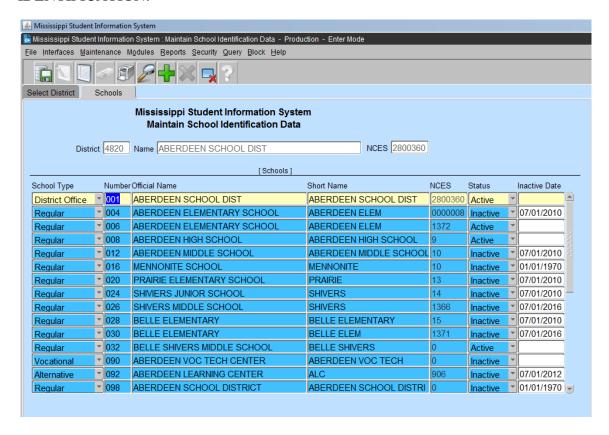
## SCHOOL IDENTIFICATION/DEMOGRAPHICS

## **School Identification Screen**

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



This screen provides the authorized user with the ability to update and view School 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.

This screen will provide the district users with the ability to create new schools, update/modify School Identification information for existing schools, and to inactivate schools. The school NCES number is updated by MDE. The district should not change that number. On new schools the NCES number will be zeroes.

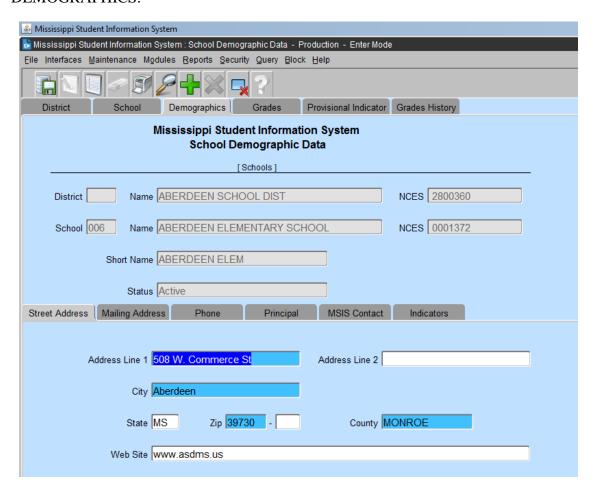
## A school cannot be inactivated if it has submitted Month 01 data to MSIS.

There are several different school types (District Office, Regular, Alternative, Vocational, and Special Ed Non-Public). School 001 is always the District Office.

Use this screen to change a school's name when necessary.

## **School Demographics Screens**

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



This screen provides the authorized user with the ability to update and view School 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 School Demographic information be kept updated. Whenever a Principal, address, phone number, MSIS school contact, grades served by the school, or any other information on these screens changes please update it promptly. Address labels for schools and principals 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 that both the street address and mailing address are kept updated.

Make sure that your superintendent information is at school number 001on the School Demographics.