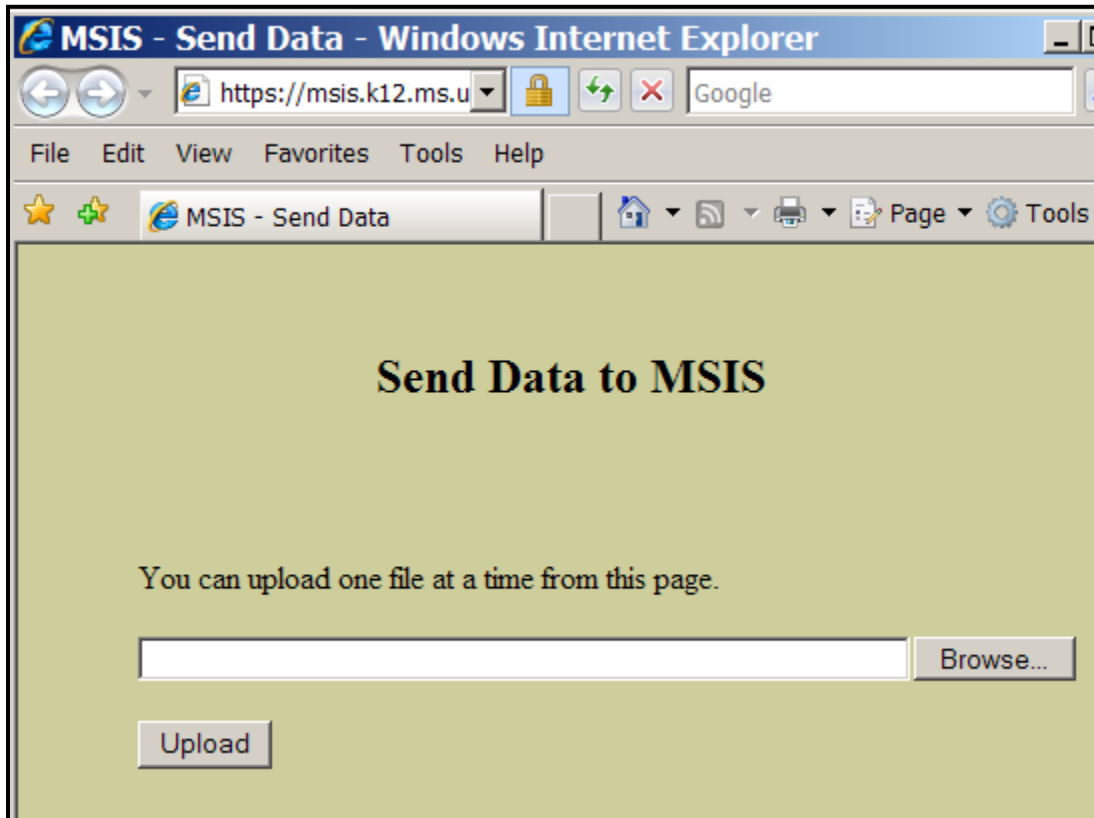


Send Student Data to MSIS

To access this screen go to INTERFACES>SEND DATA TO MSIS.



Special characters (<, >, &, ", ') will cause the submitted file to have an XML error; don't use these characters in the fields in the school package. We have seen the (&) character used a lot in the incident description field and this causes an XML error.

There are several different types of files that you will send to MSIS at various times.

A. **Initial Student Load Transaction File (ISL)**

Used to assign MSIS IDs in large numbers. The process will run each year from June 1 to September 30. This will allow you to get MSIS numbers for your Kindergarten and First Grade students each year who do not already have MSIS ID numbers. Please do not include students who already have MSIS IDs if they have been receiving Special Ed services in school 500 Non-Public Sped.

MSIS will check the birth date to make sure that the students sent are under the age of 7 by September 1st.

Name: S_<Dist#>_<Sch#>_<mm/dd/yyyy>_ISL_<Sequence#>.xml

Example: S_2520_008_06072001_ISL_00001.xml

Note: The S and ISL must be capitalized.

B. Initial MSIS ID Transaction File (IMT)

This is the only file that is returned to you from MSIS to upload into your package - this file contains your new MSIS IDs. You should keep at least two copies of this file - one copy in your database and one copy external to your database.

Name: S_<Dist#>_<Sch#>_<mm/dd/yyyy>_IMT_<Sequence#>.xml

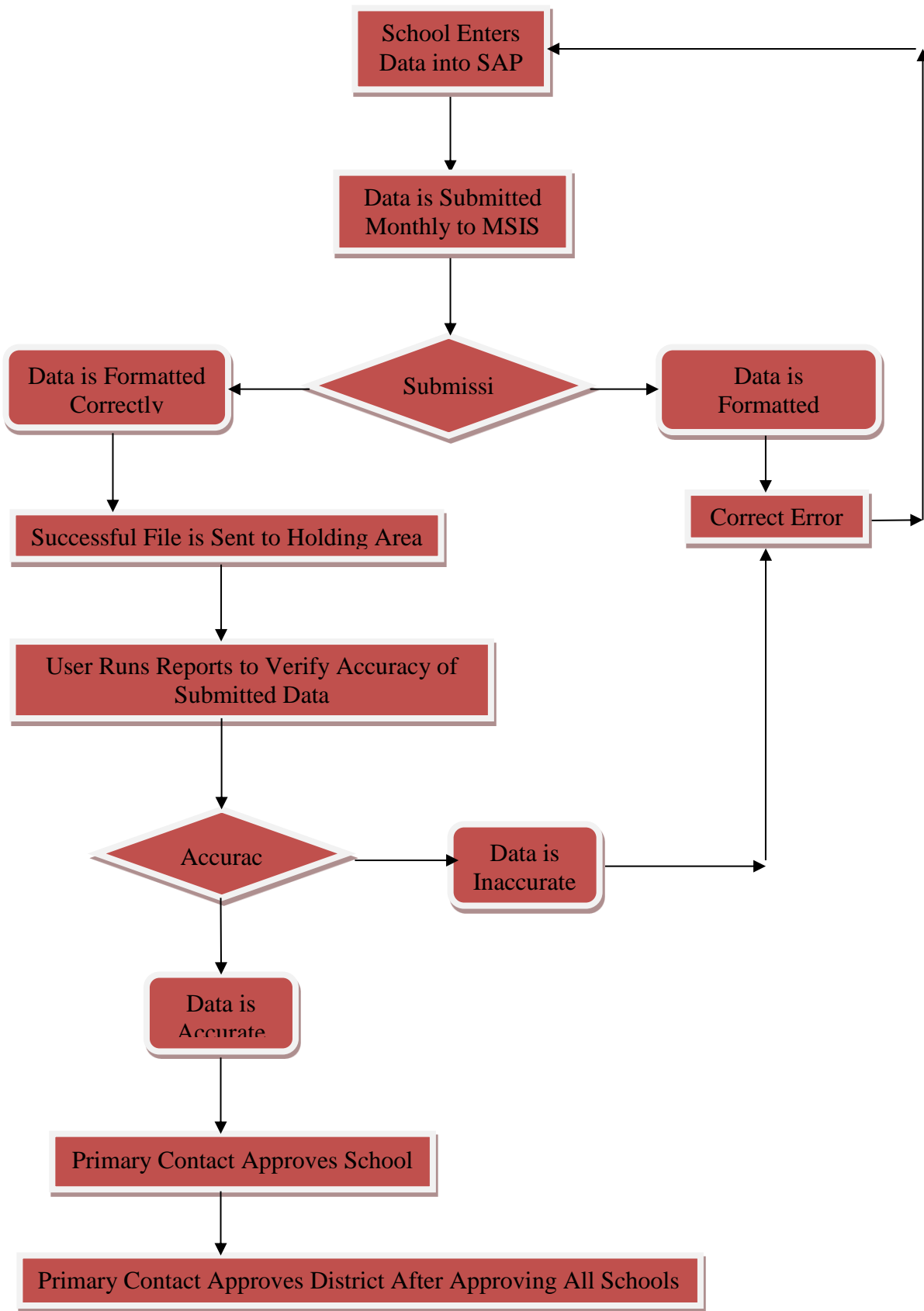
Example: S_2520_008_06072001_IMT_00001.xml

Note: The file corresponds to the ISL file that you submitted to request MSIS IDs.

Each month you must send two files to MSIS: MDT (Monthly Days Taught Data Transaction File) and MSD (Monthly Student Data Transaction File). Your vendor should have told you how to create the files and where they will be located on your computer.

You can access the batch status page in MSIS under Interfaces=>View XML Batch Status Page to see which files are waiting to be processed and which files are currently being processed. Once a file has completed processing, it is moved so that a results file can be posted for your district, at this time you cannot see your file on this web page but you can check for a results file. MSIS picks up files every 20 minutes IF it is not in the middle of processing a batch of files. It can be several hours before you see a results file. MSD files can be very large and can take 20 minutes to process.

Don't send multiple files from the same school because you don't think it is processing - check this web page and the results file first. If you have two files in the queue with the same district number, same school number, same track ID, and same type of file (MSD, MDT, etc.), then MSIS is going to skip your second file thinking this is an error. This was done to prevent data from accidentally being overwritten. So even if you know your file that is processing is incorrect wait until it has finished processing before submitting a corrected file.



C. Monthly Days Taught Data Transaction File (MDT)

Submit one MDT per school per reporting period. This file should be submitted first for your monthly reports. Once you have a Success, you do not have to submit this file again until the next reporting period. This tells MSIS how many days were taught at this school for each grade for this reporting period.

Name: S_<Dist#>_<Sch#>_<mm/dd/yyyy>_MDT_<Sequence#>.xml

Example: S_2520_008_106072001_MDT_00001.xml

Note: The S and MDT must be capitalized.

D. Monthly Student Data Transaction File (MSD)

Submit one Successful MSD per school per reporting period. This file will contain the students' schedule, demographics, emergency information, incidents, attendance, etc.

Name: S_<Dist#>_<Sch#>_<mm/dd/yyyy>_MSD_<Sequence#>.xml

Example: S_2520_008_10072001_MSD_00004.xml

Note: The S and MSD must be capitalized.

MSIS will not allow non-teaching codes on a student's schedule. The exceptions to this are Sped Early Work Release (801009), Homeroom (801008), In School Suspension (851003), and After School Detention (751150). If the student is assisting in the office or library use a local code for Office Worker or Library Worker and link it to the MDE Non-Teaching Student Activity course code (555555). If you use code 555555 on a student's schedule that code will not appear on the student's schedule in MSIS. Keep in mind that every course appearing on a student's schedule in MSIS will be required to send a final grade in Month 09.

Only district 2520 will be allowed to use the International Baccalaureate course codes. The title of these course codes begins with IB-. Only district 4406 will be allowed to use the Math and Science School course codes. The title of these course codes begins with U-.

Only district 4306 will be allowed to use the MS School for the Arts course codes. The title of these course codes begins with A-.

Student and teacher schedules must match on five fields: Term/Semester Code, Period Number, Course Code, Teacher SSN, and School Year.

***** Start Date, End Date and Duration for Incidents are required on both MSD and DSD files**

*****All Student Indicators are now required within the MSD file.**

Please refer to CHAPTER 18: MSIS XML/Student MSD File Edits

E. Monthly Student Historical Transaction File (MSH)

This file contains information such as birth certificate number, immunization compliance date, all courses taken by student, all schools attended by student, etc. This file is normally sent at the end of the school year.

Name: S_<Dist#>_<Sch#>_<mm/dd/yyyy>_MSH_<Sequence#>.xml

Example: S_2520_008_05072002_MSH_00001.xml

Note: The S and MSH must be capitalized.

F. Daily Student Data Transaction File (DSD)

Submit on a daily basis if you suspend or expel a student for a violent act OR if the status of a Special Education student changes. This file must be submitted within the month the incident occurred. If you cannot submit during the month of the incident (the incident happened on the last day of the month but the district didn't take action until the 3rd of the next month), do not submit a DSD file. The student information will be updated with the MSD file.

Some incidents should be sent within 72 hours of the incident. These are Fighting, Homicide, Kidnapping, Mayhem, Poisoning, Rape, Robbery, Staff Assault, Stalking, Sexual Battery, and Weapon Possession.

You can get a complete list of incidents reportable in MSIS from the MSIS Information page at [http://www.mde.k12.ms.us/management-information-systems/ms-student-information-system-\(msis\)/for-students](http://www.mde.k12.ms.us/management-information-systems/ms-student-information-system-(msis)/for-students). This document lists the incidents and dispositions to be reported in MSIS. Definitions of each incident code are included.

Name: S_<Dist#>_<Sch#>_<mm/dd/yyyy>_DSD_<Sequence#>.xml

Example: S_2520_008_10072001_DSD_00001.xml

Note: The S and DSD must be capitalized.

Discipline Reporting Made Easy

Incidents (Infractions)	Dispositions
What a Student Does	What a Student Gets
When deciding to report, ask yourself “Do I have a reportable Incident OR a reportable Disposition?” not “Do I have a reportable Incident AND a reportable Disposition?”	
Some are Reportable...	
<ul style="list-style-type: none"> Alternative School Codes Persistently Dangerous Schools (72 Hours) Other Laws <p>(21 codes that must be reported)</p>	<ul style="list-style-type: none"> Alternative School Corporal Punishment Expulsion Suspension ISS Expulsion with Services <p>(6 codes that must be reported)</p>
OR	
Some are Not Reportable...	
<ul style="list-style-type: none"> Gum Chewing Dress Code Violations <p>All these local codes = NCB</p>	<ul style="list-style-type: none"> Parent Conference Breaking Detention <p>All these local codes = ADMIN</p>
X	

Reported to MDE ←————→

Not Reported to MDE ←————**X**————→

*** Start Date, End Date and Duration for Incidents are required on both MSD and DSD files.

Dispositions

Code	Description
ADMIN	Administrative Discipline
ALSCH	Alternative School
CORP	Corporal Punishment
EXP	Expulsion
EXPES	Expulsion with Continuation of Educational Services
ISS	In school suspension
JDC01	Juvenile Detention Center - Adams County
JDC02	Juvenile Detention Center - Alcorn County
JDC17	Juvenile Detention Center - Desoto County
JDC18	Juvenile Detention Center - Forest County
JDC24	Juvenile Detention Center - Harrison County
JDC25	Juvenile Detention Center - Hinds County
JDC30	Juvenile Detention Center - Jackson County
JDC34	Juvenile Detention Center - Jones County
JDC38	Juvenile Detention Center - Lauderdale County
JDC41	Juvenile Detention Center - Lee County
JDC42	Juvenile Detention Center - Leflore County
JDC44	Juvenile Detention Center - Lowndes County
JDC57	Juvenile Detention Center - Pike County
JDC61	Juvenile Detention Center - Rankin County
JDC75	Juvenile Detention Center - Warren County
JDC76	Juvenile Detention Center - Washington County
JDC82	Juvenile Detention Center - Yazoo County
RES	Restraint
SEC	Seclusion
SUS	Suspension

Incidents

Code	Description
ALC	Alcohol
ASAE	Alternative Education after Expulsion
ASCO	School District approved Court Order
ASCP	Alternative Education after Corporal Punishment
ASFY	Begin year at Alternative School
ASGD	GED Option
ASHS	Alternative Education after Suspension
ASOS	Arrest for Crime off School Property
ASPR	Parent Request
ASRR	Remedial reason
ASSA	School Attendance
ASTS	Release from Training School
ASLT	Assault
BTHR	Bomb Threat
BULLY	Bullying
DCOND	Disorderly Conduct
DRUG	Possession of Drugs
EXTN	Extortion
FIGHT	Fighting
GANG	Gang-Related
HGUN	Hand Gun
HOCI	Homicide
KNAP	Kidnapping
MYHM	Mayhem
NCB	Noncriminal Behavior
PSNG	Poisoning
RAPE	Rape
RIFLE	Rifle or Shotgun
ROBB	Robbery
THEF	Theft
TRES	Trespassing
STAS	Staff Assault
STKG	Stalking
SXBT	Sexual Battery
VAND	Vandalism
WPOS	Weapon possession

G. **Summer School Data Transaction File (SSD)**

The home school will submit an SSD if they have any students to attend summer school within the state. *The Summer School file should be submitted by the school that owns the student (not the school offering summer school).* The data on the Summer School file consists of the MSIS ID, student's name, SSN (optional), date of birth, promotion indicator, promotion date, graduation type if applicable, course code, final grade, term semester code (SU), credits, and Carnegie Units. *No teacher information is included on a Summer School file.*

Name: S_<Dist#>_<Sch#>_<mm/dd/yyyy>_SSD_<Sequence#>.xml

Example: S_2520_008_08272001_SSD_00001.xml

Note: The S and SSD must be capitalized.

You will not be allowed to submit an SSD file after submitting a month 1 MSD file.

Remember to include correspondence courses, on-line courses, virtual school courses, and dual credit courses along with summer school courses in the Summer School (M10) file.

When deciding who to include in your Summer School file and who not to include, you need to think about what you are doing to the student's cumulative folder.

If you have students that did not meet all their objectives during the regular school year, and you extend their school year so that you can work with them to meet those objectives, (these would be mostly **ELEMENTARY STUDENTS**) you would include them in your M9 file as **NOT PROMOTED** and with either a **failing grade or an I for incomplete**. Then once they finish their extended year, you use the *UPDATE STUDENT GRADES SCREEN* in MSIS to change their grade and to promote them if they passed.

For students earning **CREDITS** for courses (grades 7-12), summer school data **SHOULD be included in the Summer School file REGARDLESS of whether or not they are replacing a failed grade** or if this is a new course on the student's record. Courses earning credit(s) are listed on the Cumulative folder each time the student takes the course.

In some cases of Extended Year (especially for SPED and Enrichment), nothing is entered on the Cumulative Folder so these students would not be listed in the Summer School file.

H. **Error Message File (err)**

Results file that you will see when you View/Download Results if your file failed due to XML errors. To find the lines causing the errors in your file, save the file to your desktop and open it in Notepad.

You can contact the MSIS Help Desk through Footprints <https://servicedesk.mde.k12.ms.us/> for assistance with XML errors.