MISSISSIPPI Seal of Biliteracy

Supplemental Resource for Mississippi Student Information System Reporting



MISSISSIPPI DEPARTMENT OF EDUCATION

Carey M. Wright, Ed.D. STATE SUPERINTENDENT OF EDUCATION

> Nathan Oakley, Ph.D. CHIEF ACADEMIC OFFICER

Wendy Clemons EXECUTIVE DIRECTOR Office of Secondary Education

Sandra C. Elliott English Learner Intervention Support Specialist Office of Elementary Education and Reading **Tenette Smith, Ed.D. EXECUTIVE DIRECTOR** Office of Elementary Education and Reading

Limeul Eubanks Arts and World Languages Office of Secondary Education

SPECIAL THANKS

We would like to thank the Pascagoula-Gautier School District for helping in the creation of these directions.

The Mississippi State Board of Education, the Mississippi Department of Education, the Mississippi School for the Arts, the Mississippi School for the Blind, the Mississippi School for the Deaf, and the Mississippi School for Mathematics and Science do not discriminate on the basis of race, sex, color, religion, national origin, age, or disability in the provision of educational programs and services or employment opportunities and benefits. The following office has been designated to handle inquiries and complaints regarding the non-discrimination policies of the above-mentioned entities:

Director, Office of Human Resources Mississippi Department of Education 359 North West Street, Suite 203 P. O. Box 771 Jackson, MS 39205-0771 (601)359-3511

ENTERNING STUDENT DATA FOR EARNING THE SEAL OF BILITERACY

Prior to uploading data make sure you have the following information available:

- **1.** Name, phone number and email for the district's primary Seal of Biliteracy contact person
- 2. District Seal of Biliteracy Policy saved as a PDF named in the following format: **district code_policy**, (0000_policy)
- **3.** Your district's Participation Form (found as an appendix in the Mississippi Seal of Biliteracy Guidelines) signed and dated by the Superintendent and the board approved minutes showing when the policy was adopted. Both should be saved as one PDF document named in the following format:

district code_minutes, (e.g. 0000_minutes)

- 4. Student information:
 - a. Student Mississippi Student Information System (MSIS) number,
 - b. Level of seal earned (gold or silver),
 - c. Name of English assessment and qualifying raw scores and proficiency level scores for English assessment taken by the student (e.g. 460/5 or 460-5),
 - d. Name of the world language assessment and qualifying score or level for the world language assessment taken by the student. Depending on the assessment, a raw score or a level will be provided (e.g. 460 or L4),
 - e. Highest level of world language course taken in your district by the student

ENTERNING STUDENT DATA INTO MISSISSIPPI STUDENT INFORMATION SYSTEM (MSIS) FOR EARNING THE SEAL OF BILITERACY

Accessing the Mississippi Student Information System (MSIS)

- Logon to MSIS from the MDE web site, <u>http://www.mdek12.org/</u>.
- From the OTSS main page, under applications click on MSIS Logon

	.ugun	
	Username:	
	Password:	
	Database:	Community of the
'	Connect Cancel	

1. Log-on to MSIS, making sure to use the appropriate credentials. In the "Database" field, MSIS.



NOTE: Once you have logged in, you should see the main view page.



2. In the Menu bar at the top of the screen, choose Modules > Student > Data Entry > Biliteracy Seal.

ᡖ Mississippi Student Informa	tion System : Student Biliteracy Seal - Development - Enter Mode	≚⊕×
Eile Interfaces Maintenance	Modules Reports Security Query Block Help	
🚡 💟 🕘 🥔		
Districts Contact	Info Schools Biliteracy Form	A
	Mississippi Student Information System	
T	Student Seal of Biliteracy	
District		
[4820	ABERDEEN SCHOOL DIST	
	[Select/Enter Contact Person Info]	
First Name	Middle Name Last Name	
relephone	E-Wall	
	Seal Policy	
	4	
		D
Record: 1/1		

3. Select the Contact Info tab, then enter the name, telephone, e-mail of the district's primary contact person for the Seal of Biliteracy.

NOTE: It is the district's responsibility to ensure that the primary contact person and information is kept current.

۱

Mississippi Student Information System : Student Biliteracy Seal - Development - Enter Mode	× a ≿
Districts Contact Info Schools Biliteracy Form	<u> </u>
Mississippi Student Information System Student Seal of Biliteracy	
District Name 4820 ABERDEEN SCHOOL DIST	
[SelectEnter Contact Person Info]	
First Name Last Name	
Teleprone E-Wall	
Seal Policy Upload View/Download	
Record: 1/1	Ť)

4. You will need to enter the date your district adopted the local Seal of Biliteracy Policy.

脸 Mississippi Student Information System : Student Biliteracy Seal - Development - Enter Mode	_sa×
Eile Interfaces Maintenance Mgdules Reports Security Query Block Help	
Districts Contact Info Schools Biliteracy Form	<u></u>
Mississippi Student Information System	
Student Seal of Billetacy	
[Select/Enter Contact Person Info]	
First Name Test Middle Name Last Name BilSeal	
Telephone 601-359-3487 E-Mail (bilseal@mdek12 org	
Date District adopted level Scal of Bilterary Policy (BR/05/2020	
Date District adopted rocal Seal of Dimeracy Protocy por 022000	
Seal Policy Upload View/Download	
7	
	_
	D
Recuto. m	

5. Click the upload button.

NOTE: You will need to have your approved district policy saved as a PDF named as district **code_policy**, (e.g. 0000_policy).

Mississippi Student Information System : Student Biliteracy Seal - Development - Enter Mode	化 的 化
Elle Interfaces Maintenance Mgdules Beports Security Query Block Help	
Districts Contact Info Schools Biliteracy Form	A
Mississippi Student Information System Student Seal of Biliteracy	
District Name 4820 ABERDEEN SCHOOL DIST	
[Select/Enter Contact Person Info]	
First Name Test Telephone 601-359-3487 Middle Name Date Dic Please select Policy or Minutes? Please upload both Policy and Minutes View/Download View/Download	
Record: 1/1	

6. When you click upload you will be prompted to select Policy or Minutes. Each will need to be uploaded separately.

	Please select Pol	icy or Minutes?		•••••••••••••••••••••••••••••••••••••••	x seeses x
2					
	?	Please upload	l both Poli	cy and Mintue	es Documents?
				Policy	Minutes

7. Click Policy first to upload your district policy as a PDF. Remember that your policy document should be named in the following format: **district code_policy, (e.g. 0000_policy)**.

Ele Inferfaces Maintenance Mydules Beports Security Query Block b	teril - Enter Mode	28X
Mississippi Stude Student Se District Name 4820 ABERDEEN SCHOOL DIST First Name Test Telephone 801-359-3487	nt Information System	
Record 1/1		- D

8. You will see a pop-up box, which will allow you to upload your policy PDF document.

NOTE: To facilitate uploads, save the documents in a place where you can easily access them.

Please select Po	icy or Minutes? This is included a state of the included state is $ imes$
, 	Please upload both Policy and Mintues Documents?
	Policy Minutes

9. Click Minutes to upload your district minutes and participation form as a PDF.

NOTE: Remember that your district's Participation Form signed and dated by the superintendent and the board approved minutes showing when the policy was adopted should be saved as one PDF document named in the following format: **district code_minutes, (e.g. 0000_minutes)**.

🛓 Upload Document		x
Look In: 🗟 OS (C:)		
a06022442bf79275	6a 🚍 Drivers	PerfLogs
🚍 арр	📑 Hotfix	Program Files
📑 backup	📑 inetpub	Program Files (x86)
📑 bea	📑 Intel	C Sun
Checkpoints	📑 lunchdata	Temp
🗂 dell	📑 msis	📑 Users
📑 Dell 7010 Drivers	Oracle	C Windows
File <u>N</u> ame: *.*		
Files of <u>Type</u> : All Files		•
		Open Cancel

10. The pop-up box will appear again to allow you to upload your local district's Participation Form signed by the superintendent and the board approved minutes showing when the policy was adopted.

Mississippi Student Information System - Student Biliteracy Seal - Development - Enter Mode	<i>≚</i> ర్×
File Interfaces Maintenance Modules Reports Security Query Block Help	
Districts Contact Info Schools Biliteracy Form	<u></u>
Mississippi Student Information System Student Seal of Biliteracy	
District Name	
4820 ABERDEEN SCHOOL DIST	
[Select/Enter Contact Person Info]	
First Name Test Middle Name Middle Name Date Distric Company File uploaded successfully into the Database Company View/Download	
FRIM-40400: Transaction complete: 1 records applied and saved. Record: 0/1	20 new notifications

11. You will see a message letting you know the files were successfully uploaded.



NOTE: Uploading your local district's policy, minutes, and district's participation form will only need to be uploaded one time, unless the policy is amended. If either of these policies or minutes are amended, the updated policy and minutes will then need to be uploaded.

😸 Mississippi Student Information System : Student Biliteracy Seal - Development - Enter Mode		⊻ ⊡ ×
Eile Interfaces Maintenance Modules Reports Security Query Block Help		
💼 🔍 🛯 🥔 🗊 🖉 🕂 💢 🧣 🏹 🤤 ?		
Districts Contact Info Schools Biliteracy Form		<u></u>
Mississippi Student Information System		
District Name	School Year	
4820 ABERDE EN SCHOOL DIST	2019-2020	
[Palast Pakas]		
008 ABERDEEN HIGH SCHOOL		
	<u> </u>	
	<mark></mark>	
	<mark></mark> É	
	<mark></mark>	
(•	na di kana kana kana kana kana kana kana kan	
Record: 1/1		T

12. Click on the school tab and enter each of the school codes that are participating in your district.



13. Click on the Biliteracy Form tab.

Mississippi Student Information System : Student Biliterad Eile Interfaces Maintenance Modules Reports Security	y Seal - Development - Enter Mode r Query Block Help			≚ ٿ ×
	3			
Districts Contact Info Schools Bi	literacy Form			<u> </u>
	Mississippi Student In Student Sea	formation System I of Biliteracy		
District	School		Select School Year	
4820 ABERDEEN SCHOOL D	IST 008 ABERDEE	EN HIGH SCHOOL	2019-2020	
	[Enter the Student Bilitera	cy Seal Information below:]		
			Alternative	
MSIS ID First Name MI Last Name A	Seal ENGLISH	WORLD LANGUAGE	Portfolio-Based Cours	se taken Student
Si Si	Iver	visional content congrege	NO V	
		*		
$\mathbf{\lambda}$				
Record. IVI				

14. Enter Student's MSIS ID and level of Seal Awarded.



15. Enter the Student's English Assessment taken, raw score and proficiency level.

NOTE: Scores should be entered in the following format raw score/proficiency level (if applicable) or raw score – proficiency level (e.g. 460/5 or 460-5). List the raw score first and the proficiency level last. For students who used the ELPT, use the overall raw score and proficiency level. Districts are required to keep documentation of the English and World Language assessments and scores earned on file, in the event of a monitoring or audit visit conducted by MDE.

s III	Contact Info		Schools	Biliteracy Fi	rm								
					Aississippi Stu Stud	ident li ent Sei	nformation al of Bilitera	System acy					
	District				School					Select Sc	hool Year		
	4820 ABE	RDE	EN SCHOC	LDIST	008 A	BERDER	EN HIGH SC	HOOL		2019-20	20 💌		
ID	First Name	MI	Last Name	Seal Awarded Silver	ENGLISI Assessment	1 Score	WC Assessme	nt Sco	GUAGE re Language	Alter Portfoll Assessment	o-Based Language	Course taken by Student	
							T				1		
							No.		-		8		
	6						6		1	1			
								8	-				
									1				

16. Enter the Student's World Language Assessment taken and score. Enter the score or level as provided by the assessment company (e.g. AP Language and Culture would be entered with a 4 or 5 and the AAPPL would be entered with alpha numeric score such as I5).

NOTE: Districts are required to keep documentation of the English and World Language assessments and scores earned on file, in the event of a monitoring or audit visit conducted by MDE.



17. Indicate Yes or No if the Alternative Portfolio-Based Assessment was used. If yes, indicate which language the student was assessed in. If no, leave the language field in the next column blank.

NOTE: Districts are required to keep documentation of the Alternative Portfolio-Based Assessment on file, in the event of a monitoring or audit visit conducted by MDE.



18. If applicable, select the course code from the drop-down box for the highest world language level taken by the student in your district.