OFFICE OF TECHNOLOGY AND STRATEGIC SERVICES

MSIS

Mississippi Student Information System

STUDENT TRAINING MANUAL

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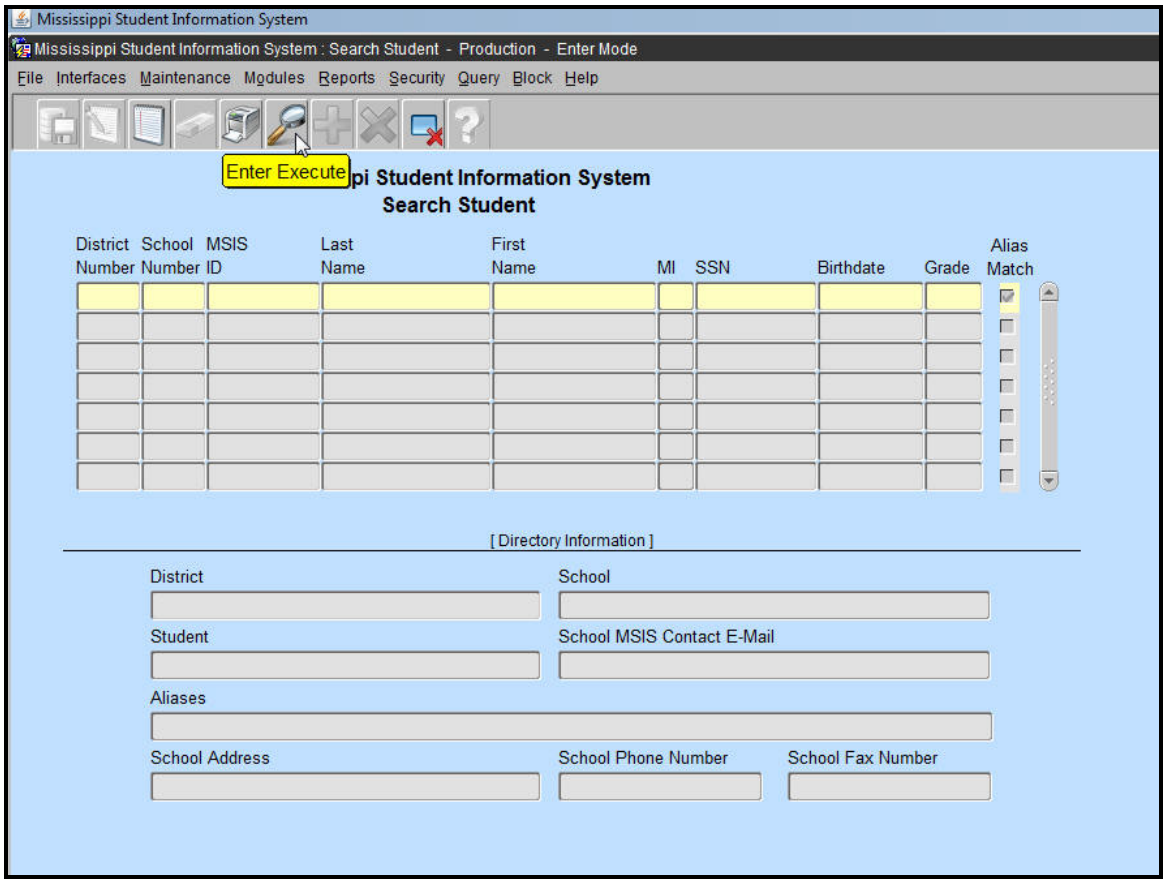
Search Student

To access this screen go to MODULES>STUDENT>SEARCH STUDENT.



This screen allows you to locate any student in MSIS by any combination of Last Name, First Name, SSN, MSIS ID, and birth date. You can use the wildcard (%) in your queries.

You can query several different ways. You should perform several different queries when searching for a student.

Some things to remember when querying for MSIS IDs:

- Names are commonly misspelled or suffixes are left off (Ex: Jr., III, etc.). Be sure to search for the student using alternate fields or using the wildcard (%) search.
- Last names may change for students, so be sure to include at least one search without it.
- Names with hyphens (-), apostrophes (‘), accents (`), or other special characters are often missing these characters in MSIS. Be sure to use the wildcard search on these names.
- SSNs are not required in MSIS, so it may not exist in MSIS for the student.
- Try the last name and date of birth or the names with a wildcard (%) search.
- Don’t search all fields at once (Full name, SSN, DOB). Try different combinations.
- Misspelled names and incorrect date of birth can be corrected without requesting a new ID.

If you were searching for a student named James Doe, Jr. with a date of birth of 01/01/2005, here are some sample searches:

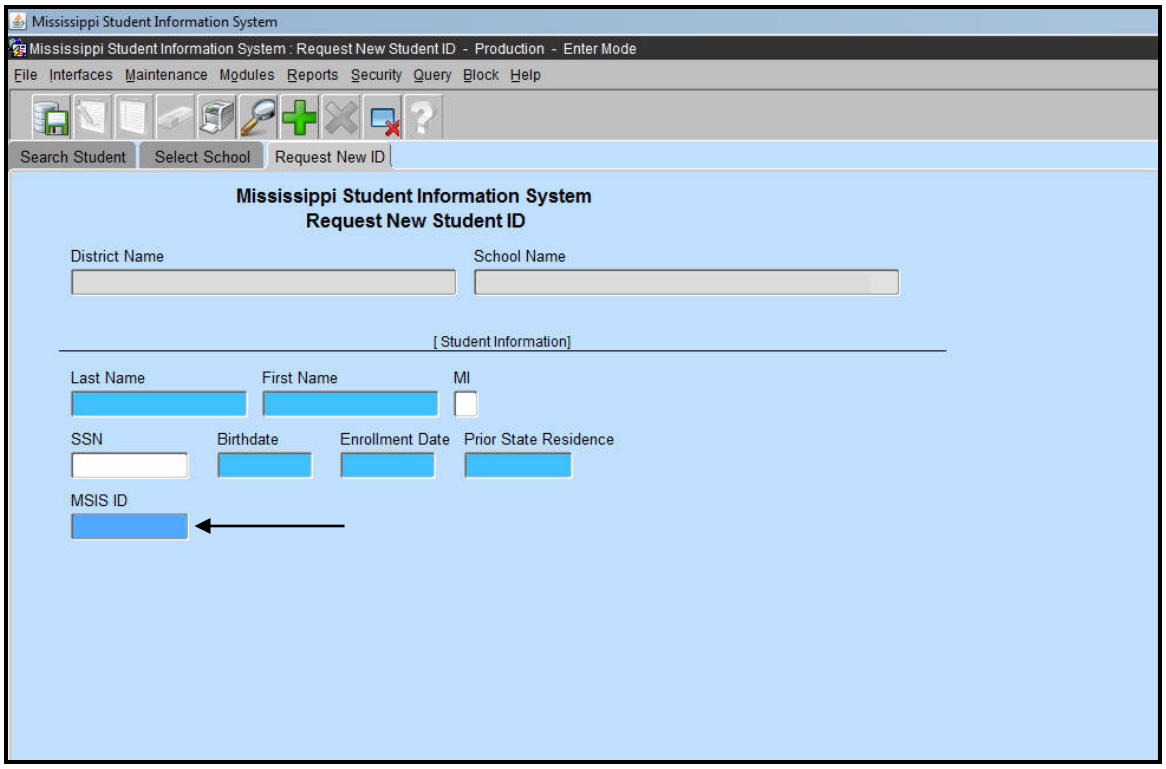
1. Last Name: Doe% First Name: James%
2. Last Name: Doe% First Name: J%
3. Last Name: Do% Date of Birth: 01/01/2005
4. First Name: James% Date of Birth: 01/01/2005

You cannot use a district and/or school as the only query selection criteria. You must enter something in the last name, first name, birth date, or SSN field.

Exit query by pressing the F4 key.

Request New Student ID

To access this screen go to MODULES>STUDENT>REQUEST STUDENT ID.



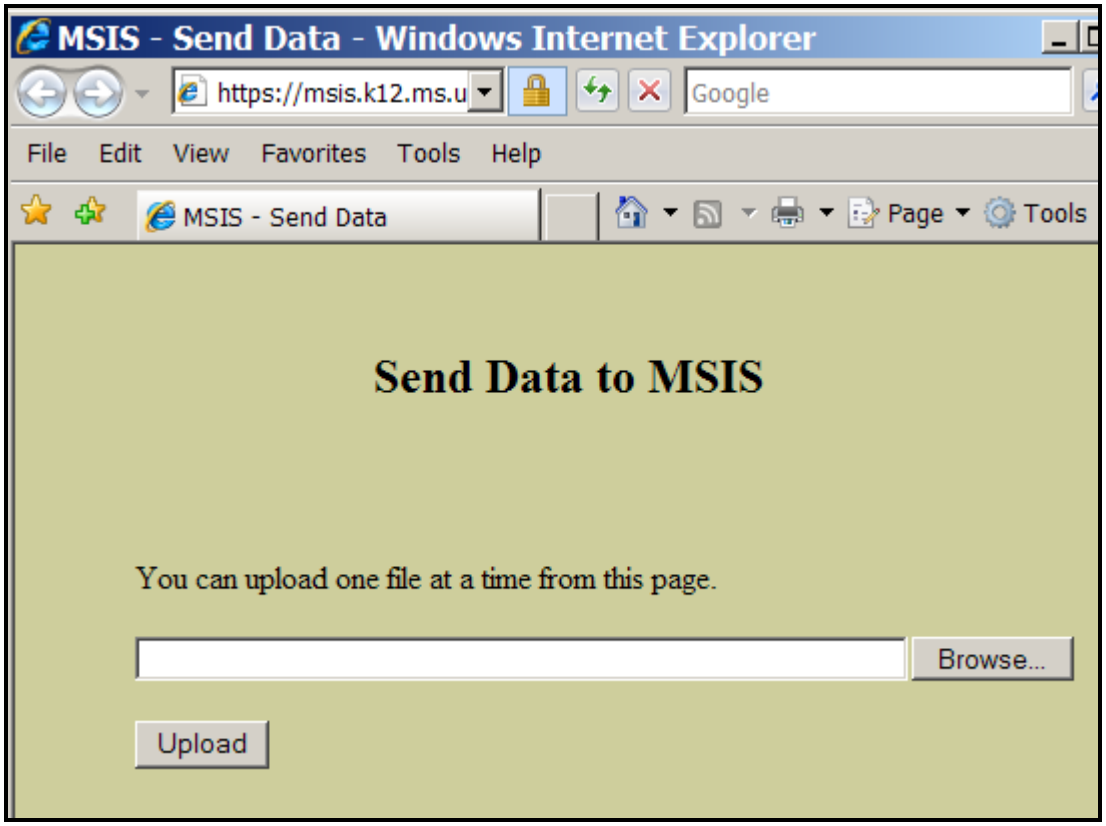
Before you request an MSIS ID for a student, please make very sure that the student does not already exist in MSIS. Deliberately requesting a 2nd ID for a student when you know one already exists will be reported to Accreditation. You should perform several queries to make sure that the student is not already in MSIS. You must do at least 1 query before the tabs are enabled. If the student exists, their information will be displayed. If the student is not found, a message stating "No records retrieved. Reenter" will be displayed.

Run queries. When you are satisfied that the student is not in MSIS click OK. The Select School tab is now enabled. Select your district and school. Click on Request New ID tab. Notice that the blue fields are required. Enter the last name, first name, initial (optional), SSN (optional DO NOT MAKE UP SSNs), birth date (MM-DD-YYYY), enrollment date (MM-DD-YYYY day student began attending your school) and Prior State Residence. In MSIS you must always enter the 4-digit year. Click on the green diskette to save. The new MSIS ID is shown at the bottom of the screen. You should print the screen and enter the MSIS ID in your school package.

MSIS matches students based on the first 3 letters of the first name, the whole last name and the birth date to see if they already have an MSIS ID. Sometimes you may receive this message, "Student with same SSN/birth date already exists. Do you wish to save this record anyway?" If you are sure that this student does not have a MSIS ID click YES. This message often appears when requesting ID numbers for twins who have very similar names. In these cases you will have to request an ID without SSN for the second twin.

Send Student Data to MSIS

To access this screen go to INTERFACES>SEND DATA TO MSIS.



Special characters (<, >, &, ", ') will cause the submitted file to have an XML error; don't use these characters in the fields in the school package. We have seen the (&) character used a lot in the incident description field and this causes an XML error.

There are several different types of files that you will send to MSIS at various times.

A. **Initial Student Load Transaction File (ISL)**
Used to assign MSIS IDs in large numbers. The process will run each year from June 1 to September 30. This will allow you to get MSIS num bers for your Kindergarten and First Grade students each year who do not already have MSIS ID numbers. Please do not include students who already have MSIS IDs if they have been receiving Special Ed services in school 500 Non-Public Sped.

MSIS will check the birth date to make sure that the students sent are **under the age of 7 by September 1st**.

Name:S_<Dist#>_<Sch#>_<mm/dd/yyyy>_ISL_ <Sequence#>.xml

Example: S_2520_008_06072001_ISL_00001.xml

Note: The S and ISL must be capitalized.

B. Initial MSIS ID Transaction File (IMT)

This is the only file that is returned to you from MSIS to upload into your package - this file contains your new MSIS IDs. You should keep at least two copies of this file - one copy in your database and one copy external to your database.

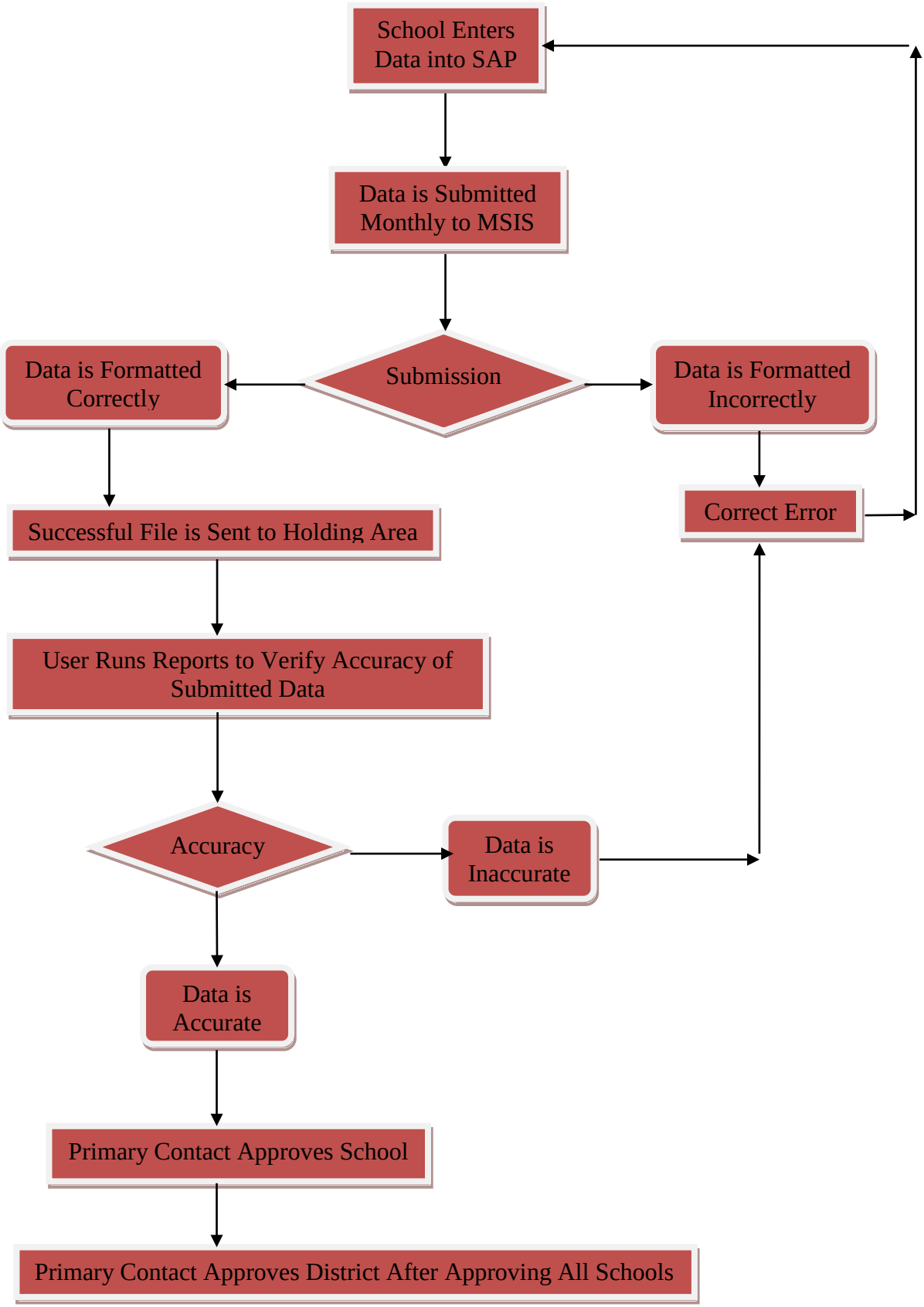
Name: S_<Dist#>_<Sch#>_<mm/dd/yyyy>_IMT_<Sequence#>.xml

Example: S_2520_008_06072001_IMT_00001.xml

Note: The file corresponds to the ISL file that you submitted to request MSIS IDs.

Each month you must send two files to MSIS: MDT (Monthly Days Taught Data Transaction File) and MSD (Monthly Student Data Transaction File). Your vendor should have told you how to create the files and where they will be located on your computer.

You can access the batch status page in MSIS under Interfaces=>View XML Batch Status Page to see which files are waiting to be processed and which files are currently being processed. Once a file has completed processing, it is moved so that a results file can be posted for your district, at this time you cannot see your file on this web page but you can check for a results file. MSIS picks up files every 20 minutes IF it is not in the middle of processing a batch of files. It can be several hours before you see a results file. MSD files can be very large and can take 20 minutes to process.
Don't send multiple files from the same school because you don't think it is processing - check this web page and the results file first. If you have two files in the queue with the same district number, same school number, same track ID, and same type of file (MSD, MDT, etc.), then MSIS is going to skip your second file thinking this is an error. This was done to prevent data from accidentally being overwritten. So even if you know your file that is processing is incorrect wait until it has finished processing before submitting a corrected file.


School Enters Data into SAP
Data is Submitted Monthly to MSIS
Submission
Data is Formatted Correctly
Data is Formatted Incorrectly
Correct Error
Successful File is Sent to Holding Area
User Runs Reports to Verify Accuracy of Submitted Data
Accuracy
Data is Inaccurate
Data is Accurate
Primary Contact Approves School
Primary Contact Approves District After Approving All Schools

C. Monthly Days Taught Data Transaction File (MDT)

Submit one MDT per school per reporting period. This file should be submitted first for your monthly reports. Once you have a Success, you do not have to submit this file again until the next reporting period. This tells MSIS how many days were taught at this school for each grade for this reporting period.

Name: S_<Dist#>_<Sch#>_<mm/dd/yyyy>_MDT_<Sequence#>.xml

Example: S_2520_008_106072001_MDT_00001.xml

Note: The S and MDT must be capitalized.

D. Monthly Student Data Transaction File (MSD)

Submit one Successful MSD per school per reporting period. This file will contain the students' schedule, demographics, emergency information, incidents, attendance, etc.

Name: S_<Dist#>_<Sch#>_<mm/dd/yyyy>_MSD_<Sequence#>.xml

Example: S_2520_008_10072001_MSD_00004.xml

Note: The S and MSD must be capitalized.

MSIS will not allow non-teaching codes on a student's schedule. The exceptions to this are Sped Early Work Release (801009), Homeroom (801008), In School Suspension (851003), and After School Detention (751150). If the student is assisting in the office or library use a local code for Office Worker or Library Worker and link it to the MDE Non-Teaching Student Activity course code (555555). If you use code 555555 on a student's schedule that code will not appear on the student's schedule in MSIS. Keep in mind that every course appearing on a student's schedule in MSIS will be required to send a final grade in Month 09.

Only district 2520 will be allowed to use the International Baccalaureate course codes. The title of these course codes begins with IB-. Only district 4406 will be allowed to use the Math and Science School course codes. The title of these course codes begins with U-.

Only district 4306 will be allowed to use the MS School for the Arts course codes. The title of these course codes begins with A-.

Student and teacher schedules must match on five fields: Term/Semester Code, Period Number, Course Code, Teacher SSN, and School Year.

*** Start Date, End Date and Duration for Incidents are required on both MSD and DSD files

***All Student Indicators are now required within the MSD file.
Please refer to CHAPTER 18: MSIS XML/Student MSD File Edits

E. Monthly Student Historical Transaction File (MSH)

This file contains information such as birth certificate number, immunization compliance date, all courses taken by student, all schools attended by student, etc. This file is normally sent at the end of the school year.

Name: S_<Dist#>_<Sch#>_<mm/dd/yyyy>_MSH_<Sequence#>.xml
Example: S_2520_008_05072002_MSH_00001.xml
Note: The S and MSH must be capitalized.

F. Daily Student Data Transaction File (DSD)

Submit on a daily basis if you suspend or expel a student for a violent act OR if the status of a Special Education student changes. This file must be submitted within the month the incident occurred. If you cannot submit during the month of the incident (the incident happened on the last day of the month but the district didn't take action until the 3rd of the next month), do not submit a DSD file. The student information will be updated with the MSD file.

Some incidents should be sent within 72 hours of the incident. These are Fighting, Homicide, Kidnapping, Mayhem, Poisoning, Rape, Robbery, Staff Assault, Stalking, Sexual Battery, and Weapon Possession.

You can get a complete list of incidents reportable in MSIS from the MSIS Information page at http://www.mde.k12.ms.us/management-information-systems/ms-student-information-system-(msis)/for-students. This document lists the incidents and dispositions to be reported in MSIS. Definitions of each incident code are included.

Name: S_<Dist#>_<Sch#>_<mm/dd/yyyy>_DSD_<Sequence#>.xml

Example: S_2520_008_10072001_DSD_00001.xml

Note: The S and DSD must be capitalized.

Discipline Reporting Made Easy

Incidents (Infractions)		Dispositions
What a Student Does		**What a Student Gets**
When deciding to report, ask yourself "Do I have a reportable Incident OR a reportable Disposition?" not "Do I have a reportable Incident AND a reportable Disposition?"		
Some are Reportable…		
• **Alternative School Codes** • **Persistently Dangerous Schools (72 Hours)** • **Other Laws** **(21 codes that must be reported)**	**OR** ↔	• **Alternative School** • **Corporal Punishment** • **Expulsion** • **Suspension** • **ISS** • **Expulsion with Services** **(6 codes that must be reported)**
Some are Not Reportable…		
• **Gum Chewing** • **Dress Code Violations** **All these local codes = NCB**	↔ **X**	• **Parent Conference** • **Breaking Detention** **All these local codes = ADMIN**

Reported to MDE ↔

Not Reported to MDE ↔ **X**

*** Start Date, End Date and Duration for Incidents are required on both MSD and DSD files.

Dispositions

Code	Description
ADMIN	Administrative Discipline
ALSCH	Alternative School
CORP	Corporal Punishment
EXP	Expulsion
EXPES	Expulsion with Continuation of Educational Services
ISS	In school suspension
JDC01	Juvenile Detention Center - Adams County
JDC02	Juvenile Detention Center - Alcorn County
JDC17	Juvenile Detention Center - Desoto County
JDC18	Juvenile Detention Center - Forest County
JDC24	Juvenile Detention Center - Harrison County
JDC25	Juvenile Detention Center - Hinds County
JDC30	Juvenile Detention Center - Jackson County
JDC34	Juvenile Detention Center - Jones County
JDC38	Juvenile Detention Center - Lauderdale County
JDC41	Juvenile Detention Center - Lee County
JDC42	Juvenile Detention Center - Leflore County
JDC44	Juvenile Detention Center - Lowndes County
JDC57	Juvenile Detention Center - Pike County
JDC61	Juvenile Detention Center - Rankin County
JDC75	Juvenile Detention Center - Warren County
JDC76	Juvenile Detention Center - Washington County
JDC82	Juvenile Detention Center - Yazoo County
RES	Restraint
SEC	Seclusion
SUS	Suspension

Incidents

Code	Description
ALC	Alcohol
ASAE	Alternative Education after Expulsion
ASCO	School District approved Court Order
ASCP	Alternative Education after Corporal Punishment
ASFY	Begin year at Alternative School
ASGD	GED Option
ASHS	Alternative Education after Suspension
ASOS	Arrest for Crime off School Property
ASPR	Parent Request
ASRR	Remedial reason
ASSA	School Attendance
ASTS	Release from Training School
ASLT	Assault
BTHR	Bomb Threat
BULLY	Bullying
DCOND	Disorderly Conduct
DRUG	Possession of Drugs
EXTN	Extortion
FIGHT	Fighting
GANG	Gang-Related
HGUN	Hand Gun
HOCI	Homicide
KNAP	Kidnapping
MYHM	Mayhem
NCB	Noncriminal Behavior
PSNG	Poisoning
RAPE	Rape
RIFLE	Rifle or Shotgun
ROBB	Robbery
THEF	Theft
TRES	Trespassing
STAS	Staff Assault
STKG	Stalking
SXBT	Sexual Battery
VAND	Vandalism
WPOS	Weapon possession

G. **Summer School Data Transaction File (SSD)**

The home school will submit an SSD if they have any students to attend summer school within the state. *The Summer School file should be submitted by the school that owns the student (not the school offering summer school).* The data on the Summer School file consists of the MSIS ID, student's name, SSN (optional), date of birth, promotion indicator, promotion date, graduation type if applicable, course code, final grade, term semester code (SU), credits, and Carnegie Units. *No teacher information is included on a Summer School file.*

Name: S_<Dist#>_<Sch#>_<mm/dd/yyyy>_SSD_<Sequence#>.xml

Example: S_2520_008_08272001_SSD_00001.xml

Note: The S and SSD must be capitalized.

You will not be allowed to submit an SSD file after submitting a month 1 MSD file.

Remember to include correspondence courses, on-line courses, virtual school courses, and dual credit courses along with summer school courses in the Summer School (M10) file.

When deciding who to include in your Summer School file and who not to include, you need to think about what you are doing to the student's cumulative folder.

If you have students that did not meet all their objectives during the regular school year, and you extend their school year so that you can work with them to meet those objectives, (these would be mostly **ELEMENTARY STUDENTS)** you would include them in your M9 file as **NOT PROMOTED** and with either a **failing grade or an I for incomplete**. Then once they finish their extended year, you use the *UPDATE STUDENT GRADES SCREEN* in MSIS to change their grade and to promote them if they passed.

For students earning **CREDITS** for courses (grades 7-12), summer school data **SHOULD be included in the Summer School file REGARDLESS of whether or not they are replacing a failed grade** or if this is a new course on the student's record. Courses earning credit(s) are listed on the Cumulative folder each time the student takes the course.

In some cases of Extended Year (especially for SPED and Enrichment), nothing is entered on the Cumulative Folder so these students would not be listed in the Summer School file.

H. Error Message File (err)

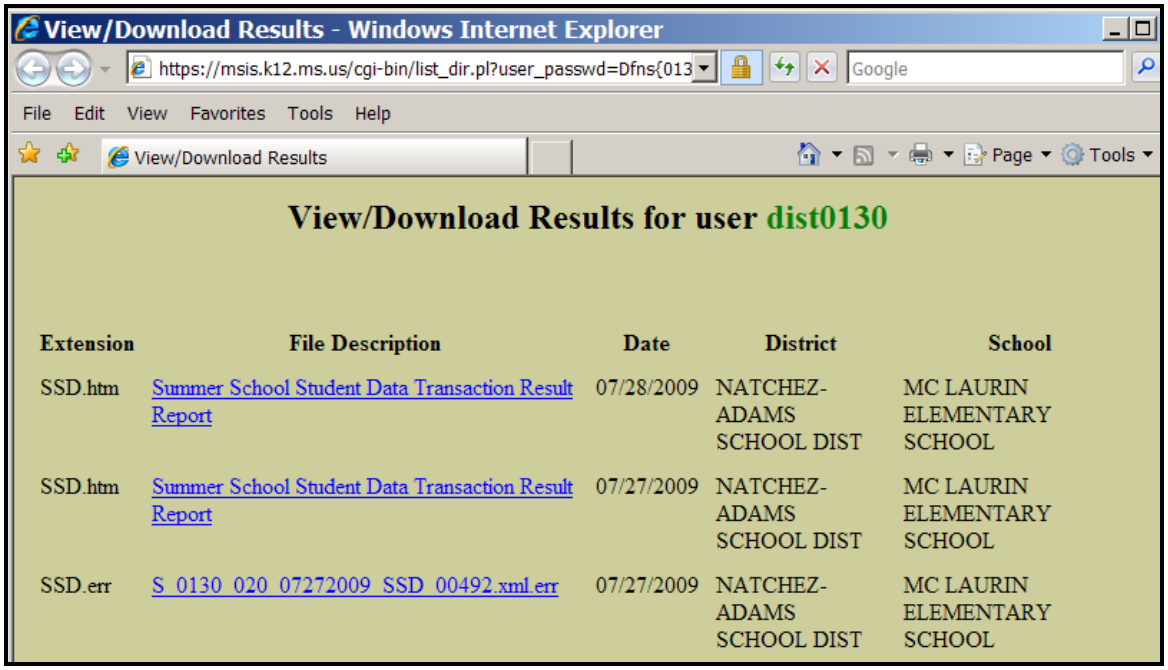
Results file that you will see when you View/Download Results if your file failed due to XML errors. To find the lines causing the errors in your file, save the file to your desktop and open it in Notepad.

You can contact the MSIS Help Desk through Footprints https://servicedesk.mde.k12.ms.us/ for assistance with XML errors.

View/Download Results

A. View Results

To access this screen go to INTERFACES>VIEW/DOWNLOAD STUDENT RESULTS.



This screen allows authorized School and District users to view the results of their data transmission to MSIS. The user can see if the file was a Success or Failure. In most cases corrections to the data should be made in the school package and a new file created and submitted to MSIS.

Below is an example of a results file with errors.

MSIS Monthly Student Data Transaction Results
District Number: 9999
School Number: 004
Period: 09
Tracking ID: 9999-004-05-26-2006-00147
Transaction Status: FAILURE

Error Status	MSIS ID	SAP Uid	Field Value	Line #
FAILURE	000999999 AMOS, TORI	587999999	200200	147352

Field in Error: SAP_TRANS>TR_STUDENT>STUDENT>SCHEDULE>COURSE>CARNEGIE>
Error Reason: CODE NOT FOUND OR IS INACTIVE FOR COURSE 132129

Error Status	MSIS ID	SAP Uid	Field Value	Line #
FAILURE	000999999 SIMPSON, LISA	587999999	70060	

Field in Error: SAP_TRANS>TR_STUDENT>STUDENT>SCHEDULE>COURSE>CREDITS>
Error Reason: MUST BE FORMAT 9.9

Below is an example of XML errors.

MSD SCHEDULE XML error:

XML errors for File : S_2300_004_05012013_MSD_01815.xml
Date : Wed May 01 11:24:18 CDT 2013
XML error at line 52262, column 19
The content of element type "SCHEDULE" is incomplete, it must match "(COURSE)+".

In order to find your errors, do the following.

1) Get the line number that was given in the error message “52262”.
2) Open the file that was submitted to MSIS using Notepad.
3) Under Edit click Go To.
4) In the Line Number box enter **52262**
5) Click OK.

```
   <ENTRANCE>
   <E_DATE>04-05-2013</E_DATE>
   <E_CODE>E3</E_CODE>
   <E_GRADE>52</E_GRADE>
   <E_DAYSOFFROLL>0</E_DAYSOFFROLL>
   </ENTRANCE>
***  <SCHEDULE />   ****Line 52262*****
   </STUDENT>
```

6) The reason this error occurred is because the "SCHEDULE" is missing from the file. Make sure that the Contents Elements of "SCHEDULE" are included. The correct "SCHEDULE" format is listed below.

```
   <ENTRANCE>
    <E_DATE>04-05-2013</E_DATE>
    <E_CODE>E3</E_CODE>
    <E_GRADE>52</E_GRADE>
    <E_DAYSOFFROLL>0</E_DAYSOFFROLL>
   </ENTRANCE>
   <SCHEDULE>
    <COURSE>
     <COURSENUM>239901</COURSENUM>
     <LOCALNUM>E4000144-ii</LOCALNUM>
     <LOCALNAME>4 Language</LOCALNAME>
      <CLASS>
       <TERMSEMCODE>S1</TERMSEMCODE>
       <C_PERIOD>05</C_PERIOD>
       <SECTION>44-ii</SECTION>
       <MINUTES>65</MINUTES>
       <TEACHERSSN>425677580</TEACHERSSN>
     </CLASS>
    </COURSE>
   </SCHEDULE>
</STUDENT>
```

To locate the MSISID scroll upward until you see the MSISID.

```
<MSISID>000000000</MSISID>
```

MSH S_COURSE XML error:

XML errors for File : S_3112_012_05312013_MSH_01071.xml
Date : Fri May 31 14:55:38 CDT 2013
XML error at line 13146, column 23
The content of element type "S_COURSE" must match "(C_NAME,C_TFNAME?,C_TLNAME?,S1GRADE?,S2GRADE?,C_FGRADE?,C_CREDITS?)".

In order to find the error, do the following.

1) Get the line number that was given in the error message "13146".
2) Open the file that was submitted to MSIS using Notepad.
3) Under Edit click Go To.
4) In the Line Number box enter 13146
5) Click OK.

```
    <START>08-01-2007</START>
    <END>05-25-2008</END>
    <LENGTH>0</LENGTH>
    <S_GRADE>01</S_GRADE>
    <ABSENTDAYS>0</ABSENTDAYS>
    <S_SCHOOL>
      <S_NAME>Attendance Center</S_NAME>
      <S_COURSE>
        <C_NAME>Language Arts  Grades K-6</C_NAME>
        <C_TFNAME>Unknown</C_TFNAME>
        <C_TLNAME>Unknown</C_TLNAME>
****    <C_FGRADE>90.0000</C_FGRADE>   ****Line 13146*****
        <S1GRADE>89.0000</S1GRADE>
        <S2GRADE>81.0000</S2GRADE>
      </S_COURSE>
```

6) Make sure that the content of element S_COURSE are in the order given above in the error message. The C_CREDITS element is the only element that is optional. All others are required in the given order. The reason for this error is because C_FGRADE is after C_TLNAME. It must come after S2GRADE.
7) Sometimes your S2GRADE may appear before the S1GRADE which is also invalid.

To locate the MSISID scroll upward until you see the MSISID element.

```
<MSISID>000000000</MSISID>
```

MSH CF_COURSE XML error:

ORA-01400: cannot insert NULL into ("MDEREP"."CF_COURSES"."NAME")

* SQL ERROR * strSQL=INSERT into CF_COURSES (NAME, TEACHERFIRSTNAME, TEACHERLASTNAME, FINALGRADE, CREDITS, CFY_ID, ID, CREATE_USER, CREATE_DATE)
VALUES (?, ?, ?, ?, ?, ?, CFC_SEQ.nextval, ?, SYSDATE)
java.sql.SQLException: ORA-01400: cannot insert NULL into ("MDEREP"."CF_COURSES"."NAME")

```
at oracle.jdbc.driver.DatabaseError.throwSqlException(DatabaseError.java:111)
at oracle.jdbc.driver.T2CConnection.checkError(T2CConnection.java:675)
at oracle.jdbc.driver.T2CConnection.checkError(T2CConnection.java:601)
at oracle.jdbc.driver.T2CPreparedStatement.executeForDescribe(T2CPreparedStatement.java:570)
at oracle.jdbc.driver.T2CPreparedStatement.executeForRows(T2CPreparedStatement.java:763)
at oracle.jdbc.driver.OracleStatement.doExecuteWithTimeout(OracleStatement.java:1189)
```

The student is missing the Name of a Course. To locate the student that is causing the error.

1) Open the file that was submitted to MSIS using Notepad.
2) Under Edit click Find.
3) In the Find box enter <C_NAME />.
4) Click Find Next.

```
<SCHOOLYEAR>
  <START>08-04-2011</START>
  <END>05-18-2012</END>
  <LENGTH>0</LENGTH>
  <S_GRADE>09</S_GRADE>
  <ABSENTDAYS>0</ABSENTDAYS>
  <S_SCHOOL>
    <S_NAME>Shannon High School - MS</S_NAME>
    <S_COURSE>
**** <C_NAME />  ***** Course Name is missing *****
      <C_TFNAME>Unknown</C_TFNAME>
      <C_TLNAME>Unknown</C_TLNAME>
      <C_FGRADE>75.0000</C_FGRADE>
      <C_CREDITS>0.5</C_CREDITS>
    </S_COURSE>
```

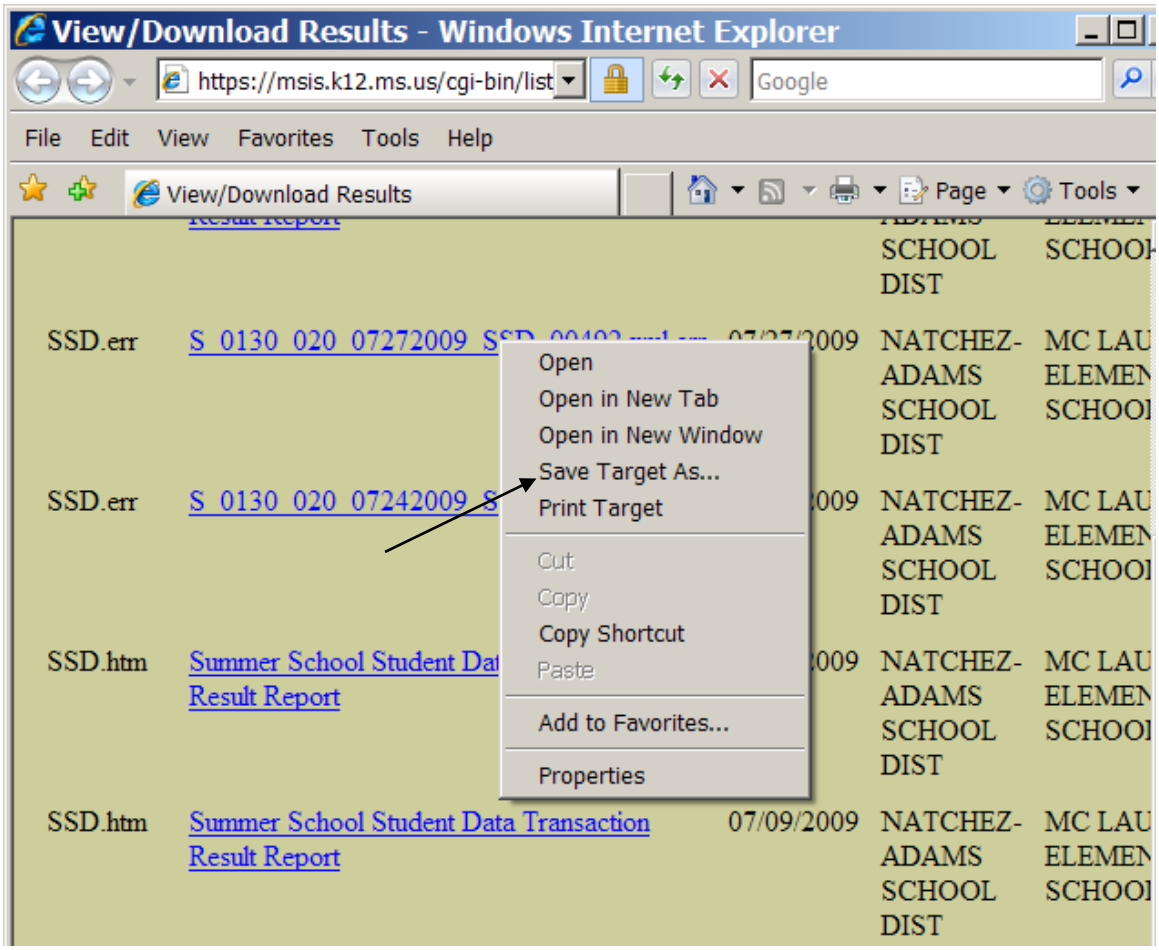
To locate the MSISID scroll upward until you see the MSISID element.

```
<MSISID>000000000</MSISID>
```

Below is an example of a successful file.

MSIS Monthly Student Data Transaction Results
District Number: 9999
School Number: 004
Period: 09
Tracking ID: 9999-004-05-26-2006-00149
Transaction Status: **SUCCESS**

B. Download IMT Results

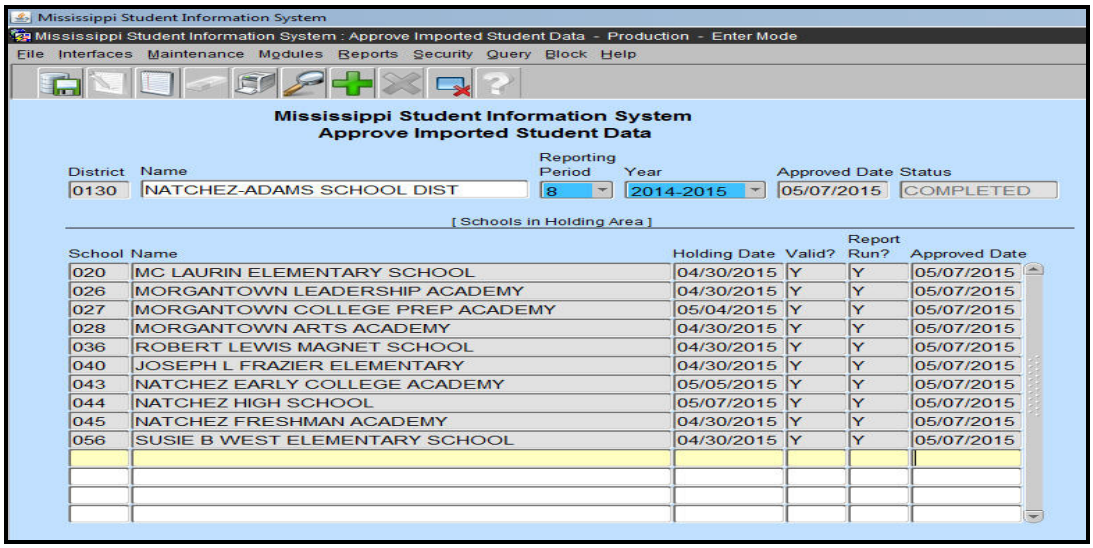


You will use this to download the IMT file containing your new MSIS IDs so that you can import the data into your school package and not have to key each ID individually into your package.

Right click on a file listed under File Description and select **SAVE TARGET AS….** This entry may be listed as **SAVE LINK AS…** depending on which browser you are using. Select the C drive, MSIS directory, IN folder (c:\msis\in) Click on SAVE to save the file to the selected directory. Your vendor should have told you how to import the file into your package.

Approve Imported Student Data

To access this screen go to MODULES>DISTRICT/SCHOOL>APPROVE IMPORTED STUDENT DATA.



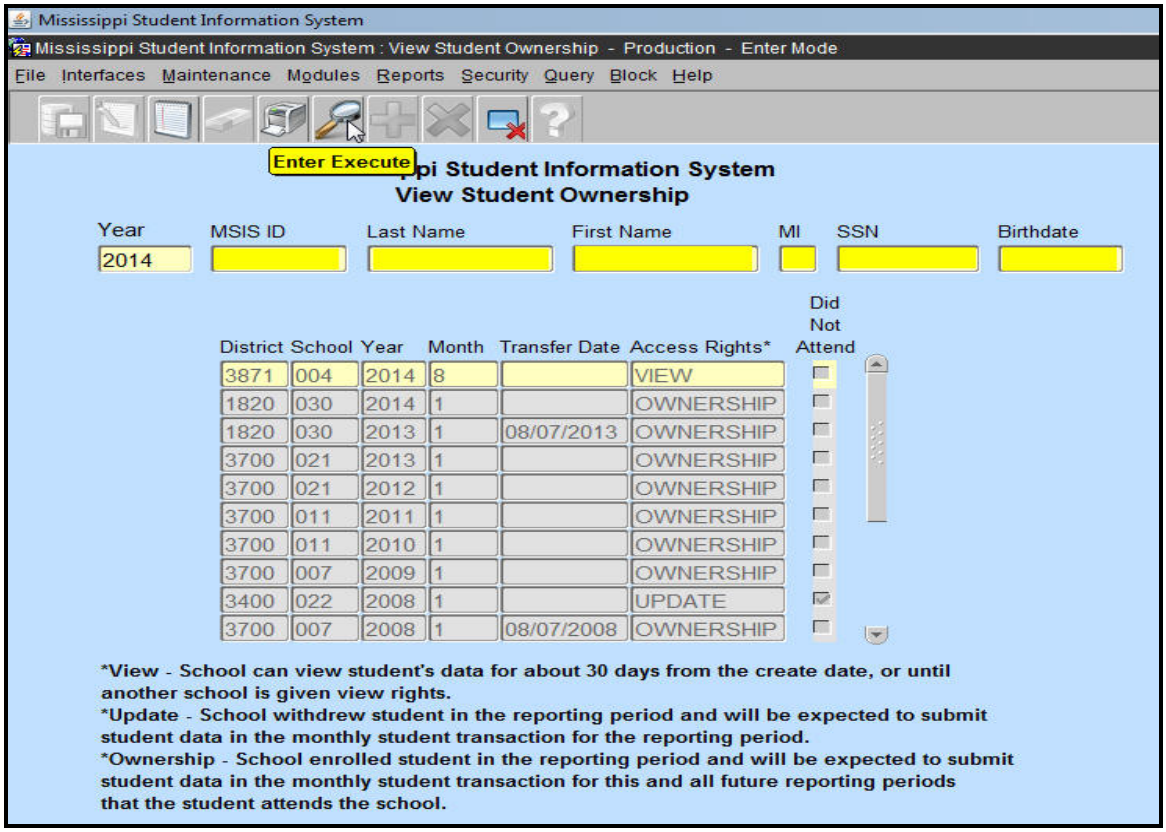
This screen allows the authorized District user to see the current status of student data imported for each school. You can see the date that the last MSD file was sent and whether it passed the edits or not. If the Holding Date is blank then no MSD files have been sent for that school for that reporting period. If the school is red then the MSD file has errors that need to be corrected. Look in View/Download Results to see the errors and assist the school in clearing up those errors. Recreate and resubmit the file once corrections have been made in the school package.

When the file passes all the edits and the file is a success, the Valid field will have a 'Y'. The Report Run field will have an ‘N’. When a school has successfully submitted a file, you should go to REPORTS>MONTHLY ATTENDANCE>PRE-APPROVED and run the report for that school and verify the data. You should also go to REPORTS>STUDENT ROSTER>HOLDING AREA and run the report and verify that all students have been sent. Other Holding Area reports should also be run at this time. These reports are: Holding Area Student Entries, Holding Area Student Withdrawals, Holding Area Incidents/Dispositions, Holding Area Student Indicators, Holding Area Absences, Holding Area Carnegie Unit With No Credit (important for Month 09), and Holding Area Vocational Student Indicators. A hard copy or PDF file of each month’s Holding Area reports should be saved for auditing purposes. These reports are accessed by going to REPORTS>STUDENT DATA>HOLDING AREA and then selecting the desired report. If the reports look okay then go to the APPROVE IMPORTED STUDENT DATA screen and click in the Approved field for that school. The date will default to the current date. You WILL NOT be able to approve a school if the PRE-APPROVED MONTHLY ATTENDANCE REPORT has not been run. Click on the green diskette in the upper left corner to save the approval. Repeat this until all schools have been approved.

Once all schools have been approved for the reporting period, the Approved Date for the district will be enabled. Click in that field and the current date will be displayed. Click on the green diskette to save. It will say PENDING in the status field. A procedure will run each night that will move the data from the holding area to the permanent area for all districts that are PENDING. The next day the status should say COMPLETED for that reporting period. Once it says COMPLETED your student data for that month can be viewed in MSIS.

View Student Ownership

To access this screen go to MODULES>STUDENT>VIEW STUDENT OWNERSHIP.



This screen allows the authorized user to view the schools that have owned a student in MSIS. You must know the student's MSIS ID in order to perform a query. If you do not know the MSIS ID you can query for student under SEARCH STUDENT or VIEW STUDENT DATA to get the MSIS ID.

The ownership records are listed with the most recent records at the top of the list. If you start at the top of the list the first line with "OWNERSHIP" is the district/school that currently owns the student. All other "OWNERSHIP" lines show the schools where the student has been enrolled. The transfer date should be the date that the student transferred to the school.

A "VIEW" line means that the student has been released to another school but that school has not completed the transfer on the student.

An "UPDATE" line means that the student transferred from the school and MSIS is expecting a withdrawal record for the student for that Month (reporting period) and an entrance tag from the school that now owns the student.

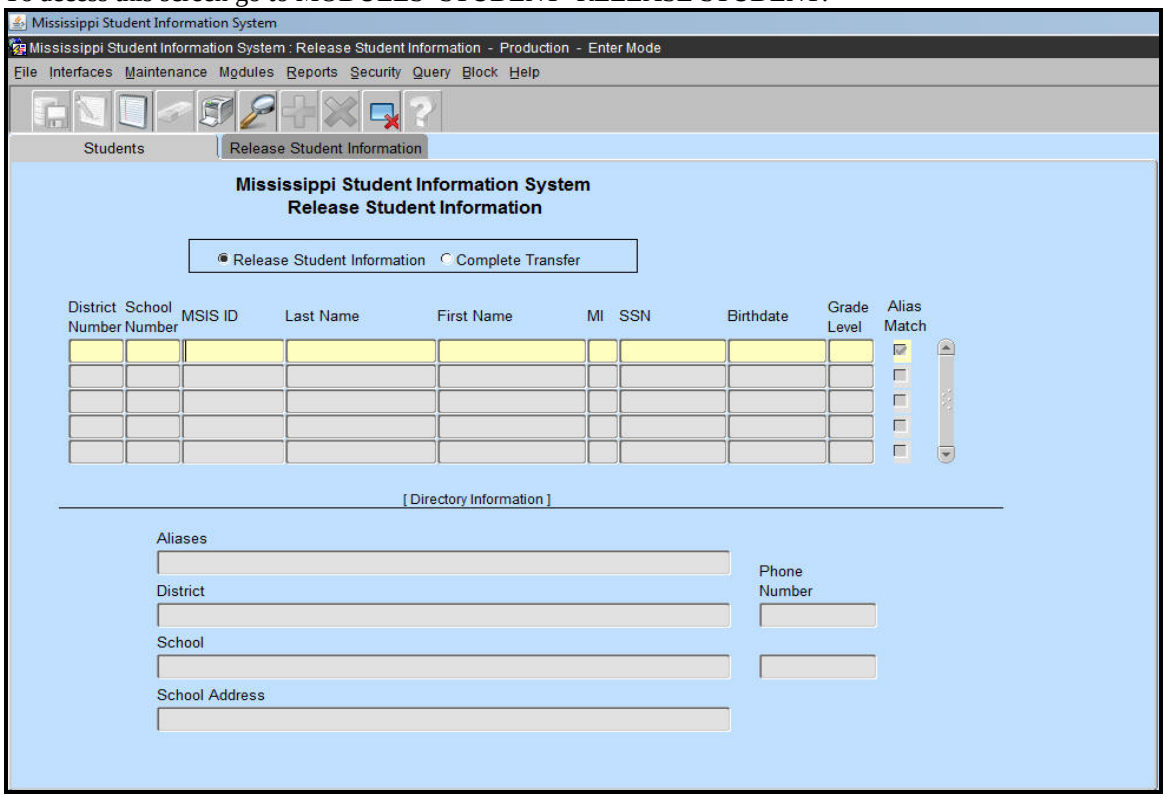
Release Student

When a school calls your school asking that a student be released in MSIS, the releasing school should not refuse to release the student because the student owes a fine, or the parent do not properly withdraw the student, or for any other reason. Please see the paragraph below.

Mississippi Code 37-15-3 states that schools CAN NOT hold a student's cumulative record for any reason. From the Mississippi Cumulative Folders and Permanent Records Manual of Directions (Section II), Transferring the cumulative record folder: "The cumulative record folder follows the student. The cumulative folder of a student transferring to a school within a district follows the student. When a student transfers to another school and an official request is made, the cumulative folder shall be furnished to the head of the school to which the student transfers. The regulation applies whether the student is transferring to a school in or out of the State of Mississippi.

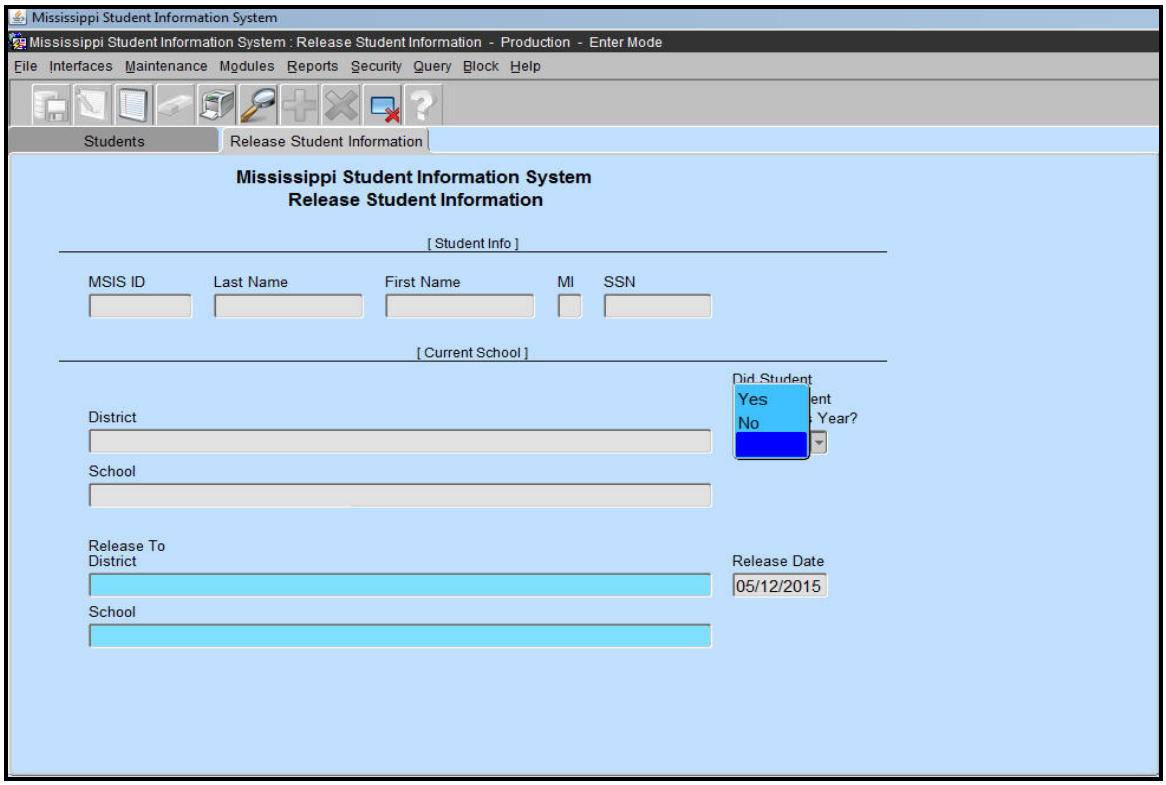
If your school believes that the requesting school is asking for the release of an incorrect student (the student is still in the classroom, or they want a 5th grade John Smith in your school but the one that they are asking for is John Smith in kindergarten) then of course your school would not release the student. They may work with the requesting school to find the right student.

To access this screen go to MODULES>STUDENT>RELEASE STUDENT.



This screen gives you the ability to release and transfer student records within the state from district to district, district to school, and school-to-school. All student information will be included in a release. The release allows the Student Administrator at the new school temporary access to the student's record. You can only release student records for students that you currently own in MSIS. The complete transfer will transfer the student to the new school.

Before releasing, you must query first using the MSIS ID. That is the only field that you can query on. If you do not know the MSIS ID you can query for the student under SEARCH STUDENT. BE SURE you are using the correct MSIS ID and are releasing the correct student to the correct school. DO NOT release a student in MSIS until the NEW school contacts you.



Release student will not transfer the student to the new school but will allow users at the new school temporary access to the student's record. The student record transfer can only be completed by the person with the Student Administrator role at the new school.

Once you have queried and have the student's info on the screen, click on RELEASE STUDENT INFORMATION tab. The current district and school will be displayed. The release date defaults to the current date. It cannot be changed.

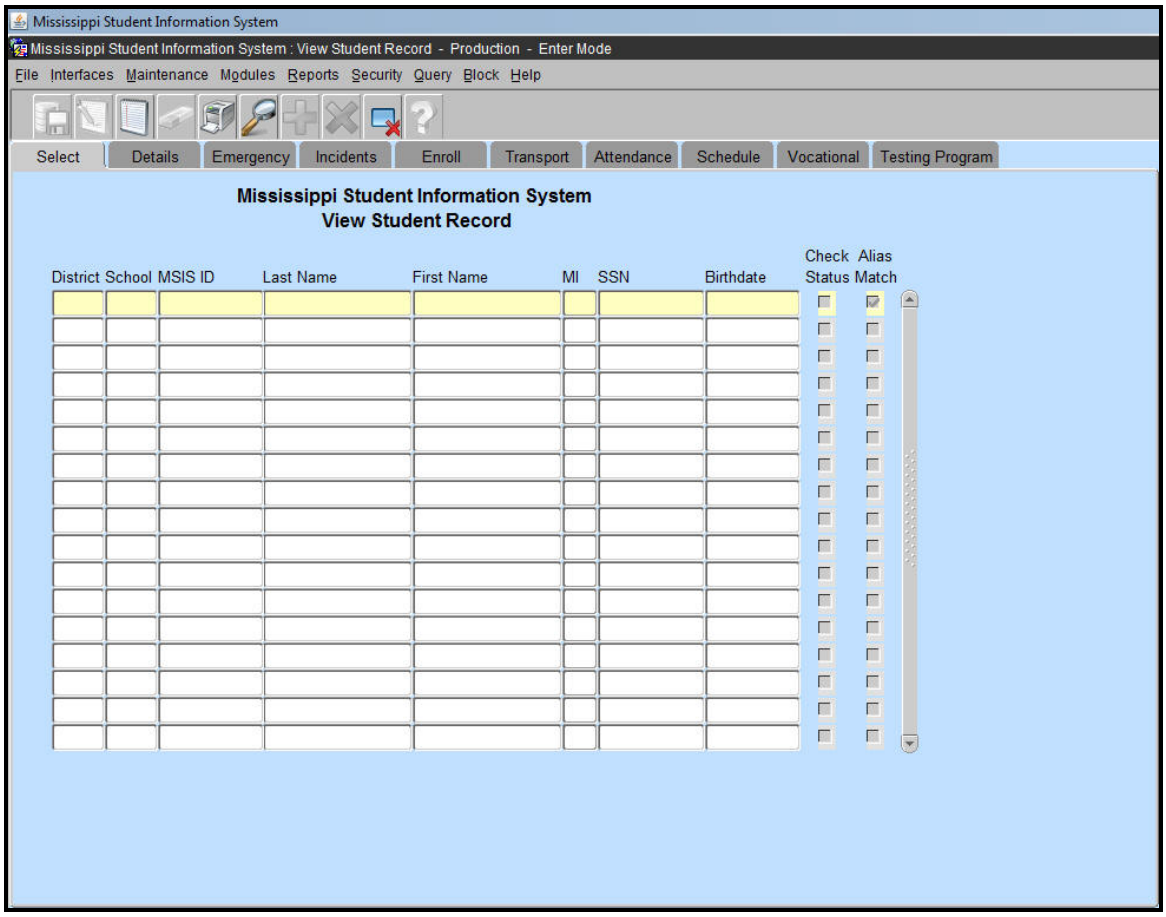
There is a question on the screen “DID STUDENT ATTEND CURRENT SCHOOL THIS YEAR?” If the student attended your school in the current school year choose ‘Yes’, otherwise choose ‘No’. If the question is answered with No then the releasing school will not be able to send that student in on their Monthly Student Data file. It is very important, especially at the beginning of the school year, to answer this question correctly. A school year in MSIS runs from July 1st - June 30th.

Double click in the RELEASE TO DISTRICT field, scroll to the district or enter the district number and click on FIND. Tab to SCHOOL field, scroll to school or type school name/number (can use wildcard %), click on FIND and OK.

Save the record by clicking on the green diskette in the top left corner. The student has been released and the new school district will have 30 days of temporary access to the student's records. The new school should complete the transfer. The school package should be updated to show the transfer of the student.

View Student Record

To access this screen go to MODULES>STUDENT>VIEW STUDENT DATA.



Once data has been sent to MSIS from the school package and the district has been approved and processed, you can see student data on these screens. This information is all READ ONLY. No changes or updates can be made here. You can only view records for students that are assigned to your school or district based on your rights.

The maximum number of records returned on a query is 200.

You will see more than 1 school year of data if the student has been in a Mississippi public school for more than 1 school year.

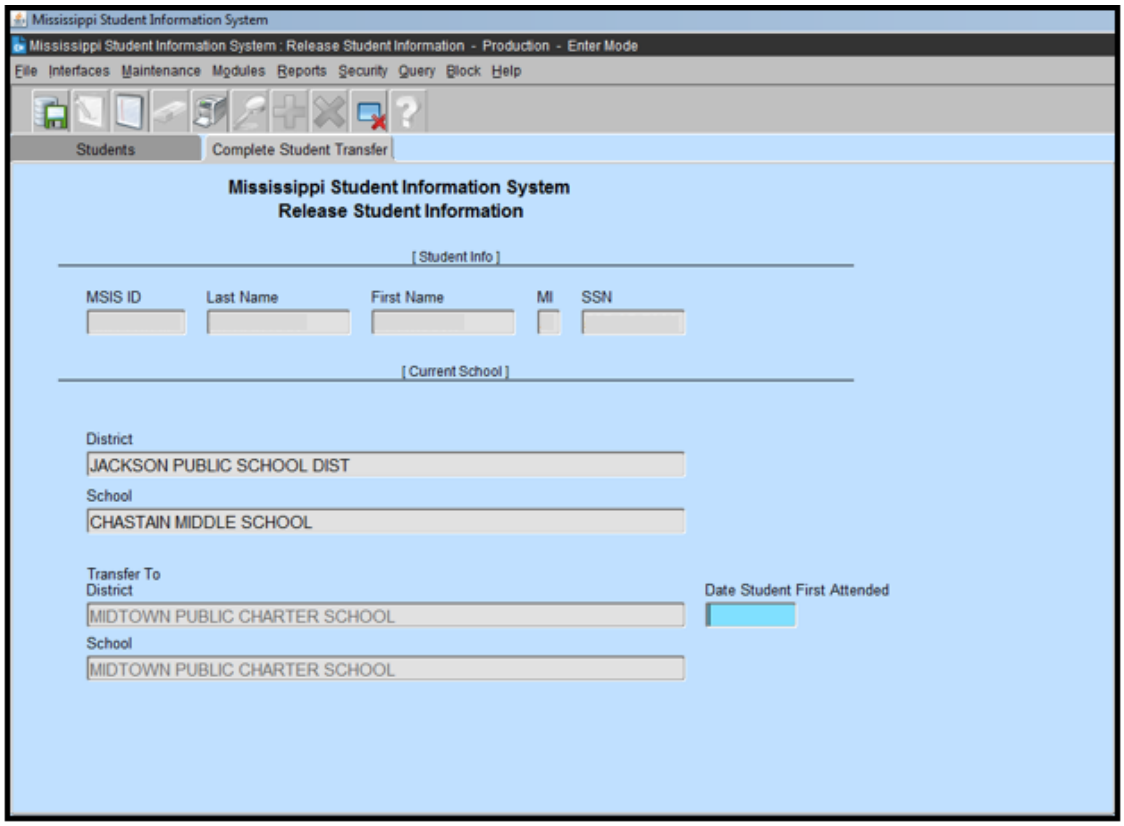
If the CHECK STATUS box has a check in it then that student is either a Special Education student or has been expelled or suspended from the school.

If no data is on these screens, then no school has reported anything on the student to MSIS.

Pay attention to the school year. (VERY IMPORTANT - YOU WILL BE SEEING DATA FOR ALL YEARS THAT THE STUDENT IS IN MSIS).

Complete Student Transfer

To access this screen go to MODULES>STUDENT>RELEASE/TRANSFER STUDENT.



Once the student has been released to the new school, the Student Administrator at the new school can view the student's record. Check the status box on the VIEW STUDENT screen, if it is checked then you know that the student is a Special Ed student or has been expelled or suspended from the current school.

To complete the transfer, go to RELEASE STUDENT screen, **press F4 to cancel the query**. Click OK. Click on circle by COMPLETE TRANSFER. This will change the tab to COMPLETE STUDENT TRANSFER. Perform a query for the student. Click on COMPLETE TRANSFER tab. The student's current school and the new school are shown.

You must enter the Date Student First Attended. **THE DATE IS VERY IMPORTANT**. You cannot report the student prior to the month that you enter here.

You should use the date that you began taking attendance on this student. There are four rules associated with the Transfer Date.

The Transfer Date:
1. CANNOT be a future date.
2. CANNOT be earlier than the latest ownership record (for example if a student was released to your school on 09/01 and you completed Transfer - so that you now own student - then the student transferred to yet another school, the new transfer date would have to be 09/01 or greater).
3. CANNOT be for a previously transmitted month within MSIS (for example you can't release a student in December and put a September date because the Monthly Transactions have already been processed).

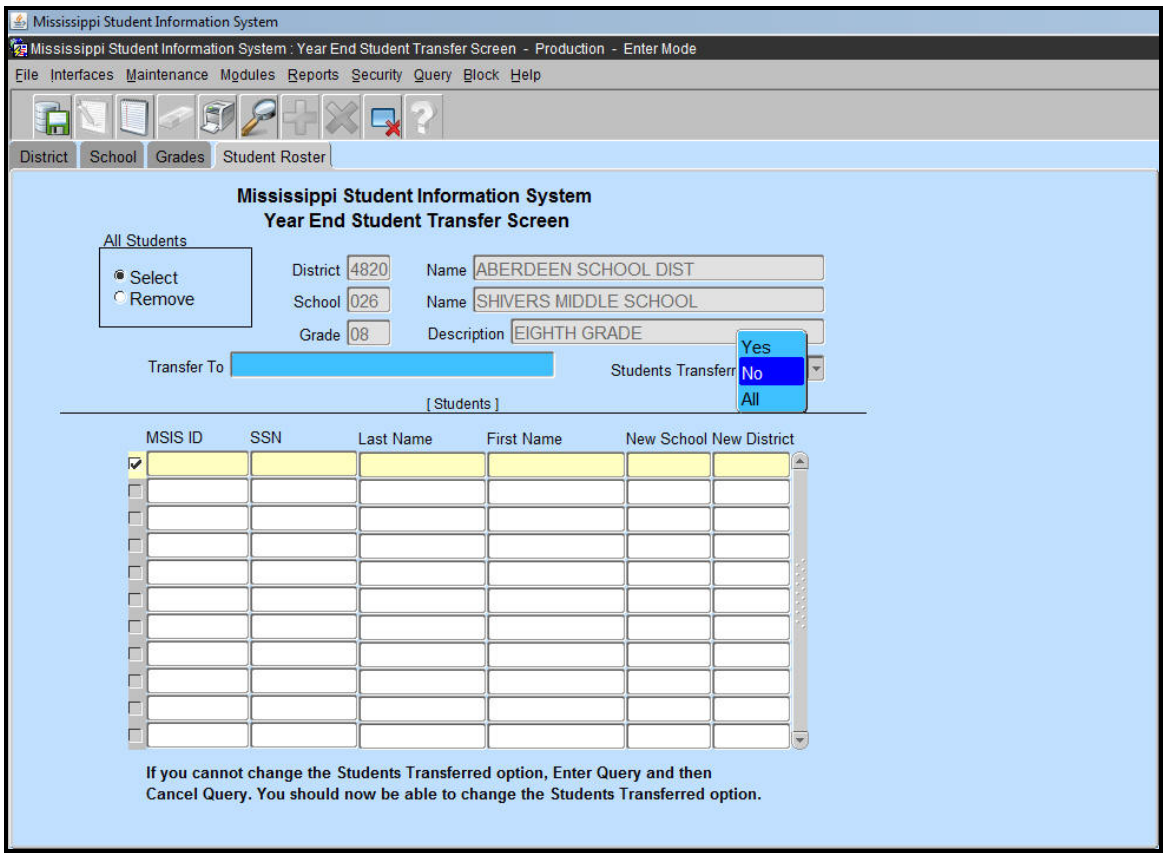
4. The school completing the Transfer CANNOT have had a successful Monthly Transaction file. If the releasing school has sent a withdrawal on the student for that reporting period then the completing school will be able to complete the transfer.

Click on the green diskette to save. A message will appear asking if you are sure you want to transfer the student. Click YES. You now own the student.

You should enter the student in your school package with the entrance date that you entered on the COMPLETE TRANSFER screen.

Year-End Student School Transfer Screen

To access this screen go to MODULES>STUDENT>YEAR-END STUDENT SCHOOL TRANSFERS.



Student School Transfers will allow authorized users to transfer an entire or partial grade level of students from one school to another school within their district.

Users will only have access to this screen in May and June of each year after their district has completed Month 09.

This process is only used at the end of the school year when the students need to be promoted to a grade level that is not taught at their current school. Ownership records for the student for the new school year will be built placing the student at the new school in July. Any student that is not transferred through this screen will have an ownership record built for the current school for the new school year (the student will

remain in their current district). After the ownership records are built for all students for the new school year (this will normally be done around July 1) the Release/Transfer screen will have to be used to move a student to another school. The Release/Transfer screen must be used to move all students to another school district.

Only Regular schools are listed for selection. Regular schools do not include the district office, alternative or vocational schools.

Select the school that you wish to transfer students from. You will be prompted to the Grades Tab, double click on the grade to be transferred. You will be prompted to the Student Roster tab.

Note - Upon initial entry into the Student Roster tab, a query for students in the selected District, School and Grade that have not been transferred, has already been performed. Students Transferred field is automatically set to No.

To Select a "Transfer To" School

1. **Double-click** in the **Transfer To field**.
2. Scroll to select **School** or enter part of the **School Number** in the **Find** box (must use **%** for wildcard characters) and click **Find**.
3. Select a **School**. Click **OK**.
4. **Selected Students** are **Transferred** to the New School and disappear from the list. To see the transferred students select Yes in the Students Transferred field.

Students that were not selected have remained on the screen.

What If I Transferred the Students to the Wrong School?

Note: The Ownership Table is not built immediately after you save your transfers. This allows you to correct the release of any students to the wrong school. After July 1, schools will have to complete a Release Transfer for any students that were transferred to the wrong school.

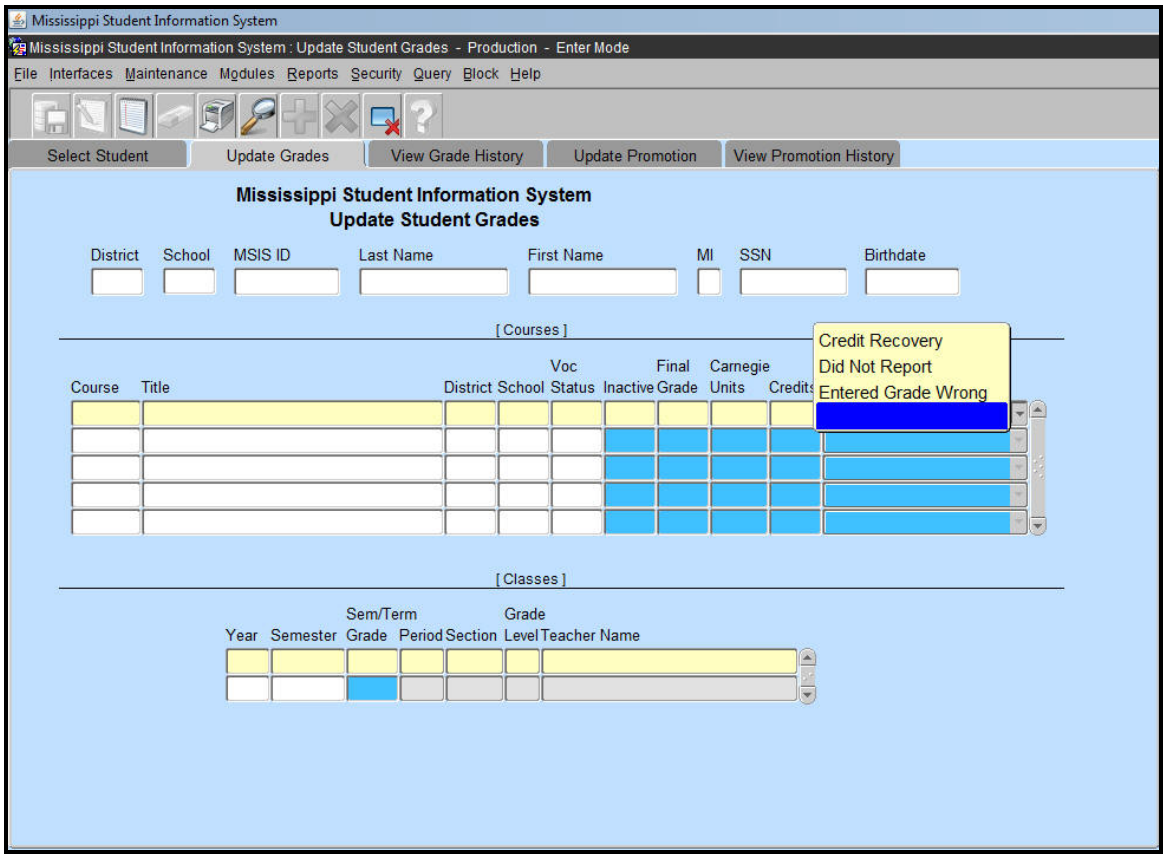
1. **Click** on the **down arrow** in the **Students Transferred field** and select Yes. This will list all students from the selected District, School and Grade that have been transferred. Query for students that were transferred to the specific school in question.
2. All **students** listed are **selected**. De-select students as needed.
3. Select a **School** to transfer the selected students to then save.

Update Student Grades/Promotion/Graduate Type

To access this screen go to MODULES>STUDENT>UPDATE STUDENT GRADES.

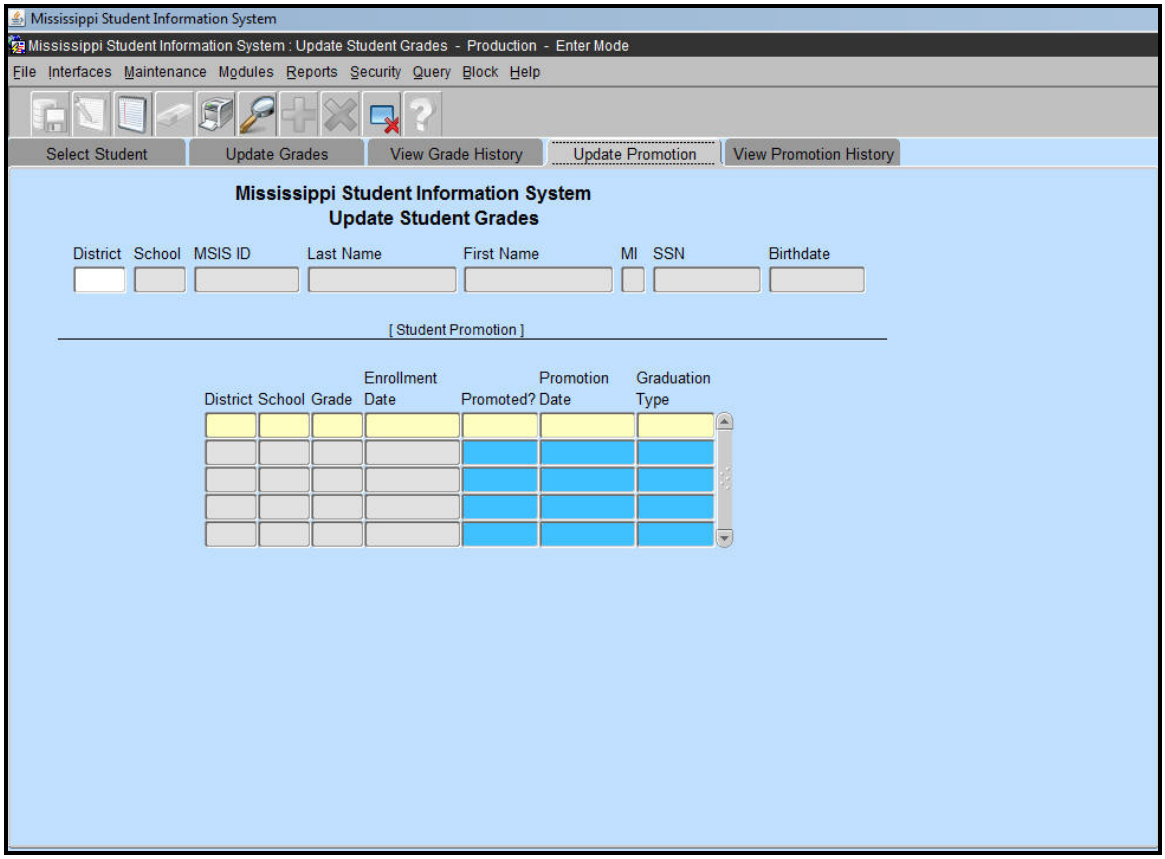
Each district will decide who they want to have access to this screen; it is not assigned to a particular security role.

Update Grades



This screen allows the user to update a student's Vocational Status, Semester Grade, Carnegie Units, Credits, and Final Grade on a selected course. When a Final Grade has been changed, a reason must be entered for the change. The choices consist of 'Credit Recovery', 'Did Not Report', or 'Entered Grade Wrong'. A history is kept of the changes showing the old data and the new data and who made the change. **Changes should be made by September 30th before sending a Month 01 file for the next school year.**

Update Promotion/Graduate Type



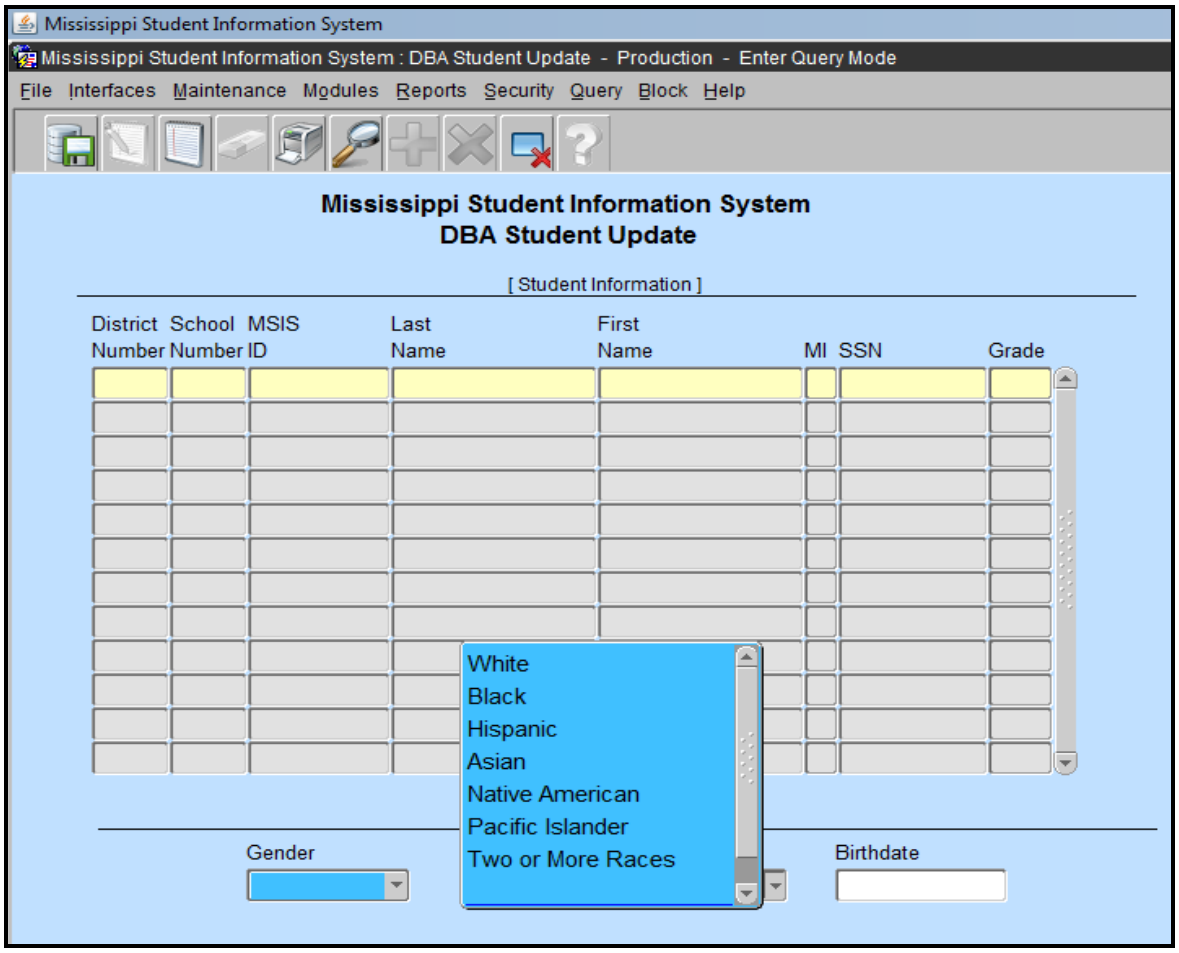
The user can also update the promotion indicator and promotion date, and graduation type on the selected student.

Changes to promotion indicators and graduation type should be made by September 30th, before reporting Month 01 of the next school year. Remember that only students in grade 12 can have a graduation type of **T**.

MSIS will not accept any more data on students that have a graduate/completer code. So if a student has a graduation type and you try to send the student in a MSD file you will get the error message, ”**STUDENT HAS ALREADY GRADUATED. THIS STUDENT CAN NOT BE INCLUDED IN THE TRANSACTION.”**

Update Student Race/Gender/DOB Information

To access this screen go to MODULES>STUDENT>STUDENT UPDATE SCREENS>UPDATE RCE/GEN/DOB INFO.

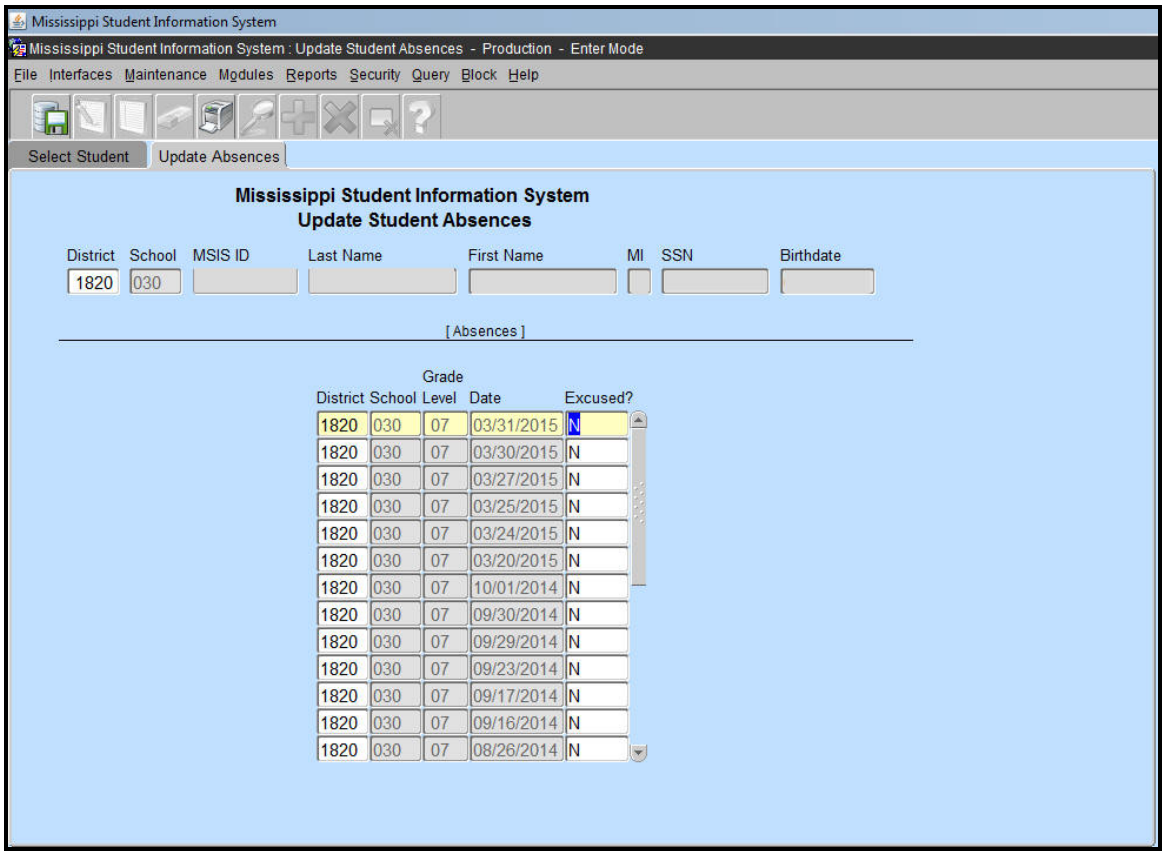


Please remember that if you have District Student rights or School Student rights in MSIS that you have the capability to update race, gender, and date of birth data on your students. Query for the student and make the necessary changes and save the record. If you have more than one student to change, be sure to click in the District Number field before querying for the next student.

Name changes and Social Security Number updates should be done in the school package; there is no need to call MDE-MIS for these changes. These updates will be sent to MSIS in the Monthly Student Data file in the next reporting period.

Update Student Absences

To access this screen go to MODULES>STUDENT>UPDATE STUDENT ABSENCES.

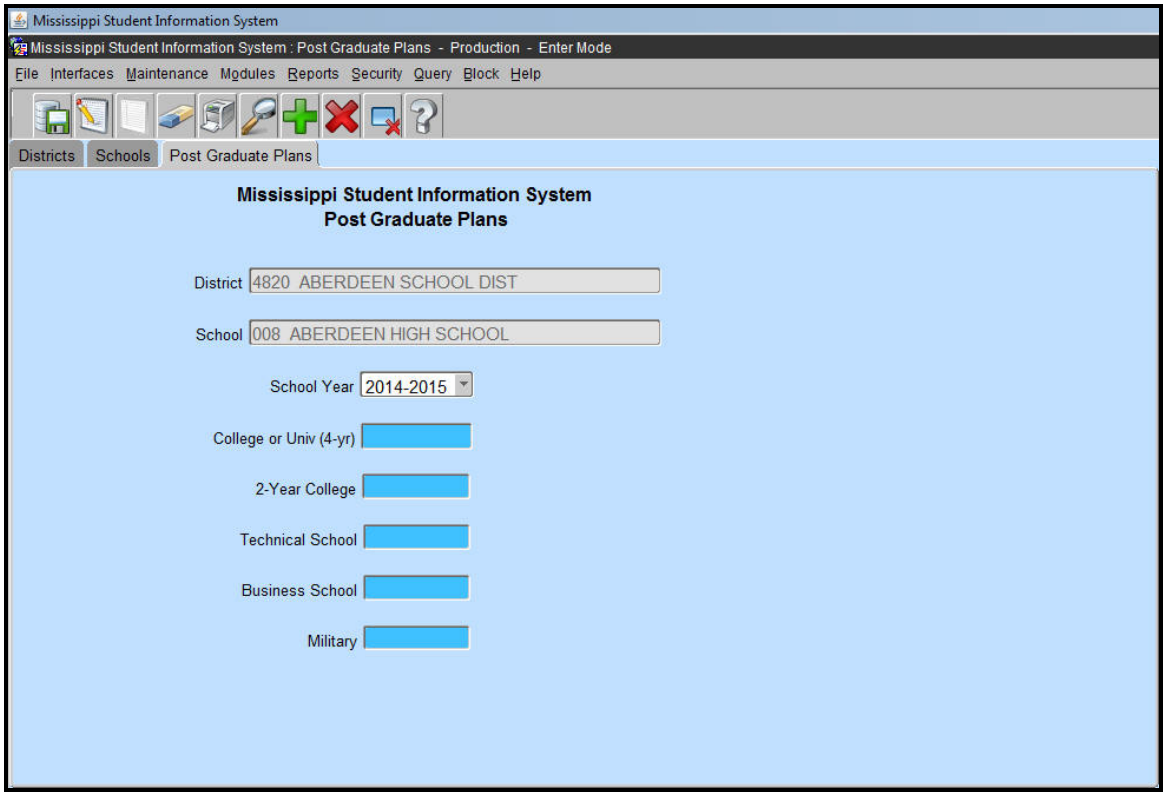


Users with the District Student role or School Student role can access this screen.

You will be able to access any student (via this screen - not other screens) that you have owned based on the Student Ownership Screen, but you will only see the specific absence information that you submitted. So if you owned a student in Month 01 and you submitted one unexcused absence for September 9, you will be able to access that one unexcused absence that you submitted and change it to excused.
The School Attendance officers will be receiving the Unexcused Absence report several times during the school year. They will be checking with the schools to verify that the data in MSIS is accurate, so this screen will be used to insure the quality of the absence data.

Post-Graduate Plans

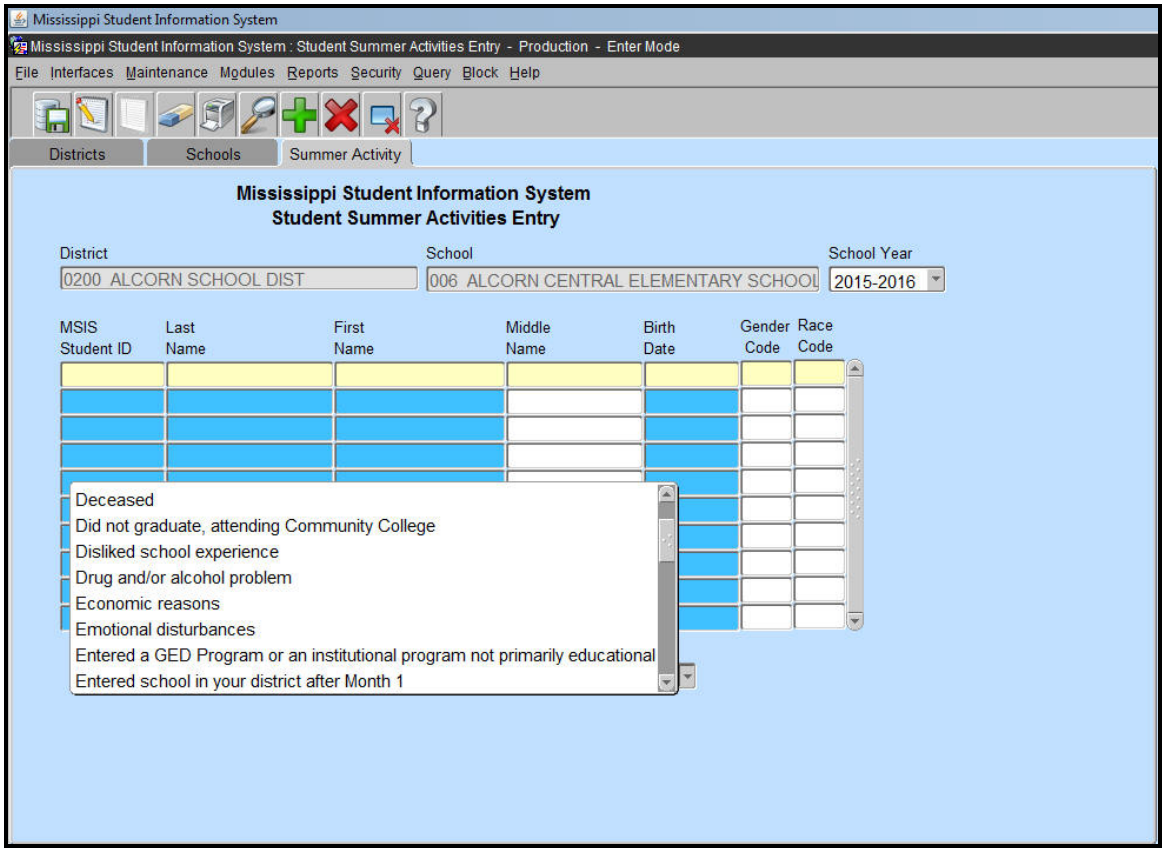
The Post-Graduate Plans screen in MSIS can be found under MODULES>DISTRICT/SCHOOL>POST GRADUATE PLANS.



Rights to this screen have been given to the District School Administrator role and the School Student Administrator role. **The information should only be entered on schools with a grade 12. The information should be entered at the end of the school year for your graduates for that school year.**

Summer Activity

To access this screen go to MODULES>STUDENT>SUMMER ACTIVITY.



For students that were in Net Membership at the end of Month 09 for the previous school year and do not return to a Mississippi public school in Month 01 of the next school year, the school will have to mark each student with the reason why they did not return.

Once all school districts have approved their month 1 data and have a “COMPLETED” status, a procedure will run to populate this screen. This procedure will be run as soon as all districts have approved their month 1 data. Each student on the screen will have to be updated with a reason for not returning to school for the new school year.

A Summer Activity report should then be run by the school and given to the School Attendance Officer.

The School Attendance Officer will determine the reason why each student is not in school and return the report to the school.

The school will then select a reason for each student on the Summer Activity screen. Once the selections are made, the School Attendance Officer will verify the data in MSIS. This process should be completed by Christmas break.

Summer Activity Reasons

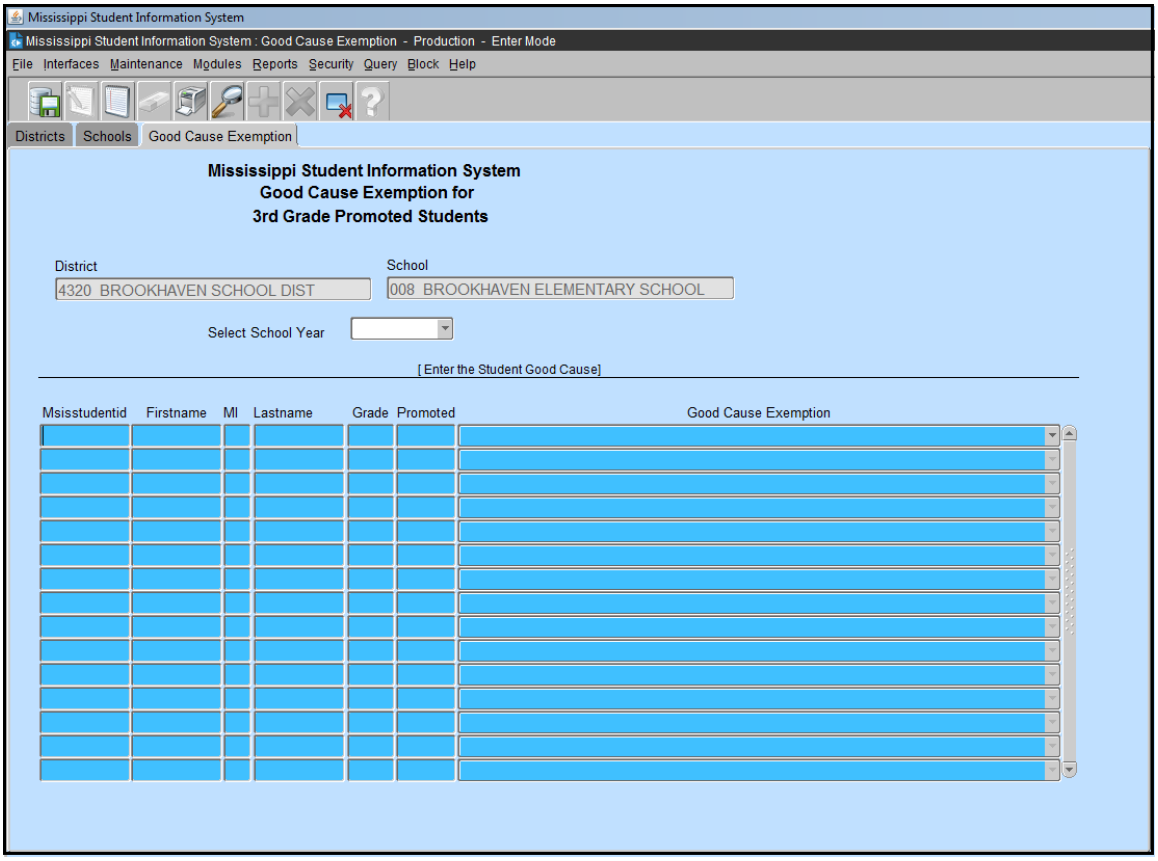
ST04 - Transfer to a nonpublic school
ST05 - Transfer to another State or Country
ST07 - Transfer to an approved community based GED program **(*paperwork must be completed with Compulsory School Attendance Office to use this code*)**
ST08 - Transfer to home school
SZ01 - Death
SD01 - SD21 - Dropout Reasons (see below)
IS01 - In School, but not reported in your district
IS02 - In attendance but not reported by another MS public school district
IS03 - Entered school in your district after Month 01
GR01 - Graduated last school year, but not reported in MSIS
FL01 - Completed Academics but failed FLE or subject area test

Summer Activity Dropout Reasons

SD01 - Physical illness or physical disability
SD02 - Drug and/or alcohol problem
SD03 - Emotional Disturbance
SD04 - Behavioral Difficulty exclusive of suspension/expulsion
SD05 - Suspended/Expelled
SD06 - Restrained by court action
SD07 - Would/could not keep up with work - was failing
SD08 - Peer Pressure
SD09 - Felt I did not belong
SD10 - Dislike of School Experience
SD11 - > or < Compulsory attendance age
SD12 - Entered a GED or an institutional program not primarily educational
SD13 - Lack of parental support/interest
SD14 - Must care for family member
SD15 - Economic Reasons
SD16 - Married
SD17 - Pregnant
SD18 - Whereabouts Unknown
SD19 - Reason Unknown
SD20 - Other (Specify)
SD21 - Did not graduate, attending Community College

Good Cause Exemption

To access this screen go to MODULES>STUDENT>DATA ENTRY>GOOD CAUSE EXEMPTION.



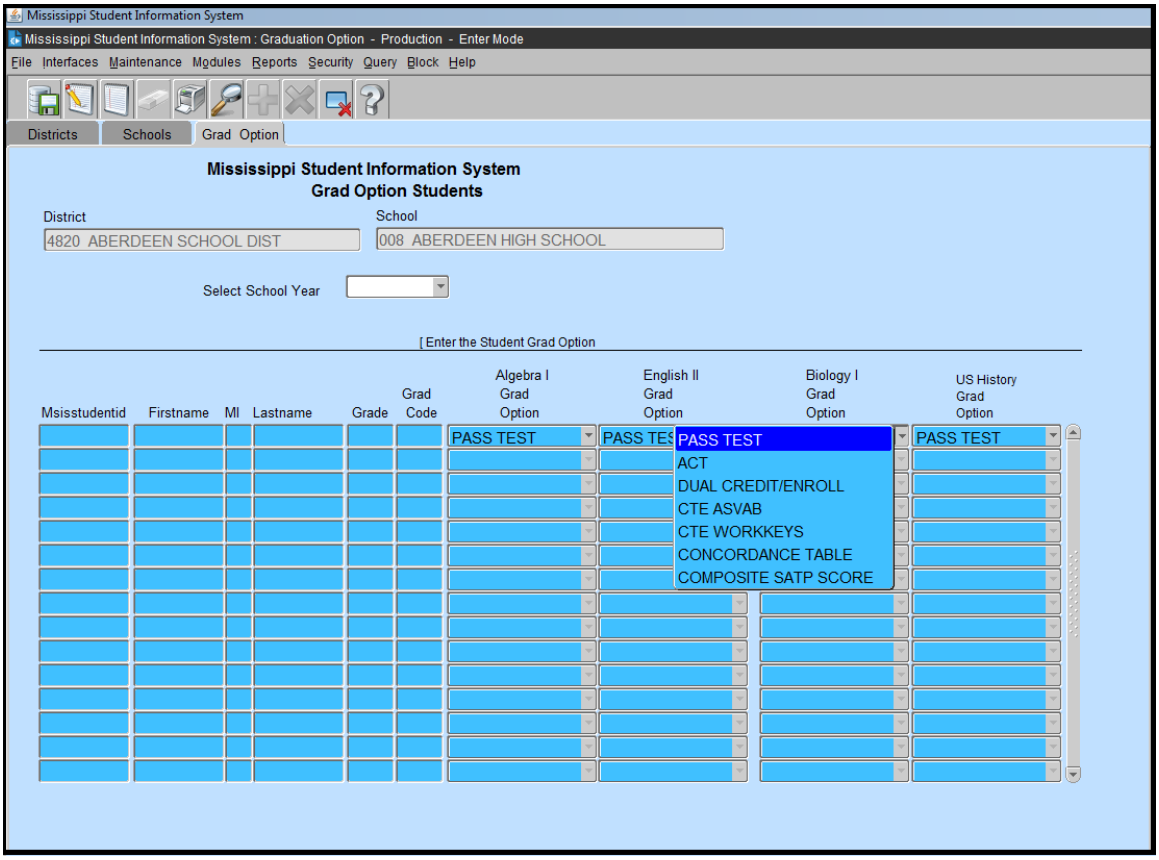
All third grade promoted students will display on this screen. If the student was promoted because of good cause, then you should choose one of the Good Cause Exemption options listed.

You will be reporting data for the previous school year, so be sure to select the correct school year from the dropdown menu.

Click Save before exiting the screen.

Graduation Option

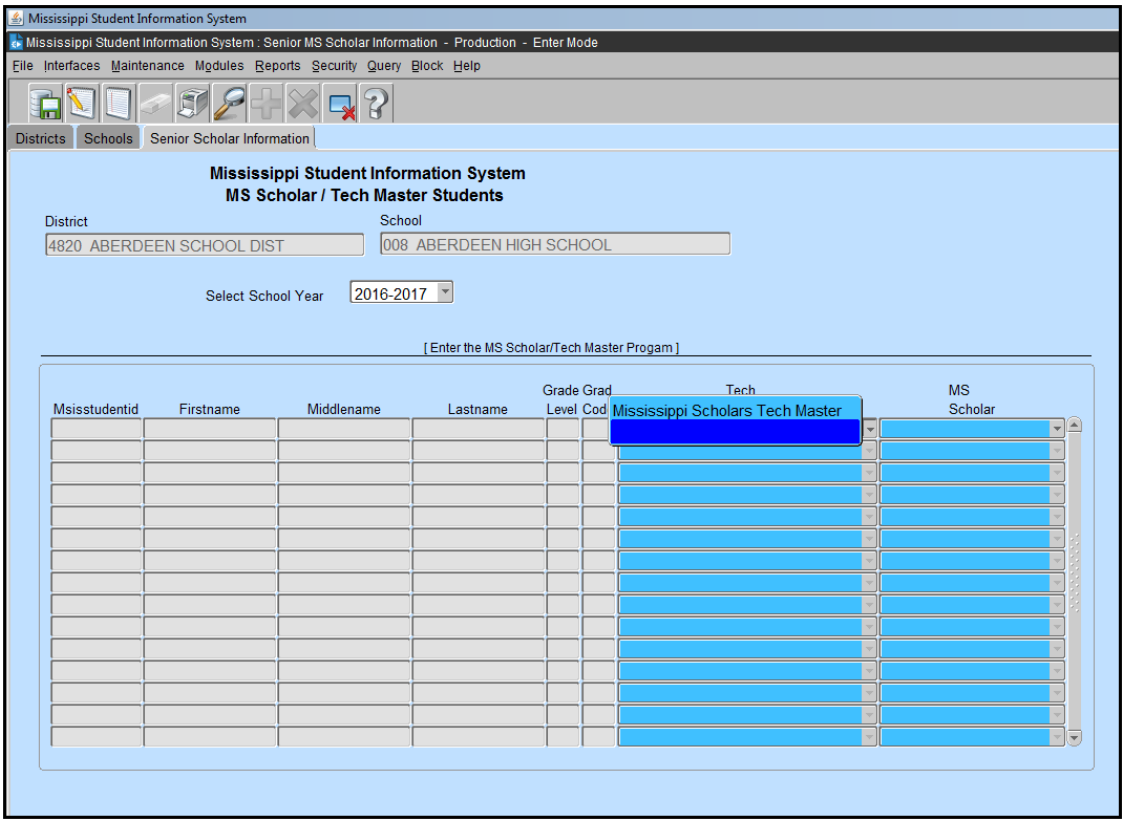
To access this screen go to MODULES>STUDENT>DATA ENTRY>GRADUATION OPTION.



This screen lists graduates with a Traditional Diploma. For each subject area, you will select the option that was utilized for the student to graduate.
'Pass Test' is automatically defaulted.

MS Scholar Information

To access this screen go to MODULES>STUDENT>DATA ENTRY>MS SCHOLAR INFORMATION.



Only **graduated seniors** will display on this screen.

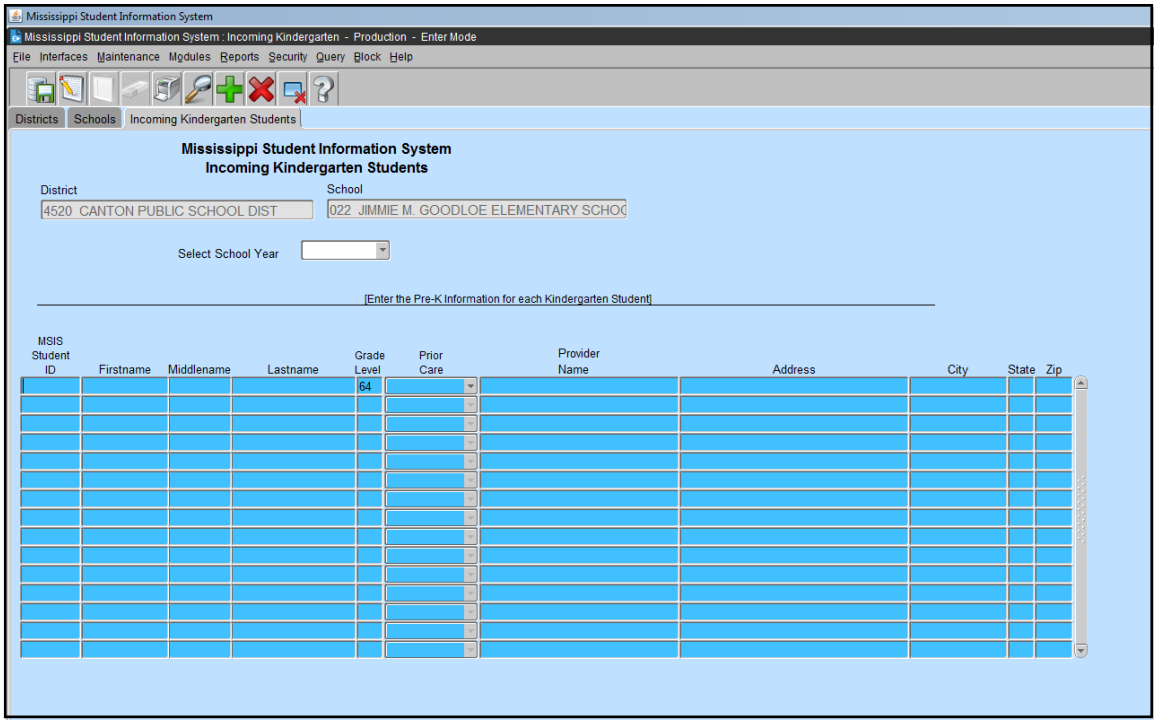
Choose the correct school year. Select the program completed for each student:

or

Click Save before exiting the screen.

Incoming Kindergarten Students

To access this screen go to MODULES>STUDENT>DATA ENTRY>INCOMING KINDERGARTEN.

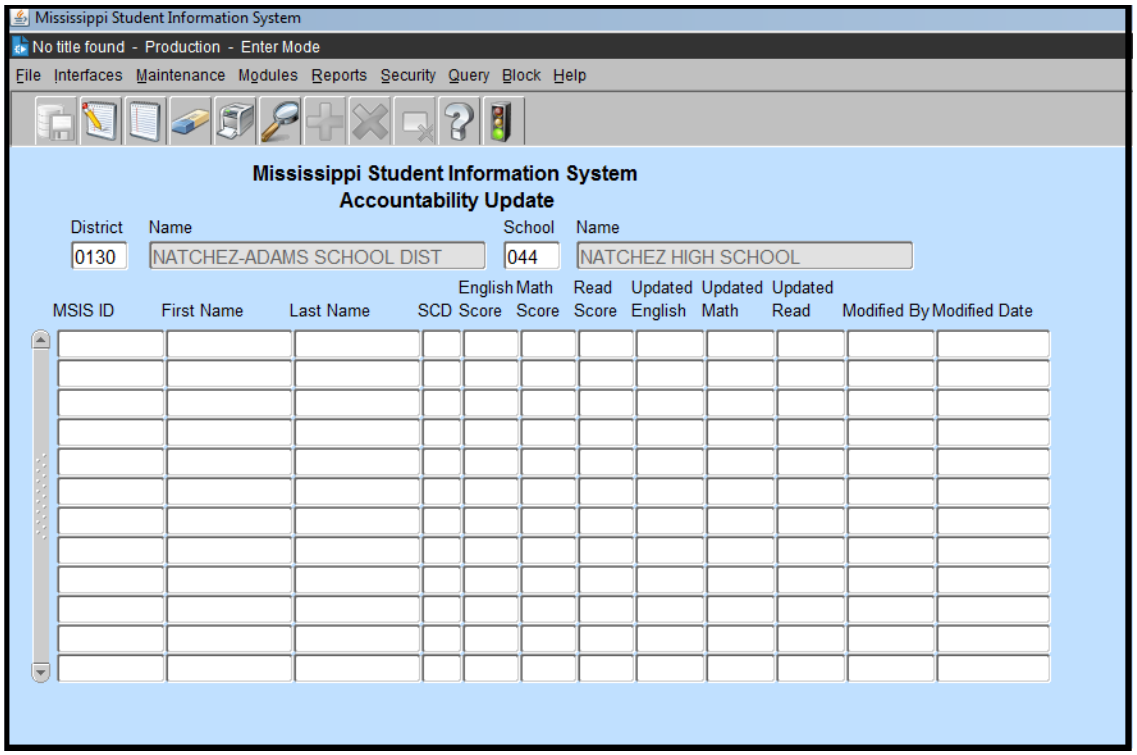


This screen is used to capture Incoming Pre-Kindergarten Provider Care information. This is for grade 64 students only. You have the option to enter the information manually or wait until the screen populates after you approve your month 1 data. After you approve your monthly student data, transferred students will automatically appear/disappear from the screen.

Click Save before exiting the screen.

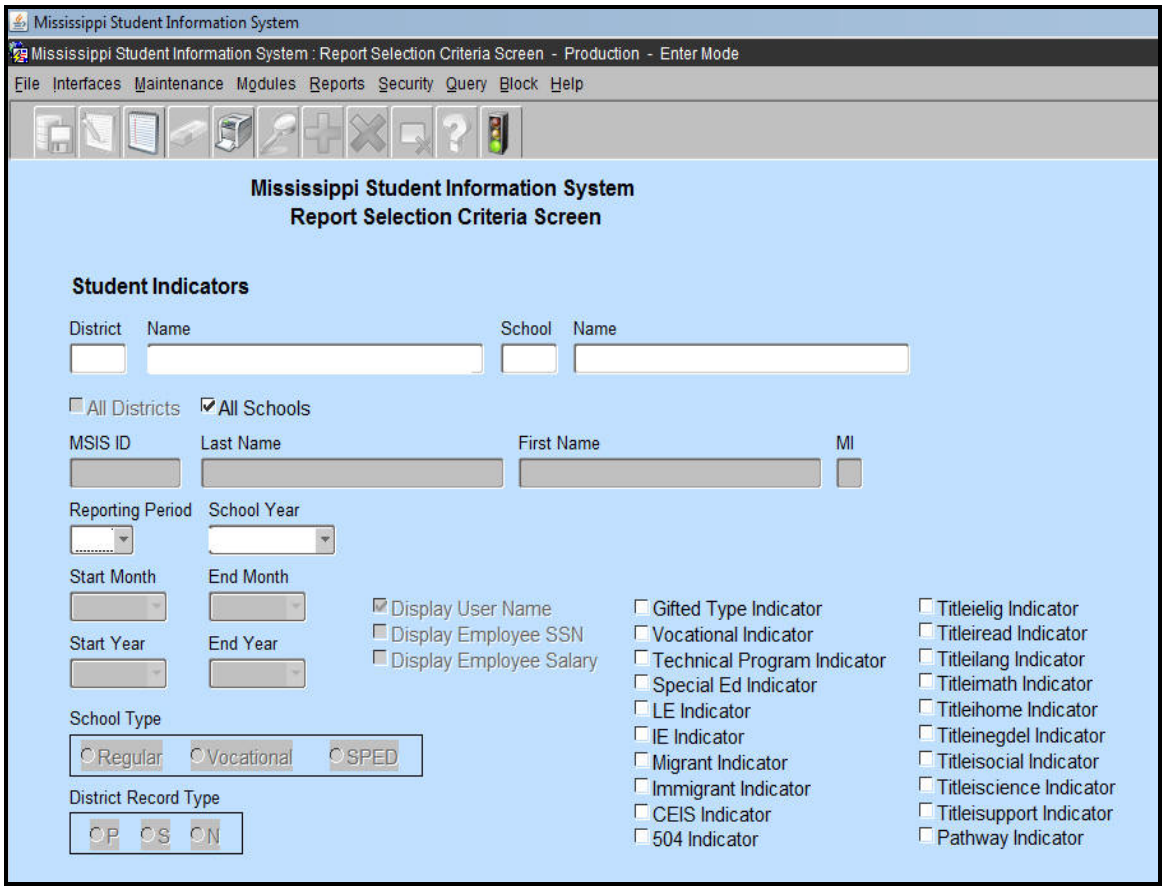
ACT Update

To access this screen go to MODULES>STUDENT>DATA ENTRY>ACT UPDATE.



Used for Accountability purposes only. Student Assessment will announce the time frame to enter this information. Once the deadline is passed, no new data will be accepted.

Student Reports



To run reports in MSIS you must have Adobe Acrobat on your computer.

For each report you will have to make selections in order to run the report. The report will default to your district. On some reports you can choose to run the report for one school or all schools in your district. Some reports require you to choose a reporting period, range of reporting months, and/or school year. Click on the green traffic light to run the report after all selections have been made.

Reports to run <u>before</u> approving your monthly district data:

Monthly Attendance Pre-Approved
Student Release To
Student Transfer To
Student Roster Holding Area
Student Roster Entrance
Student Roster Ownership
Holding Area Student Indicators
Holding Area Absences
Holding Area Student Schedule
Holding Area Carnegie Unit with No Credit
Holding Area Vocational Student Indicators
Holding Area Student Entries
Holding Area Withdrawals
Holding Area Incidents/Disposition

Reports to run after approving your monthly district data:

Monthly Attendance Post-Approved
Student Release From
Student Transfer From
Student Roster Entrance
Student Roster Ownership
Student Indicators
Unexcused Absences
Five or More Absences
Gifted Students
Carnegie Unit with No Credit

A. Monthly Attendance

These reports can be accessed by going to REPORTS>MONTHLY ATTENDANCE and selecting the desired report.

This report contains all entries, transfers, dropouts, days transported, days non-transported, days taught, absences, and ADA for the selected school for the selected reporting period. The report is sorted by grade level within each school. When the All Schools option is selected, the attendance data will be aggregated to the district level.

Pre-Approved

This report should be run when a school has a successful file. The report is run from the holding area where all student data sits until the district has been approved. The data on this report should be checked before approving the school for the reporting month.

Post-Approved

This report is run from the permanent area. It looks the same as the Pre-Approved report. The User must select the Reporting Period and School Year when generating this report. The attendance data will be aggregated to the district level when run for all schools in the district.

In Month 01 all students should be coded as E1 if they have not been in school anywhere else for that school year. **An E1 is a student who for the first time in a school year enters any public or nonpublic elementary or secondary school.** A student should only have one E1 code in a school year. If a student has been in school anywhere else during the current school year then they should not be coded as an E1 for your school. You should look at the entrance codes and use the appropriate code for that student. The same thing should be done when a student transfers, please use the correct code. A student transferring to another school in your district should be coded as a T2 (Transfer to another school in this district) not a T3 (Transfer to another public school in Mississippi).

When the Pre-Approved Monthly Attendance Report is run there are several fields to check to verify that the data is correct. A report should be run from your school package that contains the same information as this report so that the data can be verified.

There are two re-entry columns. The R1 PRP column refers to students who left in a previous reporting period and has reentered in this reporting period. The R1 CRP column refers to students who left in the current reporting period and came back during the current reporting period.

If a student transfers out of your school and then returns at a later date in the same school year the student should be coded as an entry when they return. MSIS will change the E code to a R1 (reentry) and will be on the report in either the R1 CRP or R1 PRP column not in an Entry column.

A student who transfers out and comes back in the same reporting month would for example be coded as a T3 on the date that they left your school and an E4 on the date that they returned and would show up in the R1 CRP column.

A student cannot dropout and return in the same reporting month. MSIS cannot handle a dropout returning in the same reporting month. That student should be marked as absent for the time that they were out of school.

Look at the number of entries and the number of withdrawals for each grade. Verify that the school did have that number of students enter or transfer or drop from the school that month.

Look at the number of absences for each grade at the school and the total absences for the school. This is in the 4th column from the right titled AB. If the school reported no absences for the month, this should be a red flag that something may be wrong with the data in the XML file and probably in the school package. It is important to know what the school package is sending in as an absence.

The A1, A2, A3, and A4 columns should be checked. If the school does not have any non-transported students but there are numbers in the A4 column then the data needs to be checked before approving for the reporting month.

The Current Month Net Membership for each grade and the school should be checked to insure that it is correct. Look at the DT (Days Taught) in the last column to be sure that those numbers are correct. The DOR column is Days Off Roll.
The ADA as a Percent of Net Membership field does not include grades 52 and 62 since these grades do not have ADA.

MISSISSIPPI DEPARTMENT OF EDUCATION
MONTHLY ATTENDANCE SYSTEM
MSIS

August 4, 2009
Tuesday, 10:28 AM

MONTHLY ATTENDANCE SYSTEM MON 09 YEAR 2008-09
08/04/2009

DISTRICT 4820 ABERDEEN SCHOOL DIST SCHOOL 004 ABERDEEN ELEMENTARY SCHOOL

	PREV MON				ENTRIES							WITHDRAWALS										CUR MON	ATTENDANCE						
GR	NET MEM	B1	E2	B3	B4	E5	B6	B8	R1	R1	CUR MON TTL MEM	T1	T2	T3	T4	T5	T7	C1	C2	DRP	Z1	NET MEM	A1	A2	A3	A4	AB	DOR	ADA	DT
62	39	0	0	0	0	0	0	0	0	0	39	0	0	0	0	0	0	0	0	0	0	39	0	0	0	0	0	0	0.00	16
								0									0													
52	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	16
								0									0													
64	104	0	0	0	0	0	0	0	0	0	104	0	0	0	0	0	0	0	0	0	0	104	1268	0	0	343	53	0	100.69	16
								0									0													
01	95	0	0	0	0	0	0	0	0	0	95	0	0	0	0	0	0	0	0	0	0	95	1197	0	0	282	41	0	92.43	16
								0									0													
56	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	16
								0									0													
54	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	16
								0									0													
Total	238	0	0	0	0	0	0	0	0	0	238	0	0	0	0	0	0	0	0	0	0	238	2465	0	0	625	94	0	193.12	
								0									0													

ADA BREAKDOWN

A1 - LIVING IN DISTRICT	154.06
A2 - LIVING OUT OF DISTRICT - TRANSPORTED BY THIS DISTRICT	0.00
A3 - LIVING OUT OF DISTRICT - TRANSPORTED BY ANOTHER DISTRICT	0.00
A4 - NOT TRANSPORTED	39.06
TOTAL ADA	193.13

ADA AS A PERCENT OF NET MEMBERSHIP 97.05

B. Student Transfer Reports

These reports can be accessed by going to REPORTS>STUDENT DATA> STUDENT TRANSFER and selecting the desired report. **The months and years to be selected for these reports are calendar months and calendar years, not reporting months and school years.**

1. Student Release FROM Report

The Student Release FROM Report is a monthly report that lists the students that were released from one district to another district or from one school to another within a district. The user must specify a range of months when generating this report. The report shows the students who withdrew from your school or district and the new district/school **has not** completed the transfer.

The report is sorted by transfer from district number, then by transfer from school number, and then by MSIS ID.

2. **Student Release TO Report**

The Student Release TO Report is a monthly report that lists the students that were released to one district from another district or to one school from another within a district. The user must specify a range of months when generating this report. The report shows the students who have been released to your school or district and your district/school **has not** completed the transfer.

The report is sorted by transfer-to-district-number, then by transfer to school number, and then by MSIS ID.

3. **Student Transfer FROM Report**

The Student Transfer FROM Report is a monthly report that lists the students that transferred from one district to another district or from one school to another within a district. The user must specify a range of months when generating this report. The report shows the students who withdrew from your school or district during the time range specified for the report.

The report is sorted by transfer from district number, then by transfer from school number, and then by student last name.

4. **Student Transfer TO Report**

The Student Transfer TO Report is a monthly report that lists the students that transferred into one district from another district or into one school from another within a district. The user must specify a range of months when generating this report. The report shows the students who entered into your school or district during the time range specified for the report.

The report is sorted by transfer into district number, then by transfer into school number, and then by student last name.

C. Student Roster

These reports can be accessed by going to REPORTS>STUDENT DATA> STUDENT ROSTER and selecting the desired report.

1. **Entrance**

This report lists the student's name, MSIS ID, and grade level alphabetically by school based on enrollment at the time the report is run. The District Student Administrators and School Student Administrators have rights to run this report.

2. **Ownership**

This report lists the student's name, MSIS ID, and grade level alphabetically by school based on ownership at the time the report is run. This report should be run at the beginning of the school year prior to sending Month 01 so you can verify that you have ownership of all your students. The District Student Administrators and School Student Administrators have rights to run this report.

3. **Holding Area**

This report lists the student's name, MSIS ID, and grade level alphabetically by school based on data in the Holding Area. This allows you to see the students that were sent in on the MSD file. The District Student Administrators and School Student Administrators have rights to run this report.

It is very important that the STUDENT ROSTER HOLDING AREA REPORT is run and checked each reporting month. This is especially important for Reporting Month 01 to make sure that all of the students are being reported. This is important even if the numbers on the PRE-APPROVED MONTHLY ATTENDANCE REPORT are correct. We have had schools as late as Reporting Month 09 discovering students who have been in their school all year but have never been reported to MSIS. We have also had the reverse situation where a student was a no-show for the school year but has been reported every reporting month as being present and taking classes. Running and verifying this report will help you feel confident that all of your students are being reported to MSIS and that your data is as accurate as it can be.

This report lists the student's name, MSIS ID, and grade level alphabetically by school based on data in the Holding Area. This allows you to see the students that were sent in on the MSD file. The District Student Administrators and School Student Administrators have rights to run this report. For Month 09, this report lists the promotion indicator on each student, Y or N or blank on transferred/dropped students, and the graduate/completer type on those students who finished their education.

The Holding Area report should only be run when the Monthly Student Data file is a success.

D. Holding Area Reports

Holding Area Student Indicators

The user can choose an indicator and run a listing of students with that indicator marked in the last submitted MSD file that is in the Holding Area. For example the user could run a listing of all students marked as Gifted or a listing of Voc Ed students, or a listing of Special Ed students.

Holding Area Absences

This reports lists the MSIS ID, student name, SSN, grade, birth date, each day the student was absent, and whether the absence was excused or unexcused. The report is sorted by grade, by student name. This report is run against the Holding Area so that you can see the absences that you are reporting for a reporting month before you approve the month. This allows you to verify the data before approving the school for the reporting month.

Holding Area Student Schedule

This reports lists the teacher’s SSN, name course, term/semester code, period, and the name and MSIS ID of the student tied to the teacher. The report is sorted by teacher name, by student name. This allows you to see which teacher(s) the student is tied to, and verify the data before approving the school for the reporting period.

Holding Area Carnegie Unit Courses with Zero Credits

This report will list student name, MSIS ID, Grade Level, Course Code, Description, Local Code, Local Name, Final Grade, Credits, Carnegie Units for students in the selected school who have a final grade on a Carnegie Unit course but have zero in the credit field in the Holding Area. This allows you to verify the data before approving the school for the reporting month.

Holding Area Vocational Student Indicators

This report will list student name, MSIS ID, Grade Level, Vocational Indicator, LEP Indicator, Capstone Indicator, Disabled Indicator, Disadvantaged Indicator, Nontraditional Indicator, Single Parent Indicator, and Displaced Homemaker Indicator for students in the selected school who have a Vocational Indicator of Y in the Holding

Area. This allows you to verify the data before approving the school for the reporting month.

Holding Area Student Entries

This report lists the student's name, MSIS ID, and grade level alphabetically by school based on data in the Holding Area. This allows you to see the students that were sent in with an entry in the MSD file. The District Student Administrators and School Student Administrators have rights to run this report.

Holding Area Student Withdrawals

This report lists the student's name, MSIS ID, and grade level alphabetically by school based on data in the Holding Area. This allows you to see the students that were sent in with a withdrawal in the MSD file. The District Student Administrators and School Student Administrators have rights to run this report.

Holding Area Incidents/Dispositions

This report lists the incident description and disposition code with totals of each that are in the Holding Area. This allows you to see the incidents/dispositions that were sent in the MSD file. The District Student Administrators and School Student Administrators have rights to run this report.

E. Student Indicators

The user can choose an indicator and run a listing of students with that indicator marked for the specified reporting period. For example, the user could run a listing of all students marked as Gifted or a listing of Voc Ed students, or a listing of Special Ed students.

504 Indicator

For the 504 indicator to be Y the student must have course 851005 SECTION 504 TUTORIAL on their schedule and CANNOT be marked as Special Ed student. A student that is marked as SPED CANNOT be marked as a 504 student. If a student has course 851005 on their schedule then the 504 indicator must be Y.

Special Education Indicator

For the Special Education indicator to be Y the student must have a Special Education course code (course code beginning with 132) on their schedule. If the Special Education indicator is N then there cannot be any Special Education courses on the student's schedule.

Vocational Education Indicator

For the Vocational Education indicator to be Y the student must have a Vocational Education course code on their schedule. If the Vocational Education indicator is N then there cannot be any Vocational Education courses on the student's schedule.

Gifted Indicator

For the Gifted Education indicator to be Y the student must have a Gifted course code on their schedule and be marked with a gifted type. A non-gifted student can take a Gifted course, so a Gifted course can be on the student's schedule and the Gifted indicator can be N for that student.

F. Unexcused Absences

This report can be accessed by going to REPORTS>STUDENT DATA> UNEXCUSED ABSENCES.

This report prints the district number and name, school number and name, MSIS ID, student's name, SSN, Birth Date, and Absence Date. The District Student Administrators and School Student Administrators have rights to run this report.

G. Five or More Absences

This report can be accessed by going to REPORTS>STUDENT DATA> FIVE OR MORE ABSENCES.

This report prints the district number and name, school number and name, MSIS ID, student's name, Grade Level, Excused Indicator and the Number of days Absent. The District Student Administrators and School Student Administrators have rights to run this report.

H. Gifted Students

This report can be accessed by going to REPORTS>STUDENT DATA> GIFTED STUDENTS. This report prints the district number and name, school number and name, teacher name, Term/Semester, Period Number, Course Code and Description, Grade Level, Breakdown of Gifted Types by Grade. The District Student Administrators and School Student Administrators have rights to run this report.

I. Carnegie Unit Courses with Zero Credits

This report will list student name, MSIS ID, Grade Level, Course Code, Description, Local Code, Local Name, Final Grade, Credits, Carnegie Units for students in the selected school who have a final grade on a Carnegie Unit course but have zero in the credit field.

J. Student Transcript Report

This report can be accessed by going to REPORTS>STUDENT DATA> STUDENT TRANSCRIPT.

The Student Transcript Report will be generated for a student that is transferring to another school or district either within the state or out of state. The report will list the student's name, the courses (that have been reported to MSIS) taken at each grade level (elementary and secondary), corresponding grades for each course (reported to MSIS), in addition to student personal information (i.e., SSN, birth date, etc.). Missing courses need to be submitted in a Summer School (SSD) File. **THIS IS NOT INTENDED TO BE AN OFFICIAL TRANSCRIPT.**

K. Initial Load Duplicate Student Report

This report can be accessed by going to REPORTS>STUDENT DATA> INITIAL LOAD DUPLICATE STUDENTS.

The Initial Load Duplicate Student Report will list duplicate students who were not assigned an MSIS ID number in the Initial Load.

L. Discipline/Violence

These reports can be accessed by going to REPORTS>STUDENT DATA> DISCIPLINE/VIOLENCE and selecting the desired report.

1. **Student Discipline Report**

   The Student Discipline Report lists the District name, school number and name, MSIS ID, Student Name, Incident Type, Date, Location, Weapon Type, Disposition Type/Description, Start Date, End Date and Duration for the school year requested. The District Student Administrator has rights to run this report.

2. **Discipline Incident Summary Report**
   The Discipline Incident Summary Report lists the District name, school number and name, MSIS ID, Incident Type, Number of Incidents for the time period requested. The District Student Administrator has rights to run this report.

3. **Disposition Summary Report**
   The Disposition Summary Report lists the District number and name, school number and name, MSIS ID, Disposition Type and Name, Number of Dispositions for the time period requested. The District Student Administrator has rights to run this report.

4. **Incidents by Race/Gender**
   The Incidents by Race/Gender Report lists the District name, school number and name, Incident Type, Number of Incidents for the time period requested by race/gender. The District Student Administrator has rights to run this report.

5. **Dispositions by Race/Gender**
   The Dispositions by Race/Gender Report lists the District name, school number and name, Disposition Type, Number of Dispositions for the time period requested by race/gender. The District Student Administrator has rights to run this report.

M. Promotions/Non-Promotions

These reports can be accessed by going to REPORTS>STUDENT DATA> PROMOTIONS and selecting the desired report.

1. **Number and Percentage of Promotions/Non-Promotions Report**
   This report lists only district totals.

2. **Number and Percentage of Promotions/Non-Promotions by Grades Report**
   This report lists district totals by grades.

3. **Number and Percentage of Promotions/Non-Promotions by Grades by School Report**
   This report lists school totals by grade.

   The District Student Administrator has rights to run the 3 reports above.

4. **Detail Listing**
   This report lists the MSIS ID, student's name, race, gender, promotion date, promotion indicator, and graduate/completer type. The report can be run for all schools in a district or for one school. Updates to promotion information and graduate/completer type can be made by submitting a Summer School (SSD) File. The District Student Administrator and School Student Administrator have rights to run this report.

N. Enrollment and Attendance

These reports can be accessed by going to REPORTS>STUDENT DATA> ENROLLMENT AND ATTENDANCE and selecting the desired report.

1. **Yearly Cumulative Enrollment**
   This report lists the cumulative enrollment for the school year by grade and school with district totals. The District Student Administrator has rights to run this report.

2. **Average Daily Attendance (ADA)**
   This report prints the district number and name, school number and name, ADA by Grade for selected time period, and district totals. The District Student Administrator has rights to run this report.

3. **Average Daily Membership (ADM)**
   This report prints the district number and name, school number and name, ADM by Grade for selected time period, and district totals. The District Student Administrator has rights to run this report.

4. **Net Membership by Race, Gender**
   This report prints the district number and name, school number and name, Grades broken down by Race/Gender for selected time period, and district totals. The District Student Administrator has rights to run this report.

5. **Net Membership by District**
   This report prints district number and name, district totals by grade for the selected reporting month. The District Student Administrator has rights to run this report.

6. **Net Membership by School**
   This report prints district number and name, school number and name, net membership by grade with school and district totals for the selected reporting month. The District Student Administrator has rights to run this report.

7. **YTD Attendance Data**
   This report prints district number and name, school number and name, entries, withdrawals, days transported, days non-transported, absences, days off roll, days taught for the selected school year. The District Student Administrator has rights to run this report.

O. Graduation/Completers

Counts by District

This report can be accessed by going to REPORTS>STUDENT DATA> GRADUATE/COMPLETERS>COUNTS BY DISTRICT. This lists the number of Traditional Diplomas Recipients, Certificate Recipients, Occupational Diploma Recipients, GED Completers, and total Graduate/Completers for your district.

Detail Listing

This report can be accessed by going to REPORTS>STUDENT DATA> GRADUATE/COMPLETERS>DETAIL LISTING. This report prints each student with their MSIS ID, name, race, gender,date of birth, promotion indicator, and graduate/completer type. The report is sorted by graduate/completer type, last name, and first name. There are totals at the end of each school and for the district. The District Student Administrators and School Student Administrators have rights to run this report.

Be sure to change the Start Year and the End Year for the school year that the report is for.

P. Dropouts

These reports can be accessed by going to REPORTS>STUDENT DATA> DROPOUTS and selecting the desired report.

Dropouts Yearly Report

This report lists the number of dropouts by grade, by school for the selected school year that were reported to MSIS.

Reasons for Dropouts Yearly Report

This report lists the number of dropouts by grade, by reason for the selected school year that were reported to MSIS.

Race/Gender Breakdown of Dropouts Yearly Report

This report lists the number of dropouts by race/gender, by school for the selected school year that were reported to MSIS.

Q. Summer Activity

Once the Summer Activity screen has been populated, this report can be run and given to the School Attendance Officer. The School Attendance Officer will determine the reason that each student is not in school and return the report to the school. After updating the students, the school can run the report to check that data has been entered on all students.

R. Test Results

Grade Level - Student

This report lists the Grade Level test results that are in MSIS for the specified student.

Grade Level - School

This report lists the Grade Level test results that are in MSIS for the students in a specified school(s) that have an entry code for that school in the school year selected.

Subject Area - Student

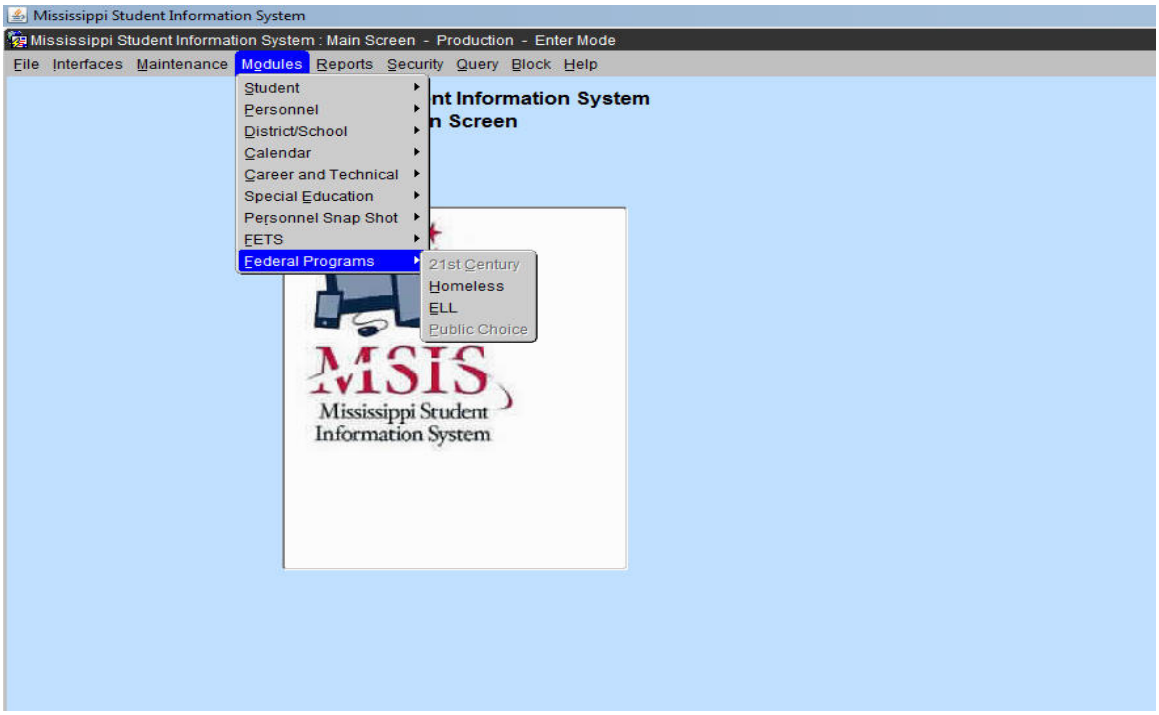
This report lists the Subject Area test results that are in MSIS for the specified student.

Subject Area - School

This report lists the Subject Area test results that are in MSIS for the students in a specified school(s) that have an entry code for that school in the school year selected.

Federal Programs

To access this screen go to MODULES>FEDERAL PROGRAMS.



***** Details are provided in the Federal Programs manual.**

***** Note on Homeless Students *****

Homeless Students: Please make sure that each of your Homeless students are marked as Title I Homeless in your student package for each month they are considered to be Homeless in order for them to appear in MSIS with the Homeless Indicator for those months.

***** Note on ELL Students *****

ELL (LEP) Students: There was a lot of confusion concerning LEP student indicators not showing as marked correctly in MSIS. It was determined that for Districts that are SAMS users, you must mark the **LE** (Limited English) indicator and the **Title I** indicator for those students in your package. This will allow your students to be correctly identified as LEP students when your file is submitted to MSIS.

For those Districts that are not SAMS users, please contact your Vendor on how to correctly identify these students in your student package.

MSIS XML/Student MSD File Edits

If you are the user logging into MSIS and using the MSIS Interface menu to send the Monthly Student Data (MSD) file, then you should be checking your data entries before submitting the MSD file.

Some of the edits are:

9 digit numerical MSIS ID
At least one alphabetical character in the first and last name field
Proper date format on the birth date field and birth date matches the birth date in MSIS
Valid race and gender codes and data matches race and gender in MSIS
Student Indicators (Gifted, Vocational, Tech Prep, Special Ed, 504, LEP, IEP, Migrant, Immigrant, CEIS, Title I Eligible, Title I Reading, Title I Language, Title I Math, Title I Homeless, Title I Neglected, Title I Social Studies, Title I Science, Title I Support, **Title I Foster**) must be Y or N
Valid grade level
At least one valid state course code on the schedule
All courses on the schedule must be valid state course codes
Teacher SSN for each course must be 9-digit number
If Vocational Indicator is Y, schedule must have at least one vocational course, if it is N then no vocational courses can be on the schedule
If Special Ed indicator is Y, schedule must have at least one Special Ed course, if it is N then no Special Ed courses can be on the schedule
If Gifted indicator is Y, schedule must have at least one Gifted course
Gifted type of student must match gifted course on schedule
If 504 indicator is Y, schedule must have course 851005 - Section 504 Tutorial and Special Ed indicator must = N
School reporting the student must own the student in MSIS
Check student schedules against personnel schedules in MSIS

During Month 09, the additional edits are: promotion indicators, promotion dates, final grades, Carnegie Units, and credits.

For students in grade 12 with a promotion indicator = Y: Graduation Types are (GED ‘G’, Traditional ‘T’, Other ‘O’, or Occupational Diploma ‘OD’) and Graduation Pathway (Career ‘C’, Traditional ‘T’, or District ‘D’)

MDE Data Guidelines

Withdrawal

MISSISSIPPI DEPARTMENT OF EDUCATION

Carey M. Wright, Ed.D.
State Superintendent of Education

MEMORANDUM

To: District Superintendents and Principals

From: Carey M. Wright, Ed.D.
State Superintendent of Education

Date: November 14, 2016

Subject: Student Withdrawals

This document serves as clarification regarding how long a district must keep a student on its enrollment records. It is the Mississippi Department of Education's position **that the date of a student withdrawal from membership is the first day after the date of last attendance, if known; otherwise, the date of withdrawal is considered to be the date on which it becomes known officially that the pupil left.**

However, it is important to note that once a student is withdrawn, voluntarily by a parent, guardian or custodian or discharged by the district, the district must code the student as a transfer or dropout adhering to the following:

- If a school district does not have official documentation (i.e., anything in writing that identifies the retrieving or requesting entity) at the time of the withdrawal, the student must be coded as a dropout until the appropriate documentation can be obtained.
- The district must complete a "Records Change" form that can be found on the MSIS web page to change the dropout to a transfer http://www.mde.k12.ms.us/docs/msis/msis-record-change-of-documentation-form---district.pdf?sfvrsn=2.
- Students in high school that withdraw from a public school district cannot be removed from a cohort unless the student is coded as transfer.
- A transfer out of cohort can only occur when a student leaves a school and enrolls in another school (public, parochial or home) or in an educational program that awards a regular high school diploma.
- A student can be removed if a local education agency obtains written confirmation prior to coding the student as a transfer (34 C.F.R. §200.19(b)(1)(iv).

POST OFFICE BOX 771 • JACKSON, MISSISSIPPI 39205 • (601) 359-3512 • FAX (601) 359-3242

Timeline

SUMMER TO DO LIST

- Districts may submit Initial Student Load Transaction Files (ISL) 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 should submit Summer School Files (SSD) to MSIS from June 1st until September 1st. You will not be allowed to submit an SSD file after submitting a month 1 MSD file.
- Districts (Public, Special, & Non-Public) must roll Personnel data from last school year and begin working on Personnel data 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 corrections to Graduates/Completers and Promotions/Non-Promotions by submitting a SSD file
- 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.

Note for Sped Students: When students return for additional services after receiving an Occupational Diploma, use the Update Student Grades Screen to remove the promotion information and graduation type.

In July:
•MSIS will be unavailable on July 1st. During this time:

-New ownership records are created for the upcoming school year.
-Changes will be active when system access is restored.

Note: You can view more information on the Timeline located on the MSIS Information website under Timeline.

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**). If you do not have a Footprints account, you can submit your request to** mdeapps@mdek12.org**.**
If you do not submit your request through one of the two options above, it will not be honored.

Program Office Contact Information for MSIS

Office of Accreditation **(601) 359-3764**
Personnel Edits, Accountability Rating,

Office of Accounting **(601) 359-3525**
School Payment Systems (MAGIC)

Office of Career and Technical Education (CTE) **(601) 359-3461**
Salary Reimbursement, CTE Funding (Program Code 2),
CTE Courses, Teacher Unit Allocations

Office of Curriculum and Instruction **(601) 359-2586**
Course Code Questions, Gifted Funding (Program Code 6),
Textbooks (TIMS), Teacher Unit Allocations

Office of Dropout Prevention and Compulsory School Attendance (601) 359-5743
Student Absence Questions, Title 1 Foster Care only

Office of Educator Licensure **(601) 359-3483**
Current Endorsements/Invalid License Questions

Office of Federal Programs **(601) 359-3499**
Federal Funding (Program Code 1 or 9), Title 1, Migrant and
Immigrant Student Indicators

Office of Healthy Schools **(601) 359-1713**
Physical Education Courses, Lunch Data

Office of Technology and Strategic Services **(601) 359-3487**
E-Rate
Helpdesk/Footprints (**https://servicedesk.mde.k12.ms.us/**)

Office of Safe and Orderly Schools **(601) 359-1028**
Driver Education

Office of Special Education **(601) 359-3498**
Federal Funding (Program Code 5), Teacher Unit Allocations

Office of School Financial Services **(601) 359-3294**
National Board Payments, MAEP Allocations and Financial Data

Office of School Recovery **(601) 359-1003**
Teacher Absence Questions

Mississippi Office of the State Auditor / Performance Audit **(601) 576-2800**
http://www.osa.state.ms.us/

Additional Notes