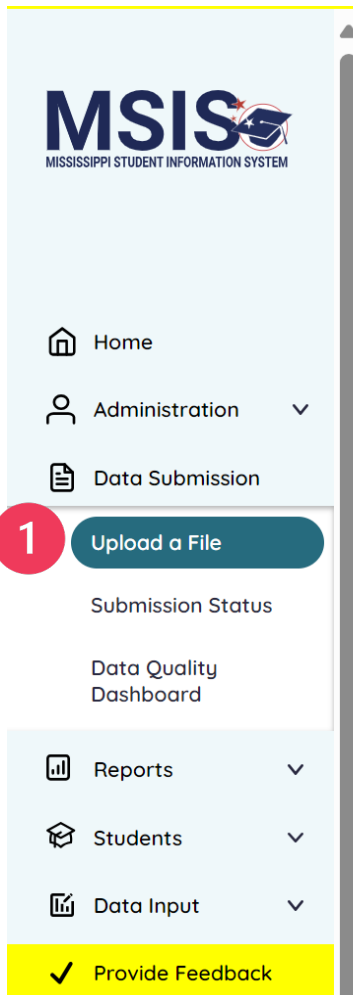


1 Select **Data Submission** and then select **Upload a File**



MSIS MISSISSIPPI STUDENT INFORMATION SYSTEM

- Home
- Administration
- Data Submission
 - 1 Upload a File**
 - Submission Status
 - Data Quality Dashboard
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Upload a New File

Please follow this file naming convention: 2

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) 4

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

File Upload

Choose Files No file chosen

Upload File(s)

2 Follow the specific Naming Convention.

3 Use only the Supported Data Type Names.

4 Use only the Supported File Formats.
 Note: The only .XML file allowed is the Finance.FETS file.

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Upload a New File

Please follow this file naming convention:

0123MsisIdRequest.csv

LEA Number Data Type Name File Format

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Supported File Formats:

- CSV
- XML (Finance.FETS only)

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- ACTandWorkKeysUpdates
- EnglishLearner
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- FosterCare
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- 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 0123KindergartenEntry.csv 5

Upload File(s) 6

5

Select Choose Files to select your file(s). Once you have selected your file(s), the file name(s) will be displayed here. Make sure the file name(s) match the Supported Data Type Names.

6

Select Upload File(s).

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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
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- SpecialEducation.PostSecondary
- SpecialEducation.RelatedServices
- SpecialEducation.StudentRoster
- Staff.Assignments
- Staff.Employment
- Staff.NationalBoards
- StudentSealofBilliteracy
- SummerActivity
- SummerSchool

7

+ Check File Validation Status

8

0123KindergartenEntry.csv

Completed

8

File uploads will show completed or failed.

7

Check validation status to view any errors once the file has been processed.

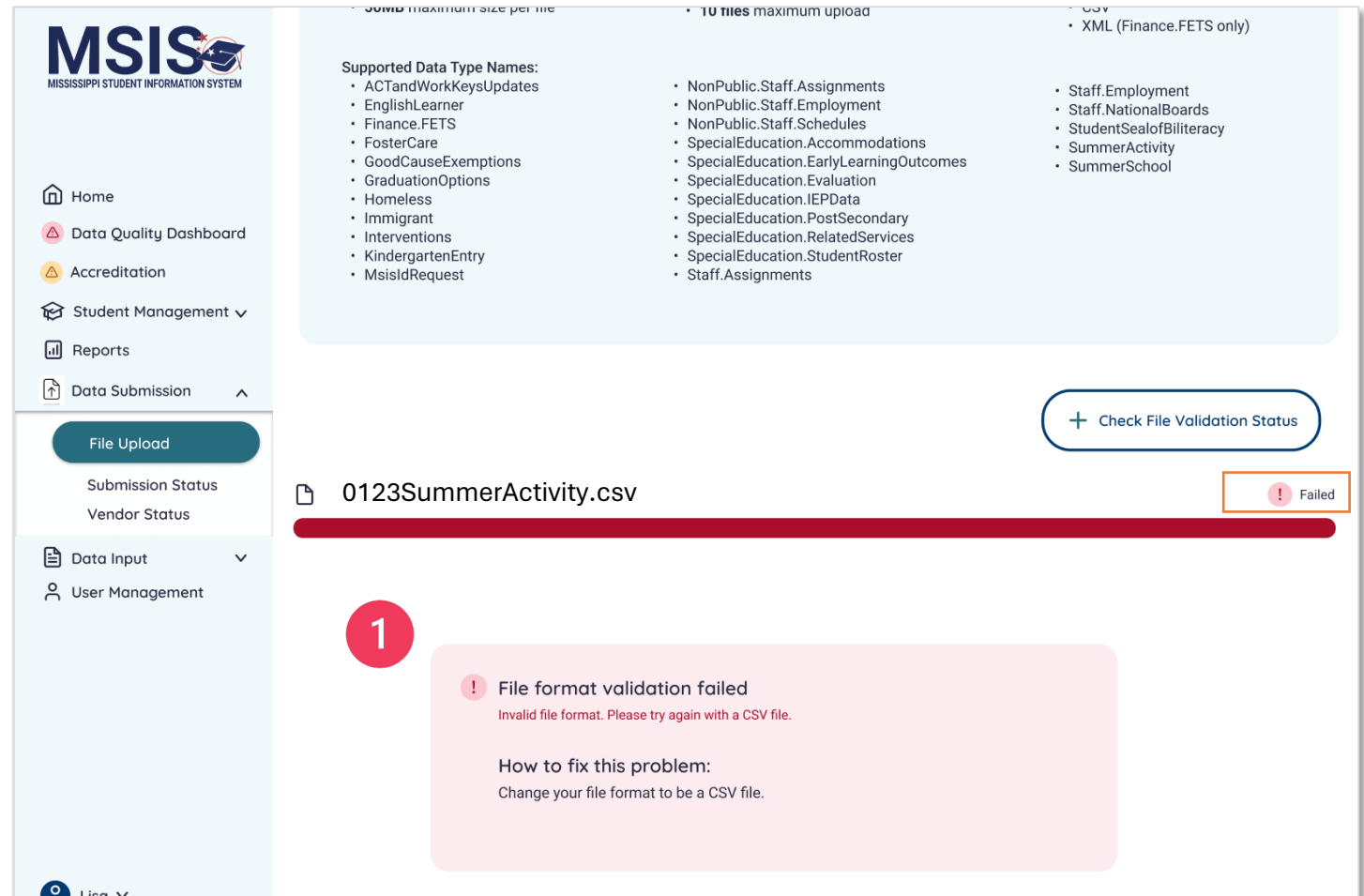
Submission Status

1


Files that are not uploaded will appear in red.

Upload failures can be caused by invalid file names, file formats, size limits, etc.








The reason for the upload failure and suggestions for correcting the problem will be displayed .



The screenshot shows the MSIS (Mississippi Student Information System) interface. On the left is a navigation menu with options: Home, Data Quality Dashboard, Accreditation, Student Management, Reports, Data Submission, File Upload, Submission Status, Vendor Status, Data Input, and User Management. The main area displays a list of supported data type names, including 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, and Staff.Assignments. A 'Check File Validation Status' button is visible. Below, a file named '0123SummerActivity.csv' is shown with a red bar indicating a failure. A red circle with the number '1' highlights a message box that reads: 'File format validation failed. Invalid file format. Please try again with a CSV file. How to fix this problem: Change your file format to be a CSV file.'



MISSISSIPPI STUDENT INFORMATION SYSTEM

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-  Data Input ▼
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Uploaded Files

+ Upload a File

Name	Date & Time (CT)	Uploaded By	Status
filename.csv 1	10/4/2022, 2:18:54 PM	LastName, FirstName	2 Failed
filename.csv	10/4/2022, 2:18:54 PM	Central Access	Failed
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

1 Click on the file name to view any errors or other status information.

2 View the status of your uploaded files (Failed, Pending, Success).