OFFICE OF TECHNOLOGY AND STRATEGIC SERVICES

MSIS
Mississippi Student
Information System

MSIS PRIMARY/SECONDARY

**MISSISSIPPI
DEPARTMENT OF
EDUCATION**

Ensuring a bright future for every child

Responsibilities of Primary and Secondary

- Gatekeeper
- Deadlines
- District/School Demographics

Security Responsibilities of Primary and Secondary

- MSIS users
  - Add
  - Modify
  - Delete
- Assign District School Users
  - Select Employee
  - Assign Roles (District/School Levels)
  - Assign District/Schools
- Verify Users every three (3) months

Did you know ?

What changes should result in the LEA or school being closed and a new LEA or school being open?
ED needs to maintain the history and continuity of schools for longitudinal data studies, trend analysis, and research initiatives. Therefore, closing a school and reopening it as "New" is closely reviewed for the appropriate assignment of NCES IDs.

The lists below present possible reasons for **creating a new school** or LEA, how it relates to the assignment of a new NCES ID, and reasons that would not warrant assigning a new NCES ID.

You may create a new school or LEA (get a new NCES ID assigned) if:
•The grade span of the school or LEA **changed by more than 3 grades**, not including pre-kindergarten or kindergarten as grades;
•The school's or LEA's **physical location changed and the attendance area changed significantly**;
•**Two schools or LEAs of about the same size, or with different grade spans, merge**. The two original entities would be closed, and the merged education unit would be reported as a new school or agency.

A new school or LEA **should NOT be created** (should not get a new NCES ID) if:
•The **grade span** of the school or LEA **changed by 3 grades or less**, not including pre-kindergarten or kindergarten;
•The school or **LEA's physical location or address changed, but the attendance area did not change** significantly;
•A **smaller schoo**l or LEA **merges with a larger entity that provides essentially the same grade span**;
•A school just changes charter status or magnet status;
•A school undergoes restructuring under provisions in ESEA;
•The **name of a school or LEA changes**;
•The state identifier for the school or LEA changes;
•A school changes LEAs or the boundary of an LEA changes.

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Approve Personnel Data

- PERSONNEL APPROVAL DATE

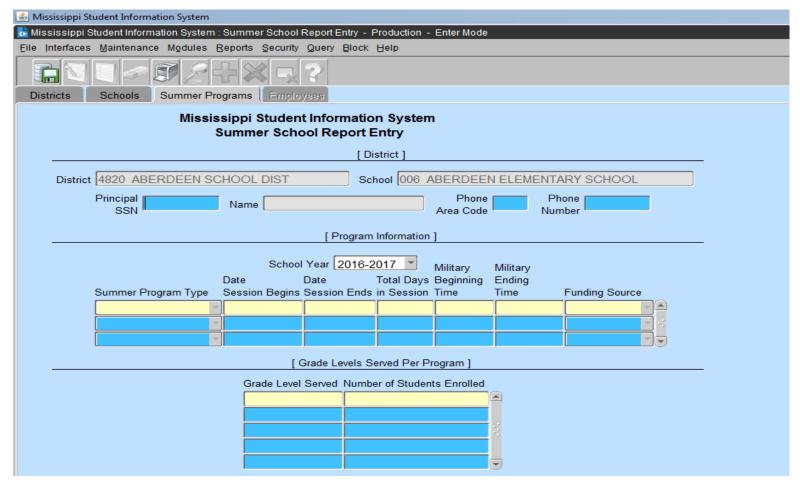- MDE will populate "FINAL APPROVAL DATE".

Personnel TU Edit

- The following Accreditation Edit Reports should be run:

- In MSIS, go to **Reports=>Personnel Data=>Accreditation=>Accreditation Edit**. You can run the report for one or all schools. This report will show employee level, school level and district level deficiencies. This report also addresses most standards, including some overloads.

- In MSIS, go to **Reports=>Personnel Data=>Accreditation=>Class Overload**. You can run the report for one or all schools in a district. This report can be run for one school or all schools in a district. The report addresses enrollment in grades 01-04 (Standard 34.2), enrollment in grades 05-08 (Standard 34.3) and enrollment in grades 05-12 (Standard 34.4).

- In MSIS, go to **Reports=>Personnel Data=>Accreditation=>Required Courses**. The report can be run for one school or all schools in a district. This report outlines the required 33 units in each high school (Standard 32 and Appendix B).
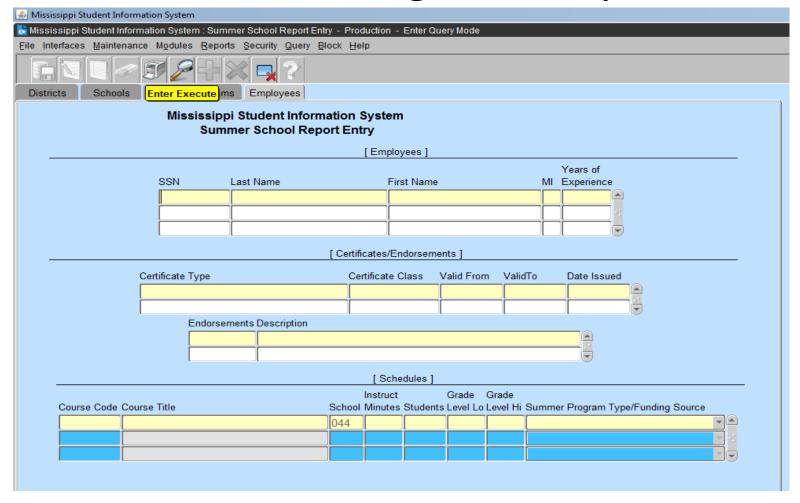
Summer Program Entry
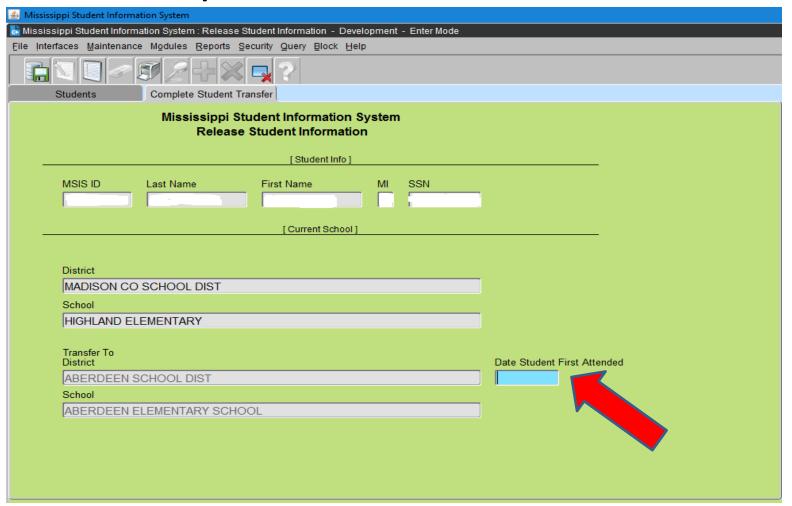
Summer Program Entry

MSIS Monthly Attendance Pre-Approval Report

Holding Area Reports:
- Student Roster
- Absences
- Student Entries
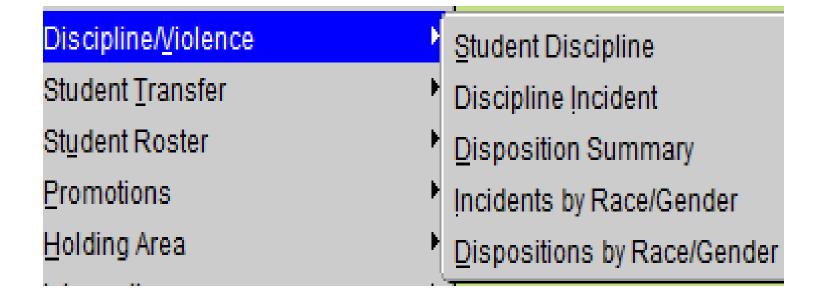- Indicators
- Student Withdrawals
- Incidents/Dispositions

Complete Student Transfer

Incidents & Dispositions

Summer Activity Screen

The district/school will begin entering the summer activity from October 16th thru November 3rd

Accreditation Policy 2.1

The district superintendent and school principals are responsible for ensuring that all data reported to the Mississippi Department of Education are true and accurate as verified by supporting documentation on file in the school district. Reporting false information is a violation of the accreditation requirements set forth by the State Board of Education and may result in the downgrading of the district's accreditation status.

Criteria for Timely & Accurate Reporting of Data

Data Submission Deadlines met.

Release/Transfers within a reasonable timeframe normally 24 – 48 hours

Correct Indicators.

Absences

Enrollment – correct code & date.

Withdrawals – correct code & date.

Correct Course Code(s).

Correct Schedule

Term/Semester Code

Carnegie Unit

Period Number

Class Minutes

District & School Demographics

Start/Stop Time

Grades Taught

Contact Information

Physical Address

No Certificate and Awards Determination

Missed Personnel Approval Deadline

Missed Monthly Processing

No District Pay Scale (12/13/2016)

Missed District Events Deadlines

Missed Incoming K Deadline

OTSS/MSIS CONTACT INFORMATION

- ***Footprint ticket***
- ***Website:*** *http://www.mde.k12.ms.us/footprints/*
- ***Email address:*** *mdeapps@mde.k12.ms.us*

- *Sarita Donaldson, Director, Core School Applications*
- *sdonaldson@mde.k12.ms.us*
  Phone (601) 359-3487
  Fax: (601) 359-2027
  http://www.mde.k12.ms.us/msis/index.html

- *Dorothy Thomas-Holloway*
- *dholloway@mde.k12.ms.us*

MSIS access removed Friday June 30, 2017 at 3:00 p.m.

MSIS access restored Monday, July 17th

Thank you for Attending