DISTRICT IDENTIFICATION/DEMOGRAPHICS

District Identification Screen

This screen can be accessed by going to MODULES> DISTRICT/SCHOOL>DISTRICT IDENTIFICATION.

This screen provides the authorized user with the ability to update and view District Identification data for their new and existing schools. Other MSIS user that has access to this screen will NOT be allowed to update and/or view the Identification data for any school in the state.

MDE will set up any new districts in the state and then the new district would update their demographic information. The NCES number is updated by MDE. The district should not change that number.

District Demographics Screens

This screen can be accessed by going to MODULES> DISTRICT/SCHOOL>DISTRICT DEMOGRAPHICS.

This screen provides the authorized user with the ability to update and view District Demographic data for their new and existing schools. Other MSIS user that has access to this screen will be allowed to VIEW ONLY the Demographic data for any school in the state.

It is very important that the District Demographic information be kept updated. Whenever a Superintendent, address, phone number, MSIS district primary contact or MSIS district secondary contact, grades served by the district, school package, or any other information on these screens changes please update it promptly. **Address labels for districts and superintendents will be run from this data regularly and it is important that it be accurate. The data will also be used to print the Ed Directory that is published each year. It is very important the street address and mailing address both be kept updated.**

When changing District demographics please make changes under District Demographics and School Demographics School 001.

Grades can only be removed from a district after they have been removed from all schools in the district. Each district must categorize their 7th and 8th grade as either elementary or secondary.