# Federal Programs Data Collection



mdek12.org





#### **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





#### State Board of Education STRATEGIC PLAN GOALS



**ALL** Students Proficient and Showing Growth in All Assessed Areas

**EVERY** School Has Effective Teachers and Leaders





**EVERY** Student Graduates from High School and is Ready for College and Career

Uses a World-Class Data System to Improve Student Outcomes





**EVERY** Child Has Access to a High-Quality Early Childhood Program

**EVERY** School and District is Rated "C" or Higher









#### Be an active participant

Share reactions

Respond to prompts in the chat

















**REVIEW** data certified monthly



**EXAMINE** monthly data checks



**EXPLORE** MSFF Report



**REVIEW** EOY certification process



# Monthly Certification



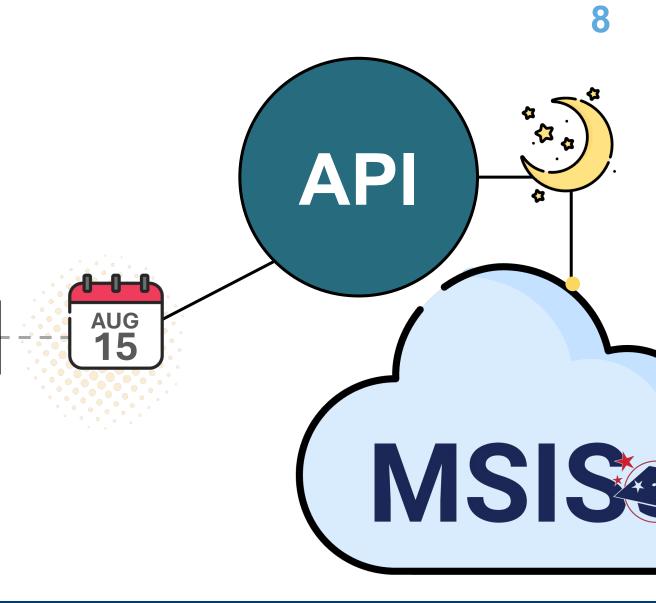
Attendance

**Enrollment** 

**Student Demographics** 

**Course Section** 

Discipline







#### **OCTOBER – JUNE\***

# District Approval Months 1-9





#### **JANUARY**

# District Approval Month 4





#### **JUNE**

# District Approval Month 9





#### 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

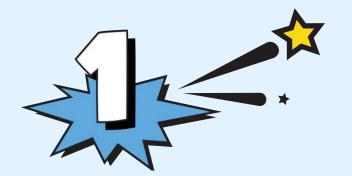
#### **Discipline Reports**

Discipline

#### **Course Section Reports**

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





### Clear any errors for the reporting period.

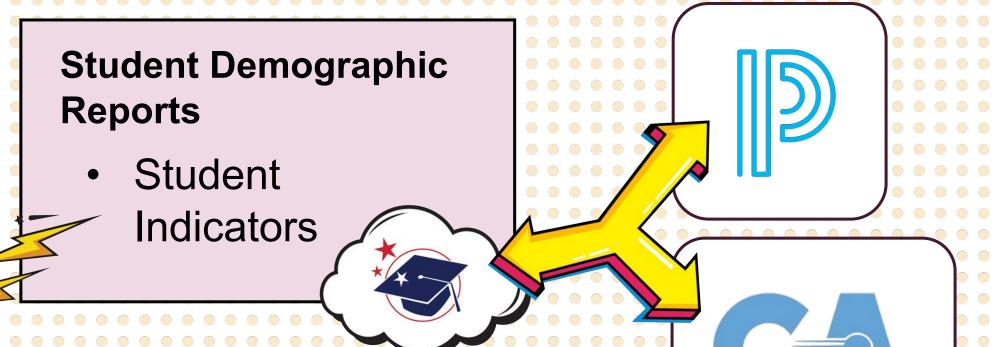
Check warnings for the reporting period.



### Review MSIS Reports for accuracy.

Compare with corresponding SIS reports.









StudentIndicators



District Federal Programs staff



### **Student Demographic Reports**

Student Indicators





#### **PERMISSION**

Student



#### **Student Indicators Report**

Displays all demographic indicators for each enrolled student. Indicators should be set to "Yes" or "No" for each enrolled student.



#### **Data Impact**

- MSFF
- Federal Programs
- Special Education
- Child Nutrition

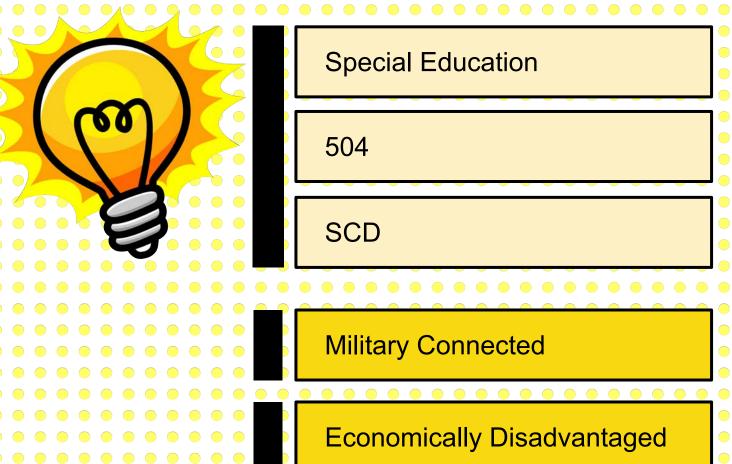
Military families

#### **Data Source**

SIS (API nightly)







Foster

**English Learner** Homeless Migrant **I**mmigrant N or D (Neglected or Delinquent)



### ENGLISH LEARNER

#### Title III, Part A: A Limited English Proficient/English Learner is one:

- who is ages 3 through 21;
- who is enrolled or preparing to enroll in an elementary school or secondary school;
- who was not born in the United States or whose native language is a language other than English;
- who is a Native American or Alaska Native, or a native resident of the outlying areas; and
- who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
- who is migratory, whose native language is a language other than English, and
- who comes from an environment where a language other than English is dominant; and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual the ability to meet the State's proficient level of achievement on State assessments described in Section 1111(b)(3); with the ability to successfully achieve in classrooms where the language of instruction is English; or the opportunity to participate fully in society.





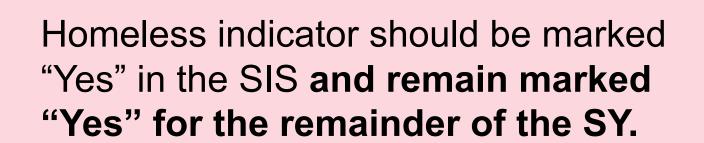


A Homeless Student is a student who lacks a fixed, regular, and adequate nighttime residence.

- a. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
- b. Children and youth who have a primary nighttime *residence* that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- c. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- d. Migratory children (as defined in section 1309 of the Elementary and Secondary Education Act (ESSA) of 1965, as amended) who qualify as homeless because they are living in circumstances described in this definition.











The following definitions, as provided, in the McKinney-Vento Homeless Assistance Act, must be used by the Local Education Agencies (LEAs) when determining the homeless status of a student. The term "homeless" includes children and youth who experience any of the following:

hardship, or a similar reason. If economic hardship, such as an accident or illness, loss of employment, loss of public benefits, or condition of poverty, forces a family or youth to share the housing of others temporarily, the children and youth are eligible for McKinney-Vento services. A long-term, cooperative living arrangement among families or friends that is fixed, regular and adequate should not be considered a homeless situation, even if the parties are living together to save money.





- Living in a motel, hotel, trailer park, or camping ground due to the lack of alternative adequate accommodations. Motels, hotels, and camping grounds will almost always be homeless situations, as they are rarely fixed, regular, and adequate residences. Asking questions about the condition and size of the trailer, the number of people living there, the intended length of stay, and whether the family or youth has an adequate alternative will help determine if the student is eligible for McKinney-Vento services.
- Living in an emergency or transitional shelter. Emergency or transitional shelters of all kinds, including youth shelters, domestic violence shelters, family shelters, transitional living programs, and supportive housing programs are homeless situations.
- Abandoned in hospitals. A child or youth abandoned in the hospital is eligible for McKinney-Vento services.





- Living in a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings. An example of a place that meets these criteria is a public restroom.
- Living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting. In an evaluation of whether housing is "substandard," consider that substandard means "deviating from or falling short of a standard or norm" or "of a quality lower than that prescribed by law." Determining if housing is substandard requires comparing the housing with community norms and the law.
- Classified as migratory children who qualify as homeless for the purpose of this subtitle because the children are living in circumstances described above. While migrant students are not categorically eligible for McKinney-Vento services, migrant students living in a primary nighttime residence that is not fixed, regular, and adequate are eligible.





#### Immigrant, Title III, Part A

#### Section 3301(6) defines Immigrant Children and Youth as individuals who-

(c) have not been attending one or more schools in any one or more states in America or US Territories for more than three full academic years.

Are children (students) born to U.S. citizens abroad (e.g., children born on a military base overseas) considered immigrants?
YES...if they meet the above criteria in the definition of immigrant.
Definition: Children born outside the United States or a U.S. territory to parents or couples that are US citizens, born or naturalized, are to be identified as immigrants.

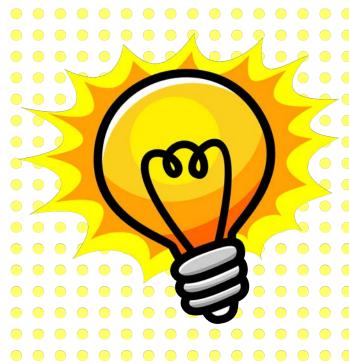




Once a student has completed three full academic school years\* (MS public, private, homeschool, or any type of out-of-state school), the Immigrant student indicator should be set to "No" in the SIS.

\*Academic school year is MS school attendance calendar = July/Aug thru May/June. Other states' school attendance calendars may vary. Only include summer school if the student is a Migrant and the classes are part of the Migrant Education Program. Academic school years do not have to be consecutive.

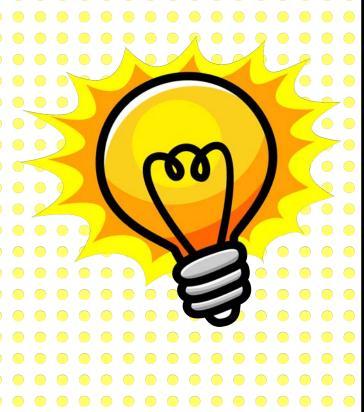




### Once a student is marked "yes" for the Immigrant indicator, they retain that status for 3 full academic years.

Example: A student is marked "yes" for the Immigrant indicator during April of the 2024-2025 school year. The student will keep this status until they complete three full academic years. If the student is enrolled and attends school for the entire 2025-2026 (Year 1), 2026-2027 (Year 2), and 2027-2028 (Year 3) school years, they will maintain the Immigrant status throughout these three full academic years. For the 2028-2029 school year, the student's Immigrant indicator should be set to "no".





#### A student who has both English Learner and Immigrant indicators:

- After a student has been enrolled for three full academic years, their Immigrant indicator can be set to "no." However, their English Learner indicator will stay set to "yes" until the English Learner exit criteria are met.
- After the student meets the English Learner exit criteria but has not been enrolled for three full academic years, the student's English Learner indicator can be set to "no," but the Immigrant indicator will remain set to "yes" until three full academic years have been completed.





#### Migrant, Title I, Part C

A Migrant child is 3-21 years of age and has not graduated from high school or obtained a GED. The child or the child's parent(s), guardian(s), or spouse is a migratory agricultural worker or fisher and has moved within the past thirty-six months from one school district to another due to economic necessity. The move has enabled the child, or the child's parent, guardian, or spouse, to either engage in temporary or seasonal agricultural or fishery employment or actively seek such work while having a history of moves with qualifying employment.

If a student is enrolling in or has enrolled in the district and the district representative identifies the student as a potential migratory child, contact the Coordinator of Identification & Recruitment at the Mississippi Migrant Education Service Center (MMESC) immediately (662.325.1815).





Migrant student data is captured, stored and reported in the MIS2000 database on behalf of the MDE by MMESC, at Mississippi State University. This system collects and stores Migratory data for the state of Mississippi and over 25 other states. Data collected in MIS2000 is shared with MDE and the U.S. Department of Education, Office of Migrant Education. MIS2000 is owned and operated by Management Services for Education Data (MS/EdD), in Little Rock, AR.

LEAs do not make the determination of whether a student is marked as a migrant student in MSIS. This determination can only be made by MMESC. A list of qualifying migrant students will be sent to districts from MMESC. It is very important to accurately report the information in MSIS as indicated in this migrant student list. Accurate data entry enables MDE's accurate submission of a required biannual report on migratory students educated in Mississippi to the U.S. Department of Education, Office of Migrant Education



The Migrant student indicator should only be marked as "Yes" in the SIS if the district receives confirmation from MMESC and remain "Yes" for the rest of the SY.



Title I, Part D – Subpart I (State Agencies) and Subpart II (District)

Title I, Part D consists of 2 discretionary subparts. Subpart 1 is allocated to state agencies (Mississippi Department of Corrections and Mississippi Department of Human Services/Division of Youth Services). Subpart 2 is allocated to school districts with institutions, in their local attendance areas, for children who meet the federal definition of delinquent (juvenile detention centers).

A delinquent child as defined in section 1432; 4(B) of ESEA is a child or youth ages 5-17 who reside in a public or private residential facility, other than a foster home, that is operated for the care of children and youth who have been adjudicated to be delinquent or in need of supervision by court orders.



The Delinquent student indicator is marked "Yes" in the SIS for the home school for as long as the student remains in that placement.



Once a student has entered a Juvenile Detention Center (JDC) the Delinquent indicator must be marked "Yes." An incident identifying the student 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.



Students who have been sentenced to an adult correctional facility or prison must be removed from the home school enrollment with the appropriate dropout code, with supporting court documentation.



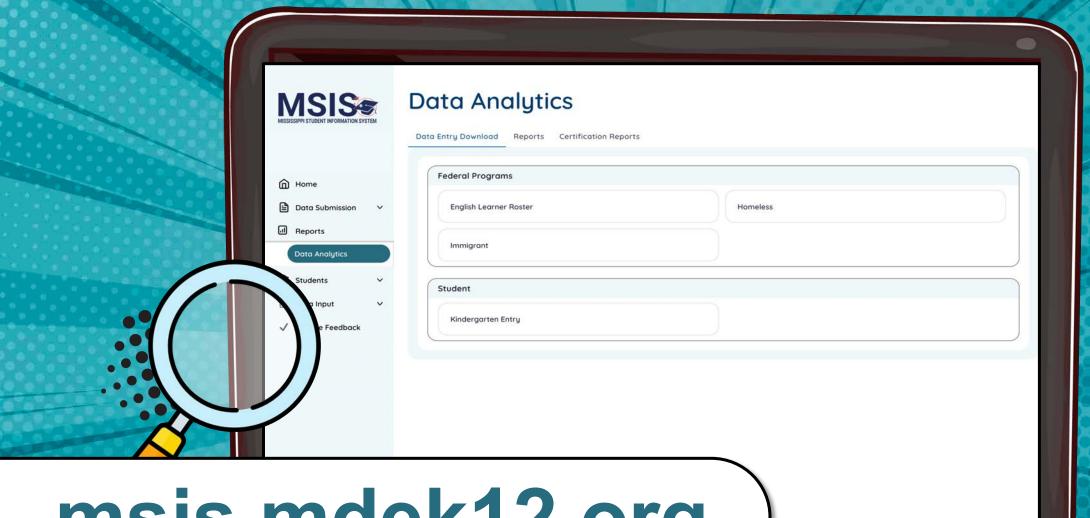


Neglected children are children or youths who reside in public or private residential facilities, other than foster homes, that are operated for the care of children who have been committed to the institution or voluntarily placed in the institution under applicable state laws due to abandonment, neglect or death of their parents or guardian.

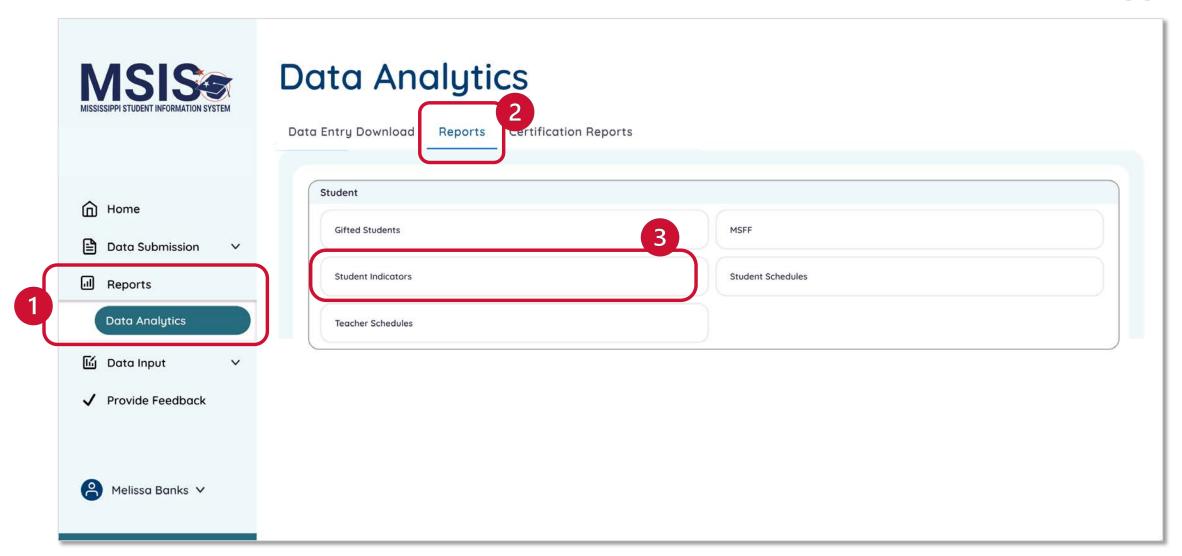


The Neglected student indicator is marked "Yes" in the SIS for the home school for as long as the student remains in that placement.





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LEA	School	School Year	Grade Level
All	Oprah Winfrey Middle School-9920-005	All	All
Race	Gender	Special Population	Data Collection Name
All	All V	All ~	Full School Year

#### **Student Indicators Report**

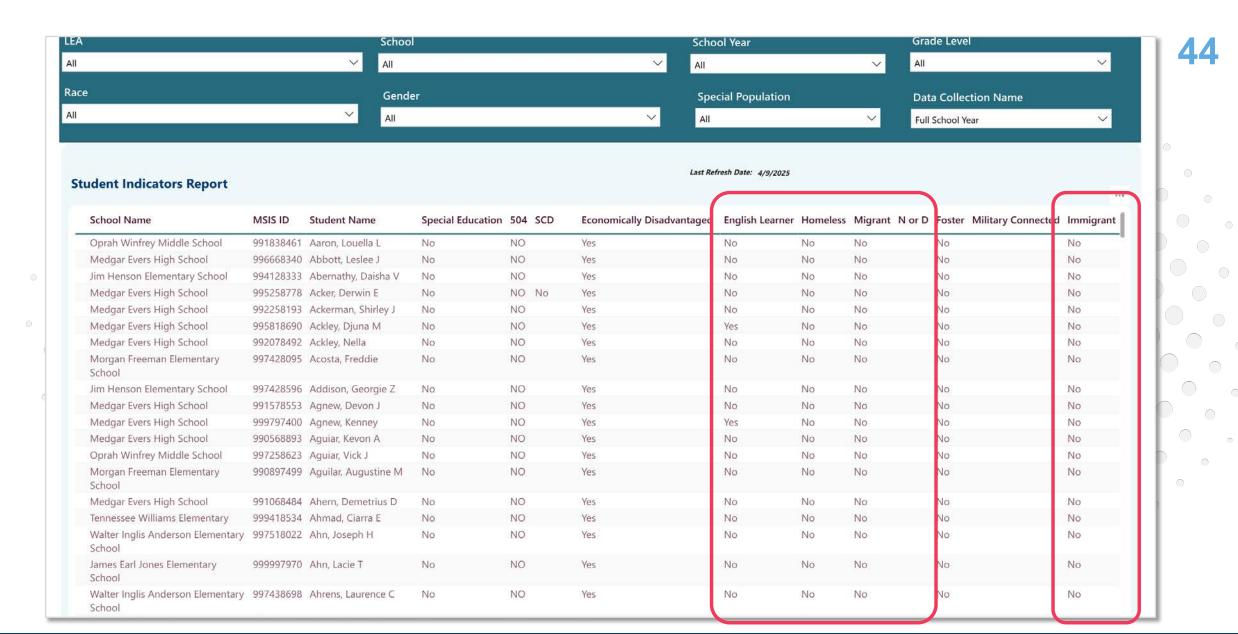
Last Re	frach I	Tate .	1/0/2	1025
Lust Me	III COII L	Jute	1/3/6	UZJ

LEA ID	LEA Name	School ID	School Name	MSIS ID	Student Name	Special Education	504 SCD	Economically Disadvantaged	English Learner	Homeless	Mig
9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	991838461	Aaron, Louella L	No	NO	Yes	No	No	No
9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	997258623	Aguiar, Vick J	No	NO	Yes	No	No	No
9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	991848193	Alcorn, Donavan B	No	NO	Yes	No	No	No
9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	997848276	Alderman, Almer	No	NO	Yes	No	No	No
9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	997848416	Alicea, Roderick	No	NO	Yes	No	No	No
9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	998738405	Allison, Bryanna	No	NO	Yes	No	No	No
9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	992238713	Alston, Melina M	No	NO No	Yes	No	No	No
9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	998738874	Alves, Arlin	No	NO	Yes	No	No	No
9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	995148858	Andersen, Dimitri P	No	NO	Yes	No	No	No
9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	998458877	Aparicio, Audriana	No	NO	Yes	No	No	No
9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	991518278	Aparicio, Lavar U	No	NO	Yes	Yes	No	No
9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	993348822	Aragon, Damien	No	NO	Yes	No	No	No
9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	990348989	Armijo, Odus J	No	NO	Yes	No	No	No
9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	997848617	Atkins, Derald	No	NO	Yes	No	No	No
9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	993338800	Atwell, Lennie	No	NO	Yes	No	No	No
9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	995418541	Avina, Catharine M	No	NO	Yes	Yes	No	No
9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	993838439	Bandy, Bertie T	No	NO	Yes	No	No	No
9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	990058499	Barfield Madeline G	No	NO	Yes	No	No	No



	LEA	School		School Year		Grade Level	×
	All	Oprah Winfrey Middle Scho	ol-9920-005	All	<b>V</b>	All	V
	Race	Gender  All	V	Special Population		Data Collection Name Full School Year	
	Student Indicators Report			Last Refresh Date: 4/9/2025	• •		
		School		School Year		Grade Level	
	\	Oprah Winfrey Middle School-9920-005	~	All	V	All	V
fi i		Gender		Special Population		Data Collection Name	
	<u> </u>	All	~	All	~	Full School Year	~
	9920 Faulkner City School District	9920-005 Oprah Winfrey Middle School	995148858 Andersen, Dimitri P	No NO	Yes	No N	0 No
	9920 Faulkner City School District	9920-005 Oprah Winfrey Middle School	998458877 Aparicio, Audriana	No NO	Yes	No No	
	9920 Faulkner City School District	9920-005 Oprah Winfrey Middle School	991518278 Aparicio, Lavar U	No NO	Yes	Yes N	
	9920 Faulkner City School District	9920-005 Oprah Winfrey Middle School	993348822 Aragon, Damien	No NO	Yes		o No
	9920 Faulkner City School District	9920-005 Oprah Winfrey Middle School	990348989 Armijo, Odus J	No NO	Yes	No N	
	9920 Faulkner City School District	9920-005 Oprah Winfrey Middle School	997848617 Atkins, Derald	No NO	Yes	No N	o No
	9920 Faulkner City School District	9920-005 Oprah Winfrey Middle School	993338800 Atwell, Lennie	No NO	Yes	No N	o No
	9920 Faulkner City School District	9920-005 Oprah Winfrey Middle School	995418541 Avina, Catharine M	No NO	Yes	Yes N	o No
	9920 Faulkner City School District	9920-005 Oprah Winfrey Middle School	993838439 Bandy, Bertie T	No NO	Yes	No N	o No
	9920 Faulkner City School District	9920-005 Oprah Winfrey Middle School	990058499 Barfield Madeline G	No NO	Yes	No N	o No









StudentIndicators





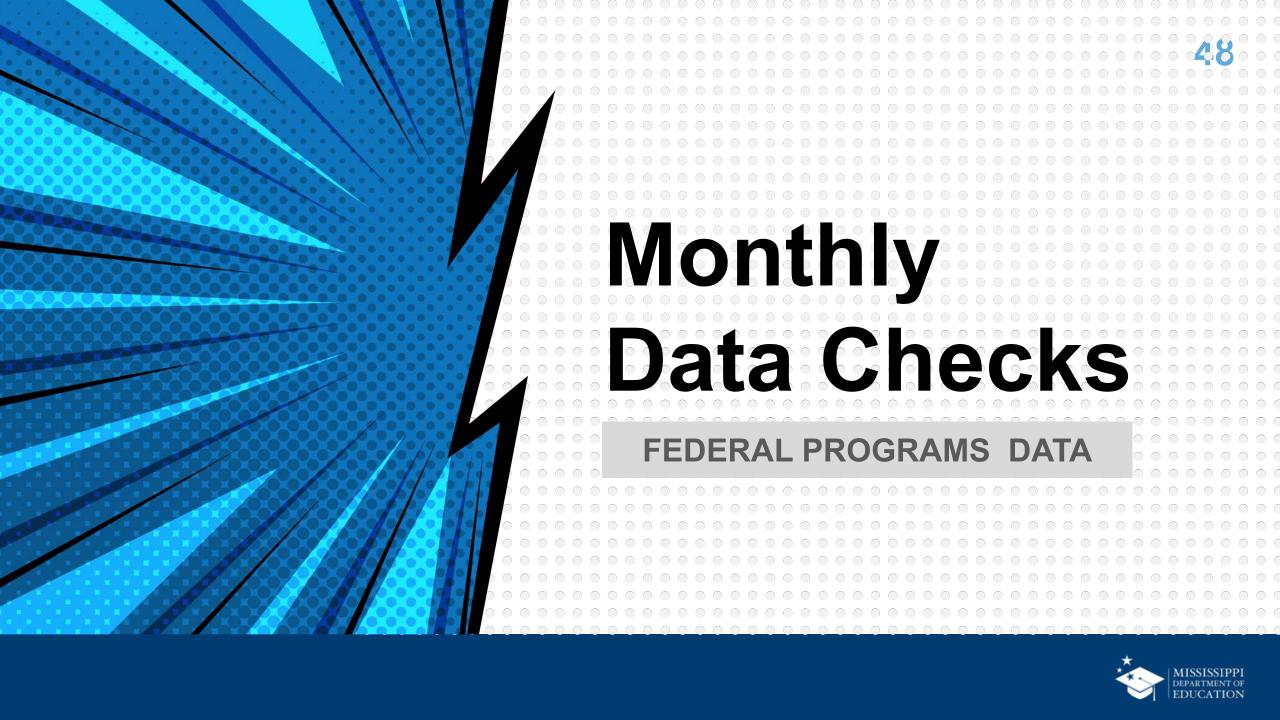
Please print, date, and sign a copy of this report (Student Indicators) each month as a data quality check for the Office of Federal Programs.

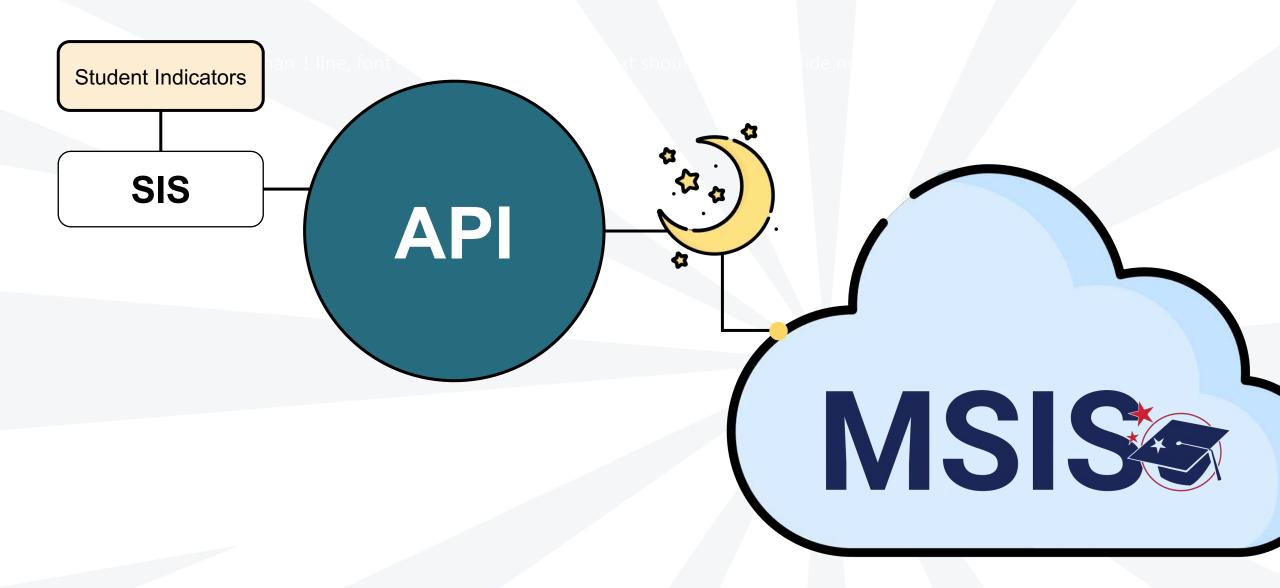
Maintain copies of each report until **Month 1** of the next **school year.** 



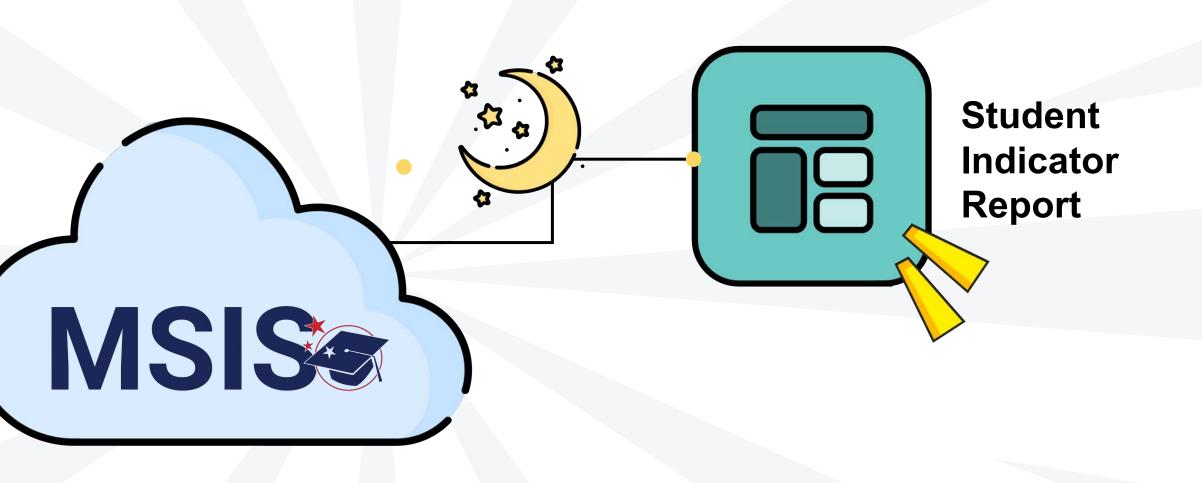




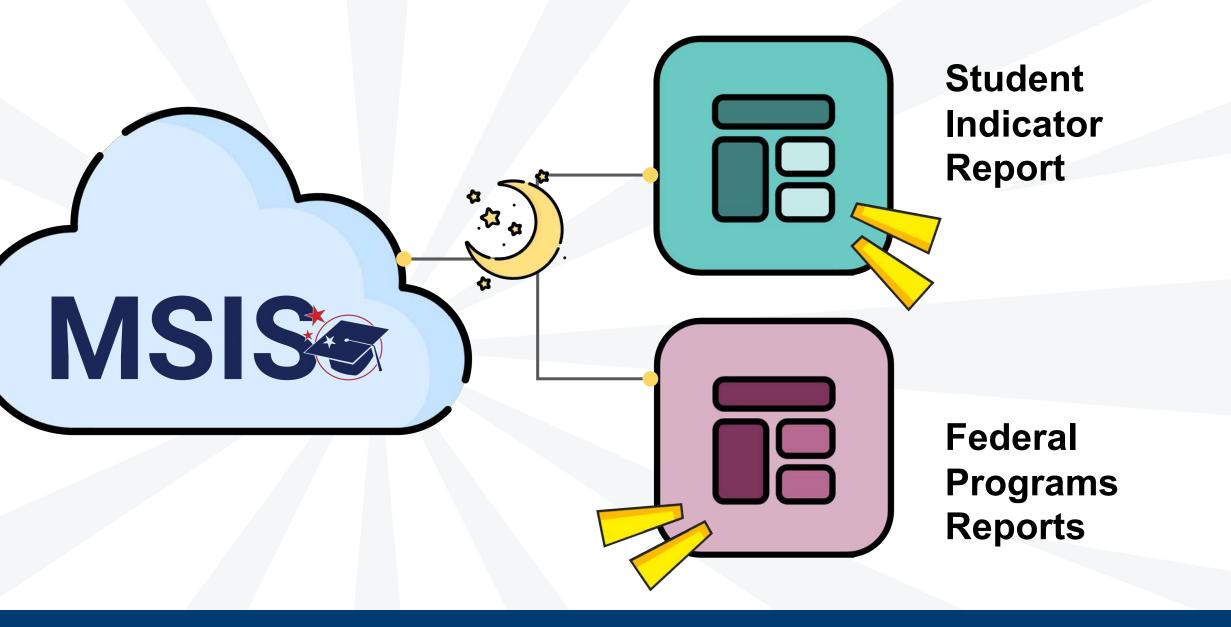














## **Federal Programs Reports**

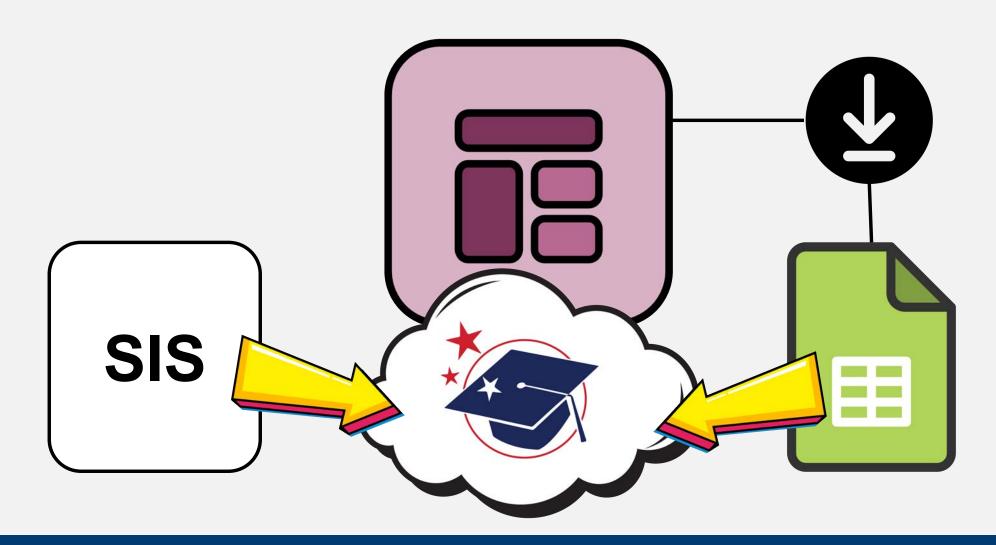
## **Data Entry Download >**

- English Learner Roster
- Homeless
- Immigrant

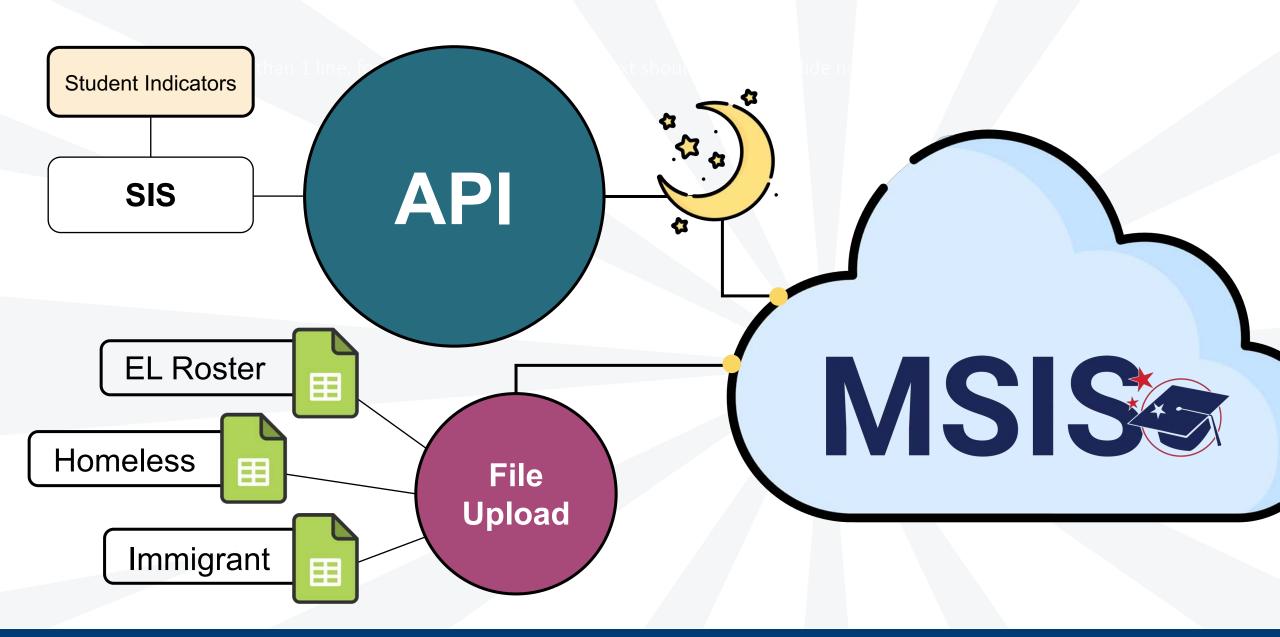




# **Data Entry Download**











# **PERMISSION**

# Federal Programs



## **English Learner Roster Report**

Displays students marked with the English Learner Indicator. Districts provide additional information (language, type of instruction, service status, years of service) via file upload.



## **Data Impact**

- MSFF
- Federal Programs
- Accountability

- Assessment Rosters (ELPT)
- Good Cause Exemption

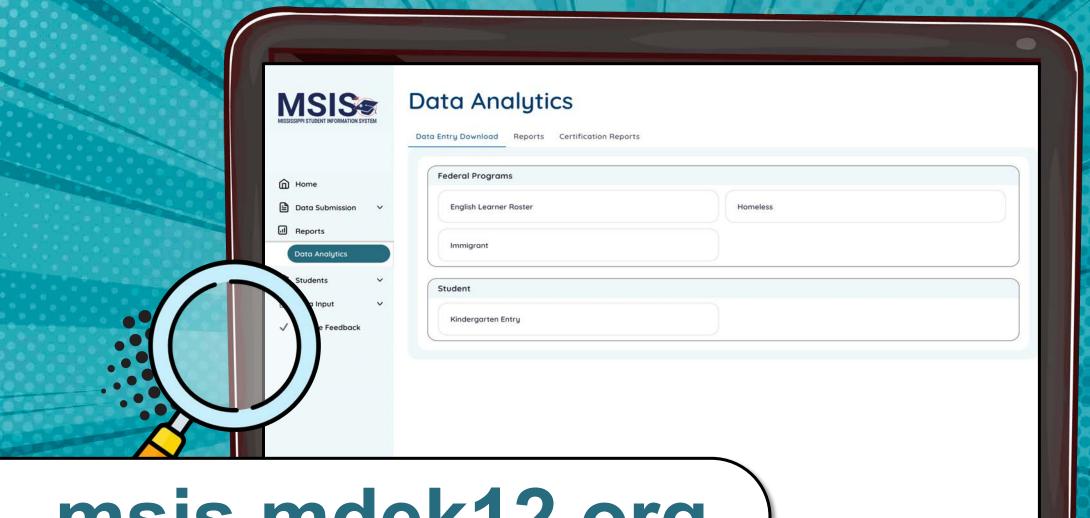
#### **Data Source**

SIS (API nightly)

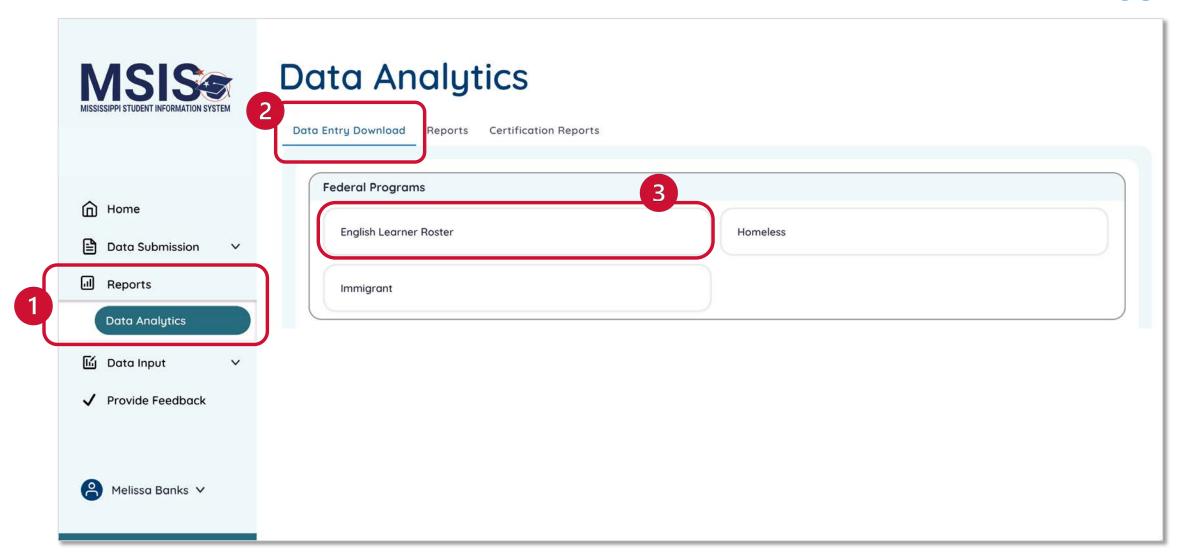
File Upload (monthly as needed)







msis.mdek12.org





All All 2025 Month 1	LEA	School	School Year	Month	
	All	All	2025 ~	Month 1	~

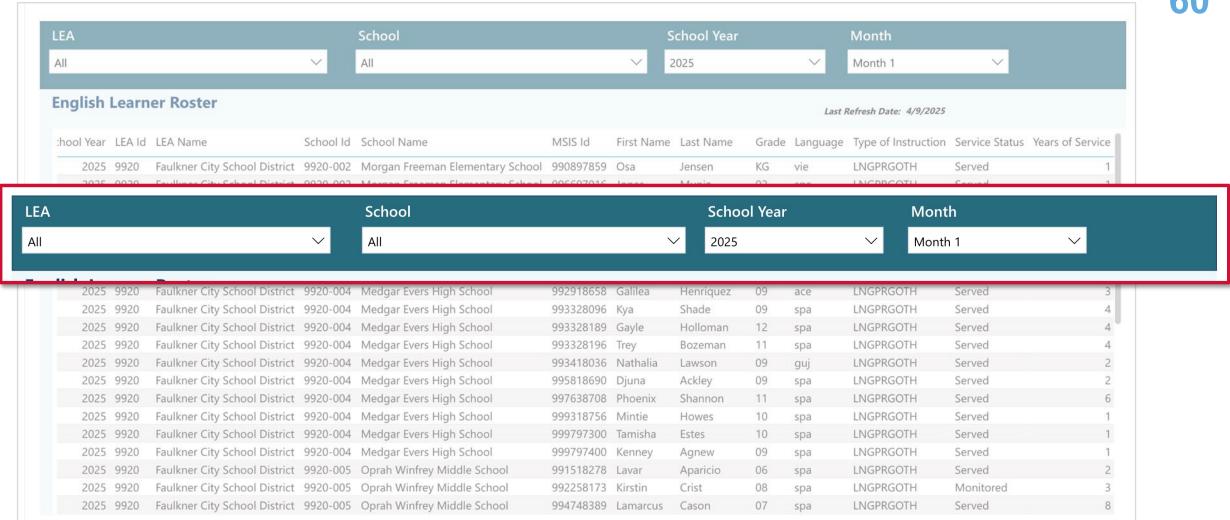
#### **English Learner Roster**

Lact	Refresh	Data	1/9	/2025
Lasi	renesn	Date.	7/2	/2023

:hool Year	LEA Id	LEA Name	School Id	School Name	MSIS Id	First Name	Last Name	Grade	Language	Type of Instruction	Service Status	Years of Service
2025	9920	Faulkner City School District	9920-002	Morgan Freeman Elementary School	990897859	Osa	Jensen	KG	vie	LNGPRGOTH	Served	1
2025	9920	Faulkner City School District	9920-002	Morgan Freeman Elementary School	996697016	Jones	Muniz	02	spa	LNGPRGOTH	Served	1
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	990568863	Coleen	Solano	11	spa	LNGPRGOTH	Monitored	3
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	991068173	Lashonda	Hess	09	spa	LNGPRGOTH	Monitored	4
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	991068563	Dania	Donnelly	09	spa	LNGPRGOTH	Monitored	2
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	991797343	Andra	Mears	09	spa	LNGPRGOTH	Served	1
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	991797443	Danelle	Akers	11	spa	LNGPRGOTH	Served	1
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	992918658	Galilea	Henriquez	09	ace	LNGPRGOTH	Served	3
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	993328096	Kya	Shade	09	spa	LNGPRGOTH	Served	4
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	993328189	Gayle	Holloman	12	spa	LNGPRGOTH	Served	4
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	993328196	Trey	Bozeman	11	spa	LNGPRGOTH	Served	4
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	993418036	Nathalia	Lawson	09	guj	LNGPRGOTH	Served	2
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	995818690	Djuna	Ackley	09	spa	LNGPRGOTH	Served	2
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	997638708	Phoenix	Shannon	11	spa	LNGPRGOTH	Served	6
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	999318756	Mintie	Howes	10	spa	LNGPRGOTH	Served	1
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	999797300	Tamisha	Estes	10	spa	LNGPRGOTH	Served	1
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	999797400	Kenney	Agnew	09	spa	LNGPRGOTH	Served	1
2025	9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	991518278	Lavar	Aparicio	06	spa	LNGPRGOTH	Served	2
2025	9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	992258173	Kirstin	Crist	08	spa	LNGPRGOTH	Monitored	3
2025	9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	994748389	Lamarcus	Cason	07	spa	LNGPRGOTH	Served	8



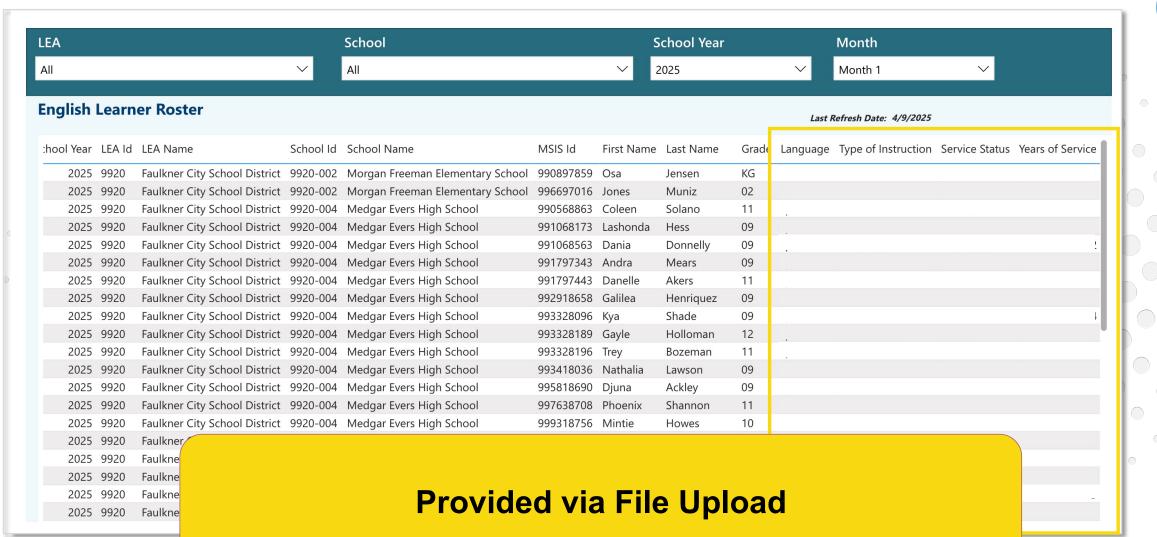






.EA			School		9	School Year			Month		
All		~	All		× 2	2025		~	Month 1	~	
English Learr	ner Roster							Last i	Refresh Date: 4/9/2025		
hool Year LEA Id	LEA Name	School Id	School Name	MSIS Id	First Name	Last Name	Grade	Language	Type of Instruction	Service Status	Years of Service
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2025 9920	Faulkner City School District	9920-004	Medgar Evers High School	991068173	Lashonda	Hess	09				
2025 9920	Faulkner City School District	9920-004	Medgar Evers High School	991068563	Dania	Donnelly	09				
2025 9920	Faulkner City School District	9920-004	Medgar Evers High School	991797343	Andra	Mears	09				
2025 9920	Faulkner City School District	9920-004	Medgar Evers High School	991797443	Danelle	Akers	11				
2025 9920	Faulkner City School District	9920-004	Medgar Evers High School	992918658	Galilea	Henriquez	09				
2025 9920	Faulkner City School District	9920-004	Medgar Evers High School	993328096	Kya	Shade	09				
2025 9920	Faulkner City School District	9920-004	Medgar Evers High School	993328189	Gayle	Holloman	12				
2025 9920	Faulkner City School District	9920-004	Medgar Evers High School	993328196	Trey	Bozeman	11				
2025 9920	Faulkner City School District	9920-004	Medgar Evers High School	993418036	Nathalia	Lawson	09				
2025 9920	Faulkner City School District	9920-004	Medgar Evers High School	995818690	Djuna	Ackley	09				
	Faulkner City School District	9920-004	Medgar Evers High School	997638708	Phoenix	Shannon	11				
2025 9920				000210756			10				









If students are missing from the report or the prepopulated data is incorrect, make necessary changes in the SIS and wait for the report to update overnight.



## **Homeless Report**

Displays students marked with the Homeless Indicator. Districts provide additional information (living conditions and unaccompanied youth) via file upload.



Federal Programs

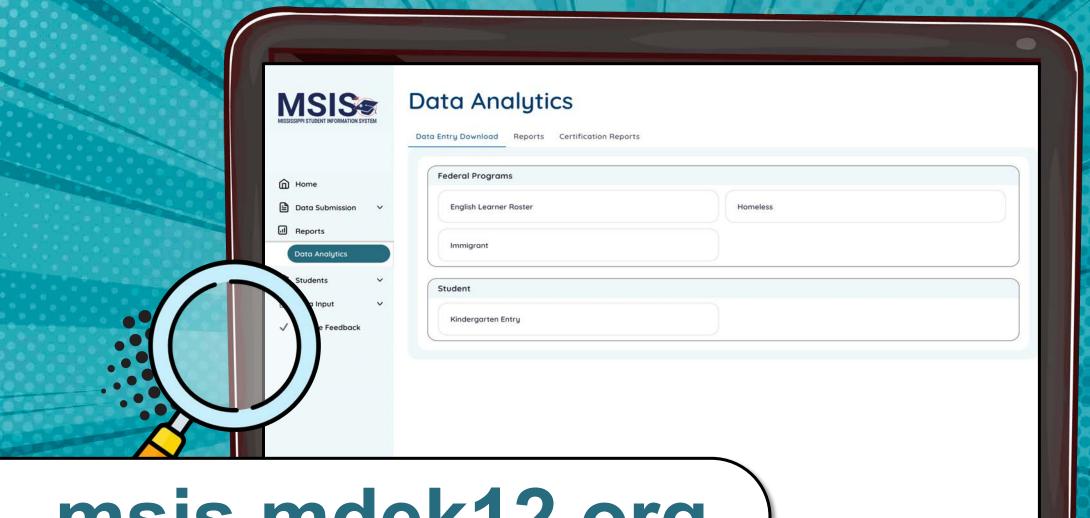
#### **Data Source**

SIS (API nightly)

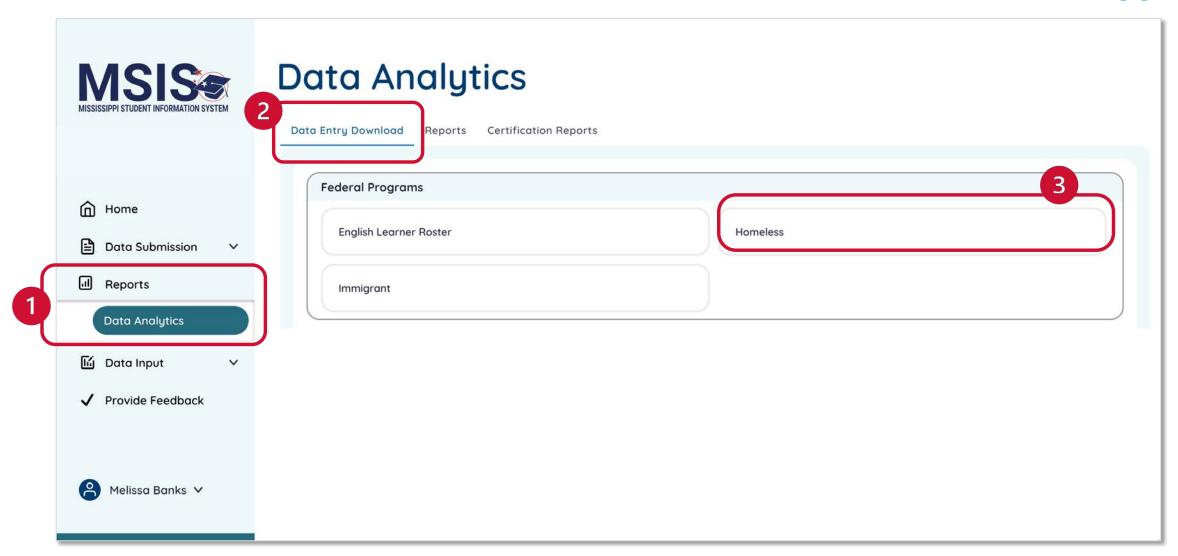
File Upload (monthly as needed)



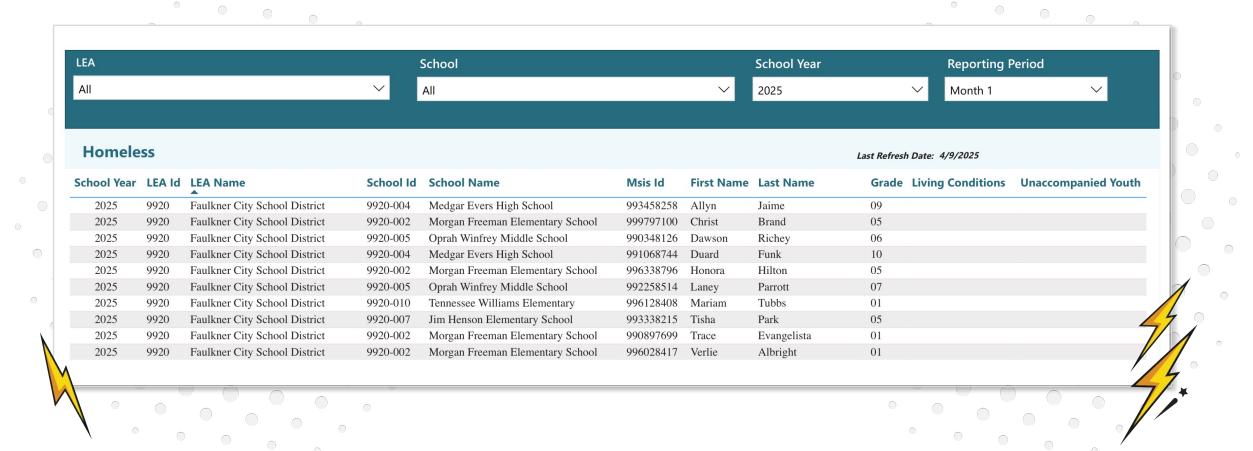




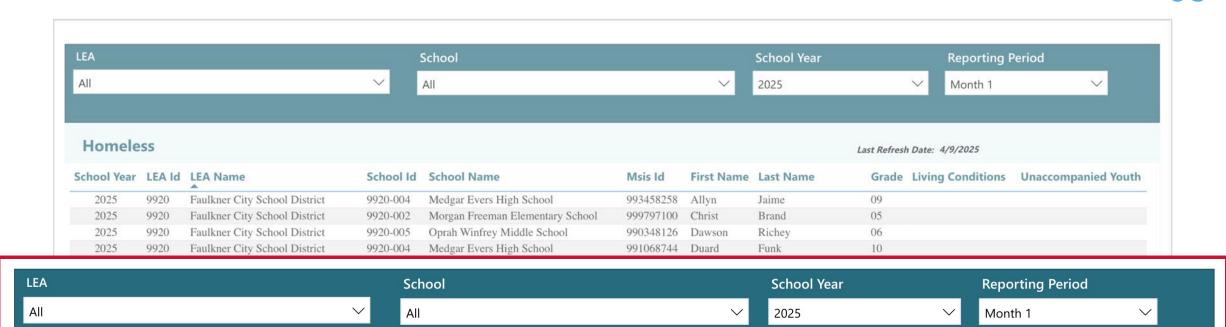
msis.mdek12.org



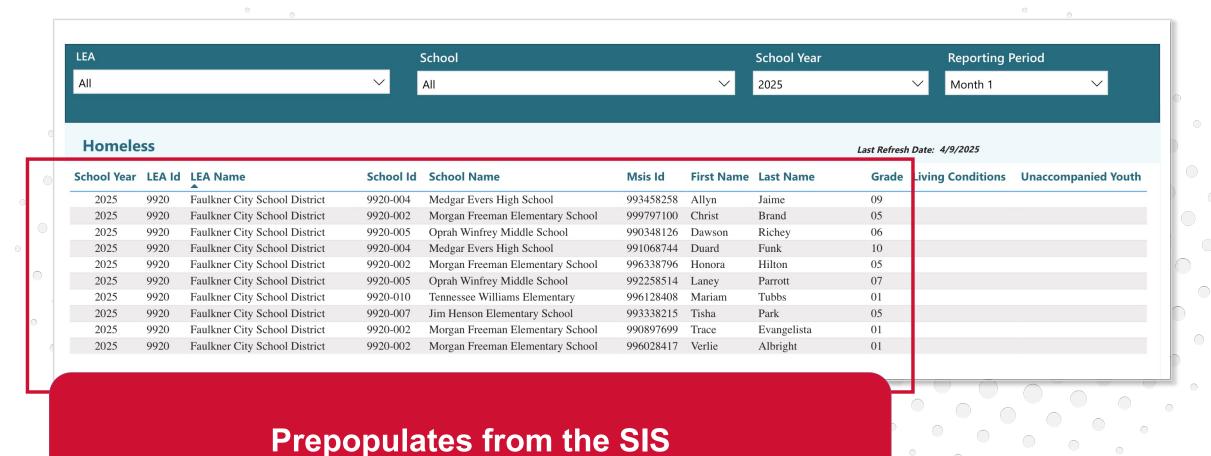




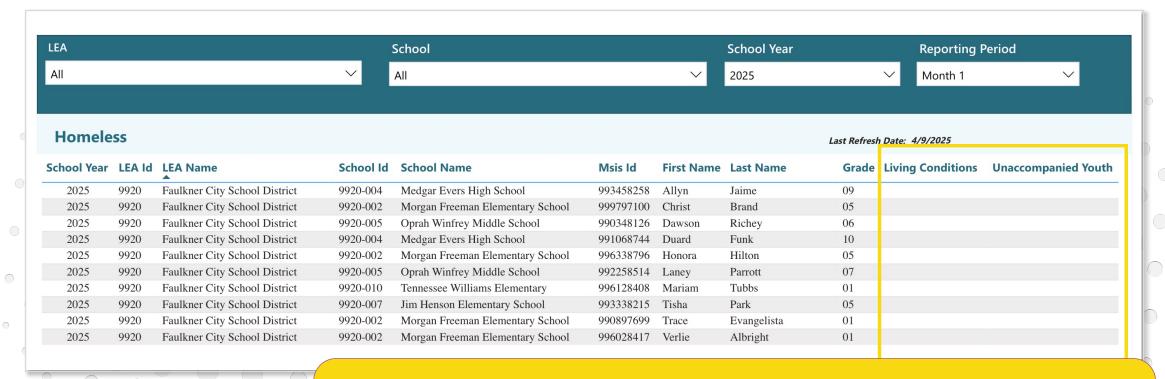












## **Provided via File Upload**





If students are missing from the report or the prepopulated data is incorrect, make necessary changes in the SIS and wait for the report to update overnight.



## **Immigrant Report**

Displays students marked with the Immigrant Indicator. Districts provide additional information (language) via file upload.



Federal Programs

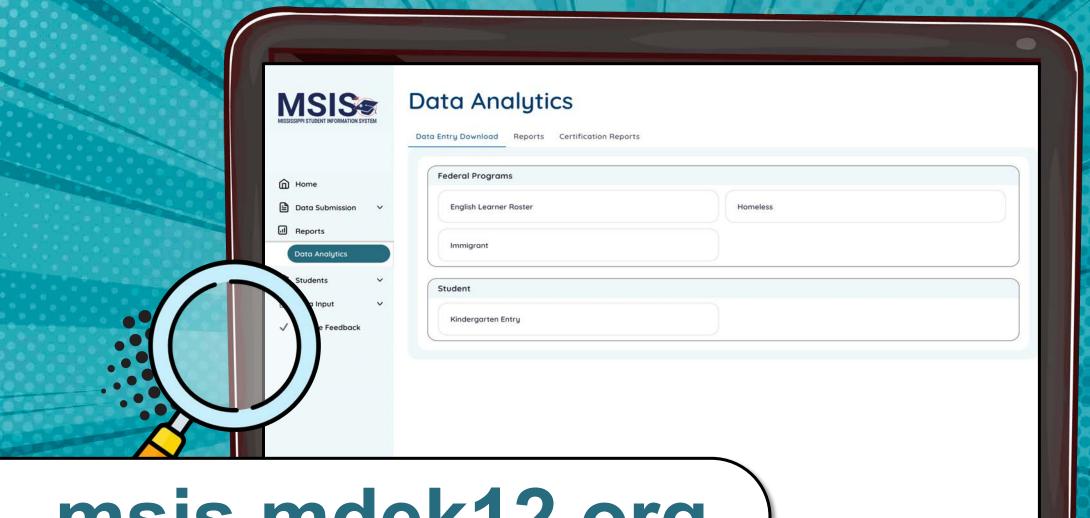
### **Data Source**

SIS (API nightly)

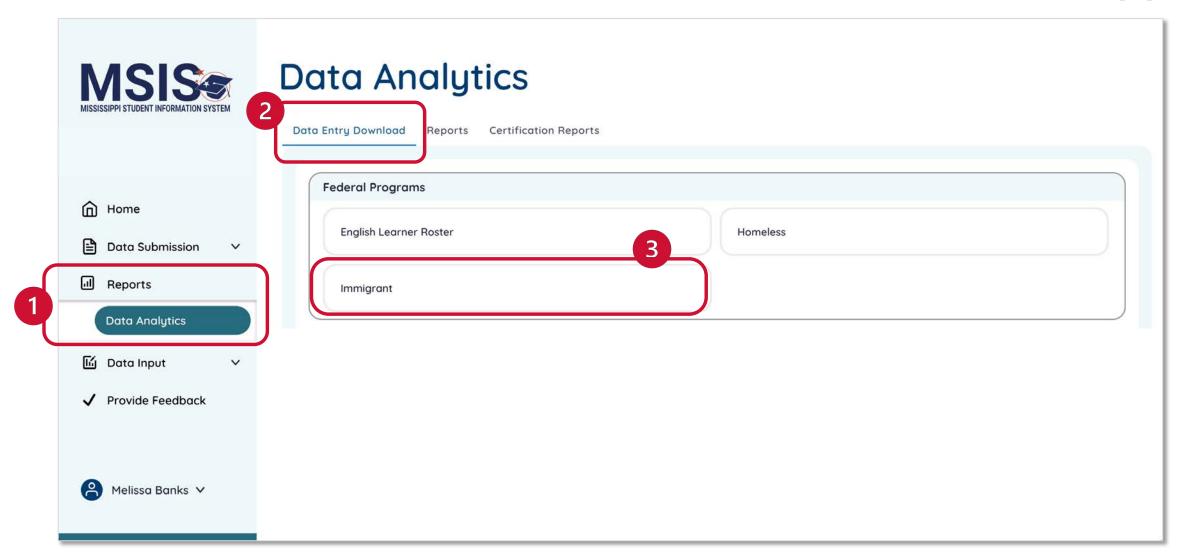
File Upload (monthly as needed)



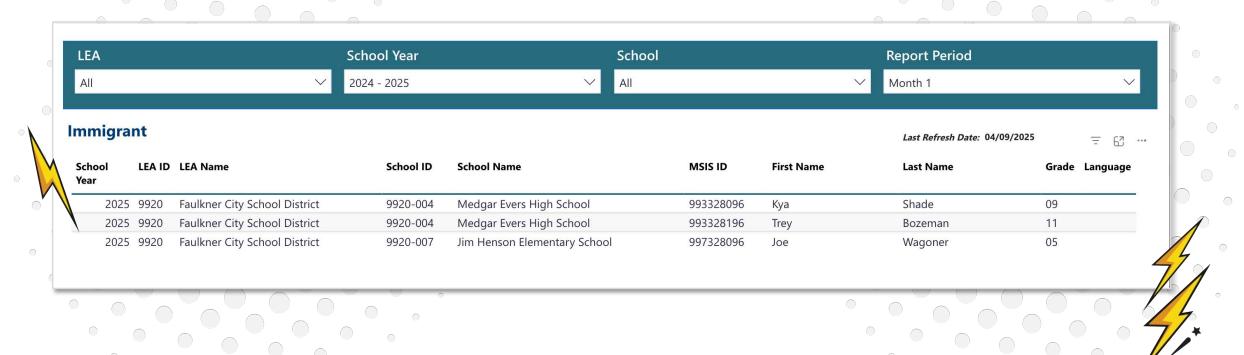




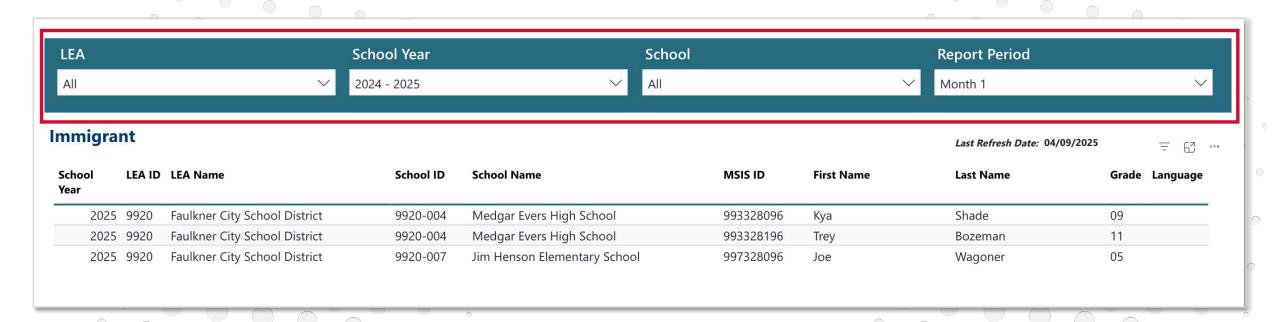
msis.mdek12.org



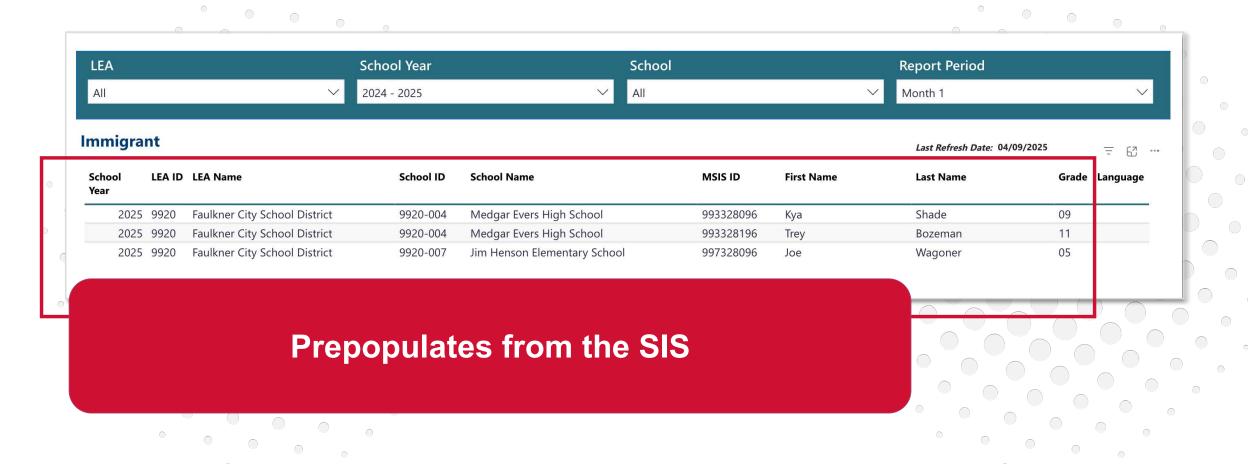




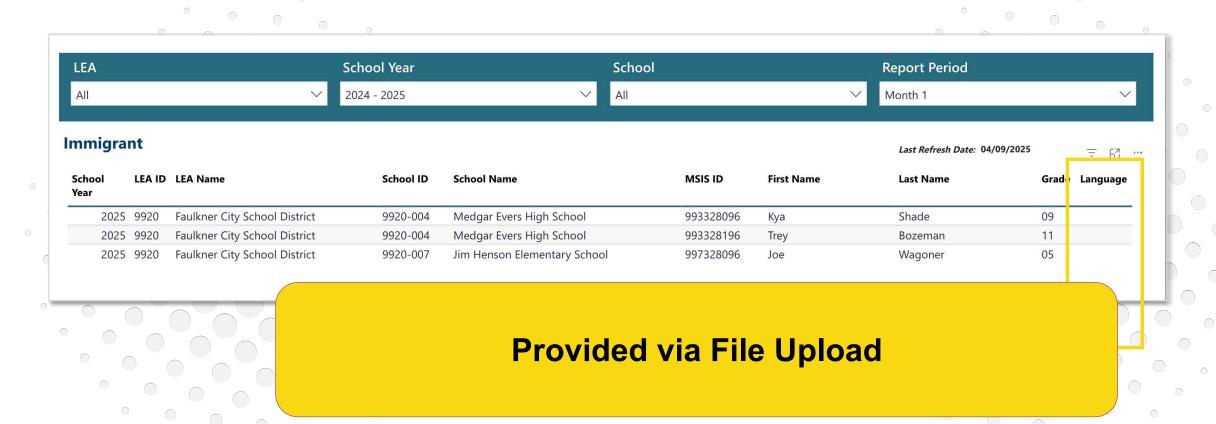




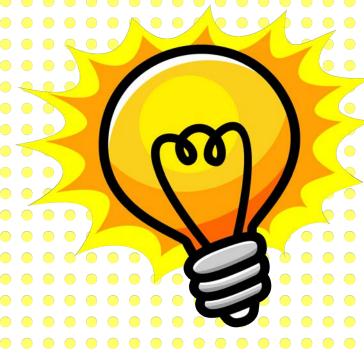












If students are missing from the report or the prepopulated data is incorrect, make necessary changes in the SIS and wait for the report to update overnight.









#### **AUGUST - JUNE**

Monthly Data
Check





# Review Student Indicator Report for accuracy.

Ensure all students who should be marked with a Federal Programs indicator are showing on the report.

Report should be reviewed by necessary district staff before each monthly certification for accuracy.





# Review Federal Programs Reports.

Students marked with an EL, Homeless, or Immigrant indicator should prepopulate on the respective reports.

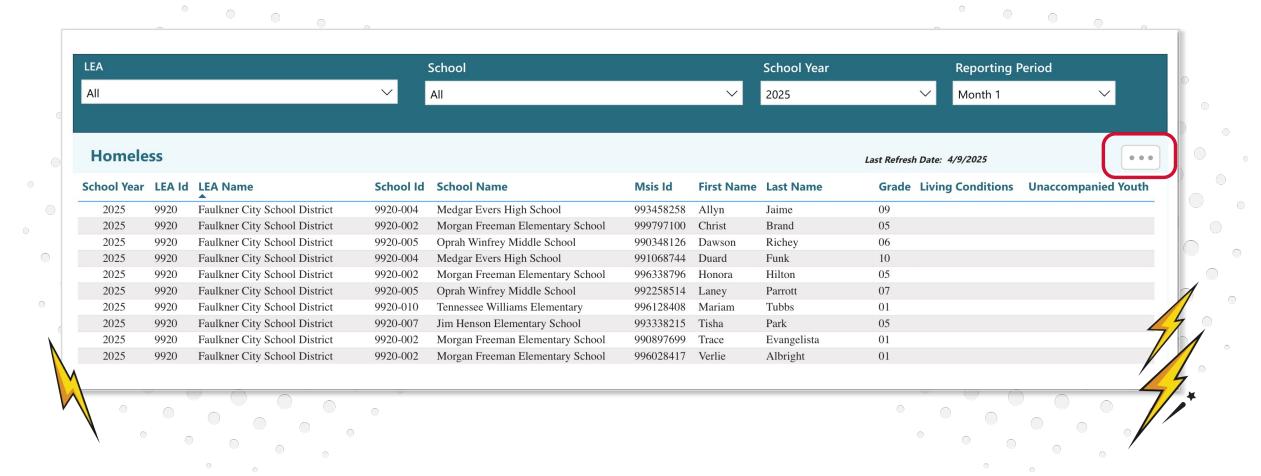




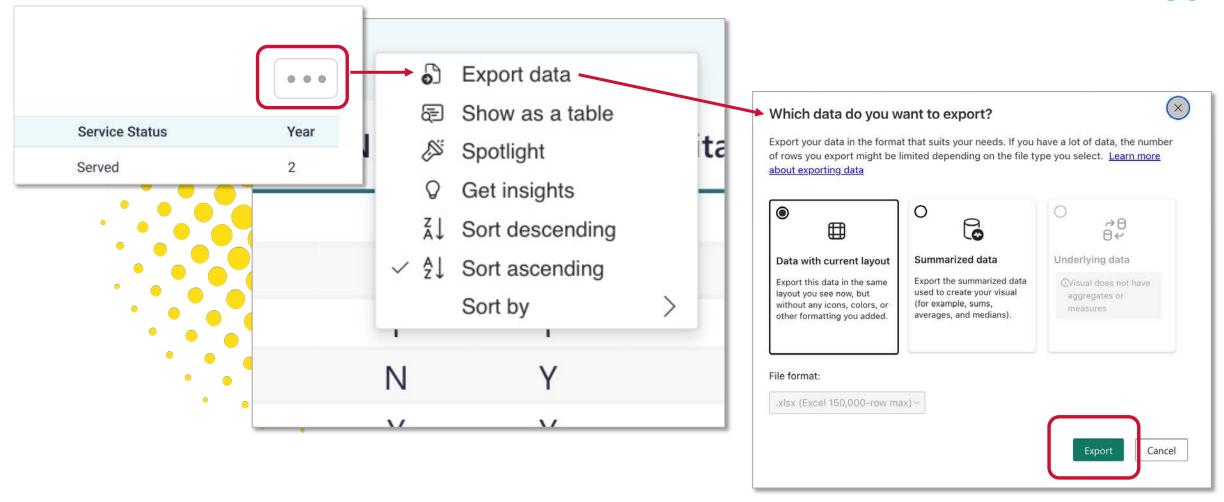
# Download each Federal Programs Report.

Check that any desired filters are selected, then export the report to provide additional information.



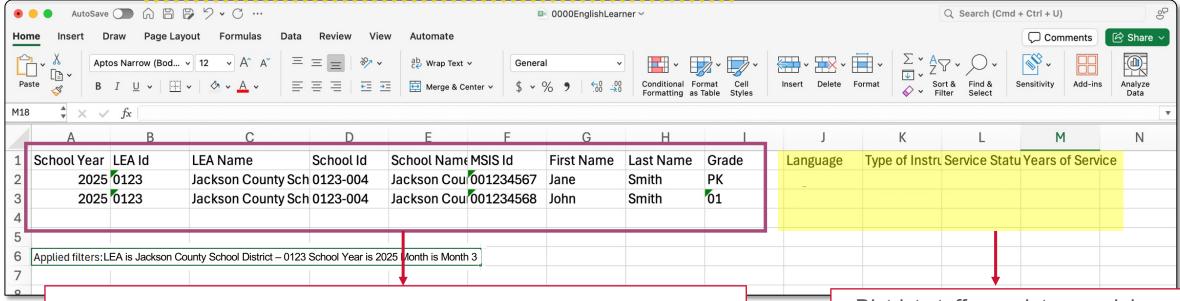






File will save as an Excel spreadsheet





Rows are prepopulated with information from the SIS Package for students marked with an EL indicator.

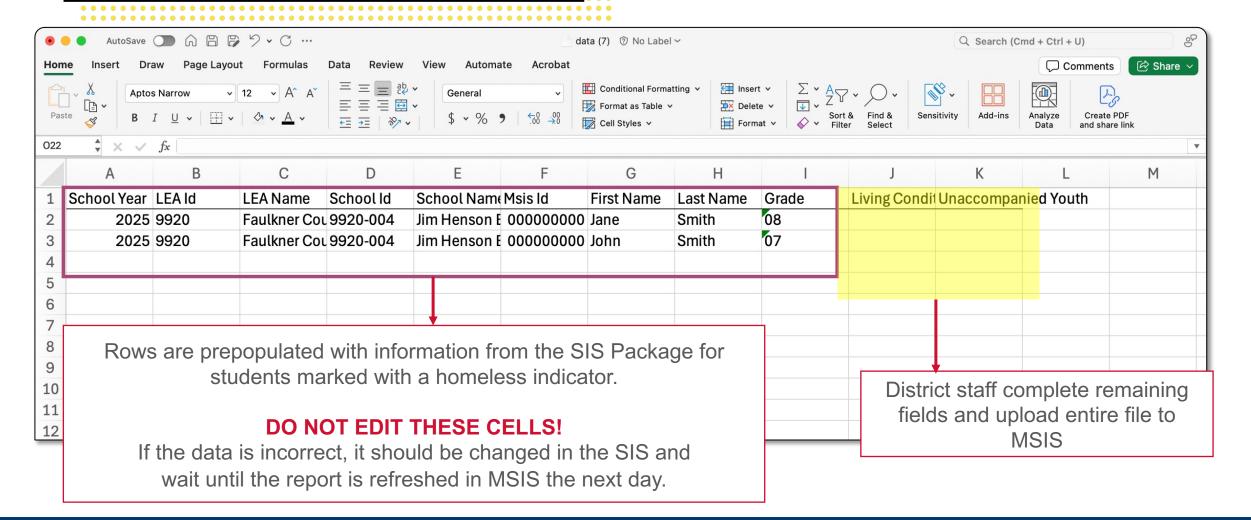
#### DO NOT EDIT THESE CELLS!

If the data is incorrect, it should be changed in the SIS and wait until the report is refreshed in MSIS the next day.

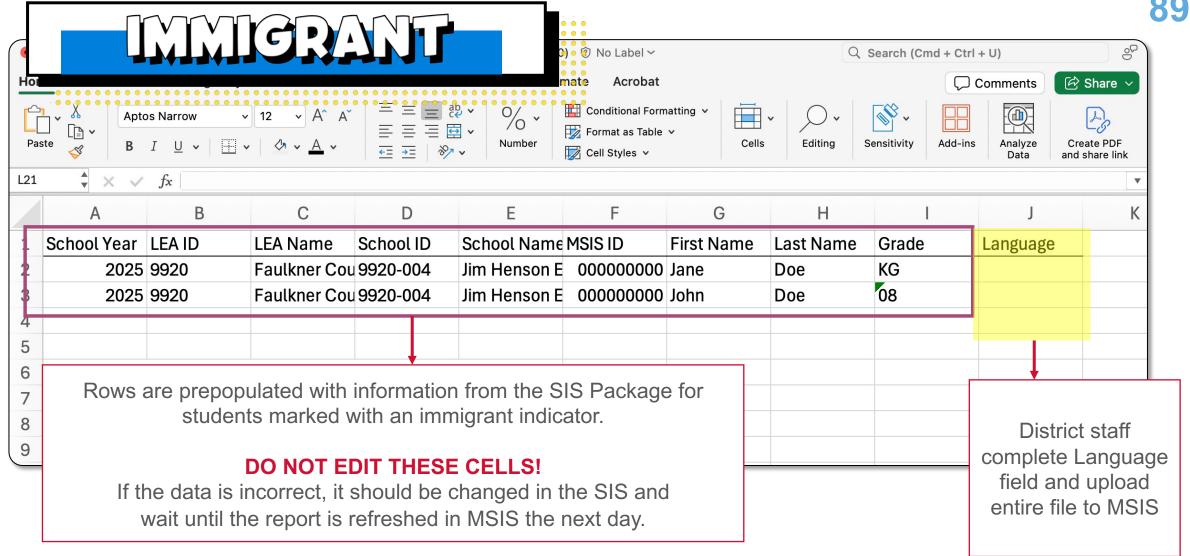
District staff complete remaining fields and upload entire file to MSIS



## COMELESS











# Enter additional information on the spreadsheet.

Review the following slides for guidelines on completing the spreadsheet.



#### **LEA Id**

4-digit number
Ensure leading 0's are present.

#### School Id

0000-000
Ensure leading 0's are present.
Must have Federal Programs
permission to the school.

#### **MSIS Id**

9-digit number Ensure leading 0's are present.

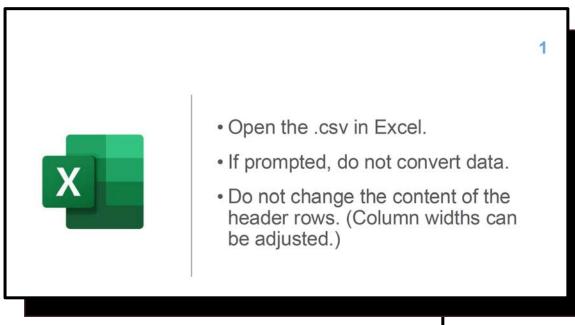
#### **Grade**

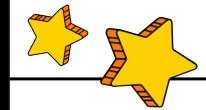
IT, PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, or AE Ensure leading 0's are present.



Only ensure leading 0's are present! If the data is incorrect, it should be updated in the SIS. After the report has updated, you can redownload and add remaining information.

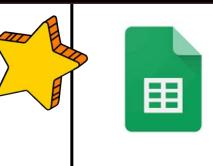






22

Instructions for Formatting Cells – Excel and Sheets



- 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.)



#### Language

Use exact value found in the "Language Code for English Learner file" column in the Language Lookup list

The native language at birth or most commonly spoken in the home. Select the language from the MDE Language Lookup list. (MDE uses the ISO 639.2 List from the Library of Congress.)

What if a student has a language (native) that is not on the list? Try to determine its language family. The <a href="Ethnologue website">Ethnologue website</a> contains additional information on language families.

Example: A student speaks the Maay language. This language is not included in the Language Lookup list. According to the Ethnolgue website, Maay is a Cushitic language. The ISO 639-2 has a value for Cushitic (Other). In this case, you would report your Maay- speaking student under "cus".





**ELL** | LANGUAGES for the file layout

#### **TOP 20 LANGUAGE LIST**

Description	Language Code for EnglishLearner file
SPANISH	spa
ARABIC	ace
VIETNAMESE	vie
CHINESE	chi/zho
GUJARATI	guj
PUNJABI (INDIA, PAKISTAN)	pan
HINDI	hin
TAGALOG	tgl
TELUGU	tel
PORTUGUESE	por

Data Domain Mapping > Federal Programs > Language Lookup Top 20 languages listed on page 1, full list on following pages



#### Type of Instruction

A language instruction educational program (LIEP) is a course in which an English learner is placed in order to develop and attain English proficiency while meeting challenging State academic standards. An LIEP may include instruction in English and a child's native language, and English proficient children may participate in the course if the course is designed to enable all participating children to become proficient in English as a second language (ESEA section 3201(7)).



#### Type of Instruction

**LNGPRGBI** – Transitional Bilingual Education or Early-Exit Bilingual Education

**LNGPRGDU** – Dual Language or Two-way immersion

**LNGPRGESLELD** – English as Second Language (ESL) or English Language Development (ELD)

**LNGPRGESLSUPP** – Content classes with integrated ESL support

**LNGPRGNEW** – Newcomer programs

**LNGPRGOTH** – Other

Use **bold** portion only in the spreadsheet! Ex: LNGPRGBI



#### **Service Status**

Monitored Served

#### **Years of Service**

Numbers only \*leading zero not required





#### **Living Conditions**

**DoubledUp** – Student's nighttime residence includes sharing the housing of other persons due to economic hardship, loss of housing or other reasons (such as domestic violence)

**Unsheltered** – Student's nighttime residence includes cars, parks, campgrounds, temporary trailers including FEMA trailers, or abandoned buildings

**HotelMotel** – Student's nighttime residence includes hotels or motels

**SheltersTransitionalHousing** – Student's nighttime residence includes transitional housing

Use **bold** portion only in the spreadsheet! Ex: DoubledUp





#### **Unaccompanied Youth**

A youth not in the physical custody of a parent or guardian.

Yes

No



#### Language

Use exact value found in the "Language Code for English Learner file" column in the Language Lookup list

The native language at birth or most commonly spoken in the home. Select the language from the MDE Language Lookup list. (MDE uses the ISO 639.2 List from the Library of Congress.)

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**ELL** | LANGUAGES for the file layout

#### **TOP 20 LANGUAGE LIST**

Description	Language Code for EnglishLearner file
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GUJARATI	guj
PUNJABI (INDIA, PAKISTAN)	pan
HINDI	hin
TAGALOG	tgl
TELUGU	tel
PORTUGUESE	por

Data Domain Mapping > Federal Programs > Language Lookup Top 20 languages listed on page 1, full list on following pages





# Delete the last row that contains "Applied filter" information.

This row is manually added to any file export. Remove the row before uploading the spreadsheet to MSIS.





# Upload the spreadsheet as a CSV file.

Files should be saved as

####FedProg.EnglishLearner.csv ####FedProg.Homeless.csv ####FedProg.Immigrant.csv

Optional text can be included in each file name. See the File Upload screen for more information.

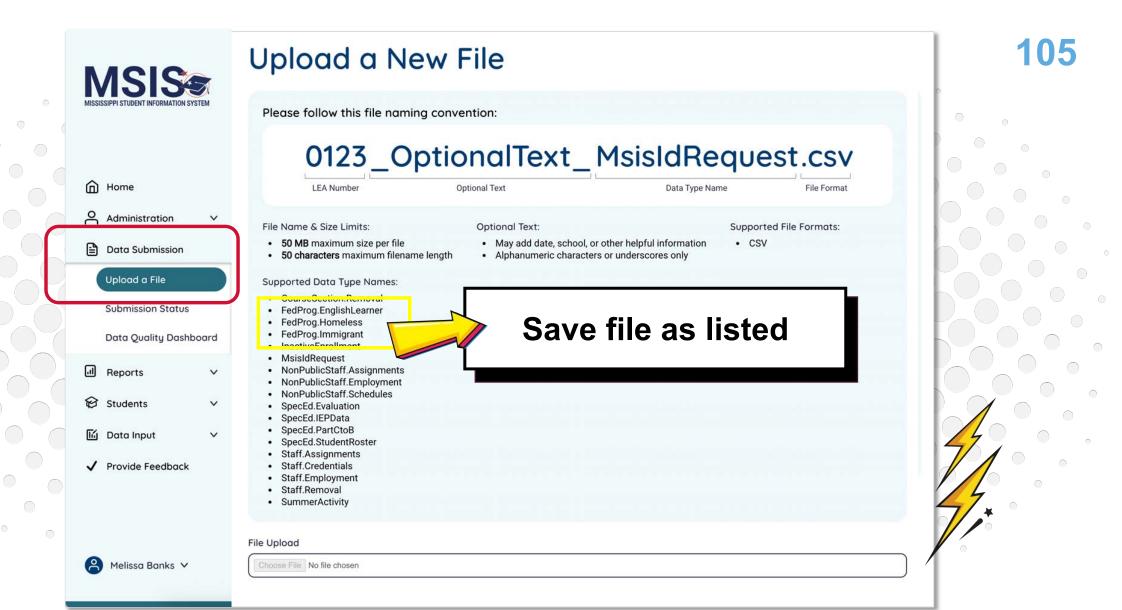




#### **PERMISSION**

# Federal Programs





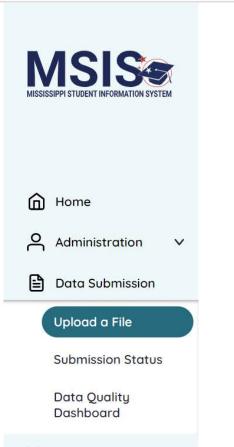












Reports

Students

M Data Input

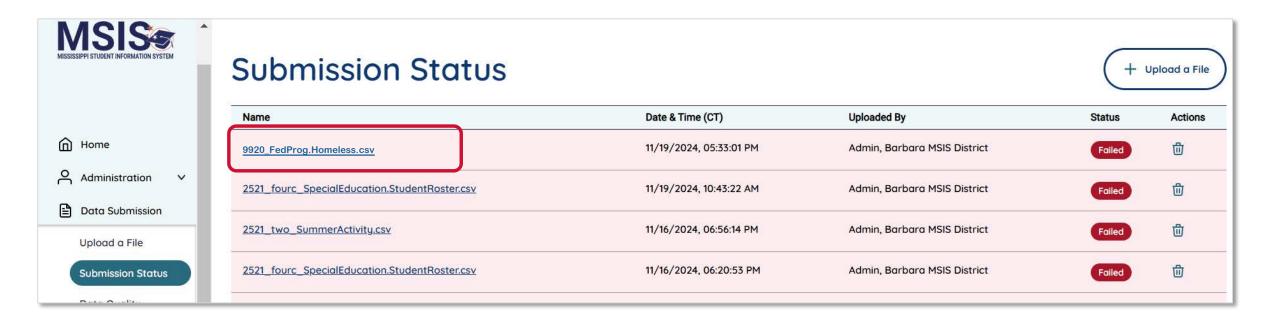
V

V

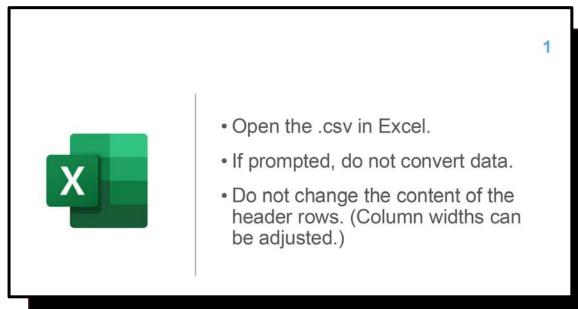
V

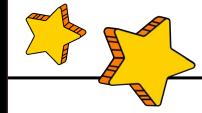






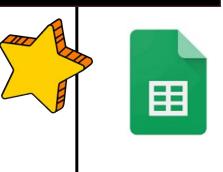






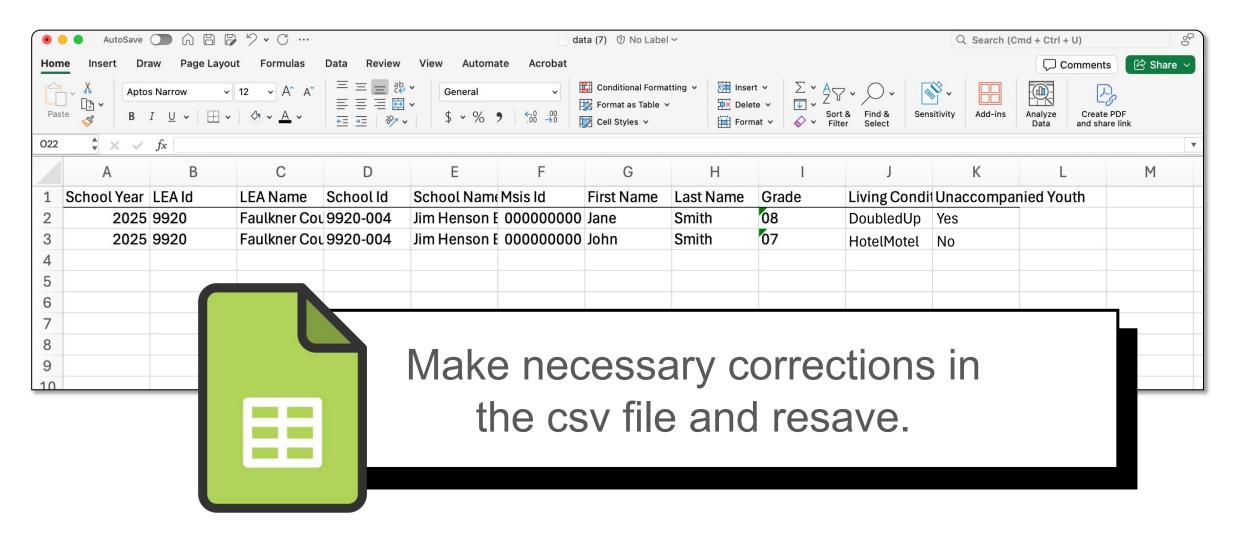
22

# Instructions for Formatting Cells – Excel and Sheets

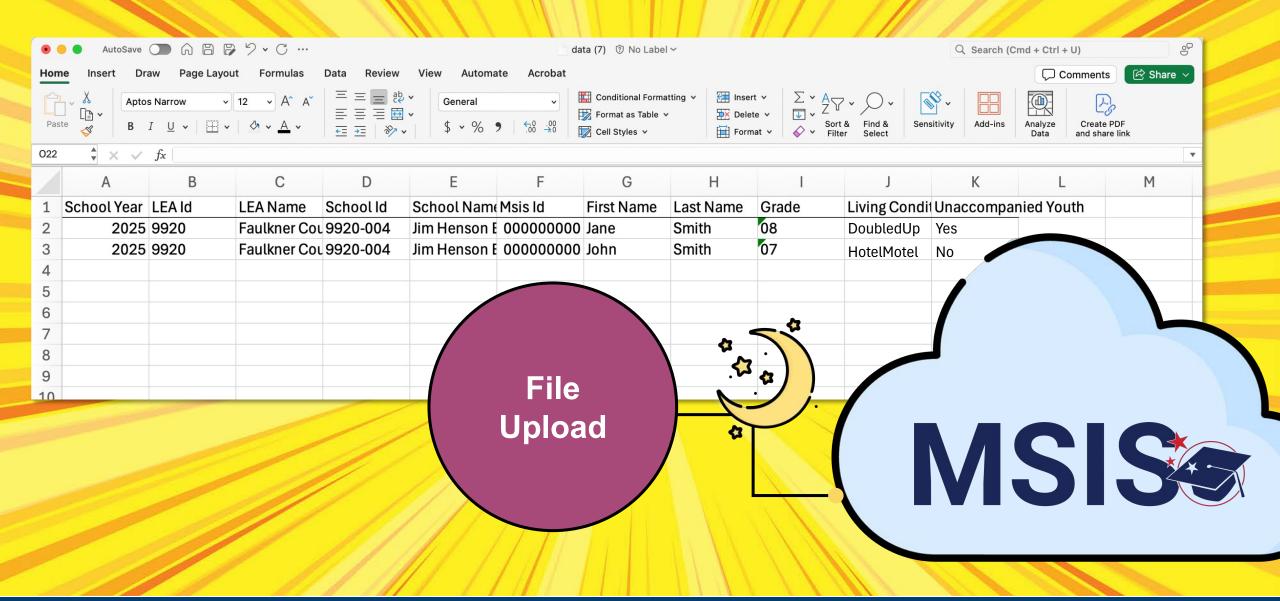


- Open the .csv in Google Sheets.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)

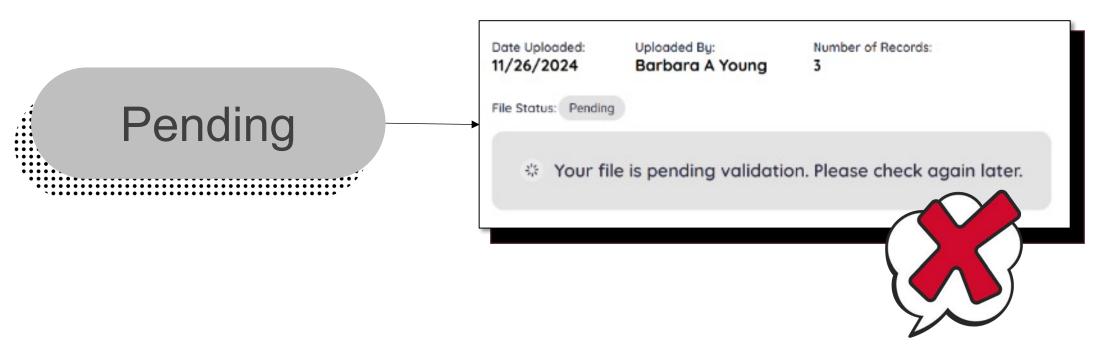






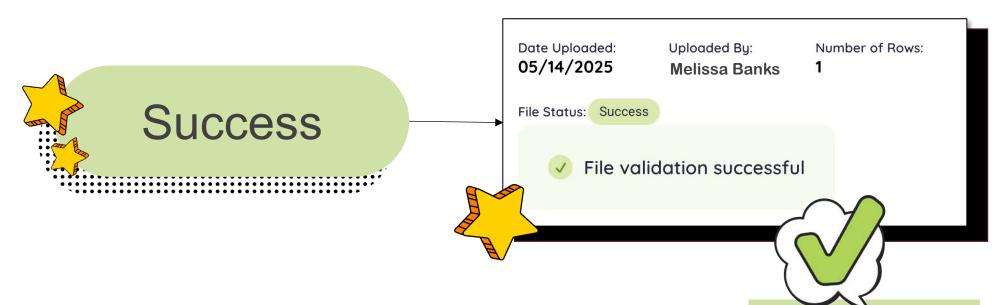






DO NOT upload more than one file that contains the same information while the first file is in **Pending status**.





Once the file transitions to **Success**status, users can upload another
file (on the same day) that contains
the same information.



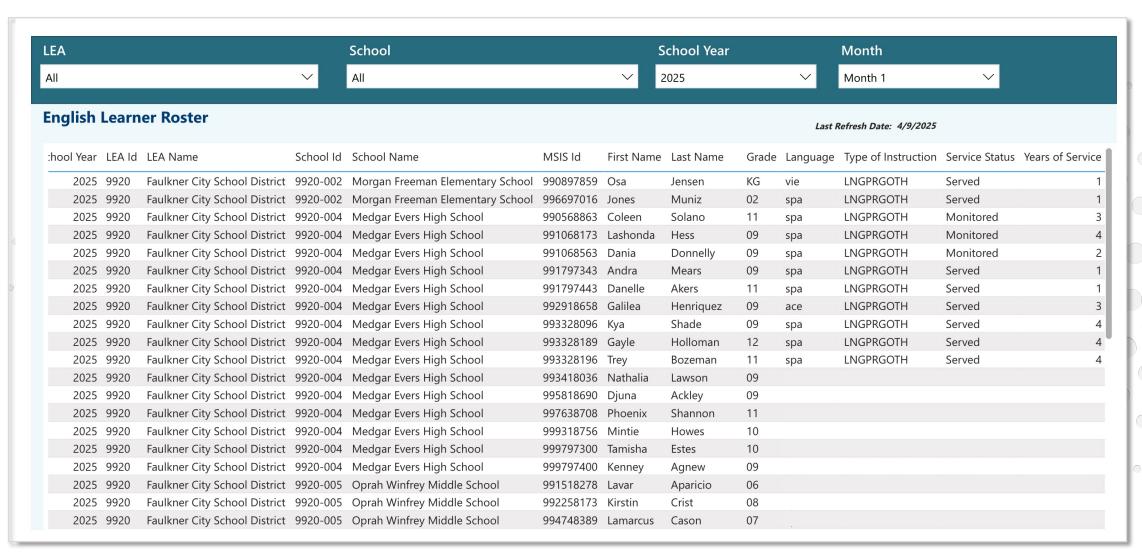
#### **STEP**



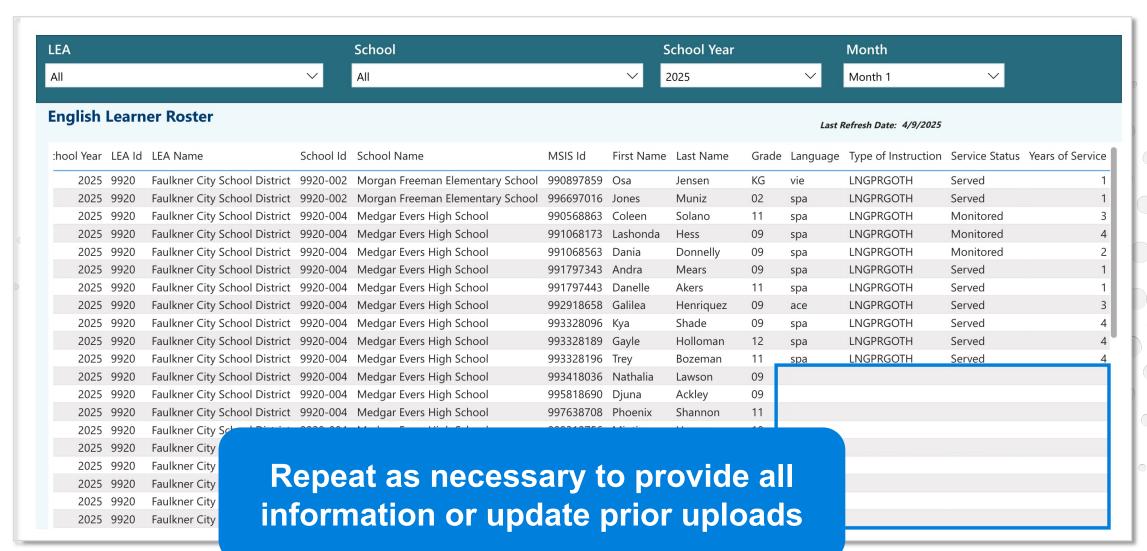
# After the reports refresh overnight, review the Federal Programs Reports for accuracy.

Repeat download/upload process as needed to add or update data. Review the refreshed reports the next day.

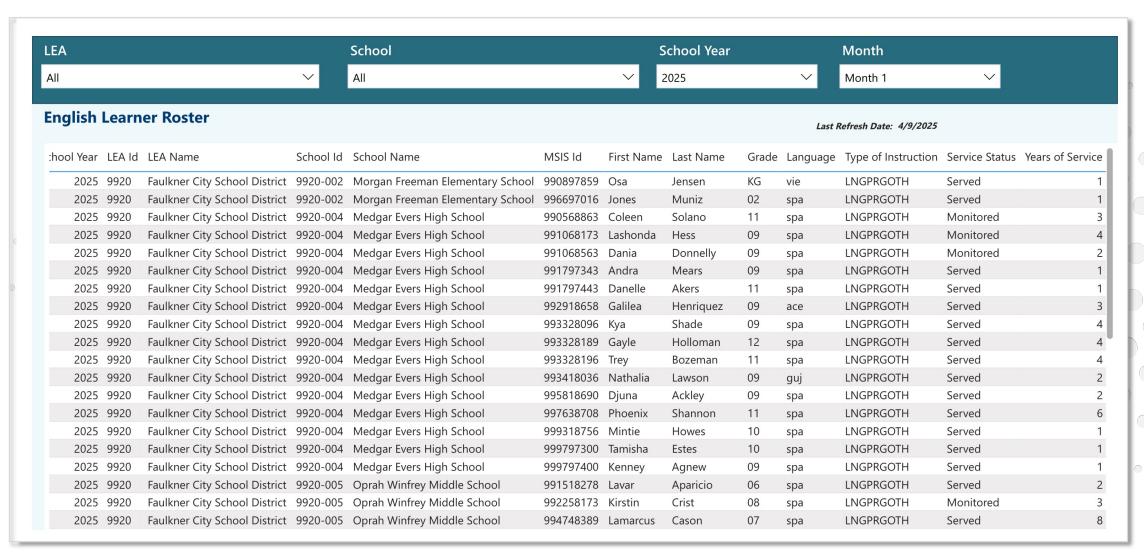














#### ⋒ Home

Administration

Data Submission

Reports

Students

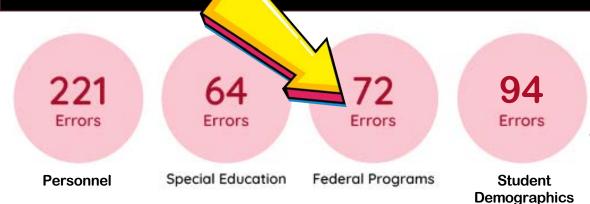
V

V

M Data Input

#### **Test District Name**

Errors in Federal Programs bubble will impact the Federal Programs EOY certification.







Melissa Banks V





#### DATA QUALITY DASHBOARD: FEDERAL PROGRAMS

Business Rule	Error/ Warning	Tab Name	Description	Resolution
Language	Error	EL - Language	The student is missing a valid language code.	Ensure that a valid language code is provided in the file upload.
Years of Service	Error	EL - Years of Service	The student is missing a value for Years of Service.	Ensure that years of service are included in the file upload.
Instructional Program	Error	EL - Instructional Program	The student is missing a valid Instructional Program Type.	Ensure that a valid instructional program type value is included in the file upload.
Served Status	Error	EL - Served Status	The student is missing a valid Service Status.	Ensure that a valid service status is included in the file upload.
English as Language	Error	EL - English as Language	The language for an English Learner cannot be English.	Ensure that a language other than English is chosen.
Living Condition	Error	Homeless - Living Condition	The student is missing the Living Condition.	Ensure that the living condition has been entered for the student in the file upload.
Unaccompanied Youth Status	Error	Homeless - Unaccompanied Youth Status	The student is missing the unaccompanied youth status.	Ensure that the unaccompanied youth status has been entered for the student in the file upload.
Language	Error	Immigrant - Language	The student is missing a valid language code.	Ensure that a valid language code is provided in the file upload.

## Data Quality Dashboard: Federal Programs





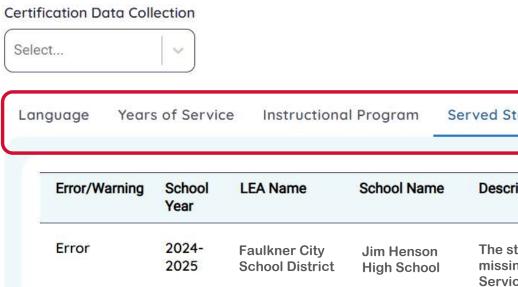


## Review all columns in the Data Quality Dashboard.

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

Compare data in the SIS with data sources in MSIS.







## Review all columns in the Data Quality Dashboard.

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



**Certification Data Collection** 



Language Years of Service Instructional Program Served Status

## Does this match what is in the SIS?

The student is marked with the English Learner indicator in the SIS, but should not be.



Error/Warning	School Year	LEA Name	School Name	Description	Resolution	First Name	Last Name	MSIS ID	Service Status
Error	2024- 2025	Faulkner City School District	Jim Henson High School	The student is missing a valid Service Status.	Ensure that a valid service status is included in the file upload.	Melissa	Banks	123456789	

**Certification Data Collection** 



Language Years of Service Instructional Program Served Status

Error/Warning	School Year	LEA Name	School Name	Description
Error	2024- 2025	Faulkner City School District	Jim Henson High School	The stud missin

## Does this match what is in the SIS?

The student is marked with the English Learner indicator in the SIS, but should not be.



Set the indicator to "NO" in the SIS.



Certification Data Collection



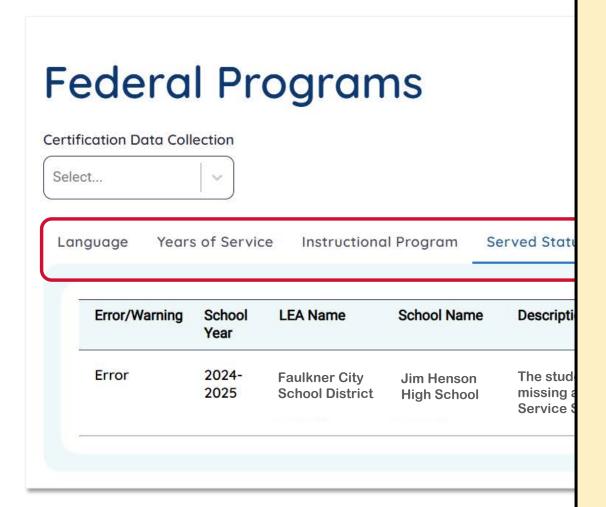
Language Years of Service Instructional Program Served Status

is in the SIS?
The student is marked with the English Learner indicator in

Does this match what

Error/Warning	School Year	LEA Name	School Name	Description	Resolution	First Name	Last Name	MSIS ID	Service Status
Error	2024- 2025	Faulkner City School District	Jim Henson High School	The student is missing a valid Service Status.	Ensure that a valid service status is included in the file upload.	Melissa	Banks	123456789	

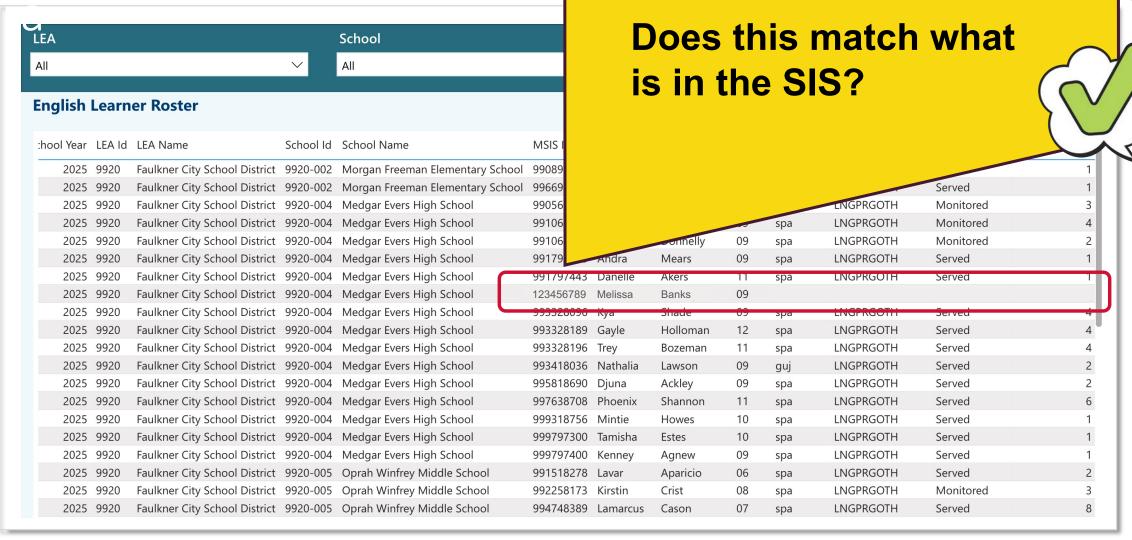
the SIS.





Compare data in the SIS/file uploads with data sources in MSIS.









School Id School Name

MSIS

Mears

#### **English Learner Roster**

:hool Year LEA Id LEA Name

.11001 Teal	LLA IU	LLA Name	30100110	School Name	ا دادا۱۷
2025	9920	Faulkner City School District	9920-002	Morgan Freeman Elementary School	99089
2025	9920	Faulkner City School District	9920-002	Morgan Freeman Elementary School	99669
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	99056
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	99106
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	99106
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	99179
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	99179
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	12345
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	99332
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	1
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	V
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	
2025	9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	
2025	9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	99225
2025	9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	99474

**Does this match what** is in the SIS?

> **Download the English** Learner Roster Report.

NGPRGOTH

**LNGPRGOT** 

Served

Complete the missing information and upload the spreadsheet to MSIS.









There are no errors





#### **AUGUST - JUNE**

# Monthly Data Check





# Review/Update Federal Programs Reports

- EL Roster Report
- Immigrant Report
- Homeless Report

Review all Federal Programs reports monthly to verify students who are enrolled or receiving services in a particular Title program. These reports can be used to correct errors in identifying students who receive or are eligible for Title services and/or support.





Immigrant, Homeless) each month as a data quality check for the Office of Federal Programs.

Maintain copies of each report until **Month 1** of the next **school year.** 

Note: If an enrolled student receiving services from a Title program withdraws, transfers, o drops out of the school or district, the student will remain present on the report. You cannot remove the student fron the report. This is due to the enrolled and served request from the USDoE regarding students that must be reported annually in CSPR (USDoE).







# MSFFReport **FEDERAL PROGRAMS DATA**





#### **PERMISSION**

Student



#### **MSFF Report**

Displays counts for categories that are part of the Mississippi Student Funding Formula (MSFF).

This report will be updated nightly until December 10. On December 10, the report will freeze, and these data will be shared with School Financial Services for funding calculations.



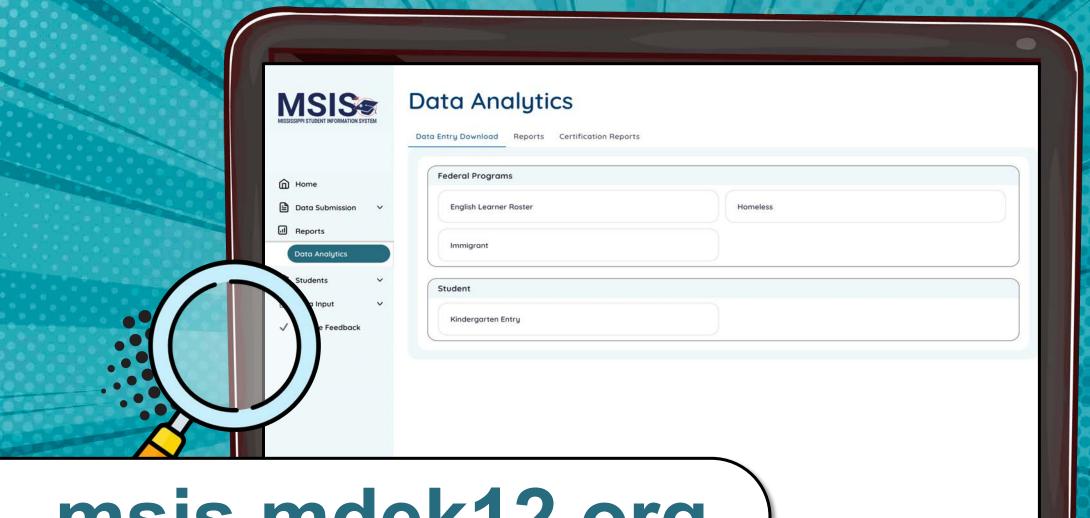
District funding

#### **Data Source**

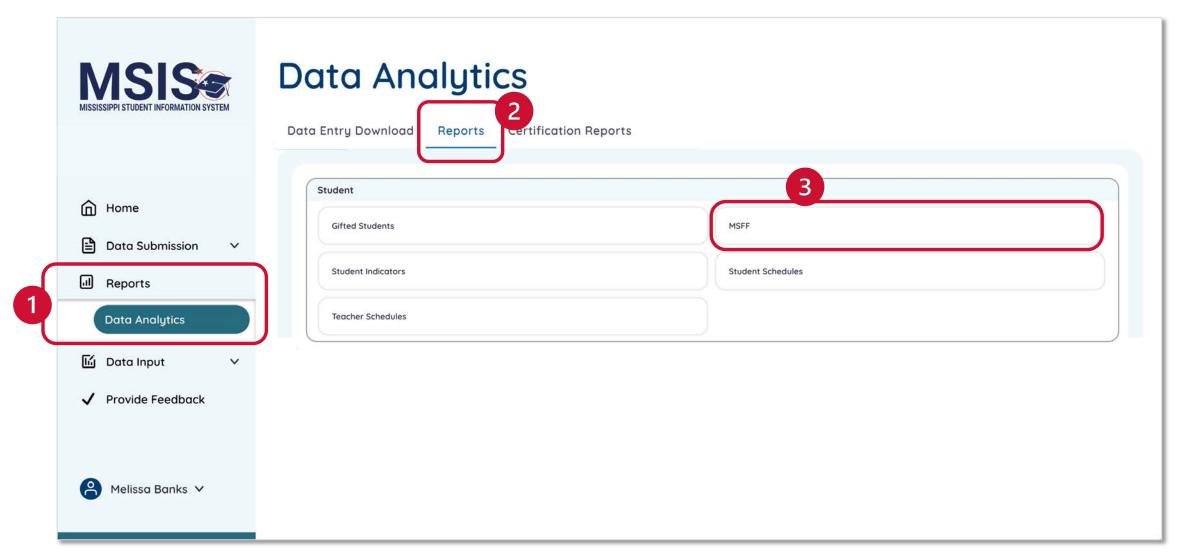
SIS (API nightly) File Upload (as needed)







msis.mdek12.org









#### Mississippi Student Funding Formula

LEA ID	LEA Name			Month 2-3 Avg. Net Membership	Special Ed Tier I	Tier I Weighted (.6)	Special Ed Tier II	Tier II Weighted (1.1)	Speci Tier I
9920	Faulkner City School District	2979	2987	2983	203	121 80	212	233.20	



140

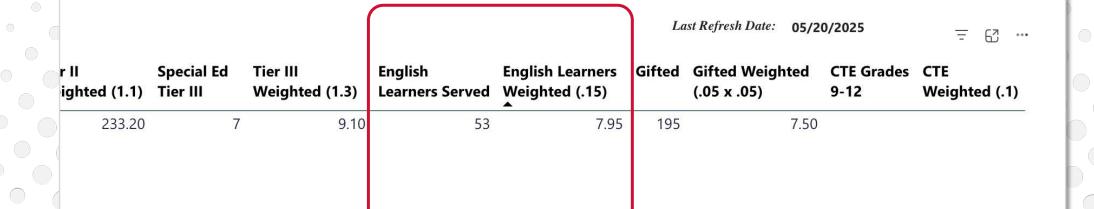


#### Mississippi Student Funding Formula

LEA ID	LEA Name			Month 2-3 Avg. Net Membership	Special Ed Tier I	Tier I Weighted (.6)	Special Ed Tier II	Tier II Weighted (1.1)	Speci Tier I
9920	Faulkner City School District	2979	2987	2983	203	121.80	212	233.20	







Based on Month 3 English Learner data

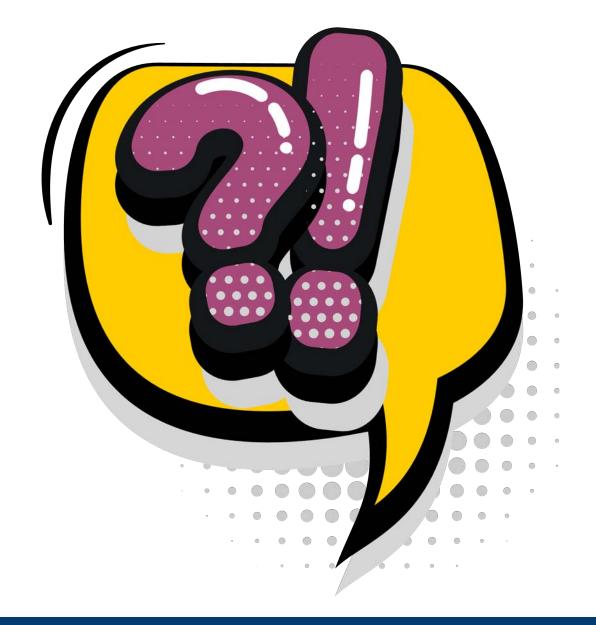




# Remember: This report will be updated nightly until December 10.

On December 10, the report will freeze, and these data will be shared with School Financial Services for funding calculations.













## **JUNE**

# Federal Programs EOY

Certification will open on June 1 and close June 30.

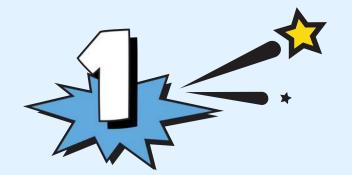




Certification windows

# WILL NOT be extended





## Clear any errors

for the reporting period.

#### **Check warnings**

for the reporting period.



# Review MSIS Reports for accuracy.

Compare with corresponding SIS reports.

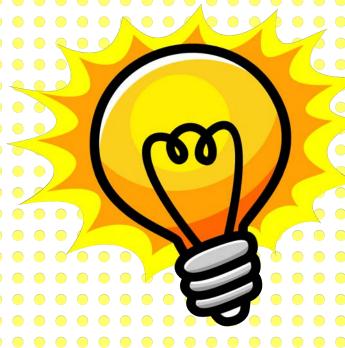




## Review Reports for accuracy.







# Month 9 Student Indicators are certified separately.



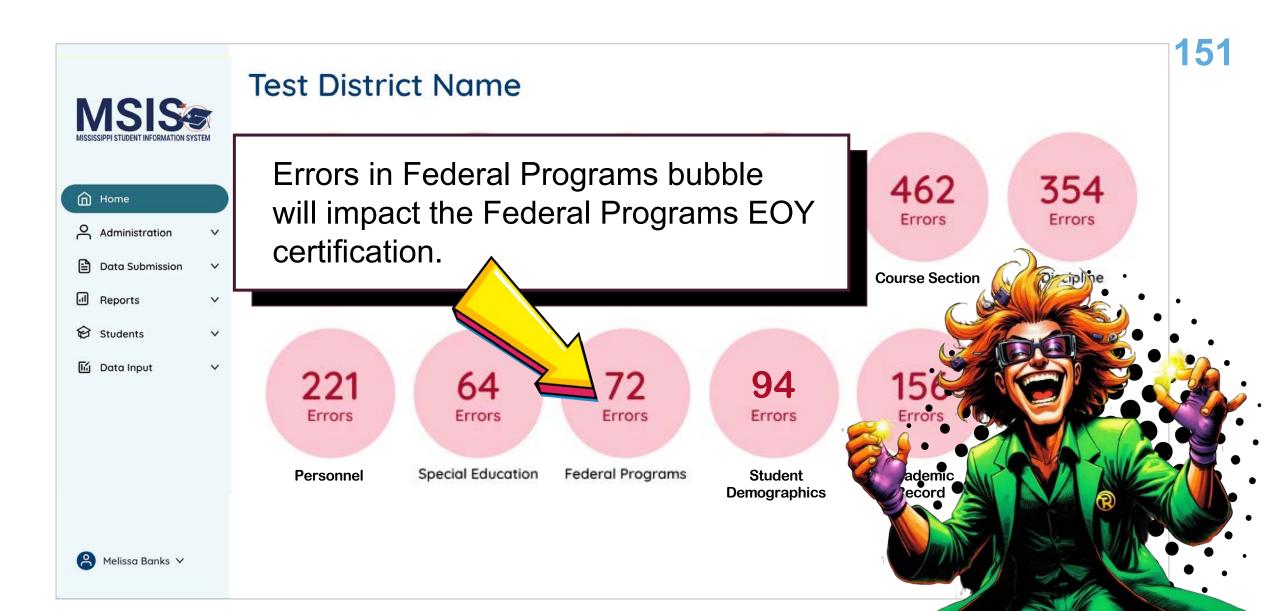


Before Month 9 data is certified, ensure the Federal Programs indicators on the Student Indicator Report are accurate!

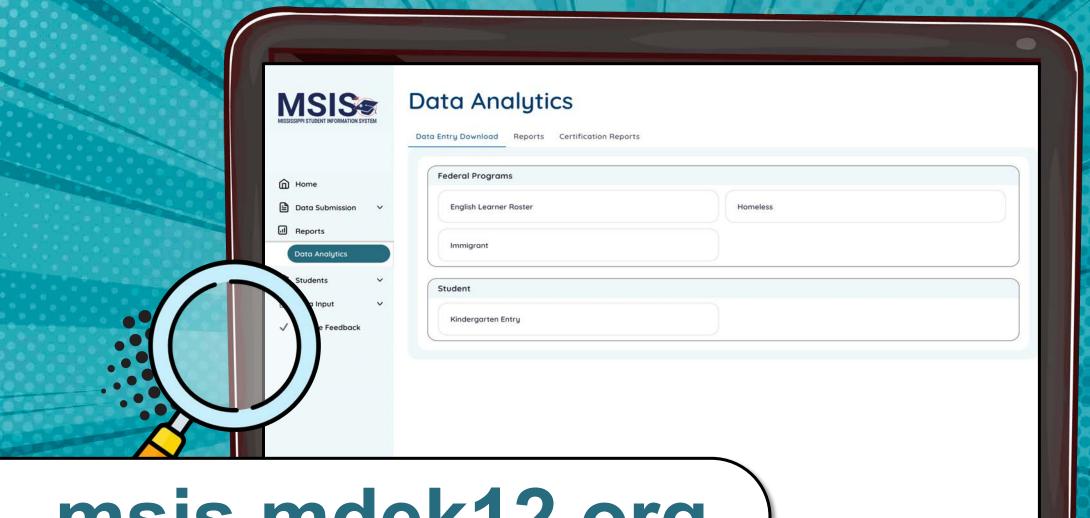
Indicators cannot be changed in the SIS once the school year has been rolled in the SIS.

Indicators do **NOT** have to be reset to "No" before rolling students in the SIS.









msis.mdek12.org



### **PERMISSION**

# Federal Programs + Certify





#### **MSIS Resource Library**

Need help with MSIS? Choose from the following on-demand resources. If you need specialized support, please submit a ticket to the MSIS Helpdesk by emailing mdeapps@mdek12.org.

**Video Tutorials** 

**Quick Reference Guides** 

**Detailed Manual, Guidance and FAQs** 

**Webinar Archive** 

**Data Domain Mapping** 

**Data Quality Dashboard** 

Video Tutorials

#### Register for Access to MSIS:

- Microsoft districts (MSIS registration link shared in the video)
- Google districts (MSIS registration link shared in the video)

#### **Manual Entry Screens:**

- LEA & School Management
- District Salary Scale (NOTE: At this time, only MSIS Primaries and Secondaries with Personnel Permission can view and edit the Salary Scale screen. We are working on a future enhancement that will allow users with Personnel permission to view the screen.)

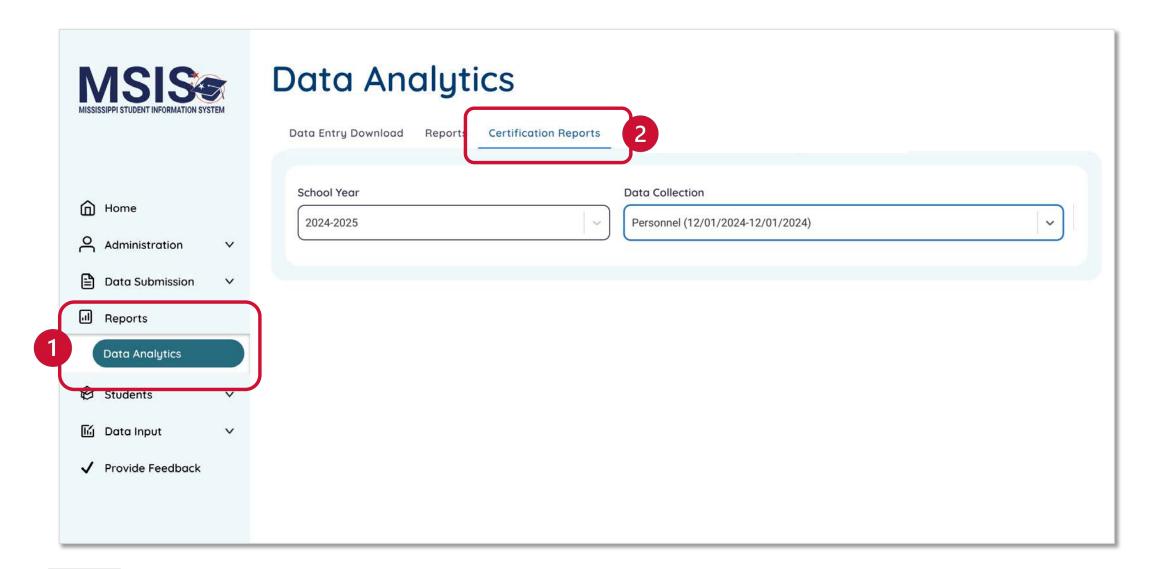
#### Data Entry Download/File Upload:

- Kindergarten Entry
- Formatting your spreadsheets:
  - Google Sheets
  - Microsoft Excel

#### Certification

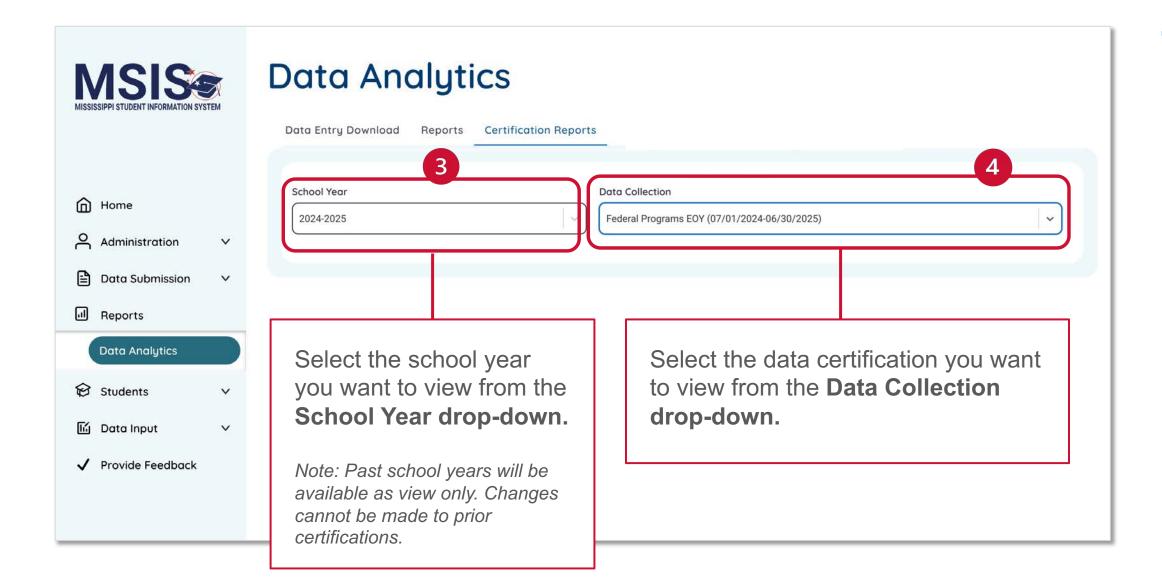
Federal Programs EOY









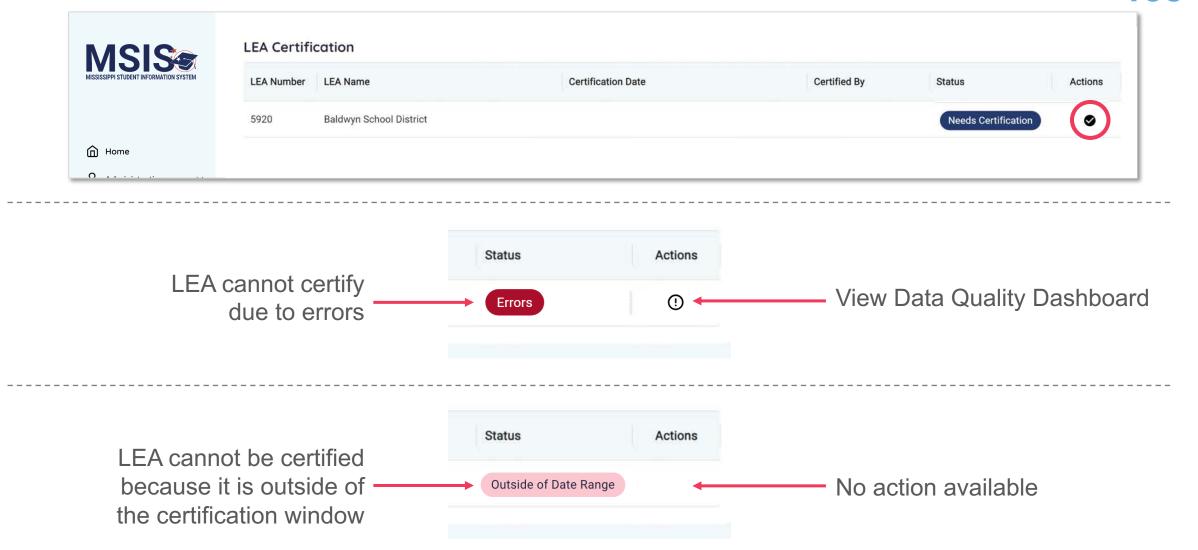






2024	-2025 Federal Prog	-	Relevant F easy revie	-	be linked for	
Certifi	cation Open Date: 06/01/2025		Certification Close	e Date: 06/30/2025		
Month	nly Certification Reports					
Eng	English Learner Roster		Homeless			
Imr	migrant					
Certifi	cation					
Number	LEA Name	Certification Date		Certified By	Status	Acti
Number						



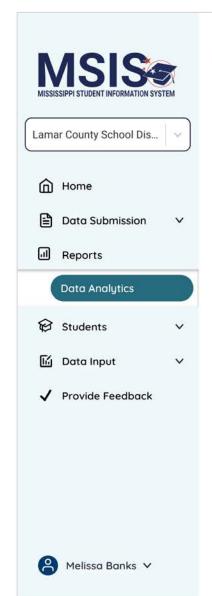




#### Data Analytics

Certification Open Date: 06/01/2025		Certification Close Date:	06/30/2025			
Ionthly Certification Reports						
English Learner Roster	nglish Learner Roster		Homeless			
Immigrant						
		/				
ertification						





#### Data Analytics

<b>V</b>	Your district has been certified f	or [ <b>Data Collection</b> ] on [ <b>D</b>	ate].			
Mont	hly Certification Reports					
En	glish Learner Roster	Homeless				
lm	migrant					
	iningi diri		)			
ertifi	cation					
lumber	LEA Name	Certification Date		Certified By	Status	Actio
	Baldwyn School District					





a copy of these EOY reports
(EL Roster, Immigrant, Homeless)
as a data quality check for the
Office of Federal Programs.

Maintain copies of each report until **Month 1** of the next **school year.** 







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**MSIS Login** 

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File Layout Templates

**Reporting Calendar** 

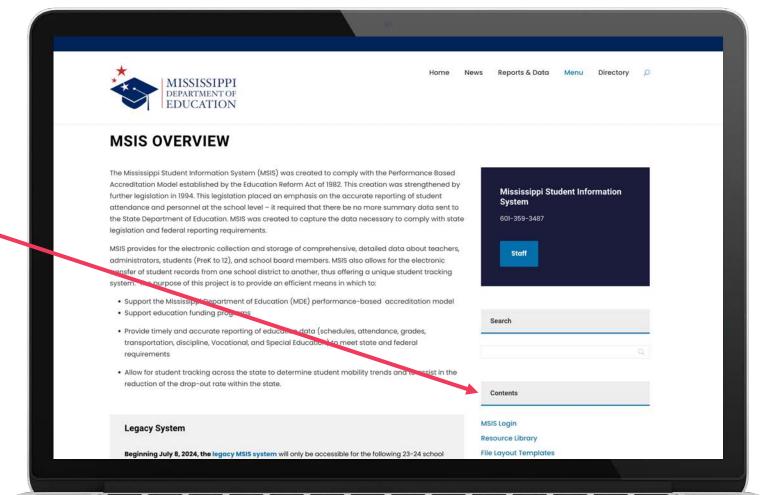
**Security Documents** 

Help Desk

**Training** 

**Accreditation Standards** 

**Vendor Resources** 





### **MSIS Team**

msis2@mdek12.org



mdek12.org



