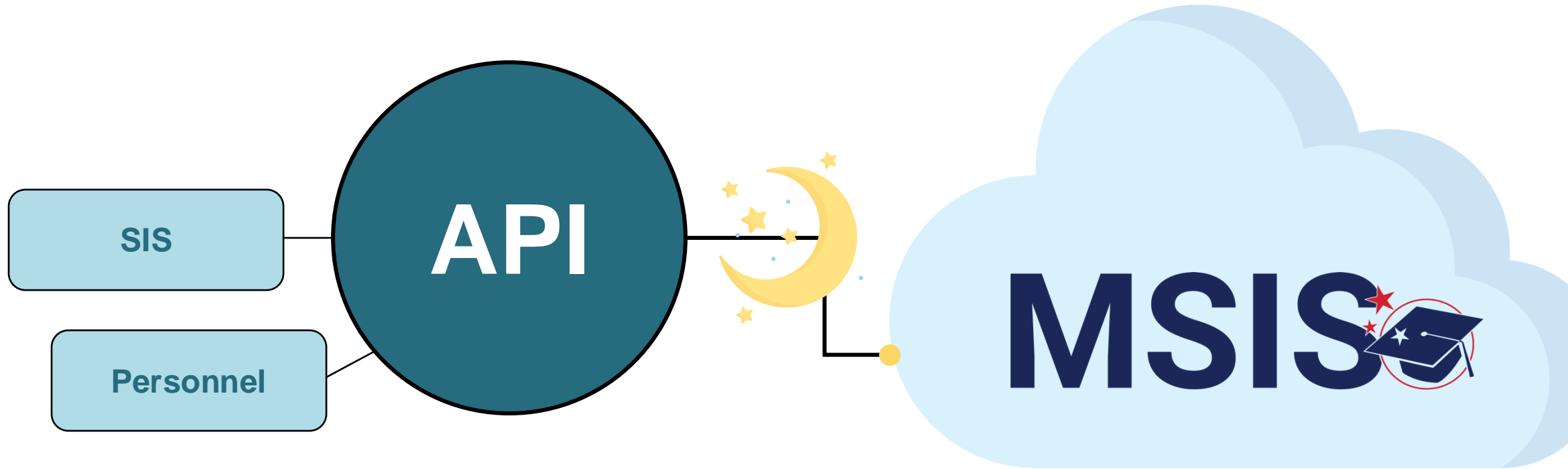


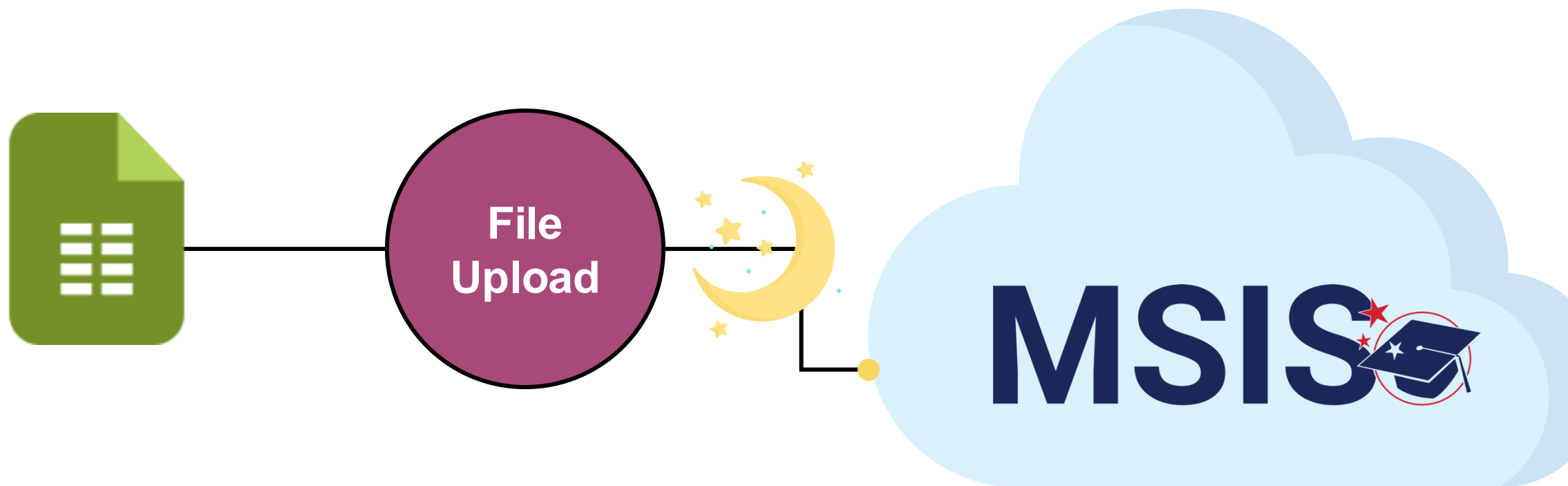
DATA QUALITY DASHBOARD: **STAFF**


Business Rule	Error/Warning	Tab Name	Description	Resolution
Missing SSN or Name Check	Error	Missing SSN or Name	First name, last name, and social security number are required.	Ensure first name, last name, and social security number are provided.
National Board Type Check	Error	National Board Type	Invalid National Board Certification type.	Ensure the National Board Certification type is one of the following: NBPTS, CCC, NCSC, NCSN, CAT, or CALT.
Missing Birthdate, Gender, or Race Check	Error	Missing Birthdate, Gender, or Race	Birthdate, Race and Gender are required.	Ensure Birthdate, Race and Gender are provided.
Employment Dates Check	Error	Employment Dates	Employment end date cannot be prior to employment start date.	Ensure the employment end date is after the the employment start date. Example: Start date 01/01/2019, end date 01/02/2019.
Missing Years of Experience Check	Error	Missing Years of Experience	Years of experience is blank.	Ensure the years of experience is not blank.
Salary Errors Check	Error	Salary Errors	Total salary is required.	Ensure the total salary is not blank.
Missing Funding Source Check	Error	Missing Funding Source	At least one funding source is required.	Ensure at least one funding source is provided.
Invalid Funding Code Check	Error	Invalid Funding Code	Invalid funding source provided.	Ensure the funding source(s) provided are valid and active. The provided funding source cannot be inactive.
Missing Days of Service Check	Error	Missing Days of Service	Total days of service is required.	Ensure the Total Days of Service is not blank.

Updated September 4, 2024





1







MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

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Welcome Melissa Banks

9:56 PM Monday, October 16, 2023

No uploaded files

[Upload a file](#)

Deadlines Up Next

Friday, December 15, 2023

Personnel Data




Welcome

Sign In

View Personnel data:

- Reports (Coming soon!)
 - Personnel Summary
 - Personnel Listing
 - Teacher Schedules
 - Accreditation



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Accreditation

 Lisa

Accreditation Edits

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

Accreditation Type

DistrictSchoolPersonnel

1 Edits


6 Edits

2 Edits

1.1 More than one superintendent for district

2.2 Professional staff does not hold valid license

2.4 No student support staff employed in district



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Accreditation

 Lisa

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2.2 Professional staff does not hold valid license

Accreditation Type
District

⚠

 There were 6 edits that need your attention.

Name	Assigned Employer	Scheduled School
Mary Anderson	School Name 009	School Name 020
Carly James	School Name 015	School Name 015
Emma Johnson	School Name 015	School Name 015
Joe Scott	School Name 020	School Name 020
Charlene Souza	School Name 020	School Name 020
Patrick Zimmerman	School Name 020	School Name 020



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Carly James

Accreditation Type
District



2.2 Professional staff does not hold valid license

District staff licenses are expired or they have no certification.

How to fix this problem:
If possible, correct the following edits in XXX system. Once the edits are resolved, resend the data to clear.

Name	Assigned Employer	Scheduled School
Carly James	School Name 015	School Name 015





Questions?

National Board Credentials

Permission & Report





Permission: Finance

MSIS 

1

Select
Reports.

Select **Data
Analytics.**

2

Click on the
Reports tab.

Reports you
have permission
to view will
be listed.

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MISSISSIPPI STUDENT INFORMATION SYSTEM

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National Board

FETS

Bond Data

General

Calendar

Course Codes

User Permission

NOTE: FETS and Bond Data reports are not currently available.

LEA		School Year						
All		2024-2025						
LEA	Staff ID	First Name	Last Name	Title	National Board Type	Certificate Start Date	Certificate End Date	Credential Status
LEA Name	XXX-XX-XXXX	First Name	Last Name	TEACHER, SPECIAL EDUCATION	NBPTS	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	TEACHER, GIFTED	NBPTS	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	TEACHER, SPEECH THERAPY	CCC	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	SCHOOL NURSE	NCSN	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	TEACHER, LIBRARIAN	NBPTS	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	TEACHER, VOC - ALLIED HEALTH	NBPTS	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	TEACHER, GRADE 3	NBPTS	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	TEACHER, SPECIAL EDUCATION	NBPTS	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	TEACHER, SPEECH THERAPY	CCC	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	TEACHER, SPEECH THERAPY	CCC	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	SCHOOL NURSE	NCSN	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	TEACHER	NBPTS	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	COUNSELOR	NCSC	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	SPED TEACHER	NBPTS	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	TEACHER	NBPTS	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	TEACHER	NRPTS	01/01/2000	01/01/2000	Active Oct. 15

LEA		School Year					
All		2024-2025					
Employment Start Date	Employment End Date	Employment Status	Contract Days	District Time	Valid Assignment	Assignments	Reimbursement Amount
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	700003	\$6,000.00
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	700003, 751067	\$6,000.00
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	700005, 902002	\$6,000.00
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	751012	\$6,000.00
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	902001	\$6,000.00
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	902001	\$6,000.00
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	902001	\$6,000.00
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	902001	\$6,000.00
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	902002	\$6,000.00
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	902002	\$6,000.00
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	902004	\$6,000.00
01/08/2024	30/06/2025	Active Oct. 15	187	100%	No	000951	
01/08/2024	30/06/2025	Active Oct. 15	203	100%	Yes	601006	\$6,000.00
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	700003	\$6,000.00
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	700003	\$6,000.00
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	700004	\$6,000.00
01/08/2024	30/06/2025	Active Oct. 15	187	100%	No	751021	
01/08/2024	30/06/2025	Active Oct. 15	203	100%	No	751021	

Employment

- Employee must be employed on October 15 (Start and End Dates)
- Reimbursement will be pro-rated based on District Time
 - $\text{District Time} = \text{Number of Days on Contract} / 187 \text{ Days (Max 100\%)}$

Credentials

- Employee must have active National Board Certification on October 15 (Start and End Dates)

Assignments

- For National Board Certified employees, you should have a minimum of **2 assignments** (work area code) per employee:
 - The first work area code should be the one that best describes their job duties, such as Elementary Teacher (700003) or Dyslexia Therapist (131070). This assignment would have an FTE value assigned (1 for full time). If the employee has more than one of these types of assignments, all should be listed with the corresponding FTE amount.
 - The second work area code should be their national board certification code (Ex: 902010 for CALT – see the following slides for all appropriate codes). FTEs for these codes should be zero.

NBPTS (National Board-Certified Teacher)	
902001 - National Board-Certified Teacher	131004 - Psychometrist
700001 - Pre-kindergarten Teacher	131054 - Special Education Counselor
700002 - Kindergarten Teacher	601005 - Counselor- Non-CTE- Elementary
700003 - Elementary Teacher	601006 - Counselor- CTE
700004 - Secondary Teacher	601007 - Librarian/Media Specialist
700005 - Ungraded Teacher	601013 - Lead Teacher
000234 - Special Populations Personnel	601017 - Counselor- Non-CTE- Secondary
801035 - Teacher Support Team Member	902006 – Intervention Specialist

CCC (National Board-Certified (AHSA) Speech Therapist/Audiologist)	
902002 - CCC (AHSA) - Speech Therapist/Audiologist	131012 - Audiologist
700001 - Pre-kindergarten Teacher	132021 - Special Educator/Assessment Team Member
700002 - Kindergarten Teacher	131080 – Speech-Language Pathologist
700003 - Elementary Teacher	
700004 - Secondary Teacher	
700005 - Ungraded Teacher	

NCSC (National Board-Certified Guidance Counselor)

902003 - NCSC (National Board-Certified) Guidance Counselor

000234 - Special Populations Personnel

131054 - Special Education Counselor

601005 - Counselor- Non-CTE- Elementary

601006 - Counselor- CTE

601017 - Counselor- Non-CTE- Secondary

NCSN (National Board-Certified School Nurse)

902004 - School Nurse (RN) NCSN (National Board-Certified)

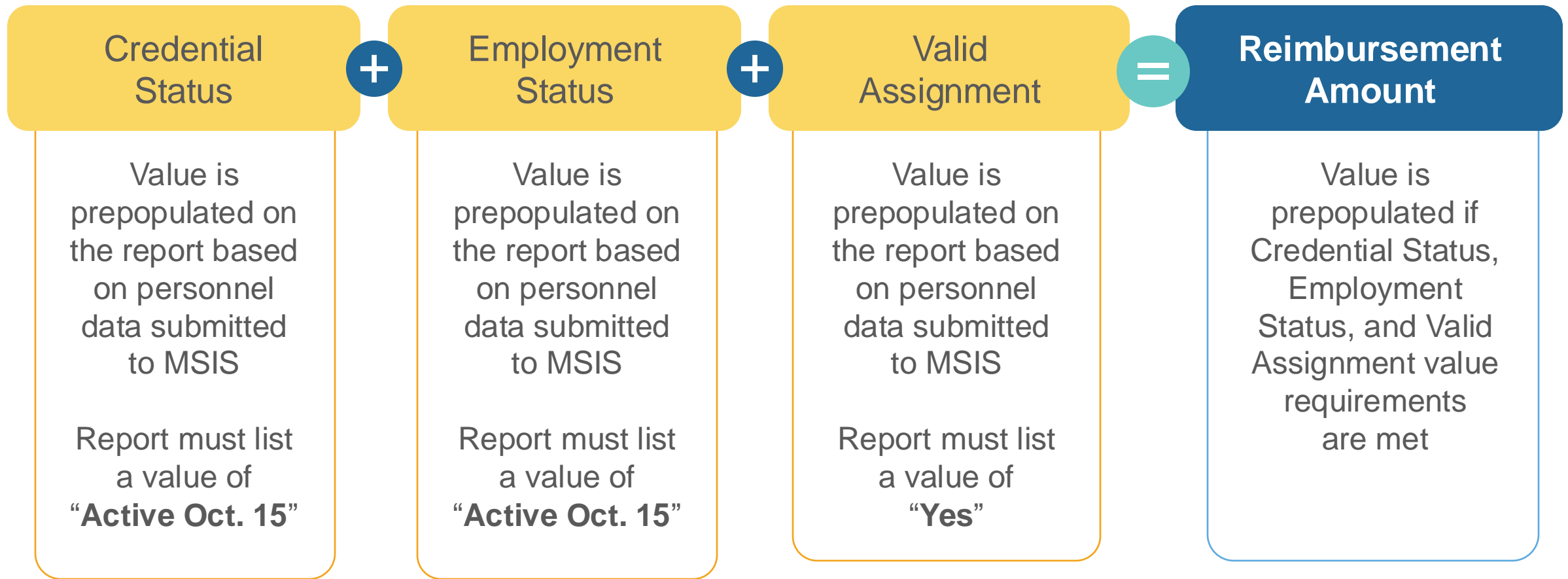
751012 - School Nurse (RN)

CALT (National Board-Certified Academic Language Therapist)

902010 - National Board-Certified Academic Language Therapist

CAT (Certified Athletic Trainer)

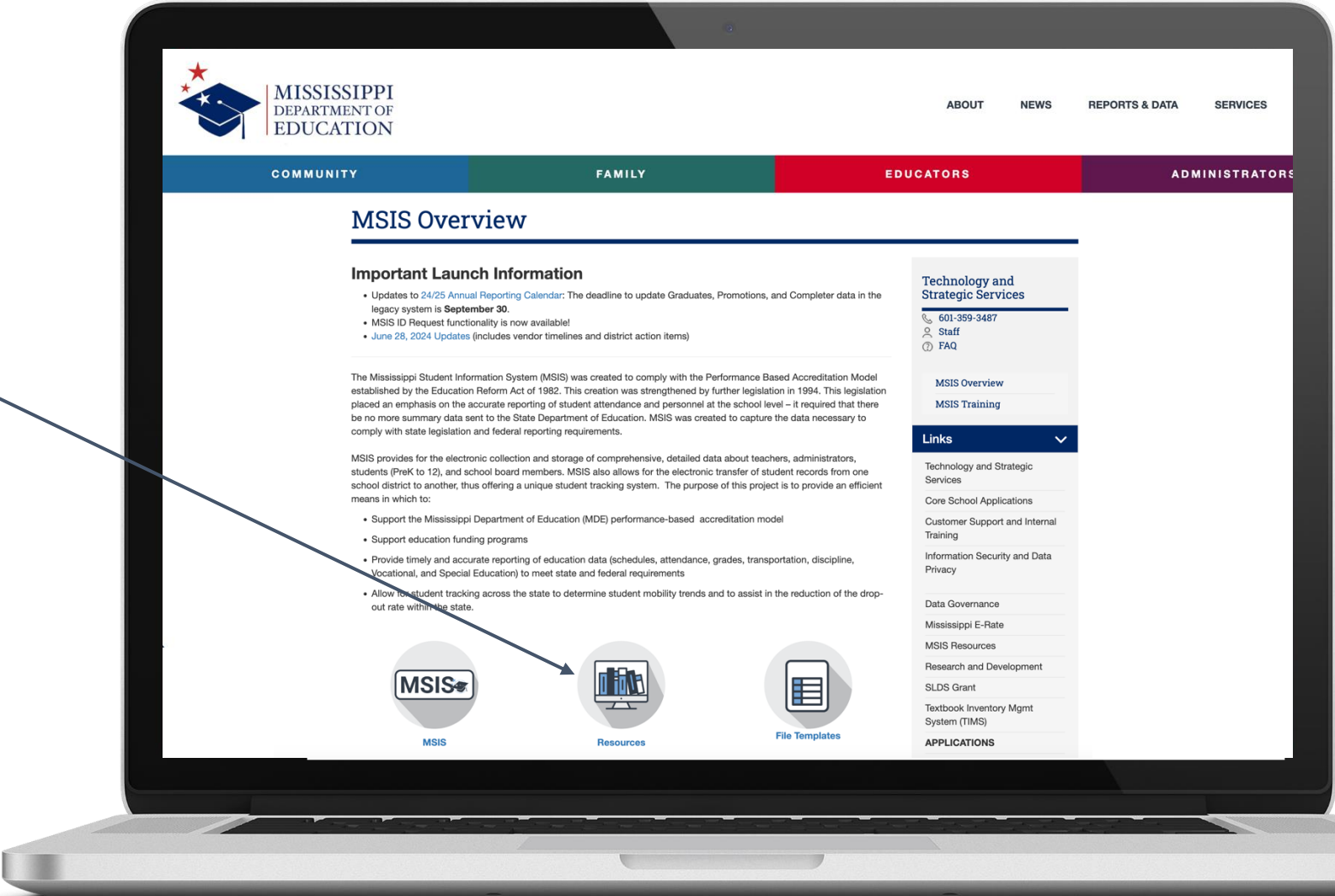
902008 - Certified Athletic Trainer



Resources



Resources





MSIS Team

msis2@mdek12.org

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

