OFFICE OF TECHNOLOGY AND STRATEGIC SERVICES

MSIS

Mississippi Student Information System

PERSONNEL TRAINING

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Chapter 1 INTRODUCTION

MSIS can be accessed in different ways:

1. Go to the MDE web site, http://www.mdek12.org/ , and under Educators tab, Administrators tab or Services tab, click on the MSIS (MS Student Information System). You will be taken to the MSIS web page. Click on the Links section; "MSIS Log-on" under Applications.
2. Go straight to the MSIS Information web page, http://www.mdek12.org/OTSS/MSIS , and then click on the Links section; "MSIS Log-on" under Applications
3. Go straight to the MSIS Database launch web page, https://mdeapp2.mdek12.org/forms/frmservlet?config=msis .

On the (MSIS) MS Student Information System web site under Resources, click on For Personnel, then click on **Public Personnel Reference Manual (pdf). This manual has been compiled to assist the Personnel Coordinator and others working on personnel data in securing quality data for the district.** Persons in this category may include school principals, alternative school directors, Special Education supervisors, Gifted Education supervisors, Vocational Education supervisors, Title I Coordinators, or any other individual designated to compile personnel records. The Personnel Coordinator will distribute information and respond to problems encountered by those assisting in the data collection task. **The responsibility for the quality of the data should be shared with school principals and program area supervisors who are more knowledgeable about the work assignments of staff under their supervision.**

If the Personnel Coordinator does not know the solution, contact the individual Program Office at Mississippi Department of Education (MDE) or call the Office Accreditation (601) 359-3764 or OTSS Help Desk at mdeapps@mdek12.org or **(601) 359-3487**.

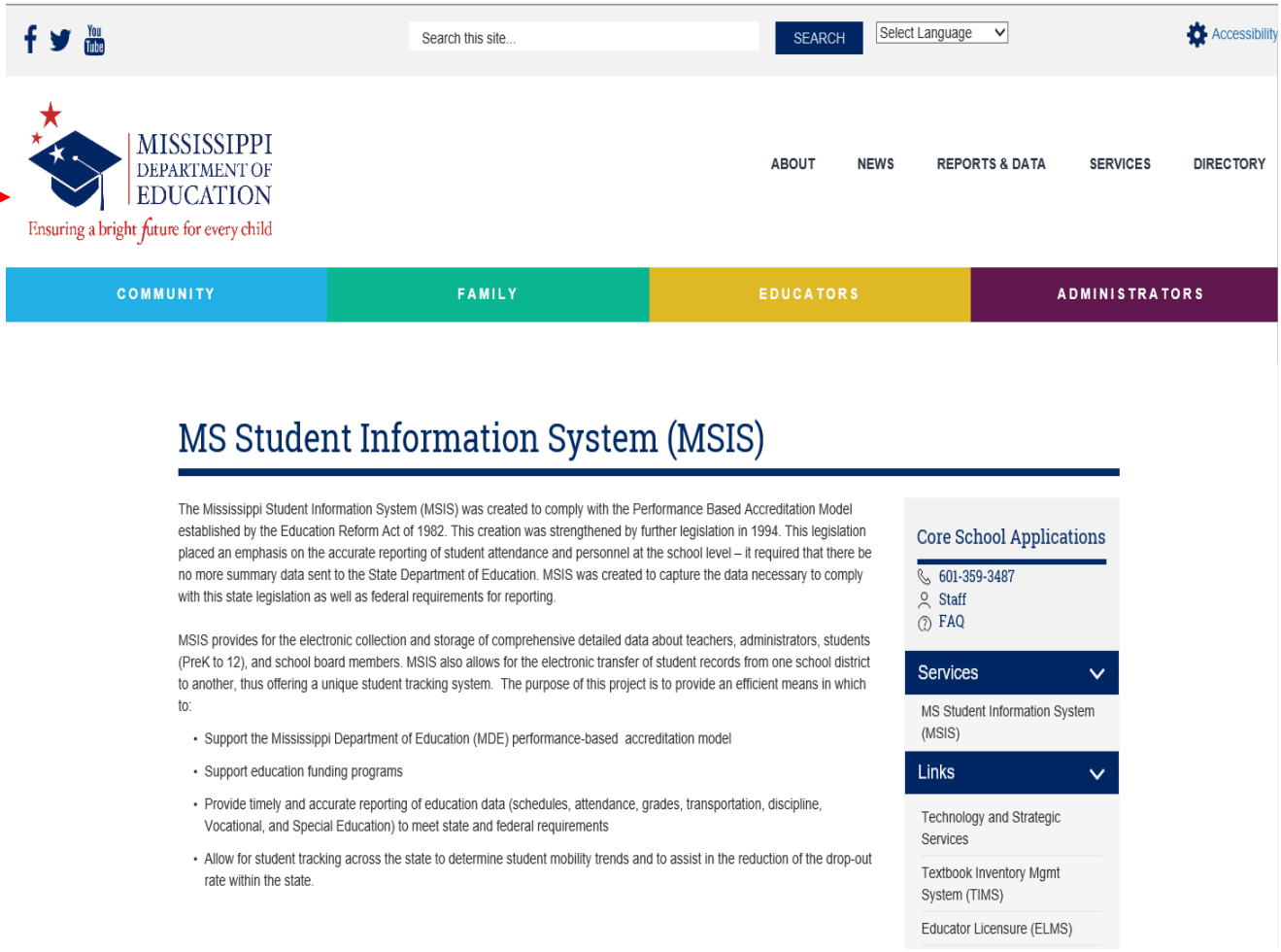
Blank General/Schedule Employee Entry Forms, "blank forms", may be printed from MSIS to capture data on new employees. Detail District Employee Listings may also be provided for each employee who was "rolled" from the previous year and is currently in the MSIS System. If you receive a Detail Listing for an individual no longer employed by the district, write the date of termination and "delete" on it and return it to the Personnel Coordinator or the person responsible for entering the data into MSIS.

Once updated records have been input into MSIS, either individual records or reports relevant to individual schools, program areas, and district office staff should be printed by the Personnel Coordinator for review by individuals who completed the personnel records. Appropriate adjustments should be noted by reviewers and forwarded to the Personnel Coordinator for further update. This process should continue until all parties are satisfied with the integrity of the data to be submitted for the district.

Personnel report data is of vital importance to every school district in the state because it is used to drive the funding formula for the Mississippi Adequate Education Program. Errors in this data can result in improper funding to the district.

Chapter 2 GENERAL DISCUSSION

MSIS INFORMATION PAGE



HOME – Click on the logo will return you to the Mississippi Department of Education web page

CORE SCHOOL APPLICATIONS - Clicking here return you to Core School Applications web page.

SERVICES

MS Student Information System (MSIS) - Clicking here return you to MS Student Information System (MSIS) web page.

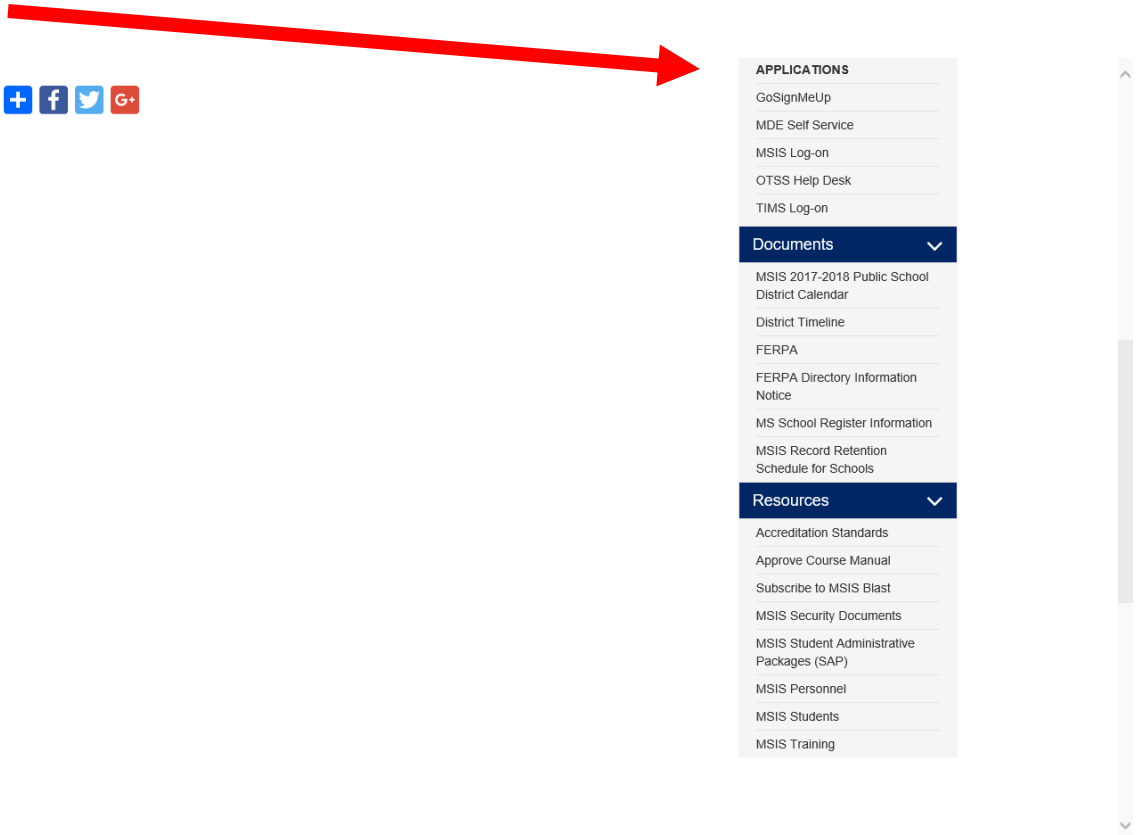
LINKS

Office of Technology and Strategic Services Home - Clicking here return you to Office of Technology and Strategic Services (OTSS) web page.

Textbook Inventory Mgmt System (TIMS) - Clicking here return you to Textbook Inventory Mgmt System (TIMS) web page.

Educator License (ELMS) - Clicking here return you to Educator Licensure web page for the Educator Licensure Management System (ELMS).

APPLICATIONS



GoSignMeUp – Clicking here you will gain access to registration application for MDE Hosted Events.

MDE Self Service – Clicking here connect you to self-service portal for MDE to update your profile efficiently.

MSIS Log-on – Clicking here you will gain access to the MS Student Information System (MSIS).

OTSS Help Desk – Clicking here connect you to Footprints – this system was implemented to track requests for technical assistance from submission to completion.

TIMS Log-on – Clicking here you will gain access to the Textbook Inventory Mgmt System (TIMS).

DOCUMENTS

MSIS 2017-2018 PUBLIC SCHOOL DISTRICT CALENDAR – Clicking here you will find the current school year District Calendar.

DISTRICT TIMELINE– Clicking here you will find events that are due each month.

FERPA– Clicking here you will find the Family Educational Rights and Privacy Act law.

FERPERPA DIRECTORY INFORMATION NOTICE– Clicking here you will find the Family Educational Rights and Privacy Act (FERPA) Model Notice for Directory Information.

MS SCHOOL REGISTER INFORMATION– Clicking here you will find the Codes and Formulas to be used in registering your students.

RECORD RETENTION SCHEDULES FOR SCHOOL– Clicking here gives you the State of Mississippi Records Retention Schedules for the school districts.

RESOURCES

ACCREDITATION STANDARDS– Clicking here gives you the current and previous year links for the Accreditation Standards.

APPROVE COURSE MANUAL - Share Point Approve Course Manual

SUBSCRIBE TO THE MSIS LIST – If you are not already a part of the MSIS listserv, you can click here to sign up for it. Updates, changes, notifications concerning MSIS are posted here. This is our best way to communicate with MSIS users.

MSIS SECURITY DOCUMENTS - download the Security documents (the Oath of Confidentiality forms, and MSIS Security Forms.)

STUDENT ADMINISTRATIVE PACKAGE (SAP) - By clicking here you can find information relating to Student Administrative Packages.

MSIS PERSONNEL - download the Public Schools Personnel Manual; download the Non-Public Schools Personnel Manual etc.

MSIS STUDENTS - download Student information.

MSIS TRAINING – Clicking here you will find previous and current presentations on training sessions and OTSS Data Conference.

DISTRICT TIMELINE

TIMELINE – You will find events that are due each month.

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)

SEPTEMBER
- Districts must submit Summer School Files (SSD files) by 2nd Monday in September
- Good Cause Exemption deadline will be September 15th
- 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 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
- Incoming August/September Kindergarten student deadline is October 10th
- Districts must continue to update personnel data (Public, Special, and Non-Public)
- 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 October Kindergarten student 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 November Kindergarten student 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 January Kindergarten student deadline is February 10th

MARCH

- Districts must submit/approve Month 06 Monthly Student Data Transaction (MSD files) by March 10th
- Incoming February Kindergarten student deadline is March 10th

APRIL

- Districts must submit/approve Month 07 Monthly Student Data Transaction (MSD files) by April 10th
- Incoming March Kindergarten student deadline is April 10th

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 on ***June 30.***

SUMMER ACTIVITIES

- Districts may submit Initial Student Load Transaction Files (ISL files) to MSIS from June 1st until September 30th. This is only for students who are under the age of 7 by September 1st and do not already have MSIS IDs.
- Districts may submit Summer School Files (SSD files) to MSIS from June 1 until September 30th.
- Districts (Public, Special, & Non-Public) should roll Personnel data from last school year and begin working on Personnel for the new school year. Rolling Personnel also rolls Sped Student Data to the new school year.
- Districts should update District and School Demographics for the new school year and make changes during the school year as needed. School Board Member data should be updated as needed also.
- Make adjustments to Graduates/Completers and Promotions/Non-Promotions on the Update Student Grades screen (Update Promotion tab).
- The post-graduate plans for the students who are prior-year graduates/completers should be entered in MSIS by August 31st using the Post-Graduate Plans screen.

TYPICAL MONTHLY PROCESS

- Each school should have MSIS IDs for and ownership of all of their students by the end of the reporting month.
- Send Daily Student Data (DSD) files as needed to change a student's Special Education status (Y or N) and/or report incidents.

- Create MSD files and run them against the pre-processor to check that student and teacher schedules are matching, school has ownership of the students, etc. prior to sending MSD file to MSIS.
- Personnel should be approved each day that changes are made so the MAEP and Accreditation procedures will run at night for the approved districts.
- Begin submitting Reporting Month (MDT and MSD) files at noon on last school day of reporting month. (If the last day of the month falls on a weekend then file submission begins at noon on the last Friday of the month).
- Once a school has a Success, run Pre-Approved Monthly Attendance Report and all Holding Area reports.
- Check the data on the reports to insure accuracy of submitted data. Keep hard copies of Holding Area reports or save PDF files of Holding Area reports for auditing purposes. Approve school in MSIS if data is correct in Holding Area. Once all schools are approved, approve the district. The deadline for a reporting month is the 10th of the following month.

IN JULY:

•MSIS will be unavailable on July 1st.

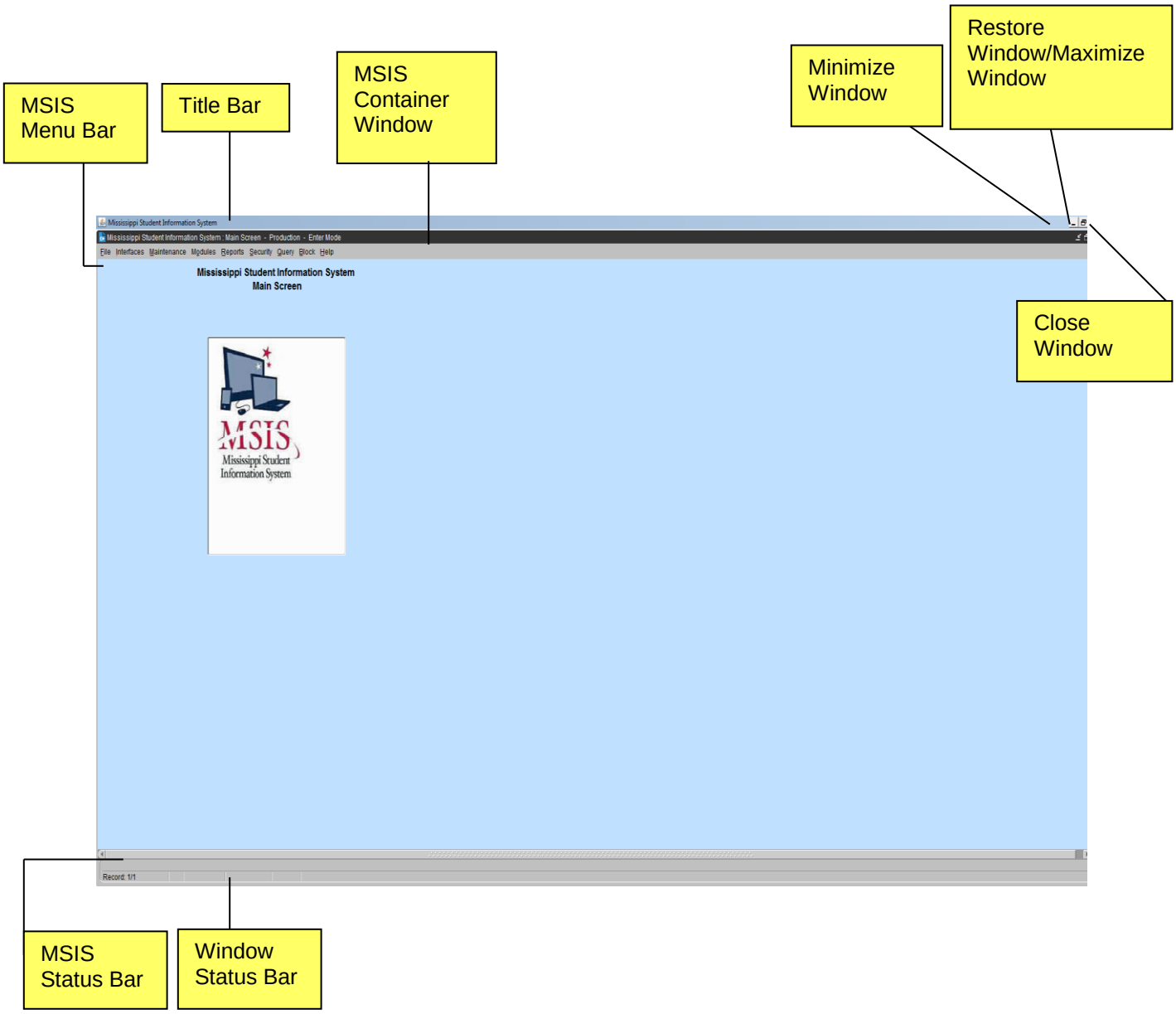
- Build ownership files for new school year.
- Roll data that needs to be rolled (personnel, etc).
- Run procedure to increase Years of Experience by 1 on employees who had 100% District Time previous school year.
- Changes will be active when system comes back up.

•Business Managers can start submitting financial data on July 2nd.

Note: You can view more information on the Timeline located on the MSIS Information website under Timeline (http://www.mdek12.org/sites/default/files/documents/timeline_district_0.pdf **).**

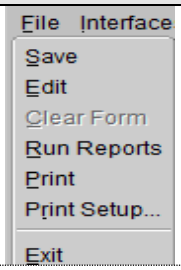
If you need help with any of the above information, you will need to submit your request through Footprints at: (https://servicedesk.mde.k12.ms.us/MRcgi/MRentrancePage.pl **) or email mdeapps@mdek12.org .**

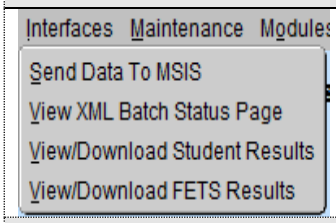
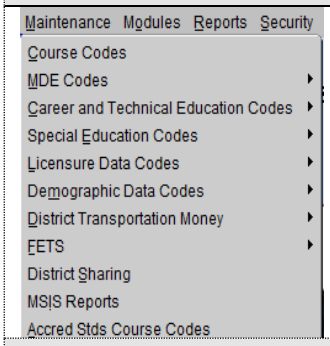
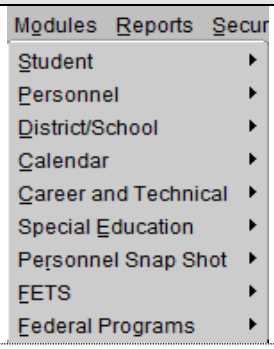
MSIS SCREEN ELEMENTS



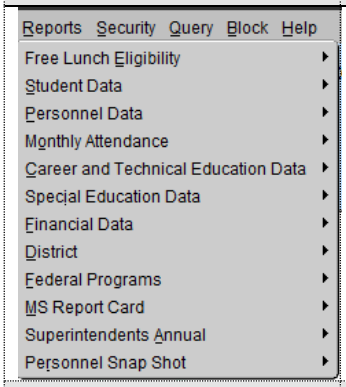
	MSIS Container Window
	The window that contains the screens of MSIS. This window will border all screens in MSIS.

	MSIS Title Bar
	Each screen in MSIS will have the standard system name of Mississippi Student Information System followed by the name of the screen. The screen name listed on the Title Bar will match the selections on the MSIS Menu Bar. The following items on the Title Bar are standard Window functions that the User should already be familiar with. **Minimize Window** – Click on the to reduce a window to a button on the taskbar. To restore the window to its previous size and location, click the button on the taskbar. **Restore Window** – Click on the or double-click the title bar to restore a window to its previous size and location. **Maximize Window** – Click on the or double-click the title bar to enlarge an application window to fill the screen. **Close Window** – Click on the or click on **File** from the menu bar and select **Exit** to close the current screen. If User is on the Main Screen, he/she will exit MSIS.

	MSIS Menu Bar
	All screens in MSIS are accessed from the menu bar. User will click on a menu bar option, then using the mouse; select an entry from the list of options.
	File
	The File option contains selections to allow the User to **Save** a record, **Display** a List of Values for a field, **Run Reports**, **Print Screens**, and **Exit** the screen. Currently the Clear Form option and Print Setup options are not used in MSIS.
Save 	Allows User to save the changes that have been made to the current record. Click on **File** from the menu bar and select **Save** or click on the **Save** icon button. This option is not enabled for view only screens.
Edit/Display List 	Allows User to Display a List of Values for a field. Click on **File** from the menu bar and select **Edit**, and then select **Display List** or click on the **Display List** icon button. Not all fields will have a list of values to choose from. Some entry fields in MSIS will automatically display the list of values upon entry into the field; other entry fields will display a List of Values if the User double-clicks on the entry field. Others will display the list of values when the User enters an invalid value (a value that is not in the list of values) into the field.
Clear Form 	This option is not currently used in MSIS.
Run Reports 	Executes the report that the User has requested. Click on **File** from the menu bar and select **Run Report** or click on the **Run Report** icon button.
Print	Allows User to print the current screen to the local printer. Click on **File** from the

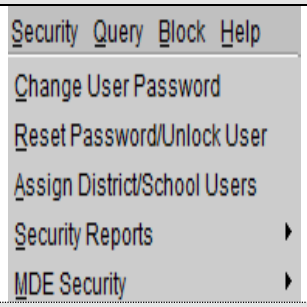
	menu bar and select **Print** or click on the **Print** icon button.
Print Setup	This option is not currently used in MSIS.
Exit	Allows User to close the current screen. To close a screen or exit MSIS (if the User is on the Main Screen), click on **File** from the menu bar and select **Exit** or click on **Close Window** (the X in the upper right corner of the screen).
	Interfaces
	The Interfaces option contains selections for authorized users to be able to import student data into MSIS through interfaces with school packages.
	Maintenance
	The Maintenance option contains selections for authorized Users to maintain/view the MDE Code tables. The General User role will have read-only access to the screens under this menu option.
	Modules
	The Modules option contains selections for authorized Users to View/Update/Maintain Student, Personnel, District/School, Calendar, Special Education, Vocational Education information and FETS.

Reports



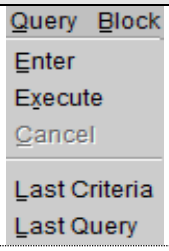
The Reports option contains selections for authorized Users to run Student/Personnel/School/District/State level reports.

Security



The Security option contains selections for the Security Administrator to set up and maintain Users' security rights in MSIS and screens for the Data Base Administrator to modify data in MSIS. This option also contains the Change Password selection to allow Users to change their own passwords.

Query



The Query option contains selections for authorized Users to Perform Queries.

Enter

Allows the User to enter a query by putting the screen in query mode. Not all screens have query capabilities. If the screen is not in Query mode, click on **Query** from the menu bar and select **Enter** or click on the **Enter Execute** icon button. Enter the query criteria and then execute the query.

Execute

Allows the User to execute the query that has been entered. Click on **Query** from the menu bar and select **Execute** or click on the **Enter Execute** icon button.

Cancel

Allows the User to cancel query mode on the screen. Click on **Query** from the menu bar and select **Cancel**, or depress the **F4** key on the keyboard, or click on the **close window box**. If the screen is not in query mode, the Cancel option under Query will be disabled.

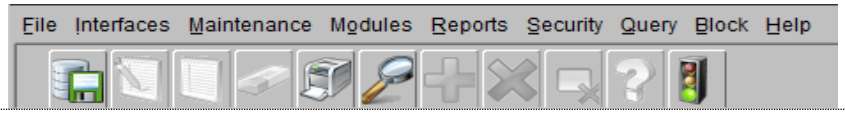
MSIS Status Bar

Near the bottom of every screen above the Window Status Bar, there is an MSIS Status Bar. This will give the User helpful hints or a description of the field that is selected.

	Window Status Bar
	At the bottom of every window, there is a status bar for the window. It displays information about a command or toolbar button, an operation in progress, or the selected record number.

	MSIS Fields
	All screens in MSIS will consist of Mandatory, Optional, or Read-Only fields.
	Mandatory Fields – All mandatory fields will have a blue background. Data must be entered for mandatory fields, or the User will be prompted with the "Field must be entered" error message. If the User is prompted with the error message, the cursor will default to the mandatory field that the User left blank.
	Optional Fields – All optional fields will have a white background. The User may choose to enter information into the Optional fields.
	Read-Only Fields – All read-only fields will have a gray background. The User cannot update or delete any information.
	Selected Row – A record that is selected by the User will have a yellow background.

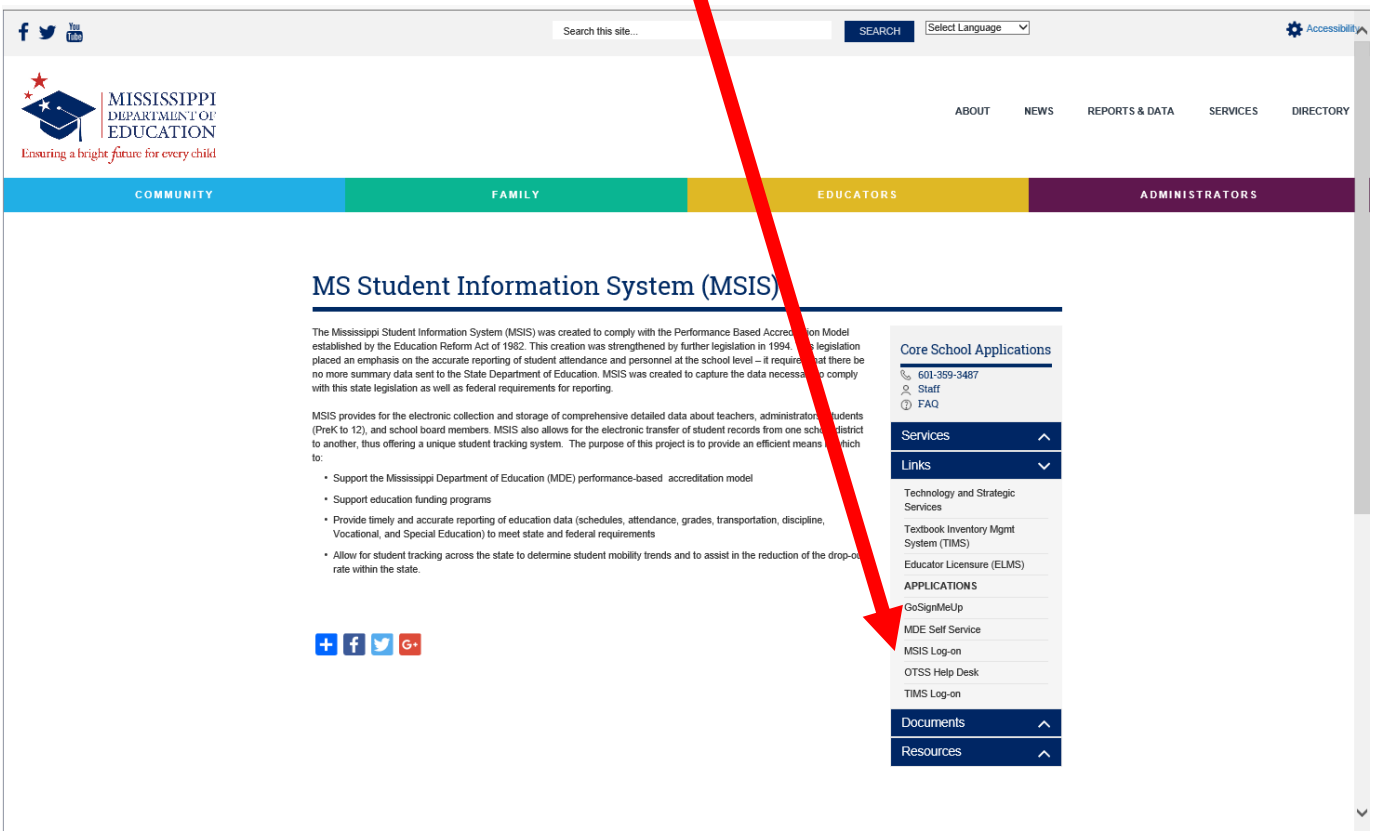
MSIS Toolbar

	MSIS Toolbar
	The MSIS Toolbar is located under the Menu Bar at the top of every screen except the Main Screen. The Run Report icon button only appears on report screens. The icon buttons may be disabled on some of the screens depending on the functionality of the screen and the User's security access. 
	Save – saves the changes that have been made to the current record. It is also accessible by clicking on **File** from the menu bar and selecting **Save**. This icon button is not enabled for view only screens.
	Display List – allows User to display a list of values for a field. It is also accessible by clicking on **File** from the menu bar and selecting **Display List**. Not all fields have a list of values to choose from. Some entry fields in MSIS will automatically pop-up the list of values upon entry into the field. Some entry fields can be double-clicked on to get the list of values. Others will display the list of values when the User enters an invalid value (a value that is not in the list of values).
	Print – prints the current screen to your local printer. It is also accessible by clicking on **File** from the menu bar and selecting **Print**.
	Enter Execute – allows User to enter and execute a query. If the screen is not already in Query mode, click on the **Enter Execute** icon button or click on **Query** from the menu bar and select **Enter**. Enter the query criteria. Then click on the **Enter Execute** icon button or click on **Query** from the menu bar and select **Execute**.

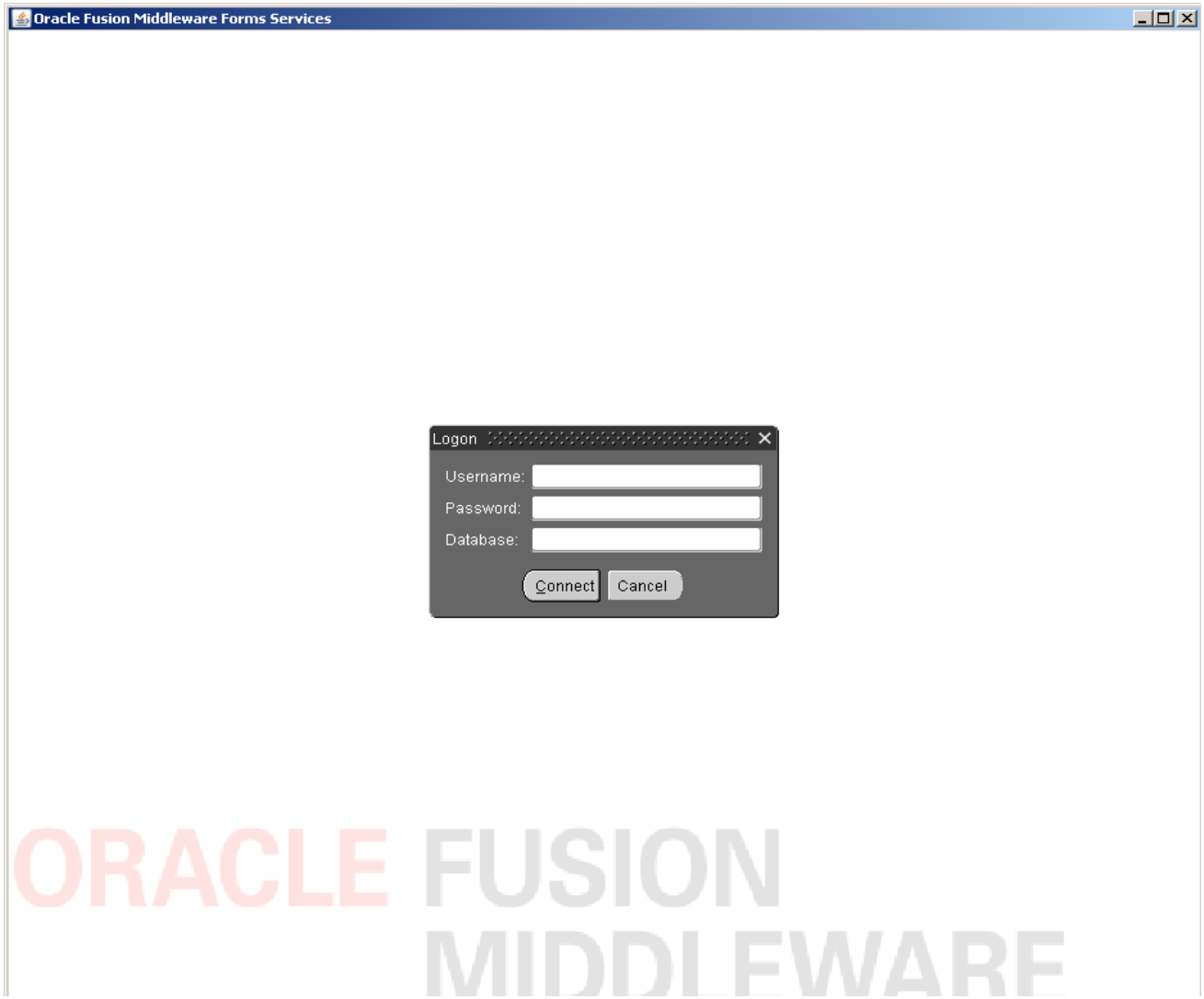
	Insert – allows User to insert a new entry into the table. It is also accessible by clicking on **Block** from the menu bar, selecting **Record**, and selecting **Insert**. This icon button is not enabled if the screen is view only or if the screen is in query mode.
	Delete – removes the selected record from the system. It is also accessible by clicking on **Block** from the menu bar, selecting **Record**, and selecting **Remove**. This icon button is not enabled if the screen is view only or if the screen is in query mode.
	Clear – clears the current record/row from the screen.
	Help - This option is not currently used in MSIS.
	Run Report – executes the report that the User has requested. It is also accessible by clicking on **File** and selecting **Run Report**.

ACCESSING MSIS

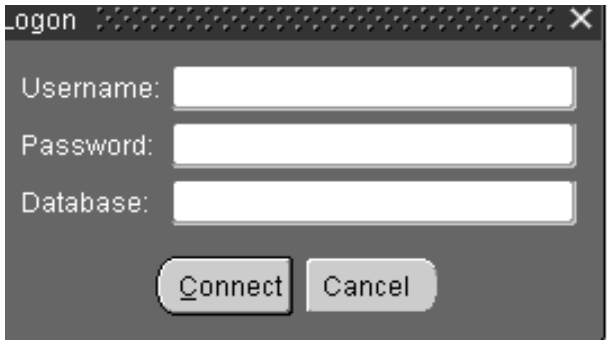
To logon to MSIS go to the MDE web site, http://www.mdek12.org/ , and under Educators tab, Administrators tab or Services tab, click on the MSIS (MS Student Information System). You will be taken to the MSIS web page. Click on the Links section; "MSIS Log-on" under Applications.



The MSIS launch page will come up. If you want to bookmark this page (https://mdeapp2.mdek12.org/forms/frmservlet?config=msis) you can do so. This will allow you to come directly to this page to login to MSIS.



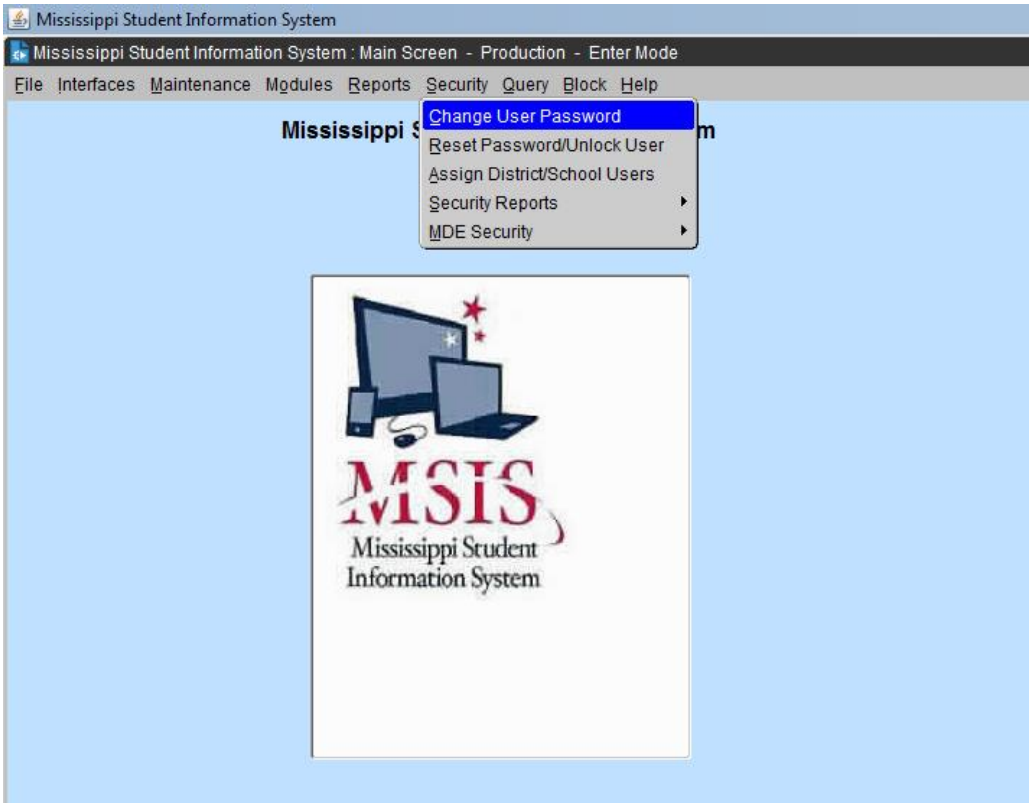
Enter your username, password, and MSIS as the database and then click Connect or press Enter.

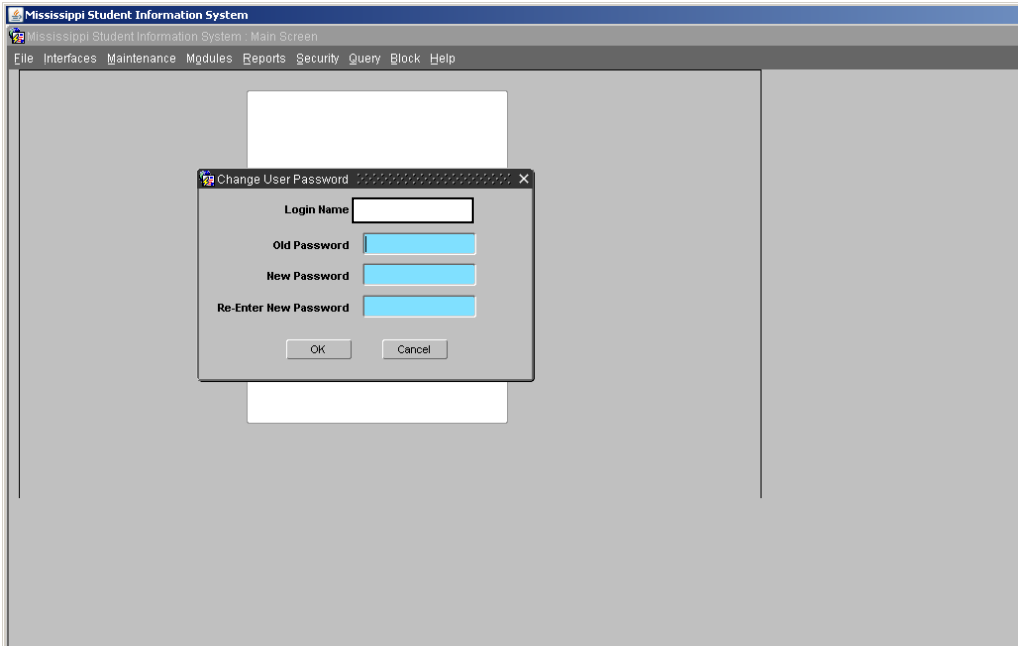


PASSWORDS

Always make sure that you close the browser when you leave your computer. Never let the computer remember the password for you. Never put the password on a sticky note on your computer. And NEVER share your password with anyone else.

You can change your password in MSIS at any time. Just go to Security, Change User Password. You can only change the Password for your Login Name.





The Password must be at least 8 characters and not longer than 30 characters. The Password must contain at least one non-alpha character. The new password must be at least two characters different from the old password. Passwords will expire 60 days from the date of a change. Passwords not changed 30 days after date of expiration will be locked. Only MDE-OTSS will be able to unlock a locked account. Any account will be locked after three failed login attempts and the user will have to contact MDE-OTSS to unlock the account.

The Password Reset Policy is:

- User contacts their district's MSIS Primary Contact or MSIS Secondary Contact
- MSIS Primary Contact or MSIS Secondary Contact contacts MDE-TOSS to reset the password by emailing the SSN of the user needing their password reset to the OTSS Help Desk at mdeapps@mdek12.org with the SSN of the user.

On the Change Password screen, enter your old password, then your new password, reenter the new password and click on OK. You should logout and log back in to be sure the new password works.

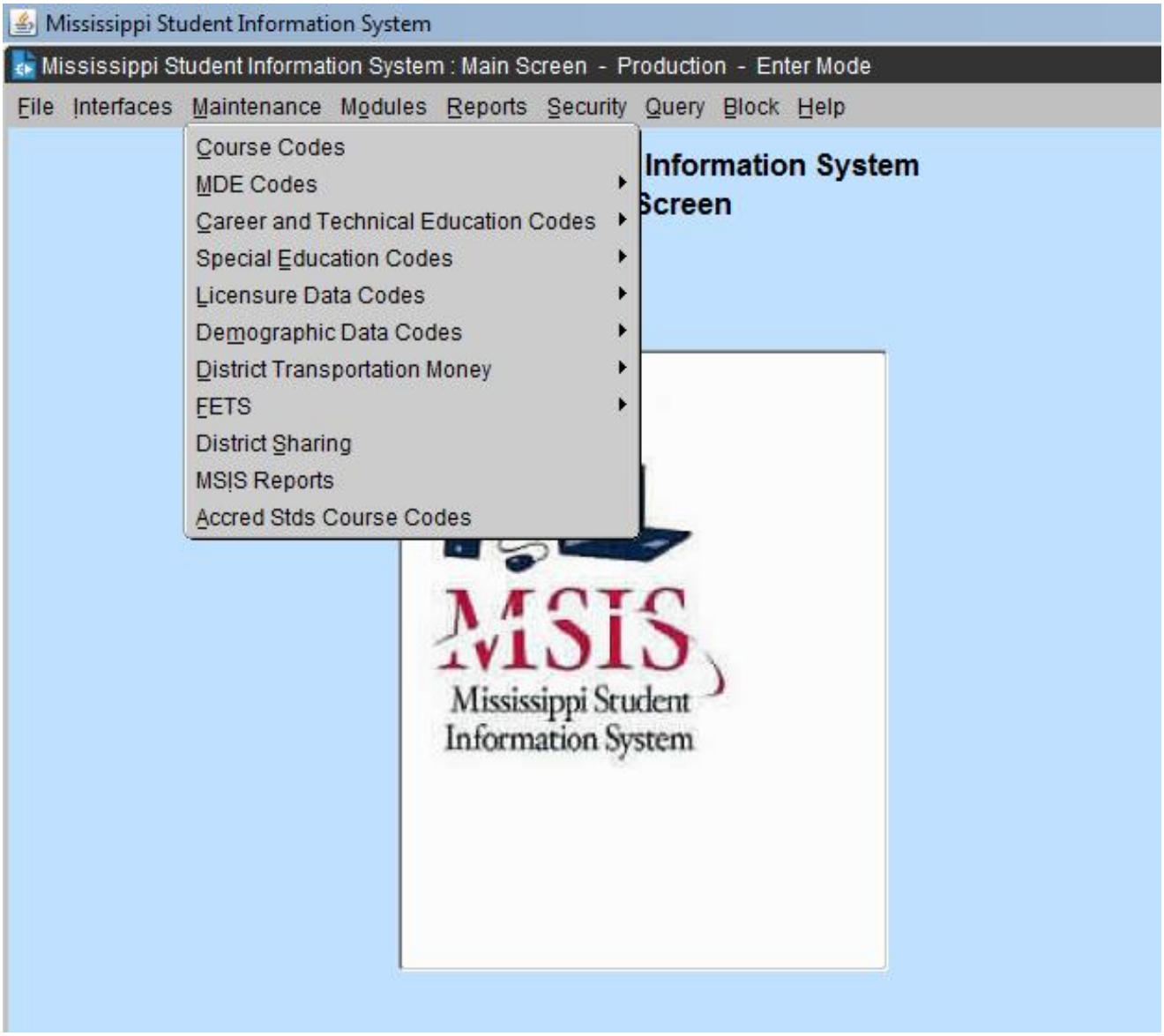
MSIS sessions will be logged out after 30 minutes of inactivity.

A session where a "save" hasn't been executed or a screen change hasn't occurred is considered an inactive session.

A session where a report is running is NOT considered an inactive session.

If you are entering data but haven't saved within the last 30 minutes then your session will be considered inactive. You won't know the session is inactive until you try to save the data, so it is important to save regularly.

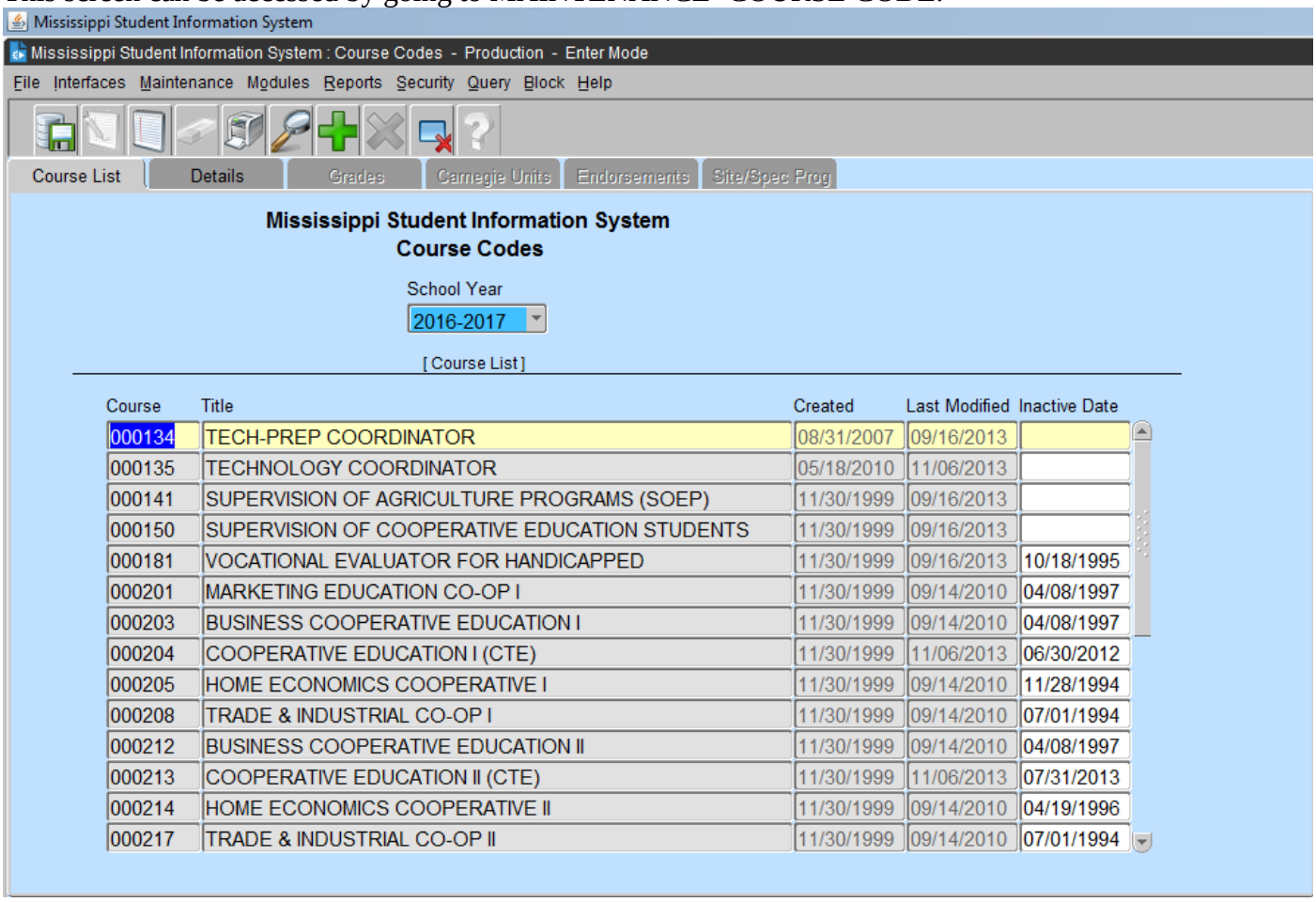
MAINTENANCE



All MSIS users have READ ONLY rights to the Maintenance Tables. You can look up Course Codes here and see all the details on a specified Course Code. If you are not sure of the valid values in certain fields, come here and find the table, and check out the valid entries for a field. For example, you can check to see what the valid values are for Weapon Types or Disposition Codes. Look under **MDE Codes** and find the valid values under Weapon Types or Disposition Codes.

VIEWING MAINTENANCE COURSE CODES

This screen can be accessed by going to MAINTENANCE>COURSE CODE.



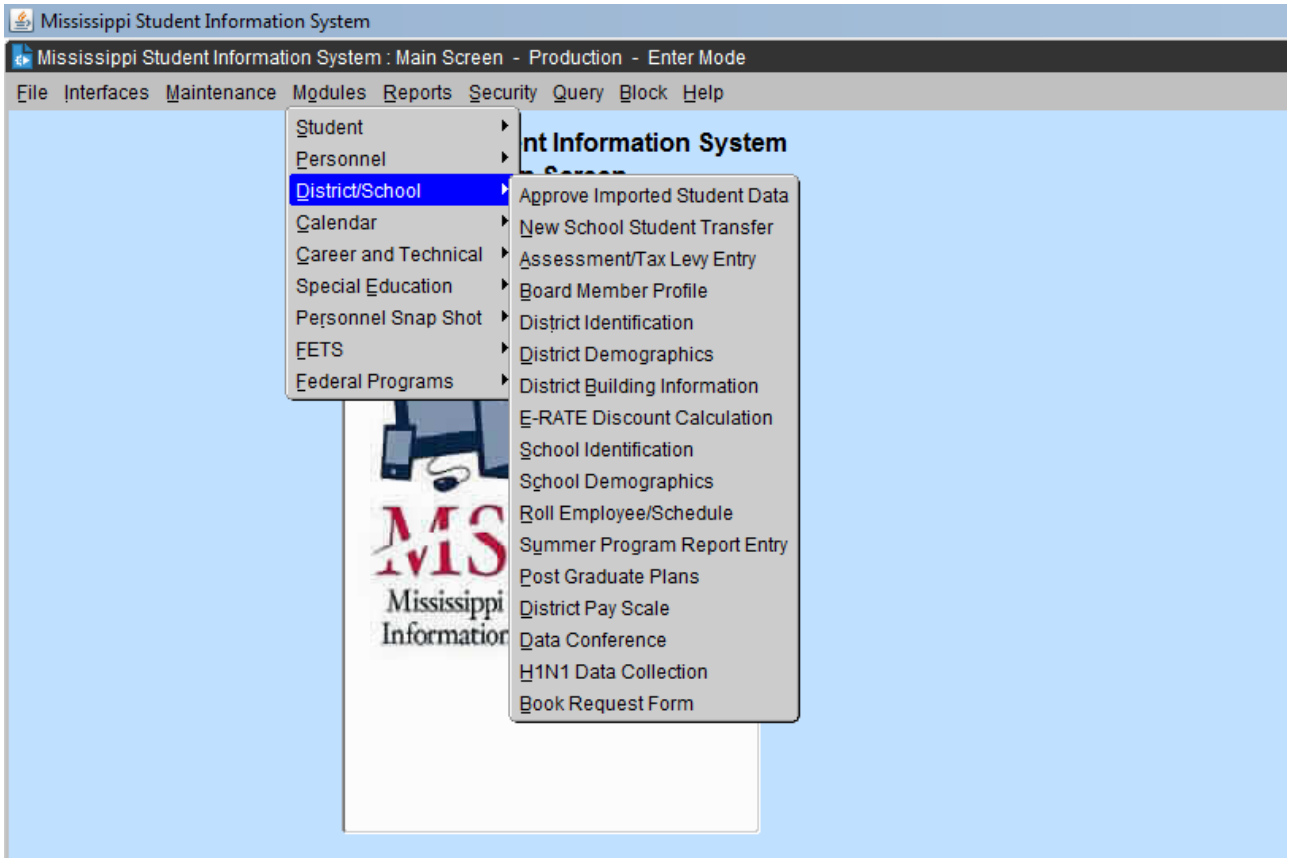
Course	Title	Created	Last Modified	Inactive Date
000134	TECH-PREP COORDINATOR	08/31/2007	09/16/2013	
000135	TECHNOLOGY COORDINATOR	05/18/2010	11/06/2013	
000141	SUPERVISION OF AGRICULTURE PROGRAMS (SOEP)	11/30/1999	09/16/2013	
000150	SUPERVISION OF COOPERATIVE EDUCATION STUDENTS	11/30/1999	09/16/2013	
000181	VOCATIONAL EVALUATOR FOR HANDICAPPED	11/30/1999	09/16/2013	10/18/1995
000201	MARKETING EDUCATION CO-OP I	11/30/1999	09/14/2010	04/08/1997
000203	BUSINESS COOPERATIVE EDUCATION I	11/30/1999	09/14/2010	04/08/1997
000204	COOPERATIVE EDUCATION I (CTE)	11/30/1999	11/06/2013	06/30/2012
000205	HOME ECONOMICS COOPERATIVE I	11/30/1999	09/14/2010	11/28/1994
000208	TRADE & INDUSTRIAL CO-OP I	11/30/1999	09/14/2010	07/01/1994
000212	BUSINESS COOPERATIVE EDUCATION II	11/30/1999	09/14/2010	04/08/1997
000213	COOPERATIVE EDUCATION II (CTE)	11/30/1999	11/06/2013	07/31/2013
000214	HOME ECONOMICS COOPERATIVE II	11/30/1999	09/14/2010	04/19/1996
000217	TRADE & INDUSTRIAL CO-OP II	11/30/1999	09/14/2010	07/01/1994

All Users should have "READ ONLY" rights to the tables under the MAINTENANCE tab on the MSIS MAIN SCREEN. The COURSE CODE table can be found at the MAINTENANCE tab and allows the User to view all of the pertinent information relating to any Course/Work Area Code. The User has the ability to select a school year and view information for a course. Data in the Table that may be useful to the District are Carnegie Units, Grades, Endorsements, Number of Students, Salary, and Minutes. You may query using the Course Code or Name, or you may do a partial query by entering part of the number or name and the wildcard %. After you have selected a code, click on the DETAILS tab and the successive tabs to view the details of the course code.

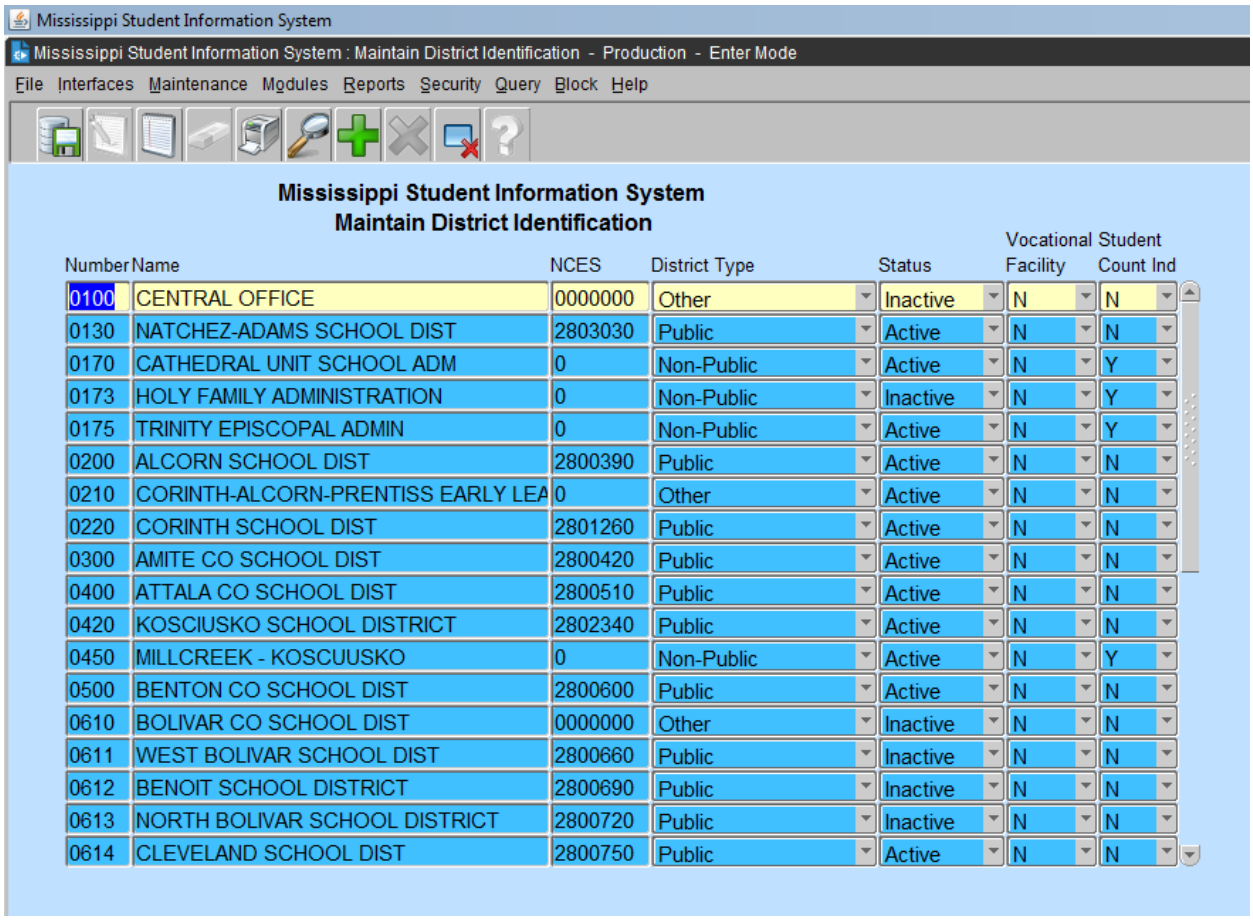
Any Course Code changes have to be made by the Office of Secondary Education

Chapter 3 DISTRICT/SCHOOL DEMOGRAPHICS

DISTRICT IDENTIFICATION/DEMOGRAPHICS



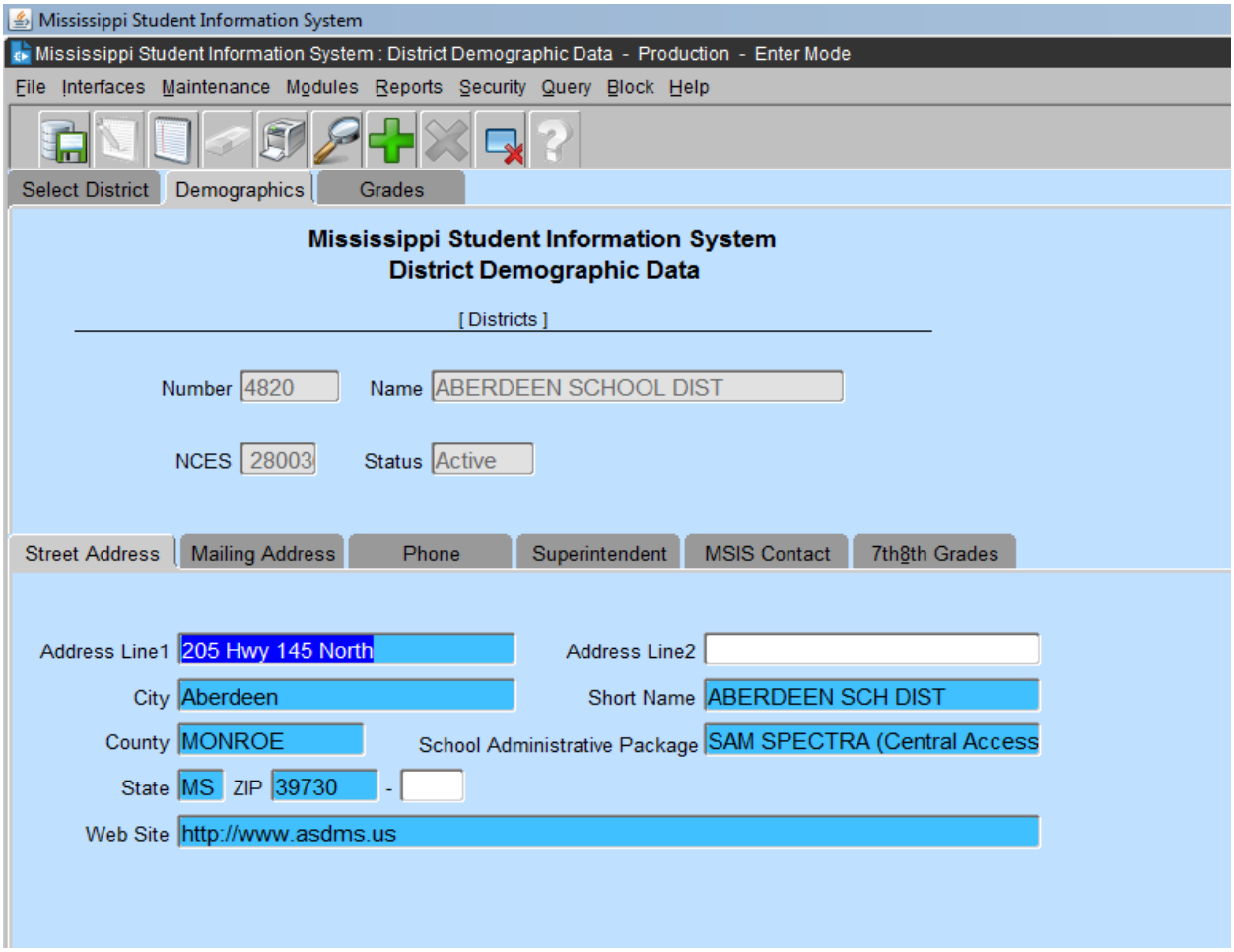
District Identification Screen



Number	Name	NCES	District Type	Status	Vocational Facility	Student Count Ind
0100	CENTRAL OFFICE	0000000	Other	Inactive	N	N
0130	NATCHEZ-ADAMS SCHOOL DIST	2803030	Public	Active	N	N
0170	CATHEDRAL UNIT SCHOOL ADM	0	Non-Public	Active	N	Y
0173	HOLY FAMILY ADMINISTRATION	0	Non-Public	Inactive	N	Y
0175	TRINITY EPISCOPAL ADMIN	0	Non-Public	Active	N	Y
0200	ALCORN SCHOOL DIST	2800390	Public	Active	N	N
0210	CORINTH-ALCORN-PRENTISS EARLY LEA	0	Other	Active	N	N
0220	CORINTH SCHOOL DIST	2801260	Public	Active	N	N
0300	AMITE CO SCHOOL DIST	2800420	Public	Active	N	N
0400	ATTALA CO SCHOOL DIST	2800510	Public	Active	N	N
0420	KOSCIUSKO SCHOOL DISTRICT	2802340	Public	Active	N	N
0450	MILLCREEK - KOSCUUSKO	0	Non-Public	Active	N	Y
0500	BENTON CO SCHOOL DIST	2800600	Public	Active	N	N
0610	BOLIVAR CO SCHOOL DIST	0000000	Other	Inactive	N	N
0611	WEST BOLIVAR SCHOOL DIST	2800660	Public	Inactive	N	N
0612	BENOIT SCHOOL DISTRICT	2800690	Public	Inactive	N	N
0613	NORTH BOLIVAR SCHOOL DISTRICT	2800720	Public	Inactive	N	N
0614	CLEVELAND SCHOOL DIST	2800750	Public	Active	N	N

MDE will set up any new districts in the state and then the new district would update their demographic information. The NCES number is updated by MDE. The district should not change that number.

District Demographics Screens



It is very important that the District Demographic information be kept updated. Whenever a Superintendent, address, phone number, MSIS district primary contact or MSIS district secondary contact, grades served by the district, school package, or any other information on these screens changes please update it promptly**.** **Address labels for districts and superintendents will be run from this data regularly and it is important that it be accurate. The data will also be used to print the Ed Directory that is published each year. It is very important the street address and mailing address both be kept updated.**

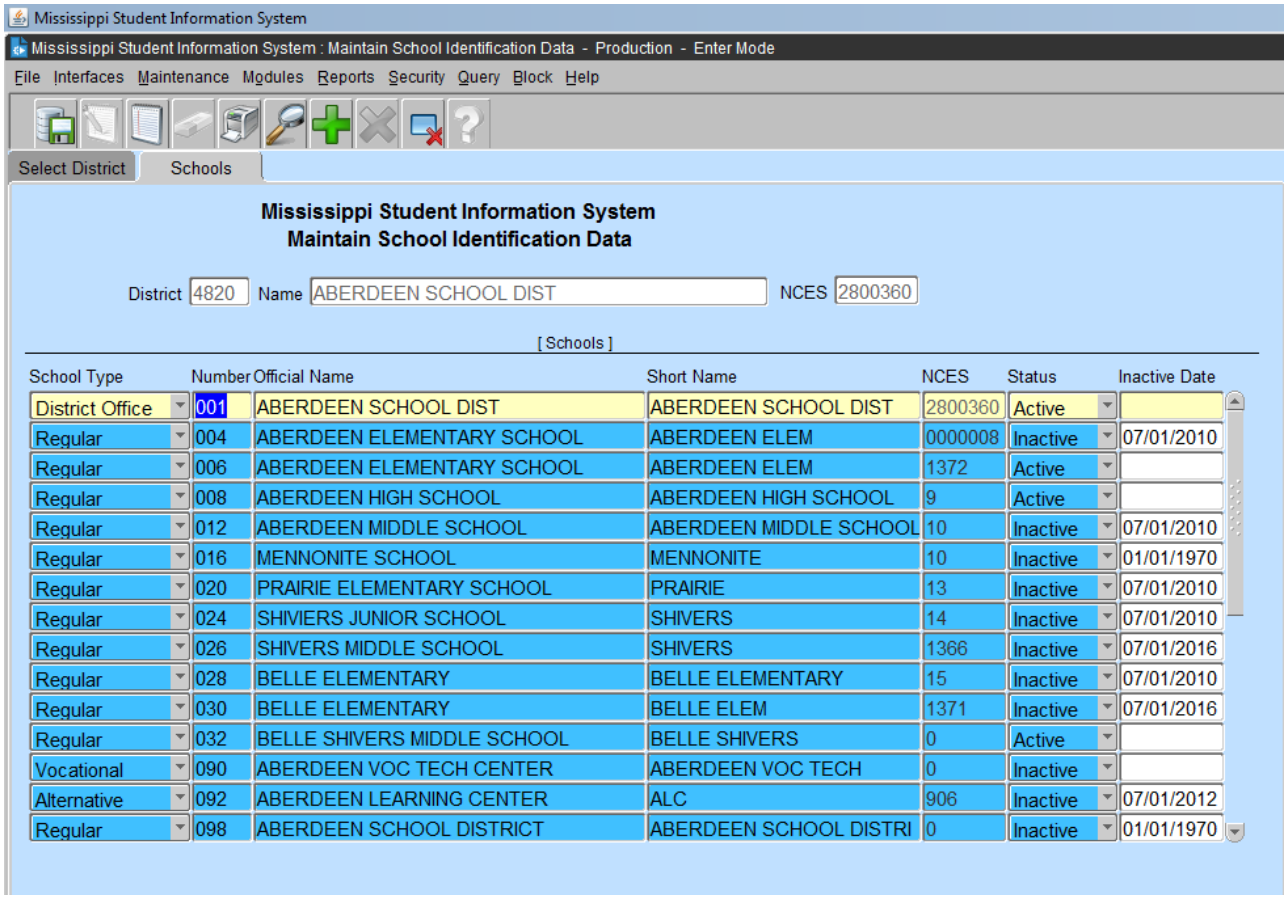
When changing District demographics please make changes under District Demographics and School Demographics School 001.

Any authorized user of MSIS that has access to the District Demographic screen will be allowed to view the Demographic information for any district in the state.

Grades can only be removed from a district after they have been removed from all schools in the district. Each district must categorize their 7th and 8th grade as either elementary or secondary.

SCHOOL IDENTIFICATION/DEMOGRAPHICS

School Identification Screen



School Type	Number	Official Name	Short Name	NCES	Status	Inactive Date
District Office	001	ABERDEEN SCHOOL DIST	ABERDEEN SCHOOL DIST	2800360	Active	
Regular	004	ABERDEEN ELEMENTARY SCHOOL	ABERDEEN ELEM	0000008	Inactive	07/01/2010
Regular	006	ABERDEEN ELEMENTARY SCHOOL	ABERDEEN ELEM	1372	Active	
Regular	008	ABERDEEN HIGH SCHOOL	ABERDEEN HIGH SCHOOL	9	Active	
Regular	012	ABERDEEN MIDDLE SCHOOL	ABERDEEN MIDDLE SCHOOL	10	Inactive	07/01/2010
Regular	016	MENNONITE SCHOOL	MENNONITE	10	Inactive	01/01/1970
Regular	020	PRAIRIE ELEMENTARY SCHOOL	PRAIRIE	13	Inactive	07/01/2010
Regular	024	SHIVIERS JUNIOR SCHOOL	SHIVERS	14	Inactive	07/01/2010
Regular	026	SHIVERS MIDDLE SCHOOL	SHIVERS	1366	Inactive	07/01/2016
Regular	028	BELLE ELEMENTARY	BELLE ELEMENTARY	15	Inactive	07/01/2010
Regular	030	BELLE ELEMENTARY	BELLE ELEM	1371	Inactive	07/01/2016
Regular	032	BELLE SHIVERS MIDDLE SCHOOL	BELLE SHIVERS	0	Active	
Vocational	090	ABERDEEN VOC TECH CENTER	ABERDEEN VOC TECH	0	Inactive	
Alternative	092	ABERDEEN LEARNING CENTER	ALC	906	Inactive	07/01/2012
Regular	098	ABERDEEN SCHOOL DISTRICT	ABERDEEN SCHOOL DISTRI	0	Inactive	01/01/1970

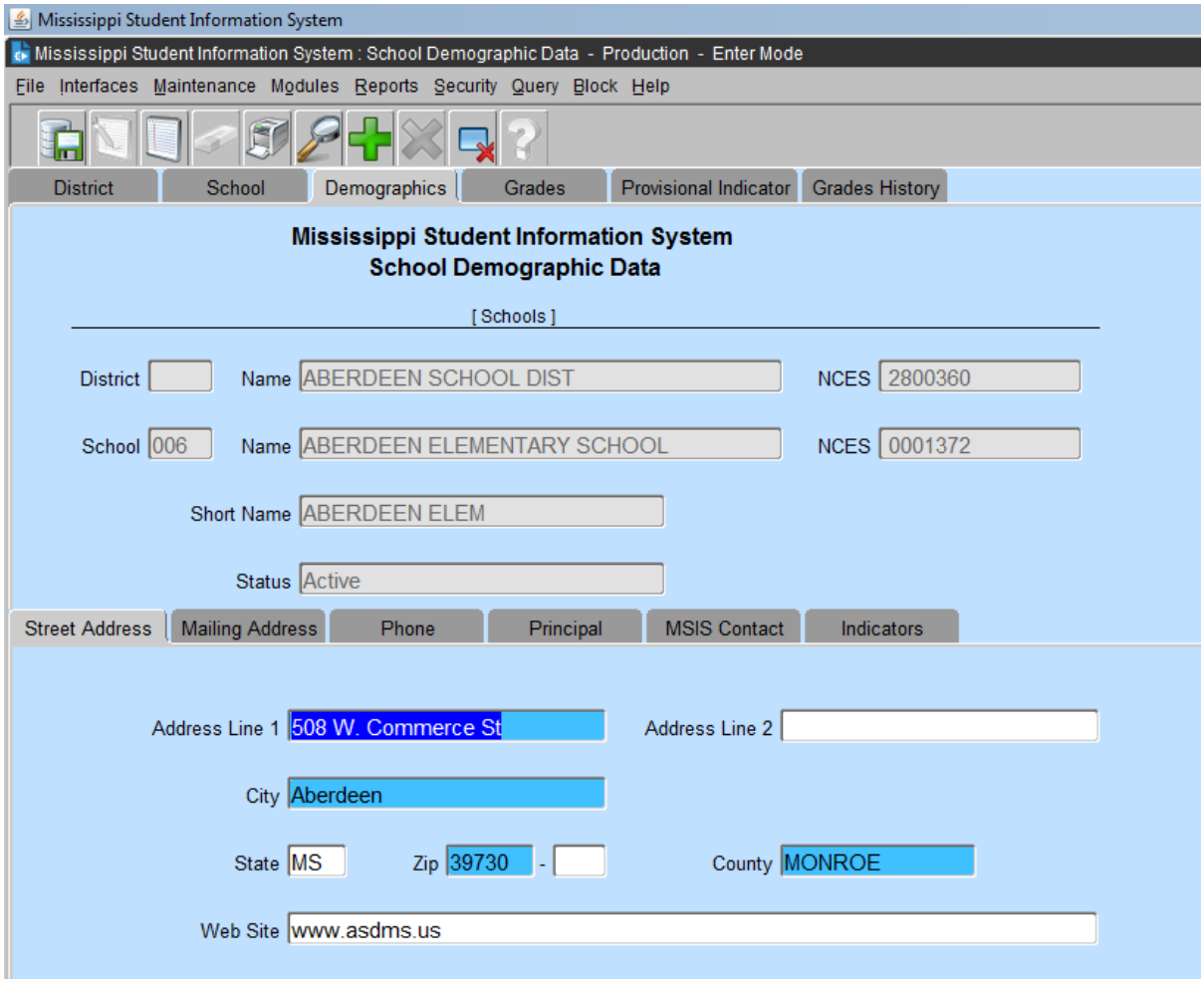
This screen will provide district users with the ability to create new schools, update/modify School Identification information for existing schools, and to inactivate schools. The school NCES number is updated by MDE. The district should not change that number. On new schools the NCES number will be zeroes.

A school cannot be <u>inactivated</u> if it has submitted Month 01 data to MSIS.

There are several different school types (District Office, Regular, Alternative, Vocational, and Special Ed Non-Public). School 001 is always the District Office.

Use this screen to change a school's name when necessary.

School Demographics Screens



It is very important that the School Demographic information be kept updated. Whenever a Principal, address, phone number, MSIS school contact, grades served by the school, or any other information on these screens changes please update it promptly**.** **Address labels for schools and principals will be run from this data regularly and it is important that it be accurate. The data will also be used to print the Ed Directory that is published each year. It is very important that both the street address and mailing address are kept updated.**

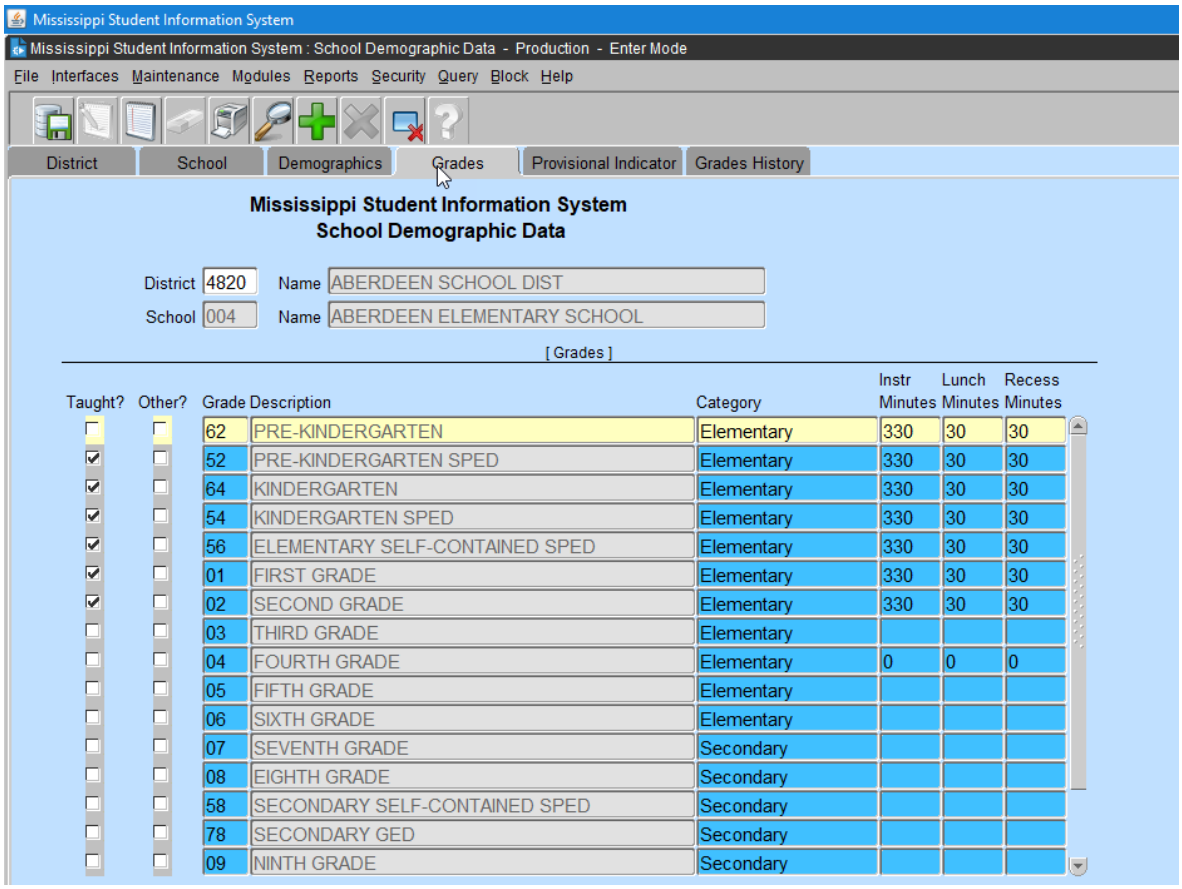
This screen provides the user with the ability to update and view School Demographic data for new and existing schools. Any authorized MSIS user that has access to this screen will be allowed to view the Demographic data for any school in the state.

Make sure that your superintendent information is at school number 001on the School Demographics.

Reconfiguration School:

Your Superintendent needs to send a letter to Accreditation, School Financial Services and OTSS. A copy of the board minutes approving the school reconfiguration.

School Demographics Screens – Grades



Grades cannot be removed from a school if Month 01 enrollment for that grade has been submitted to MSIS.

The instructional minutes on the school demographics must be updated annually to reflect the total class minutes in a school day for each grade. The minutes impact Accreditation and MAEP Calculations as well as SPED LRE.

Business Managers (per MDE School Financial Office) - Please note that this information will impact funding. If you can ensure that the appropriate personnel know to keep this updated, it will help ensure that your calculations are as accurate as possible.

1. To **Add** a Grade: Always make sure that the grade is highlighted in yellow. The system will come up in the first line. Use your arrow down key to select the grade line. Check the Taught box then use the tab key to add the minutes (Inst, Lunch and/or Recess).

2 To **Modify** a Grade: Always make sure that the grade is highlighted in yellow. The system will come up in the first line. Use your arrow down key to select the grade line. Then use the tab key to change the minutes (Inst, Lunch and/or Recess).

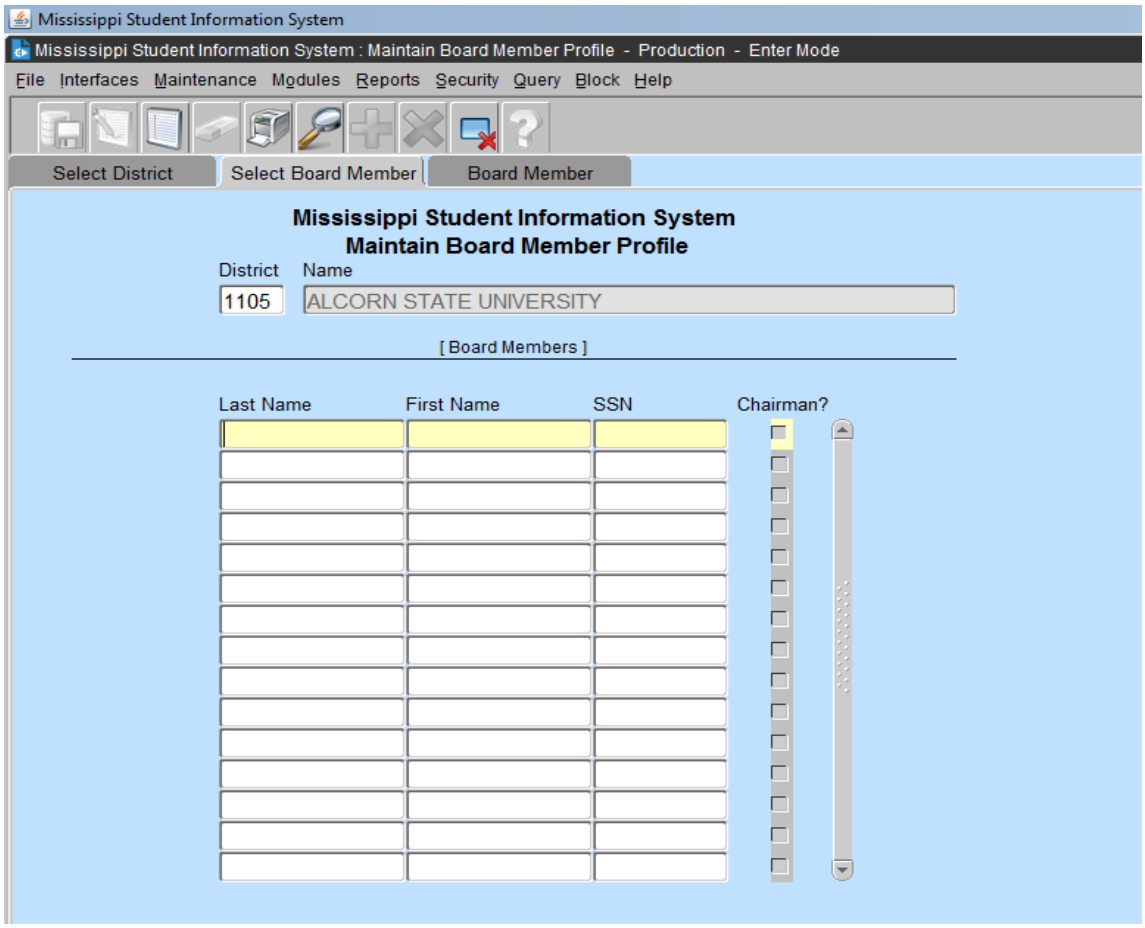
3. To **Delete** a Grade: Always make sure that the grade is highlighted in yellow. The system will come up in the first line. Use your arrow down key to select the grade line. Before you uncheck the taught/other box change the minutes (Inst, Lunch and/or Recess). Then uncheck the Taught/Other box

Chapter 4 SCHOOL BOARD MEMBERS

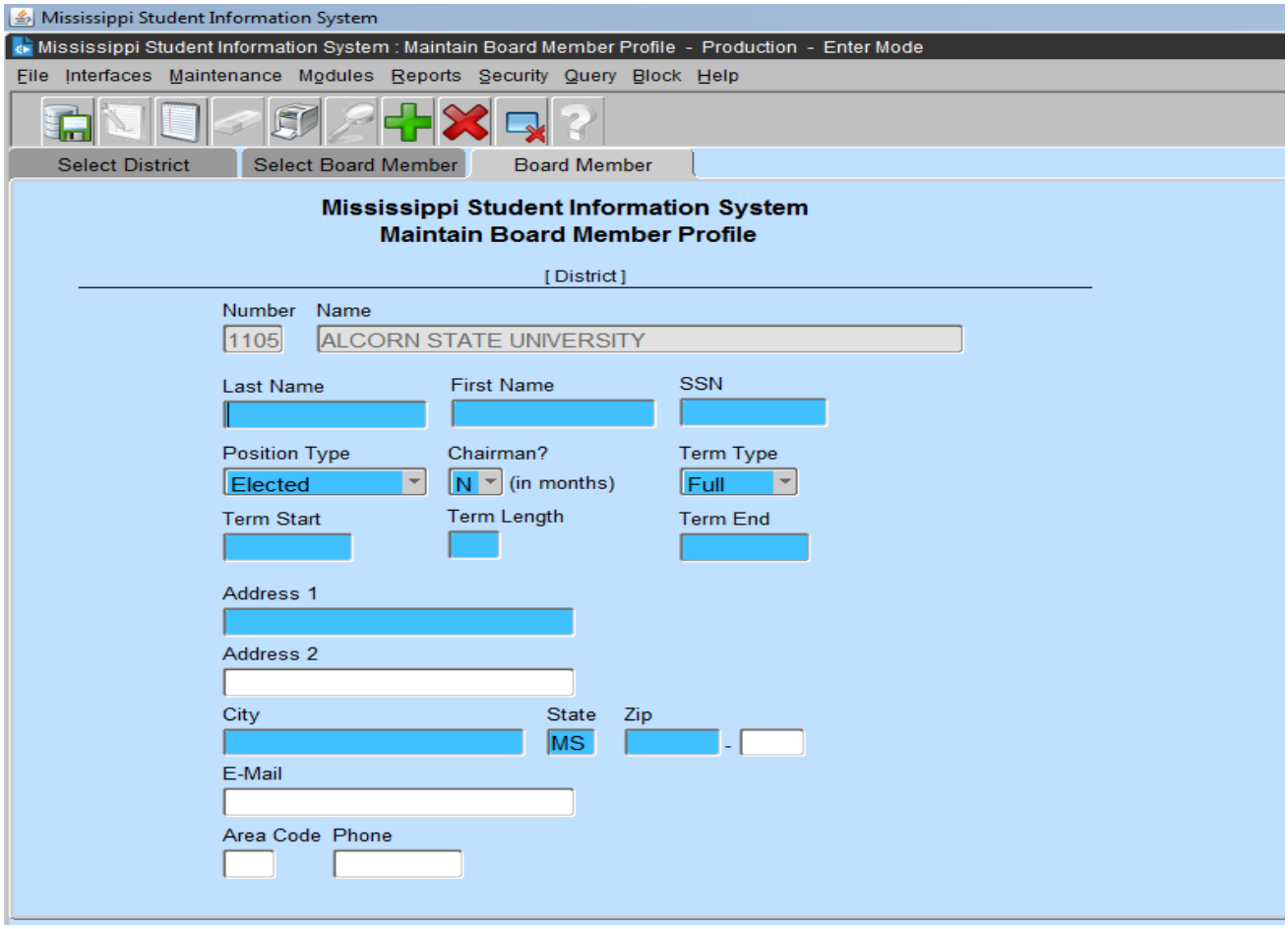
This screen is accessed by going to MODULES>DISTRICT/SCHOOL>BOARD MEMBER PROFILE. Users with the District Personnel role can access the screen.

This data needs to be kept up to date. The Office of Leadership Development uses this data.

Inactive board members should be deleted. To delete someone, select the board member you want to delete and click on the Board Member tab click the delete icon button (red X) to delete the person.



To add a Board Member click on the Board Member tab click the insert icon button (green +) to add the person. Complete all field that are blue.



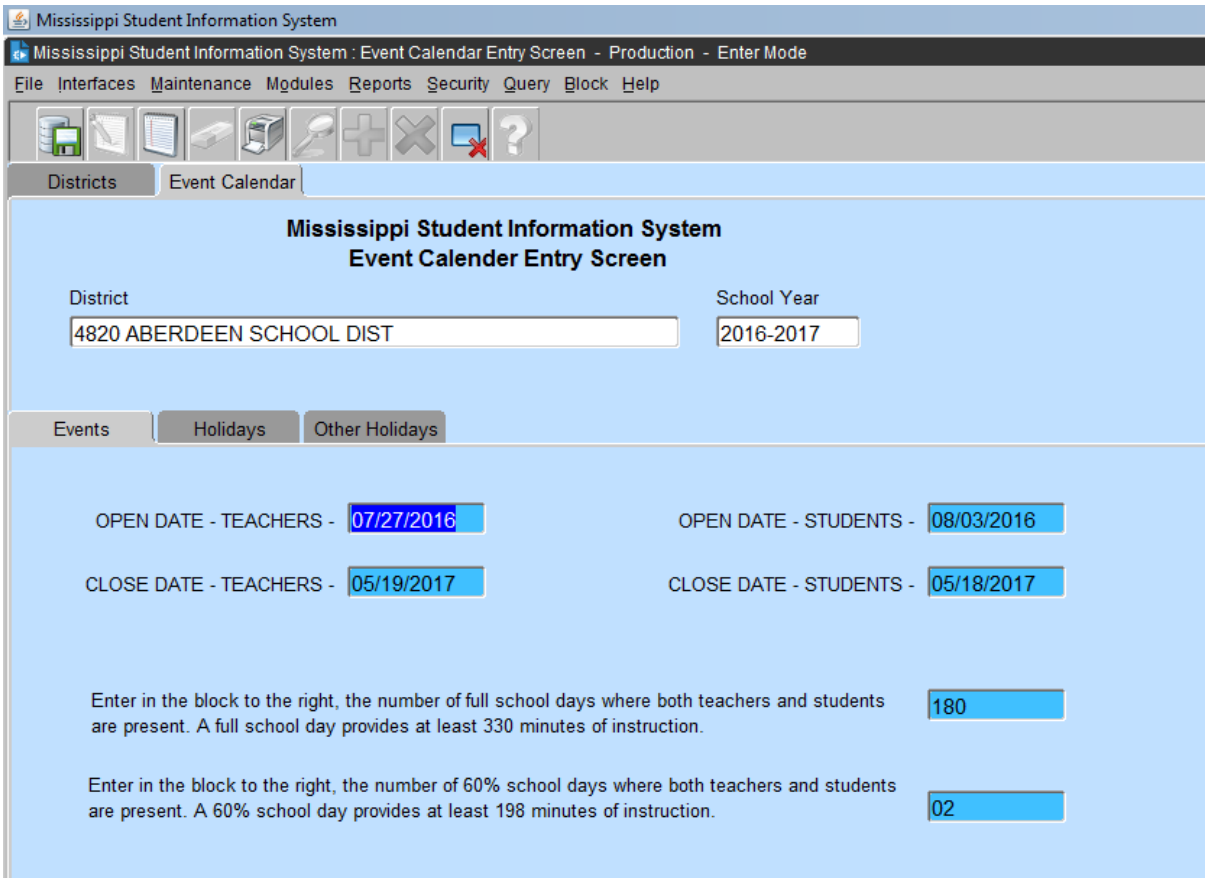
Mississippi Code 37-7-207 states that:
(1) There is hereby established a county board of education in each county of the State of Mississippi. Said county board of education shall consist of five (5) members, one (1) of which, subject to the further provisions of this chapter and except as is otherwise provided in Section 37-5-1(2), shall be elected by the qualified electors of each board of education district of the county. Except as is otherwise provided in Section 37-5-3, each member so elected shall be a resident and qualified elector of the district from which he is elected.

(2) The county board of education shall apportion the county school district into five (5) single member board of education districts. The county board of education shall place upon its minutes the boundaries determined for the new five (5) board of education districts. The board of education of said county shall thereafter publish the same in some newspaper of general circulation within said county for at least three (3) consecutive weeks and after having given notice of publication and recording the same upon the minutes of the board of education of said county, said new district lines will thereafter be effective. The board of education of said county shall reapportion the board of education districts in accordance with the procedure described herein for the original apportionment of districts as soon as practicable after the results of the 2000 decennial census are published and as soon as practicable after every decennial census thereafter.

(3) In counties where the office of "administrative superintendent" as defined in Section 37-6-3, Mississippi Code of 1972, has been abolished, there shall be no county board of education.

Chapter 5 DISTRICT EVENTS CALENDAR

This screen is accessed by going to MODULES>CALENDAR>DISTRICT EVENTS. Users with the District Personnel role can access the screen. The information on this screen needs to be updated each spring for the next school year. **The screen is defaulting to the old school year until July 1st. The school year in the school year box MUST BE the current school year.** Be sure to select the appropriate school year when updating or viewing the data.



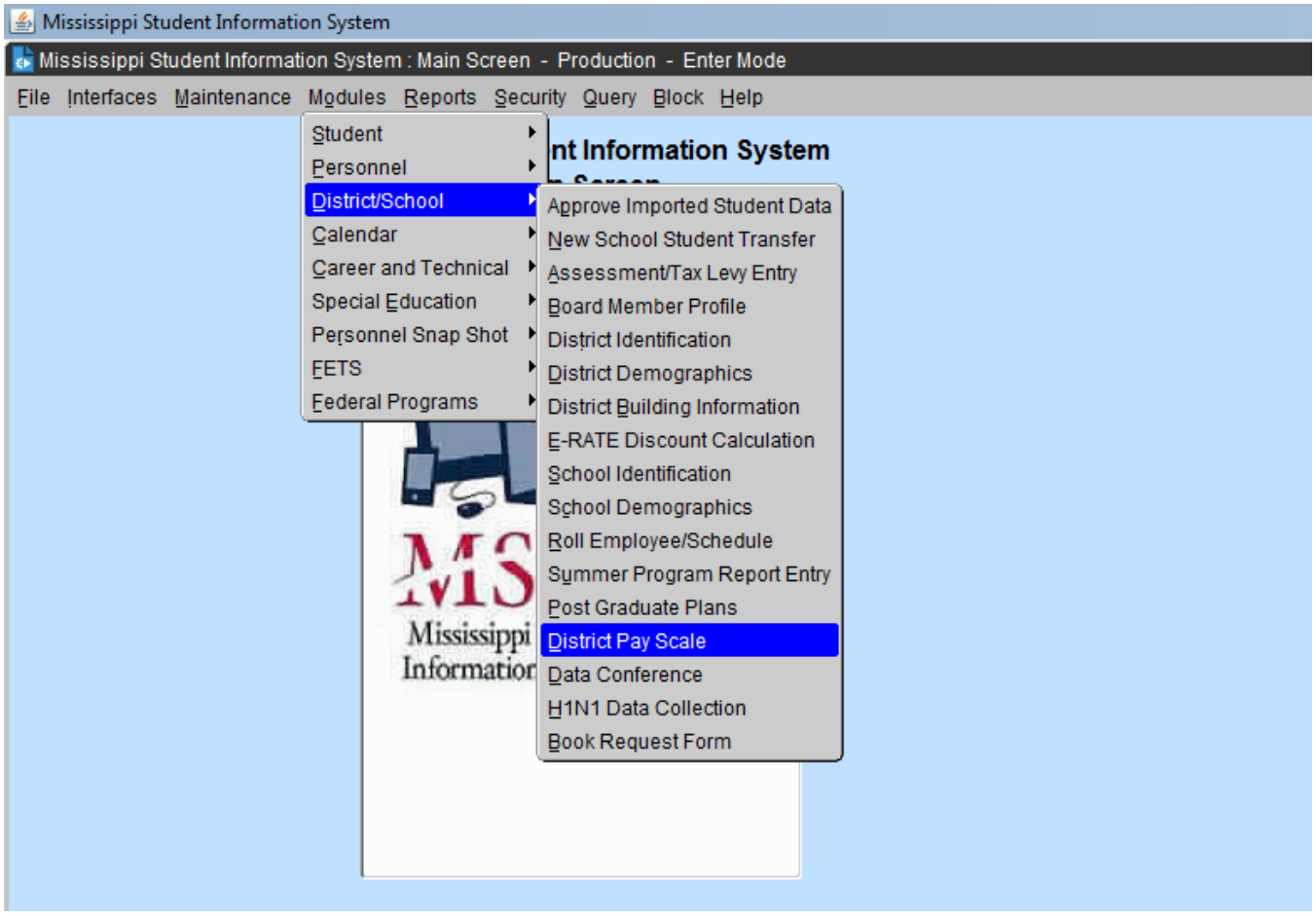
Whenever entering a date in MSIS you must key the complete year including the century. If you key only the last two digits of the year the century defaults to 00.

The beginning and ending dates of the holidays are important. The beginning date should be the first regular school day that students do not attend school and the ending date should be the date of the last day prior to returning to school. The holidays entered should be student holidays during the regular school year.

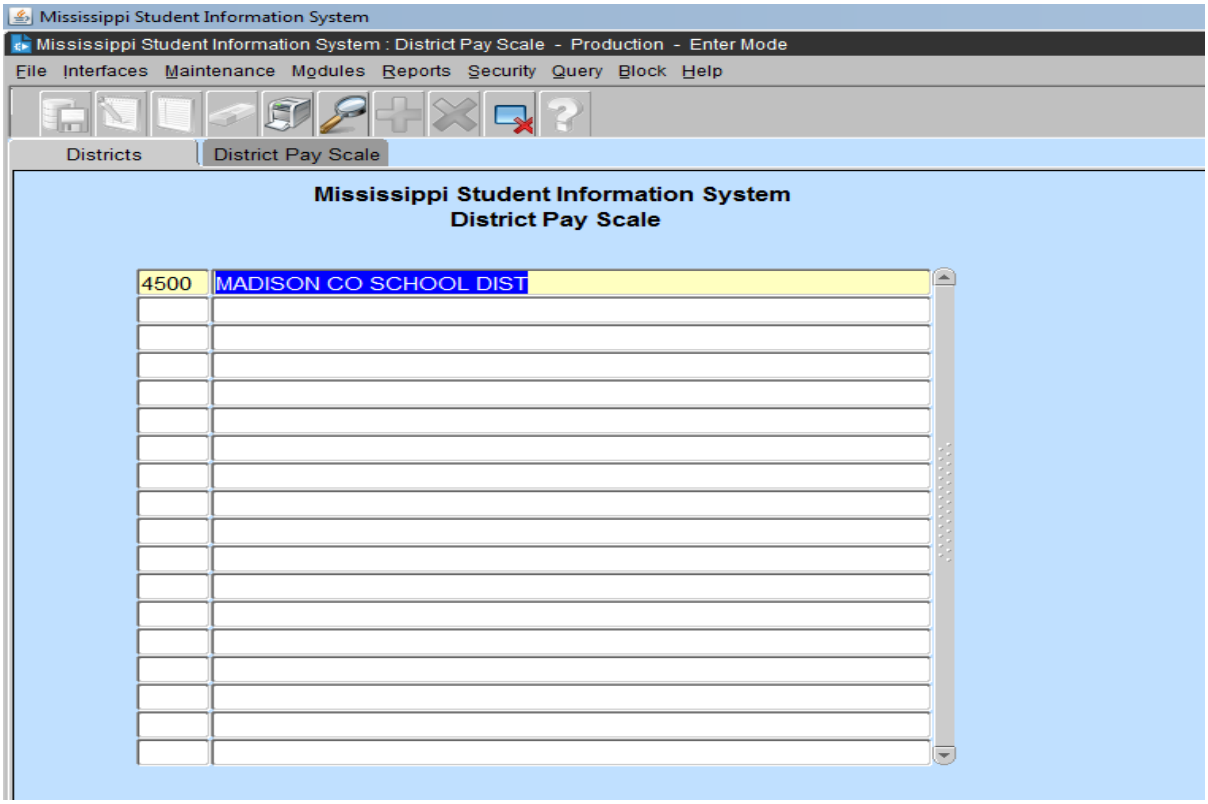
For example:
For Labor Day (Monday); the beginning and ending dates would be Monday (XX/XX/XXXX), but the week of Thanksgiving (Monday thru Friday) would the beginning date is that Monday and the ending date would be that Sunday.

Chapter 6 DISTRICT PAY SCALE

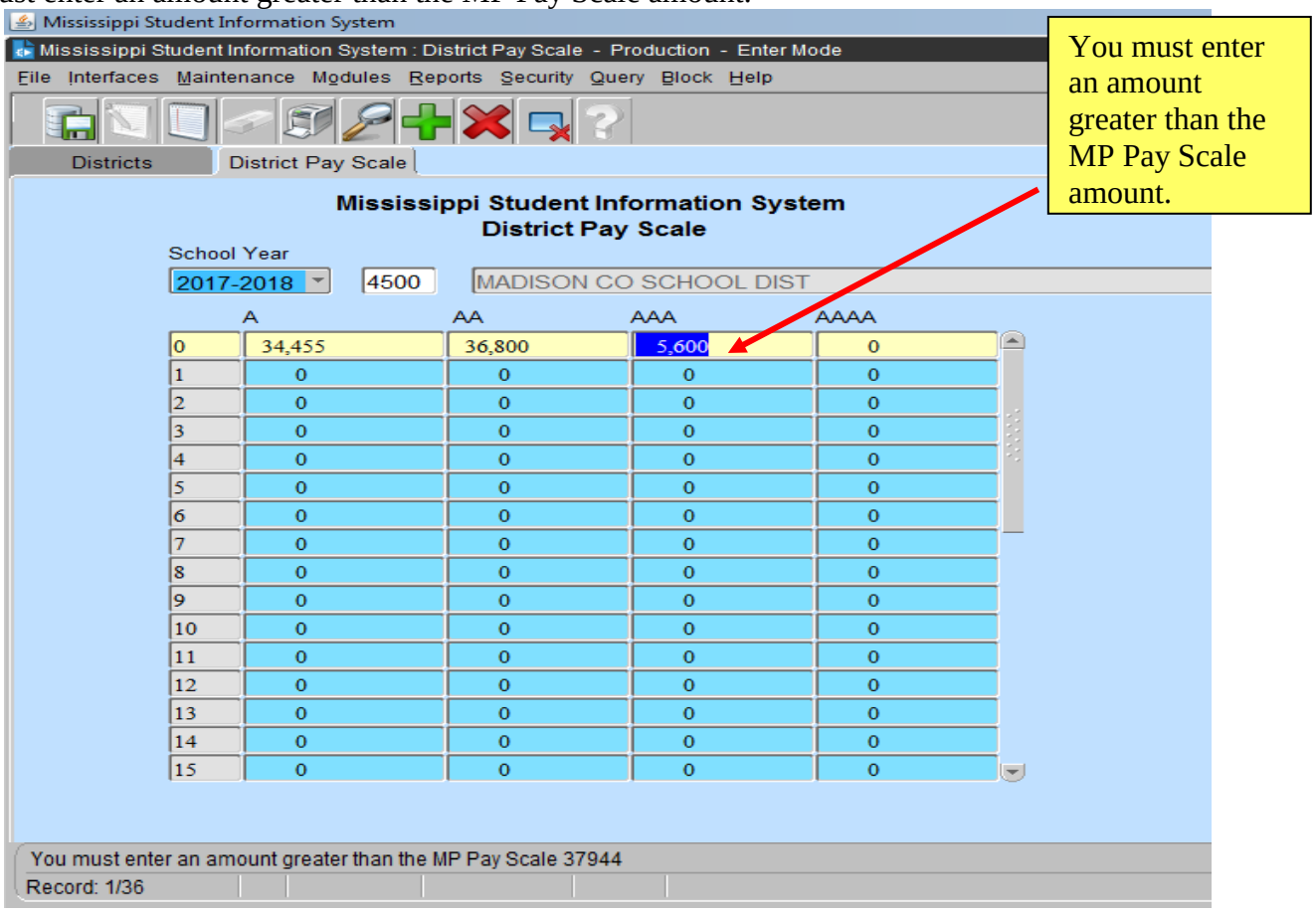
Each year the Mississippi Department of Education, Office of Technology and Strategic Services (OTSS) collects a salary schedule from each school district. The data is collected using the Mississippi Student Information (MSIS). Salaries entered must reflect the entire amount paid by the district and not just the MAEP salary schedule. Based on the number of years' experience and type of certificate held, indicate under each appropriate certification heading, the salary for classroom teachers in your district. Please have this information entered in MSIS by the last business day in July. Your District's Personnel person has security rights to the screen and can enter the data by logging on to MSIS and going to MODULES>DISTRICT/SCHOOL>DISTRICT PAY SCALE.



Click the District tab, than the District Pay Scale tab and you should see "0" for all your money amounts. The screen is defaulting to the old school year until July 1st. The school year in the school year box MUST BE the current school year. You can start typing in your amounts for each year of experience. **You must enter an amount greater than OR equal to the MP Pay Scale amount.**



You must enter an amount greater than the MP Pay Scale amount.

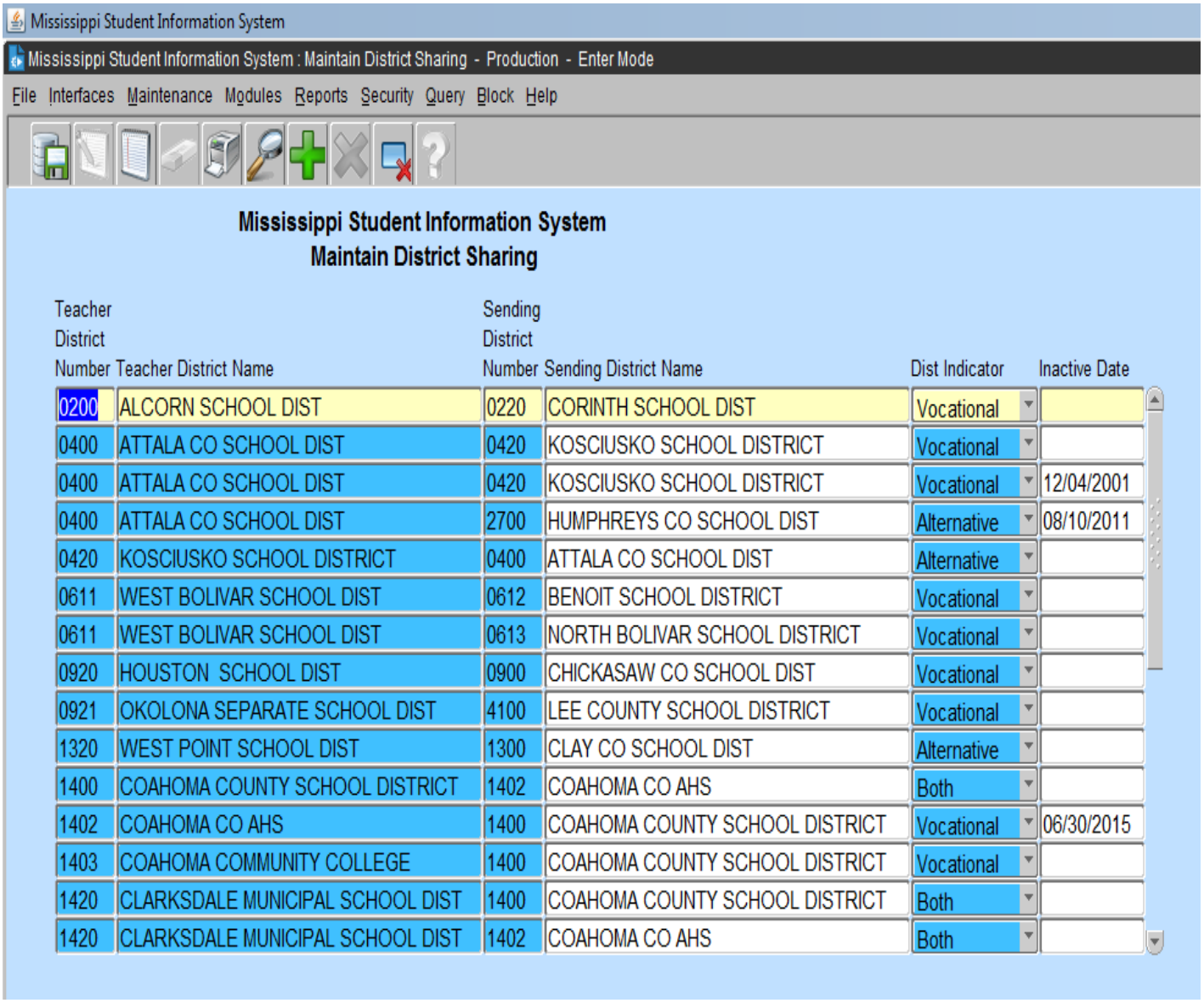


When you are complete, you go to File, save or exit and it will ask you if you want to save your changes.

Chapter 7 STUDENTS TAKING COURSES IN ANOTHER DISTRICT

This screen can be accessed by going to MAINTENANCE> DISTRICT SHARING.

There is now a table in MSIS that indicates which Districts may be sharing facilities such as Vocational Ed Centers, Alternative Schools or Both. The staff in Office of Technology ans Stegaegy Services Management Information Systems will maintain the table that indicates which Districts are sharing facilities. When facilities are shared, students cross District lines to take courses and in order for MSIS to properly populate the student count on the teacher's schedule, the Districts must be listed in the table. The Sending District that sends students to the Teacher/Residing District must enter the teacher's ID from the Sending District on the student's schedule.



Teacher District Number	Teacher District Name	Sending District Number	Sending District Name	Dist Indicator	Inactive Date
0200	ALCORN SCHOOL DIST	0220	CORINTH SCHOOL DIST	Vocational	
0400	ATTALA CO SCHOOL DIST	0420	KOSCIUSKO SCHOOL DISTRICT	Vocational	
0400	ATTALA CO SCHOOL DIST	0420	KOSCIUSKO SCHOOL DISTRICT	Vocational	12/04/2001
0400	ATTALA CO SCHOOL DIST	2700	HUMPHREYS CO SCHOOL DIST	Alternative	08/10/2011
0420	KOSCIUSKO SCHOOL DISTRICT	0400	ATTALA CO SCHOOL DIST	Alternative	
0611	WEST BOLIVAR SCHOOL DIST	0612	BENOIT SCHOOL DISTRICT	Vocational	
0611	WEST BOLIVAR SCHOOL DIST	0613	NORTH BOLIVAR SCHOOL DISTRICT	Vocational	
0920	HOUSTON SCHOOL DIST	0900	CHICKASAW CO SCHOOL DIST	Vocational	
0921	OKOLONA SEPARATE SCHOOL DIST	4100	LEE COUNTY SCHOOL DISTRICT	Vocational	
1320	WEST POINT SCHOOL DIST	1300	CLAY CO SCHOOL DIST	Alternative	
1400	COAHOMA COUNTY SCHOOL DISTRICT	1402	COAHOMA CO AHS	Both	
1402	COAHOMA CO AHS	1400	COAHOMA COUNTY SCHOOL DISTRICT	Vocational	06/30/2015
1403	COAHOMA COMMUNITY COLLEGE	1400	COAHOMA COUNTY SCHOOL DISTRICT	Vocational	
1420	CLARKSDALE MUNICIPAL SCHOOL DIST	1400	COAHOMA COUNTY SCHOOL DISTRICT	Both	
1420	CLARKSDALE MUNICIPAL SCHOOL DIST	1402	COAHOMA CO AHS	Both	

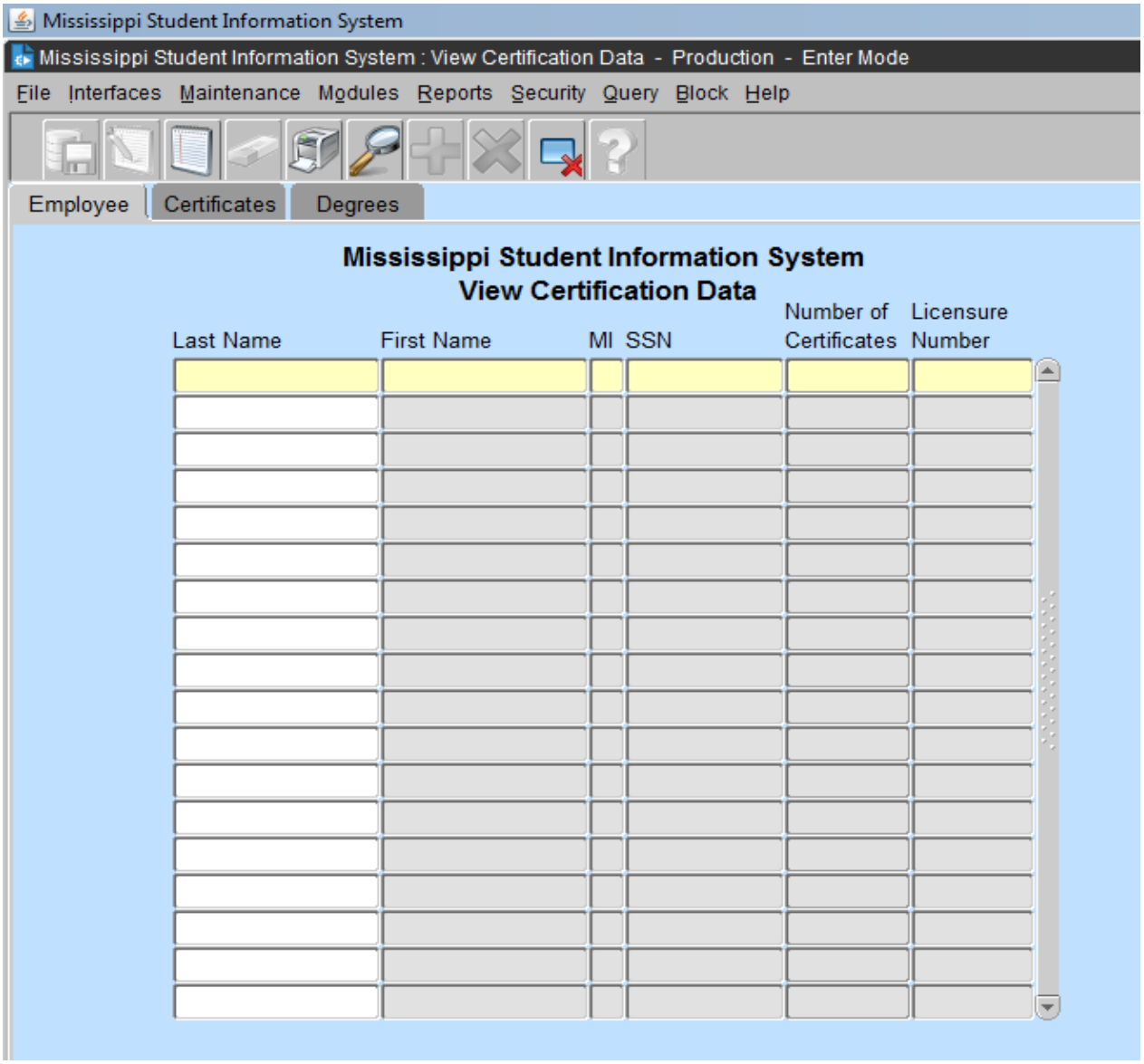
Chapter 8 VIEW CERTIFICATION DATA

This screen can be accessed by going to MODULES> PERSONNEL> VIEW CERTIFICATION.

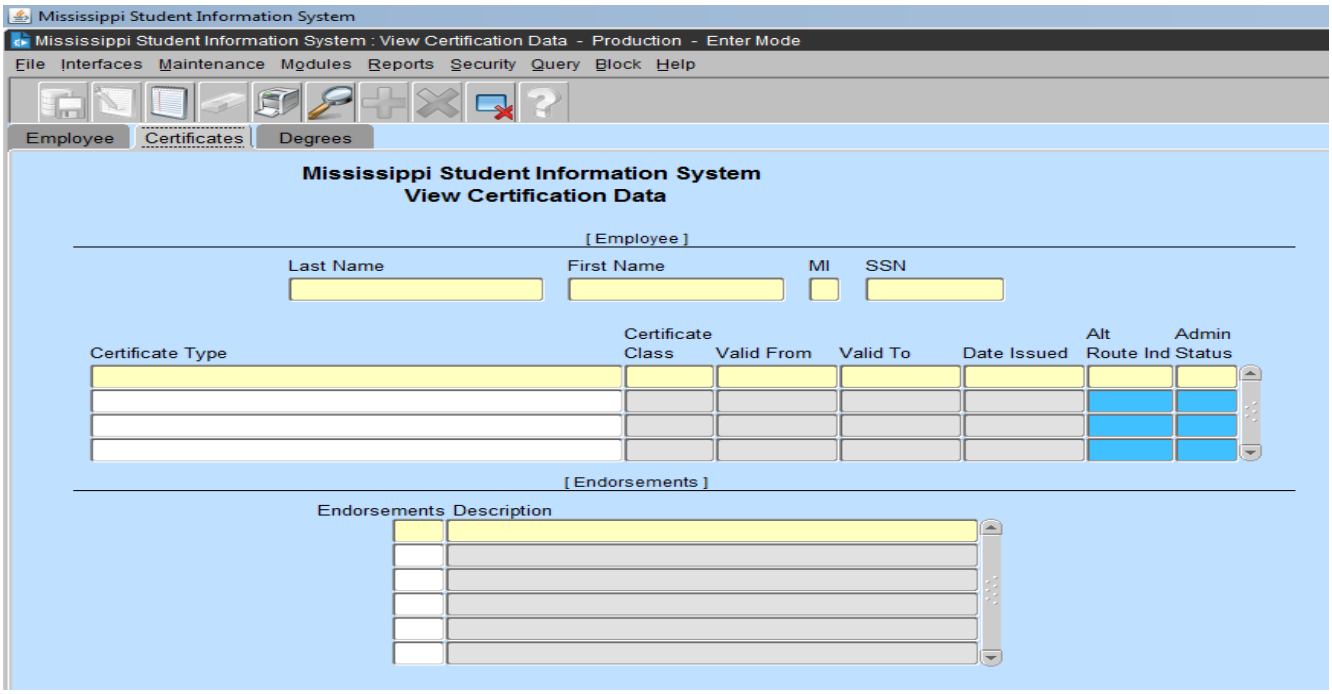
You cannot view Certification data on anyone who is not employed in a Mississippi public school. To find Certification data on someone who is not currently employed in a public school you will need to use the current system that you have been using for several years (TN3270 TELNET SESSION). This will display anyone who is now or has ever been certified by the State.

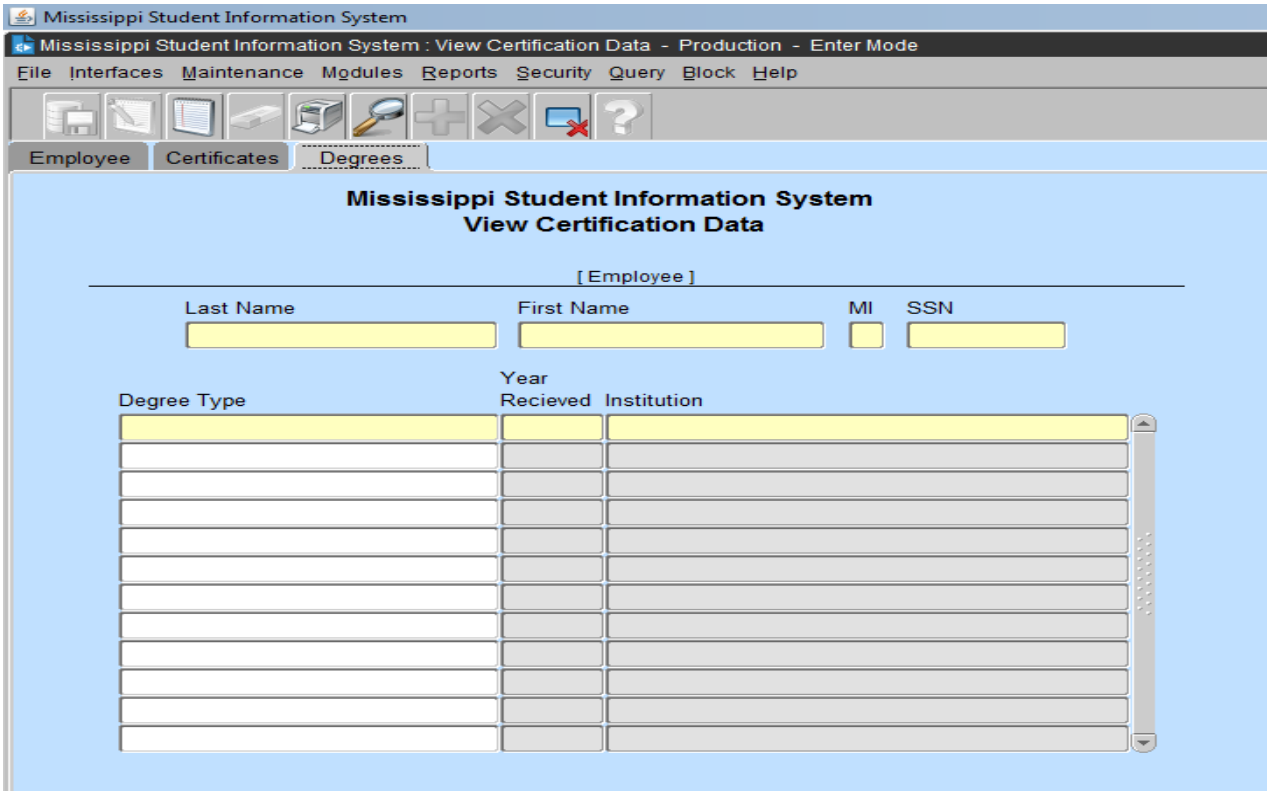
This screen will provide authorized users with the capability to locate an employee in MSIS by any combination of last name, first name, and SSN; this will include the capability to search any of these data elements by entering partial data. After locating the employee, you can view the employee's existing Certification Information.

QUERY FOR AN EMPLOYEE - double click on the employee's last name to view Certification data. *A certified employee has a Licensure Number.*



If more than one Certificate is listed, select a Certificate by using the Up and Down arrow keys or clicking on a Certificate Type to view the Endorsements for that Certificate. If an employee has more than four certificates, use the scroll bar located to the right of Admin Status to view more Certificates. If a Certificate has more than six Endorsements, use the scroll bar located to the right of the Endorsement Description to view more Endorsements. Click on Degrees tab to view degrees held by employee. If the employee has more than five Degrees, use the scroll bar located to the right of the Institution to view more Degrees.





Chapter 9 SUMMER SCHOOL REPORT ENTRY

This screen can be accessed by going to MODULES>DISTRICT/SCHOOL>SUMMER PROGRAM REPORT ENTRY.

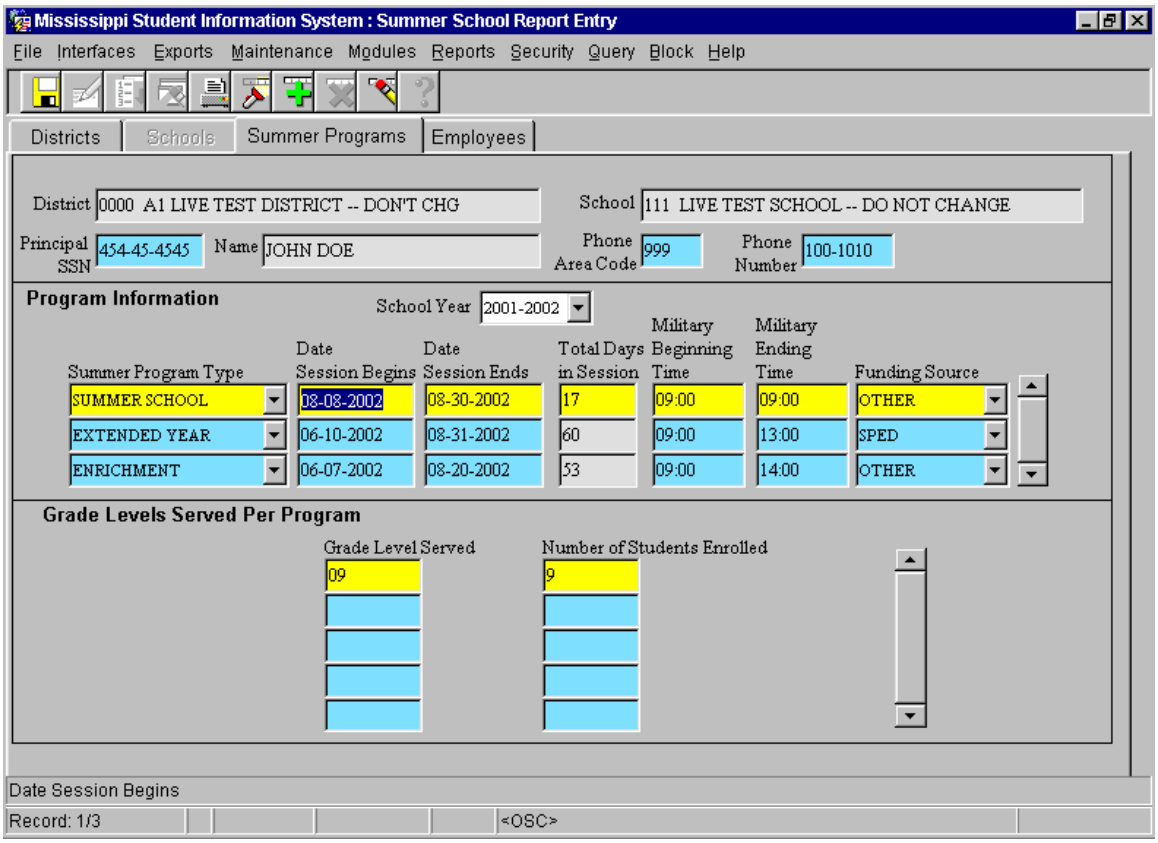
The Summer Program Report Entry screen will provide authorized Users the ability to enter Summer Program data for schools and Summer Program employee data.

This screen is used to collect summer school data for Accreditation. It needs to be completed by August 30th. This information has previously been collected on paper. The District Personnel and School Personnel roles will have access to this screen.

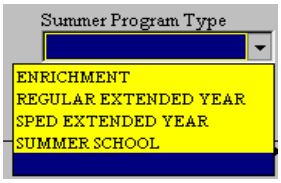
ENTERING SUMMER PROGRAM DATA

1. Select a **School** on the Schools tab by using the up and down arrow keys on the keyboard or performing a query.
2. User is prompted to the **Summer Programs** tab.

Note – The School Year defaults to the current school year. When the selected year is not the current school year, the data will be read only.

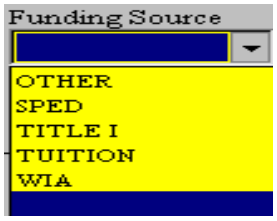


3. Enter the **SSN of the Principal** for the Summer Program for the selected School.
4. Enter the **Phone Area Code and Phone Number.**
5. Click on the down arrow in the **Summer Program Type** field. Select a Summer Program Type. Each Summer Program Type can only be selected one time per School.

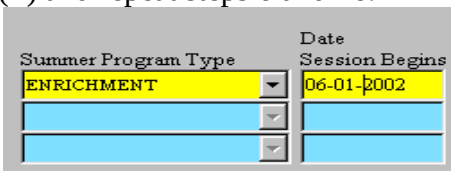


6. **Enter Date Session Begins.** Valid formats include MMDDYYYY and MM/DD/YYYY. Date must be in current School Year. For this screen, the months of July and August are not considered the next school year.
7. **Enter Date Session Ends.** Valid formats include MMDDYYYY and MM/DD/YYYY. Date must be in current School Year. For this screen, the months of July and August are not considered the next school year. Session End Date cannot be earlier than the Session Begin Date.
8. **Total Days in Session** is automatically populated when both the Date Session Begins and Date Session Ends are entered. This field displays the number of business days from the beginning to the end of each session. It does not exclude holidays.
9. **Enter Military Beginning Time**. Valid formats include 8 and 8:30.
10. **Enter Military Ending Time**. Valid formats include 8 and 8:30. (13:00 would be 1:00 PM) Ending Time cannot be earlier than Beginning Time.

11. **Click on the down arrow** in the **Funding Source field**. **Select** a **Funding Source for the selected program**. Each Summer Program Type can only have one Funding Source.



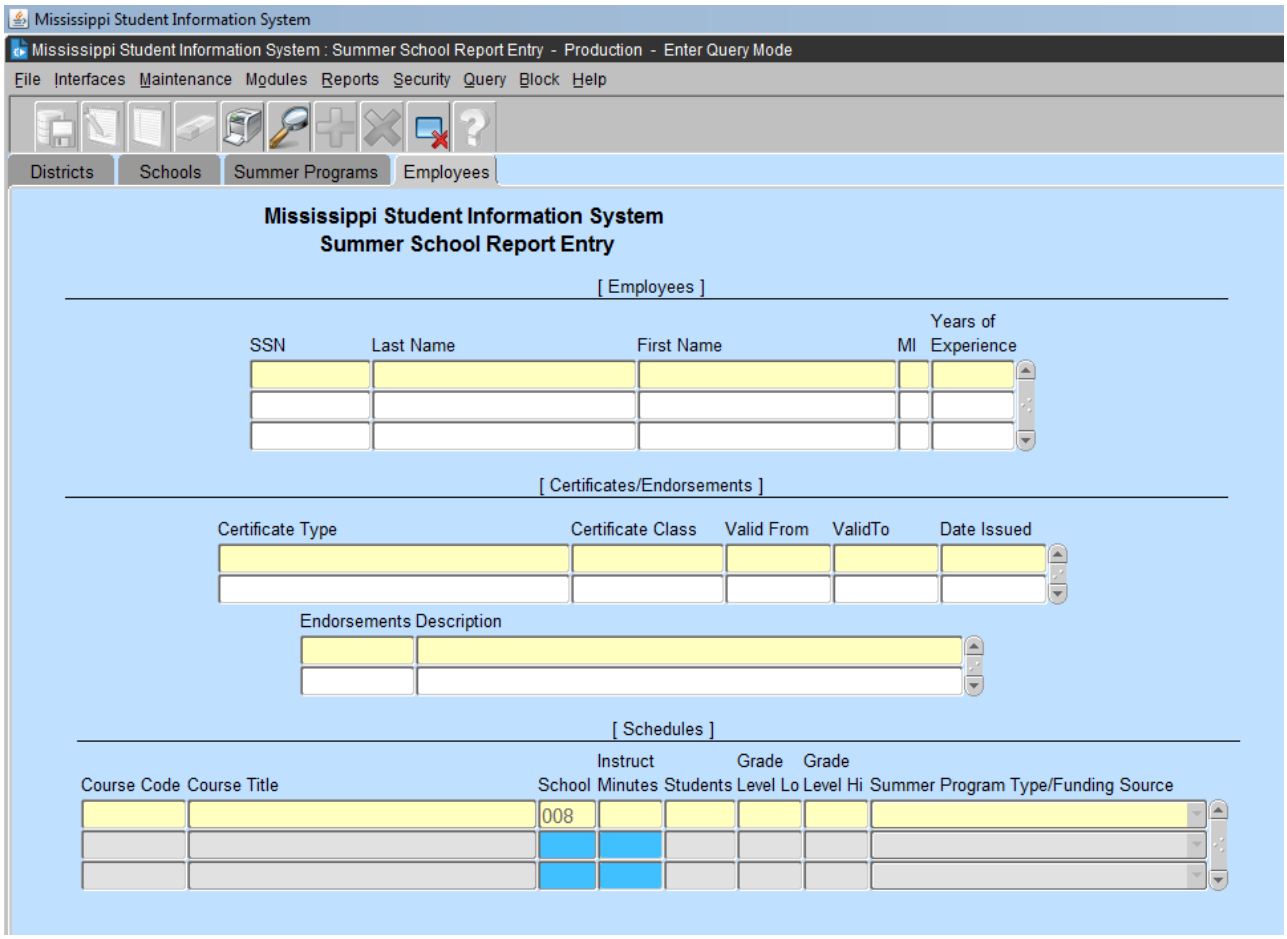
12. **Enter Grade Level Served** for the selected program or double-click in the field and a list of active grade levels will be displayed to choose from. A Grade Level cannot be entered more than once for the selected program.
13. **Enter Number of Students Enrolled in the Grade Level** for the selected Program.
14. **To add additional Grade Levels**, use the down arrow key on the keyboard or click on the insert icon button (+) and repeat steps 13 and 14.
15. Save the record by clicking on the **Save icon button** or clicking on **File** from the menu bar and selecting **Save.**
16. **To enter additional Summer Programs for the selected School, click in the Date Session Begins field** and then use the down arrow key on the keyboard or click on the insert icon button (+) and repeat steps 6 and 16.



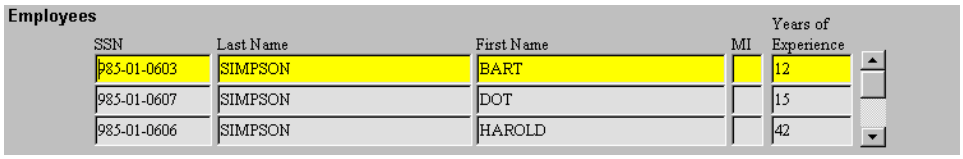
Note – Cursor must be located somewhere in the Date Session Begins field (as shown) in order to insert a new Summer Program record.

ENTERING SUMMER PROGRAM EMPLOYEES

1. Click on **Employees** tab.
2. If the screen is blank, then no Employees have been entered for the selected school and year.

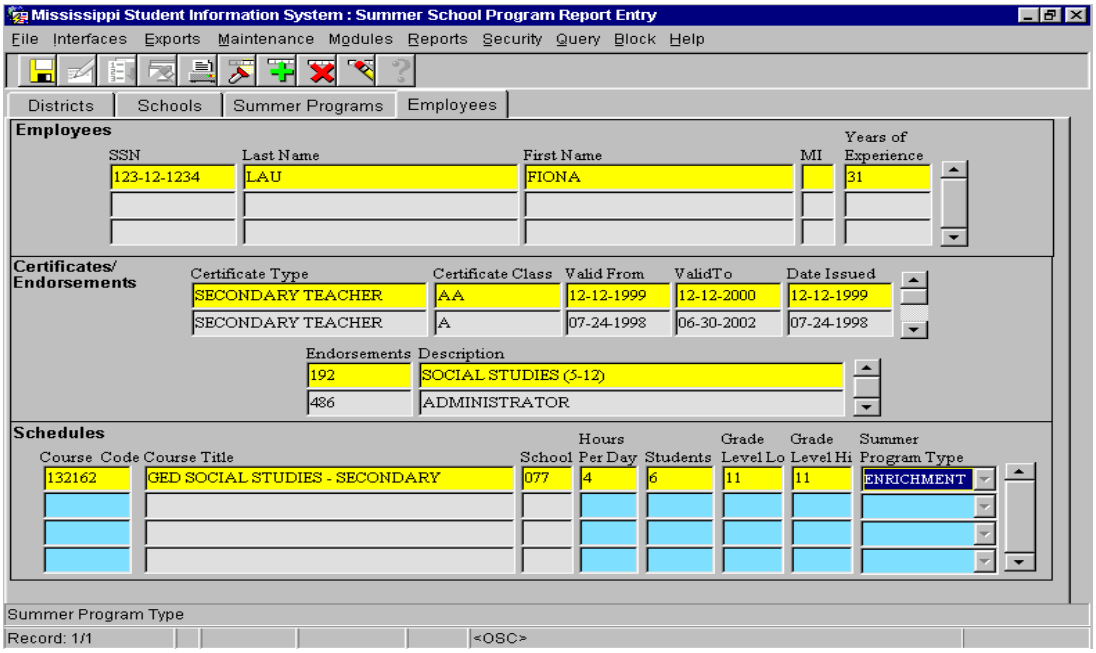


3. User must **query for an Employee**. If the query returns multiple Employees (as shown in this example), scroll to select the correct Employee.



4. If query returns only **one Employee**, User can begin entering Schedule information.
5. Once an **Employee is selected** (record is highlighted) **click** in the **Course Code** field in the Schedules section.
6. **Course Code - Enter** a **valid Course Code** or double-click in the field to get a list of values to select from.
7. **Courses Title – default**
8. **School - default**
9. **Enter** number of **Hours Per Day** that the course is taught.
10. **Enter** the **number of Students** that are taking the course.
11. **Enter** the **Grade Level Lo** or double-click in the field to get a list of values to select from.
12. **Enter** the **Grade Level Hi** or double-click in the field to get a list of values to select from. Grade Level Hi must not be lower than the Grade Level Lo and must not be higher than the high grade for the selected course.

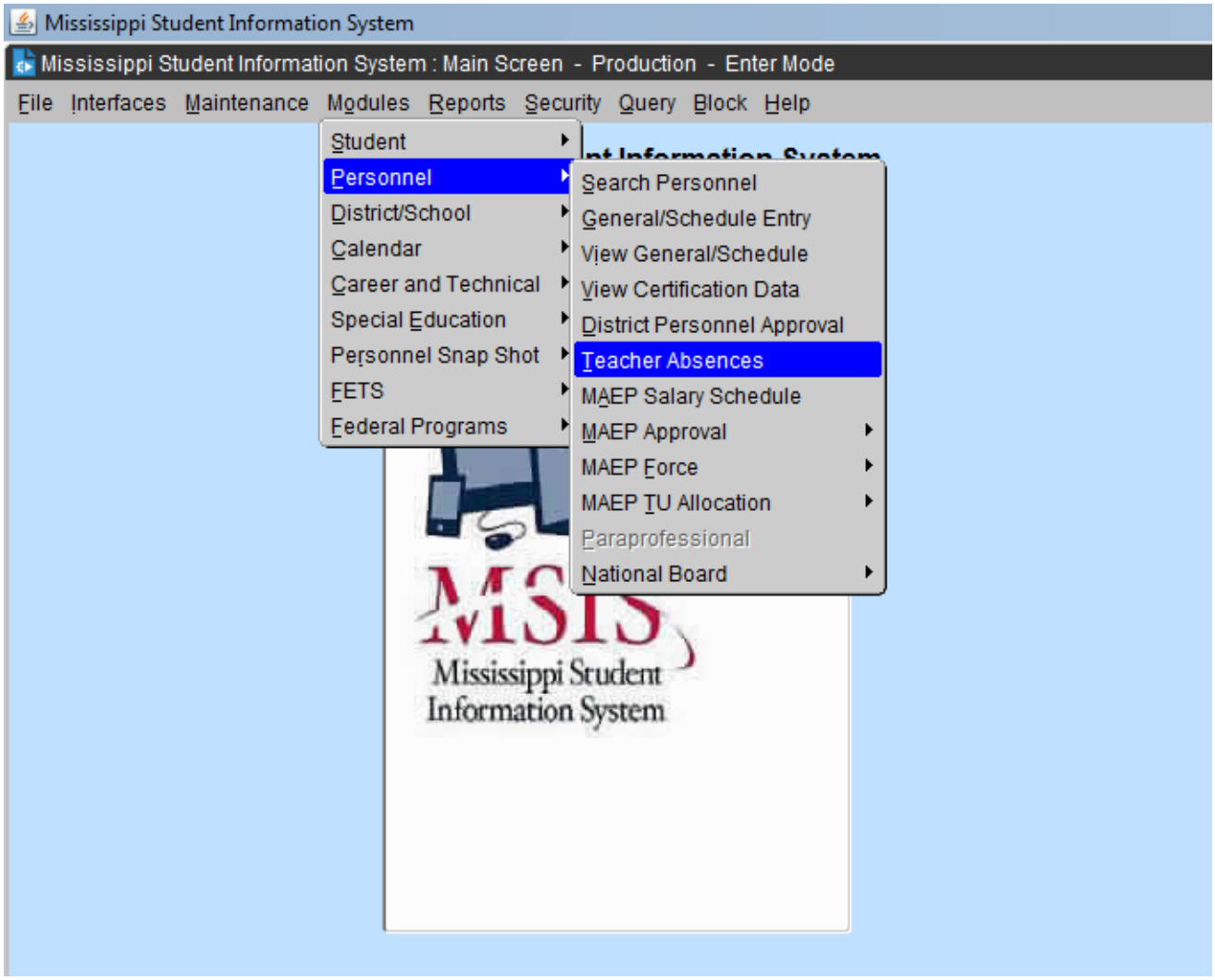
13. **Click** on the **down arrow in the Summer Program Type/Funding Source field** and **select a Program Type**.



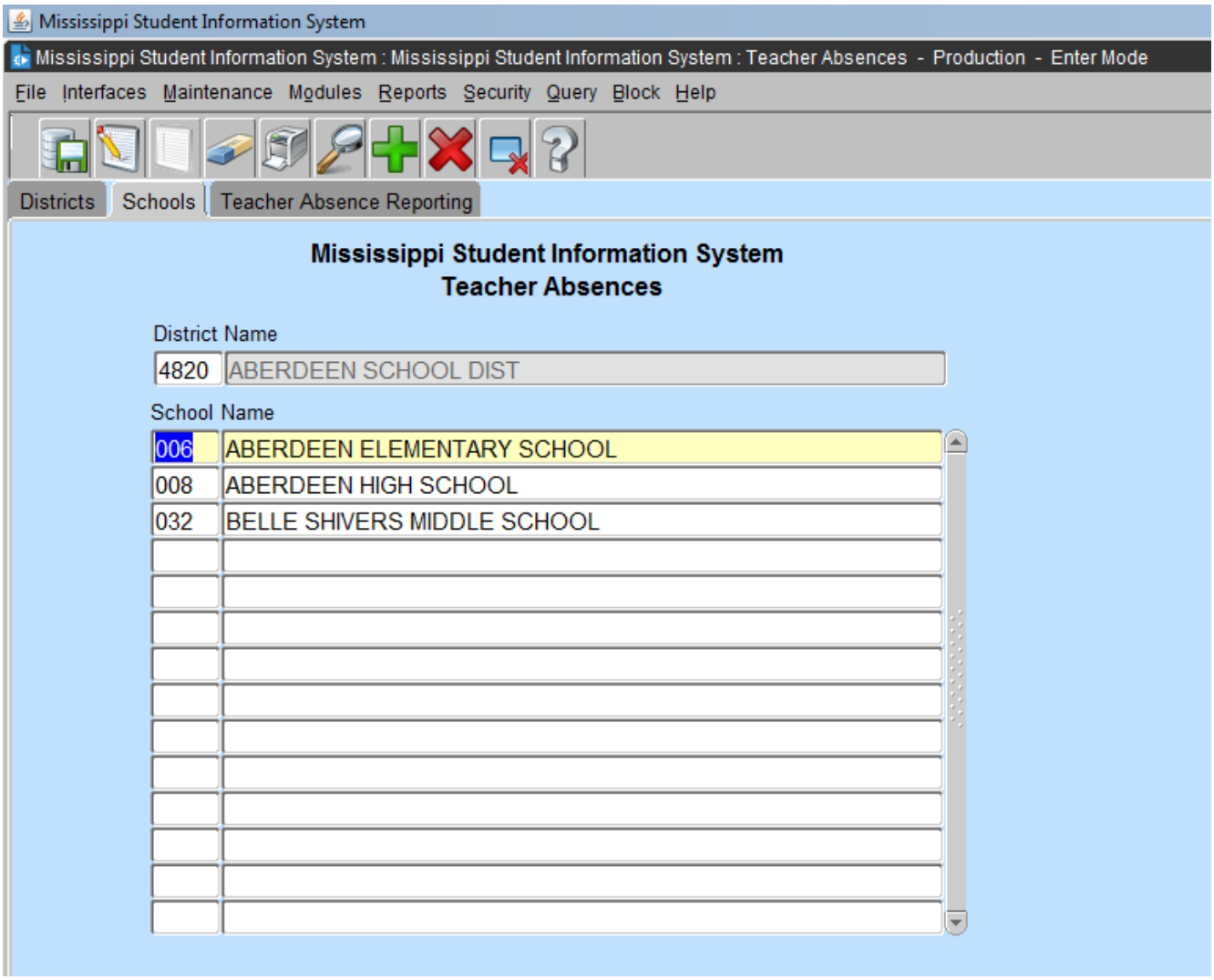
14. To enter **additional Course records** on the Schedule, click in the next blank Course Code field and repeat steps 6 through 11.
15. Save the record by clicking on the **Save icon button** or clicking on **File** from the menu bar and selecting **Save.**
16. To enter **additional Employees**, repeat steps 3 through 13.

The absences must be filled out for (full-time/part-time) certified personnel (teachers). A teacher is considered absent only if he or she is not in attendance on a day in the regular school year when the teacher would otherwise be expected to be teaching students in an assigned class. This includes both days taken for sick leave and days taken for personal leave. Do not include administratively approved leave for professional development, field trips or other off-campus activities with students. This screen is populated with the current employees when you roll your employees for the new school year.

Go to MODULES=>PERONNEL=>TEACHER ABSENCES



SCHOOLS –Select a **School** on the Schools tab by using the up and down arrow keys on the keyboard or performing a query. Click on the school that the student attends. You will not have the schools option if you only have one active school.

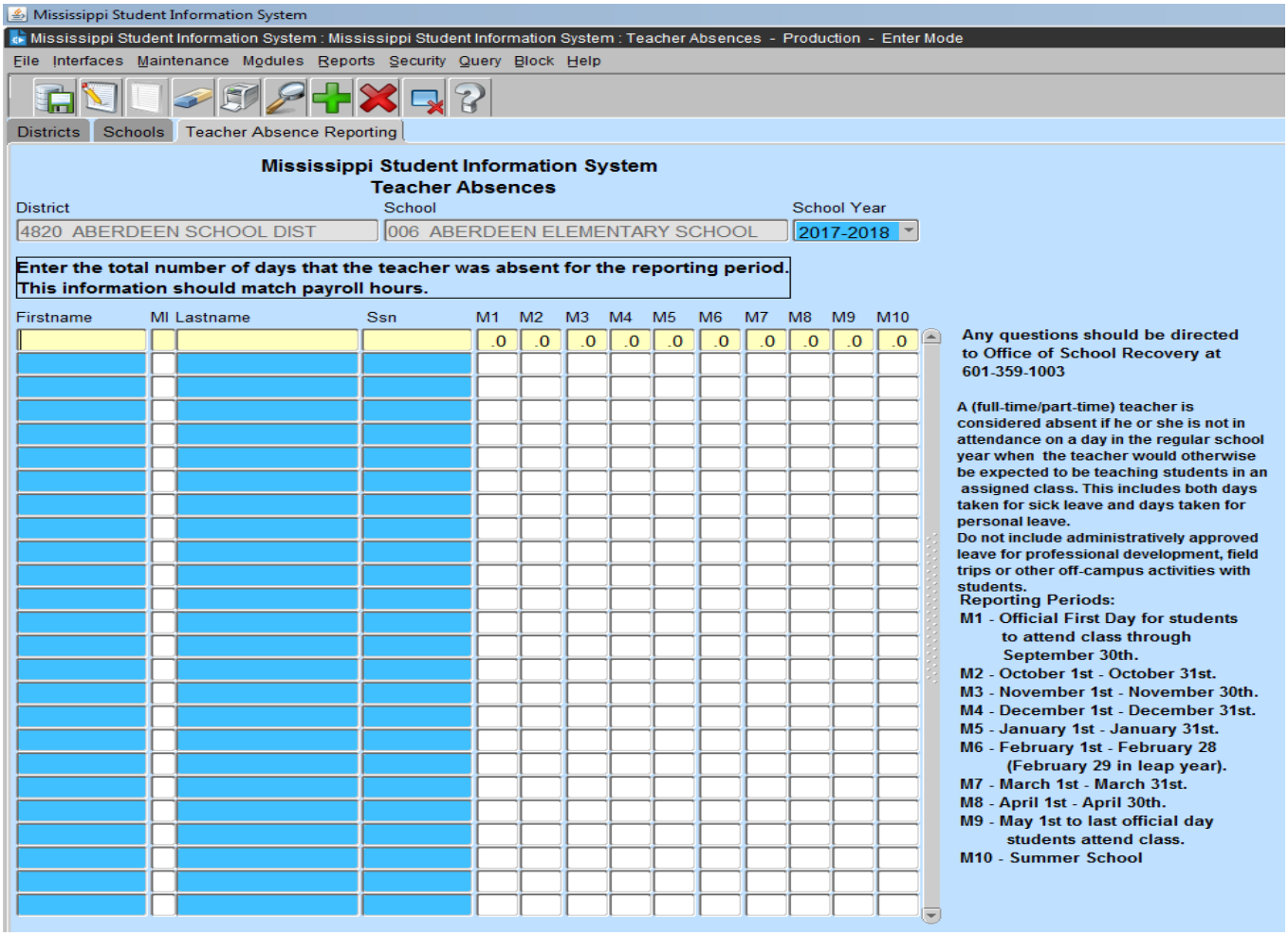


ENTERING TEACHER ABSENCES DATA

1. The system will automatically default to the district number and name that is assigned and the school number and name that you have selected.

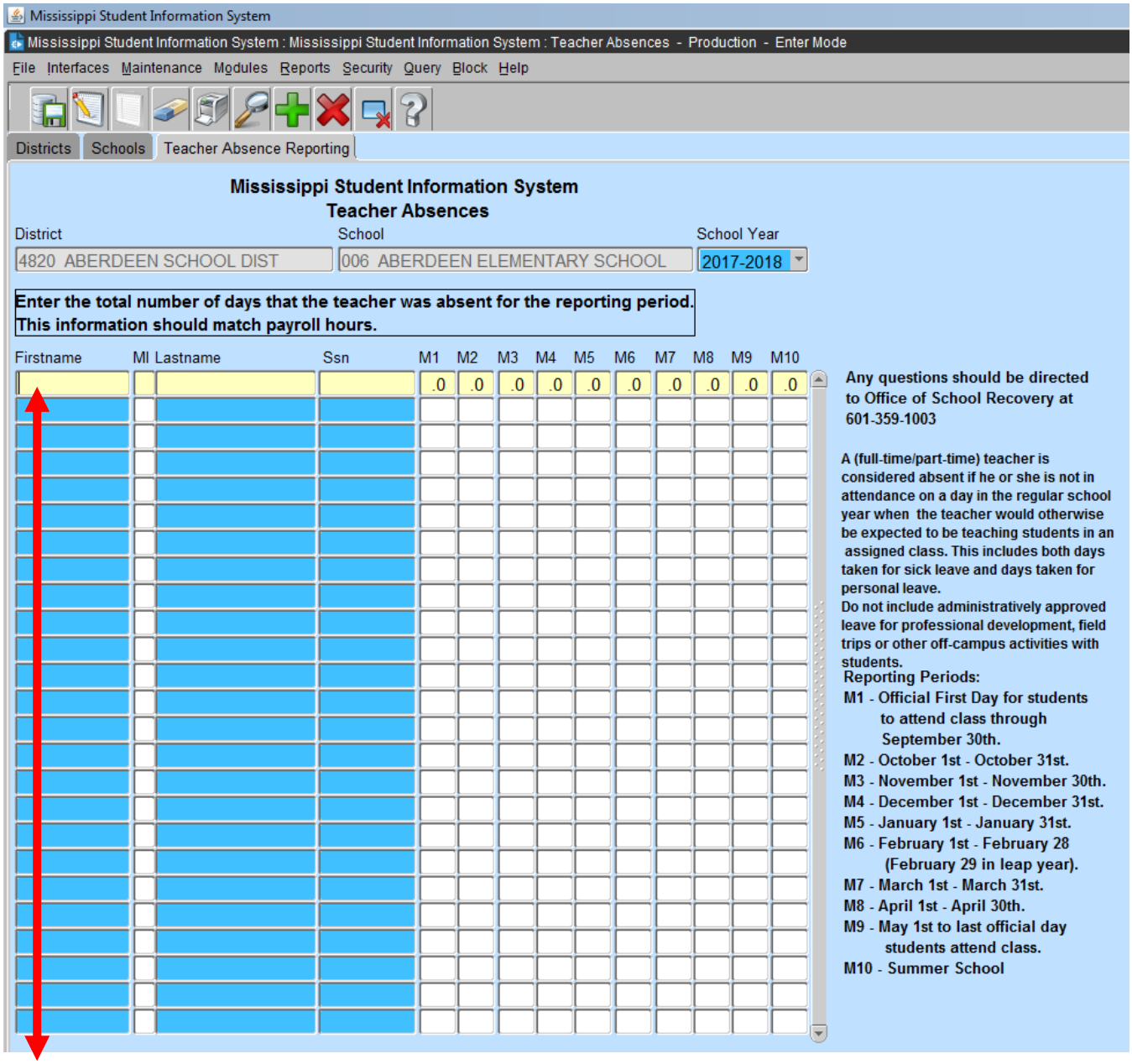
Note – The School Year defaults to the data entered in the current school year.

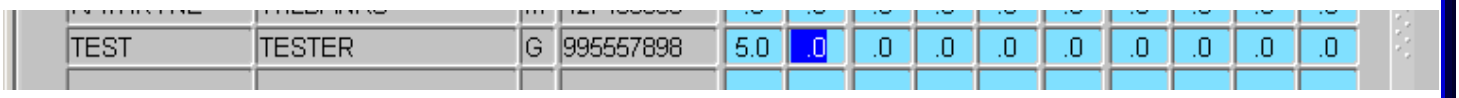
2. Enter the teacher **First name, Last name, SSN**. The teachers displayed for the current year are the ones that were marked to roll to the current school year. You will have to insert a record for any missing personnel using their Social Security Number. If you have teachers listed that are not working this school year, you will have to delete them.



3. Enter the total number of days that the teacher was absent for the reporting period. This information should match payroll hours. You will have to enter a maximum of one decimal place (ex. .5, .2, .7). Absences are to be entered based upon the same deadlines as your Monthly Student Data Reporting: Reporting Periods:

M1 - Official First Day for students to attend class through September 30th.
M2 - October 1st - October 31st.
M3 - November 1st - November 30th.
M4 - December 1st - December 31st.
M5 - January 1st - January 31st.
M6 - February 1st - February 28 (February 29 in leap year).
M7 - March 1st - March 31st.
M8 - April 1st - April 30th.
M9 - May 1st to last official day students attend class.
M10 - Summer School





4. To Save the teacher information click on the **Save icon button** or clicking on **File** from the menu bar and selecting **Save.**

5. To enter **additional Employees**, repeat steps 2 through 5. You will have to insert a record for any missing personnel using their Social Security Number.

Chapter 11 COMMUNITY COLLEGE FOR DUAL CREDIT INSTRUCTORS

Directions for Entering a Community College for Dual Credit Instructor

If the Dual Credit course is taught by a teacher employed by the high school, use the teacher information in filling out the local package.

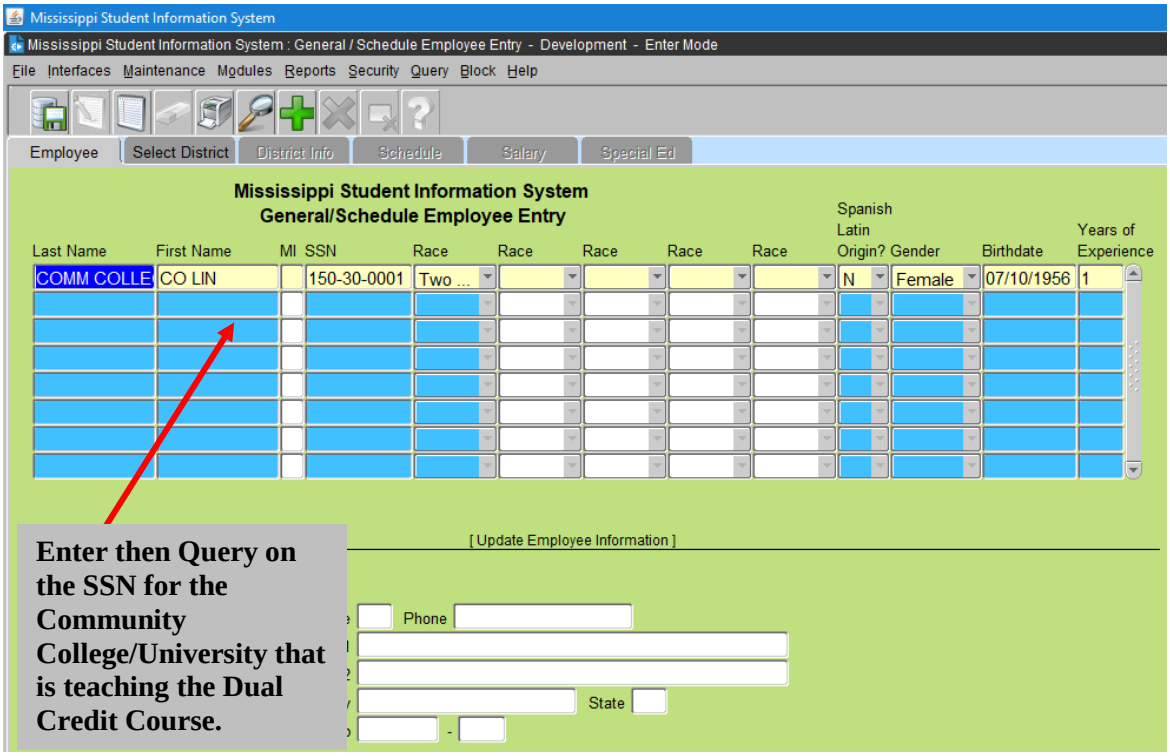
If the community college or other higher education partner is providing the teacher of record, then the following instructions should be followed. The counselor or clerk will use the **College, Community College or University code/ssn** in place of the **Teacher's identification number** on the student's schedule in the local district package.

FIRSTNAME	LASTNAME	CODE/SSN
BELHAVEN	UNIVERSITY	250800001
BLUE MOUNTAIN	COLLEGE	700500001
CO LIN	COMM COLLEGE	150300001
COAHOMA	COMM COLLEGE	140300001
EAST MS	COMM COLLEGE	350300001
EAST CENT	COMM COLLEGE	510300001
HINDS	COMM COLLEGE	250300001
HOLMES	COMM COLLEGE	260300001
ITAWAMBA	COMM COLLEGE	290300001
JONES CO	COMM COLLEGE	340300001
MERIDIAN	COMM COLLEGE	380300001
MS DELTA	COMM COLLEGE	670300001
GULF COAS	COMM COLLEGE	660300001
NORTHEAST	COMM COLLEGE	590300001
NORTHWEST	COMM COLLEGE	690300001
PEARL RIV	COMM COLLEGE	550300001
SOUTHWEST	COMM COLLEGE	570300001
ALCORN	UNIVERSITY	110500001
DELTA STA	UNIVERSITY	060500001
JACKSON	UNIVERSITY	250700001
MS WOMEN	UNIVERSITY	440500001
MS STATE	UNIVERSITY	530700001
MS VALLEY	UNIVERSITY	420500001
OLE MISS	UNIVERSITY	360500001
SOUTHERN	UNIVERSITY	180500001
WM CAREY	UNIVERSITY	180700001

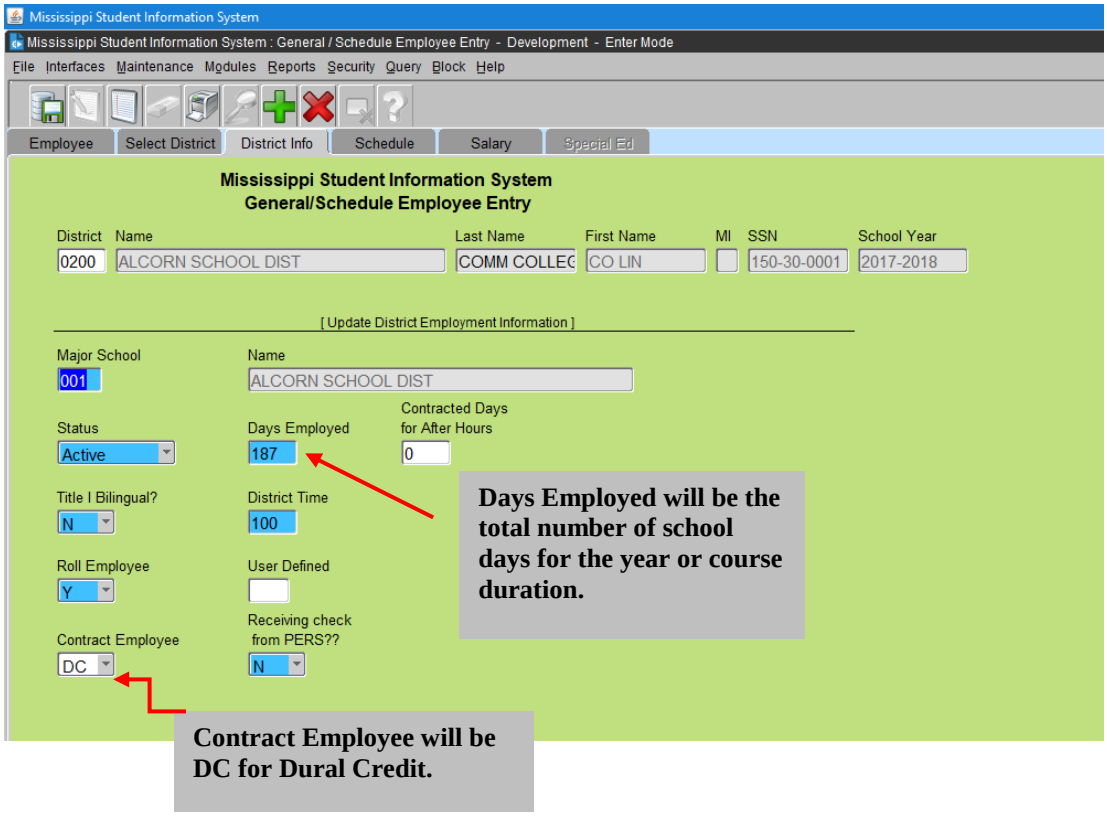
Districts will use a code for the educational agency instead of the individual teacher at the college. Again, if the teacher of the dual credit class is employed by the school district, DO NOT use the community college code. Use the teacher identification number.

These are the steps to follow for entering the information for the Community College/University in place of the teacher:

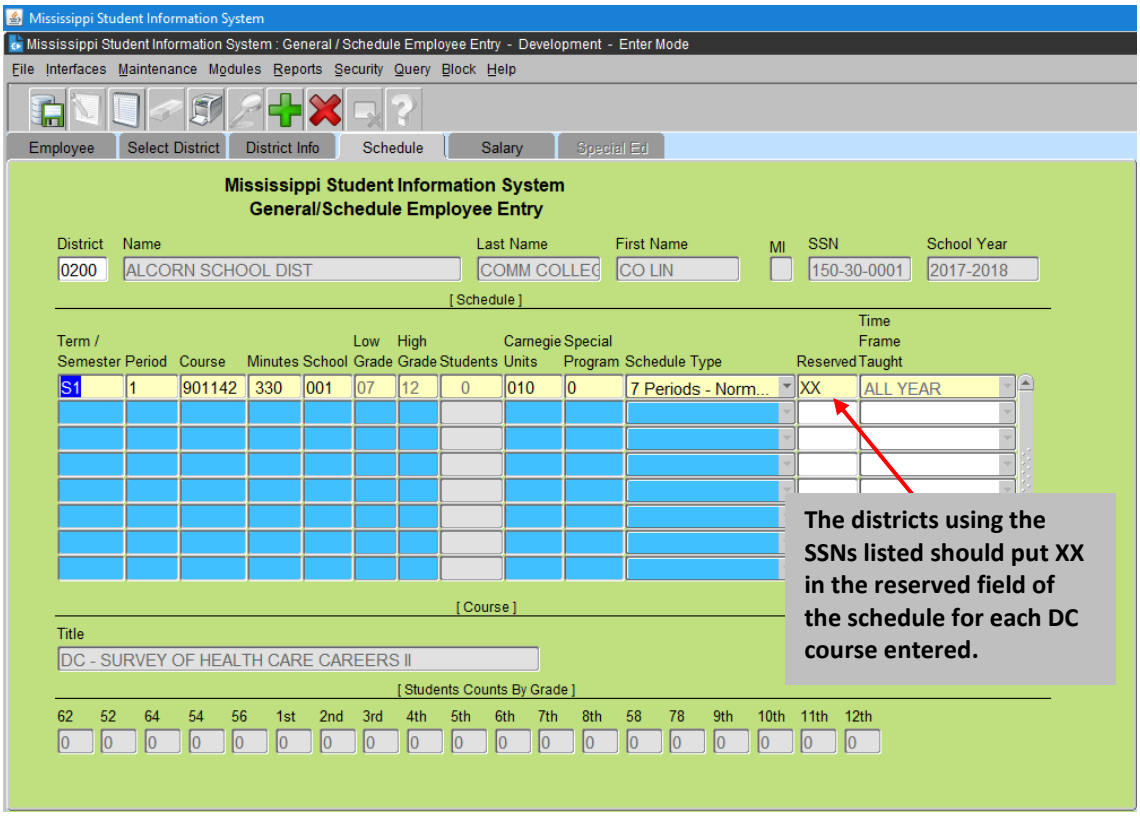
Step 1:



Step 2:

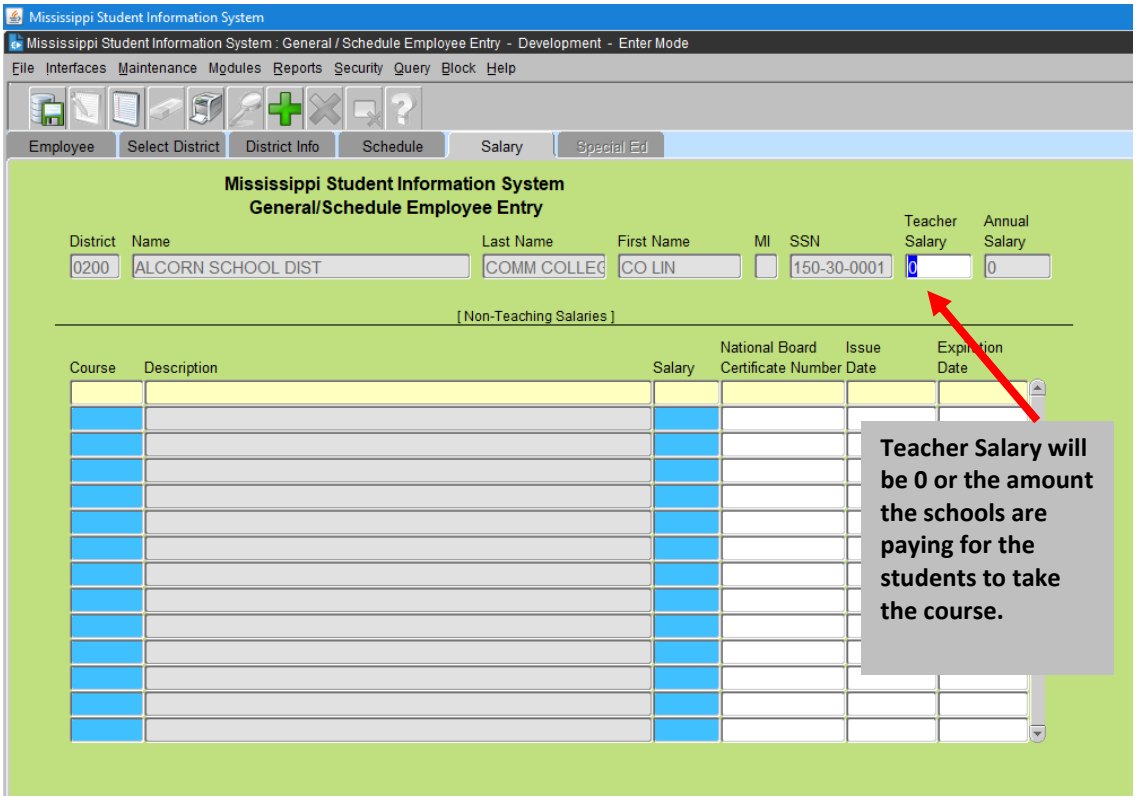


Step 3:



Per Office of Technology and Student Services, "Failure to put XX in the reserved field will negatively impact your highly qualified teacher information that will be included in the Annual Report Card for each district."

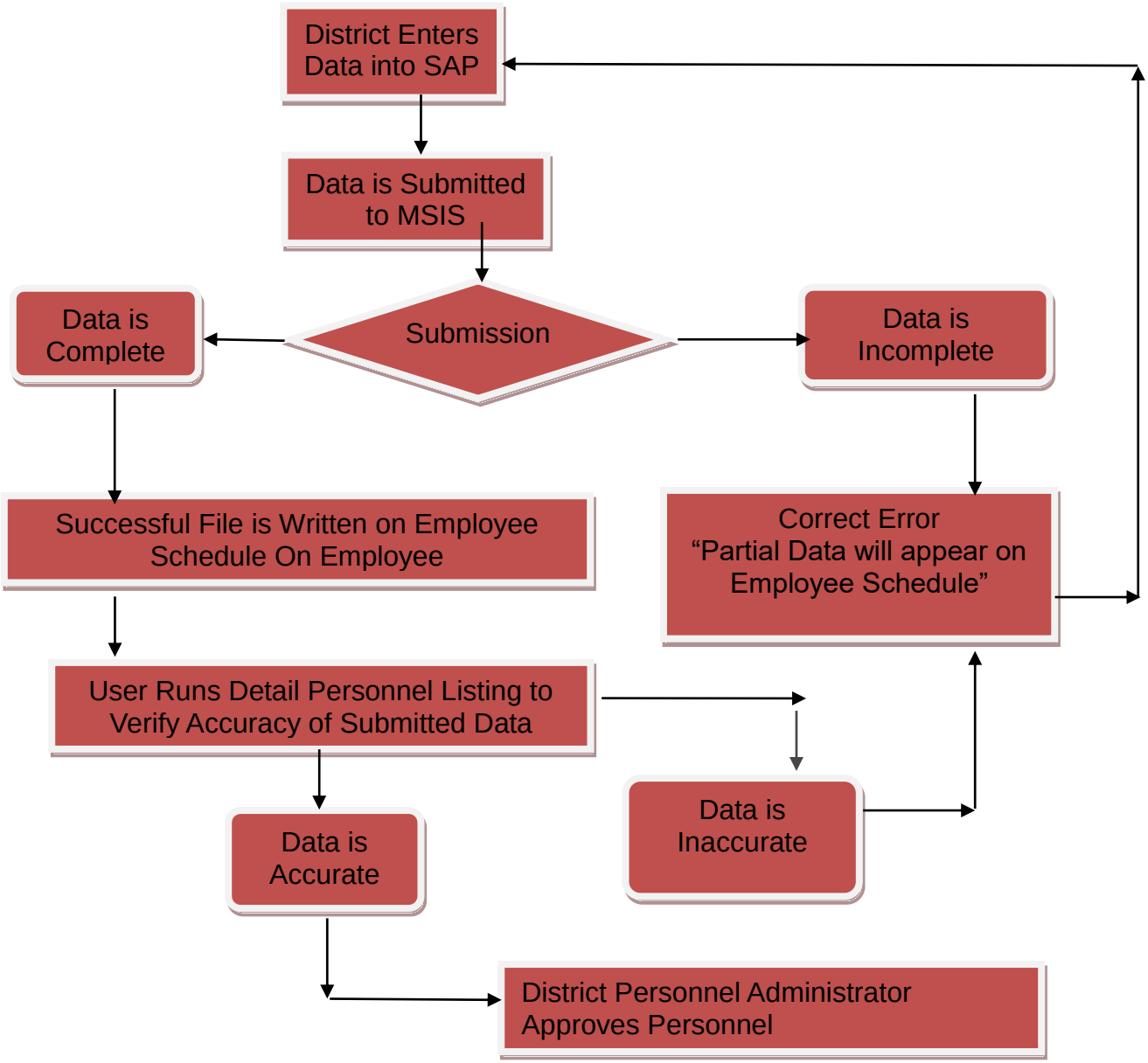
Step 4:



Chapter 12 SEND PERSONNEL DATA TO MSIS

Several ways:

1. File Submission (schedule) through Student Administration Package (SAP).
2. Roll Schedule/Employee Data in MSIS
3. Manually Enter Schedule/Employee Data in MSIS

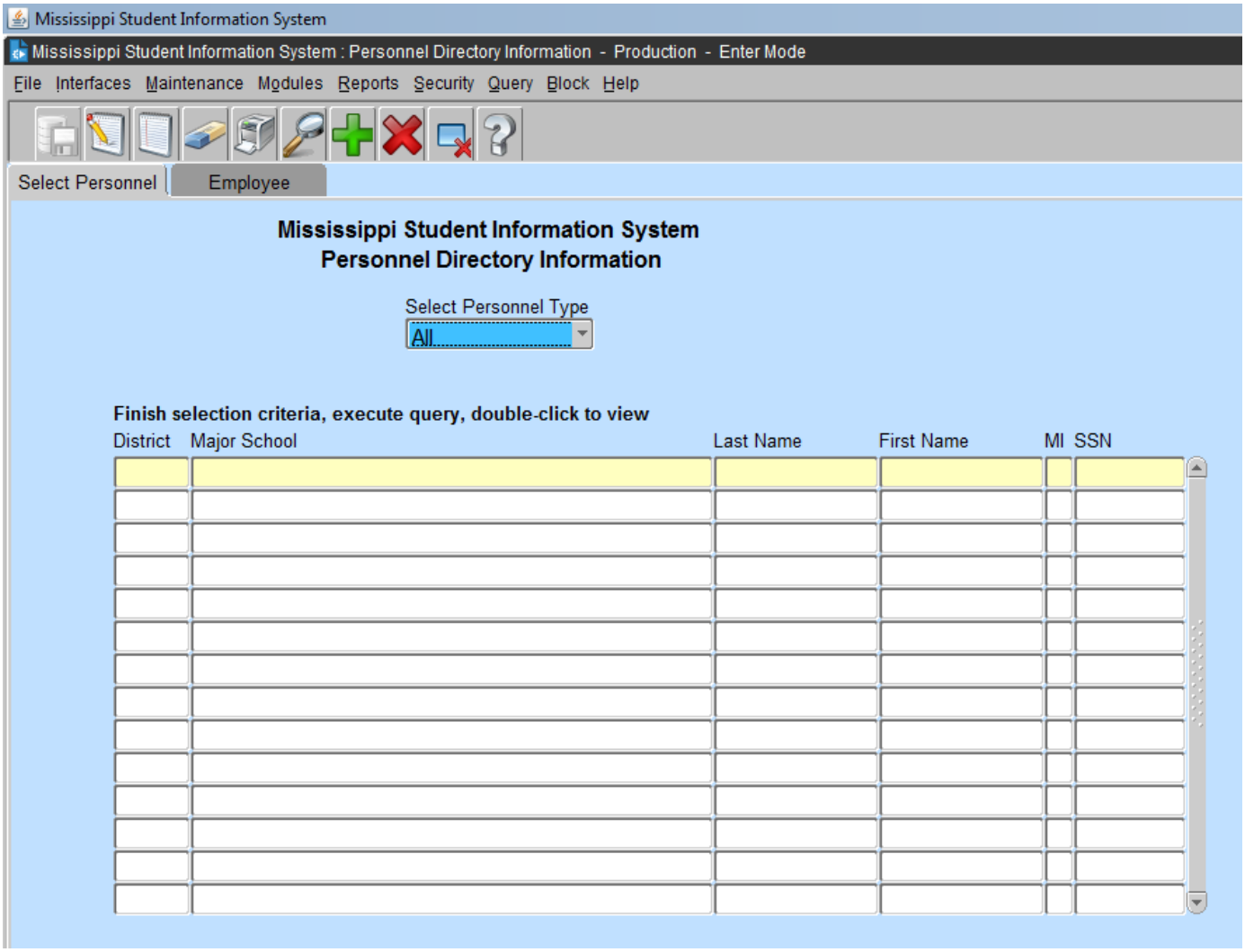


1. Checks to see if school is active – Automatic failure file stops processing.
2. **DELETE SCHEDULE information for the SCHOOL submitted by the DISTRICT**
3. Checks to see if Employee District Data exists for SSN in current year or exception check.
4. Check valid Term/Semester Code.
5. Check for valid period number.
6. Check for valid Course Code
7. Check for valid Carnegie Unit
8. Check for valid Special Program Code (Funding)

Exception – if you are sharing a teacher or professional services, MSIS checks to see if the employee exists.

Chapter 14 SEARCH PERSONNEL

This screen is accessed by going to MODULES>PERSONNEL>SEARCH PERSONNEL.



This screen will provide authorized users with the capability to locate an employee in MSIS by any combination of last name, first name, and SSN; this will include the capability to search any of these data elements by entering partial data and the % wildcard. You can also locate an employee in MSIS within a specific district and major school. After locating the employee, you can view the employee's personnel directory information by clicking the "EMPLOYEE" tab.

PRACTICE - Run a query FROM SEARCH PERSONNEL. You can search for different personnel types (All, Certified, Gifted, Non-Certified, Special Ed, Title I, and Vocational). Select the "ALL" option.

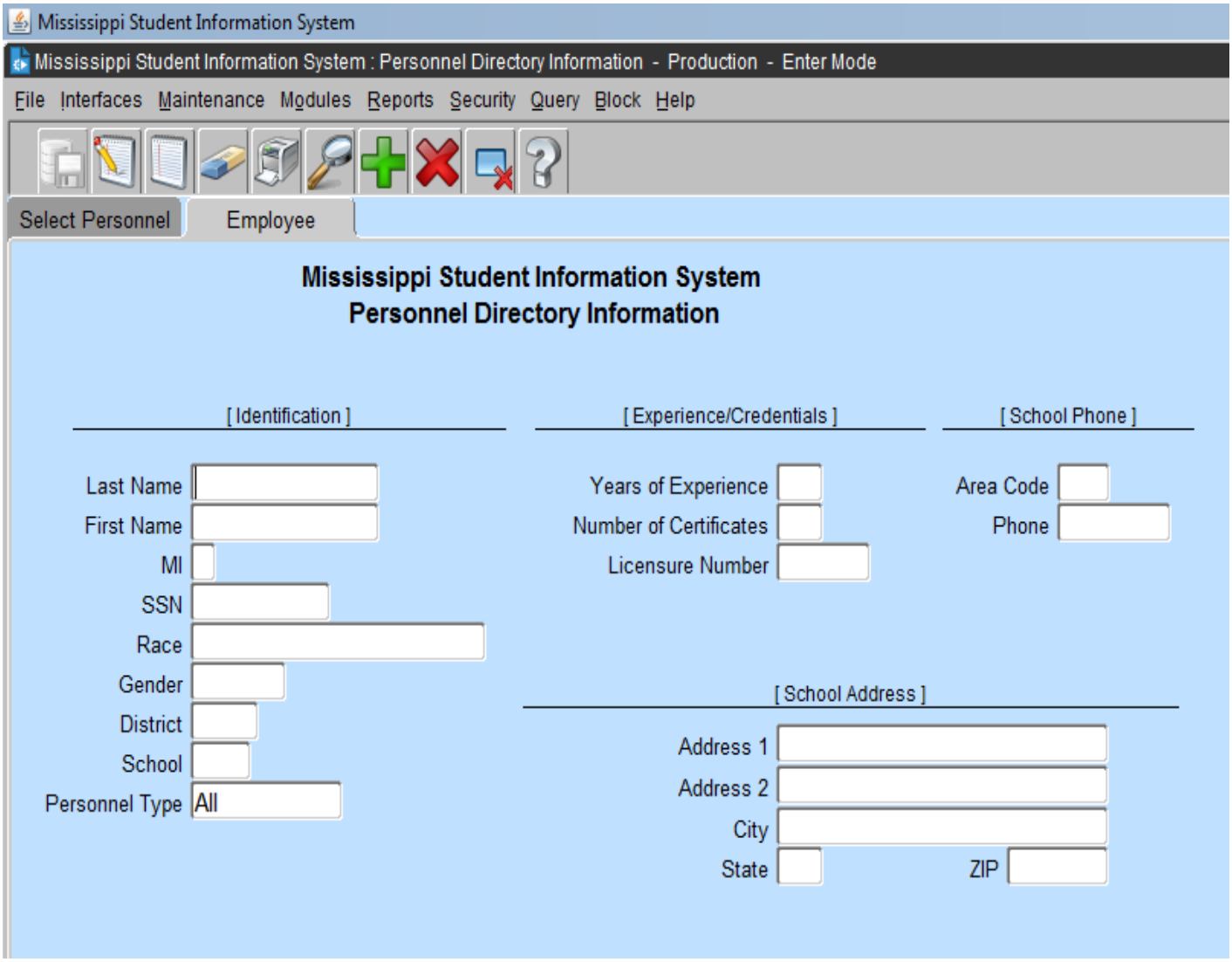
DISTRICT – If a query is done on a district, a list of the schools will be displayed after the valid district number is entered. Select a school or query for a school in the district.

SCHOOL – The school that has been selected will be displayed.

LAST NAME – Enter a last name or a partial last name and the % Wildcard and click on the QUERY ICON at the top of the screen.

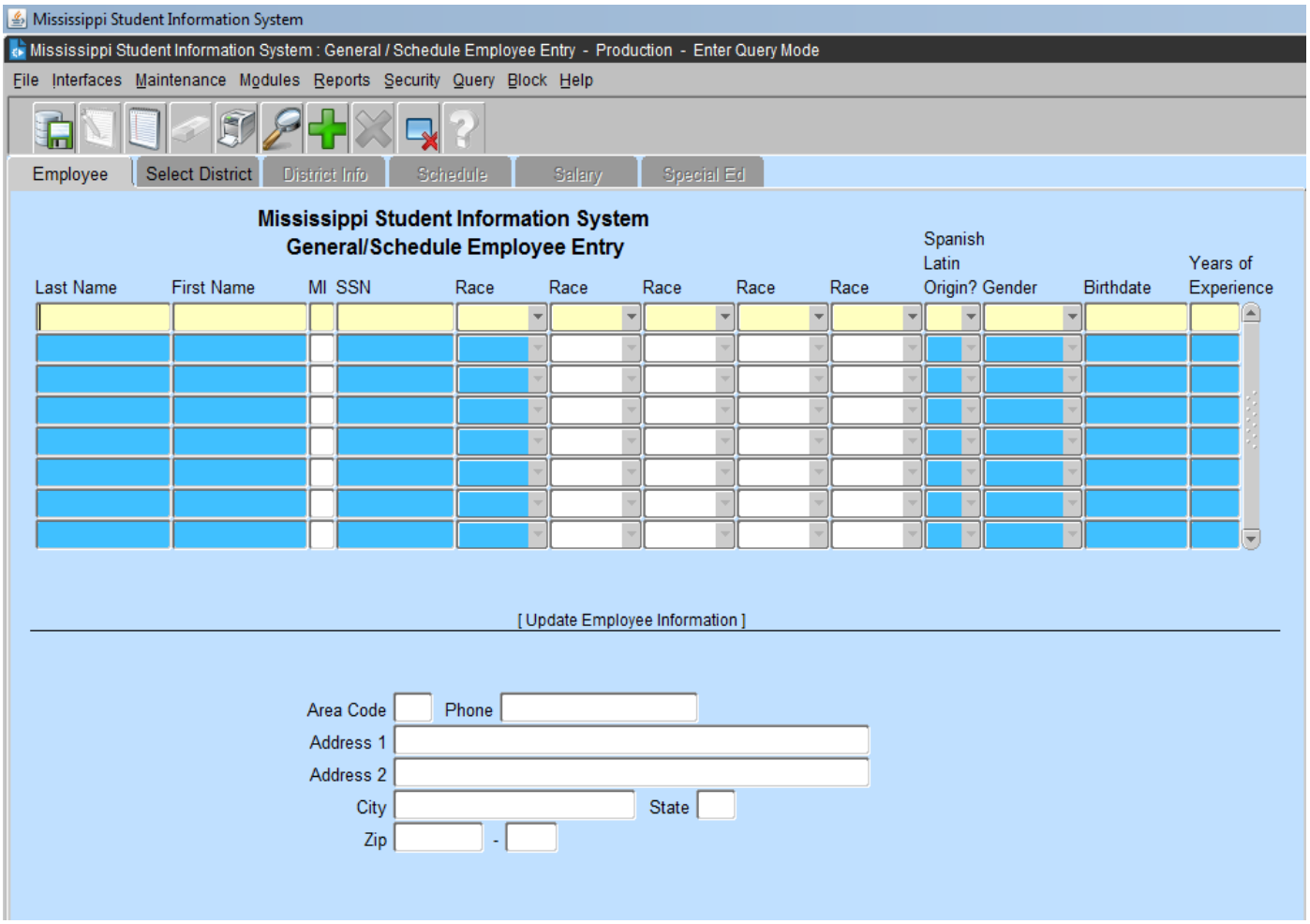
FIRST NAME – Enter the employee's first name or a partial name and the % Wildcard.

After locating an employee or a group of employees, highlight that name and click on Employee tab to view Personnel Directory Information on an employee.


Mississippi Student Information System
Mississippi Student Information System : Personnel Directory Information - Production - Enter Mode
File Interfaces Maintenance Modules Reports Security Query Block Help
Select Personnel
Employee
Mississippi Student Information System
Personnel Directory Information
[Identification]
Last Name
First Name
MI
SSN
Race
Gender
District
School
Personnel Type
All
[Experience/Credentials]
Years of Experience
Number of Certificates
Licensure Number
[School Phone]
Area Code
Phone
[School Address]
Address 1
Address 2
City
State
ZIP

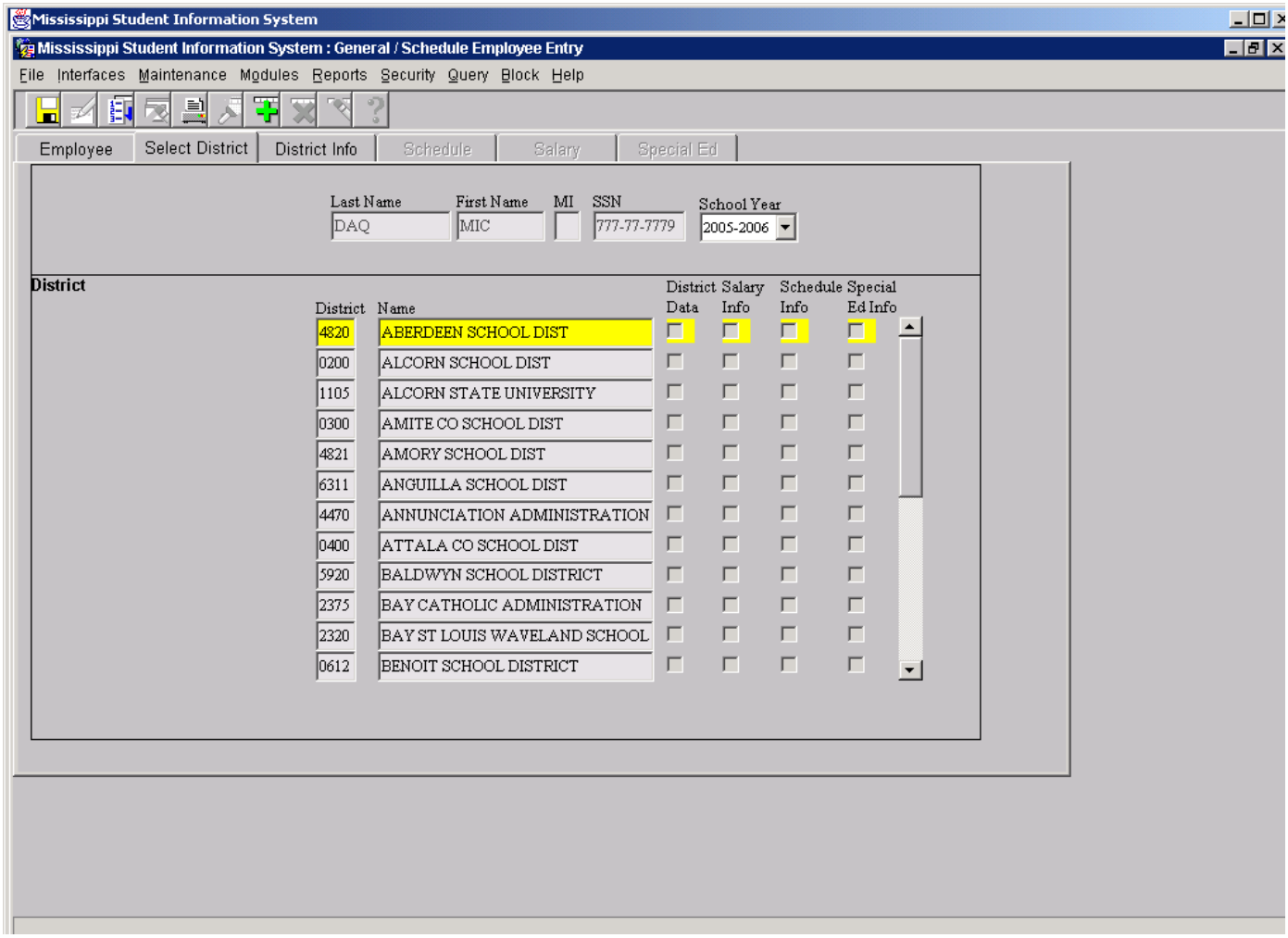
Chapter 15 DO NOT ROLL/INACTIVE EMPLOYEE/SCEDULE

When you select GENERAL/SCHEDULE from MODULES>PERSONNEL on the MAIN SCREEN, the system defaults to the first tab, which is "EMPLOYEE". This screen will provide authorized users the capability to locate an employee in MSIS. You will be able to query on any combination of last name, first name, SSN, race, sex, birth date and years of experience. You may search using some of these data elements by entering partial data and the % Wildcard.



SELECT DISTRICT

After finding a record on the "EMPLOYEE" screen, the "SELECT DISTRICT" tab will be available.



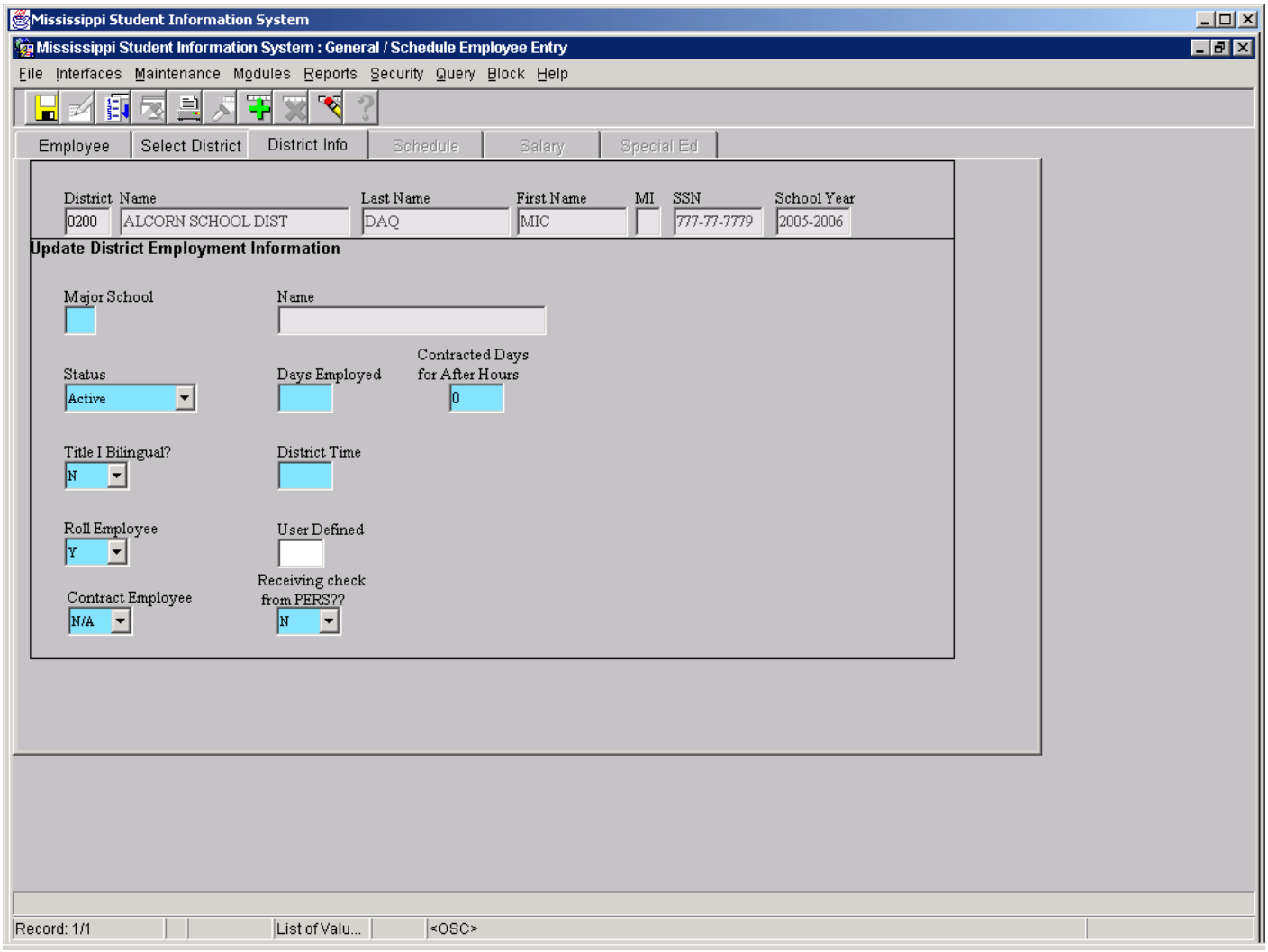
DISTRICT INFO

The user will be prompted to the DISTRICT INFO tab.

STATUS – Defaults to active. To change the status click on the down arrow key and select a value or enter I for inactive. **Inactive only if an employee was added incorrectly or rolled by mistake.**

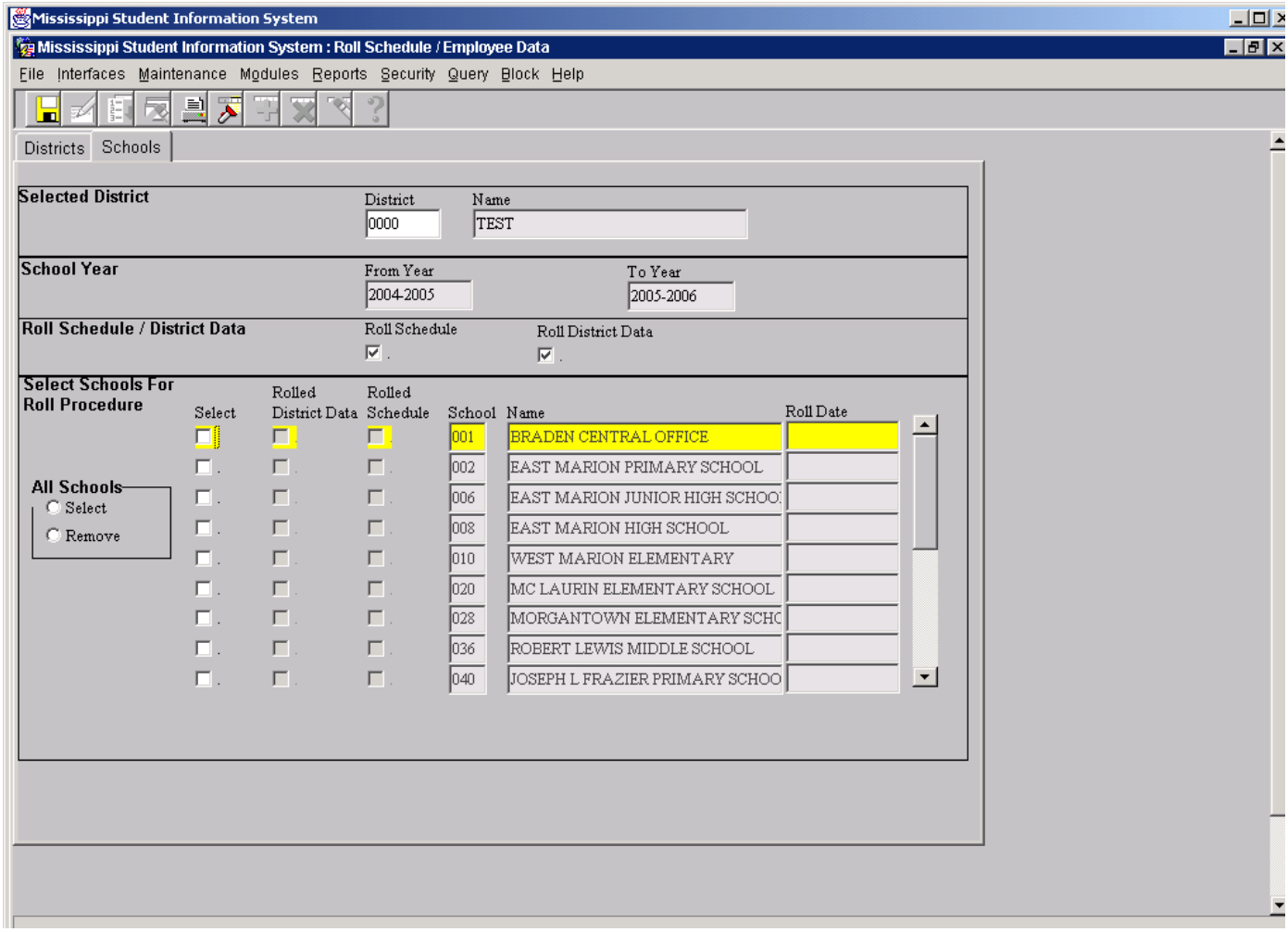
ROLL EMPLOYEE – Defaults to YES. This is a field that allows the user to indicate that an employee will be returning to the district the next school year. Enter N to change to NO or click on the down arrow key and select a value. This will not allow the user to be in your district.

Save the DISTRICT INFO tab.


Mississippi Student Information System
Mississippi Student Information System : General / Schedule Employee Entry
File Interfaces Maintenance Modules Reports Security Query Block Help
Employee
Select District
District Info
Schedule
Salary
Special Ed
District
Name
Last Name
First Name
MI
SSN
School Year
0200
ALCORN SCHOOL DIST
DAQ
MIC
777-77-7779
2005-2006
Update District Employment Information
Major School
Name
Status
Active
Days Employed
Contracted Days for After Hours
0
Title I Bilingual?
N
District Time
Roll Employee
Y
User Defined
Contract Employee
N/A
Receiving check from PERS??
N
Record: 1/1
List of Valu...
<OSC>

Chapter 16 ROLL EMPLOYEE/ SCHEDULE

Users with the District Personnel role can only access this screen.



This screen will provide District Users with the ability to create a school's Employee Schedule and/or District Data for the next school year by rolling the current year's data. District Data must be rolled for the new school year. Before rolling your District Data, update the employee information to DO NOT ROLL for those employees that will not be returning. The years of experience of an employee with 100% District Time will increase by one when a procedure is run at the beginning of the school year. The districts will be notified when this procedure is run each year. In order for an employee to be rolled, the Employee must be active for the current school year and have a Roll Indicator of Yes. The Roll Indicator is located on the Employee General/Schedule Entry on the District Info tab and is defaulted to Yes when an Employee is assigned to a District.

To access this screen, go to MODULES> DISTRICT/SCHOOL> ROLL EMPLOYEE/SCHEDULE.

PRACTICE

DISTRICTS – The District User will have access to only their District and this screen will default to you district number and name. Click on the SCHOOLS tab.

SCHOOLS – Upon initial entry to this screen, both Roll Schedule and Roll District Data are selected (checked). If Roll Schedule is selected, Roll District is automatically selected. The FROM and TO school years are indicated on the School Year line. You may roll both the Schedule and the District

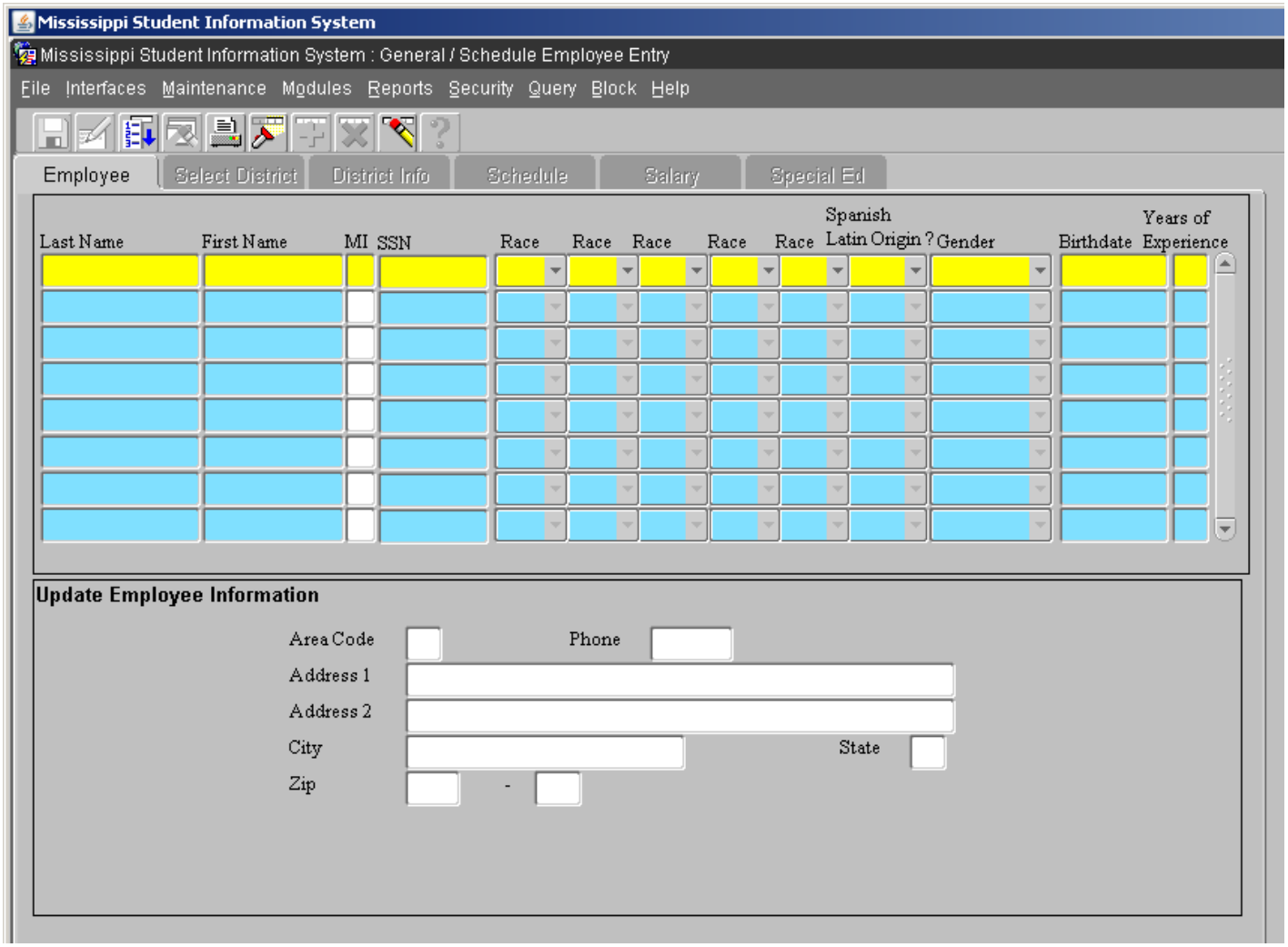
Data or just the District Data. After selecting a school and the data to be rolled, click on the save icon. The Rolled indicator will be checked. The selected data for the Employees in the selected school(s) is rolled to the next school year. If the District Data and/or the Schedule data to be rolled are the same for all schools in the district, click on the All Schools Select button. If the selections are not the same for all schools, make the selections for one school and save the transaction. The Rolled indicator will be checked for that school. Once a school has been selected and rolled, it cannot be changed.

UPDATE THE FOLLOWING FIELDS:

The following fields must be updated for each "Rolled" employee for the new school year.

On the District Info tab: Days Employed and District Time
On the Schedule tab: Period for each course. Press the save button.
On the Salary tab: Salary. Press the save button.
On the Special Ed tab: Special Ed Disability and, if there is a grade 52, Total 3 and 4-Year Olds after Month 01 is successful and students are loaded into MSIS.

Chapter 17 GENERAL/SCHEDULE EMPLOYEE ENTRY



When you select GENERAL/SCHEDULE from MODULES>PERSONNEL on the MAIN SCREEN, the system defaults to the first tab, which is "EMPLOYEE". This screen will provide authorized users the capability to locate an employee in MSIS, or add a new employee. The other tabs will become available as you complete the data on the current tab. The other tabs on this screen are: SELECT DISTRICT, DISTRICT INFO, SCHEDULE, SALARY, and SPECIAL ED (each of these tabs are discussed below). You will be able to query on any combination of last name, first name, SSN, race, sex, birth date and years of experience. You may search using some of these data elements by entering partial data and the % Wildcard.

On all screens in MSIS the user should save any updates/adds made on the current tab before advancing to another tab. On the General/Schedule Employee Entry screen, the updates/adds made on the current tab will automatically be saved if another tab is selected. The only way to leave a tab without saving the updates/adds is to exit the form and select NO so that changes will not be saved.

PRACTICE – Entering a query and adding a new employee.
Run the query on yourself. You should get the message "Query caused no records to be retrieved. Reenter", if you are in a test database. Click on OK or press the space bar on the keyboard. The screen cannot be in Query mode to add an employee. If the screen is in Query mode, it will have

Enter-Query at the bottom left corner. If the screen is in Query mode, press F4 to cancel the query. Click on OK. Enter yourself as a new employee.

LAST NAME – Enter last name

FIRST NAME – Enter first name

MIDDLE INITIAL – This field is optional. You may enter a middle initial

SOCIAL SECURITY NUMBER – Enter the Social Security Number. Be sure that the SSN that you enter is correct. The SSN field CANNOT be updated. You must contact the Security Administrator to correct employee Social Security Numbers.

RACE – Enter race. You may key the first letter of the race and press tab to advance to the next field.

SPANISH LATIN ORIGIN – Enter Spanish Latin origin. Yes (Y) If of Hispanic/Latino/Spanish origin. No (N) If not of Hispanic/Latino/Spanish origin.

GENDER – Enter gender. You may enter the first letter of the gender and press tab to advance to the next field.

DATE OF BIRTH – Enter the date of birth. You must enter the date in the form MMDDYYYY. There is an edit check if employee date of birth is older than 80 years.

YEARS OF EXPERIENCE – Enter the years of experience. It is **VERY IMPORTANT** that you check this number for its accuracy. There is an edit check if years of experience is more than 40 years. The years of experience for all employees who had 100% District Time the previous year will be increased by one when MDE runs a procedure at the beginning of the new school year. The amount of funding for teachers is based, in part, on the Years of Experience. If a support staff (Bus driver, clerk) becomes a teacher, years of experience need to change. If a teacher comes in with teaching experience the number of years need to be change to reflect their years of experience.

Guidelines for Determining the Years of Experience

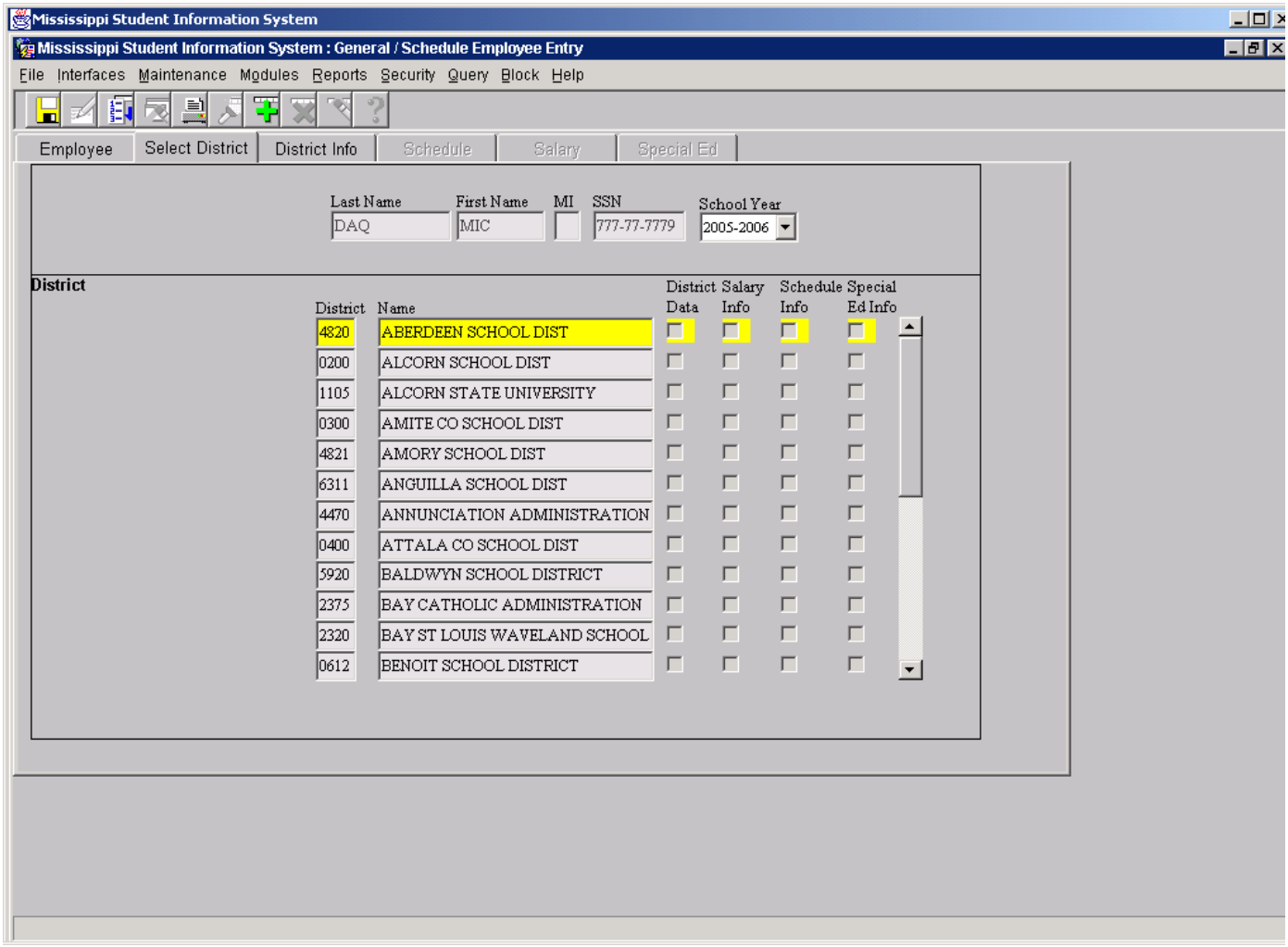
Certified Staff - If an employee works in a certified role, report ONLY the total number of years of service in a certified capacity. For instance, if the employee has worked in the role of a teacher, a counselor, or a librarian, and becomes a principal, the years of experience reported for the principal position would include the years of experience in any other certified position. The total for a certified person must not include any years worked in a non-certified position. For example, a person who works five years as a teacher assistant and then begins teaching as a certified instructor would begin that position with zero years' experience.

Non-Certified Staff - If an employee works in a non-certified role, report the number of years of service in that or a similar position while working for an educational entity. For instance, an employee worked as a Title I teacher aide for two years and then became an assistant reading instructor. The years of experience for the assistant reading instructor would be reported as two. However, if a bus driver of six years became an assistant reading instructor, the years of experience as an assistant reading instructor would be reported as zero.

ADDRESS INFORMATION - This information is optional. You may enter the address and phone number.

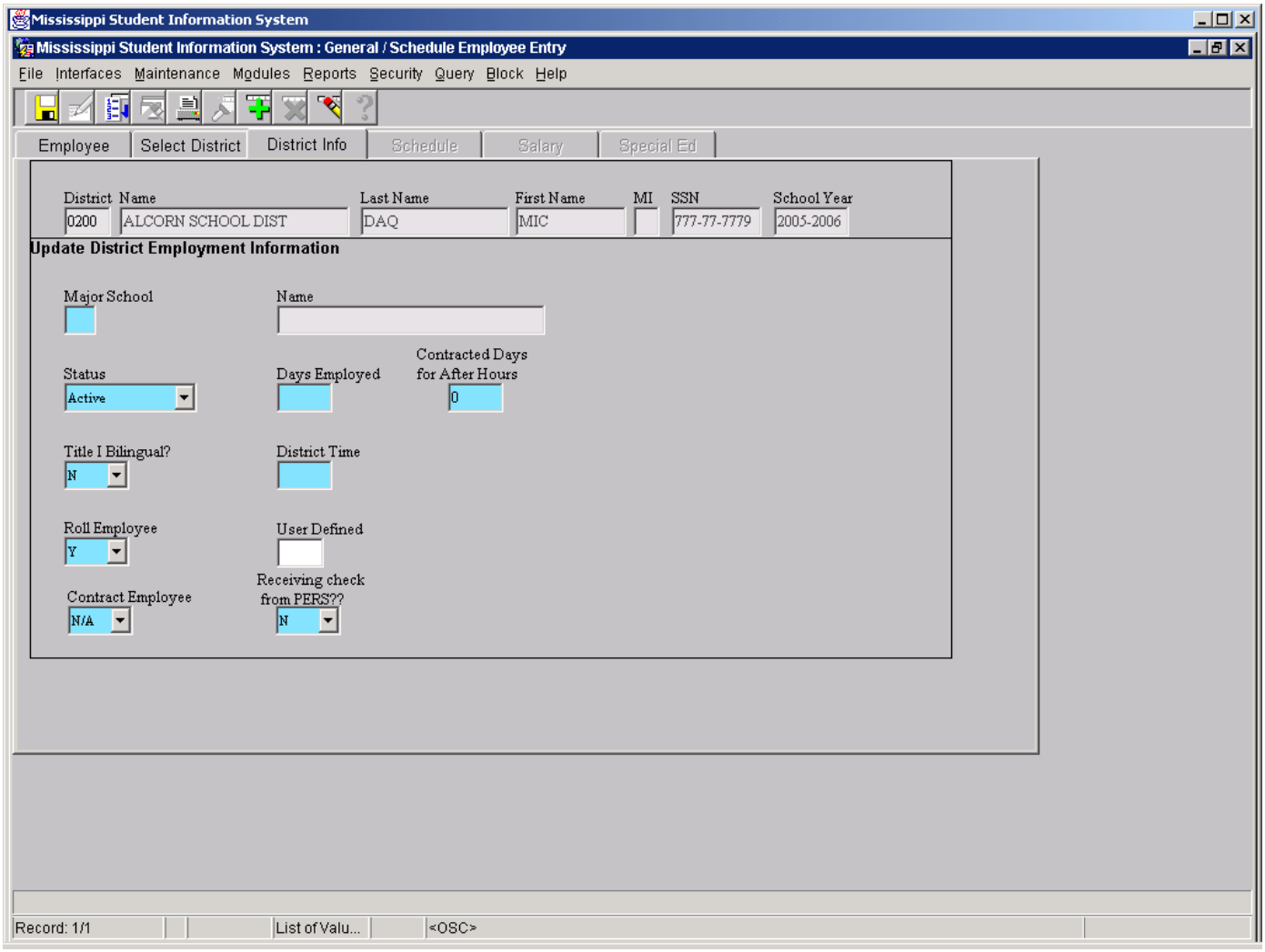
Save the record and click on the "SELECT DISTRICT" tab.

SELECT DISTRICT



After saving or finding a record on the "EMPLOYEE" screen, the "SELECT DISTRICT" tab will be available. When you are at your district entering data, the only district that will be displayed is your own. You must select the school year for which you will be entering data (the year will default to the current school year). If the DISTRICT DATA, SALARY INFO, and SCHEDULE INFO boxes beside a district are already checked then the employee already has information entered for the selected School Year for that district. If no boxes are checked, it indicates that there is currently no data for this employee. You may either enter new data or update the existing data on the employee.

DISTRICT INFO



The user will be prompted to the DISTRICT INFO tab. When you click on the DISTRICT INFO tab and the employee is already in another district, you will get a WARNING message "Employee already assigned to district(s) #. Do you want to continue - YES – NO"? If you know that this is the correct employee and they are now in your district, click "YES" and continue. If the employee has been "rolled", the days employed and district time must be entered. If the major school changed, it must be updated.

PRACTICE – Enter the appropriate information in each data field.

MAJOR SCHOOL – Enter the three-digit school number where the person is located or double click on the Major School field for a list of schools and select a school.

STATUS – Defaults to active. To change the status click on the down arrow key and select a value or enter I for inactive. Tab to the next field.

DAYS EMPLOYED – Enter the days employed (between 1 and 260). Tab to next field.

CONTRACTED DAYS FOR AFTER HOURS – Enter the days contracted for SPED after hours only (between 1 and 260). Tab to next field.

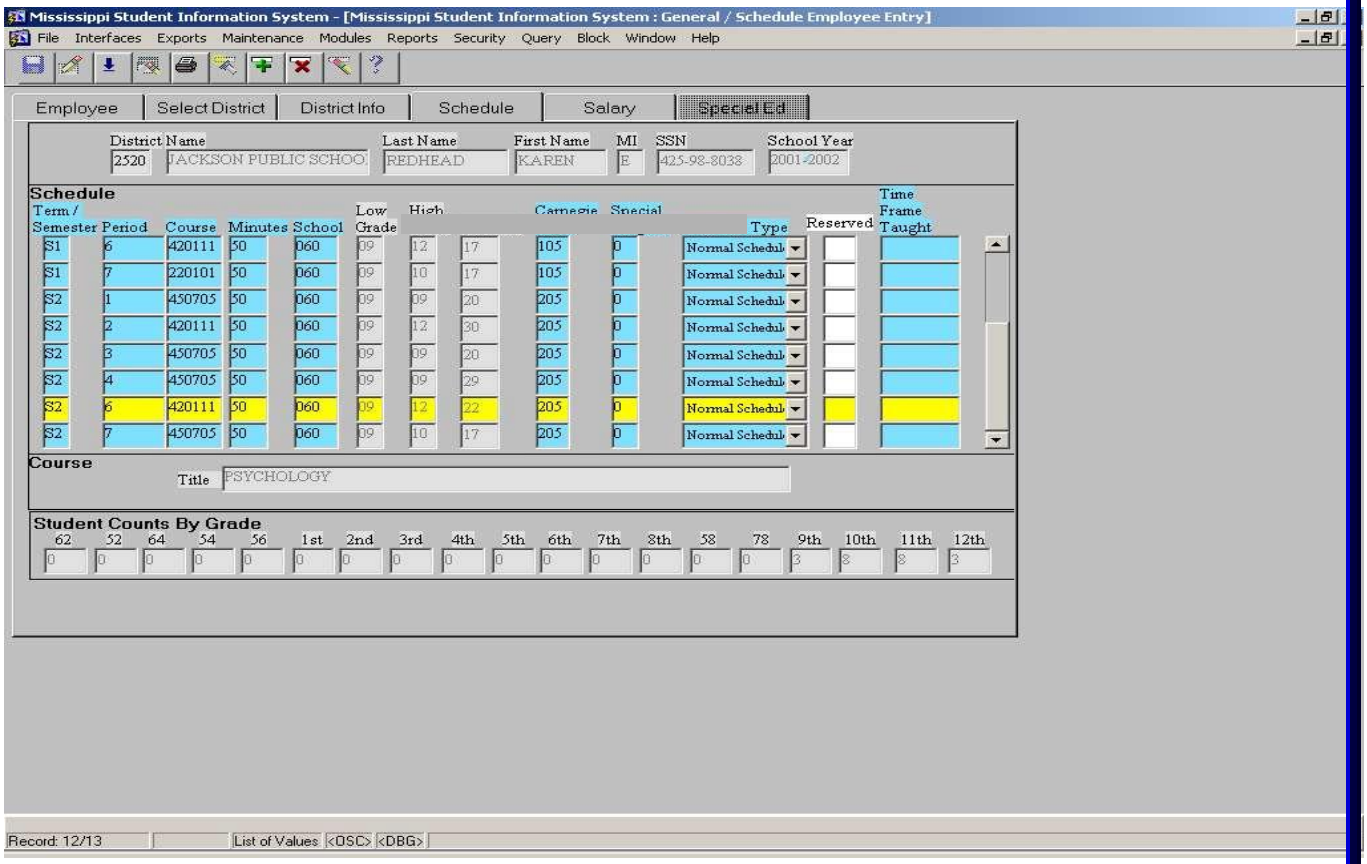
TITLE I BILINGUAL – Defaults to NO. Enter Y to change to YES or click on the down arrow key and select a value. Tab to the next field.

DISTRICT TIME – Enter a value between 1and 100. Tab to the next field.

ROLL EMPLOYEE – Defaults to YES. This is a field that allows the user to indicate that an employee will be returning to the district the next school year. Another screen (discussed later) will allow the user to select what portions of the employee's record to roll. This eliminates the necessity of re-entering much of the employee's information. In order for the data for an employee to be rolled, the Employee must be active for the current school year and have a Roll Indicator of Yes. Tab to the next field.
USER DEFINED – Optional field. This field can be used to print a select group of teachers. Ex: Master Teacher by entering CERT.
CONTRACT EMPLOYEE – Select SP for Special Education Contract employees paid by your District.
PERS – Select Y for employees that are currently receiving a retirement check from Public Employees Retirement System.

After saving the DISTRICT INFO, click on the SCHEDULE tab.

SCHEDULE



The purpose of the Schedule is to reflect the work assignments of the employee. At a minimum, the first period block must be completed for each staff member. Individuals in non-teaching positions may require only one period block to show the work assignment. Rolled employees will have the prior year's schedule if that option was selected. The period numbers must be entered and the other data should be checked for accuracy.

PRACTICE – Enter the schedule information from the schedule provided.

TERM/SEMESTER – The default is S1. Double click on the code to pick a different value. The selection here for teachers should match what is on the students' schedules.
The valid entries for this field are:

INDICATOR	DESCRIPTION
S1	First Semester
S2	Second Semester
T1	First Term
T2	Second Term
T3	Third Term
T4	Fourth Term

S1 should be used when the schedule type is Normal, AB, Modified Version or any other situation where the class meets for the entire 9-month school year. If the course is a semester course that meets for 18 weeks and the students change for the second half of the year, the entries should be S1 for the 1st semester and S2 for the 2nd semester.
For example, a teacher who teaches Algebra I all year and two semester courses, Geometry and Pre-Calculus, would have the following schedule entries:

TERM/SEM	PERIOD	COURSE	MINUTES, SCHOOL #, ETC.
S1	1	ALGEBRA I	
S1	2	GEOMETRY	
S2	2	PRE-CALCULUS	

T1, T2, T3, and T4 are used primarily with 4 X 4 schedules.
A 4 X 4 course that is for the first 18 weeks of the year would use the T1 code and a T3 code for an 18-week course taught the second half of the year. Semester 4 X 4 courses that are for 9 weeks would use T1, T2, T3, and T4 for each of the semesters beginning the year with T1 and ending with T4.
For example, a teacher who teaches English I and English II for 18 weeks each and also has four semester courses, Debate I and II, African-American Literature, and Creative Writing would have the following schedule entries:

TERM/SEM	PERIOD	COURSE	MINUTES, SCHOOL #, ETC.
T1	1	ENGLISH I	
T3	1	ENGLISH II	
T1	2	DEBATE I	
T2	2	DEBATE II	
T3	2	AFRICAN-AMERICAN LITERATURE	
T4	2	CREATIVE WRITING	

PLEASE NOTE THAT THE **T1 – T4 Codes may be used by a district in some other situations. That is O.K. as long as the coding on the student's schedule and the MSIS teacher's schedule are the** SAME.

PERIOD NUMBER – Enter a period number from 01 to 99. The value here for teachers should match what is on the students' schedules.
COURSE – Enter a valid MDE course code. If an invalid course number is entered, a list of the valid courses will appear. Select a valid code and click O.K. You may query to find a code using a partial name or number and the % Wildcard. The value here for teachers should match what is on the students, schedules.
MINUTES – Enter the number of minutes for the course or work assignment (from 1 to 480).
SCHOOL – Enter a valid three-digit school number for your district where the course is being taught.

LOW GRADE, HIGH GRADE – Enter a valid low and high grade. Valid grades are those served by the school selected.

STUDENTS – This field is skipped by MSIS. The student count will be populated from the student schedules.

The student's schedule and teacher's schedule must match on school year, teacher SSN, term/semester code, period number, and course code for the field to be populated.

CARNEGIE UNITS – Enter the appropriate units for the course (double click the field to see a valid list for the Course). You must enter three zero's for all non-teaching codes and courses that do not earn Carnegie Units.

CARNEGIE UNITS	DESCRIPTION
000	All year no units
005	All year ½ unit
010	All year 1 unit
015	All year 1½ units
020	All year 2 units
025	All year 2½ units
100	1st semester no units
105	1st semester ½ unit
110	1st semester 1 unit
115	1st semester 1½ units
125	1st semester 2½ units
200	2nd semester no units
205	2nd semester ½ unit
210	2nd semester 1 unit
215	2nd semester 1½ units
220	2nd semester 2 units
225	2nd semester 2½ units

SPECIAL PROGRAM – Enter a zero if there is no special funding for this code, or enter the appropriate funding code. The coding scheme is listed below.

SPECIAL PROGRAM CODE	DESCRIPTION
0	No special funds, Regular Minimum Program
1	Title I funds
2	Vocational Education funds
5	Special Services funds
6	Gifted Education funds
9	Other Special funds

SCHEDULE TYPE - The Schedule Type is defaulted from the selected School's Schedule Type. If the Schedule Type for this course is different from the School's Schedule Type, click on the down arrow and select a Schedule Type. Valid schedule types are:

SCHEDULE TYPE	DESCRIPTION
NM	Normal Schedule
44	4 X 4 Schedule
AB	AB Type Schedule
MV	Modified Version

RESERVED – This is not a required field. If there is no entry for this field, press the Tab key to advance to the next field. You may double click in the field to see a list of valid entries. The following are current valid entries:

RESERVED CODES	RESERVED CODE DESCRIPTIONS
AP	Alternative Program - Use this code in the Reserved field when the course code represents a position held by an employee associated with an Alternative Program administered in an existing school other than an alternative school. Do not use this code for alternative schools.
XX	Exclude from Basic Funding calculations. Use this code exclusively for teachers on period blocks during the normal school day when the pay is to be excluded from basic funding. Examples are supplemental pay or when pay is from some other special funds. It is not necessary to use XX if other special funding codes are allowed (i.e. 1, 2, 5, 6, or 9). For duties performed after school hours see "AS" block below.
AS	After School - Use this code for any person who works in a certified position and has other duties outside normal school hours. For example, a teacher who drives a bus or a coach whose coaching duties are not during the normal school hours.
NM	Normal - Means no reserved code is applicable to the period block line.
02	Pre-Kindergarten ages 0-2 only, (Grade 52 ONLY). This code is used exclusively for Special Education staff that work with children from birth to two years of age. Grade 52 must be indicated in the Grade Low or Grade High field for this code to be valid.
LS	Long Term Substitute - Use this code in the Reserved field when the position is vacant because the district has been unable to find a qualified instructor for the course and the substitute will remain in the position until a qualified instructor is found. DO NOT USE "LS" FOR REGULAR CONTRACTED INSTRUCTORS WHO ARE TEACHING A COURSE "OUT OF FIELD".
CR	Certified Retired Teacher - Use this code if a retired teacher is working in your district and is being paid by a third party.

SW	Title I School Wide - Use this code in the Reserved field when a School Wide Program is approved for Title I funding and a course is being taught that will not allow a 1 for Title I funding. **Never** put both a 1 and SW.

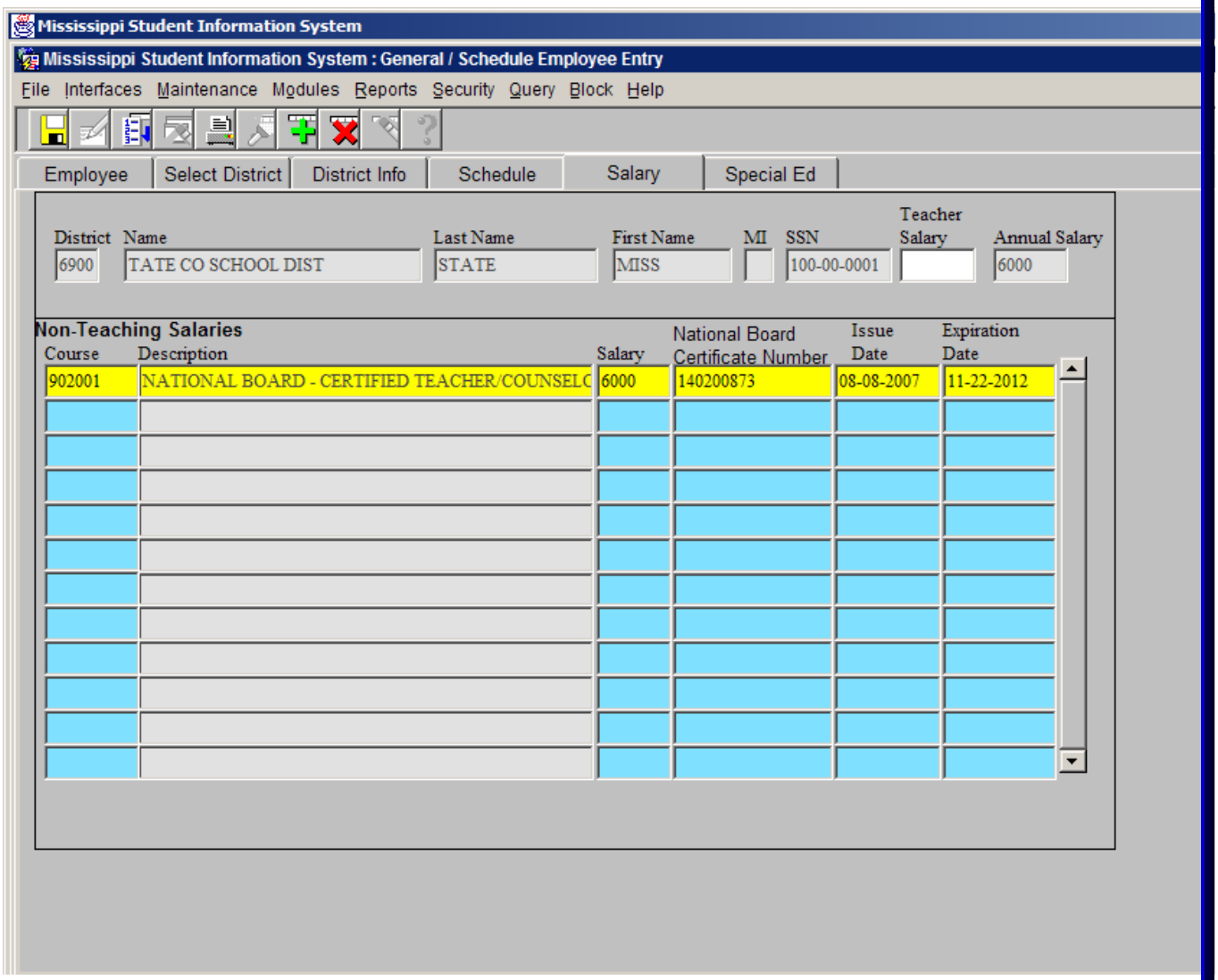
Time Frame Taught - Time Frame Taught (All Year, Fall Only or Spring Only) will be automatically populated based on the Carnegie units on the course code (see below).

CARENGIE UNIT RANGE	**DESCRIPTION**
000 thru 025	All Year
100 thru 125	Fall ONLY
200 thru 225	Spring ONLY

230110 English II – Grade 10
230171 English – Accelerated – Grade 10
230271 G-English, Accelerated – Grade 10
230111 IB-MYP, English II
233119 DL-English, Accelerated – Grade 10
260131 Biology I
260130 IB-MYP, Biology
260132 IB-Biology I, Grades 11-12
260148 DL-Biology, General – Advanced Placement
260243 G-Biology, Advanced Placement
450811 U S History – 1877 to Present
450814 U S History – Advanced Placement
450815 DL – U S History – Grades 11-12, Advanced Placement
450809 G-U S History, Advanced Placement
450500 U-SS- U S History I – 1877 to Present, Local Enrichment
270404 Algebra I – Grades 9-12
270398 Algebra I – Grade 8

You have completed one period block. Use the down arrow key to go to the next period block. You may save the record after entering each period or after completing the entire schedule.

SALARY



The Salary screen can only be accessed by a user with the District Personnel role. For this training, we will demonstrate the salary entry for everyone. The salary entered cannot be greater than the highest salary on the course code table for the courses on the schedule.

PRACTICE – Click on the SALARY tab. There are two salary fields, one for teaching and one for non-teaching salary.

TEACHING SALARY - After clicking the salary tab, the cursor will be in the TEACHING SALARY field, if the employee is a teacher. Enter the teacher's contracted amount for teaching duties.

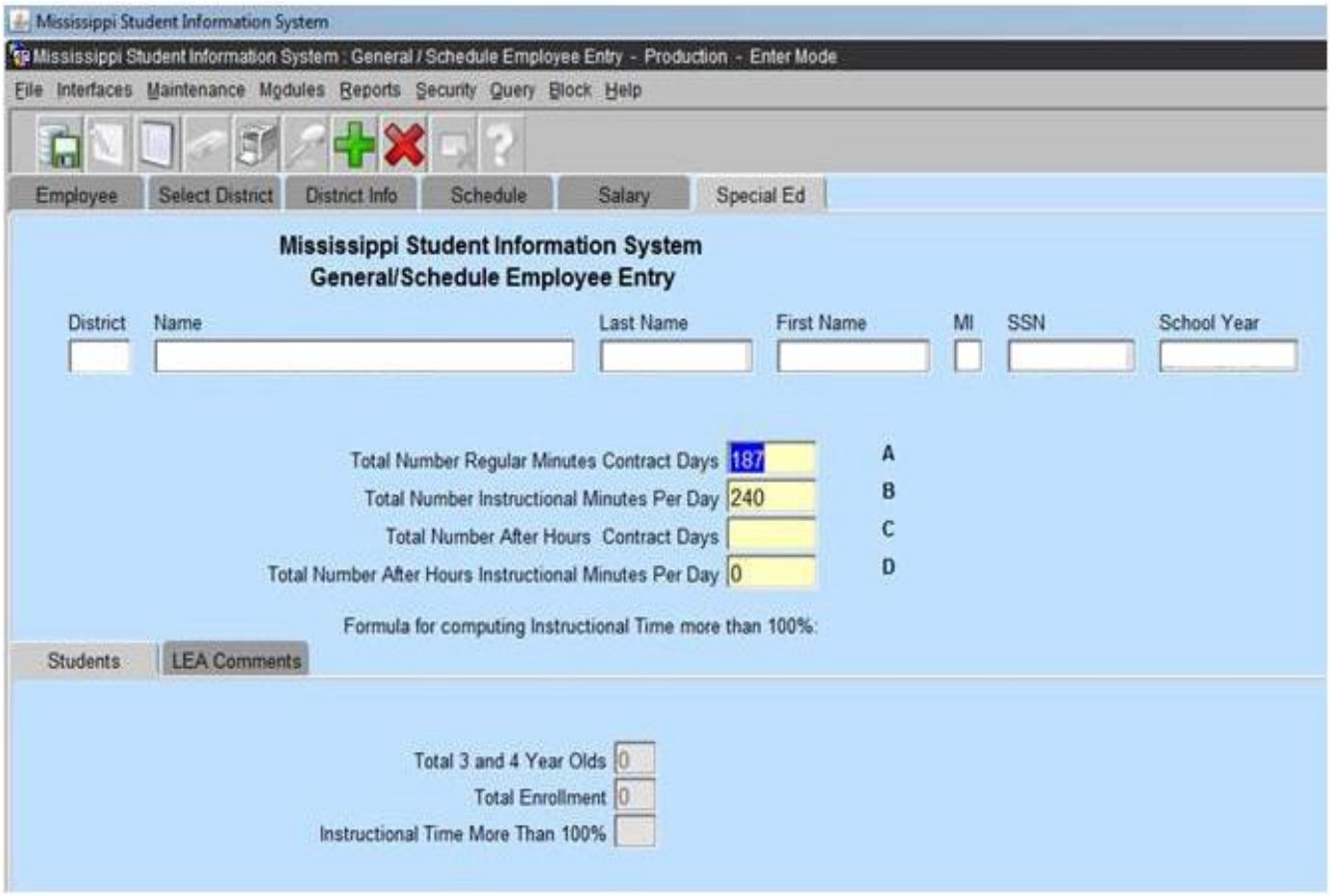
ANNUAL SALARY – This is a computed field and does not, consequently, allow any data entry. The system will add all non-teaching and teaching salaries and enter the total in the ANNUAL SALARY field.

NON-TEACHING SALARIES - If the employee has a Salary from Non-Teaching Courses (bus driver, coach, etc.), those courses must be on the Schedule for the salary to be entered. All non-teaching codes on an employee's schedule will appear in this section and a salary must be entered for each before leaving the screen. A salary of zero is acceptable.

SALARY – Enter Salary

NATIONAL CERTIFICATION NUMBER – Enter National Certification Number
ISSUE DATE (MM-DD-YYYY) – The date the certificate was issued (must be greater than today)
EXPIRATION DATE (MM-DD-YYYY) – The date the certificate will expire (must be greater than today)

SPECIAL ED



The Special Ed tab will only be enabled if the Employee's Schedule contains a Course with a Special Program Code of 5 (Special Ed Funding).

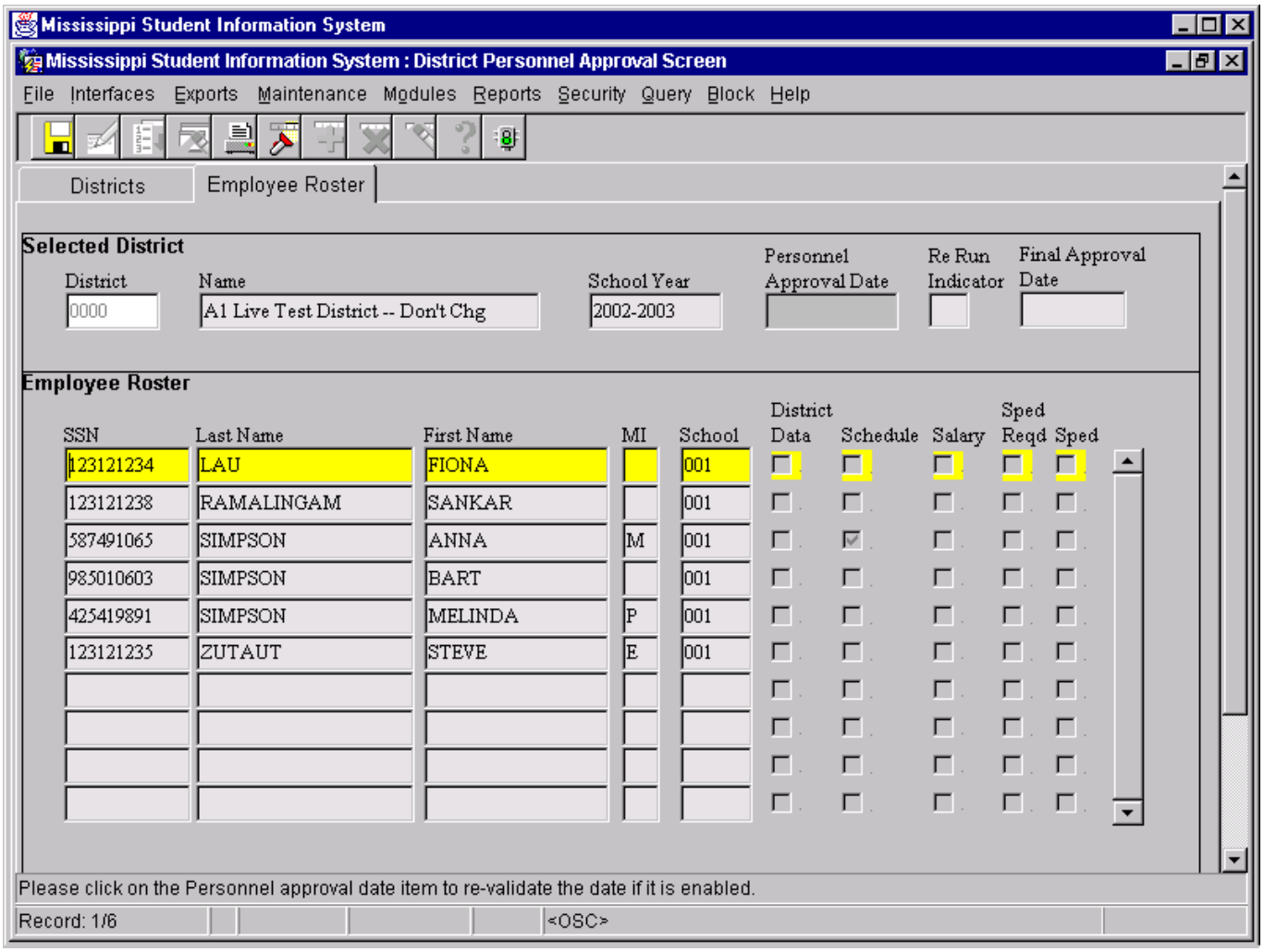
PRACTICE – Update the first two periods of the schedule that you have just entered with Special Education codes. Highlight the first period block on the schedule. Click on the ERASER icon to clear the period. Enter the Special Education code on the schedule provided. Note that a "5" Special Program code defaults to that field when the Special Education code is entered. Repeat this process for the second period.

SPECIAL ED. – Click on the Special Ed. Tab. You must check at least one Disability. Check all Disabilities that apply to the students taught by the employee. Because the second Special Education course that you entered is after school Homebound, this teacher has more than 100% instructional time. Enter 108% in the INSTRUCTIONAL TIME MORE THAN 100% field. When this field has an entry you must enter an explanation in the LEA COMMENT section.

If a grade 52 has been entered on the schedule, you must enter the number of 3 and 4 year olds and the total enrollment. Since MSIS populates student counts from the student's schedules, the 3 and 4-year-old count cannot be added until your district has had a successful Month 01 transmission.

Chapter 18 DISTRICT APPROVAL OF PERSONNEL DATA

Users with the District Personnel role can access this screen.

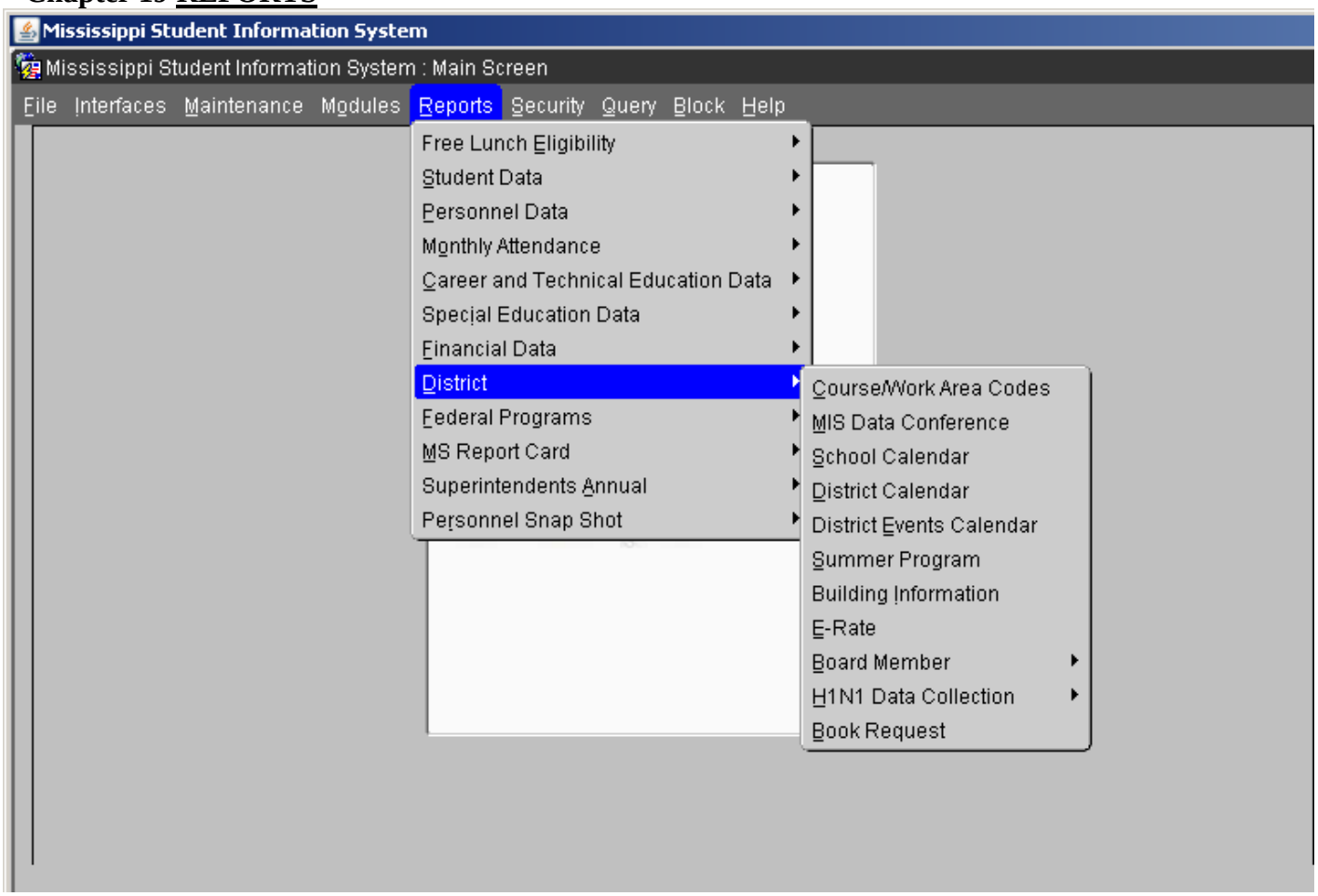


The District Personnel Approval screen will allow authorized users to view the level of completion of Employee information that is needed for funding each year. This screen will indicate with a check mark if data exists for the following categories: District Data, Schedule, Salary, and Special Ed. These categories correspond to the General/Schedule Employee Entry screen. Each Employee of the District must have District Data, Schedule and Salary for the current School Year. A Sped Reqd check would mean that data is required on the Special Ed tab on the General/Schedule Employee Entry screen. This screen allows the District Personnel Administrator to give final approval to the District's Personnel data before MDE begins processing the information. Once the District has given final approval, MDE's processing procedures will begin. To access this screen click on MODULES> PERSONNEL> DISTRICT PERSONNEL APPROVAL. The first screen will default to your district and the current school year. Click on "EMPLOYEE ROSTER". This screen lists the employees alphabetically, by school. The list indicates if required data has been entered on the following

personnel screens: DISTRICT DATA, SCHEDULE, SALARY and SPED. After data has been entered on all of the required screens, the "PERSONNEL APPROVAL DATE" tab will be enabled. When this tab is selected, the current date will be entered as the Approval Date for the District's Personnel Data. The "EMPLOYEE ROSTER" can be printed by clicking on the "TRAFFIC SIGNAL" icon at the top of the "EMPLOYEE ROSTER" screen. Queries can be run on this screen for individuals by entering the name and/or Social Security Number. A roster of all employees at an individual school can be viewed on the screen by entering a Query using the school number.

After an approval date has been entered and new data is subsequently entered on any employee, the date will be removed by the system. You must re-approve the data so that it can by processed again to reflect any updates or changes.

Chapter 19 REPORTS

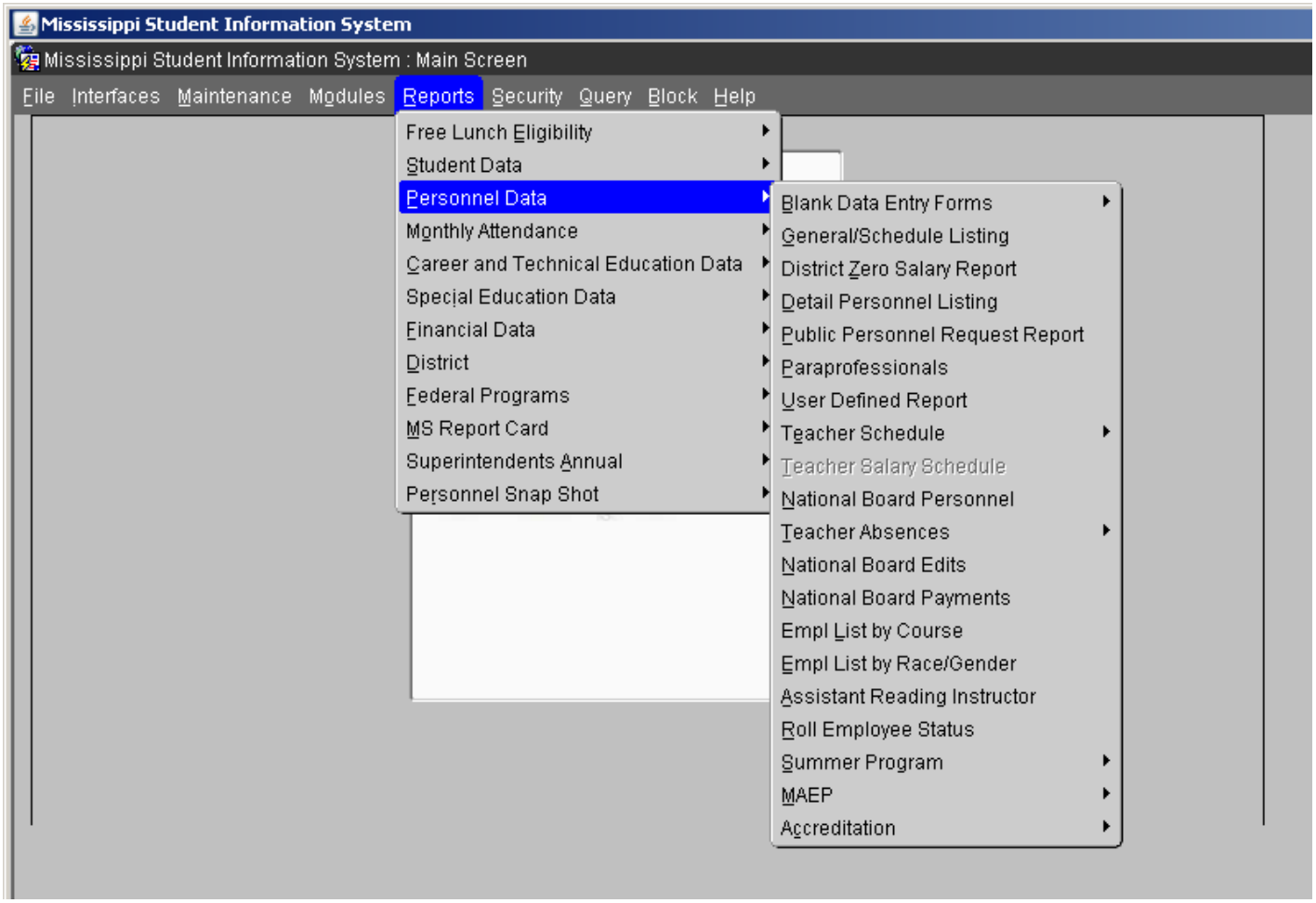


MSIS will use Adobe Acrobat Reader to preview reports. All MSIS reports will be displayed, printed, and saved in the .pdf (Adobe Acrobat Reader) file format. Once the user generates the report they have the option to view, save, or print the file from Adobe Reader. Your security rights will determine what reports are available for you to run.

From the REPORTS>DISTRICT tab:

COURSE/WORK AREA CODES

The Course/Work Area Codes Report will list all of the courses and work area codes that are offered by MDE for the school year selected. Any authorized MSIS users that have access to this report can generate it.



From the REPORTS>PERSONNEL DATA tab:

BLANK DATA ENTRY FORM (GENERAL/ SCHEDULE & SPECIAL ED)

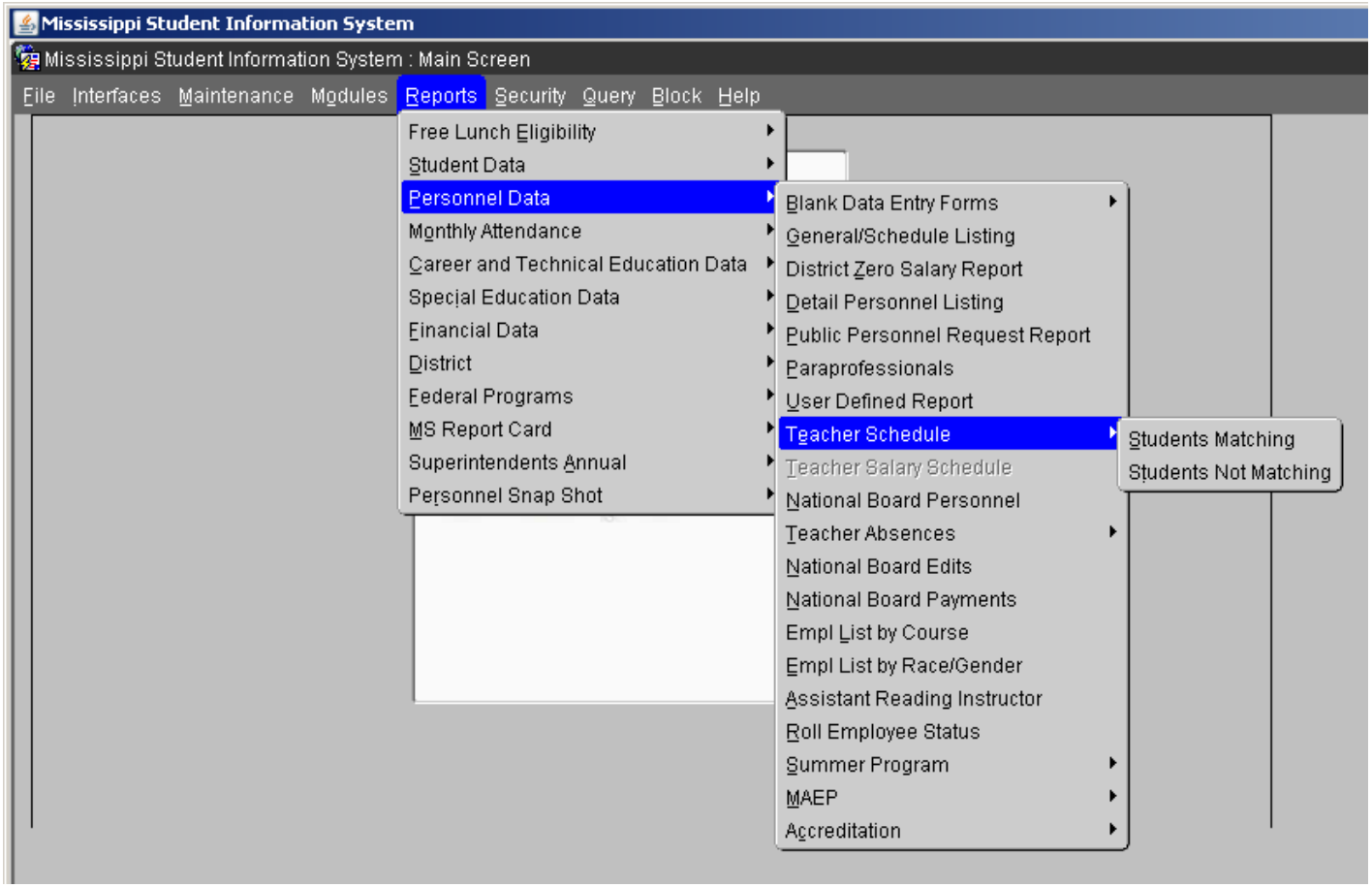
This is a blank Personnel form that has all of the data elements necessary for entering a personnel record into MSIS. The District Personnel Coordinator may use the form to collect data for the employees in the district.

GENERAL SCHEDULE LISTING

Employee Listing Report will be generated using the data provided by the District offices. This report is a replication of the Blank General/Schedule Employee Entry Form, but with the data filled in. You must select a school. The report can only be run for one school at a time. If the report generates more than 200 pages you may need to print 100 pages at a time. If an inactive employee is in the file, the employee status on the report will be "Inactive".

DETAIL PERSONNEL LISTING

Detail Personnel Listing Report will be generated using the data provided by the District offices. This report is run for the whole district. This report prints all employees for the district with all personnel data and certification data where applicable. You can choose to print the Employee SSN or not and salary or not. If the report generates more than 200 pages you may need to print 100 pages at a time. This report can also be run from Personnel Snap Shot data after personnel is finalized in January by going to REPORTS> PERSONNEL SNAP SHOT> DETAIL PERSONNEL LISTING. A user with District Personnel rights must run this report.



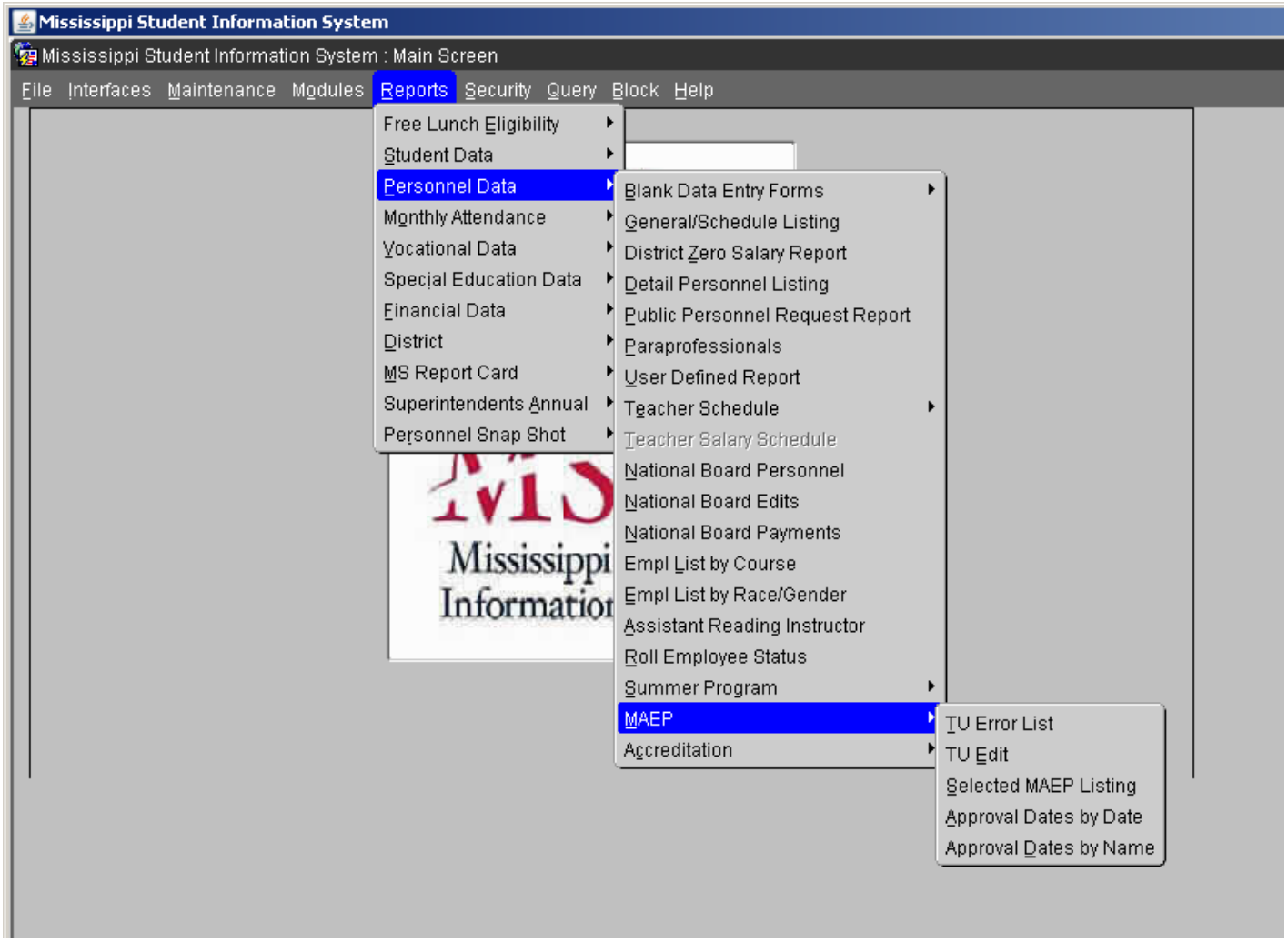
From the REPORTS>TEACHER SCHEDULE tab:

SCHEDULE MATCHING

The Students Matching Teachers Schedule Report prints the MSIS ID and student name for student schedules that match the teachers' schedules on period number, course code, term/semester, teacher SSN, and school year. Non-teaching courses such as Study Hall are not included on this report. It currently only looks at semester 1 data.

SCHEDULE NOT MATCHING

The Students Not Matching Teachers Schedule Report prints the MSIS ID and student name for student schedules that do not match the teachers' schedules on period number, course code, term/semester, teacher SSN, and school year. The period number, course code, and term/semester printed on the report are from the student's schedule. Non-teaching courses such as Study Hall are not included on this report. It currently only looks at semester 1 data.



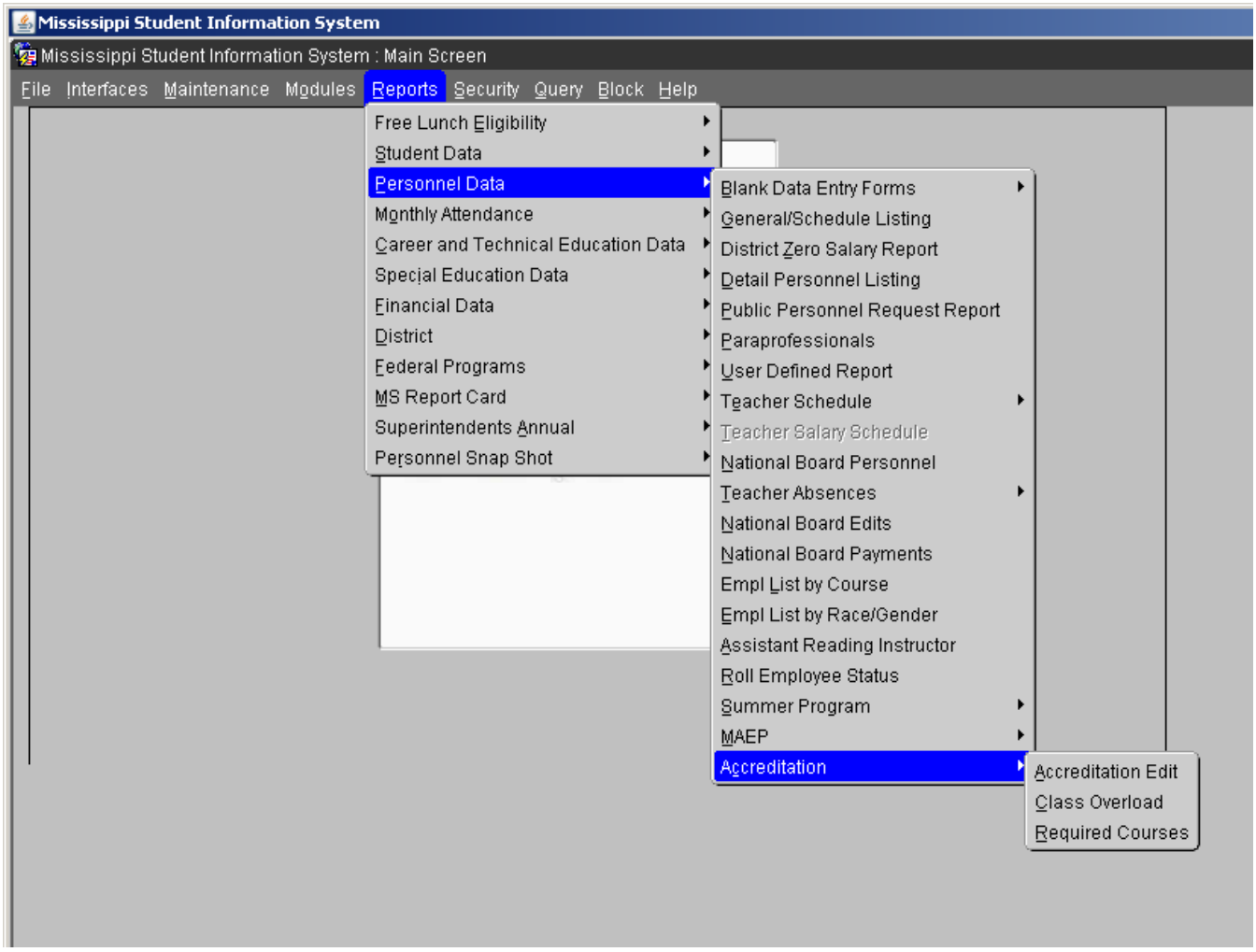
From the REPORTS>PERSONNEL DATA>MAEP tab:

TU EDIT

The Teacher Unit Edit prints employees with all their personnel information and certificate information where applicable, and messages. Can select to run for All, Selected, Not Selected, Error, or Voc Mismatched, and Program Type of All, Regular, Vocational, SPED, or Gifted. This report can also be run from Personnel Snap Shot data after personnel is finalized in January by going to REPORTS> PERSONNEL SHAP SHOT> MAEP> TU EDIT.

SELECTED MAEP LISTING

The Minimum Program Selected Listing Report prints the employee name, M.P. Class, M.P. Percent, M.P. Salary, all by Program Type. This report can also be run from Personnel Snap Shot data after personnel is finalized in January by going to REPORTS> PERSONNEL SHAP SHOT> MAEP> SELECTED MAEP LISTING.



There are several Accreditation reports in MSIS. In October (after submission of Month 01 data), these reports will be open to the school districts to run error edit checks. The reports allow the district to verify the accuracy of the data, to identify reporting errors and any possible accreditation issues, and to correct any inaccurate data prior to the Personnel Snap Shot, which will be taken in December.

If there are changes on the personnel schedules, the district needs to re-approve their personnel data at the end of the day so the Accreditation procedure will rerun that night and reports can be run the next day.

From the REPORTS>PERSONNEL DATA>ACCREDITATION tab:

ACCREDITATION EDIT

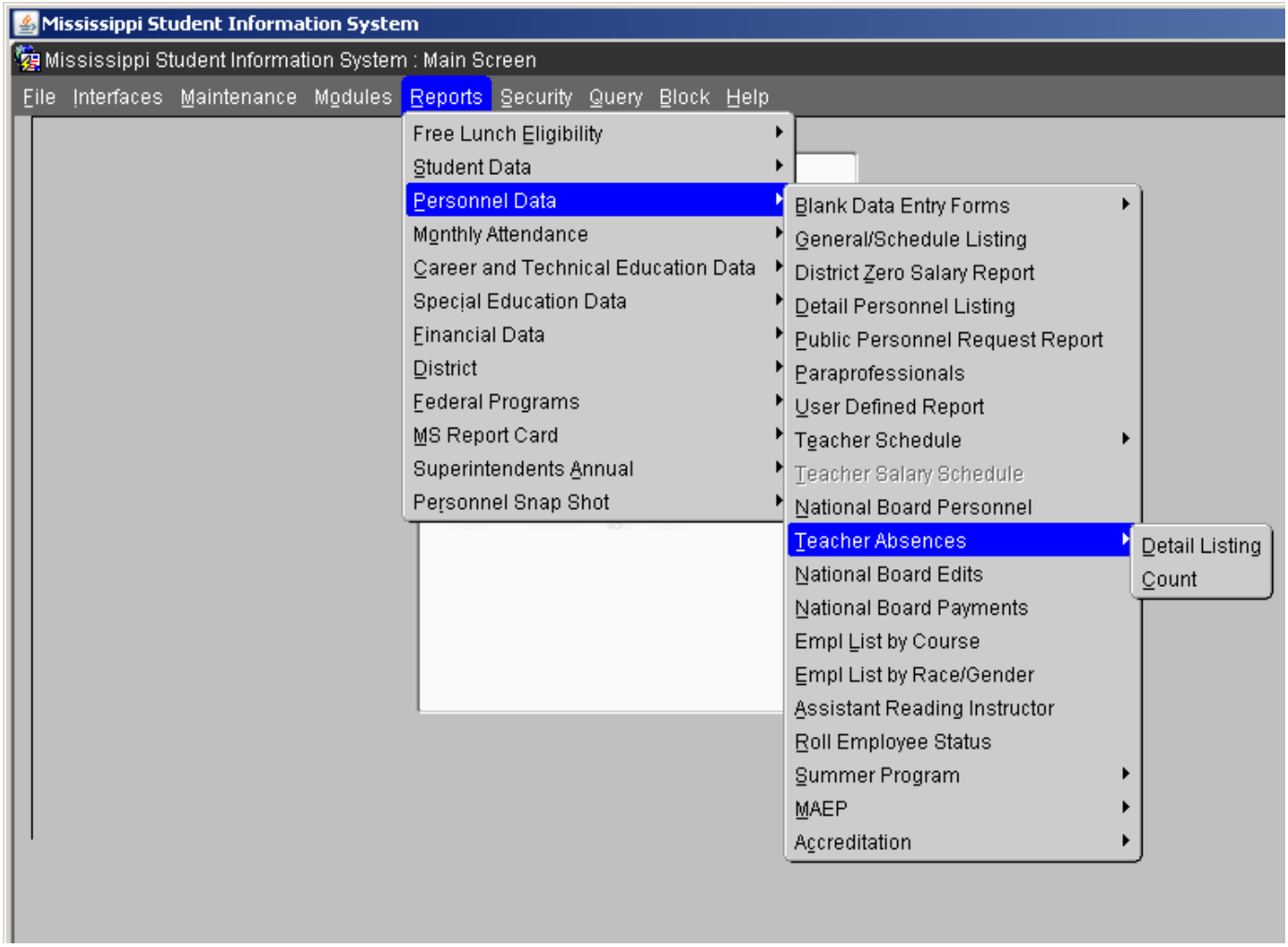
The Accreditation Edit prints for one or all schools. This report will show employee level, school level and district level deficiencies. This report also addresses most standards, including some overloads.

CLASS OVERLOAD

The Class Overload Report prints for one or all schools. This report can be run for one school or all schools in a district. The report addresses enrollment in grades 01-04 (Standard 34.2), enrollment in grades 05-08 (Standard 34.3) and enrollment in grades 05-12 (Standard 34.4).

REQUIRED COURSES

The report can be run for one school or all schools in a district. This report outlines the required 33 units in each high school (Standard 32 and Appendix B).



From the REPORTS>TEACHER ABSENCES>tab:

DETAIL LISTING

Detail Listing Report will be generated using the data provided by the District offices. This report is run for the whole district. This report prints all employees for the district with all their absence data where applicable. The report can be ran for one school at a time or for all the school. If the report generates more than 200 pages you may need to print 100 pages at a time.