

# MSIS User Student Training Manual

## Release Student

When a school calls your school asking that a student be released in MSIS, the releasing school should not refuse to release the student because the student owes a fine, or the parent do not properly withdraw the student, or for any other reason. Please see the paragraph below.

**Mississippi Code 37-15-3 states that schools CAN NOT hold a student's cumulative record for any reason. From the Mississippi Cumulative Folders and Permanent Records Manual of Directions (Section II), Transferring the cumulative record folder: "The cumulative record folder follows the student. The cumulative folder of a student transferring to a school within a district follows the student. When a student transfers to another school and an official request is made, the cumulative folder shall be furnished to the head of the school to which the student transfers. The regulation applies whether the student is transferring to a school in or out of the State of Mississippi.**

If your school believes that the requesting school is asking for the release of an incorrect student (the student is still in the classroom, or they want a 5<sup>th</sup> grade John Smith in your school but the one that they are asking for is John Smith in kindergarten) then of course your school would not release the student. They may work with the requesting school to find the right student.

To access this screen go to **MODULES>STUDENT>RELEASE STUDENT**.

Mississippi Student Information System  
Mississippi Student Information System - Release Student Information - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Students Release Student Information

Mississippi Student Information System  
Release Student Information

Release Student Information  Complete Transfer

District Number	School Number	MSIS ID	Last Name	First Name	MI	SSN	Birthdate	Grade Level	Alias Match
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>

[Directory Information]

Aliases

District  Phone Number

School

School Address

This screen gives you the ability to release and transfer student records within the state from district to district, district to school, and school-to-school. All student information will be included in a release. The release allows the Student Administrator at the new school temporary access to the student's record. You can only release student records for students that you currently own in MSIS. The complete transfer will transfer the student to the new school.

Before releasing, you must query first using the MSIS ID. That is the only field that you can query on. If you do not know the MSIS ID you can query for the student under SEARCH STUDENT. BE SURE you are using the correct MSIS ID and are releasing the correct student to the correct school. DO NOT release a student in MSIS until the NEW school contacts you.

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The screenshot shows the 'Mississippi Student Information System' interface for 'Release Student Information'. The window title is 'Mississippi Student Information System: Release Student Information - Production - Enter Mode'. The menu bar includes 'File', 'Interfaces', 'Maintenance', 'Modules', 'Reports', 'Security', 'Query', 'Block', and 'Help'. The toolbar contains icons for file operations and help. The main form area is titled 'Mississippi Student Information System Release Student Information' and is divided into two sections: '[ Student Info ]' and '[ Current School ]'. The '[ Student Info ]' section has fields for MSIS ID, Last Name, First Name, MI, and SSN. The '[ Current School ]' section has fields for District, School, Release To District, and School, along with a 'Release Date' field set to '05/12/2015'. A dropdown menu for 'Did Student Attend Current School This Year?' is open, showing 'Yes' and 'No' options.

Release student will not transfer the student to the new school but will allow users at the new school temporary access to the student's record. The student record transfer can only be completed by the person with the Student Administrator role at the new school.

Once you have queried and have the student's info on the screen, click on RELEASE STUDENT INFORMATION tab. The current district and school will be displayed. The release date defaults to the current date. It cannot be changed.

There is a question on the screen "DID STUDENT ATTEND CURRENT SCHOOL THIS YEAR?" If the student attended your school in the current school year choose 'Yes', otherwise choose 'No'. If the question is answered with No then the releasing school will not be able to send that student in on their Monthly Student Data file. It is very important, especially at the beginning of the school year, to answer this question correctly. A school year in MSIS runs from July 1<sup>st</sup> - June 30<sup>th</sup>.

Double click in the RELEASE TO DISTRICT field, scroll to the district or enter the district number and click on FIND. Tab to SCHOOL field, scroll to school or type school name/number (can use wildcard %), click on FIND and OK.

Save the record by clicking on the green diskette in the top left corner. The student has been released and the new school district will have 30 days of temporary access to the student's records. The new school should complete the transfer. The school package should be updated to show the transfer of the student.