

# Removing Inactive Enrollments

**MSIS** 

[mdek12.org](https://mdek12.org)



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

September 23, 2024



## 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

**EVERY** School Has Effective Teachers and Leaders

4



**EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



**EVERY** School and District is Rated “C” or Higher

6





## Be an active participant



Share reactions



React

Respond to prompts in the chat



Chat

## Ask questions



Q&A



**IDENTIFY** inactive and erroneous enrollments

**REVIEW** file template to delete these enrollments

**DISCUSS** certification timeline

# Inactive Enrollments

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# Inactive (or Erroneous) Enrollments



No Shows



Summer Transfers  
(Central Access)

Inactive  
Enrollments  
(PowerSchool)



Students entered in  
SIS package with  
an **erroneous MSIS  
ID**



Regular withdrawals  
should **NOT** be  
included



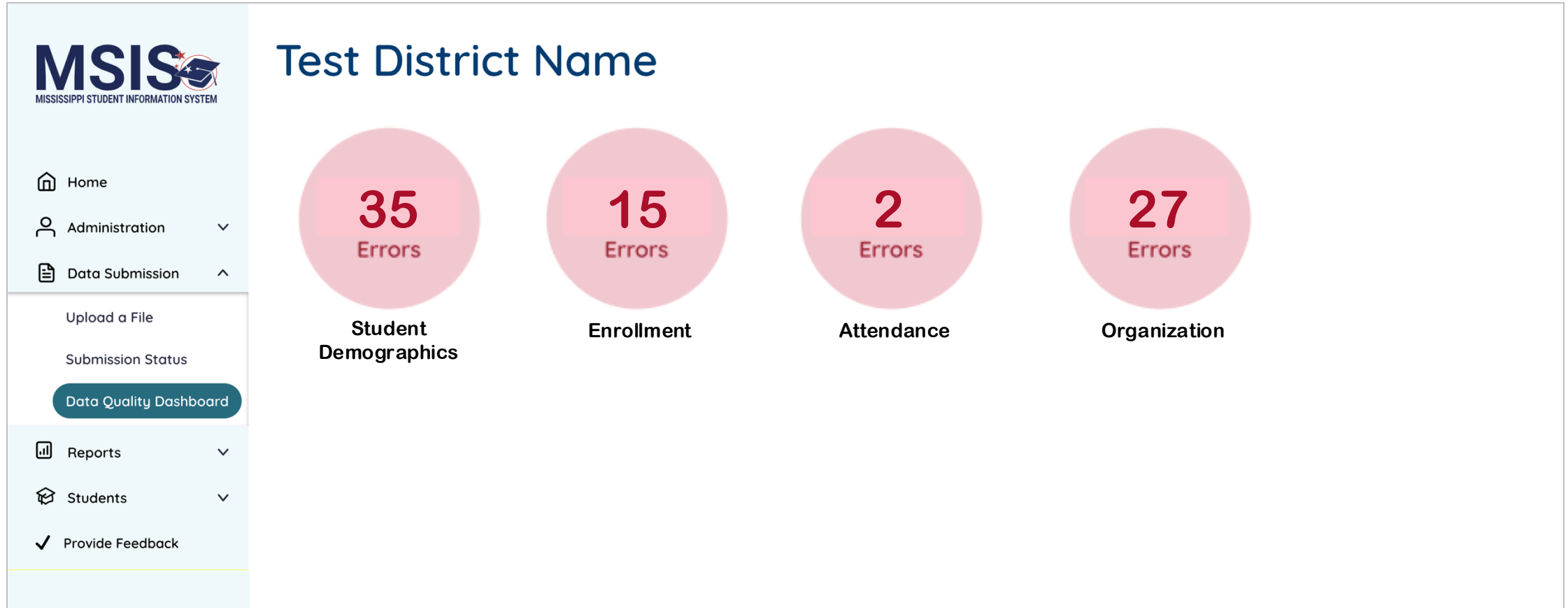
# Vendors are still actively working to resolve inactive enrollments.

Until then, we want to provide another option to help you correct these errors leading up to Month 1 certification.




# Review enrollment, attendance, and student demographic errors.

*Additional Attendance error checks “turned on” by Tuesday.*



# Review Enrollment and Transfers Report.

Available on Tuesday.



**MSIS**  
MISSISSIPPI STUDENT INFORMATION SYSTEM

- [Home](#)
- [Administration](#)
- [Data Submission](#)
- [Reports](#)
- Data Analytics
- [Data Input](#)
- [Provide Feedback](#)

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[Back](#)

## View Report

District
School
School Year
Grade Level

### Enrollment & Transfers Report


Enrollment

Exit

| MSIS ID | Student Name          | Enrollment Date | Grade         | Entry Code | Entry Description                      |
|---------|-----------------------|-----------------|---------------|------------|--|
| #####   | Last Name, First Name | MMDD/YYYY       | Tenth grade   | 74001      | Initial Enrollment for the School Year |
| #####   | Last Name, First Name | MMDD/YYYY       | Third grade   | 74001      | Initial Enrollment for the School Year |
| #####   | Last Name, First Name | MMDD/YYYY       | First grade   | 74001      | Initial Enrollment for the School Year |
| #####   | Last Name, First Name | MMDD/YYYY       | Eighth grade  | 74001      | Initial Enrollment for the School Year |
| #####   | Last Name, First Name | MMDD/YYYY       | Second grade  | 74001      | Initial Enrollment for the School Year |
| #####   | Last Name, First Name | MMDD/YYYY       | Third grade   | 74001      | Initial Enrollment for the School Year |
| #####   | Last Name, First Name | MMDD/YYYY       | First grade   | 74001      | Initial Enrollment for the School Year |
| #####   | Last Name, First Name | MMDD/YYYY       | Second grade  | 74001      | Initial Enrollment for the School Year |
| #####   | Last Name, First Name | MMDD/YYYY       | Third grade   | 74001      | Initial Enrollment for the School Year |
| #####   | Last Name, First Name | MMDD/YYYY       | Seventh grade | 74001      | Initial Enrollment for the School Year |
| #####   | Last Name, First Name | MMDD/YYYY       | Sixth grade   | 74001      | Initial Enrollment for the School Year |
| #####   | Last Name, First Name | MMDD/YYYY       | Seventh grade | 74001      | Initial Enrollment for the School Year |
| #####   | Last Name, First Name | MMDD/YYYY       | Sixth grade   | 74001      | Initial Enrollment for the School Year |
| #####   | Last Name, First Name | MMDD/YYYY       | Second grade  | 74001      | Initial Enrollment for the School Year |
| #####   | Last Name, First Name | MMDD/YYYY       | Second grade  | 74001      | Initial Enrollment for the School Year |

# Review Enrollment and Transfers Report.

Available on Tuesday.



- Home
- Administration
- Data Submission
- Reports
- Data Analytics
- Data Input
- Provide Feedback

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District: All
School: All
School Year: 2024-2025
Grade Level: All

### Enrollment & Transfers Report

Enrollment

Exit

| MSIS ID | Student Name          | Withdrawal Date | Grade          | Withdrawal (Exit) Code | Withdrawal (Exit) Description  |
|---------|-----------------------|-----------------|----------------|------------------------|--|
| #####   | Last Name, First Name | MM/DD/YYYY      | Twelfth grade  | 01918                  | Transferred to home schooling  |
| #####   | Last Name, First Name | MM/DD/YYYY      | First grade    | 73068                  | Transfer to a private school in the state  |
| #####   | Last Name, First Name | MM/DD/YYYY      | Eleventh grade | 01907                  | Student is in a different public school in the same local education agency             |
| #####   | Last Name, First Name | MM/DD/YYYY      | Second grade   | 01907                  | Student is in a different public school in the same local education agency             |
| #####   | Last Name, First Name | MM/DD/YYYY      | First grade    | 73067                  | Transferred to a school outside of the state   |
| #####   | Last Name, First Name | MM/DD/YYYY      | Tenth grade    | 73067                  | Transferred to a school outside of the state   |
| #####   | Last Name, First Name | MM/DD/YYYY      | Fourth grade   | 73067                  | Transferred to a school outside of the state   |
| #####   | Last Name, First Name | MM/DD/YYYY      | Tenth grade    | 73067                  | Transferred to a school outside of the state   |
| #####   | Last Name, First Name | MM/DD/YYYY      | Fifth grade    | 01907                  | Student is in a different public school in the same local education agency             |
| #####   | Last Name, First Name | MM/DD/YYYY      | First grade    | 01908                  | Transferred to a public school in a different local education agency in the same state |
| #####   | Last Name, First Name | MM/DD/YYYY      | First grade    | 01908                  | Transferred to a public school in a different local education agency in the same state |
| #####   | Last Name, First Name | MM/DD/YYYY      | First grade    | 01908                  | Transferred to a public school in a different local education agency in the same state |
| #####   | Last Name, First Name | MM/DD/YYYY      | Eighth grade   | 01908                  | Transferred to a public school in a different local education agency in the same state |
| #####   | Last Name, First Name | MM/DD/YYYY      | First grade    | 01918                  | Transferred to home schooling  |
| #####   | Last Name, First Name | MM/DD/YYYY      |                |                        |  |

# File Template

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AutoSave Inactive enrollments\_Example File Layout No Label — Saved

Home Insert Draw Page Layout Formulas Data Review View Automate Acrobat

Calibri (Body) 11

General

Conditional Formatting Format as Table Cell Styles

Insert Delete Format Sort & Filter Find & Select Sensitivity Add-ins Analyze Data Create PDF and share link

R13C3

|    | 1   | 2   | 3                                      | 4   | 5 |
|----|---|---|--|---|---|
| 1  | Msisld  | Schoold   | EnrollmentDate                         | Grade   |   |
| 2  | <i>Must be exactly nine digits (include any leading zeros)</i>  | <i>Must be exactly 4 digits followed by dash followed by three-digit school ID with leading zeros. First four digits must match LEA number.</i> | <i>MM/DD/YYYY, must be valid date.</i> | <i>Grade level student was erroneously enrolled in or has an inactive enrollment. Values must be IT, PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, or AE. Make sure to include any leading zeros.</i> |   |
| 3  | required  | required  | required                               | required  |   |
| 4  | 123456789   | 9876-012  | 08/01/2024                             | 04  |   |
| 5  |   |   |  |   |   |
| 6  | <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 <b>####_OptionalText_InactiveEnrollments.csv</b> (replace #### with your LEA number)</b></p> |   |  |   |   |
| 7  |   |   |  |   |   |
| 8  |   |   |  |   |   |
| 9  |   |   |  |   |   |
| 10 |   |   |  |   |   |

Example +

Ready Accessibility: Investigate 227%

MSIS ID

SchoolId

EnrollmentDate

Grade

## MSIS ID

Must be exactly nine digits  
(include any leading zeros)

## SchoolId

Must be exactly 4 digits  
followed by dash followed  
by three-digit school ID  
with leading zeros. First  
four digits must match  
LEA number.

## EnrollmentDate

MM/DD/YYYY

MSIS ID

SchoolId

EnrollmentDate

Grade

Grade level student was erroneously enrolled in or has an inactive enrollment. Values must be IT , PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, or AE. Make sure to include any leading zeros.



## MSIS Primary or Secondary:

- ✓ **Complete** the spreadsheet template.
- ✓ **Save as #####\_OptionalText\_InactiveEnrollments.csv.**  
Ex: 1234\_Sept24-InactiveEnrollments.csv.
- ✓ **Email to [mdeapps@mdek12.org](mailto:mdeapps@mdek12.org)** with the subject line “Inactive Enrollments File.”
- ✓ Please allow 2-3 days for the team to process your file before you see the results on the Data Quality Dashboard and Enrollment Report.
- ✓ **Submit by COB Thursday, September 26.**



# Certification Timeline

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## OCTOBER

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# District Approval Month 1

*Extended window due to data issues for Month 1 only*

| Data Collection Description            | Data Begin Date   | Data End Date | Certification Open Date | Certification Close Date | Permissions  |
|--|---|---------------|-------------------------|--------------------------|--|
| Monthly Data Certification for Month 1 | 7/1/2024  | 9/30/2024     | 10/1/2024               | <b>10/18/2024</b>        | Student Certify  |
| <b>Reports</b>                         | <ul style="list-style-type: none"> <li>• Enrollment and Attendance Dashboard</li> <li>• Enrollments and Transfers</li> <li>• Five or More Absences</li> <li>• ADA/ADM/Net Membership</li> <li>• Student Indicators</li> </ul> |               |                         |                          |  |

**Note:** Discipline will be part of the certified data collections beginning in Month 2 (November certification window).

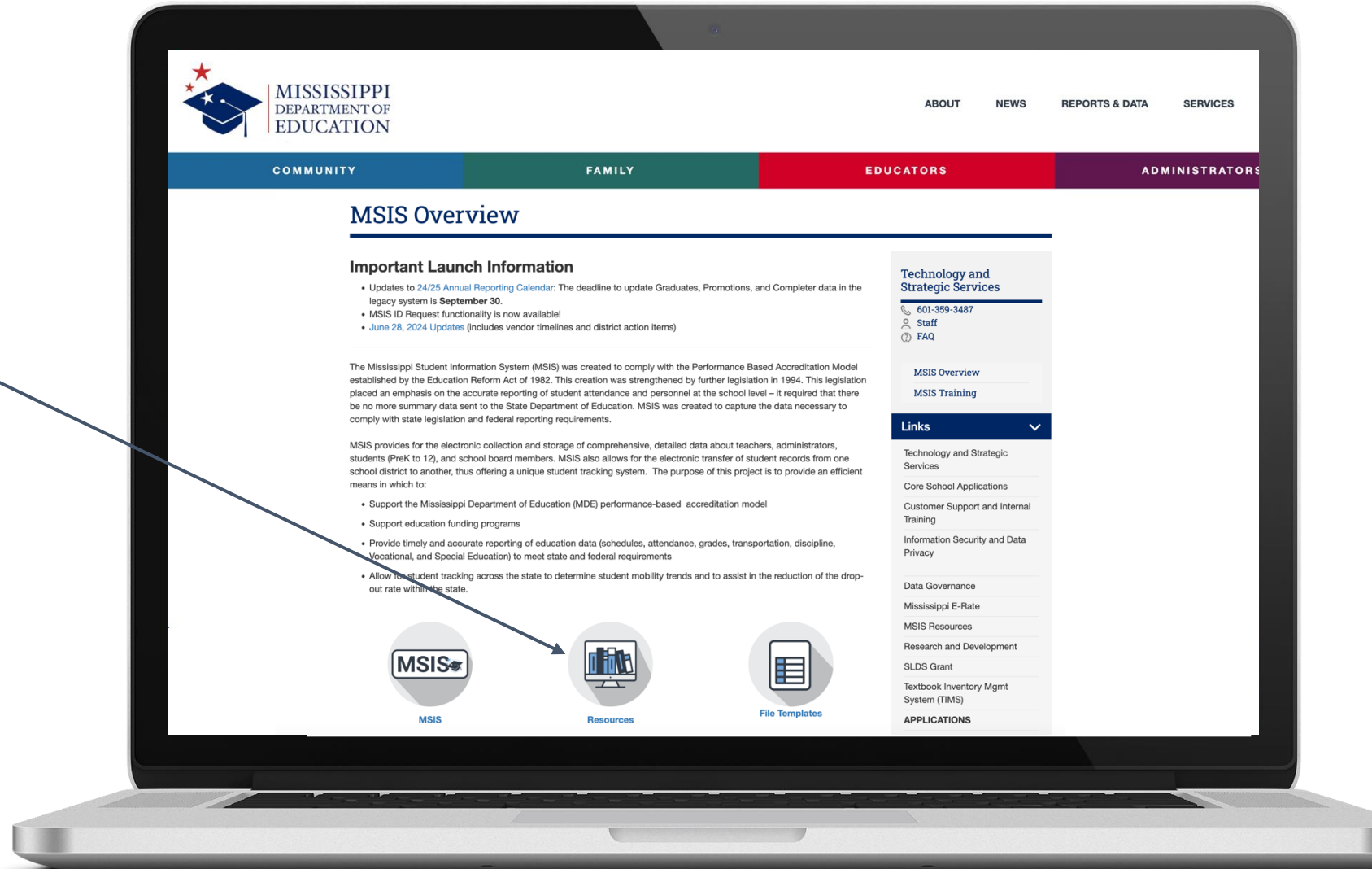


# Resources

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## Resources





## Virtual Office Hours & Training Webinars



### Training Events

**Virtual Office Hours**  
Every Wednesday,  
2:30 - 3:30 PM

Join link will be  
sent via MSIS Blast

**Ad Hoc Training –  
Webinars**

As new functionality  
comes online



# Stay Informed!

Subscribe to our [MSIS Blast email list](#) for MSIS announcements.



# MSIS Team

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[mdek12.org](http://mdek12.org)



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