INTRODUCTION

MSIS can be accessed in different ways:

1. Go to the MDE web site, http://www.mdek12.org/ , and under Educators tab, Administrators tab or Services tab, click on the MSIS (MS Student Information System). You will be taken to the MSIS web page. Click on the Links section; "MSIS Log-on" under Applications.
2. Go straight to the MSIS Information web page, http://www.mdek12.org/OTSS/MSIS , and then click on the Links section; "MSIS Log-on" under Applications
3. Go straight to the MSIS Database launch web page, https://mdeapp2.mdek12.org/forms/frmservlet?config=msis .

On the (MSIS) MS Student Information System web site under Resources, click on For Personnel, then click on **Public Personnel Reference Manual (pdf). This manual has been compiled to assist the Personnel Coordinator and others working on personnel data in securing quality data for the district.** Persons in this category may include school principals, alternative school directors, Special Education supervisors, Gifted Education supervisors, Vocational Education supervisors, Title I Coordinators, or any other individual designated to compile personnel records. The Personnel Coordinator will distribute information and respond to problems encountered by those assisting in the data collection task. **The responsibility for the quality of the data should be shared with school principals and program area supervisors who are more knowledgeable about the work assignments of staff under their supervision.**

If the Personnel Coordinator does not know the solution, contact the individual Program Office at Mississippi Department of Education (MDE) or call the Office Accreditation (601) 359-3764 or OTSS Help Desk at mdeapps@mdek12.org or **(601) 359-3487**.

Blank General/Schedule Employee Entry Forms, "blank forms", may be printed from MSIS to capture data on new employees. Detail District Employee Listings may also be provided for each employee who was "rolled" from the previous year and is currently in the MSIS System. If you receive a Detail Listing for an individual no longer employed by the district, write the date of termination and "delete" on it and return it to the Personnel Coordinator or the person responsible for entering the data into MSIS.

Once updated records have been input into MSIS, either individual records or reports relevant to individual schools, program areas, and district office staff should be printed by the Personnel Coordinator for review by individuals who completed the personnel records. Appropriate adjustments should be noted by reviewers and forwarded to the Personnel Coordinator for further update. This process should continue until all parties are satisfied with the integrity of the data to be submitted for the district.

Personnel report data is of vital importance to every school district in the state because it is used to drive the funding formula for the Mississippi Adequate Education Program. Errors in this data can result in improper funding to the district.