

Requesting MSIS IDs

MSIS 

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

Bootcamp 2024





UNDERSTAND how to request MSIS IDs

REVIEW potential MSIS ID matches

EXPORT assigned MSIS IDs

Request MSIS IDs





MISSISSIPPI

Initial Incident

Incident

1

Manual
Input

(single request)

2

File
Upload

(bulk request)

3

API from
SIS



mdek12.org/msis2.0/resources



Permission: Admin

(Primaries & Secondaries Only)
(*Coming Soon*: setting for District/School Staff)

1

Manual Input

(single request)



1

Click on the down arrow beside **Students** in the left navigation.

Select **MSIS ID Requests**.

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Welcome Barbara Young

2:14 PM Tuesday, May 14, 2024

No uploaded files

Upload a file

Your data has errors

Review

Home

Administration

Data Submission

Reports

Students

MSIS ID Requests

Student Ownership

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

MSIS ID Requests

Max Request Age
10 Days

Export IDs Add New

Name	Date of Birth	Request Age (Days)	MSIS ID	Status	Actions
Butts, Alya	04/13/2009	6		Review Needed	≡ ✕
Butts, Alya	10/04/2000	6		Review Needed	≡ ✕
Butts, Alya	01/07/2017	6		Review Needed	≡ ✕
Gray, Lucian	08/02/2018	6		Review Needed	≡ ✕
Johnson, Jeremy Maurice	09/21/2005	4		Review Needed	≡ ✕

Home Administration Data Submission Reports Students MSIS ID Requests Student Ownership

Click **+Add New** to open the MSIS ID manual input screen.

MSIS ID Requests

MSIS ID Request

* Required Field

Cancel

6

Create

District & School Info

* District

COLUMBUS MUNICIPAL SCHOOL DIST (4420)

School

Select...

Local Student Identifier

Data to Match

* First Name

Middle Name

* Last Name

SSN

* Date of Birth

Additional Context

Address Street Number and Name

Apt., Suite, Unit, Building, Floor, etc.

City

State

Zip Code

Custodial Parent/Guardian First Name

Custodial Parent/Guardian Last Name

- 3 District & School Information
- 4 Data to Match
- 5 Additional Context
- 6 Create MSIS ID Request

Note: **Create** will become enabled after all required fields have data.





Try

it out!



Any MSIS ID requests you make in MSIS 2.0 before July 1 will NOT be saved and should not be used or entered into your SIS.



5 minutes (msis.mdek12.org)



2

File Upload

(bulk request)

Complete CSV Template

Upload to MSIS

File Layout Example Spreadsheet

Column Headers

Formatting specifications

The screenshot shows an Excel spreadsheet with the following content:

1	2	3	4	5	6	7	8
requestingDistrictId	schoolId	localStudentIdentifier	firstName	middleName	lastName	dateOfBirth	ssn
<i>Must be exactly four digits</i>	<i>Must be exactly 4 digits followed by dash followed by one, two, or three digits. First four digits must match requestingDistrictId.</i>	<i>Max length 40 characters</i>				<i>MM-DD-YYYY, must be valid date.</i>	<i>###-##-####</i>
required	required	required	required	optional	required	required	optional
9876	9876-012	abc123412312	Tai	Mai	Shu	03-18-2008	555-66-7777

Below the data table, there is a yellow highlighted area with the following text:

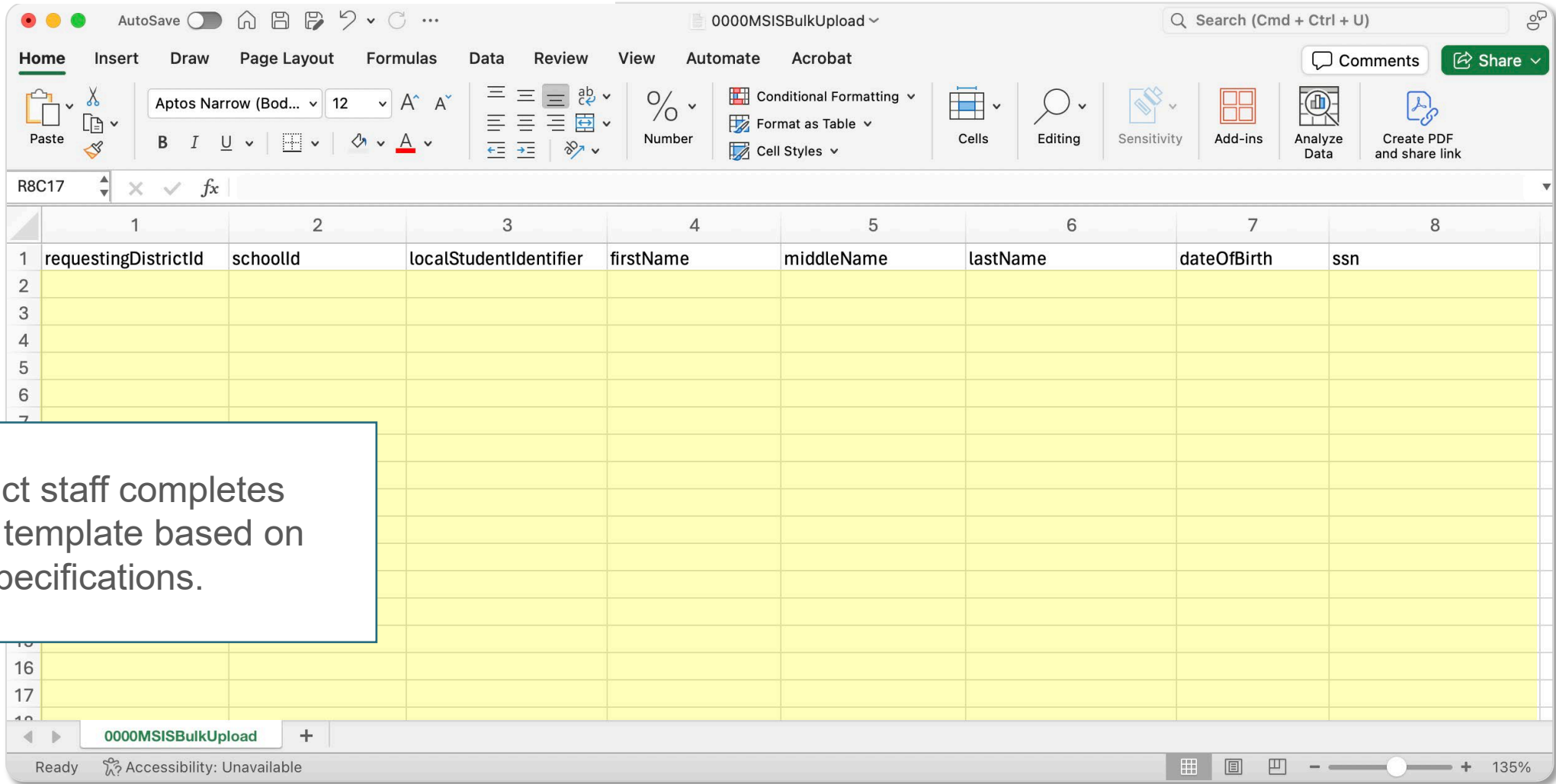
File layout is an example only. Download and complete blank template before uploading. See Quick Reference Guide: File Upload for appropriate naming conventions.

Do not change column headers in template file. Note formatting specifications for each column and which columns are required.

Sample student information

Denotes required/option field

CSV Template



District staff completes CSV template based on file specifications.

1

Select **Data Submission**.

Select **Upload a File**.

2

The file name must contain:

- LEA number
- Data Type Name (only the supported names listed are allowed)
- File Format (only .csv or .xml (FETS only) file formats allowed)

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Home

Administration

Data Submission

Upload a File

Submission Status

Data Quality Dashboard

Accreditation

Reports

Students

Data Input

Provide Feedback

Upload a New File

Please follow this file naming convention:

0123MsisIdRequest.csv

LEA Number Data Type Name File Format

File size:

- 50MB maximum size per file

File Quantity:

- 10 files maximum upload

Supported File Formats:

- CSV
- XML (Finance.FETS only)

Supported Data Type Names:

- ACTandWorkKeysUpdates
- EnglishLearner
- Finance.FETS
- FosterCare
- GoodCauseExemptions
- GraduationOptions
- Homeless
- Immigrant
- Interventions
- KindergartenEntry
- MsisIdRequest
- NonPublic.Staff.Assignments
- NonPublic.Staff.Employment
- NonPublic.Staff.Schedules
- SpecialEducation.Accommodations
- SpecialEducation.EarlyLearningOutcomes
- SpecialEducation.Evaluation
- SpecialEducation.IEPData
- SpecialEducation.PostSecondary
- SpecialEducation.RelatedServices
- SpecialEducation.StudentRoster
- Staff.Assignments
- Staff.Employment
- Staff.NationalBoards
- StudentSealofBiliteracy
- SummerActivity
- SummerSchool

File Upload

Choose Files No file chosen

Upload File(s)

QRG

mdek12.org/msis2.0/resources

Upload a New File

- Home
- Administration ▼
- Data Submission
 - Upload a File**
 - Submission Status
 - Data Quality Dashboard
 - Accreditation
- Reports ▼
- Students ▼
- Data Input ▼
- Provide Feedback**
- Lisa ▼

Please follow this file naming convention:

0123MsisldRequest.csv

LEA Number Data Type Name File Format

File size:

- **50MB** maximum size per file

File Quantity:

- **10 files** maximum upload

Supported File Formats:

- CSV
- XML (Finance.FETS only)

Supported Data Type Names:

- ACTandWorkKeysUpdates
- EnglishLearner
- Finance.FETS
- FosterCare
- GoodCauseExemptions
- GraduationOptions
- Homeless
- Immigrant
- Interventions
- KindergartenEntry
- MsisldRequest
- NonPublic.Staff.Assignments
- NonPublic.Staff.Employment
- NonPublic.Staff.Schedules
- SpecialEducation.Accommodations
- SpecialEducation.EarlyLearningOutcomes
- SpecialEducation.Evaluation
- SpecialEducation.IEPData
- SpecialEducation.PostSecondary
- SpecialEducation.RelatedServices
- SpecialEducation.StudentRoster
- Staff.Assignments

- Staff.Employment
- Staff.NationalBoards
- StudentSealofBiliteracy
- SummerActivity
- SummerSchool

[+ Check File Validation Status](#)

filename.csv

Completed



[+ Upload a File](#)

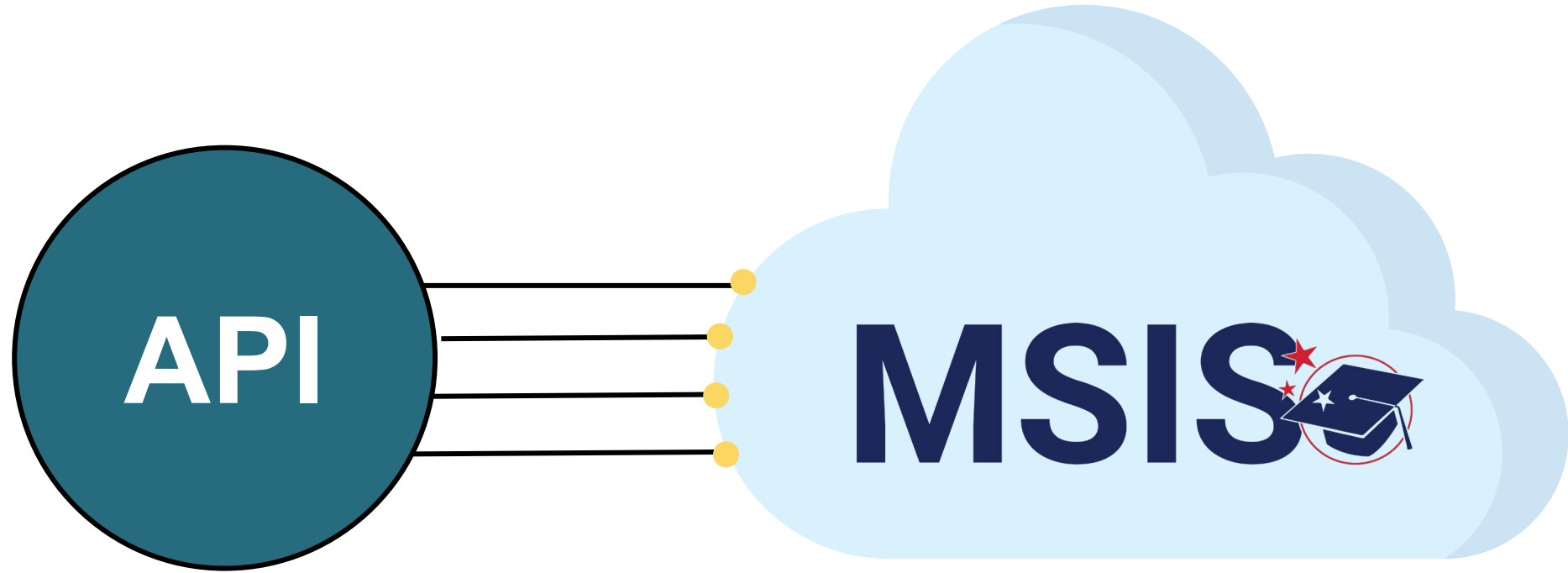
- [Home](#)
- [Administration](#) ▾
- [Data Submission](#)
- [Upload a File](#)
- [Submission Status](#)
- [Data Quality Dashboard](#)
- [Accreditation](#)
- [Reports](#) ▾
- [Students](#) ▾
- [Data Input](#) ▾
- [✓ Provide Feedback](#)
- [Lisa](#) ▾

Name	Date & Time (CT)	Uploaded By	Status
filename.csv	10/4/2022, 2:18:54 PM	LastName, FirstName	Failed
filename.csv	10/4/2022, 2:18:54 PM	Central Access	Failed
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Failed
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Failure
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Pending
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Pending
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success



3

API from
SIS



Central Access

PowerSchool



Questions?

Review MSIS ID Requests



1

Click on the down arrow beside **Students** in the left navigation.

Select **MSIS ID Requests**.

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Welcome Barbara Young
2:14 PM Tuesday, May 14, 2024

No uploaded files
Upload a file

Your data has errors
Review

Home
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Students
MSIS ID Requests
Student Ownership

- 2 Request Age Drop-down (1, 3, 10, 30, 60, or 90 days)
- 3 Request Status
- 4 Request Actions
- 5 Student Name

MSIS ID Requests

Max Request Age: 10 Days

Export IDs | Add New

Name	Date of Birth	Request Age (Days)	MSIS ID	Status	Actions
Butts, Alya	04/13/2009	6		Review Needed	✕
Butts, Alya	10/04/2000	6		Review Needed	✕
Butts, Alya	01/07/2017	6	777777123	New ID Assigned	
Gray, Lucian	08/02/2018	6	888888123	New ID Assigned	
Johnson, Jeremy Maurice	09/21/2005	4	999999123	Existing ID Assigned	

Review MSIS ID Requests

MSIS will search for existing students in the system for matches based on:

- First Name
- Middle Name
- Last Name
- Date of Birth
- SSN

Strength of matches will be determined based on exact matching of DOB or first/middle/last names, or the first 1-3 letters of the first/middle/last name.

New ID Assigned

No student match was found, and MSIS has assigned a new MSIS ID to the student. No further action is required by district staff.

Existing ID Assigned

A student match was found, and MSIS has assigned the student an existing MSIS ID. No further action is required by district staff.

Review Needed

Similar student matches were found. District staff must confirm the match to assign an existing MSIS ID or deny the potential match to assign a new MSIS ID.





Try
it out!



Any MSIS ID requests you make in MSIS 2.0 before July 1 will not be saved and should not be used or entered into your SIS.



5 minutes (msis.mdek12.org)






Questions?

Export MSIS IDs





MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

MSIS ID Requests

Max Request Age

10 Days | v

Export IDs + Add New

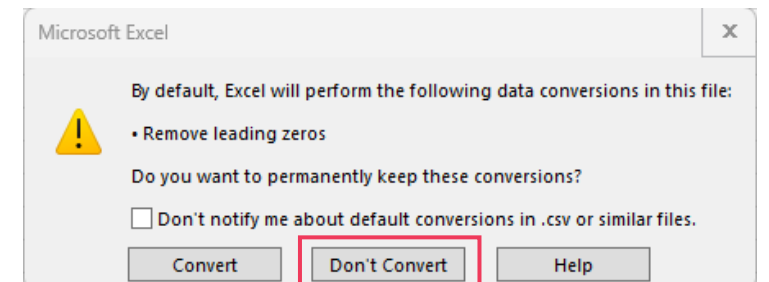
Name	Date of Birth	Request Age (Days)	MSIS ID	Status	Actions
Butts, Alya	04/13/2009	6		Review Needed	= ✕
Butts, Alya	10/04/2000	6		Review Needed	= ✕
Butts, Alya	01/07/2017	6		Review Needed	= ✕

1

Select **Export IDs**.
Only IDs with the status of
New ID Assigned or Existing
ID Assigned will be exported.

2

If you receive a message
about converting, select
Don't Convert (otherwise,
leading zeros may be lost).



2

3

	A	B	C	D	E	F	G	H	I	J	K
1	District Identifier	District Name	School Identifier	School Name	Local Student Identifier	First Name	Middle Name	Last Name	SSN	Birthdate	MSIS ID
2	3700	Test School District	3700-002	Test Junior High School	345678	Jane	J	Doe	9999	6/24/2019	000000050
3	3700	Test School District	3700-002	Test Elementary School		Jack		Smith		5/15/2017	000000051

3

Assigned MSIS IDs and any required or optional data (if provided) will be in the exported spreadsheet.

Some columns may be blank if optional data was not entered.

Ex: Row 3, Columns G and I are blank.





Questions?



MONTHLY DATA REVIEW

MSIS IDs

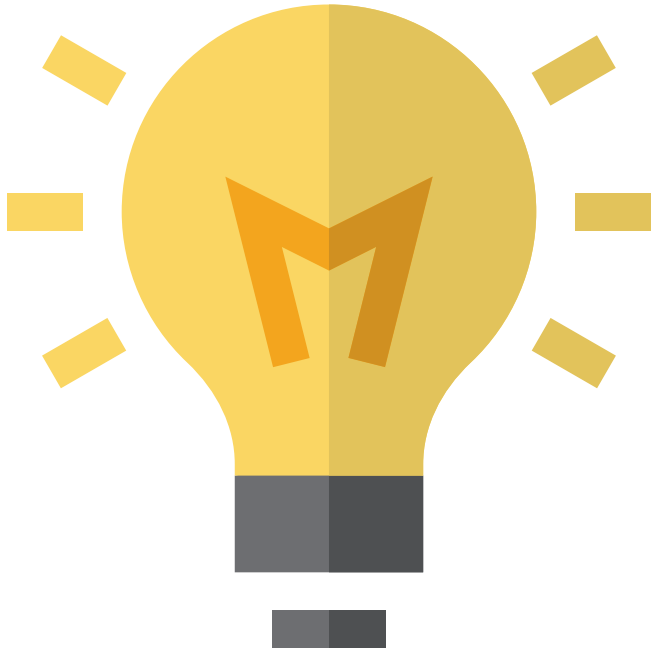
Districts can now request
MSIS IDs in **July!**

Early Childhood Collaboratives
can request MSIS IDs for **all
students** through the lead district.
(The lead district does not have to enter
these students in their SIS.)





Who in your district or schools needs to be **informed about this change?**

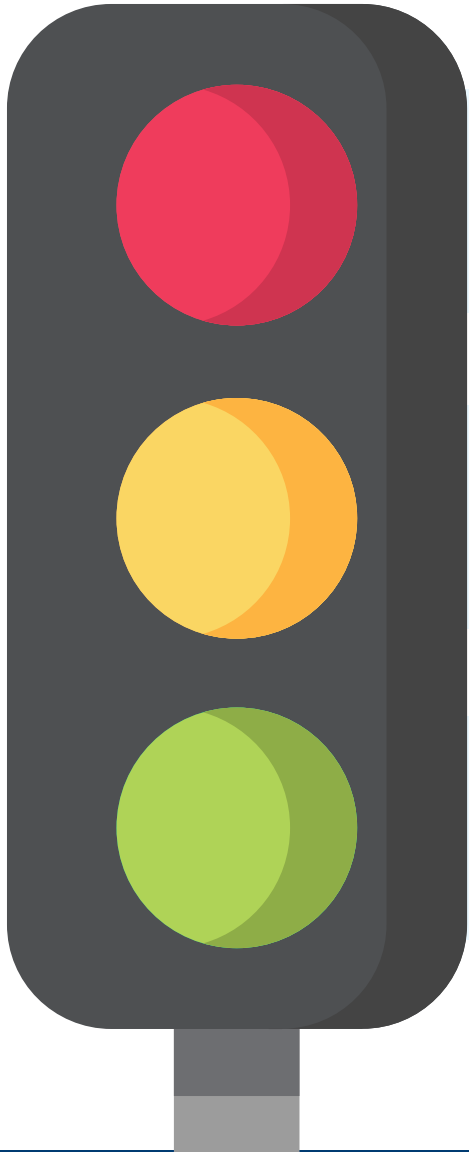


**How will this
change your
current processes**
for requesting MSIS IDs?



Questions?

Reflections & Final Questions



RED Process/procedure that needs to change

YELLOW Topic(s) to investigate further

GREEN Positive or exciting change(s)



Questions?



MSIS Team

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mdek12.org



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