

MISSISSIPPI

Seal of Biliteracy

Supplemental Resource for Mississippi
Student Information System Reporting

MISSISSIPPI DEPARTMENT OF EDUCATION

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SPECIAL THANKS

We would like to thank the Pascagoula-Gautier School District for helping in the creation of these directions.

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Director, Office of Human Resources
Mississippi Department of Education
359 North West Street, Suite 203
P. O. Box 771
Jackson, MS 39205-0771
(601)359-3511

ENTERING STUDENT DATA FOR EARNING THE SEAL OF BILITERACY

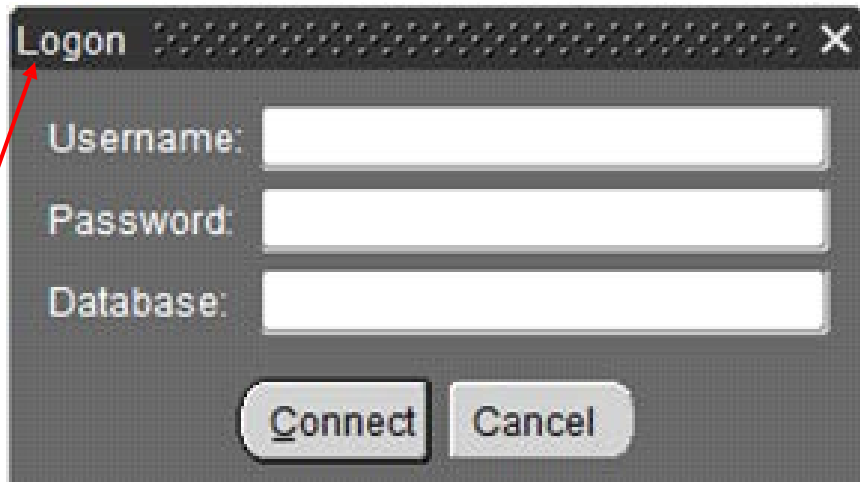
Prior to uploading data make sure you have the following information available:

1. Name, phone number and email for the district's primary Seal of Biliteracy contact person
2. District Seal of Biliteracy Policy saved as a PDF named in the following format:
district code_policy, (0000_policy)
3. Your district's Participation Form (found as an appendix in the Mississippi Seal of Biliteracy Guidelines) signed and dated by the Superintendent and the board approved minutes showing when the policy was adopted. Both should be saved as one PDF document named in the following format:
district code_minutes, (e.g. 0000_minutes)
4. Student information:
 - a. Student Mississippi Student Information System (MSIS) number,
 - b. Level of seal earned (gold or silver),
 - c. Name of English assessment and qualifying raw scores and proficiency level scores for English assessment taken by the student (e.g. 460/5 or 460-5),
 - d. Name of the world language assessment and qualifying score or level for the world language assessment taken by the student. Depending on the assessment, a raw score or a level will be provided (e.g. 460 or L4),
 - e. Highest level of world language course taken in your district by the student

ENTERING STUDENT DATA INTO MISSISSIPPI STUDENT INFORMATION SYSTEM (MSIS) FOR EARNING THE SEAL OF BILITERACY

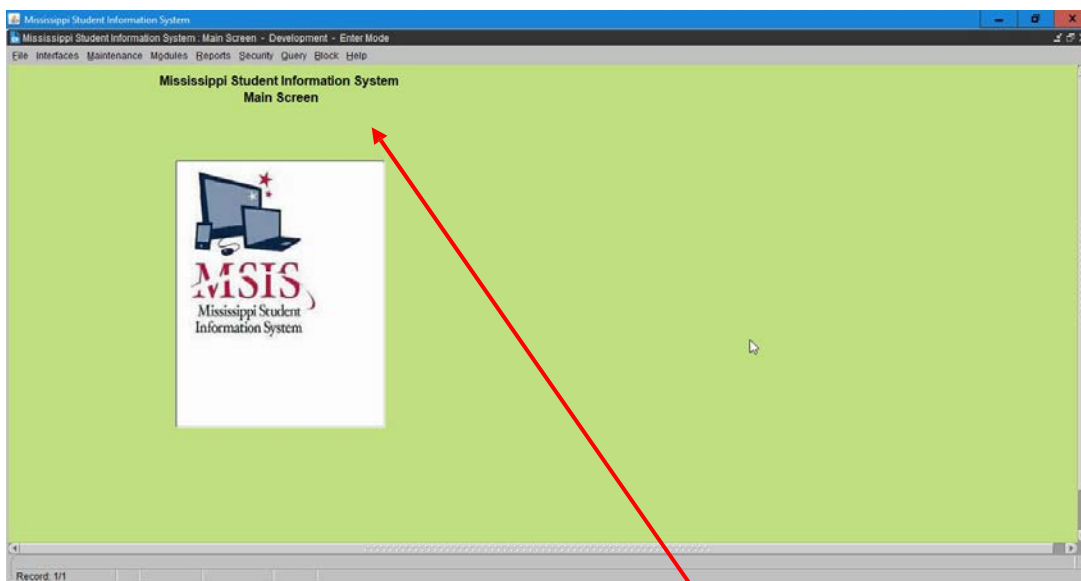
Accessing the Mississippi Student Information System (MSIS)

- Logon to MSIS from the MDE web site, <http://www.mdek12.org/>.
- From the OTSS main page, under applications click on MSIS Logon

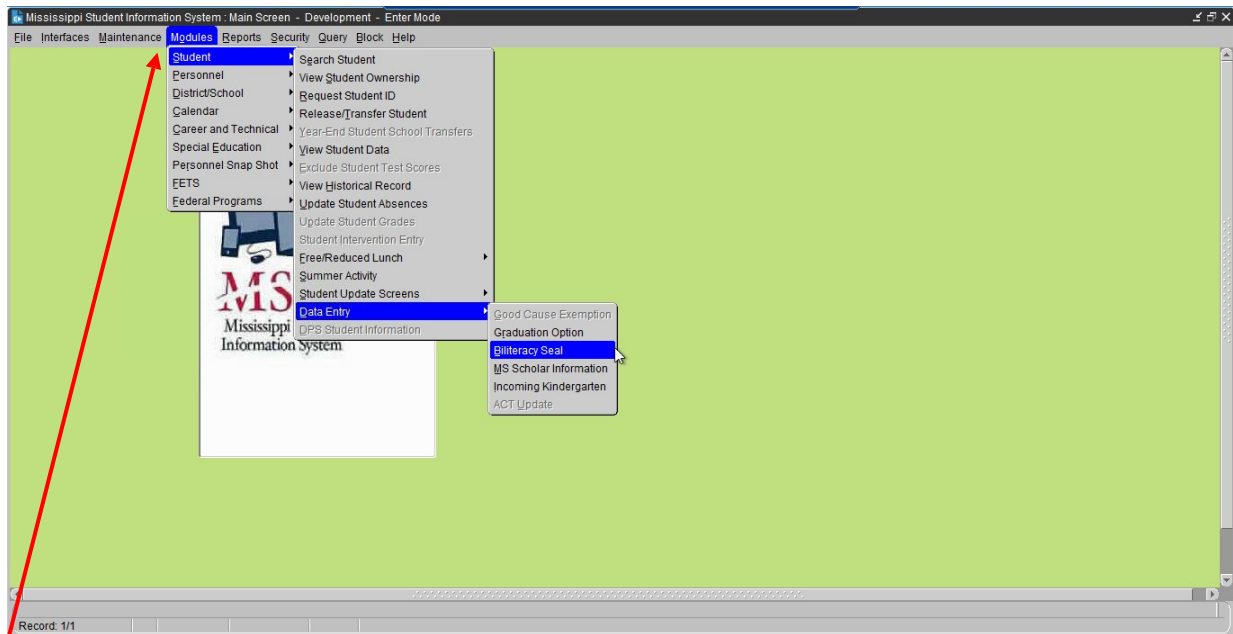


A screenshot of a 'Logon' dialog box. The dialog has a title bar with the text 'Logon' and a close button (X). Inside the dialog, there are three text input fields labeled 'Username:', 'Password:', and 'Database:'. Below the input fields are two buttons: 'Connect' and 'Cancel'. A red arrow points from the bottom left of the page towards the 'Logon' title bar.

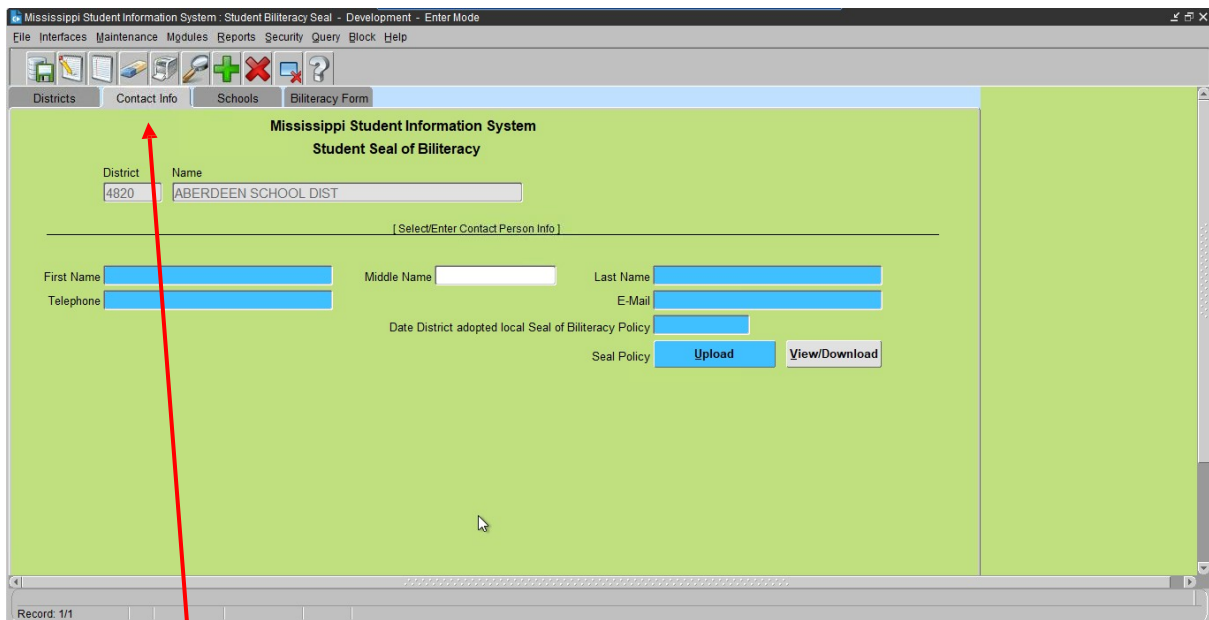
1. Log-on to MSIS, making sure to use the appropriate credentials. In the “Database” field, MSIS.



NOTE: Once you have logged in, you should see the main view page.

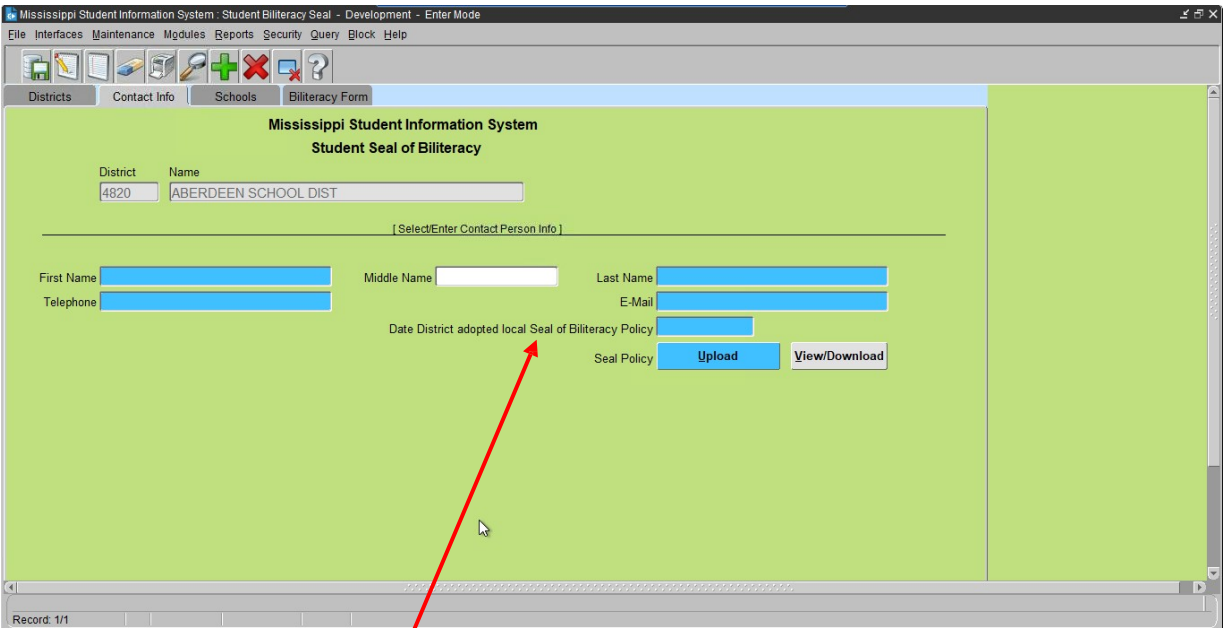


2. In the Menu bar at the top of the screen, choose Modules > Student > Data Entry > Biliteracy Seal.

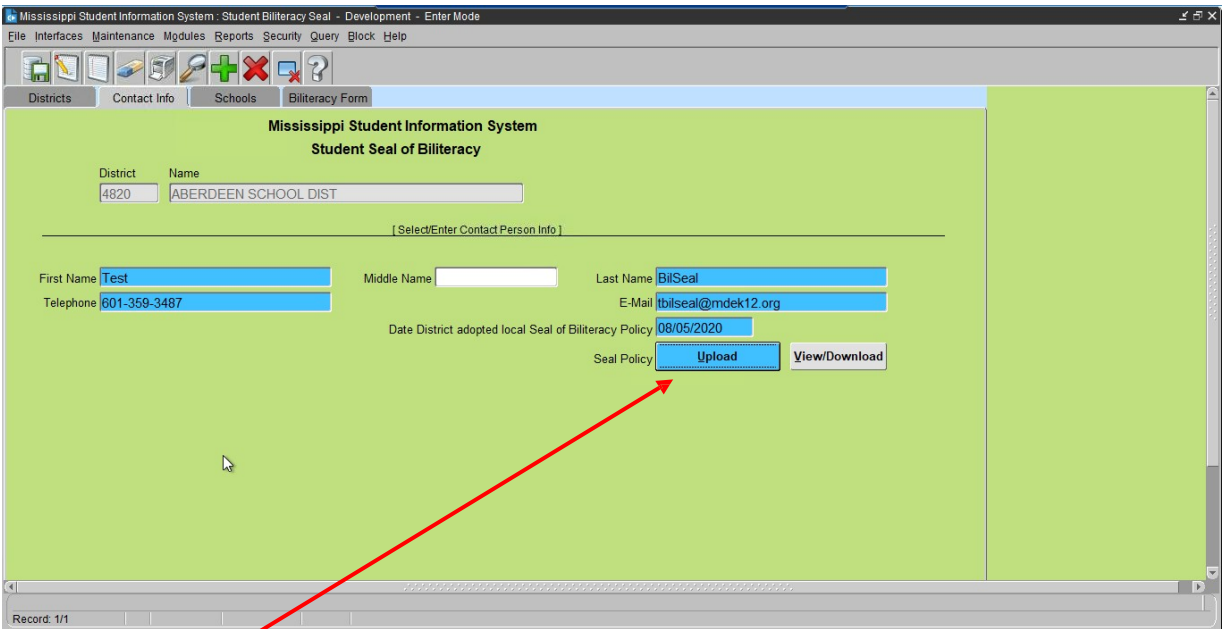


3. Select the Contact Info tab, then enter the name, telephone, e-mail of the district's primary contact person for the Seal of Biliteracy.

NOTE: It is the district's responsibility to ensure that the primary contact person and information is kept current.

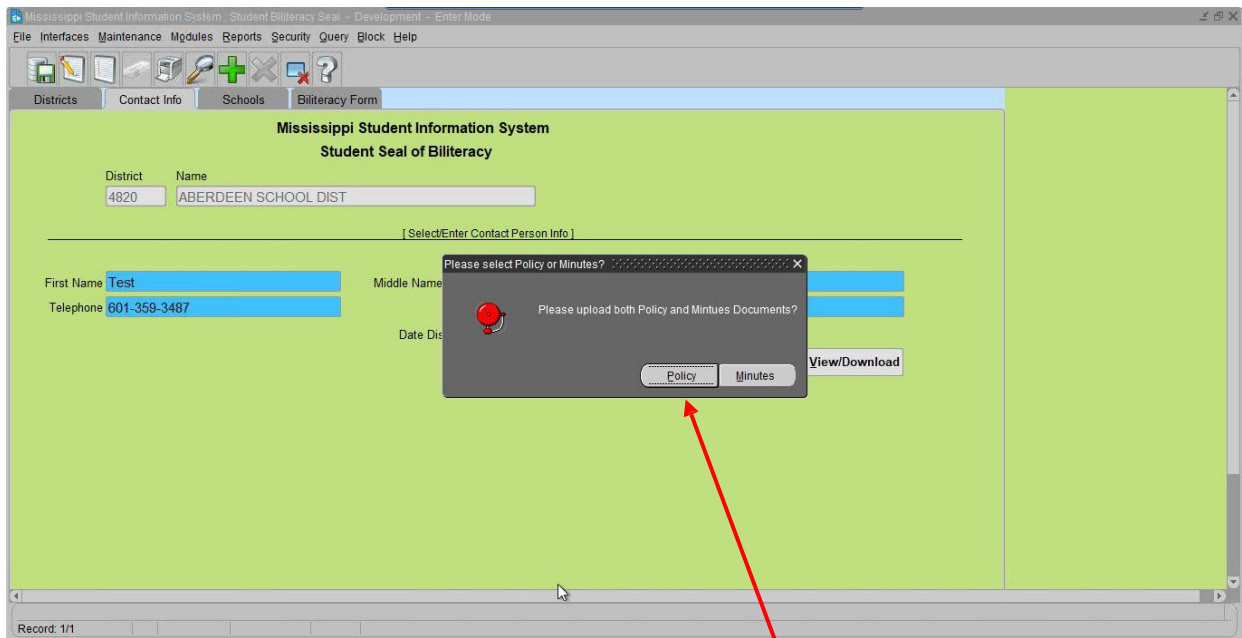


4. You will need to enter the date your district adopted the local Seal of Biliteracy Policy.

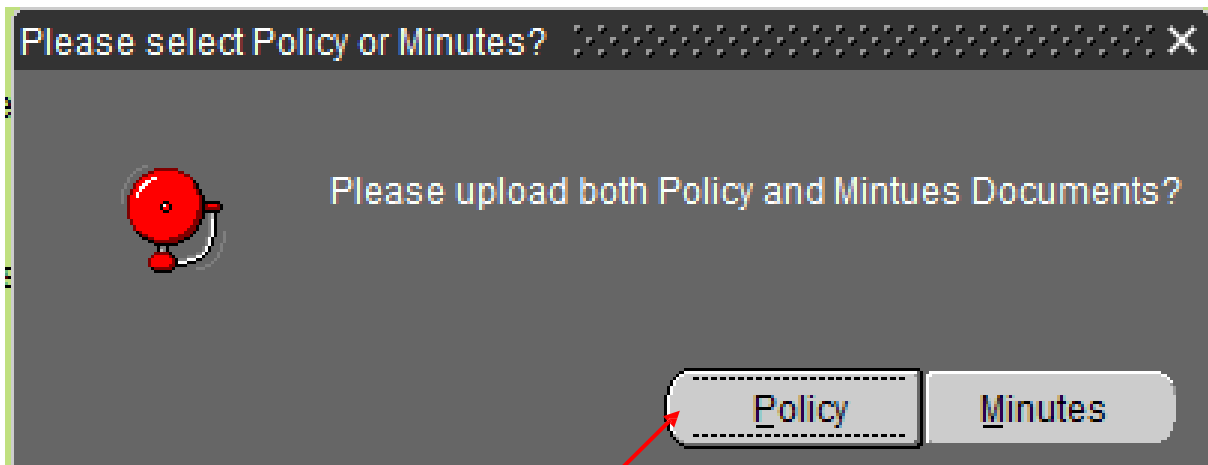


5. Click the upload button.

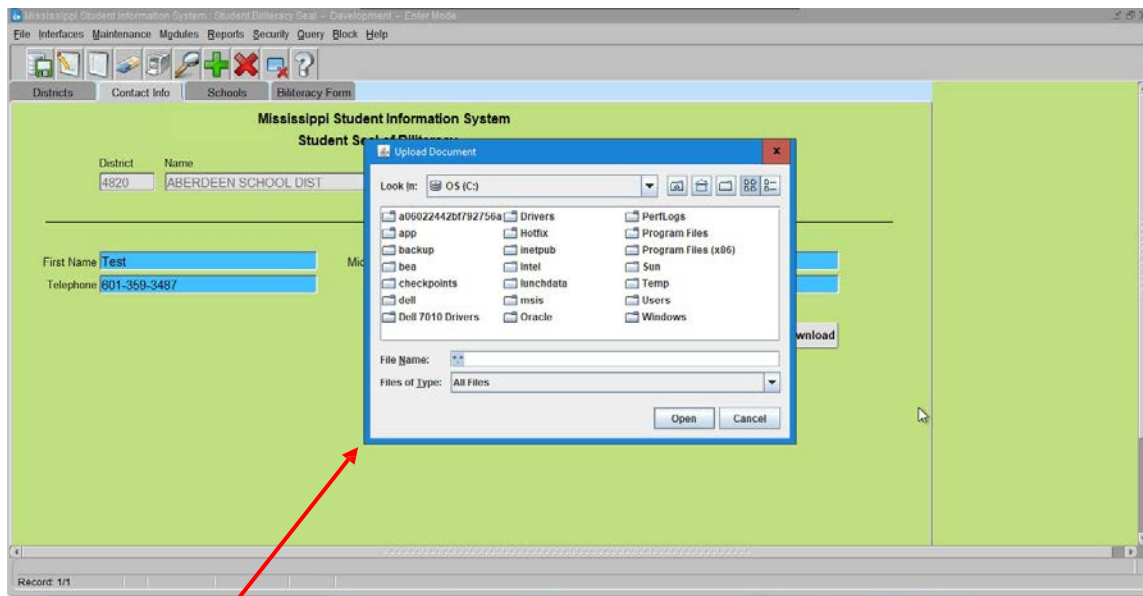
NOTE: You will need to have your approved district policy saved as a PDF named as district code_policy, (e.g. 0000_policy).



6. When you click upload you will be prompted to select Policy or Minutes. Each will need to be uploaded separately.

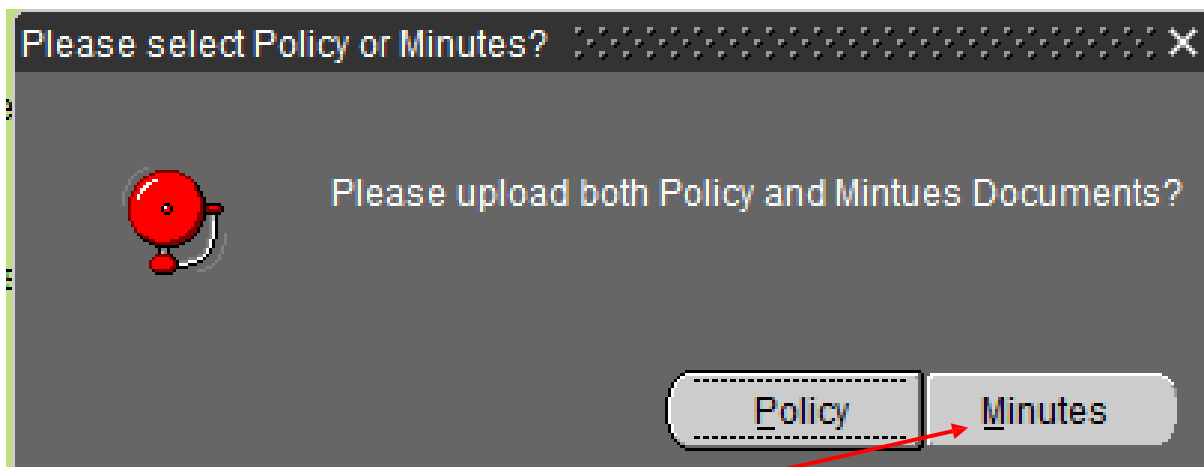


7. Click Policy first to upload your district policy as a PDF. Remember that your policy document should be named in the following format: **district code_policy, (e.g. 0000_policy).**



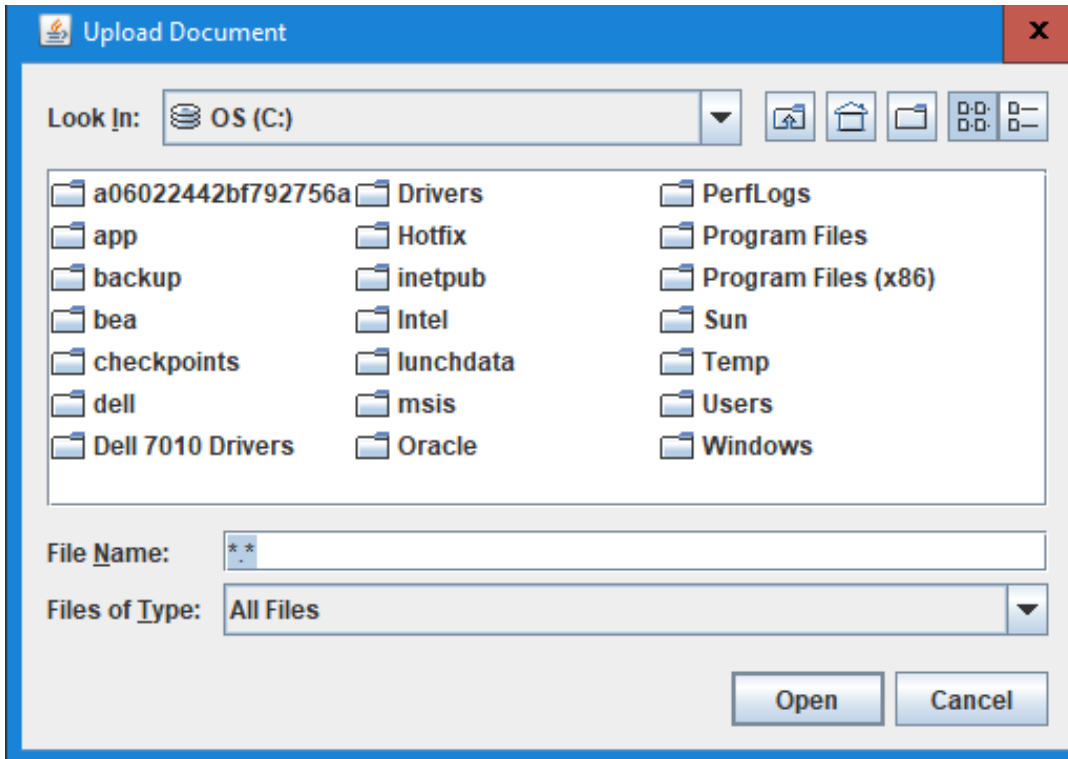
8. You will see a pop-up box, which will allow you to upload your policy PDF document.

NOTE: To facilitate uploads, save the documents in a place where you can easily access them.

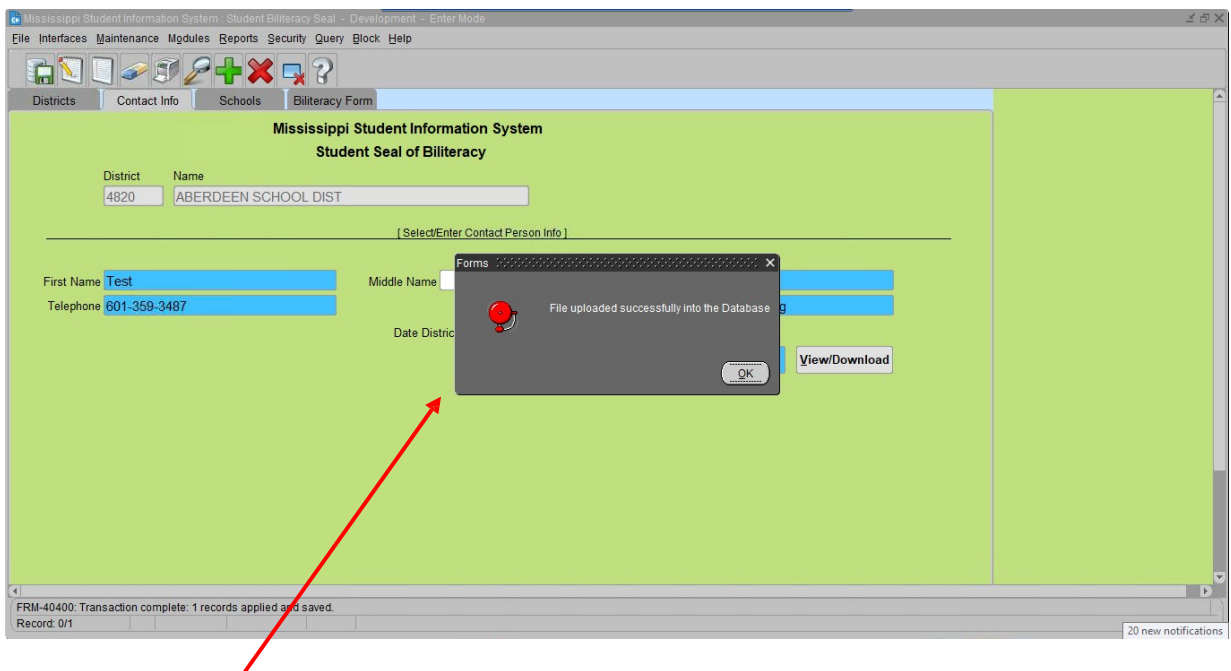


9. Click Minutes to upload your district minutes and participation form as a PDF.

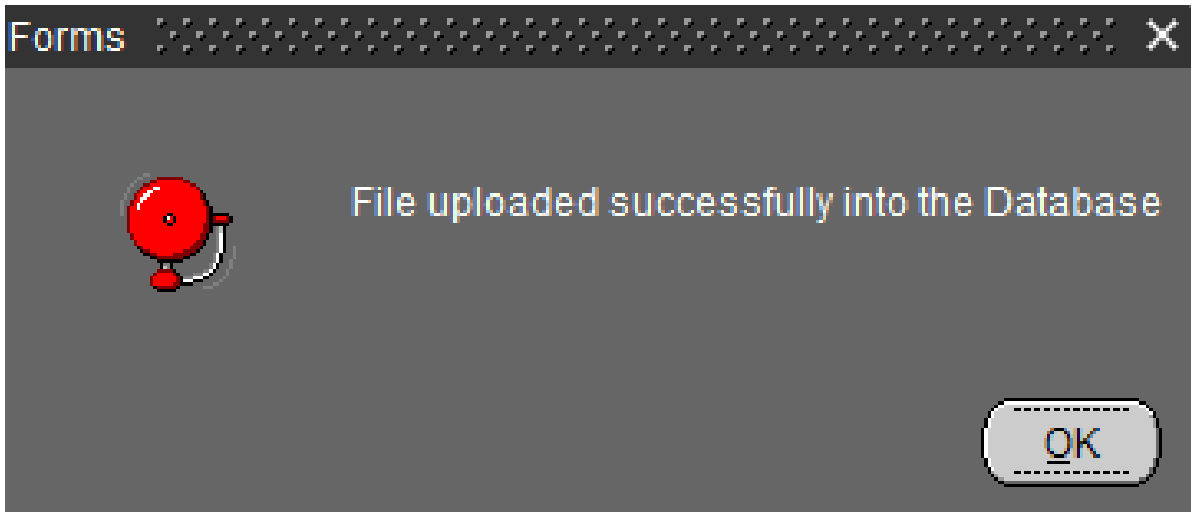
NOTE: Remember that your district's Participation Form signed and dated by the superintendent and the board approved minutes showing when the policy was adopted should be saved as one PDF document named in the following format:
district code_minutes, (e.g. 0000_minutes).



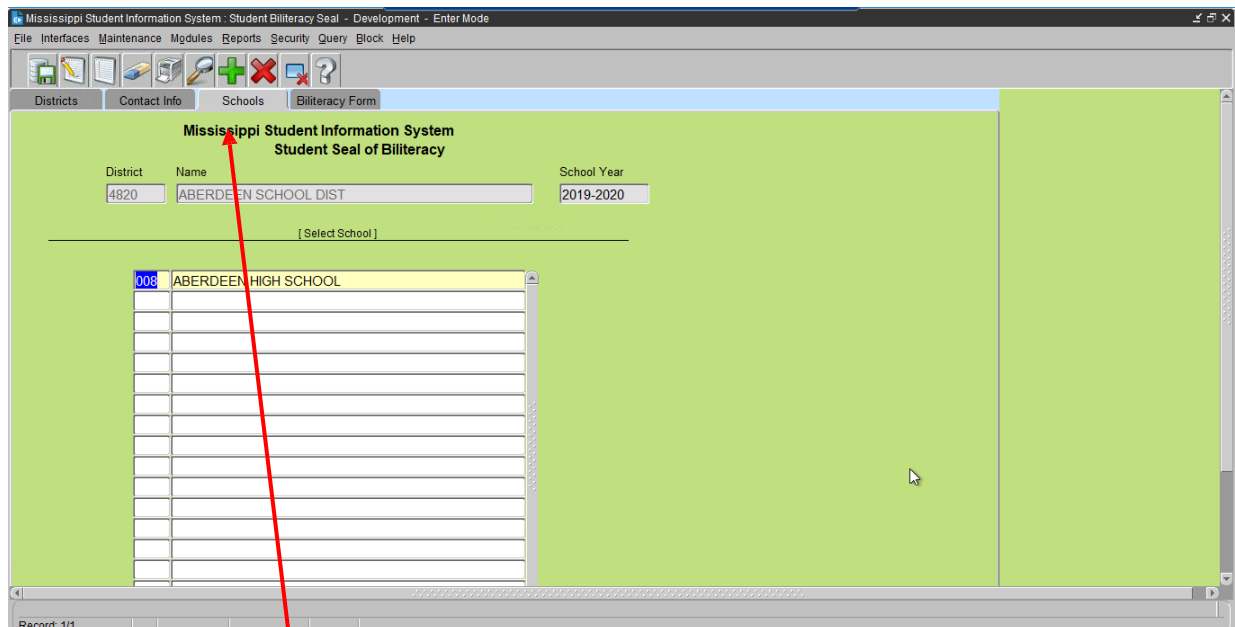
10. The pop-up box will appear again to allow you to upload your local district's Participation Form signed by the superintendent and the board approved minutes showing when the policy was adopted.



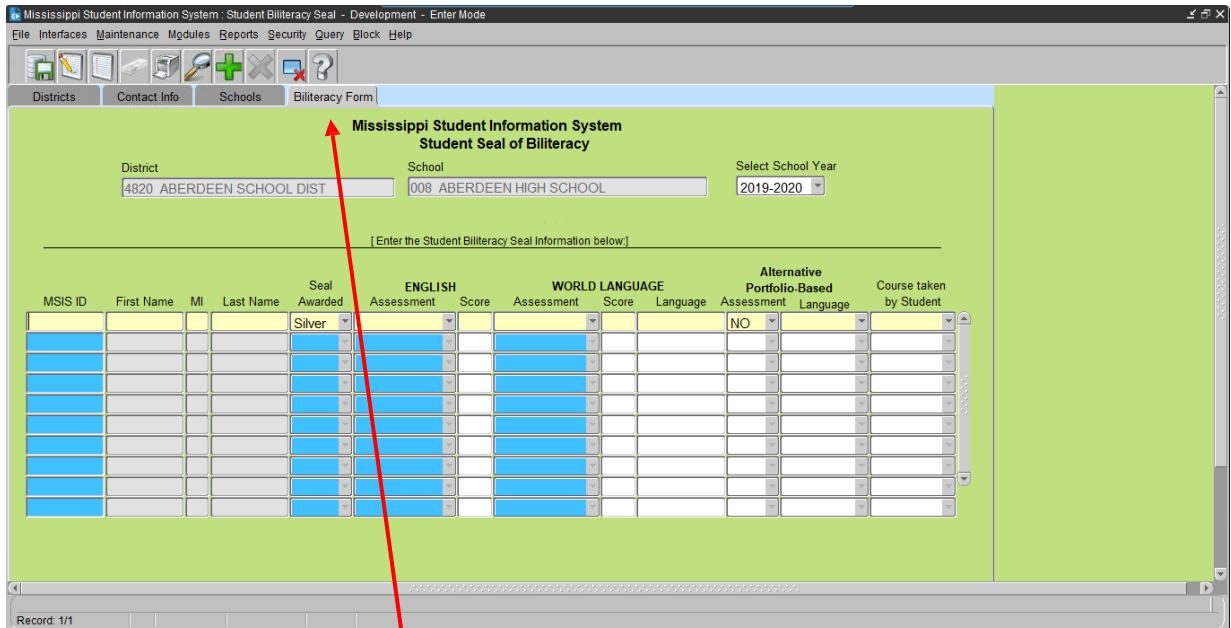
11. You will see a message letting you know the files were successfully uploaded.



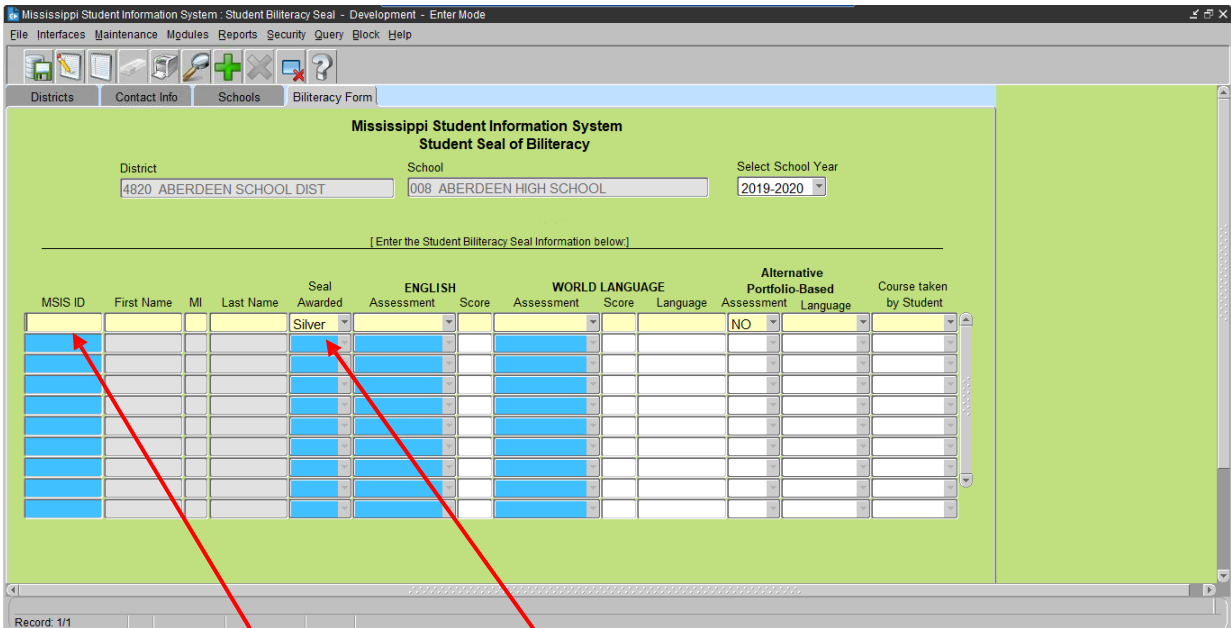
NOTE: Uploading your local district's policy, minutes, and district's participation form will only need to be uploaded one time, unless the policy is amended. If either of these policies or minutes are amended, the updated policy and minutes will then need to be uploaded.



12. Click on the school tab and enter each of the school codes that are participating in your district.



13. Click on the Biliteracy Form tab.



14. Enter Student's MSIS ID and level of Seal Awarded.

Mississippi Student Information System : Student Biliteracy Seal - Development - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Districts Contact Info Schools Biliteracy Form

**Mississippi Student Information System
Student Seal of Biliteracy**

District: 4820 ABERDEEN SCHOOL DIST School: 008 ABERDEEN HIGH SCHOOL Select School Year: 2019-2020

[Enter the Student Biliteracy Seal Information below:]

MSIS ID	First Name	MI	Last Name	Seal Awarded	ENGLISH Assessment	Score	WORLD LANGUAGE Assessment	Score	Language	Alternative Portfolio-Based Assessment	Language	Course taken by Student
				Silver						NO		

Record: 1/1

15. Enter the Student’s English Assessment taken, raw score and proficiency level.

NOTE: Scores should be entered in the following format raw score/proficiency level (if applicable) or raw score – proficiency level (e.g. 460/5 or 460-5). List the raw score first and the proficiency level last. For students who used the ELPT, use the overall raw score and proficiency level. Districts are required to keep documentation of the English and World Language assessments and scores earned on file, in the event of a monitoring or audit visit conducted by MDE.

Mississippi Student Information System
Student Seal of Biliteracy

District: 4820 ABERDEEN SCHOOL DIST School: 008 ABERDEEN HIGH SCHOOL Select School Year: 2019-2020

[Enter the Student Biliteracy Seal Information below]

MSIG ID	First Name	MI	Last Name	Seal Awarded	ENGLISH Assessment	ENGLISH Score	WORLD LANGUAGE Assessment	WORLD LANGUAGE Score	Language	Alternative Portfolio-Based Assessment	Alternative Portfolio-Based Language	Course taken by Student
				Silver						NO		

Record: 1/1

16. Enter the Student's World Language Assessment taken and score. Enter the score or level as provided by the assessment company (e.g. AP Language and Culture would be entered with a 4 or 5 and the AAPPL would be entered with alpha numeric score such as I5).

NOTE: Districts are required to keep documentation of the English and World Language assessments and scores earned on file, in the event of a monitoring or audit visit conducted by MDE.

Mississippi Student Information System
Student Seal of Biliteracy

District: 4820 ABERDEEN SCHOOL DIST School: 008 ABERDEEN HIGH SCHOOL Select School Year: 2019-2020

[Enter the Student Biliteracy Seal Information below]

MSIG ID	First Name	MI	Last Name	Seal Awarded	ENGLISH Assessment	ENGLISH Score	WORLD LANGUAGE Assessment	WORLD LANGUAGE Score	Language	Alternative Portfolio-Based Assessment	Alternative Portfolio-Based Language	Course taken by Student
				Silver						NO		

Record: 1/1

17. Indicate Yes or No if the Alternative Portfolio-Based Assessment was used. If yes, indicate which language the student was assessed in. If no, leave the language field in the next column blank.

NOTE: Districts are required to keep documentation of the Alternative Portfolio-Based Assessment on file, in the event of a monitoring or audit visit conducted by MDE.

Mississippi Student Information System - Student Biliteracy Seal - Development - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Districts Contact Info Schools Biliteracy Form

Mississippi Student Information System Student Seal of Biliteracy

District: 4820 ABERDEEN SCHOOL DIST School: 008 ABERDEEN HIGH SCHOOL Select School Year: 2019-2020

[Enter the Student Biliteracy Seal Information below:]

MSIS ID	First Name	MI	Last Name	Seal Awarded	ENGLISH Assessment	Score	WORLD LANGUAGE Assessment	Score	Language	Alternative Portfolio-Based Assessment	Language	Course taken by Student
				Silver						NO		

Record: 1/1

18. If applicable, select the course code from the drop-down box for the highest world language level taken by the student in your district.