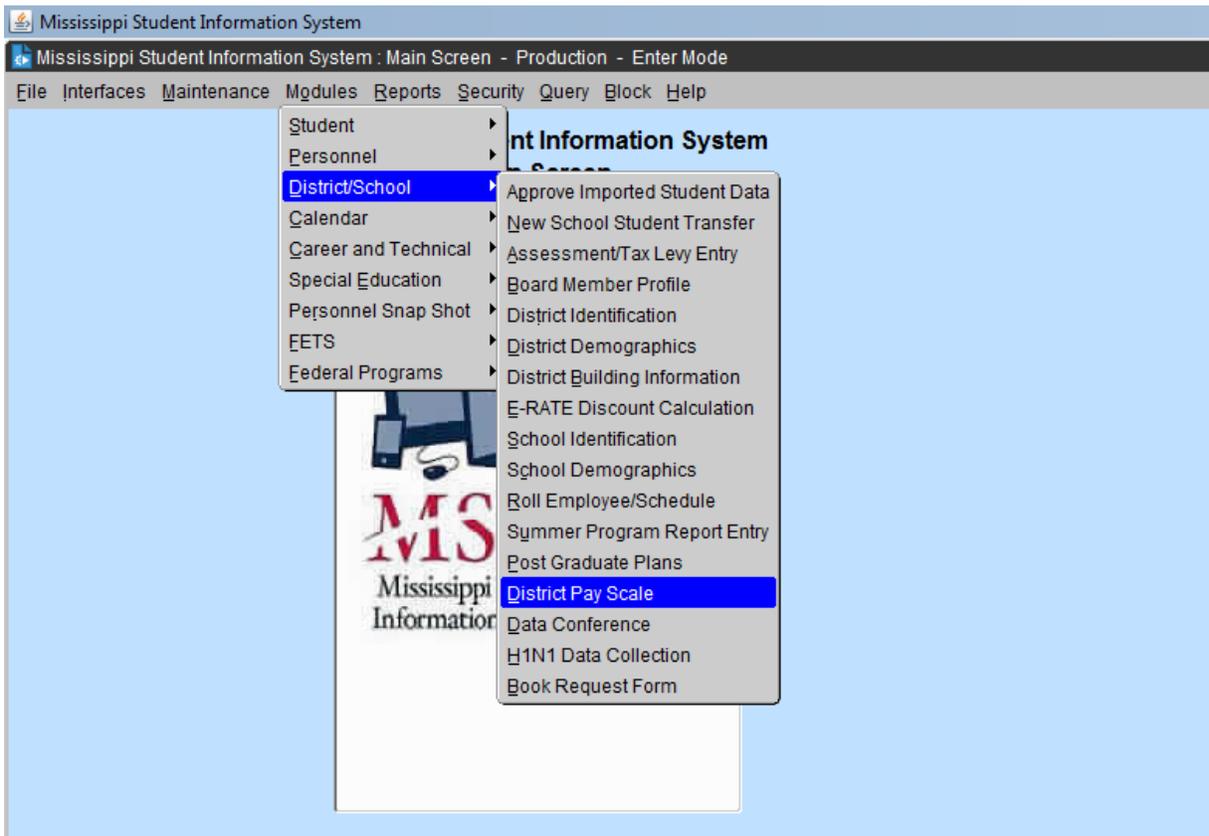
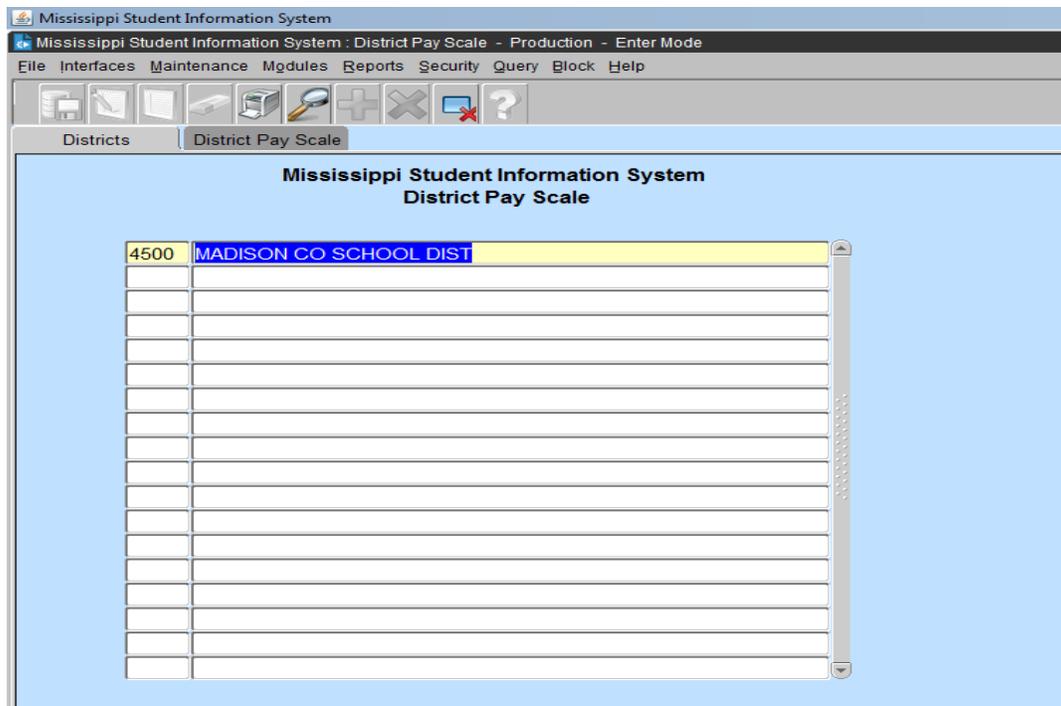


## DISTRICT PAY SCALE

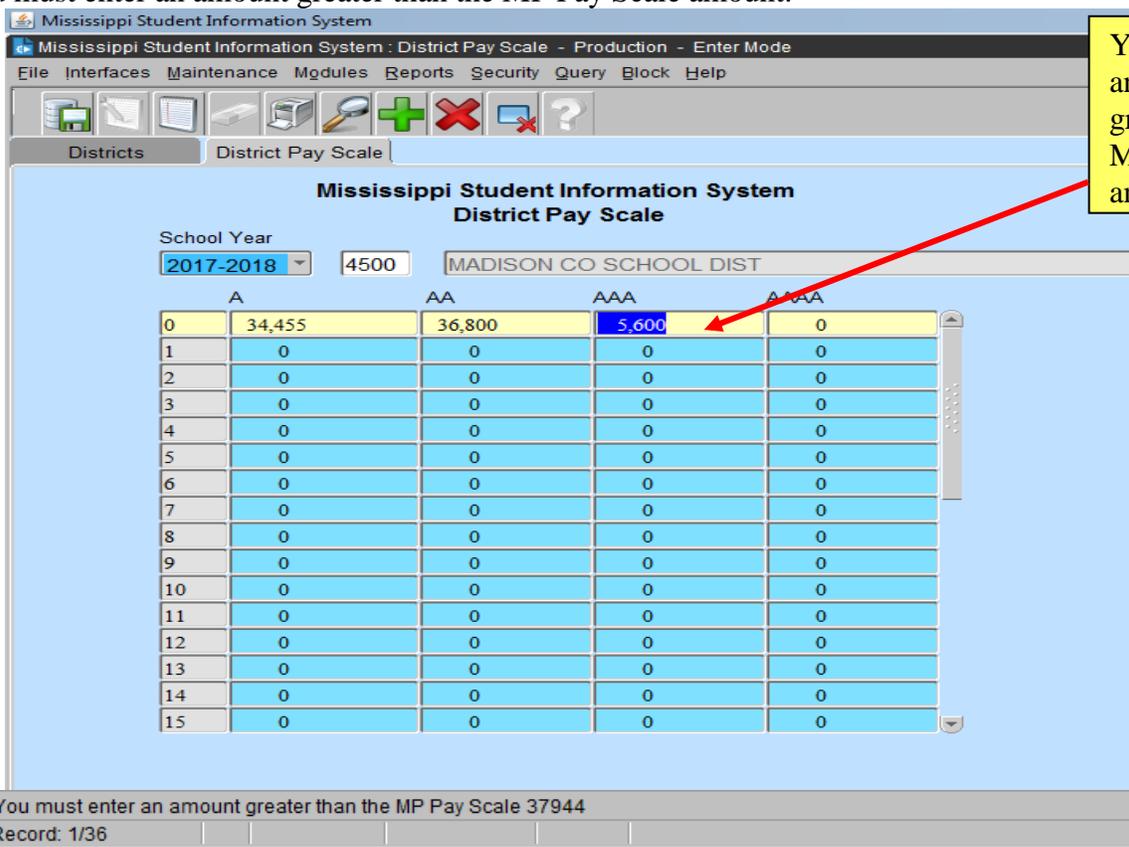
Each year the Mississippi Department of Education, Office of Technology and Strategic Services (OTSS) collects a salary schedule from each school district. The data is collected using the Mississippi Student Information (MSIS). Salaries entered must reflect the entire amount paid by the district and not just the MAEP salary schedule. Based on the number of years' experience and type of certificate held, indicate under each appropriate certification heading, the salary for classroom teachers in your district. Please have this information entered in MSIS by the last business day in July. Your District's Personnel person has security rights to the screen and can enter the data by logging on to MSIS and going to **MODULES>DISTRICT/SCHOOL>DISTRICT PAY SCALE**.



Click the District tab, than the District Pay Scale tab and you should see "0" for all your money amounts. The screen is defaulting to the old school year until July 1st. The school year in the school year box **MUST BE** the current school year or change the school and add the new school year pay scale. You can start typing in your amounts for each year of experience. **You must enter an amount greater than OR equal to the MP Pay Scale amount.**



You must enter an amount greater than the MP Pay Scale amount.



You must enter an amount greater than the MP Pay Scale amount.

When you are complete, you go to File, save or exit and it will ask you if you want to save your changes.