

Request New Student ID

To access this screen go to MODULES>STUDENT>REQUEST STUDENT ID.

The screenshot shows a web browser window titled "Mississippi Student Information System" with a sub-header "Request New Student ID - Production - Enter Mode". The browser's menu bar includes "File", "Interfaces", "Maintenance", "Modules", "Reports", "Security", "Query", "Block", and "Help". The browser's toolbar contains icons for home, back, forward, search, print, and help. Below the browser window, the application interface has three tabs: "Search Student", "Select School", and "Request New ID", with "Request New ID" being the active tab. The main content area is titled "Mississippi Student Information System Request New Student ID" and contains the following fields:

- District Name:
- School Name:
- [Student Information]
- Last Name:
- First Name:
- MI:
- SSN:
- Birthdate:
- Enrollment Date:
- Prior State Residence:
- MSIS ID: ←

Before you request an MSIS ID for a student, please make very sure that the student does not already exist in MSIS. Deliberately requesting a 2nd ID for a student when you know one already exists will be reported to Accreditation. You should perform several queries to make sure that the student is not already in MSIS. You must do at least 1 query before the tabs are enabled. If the student exists, their information will be displayed. If the student is not found, a message stating "No records retrieved. Reenter" will be displayed.

Run queries. When you are satisfied that the student is not in MSIS click OK. The Select School tab is now enabled. Select your district and school. Click on Request New ID tab. Notice that the blue fields are required. Enter the last name, first name, initial (optional), SSN (optional DO NOT MAKE UP SSNs), birth date (MM-DD-YYYY), enrollment date (MM-DD-YYYY day student began attending your school) and Prior State Residence. In MSIS you must always enter the 4-digit year. Click on the green diskette to save. The new MSIS ID is shown at the bottom of the screen. You should print the screen and enter the MSIS ID in your school package.

MSIS matches students based on the first 3 letters of the first name, the whole last name and the birth date to see if they already have an MSIS ID. Sometimes you may receive this message, "Student with same SSN/birth date already exists. Do you wish to save this record anyway?" If you are sure that this student does not have a MSIS ID click YES. This message often appears when requesting ID numbers for twins who have very similar names. In these cases you will have to request an ID without SSN for the second twin.