MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

- Home
- Administration ∨
- Data Submission
  - **Upload a File** ①
  - Submission Status
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- ... Input ∨
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Upload a New File

Please follow this file naming convention: ②

0123_OptionalText_MsisIdRequest.csv

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

File size:
- **50MB** maximum size per file

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

Supported File Formats: ④
- CSV
- XML (Finance.FETS only)

Supported Data Type Names: ③
- 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.Employment
- Staff.Credentials
- StudentSealofBiliteracy
- SummerActivity
- SummerSchool

File Upload

| Choose Files | No file chosen |

[Upload File✓]

① Select **Data Submission** and then select **Upload a File**

② Follow the specific Naming Convention.

③ Use only the Supported Data Type Names.

④ Use only the Supported File Formats. *Note: The only .XML file allowed is the Finance.FETS file.*

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- StudentSealofBiliteracy
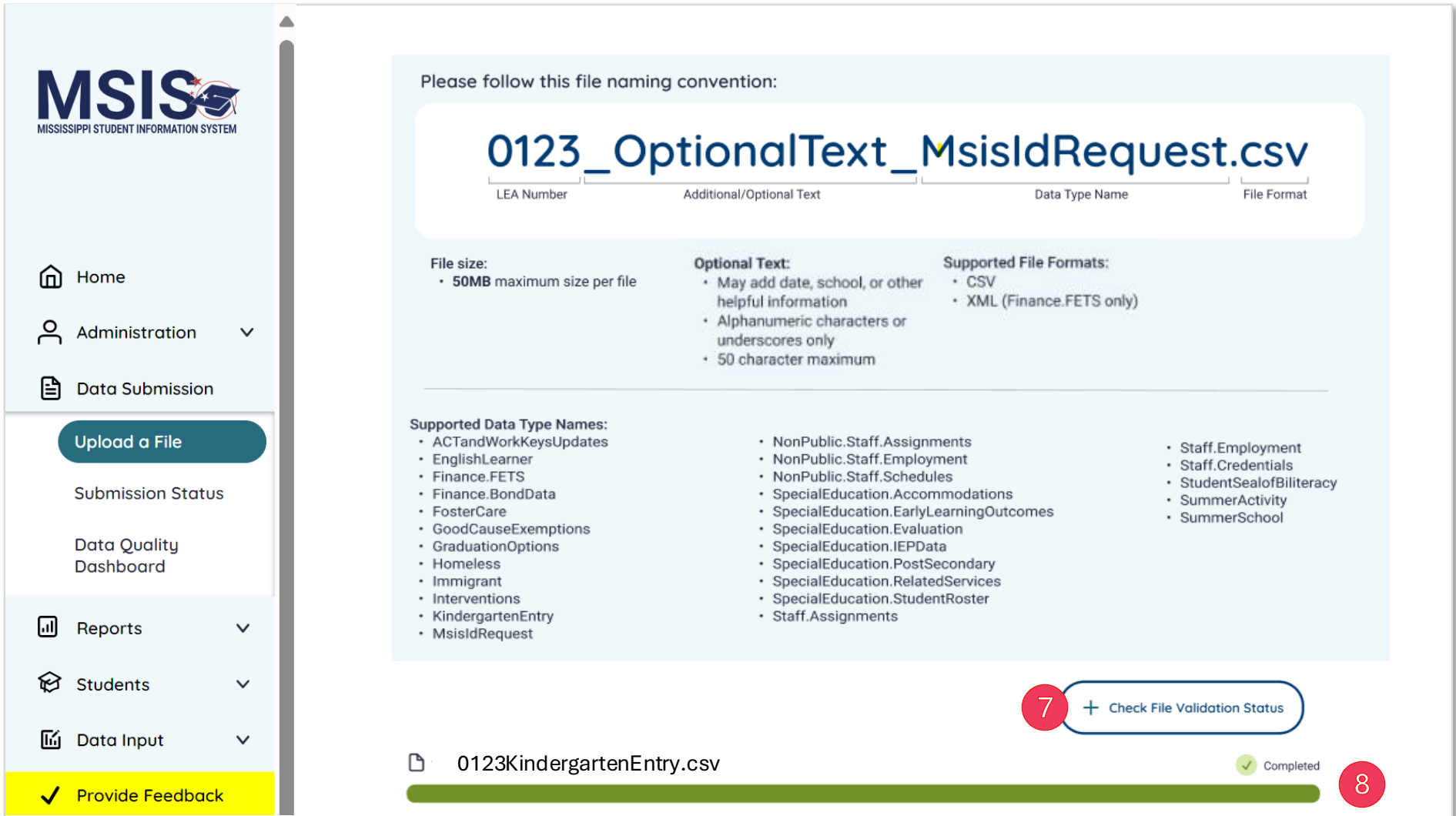- SummerActivity
- SummerSchool

0123KindergartenEntry.csv ⑤

⑥

⑤ Select Choose File to select your file. Once you have selected your file, the file name will be displayed here. Make sure the file name matches the Supported Data Type Names.

⑥ Select Upload File.

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(7) + Check File Validation Status

📄 0123KindergartenEntry.csv   ✓ Completed (8)

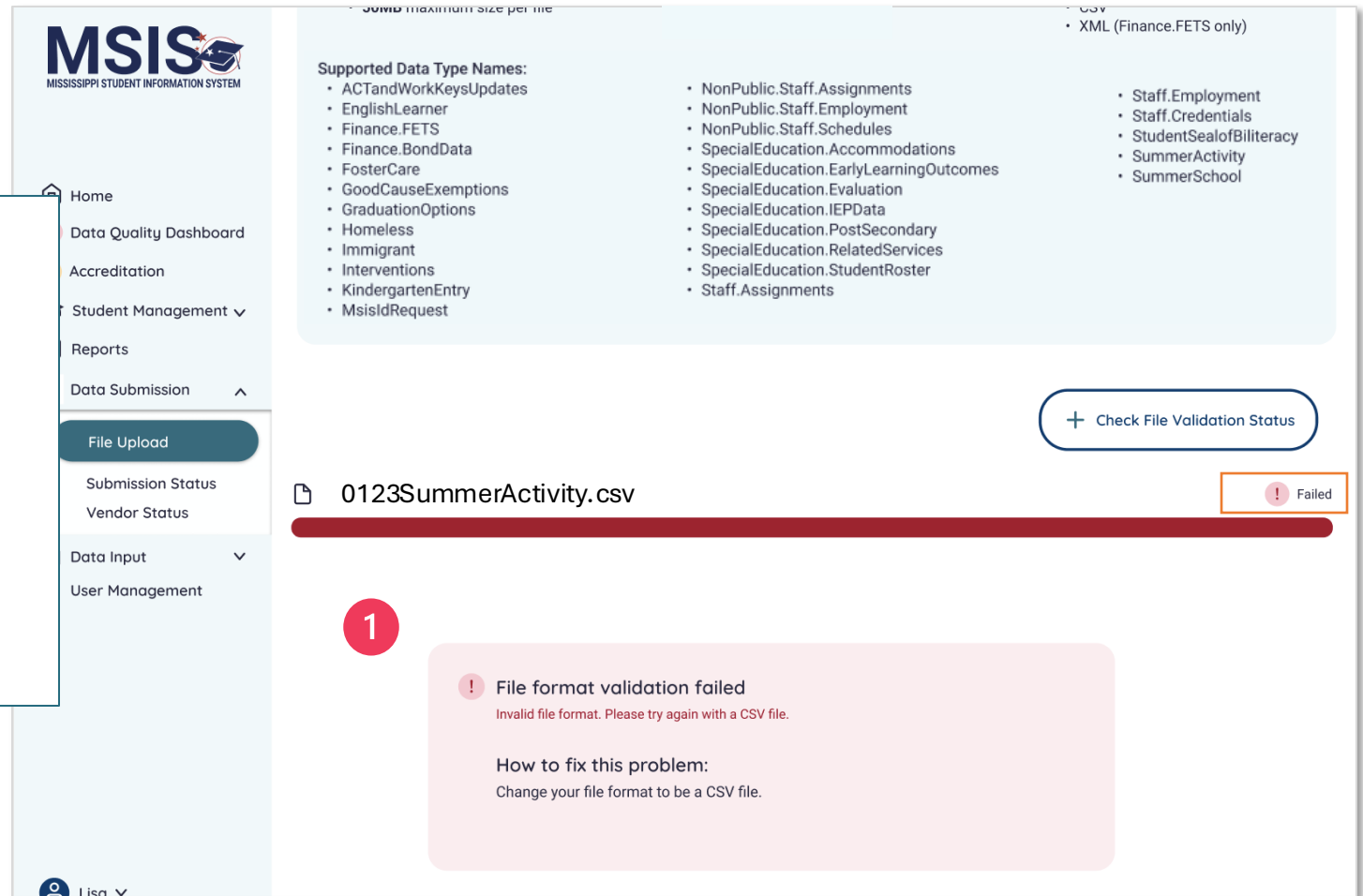**7** Check the validation status to view any **errors** once the file has been processed.

8 File uploads will show completed or failed.

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- CSV
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Lisa ∨

(+) Check File Validation Status

📄 0123SummerActivity.csv   (!) Failed

①
Files that are not uploaded will appear in red.

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

The reason for the upload failure and suggestions for correcting the problem will be displayed.

①

(!) **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.

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	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

Sidebar:
- Home
- Administration
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  - **Submission Status**
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1. Click on the file name to view any errors or other status information.

2. View the status of your uploaded files (Failed, Pending, Success).