Monthly Certification: Organization & Discipline

MSIS

mdek12.org

MISSISSIPPI DEPARTMENT OF EDUCATION

VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

MISSION

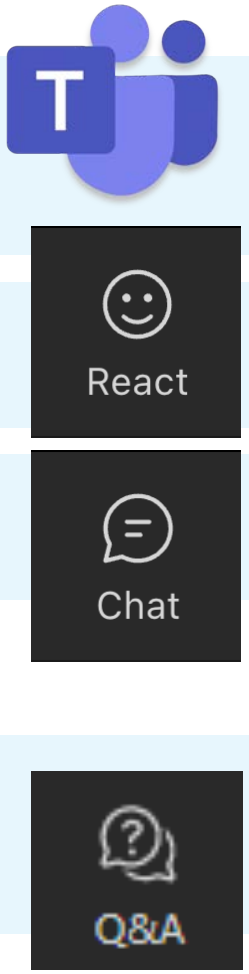
To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

1. **ALL** Students Proficient and Showing Growth in All Assessed Areas
2. **EVERY** Student Graduates from High School and is Ready for College and Career
3. **EVERY** Child Has Access to a High-Quality Early Childhood Program
4. **EVERY** School Has Effective Teachers and Leaders
5. **EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes
6. **EVERY** School and District is Rated “C” or Higher

Session Norms

Be an active participant

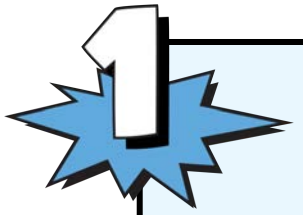
- Share reactions
- Respond to prompts in the chat



Ask questions

MSIS
IS MY SUPER POWER

Session Goals



REVIEW monthly certification process

EXPLORE Organization data

EXPLORE Discipline data

Monthly Certification

OCTOBER – JUNE*

District Approval Months 1-9

JANUARY

District Approval Month 4

JUNE

District Approval Month 9

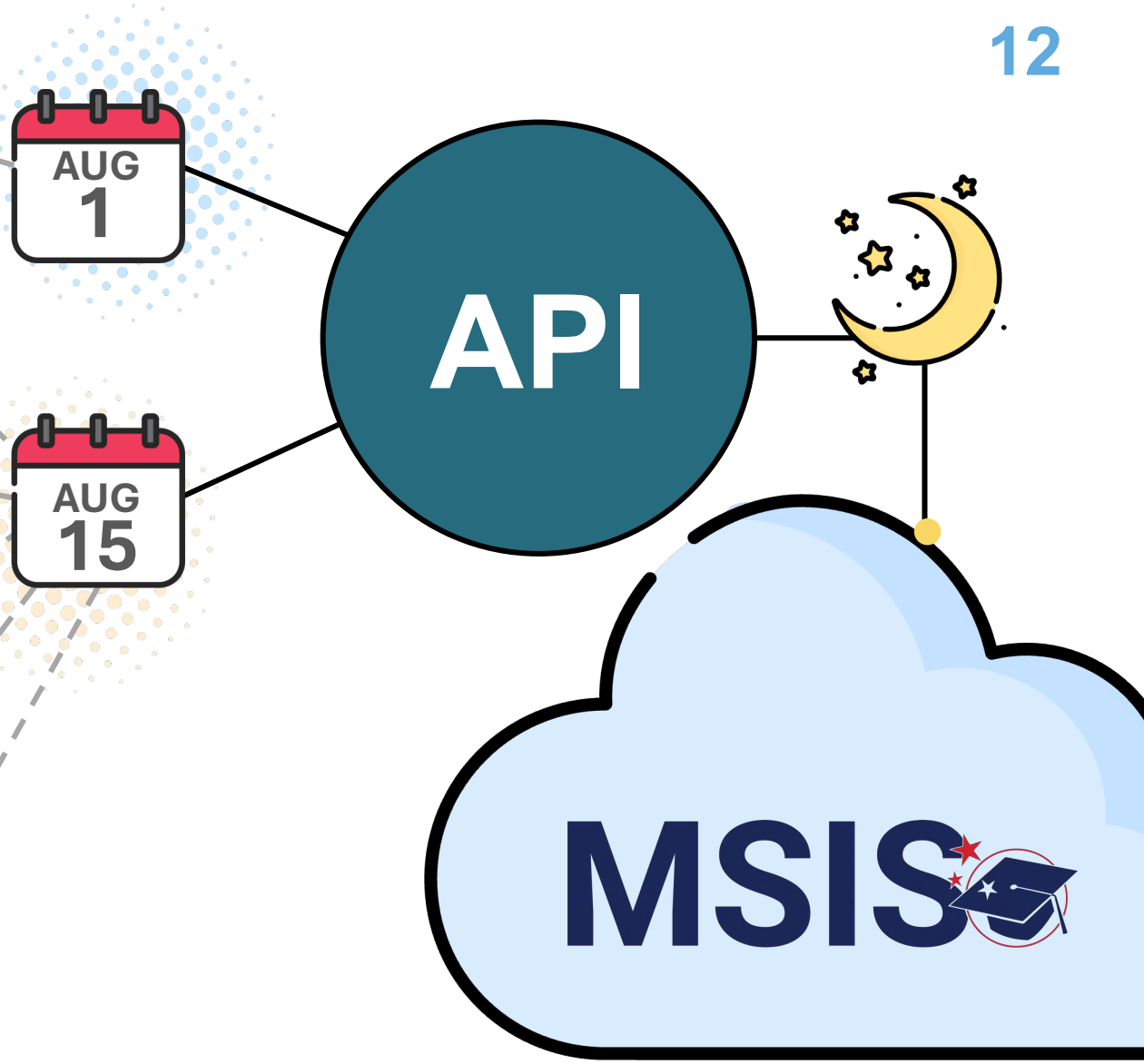
Certification windows

WILL NOT

be extended

Student Domain

- Organization
- Attendance
- Enrollment
- Student Demographics
- **Course Section**
- Discipline



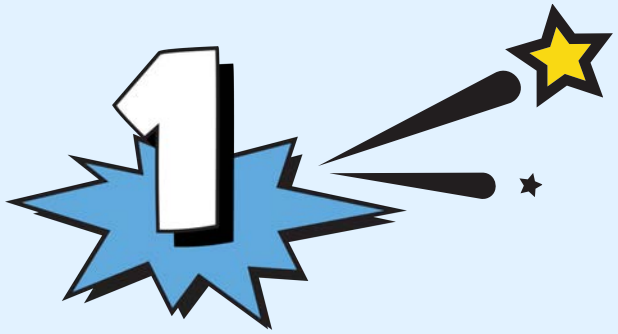
MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

- Home
- Administration
- Data Submission
- Reports
- Students
- Data Input

Melissa Banks

Test District Name

294 Errors	89 Errors	7 Errors	32 Errors	462 Errors	354 Errors
Attendance	Career and Technical	Enrollment	Organization	Course Section	Discipline
221 Errors	64 Errors	72 Errors	94 Errors	156 Errors	
Personnel	Special Education	Federal Programs	Student Demographics	Academic Record	



Clear any errors for the reporting period.

Check warnings for the reporting period.

Review MSIS Reports for accuracy.

Compare with corresponding SIS reports.

Review Reports for accuracy.

Enrollment Reports

- Enrollment & Transfers
- Net Membership
- Promotion & Retention

Attendance Reports

- ADA
- 5 or More Absences
- Student Attendance

Student Demographic Reports

- Student Indicators
- Gifted

Review Reports for accuracy.

Organization Reports

- Calendar

Discipline Reports

- Discipline

Course Section Reports

- Teacher Schedules
- Student Schedules
  (Final grades, Carnegie units once data is populated from SIS)

Organization

STUDENT DATA

MSIS | DATA DOMAIN MAPPING

DOMAIN: ORGANIZATION | **ENTITY: K12 School**

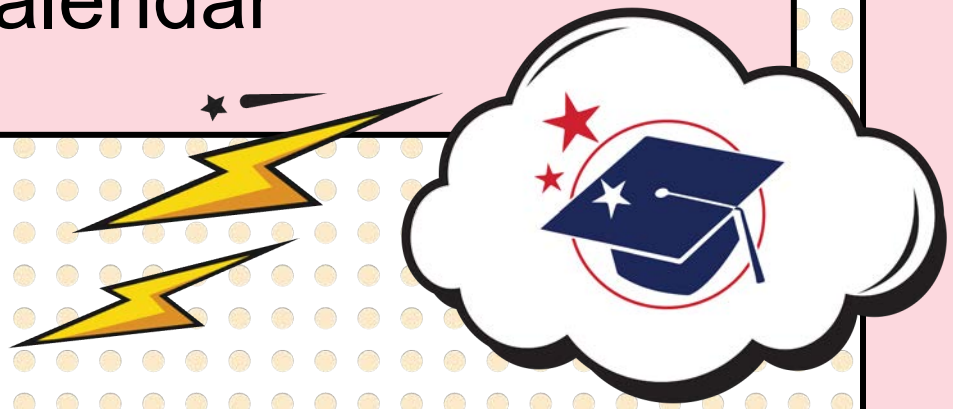
Element Name	Collect from Districts	Definition	MDE Definition/ Additional Information	MDE Option Set (if different)	Legacy Collection Method	New Collection Method
Additional Targeted Support and Improvement Status	No	The designation given to a school by the state for additional targeted support and improvement as part of its statewide system of annual meaningful differentiation.		**ADDLTSI** - Additional targeted support and improvement **NOTADDLTSI** - Not additional targeted support and improvement	Data was shared via SharePoint with districts	Element will be populated by MDE as School Improvement identifications are made.
Comprehensive Support and Improvement Status	No	The designation given to a school by the state for comprehensive support and improvement as part of its statewide system of annual meaningful differentiation.		**CSI** - Comprehensive support and improvement **CSIEXIT** - Comprehensive support and improvement - exit status **NOTCSI** - Not comprehensive support and improvement	Data was shared via SharePoint with districts	Element will be populated by MDE as School Improvement identifications are made.
Gun Free Schools Act Reporting Status	No	An indication of whether the school or local education agency (LEA) submitted a Gun-Free Schools Act (GFSA) of 1994 report to the state, as defined by Title 18, Section 921.		**YesReportingOffenses** - Yes, with reporting of one or more students for an offense **YesNoReportedOffenses** - Yes, with no reported offenses **No** - No **NA** - Not applicable	Collected directly from Safe and Orderly Office	Element will be populated by MDE from Safe and Orderly Office.
Persistently Dangerous Status	No	An indication of whether the school is identified as persistently dangerous in accordance with state definition.		**Yes** **No**	Collected directly from Safe and Orderly Office	Element will be populated by MDE from Safe and Orderly Office.

1

Data Domain Mapping: Organization

Organization Reports

- Calendar



Organization Manual Entry Screen

- LEA Management
- School Management
- Board Members
- Salary Scale

PERMISSION

All active users

Calendar Report

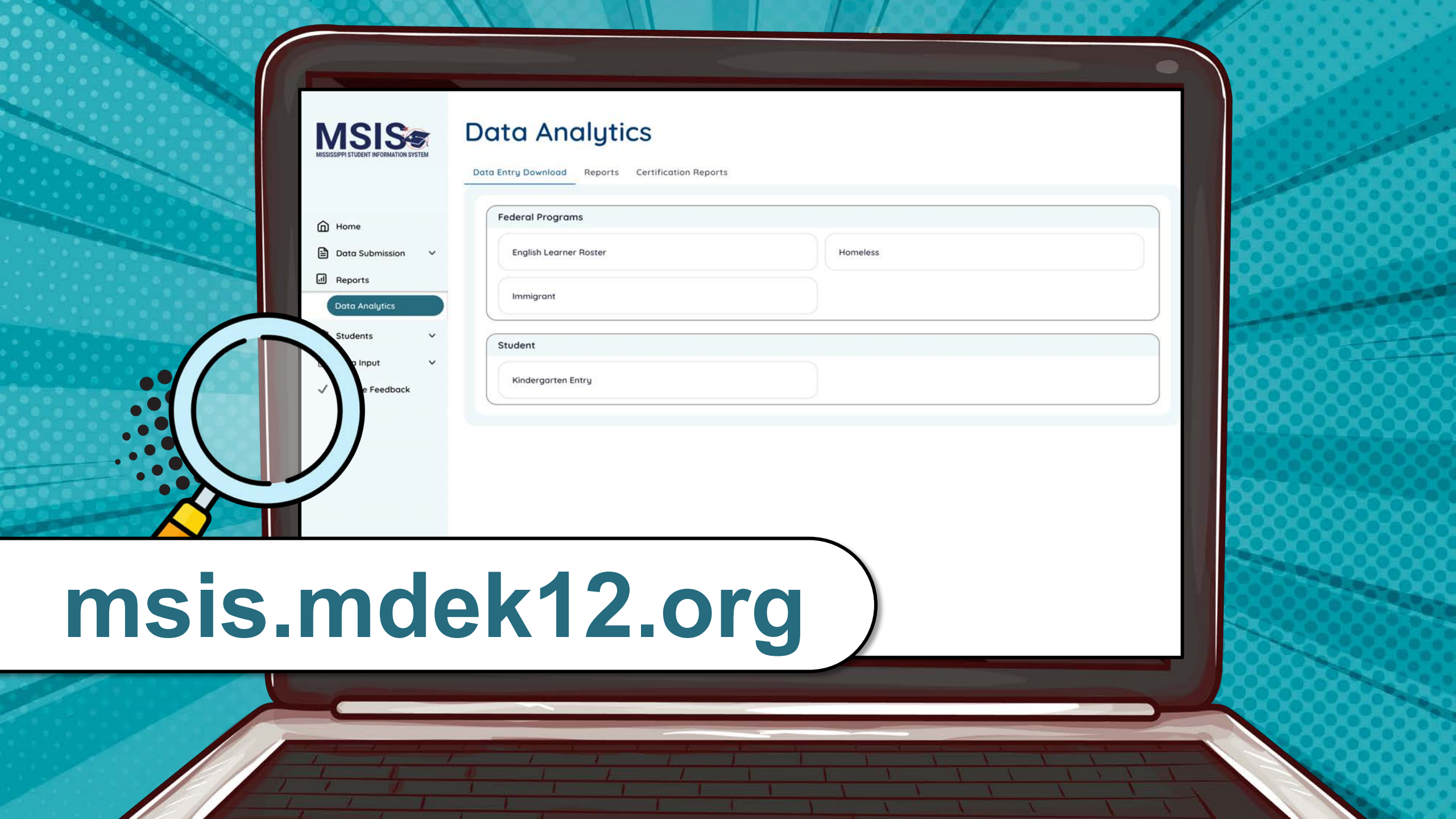
Displays each date for a school year, the event type, and the event descriptions, for the district* and each school. Report also displays total number of instructional days, 60% days, and holidays.

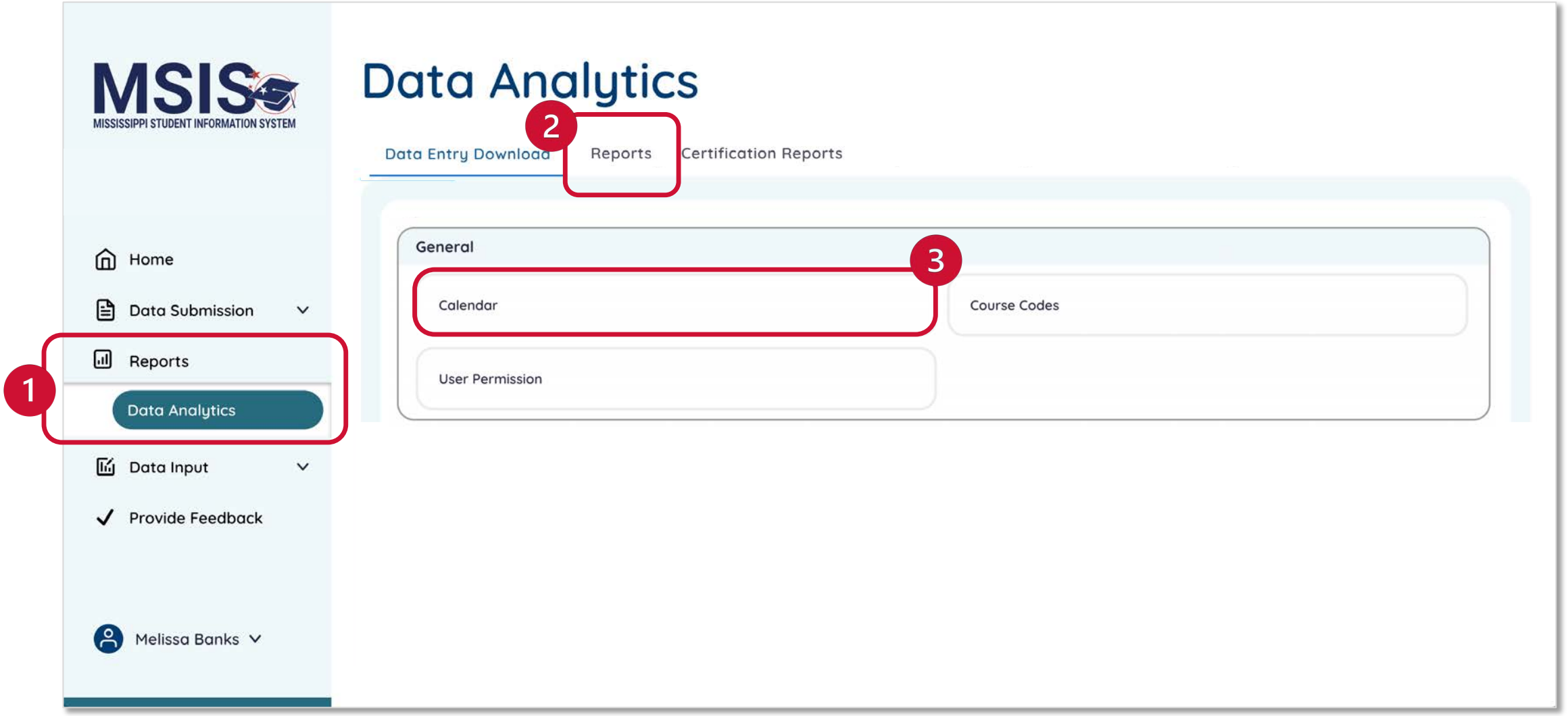
Data Impact

- Attendance
- Enrollment (outside of instructional days)
- Accreditation

Data Source

SIS (API nightly)


MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Data Analytics
Data Entry Download
Reports
Certification Reports
Home
Data Submission
Reports
Data Analytics
Students
Input
Feedback
Federal Programs
English Learner Roster
Homeless
Immigrant
Student
Kindergarten Entry
msis.mdek12.org


MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Data Analytics
Data Entry Download
Reports
Certification Reports
2
Home
Data Submission
Reports
Data Analytics
1
Data Input
Provide Feedback
Melissa Banks
General
3
Calendar
Course Codes
User Permission

District School

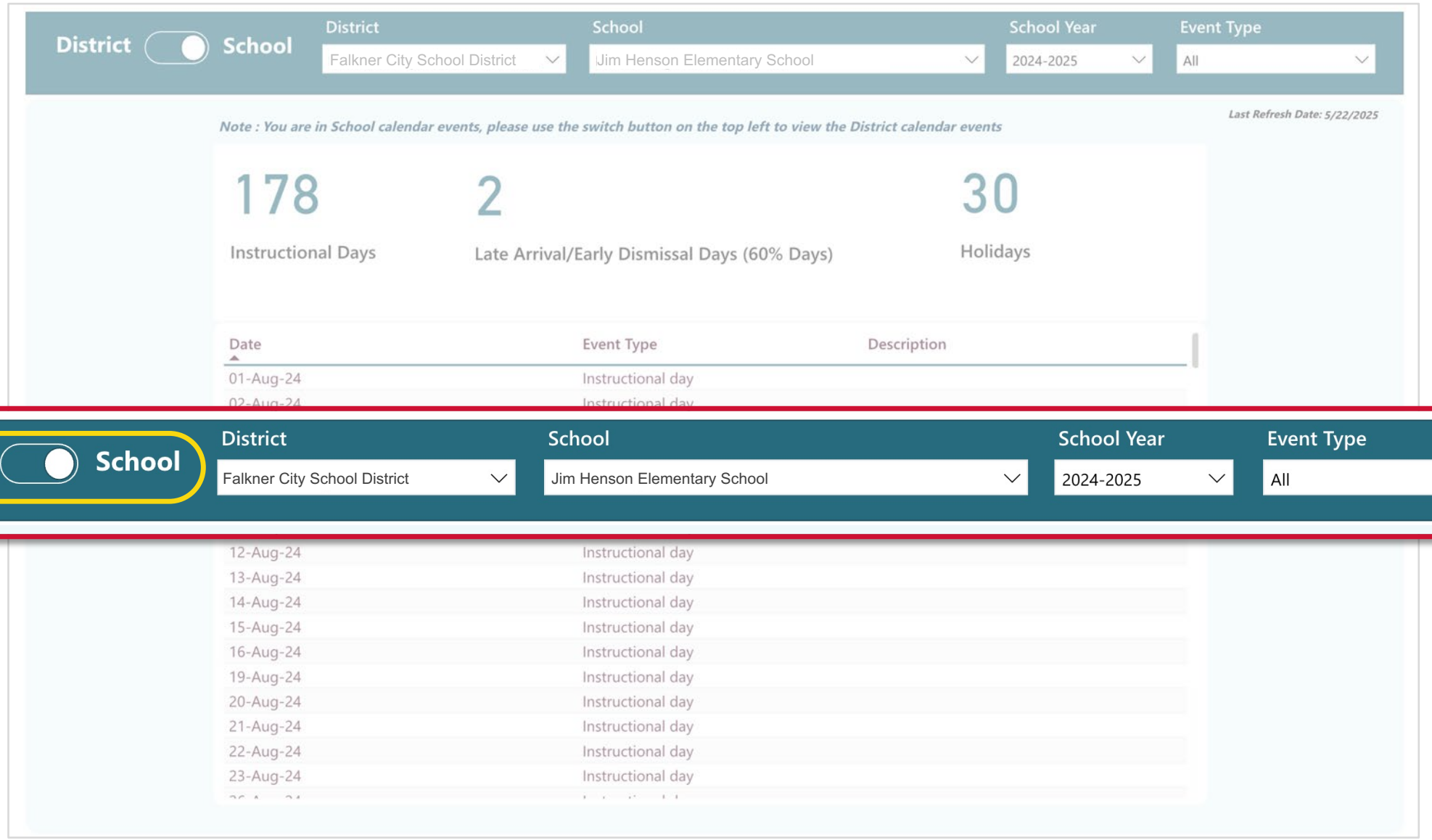
District	School	School Year	Event Type
Falkner City School District	Jim Henson Elementary School	2024-2025	All

Last Refresh Date: 5/22/2025

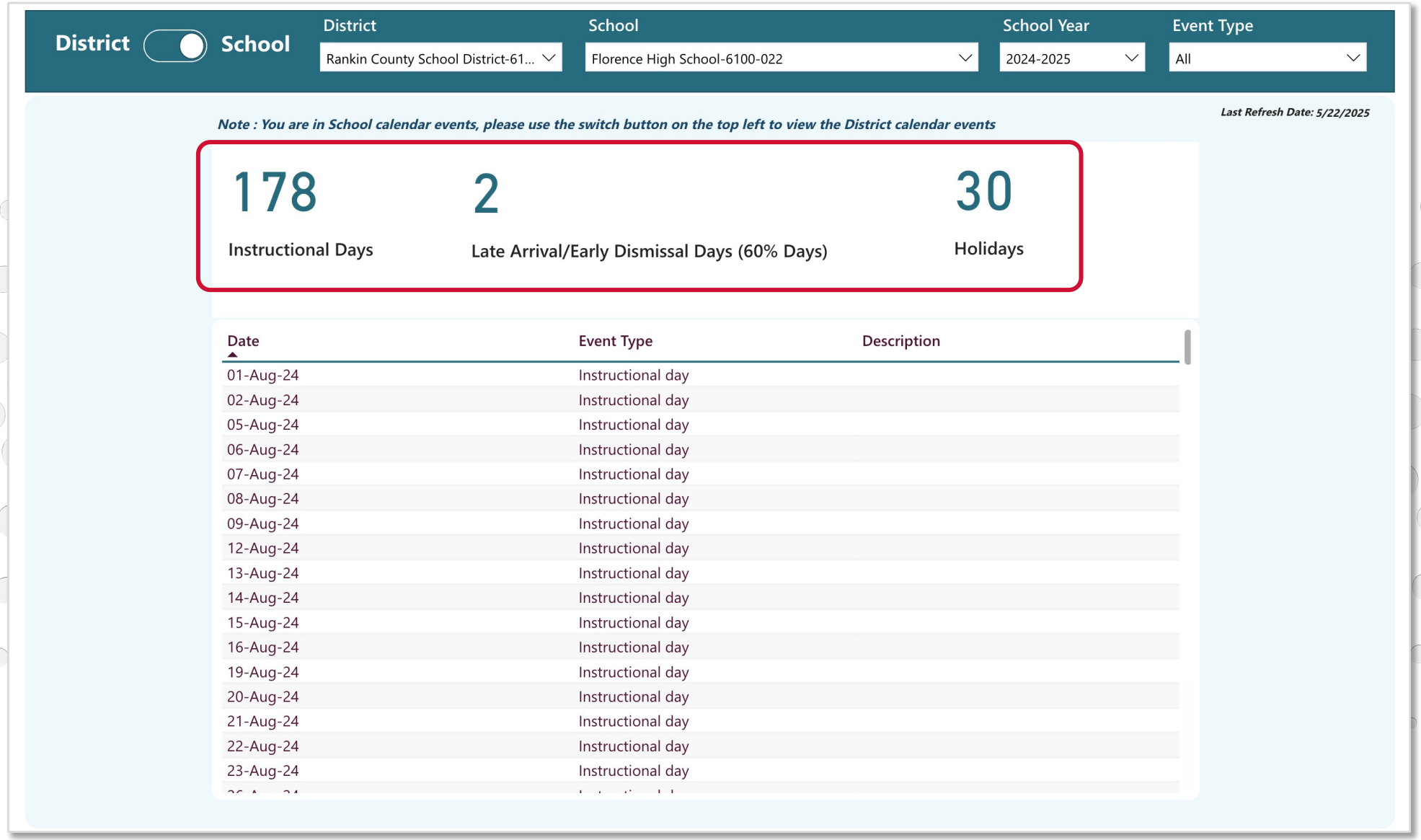
Note : You are in School calendar events, please use the switch button on the top left to view the District calendar events

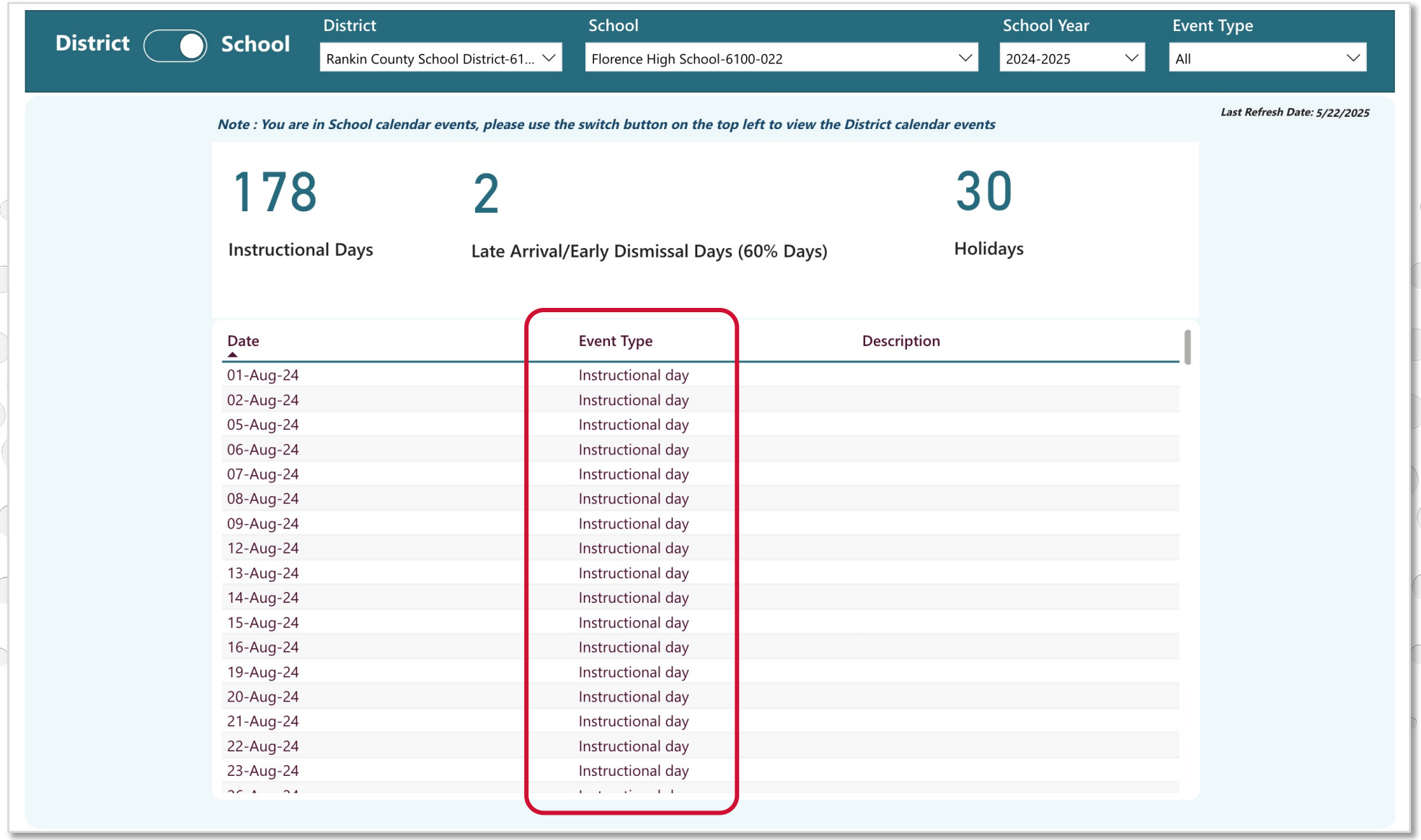
178	2	30
Instructional Days	Late Arrival/Early Dismissal Days (60% Days)	Holidays

Date	Event Type	Description
01-Aug-24	Instructional day	
02-Aug-24	Instructional day	
05-Aug-24	Instructional day	
06-Aug-24	Instructional day	
07-Aug-24	Instructional day	
08-Aug-24	Instructional day	
09-Aug-24	Instructional day	
12-Aug-24	Instructional day	
13-Aug-24	Instructional day	
14-Aug-24	Instructional day	
15-Aug-24	Instructional day	
16-Aug-24	Instructional day	
19-Aug-24	Instructional day	
20-Aug-24	Instructional day	
21-Aug-24	Instructional day	
22-Aug-24	Instructional day	
23-Aug-24	Instructional day	



District
School
District
Falkner City School District
School
Jim Henson Elementary School
School Year
2024-2025
Event Type
All


District
School
District
Rankin County School District-61...
School
Florence High School-6100-022
School Year
2024-2025
Event Type
All
Last Refresh Date: 5/22/2025
Note : You are in School calendar events, please use the switch button on the top left to view the District calendar events
178
Instructional Days
2
Late Arrival/Early Dismissal Days (60% Days)
30
Holidays
Date
Event Type
Description
01-Aug-24 Instructional day
02-Aug-24 Instructional day
05-Aug-24 Instructional day
06-Aug-24 Instructional day
07-Aug-24 Instructional day
08-Aug-24 Instructional day
09-Aug-24 Instructional day
12-Aug-24 Instructional day
13-Aug-24 Instructional day
14-Aug-24 Instructional day
15-Aug-24 Instructional day
16-Aug-24 Instructional day
19-Aug-24 Instructional day
20-Aug-24 Instructional day
21-Aug-24 Instructional day
22-Aug-24 Instructional day
23-Aug-24 Instructional day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School
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12-Aug-24 Instructional day
13-Aug-24 Instructional day
14-Aug-24 Instructional day
15-Aug-24 Instructional day
16-Aug-24 Instructional day
19-Aug-24 Instructional day
20-Aug-24 Instructional day
21-Aug-24 Instructional day
22-Aug-24 Instructional day
23-Aug-24 Instructional day

Calendar data must be entered in the SIS

so it can be transmitted to MSIS **BEFORE** other student data.

Update the calendars in the SIS throughout the year, as dates may change due to school closings, etc.

PERMISSION

Admin

(MDE assigned only)

LEA Management

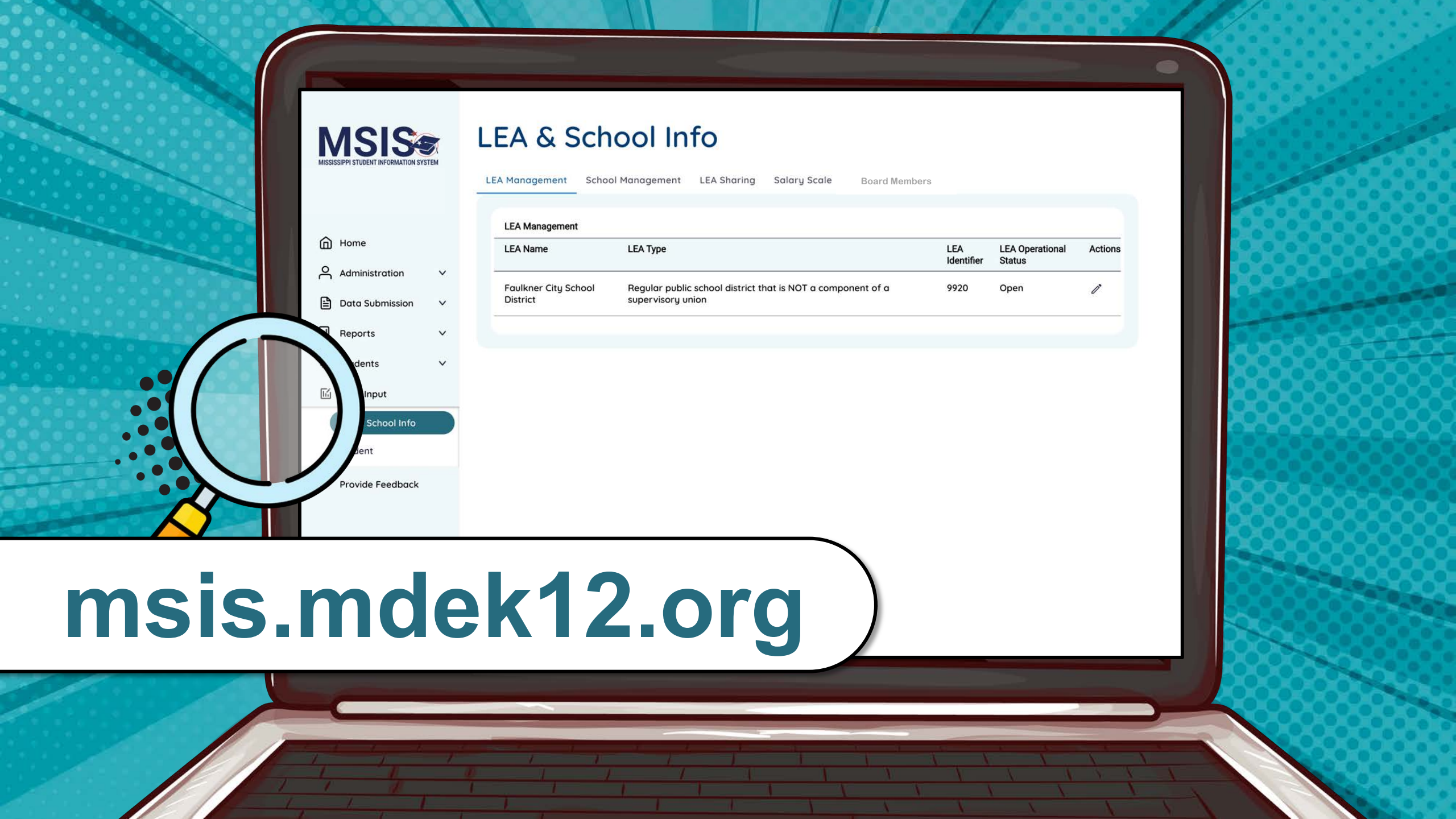
Displays the demographic information for the LEA, including the LEA Type, Operational Status, website, physical and mailing addresses, and the MSIS Primary and Secondary contact information.

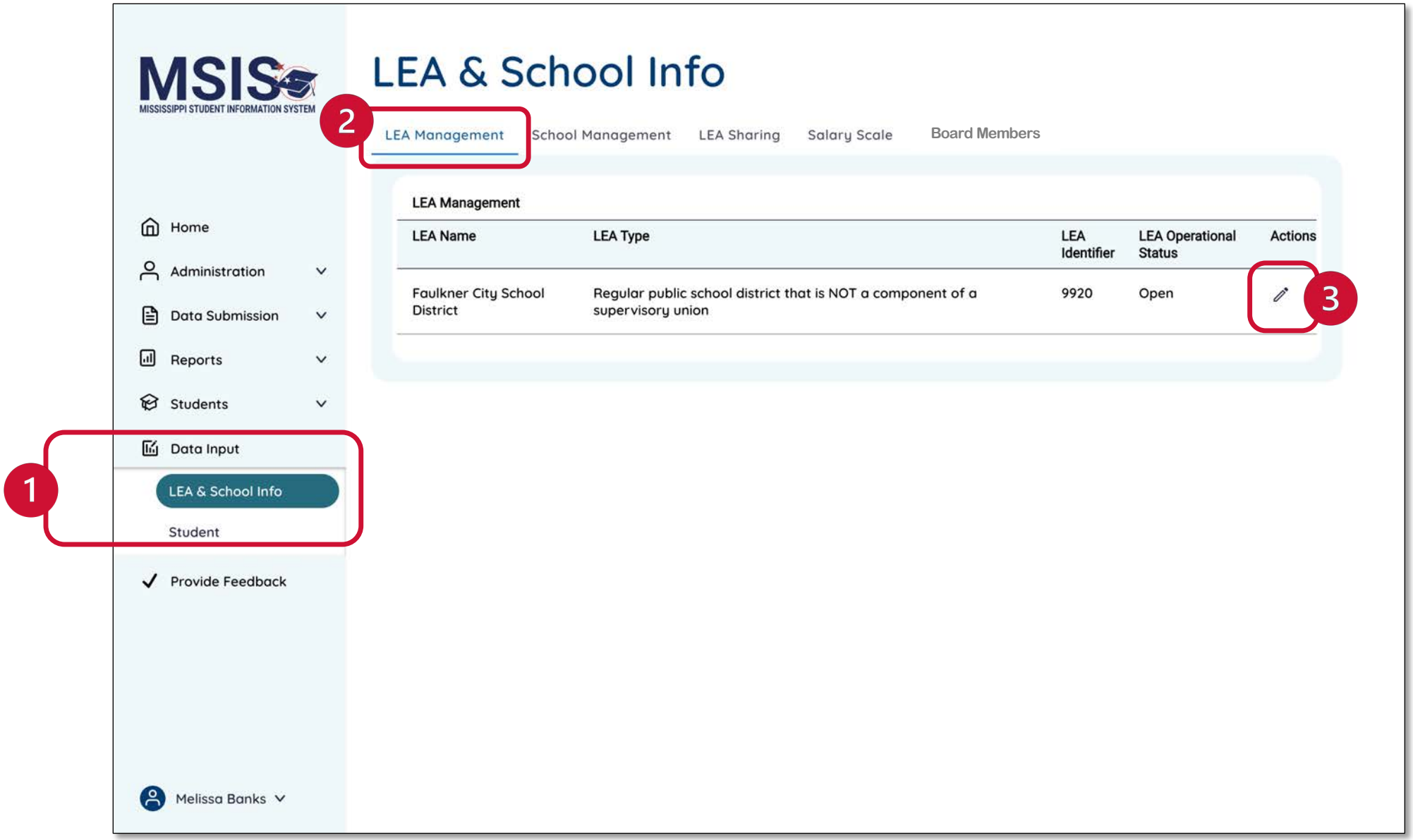
Data Impact

State & Federal Reporting
Student Ownership (MSIS Primary contact info)

Data Source

SIS (API nightly)
Manual input (as needed)


MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
LEA & School Info
LEA Management
School Management
LEA Sharing
Salary Scale
Board Members
LEA Management
LEA Name
LEA Type
LEA Identifier
LEA Operational Status
Actions
Faulkner City School District
Regular public school district that is NOT a component of a supervisory union
9920
Open
Home
Administration
Data Submission
Reports
School Info
Provide Feedback
msis.mdek12.org


MSIS
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LEA & School Info
2
LEA Management
School Management
LEA Sharing
Salary Scale
Board Members
Home
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Data Submission
Reports
Students
Data Input
LEA & School Info
Student
Provide Feedback
Melissa Banks
1
LEA Management
LEA Name
LEA Type
LEA Identifier
LEA Operational Status
Actions
Faulkner City School District
Regular public school district that is NOT a component of a supervisory union
9920
Open
3

< Back

LEA & School Info

LEA Management | School Management | LEA Sharing | Salary Scale

LEA Management

* Required Field | Cancel | Save

LEA Information

* LEA Name: Faulkner City School District
Organization Type: LEA
* LEA Type: Regular public school district that is NOT a component of a supervisory union

* LEA Identifier: 9920
NCES Identifier: 2899920
* LEA Operational Status: Open
* Operational Status Effective Date: 01/01/1900

* Charter School: ○ Yes ◉ No
* Reported Federally: ○ Yes ◉ No

Pre-K Eligibility: Select...
Pre-K Eligibility Ages for Non-IDEA Students: Select...

Website: https://faulkner.k12.ms.us
Telephone Number: 555-359-3487

Grades
- ☐ Select All
- ☑ IT
- ☐ PK
- ☐ KG
- ☐ 01
- ☐ 02
- ☐ 03
- ☐ 04
- ☐ 05
- ☐ 06
- ☐ 07
- ☐ 08
- ☐ 09
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ 13
- ☐ AE

MSIS Primary Information

July 29: Manual Input of grade levels required

MSIS Primary Information

First Name: Janes

Last Name: Doe

Email Address: jdoe@mdek12.org

Telephone Number: 601-359-3487

MSIS Secondary Information

First Name: Barbara

Last Name: Young

Email Address: byoung@mdek12.org

Telephone Number: 601-359-3487

Physical Address

* Address Street Number and Name: 22205 Stanhope Street

Apt., Suite, Unit, Building, Floor, Etc.:

* Physical City: Faulkner

* State: Select...

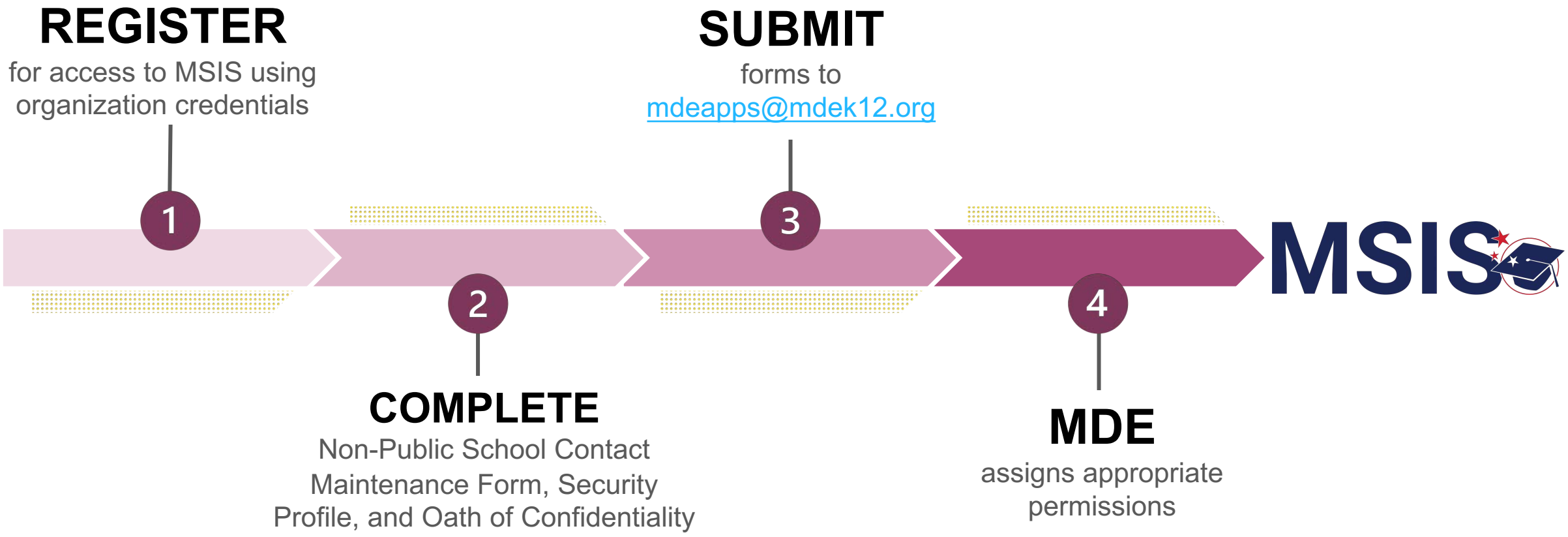
* Zip Code: 98654

* County: Select...

County ANSI Code: 28999

Register for Access

NEW MSIS Primaries or Secondaries



District Maintenance Form

CONTACT MAINTENANCE FORM

LOCAL EDUCATION AGENCY (LEA)

Use this form to add or modify the LEA Superintendent, MSIS Primary, and/or MSIS Secondary Contact Person.
Submit one form per LEA.

LEA Name:

Address:

City, State Zip:

Phone:

Superintendent's Name:

Superintendent's Signature:

Primary MSIS Primary Contact:

Name:

Title:

Phone:

MSIS Primary Signature:

Primary MSIS Secondary Contact:

Name:

Title:

Phone:

MSIS Secondary Signature:

Send completed form to: mdeap

OTSS Office Use Only

Approved By:

OATH OF CONFIDENTIALITY AND
NON-DISCLOSURE OF RELEASED INFORMATION

MUST BE COMPLETED BY ALL MSIS USERS

I understand that the data maintained by the Mississippi Student Information System (MSIS) is sensitive and confidential. I acknowledge the access to and release of information from MDE Systems is governed by the Family Educational Rights and Privacy Act of 1974 and Section 37-15-1, et seq. of the Mississippi Code of 1972, Annotated, as amended. I further acknowledge that this data may only be accessed and used for legitimate educational interests and is **sensitive, confidential, and not subject to disclosure.**

I agree that I shall not release MSIS data unless authorized to do so according to applicable laws, rules and regulations, neither shall I access and use the information contained therein except for legitimate educational interests.

I acknowledge that I fully understand that the release by me of this information to any unauthorized person could subject me to disciplinary action including termination and/or criminal and civil penalties imposed by law.

Signature: _____
*(Sign in **blue** ink.)*

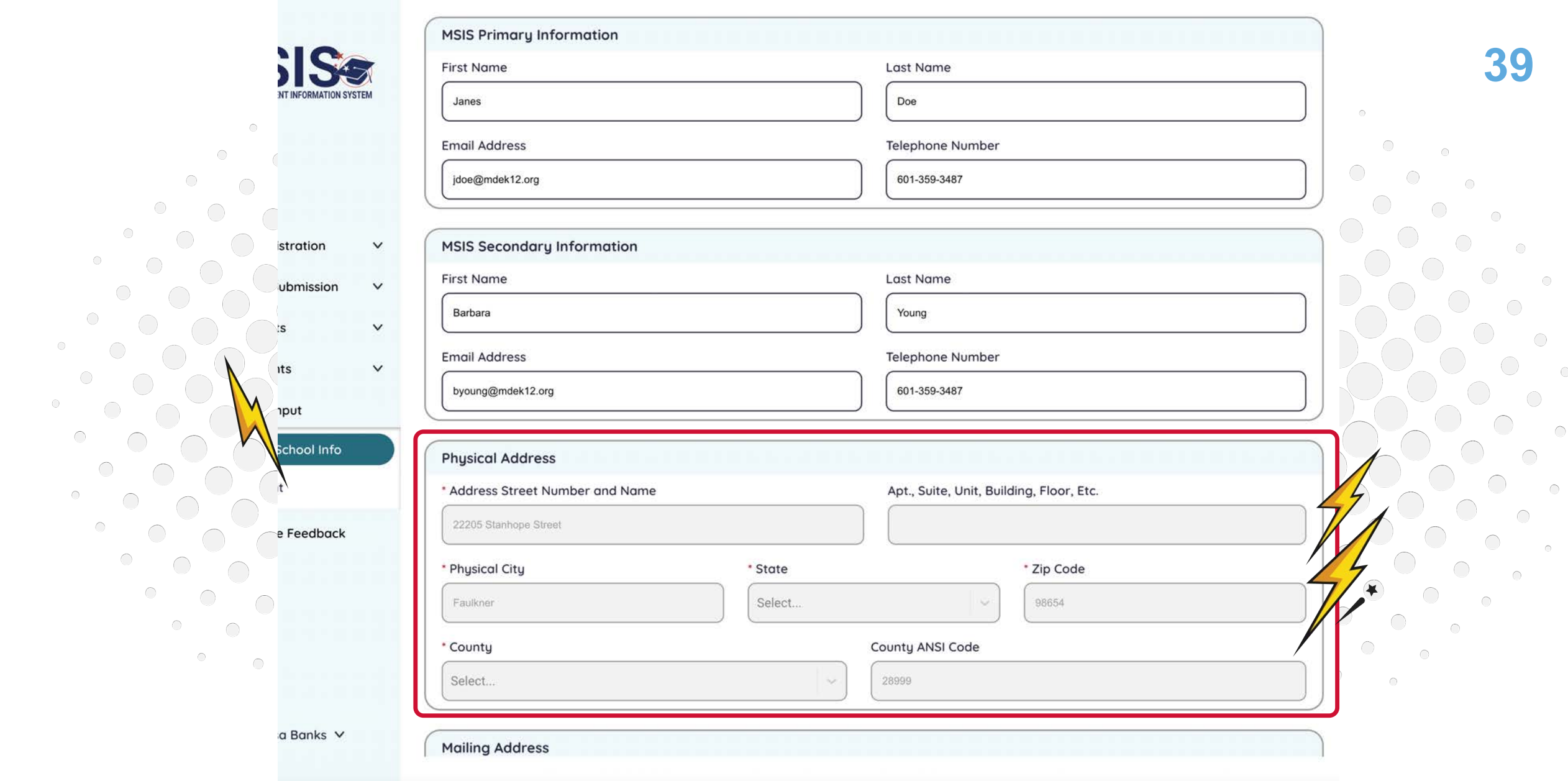
Printed Name: _____

Title: _____

LEA/School Name: _____

Date: _____

- **Complete the MSIS Contact Maintenance Form** to change or update MSIS Primary or Secondary information.
- **Complete** the Oath of Confidentiality.
- **Submit** all forms to mdeapps@mdek12.org.


NT INFORMATION SYSTEM
istration
ubmission
ts
nts
nput
School Info
t
e Feedback
a Banks
MSIS Primary Information
First Name
Janes
Last Name
Doe
Email Address
jdoe@mdek12.org
Telephone Number
601-359-3487
MSIS Secondary Information
First Name
Barbara
Last Name
Young
Email Address
byoung@mdek12.org
Telephone Number
601-359-3487
Physical Address
* Address Street Number and Name
22205 Stanhope Street
Apt., Suite, Unit, Building, Floor, Etc.
* Physical City
Faulkner
* State
Select...
* Zip Code
98654
* County
Select...
County ANSI Code
28999
Mailing Address

22205 Stanhope Street

* Physical City: Faulkner
* State: Select...
* Zip Code: 98654
* County: Select...
County ANSI Code: 28999

Mailing Address

* Address Street Number and Name: 22205 Stanhope Street
Apt., Suite, Unit, Building, Floor, Etc.:
* City: Faulkner
* State: Select...
* Zip Code: 98654
* County: Select...
County ANSI Code: 28999

Review LEA Management screen

- Update MSIS Primary & Secondary and grade levels as needed
- Ensure other data is accurate in the SIS

School Management

Displays the demographic information for the school, including the School Type, Grades Offered, Operational Status, website, physical and mailing addresses, Schedule Type*, and the school MSIS Contact information*.

Data Impact

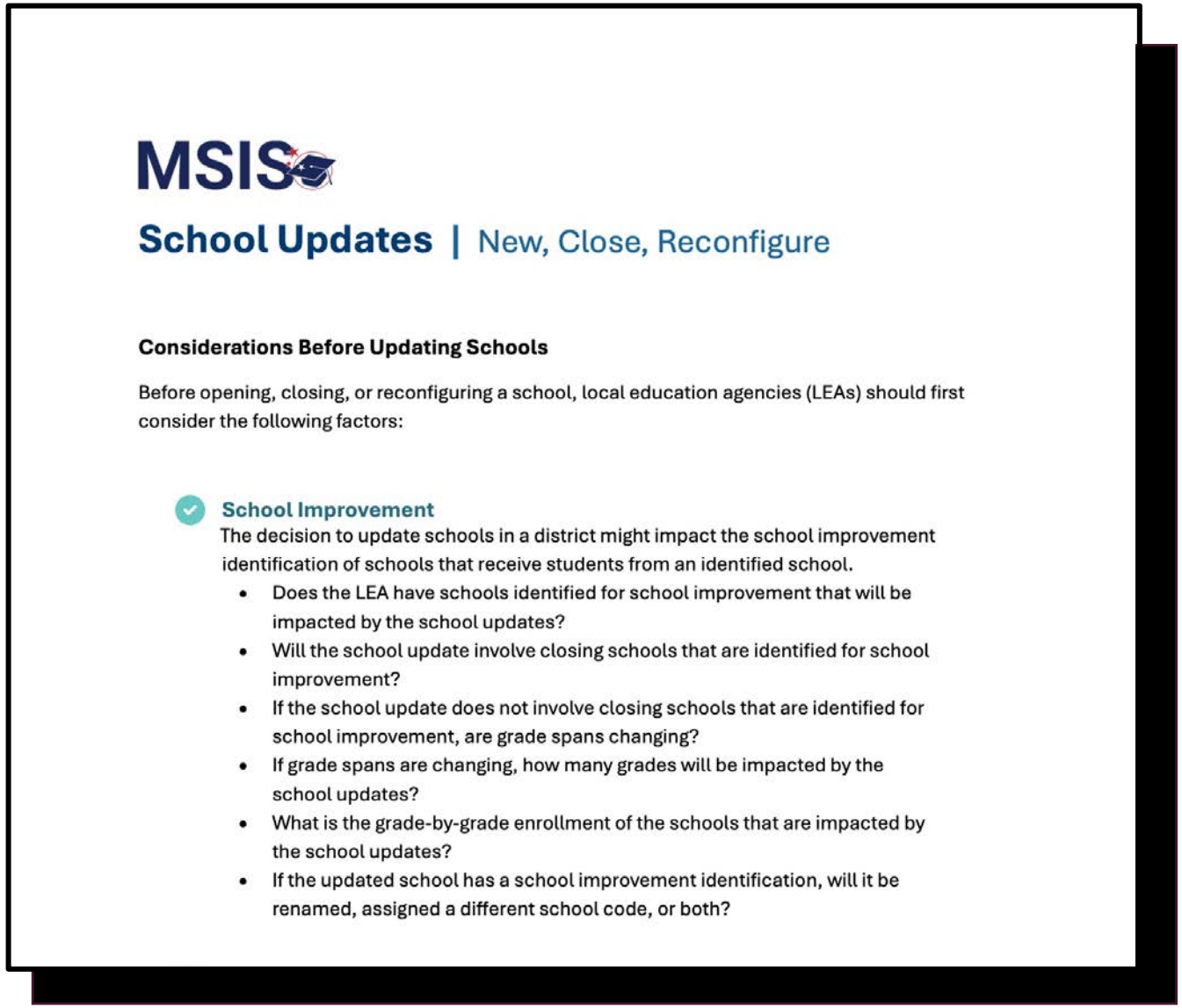
State & Federal Reporting
Student Ownership (MSIS Primary contact info)

Data Source

SIS (API nightly)
Manual input (as needed)

*Coming Soon

Only MDE Staff can Create or Close schools on the School Management screen.



MSIS

School Updates | New, Close, Reconfigure

Considerations Before Updating Schools

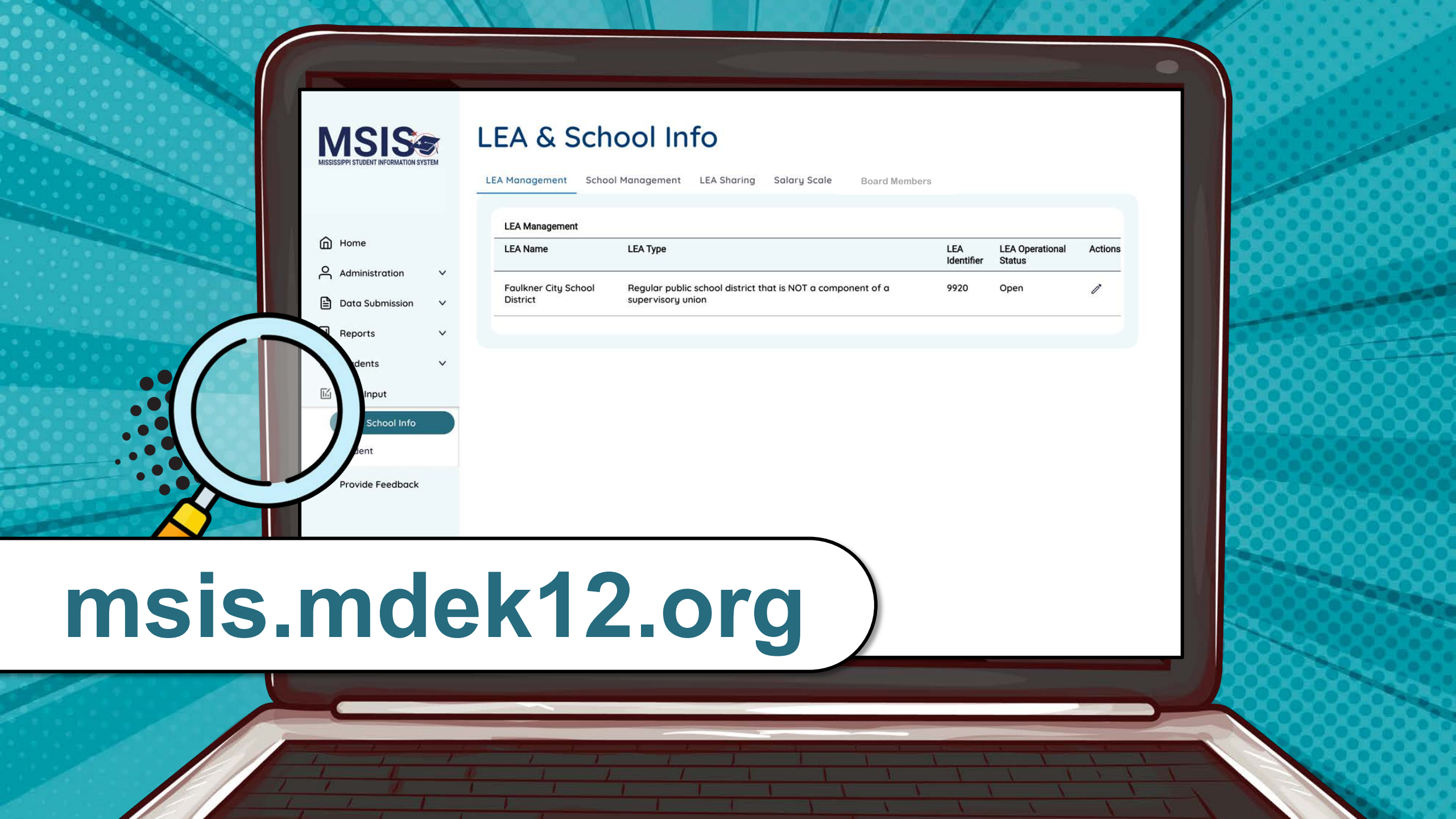
Before opening, closing, or reconfiguring a school, local education agencies (LEAs) should first consider the following factors:

School Improvement

The decision to update schools in a district might impact the school improvement identification of schools that receive students from an identified school.

- Does the LEA have schools identified for school improvement that will be impacted by the school updates?
- Will the school update involve closing schools that are identified for school improvement?
- If the school update does not involve closing schools that are identified for school improvement, are grade spans changing?
- If grade spans are changing, how many grades will be impacted by the school updates?
- What is the grade-by-grade enrollment of the schools that are impacted by the school updates?
- If the updated school has a school improvement identification, will it be renamed, assigned a different school code, or both?

Detailed Manual, Guidance, and FAQs: School Updates (New, Close, Reconfigure)


MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
LEA & School Info
LEA Management
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LEA Sharing
Salary Scale
Board Members
LEA Management
LEA Name
LEA Type
LEA Identifier
LEA Operational Status
Actions
Faulkner City School District
Regular public school district that is NOT a component of a supervisory union
9920
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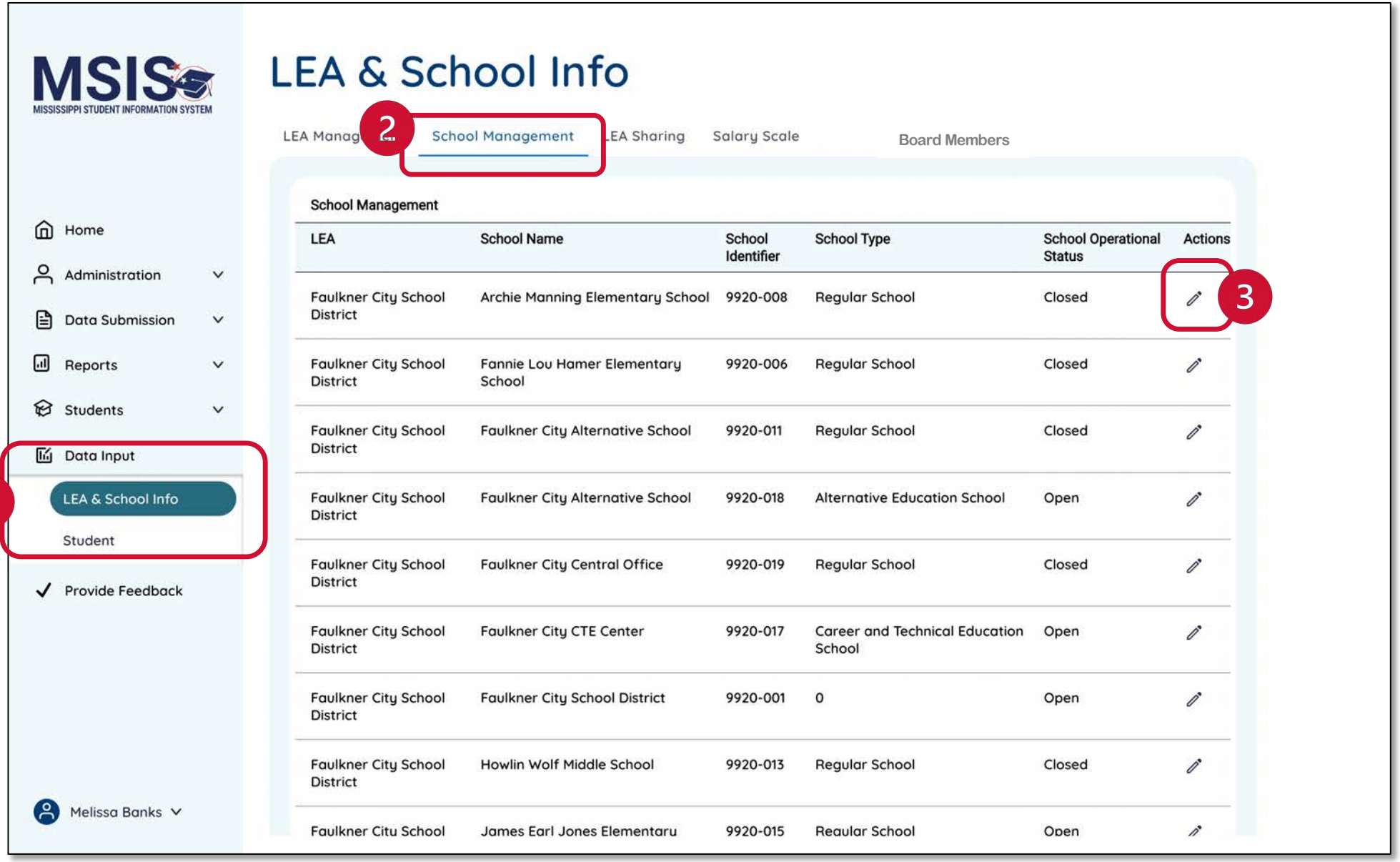
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School Management
LEA Sharing
Salary Scale
Board Members
Home
Administration
Data Submission
Reports
Students
Data Input
LEA & School Info
Student
Provide Feedback
Melissa Banks
1
3
School Management
LEA
School Name
School Identifier
School Type
School Operational Status
Actions
Faulkner City School District
Archie Manning Elementary School
9920-008
Regular School
Closed
Faulkner City School District
Fannie Lou Hamer Elementary School
9920-006
Regular School
Closed
Faulkner City School District
Faulkner City Alternative School
9920-011
Regular School
Closed
Faulkner City School District
Faulkner City Alternative School
9920-018
Alternative Education School
Open
Faulkner City School District
Faulkner City Central Office
9920-019
Regular School
Closed
Faulkner City School District
Faulkner City CTE Center
9920-017
Career and Technical Education School
Open
Faulkner City School District
Faulkner City School District
9920-001
0
Open
Faulkner City School District
Howlin Wolf Middle School
9920-013
Regular School
Closed
Faulkner City School
James Earl Jones Elementaru
9920-015
Regular School
Open

July 29:
Manual Input of grade levels required

LEA Management | School Management | LEA Sharing | Salary Scale

School Management

* Required Field | Cancel | Save

School Information

* Name of Institution: Archie Manning Elementary School
* School Identifier: 9920 - 008
LEA Identifier: 9920

* School Type: Regular School
* Reported Federally: (•) Yes ( ) No
ACT Identifier:
NCES Identifier: 0002253

* Charter School: ( ) Yes (•) No
* Charter School Type: Not a Charter School
* School Operational Status: Closed
* Operational Status Effective Date: 07/01/2004

Website: https://faulkner.k12.ms.us
Telephone Number: 221-262-5008

Grades
[ ] Select All [ ] IT [ ] PK [ ] KG [ ] 01
[ ] 02 [ ] 03 [ ] 04 [ ] 05 [ ] 06
[ ] 07 [ ] 08 [ ] 09 [ ] 10 [ ] 11
[ ] 12 [ ] 13 [ ] AE

Magnet School: ( ) Yes (•) No
Virtual School: ( ) Yes (•) No

* Schedule Type
Select the schedule type that best describes the schedule for a majority of the courses in the school.

MSIS School Contact Information

Position Title

First Name

Last Name

Suite 200

Email Address

Telephone Number

Physical Address

* Address Street Number and Name

8181 Grand Avenue

Apt., Suite, Unit, Building, Floor, Etc.

* City

Faulkner

* State

Select...

* Zip Code

33156

* County

Select...

County ANSI Code

44

Mailing Address

* Address Street Number and Name

8181 Grand Avenue

Apt., Suite, Unit, Building, Floor, Etc.

* City

Faulkner

* State

Select...

* Zip Code

33156

Review School Management screen

- Update MSIS School contacts and grade levels as needed
- Ensure other data is accurate in the SIS
- If schools do not exist in the SIS, submit a ticket to mdeapps@mdek12.org to update school information.

Salary Scale

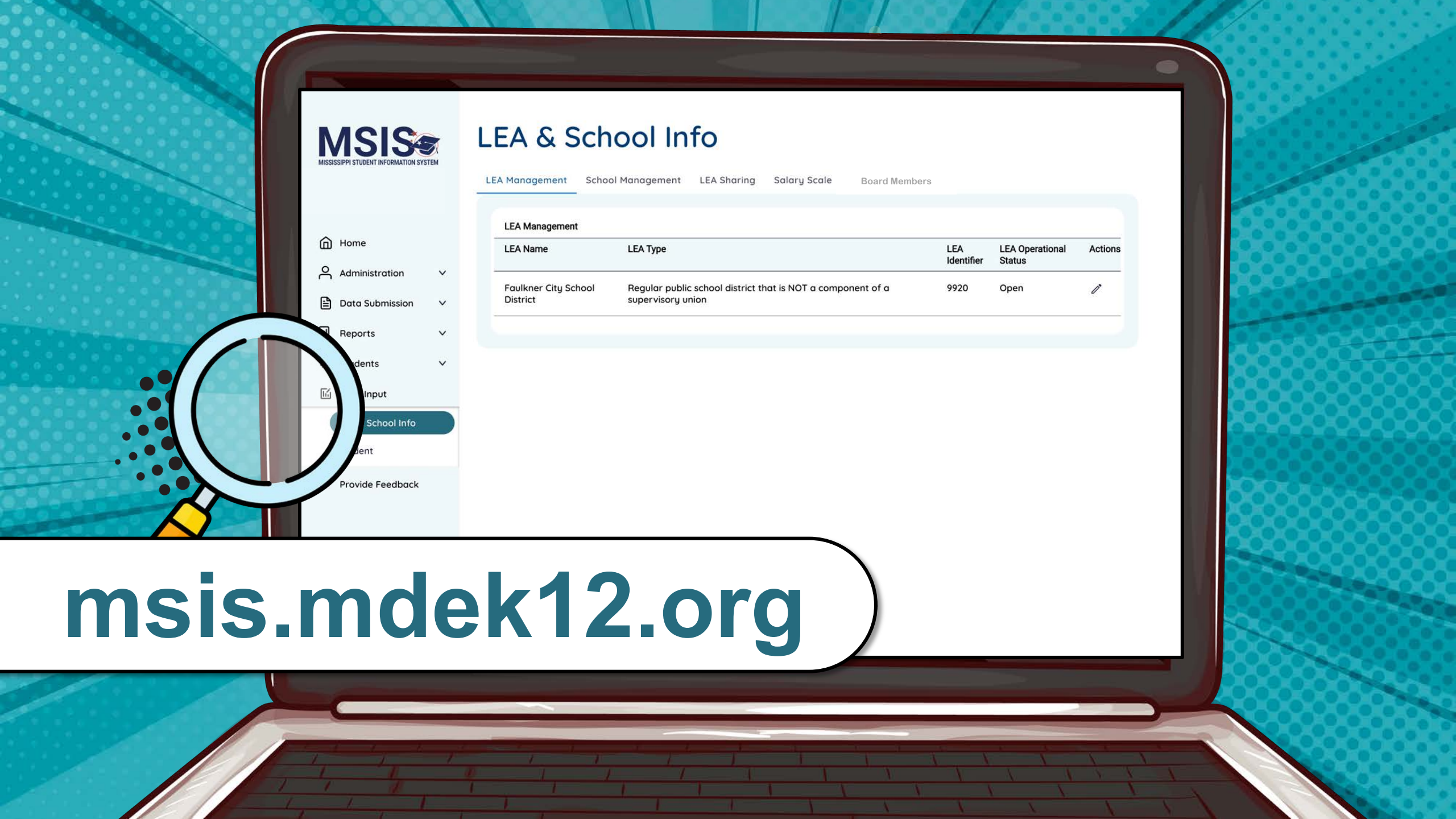
Records the LEA's salary scale for employees paid on the state-approved salary scale. Minimum pay scale values are prepopulated.

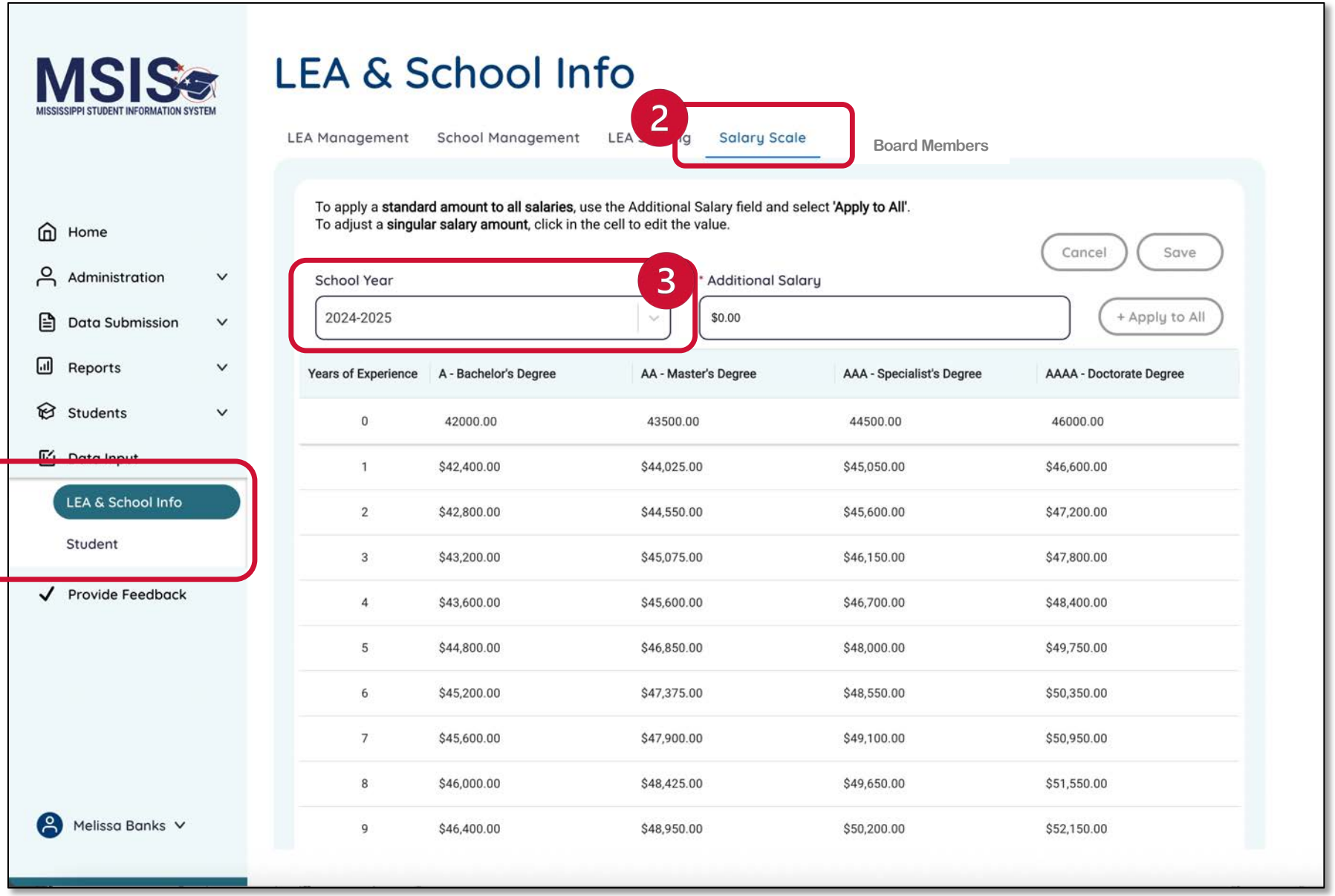
Data Impact

Personnel
Finance

Data Source

Manual Input (as needed)


MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
LEA & School Info
LEA Management
School Management
LEA Sharing
Salary Scale
Board Members
LEA Management
LEA Name
LEA Type
LEA Identifier
LEA Operational Status
Actions
Faulkner City School District
Regular public school district that is NOT a component of a supervisory union
9920
Open
Home
Administration
Data Submission
Reports
School Info
Provide Feedback
msis.mdek12.org


MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
LEA & School Info
LEA Management
School Management
Salary Scale
Board Members
2
To apply a standard amount to all salaries, use the Additional Salary field and select 'Apply to All'.
To adjust a singular salary amount, click in the cell to edit the value.
Cancel
Save
School Year
2024-2025
3
* Additional Salary
$0.00
+ Apply to All
Home
Administration
Data Submission
Reports
Students
LEA & School Info
Student
Provide Feedback
1
Melissa Banks
Years of Experience
A - Bachelor's Degree
AA - Master's Degree
AAA - Specialist's Degree
AAAA - Doctorate Degree
0 42000.00 43500.00 44500.00 46000.00
1 $42,400.00 $44,025.00 $45,050.00 $46,600.00
2 $42,800.00 $44,550.00 $45,600.00 $47,200.00
3 $43,200.00 $45,075.00 $46,150.00 $47,800.00
4 $43,600.00 $45,600.00 $46,700.00 $48,400.00
5 $44,800.00 $46,850.00 $48,000.00 $49,750.00
6 $45,200.00 $47,375.00 $48,550.00 $50,350.00
7 $45,600.00 $47,900.00 $49,100.00 $50,950.00
8 $46,000.00 $48,425.00 $49,650.00 $51,550.00
9 $46,400.00 $48,950.00 $50,200.00 $52,150.00

LEA & School Info

LEA Management | School Management | LEA Sharing | Salary Scale | Board Members

To apply a **standard amount to all salaries**, use the Additional Salary field and select **'Apply to All'**.
To adjust a **singular salary amount**, click in the cell to edit the value.

Cancel | Save

School Year: 2024-2025

* Additional Salary: $0.00

+ Apply to All

Years of Experience	A - Bachelor's Degree	AA - Master's Degree	AAA - Specialist's Degree	AAAA - Doctorate Degree
0	$42,000.00	$43,500.00	$44,500.00	$46,000.00
1	$42,400.00	$44,025.00	$45,050.00	$46,600.00
2	$42,800.00	$44,550.00	$45,600.00	$47,200.00
3	$43,200.00	$45,075.00	$46,150.00	$47,800.00
4	$43,600.00	$45,600.00	$46,700.00	$48,400.00
5	$44,800.00	$46,850.00	$48,000.00	$49,750.00
6	$45,200.00	$47,375.00	$48,550.00	$50,350.00
7	$45,600.00	$47,900.00	$49,100.00	$50,950.00
8	$46,000.00	$48,425.00	$49,650.00	$51,550.00
9	$46,400.00	$48,950.00	$50,200.00	$52,150.00

LEA & School Info

LEA Management | School Management | LEA Sharing | Salary Scale | Board Members

To apply a **standard amount to all salaries**, use the Additional Salary field and select **'Apply to All'**.
To adjust a **singular salary amount**, click in the cell to edit the value.

Cancel | Save

School Year: 2024-2025

* Additional Salary: 2,000

+ Apply to All

Years of Experience	A - Bachelor's Degree	AA - Master's Degree	AAA - Specialist's Degree	AAAA - Doctorate Degree
0	$42,000.00	$43,500.00	$44,500.00	$46,000.00
1	$42,400.00	$44,025.00	$45,050.00	$46,600.00
2	$42,800.00	$44,550.00	$45,600.00	$47,200.00
3	$43,200.00	$45,075.00	$46,150.00	$47,800.00
4	$43,600.00	$45,600.00	$46,700.00	$48,400.00
5	$44,800.00	$46,850.00	$48,000.00	$49,750.00
6	$45,200.00	$47,375.00	$48,550.00	$50,350.00
7	$45,600.00	$47,900.00	$49,100.00	$50,950.00
8	$46,000.00	$48,425.00	$49,650.00	$51,550.00
9	$46,400.00	$48,950.00	$50,200.00	$52,150.00

LEA & School Info

LEA Management | School Management | LEA Sharing | Salary Scale | Board Members

To apply a **standard amount to all salaries**, use the Additional Salary field and select **'Apply to All'**.
To adjust a **singular salary amount**, click in the cell to edit the value.

Cancel | Save

School Year: 2024-2025

* Additional Salary: $0.00 | + Apply to All

Years of Experience	A - Bachelor's Degree	AA - Master's Degree	AAA - Specialist's Degree	AAAA - Doctorate Degree
0	$42,000.00	$43,500.00	$44,500.00	$46,000.00
1	$42,400.00	$44,025.00	$45,050.00	$46,600.00
2	$42,800.00	$44,550.00	$45,600.00	$47,200.00
3	$43,200.00	$45,075.00	$46,150.00	$47,800.00
4	$43,600.00	$45,600.00	$46,700.00	$48,400.00
5	$44,800.00	$46,850.00	$48,000.00	$49,750.00
6	$45,200.00	$47,375.00	$48,550.00	$50,350.00
7	$45,600.00	$47,900.00	$49,100.00	$50,950.00
8	$46,000.00	$48,425.00	$49,650.00	$51,550.00
9	$46,400.00	$48,950.00	$50,200.00	$52,150.00

Double click in cell to edit individual amount

LEA & School Info

LEA Management | School Management | LEA Sharing | Salary Scale | Board Members

To apply a **standard amount to all salaries**, use the Additional Salary field and select **'Apply to All'**.
To adjust a **singular salary amount**, click in the cell to edit the value.

Cancel | Save

School Year: 2024-2025

* Additional Salary: $0.00 | + Apply to All

Years of Experience	A - Bachelor's Degree	AA - Master's Degree	AAA - Specialist's Degree	AAAA - Doctorate Degree
0	42000.00	43500.00	4800.00	46000.00
1	$42,400.00	$44,025.00		
2	$42,800.00	$44,550.00		
3	$43,200.00	$45,075.00	$46,150.00	$47,800.00
4	$43,600.00	$45,600.00	$46,700.00	$48,400.00
5	$44,800.00	$46,850.00	$48,000.00	$49,750.00
6	$45,200.00	$47,375.00	$48,550.00	$50,350.00
7	$45,600.00	$47,900.00	$49,100.00	$50,950.00
8	$46,000.00	$48,425.00	$49,650.00	$51,550.00
9	$46,400.00	$48,950.00	$50,200.00	$52,150.00

Selected value cannot be lower than the State minimum salary $44,000

LEA & School Info

LEA Management | School Management | LEA Sharing | Salary Scale | Board Members

To apply a **standard amount to all salaries**, use the Additional Salary field and select **'Apply to All'**.
To adjust a **singular salary amount**, click in the cell to edit the value.

Cancel | Save

School Year: 2024-2025

* Additional Salary: 2,000

+ Apply to All

Years of Experience	A - Bachelor's Degree	AA - Master's Degree	AAA - Specialist's Degree	AAAA - Doctorate Degree
0	42000.00	43500.00	48,000.00	46000.00
1	$42,400.00	$44,025.00	$45,050.00	$46,600.00
2	$42,800.00	$44,550.00	$45,600.00	$47,200.00
3	$43,200.00	$45,075.00	$46,150.00	$47,800.00
4	$43,600.00	$45,600.00	$46,700.00	$48,400.00
5	$44,800.00	$46,850.00	$48,000.00	$49,750.00
6	$45,200.00	$47,375.00	$48,550.00	$50,350.00
7	$45,600.00	$47,900.00	$49,100.00	$50,950.00
8	$46,000.00	$48,425.00	$49,650.00	$51,550.00
9	$46,400.00	$48,950.00	$50,200.00	$52,150.00

Salary Scale

- Salary Scale must be entered each year
- Select 2025-2026 from the drop-down (beginning July 1) to enter new school year data.

Board Members

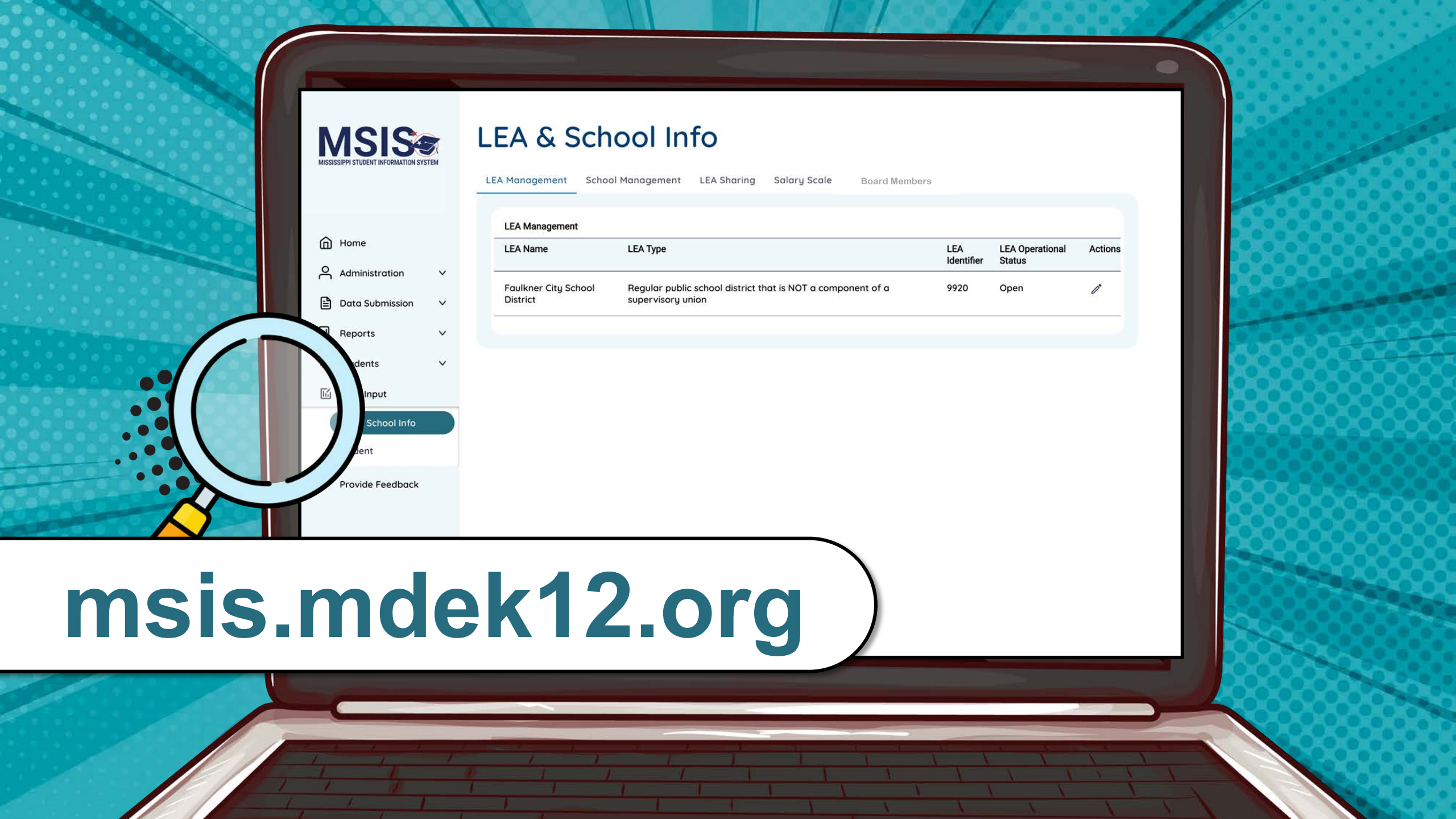
Records active Board Members and their contact information for each school year.

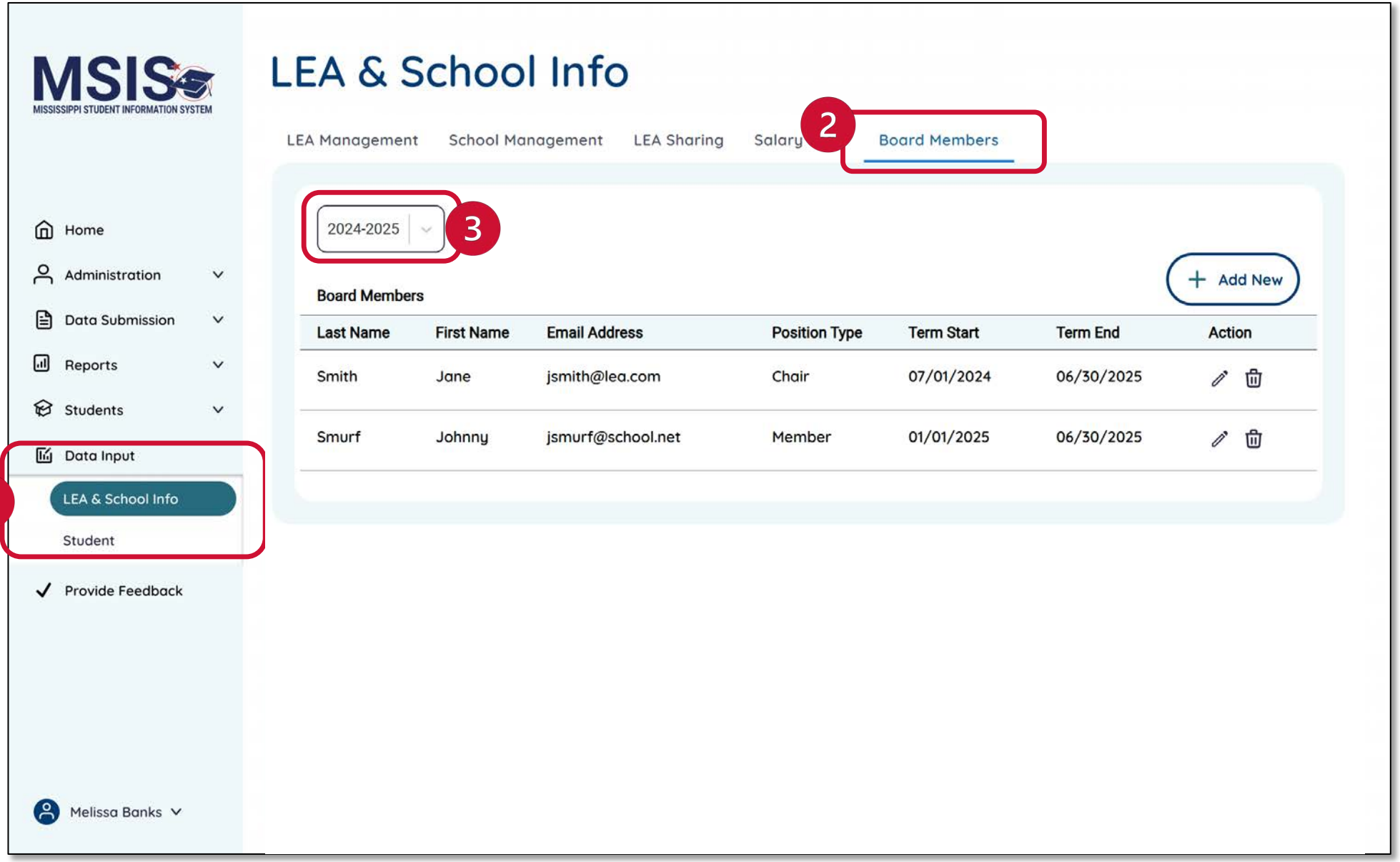
Data Impact

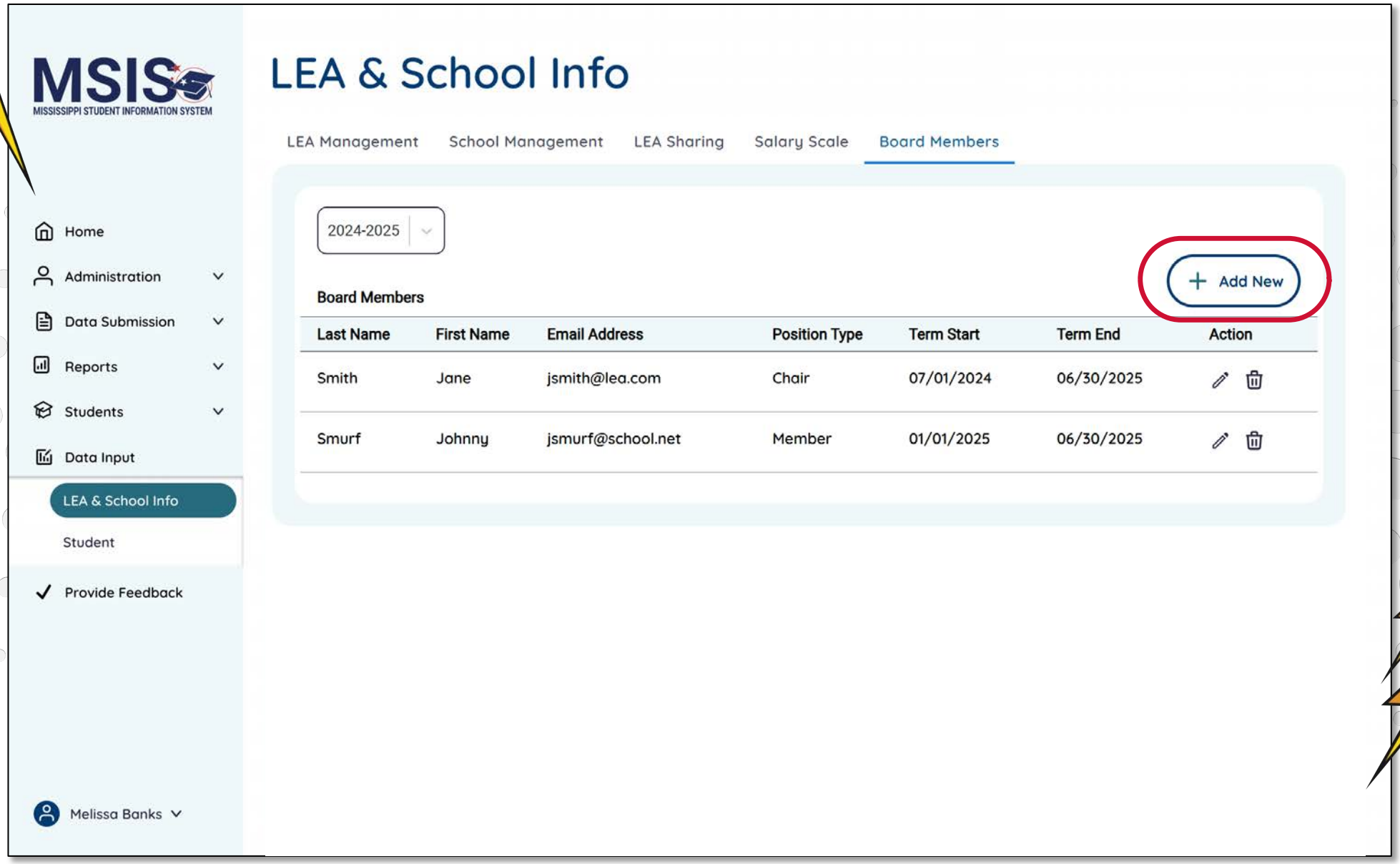
Accreditation

Data Source

Manual input (as needed)


MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
LEA & School Info
LEA Management
School Management
LEA Sharing
Salary Scale
Board Members
LEA Management
LEA Name
LEA Type
LEA Identifier
LEA Operational Status
Actions
Faulkner City School District
Regular public school district that is NOT a component of a supervisory union
9920
Open
Home
Administration
Data Submission
Reports
School Info
Provide Feedback
msis.mdek12.org


MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
LEA & School Info
LEA Management
School Management
LEA Sharing
Salary
Board Members
2
Home
Administration
Data Submission
Reports
Students
Data Input
LEA & School Info
Student
1
Provide Feedback
Melissa Banks
2024-2025
3
Add New
Board Members
Last Name
First Name
Email Address
Position Type
Term Start
Term End
Action
Smith
Jane
jsmith@lea.com
Chair
07/01/2024
06/30/2025
Smurf
Johnny
jsmurf@school.net
Member
01/01/2025
06/30/2025


MSIS
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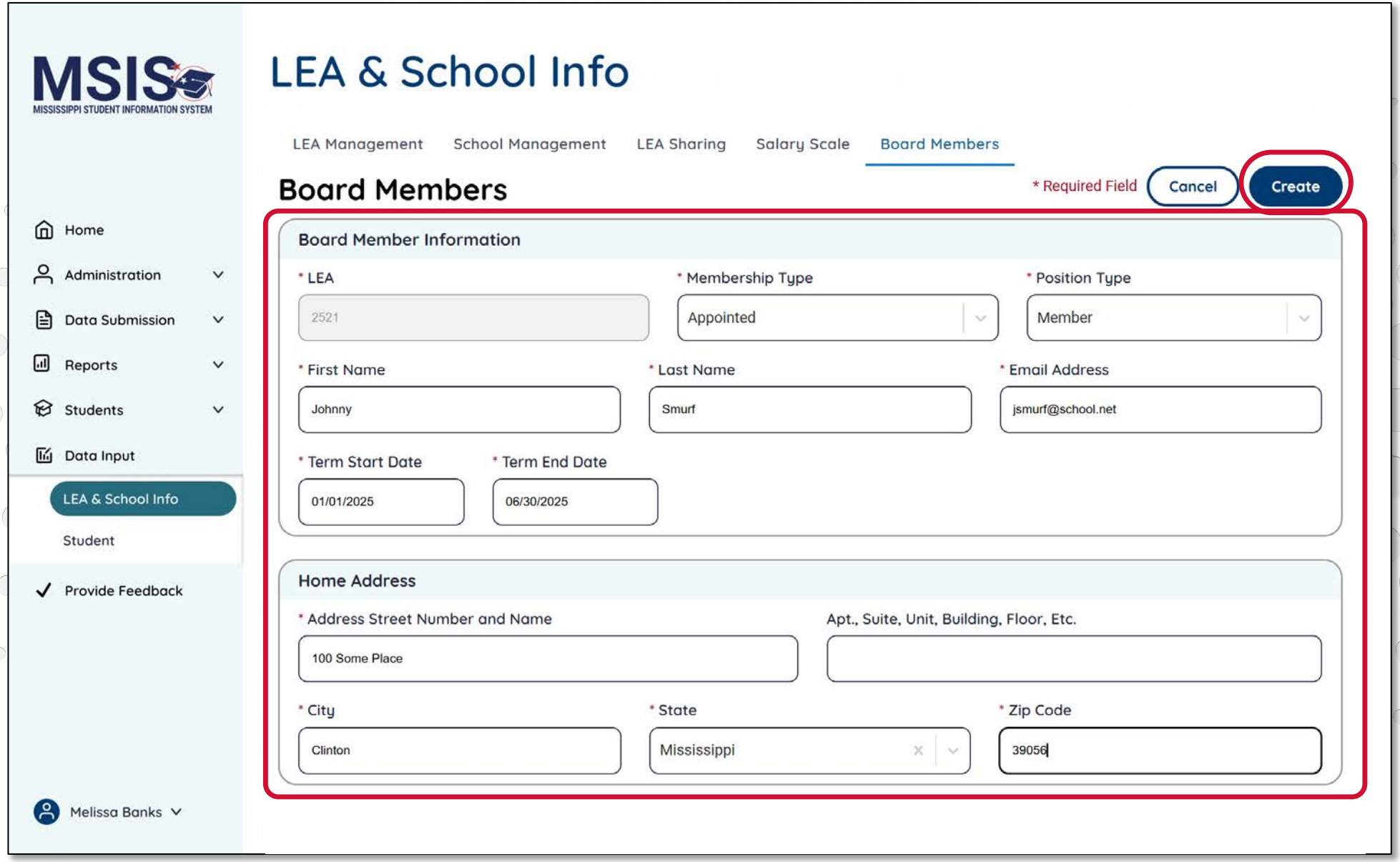
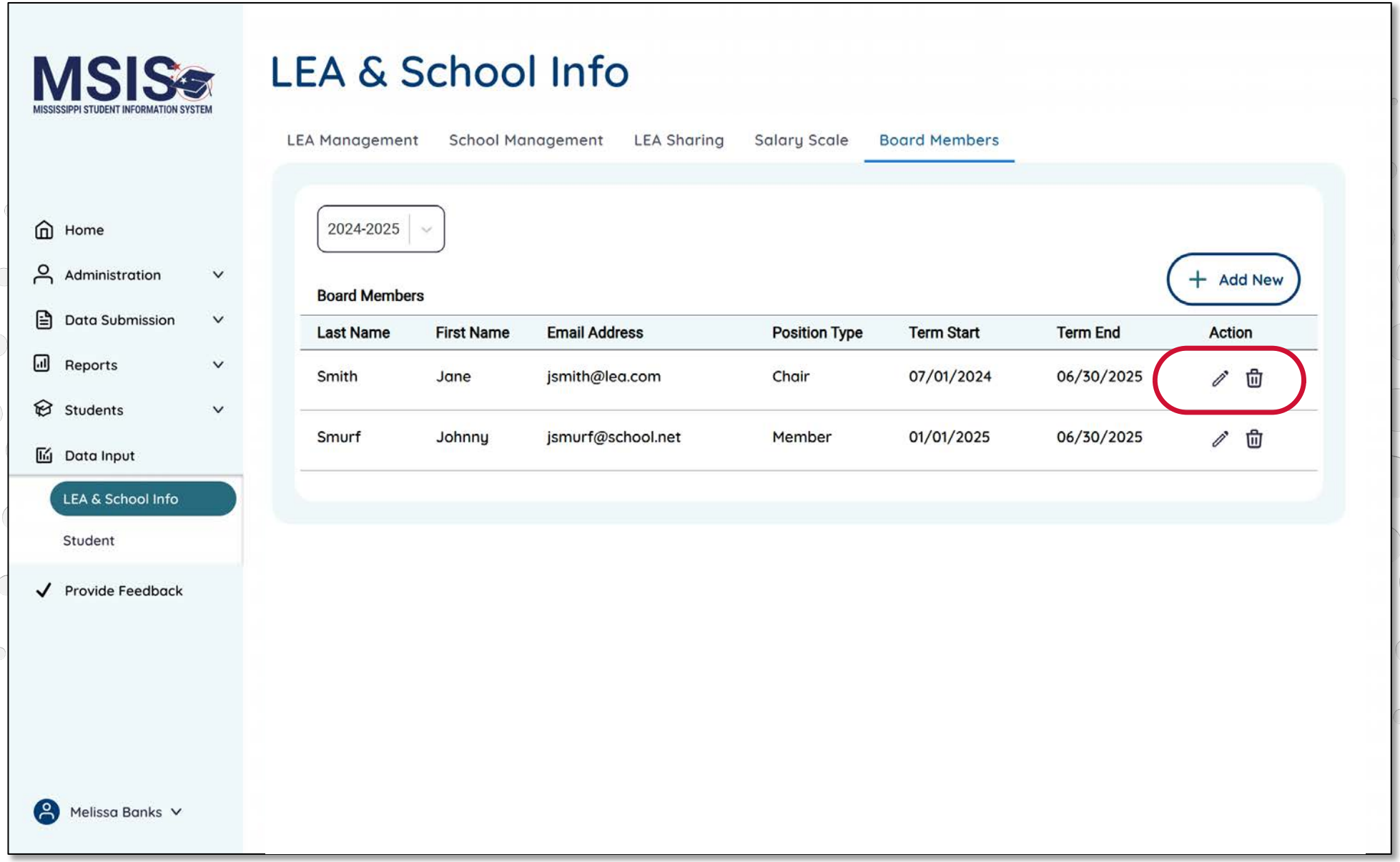
LEA & School Info
LEA Management
School Management
LEA Sharing
Salary Scale
Board Members
Home
Administration
Data Submission
Reports
Students
Data Input
LEA & School Info
Student
Provide Feedback
Melissa Banks
2024-2025
Add New
Board Members
Last Name
First Name
Email Address
Position Type
Term Start
Term End
Action
Smith
Jane
jsmith@lea.com
Chair
07/01/2024
06/30/2025
Smurf
Johnny
jsmurf@school.net
Member
01/01/2025
06/30/2025


MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
LEA & School Info
LEA Management
School Management
LEA Sharing
Salary Scale
Board Members
Board Members
* Required Field
Cancel
Create
Home
Administration
Data Submission
Reports
Students
Data Input
LEA & School Info
Student
Provide Feedback
Melissa Banks
Board Member Information
* LEA
2521
* Membership Type
Appointed
* Position Type
Member
* First Name
Johnny
* Last Name
Smurf
* Email Address
jsmurf@school.net
* Term Start Date
01/01/2025
* Term End Date
06/30/2025
Home Address
* Address Street Number and Name
100 Some Place
Apt., Suite, Unit, Building, Floor, Etc.
* City
Clinton
* State
Mississippi
* Zip Code
39056


MSIS
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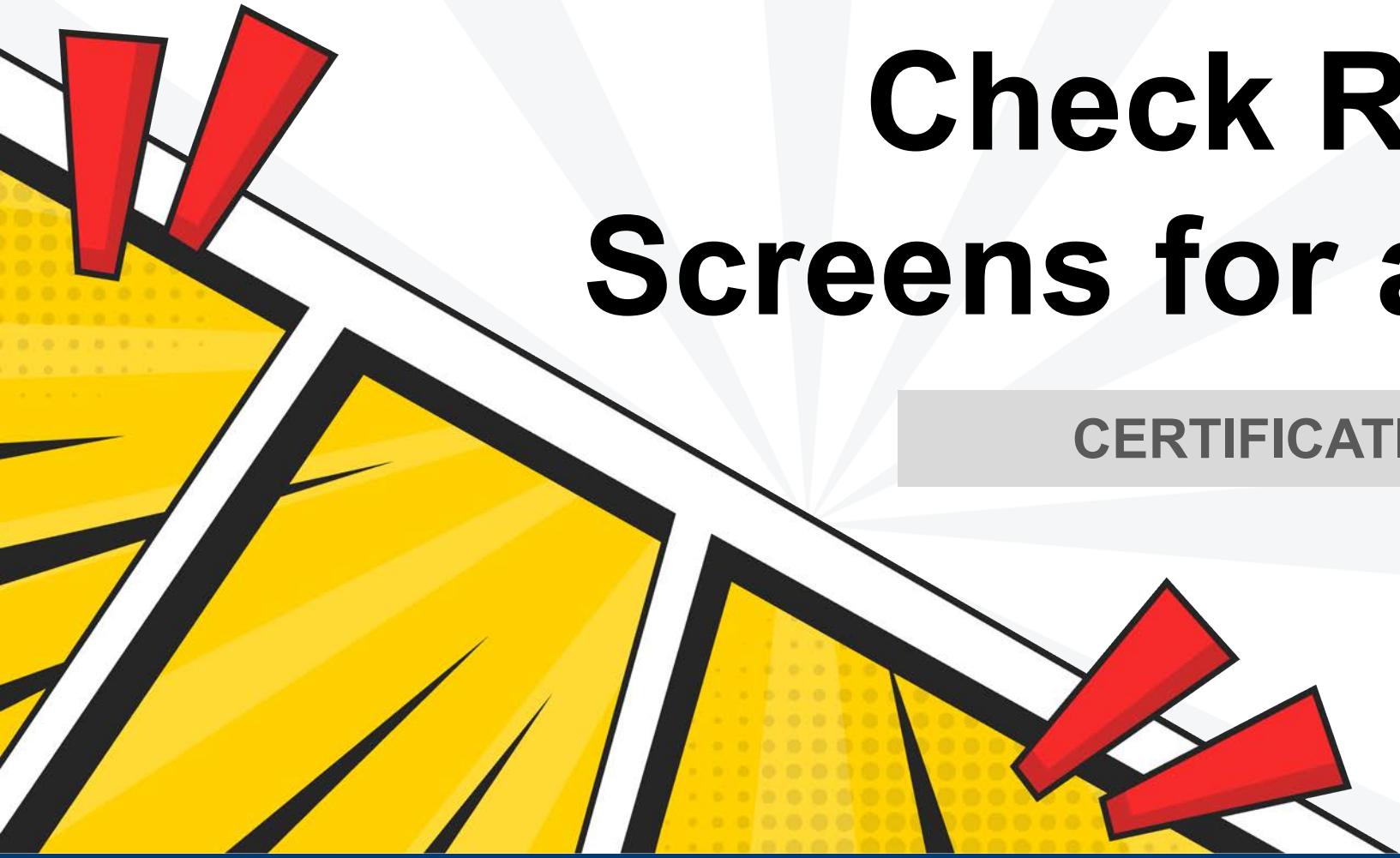
LEA Management
School Management
LEA Sharing
Salary Scale
Board Members
Home
Administration
Data Submission
Reports
Students
Data Input
LEA & School Info
Student
Provide Feedback
Melissa Banks
2024-2025
Add New
Board Members
Last Name
First Name
Email Address
Position Type
Term Start
Term End
Action
Smith
Jane
jsmith@lea.com
Chair
07/01/2024
06/30/2025
Smurf
Johnny
jsmurf@school.net
Member
01/01/2025
06/30/2025

Board Members

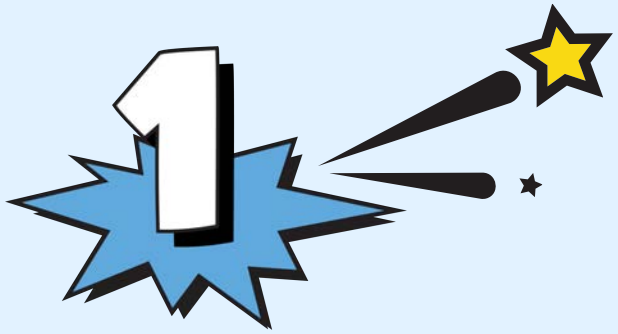
- Board Members must be entered each year
- Select 2025-2026 from the drop-down (beginning July 1) to enter new school year data.

Check Reports & Screens for accuracy

CERTIFICATION PROCESS



MISSISSIPPI DEPARTMENT OF EDUCATION



Clear any errors for the reporting period.

Check warnings for the reporting period.

Review MSIS Reports & Manual Input screens for accuracy.

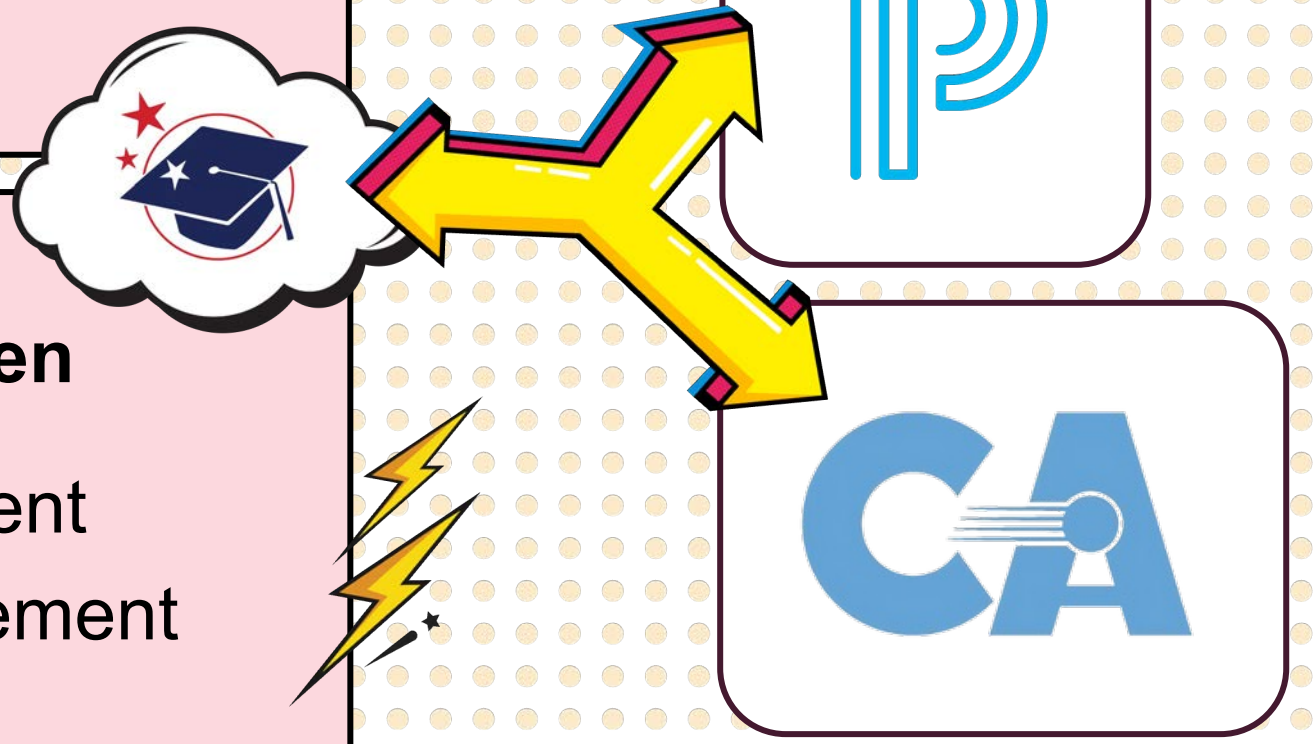
Compare with any corresponding SIS reports.

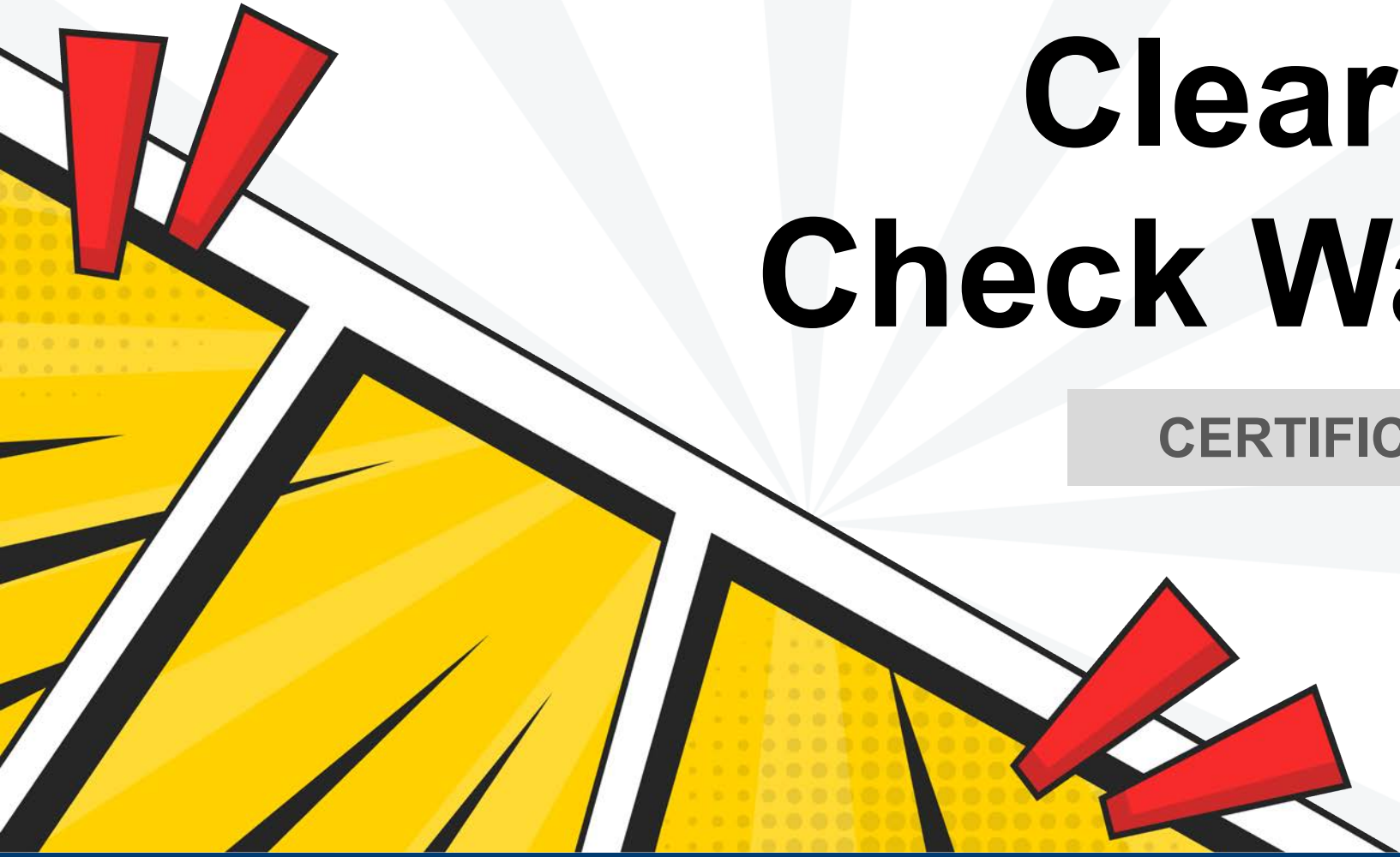
Organization Reports

- Calendar

Organization Manual Entry Screen

- LEA Management
- School Management

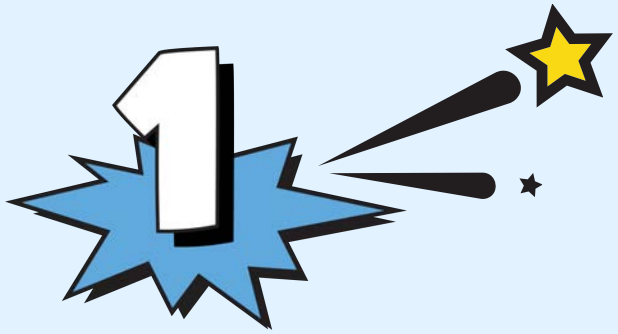




Clear Errors, Check Warnings

CERTIFICATION PROCESS

MISSISSIPPI DEPARTMENT OF EDUCATION



Clear any errors for the reporting period.

Check warnings for the reporting period.

Review MSIS Reports & Manual Input screens for accuracy.

Compare with any corresponding SIS reports.

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

- Home
- Administration
- Data Submission
- Reports
- Students
- Data Input

Melissa Banks

Test District Name

294 Errors	89 Errors	7 Errors	32 Errors	462 Errors	354 Errors
Attendance	Career and Technical	Enrollment	Organization	Course Section	Discipline
221 Errors	64 Errors	72 Errors	94 Errors	156 Errors	
Personnel	Special Education	Federal Programs	Student Demographics	Academic Record	

MISSISSIPPI DEPARTMENT OF EDUCATION

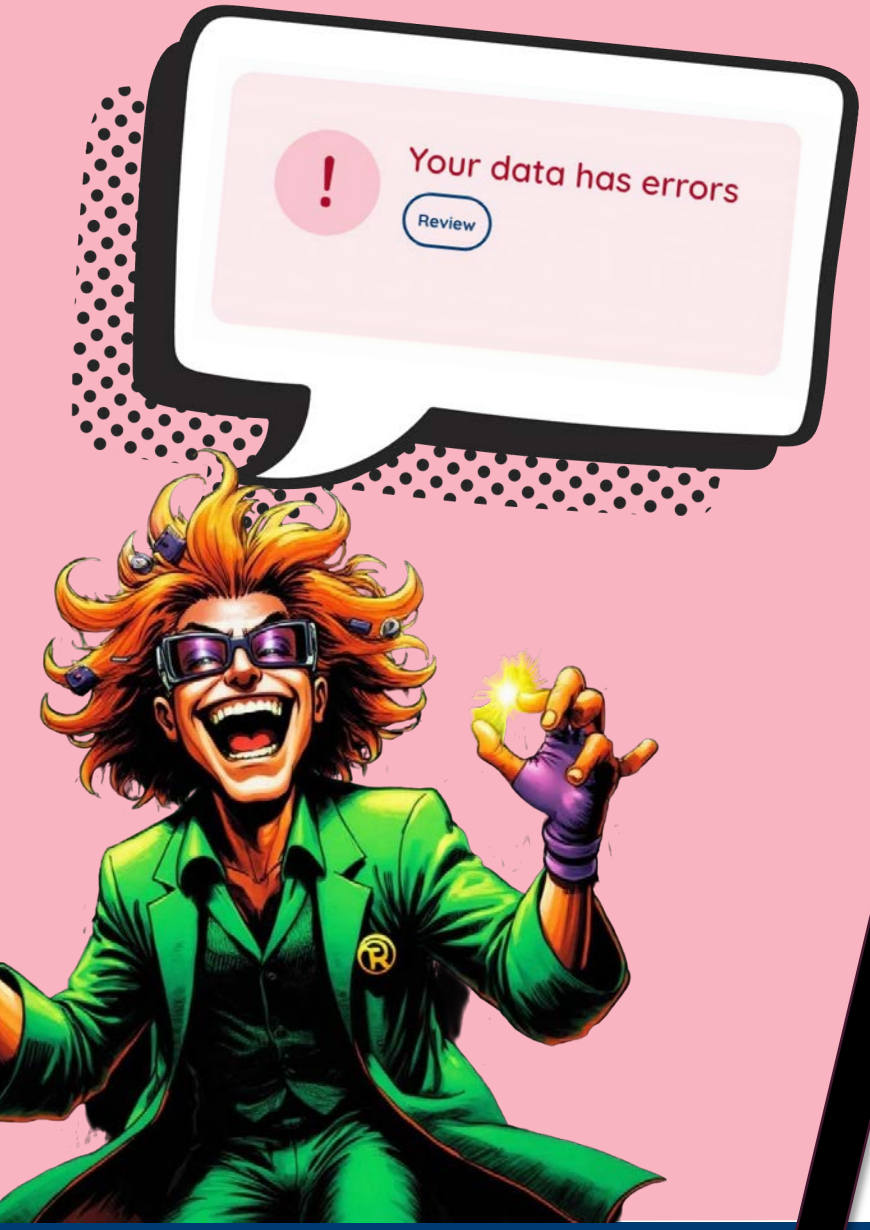
DATA QUALITY DASHBOARD: **ORGANIZATION**

Business Rule	Error/ Warning	Tab Name	Description	Resolution
60% Days	Warning	60% Days	There are more than 2 late arrival/early dismissal days reported for the school year.	There are more than two (2) late arrival or early dismissal days being reported for this school year. Late arrival/early dismissal days are 60% days. If this is not correct, update the calendar in your SIS.
Event Date	Error	Event Date	The event date does not fall within the school calendar.	Ensure the event date is within the school calendar year in your SIS.
Instructional Days	Warning	Instructional Days	Instructional days are less than 180 days.	The number of instructional days are less than 180 days for the school year including 60% days. If this is not correct, update the calendar in your SIS.
Calendar	Error	Calendar	Calendar data is not being reported for an active school.	Ensure calendar data has been entered for all active schools in your SIS.
Session Dates	Error	Session Dates	Session begin or end date is outside of school year dates.	Ensure the session begin date and session end date are within the school year in your SIS.
Mailing Address	Error	Mailing Address	Mailing address is incomplete.	Ensure the mailing address is complete in your SIS. The mailing address must include the street address, city, state, and zip code. Example: 123 Some Street, Jackson, MS 39123.
Physical Address	Error	Physical Address	Physical address is incomplete.	Ensure the physical address is complete in your SIS. The physical address must include the street address, city, state, and zip code. Example: 123 Some Street, Jackson, MS 39123.
Grades Offered and Enrollment	Error	Grades Offered and Enrollment	Grades Offered do not match reported enrollment.	Ensure students are only enrolled in grades offered in your SIS. Example: Grades offered are 9-12, but a student is enrolled in grade 8.
Grades Offered	Error	Grades Offered	No grades offered are reported for an active district.	Ensure grade values have been entered for the district in your SIS. Example: Grades offered may include IT, PK, KG, 1-13, and AE.

Data Quality Dashboard: Organization

New errors/warnings for 25-26SY

Warning	Instructional Day occurs on a weekend.



1

Review all columns in the Data Quality Dashboard.

Compare the information provided – or what is missing - with what is in the SIS.

2

Compare data in the SIS with data sources in MSIS.

Organization

Certification Data Collection

Select...

Rows per page: 10 1–1 of 1

Instructional Days

Error/Warning	School Year	LEA Name	School Name	Description	Resolution	Count of Event Type
Warning	2024-2025	Faulkner City School District	Morgan Freeman Elementary School	Instructional days are less than 180 days.	Warning: The number of instructional days are less than 180 days for the school year including 60% days. If this is not correct, update the calendar in your SIS.	178

Organization

Certification Data Collection

Select...

Instructional Days

Error/Warning	School Year	LEA Name	School Name	Description
Warning	2024-2025	Faulkner City School District	Morgan Freeman Elementary School	Instructional days less than 180 days

Review all columns in the Data Quality Dashboard.

Compare the information provided – or what is missing - with what is in the SIS.

Organization

Certification Data Collection

Select...

Instructional Days

Error/Warning	School Year	LEA Name	School Name	Description	Resolution	Count of Event Type
Warning	2024-2025	Faulkner City School District	Morgan Freeman Elementary School	Instructional days are less than 180 days.	Warning: The number of instructional days are less than 180 days for the school year including 60% days. If this is not correct, update the calendar in your SIS.	178

Does this match what is in the SIS?

Yes. Schools were closed for two days due to weather.

Organization

Certification Data Collection

Select...

Instructional Days

Error/Warning	School Year	LEA Name	School Name	Description
Warning	2024-2025	Faulkner City School District	Morgan Freeman Elementary School	Instructional days less than 180 days

Compare data in the SIS with data sources in MSIS.

District School

District: Falkner City School District

School: Morgan Freeman Elementary Sc

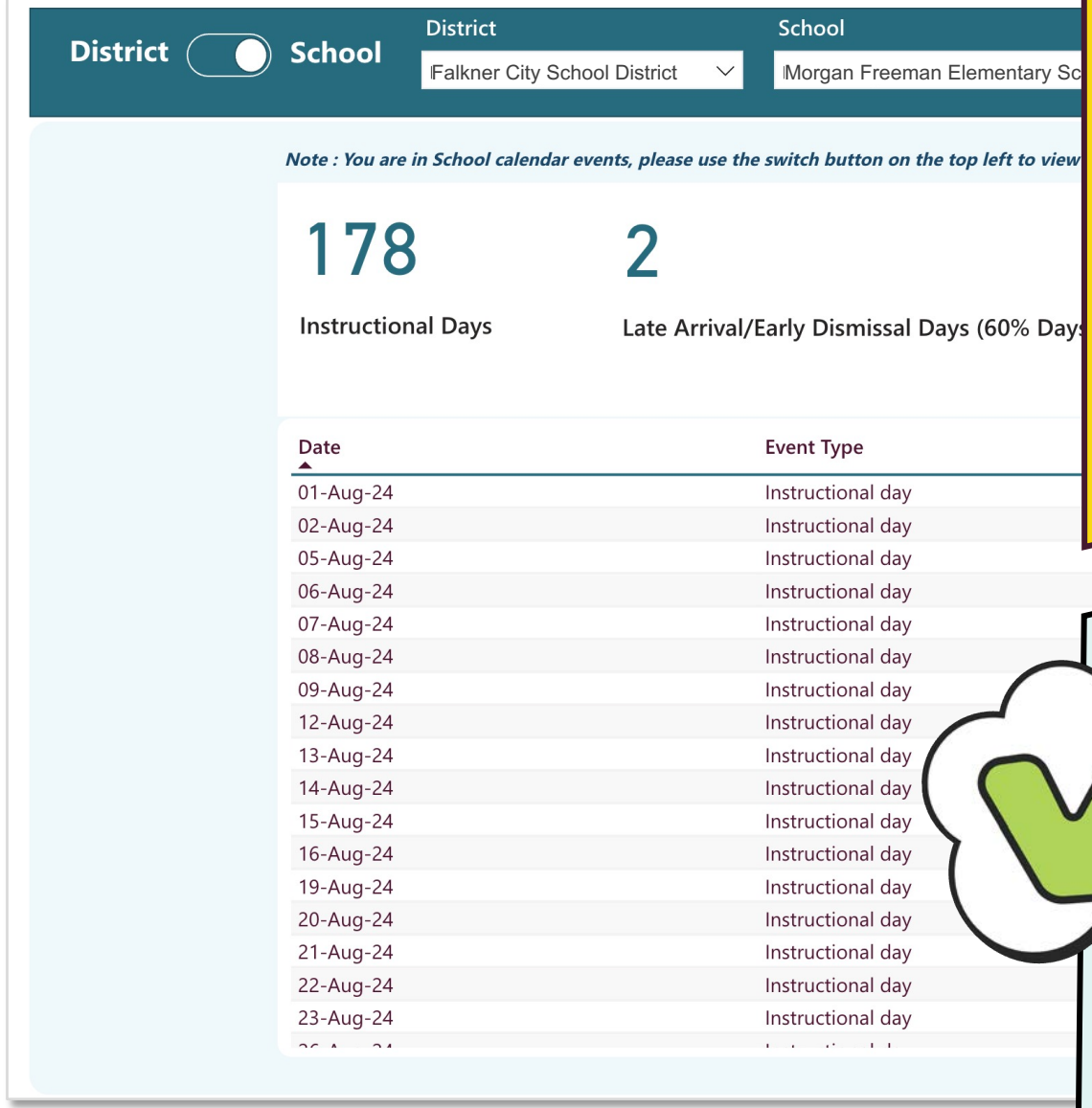
Note : You are in School calendar events, please use the switch button on the top left to view

178
Instructional Days

2
Late Arrival/Early Dismissal Days (60% Days

Date	Event Type
01-Aug-24	Instructional day
02-Aug-24	Instructional day
05-Aug-24	Instructional day
06-Aug-24	Instructional day
07-Aug-24	Instructional day
08-Aug-24	Instructional day
09-Aug-24	Instructional day
12-Aug-24	Instructional day
13-Aug-24	Instructional day
14-Aug-24	Instructional day
15-Aug-24	Instructional day
16-Aug-24	Instructional day
19-Aug-24	Instructional day
20-Aug-24	Instructional day
21-Aug-24	Instructional day
22-Aug-24	Instructional day
23-Aug-24	Instructional day

Does this match what is in the SIS?



Does this match what is in the SIS?

The data has been verified, and it is correct. The warning will remain in MSIS.

Retain local documentation noting why the school has less than 180 days for auditing purposes.

Discipline

DISCIPLINE DATA

MSIS | DATA DOMAIN MAPPING

DOMAIN: DISCIPLINE	Incident

All data elements will be collected via API from the SIS package.

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
Firearm Type	The type of firearm.	Required when the incident type is "Weapons Possession" and a firearm was involved in the incident	**Handguns** - Handguns **RiflesShotguns** - Rifles / Shotguns **Multiple** - More than one type of weapon or firearm **Other** - Other	Yes (See additional information)
Incident Behavior	Categories of behavior coded for use in describing an incident.	See Legacy Discipline Mapping document for more information.	**04618** - Alcohol **04625** - Arson **75004** - Assault **04626** - Attendance Policy Violation **04632** - Battery **04633** - Burglary/Breaking and Entering **75005** - Bullying **04634** - Disorderly Conduct **04635** - Drugs Excluding Alcohol and Tobacco **75006** - Electronic Bullying **04645** - Fighting **13354** - Harassment or bullying on the basis of disability **13355** - Harassment or bullying on the basis of race, color, or national origin **13356** - Harassment or bullying on the basis of sex **04646** - Harassment, Nonsexual **04650** - Harassment, Sexual	Yes

1

Data Domain Mapping:
Discipline

MSIS LEGACY Incident & Dispositions Mapping

INCIDENT | MSIS Incident Codes

Legacy Incident Type Code	MSIS Incident Behavior Code	Incident Behavior Definition	Report to MSIS	Notification to Safe & Orderly Schools
ALC (Alcohol)	**04618 – Alcohol**	Possession of intoxicating beverages such as beer, wine, or spirits.	Yes	No
DCOND (Disorderly Conduct)	**04634 – Disorderly Conduct**	Unruly behavior	Yes	No
DRUG (Possession of Drugs)	**04635 – Drugs Excluding Alcohol and Tobacco**	Possession of any chemical substance that when consumed causes a change in physiology or psychology; liquid or solid	Yes	No
FIGHT (Fighting)	**04645 – Fighting**	A hostile encounter with physical contact	Yes	No
HOCI (Homicide)	**04651 – Homicide**	An act in which a person causes death to another person *Per Rule 82.1, Mississippi State Board of Education Policy Manual, this is incident behavior is categorized as a "violent criminal offense"*	Yes	Yes schoolsafety@mdek12.org
KNAP (Kidnapping)	**04660 – Kidnapping**	The unlawful taking and carrying away of a person by force or fraud or the unlawful seizure and detention of a person against his will	Yes	Yes schoolsafety@mdek12.org

1

Data Domain Mapping:
Legacy Incident & Dispositions Mapping

Discipline Reports

- Discipline

PERMISSION

Discipline

Discipline Report

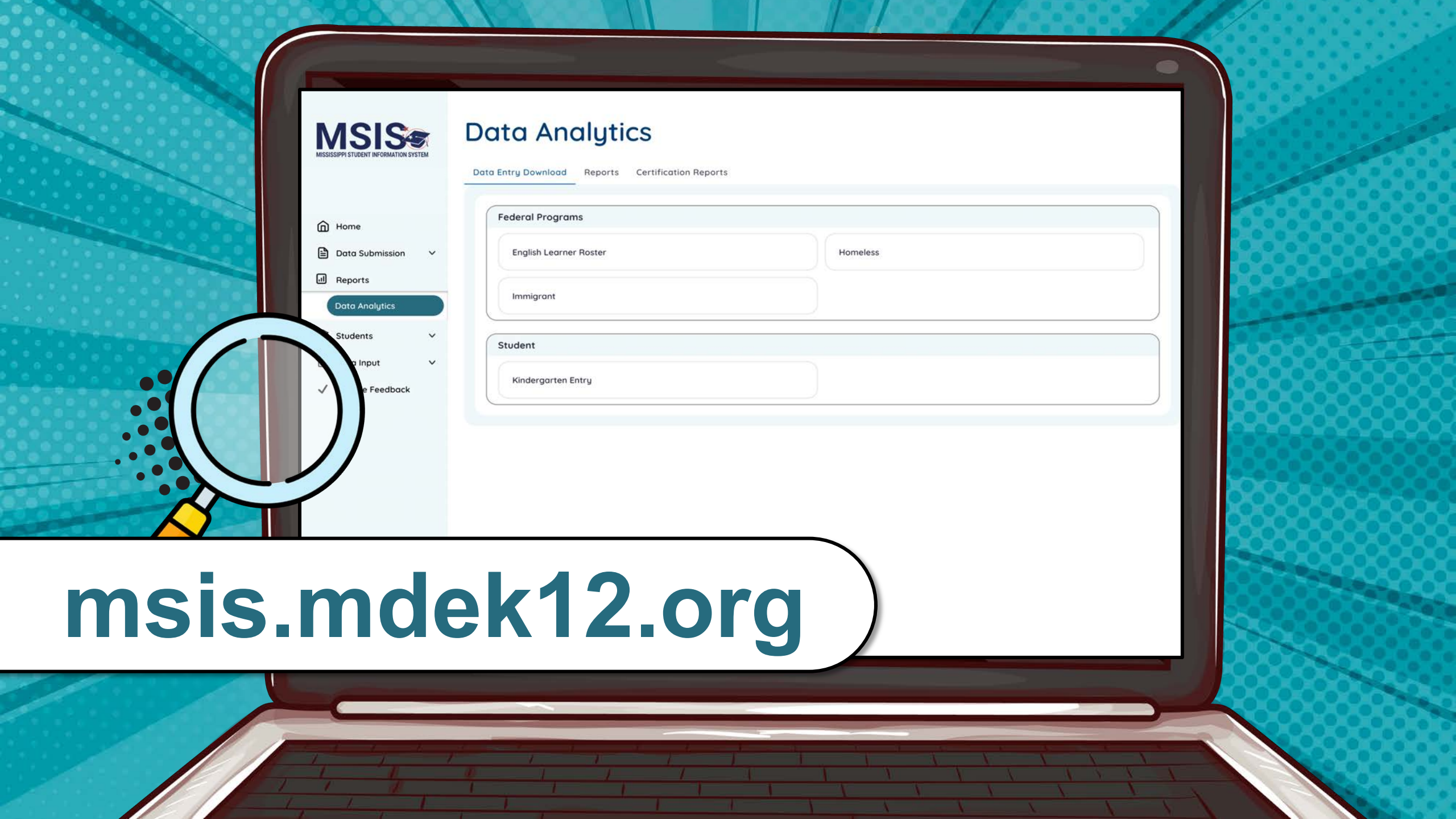
Displays state-reportable incidents for enrolled students.

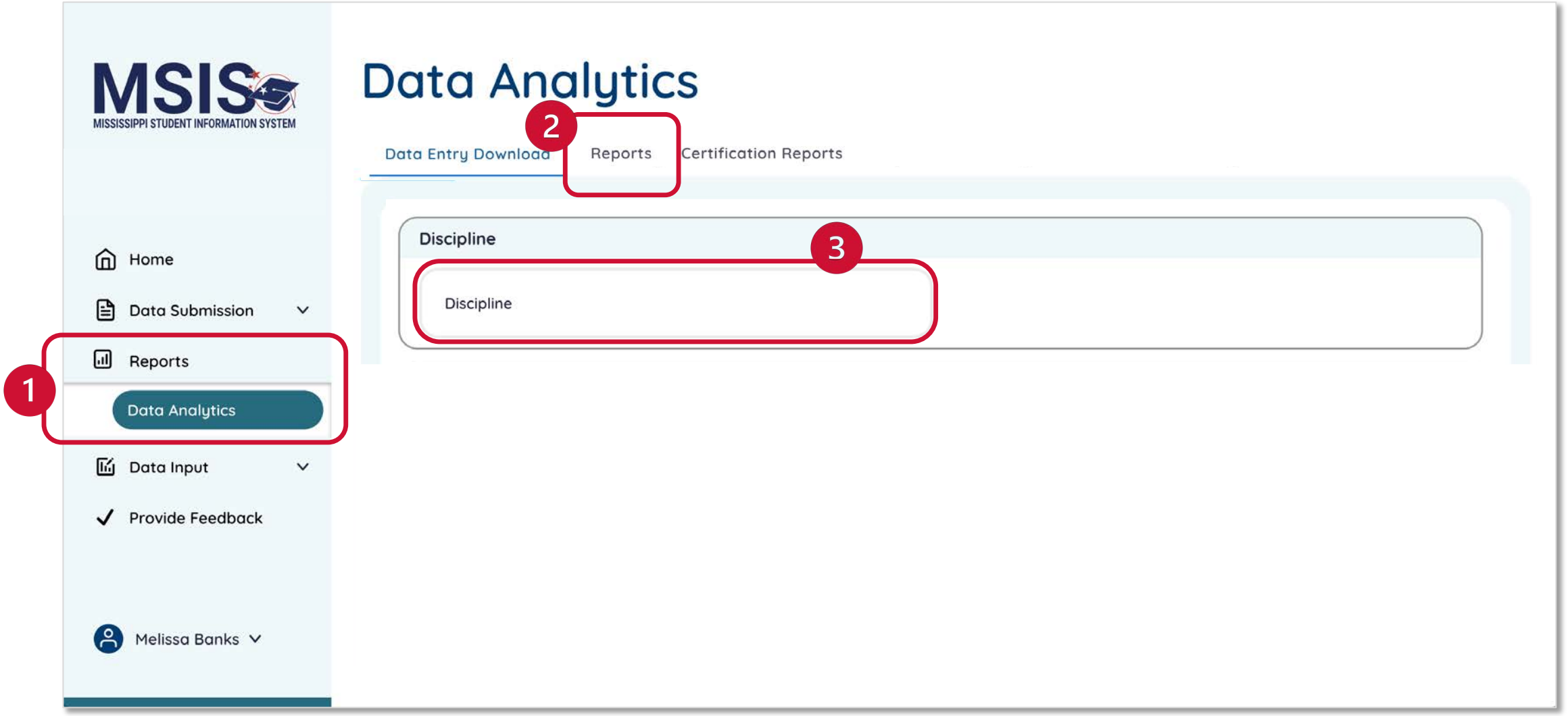
Data Impact

- State Reporting/ Persistently Dangerous Schools
- Federal Reporting/MSRC
- Special Education
- Federal Programs (Delinquent indicator)
- Alternative Education
- Student Intervention (20-day students)

Data Source

SIS (API nightly)


MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Data Analytics
Data Entry Download
Reports
Certification Reports
Home
Data Submission
Reports
Data Analytics
Students
Input
Feedback
Federal Programs
English Learner Roster
Homeless
Immigrant
Student
Kindergarten Entry
msis.mdek12.org


MSIS
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Data Analytics
Data Entry Download
Reports
Certification Reports
2
Discipline
3
Discipline
Home
Data Submission
Reports
1
Data Analytics
Data Input
Provide Feedback
Melissa Banks

LEA: All | School: All | School Year: 2024-2025 | Month: Full School Year

Incident Type: All | Disciplinary Action: All | Special Education: All

Discipline Events

Last Refresh Date: 5/15/2025

School Year	LEA ID	LEA Name	School ID	School Name	MSIS ID	First Name	Last Name	Grade	Race	Gender	Special Education	In
2024-2025	9920	Faulkner City School District	9920-009	Walter Inglis Anderson Elementary School	992138674	Aaron	Valdivia	03	Black or African American	Male	No	99
2024-2025	9920	Faulkner City School District	9920-009	Walter Inglis Anderson Elementary School	992138674	Aaron	Valdivia	03	Black or African American	Male	No	99
2024-2025	9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	993697796	Ab	Monroy	08	White	Male	No	99
2024-2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	996378068	Abbie	Peng	11	Black or African American	Male	No	99
2024-2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	996378068	Abbie	Peng	11	Black or African American	Male	No	99
2024-2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	996378068	Abbie	Peng	11	Black or African American	Male	No	99
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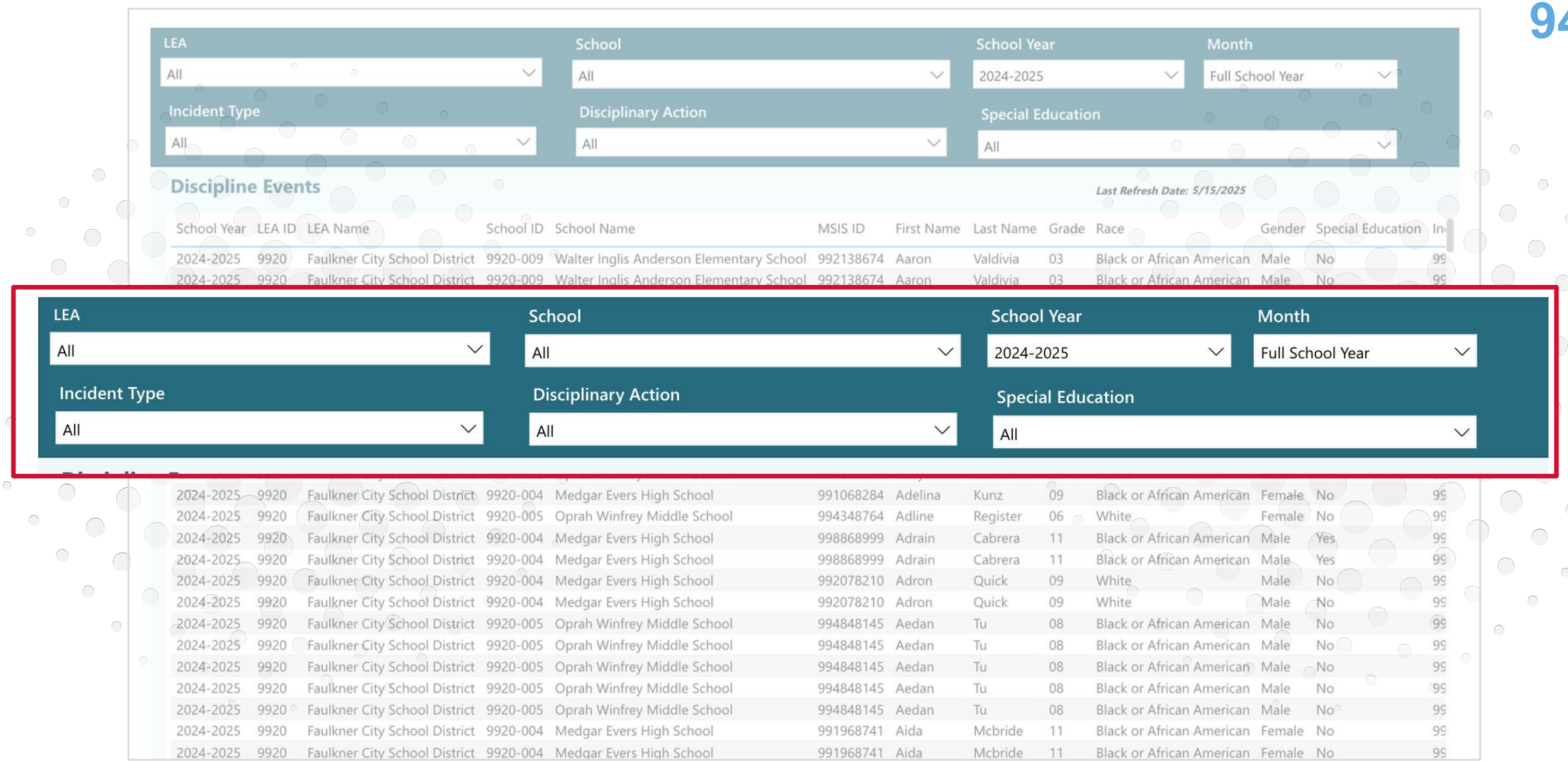
2024-2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	991068613	Abdullah	Backus	10	White	Male	No	99
2024-2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	991068613	Abdullah	Backus	10	White	Male	No	99
2024-2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	991068613	Abdullah	Backus	10	White	Male	No	99
2024-2025	9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	991838289	Acey	Clarke	06	White	Male	No	99
2024-2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	991068284	Adelina	Kunz	09	Black or African American	Female	No	99
2024-2025	9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	994348764	Adline	Register	06	White	Female	No	99
2024-2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	998868999	Adrain	Cabrera	11	Black or African American	Male	Yes	99
2024-2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	998868999	Adrain	Cabrera	11	Black or African American	Male	Yes	99
2024-2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	992078210	Adron	Quick	09	White	Male	No	99
2024-2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	992078210	Adron	Quick	09	White	Male	No	99
2024-2025	9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	994848145	Aedan	Tu	08	Black or African American	Male	No	99
2024-2025	9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	994848145	Aedan	Tu	08	Black or African American	Male	No	99
2024-2025	9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	994848145	Aedan	Tu	08	Black or African American	Male	No	99
2024-2025	9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	994848145	Aedan	Tu	08	Black or African American	Male	No	99
2024-2025	9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	994848145	Aedan	Tu	08	Black or African American	Male	No	99
2024-2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	991968741	Aida	Mcbride	11	Black or African American	Female	No	99
2024-2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	991968741	Aida	Mcbride	11	Black or African American	Female	No	99


LEA
All
School
All
School Year
2024-2025
Month
Full School Year
Incident Type
All
Disciplinary Action
All
Special Education
All
Discipline Events
Last Refresh Date: 5/15/2025
School Year LEA ID LEA Name School ID School Name MSIS ID First Name Last Name Grade Race Gender Special Education
2024-2025 9920 Faulkner City School District 9920-009 Walter Inglis Anderson Elementary School 992138674 Aaron Valdivia 03 Black or African American Male No
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Full School Year
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All
2024-2025 9920 Faulkner City School District 9920-004 Medgar Evers High School 991068284 Adelina Kunz 09 Black or African American Female No
2024-2025 9920 Faulkner City School District 9920-005 Oprah Winfrey Middle School 994348764 Adline Register 06 White Female No
2024-2025 9920 Faulkner City School District 9920-004 Medgar Evers High School 998868999 Adrain Cabrera 11 Black or African American Male Yes
2024-2025 9920 Faulkner City School District 9920-004 Medgar Evers High School 998868999 Adrain Cabrera 11 Black or African American Male Yes
2024-2025 9920 Faulkner City School District 9920-004 Medgar Evers High School 992078210 Adron Quick 09 White Male No
2024-2025 9920 Faulkner City School District 9920-004 Medgar Evers High School 992078210 Adron Quick 09 White Male No
2024-2025 9920 Faulkner City School District 9920-005 Oprah Winfrey Middle School 994848145 Aedan Tu 08 Black or African American Male No
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Discipline Events

Last Refresh Date: 5/15/2025

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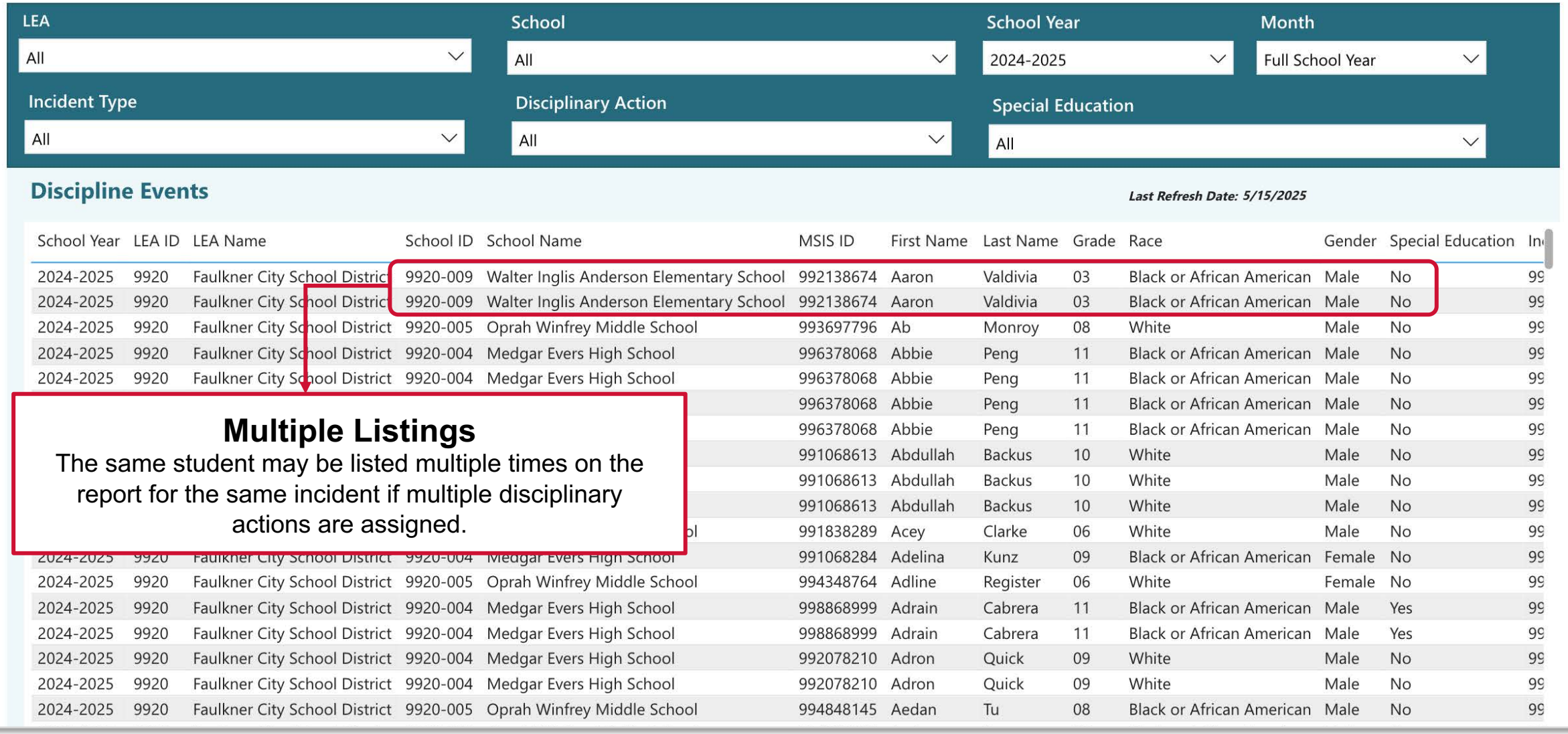
2024-2025	9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	990848927	Alba	Tenney	07	White	Female	Yes	99
2024-2025	9920	Faulkner City School District	9920-010	Tennessee Williams Elementary	998038419	Alessandro	Sledge	03	White	Male	No	99
2024-2025	9920	Faulkner City School District	9920-009	Walter Inglis Anderson Elementary School	992828216	Alfonzo	Chrisman	03	Black or African American	Male	Yes	99
2024-2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	990648029	Allean	Quigley	10	Black or African American	Female	No	99
2024-2025	9920	Faulkner City School District	9920-010	Tennessee Williams Elementary	996918566	Allen	Pimentel	02	White	Male	No	99



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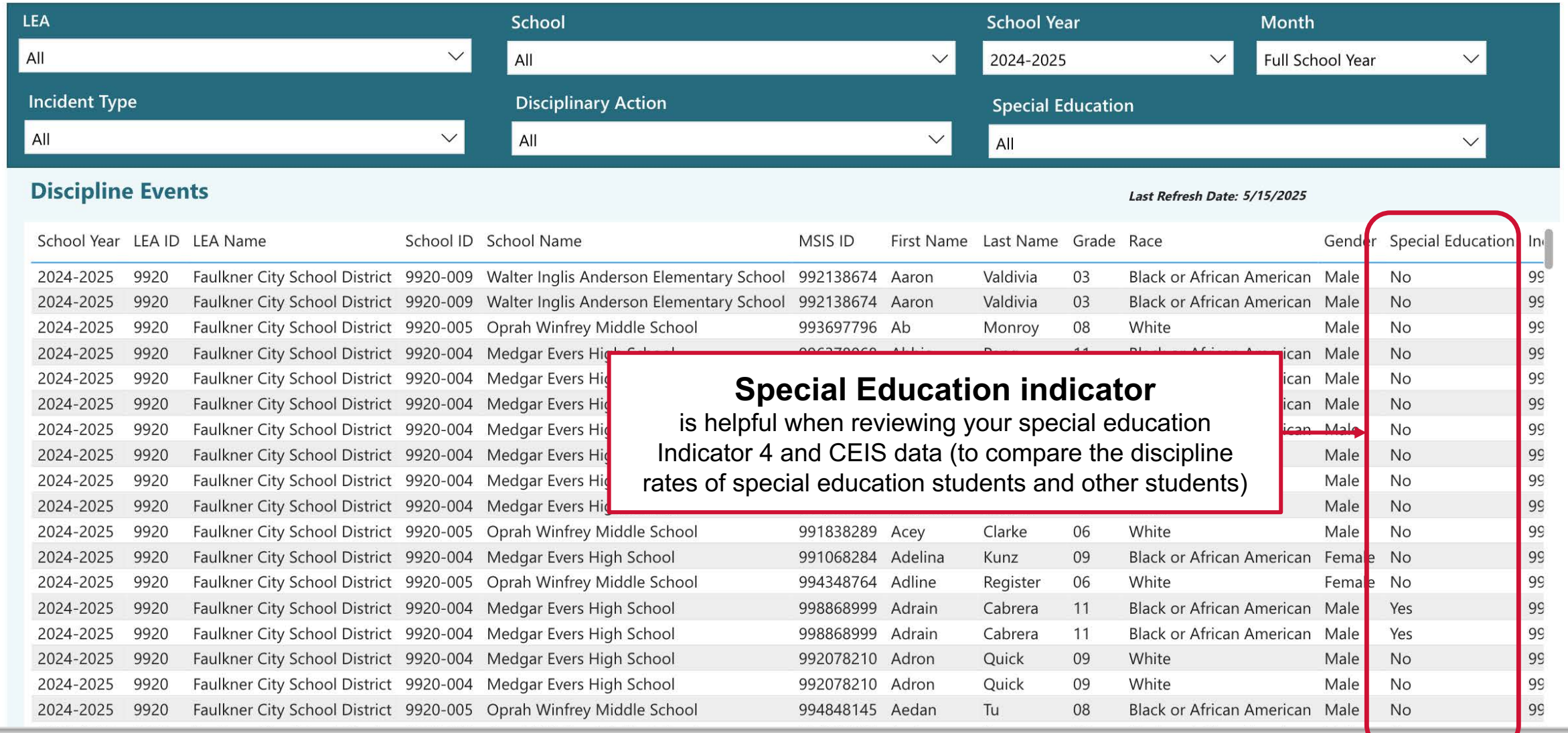

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2024-2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	[illegible]	[illegible]	[illegible]	11	Black or African American	Male	No	99
2024-2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Male	No	99
2024-2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Male	No	99
2024-2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Male	No	99
2024-2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Male	No	99
2024-2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Male	No	99
2024-2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Male	No	99
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2024-2025	9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	994848145	Aedan	Tu	08	Black or African American	Male	No	99

Discipline Events

Last Refresh Date: 5/15/2025

Incident Identifier	Incident Date	Incident Type	Description
9920-009-999996177	11/01/2024	Insubordination	Chloe made a 'Detention Punch Card' and tried to convince the principal that her 10th detention should be 'free.'
9920-009-999996507	01/29/2025	Insubordination	Luke replaced all the faculty parking signs with 'Reserved for Cool Teachers Only.' The teachers had mixed reactions.
9920-005-999991886	02/20/2025	Violation of School Rules	Oliver made a fake test answer key and left it 'accidentally' in the hallway. It had all wrong answers.
9920-004-999990417	01/22/2025	Violation of School Rules	Dylan put a sign on his locker that read 'Secret Entrance to Narnia.' At least three students tried to enter.
9920-004-999990996	02/06/2025	Violation of School Rules	Jackson turned his entire homework assignment into a rap. The teacher gave him partial credit for creativity.
9920-004-999998427	12/16/2024	Insubordination	Lucas put up a 'Wet Paint' sign on a completely normal wall. Many students avoided it for the entire day.
9920-004-999999848	09/05/2024	Fighting	Evan kept pretending to 'glitch' like a broken video game character during class. It took the teacher a full minute to catch on.
9920-004-999990786	02/21/2025	Violation of School Rules	Lucas replaced all the 'Push' signs on school doors with 'Pull' signs. Chaos ensued in the hallways.
9920-004-999991786	02/19/2025	Insubordination	Sophia attached a string to a dollar bill and kept pulling it away when students reached for it. One teacher played along for far too long.
9920-004-999997217	01/23/2025	Violation of School Rules	Layla made 'Reserved Parking' signs and put them on random student desks. A few students actually obeyed the 'rules.'
9920-005-999994886	02/20/2025	Violation of School Rules	Zoe filled a backpack with crumpled paper and declared it her 'emotional support trash bag.' She even named it Kevin.
9920-004-999993388	08/08/2024	Violation of School Rules	Evan started signing his tests as 'Evan the Great.' His math teacher now grades his papers with 'Evan the Slightly Less Great.'
9920-005-999991757	11/13/2024	Fighting	Olivia brought a tiny speaker to school and played the 'Jaws' theme whenever the principal walked by. Many students appreciated the suspens
			paign to rename the school mascot 'Sir Fluffington the Third.' He got over 200 signatures before being told to stop.
			up of students to pretend they were in a slow-motion movie fight scene. The teacher walked in just as they were drama
			ay sneaking behind people and whispering 'Follow the white rabbit.' Teachers were concerned; students were intrigued
			eld fan to school and dramatically turned it on every time she 'needed a moment.'
			p Desk' in the library and gave out advice that was both unhelpful and completely unrelated to school.
			hallway passes to other students for snacks. When confronted, he argued he was 'just an entrepreneur in a free marke
9920-005-999996458	09/03/2024	Violation of School Rules	William brought a spoon to lunch and kept calling it 'Excalibur.' He challenged students to try and pull it from his mashed potatoes.
9920-005-999997328	09/19/2024	Violation of School Rules	Hailey convinced the entire class to pretend the teacher was invisible. The teacher played along for about five minutes before ending the fun.
9920-005-999999788	07/25/2024	Violation of School Rules	Lucas replaced all the 'Push' signs on school doors with 'Pull' signs. Chaos ensued in the hallways.
9920-004-999993607	01/30/2025	Violation of School Rules	Christian tried to convince his history teacher that he was a time traveler sent to 'fix the past.' He brought 'historical evidence' (a forged letter)
9920-004-999998768	08/29/2024	Violation of School Rules	Aubrey changed her teacher's PowerPoint slide titles to 'Secrets of the Illuminati.' Confusion and laughter ensued.
9920-005-999992657	11/13/2024	Violation of School Rules	Madeline started replacing all the whiteboard erasers with slices of bread. It worked surprisingly well, until the ants arrived.

Incident Identifier assigned by SIS package.

(Number may not be visible in your SIS. This will be necessary for submitting Incident Removal files.)

Discipline Events

Last Refresh Date: 5/15/2025

Incident Identifier	Incident Date	Incident Type	Description
9920-009-999996177	11/01/2024	Insubordination	Chloe made a 'Detention Punch Card' and tried to convince the principal that her 10th detention should be 'free.'
9920-009-999996507	01/29/2025	Insubordination	Luke replaced all the faculty parking signs with 'Reserved for Cool Teachers Only.' The teachers had mixed reactions.
9920-005-999991886	02/20/2025	Violation of School Rules	Oliver made a fake test answer key and left it 'accidentally' in the hallway. It had all wrong answers.
9920-004-999990417	01/22/2025	Violation of School Rules	Dylan put a sign on his locker that read 'Secret Entrance to Narnia.' At least three students tried to enter.
9920-004-999990996	02/06/2025	Violation of School Rules	Jackson turned his entire homework assignment into a rap. The teacher gave him partial credit for creativity.
9920-004-999998427	12/16/2024	Insubordination	Lucas put up a 'Wet Paint' sign on a completely normal wall. Many students avoided it for the entire day.
9920-004-999999848	09/05/2024	Fighting	Evan kept pretending to 'glitch' like a broken video game character during class. It took the teacher a full minute to catch on.
9920-004-999990786	02/21/2025	Violation of School Rules	Lucas replaced all the 'Push' signs on school doors with 'Pull' signs. Chaos ensued in the hallways.
9920-004-999991786	02/19/2025	Insubordination	Sophia attached a string to a dollar bill and kept pulling it away when students reached for it. One teacher played along for far too long.
9920-004-999997217	01/23/2025	Violation of School Rules	Layla made 'Reserved Parking' signs and put them on random student desks. A few students actually obeyed the 'rules.'
9920-005-999994886	02/20/2025	Violation of School Rules	Zoe filled a backpack with crumpled paper and declared it her 'emotional support trash bag.' She even named it Kevin.
			tests as 'Evan the Great.' His math teacher now grades his papers with 'Evan the Slightly Less Great.'
			eaker to school and played the 'Jaws' theme whenever the principal walked by. Many students appreciated the suspens
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			eld fan to school and dramatically turned it on every time she 'needed a moment.'
9920-005-999995348	08/20/2024	Insubordination	Owen set up a fake 'Help Desk' in the library and gave out advice that was both unhelpful and completely unrelated to school.
9920-005-999996348	09/10/2024	Tobacco Possession or Use	Liam attempted to 'sell' hallway passes to other students for snacks. When confronted, he argued he was 'just an entrepreneur in a free marke
9920-005-999996458	09/03/2024	Violation of School Rules	William brought a spoon to lunch and kept calling it 'Excalibur.' He challenged students to try and pull it from his mashed potatoes.
9920-005-999997328	09/19/2024	Violation of School Rules	Hailey convinced the entire class to pretend the teacher was invisible. The teacher played along for about five minutes before ending the fun.
9920-005-999999788	07/25/2024	Violation of School Rules	Lucas replaced all the 'Push' signs on school doors with 'Pull' signs. Chaos ensued in the hallways.
9920-004-999993607	01/30/2025	Violation of School Rules	Christian tried to convince his history teacher that he was a time traveler sent to 'fix the past.' He brought 'historical evidence' (a forged letter)
9920-004-999998768	08/29/2024	Violation of School Rules	Aubrey changed her teacher's PowerPoint slide titles to 'Secrets of the Illuminati.' Confusion and laughter ensued.
9920-005-999992657	11/13/2024	Violation of School Rules	Madeline started replacing all the whiteboard erasers with slices of bread. It worked surprisingly well, until the ants arrived.

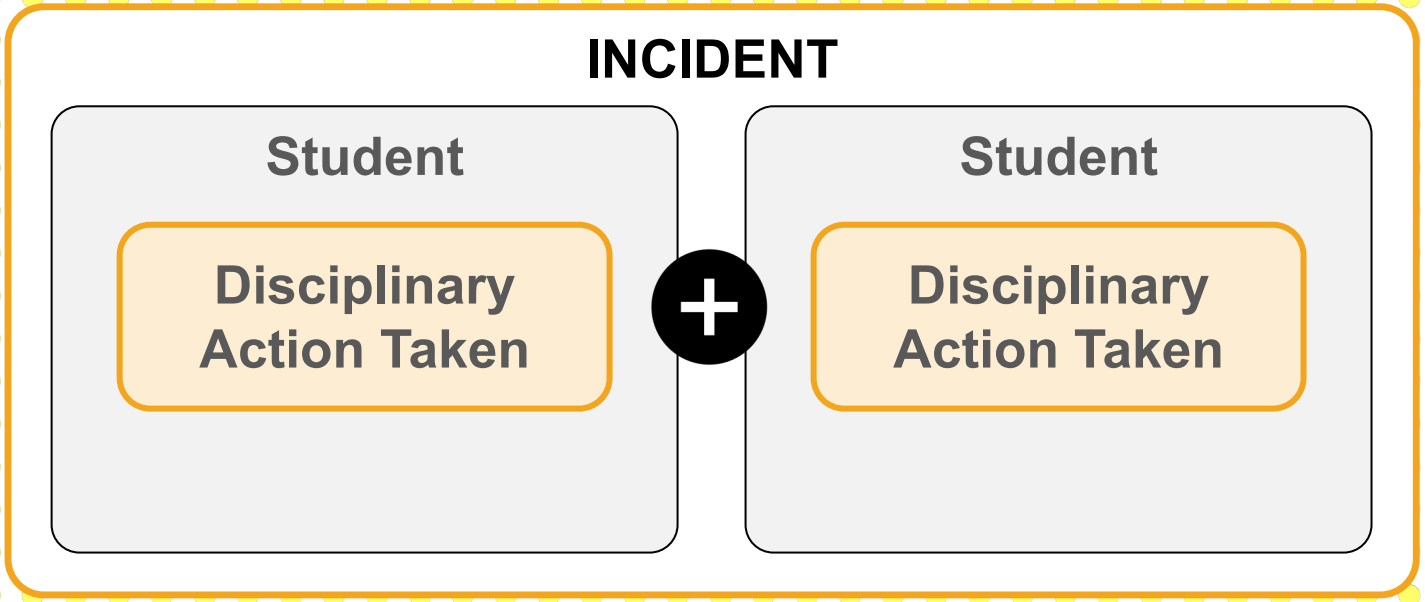
Incident Identifier may be repeated for incidents that involve multiple students or disciplinary actions.

Sort the Report by Incident Identifier to track the number of unique incidents.

Incidents may display with multiple rows on the Discipline Report if they involve multiple students or multiple disciplinary actions.

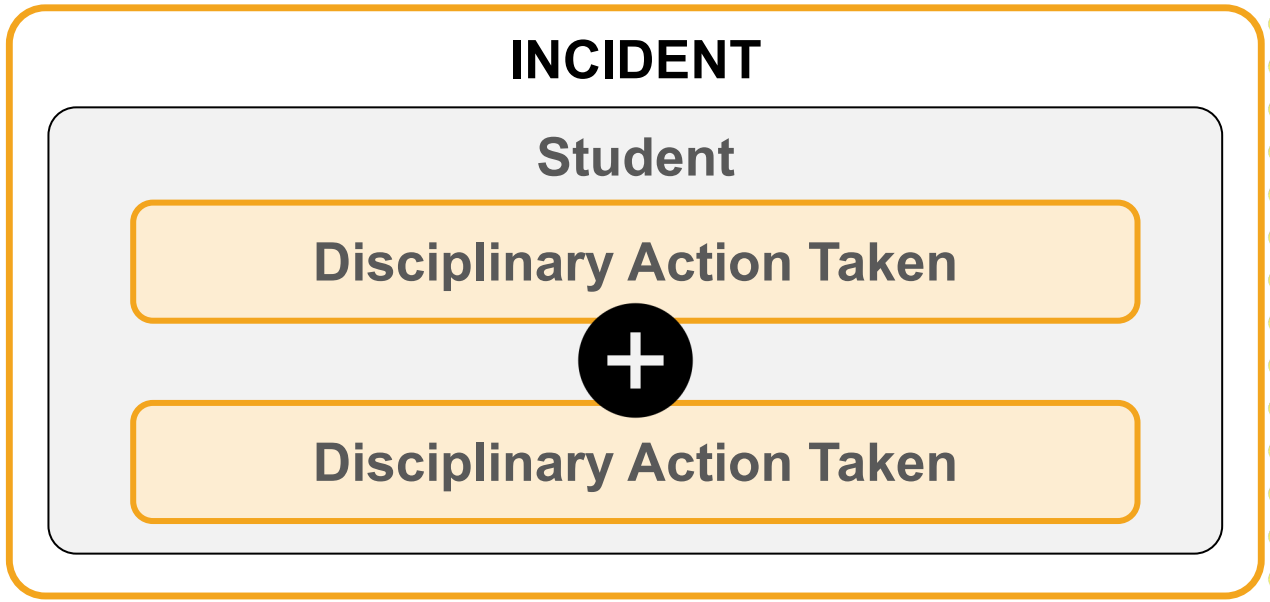
Multiple students can be assigned to one incident.

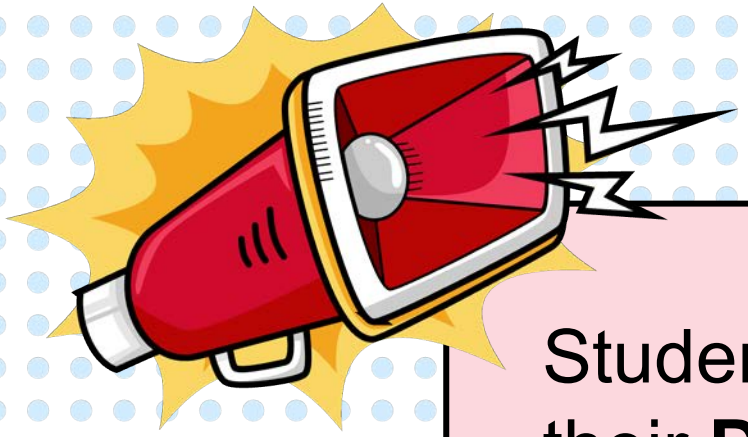
The Report displays each student on a separate row, but the Incident Identifiers will match.



Multiple disciplinary actions can be assigned to one student within a single incident.

The Report displays the same student on multiple rows. The Incident Identifiers will match, but the disciplinary action and duration will vary.





Students placed in a JDC should have their **Delinquent student indicator** set to “Yes” and have a corresponding **incident** in the Discipline data.

DELINQUENT

Student Indicator

Once a student has entered a Juvenile Detention Center (JDC), the Delinquent indicator must be marked “Yes.” An incident identifying the student's action is created in the SIS within 72 hours. The incident information should include a disciplinary action of “75000 – Placed in juvenile detention center” with the duration of days of stay at the facility.

The delinquent indicator must remain “Yes” until the student returns to the home school.

If a student has served a weekend in the JDC, immediately mark the delinquent indicator as “Yes” and leave it as “Yes” for 24 hrs so the indicator is reported to MSIS. The next day, change the delinquent student indicator to “No” in the SIS.

A student must remain enrolled at the home school and marked present everyday while in the JDC until they return to the home school.

JDCs

Enter an incident in SIS within 72 hours of the incident (or notification the student was placed in JDC).

If the incident happened outside of school, enter required data elements as accurately as possible:

Incident Behavior
If unknown, use Violation of School Rules

Incident location
Off-campus

Incident date

Incident Description
Describe if known, or indicate the incident took place outside of school

Disciplinary Action
75000 – Placed in juvenile detention center

Organization Identifier
MSIS JDC Codes (see Legacy Incident & Dispositions Mapping)

JDCs

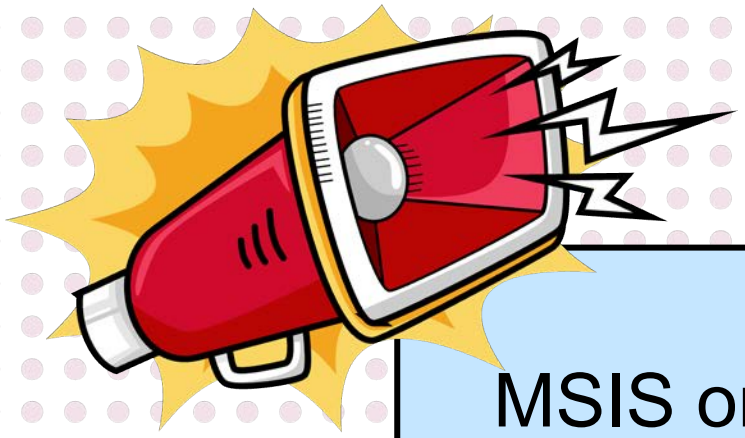
Enter an incident in SIS within 72 hours of the incident (or notification the student was placed in JDC).

If the incident happened outside of school, enter required data elements as accurately as possible:

Disciplinary Action Dates & Duration

If unknown how long the student will be at the JDC:

- Enter the Disciplinary Action Start and End Dates as the same date
- Set the Duration to 1
- Update dates and duration once the true dates are known (temporary solution until stronger communication exists between the JDCs and the schools).



MSIS only captures Alternative School placements **that are related to discipline incidents/disciplinary actions.**

DISCIPLINARY ACTION

Alternative Education

Disciplinary Action Taken codes for students assigned to alternative education programs due to a discipline incident:

Disciplinary Action Taken

Use the appropriate Disciplinary Action Taken code to indicate the student was placed in an Alternative Education Program as a result of the incident.
NOTE: Students can be assigned **MULTIPLE** Disciplinary Actions.

- 03072 – Change of placement (long-term), placement in which the student is placed in the location for greater than 90 days
- 03075 – Change of placement (reassignment), temporary placement in which upon entry there is an expectation the student will be placed in the location for up to 90 days
- 03074 – Change of placement (reassignment), resulting from an expulsion hearing
- 03073 – Change of placement (reassignment), pending an expulsion hearing

Disciplinary Action Dates & Duration

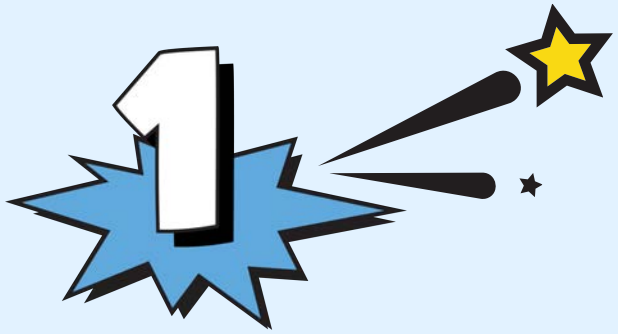
Specify the start and end dates and the duration. If the length of placement changes, update the end date and duration in the original incident.

If the length of placement is extended due to **a new incident behavior,** create a new incident that captures the data for the new incident.

Check Reports for accuracy

CERTIFICATION PROCESS

MISSISSIPPI DEPARTMENT OF EDUCATION



Clear any errors for the reporting period.

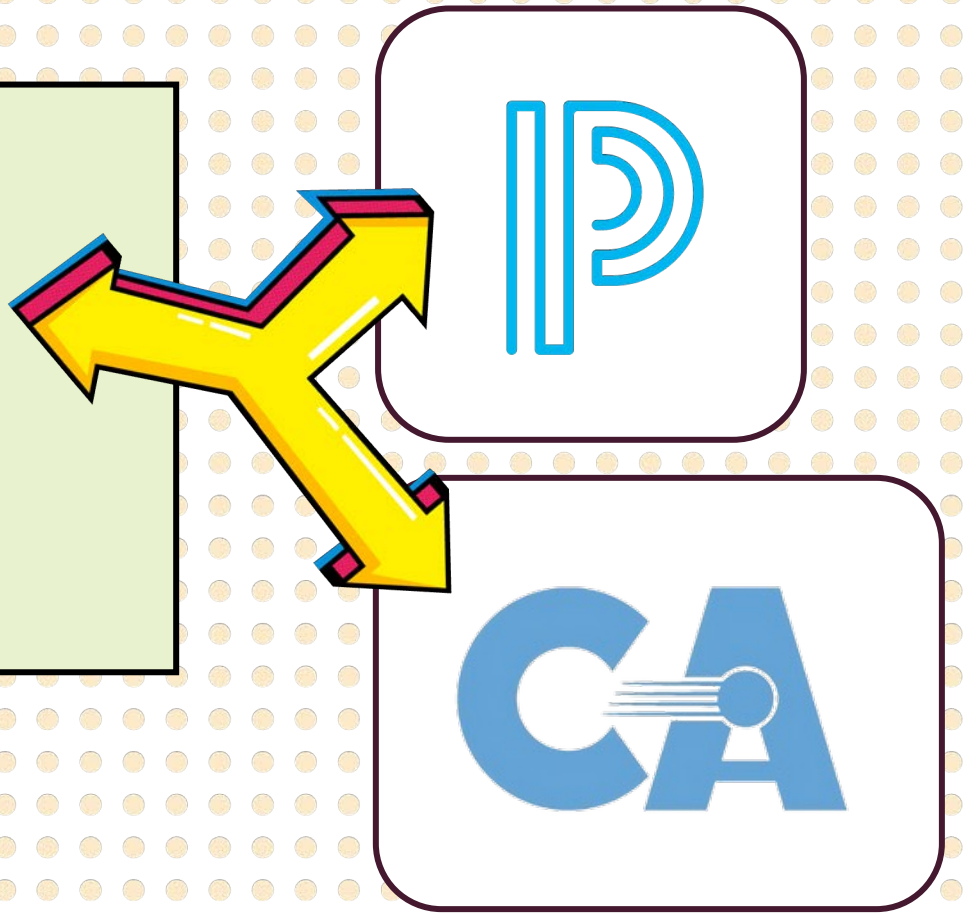
Check warnings for the reporting period.

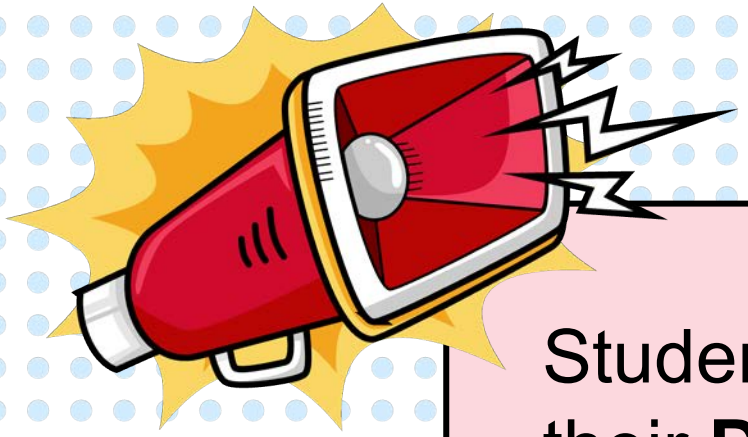
Review MSIS Reports for accuracy.

Compare with corresponding SIS reports.

Discipline Reports

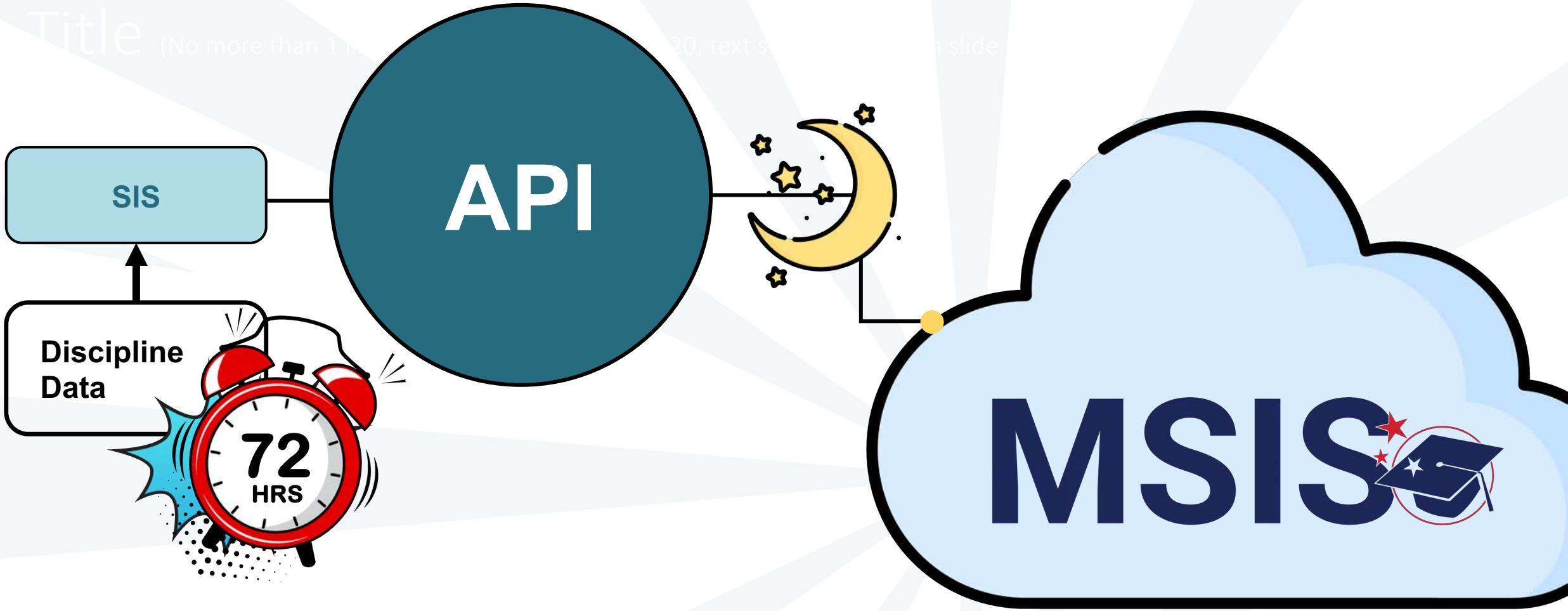
- Discipline





Students placed in a JDC should have their **Delinquent student indicator** set to “Yes” and have a corresponding **incident** in the Discipline data.

Title (No more than 1 l… 20, text s… slide



MS Code Ann. 37-15-6 (amended in 2013) references a **central reporting system for expulsions.**

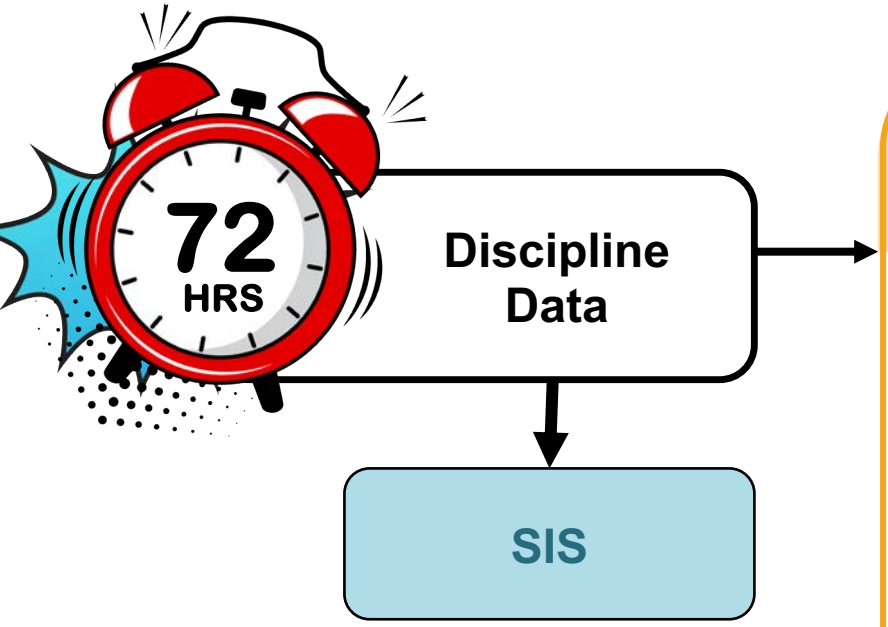
The 72-hour reporting is believed to have been set as a reasonable time frame for reporting the expulsion of a student. If an expelled student from one district tries to transfer to another district, the receiving district could look in the “central reporting system” to know to contact the “exporting” district to see what the reason for the expulsion was related to the safety of the receiving school.

What should be reported

within 72-hours?

Incidents that result in a Disciplinary Action of

EXPULSION



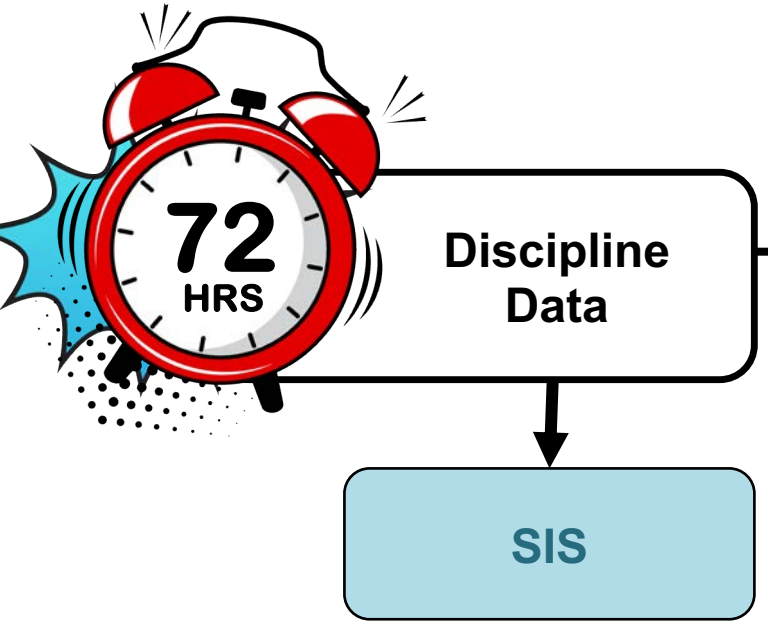
Disciplinary Action Taken

Expulsion with Services

Expulsion without Services

Change of placement (reassignment), resulting from an expulsion hearing

Change of placement (reassignment), pending an expulsion hearing

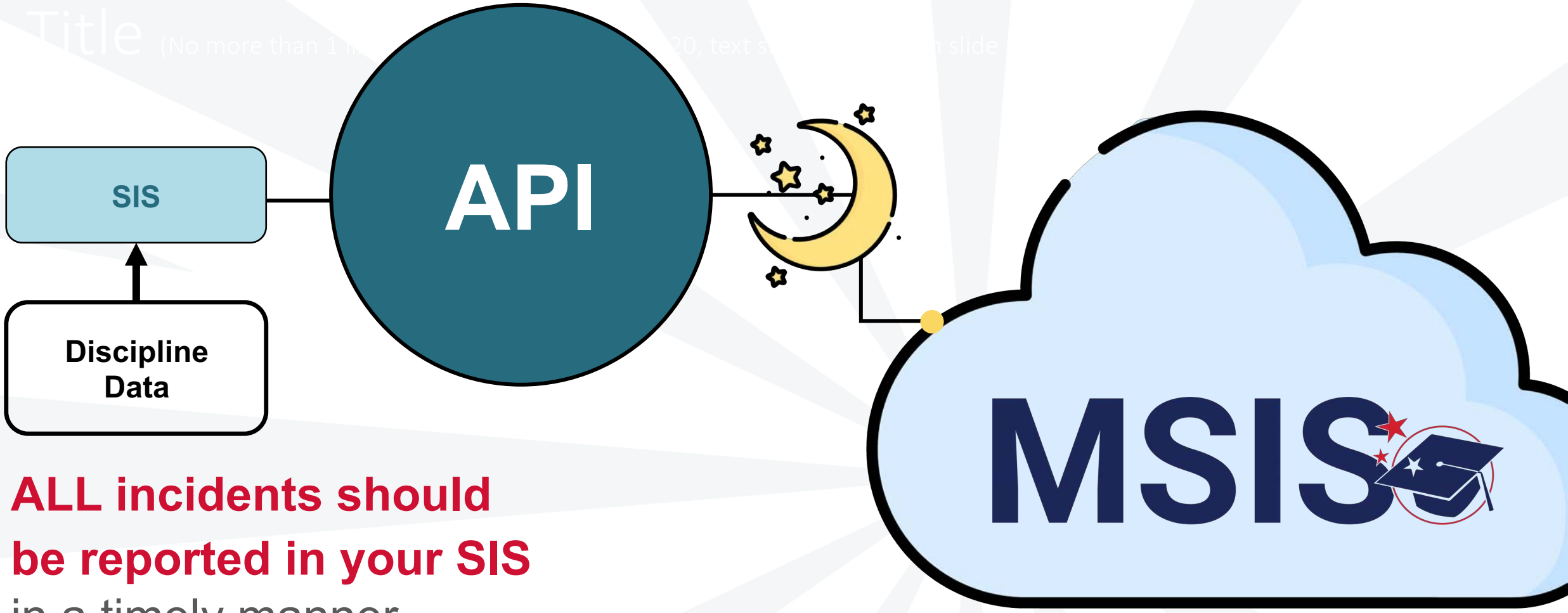


Disciplinary Action Taken

Depending on expulsion placement, this may also include:

Change of placement (long-term), placement in which the student is placed in the location for greater than 90 days

Change of placement (reassignment), temporary placement in which upon entry there is an expectation the student be placed there less than 90 days

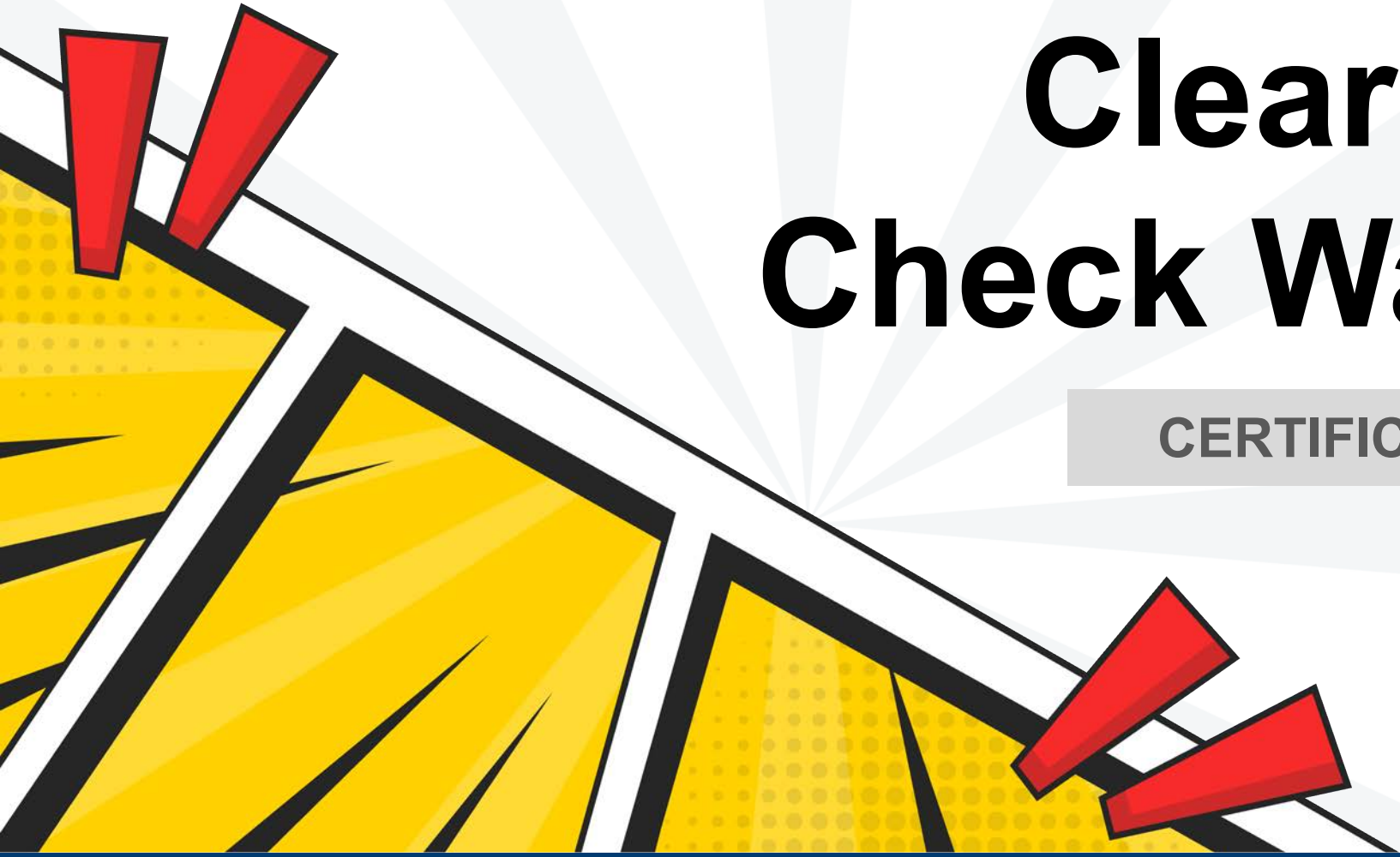


ALL incidents should be reported in your SIS in a timely manner.

Incidents that include certain incident behaviors also have a **secondary reporting requirement,** regardless of the disciplinary action taken.

Incidents that involve the following incident behaviors should **be reported to** schoolsafety@mdek12.org **as soon as possible,** in addition to entering the incident in your SIS:

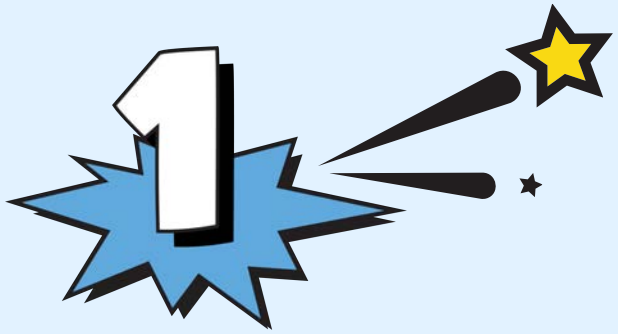
- Homicide
- Kidnapping
- School Threat
- Arson



Clear Errors, Check Warnings

CERTIFICATION PROCESS

MISSISSIPPI DEPARTMENT OF EDUCATION



Clear any errors for the reporting period.

Check warnings for the reporting period.

Review MSIS Reports for accuracy.

Compare with corresponding SIS reports.

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

- Home
- Administration
- Data Submission
- Reports
- Students
- Data Input

Melissa Banks

Test District Name

294 Errors	89 Errors	7 Errors	32 Errors	462 Errors	354 Errors
Attendance	Career and Technical	Enrollment	Organization	Course Section	Discipline
221 Errors	64 Errors	72 Errors	94 Errors	156 Errors	
Personnel	Special Education	Federal Programs	Student Demographics	Academic Record	

DATA QUALITY DASHBOARD: **DISCIPLINE**

Business Rule	Error/ Warning	Tab Name	Description	Resolution
Weapon Type Check	Error	Weapon Type	When the Incident is Weapon Possession, the Weapon Type must be reported.	Ensure that the weapon type is selected in your SIS.
Firearm Check	Error	Firearm Type	When the weapon is a firearm, the Firearm Type must be reported.	Ensure that the firearm type is selected in your SIS.
Action Date Order Check	Error	Start and End Dates in Order	The Disciplinary Action End Date cannot be prior to the Start Date.	Ensure that the correct dates are entered in your SIS.
Action Date Check	Error	Action Date Missing	The Disciplinary Action Start Date or End Date are missing.	Ensure that the correct dates are entered in your SIS.

Data Quality Dashboard: Discipline

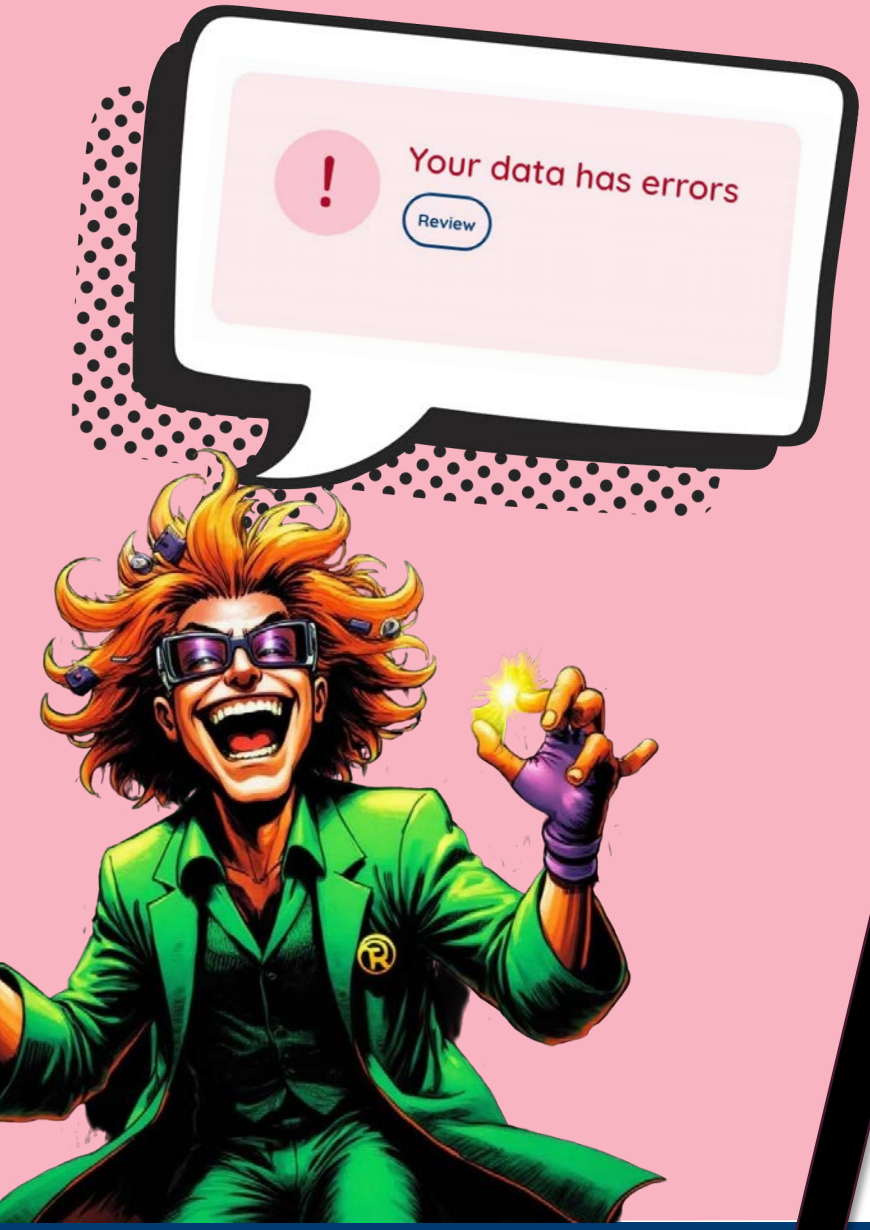
Other missing discipline data values [incident behavior, incident date, incident description, incident location, disciplinary action taken, disciplinary action start dates and end dates, and full-year expulsion] will result in schema errors, and your district's discipline data will not transfer to MSIS.

Invalid incident behavior and disciplinary action taken codes will result in schema errors, and your district's discipline data will not transfer to MSIS.

See the **Assessment & Graduation Data Collection Virtual Bootcamp Webinar on August 8** for more info on the Schema Report.

New errors/warnings for 25-26SY

Warning	Full Year Expulsion marked Yes for disciplinary action other than Expulsion.
Error	Weapon or Firearm type is entered for an incident other than Weapon Possession.
Error	Single suspension event is more than 15 days. Check for accuracy.



1 Review all columns in the Data Quality Dashboard.

Compare the information provided – or what is missing - with what is in the SIS.

2 Compare data in the SIS with data sources in MSIS.

Discipline

Certification Data Collection

Select...

Rows per page: 10 1–6 of 6

Action Date Missing | Weapon Type | Start and End Dates in Order | Firearm Type

Error/Warning	School Year	LEA Name	School Name	Description	Resolution	First Name	Last Name	MSIS ID	Incident Behavior	Incident Date	Weapon Type	Firearm Type	Incident ID
Error	2024-2025	Faulkner City School District	Jim Henson Elementary School	When the Incident is Weapon Posession, the Weapon Type must be reported.	Ensure that the weapon type is selected in your SIS.	Bonnie	Parker	999999933	04705	1934-01-16			
Error	2024-2025	Faulkner City School	Jim Henson Elementary	When the Incident is Weapon	Ensure that the weapon	Clyde	Barrow	999999637	04705	1934-01-16			

Discipline

Certification Data Collection

Select...

Action Date Missing | Weapon Type | Start and End Dates in Order | Firearr

Error/Warning	School Year	LEA Name	School Name	Description	Resolution
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Review all columns in the Data Quality Dashboard.

Compare the information provided – or what is missing - with what is in the SIS.

Discipline

Certification Data Collection

Select...

Action Date Missing | Weapon Type | Start and End Dates in Order | Firearm

Does this match what is in the SIS?

The incident does not have a weapon or firearm type entered.

Error/Warning	School Year	LEA Name	School Name	Description	Resolution				Behavior	Incident Date	Weapon Type	Firearm Type	Incident ID
Error	2024-2025	Faulkner City School District	Jim Henson Elementary School	When the Incident is Weapon Posession, the Weapon Type must be reported.	Ensure that the weapon type is selected in your SIS.		Parker	999999933	04705	1934-01-16			
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Discipline

Certification Data Collection

Select...

Action Date Missing | Weapon Type | Start and End Dates in Order | Firearm

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Error	2024-2025	Faulkner City School	Jim Henson Elementary	When the Incident is Weapon	En th we

Does this match what is in the SIS?

The incident does not have a weapon or firearm type entered.

Update the SIS to include the weapon or firearm type

Discipline

Certification Data Collection

Select...

Action Date Missing | Weapon Type | Start and End Dates in Order | Firearm

Does this match what is in the SIS?

The incident does include a weapon type.

Error/Warning	School Year	LEA Name	School Name	Description	Resolution	Fi N				Incident Date	Weapon Type	Firearm Type	Incident ID
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Discipline

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Select...

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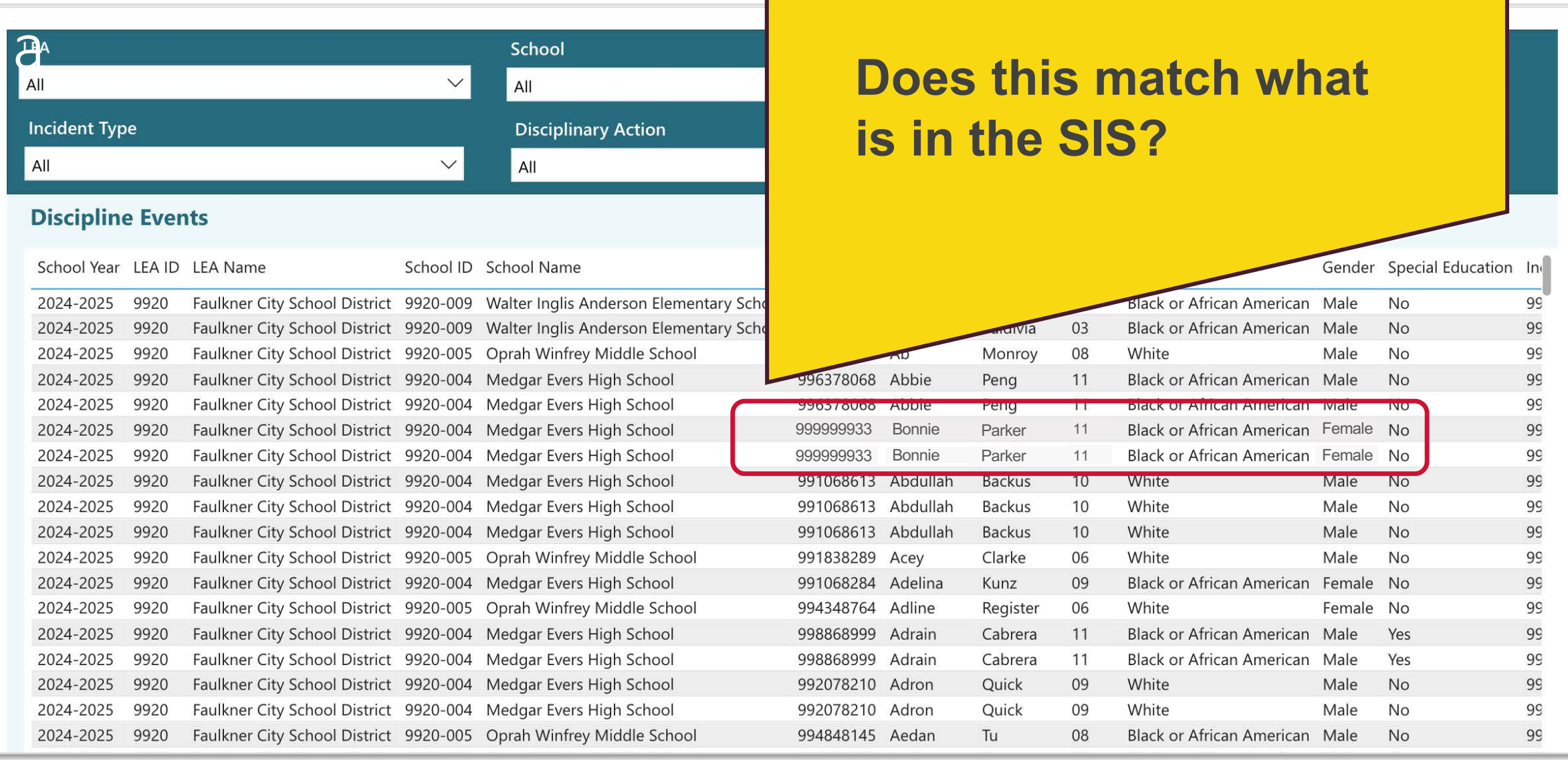
Compare data in the SIS with data sources in MSIS.



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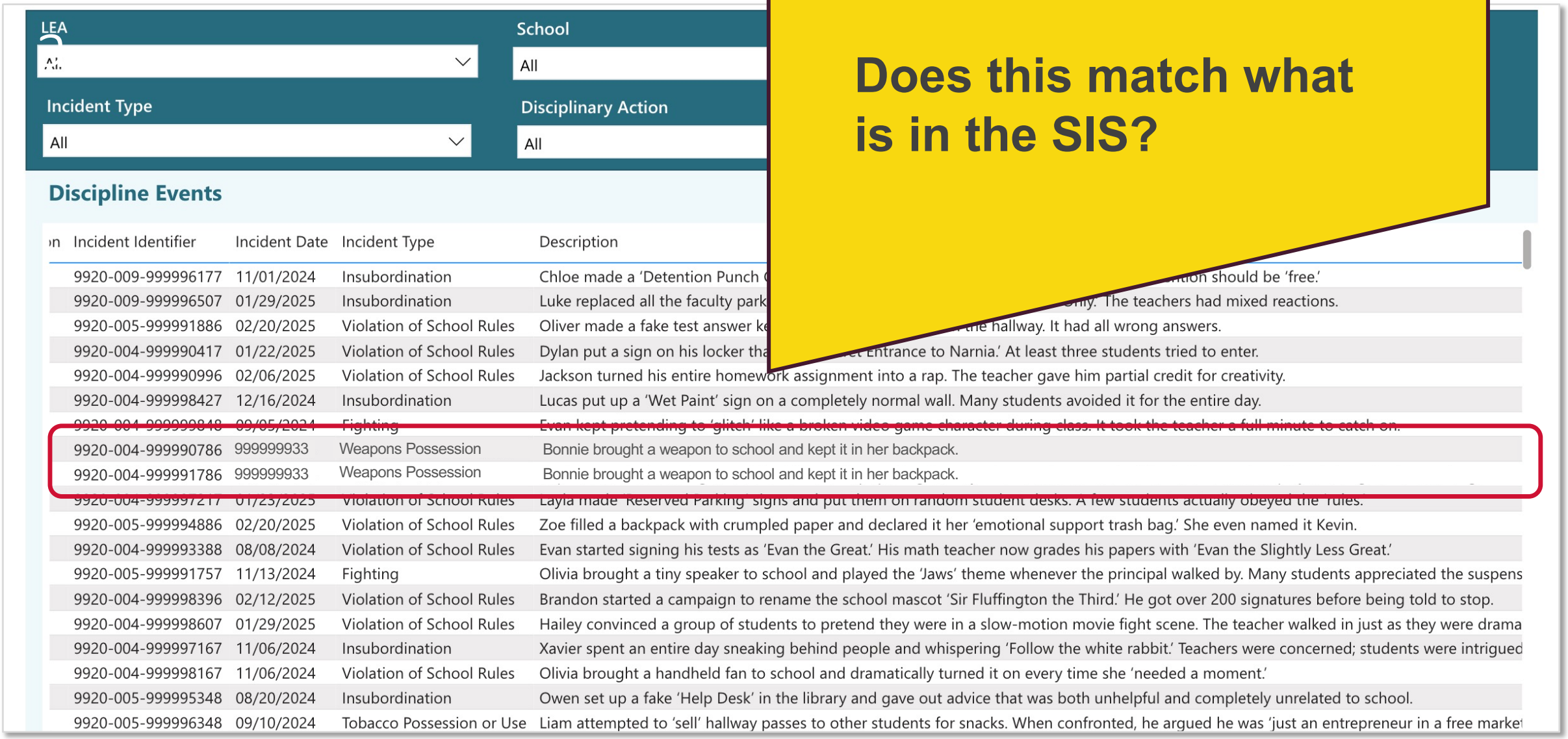

Discipline Events

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9920-005-999991757	11/13/2024	Fighting	Olivia brought a tiny speaker to school and played the 'Jaws' theme whenever the principal walked by. Many students appreciated the suspens
9920-004-999998396	02/12/2025	Violation of School Rules	Brandon started a campaign to rename the school mascot 'Sir Fluffington the Third.' He got over 200 signatures before being told to stop.
9920-004-999998607	01/29/2025	Violation of School Rules	Hailey convinced a group of students to pretend they were in a slow-motion movie fight scene. The teacher walked in just as they were drama
9920-004-999997167	11/06/2024	Insubordination	Xavier spent an entire day sneaking behind people and whispering 'Follow the white rabbit.' Teachers were concerned; students were intrigued
9920-004-999998167	11/06/2024	Violation of School Rules	Olivia brought a handheld fan to school and dramatically turned it on every time she 'needed a moment.'
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All

School

All

Incident Type

All

Disciplinary Action

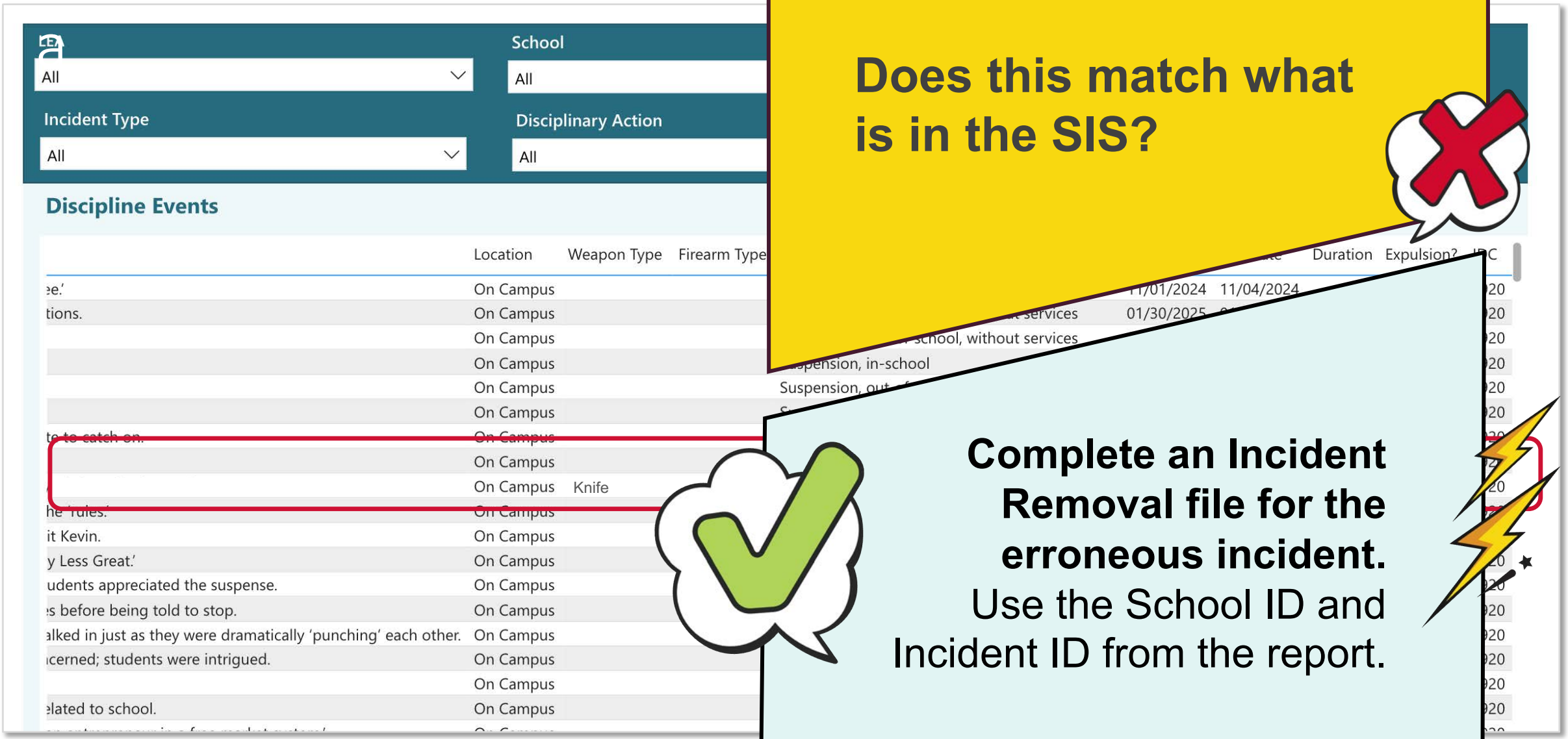
All

Discipline Events

	Location	Weapon Type	Firearm Type			Duration	Expulsion?	JDC
ee.'	On Campus			11/01/2024	11/04/2024	1.00	No	9920
tions.	On Campus			01/30/2025	01/31/2025	2.00	No	9920
	On Campus			02/21/2025	02/25/2025	3.00	No	9920
	On Campus			01/23/2025	01/24/2025	2.00	No	9920
	On Campus		Suspension, out-of-school, without services	02/07/2025	02/11/2025	3.00	No	9920
	On Campus		Suspension, out-of-school, without services	12/18/2024	12/18/2024	1.00	No	9920
te to catch on.	On Campus		Suspension, out-of-school, with services	09/05/2024	09/11/2024	5.00	No	9920
	On Campus		Suspension, out-of-school	02/19/2025	02/20/2025	1.00	No	9920
	On Campus	Knife	Suspension, out-of-school	02/19/2025	02/20/2025	1.00	No	9920
he 'rules.'	On Campus		Suspension, out-of-school, without services	01/24/2025	01/27/2025	2.00	No	9920
it Kevin.	On Campus		Suspension, out-of-school, without services	02/21/2025	02/25/2025	3.00	No	9920
y Less Great.'	On Campus		Suspension, in-school	08/08/2024	08/08/2024	1.00	No	9920
udents appreciated the suspense.	On Campus		Suspension, out-of-school, without services	11/14/2024	11/20/2024	5.00	No	9920
s before being told to stop.	On Campus		Suspension, out-of-school, with services	02/13/2025	02/14/2025	2.00	No	9920
alked in just as they were dramatically 'punching' each other.	On Campus		Suspension, out-of-school, with services	01/30/2025	01/31/2025	2.00	No	9920
cerned; students were intrigued.	On Campus		Suspension, out-of-school, with services	11/08/2024	11/08/2024	1.00	No	9920
	On Campus		Suspension, out-of-school, with services	11/07/2024	11/07/2024	1.00	No	9920
elated to school.	On Campus		Suspension, out-of-school, without services	08/21/2024	08/21/2024		No	9920

Does this match what is in the SIS?

MISSISSIPPI DEPARTMENT OF EDUCATION


All
School
All
Incident Type
All
Disciplinary Action
All
Discipline Events
Location
Weapon Type
Firearm Type
Duration
Expulsion?
On Campus
Knife
Does this match what is in the SIS?
Complete an Incident Removal file for the erroneous incident.
Use the School ID and Incident ID from the report.

MSIS: File Layout Templates

Below are various file templates used to upload data into MSIS. If you have questions about the templates or need additional support, please submit a ticket to the MSIS Helpdesk by emailing mdeapps@mdek12.org.

- Federal Programs
- Finance
- MSIS ID
- Personnel
- Record Removal
- Special Education
- Student

Record Removal

- Course Section Removal: File Layout Example Spreadsheet (XLSX)
  - CourseSection.Removal Template (CSV)
  - Instructions for Formatting Cells – Excel and Sheets
- Inactive Enrollment: File Layout Example Spreadsheet (XLSX)
  - InactiveEnrollment Template (CSV)
  - Instructions for Formatting Cells – Excel and Sheets
- Incident Removal: File Layout Example Spreadsheet (XLSX)
  - Incident.Removal Template (CSV)
  - Instructions for Formatting Cells – Excel and Sheets
- Staff Removal: File Layout Example Spreadsheet (XLSX)
  - Staff.Removal Template (CSV)
  - Instructions for Formatting Cells – Excel and Sheets

ool District	9920-009	Walter Inglis Anderson Elementary School	992138674	Aaron	Valdivia	03
ool District	9920-005	Oprah Winfrey Middle School	993697796	Ab	Monroy	08
ool District	9920-004	Medgar Evers High School	996378068	Abbie	Peng	11
ool District	9920-004	Medgar Evers High School	996378068	Abbie	Peng	11
ool District	9920-004	Medgar Evers High School	999999933	Bonnie	Peng	11
ool District	9920-004	Medgar Evers High School	999999933	Bonnie	Parker	11
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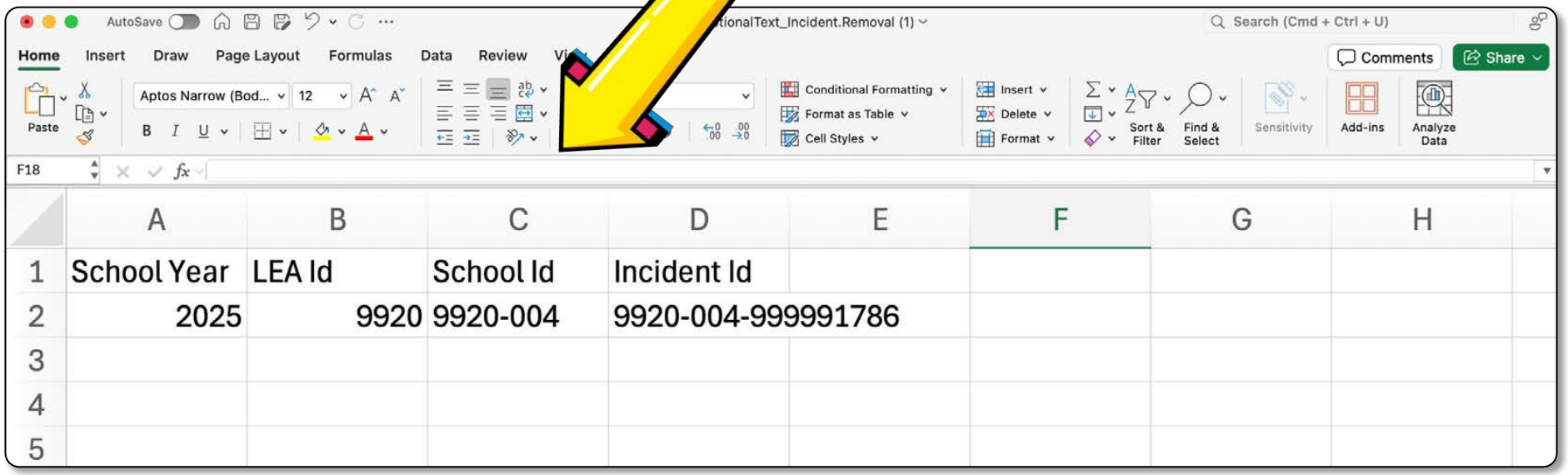
ool District	9920-005	Oprah Winfrey Middle School	991838289	Acey	Cla	
ool District	9920-004	Medgar Evers High School	991068284	Adelina	Ku	
ool District	9920-005	Oprah Winfrey Middle School	994348764	Adline	Reg	

9920-005-999991886	02/20/2025	Violation of School Rules	Oliver made a fake test ans
9920-004-999990417	01/22/2025	Violation of School Rules	Dylan put a sign on his lock
9920-004-999990996	02/06/2025	Violation of School Rules	Jackson turned his entire hc
9920-004-999998427	12/16/2024	Insubordination	Lucas put up a 'Wet Paint' s
9920-004-999999848	09/05/2024	Fighting	Evan kept pretending to 'gli
9920-004-999990786	999999933	Weapons Possession	Lucas replaced all the 'Push'
9920-004-999991786	999999933	Weapons Possession	Sophia attached a string to
9920-004-999997217	01/23/2025	Violation of School Rules	Layla made 'Reserved Parkir
9920-005-999994886	02/20/2025	Violation of School Rules	Zoe filled a backpack with c
9920-004-999993388	08/08/2024	Violation of School Rules	Evan started signing his test
9920-005-999991757	11/13/2024	Fighting	Olivia brought a tiny speake
-999998396	02/12/2025	Violation of School Rules	Brandon started a campaign



	A	B	C	D	E	F	G	H
1	School Year	LEA Id	School Id	Incident Id				
2	2025	9920	9920-004	9920-004-999991786				
3								
4								
5								

ool District	9920-009	Walter Inglis Anderson Elementary School	992138674	Aaron	Valdivia	03
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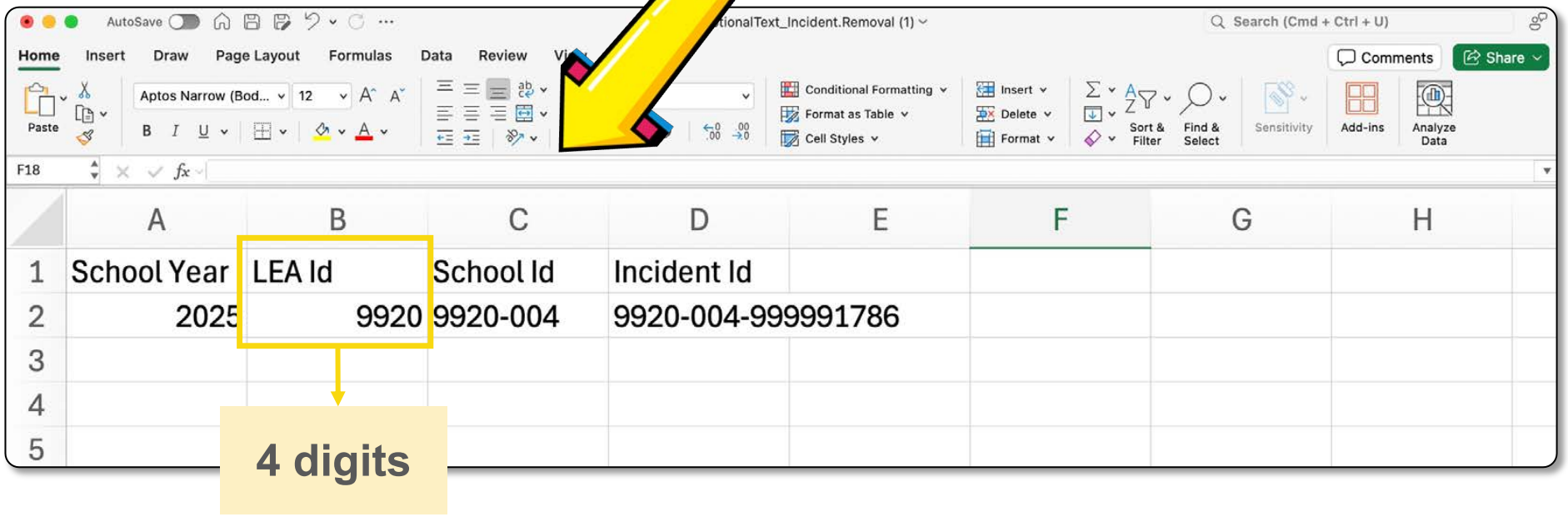
999998396	02/12/2025	Violation of School Rules	Brandon started a campaign	



Instructions for Formatting Cells – Excel and Sheets

1

- Open the .csv in Excel.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)

22

- Open the .csv in Google Sheets.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)

ool District	9920-009	Walter Inglis Anderson Elementary School	992138674	Aaron	Valdivia	03
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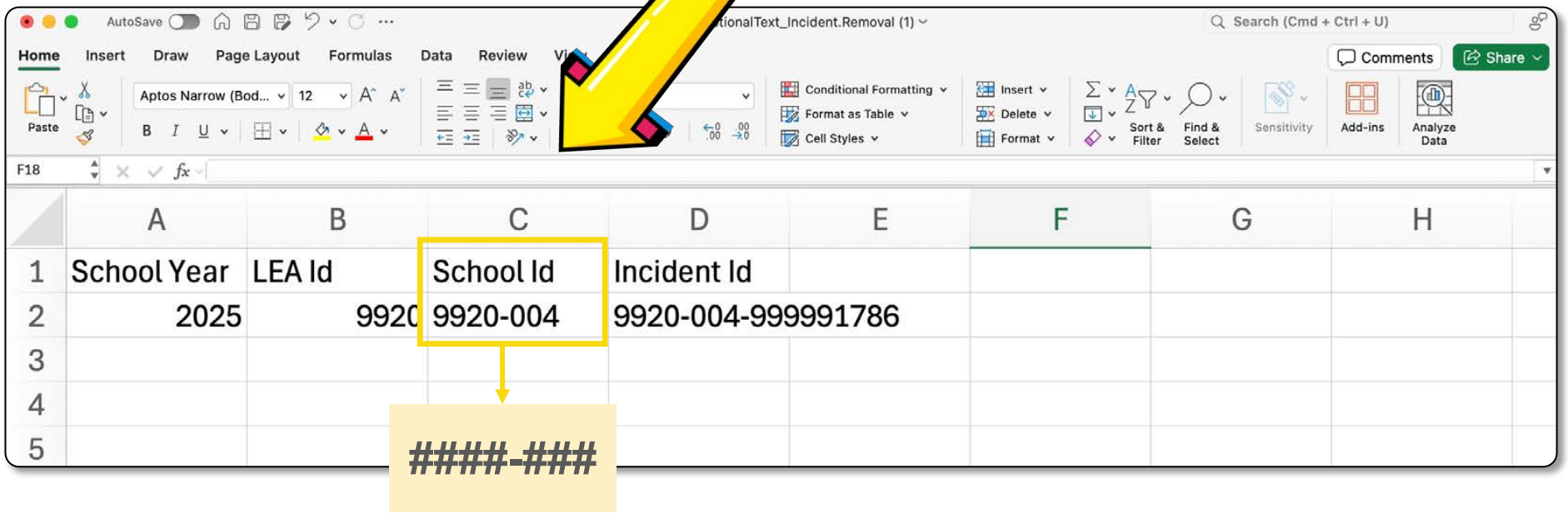

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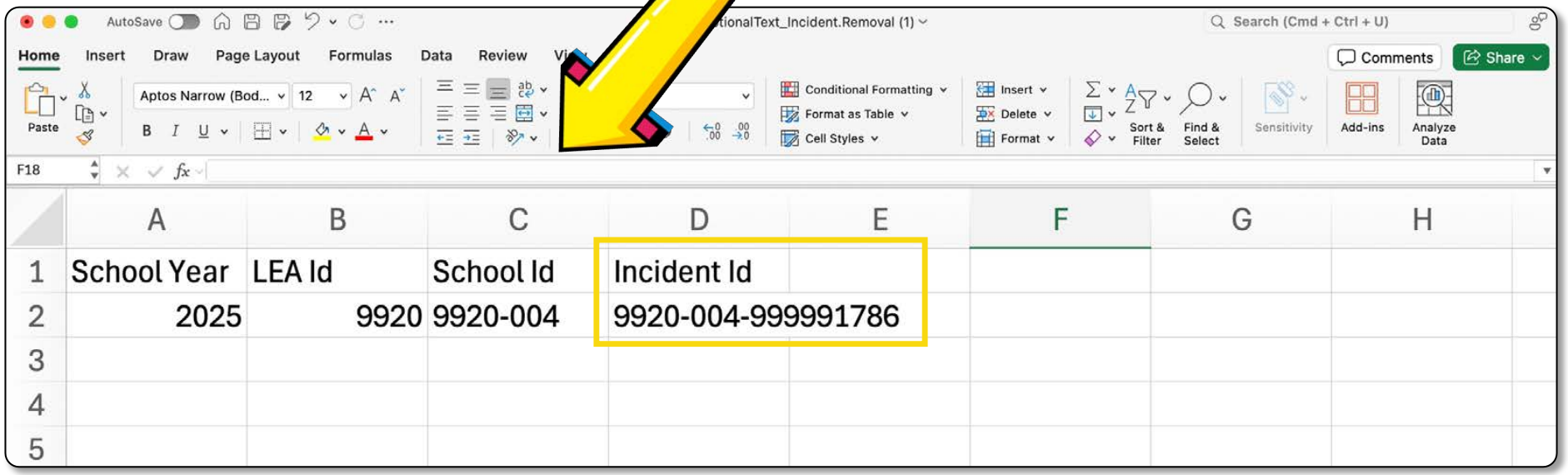

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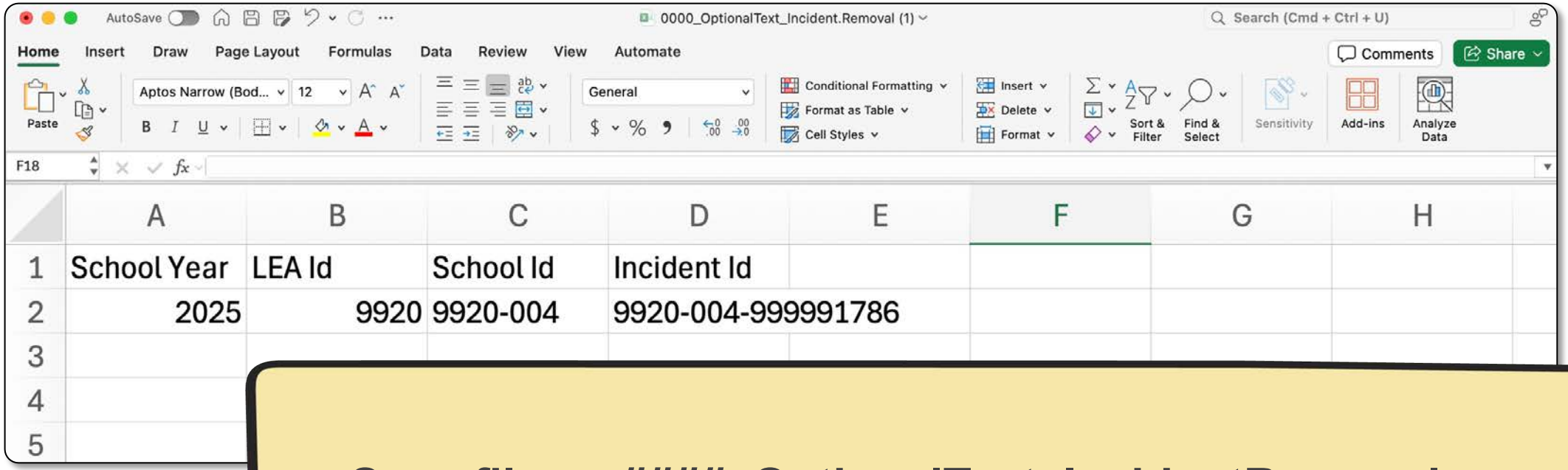
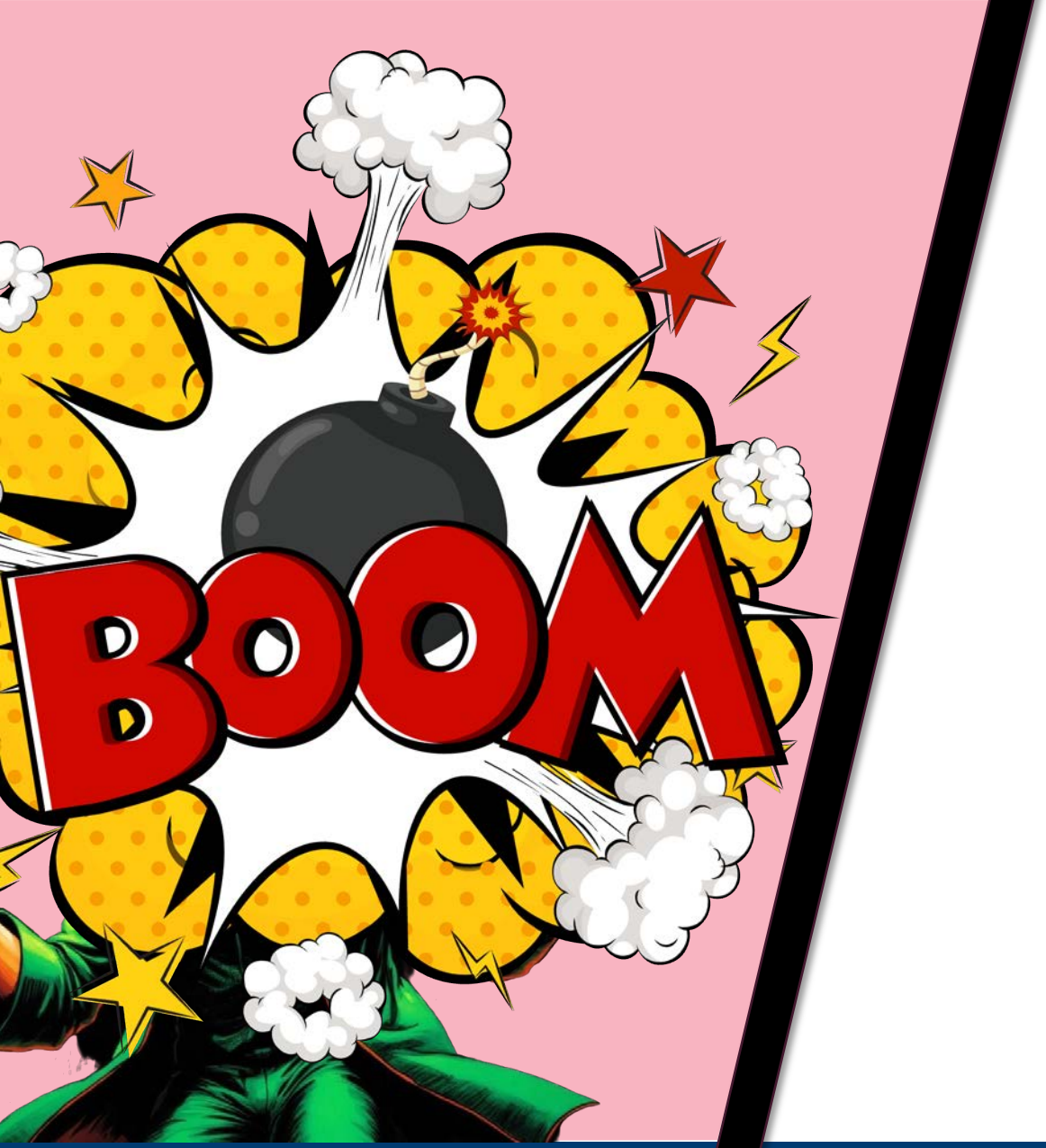


Save file as ####_OptionalText_IncidentRemoval.csv

MSIS



There are no errors

Discipline

Certification Data Collection

Select...

Rows per page: 10 1–10 of 32

Incident Enrollment

Error/Warning	School Year	LEA Name	School Name	Description	Resolution	First Name	Last Name	MSIS ID	Incident Behavior	Incident Date	Enrollment Date	Exit Date	Incident ID
Error	2024-2025	Faulkner City School District	Archie Manning Elementary School	The student is not enrolled in the district at the time of the incident.	Ensure that the incident date is correct and that enrollment dates are correct.	Goldie	Slattery	993348312	04704	2024-11-15	2025-02-07		9920-008-457832

Discipline

Certification Data Collection

Select...

Incident Enrollment

Error/Warning	School Year	LEA Name	School Name	Description	Resolution	Incident ID
Error	2024-2025	Faulkner City School District	Archie Manning Elementary School	The student is not enrolled in the district at the time of the incident.	Ensure that incident dat correct and that enrolln dates are correct.	9920-008-457832

Review all columns in the Data Quality Dashboard.

Compare the information provided – or what is missing - with what is in the SIS.

Discipline

Certification Data Collection

Select...

Incident Enrollment

Does this match what is in the SIS?

The student's enrollment date at the school is 10/04/2024.

Error/Warning	School Year	LEA Name	School Name	Description	Resolution		Last Name	MSIS ID	Incident Behavior	Incident Date	Enrollment Date	Exit Date	Incident ID
Error	2024-2025	Faulkner City School District	Archie Manning Elementary School	The student is not enrolled in the district at the time of the incident.	Ensure that the incident date is correct and that enrollment dates are correct.	Goldie	Slattery	993348312	04704	2024-11-15	2025-02-07		9920-008-457832

Discipline

Certification Data Collection

Select...

Incident Enrollment

Error/Warning	School Year	LEA Name	School Name	Description	Resolut	Incident ID
Error	2024-2025	Faulkner City Schoo District	Archie Manning Elementary School	The student is not enrolled in the district at the time of the incident.	Ensure inciden correct that en dates c correct	9920-008-457832

Compare data in the SIS with data sources in MSIS.

LEA: All

School: Jim Henson Elementary School-9920-007

Grade Level: All

Data Collection Name: Full School Year

Enrollment & Transfers Report

Enrollment | Exit

LEA ID	LEA Name	School ID	School Name				Entry Code
9920	Faulkner City School District	9920-007	Jim Henson Elementary School			Kindergarten	74001
9920	Faulkner City School District	9920-007	Jim Henson Elementary School		07/25/2024	Fourth grade	74001
9920	Faulkner City School District	9920-007	Jim Henson Elementary School		Staggs, Ephraim L	07/25/2024	Third grade	74001
9920	Faulkner City School District	9920-007	Jim Henson Elementary School	996918360	Spradlin, Joette J	07/30/2024	First grade	74001
9920	Faulkner City School District	9920-007	Jim Henson Elementary School	990897959	Spear, Josie L	07/25/2024	Kindergarten	74001
9920	Faulkner City School District	9920-008	Archie Manning Elementary School	993348312	Slattery, Goldie T	10/04/2024	Third grade	74001
9920	Faulkner City School District	9920-008	Archie Manning Elementary School	993348312	Slattery, Goldie T	02/07/2025	Third grade	74001
9920	Faulkner City School District	9920-007	Jim Henson Elementary School	997518112	Slade, Hilda L	07/29/2024	First grade	74001
9920	Faulkner City School District	9920-007	Jim Henson Elementary School	999738668	Sisk, Lorayne A	07/25/2024	Fifth grade	74001
9920	Faulkner City School District	9920-007	Jim Henson Elementary School	997238733	Simpkins, Beatriz M	07/25/2024	Third grade	74001
9920	Faulkner City School District	9920-007	Jim Henson Elementary School	992718745	Shuman, Cassius A	08/05/2024	Kindergarten	74001
9920	Faulkner City School District	9920-007	Jim Henson Elementary School	992718575	Shultz, Vincent	07/25/2024	First grade	74001
9920	Faulkner City School District	9920-007	Jim Henson Elementary School	992348134	Shull, Jordi R	07/25/2024	Fifth grade	74001
9920	Faulkner City School District	9920-007	Jim Henson Elementary School	990528533	Sheridan, Darnell	07/25/2024	Third grade	74001
9920	Faulkner City School District	9920-007	Jim Henson Elementary School	997518991	Shearer, Jerel	07/29/2024	First grade	74001
9920	Faulkner City School District	9920-007	Jim Henson Elementary School	992718665	Sexton, Tristen	07/25/2024	First grade	74001
9920	Faulkner City School District	9920-007	Jim Henson Elementary School	997428486	Seay, Thursa D	08/02/2024	Third grade	74001
9920	Faulkner City School District	9920-007	Jim Henson Elementary School	998697661	Schumacher, Yadira	08/19/2024	Kindergarten	74001
9920	Faulkner City School District	9920-007	Jim Henson Elementary School	991138166	Schulze, Kiefer S	07/25/2024	Second grade	74001
9920	Faulkner City School District	9920-007	Jim Henson Elementary School	990897359	Scarborough, Zaria L	07/25/2024	Kindergarten	74001

Does this match what is in the SIS?

LEA: All

School: Jim Henson Elementary School-9920-007

Grade Level: All

Data Collection Name: Full School Year

Enrollment & Transfers Report

Enrollment | Exit

LEA ID	LEA Name	School ID	School Name
9920	Faulkner City School District	9920-007	Jim Henson Elementary School
9920	Faulkner City School District	9920-007	Jim Henson Elementary School
9920	Faulkner City School District	9920-007	Jim Henson Elementary School
9920	Faulkner City School District	9920-007	Jim Henson Elementary School
9920	Faulkner City School District	9920-007	Jim Henson Elementary School
9920	Faulkner City School District	9920-008	Archie Manning Elementary School
9920	Faulkner City School District	9920-008	Archie Manning Elementary School
9920	Faulkner City School District	9920-007	Jim Henson Elementary School
9920	Faulkner City School District	9920-007	Jim Henson Elementary School
9920	Faulkner City School District	9920-007	Jim Henson Elementary School
9920	Faulkner City School District	9920-007	Jim Henson Elementary School
9920	Faulkner City School District	9920-007	Jim Henson Elementary School
9920	Faulkner City School District	9920-007	Jim Henson Elementary School
9920	Faulkner City School District	9920-007	Jim Henson Elementary School
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9920	Faulkner City School District	9920-007	Jim Henson Elementary School
9920	Faulkner City School District	9920-007	Jim Henson Elementary School

Does this match what is in the SIS?

Complete an Inactive Enrollment file for the erroneous enrollment.

Use the School ID, MSIS ID, enrollment date, and grade level from the report.

MSIS: File Layout Templates

Below are various file templates used to upload data into MSIS. If you have questions about the templates or need additional support, please submit a ticket to the MSIS Helpdesk by emailing mdeapps@mdek12.org.

- Federal Programs
- Finance
- MSIS ID
- Personnel
- Record Removal
- Special Education
- Student

Record Removal

- Course Section Removal: File Layout Example Spreadsheet (XLSX)
  - CourseSection.Removal Template (CSV)
  - Instructions for Formatting Cells – Excel and Sheets
- Inactive Enrollment: File Layout Example Spreadsheet (XLSX)
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  - Incident.Removal Template (CSV)
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- Staff Removal: File Layout Example Spreadsheet (XLSX)
  - Staff.Removal Template (CSV)
  - Instructions for Formatting Cells – Excel and Sheets

Enrollment | Exit

LEA ID	LEA Name	School ID	School Name	MSIS ID	Student Name	Enrollment Date	Grade	Entry Code
9920	Faulkner City School District	9920-007	Jim Henson Elementary School	990897989	Stapleton, Nellie G	07/25/2024	Kindergarten	74001
9920	Faulkner City School District	9920-007	Jim Henson Elementary School	994928924	Stallworth, James R	07/25/2024	Fourth grade	74001
9920	Faulkner City School District	9920-007	Jim Henson Elementary School	998418795	Staggs, Ephraim L	07/25/2024	Third grade	74001
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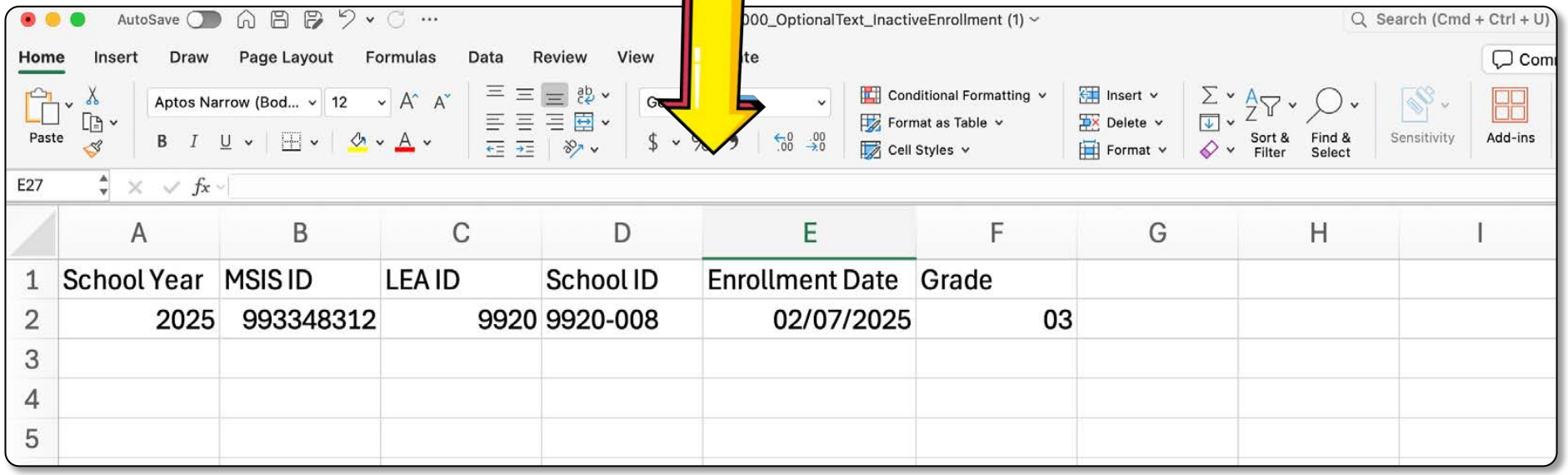
9920	Faulkner City School District	9920-007	Jim Henson Elementary School	997438168	Slater, Burnice B	07/25/2024	Third grade	74001
9920	Faulkner City School District	9920-007	Jim Henson Elementary School	997518112	[illegible] Hilda L	07/29/2024	First grade	74001



	A	B	C	D	E	F	G	H	I
1	School Year	MSIS ID	LEA ID	School ID	Enrollment Date	Grade			
2	2025	993348312	9920	9920-008	02/07/2025	03			
3									
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Instructions for Formatting Cells – Excel and Sheets

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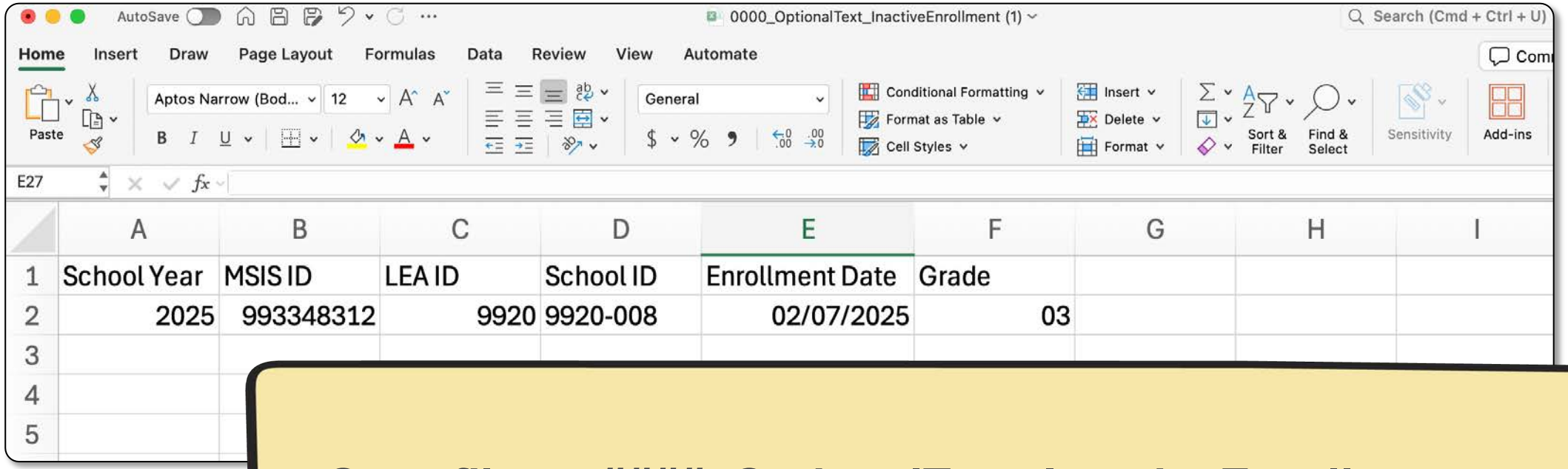
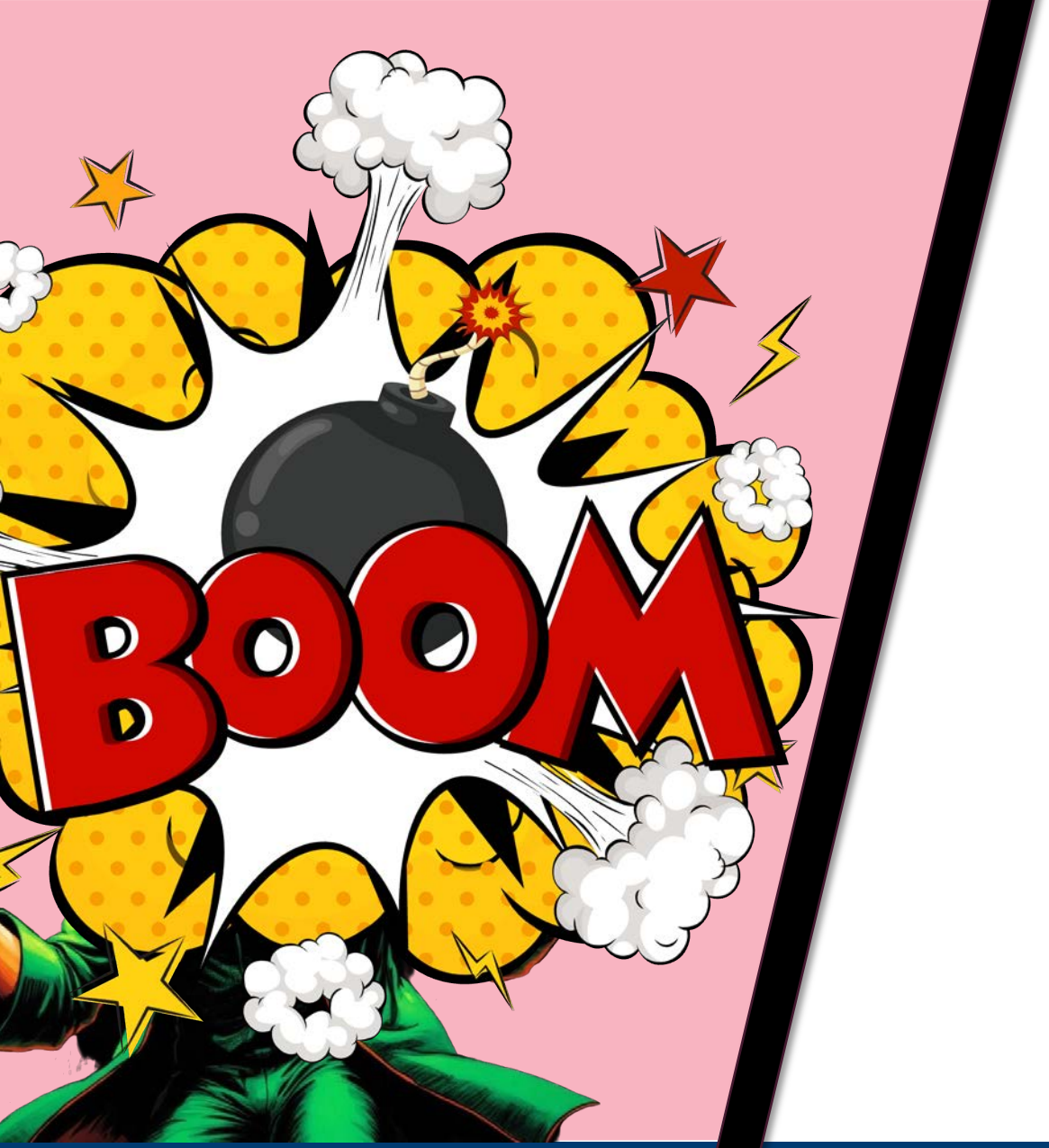
- Open the .csv in Google Sheets.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)



Save file as ####_OptionalText_InactiveEnrollment.csv

MSIS



There are no errors

MSIS Overview

Contents

- MSIS Login
- Resource Library
- File Layout Templates
- Reporting Calendar
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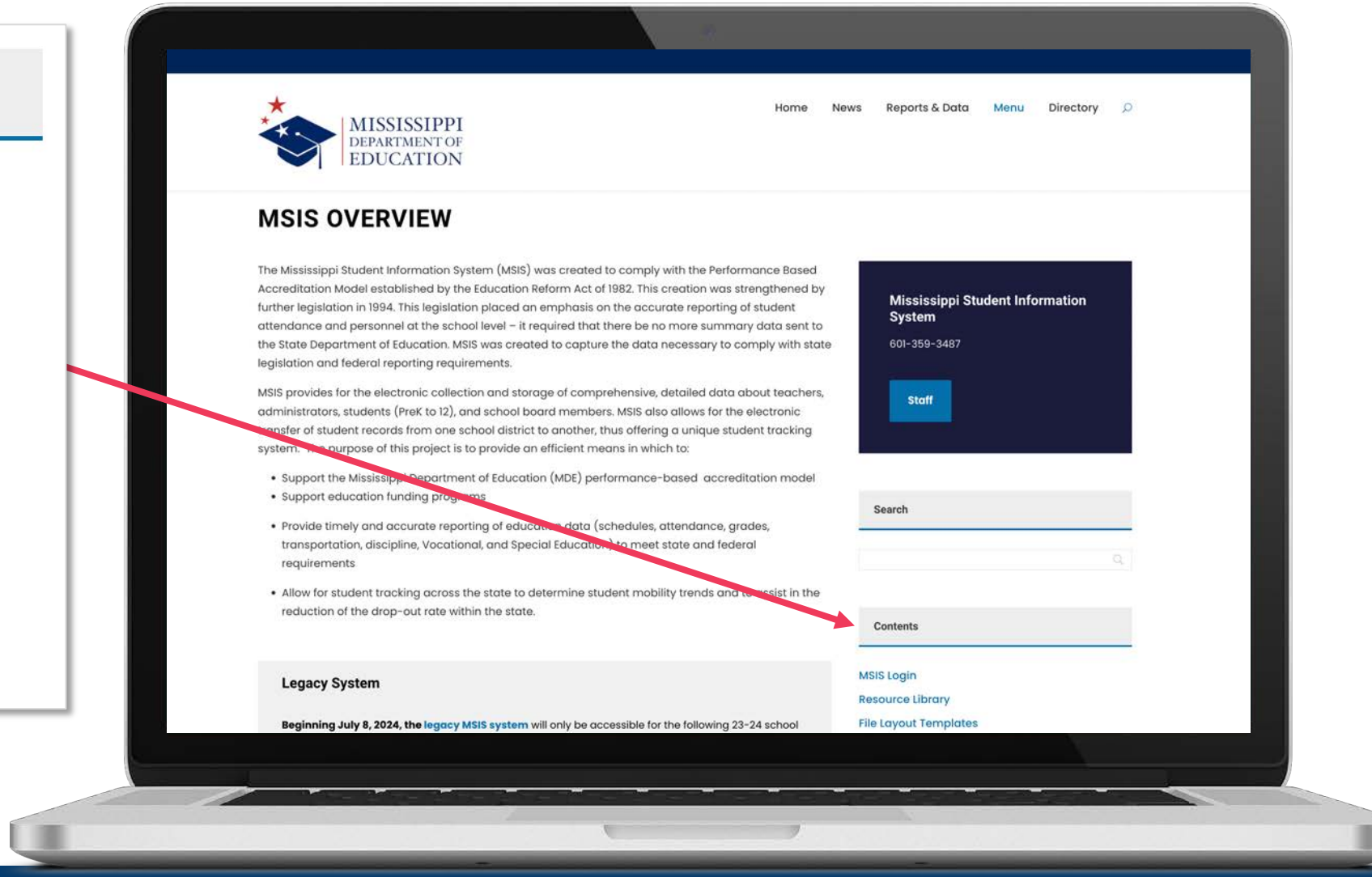

MSIS Team

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