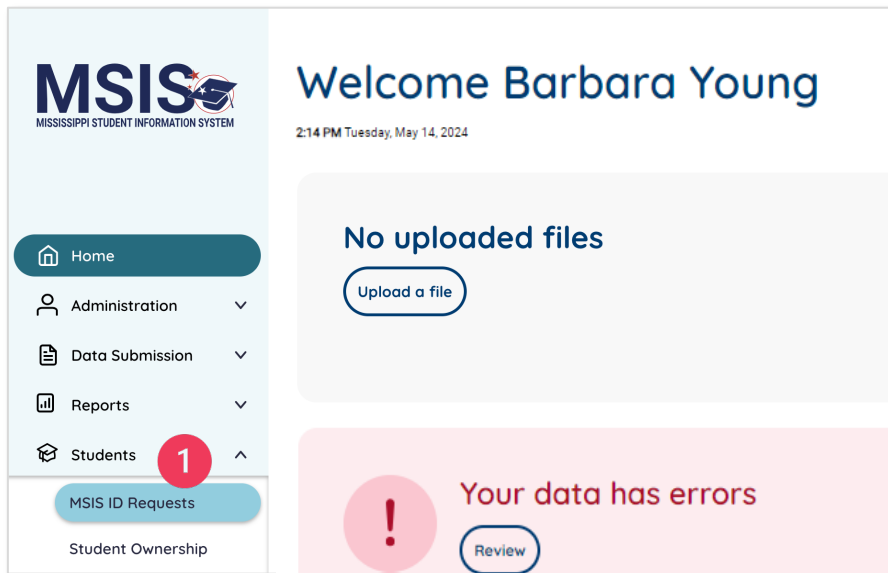


## MSIS IDs can be requested three ways:

- Manual Input (single request)
- Bulk file upload (bulk request)
- API from the SIS (see SIS vendor for details)

The system will immediately process MSIS ID requests. MSIS will complete a search of all student records and return the results to the MSIS ID Request Screen. The MSIS ID Request Screen allows MSIS Primaries and Secondaries to request IDs using the manual input screen or review search results from the file upload or API requests. To access this screen, follow the steps below.



1

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

Select **MSIS ID Requests**.

MISSISSIPPI STUDENT INFORMATION SYSTEM

- Home
- Administration
- Data Submission
- Reports
- Students

**MSIS ID Requests**

Student Ownership

## MSIS ID Requests

Max Request Age

10 Days v

Export IDs

+ Add New

Name	Date of Birth	Request Age (Days)	MSIS ID	Status	Actions
<a href="#">Butts, Alya</a>	04/13/2009	6		Review Needed	=✕
<a href="#">Butts, Alya</a>	10/04/2000	6		Review Needed	=✕
<a href="#">Butts, Alya</a>	01/07/2017	6	77777123	New ID Assigned	
<a href="#">Gray, Lucian</a>	08/02/2018	6	88888123	New ID Assigned	
<a href="#">Johnson, Jeremy Maurice</a>	09/21/2005	4	99999123	Existing ID Assigned	

View requests by the age of the request date (1 to 90 days).

Based on the search results, MSIS will perform one of three actions:

- New ID Assigned
  - **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
  - **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
  - **Review Needed** (Similar student matches were found. District staff must confirm the match to assign an existing MSIS ID or deny the match to assign a new MSIS ID).

Select =✕ in the Actions column to delete the MSIS ID Request. Only requests that need review can be deleted.

To review an MSIS ID request, click on the student's name.

# Review MSIS ID matches

**5** MSIS ID request results that need review will return **potential matches**. The information provided in the MSIS ID Request will be displayed at the top of the screen.

**6** **Strong Matches** will be listed first, followed by **Possible Matches** and **Weak Matches**. Carefully review the matched and unmatched information provided.

**7** If the potential match is a match for the requested student, select **Confirm Match**.

**8** Review the matching information again before selecting **Yes, students match**. MSIS will assign the student the existing MSIS ID. If the students do not match, select **No, cancel** to cancel the match.

**9** If none of the potential matches provided match the requested student, check **None of the Students are matches** and MSIS will assign a new MSIS ID.

# Export MSIS IDs

**MSIS ID Requests**  
Max Request Age: 10 Days

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

**1**

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

Microsoft Excel

By default, Excel will perform the following data conversions in this file:

- Remove leading zeros

Do you want to permanently keep these conversions?

Don't notify me about default conversions in .csv or similar files.

Convert Don't Convert Help

**2**

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

**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 will be in the exported spreadsheet. Some columns may be blank if optional data was not entered. Example: Row 3, Columns G and I are blank.

# Manual Input: MSIS ID Requests

**MSIS ID Requests**

Max Request Age: 10 Days

Export IDs | **+ Add New**

Name	Date of Birth	Request Age (Days)	MSIS ID	Status	Actions
Butts, Aljo	04/13/2009	6		Review Needed	

**1**

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

**MSIS ID Requests**

10/04/2000

**MSIS ID Request** \* Required Field Cancel Create

**2** **District & School Info**

\* District: COLUMBUS MUNICIPAL SCHOOL DIST (4420) | School: Select... | Local Student Identifier: [ ]

**3** **Data to Match**

\* First Name: [ ] | Middle Name: [ ] | \* Last Name: [ ]

SSN: [ ] | \* Date of Birth: mm/dd/yyyy [ ]

**4** **Additional Context**

Address Street Number and Name: [ ]

Apt., Suite, Unit, Building, Floor, etc.: [ ]

City: [ ] | State: Select... | Zip Code: [ ]

Custodial Parent/Guardian First Name: [ ] | Custodial Parent/Guardian Last Name: [ ]

**5** **Create**

**2**

**District & School Info**  
Select the school from the drop-down menu. The Local Student Identifier is optional.

**3**

**Data to Match**  
Enter the student's first and last name (middle name if known).SSN is optional. Select the student's Date of Birth from the date picker.

**4**

**Additional Context**  
Address and parent information is optional.

**5**

**Create**  
After all required fields and desired optional information have been entered, select Create. (This button will become enabled after all required information has been entered.)

# Bulk Upload: MSIS ID Requests

- 1 District Staff completes CSV Template for MSIS ID Requests (found at [mdek12.org/msis2.0/resources](http://mdek12.org/msis2.0/resources)) based on the file specifications below. An example of the file layout is provided below.

Column Headers

Formatting specifications

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
<p><b>Do not change column headers in template file. Note formatting specification for each column and which columns are required.</b></p> <p><b>File layout is an example only. Download and complete blank template before uploading.</b></p> <p><b>File should be named ###MsisIdRequest.csv (replace #### with your District number)</b></p>							

Sample student information

Denotes required/option field

- 2 District Staff saves and uploads the file as directed on the Quick Reference Guide: File Upload found at [mdek12.org/msis2.0/resources](http://mdek12.org/msis2.0/resources).