

District Timelines

Financial Exchange Transaction System (FETS)

- All district data due no later than October 15

Career and Technical Education

- District changes due last week of every month

Child Nutrition

- Districts must enter/correct student lunch data status by mid-November
- Districts must submit through mdeapps@mdek12.org the batch processing of student lunch data files (October-November)

Mississippi Student Information Systems (MSIS)

- District-level data
- Personnel data
- School Board member data
- Student-level data

Student Discipline and Incidents Reports

- Incidents shown under Persistently Dangerous School Category -Report Due within 72 hours (see the Incidents and Dispositions Reportable to MSIS Manual)
- All other discipline and incident reports - Report Due Date: 10th of each calendar month-October through June

JULY and AUGUST

- Access to ACCRED Live Data Reports
- District and school demographics
- District must enter Pay Scale in MSIS by the last business day in July
- District personnel data (Public, Special, and Non-Public)
- District Post Graduate Plan data
- Initial Student Load Transaction files (ISL files)
- Summer School Files (SSD files)
- Good Cause Exemption deadline will be August 15th

SEPTEMBER

- Districts must submit Summer School Files (SSD files) by 2nd Monday in September
- Districts must submit Initial Student Load Transaction files (ISL files) by noon September 30th
- Any adjustments to graduates and completers and promotions must be updated on the Update Student Grades screen (Update Promotion tab) by September 30th, prior to Month 01 files being sent to MSIS
- Each school must have MSIS IDs and ownership of all students before submitting the Month 01 file
- Districts should start submitting Month 01 Monthly Days Taught Data Transaction (MDT files) and Monthly Student Data Transaction (MSD files) on September 30th
- Districts must enter and approve all personnel data by September 30th (Public, Special, and Non-Public)
- Beginning September 1st Certification update for MSIS is run daily
- School Board member data is due to be updated no later than September 1st

OCTOBER

- Districts must submit/approve Month 01 Monthly Student Data Transaction (MSD files) by October 10th
- Summer Activity Deadline – Oct 27th by 12 noon
- Districts must continue to update personnel data (Public, Special, and Non-Public)

District Timelines

OCTOBER

- Mississippi Adequate Education Program (MAEP) edits are run as districts are approved

NOVEMBER

- Districts must submit/approve Month 02 Monthly Student Data Transaction (MSD files) by November 10th
- Incoming Month 1 Kindergarten student data entry deadline is November 10th
- District must update Special Education students using Special Education screens
- Districts must enter and correct student lunch data status by mid-November
- Districts must continue to update personnel data. Districts must approve personnel changes in order for MAEP edits to run at night
- MAEP edits are run as districts are approved

DECEMBER

- All districts (public, non-public, and special) must have all personnel data entered in MSIS no later than noon on December 7th so that the data will be included on the snapshot and Accreditation edits and all year-end personnel reports can run from the snapshot data
- Districts will continue to make updates and approval to personnel in MSIS until the deadline on December 7th (12 noon) at which time the rights to General/Schedule Entry screen are taken away from the districts.
- MAEP edits are run as districts are approved
- Accreditation Edits are run for public, non-public, and special schools
- Access to ACCRED Live Data Reports is removed on December 10th.
- On December 1st only Daily Student Data Transaction (DSD files) are processed, all other files are held until the next day for processing
- Snapshot of December 1 Special Education data is taken
- Districts must submit/approve Month 03 Monthly Student Data Transaction (MSD files) by December 10th. MSD files will not process until the SPED December 1 child count is taken
- Incoming Month 2 Kindergarten student data entry deadline is December 10th
- Data for Ed Directory is pulled from MSIS

JANUARY

- Districts must submit/approve Month 04 Monthly Student Data Transaction (MSD files) by January 13th
- Incoming December Kindergarten student deadline is January 13th
- School Board member data is due to be updated no later than January 31st
- Rights to the General/Schedule Entry screen are restored after Christmas Break.

FEBRUARY

- Districts must submit/approve Month 05 Monthly Student Data Transaction (MSD files) by February 10th
- Incoming Month 4 Kindergarten student data entry deadline is February 10th

MARCH

- Districts must submit/approve Month 06 Monthly Student Data Transaction (MSD files) by March 10th

APRIL

- Districts must submit/approve Month 07 Monthly Student Data Transaction (MSD files) by April 10th

District Timelines

MAY

- Districts must submit/approve Month 08 Monthly Student Data Transaction (MSD files) by May 10th
- District must enter next school year's calendar in MSIS District Events by May 30th

JUNE

- Districts must submit/approve Month 09 Monthly Student Data Transaction (MSD files) (10 days after student's last day of school)
- Districts must use the Year End Student Transfer screen to move students from one school to another before records are built for the new school year. Last Day is **June 30.**
- Districts may submit Initial Student Load Transaction files (ISL files) from June 1 to September 30. This is only for students who are under the age of 7 and need MSIS Ids
- Districts must submit Monthly Student Historical File (MSH file) as soon as Month 9 is completed
- Graduation Option deadline for seniors is June 30th.
- Districts must complete Summer Program Report Entry screen for all schools offering summer programs
- Districts must complete **Teacher Absence Information**. Last Day is **June 30.**
- **MSIS is closed for maintenance 12 noon on June 30.**