

***OFFICE OF TECHNOLOGY AND
STRATEGIC SERVICES***



MSIS
Mississippi Student
Information System

**NON-PUBLIC
PERSONNEL TRAINING**

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INTRODUCTION

MSIS can be accessed in different ways:

1. Go to the MDE web site, <http://www.mdek12.org/> , and under Educators tab, Administrators tab or Services tab, click on the MSIS (MS Student Information System). You will be taken to the MSIS web page. Click on the Links section; “MSIS Log-on” under Applications.
2. Go straight to the MSIS Information web page, <http://www.mdek12.org/OTSS/MSIS> , and then click on the Links section; “MSIS Log-on” under Applications
3. Go straight to the MSIS Database launch web page, <https://mdeapp2.mdek12.org/forms/frmservlet?config=msis> .

On the (MSIS) MS Student Information System web site under Resources, click on For Personnel, then click on **Public Personnel Reference Manual (pdf)**. **This manual has been compiled to assist the Personnel Coordinator and others working on personnel data in securing quality data for the district.** Persons in this category may include school principals, alternative school directors, Special Education supervisors, Gifted Education supervisors, Vocational Education supervisors, Title I Coordinators, or any other individual designated to compile personnel records. The Personnel Coordinator will distribute information and respond to problems encountered by those assisting in the data collection task. **The responsibility for the quality of the data should be shared with school principals and program area supervisors who are more knowledgeable about the work assignments of staff under their supervision.**

If the Personnel Coordinator does not know the solution, contact the individual Program Office at Mississippi Department of Education (MDE) or call the Office Accreditation (601) 359-3764 or OTSS Help Desk at mdeapps@mdek12.org or **(601) 359-3487**.

Blank General/Schedule Employee Entry Forms, “blank forms”, may be printed from MSIS to capture data on new employees. Detail District Employee Listings may also be provided for each employee who was "rolled" from the previous year and is currently in the MSIS System. If you receive a Detail Listing for an individual no longer employed by the district, write the date of termination and “delete” on it and return it to the Personnel Coordinator or the person responsible for entering the data into MSIS.

Once updated records have been input into MSIS, either individual records or reports relevant to individual schools, program areas, and district office staff should be printed by the Personnel Coordinator for review by individuals who completed the personnel records. Appropriate adjustments should be noted by reviewers and forwarded to the Personnel Coordinator for further update. This process should continue until all parties are satisfied with the integrity of the data to be submitted for the district.

Personnel report data is of vital importance to every school district in the state because it is used to drive the funding formula for the Mississippi Adequate Education Program. Errors in this data can result in improper funding to the district.

Chapter 1 GENERAL DISCUSSION

MSIS INFORMATION PAGE

The screenshot shows the Mississippi Department of Education website. At the top, there are social media icons for Facebook, Twitter, and YouTube, a search bar, a language selection dropdown, and an accessibility icon. The main header features the Mississippi Department of Education logo with the tagline "Ensuring a bright future for every child" and navigation links for ABOUT, NEWS, REPORTS & DATA, SERVICES, and DIRECTORY. Below the header is a horizontal menu with four categories: COMMUNITY (blue), FAMILY (green), EDUCATORS (yellow), and ADMINISTRATORS (purple). The main content area is titled "MS Student Information System (MSIS)". The text describes the system's purpose and provides a list of services. On the right side, there are three expandable sections: "Core School Applications" with contact information (601-359-3487, Staff, FAQ), "Services" with a dropdown arrow, and "Links" with a dropdown arrow. The "Links" section lists "Technology and Strategic Services", "Textbook Inventory Mgmt System (TIMS)", and "Educator Licensure (ELMS)".

HOME – Click on the logo will return you to the Mississippi Department of Education web page

CORE SCHOOL APPLICATIONS - Clicking here return you to Core School Applications web page.

SERVICES

MS Student Information System (MSIS) - Clicking here return you to MS Student Information System (MSIS) web page.

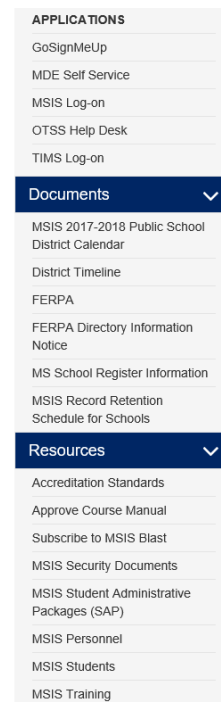
LINKS

Office of Technology and Strategic Services Home - Clicking here return you to Office of Technology and Strategic Services (OTSS) web page.

Textbook Inventory Mgmt System (TIMS) - Clicking here return you to Textbook Inventory Mgmt System (TIMS) web page.

Educator License (ELMS) - Clicking here return you to Educator Licensure web page for the Educator Licensure Management System (ELMS).

APPLICATIONS



GoSignMeUp – Clicking here you will gain access to registration application for MDE Hosted Events.

MDE Self Service – Clicking here connect you to self-service portal for MDE to update your profile efficiently.

MSIS Log-on – Clicking here you will gain access to the MS Student Information System (MSIS).

OTSS Help Desk – Clicking here connect you to Footprints – this system was implemented to track requests for technical assistance from submission to completion.

TIMS Log-on – Clicking here you will gain access to the Textbook Inventory Mgmt System (TIMS).

DOCUMENTS

MSIS 2017-2018 PUBLIC SCHOOL DISTRICT CALENDAR – Clicking here you will find the current school year District Calendar.

DISTRICT TIMELINE– Clicking here you will find events that are due each month.

FERPA– Clicking here you will find the Family Educational Rights and Privacy Act law.

FERPERPA DIRECTORY INFORMATION NOTICE– Clicking here you will find the Family Educational Rights and Privacy Act (FERPA) Model Notice for Directory Information.

MS SCHOOL REGISTER INFORMATION– Clicking here you will find the Codes and Formulas to be used in registering your students.

RECORD RETENTION SCHEDULES FOR SCHOOL– Clicking here gives you the State of Mississippi Records Retention Schedules for the school districts.

RESOURCES

ACCREDITATION STANDARDS– Clicking here gives you the current and previous year links for the Accreditation Standards.

APPROVE COURSE MANUAL - Share Point Approve Course Manual

SUBSCRIBE TO THE MSIS LIST – If you are not already a part of the MSIS listserv, you can click here to sign up for it. Updates, changes, notifications concerning MSIS are posted here. This is our best way to communicate with MSIS users.

MSIS SECURITY DOCUMENTS - download the Security documents (the Oath of Confidentiality forms, and MSIS Security Forms.)

STUDENT ADMINISTRATIVE PACKAGE (SAP) - By clicking here you can find information relating to Student Administrative Packages.

MSIS PERSONNEL - download the Public Schools Personnel Manual; download the Non-Public Schools Personnel Manual etc.

MSIS STUDENTS - download Student information.

MSIS TRAINING – Clicking here you will find previous and current presentations on training sessions and OTSS Data Conference.

DISTRICT TIMELINE

TIMELINE – You will find events that are due each month.

Mississippi Student Information Systems (MSIS)

- District-level data
- Personnel data
- School Board member data
- Student-level data

JULY and AUGUST

- Access to ACCRED Live Data Reports
- District and school demographics
- District personnel data (Public, Special, and Non-Public)

SEPTEMBER

- Districts must enter and approve personnel data by September 30th (Public, Special, and Non-Public)
- Beginning September 1st Certification update for MSIS is run daily

OCTOBER

- Districts must continue to update personnel data (Public, Special, and Non-Public)
- Mississippi Adequate Education Program (MAEP) edits are run as districts are approved

NOVEMBER

- Districts must continue to update personnel data. Districts must approve personnel changes in order for MAEP edits to run at night
- MAEP edits are run as districts are approved

DECEMBER

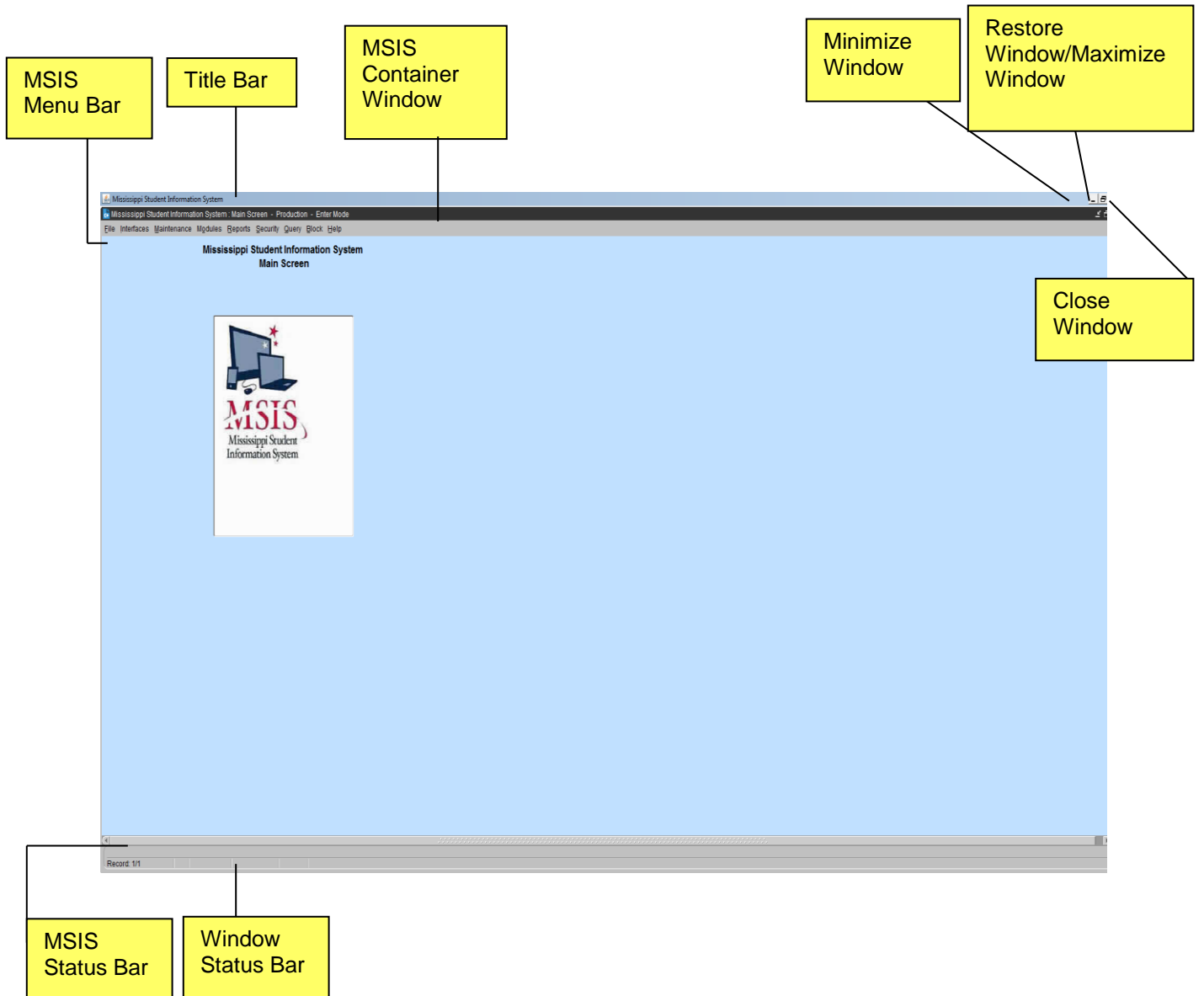
- All districts (public, non-public, and special) must have all personnel data entered in MSIS no later than noon on December 7th so that the data will be included on the snapshot and Accreditation edits and all year-end personnel reports can run from the snapshot data
- Districts will continue to make updates and approval to personnel in MSIS until the deadline on December 7th (12 noon) at which time the rights to General/Schedule Entry screen are taken away from the districts.
- MAEP edits are run as districts are approved
- Accreditation Edits are run for public, non-public, and special schools
- Access to ACCRED Live Data Reports is removed on December 10th.
- On December 1st only Daily Student Data Transaction (DSD files) are processed, all other files are held until the next day for processing
- Snapshot of December 1 Special Education data is taken

JANUARY





- Rights to the General/Schedule Entry screen are restored after Christmas Break.

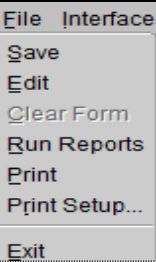

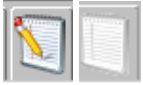


Note: You can view more information on the Timeline located on the MSIS Information website under **Timeline (http://www.mdek12.org/sites/default/files/documents/timeline_district_0.pdf).**


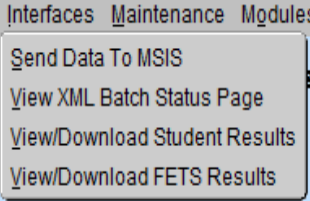
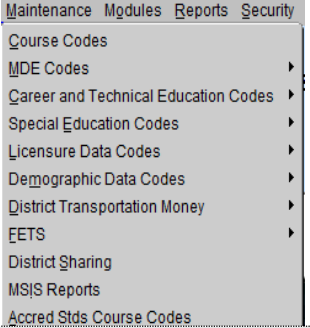
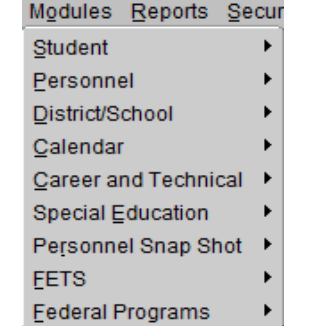
MSIS SCREEN ELEMENTS




<i>MSIS Container Window</i>	
	The window that contains the screens of MSIS. This window will border all screens in MSIS.




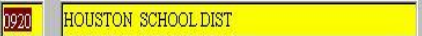
	<i>MSIS Title Bar</i>
	<p>Each screen in MSIS will have the standard system name of Mississippi Student Information System followed by the name of the screen. The screen name listed on the Title Bar will match the selections on the MSIS Menu Bar.</p> <p>The following items on the Title Bar are standard Window functions that the User should already be familiar with.</p> <p>Minimize Window – Click on the  to reduce a window to a button on the taskbar. To restore the window to its previous size and location, click the button on the taskbar.</p> <p>Restore Window – Click on the  or double-click the title bar to restore a window to its previous size and location.</p> <p>Maximize Window – Click on the  or double-click the title bar to enlarge an application window to fill the screen.</p> <p>Close Window – Click on the  or click on File from the menu bar and select Exit to close the current screen. If User is on the Main Screen, he/she will exit MSIS.</p>

	<i>MSIS Menu Bar</i>
	All screens in MSIS are accessed from the menu bar. User will click on a menu bar option, then using the mouse; select an entry from the list of options.
	File
	The File option contains selections to allow the User to Save a record, Display a List of Values for a field, Run Reports , Print Screens , and Exit the screen. Currently the Clear Form option and Print Setup options are not used in MSIS.
<p>Save</p> 	Allows User to save the changes that have been made to the current record. Click on File from the menu bar and select Save or click on the Save icon button. This option is not enabled for view only screens.
<p>Edit/Display List</p> 	Allows User to Display a List of Values for a field. Click on File from the menu bar and select Edit , and then select Display List or click on the Display List icon button. Not all fields will have a list of values to choose from. Some entry fields in MSIS will automatically display the list of values upon entry into the field; other entry fields will display a List of Values if the User double-clicks on the entry field. Others will display the list of values when the User enters an invalid value (a value that is not in the list of values) into the field.
<p>Clear Form</p> 	This option is not currently used in MSIS.
<p>Run Reports</p> 	Executes the report that the User has requested. Click on File from the menu bar and select Run Report or click on the Run Report icon button.
<p>Print</p>	Allows User to print the current screen to the local printer. Click on File from the

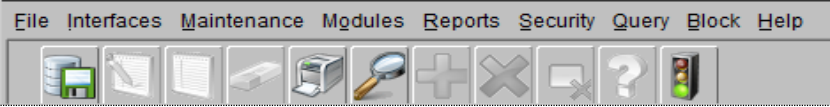




	<p>menu bar and select Print or click on the Print icon button.</p>
<p>Print Setup</p>	<p>This option is not currently used in MSIS.</p>
<p>Exit</p>	<p>Allows User to close the current screen. To close a screen or exit MSIS (if the User is on the Main Screen), click on File from the menu bar and select Exit or click on Close Window (the X in the upper right corner of the screen).</p>
<p>Interfaces</p>	
	<p>The Interfaces option contains selections for authorized users to be able to import student data into MSIS through interfaces with school packages.</p>
<p>Maintenance</p>	
	<p>The Maintenance option contains selections for authorized Users to maintain/view the MDE Code tables. The General User role will have read-only access to the screens under this menu option.</p>
<p>Modules</p>	
	<p>The Modules option contains selections for authorized Users to View/Update/Maintain Student, Personnel, District/School, Calendar, Special Education, Vocational Education information and FETS.</p>






	<h2>Reports</h2>
	<p>The Reports option contains selections for authorized Users to run Student/Personnel/School/District/State level reports.</p>
	<h2>Security</h2>
	<p>The Security option contains selections for the Security Administrator to set up and maintain Users' security rights in MSIS and screens for the Data Base Administrator to modify data in MSIS. This option also contains the Change Password selection to allow Users to change their own passwords.</p>
	<h2>Query</h2>
	<p>The Query option contains selections for authorized Users to Perform Queries.</p>
<p style="text-align: center;">Enter</p> 	<p>Allows the User to enter a query by putting the screen in query mode. Not all screens have query capabilities. If the screen is not in Query mode, click on Query from the menu bar and select Enter or click on the Enter Execute icon button. Enter the query criteria and then execute the query.</p>
<p style="text-align: center;">Execute</p> 	<p>Allows the User to execute the query that has been entered. Click on Query from the menu bar and select Execute or click on the Enter Execute icon button.</p>
<p style="text-align: center;">Cancel</p>	<p>Allows the User to cancel query mode on the screen. Click on Query from the menu bar and select Cancel, or depress the F4 key on the keyboard, or click on the close window box. If the screen is not in query mode, the Cancel option under Query will be disabled.</p>
	<h3>MSIS Status Bar</h3>
	<p>Near the bottom of every screen above the Window Status Bar, there is an MSIS Status Bar. This will give the User helpful hints or a description of the field that is selected.</p> 

<i>Window Status Bar</i>	
At the bottom of every window, there is a status bar for the window. It displays information about a command or toolbar button, an operation in progress, or the selected record number.	
	

<i>MSIS Fields</i>	
All screens in MSIS will consist of Mandatory, Optional, or Read-Only fields.	
	Mandatory Fields – All mandatory fields will have a blue background. Data must be entered for mandatory fields, or the User will be prompted with the “Field must be entered” error message. If the User is prompted with the error message, the cursor will default to the mandatory field that the User left blank.
	Optional Fields – All optional fields will have a white background. The User may choose to enter information into the Optional fields.
	Read-Only Fields – All read-only fields will have a gray background. The User cannot update or delete any information.
	Selected Row – A record that is selected by the User will have a yellow background.

MSIS Toolbar

<i>MSIS Toolbar</i>	
The MSIS Toolbar is located under the Menu Bar at the top of every screen except the Main Screen. The Run Report icon button only appears on report screens. The icon buttons may be disabled on some of the screens depending on the functionality of the screen and the User’s security access.	
	
	Save – saves the changes that have been made to the current record. It is also accessible by clicking on File from the menu bar and selecting Save . This icon button is not enabled for view only screens.
	Display List – allows User to display a list of values for a field. It is also accessible by clicking on File from the menu bar and selecting Display List . Not all fields have a list of values to choose from. Some entry fields in MSIS will automatically pop-up the list of values upon entry into the field. Some entry fields can be double-clicked on to get the list of values. Others will display the list of values when the User enters an invalid value (a value that is not in the list of values).
	Print – prints the current screen to your local printer. It is also accessible by clicking on File from the menu bar and selecting Print .
	Enter Execute – allows User to enter and execute a query. If the screen is not already in Query mode, click on the Enter Execute icon button or click on Query from the menu bar and select Enter . Enter the query criteria. Then click on the Enter Execute icon button or click on Query from the menu bar and select Execute .

	Insert – allows User to insert a new entry into the table. It is also accessible by clicking on Block from the menu bar, selecting Record , and selecting Insert . This icon button is not enabled if the screen is view only or if the screen is in query mode.
	Delete – removes the selected record from the system. It is also accessible by clicking on Block from the menu bar, selecting Record , and selecting Remove . This icon button is not enabled if the screen is view only or if the screen is in query mode.
	Clear – clears the current record/row from the screen.
	Help - This option is not currently used in MSIS.
	Run Report – executes the report that the User has requested. It is also accessible by clicking on File and selecting Run Report .

ACCESSING MSIS

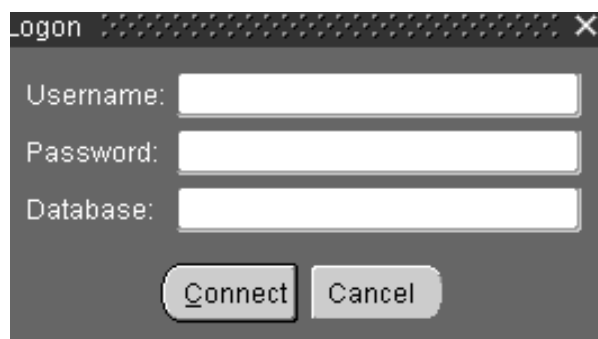
To logon to MSIS go to the MDE web site, <http://www.mdek12.org/>, and under Educators tab, Administrators tab or Services tab, click on the MSIS (MS Student Information System). You will be taken to the MSIS web page. Click on the Links section; “MSIS Log-on” under Applications.

The screenshot shows the Mississippi Department of Education (MDE) website. The header includes the MDE logo with the tagline "Ensuring a bright future for every child" and navigation links for ABOUT, NEWS, REPORTS & DATA, SERVICES, and DIRECTORY. Below the header is a navigation bar with four tabs: COMMUNITY (blue), FAMILY (green), EDUCATORS (yellow), and ADMINISTRATORS (purple). The main content area features the title "MS Student Information System (MSIS)" and a brief description of the system's purpose. A list of bullet points outlines the system's goals, such as supporting accreditation models and providing accurate reporting. On the right side, there is a "Core School Applications" sidebar menu with sections for Services, Links, APPLICATIONS, Documents, and Resources. A red arrow points to the "MSIS Log-on" link within the "Links" section of the sidebar.

The MSIS launch page will come up. If you want to bookmark this page (<https://mdeapp2.mdek12.org/forms/frmservlet?config=msis>) you can do so. This will allow you to come directly to this page to login to MSIS.



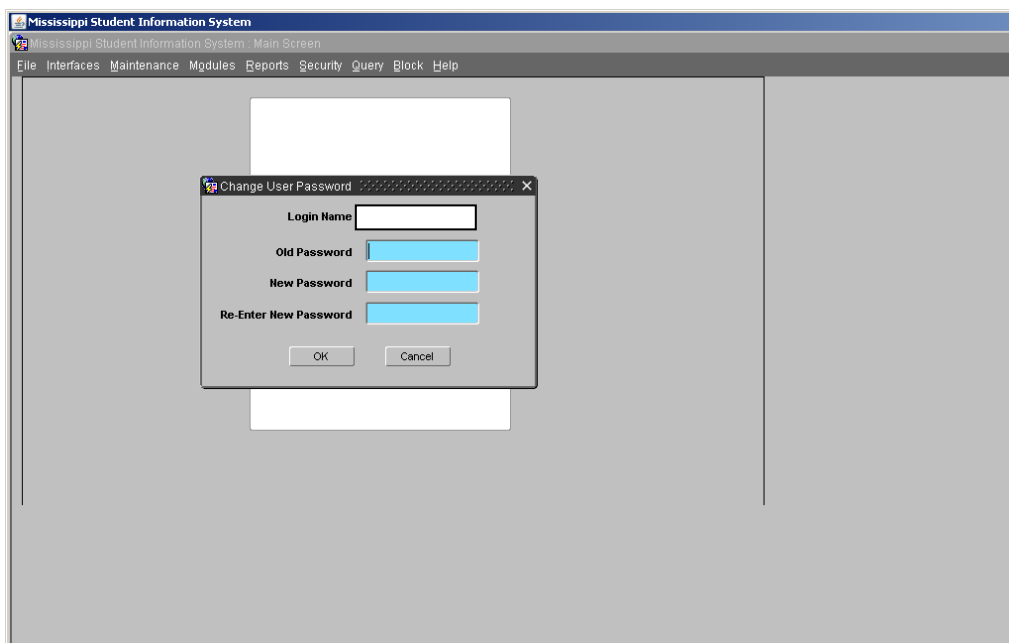
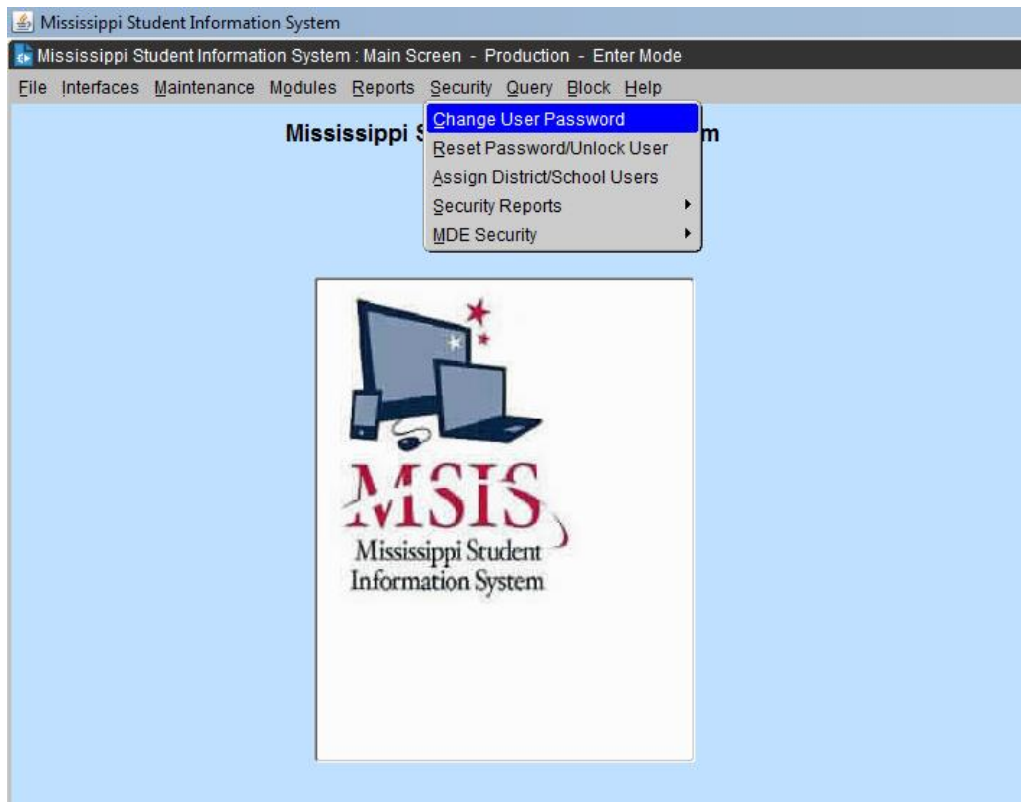
Enter your username, password, and MSIS as the database and then click Connect or press Enter.



PASSWORDS

Always make sure that you close the browser when you leave your computer. Never let the computer remember the password for you. Never put the password on a sticky note on your computer. And NEVER share your password with anyone else.

You can change your password in MSIS at any time. Just go to Security, Change User Password. You can only change the Password for your Login Name.



The Password must be at least 8 characters and not longer than 30 characters. The Password must contain at least one non-alpha character. The new password must be at least two characters different from the old password. Passwords will expire 60 days from the date of a change. Passwords not changed 30 days after date of expiration will be locked. Please contact your MSIS Primary Contact or MSIS Secondary Contact. They will be able to unlock a locked account. Any account will be locked after three failed login attempts and the user will have to contact the MSIS Primary Contact or MSIS Secondary Contact to unlock the account.

The Password Reset Policy is:

- User contacts their district's MSIS Primary or MSIS Secondary Contacts.
- MSIS Primary or MSIS Secondary Contact should contact the OTSS Help Desk at mdeapps@mdek12.org to reset password by emailing the name and last 4 digits of the user SSN that needs their password reset.

On the Change Password screen, enter your old password, then your new password, reenter the new password and click on OK. You should logout and log back in to be sure the new password works.

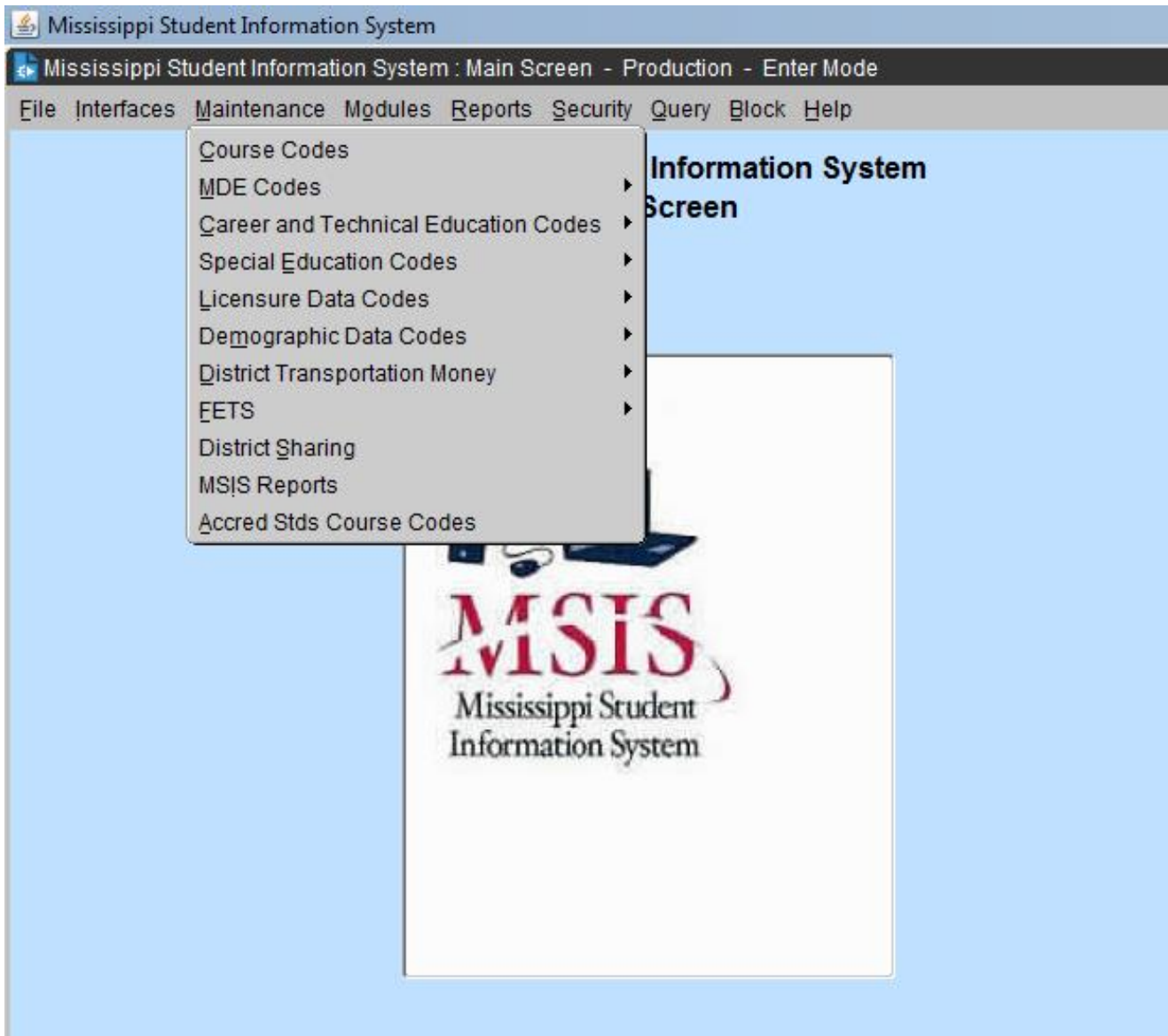
MSIS sessions will be logged out after 30 minutes of inactivity.

A session where a "save" hasn't been executed or a screen change hasn't occurred is considered an inactive session.

A session where a report is running is NOT considered an inactive session.

If you are entering data but haven't saved within the last 30 minutes then your session will be considered inactive. You won't know the session is inactive until you try to save the data, so it is important to save regularly.

MAINTENANCE



All MSIS users have READ ONLY rights to the Maintenance Tables. You can look up Course Codes here and see all the details on a specified Course Code. If you are not sure of the valid values in certain fields, come here and find the table, and check out the valid entries for a field. For example, you can check to see what the valid values are for Weapon Types or Disposition Codes. Look under **MDE Codes** and find the valid values under Weapon Types or Disposition Codes.

VIEWING MAINTENANCE COURSE CODES

This screen can be accessed by going to MAINTENANCE>COURSE CODE.

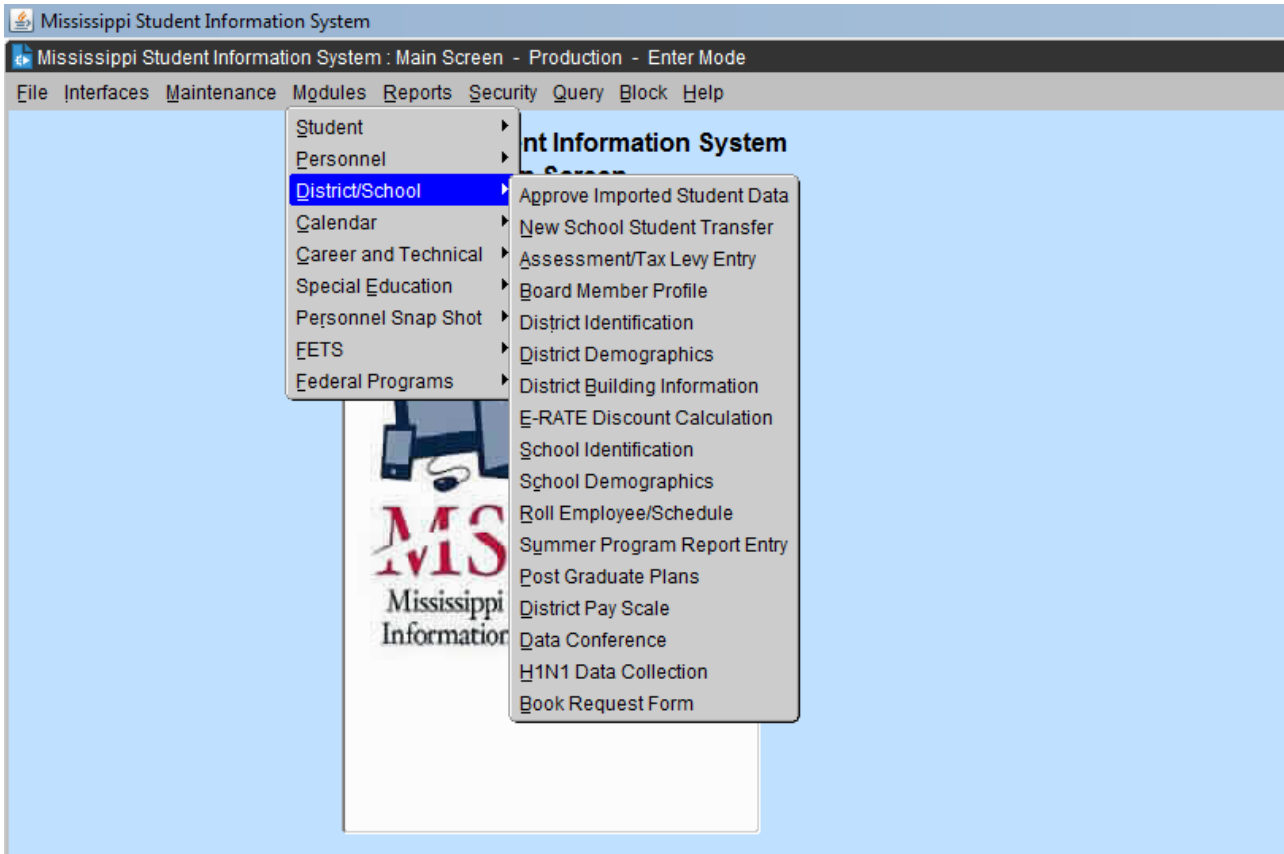
Course	Title	Created	Last Modified	Inactive Date
000134	TECH-PREP COORDINATOR	08/31/2007	09/16/2013	
000135	TECHNOLOGY COORDINATOR	05/18/2010	11/06/2013	
000141	SUPERVISION OF AGRICULTURE PROGRAMS (SOEP)	11/30/1999	09/16/2013	
000150	SUPERVISION OF COOPERATIVE EDUCATION STUDENTS	11/30/1999	09/16/2013	
000181	VOCATIONAL EVALUATOR FOR HANDICAPPED	11/30/1999	09/16/2013	10/18/1995
000201	MARKETING EDUCATION CO-OP I	11/30/1999	09/14/2010	04/08/1997
000203	BUSINESS COOPERATIVE EDUCATION I	11/30/1999	09/14/2010	04/08/1997
000204	COOPERATIVE EDUCATION I (CTE)	11/30/1999	11/06/2013	06/30/2012
000205	HOME ECONOMICS COOPERATIVE I	11/30/1999	09/14/2010	11/28/1994
000208	TRADE & INDUSTRIAL CO-OP I	11/30/1999	09/14/2010	07/01/1994
000212	BUSINESS COOPERATIVE EDUCATION II	11/30/1999	09/14/2010	04/08/1997
000213	COOPERATIVE EDUCATION II (CTE)	11/30/1999	11/06/2013	07/31/2013
000214	HOME ECONOMICS COOPERATIVE II	11/30/1999	09/14/2010	04/19/1996
000217	TRADE & INDUSTRIAL CO-OP II	11/30/1999	09/14/2010	07/01/1994

All Users should have “READ ONLY” rights to the tables under the MAINTENANCE tab on the MSIS MAIN SCREEN. The COURSE CODE table can be found at the MAINTENANCE tab and allows the User to view all of the pertinent information relating to any Course/Work Area Code. **The User has the ability to select a school year and view information for a course.** Data in the Table that may be useful to the District are Carnegie Units, Grades, Endorsements, Number of Students, Salary, and Minutes. You may query using the Course Code or Name, or you may do a partial query by entering part of the number or name and the wildcard %. After you have selected a code, click on the DETAILS tab and the successive tabs to view the details of the course code.

Any Course Code changes have to be made by the Office of Secondary Education

Chapter 2 DISTRICT/SCHOOL DEMOGRAPHICS

DISTRICT IDENTIFICATION/DEMOGRAPHICS



District Identification Screen

Mississippi Student Information System

Mississippi Student Information System : Maintain District Identification - Production - Enter Mode

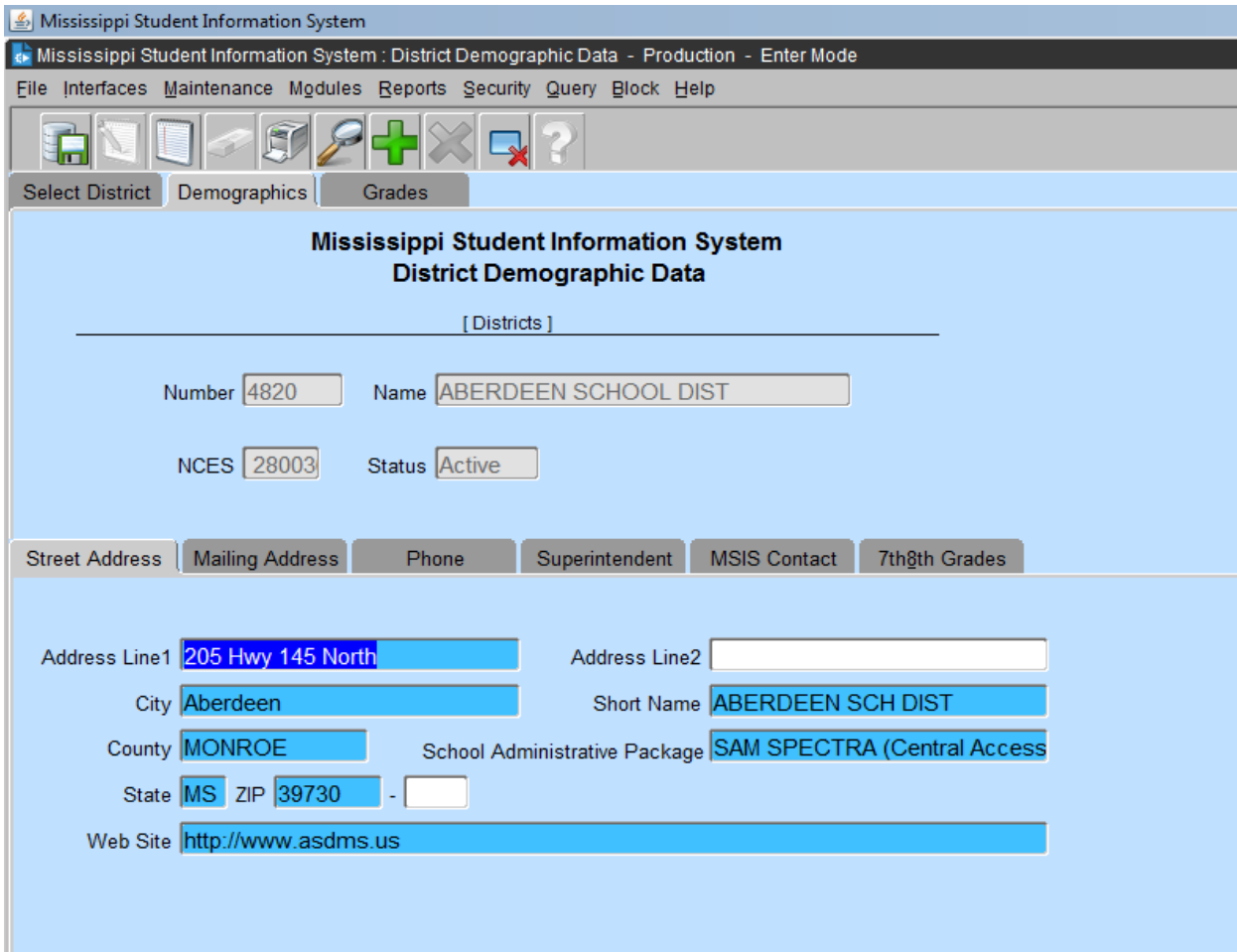
File Interfaces Maintenance Modules Reports Security Query Block Help

Mississippi Student Information System
Maintain District Identification

Number	Name	NCES	District Type	Status	Vocational Facility	Student Count	Ind
0100	CENTRAL OFFICE	0000000	Other	Inactive	N	N	
0130	NATCHEZ-ADAMS SCHOOL DIST	2803030	Public	Active	N	N	
0170	CATHEDRAL UNIT SCHOOL ADM	0	Non-Public	Active	N	Y	
0173	HOLY FAMILY ADMINISTRATION	0	Non-Public	Inactive	N	Y	
0175	TRINITY EPISCOPAL ADMIN	0	Non-Public	Active	N	Y	
0200	ALCORN SCHOOL DIST	2800390	Public	Active	N	N	
0210	CORINTH-ALCORN-PRENTISS EARLY LEA	0	Other	Active	N	N	
0220	CORINTH SCHOOL DIST	2801260	Public	Active	N	N	
0300	AMITE CO SCHOOL DIST	2800420	Public	Active	N	N	
0400	ATTALA CO SCHOOL DIST	2800510	Public	Active	N	N	
0420	KOSCIUSKO SCHOOL DISTRICT	2802340	Public	Active	N	N	
0450	MILLCREEK - KOSCUUSKO	0	Non-Public	Active	N	Y	
0500	BENTON CO SCHOOL DIST	2800600	Public	Active	N	N	
0610	BOLIVAR CO SCHOOL DIST	0000000	Other	Inactive	N	N	
0611	WEST BOLIVAR SCHOOL DIST	2800660	Public	Inactive	N	N	
0612	BENOIT SCHOOL DISTRICT	2800690	Public	Inactive	N	N	
0613	NORTH BOLIVAR SCHOOL DISTRICT	2800720	Public	Inactive	N	N	
0614	CLEVELAND SCHOOL DIST	2800750	Public	Active	N	N	

MDE will set up any new districts in the state and then the new district would update their demographic information. The NCES number is updated by MDE. The district should not change that number.

District Demographics Screens



Mississippi Student Information System

Mississippi Student Information System : District Demographic Data - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Select District Demographics Grades

Mississippi Student Information System
District Demographic Data

[Districts]

Number 4820 Name ABERDEEN SCHOOL DIST

NCES 28003 Status Active

Street Address Mailing Address Phone Superintendent MSIS Contact 7th&8th Grades

Address Line1 205 Hwy 145 North Address Line2

City Aberdeen Short Name ABERDEEN SCH DIST

County MONROE School Administrative Package SAM SPECTRA (Central Access)

State MS ZIP 39730 -

Web Site http://www.asdms.us

It is very important that the District Demographic information be kept updated. Whenever a Superintendent, address, phone number, MSIS district primary contact or MSIS district secondary contact, grades served by the district, school package, or any other information on these screens changes please update it promptly. **Address labels for districts and superintendents will be run from this data regularly and it is important that it be accurate. The data will also be used to print the Ed Directory that is published each year. It is very important the street address and mailing address both be kept updated.**

When changing District demographics please make changes under District Demographics and School Demographics School 001.

Any authorized user of MSIS that has access to the District Demographic screen will be allowed to view the Demographic information for any district in the state.

SCHOOL IDENTIFICATION/DEMOGRAPHICS

School Identification Screen

School Type	Number	Official Name	Short Name	NCES	Status	Inactive Date
District Office	001	ABERDEEN SCHOOL DIST	ABERDEEN SCHOOL DIST	2800360	Active	
Regular	004	ABERDEEN ELEMENTARY SCHOOL	ABERDEEN ELEM	0000008	Inactive	07/01/2010
Regular	006	ABERDEEN ELEMENTARY SCHOOL	ABERDEEN ELEM	1372	Active	
Regular	008	ABERDEEN HIGH SCHOOL	ABERDEEN HIGH SCHOOL	9	Active	
Regular	012	ABERDEEN MIDDLE SCHOOL	ABERDEEN MIDDLE SCHOOL	10	Inactive	07/01/2010
Regular	016	MENNONITE SCHOOL	MENNONITE	10	Inactive	01/01/1970
Regular	020	PRAIRIE ELEMENTARY SCHOOL	PRAIRIE	13	Inactive	07/01/2010
Regular	024	SHIVERS JUNIOR SCHOOL	SHIVERS	14	Inactive	07/01/2010
Regular	026	SHIVERS MIDDLE SCHOOL	SHIVERS	1366	Inactive	07/01/2016
Regular	028	BELLE ELEMENTARY	BELLE ELEMENTARY	15	Inactive	07/01/2010
Regular	030	BELLE ELEMENTARY	BELLE ELEM	1371	Inactive	07/01/2016
Regular	032	BELLE SHIVERS MIDDLE SCHOOL	BELLE SHIVERS	0	Active	
Vocational	090	ABERDEEN VOC TECH CENTER	ABERDEEN VOC TECH	0	Inactive	
Alternative	092	ABERDEEN LEARNING CENTER	ALC	906	Inactive	07/01/2012
Regular	098	ABERDEEN SCHOOL DISTRICT	ABERDEEN SCHOOL DISTRI	0	Inactive	01/01/1970

This screen will provide district users with the ability to create new schools, update/modify School Identification information for existing schools, and to inactivate schools. The school NCES number is updated by MDE. The district should not change that number. On new schools the NCES number will be zeroes.

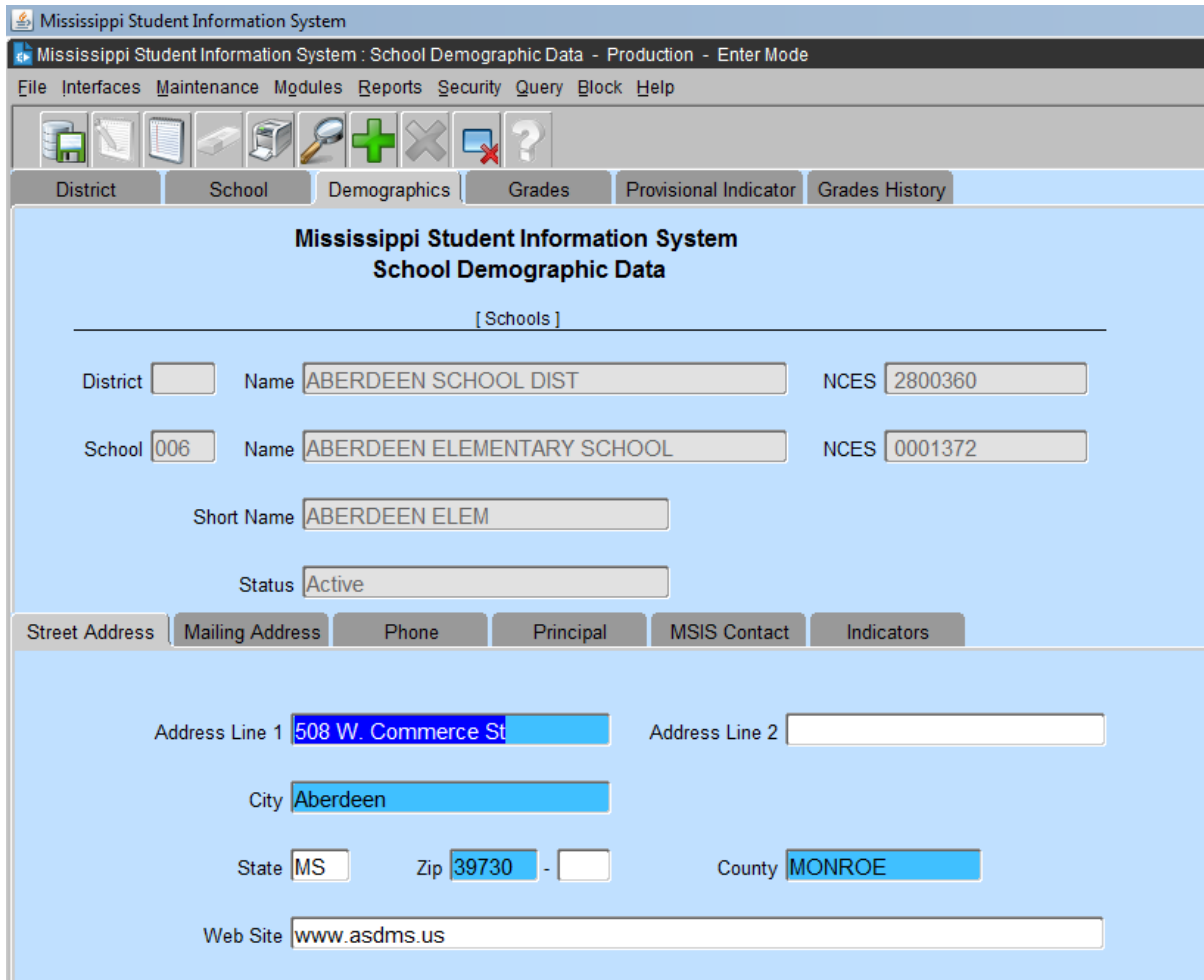
A school cannot be inactivated if it has submitted Month 01 data to MSIS.

There are several different school types (District Office, Regular, Alternative, Vocational, and Special Ed Non-Public). School 001 is always the District Office.

Use this screen to change a school's name when necessary.

Make sure that your superintendent information is at school number 001 on the School Demographics.

School Demographics Screens



Mississippi Student Information System

Mississippi Student Information System : School Demographic Data - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

District School Demographics Grades Provisional Indicator Grades History

Mississippi Student Information System
School Demographic Data

[Schools]

District Name NCES

School Name NCES

Short Name

Status

Street Address Mailing Address Phone Principal MSIS Contact Indicators

Address Line 1 Address Line 2

City

State Zip - County

Web Site

It is very important that the School Demographic information be kept updated. Whenever a Principal, address, phone number, MSIS school contact, grades served by the school, or any other information on these screens changes please update it promptly. **Address labels for schools and principals will be run from this data regularly and it is important that it be accurate. The data will also be used to print the Ed Directory that is published each year. It is very important that both the street address and mailing address are kept updated.**

This screen provides the user with the ability to update and view School Demographic data for new and existing schools. Any authorized MSIS user that has access to this screen will be allowed to view the Demographic data for any school in the state.

RECONFIRGURATION SCHOOL

Your Superintendent needs to send a letter to Accreditation, School Financial Services and OTSS. A copy of the board minutes approving the school reconfiguration.

Chapter 3 SEARCH PERSONNEL

This screen is accessed by going to **MODULES>PERSONNEL>SEARCH PERSONNEL**.

Mississippi Student Information System
Personnel Directory Information

Select Personnel Type
All

Finish selection criteria, execute query, double-click to view

District	Major School	Last Name	First Name	MI	SSN

This screen will provide authorized users with the capability to locate an employee in MSIS by any combination of last name, first name, and SSN; this will include the capability to search any of these data elements by entering partial data and the % wildcard. You can also locate an employee in MSIS within a specific district and major school. After locating the employee, you can view the employee's personnel directory information by clicking the "EMPLOYEE" tab.

PRACTICE - Run a query FROM SEARCH PERSONNEL. You can search for different personnel types (All, Certified, Gifted, Non-Certified, Special Ed, Title I, and Vocational). Select the "ALL" option.

DISTRICT – If a query is done on a district, a list of the schools will be displayed after the valid district number is entered. Select a school or query for a school in the district.

SCHOOL – The school that has been selected will be displayed.

LAST NAME – Enter a last name or a partial last name and the % Wildcard and click on the QUERY ICON at the top of the screen.

FIRST NAME – Enter the employee's first name or a partial name and the % Wildcard.

After locating an employee or a group of employees, highlight that name and click on Employee tab to view Personnel Directory Information on an employee.



Select Personnel Employee

Mississippi Student Information System Personnel Directory Information

[Identification]

Last Name

First Name

MI

SSN

Race

Gender

District

School

Personnel Type

[Experience/Credentials]

Years of Experience

Number of Certificates

Licensure Number

[School Phone]

Area Code

Phone

[School Address]

Address 1

Address 2

City

State ZIP

Chapter 4 DO NOT ROLL/INACTIVE EMPLOYEE/SCHEDULE

When you select GENERAL/SCHEDULE from MODULES>PERSONNEL on the MAIN SCREEN, the system defaults to the first tab, which is “EMPLOYEE”. This screen will provide authorized users the capability to locate an employee in MSIS. You will be able to query on any combination of last name, first name, SSN, race, sex, birth date and years of experience. You may search using some of these data elements by entering partial data and the % Wildcard.

Mississippi Student Information System
 Mississippi Student Information System : General / Schedule Employee Entry - Production - Enter Query Mode
 File Interfaces Maintenance Modules Reports Security Query Block Help

Employee Select District District Info Schedule Salary Special Ed

Mississippi Student Information System
General/Schedule Employee Entry

Last Name	First Name	MI	SSN	Race	Race	Race	Race	Race	Spanish Latin Origin?	Gender	Birthdate	Years of Experience

[Update Employee Information]

Area Code Phone
 Address 1
 Address 2
 City State
 Zip -

SELECT DISTRICT

After finding a record on the “EMPLOYEE” screen, the “SELECT DISTRICT” tab will be available.

Mississippi Student Information System
Mississippi Student Information System : General / Schedule Employee Entry - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Employee Select District District Info Schedule Salary Special Ed

**Mississippi Student Information System
General/Schedule Employee Entry**

Last Name First Name MI SSN School Year
COMM COLLEG GULF COAS 660-30-0001 2018-2019

[District]

District Name	District Data	Salary Info	Schedule Info	Special Ed Info
4820 ABERDEEN SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0200 ALCORN SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1105 ALCORN STATE UNIVERSITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0300 AMITE CO SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4821 AMORY SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6311 ANGUILLA SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4470 ANNUNCIATION ADMINISTRATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0400 ATTALA CO SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5920 BALDWIN SCHOOL DISTRICT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2375 BAY CATHOLIC ADMINISTRATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2320 BAY ST LOUIS WAVELAND SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2508 BELHAVEN UNIVERSITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DISTRICT INFO

The user will be prompted to the DISTRICT INFO tab.

STATUS – Defaults to active. To change the status click on the down arrow key and select a value or enter I for inactive. **Inactive only if an employee was added with incorrect SSN or rolled by mistake.**

ROLL EMPLOYEE – Defaults to YES. This is a field that allows the user to indicate that an employee will be returning to the district the next school year. Enter N to change to NO or click on the down arrow key and select a value. This will not allow the user to be in your district.

Save the DISTRICT INFO tab.



Mississippi Student Information System General/Schedule Employee Entry

District	Name	Last Name	First Name	MI	SSN	School Year
4820	ABERDEEN SCHOOL DIST	COMM COLLEC	GULF COAS		660-30-0001	2018-2019

[Update District Employment Information]

Major School	Name	
<input type="text"/>	<input type="text"/>	
Status	Days Employed	Contracted Days for After Hours
Active	<input type="text"/>	0
Title I Bilingual?	District Time	
N	<input type="text"/>	
Roll Employee	User Defined	
Y	<input type="text"/>	
Contract Employee	Receiving check from PERS??	
N/A	N	

Chapter 5 ROLL EMPLOYEE/ SCHEDULE

Users with the District Personnel role can only access this screen.

Mississippi Student Information System
Mississippi Student Information System : Roll Schedule / Employee Data - Production - Enter Mode
File Interfaces Maintenance Modules Reports Security Query Block Help

Districts Schools

Mississippi Student Information System
Roll Schedule / Employee Data

[Selected District]

District Name

[School year]

From Year To Year

[Roll Schedule/District Data]

Roll Schedule Roll District Data

[Select Schools For Roll Procedure]

Select	Rolled District Data	Rolled Schedule	School Name	Roll Date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	001 CORINTH EARLY LEARNING COLLABORAT	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	002 CORINTH HEAD START	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	004 KENDRICK HEAD START	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	006 THE GIVING TREE	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	008 JUST KIDS 1	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	010 KID KOUNTRY	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	012 KIDZVILLE	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	014 LITTLE BLESSINGS	

All Schools
 Select
 Remove

This screen will provide District Users with the ability to create a school's Employee Schedule and/or District Data for the next school year by rolling the current year's data. District Data must be rolled for the new school year. Before rolling your District Data, update the employee information to DO NOT ROLL for those employees that will not be returning. The years of experience of an employee with 100% District Time will increase by one when a procedure is run at the beginning of the school year. The districts will be notified when this procedure is run each year. In order for an employee to be rolled, the Employee must be active for the current school year and have a Roll Indicator of Yes. The Roll Indicator is located on the Employee General/Schedule Entry on the District Info tab and is defaulted to Yes when an Employee is assigned to a District.

To access this screen, go to MODULES> DISTRICT/SCHOOL> ROLL EMPLOYEE/SCHEDULE.

PRACTICE

DISTRICTS – The District User will have access to only their District and this screen will default to you district number and name. Click on the SCHOOLS tab.

SCHOOLS – Upon initial entry to this screen, both Roll Schedule and Roll District Data are selected (checked). If Roll Schedule is selected, Roll District is automatically selected. The FROM and TO

school years are indicated on the School Year line. You may roll both the Schedule and the District Data or just the District Data. After selecting a school and the data to be rolled, click on the save icon. The Rolled indicator will be checked. The selected data for the Employees in the selected school(s) is rolled to the next school year. If the District Data and/or the Schedule data to be rolled are the same for all schools in the district, click on the All Schools Select button. If the selections are not the same for all schools, make the selections for one school and save the transaction. The Rolled indicator will be checked for that school. Once a school has been selected and rolled, it cannot be changed.

UPDATE THE FOLLOWING FIELDS:

The following fields must be updated for each “Rolled” employee for the new school year.

1. On the District Info tab: Enter Days Employed and District Time
2. On the Schedule tab: Enter Period for each course (**Period number cannot be ZERO**). Press the save button.
3. On the Salary tab: Enter the Teacher and/or Non-Teaching Salary. Press the save button.
4. On the Special Ed tab: Press the tab for those teacher that have a special course code on their schedule. Special Ed Disability and, if there is a grade 52, Total 3 and 4-Year Olds after Month 01 is successful and students are loaded into MSIS.

The District Detail Personnel and District Zero Salary report should be ran before personnel was approved.

Chapter 6 GENERAL/SCHEDULE EMPLOYEE ENTRY

Mississippi Student Information System
 Mississippi Student Information System : General / Schedule Employee Entry - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Employee Select District District Info Schedule Salary Special Ed

**Mississippi Student Information System
 General/Schedule Employee Entry**

Last Name	First Name	MI	SSN	Race	Race	Race	Race	Race	Spanish Latin Origin?	Gender	Birthdate	Years of Experience

[Update Employee Information]

Area Code Phone

Address 1

Address 2

City State

Zip -

When you select GENERAL/SCHEDULE from MODULES>PERSONNEL on the MAIN SCREEN, the system defaults to the first tab, which is “EMPLOYEE”. This screen will provide authorized users the capability to locate an employee in MSIS, or add a new employee. The other tabs will become available as you complete the data on the current tab. The other tabs on this screen are: SELECT DISTRICT, DISTRICT INFO, SCHEDULE, SALARY, and SPECIAL ED (each of these tabs are discussed below). You will be able to query on any combination of last name, first name, SSN, race, sex, birth date and years of experience. You may search using some of these data elements by entering partial data and the % Wildcard.

On all screens in MSIS the user should save any updates/adds made on the current tab before advancing to another tab. On the General/Schedule Employee Entry screen, the updates/adds made on the current tab will automatically be saved if another tab is selected. The only way to leave a tab without saving the updates/adds is to exit the form and select NO so that changes will not be saved.

PRACTICE – Entering a query and adding a new employee.

Run the query on yourself. You should get the message "Query caused no records to be retrieved. Reenter", if you are in a test database. Click on OK or press the space bar on the keyboard. The screen cannot be in Query mode to add an employee. If the screen is in Query mode, it will have

Enter-Query at the bottom left corner. If the screen is in Query mode, press F4 to cancel the query. Click on OK. Enter yourself as a new employee.

LAST NAME – Enter last name

FIRST NAME – Enter first name

MIDDLE INITIAL – This field is optional. You may enter a middle initial

SOCIAL SECURITY NUMBER – Enter the Social Security Number. Be sure that the SSN that you enter is correct. The SSN field CANNOT be updated. You must contact the Security Administrator to correct employee Social Security Numbers.

RACE – Enter race. You may key the first letter of the race and press tab to advance to the next field.

SPANISH LATIN ORIGIN – Enter Spanish Latin origin. Yes (Y) If of Hispanic/Latino/Spanish origin. No (N) If not of Hispanic/Latino/Spanish origin.

GENDER – Enter gender. You may enter the first letter of the gender and press tab to advance to the next field.

DATE OF BIRTH – Enter the date of birth. You must enter the date in the form MMDDYYYY. There is an edit check if employee date of birth is older than 80 years.

YEARS OF EXPERIENCE – Enter the years of experience. It is **VERY IMPORTANT** that you check this number for its accuracy. There is an edit check if years of experience is more than 40 years. The years of experience for all employees who had 100% District Time the previous year will be increased by one when MDE runs a procedure at the beginning of the new school year. The amount of funding for teachers is based, in part, on the Years of Experience. If a support staff (Bus driver, clerk) becomes a teacher, years of experience need to change. If a teacher comes in with teaching experience the number of years need to be change to reflect their years of experience.

Guidelines for Determining the Years of Experience

Certified Staff - If an employee works in a certified role, report ONLY the total number of years of service in a certified capacity. For instance, if the employee has worked in the role of a teacher, a counselor, or a librarian, and becomes a principal, the years of experience reported for the principal position would include the years of experience in any other certified position. The total for a certified person must not include any years worked in a non-certified position. For example, a person who works five years as a teacher assistant and then begins teaching as a certified instructor would begin that position with zero years' experience.

Non-Certified Staff - If an employee works in a non-certified role, report the number of years of service in that or a similar position while working for an educational entity. For instance, an employee worked as a Title I teacher aide for two years and then became an assistant reading instructor. The years of experience for the assistant reading instructor would be reported as two. However, if a bus driver of six years became an assistant reading instructor, the years of experience as an assistant reading instructor would be reported as zero.

ADDRESS INFORMATION - This information is optional. You may enter the address and phone number.

Save the record and click on the “SELECT DISTRICT” tab.

SELECT DISTRICT

Mississippi Student Information System

Mississippi Student Information System : General / Schedule Employee Entry - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Employee Select District District Info Schedule Salary Special Ed

**Mississippi Student Information System
General/Schedule Employee Entry**

Last Name: 0130 First Name: DISTRICT MI: School Year: 2018-2019 SSN: 999-90-0486

[District]

District Name	District Data	Salary Info	Schedule Info	Special Ed Info
4820 ABERDEEN SCHOOL DIST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0200 ALCORN SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1105 ALCORN STATE UNIVERSITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2545 AMBITION PREPARATORY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0300 AMITE CO SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4821 AMORY SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6311 ANGUILLA SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4470 ANNUNCIATION ADMINISTRATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0400 ATTALA CO SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5920 BALDWIN SCHOOL DISTRICT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2375 BAY CATHOLIC ADMINISTRATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2320 BAY ST LOUIS WAVELAND SCHOOL DIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

After saving or finding a record on the “EMPLOYEE” screen, the “SELECT DISTRICT” tab will be available. When you are at your district entering data, the only district that will be displayed is your own. You must select the school year for which you will be entering data (the year will default to the current school year). If the DISTRICT DATA, SALARY INFO, and SCHEDULE INFO boxes beside a district are already checked then the employee already has information entered for the selected School Year for that district. If no boxes are checked, it indicates that there is currently no data for this employee. You may either enter new data or update the existing data on the employee.

DISTRICT INFO

Mississippi Student Information System
General/Schedule Employee Entry

District Name Last Name First Name MI SSN School Year
0130 NATCHEZ-ADAMS SCHOOL DIST 0130 DISTRICT 999-90-0486 2018-2019

[Update District Employment Information]

Major School Name
Active Days Employed Contracted Days for After Hours
N District Time
Y User Defined
N/A Receiving check from PERS?? N

The user will be prompted to the DISTRICT INFO tab. When you click on the DISTRICT INFO tab and the employee is already in another district, you will get a WARNING message “Employee already assigned to district(s) #. Do you want to continue - YES – NO”? If you know that this is the correct employee and they are now in your district, click “YES” and continue. If the employee has been "rolled", the days employed and district time must be entered. If the major school changed, it must be updated.

PRACTICE – Enter the appropriate information in each data field.

MAJOR SCHOOL – Enter the three-digit school number where the person is located or double click on the Major School field for a list of schools and select a school.

STATUS – Defaults to active. To change the status click on the down arrow key and select a value or enter I for inactive. Tab to the next field.

DAYS EMPLOYED – Enter the days employed (between 1 and 260). Tab to next field.

CONTRACTED DAYS FOR AFTER HOURS – Enter the days contracted for SPED after hours only (between 1 and 260). Tab to next field.

TITLE I BILINGUAL – Defaults to NO. Enter Y to change to YES or click on the down arrow key and select a value. Tab to the next field.

DISTRICT TIME – Enter a value between 1 and 100. Tab to the next field.

ROLL EMPLOYEE – Defaults to YES. This is a field that allows the user to indicate that an employee will be returning to the district the next school year. Another screen (discussed later) will allow the user to select what portions of the employee’s record to roll. This eliminates the necessity of re-entering

much of the employee's information. In order for the data for an employee to be rolled, the Employee must be active for the current school year and have a Roll Indicator of Yes. Tab to the next field.
USER DEFINED – Optional field. This field can be used to print a select group of teachers. Ex: Master Teacher by entering CERT.
CONTRACT EMPLOYEE – Select SP for Special Education Contract employees paid by your District.
PERS – Select Y for employees that are currently receiving a retirement check from Public Employees Retirement System.

After saving the DISTRICT INFO, click on the SCHEDULE tab.

SCHEDULE

Mississippi Student Information System
 General / Schedule Employee Entry - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Employee Select District District Info Schedule Salary Special Ed

**Mississippi Student Information System
 General/Schedule Employee Entry**

District Name Last Name First Name MI SSN School Year
 2520 JACKSON PUBLIC SCHOOL DIST REDHEAD KAREN E 425-98-8038 2001-2002

[Schedule]

Term / Semester	Period	Course	Minutes	Low School	High Grade	Grade	Students	Units	Carnegie Special Program	Schedule Type	Reserved	Time Frame Taught
S1	1	220101	50	060	09	09	21	105	0	7 Periods - Norm...		
S1	2	420111	50	060	11	12	22	105	0	7 Periods - Norm...		
S1	3	220101	50	060	09	09	21	105	0	7 Periods - Norm...		
S1	4	220101	50	060	09	09	27	105	0	7 Periods - Norm...		
S1	5	851001	50	060	09	12	0	000	0	7 Periods - Norm...		
S1	6	420111	50	060	09	12	17	105	0	7 Periods - Norm...		
S1	7	220101	50	060	09	10	17	105	0	7 Periods - Norm...		
S2	1	450705	50	060	09	09	20	205	0	7 Periods - Norm...		

[Course]

Title
 PSYCHOLOGY

[Students Counts By Grade]

62	52	64	54	56	1st	2nd	3rd	4th	5th	6th	7th	8th	58	78	9th	10th	11th	12th
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	8	6	2

The purpose of the Schedule is to reflect the work assignments of the employee. At a minimum, the first period block must be completed for each staff member. Individuals in non-teaching positions may require only one period block to show the work assignment. Rolled employees will have the prior year's schedule if that option was selected. The period numbers must be entered and the other data should be checked for accuracy.

PRACTICE – Enter the schedule information from the schedule provided.

TERM/SEMESTER – The default is S1. Double click on the code to pick a different value. The selection here for teachers should match what is on the students' schedules.

The valid entries for this field are:

INDICATOR	DESCRIPTION
S1	First Semester
S2	Second Semester

T1	First Term
T2	Second Term
T3	Third Term
T4	Fourth Term

S1 should be used when the schedule type is Normal, AB, Modified Version or any other situation where the class meets for the entire 9-month school year. If the course is a semester course that meets for 18 weeks and the students change for the second half of the year, the entries should be S1 for the 1st semester and S2 for the 2nd semester.

For example, a teacher who teaches Algebra I all year and two semester courses, Geometry and Pre-Calculus, would have the following schedule entries:

TERM/SEM	PERIOD	COURSE	MINUTES, SCHOOL #, ETC.
S1	1	ALGEBRA I	
S1	2	GEOMETRY	
S2	2	PRE-CALCULUS	

T1, T2, T3, and T4 are used primarily with 4 X 4 schedules.

A 4 X 4 course that is for the first 18 weeks of the year would use the T1 code and a T3 code for an 18-week course taught the second half of the year. Semester 4 X 4 courses that are for 9 weeks would use T1, T2, T3, and T4 for each of the semesters beginning the year with T1 and ending with T4.

For example, a teacher who teaches English I and English II for 18 weeks each and also has four semester courses, Debate I and II, African-American Literature, and Creative Writing would have the following schedule entries:

TERM/SEM	PERIOD	COURSE	MINUTES, SCHOOL #, ETC.
T1	1	ENGLISH I	
T3	1	ENGLISH II	
T1	2	DEBATE I	
T2	2	DEBATE II	
T3	2	AFRICAN-AMERICAN LITERATURE	
T4	2	CREATIVE WRITING	

PLEASE NOTE THAT THE T1 – T4 Codes may be used by a district in some other situations. That is O.K. as long as the coding on the student’s schedule and the MSIS teacher’s schedule are the SAME.

PERIOD NUMBER – Enter a period number from 01 to 99. The value here for teachers should match what is on the students' schedules.

COURSE – Enter a valid MDE course code. If an invalid course number is entered, a list of the valid courses will appear. Select a valid code and click O.K. You may query to find a code using a partial name or number and the % Wildcard. The value here for teachers should match what is on the students, schedules.

MINUTES – Enter the number of minutes for the course or work assignment (from 1 to 480).

SCHOOL – Enter a valid three-digit school number for your district where the course is being taught.

LOW GRADE, HIGH GRADE – Enter a valid low and high grade. Valid grades are those served by the school selected.

STUDENTS – This field is skipped by MSIS. The student count will be populated from the student schedules.

The student's schedule and teacher's schedule must match on school year, teacher SSN, term/semester code, period number, and course code for the field to be populated.

CARNEGIE UNITS – Enter the appropriate units for the course (double click the field to see a valid list for the Course). You must enter three zero's for all non-teaching codes and courses that do not earn Carnegie Units.

CARNEGIE UNITS	DESCRIPTION
000	All year no units
005	All year ½ unit
010	All year 1 unit
015	All year 1½ units
020	All year 2 units
025	All year 2½ units
100	1st semester no units
105	1st semester ½ unit
110	1st semester 1 unit
115	1st semester 1½ units
125	1st semester 2½ units
200	2nd semester no units
205	2nd semester ½ unit
210	2nd semester 1 unit
215	2nd semester 1½ units
220	2nd semester 2 units
225	2nd semester 2½ units

SPECIAL PROGRAM – Enter a zero if there is no special funding for this code, or enter the appropriate funding code. The coding scheme is listed below.

SPECIAL PROGRAM CODE	DESCRIPTION
0	No special funds, Regular Minimum Program
1	Title I funds
2	Vocational Education funds
5	Special Services funds
6	Gifted Education funds
9	Other Special funds

SCHEDULE TYPE - The Schedule Type is defaulted from the selected School's Schedule Type. If the Schedule Type for this course is different from the School's Schedule Type, click on the down arrow and select a Schedule Type. Valid schedule types are:

SCHEDULE	DESCRIPTION
----------	-------------

TYPE	
NM	Normal Schedule
44	4 X 4 Schedule
AB	AB Type Schedule
MV	Modified Version

RESERVED – This is not a required field. If there is no entry for this field, press the Tab key to advance to the next field. You may double click in the field to see a list of valid entries. The following are current valid entries:

RESERVED CODES	RESERVED CODE DESCRIPTIONS
AP	Alternative Program - Use this code in the Reserved field when the course code represents a position held by an employee associated with an Alternative Program administered in an existing school other than an alternative school. Do not use this code for alternative schools.
XX	Exclude from Basic Funding calculations. Use this code exclusively for teachers on period blocks during the normal school day when the pay is to be excluded from basic funding. Examples are supplemental pay or when pay is from some other special funds. It is not necessary to use XX if other special funding codes are allowed (i.e. 1, 2, 5, 6, or 9). For duties performed after school hours see "AS" block below.
AS	After School - Use this code for any person who works in a certified position and has other duties outside normal school hours. For example, a teacher who drives a bus or a coach whose coaching duties are not during the normal school hours.
NM	Normal - Means no reserved code is applicable to the period block line.
02	Pre-Kindergarten ages 0-2 only, (Grade 52 ONLY). This code is used exclusively for Special Education staff that work with children from birth to two years of age. Grade 52 must be indicated in the Grade Low or Grade High field for this code to be valid.
LS	Long Term Substitute - Use this code in the Reserved field when the position is vacant because the district has been unable to find a qualified instructor for the course and the substitute will remain in the position until a qualified instructor is found. DO NOT USE "LS" FOR REGULAR CONTRACTED INSTRUCTORS WHO ARE TEACHING A COURSE "OUT OF FIELD".
CR	Certified Retired Teacher - Use this code if a retired teacher is working in your district and is being paid by a third party.
SW	Title I School Wide - Use this code in the Reserved field when a School Wide Program is approved for Title I funding and a course is being taught that will not allow a 1 for Title I funding. Never put both a 1 and SW.

Time Frame Taught - Time Frame Taught (All Year, Fall Only or Spring Only) will be automatically populated based on the Carnegie units on the course code (see below).

CARENGIE UNIT RANGE	DESCRIPTION
000 thru 025	All Year
100 thru 125	Fall ONLY
200 thru 225	Spring ONLY

230110 English II – Grade 10
 230171 English – Accelerated – Grade 10
 230271 G-English, Accelerated – Grade 10
 230111 IB-MYP, English II
 233119 DL-English, Accelerated – Grade 10
 260131 Biology I
 260130 IB-MYP, Biology
 260132 IB-Biology I, Grades 11-12
 260148 DL-Biology, General – Advanced Placement
 260243 G-Biology, Advanced Placement
 450811 U S History – 1877 to Present
 450814 U S History – Advanced Placement
 450815 DL – U S History – Grades 11-12, Advanced Placement
 450809 G-U S History, Advanced Placement
 450500 U-SS- U S History I – 1877 to Present, Local Enrichment
 270404 Algebra I – Grades 9-12
 270398 Algebra I – Grade 8

You have completed one period block. Use the down arrow key to go to the next period block. You may save the record after entering each period or after completing the entire schedule.

SALARY

Mississippi Student Information System
View General / Schedule Employee data

District Name Last Name First Name MI SSN Teacher Salary Annual Salary
3820 MERIDIAN PUBLIC SCHOOL DIST SPED CONTRACT 000-38-2099 1 2

[Non-Teaching Salaries]

Course	Description	Salary
131056	LICENSED PROFESSIONAL COUNSELOR	1

The Salary screen can only be accessed by a user with the District Personnel role. For this training, we will demonstrate the salary entry for everyone. The salary entered cannot be greater than the highest salary on the course code table for the courses on the schedule.

PRACTICE – Click on the SALARY tab. There are two salary fields, one for teaching and one for non-teaching salary.

TEACHING SALARY - After clicking the salary tab, the cursor will be in the TEACHING SALARY field, if the employee is a teacher. Enter the teacher’s contracted amount for teaching duties.

ANNUAL SALARY – This is a computed field and does not, consequently, allow any data entry. The system will add all non-teaching and teaching salaries and enter the total in the ANNUAL SALARY field.

NON-TEACHING SALARIES - If the employee has a Salary from Non-Teaching Courses (bus driver, coach, etc.), those courses must be on the Schedule for the salary to be entered. All non-teaching codes on an employee's schedule will appear in this section and a salary must be entered for each before leaving the screen. A salary of zero is acceptable.

SALARY – Enter Salary

NATIONAL CERTIFICATION NUMBER – Enter National Certification Number

ISSUE DATE (MM-DD-YYYY) – The date the certificate was issued (must be greater than today)

EXPIRATION DATE (MM-DD-YYYY) – The date the certificate will expire (must be greater than today)

SPECIAL ED

Mississippi Student Information System
Mississippi Student Information System - General / Schedule Employee Entry - Production - Enter Mode
File Interfaces Maintenance Modules Reports Security Query Block Help

Employee Select District District Info Schedule Salary Special Ed

**Mississippi Student Information System
General/Schedule Employee Entry**

District Name Last Name First Name MI SSN School Year

Total Number Regular Minutes Contract Days 187 A
Total Number Instructional Minutes Per Day 240 B
Total Number After Hours Contract Days C
Total Number After Hours Instructional Minutes Per Day 0 D

Formula for computing Instructional Time more than 100%:

Students LEA Comments

Total 3 and 4 Year Olds 0
Total Enrollment 0
Instructional Time More Than 100%

The Special Ed tab will only be enabled if the Employee's Schedule contains a Course with a Special Program Code of 5 (Special Ed Funding).

PRACTICE – Update the first two periods of the schedule that you have just entered with Special Education codes. Highlight the first period block on the schedule. Click on the ERASER icon to clear the period. Enter the Special Education code on the schedule provided. Note that a “5” Special Program code defaults to that field when the Special Education code is entered. Repeat this process for the second period.

SPECIAL ED. – Click on the Special Ed. Tab. You must check at least one Disability. Check all Disabilities that apply to the students taught by the employee. Because the second Special Education course that you entered is after school Homebound, this teacher has more than 100% instructional time. Enter 108% in the INSTRUCTIONAL TIME MORE THAN 100% field. When this field has an entry you must enter an explanation in the LEA COMMENT section.

If a grade 52 has been entered on the schedule, you must enter the number of 3 and 4 year olds and the total enrollment. Since MSIS populates student counts from the student’s schedules, the 3 and 4-year-old count cannot be added until your district has had a successful Month 01 transmission.

Chapter 7 DISTRICT APPROVAL OF PERSONNEL DATA

Users with the District Personnel role can access this screen.

District	Name	School Year	District Personnel Approval Date	Re Run Indicator	MDE Final Approval Date
0100	CENTRAL OFFICE	2018-2019		Y	

SSN	Last Name	First Name	MI	School	Demographic Data	District Data	Schedule	Salary	Sped Req	Sped
					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

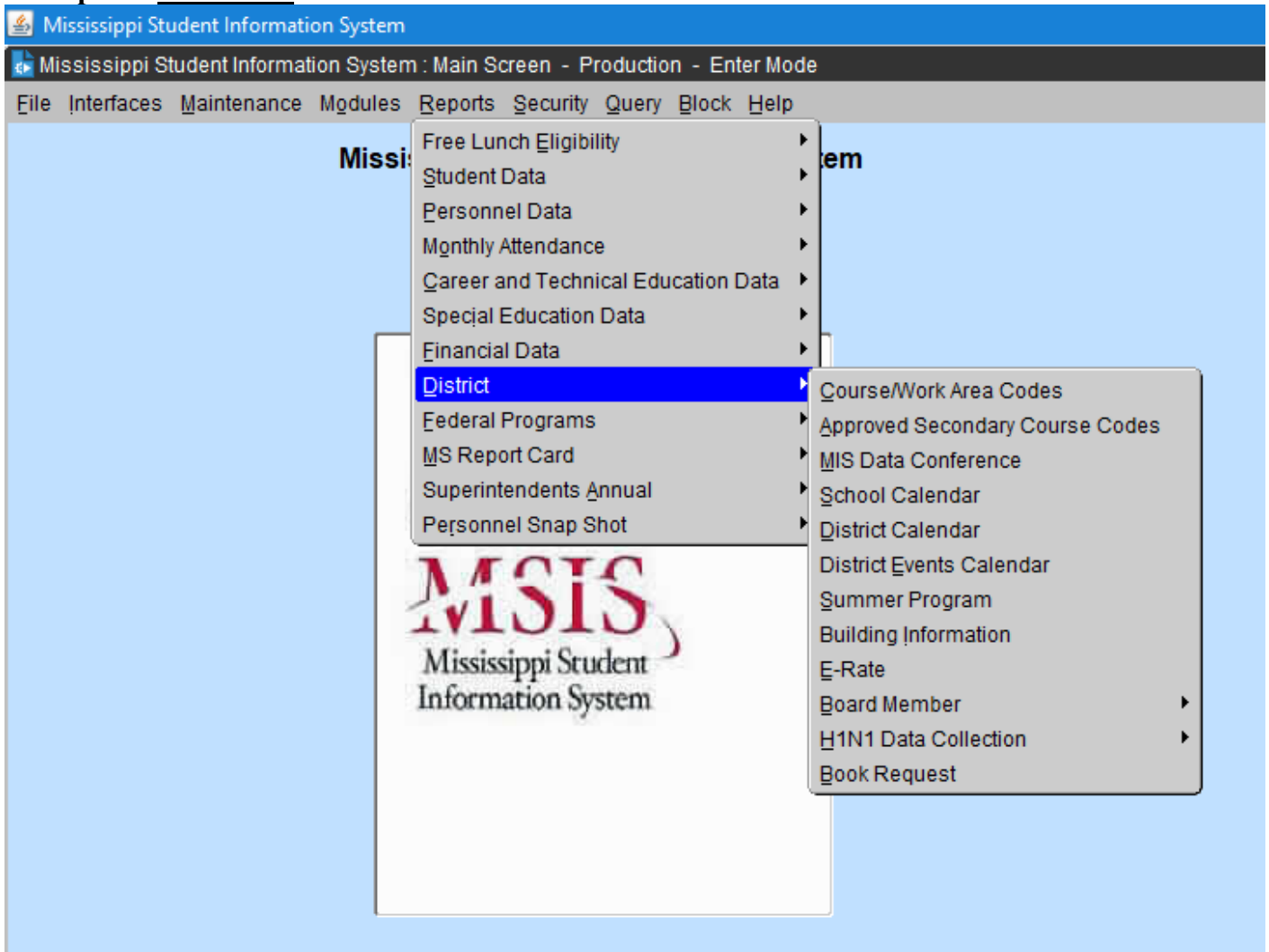
Please click on the Personnel approval date item to re-validate the date if it is enabled.
Record: 1/1

The District Personnel Approval screen will allow authorized users to view the level of completion of Employee information that is needed for funding each year. This screen will indicate with a check mark if data exists for the following categories: District Data, Schedule, Salary, and Special Ed. These categories correspond to the General/Schedule Employee Entry screen. Each Employee of the District must have District Data, Schedule and Salary for the current School Year. A Sped Req'd check would mean that data is required on the Special Ed tab on the General/Schedule Employee Entry screen. This screen allows the District Personnel Administrator to give final approval to the District's Personnel data before MDE begins processing the information. Once the District has given final approval, MDE's processing procedures will begin. To access this screen click on MODULES> PERSONNEL> DISTRICT PERSONNEL APPROVAL. The first screen will default to your district and the current school year. Click on "EMPLOYEE ROSTER". This screen lists the employees alphabetically, by school. The list indicates if required data has been entered on the following personnel screens: DISTRICT DATA, SCHEDULE, SALARY and SPED. After data has been entered on all of the required screens, the "PERSONNEL APPROVAL DATE" tab will be enabled. When this tab is selected, the current date will be entered as the Approval Date for the District's Personnel Data. The "EMPLOYEE ROSTER" can be printed by clicking on the "TRAFFIC

SIGNAL” icon at the top of the “EMPLOYEE ROSTER” screen. Queries can be run on this screen for individuals by entering the name and/or Social Security Number. A roster of all employees at an individual school can be viewed on the screen by entering a Query using the school number.

After an approval date has been entered and new data is subsequently entered on any employee, the date will be removed by the system. You must re-approve the data so that it can be processed again to reflect any updates or changes.

Chapter 8 REPORTS

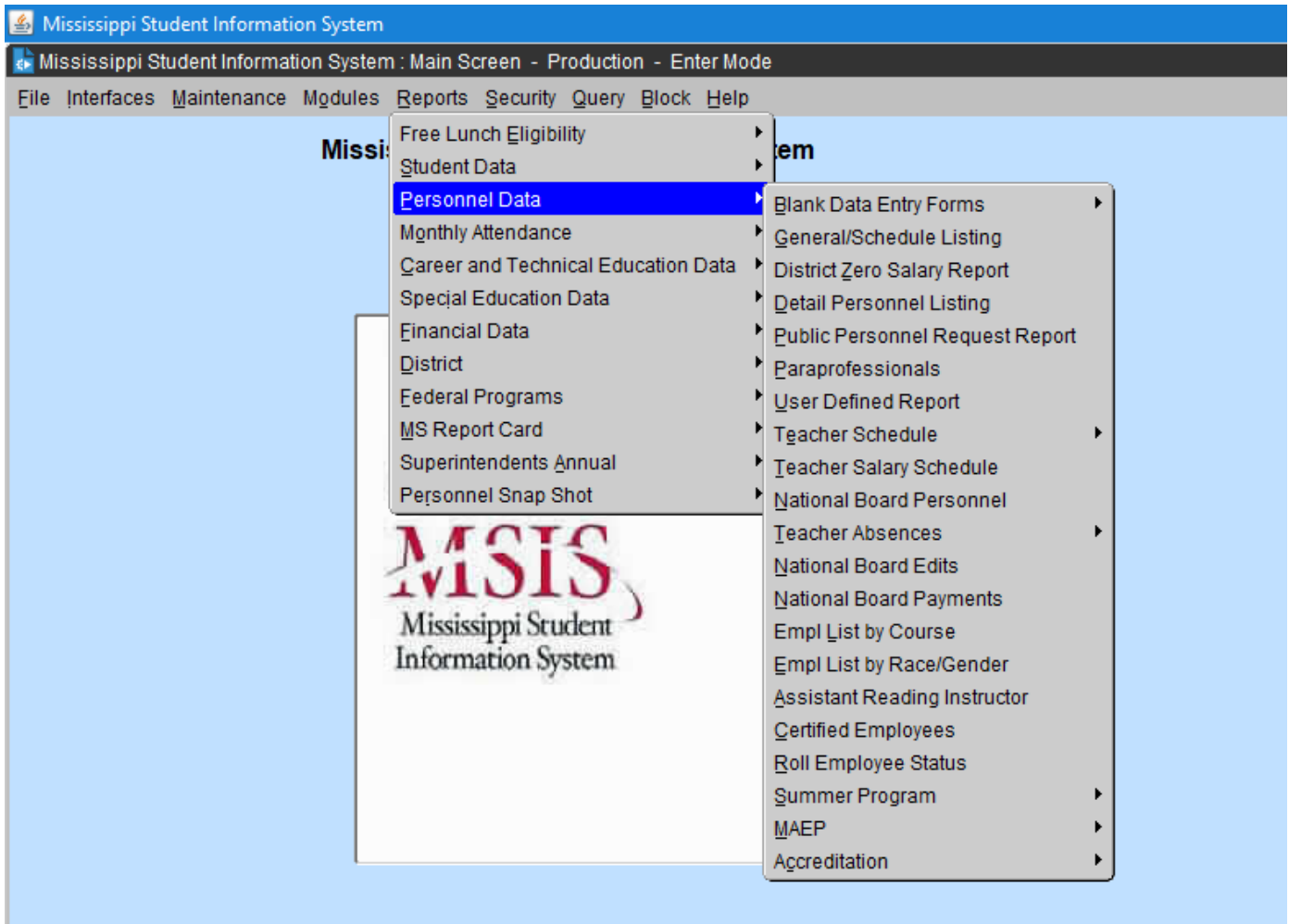


MSIS will use Adobe Acrobat Reader to preview reports. All MSIS reports will be displayed, printed, and saved in the .pdf (Adobe Acrobat Reader) file format. Once the user generates the report they have the option to view, save, or print the file from Adobe Reader. Your security rights will determine what reports are available for you to run.

From the REPORTS>DISTRICT tab:

COURSE/WORK AREA CODES

The Course/Work Area Codes Report will list all of the courses and work area codes that are offered by MDE for the school year selected. Any authorized MSIS users that have access to this report can generate it.



From the REPORTS>PERSONNEL DATA tab:

BLANK DATA ENTRY FORM (GENERAL/ SCHEDULE & SPECIAL ED)

This is a blank Personnel form that has all of the data elements necessary for entering a personnel record into MSIS. The District Personnel Coordinator may use the form to collect data for the employees in the district.

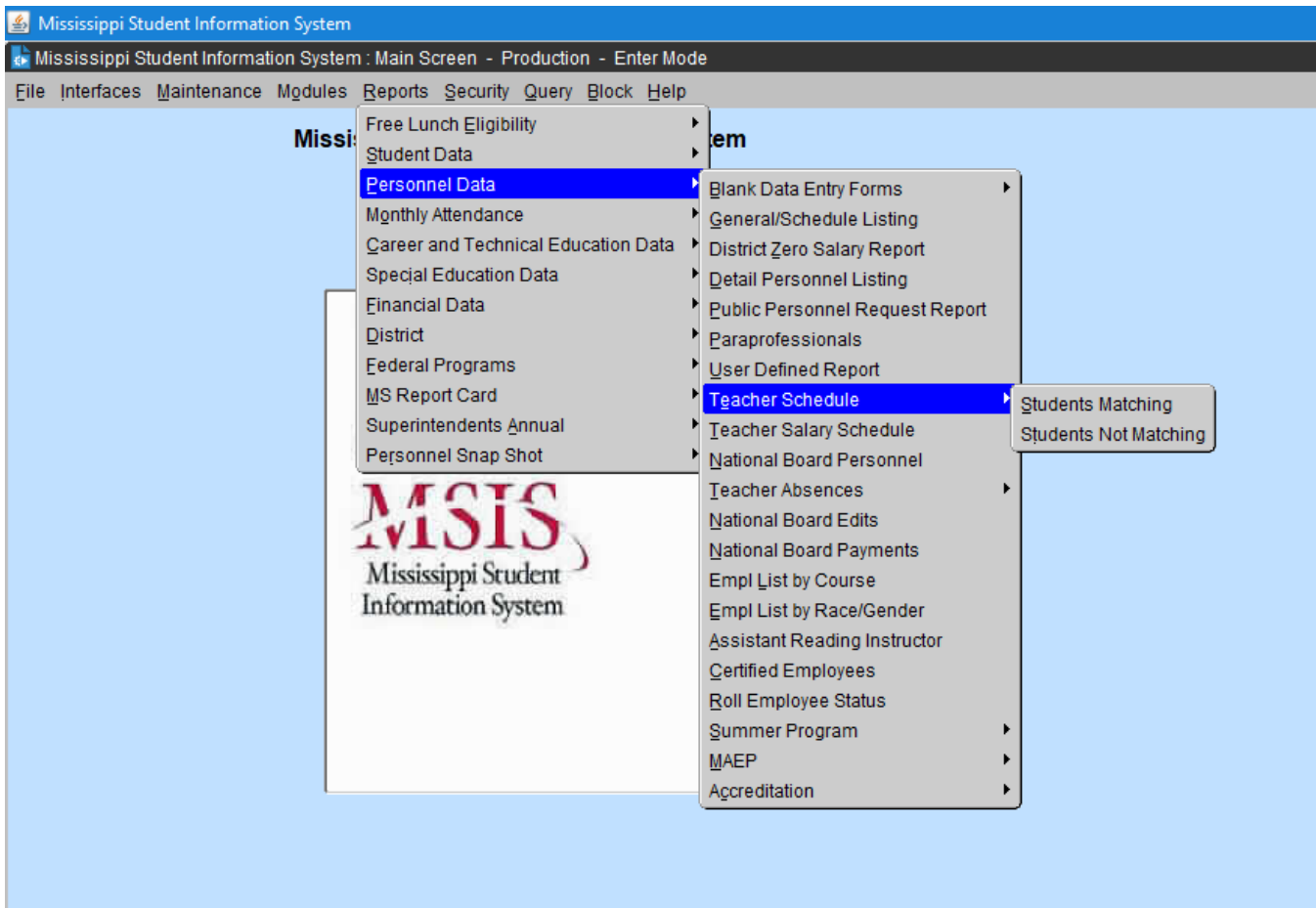
GENERAL SCHEDULE LISTING

Employee Listing Report will be generated using the data provided by the District offices. This report is a replication of the Blank General/Schedule Employee Entry Form, but with the data filled in. You must select a school. The report can only be run for one school at a time. If the report generates more than 200 pages you may need to print 100 pages at a time. If an inactive employee is in the file, the employee status on the report will be "Inactive".

DETAIL PERSONNEL LISTING

Detail Personnel Listing Report will be generated using the data provided by the District offices. This report is run for the whole district. This report prints all employees for the district with all personnel data and certification data where applicable. You can choose to print the Employee SSN or not and salary or not. If the report generates more than 200 pages you may need to print 100 pages at

a time. This report can also be run from Personnel Snap Shot data after personnel is finalized in January by going to REPORTS> PERSONNEL SNAP SHOT> DETAIL PERSONNEL LISTING. A user with District Personnel rights must run this report.



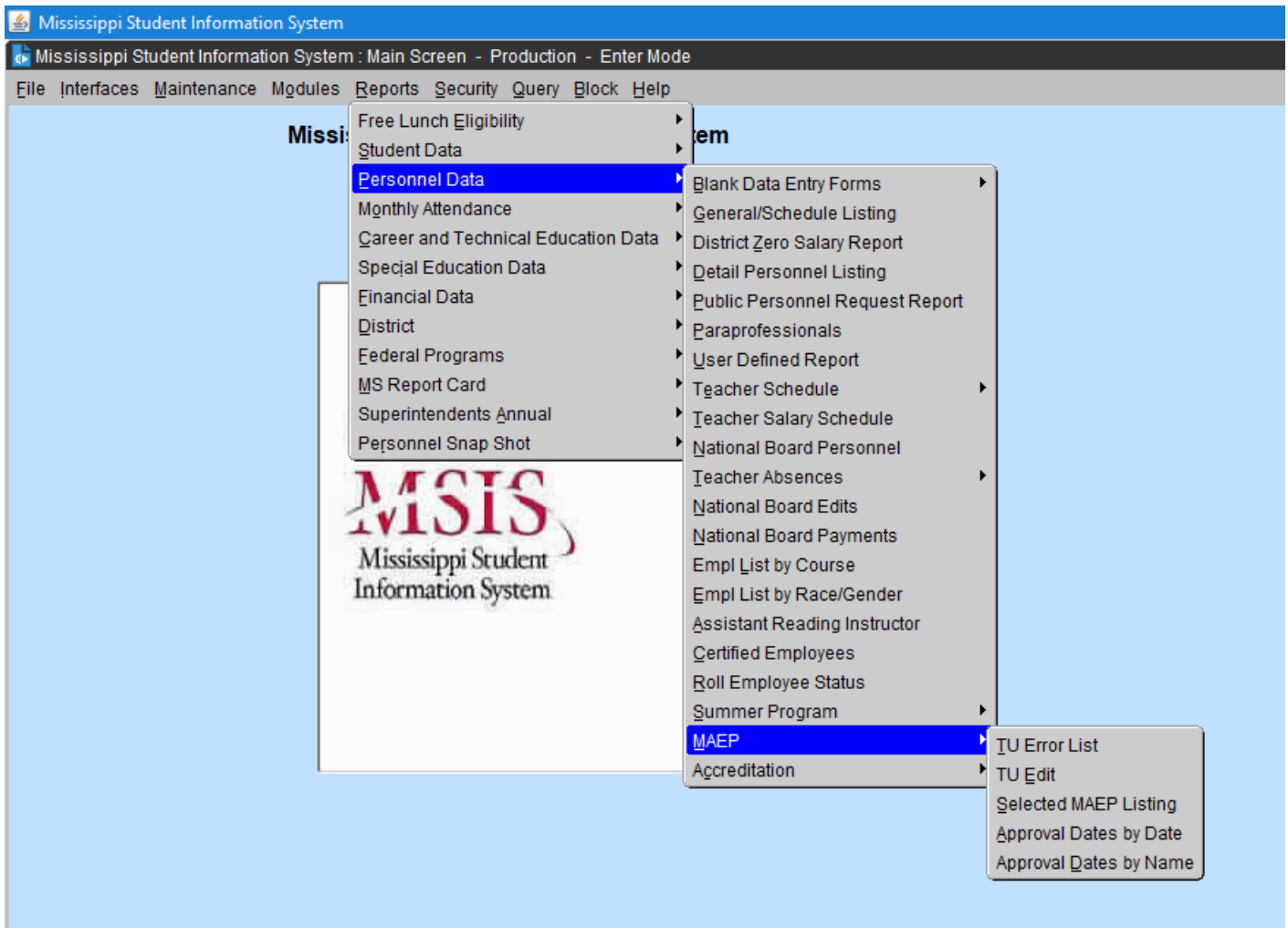
From the REPORTS>TEACHER SCHEDULE tab:

SCHEDULE MATCHING

The Students Matching Teachers Schedule Report prints the MSIS ID and student name for student schedules that match the teachers' schedules on period number, course code, term/semester, teacher SSN, and school year. Non-teaching courses such as Study Hall are not included on this report. It currently only looks at semester 1 data.

SCHEDULE NOT MATCHING

The Students Not Matching Teachers Schedule Report prints the MSIS ID and student name for student schedules that do not match the teachers' schedules on period number, course code, term/semester, teacher SSN, and school year. The period number, course code, and term/semester printed on the report are from the student's schedule. Non-teaching courses such as Study Hall are not included on this report. It currently only looks at semester 1 data.



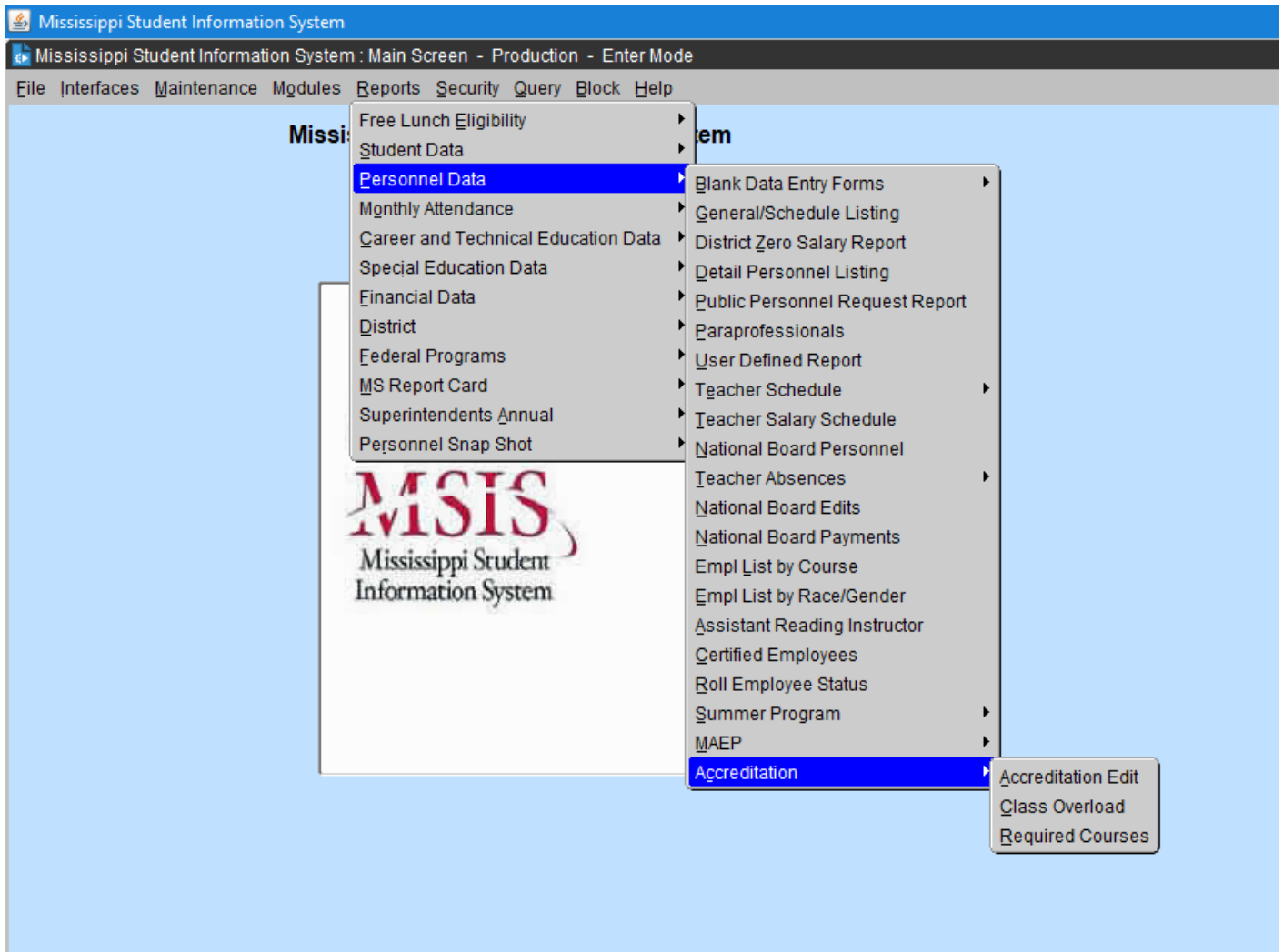
From the REPORTS>PERSONNEL DATA>MAEP tab:

TU EDIT

The Teacher Unit Edit prints employees with all their personnel information and certificate information where applicable, and messages. Can select to run for All, Selected, Not Selected, Error, or Voc Mismatched, and Program Type of All, Regular, Vocational, SPED, or Gifted. This report can also be run from Personnel Snap Shot data after personnel is finalized in January by going to REPORTS> PERSONNEL SHAP SHOT> MAEP> TU EDIT.

SELECTED MAEP LISTING

The Minimum Program Selected Listing Report prints the employee name, M.P. Class, M.P. Percent, M.P. Salary, all by Program Type. This report can also be run from Personnel Snap Shot data after personnel is finalized in January by going to REPORTS> PERSONNEL SHAP SHOT> MAEP> SELECTED MAEP LISTING.



There are several Accreditation reports in MSIS. In October (after submission of Month 01 data), these reports will be open to the school districts to run error edit checks. The reports allow the district to verify the accuracy of the data, to identify reporting errors and any possible accreditation issues, and to correct any inaccurate data prior to the Personnel Snap Shot, which will be taken in December.

If there are changes on the personnel schedules, the district needs to re-approve their personnel data at the end of the day so the Accreditation procedure will rerun that night and reports can be run the next day.

From the REPORTS>PERSONNEL DATA>ACCREDITATION tab:

ACCREDITATION EDIT

The Accreditation Edit prints for one or all schools. This report will show employee level, school level and district level deficiencies. This report also addresses most standards, including some overloads.

CLASS OVERLOAD

The Class Overload Report prints for one or all schools. This report can be run for one school or all schools in a district. The report addresses enrollment in grades 01-04 (Standard 34.2), enrollment in grades 05-08 (Standard 34.3) and enrollment in grades 09-12 (Standard 34.4).

REQUIRED COURSES

The report can be run for one school or all schools in a district. This report outlines the required 33 units in each high school (Standard 32 and Appendix B).