

National Board Certifications

MSIS 

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

September 2024



VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community



1

ALL Students Proficient and Showing Growth in All Assessed Areas



2

EVERY Student Graduates from High School and is Ready for College and Career



3

EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School Has Effective Teachers and Leaders

4



EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



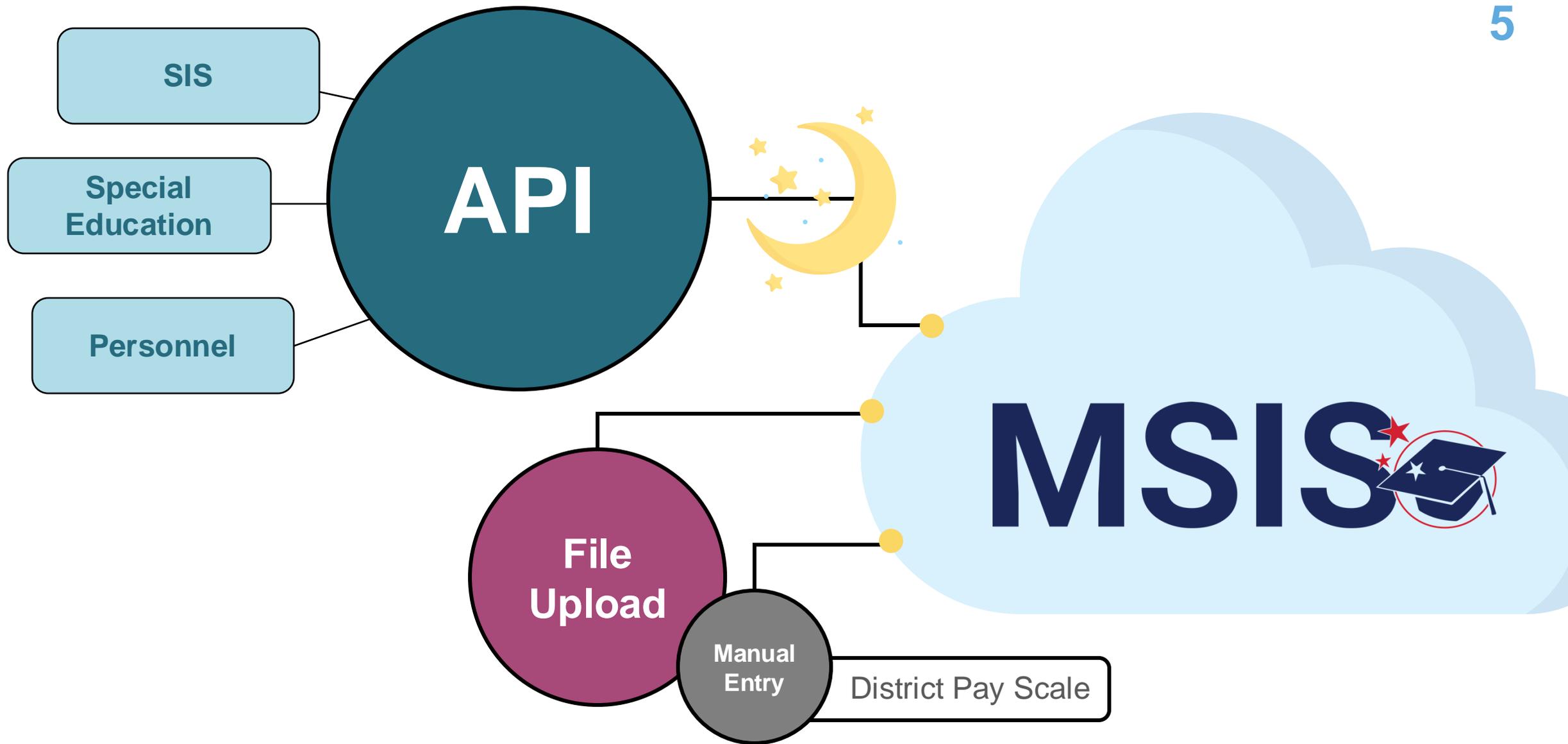
EVERY School and District is Rated “C” or Higher

6



Data Collection

MSIS 



Vendor	Method for sending data to MSIS
Frontline	District completes manual file export District uploads file to MSIS (Automated file export may be possible at a future date)
Harris/McAleer	District completes manual file export District uploads file to MSIS
Innovak	District completes manual file export District uploads file to MSIS
Integrity/Courage	API nightly
Marathon	API nightly
Tyler Technologies	Automated file export (API in development)
Other Vendors	District completes MDE-provided template District uploads template to MSIS

Personnel includes staff, employment, and assignment data.

 Completed	 Remaining	 N/A
 In Progress	 Blocked	

Personnel

Vendor	In Progress	Test Data Received	Data Validation	Validation Updates	Production Ready	Data – All Districts
Frontline						
Harris/McAler						
Innovak						
Integrity/Courage						
Marathon						
Tyler Technologies						

Personnel includes staff, employment, and assignment data.

National Board Certifications

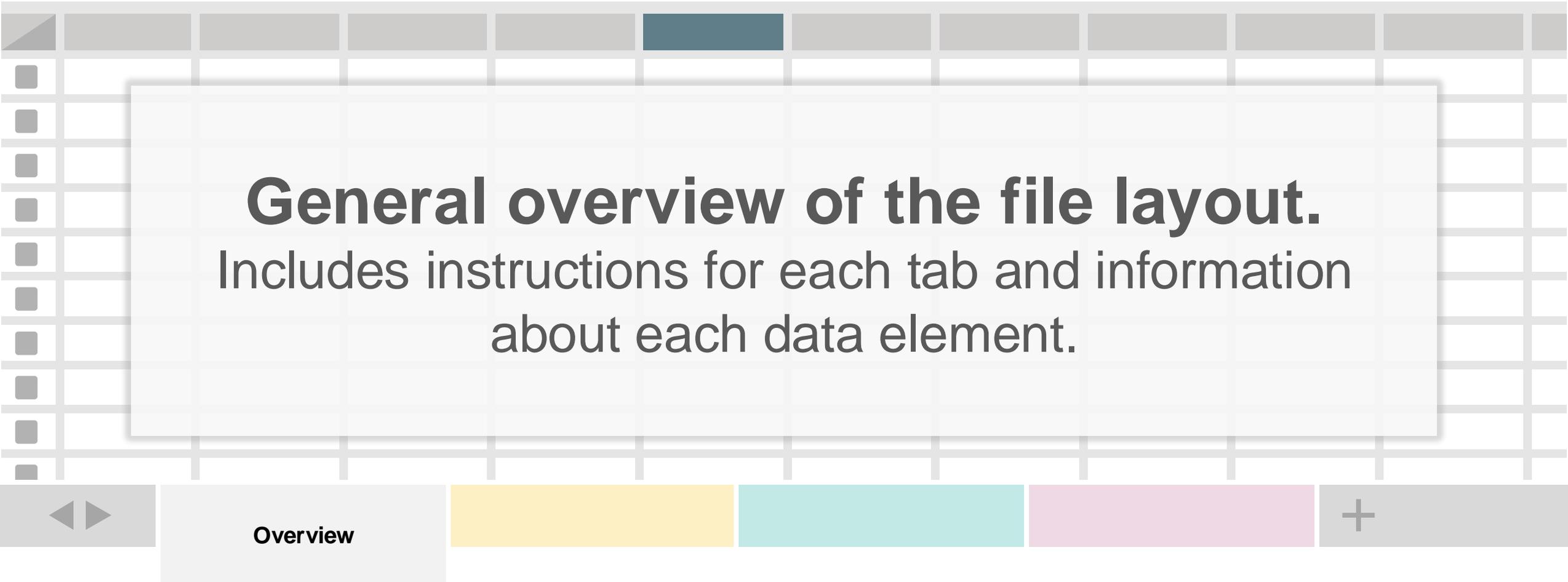
MSIS 



	A	B	C	D	E	F	G	H
1								
2	<i>This file layout contains example data for 3 employees:</i>							
3	<i>Jane Doe - Teacher with a national board certification, paid with district funds</i>							
4	<i>John Doe - Positive Behavior Specialist and also a Bus Aide, paid with a mixture of Sped and district funds</i>							
5	<i>Robert Smith - Teacher with a national board certification who coaches after school, paid with district funds</i>							
6								
7	Employment - One record for every employee in the district							
8	districtId	4 digit district number, include leading zeros						
9	staffMemberIdentificationSystem	"State" for all records						
10	staffMemberIdentifier	Employee SSN						
11	firstName							
12	middleName							
13	lastOrSurname							
14	generationCodeOrSuffix	Optional						
15	otherStaffMemberIdentificationSystem	Only provide for licensed employees. Value "ProfessionalCertificate" for all						
16	otherStaffMemberIdentifier	License number						
17	email	District email address, not personal; required only for instructional staff and district,						
18	birthdate							
19	hispanicOrLatinoEthnicity	If Yes, leave race blank						
20	race							
21	sex							

Ready Accessibility: Good to go

https://www.mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS2/DomainMap/Personnel/staff_file_upload_layout_example.xlsx



General overview of the file layout.
Includes instructions for each tab and information about each data element.

i *Three employee examples are provided for each tab.*



DATA DOMAIN MAPPING

DOMAIN: PERSONNEL

Identity

All data elements will be collected via API or file upload from the Personnel package.

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
First Name	The full legal first name given to a person at birth, baptism, or through legal change.		None	Yes
Generation Code or Suffix	An appendage, if any, used to denote a person's generation in his family (e.g., Jr., Sr., III).		None	Yes (Optional)
Last or Surname	The full legal last name borne in common by members of a family.		None	Yes
Middle Name	A full legal middle name given to a person at birth, baptism, or through legal change.		None	Yes (Optional)
Staff Member Identification System	A coding scheme that is used for identification and record-keeping purposes by schools, social services, registry, or other agencies to refer to a staff member.	SSN will be primary identifier.	SSN - Social Security Administration number	Yes
Staff Member Identifier	A unique number or alphanumeric code assigned to a staff member by a school, school system, a		None	Yes

1

**Replaces: General/Schedule
Entry Screen**
(Parts of Schedule tab)

Credentials

i *One record (row) for every National Board Certification. Multiple rows per employee are possible.*

Collects National Board credential information.

(Administrator and Teacher Mississippi Licensure information will be collected via API from MECCA.)

Credentials

i *One record (row) for every National Board Certification. Multiple rows per employee are possible.*

District ID

Staff Member
Identification System

Staff Member Identifier

Credential Award Start Date

Credential Award End Date

Credential Definition Identifier

Professional Certificate or
License Number

District ID

4-digit LEA number

Staff Member
Identification System

“State” for all records

Staff Member Identifier

Employee SSN

District ID

Staff Member
Identification System

Staff Member Identifier

Credential Award Start Date

Credential Award End Date

District ID

Staff Member
Identification System

Staff Member Identifier

Credential Award Start Date

Credential Award End Date

Credential Definition Identifier

NBPTS, CCC, NCSC,
NCSN, CAT, or CALT

Professional Certificate or
License Number

National Board Certification
Number

Credential Definition Identifier

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set
Credential Definition Identifier	A globally unique identifier by which the creator/owner/provider of a credential recognizes the qualification, achievement, personal or organizational quality, or aspect of an identity in transactions with the external environment.	National Board Certification Type	<p>NBPTS - National Board for Professional Teaching Standards</p> <p>CCC - Certificate of Clinical Competence (issued by American Speech & Hearing Association)</p> <p>NCSC - National Certified School Counselor</p> <p>NCSN - National Certified School Nurse</p> <p>CALT - Certified Academic Language Therapist</p> <p>CAT – Certified Athletic Trainer</p>

- Employment
 - Employee must be employed on October 15 (Start and End Dates)
 - Reimbursement will be pro-rated based on District Time
 - $\text{District Time} = \text{Number of Days on Contract} / 187 \text{ Days (Max 100\%)}$

- Credentials

- Employee must have active National Board Certification on October 15 (Start and End Dates)

- Assignments
 - Employee must have at least one Assignment (Work Area Code) related to their National Board Certification

NBPTS (National Board-Certified Teacher)	
902001 - National Board-Certified Teacher	131004 - Psychometrist
700001 - Pre-kindergarten Teacher	131054 - Special Education Counselor
700002 - Kindergarten Teacher	601005 - Counselor- Non-CTE- Elementary
700003 - Elementary Teacher	601006 - Counselor- CTE
700004 - Secondary Teacher	601007 - Librarian/Media Specialist
700005 - Ungraded Teacher	601013 - Lead Teacher
000234 - Special Populations Personnel	601017 - Counselor- Non-CTE- Secondary
801035 - Teacher Support Team Member	

CCC (National Board-Certified (AHSA) Speech Therapist/Audiologist)	
902002 - CCC (AHSA) - Speech Therapist/Audiologist	131012 - Audiologist
700001 - Pre-kindergarten Teacher	132021 - Special Educator/Assessment Team Member
700002 - Kindergarten Teacher	131080 – Speech-Language Pathologist
700003 - Elementary Teacher	
700004 - Secondary Teacher	
700005 - Ungraded Teacher	

NCSC (National Board-Certified Guidance Counselor)

902003 - NCSC (National Board-Certified) Guidance Counselor

000234 - Special Populations Personnel

131054 - Special Education Counselor

601005 - Counselor- Non-CTE- Elementary

601006 - Counselor- CTE

601017 - Counselor- Non-CTE- Secondary

NCSN (National Board-Certified School Nurse)

902004 - School Nurse (RN) NCSN (National Board-Certified)

751012 - School Nurse (RN)

CALT (National Board-Certified Academic Language Therapist)

902010 - National Board-Certified Academic Language Therapist

CAT (Certified Athletic Trainer)

902008 - Certified Athletic Trainer

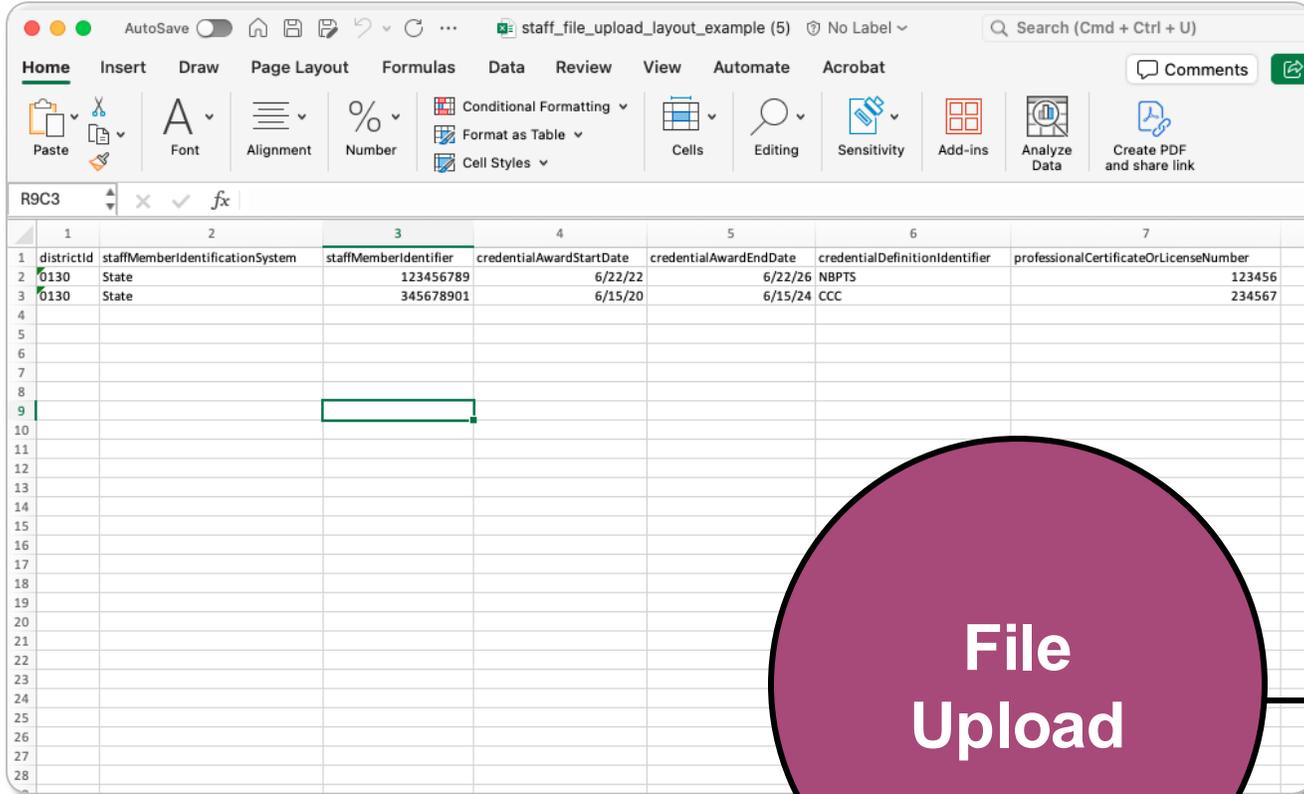
File Upload





Permission: Personnel

MSIS 



The screenshot shows an Excel spreadsheet with the following data:

districtId	staffMemberIdentificationSystem	staffMemberIdentifier	credentialAwardStartDate	credentialAwardEndDate	credentialDefinitionIdentifier	professionalCertificateOrLicenseNumber
0130	State	123456789	6/22/22	6/22/26	NBPTS	123456
0130	State	345678901	6/15/20	6/15/24	CCC	234567

File Upload



1

Select **Data Submission**.

Select **File Upload**.

2

The file name must contain:

- LEA number
- Data Type Name (only the supported names listed are allowed)
- File Format (only .csv or .xml (FETS only) file formats allowed)

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Home
Administration
Data Submission
Upload a File
Submission Status
Data Quality Dashboard
Reports
Students
Data Input
Provide Feedback
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Upload a New File

Please follow this file naming convention:

0123_OptionalText_MsisIdRequest.csv

LEA Number Additional/Optional Text Data Type Name File Format

File size:
• 50MB maximum size per file

File Quantity:
• 10 files maximum upload

Optional Text:
• May add date, school, or other helpful information
• Alphanumeric characters or underscores only
• 50 character maximum

Supported File Formats:
• CSV
• XML (Finance.FETS only)

Supported Data Type Names:

- ACTandWorkKeysUpdates
- EnglishLearner
- Finance.FETS
- Finance.BondData
- FosterCare
- GoodCauseExemptions
- GraduationOptions
- Homeless
- Immigrant
- Interventions
- KindergartenEntry
- MsisIdRequest
- NonPublic.Staff.Assignments
- NonPublic.Staff.Employment
- NonPublic.Staff.Schedules
- SpecialEducation.Accommodations
- SpecialEducation.EarlyLearningOutcomes
- SpecialEducation.Evaluation
- SpecialEducation.IEPData
- SpecialEducation.PostSecondary
- SpecialEducation.RelatedServices
- SpecialEducation.StudentRoster
- Staff.Assignments
- Staff.Credentials
- StudentSectionEmergency
- SummerActivity
- SummerSchool

File Upload
Choose Files No file chosen
Upload File(s)

QRG

mdek12.org/msis2.0/resources

3

Select **Choose File** to upload the appropriately named file and file format.

Users can upload up to 10 files at one time.

50 MB is the maximum file size.

4

Select **Upload File(s)** to begin the upload process.

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

- Home
- Administration
- Data Submission
- Upload a File**
- Submission Status
- Data Quality Dashboard
- Reports
- Students
- Data Input
- Provide Feedback

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Upload a New File

Please follow this file naming convention:

0123_OptionalText_MsisIdRequest.csv

LEA Number | Additional/Optional Text | Data Type Name | File Format

File size:
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File Quantity:
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Optional Text:
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- KindergartenEntry
- MsisIdRequest
- NonPublic.Staff.Assignments
- NonPublic.Staff.Employment
- NonPublic.Staff.Schedules
- SpecialEducation.Accommodations
- SpecialEducation.EarlyLearningOutcomes
- SpecialEducation.Evaluation
- SpecialEducation.IEPData
- SpecialEducation.PostSecondary
- SpecialEducation.RelatedServices
- SpecialEducation.StudentRoster
- Staff.Assignments
- Staff.Employment
- Staff.Credentials
- StudentSealofBiliteracy
- SummerActivity
- SummerSchool

File Upload **3**

Choose Files No file chosen

Upload File(s) **4**

5

A file upload status bar will be displayed at the bottom of the screen for each file.

Files that are successfully upload will be displayed in green with a completed message.

Upload a New File

Please follow this file naming convention:

0123_OptionalText_MsisIdRequest.csv

LEA Number | Additional/Optional Text | Data Type Name | File Format

File size:
• 50MB maximum size per file

File Quantity:
• 10 files maximum upload

Optional Text:
• May add date, school, or other helpful information
• Alphanumeric characters or underscores only
• 50 character maximum

Supported File Formats:
• CSV
• XML (Finance.FETS only)

Supported Data Type Names:

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- GraduationOptions
- Homeless
- Immigrant
- Interventions
- KindergartenEntry
- MsisIdRequest
- NonPublic.Staff.Assignments
- NonPublic.Staff.Employment
- NonPublic.Staff.Schedules
- SpecialEducation.Accommodations
- SpecialEducation.EarlyLearningOutcomes
- SpecialEducation.Evaluation
- SpecialEducation.IEPData
- SpecialEducation.PostSecondary
- SpecialEducation.RelatedServices
- SpecialEducation.StudentRoster
- Staff.Assignments
- Staff.Employment
- Staff.Credentials
- StudentSealofBiliteracy
- SummerActivity
- SummerSchool

filename.csv **5** Completed

6

Files that do not upload will appear in red.

Upload failures can be caused by invalid file names, file formats, size limits, permissions, etc.

The reason for the upload failure and suggestions for correcting the problem will be displayed here or on the Submission Status page.

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

- Home
- Administration
- Data Submission
- Upload a File
- Submission Status
- Data Quality Dashboard
- Reports
- Students
- Data Input
- Provide Feedback
- Melissa Banks

Supported Data Type Names:

- ACTandWorkKeysUpdates
- EnglishLearner
- Finance.FETS
- Finance.BondData
- FosterCare
- GoodCauseExemptions
- GraduationOptions
- Homeless
- Immigrant
- Interventions
- KindergartenEntry
- MsisIdRequest

Supported File Formats:

- CSV
- XML (Finance.FETS only)

Supported File Extensions:

- NonPublic.Staff.Assignments
- NonPublic.Staff.Employment
- NonPublic.Staff.Schedules
- SpecialEducation.Accommodations
- SpecialEducation.EarlyLearningOutcomes
- SpecialEducation.Evaluation
- SpecialEducation.IEPData
- SpecialEducation.PostSecondary
- SpecialEducation.RelatedServices
- SpecialEducation.StudentRoster
- Staff.Assignments
- Staff.Employment
- Staff.Credentials
- StudentSealofBiliteracy
- SummerActivity
- SummerSchool

filename.csv

Failed

File format validation failed
Invalid file format. Please try again with a CSV file.

How to fix this problem:
Change your file format to be a CSV file.

7

To review the validation status of files that were successfully uploaded, click on Data Submission, then **Submission Status**.

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Home
Administration
Data Submission

Upload a File
Submission Status
Data Quality Dashboard

Reports
Students
Data Input
Provide Feedback

Melissa Banks

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0123_OptionalText_MsisIdRequest.csv

LEA Number Additional/Optional Text Data Type Name File Format

File size:
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File Quantity:
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Optional Text:
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Supported File Formats:
• CSV
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Supported Data Type Names:

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- SpecialEducation.Evaluation
- SpecialEducation.IEPData
- SpecialEducation.PostSecondary
- SpecialEducation.RelatedServices
- SpecialEducation.StudentRoster
- Staff.Assignments
- Staff.Employment
- Staff.Credentials
- StudentSealofBiliteracy
- SummerActivity
- SummerSchool

filename.csv Completed

8

As MSIS validates the data in the files that are uploaded, the status can be previewed.

The file name, date and time of upload, user who uploaded the file, and the validation status are provided.

9

The file status will be displayed as **Success**, **Pending**, or **Failed**.

Click on the file name to learn more about the status of the file.

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Home
Administration
Data Submission

Upload a File
Submission Status
Data Quality Dashboard

Reports
Students
Data Input
Provide Feedback

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Uploaded Files

+ Upload a File

Name	Date & Time (CT)	Uploaded By	Status
filename.csv	10/4/2022, 2:18:54 PM	LastName, FirstName	Failed
filename.csv	10/4/2022, 2:18:54 PM	Central Access	Failed
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Failed
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Failed
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Pending
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Pending
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success

10

Each validation error will be listed as well as a resolution to the error.

Users should correct errors in the spreadsheet and reupload the file.

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Home
Administration
Data Submission

Upload a File
Submission Status
Data Quality Dashboard

Reports
Students
Data Input
Provide Feedback

Melissa Banks

< Back

9920_MsisIdRequest.csv

Date Uploaded: 9/13/2024 Uploaded By: Melissa Banks Number of Records: 3

File Status: **Failed**

! File validation failed. There were 3 errors in your data that need your attention.

Row ID	LEA ID	School ID	Error	Resolution
1	220	5920-004	The districtid is blank or invalid.	The districtID is a required field.Ensure the LEA is an LEA you have access to and is 4 digits.Example: 0099 or 0100 and not 100 or 99.
2		5920-004	The districtid is blank or invalid.	The districtID is a required field.Ensure the LEA is an LEA you have access to and is 4 digits.Example: 0099 or 0100 and not 100 or 99.
3	5920	5920-004	The localEducationAgencyIdentificationSystem is blank or invalid.	The localEducationAgencyIdentificationSystem is required and should be SEA for all records.
4	5920	5920-004	The localEducationAgencyIdentificationSystem is blank or invalid.	The localEducationAgencyIdentificationSystem is required and should be SEA for all records.
5	5920	5920-004	The schoolIdentificationSystem is blank or invalid	The schoolIdentificationSystem is a required field and should be SEA for all records.
6	5920	5920-008	The schoolIdentificationSystem is blank or invalid	The schoolIdentificationSystem is a required field and should be SEA for all records.
7	5920	5920-004	AssignmentEndDate is not a valid date format	The assignmentEndDate is a required field. This is the employment dates for year unless different.
10	5920	5920-004	The staffMemberIdentificationSystem is blank or invalid.	The staffMemberIdentificationSystem is a required field. The value should be State for all records. different.
11	5920	5920-004	The staffMemberIdentifier is blank or invalid.	The staffMemberIdentifier is a required field. This is the employee SSN and should only contain numbers and be exactly 9 digits. Example: 123456789 or 012345678.
12	5920	5920-004	The codingSystemOrganizationType is blank or invalid.	The codingSystemOrganizationType is a required field and should be SEA for all records.

Reports



Permission: Finance

MSIS 

1

Select
Reports.

Select Data
Analytics.

2

Click on the
Reports tab.

Reports you
have permission
to view will
be listed.

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Data Analytics

Reports

Home

Administration

Data Submission

Reports

Data Analytics

Students

Data Input

Provide Feedback

Finance

National Board

Bond Data

FETS

General

Calendar

User Permission

Course Codes

NOTE: FETS and Bond Data reports are not currently available.

LEA School Year

All 2024-2025

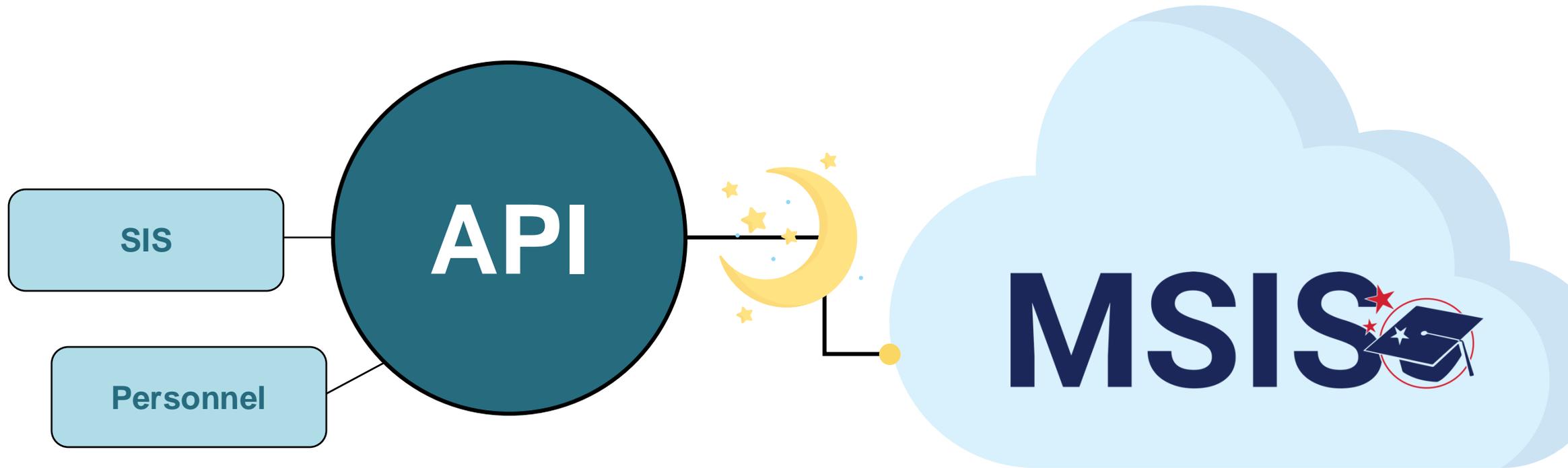
LEA	Staff ID	First Name	Last Name	Title	National Board Type	Certificate Start Date	Certificate End Date	Credential Status
LEA Name	XXX-XX-XXXX	First Name	Last Name	TEACHER, SPECIAL EDUCATION	NBPTS	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	TEACHER, GIFTED	NBPTS	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	TEACHER, SPEECH THERAPY	CCC	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	SCHOOL NURSE	NCSN	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	TEACHER, LIBRARIAN	NBPTS	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	TEACHER, VOC - ALLIED HEALTH	NBPTS	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	TEACHER, GRADE 3	NBPTS	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	TEACHER, SPECIAL EDUCATION	NBPTS	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	TEACHER, SPEECH THERAPY	CCC	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	TEACHER, SPEECH THERAPY	CCC	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	SCHOOL NURSE	NCSN	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	TEACHER	NBPTS	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	COUNSELOR	NCSC	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	SPED TEACHER	NBPTS	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	TEACHER	NBPTS	01/01/2000	01/01/2000	Active Oct. 15
LEA Name	XXX-XX-XXXX	First Name	Last Name	TEACHER	NRPTS	01/01/2000	01/01/2000	Active Oct. 15

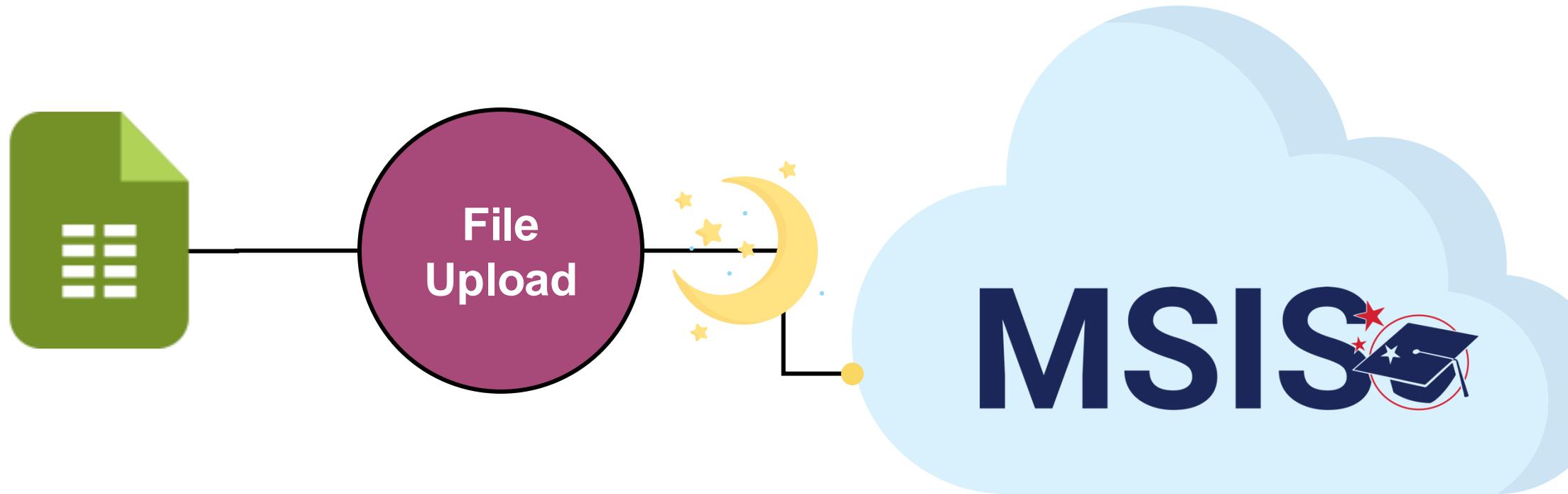
LEA		School Year							
All		2024-2025							
Employment Start Date	Employment End Date	Employment Status	Contract Days	District Time	Valid Assignment	Assignments	Reimbursement Amount		
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	700003	\$6,000.00		
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	700003, 751067	\$6,000.00		
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	700005, 902002	\$6,000.00		
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	751012	\$6,000.00		
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	902001	\$6,000.00		
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	902001	\$6,000.00		
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	902001	\$6,000.00		
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	902001	\$6,000.00		
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	902002	\$6,000.00		
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	902002	\$6,000.00		
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	902004	\$6,000.00		
01/08/2024	30/06/2025	Active Oct. 15	187	100%	No	000951			
01/08/2024	30/06/2025	Active Oct. 15	203	100%	Yes	601006	\$6,000.00		
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	700003	\$6,000.00		
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	700003	\$6,000.00		
01/08/2024	30/06/2025	Active Oct. 15	187	100%	Yes	700004	\$6,000.00		
01/08/2024	30/06/2025	Active Oct. 15	187	100%	No	751021			
01/08/2024	30/06/2025	Active Oct. 15	203	100%	No	751021			

Data Quality



Permission: Personnel





MSIS Staff reviews dashboards and reports daily to check for errors

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Welcome Melissa Banks

1:52 PM Tuesday, October 10, 2023

- Home
- Administration
- Data Submission
- Reports
- Students
- Data Input

No uploaded files

Upload a file

Ownership conflict to review

Review

Your data has errors

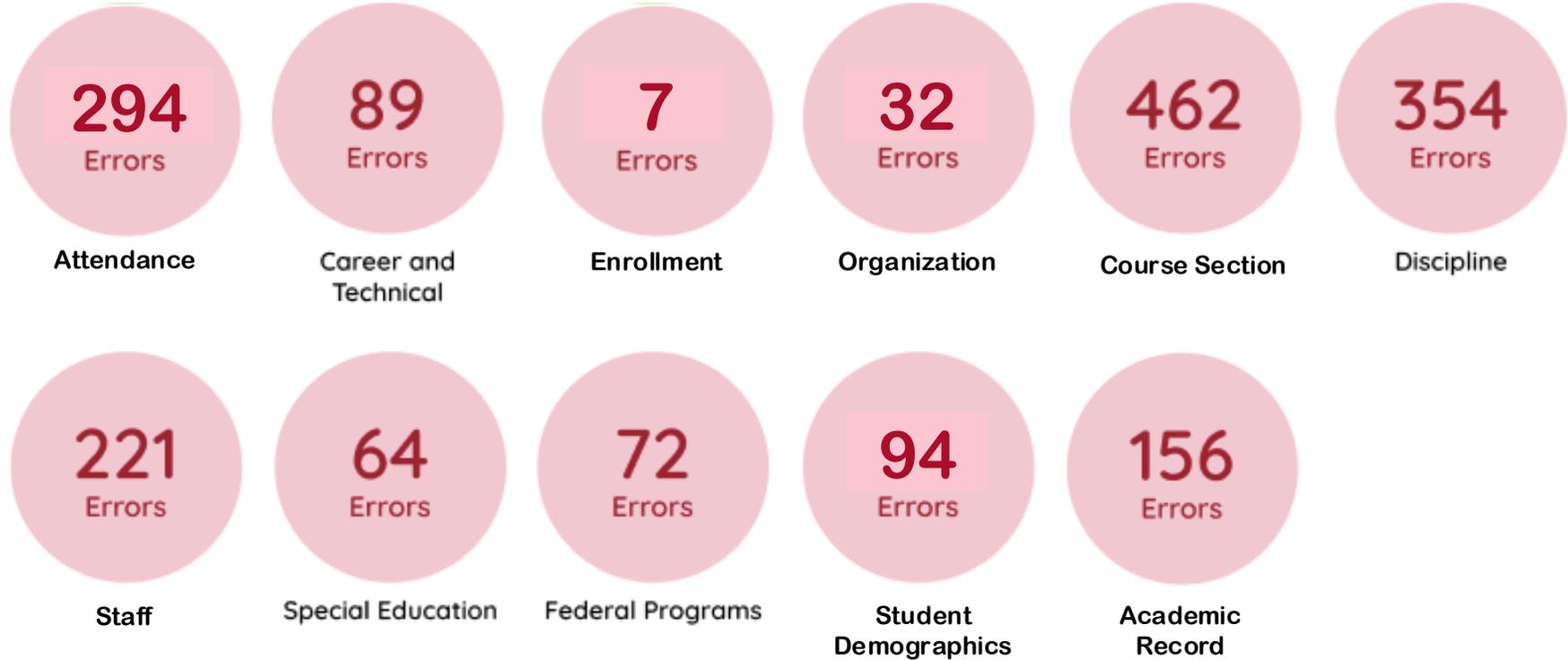
Review

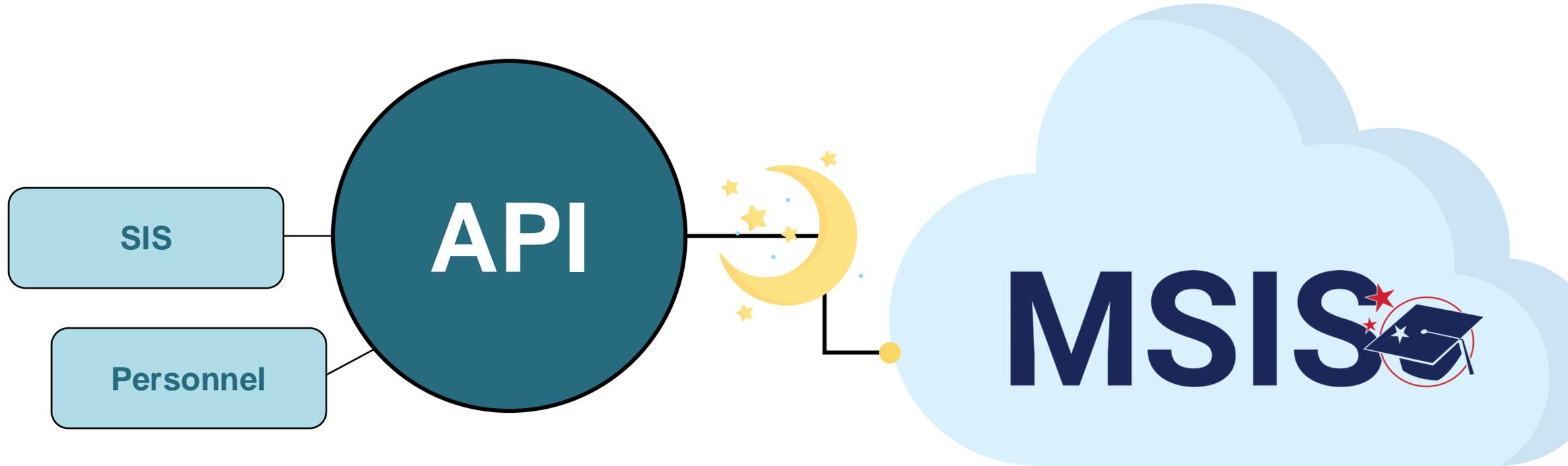
Deadlines Up Next

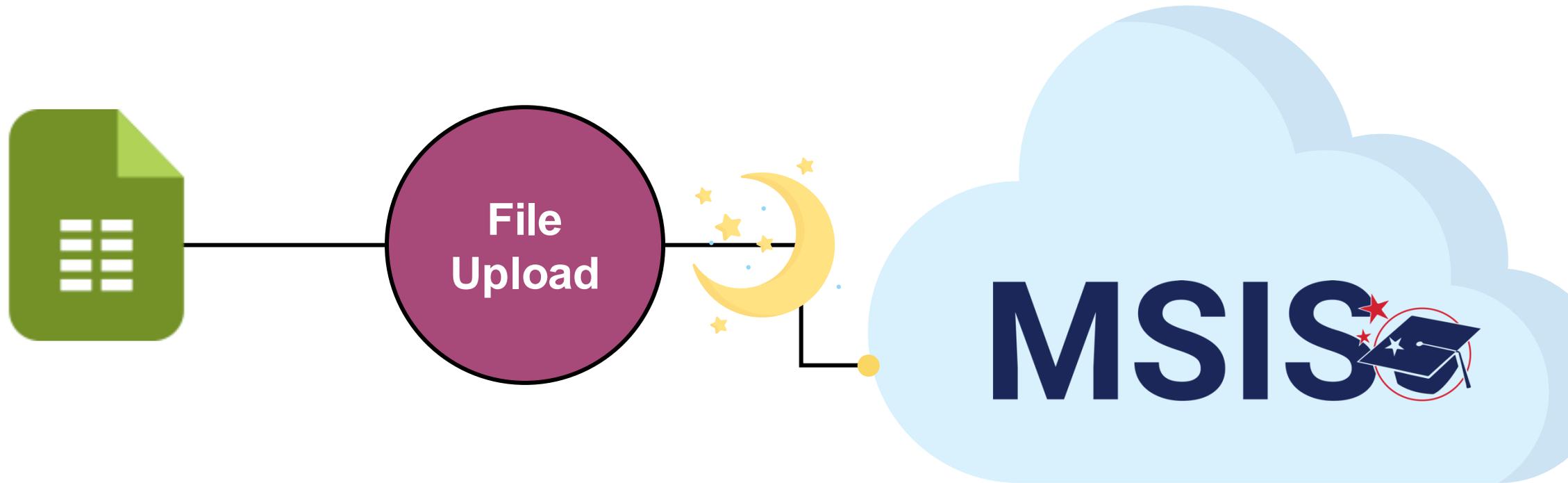
Saturday, December 9, 2023

Personnel Data

Test District Name









Welcome Melissa Banks

9:56 PM Monday, October 16, 2023

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