

Updates: English Learner File Upload

MSIS 

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

November 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



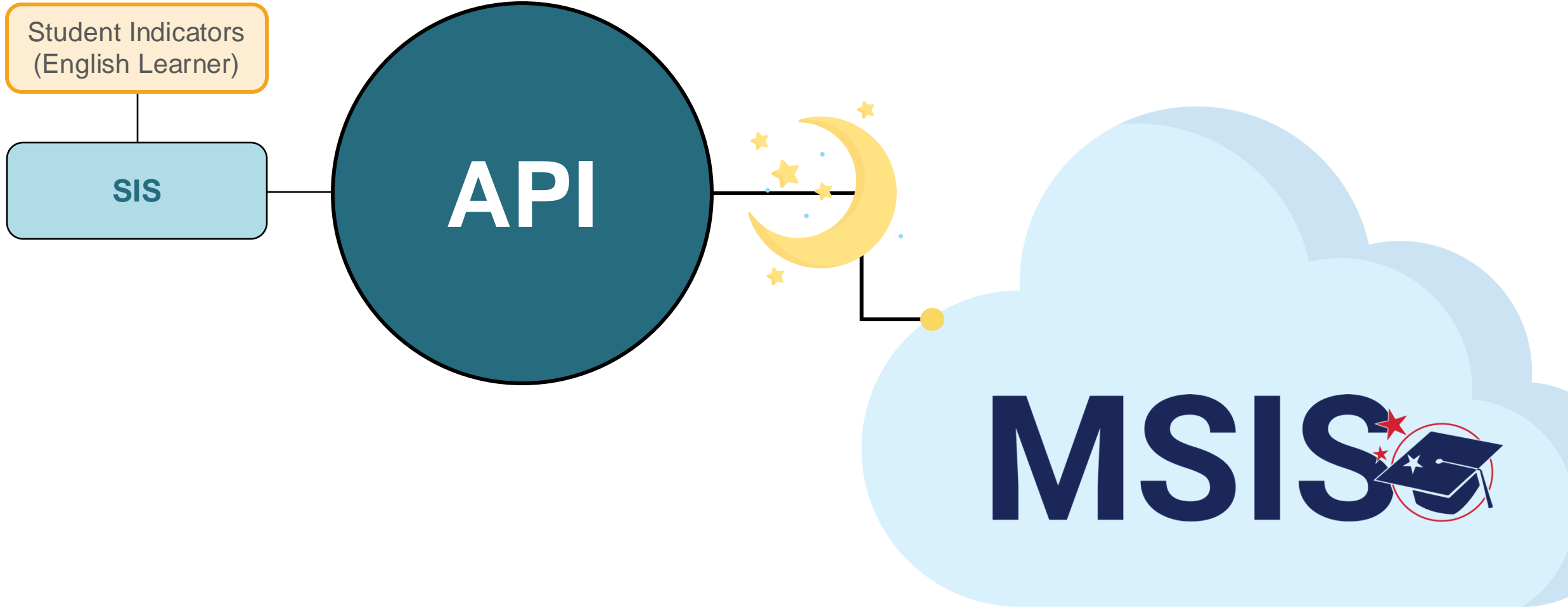
EXAMINE collection process for English Learner data

EXPLORE Student Indicator English Learner Roster Reports

REVIEW file upload process

REVIEW data quality dashboard

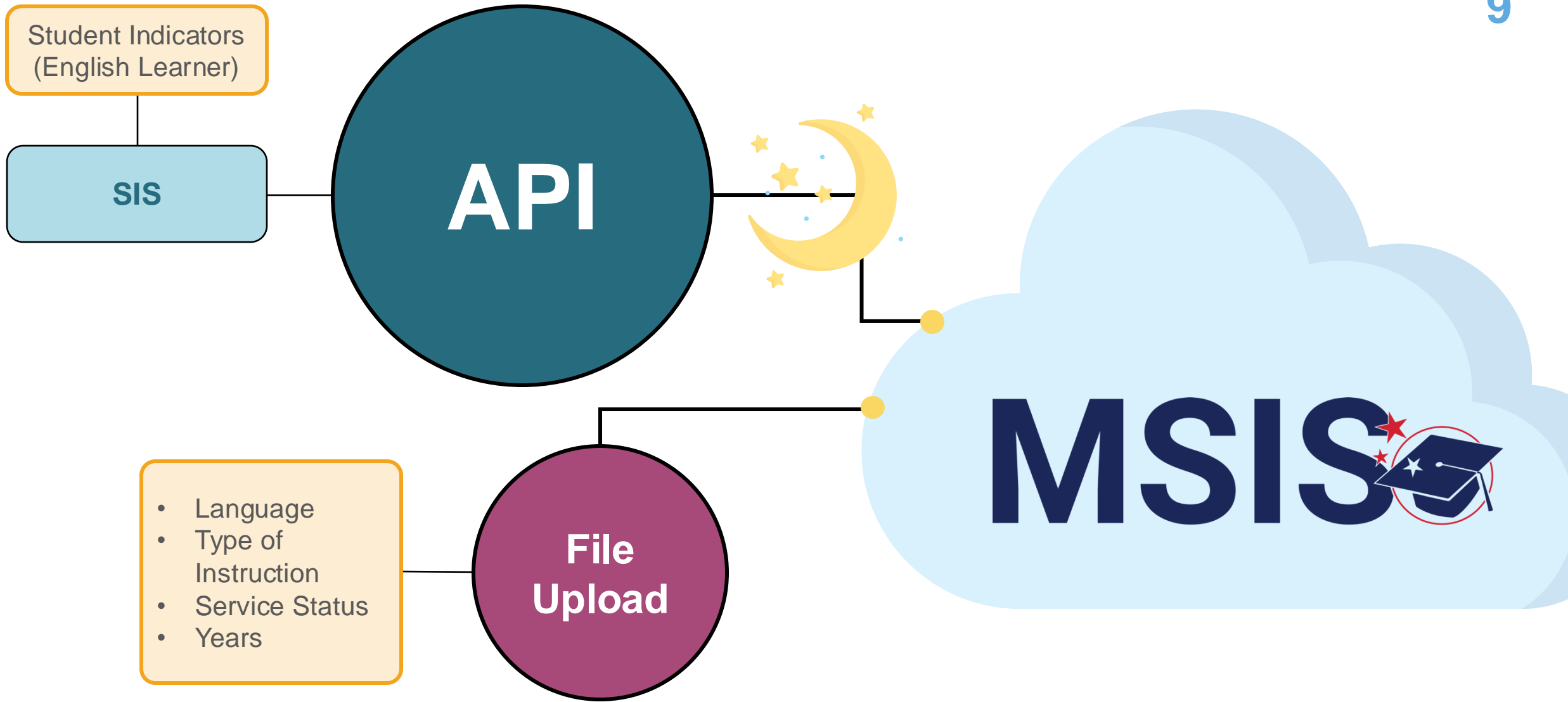
Data Collection



Title III, Part A

A Limited English Proficient/English Learner is one:

- who is ages 3 through 21;
- who is enrolled or preparing to enroll in an elementary school or secondary school;
- who was not born in the United States or whose native language is a language other than English;
- who is a Native American or Alaska Native, or a native resident of the outlying areas; and
- who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
- who is migratory, whose native language is a language other than English, and
- who comes from an environment where a language other than English is dominant; and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual - the ability to meet the State's proficient level of achievement on State assessments described in Section 1111(b)(3); with the ability to successfully achieve in classrooms where the language of instruction is English; or the opportunity to participate fully in society.



Student Indicator Report





Permission: Student

MSIS 

LEA: All | School: All | School Year: 2022-2023 | Grade Level: All | Race: All | Gender: All | Special Population: All

Student Indicators Report

MSIS ID	Student Name	504	Special Education	SCD	Economically Disadvantaged	English Learner	Homeless	Migrant	N or D	Foster	Military
476	Abrahart, Orion G.	Y	N	N	N	Y	N	N	Y	Y	
879	Acomb, Josepha D.	N	Y	N	Y	N	Y	Y	N	N	
289	Acuna, Felicle I.	Y	N	Y	Y	Y	N	N	Y	Y	
595	Adelberg, Antony W.	Y	Y	N	N	N	N	N	N	Y	
110	Airey, Darbie F.	Y	N	Y	Y	Y	Y	N	Y	Y	
26	Aishford, Eryn H.	Y	N	Y	Y	Y	Y	N	Y	Y	
360	Alan, Kai L.	Y	N	N	N	Y	N	N	Y	Y	
129	Alcalde, Gian R.	Y	N	Y	Y	Y	Y	N	Y	Y	
121	Aleevy, Margareta E.	Y	N	Y	Y	Y	Y	N	Y	Y	
230	Alesi, Susie D.	Y	N	Y	Y	Y	Y	N	Y	Y	
43	Alleway, Peyton W.	Y	N	Y	Y	Y	Y	N	Y	Y	
427	Allsepp, Noe L.	Y	N	N	N	Y	N	N	Y	Y	
198	Ambrogini, Emilia W.	Y	N	Y	Y	Y	Y	N	Y	Y	
556	Ambrosoli, Phelia R.	Y	Y	N	N	N	N	N	Y	Y	
850	Ambrozewicz, Emilee F.	N	Y	N	Y	N	Y	Y	N	N	
691	Amer, Lowrance W.	Y	Y	N	N	N	N	N	N	Y	
662	Andriss, Margareta S.	Y	Y	N	N	N	N	N	N	Y	
963	Angric, Felic R.	N	Y	Y	Y	N	Y	Y	Y	N	
986	Anstis, Blanca H.	N	Y	Y	Y	N	Y	Y	Y	N	
215	Antonchik, Philis C.	Y	N	Y	Y	Y	Y	N	Y	Y	
415	Antonowicz, Che L.	Y	N	N	N	Y	N	N	Y	Y	
299	Argue, Abba A.	Y	N	Y	Y	Y	N	N	Y	Y	



Report is **cumulative** (will show students enrolled at any point in the year)



Make corrections in SIS



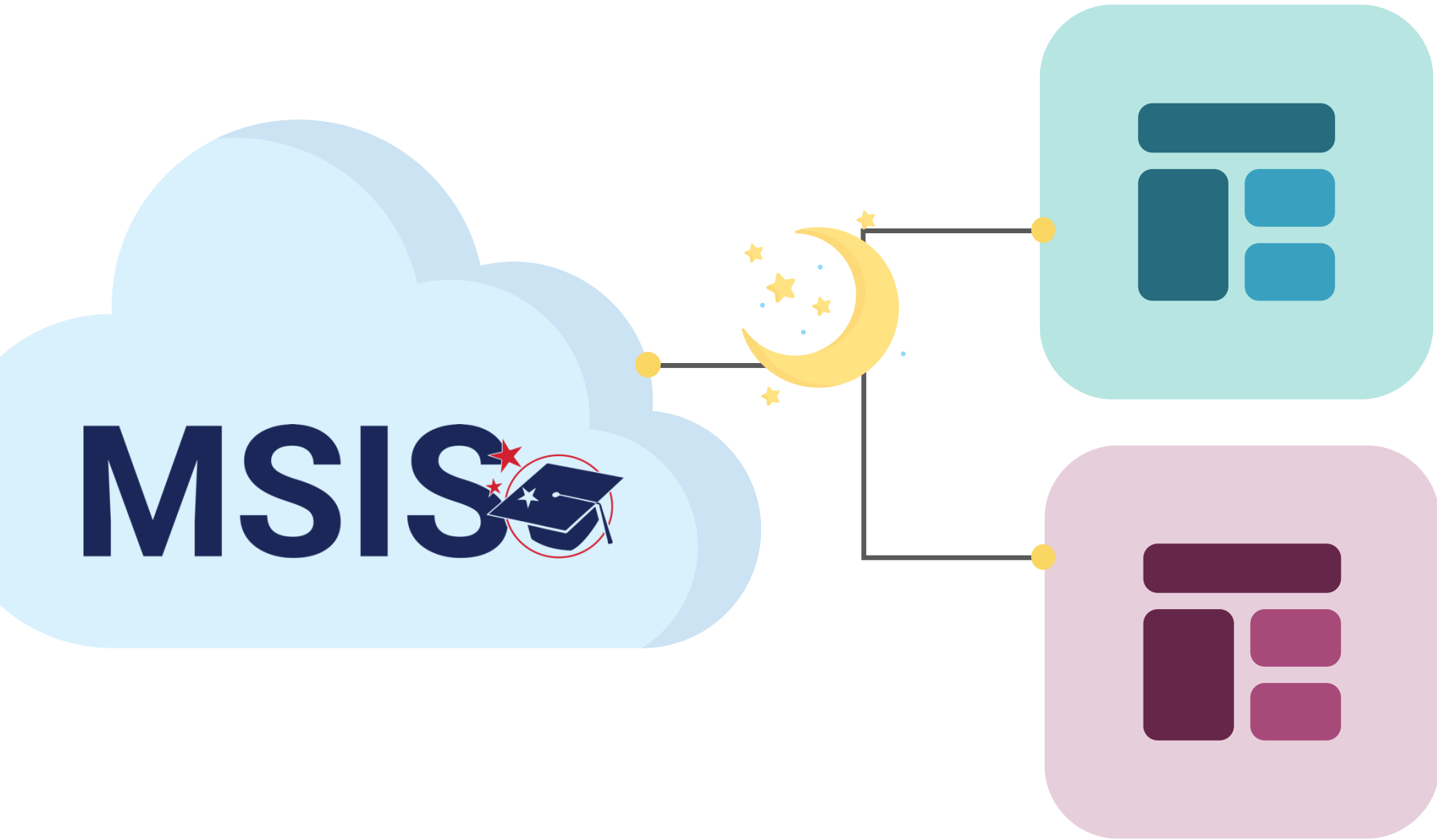
Report will refresh the next day



Student Indicator Report

English Learner Roster

Report



Student Indicator Report
*cumulative report

English Learner Report



Permission: Federal Programs

The screenshot shows the MSIS (Mississippi Student Information System) interface. On the left is a navigation sidebar with the MSIS logo and menu items: Home, Data Submission, Reports, Data Analytics (highlighted with a red box and a '1' in a red circle), Data Input, Provide Feedback, and a user profile for Melissa Banks. The main content area is titled 'Data Analytics' and features a horizontal menu with 'Data Entry Downloads' (highlighted with a red box and a '2' in a red circle), Profiles, Reports, Uncategorized, and Certification Reports. Below this menu is a 'Federal Programs' section (highlighted with a red box and a '3' in a red circle) containing a card for 'English Learner Roster'.

LEA: Placeholder text | School: Placeholder text | Student: Placeholder text | Grade Level: Placeholder text | School Year: 2024-2025 | Period: Month 3

EL Students



LEA ID	LEA Name	School ID	School Name	MSIS ID	Student Name	Grade Level	Language	Type of Instruction	Service Status	Year
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	2				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				

Prepopulates from the SIS

LEA: Placeholder text | School: Placeholder text | Student: Placeholder text | Grade Level: Placeholder text | School Year: 2024-2025 | Period: Month 3

EL Students

LEA ID	LEA Name	School ID	School Name	MSIS ID	Student Name	Grade Level	Language	Type of Instruction	Service Status	Year
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				

Provide information via file upload

LEA: Placeholder text | School: Placeholder text | Student: Placeholder text | Grade Level: Placeholder text | School Year: 2024-2025 | **4** Period: Month 3

EL Students

LEA ID	LEA Name	School ID	School Name	MSIS ID	Student Name	Grade Level	Language	Type of Instruction	Service Status	Year
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				

All EL information should be provided, but districts may want to start by focusing on Month 3 to ensure data is correct for MSFF.

LEA: Placeholder text ▾ School: Placeholder text ▾ Student: Placeholder text ▾ Grade Level: Placeholder text ▾ School Year: 2024-2025 ▾ Period: Month 3 ▾

EL Students

5 

LEA ID	LEA Name	School ID	School Name	MSIS ID	Student Name	Grade Level	Language	Type of Instruction	Service Status	Year
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				

5

Service Status	Year
Served	2

- Export data
- Show as a table
- Spotlight
- Get insights
- Sort descending
- Sort ascending
- Sort by

Which data do you want to export?

Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. [Learn more about exporting data](#)

- Data with current layout
Export this data in the same layout you see now, but without any icons, colors, or other formatting you added.
- Summarized data
Export the summarized data used to create your visual (for example, sums, averages, and medians).
- Underlying data
Visual does not have aggregates or measures

File format:
.xlsx (Excel 150,000-row max) v

6

Export Cancel

File will save as an Excel spreadsheet

English Learner Roster

Data Entry and File Upload

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	School Year	LEA Id	LEA Name	School Id	School Name	MSIS Id	First Name	Last Name	Grade	Language	Type of Instru	Service Statu	Years of Service	
2	2025	0123	Jackson County Sch	0123-004	Jackson Cou	001234567	Jane	Smith	PK					
3	2025	0123	Jackson County Sch	0123-004	Jackson Cou	001234568	John	Smith	01					
4														
5														
6														
7														

Rows are prepopulated with information from the SIS Package for students marked with an EL Identifier.

DO NOT EDIT THESE CELLS!

If the data is incorrect, it should be changed in the SIS and wait until the report is refreshed in MSIS the next day.

District staff complete remaining fields and upload to MSIS

LEA Id

4-digit number
Ensure leading 0's are present.

School Id

0000-000
Ensure leading 0's are present.
Must have Federal Programs permission to the school.

MSIS Id

9-digit number
Ensure leading 0's are present.

Grade

IT, PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, or AE
Ensure leading 0's are present.



Only ensure leading 0's are present!

If the data is incorrect, it should be updated in the SIS. After the report has updated, you can redownload and add remaining information.



Language

Use exact value found in the “Language Code for English Learner file” column in the [Language Lookup](#) list

The native language at birth or most commonly spoken in the home. **Select the language from the MDE [Language Lookup](#) list.** (MDE uses the ISO 639.2 List from the Library of Congress.)

What if a student has a language (native) that is not on the list? Try to determine its language family. The [Ethnologue website](#) contains additional information on language families.

Example: A student speaks the Maay language. This language is not included in the Language Lookup list. According to the Ethnologue website, Maay is a Cushitic language. The ISO 639-2 has a value for Cushitic (Other). In this case, you would report your Maay-speaking student under “cus”.

MSIS Language Lookup

ELL | LANGUAGES for the file layout

Description	Language Code for EnglishLearner file
ABKHAZIAN	abk
ACHINESE	ace
ACOLI	ach
ADANGME	ada
ADYGEI	ady
ADYGHE	ady
AFAR	aar
AFRIHILI	afh
AFRIKAANS	afr
AFRO-ASIATIC LANGUAGES	afa
AINU	ain
AKAN	aka
AKKADIAN	akk

Data Domain Mapping > Federal Programs > Language Lookup

Type of Instruction

A language instruction educational program (LIEP) is a course in which an English learner is placed in order to develop and attain English proficiency while meeting challenging State academic standards. An LIEP may include instruction in English and a child's native language, and English proficient children may participate in the course if the course is designed to enable all participating children to become proficient in English and a second language (ESEA section 3201(7)).

Type of Instruction

LNGPRGBI – Transitional Bilingual Education or Early-Exit Bilingual Education

LNGPRGDU – Dual Language or Two-way immersion

LNGPRGESLELD – English as Second Language (ESL) or English Language Development (ELD)

LNGPRGESLSUPP – Content classes with integrated ESL support

LNGPRGNEW – Newcomer programs

LNGPRGOTH – Other

Use **bold** portion only in the spreadsheet! Ex: LNGPRGBI

Service Status

Monitored
Served

Years of Service

Numbers only



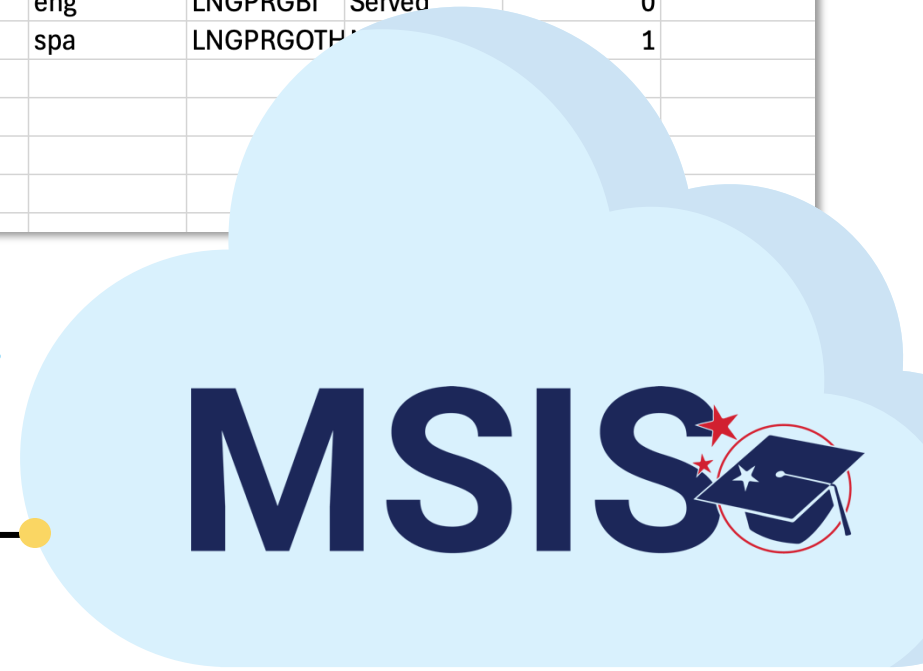
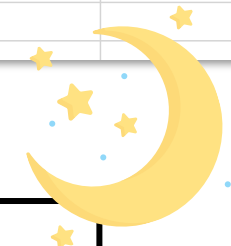
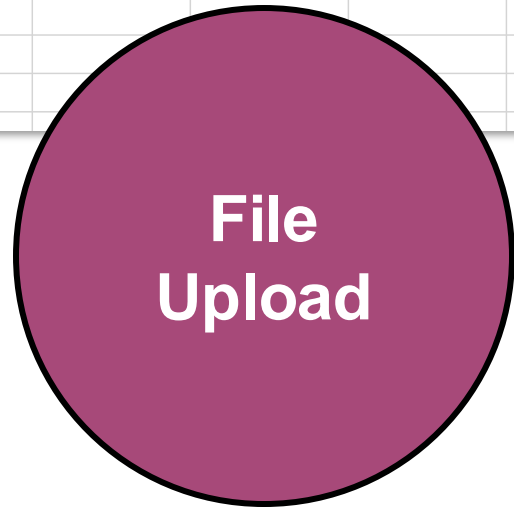
File Upload



Permission: Federal Programs

MSIS 

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	School Year	LEA Id	LEA Name	School Id	School Name	MSIS Id	First Name	Last Name	Grade	Language	Type of Instr	Service Statu	Years of Service	
2	2025	0123	Jackson County Sch	0123-004	Jackson Cou	001234567	Jane	Smith	PK	eng	LNGPRGBI	Served	0	
3	2025	0123	Jackson County Sch	0123-004	Jackson Cou	001234568	John	Smith	01	spa	LNGPRGOTH		1	
4														
5														
6														
7														
8														



MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Home
Administration
1 Data Submission
Upload a File
Submission Status
Data Quality Dashboard
Reports
Students
Data Input
Provide Feedback
Melissa Banks

Upload a New File

Please follow this file naming convention:

0123MsisIdRequest.csv
LEA Number Data Type Name File Format

File size:
• 50MB maximum size per file

File Quantity:
• 10 files maximum upload


Supported File Formats:
• CSV
• XML (Finance.FETS only)

Supported Data Type Names:
 • EnglishLearner
 • Finance.FETS
 • FosterCare
 • GoodCauseExemptions
 • NonPublicStaff.Assignments
 • NonPublicStaff.Employment
 • NonPublicStaff.Schedules
 • SpecialEducation.Accommodations
 • SpecialEducation.EarlyLearningOutcomes
 • Staff.Employment
 • Staff.Credentials
 • StudentSealofBiliteracy
 • SummerActivity







Save file as
#####_OptionalText_EnglishLearner.csv

File Upload
Choose Files No file chosen
Upload File(s)





MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

-  Home
-  Administration ▼
-  Data Submission
- Upload a File
- Submission Status
- Data Quality Dashboard
-  Reports ▼
-  Students ▼
-  Data Input ▼

Upload a New File

Please follow this file naming convention:

0123_OptionalText_MsisIdRequest.csv

LEA Number
Additional/Optional Text
Data Type Name
File Format

File size:

- 50MB maximum size per file

File Quantity:

- 10 files maximum upload

Optional Text:

- May add date, school, or other helpful information
- Alphanumeric characters or underscores only
- 50 character maximum

Supported File Formats:

- CSV
- XML (Finance.FETS only)

Supported Data Type Names:

- EnglishLearner
- NonPublic.Staff.Assignments
- Staff.Assignments
- ACTandMed/Ken/Indatag
- NonPublic.Staff.Employment
- Staff.Employment
- Finance.FETS
- NonPublic.Staff.Schedules
- Staff.Credentials
- Finance.BondData
- PartCtoB
- StudentSealofBilliteracy
- FosterCare
- SpecialEducation.Accommodations
- SummerActivity
- GoodCauseExemptions
- SpecialEducation.EarlyLearningOutcomes
- SummerSchool
- GraduationOptions
- SpecialEducation.Evaluation
- Homeless
- SpecialEducation.IEPData
- Immigrant
- SpecialEducation.PostSecondary
- Interventions
- SpecialEducation.RelatedServices
- KindergartenEntry
- SpecialEducation.StudentRoster
- MsisIdRequest

File Upload

Choose File

No file chosen

2

Upload File



Home

Administration

Data Submission

Upload a File

Submission Status

Data Quality Dashboard

Reports

Students

Data Input

Please follow this file naming convention:

0123_OptionalText_MsisIdRequest.csv

LEA Number Additional/Optional Text Data Type Name File Format

File size:

- 50MB maximum size per file

File Quantity:

- 10 files maximum upload

Optional Text:

- May add date, school, or other helpful information
- Alphanumeric characters or underscores only
- 50 character maximum

Supported File Formats:

- CSV
- XML (Finance.FETS only)

Supported Data Type Names:

- ACTandWorkKeysUpdates
- EnglishLearner
- Finance.FETS
- Finance.BondData
- FosterCare
- GoodCauseExemptions
- GraduationOptions
- Homeless
- Immigrant
- Interventions
- KindergartenEntry
- MsisIdRequest
- NonPublic.Staff.Assignments
- NonPublic.Staff.Employment
- NonPublic.Staff.Schedules
- PartCtoB
- SpecialEducation.Accommodations
- SpecialEducation.EarlyLearningOutcomes
- SpecialEducation.Evaluation
- SpecialEducation.IEPData
- SpecialEducation.PostSecondary
- SpecialEducation.RelatedServices
- SpecialEducation.StudentRoster
- Staff.Assignments
- Staff.Employment
- Staff.Credentials
- StudentSealofBiliteracy
- SummerActivity
- SummerSchool

2521_errors_EnglishLearner.csv

Failed

Row 3 - Field Grade - Error: The grade is blank or invalid., Row 5 - Field ServiceStatus - Error: The service status is blank or invalid., Row 7 - Field TypeOfInstruction - Error: The type of instruction is blank or invalid., Row 9 - Field MsisId - Error: MSIS ID is blank or invalid., Row 11 - Field SchoolYear - Error: The School Year is blank or invalid., Row 12 - Field LealD - Error: The LEA ID is blank or invalid., Row 13 - Field SchoolId - Error: The school Id is invalid or not accessible to the user. (Tracelcd: 00-a3dd0cf7878d893506c1cd1c9617f850-69541e03e6bbc301-00)

Try Again

3



- Home
- Administration
- Data Submission

Upload a File

Submission Status

Data Quality Dashboard

- Reports
- Students
- Data Input

Please follow this file naming convention:

0123_OptionalText_MsisIdRequest.csv

LEA Number Additional/Optional Text Data Type Name File Format

File size:

- 50MB maximum size per file

File Quantity:

- 10 files maximum upload

Optional Text:

- May add date, school, or other helpful information
- Alphanumeric characters or underscores only
- 50 character maximum

Supported File Formats:

- CSV
- XML (Finance.FETS only)

Supported Data Type Names:

- ACTandWorkKeysUpdates
- EnglishLearner
- Finance.FETS
- Finance.BondData
- FosterCare
- GoodCauseExemptions
- GraduationOptions
- Homeless
- Immigrant
- Interventions
- KindergartenEntry
- MsisIdRequest
- NonPublic.Staff.Assignments
- NonPublic.Staff.Employment
- NonPublic.Staff.Schedules
- PartCtoB
- SpecialEducation.Accommodations
- SpecialEducation.EarlyLearningOutcomes
- SpecialEducation.Evaluation
- SpecialEducation.IEPData
- SpecialEducation.PostSecondary
- SpecialEducation.RelatedServices
- SpecialEducation.StudentRoster
- Staff.Assignments
- Staff.Employment
- Staff.Credentials
- StudentSealofBiliteracy
- SummerActivity
- SummerSchool

2521_errors_EnglishLearner.csv

Completed





4

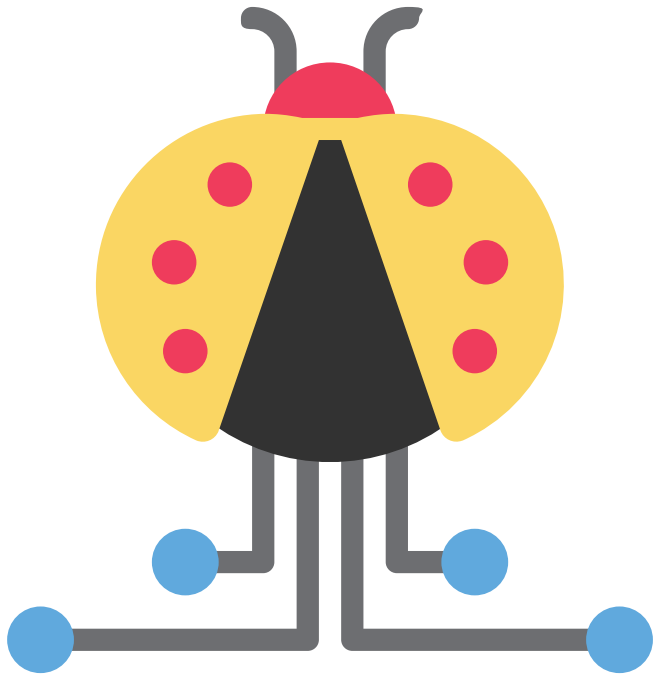
View Files

Upload More Files

Submission Status

+ Upload a File

Name	Date & Time (CT)	Uploaded By	Status	Actions
2521_errors_EnglishLearner.csv	11/19/2024, 05:33:01 PM	Admin, Barbara MSIS District	Failed	
2521_fourc_SpecialEducation.StudentRoster.csv	11/19/2024, 10:43:22 AM	Admin, Barbara MSIS District	Failed	
2521_two_SummerActivity.csv	11/16/2024, 06:56:14 PM	Admin, Barbara MSIS District	Failed	
2521_fourc_SpecialEducation.StudentRoster.csv	11/16/2024, 06:20:53 PM	Admin, Barbara MSIS District	Failed	



Pending

= **May be
Success**

Failed

= **Failed**

click on the file
name to see errors

Submission Status

+ Upload a File

Name	Date & Time (CT)	Uploaded By	Status	Actions
2521_errors_EnglishLearner.csv 5	11/19/2024, 05:33:01 PM	Admin, Barbara MSIS District	Failed	
2521_fourc_SpecialEducation.StudentRoster.csv	11/19/2024, 10:43:22 AM	Admin, Barbara MSIS District	Failed	
2521_two_SummerActivity.csv	11/16/2024, 06:56:14 PM	Admin, Barbara MSIS District	Failed	
2521_fourc_SpecialEducation.StudentRoster.csv	11/16/2024, 06:20:53 PM	Admin, Barbara MSIS District	Failed	

Upload a File

Submission Status
[Data Quality Dashboard](#)
[Accreditation](#)
[< Back](#)

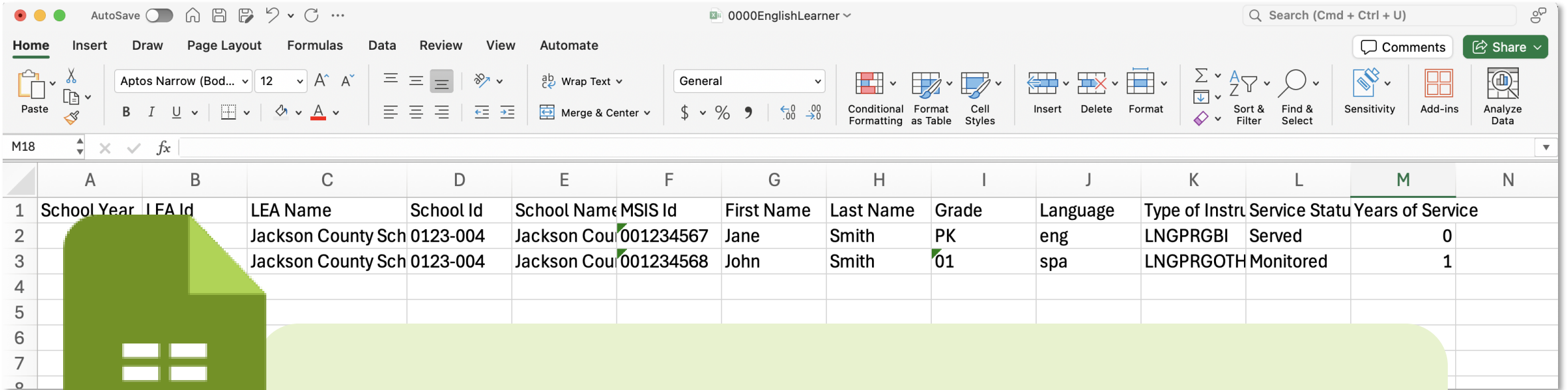
2521_errors_EnglishLearner.csv

Date Uploaded: **11/19/2024** Uploaded By: **Barbara MSIS District Admin** Number of Records: **7**

File Status: Failed

! File validation failed. There were 7 errors in your data that need your attention.

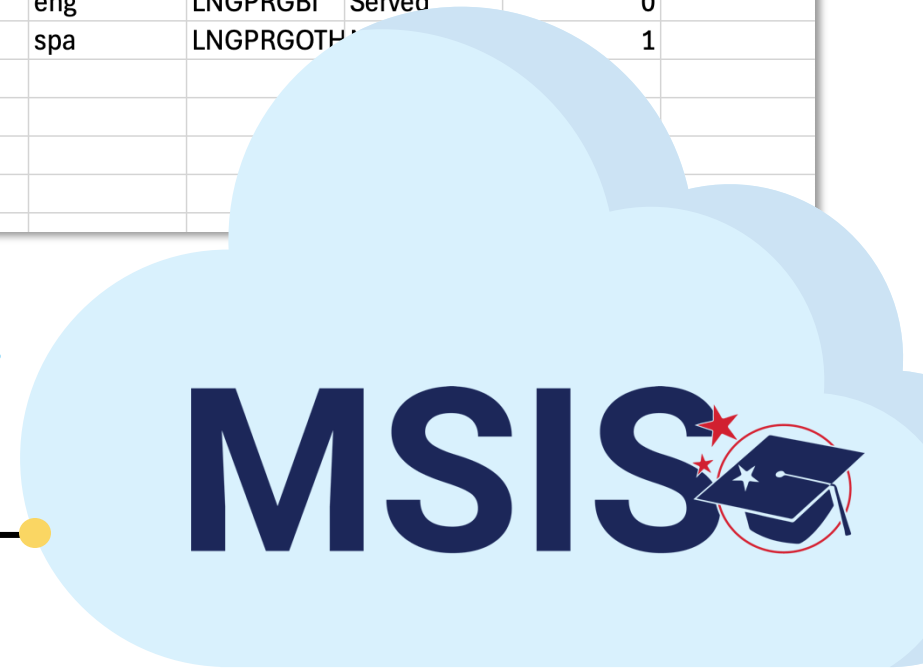
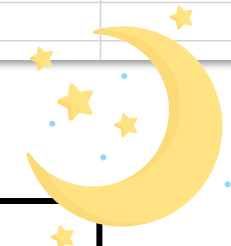
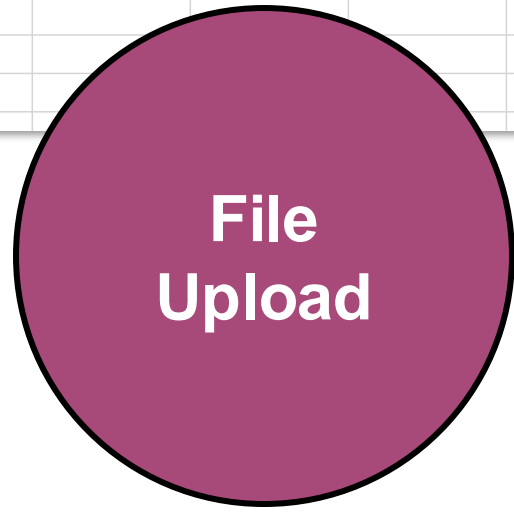
Row ID	LEA ID	School ID	Error	Resolution
3	2521	2521-004	The grade is blank or invalid.	ValidationErrorReasons:: Unknown field passed to reason code
5	2521	2521-004	The service status is blank or invalid.	The Service Status is a required field. Ensure the Service Status is Served or Monitored.
7	2521	2521-004	The type of instruction is blank or invalid.	The Type of Instruction is a required field. Ensure the type of Instruction one of these: LNGPRGBI, LNGPRGDU, LNGPRGESLELD, LNGPRGESLSUPP, LNGPRGNEW or LNGPRGOTH.
9	2521	2521-004	MSIS ID is blank or invalid.	Ensure the MSIS ID is not blank and assigned to the student in this row.
11	2521	2521-004	The School Year is blank or invalid.	The SchoolYear is a required field. Ensure the value is the last year of the School Year like 2025 instead of 2024-2025.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	School Year	LEA Id	LEA Name	School Id	School Name	MSIS Id	First Name	Last Name	Grade	Language	Type of Instr	Service Statu	Years of Service	
2			Jackson County Sch	0123-004	Jackson Cou	001234567	Jane	Smith	PK	eng	LNGPRGBI	Served	0	
3			Jackson County Sch	0123-004	Jackson Cou	001234568	John	Smith	01	spa	LNGPRGOTH	Monitored	1	
4														
5														
6														
7														
8														

Make necessary corrections in the csv file and resave.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	School Year	LEA Id	LEA Name	School Id	School Name	MSIS Id	First Name	Last Name	Grade	Language	Type of Instr	Service Statu	Years of Service	
2	2025	0123	Jackson County Sch	0123-004	Jackson Cou	001234567	Jane	Smith	PK	eng	LNGPRGBI	Served	0	
3	2025	0123	Jackson County Sch	0123-004	Jackson Cou	001234568	John	Smith	01	spa	LNGPRGOTH		1	
4														
5														
6														
7														
8														



Pending

= May be Success

ONLY upload **one file per day**
once you reach pending status



Review Updated Report

LEA: Placeholder text | School: Placeholder text | Student: Placeholder text | Grade Level: Placeholder text | School Year: 2024-2025 | Period: Month 3

EL Students



LEA ID	LEA Name	School ID	School Name	MSIS ID	Student Name	Grade Level	Language	Type of Instruction	Service Status	Year
#####	District Name	#####	School Name	#####	Last Name, First Name	3	Arabic	Pull-out ESL	Served	2
#####	District Name	#####	School Name	#####	Last Name, First Name	7	Spanish	Dual Language	Monitored	1
#####	District Name	#####	School Name	#####	Last Name, First Name	3	Arabic	Content-based ESL	Served	2
#####	District Name	#####	School Name	#####	Last Name, First Name	7	Spanish	Pull-out ESL	Served	1
#####	District Name	#####	School Name	#####	Last Name, First Name	3	Arabic	Pull-out ESL	Served	2
#####	District Name	#####	School Name	#####	Last Name, First Name	7	Spanish	Pull-out ESL	Served	1
#####	District Name	#####	School Name	#####	Last Name, First Name	3	Chinese	Structured English immersion	Served	2
#####	District Name	#####	School Name	#####	Last Name, First Name	7	Arabic	Pull-out ESL	Served	1
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name	7				

LEA: Placeholder text | School: Placeholder text | Student: Placeholder text | Grade Level: Placeholder text | School Year: 2024-2025 | Period: Month 3

EL Students

LEA ID	LEA Name	School ID	School Name	MSIS ID	Student Name	Grade Level	Language	Type of Instruction	Service Status	Year
#####	District Name	#####	School Name	#####	Last Name, First Name	3	Arabic	Pull-out ESL	Served	2
#####	District Name	#####	School Name	#####	Last Name, First Name	7	Spanish	Dual Language	Monitored	1
#####	District Name	#####	School Name	#####	Last Name, First Name	3	Arabic	Content-based ESL	Served	2
#####	District Name	#####	School Name	#####	Last Name, First Name	7	Spanish	Pull-out ESL	Served	1
#####	District Name	#####	School Name	#####	Last Name, First Name	3	Arabic	Pull-out ESL	Served	2
#####	District Name	#####	School Name	#####	Last Name, First Name	7	Spanish	Pull-out ESL	Served	1
#####	District Name	#####	School Name	#####	Last Name, First Name	3	Chinese	Structured English immersion	Served	2
#####	District Name	#####	School Name	#####	Last Name, First Name	7	Arabic	Pull-out ESL	Served	1
#####	District Name	#####	School Name	#####	Last Name, First Name	3				
#####	District Name	#####	School Name	#####	Last Name, First Name					
#####	District Name	#####	School Name	#####	Last Name, First Name					
#####	District Name	#####	School Name	#####	Last Name, First Name					
#####	District Name	#####	School Name	#####	Last Name, First Name					
#####	District Name	#####	School Name	#####	Last Name, First Name					
#####	District Name	#####	School Name	#####	Last Name, First Name	7				

Repeat daily as necessary to provide all information or update prior uploads

LEA: Placeholder text | School: Placeholder text | Student: Placeholder text | Grade Level: Placeholder text | School Year: 2024-2025 | Period: Month 3

EL Students



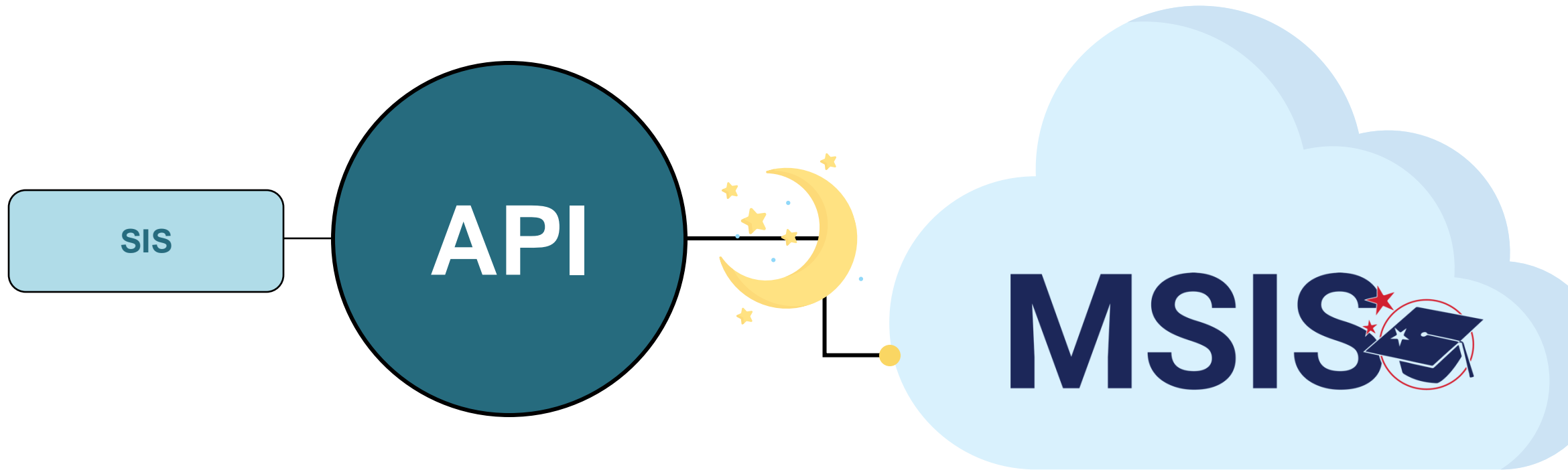
LEA ID	LEA Name	School ID	School Name	MSIS ID	Student Name	Grade Level	Language	Type of Instruction	Service Status	Year
#####	District Name	#####	School Name	#####	Last Name, First Name	3	Arabic	Pull-out ESL	Served	2
#####	District Name	#####	School Name	#####	Last Name, First Name	7	Spanish	Dual Language	Monitored	1
#####	District Name	#####	School Name	#####	Last Name, First Name	3	Arabic	Content-based ESL	Served	2
#####	District Name	#####	School Name	#####	Last Name, First Name	7	Spanish	Pull-out ESL	Served	1
#####	District Name	#####	School Name	#####	Last Name, First Name	3	Arabic	Pull-out ESL	Served	2
#####	District Name	#####	School Name	#####	Last Name, First Name	7	Spanish	Pull-out ESL	Served	1
#####	District Name	#####	School Name	#####	Last Name, First Name	3	Chinese	Structured English immersion	Served	2
#####	District Name	#####	School Name	#####	Last Name, First Name	7	Arabic	Pull-out ESL	Served	1
#####	District Name	#####	School Name	#####	Last Name, First Name	3	Arabic	Pull-out ESL	Served	2
#####	District Name	#####	School Name	#####	Last Name, First Name	7	Spanish	Content-based ESL	Served	1
#####	District Name	#####	School Name	#####	Last Name, First Name	3	Spanish	Content-based ESL	Served	2
#####	District Name	#####	School Name	#####	Last Name, First Name	7	Spanish	Pull-out ESL	Served	1
#####	District Name	#####	School Name	#####	Last Name, First Name	3	Chinese	Pull-out ESL	Served	2
#####	District Name	#####	School Name	#####	Last Name, First Name	7	Spanish	Dual Language	Monitored	3
#####	District Name	#####	School Name	#####	Last Name, First Name	3	Spanish	Dual Language	Monitored	2
#####	District Name	#####	School Name	#####	Last Name, First Name	7	Spanish	Dual Language	Monitored	4

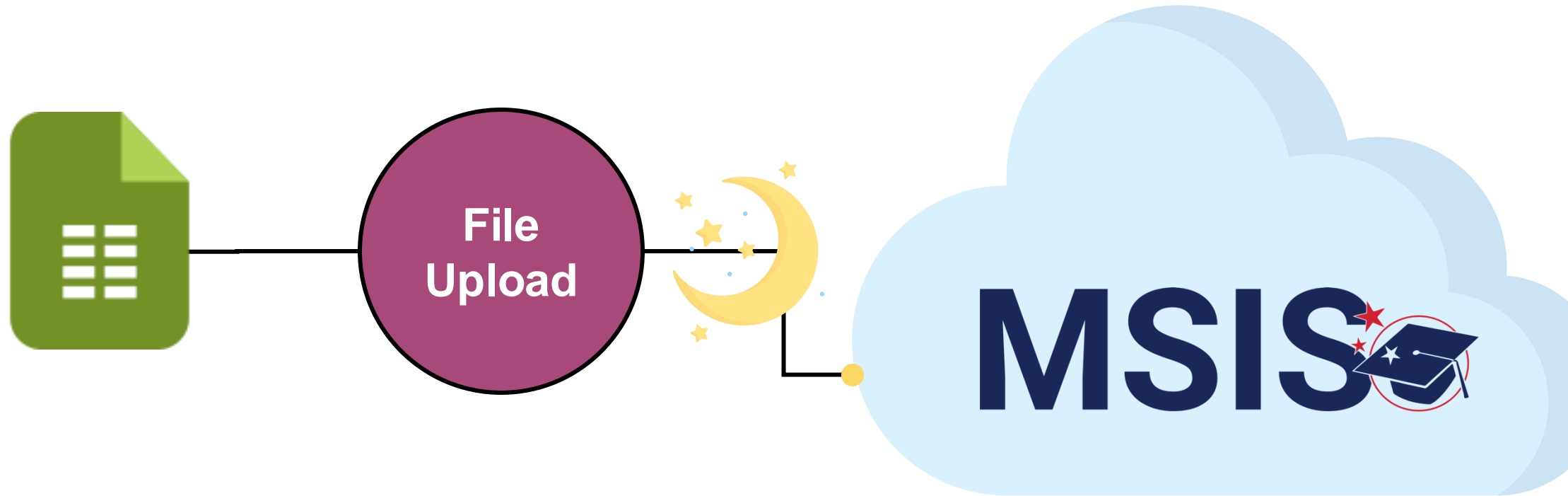


Data Quality



Permission: Federal Programs





MSIS Staff reviews dashboards and reports daily to check for errors

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Welcome Melissa Banks

1:52 PM Tuesday, October 10, 2023

- Home
- Administration
- Data Submission
- Reports
- Students
- Data Input

No uploaded files

Upload a file

Ownership conflict to review

Review

Your data has errors

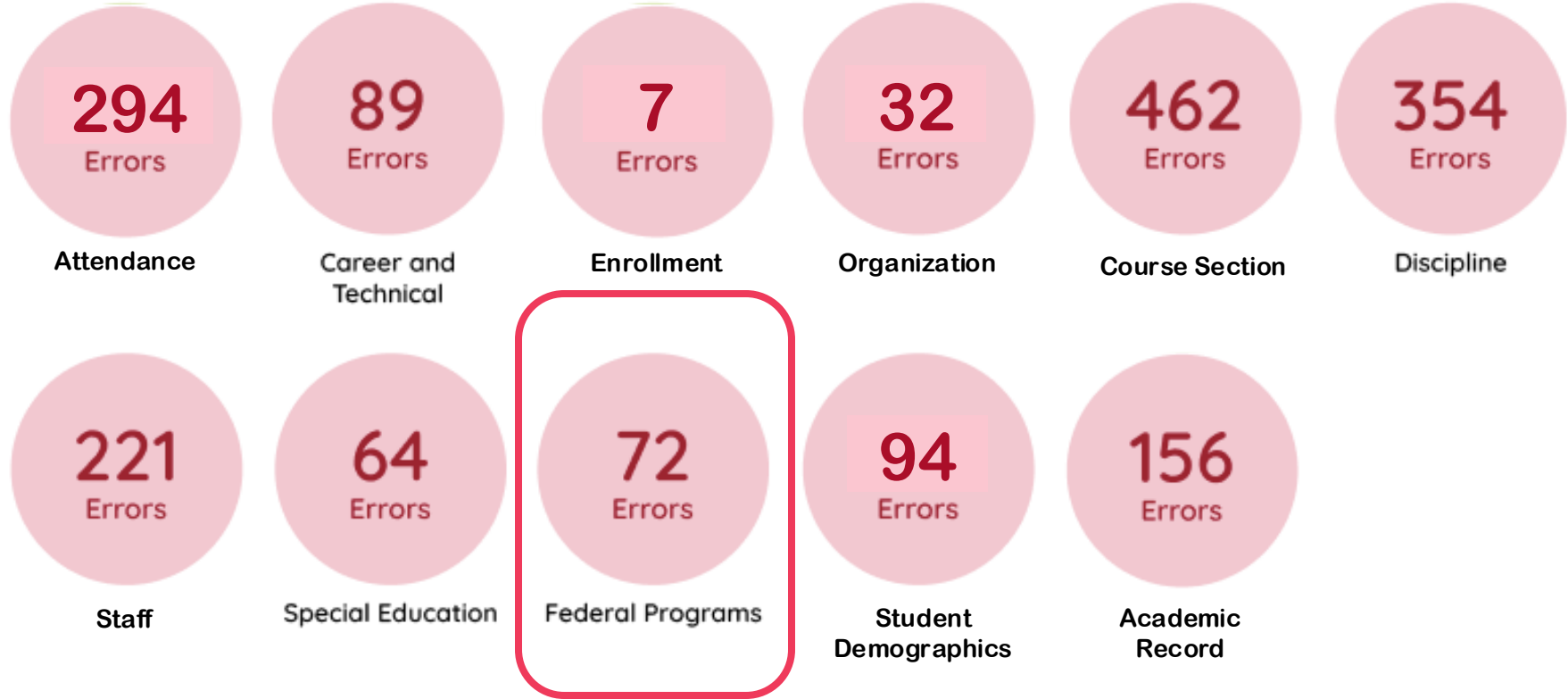
Review

Deadlines Up Next

Saturday, December 9, 2023

Personnel Data

Test District Name



[< Back](#)

Federal Programs

Certification Data Collection

Select... ▾

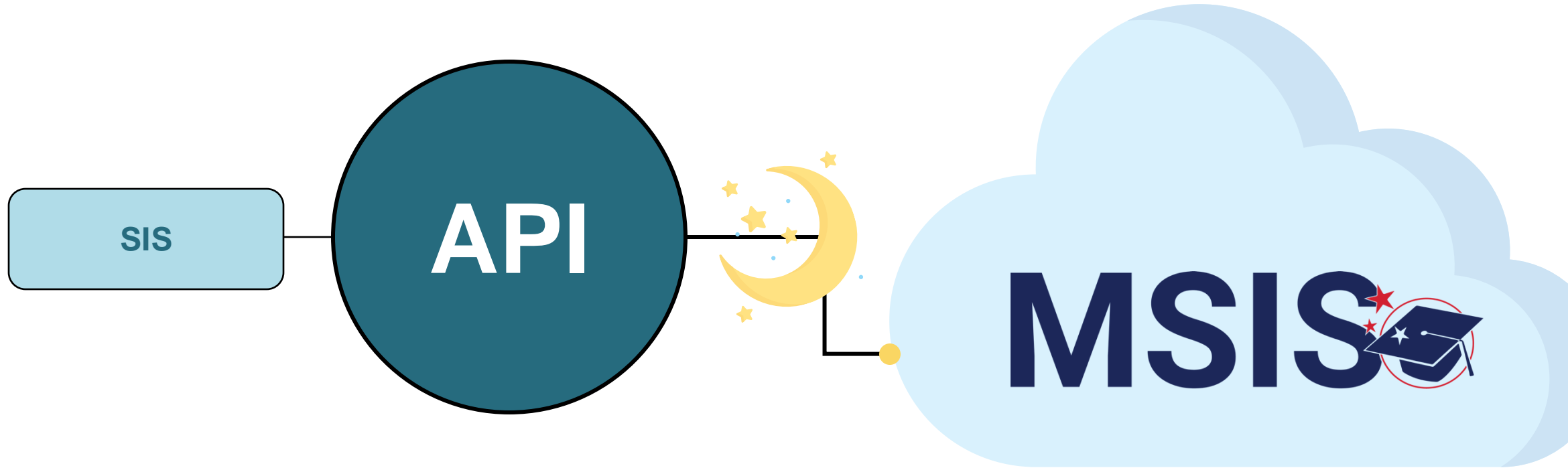
[Language](#)
 [Years of Service](#)
 [Instructional Program](#)
 [Served Status](#)

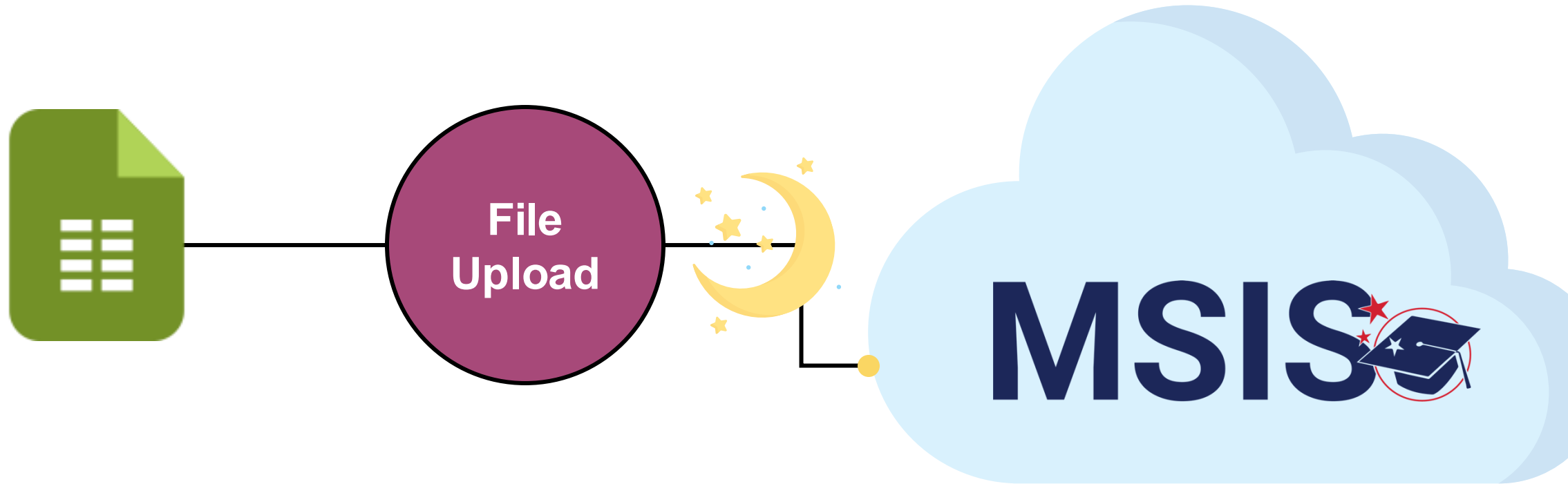
Error/Warning	School Year	LEA Name	School Name	Description	Resolution	First Name	Last Name	MSIS ID	Service Status
Error	2024-2025	Faulkner School District	Jim Henson High School	The student is missing a valid Service Status.	Ensure that a valid service status is included in the file upload.	Melissa	Banks	123456789	



DATA QUALITY DASHBOARD: FEDERAL PROGRAMS

Business Rule	Error/Warning	Tab Name	Description	Resolution
Language	Error	Language	The student is missing a valid language code.	Ensure that a valid language code is provided in the file upload.
Years of Service	Error	Years of Service	The student is missing a value for Years of Service.	Ensure that years of service are included in the file upload.
Instructional Program	Error	Instructional Program	The student is missing a valid Instructional Program Type.	Ensure that a valid instructional program type value is included in the file upload.
Served Status	Error	Served Status	The student is missing a valid Service Status.	Ensure that a valid service status is included in the file upload.








Welcome Melissa Banks

9:56 PM Monday, October 16, 2023

 Home

 Administration ▼

 Data Submission ▼

 Reports ▲

Run a Report

 Students ▼

No uploaded files

[Upload a file](#)

Deadlines Up Next

Friday, December 15, 2023

Personnel Data



English Learner Roster Report

No separate certification



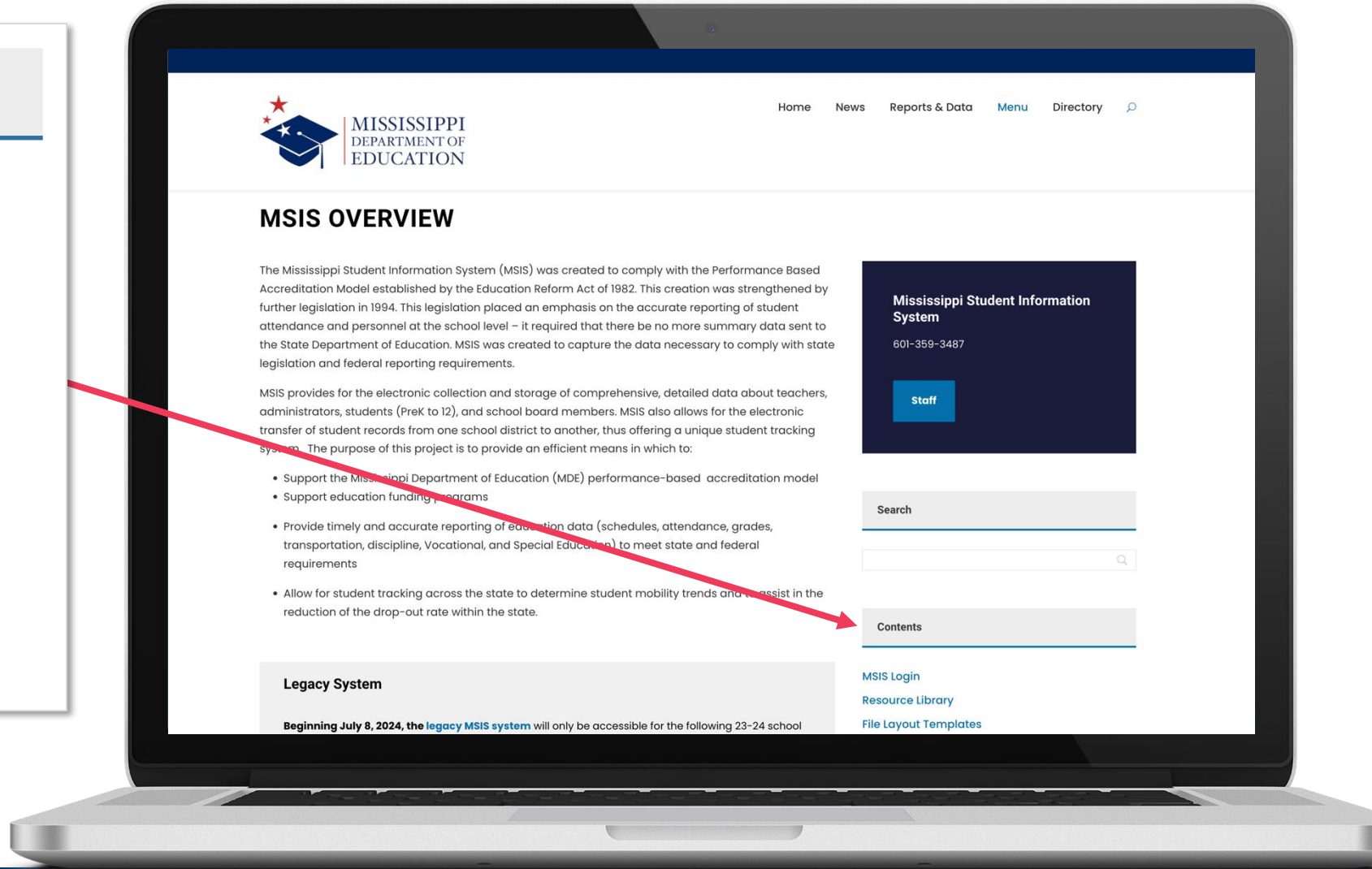
Mississippi Student Funding Formula

**Report
Coming Soon!**
Show count of EL Served
Students (Month 3)



Resources

- Contents
- MSIS Login
- Resource Library**
- File Layout Templates
- Reporting Calendar
- Security Documents
- Help Desk
- Training
- Accreditation Standards
- Vendor Resources





MSIS Team

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mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

