

To: Business Managers
Date: July 03, 2024
Re: Reporting Dates for FY2024-2025

The reports listed below are due to the Mississippi Department of Education for the FY2024-2025 school year by the dates specified:

Report Due Date	Description of Report
Office of School Financial Services	
August 15, 2024	FY2025 Original Budget Reports (Combined and Combining - Signed)
October 15, 2024	FY2024 Amended Budget (Combined and Combining - Signed)
	Financial Exchange Transaction System (FETS) Data
	Revenue Verification Form
	Fund Balance Report
	Cash Flow Report
	National Board Personnel Certification input into MSIS
February 15, 2025	National Board Personnel Certification input into MSIS
Mississippi Student Information System (MSIS) 2.0	
December 06, 2024, no later than 12:00noon	Personnel Data
	All updates and corrections to personnel data should be input into MSIS
See the link below for FY24-25 MSIS Annual Reporting Deadlines	Monthly Data Review, Certifications, and Personnel Data
	https://www.mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS2/QRG/2425_annual_reporting_calendar.pdf

Pursuant to House Bill 4130, MS Code Section 37-151-95 “The State Department of Education may withhold payment of MSFF funds to a school district which fails to submit any reports containing student, fiscal and personnel data necessary to meet state and/or federal requirements on or before the required due dates of the report.”

In addition to the above listed reports, the State Superintendent of Education may designate other reports that are subject to withholding of MSFF funds if the reports are not submitted within the requested time frame. Notice of other reports being subject to withholding of MSFF funds must be given at the time of the request of the reports.