Special Education (Child Count) + Student Roster

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

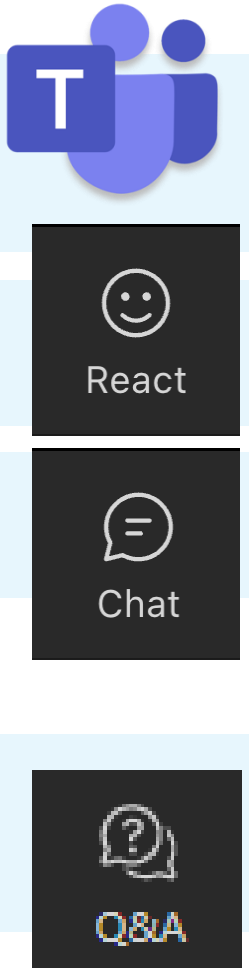
To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

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
4. **EVERY** School Has Effective Teachers and Leaders
5. **EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes
6. **EVERY** School and District is Rated “C” or Higher

Session Norms

Be an active participant

- Share reactions
- Respond to prompts in the chat



Ask questions

Session Goals

EXAMINE collection process for Child Count data

REVIEW file upload process

EXPLORE reports and manual entry screen

REVIEW data quality dashboard

Child Count

Students must have an **active IEP or Service Plan on December 1** to be included in the Child Count, even though the submission window runs until December 10.

If a student was ruled eligible on December 2, they cannot be included in the Child Count.

To be included on Child Count Roster, students enrolled in **regular schools** must have:

- Enrollment as of 12/1
- The exit date in Roster file must not be before 12/1
- English Learner Status (Y/N)
- Gender is not missing
- Race is not missing
- LRE is not missing
- Special Ed Indicator = Yes
- SCD Indicator (Y/N)
- Age between 3 and 21 as of 12/1
- Primary Disability
- Lunch status in not missing

To be included on Child Count Roster, students enrolled in **school 500** must have:

- The exit date in Roster file must not be before 12/1
- LRE is not missing
- SCD Indicator (Y/N)
- Primary Disability
- Age between 3 and 21 as of 12/1
- (All other data will be filled in once the Non-Public Screen is available)

MSIS

File Upload (Student Roster)

Data Quality Dashboard (Student Roster)

Non-Public Student Entry

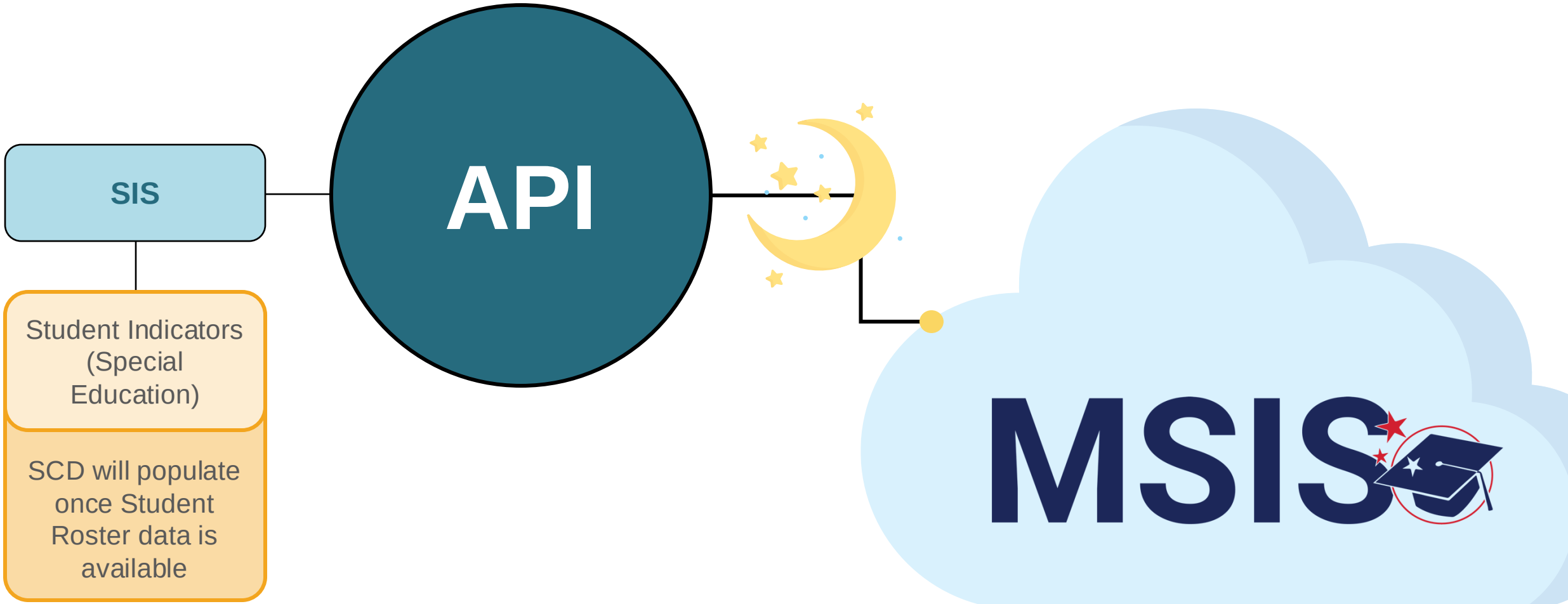
Child Count Report

Available now!

Available by December 2

Begin with Student Roster (Child Count) and continue to work on other collections for the rest of the school year

Data Collection


SIS
API
MSIS
Student Indicators (Special Education)
SCD will populate once Student Roster data is available

Student Indicator Report

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Welcome
Sign In
msis.mdek12.org

Permission: Student

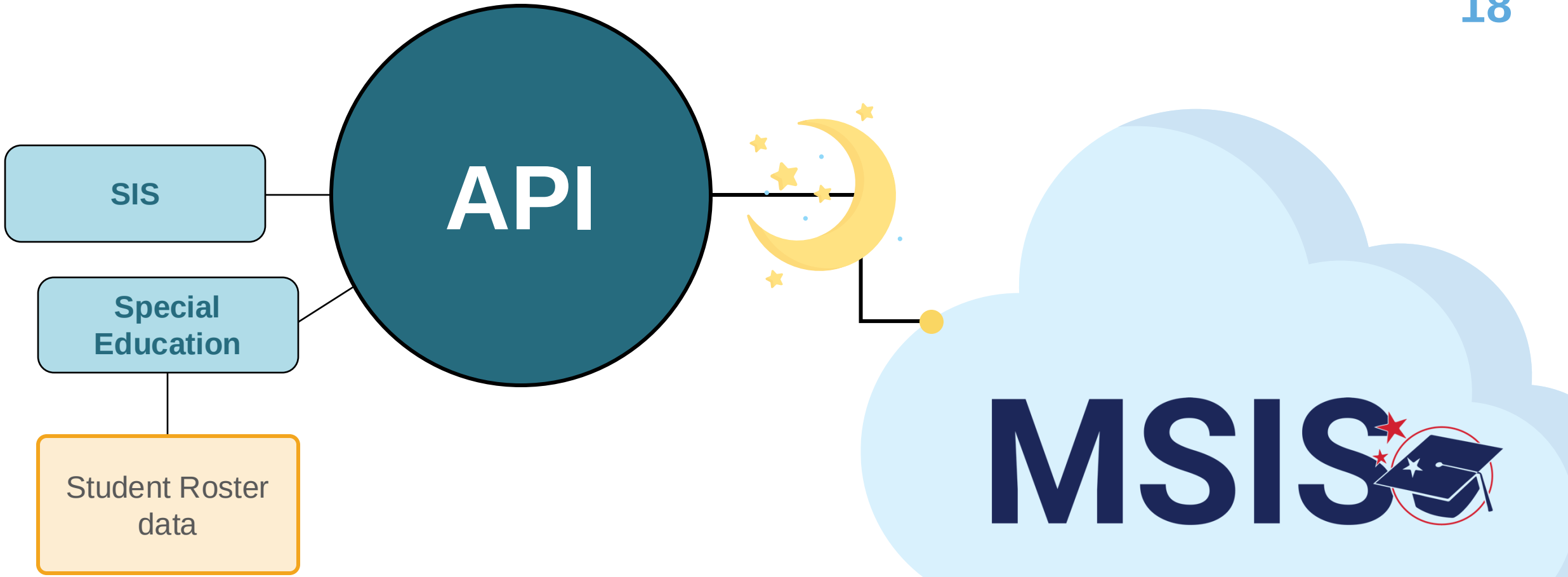
MSIS

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

Student Indicators Report

MSIS ID	Student Name	504	Special Education	SCD	conomically 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


SIS
Special Education
Student Roster data
API
MSIS

EDPlan™

SEAS
Special Education Automation Software

SpedTrack

EDPlan™ | SpedTrack

Sending data. Undergoing final checks before data is “turned on” in MSIS.

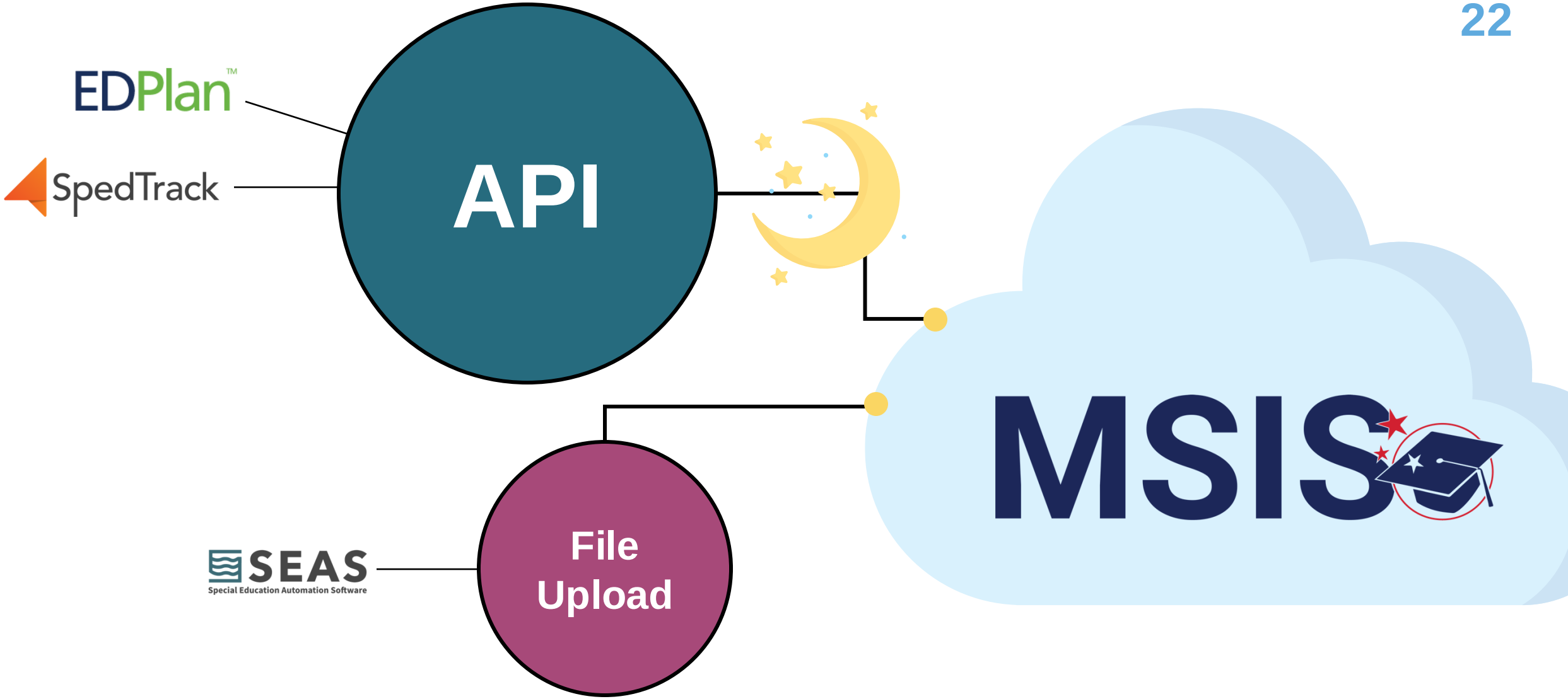
API ready for SPED Roster

SEAS

Special Education Automation Software

API in development.

Roster Report export available while API is in development.


EDPlan™
SpedTrack
API
File Upload
SEAS
Special Education Automation Software
MSIS

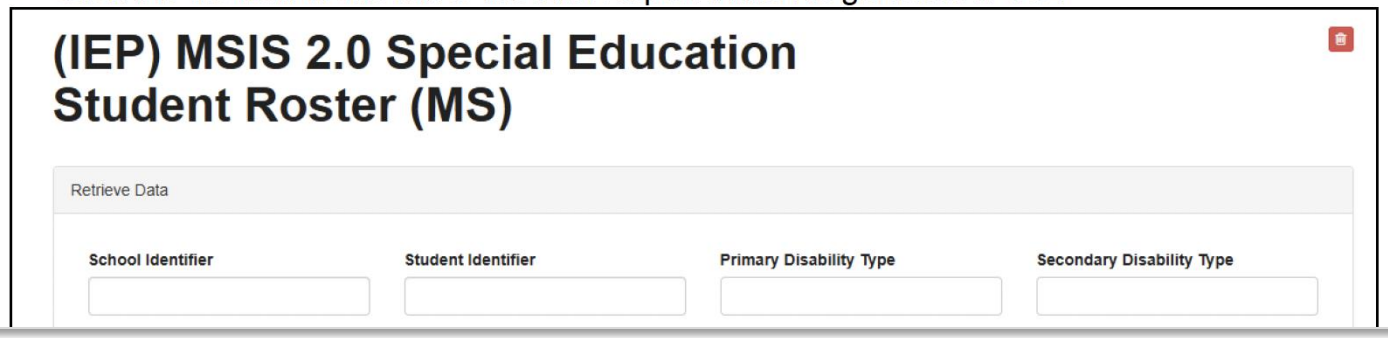
SEAS
Student Performance Platform

Preparing the (IEP) MSIS 2.0 Special Education Student Roster (MS) for Upload to MSIS 2.0

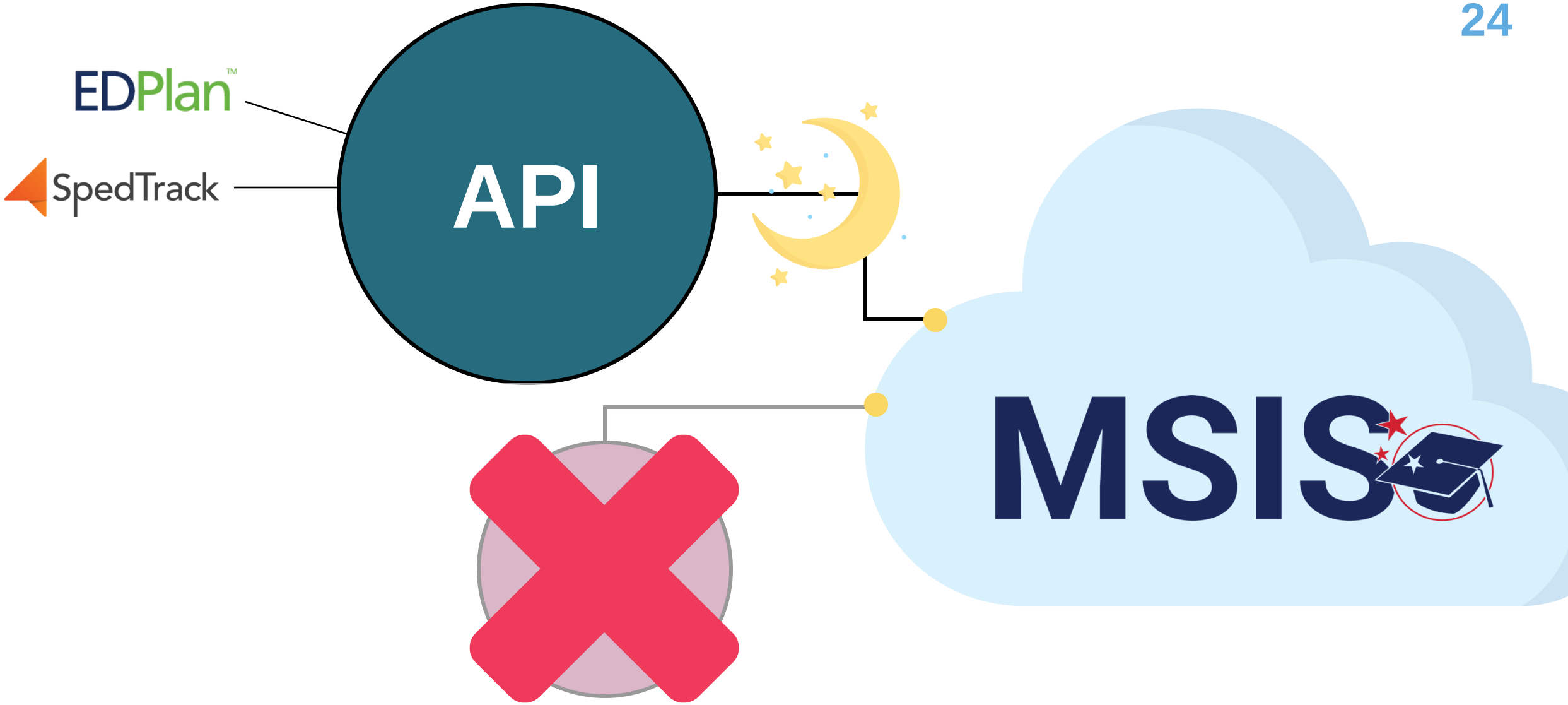
This document explains how to download and name your roster report for uploading to MSIS 2.0.

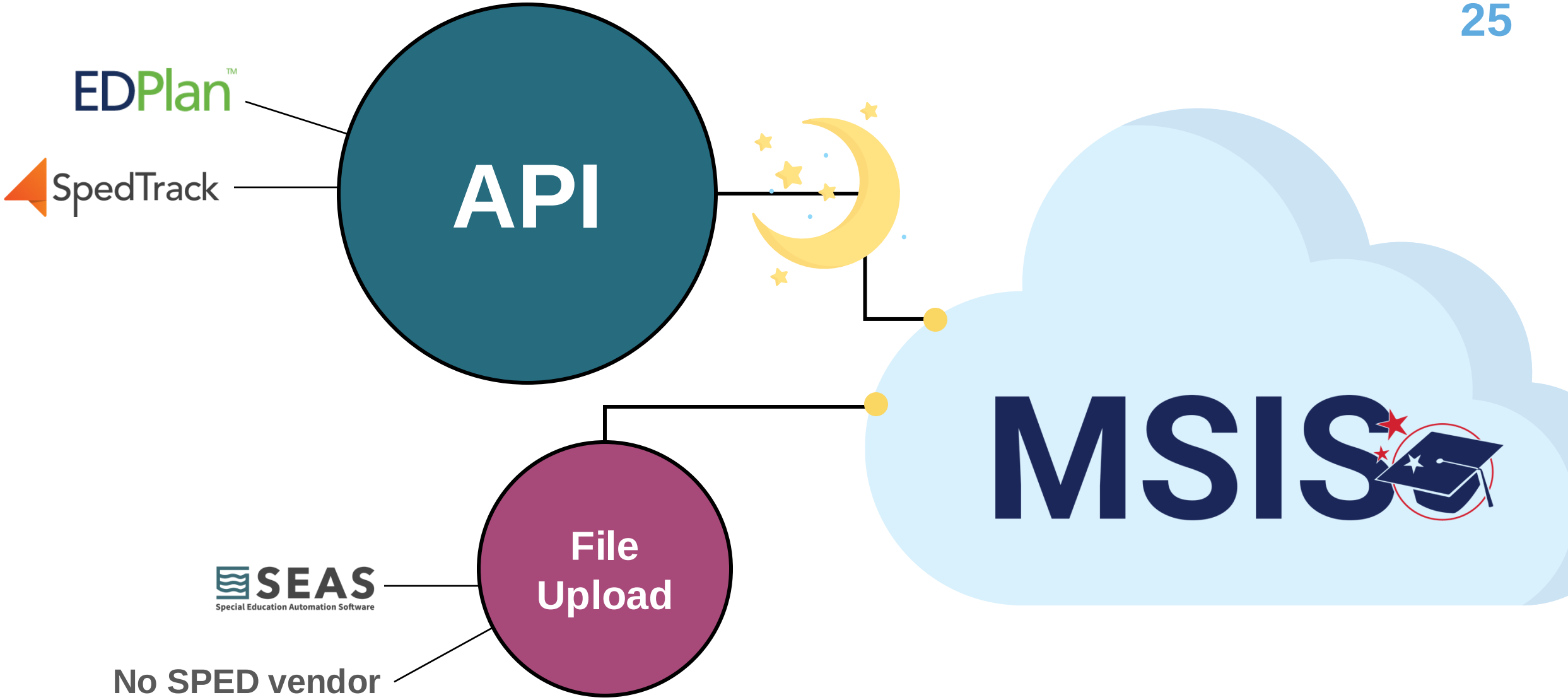
To access, download, and rename the (IEP) MSIS 2.0 Special Education Student Roster (MS) report:

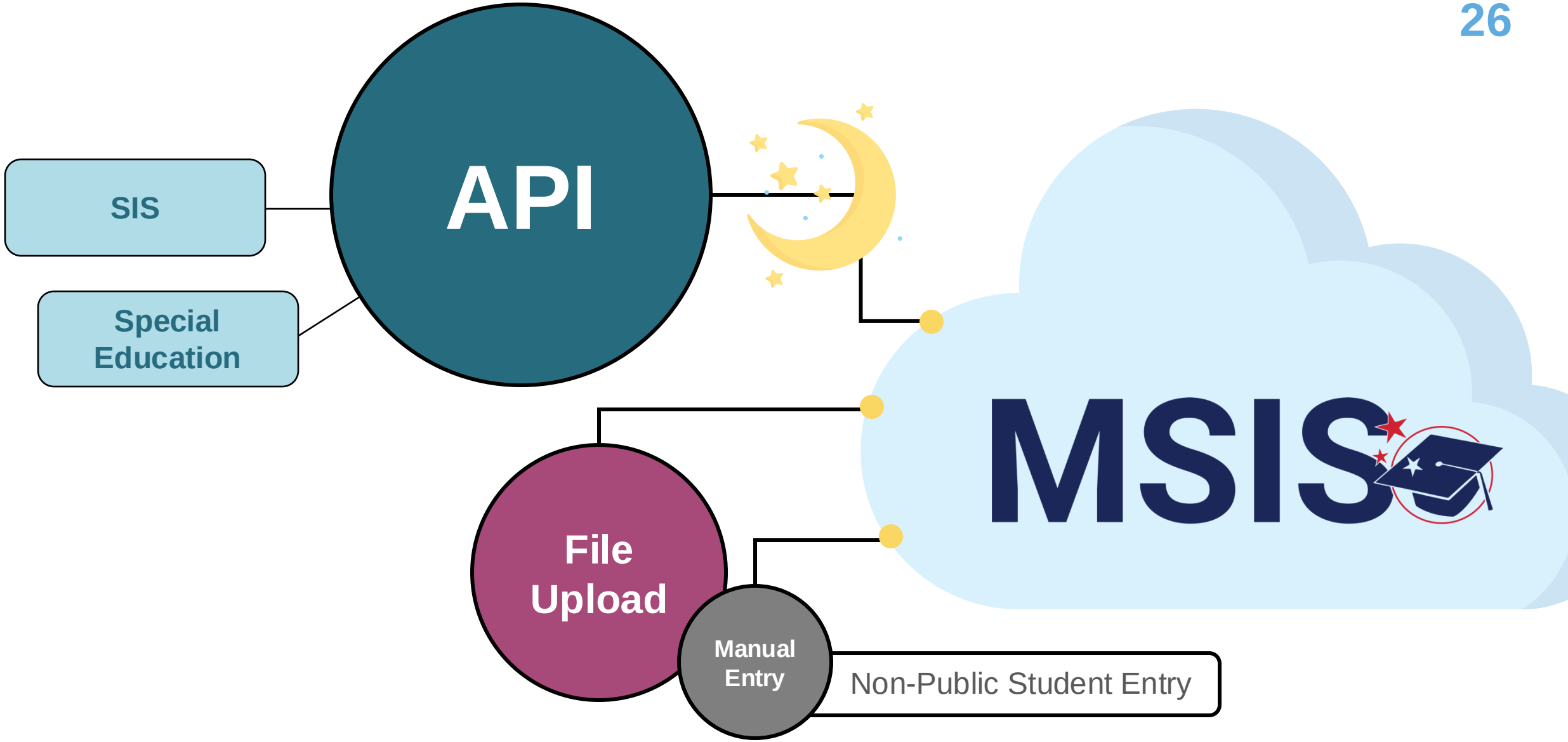
- Locate the top toolbar of Attain
- Click on Reports
- Open the report named (IEP) MSIS 2.0 Special Education Student Roster (MS)
- Click Run Report
- Click the file icon to the left of the Run Report button to generate a CSV



Preparing the Special Education Student Roster for Upload


EDPlan™
SpedTrack
API
MSIS


EDPlan™
SpedTrack
API
MSIS
SEAS
Special Education Automation Software
File Upload
No SPED vendor


SIS
Special Education
API
File Upload
Manual Entry
Non-Public Student Entry
MSIS

Q&A

Data Elements

	A	B
1	**Refer to Element Details and Definitions document for specific definitions and field options**	
2	**Each tab must be saved as a separate CSV file and uploaded via MSIS**	
3		
4		
5	**Special Education Student Roster (One record for every special education student being served or exiting services)**	
6	School Year	Last year of School Year (Ex: 2024-2025 = 2025)
7	LEA Identification System	"SEA" for all records
8	LEA Identifier	4 digit district number, include leading zeros
9	School Identification System	"SEA" for all records
10	School Identifier	4 digit district number and 3 digit school number seperated by hyphen. Include lea
11	Student Identifier	MSIS ID
12	Primary Disability Type	Primary Disability
13	Secondary Disability Type	Secondary Disability
14	Exit Date	Date services discontinued
15	SCD Indicator	Yes/No
16	LRE Early Childhood	Early Childhood LRE
17	LRE School Age	School Age LRE
18		
19	**Special Education Early Learning Outcomes (One record for every special education student ages 3-5)**	
20	School Year	Last year of School Year (Ex: 2024-2025 = 2025)
21	LEA Identification System	"SEA" for all records
22	LEA Identifier	4 digit district number, include leading zeros
23	School Identification System	"SEA" for all records
24	School Identifier	4 digit district number and 3 digit school number seperated
25	Student Identifier	MSIS ID
26	Outcome A Progress	Outcome A Progress Indicator
27	Outcome B Progress	Outcome B Progress Indicator
28	Outcome C Progress	Outcome C Progress Indicator
29	Outcome A Entry Score	Outcome A Entry Score
30	Outcome A Entry Score Date	Outcome A Entry Score Date

File Layouts - Start Here | Student Roster | Early Learning Outcomes | Evaluation Data | IEP Data | Related Services | Accommodations

Ready | Accessibility: Good to go

MSIS | DATA DOMAIN MAPPING

DOMAIN: SPECIAL EDUCATION | **General Information**

All data elements will be collected via API from Special Education package.
If district does not have a Special Education package, the district will provide data elements via file upload.

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Legacy collection
Local Education Agency Identification System	A coding scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to a local education agency.	"SEA" for all records.	**SEA** - State Education Agency assigned number	MSD File
Local Education Agency Identifier	A unique number or alphanumeric code assigned to a local education agency by a school system, a state, or other agency or entity.		None	MSD File
School Identification System	A coding scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an institution.	"SEA" for all records.	**SEA** - State Education Agency assigned number	MSD File
School	A unique number or alphanumeric		None	MSD File

MSIS
Special Education | FILE UPLOAD

Special Education File Layout Spreadsheet
Spreadsheet tabs include:
- File Layouts (Start Here)
- Student Roster (p. 2)
- Early Learning Outcomes (p. 6)
- Evaluation Data (p. 9)
- IEP Data (p. 12)
- Related Services (p. 22)
- Accommodations (p. 27)

Updated April 2023

MSIS LEGACY **LRE Mapping**

LRE | MSIS Educational Environment for Early Childhood

Legacy Code	Definition	MSIS 2.0 Code	Definition
PL	Regular program less than ten (10) hours per week and served in another location	**REC09YOTHLOC**	**Other location regular early childhood program (less than 10 hours)**
PJ	Regular program ten (10) or more hours per week and served in another location	**REC10YOTHLOC**	**Other location regular early childhood program (at least 10 hours)**
PK	Regular program less than ten (10) hours per week and served in the regular program	**REC09YSVCS**	**Services regular early childhood program (less than 10 hours)**
PI	Regular program ten (10) or more hours per week and served in the regular program	**REC10YSVCS**	**Services regular early childhood program (at least10 hours)**
PG	Separate Class	**SC**	**Separate special education class**
PF	Separate School	**SS**	**Separate school**
PE	Residential Facility	**RF**	**Residential Facility**
PC	Home	**H**	**Home**
PH	Service Provider Location	**SPL**	**Service provider or other location not in any other category**

	A	B
1	**Refer to Element Details and Definitions document for specific definitions and field options**	
2	**Each tab must be saved as a separate CSV file and uploaded via MSIS**	
3		
4		
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File Layouts - Start Here | Student Roster | Early Learning Outcomes | Evaluation Data | IEP Data | Related Services | Accommodations

Ready Accessibility: Good to go

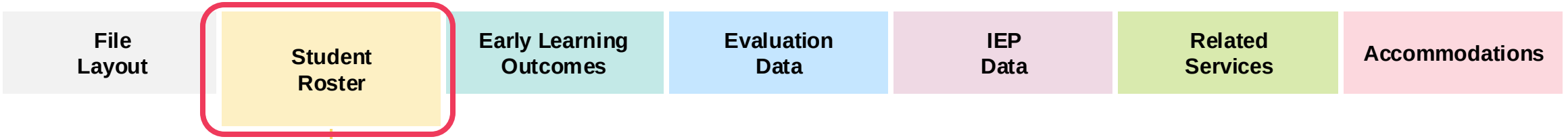
https://www.mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS2/DomainMap/SPED/sped_file_layout_example.xlsx

Data Elements

File Layouts	Student Roster	Early Learning Outcomes	Evaluation Data	IEP Data	Related Services	Accommodations

General overview of the file layout.

Data Elements: Student Roster



General information for every special education student.

Replaces: Manual Entry

Special Ed Student Update Screen

Data Elements: Student Roster

School Year

LEA Identification System

LEA Identifier

School Identification System

School Identifier

Student Identifier

Primary Disability Type

Secondary Disability Type

Exit Date

SCD Indicator

LRE Early Childhood

LRE School Age

Data Elements: Student Roster

School Year

4-digit year

Last year of School Year
(2025)

LEA Identification System

SEA
For all records

LEA Identifier

4-digit LEA number
(0000)

Include leading 0’s

Data Elements: Student Roster

School Year

LEA Identification System

LEA Identifier

School Identification System

SEA
for all records

School Identifier

4-digit LEA number +
3-digit school number
(0000-000)

Include leading 0's

Student Identifier

9-digit MSIS ID
(000000000)

Include leading 0's

Data Elements: Student Roster

School Year

LEA Identification System

LEA Identifier

School Identification System

School Identifier

Student Identifier

Primary Disability Type

Review option set

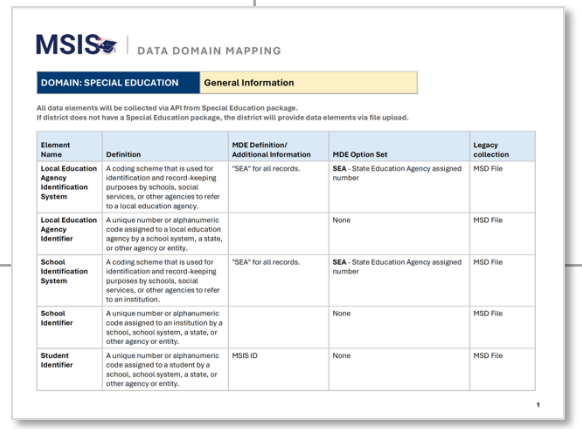
Use 2-3 character code only (AUT)

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set
Primary Disability Type	The major or overriding disability condition that best describes a person's impairment.	Primary Eligibility	**AUT** - Autism **DB** - Deaf-blindness **DD** - Developmental delay **EMN** - Emotional disturbance **HI** - Hearing impairment **ID** - Intellectual Disability **MD** - Multiple disabilities **OI** - Orthopedic impairment **OHI** - Other health impairment **SLD** - Specific learning disability **SLI** - Speech or language impairment **TBI** - Traumatic brain injury **VI** - Visual impairment

AU is now AUT

EMD is now EMN

LS is now SLI



MSIS | DATA DOMAIN MAPPING

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Student Identifier	A unique number or alphanumeric code assigned to a student by a school, school system, a state, or other agency or entity.	MSIS ID	None	MSD File

Data Elements: Student Roster

School Year

LEA Identification System

LEA Identifier

School Identification System

School Identifier

Student Identifier

Primary Disability Type

Review option set

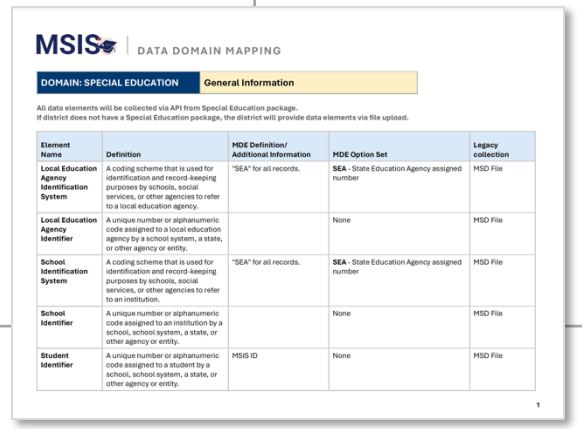
Use 2-3 character code only
(AUT)

Secondary Disability Type

OPTIONAL
Review option set

Use 2-digit numeric code only
(09)

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set
Disability Condition Type	Codes identifying the set of disability conditions.	Secondary Eligibility	**00** - No disability or impairment known or reported **01** - Blindness or Visual Impairment **02** - Cerebral Palsy **03** - Chronic Illness **04** - Deafness or Hearing Impairment **05** - Drug or Alcohol Addiction **06** - Emotionally/Psychologically Disabled: e.g., schizophrenia or depression **07** - Epilepsy or Seizure Disorders **08** - Intellectual Disability **09** - Orthopedic Impairment **10** - Specific learning disability **11** - Speech or Language impairment **99** - Other type of impairment



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School Identifier	A unique number or alphanumeric code assigned to an institution by a school, school system, a state, or other agency or entity.		None	MSD File
Student Identifier	A unique number or alphanumeric code assigned to a student by a school, school system, a state, or other agency or entity.	MSIS ID	None	MSD File

1

Secondary eligibilities are **not required** for federal reporting and should only be used **if a student has a secondary eligibility.**

This data element has been included as an optional collection to align with the Common Education Data Standards (CEDS) initiative.

If there is no secondary eligibility, districts can use the code **00** (No disability known or reported), **or leave the field blank.**

If a secondary eligibility code is provided in the field, it will be sent to MSIS for reporting.

Data Elements: Student Roster

School Year

LEA Identification System

LEA Identifier

School Identification System

School Identifier

Student Identifier

Primary Disability Type

Secondary Disability Type

Exit Date

YYYY-MM-DD
Date services discontinued.
Include leading 0's

SCD Indicator

Yes/No

Data Elements: Student Roster

LRE Early Childhood

REC09YOTHLOC

REC10YOTHLOC

REC09YSVCS

REC10YSVCS

SC

SS

RF

H

SPL

Review option set for definitions. Leave blank if N/A.

LRE School Age

RC80

RC79TO40

RC39

SS

RF

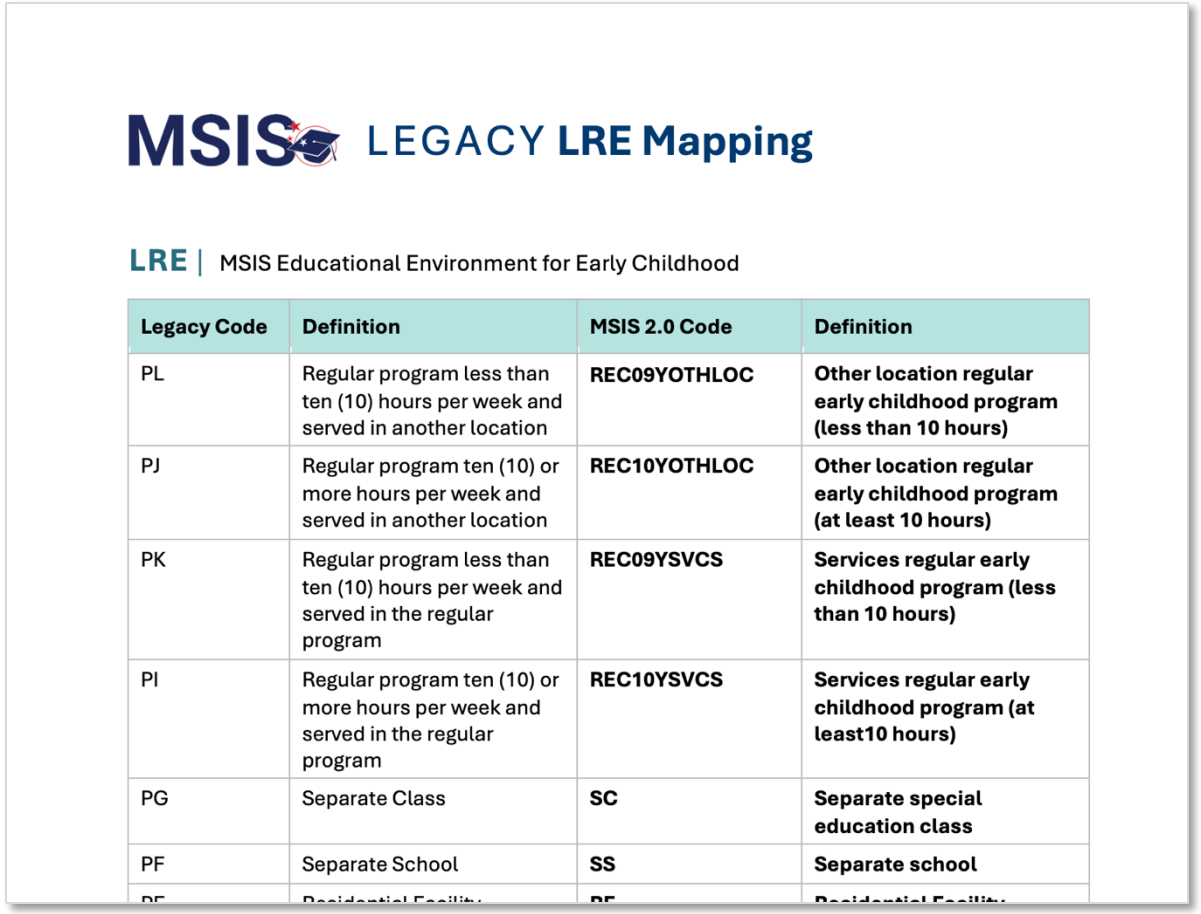
HH

CF

PPPS

Review option set for definitions. Leave blank if N/A.

Legacy LRE Mapping



MSIS LEGACY LRE Mapping

LRE | MSIS Educational Environment for Early Childhood

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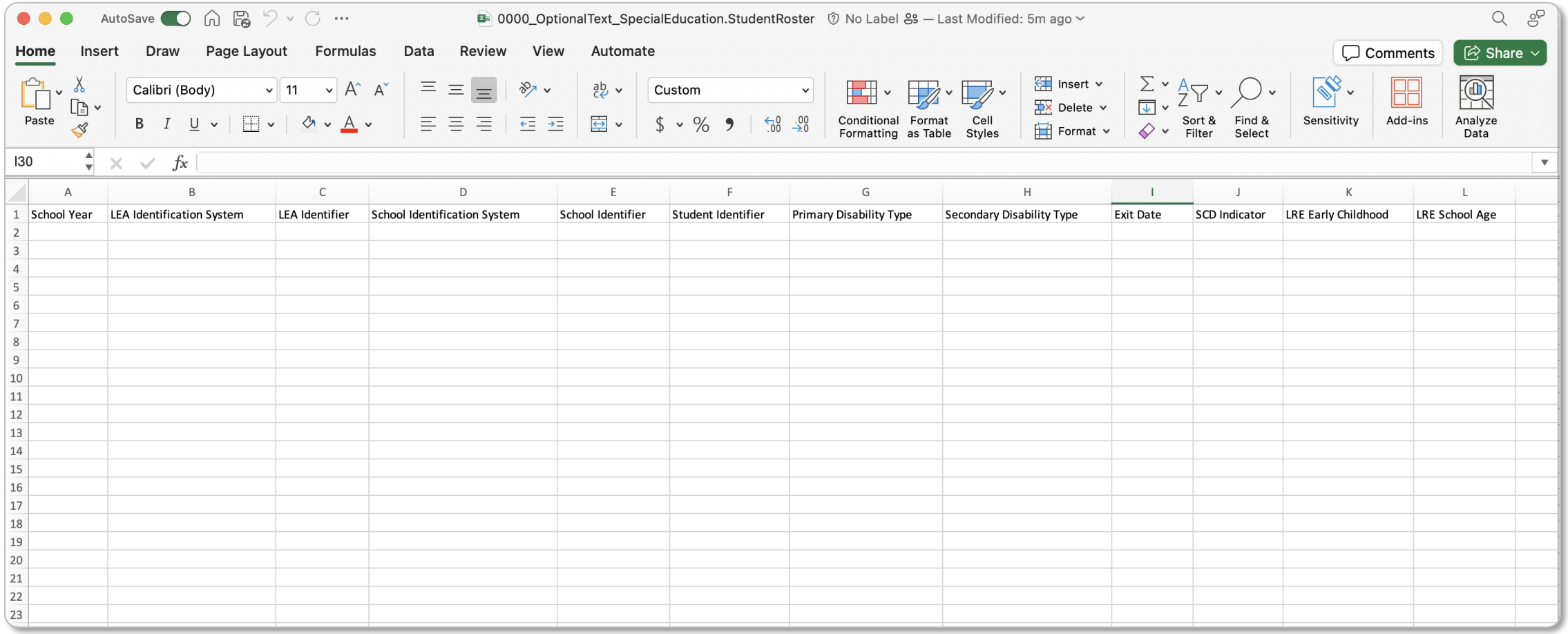
https://www.mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS2/DomainMap/SPED/sped_legacy_mapping.pdf

File Template



	A	B	C	D	E	F	G	H	I	J	K	L
1	School Year	LEA Identification System	LEA Identifier	School Identification System	School Identifier	Student Identifier	Primary Disability Type	Secondary Disability Type	Exit Date	SCD Indicator	LRE Early Childhood	LRE School Age
2												
3												
4												
5												
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SpecialEducation.StudentRoster Template (CSV)

Who should be included in the Student Roster file?

Students who have/had an active IEP or Service Plan in this school year

Students who are no longer on an IEP should have an exit date entered

Age – When we discuss age, it is the child's age as of December 1.

Q&A

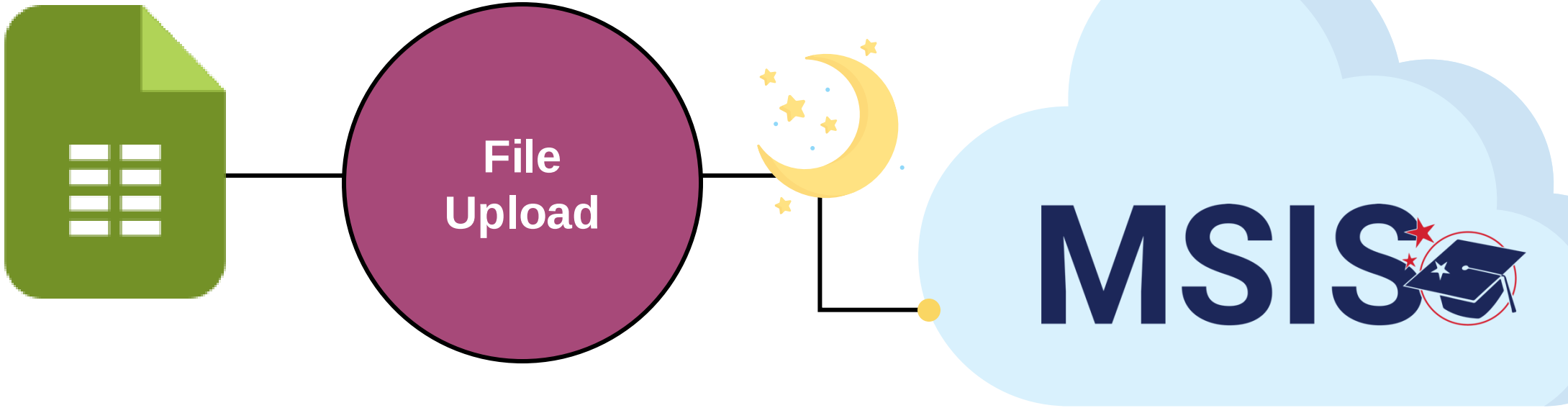
File Upload

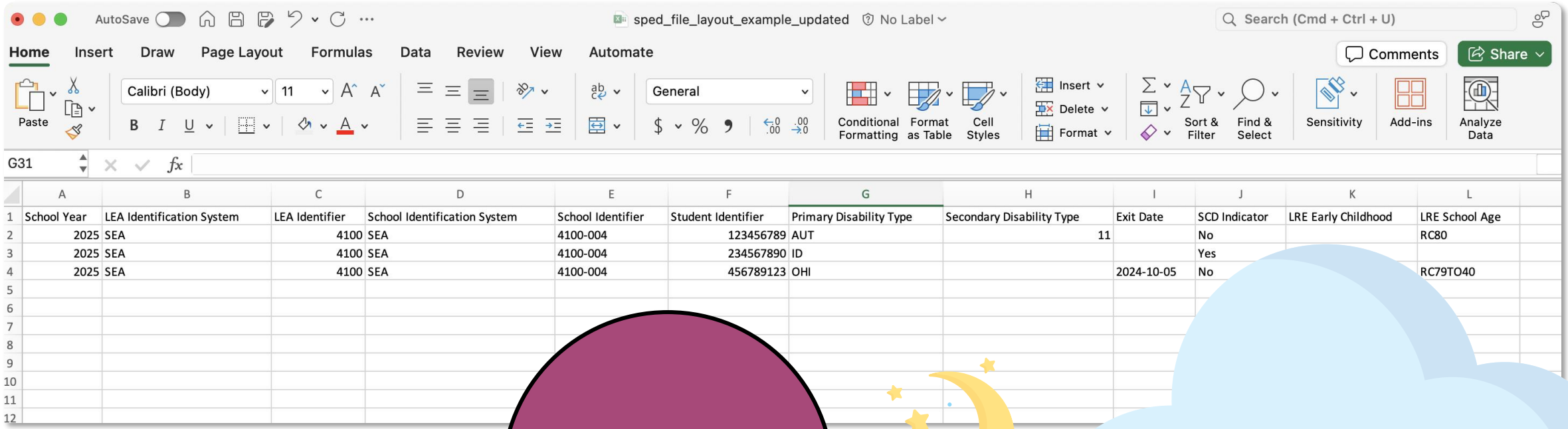
MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Welcome
Sign In
msis.mdek12.org

Permission: Special Education

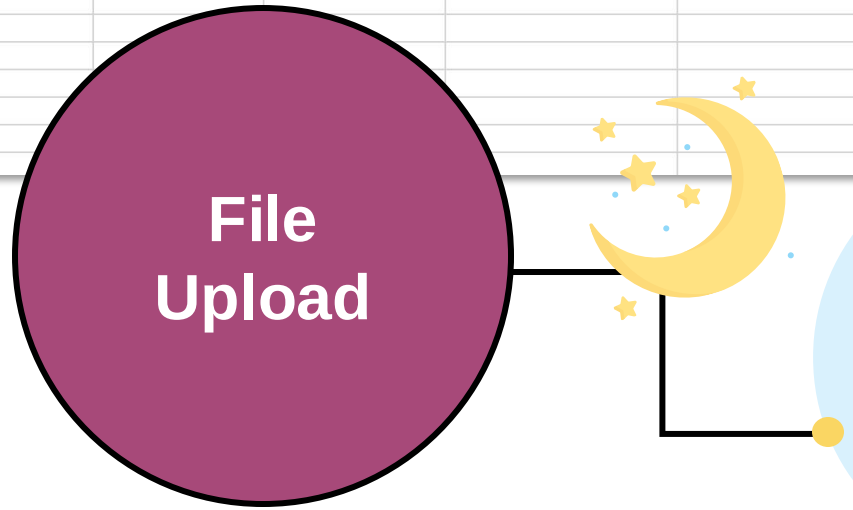
MSIS

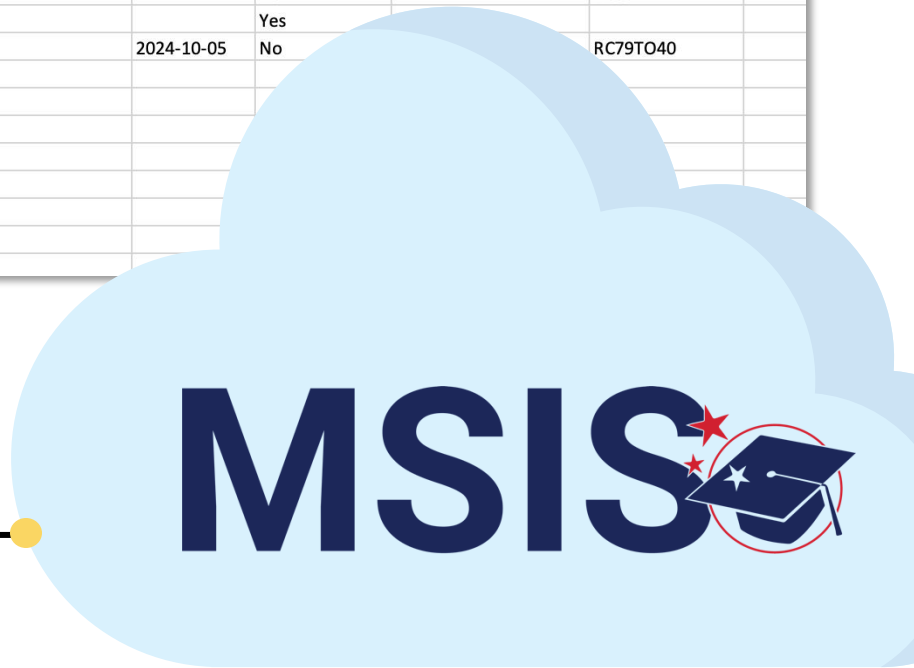
SEAS
Special Education Automation Software

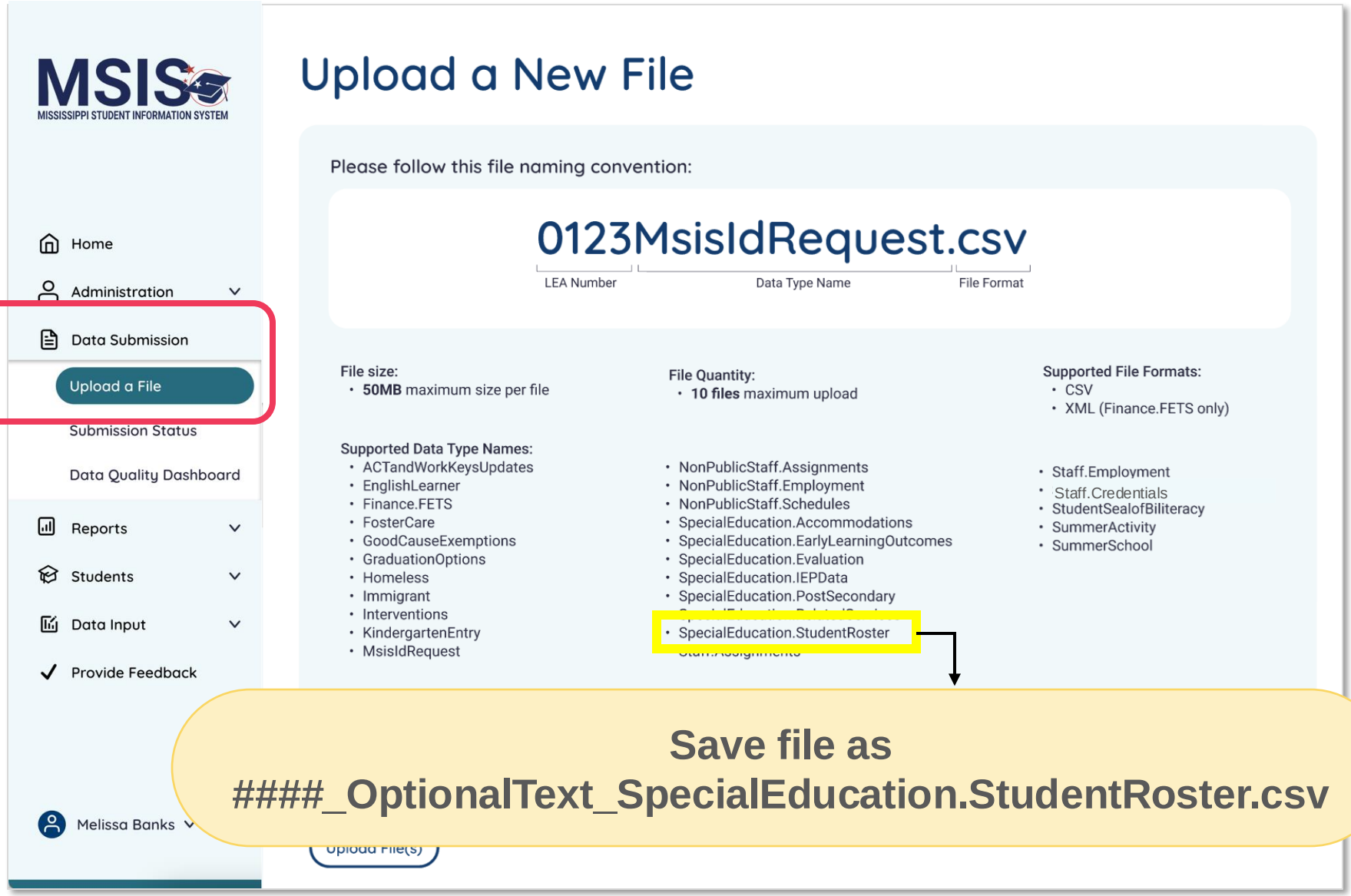




	A	B	C	D	E	F	G	H	I	J	K	L
1	School Year	LEA Identification System	LEA Identifier	School Identification System	School Identifier	Student Identifier	Primary Disability Type	Secondary Disability Type	Exit Date	SCD Indicator	LRE Early Childhood	LRE School Age
2	2025	SEA	4100	SEA	4100-004	123456789	AUT	11		No		RC80
3	2025	SEA	4100	SEA	4100-004	234567890	ID			Yes		
4	2025	SEA	4100	SEA	4100-004	456789123	OHI		2024-10-05	No		RC79TO40
5												
6												
7												
8												
9												
10												
11												
12												



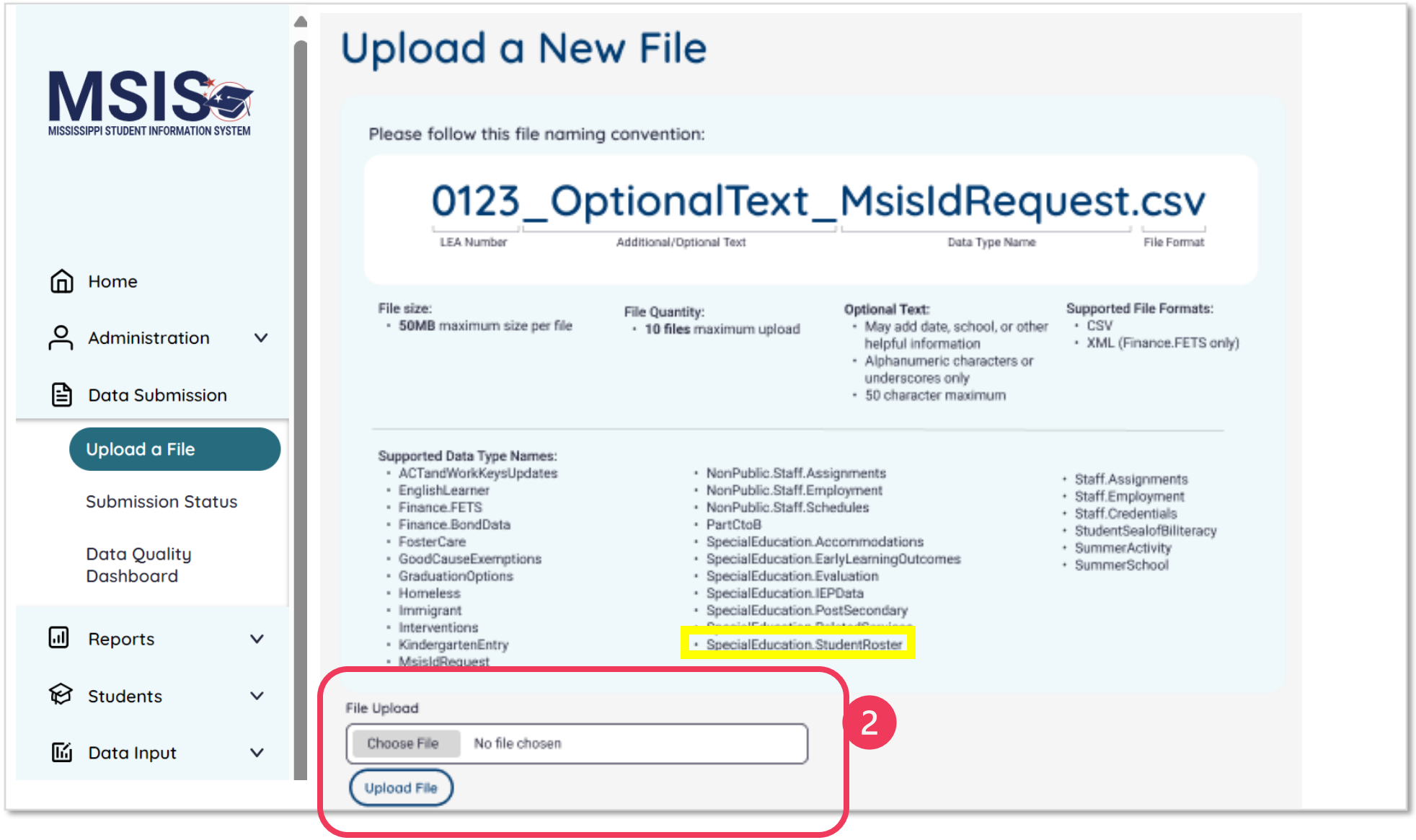




QRG

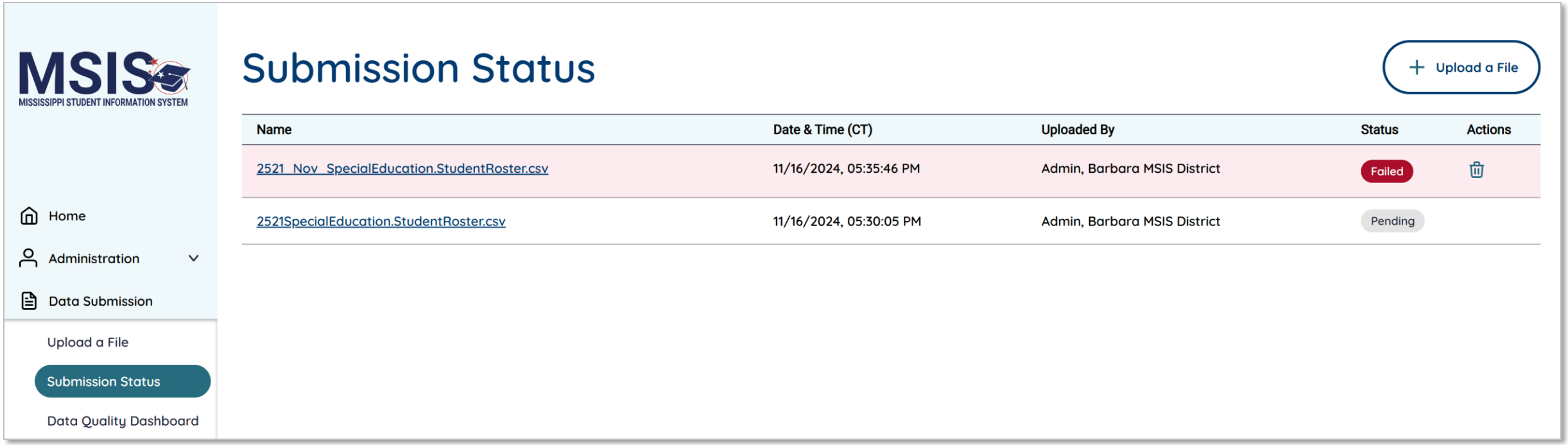
mdek12.org/msis/msis-resource-library/

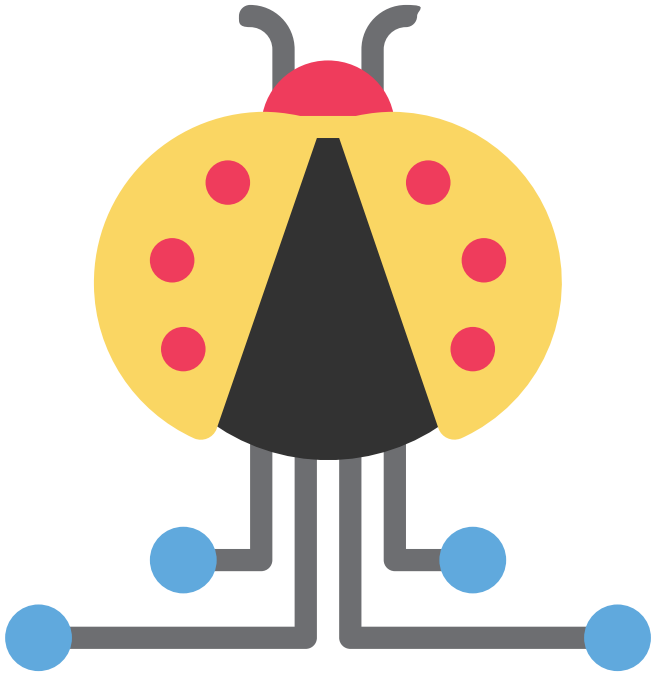
MISSISSIPPI DEPARTMENT OF EDUCATION


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:
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.StudentRoster
Staff.Assignments
Staff.Employment
Staff.Credentials
StudentSealofBiliteracy
SummerActivity
SummerSchool
File Upload
Choose File
No file chosen
Upload File
2

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
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_Nov_SpecialEducation.StudentRoster.csv
Failed
Row 2 - Field LEAIdentifier - Error: The LEA Identifier is blank or invalid., Row 2 - Field SCDIndicator - Error: The SCD Indicator is blank or invalid., Row 3 - Field LREEarlyChildhood - Error: The LRE Early Childhood is invalid. (TraceId: 00-ccc8563cf57cd41b8201b841b4f08fb9-1436a7040173b4b8-00)
Try Again
3

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
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
2521SpecialEducation.StudentRoster.csv
Completed
4
View Files
Upload More Files

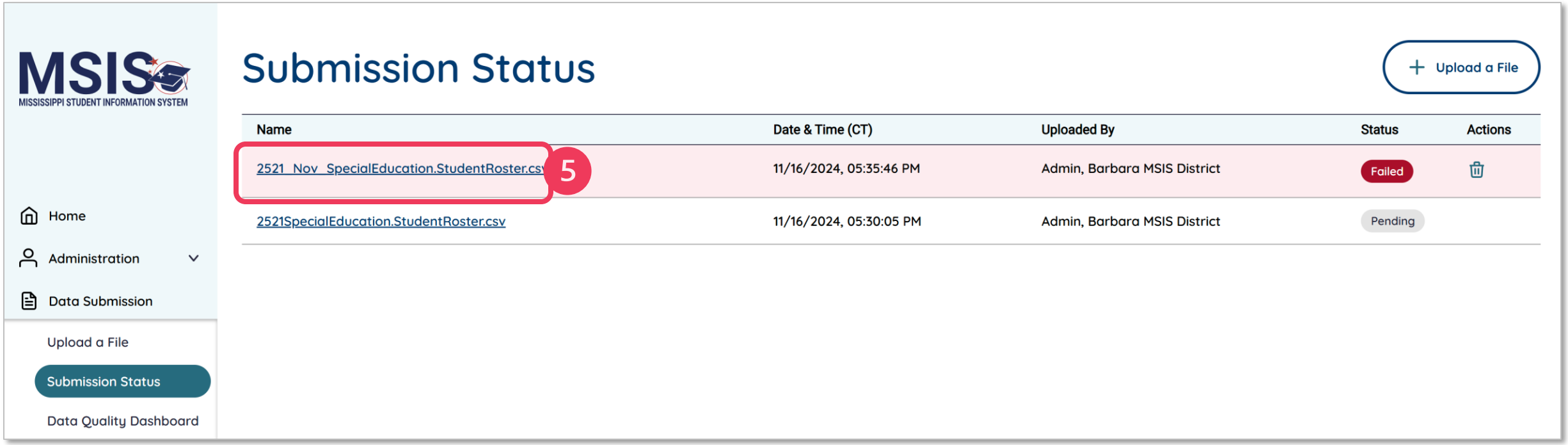

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Home
Administration
Data Submission
Upload a File
Submission Status
Data Quality Dashboard
Submission Status
Upload a File
Name
Date & Time (CT)
Uploaded By
Status
Actions
2521_Nov_SpecialEducation.StudentRoster.csv
11/16/2024, 05:35:46 PM
Admin, Barbara MSIS District
Failed
2521SpecialEducation.StudentRoster.csv
11/16/2024, 05:30:05 PM
Admin, Barbara MSIS District
Pending



Pending = **May be Success**

Failed = **Failed**

click on the file name to see errors


MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Home
Administration
Data Submission
Upload a File
Submission Status
Data Quality Dashboard
Submission Status
+ Upload a File
Name
Date & Time (CT)
Uploaded By
Status
Actions
2521_Nov_SpecialEducation.StudentRoster.csv
5
11/16/2024, 05:35:46 PM
Admin, Barbara MSIS District
Failed
2521SpecialEducation.StudentRoster.csv
11/16/2024, 05:30:05 PM
Admin, Barbara MSIS District
Pending

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

- Home
- Administration
- Data Submission
  - Upload a File
  - Submission Status
  - Data Quality Dashboard
- Reports
- Data Input
- Provide Feedback

Barbara MSIS District Admin

< Back

2521_three_SpecialEducation.StudentRoster.csv

Date Uploaded: **11/16/2024**
Uploaded By: **Barbara MSIS District Admin**
Number of Records: **28**

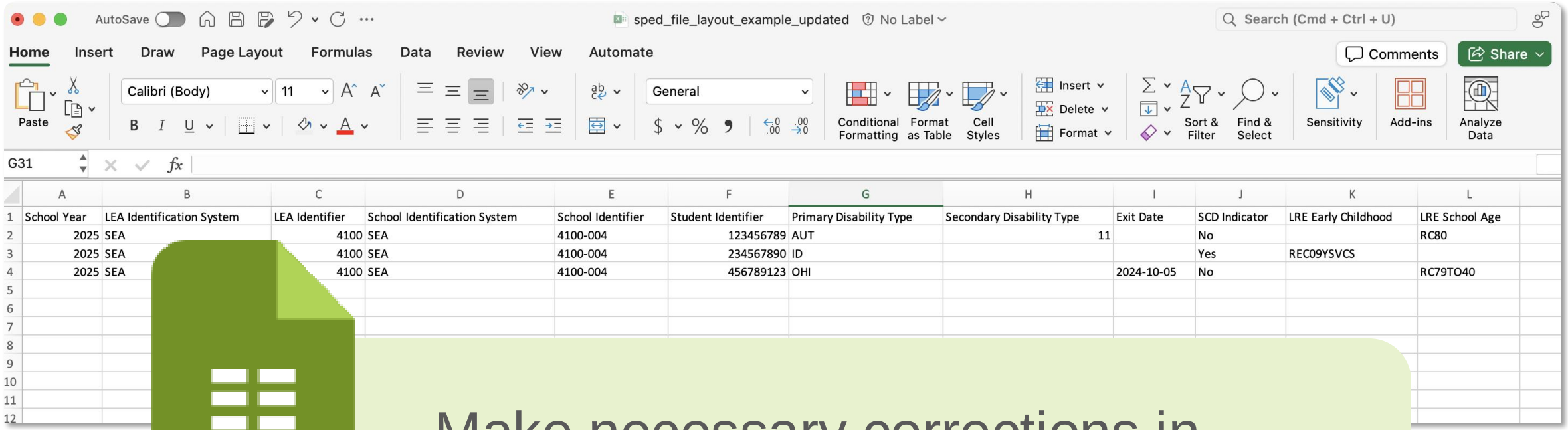
File Status: Failed

! File validation failed. There were 28 errors in your data that need your attention.

Row ID	LEA ID	School ID	MSIS ID	Error	Resolution
4	2521	2521-008	001234567	The SCD Indicator is blank or invalid.	The SCD Indicator is a required field. Ensure the SCD Indicator is "Yes" or "No" for all records.
4	2521	2521-008	001234567	The LRE Early Childhood is invalid.	The LRE Early Childhood is an optional field. Ensure that only one code is entered for LRE Early Childhood. Acceptable code types are REC09YOTHLOC, REC10YOTHLOC, REC09YSVCS, REC10YSVCS, SC, SS, RF, H or SPL.
5	2521	2521-008	009876543	The SCD Indicator is blank or invalid.	The SCD Indicator is a required field. Ensure the SCD Indicator is "Yes" or "No" for all records.
6	2521	2521-008	002000933	The SCD Indicator is blank or invalid.	The SCD Indicator is a required field. Ensure the SCD Indicator is "Yes" or "No" for all records.
7	2521	2521-008	009001236	The SCD Indicator is blank or invalid.	The SCD Indicator is a required field. Ensure the SCD Indicator is "Yes" or "No" for all records.
8	2521	2521-008	007654321	The SCD Indicator is blank or invalid.	The SCD Indicator is a required field. Ensure the SCD Indicator is "Yes" or "No" for all records.
9	2521	2521-008	002345678	The SCD Indicator is blank or invalid.	The SCD Indicator is a required field. Ensure the SCD Indicator is "Yes" or "No" for all records.

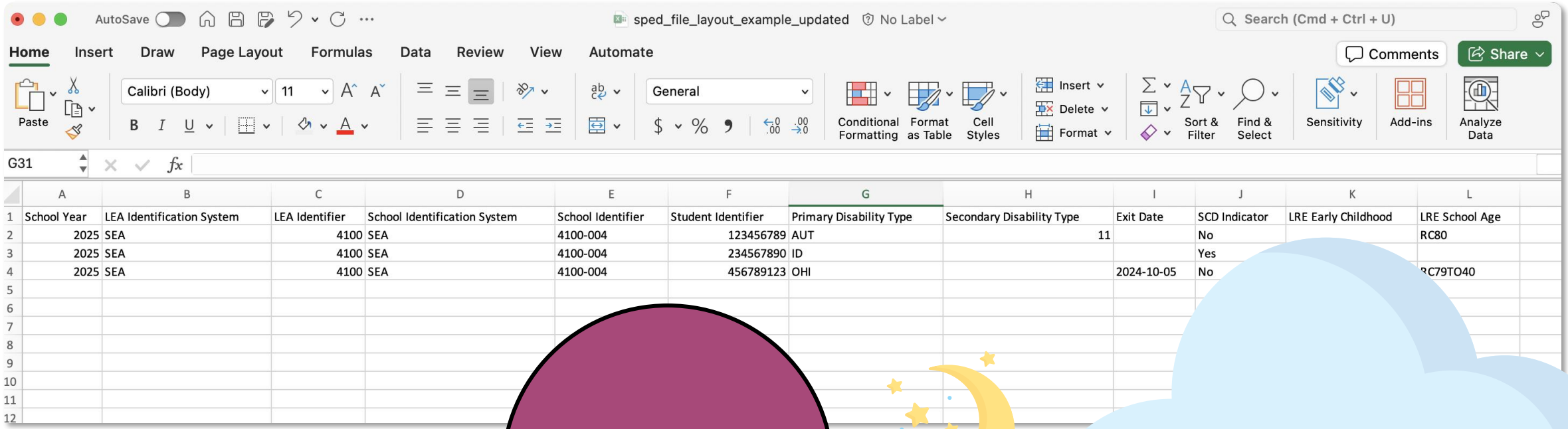
SEAS
Special Education Automation Software

Make necessary corrections in SEAS and rexport the csv file.



	A	B	C	D	E	F	G	H	I	J	K	L
1	School Year	LEA Identification System	LEA Identifier	School Identification System	School Identifier	Student Identifier	Primary Disability Type	Secondary Disability Type	Exit Date	SCD Indicator	LRE Early Childhood	LRE School Age
2	2025	SEA	4100	SEA	4100-004	123456789	AUT	11		No		RC80
3	2025	SEA	4100	SEA	4100-004	234567890	ID			Yes	REC09YSVCS	
4	2025	SEA	4100	SEA	4100-004	456789123	OHI		2024-10-05	No		RC79TO40
5												
6												
7												
8												
9												
10												
11												
12												

Make necessary corrections in the csv file and resave.



	A	B	C	D	E	F	G	H	I	J	K	L
1	School Year	LEA Identification System	LEA Identifier	School Identification System	School Identifier	Student Identifier	Primary Disability Type	Secondary Disability Type	Exit Date	SCD Indicator	LRE Early Childhood	LRE School Age
2	2025	SEA	4100	SEA	4100-004	123456789	AUT	11		No		RC80
3	2025	SEA	4100	SEA	4100-004	234567890	ID			Yes		
4	2025	SEA	4100	SEA	4100-004	456789123	OHI		2024-10-05	No		RC79TO40
5												
6												
7												
8												
9												
10												
11												
12												

File Upload

MSIS

Pending = **May be Success**

ONLY upload one file per day that contains the same students once you reach Pending status

Q&A

Manual Entry

Permission:
CTE or SPED

Coming Soon!

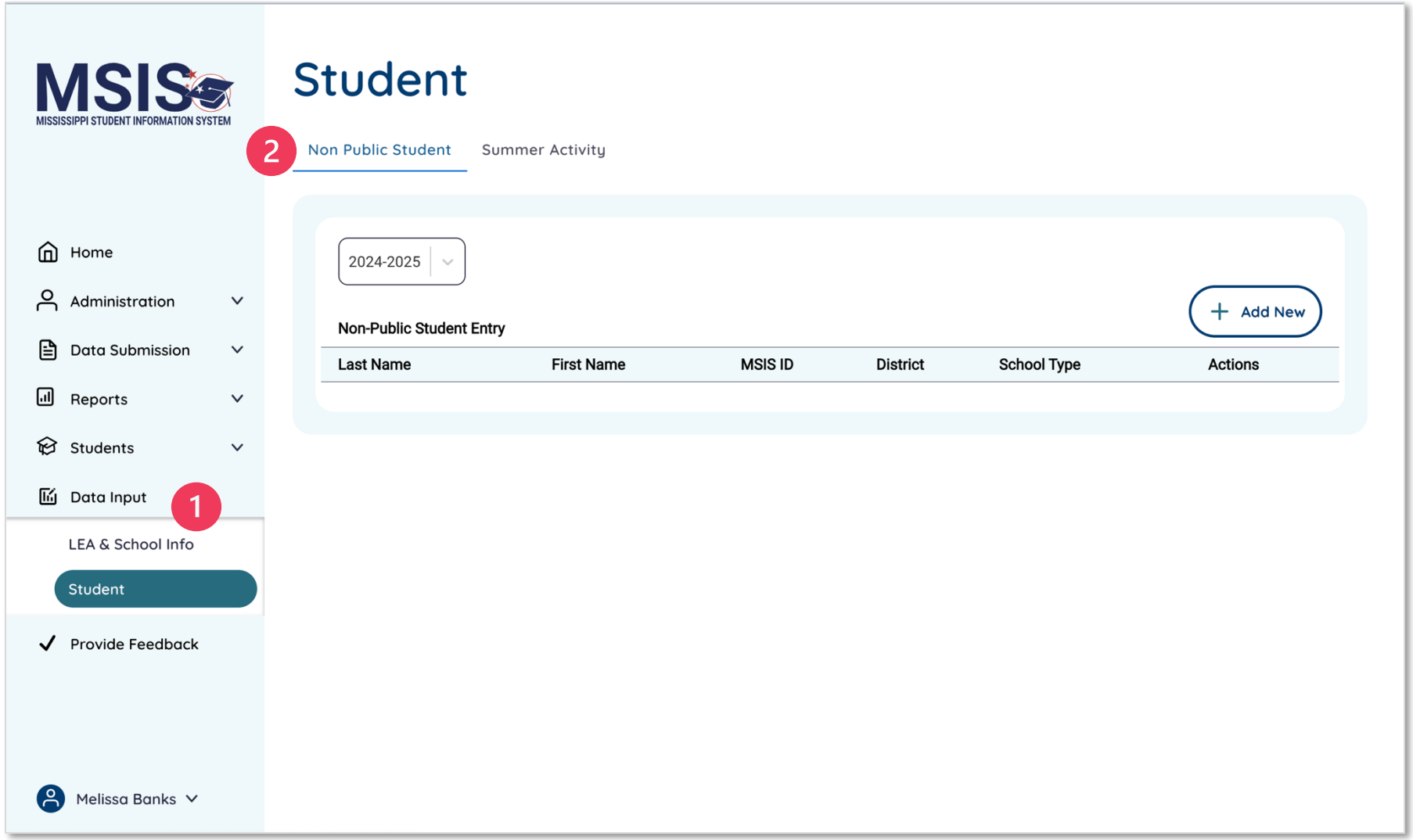
1

Click on the down arrow beside **Data Input** in the left navigation.

Select **Student.**

2

Click **Non-Public Student Entry** tab.



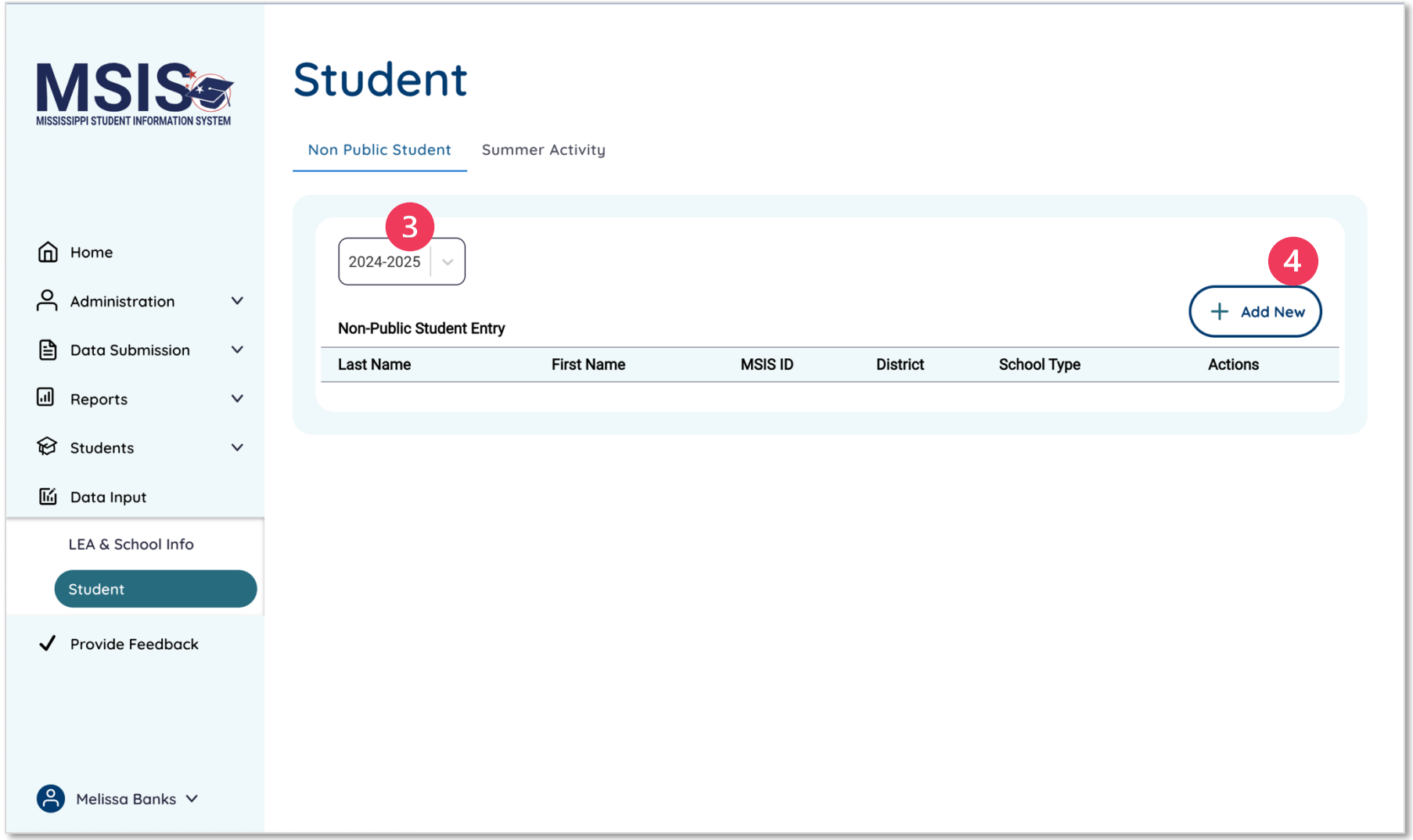
Coming Soon!

3

Click on the school year drop down to select the appropriate school year.

4

Click **Add New** to add a new student.

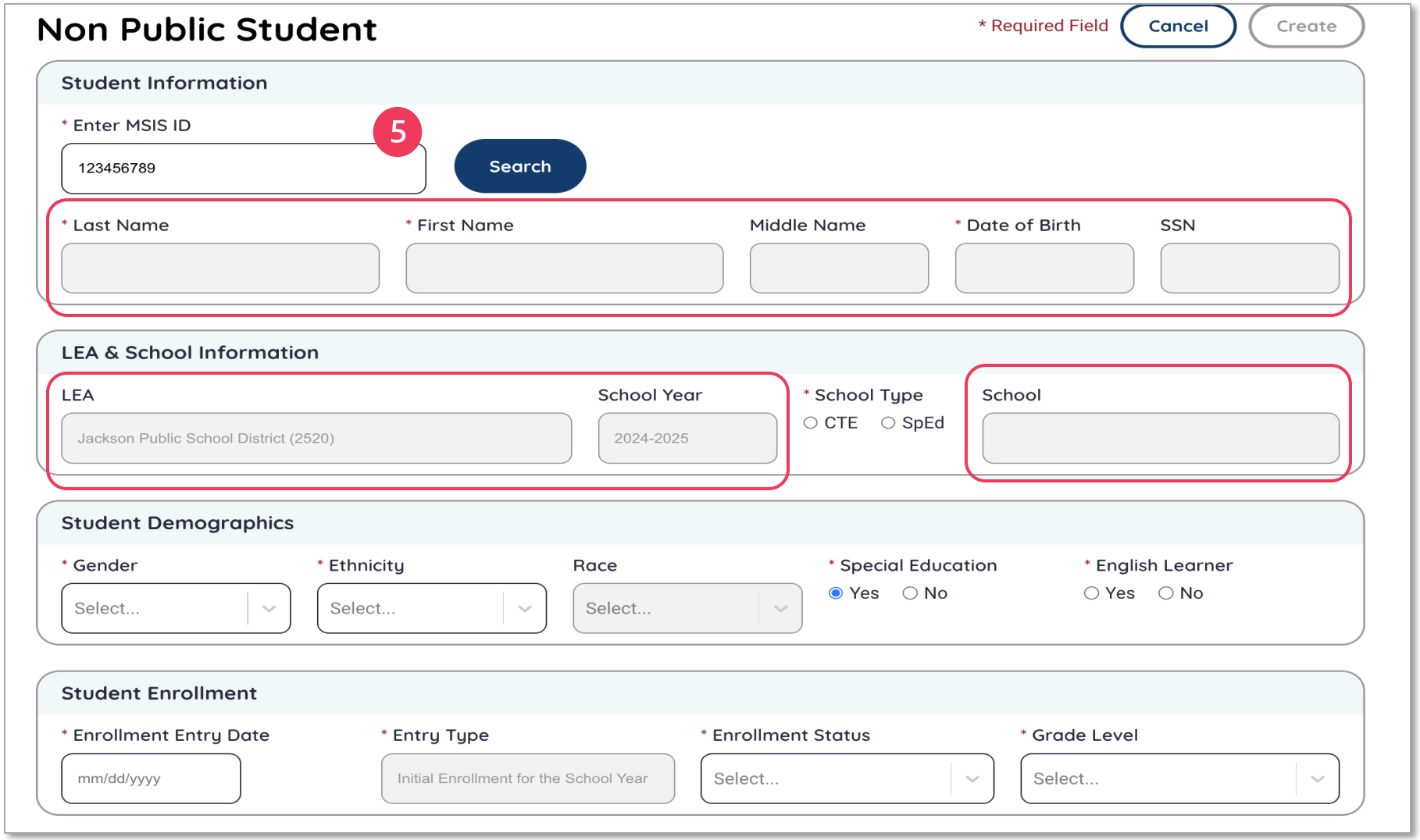


Coming Soon!

5

Enter the student's MSIS ID number and select **Search**.

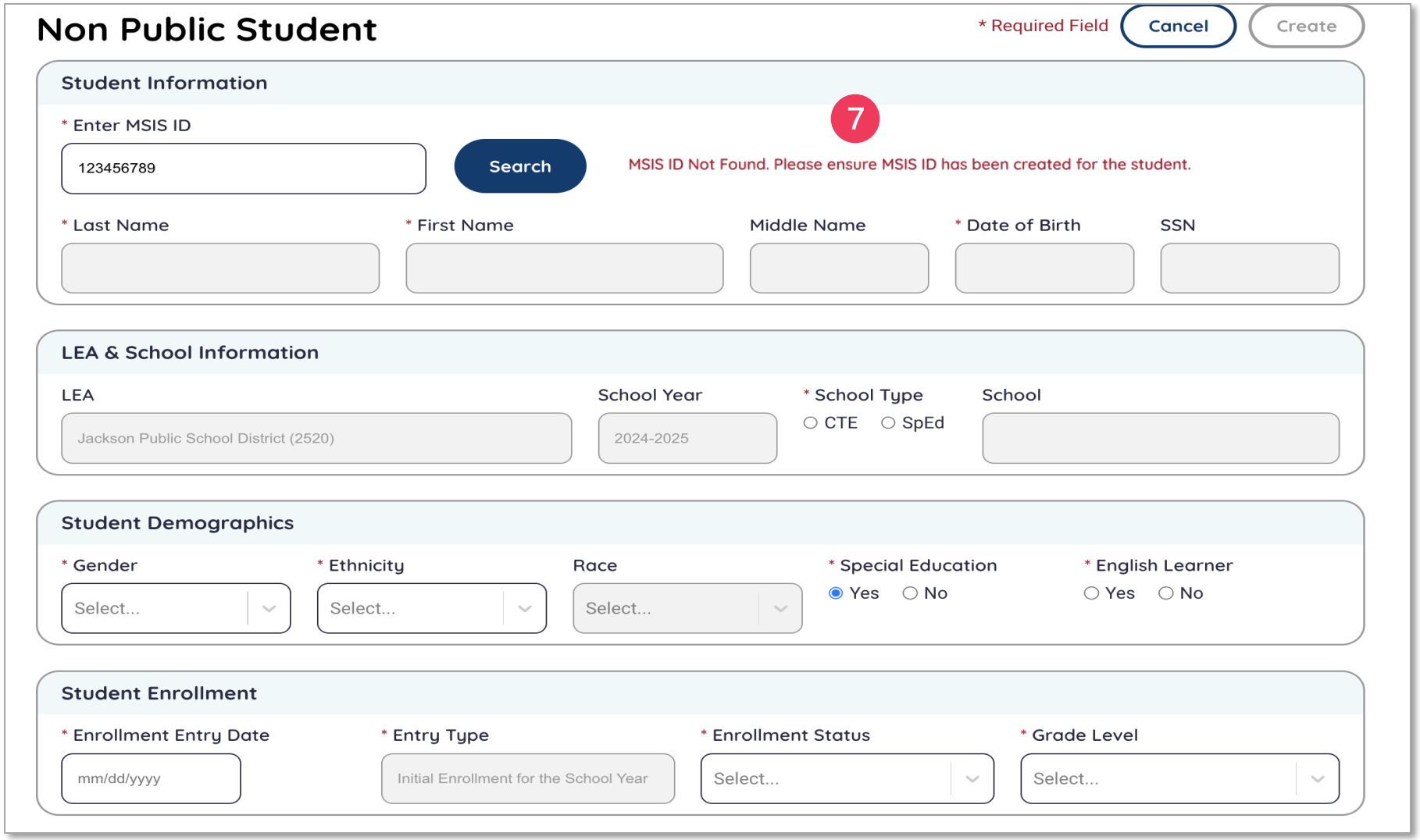
If a student is found in MSIS, the screen will populate with student information.



Coming Soon!

6

If an MSIS ID cannot be found in the system, check to ensure the ID was entered correctly OR request an MSIS ID for the student.



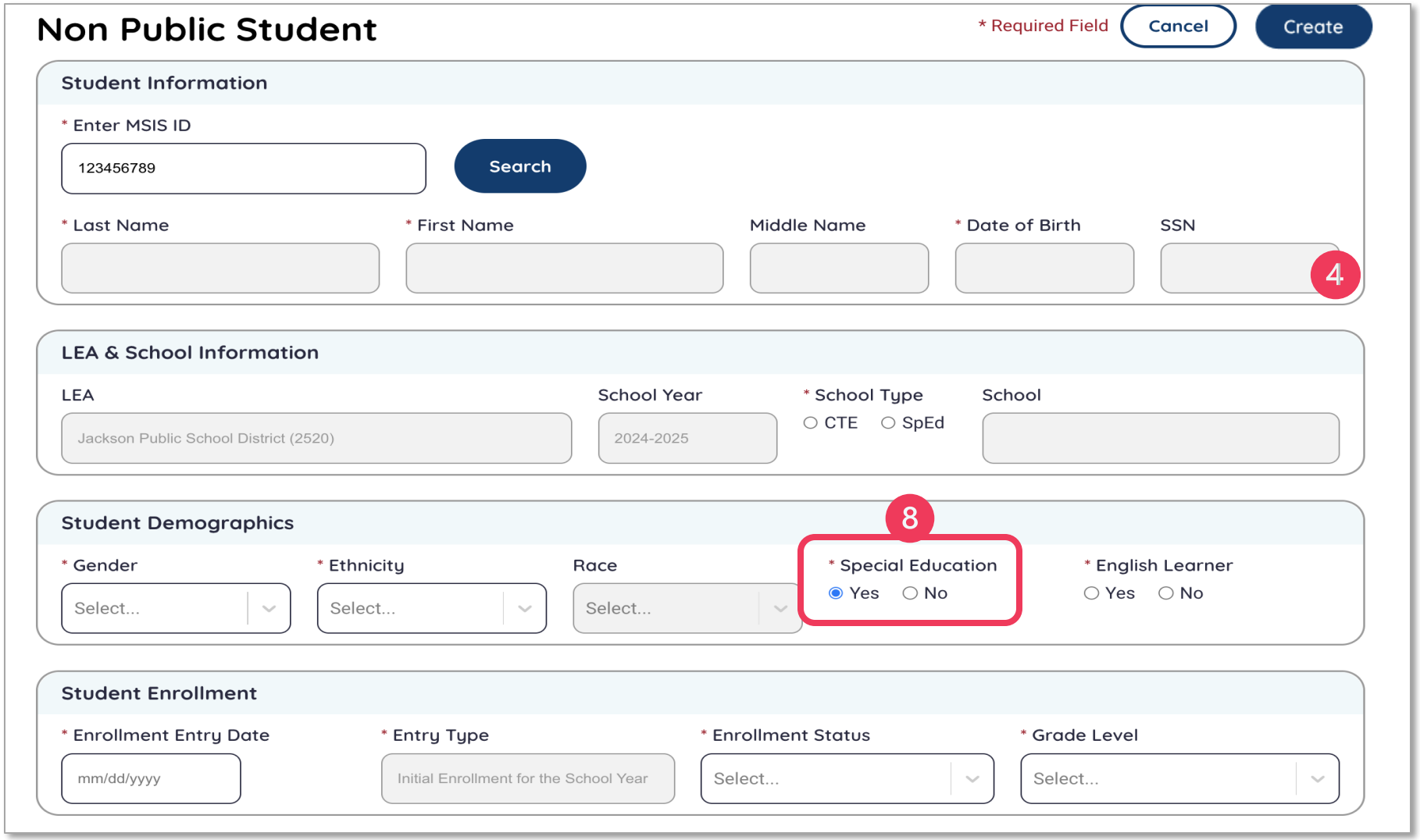
Coming Soon!

8

Select **SPED** for school type.

Complete any fields not prepopulated.

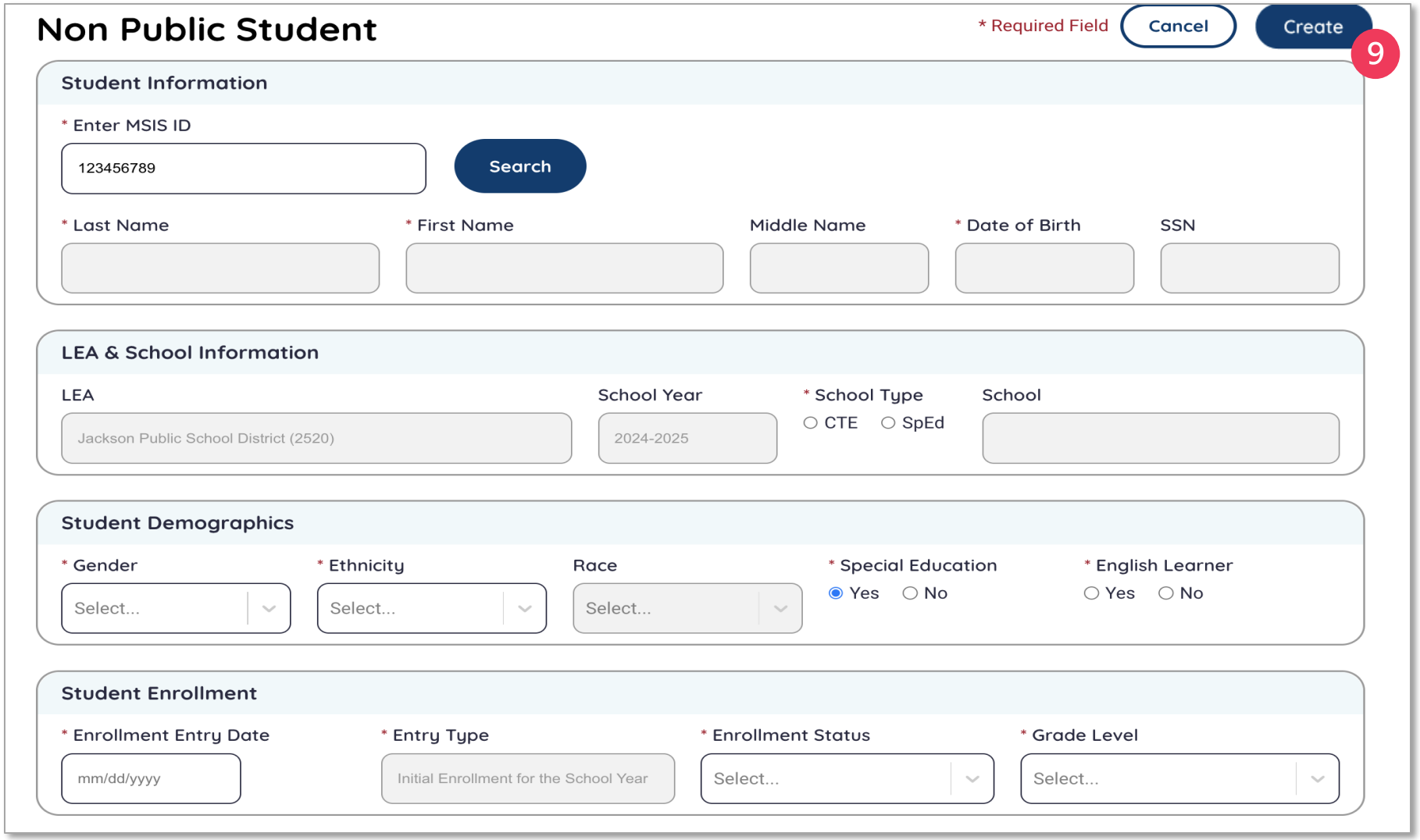
Required fields are marked with an asterisk.



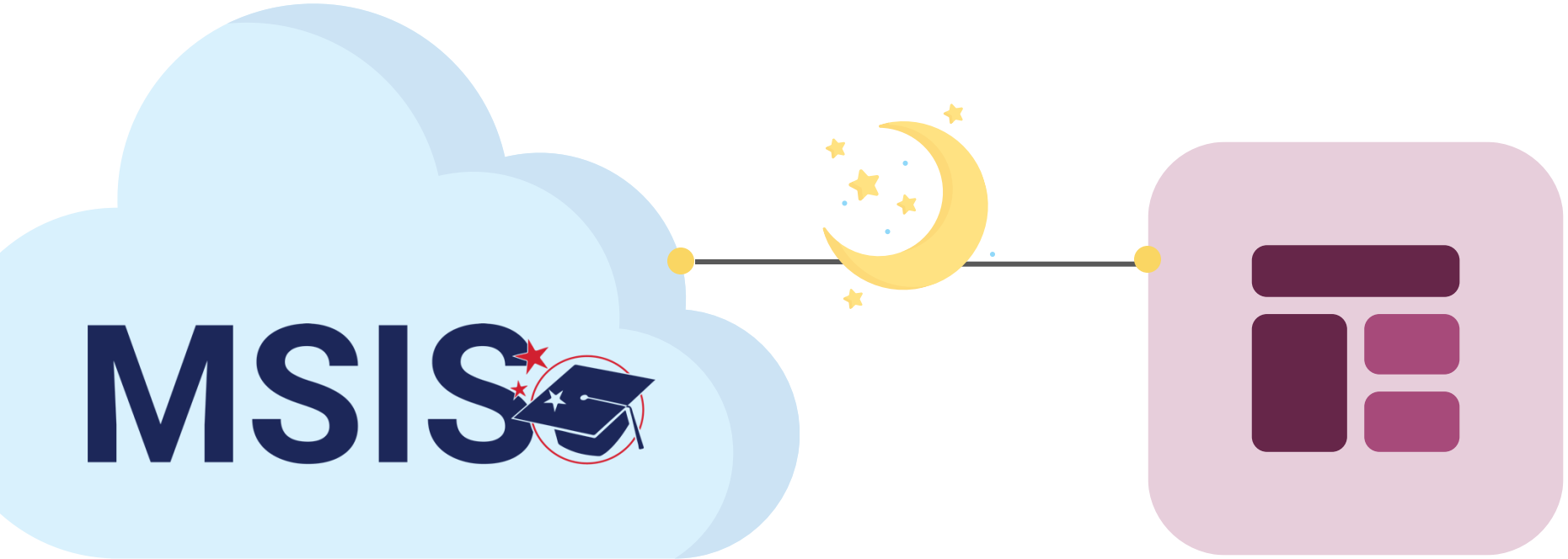
Coming Soon!

9

Click **Create** to create the student.



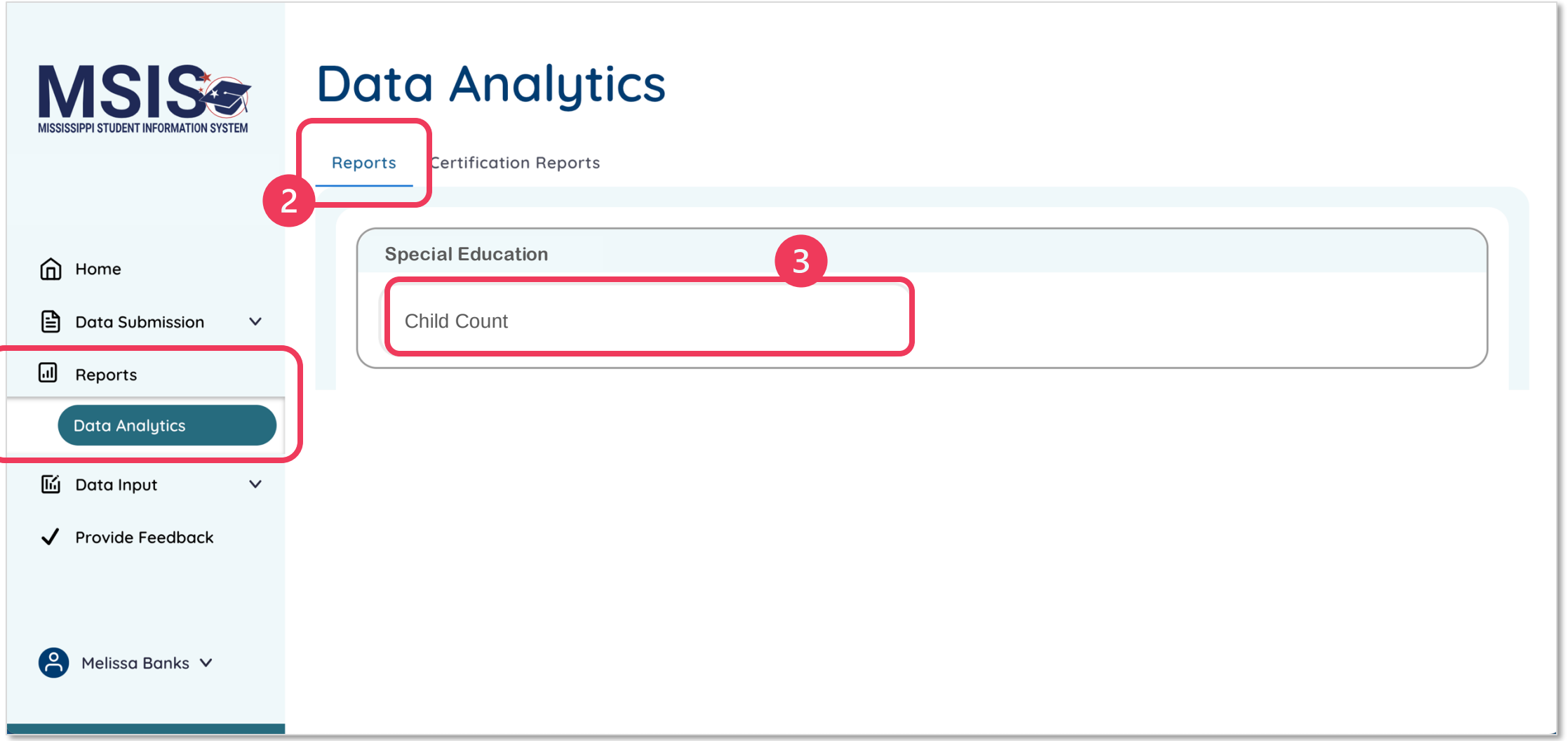
Child Count Report



Child Count Report

Permission: Special Education

Coming Soon!


MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Data Analytics
Reports
Certification Reports
2
Home
Data Submission
Reports
1
Data Analytics
Data Input
Provide Feedback
Melissa Banks
Special Education
3
Child Count

LEA	School	School Year	Age Range
All	All	2024-2025	All

Child Count Report

Last Refresh Date: 11/21/2024

LEA ID	LEA NAME	School ID	School Name	MSIS ID	Student Name	Age	Grade	Disability	Secondary Disability	LRE	Gender	Race	English Learner	Economically Disadvantaged

Child Count Report Coming Soon!

- Child Count
- Child Count Age 3-5 (PK)
- Child Count Age 5 (KG) -21
- LEA ID Name
- School ID & Name
- MSIS ID
- Student Name
- Age
- Grade
- Disability
- Secondary Disability
- LRE
- SCD Indicator
- Gender
- Race
- English Learner
- Economically Disadvantaged

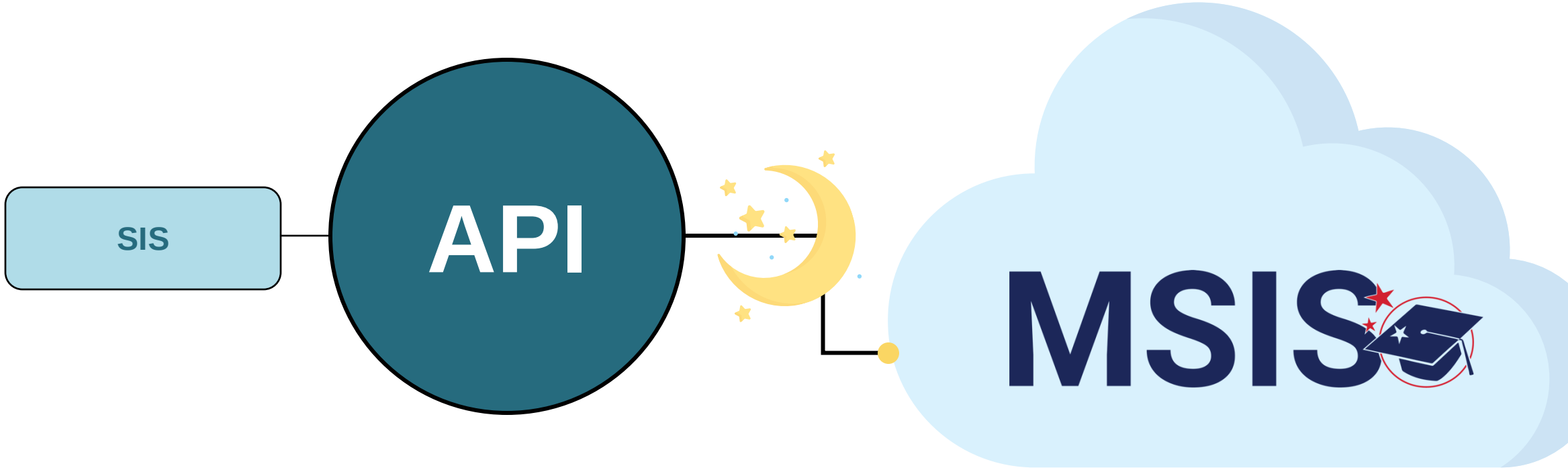
Review report for Accuracy

Q&A

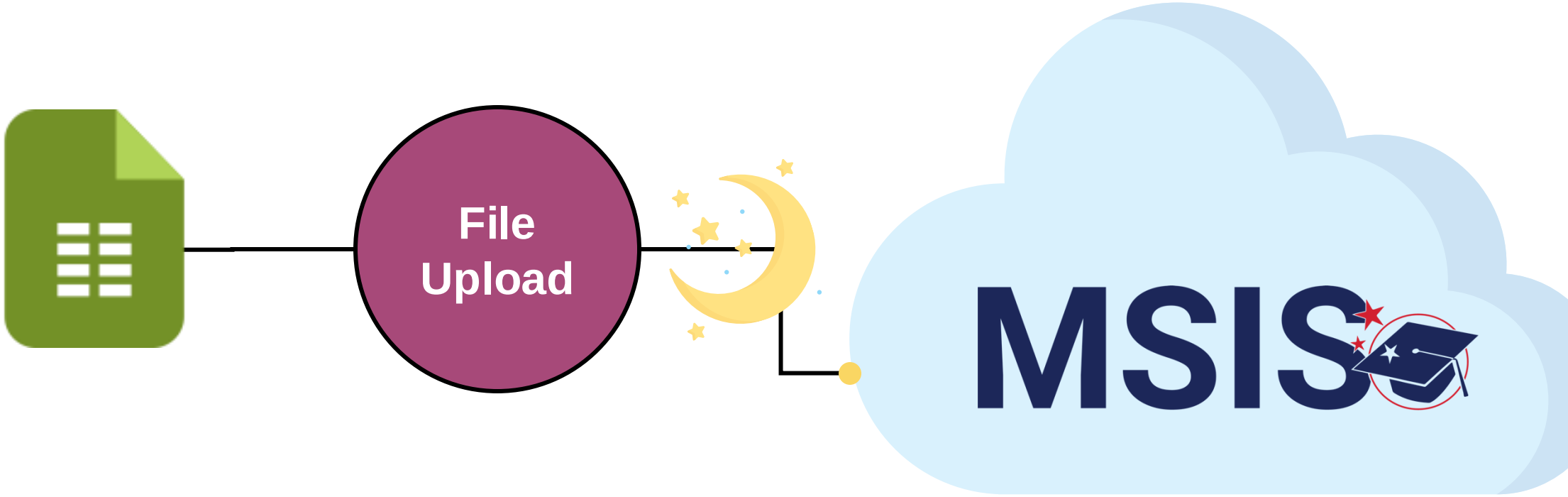
Data Quality

Permission: Special Education

Data Quality: Special Education Errors

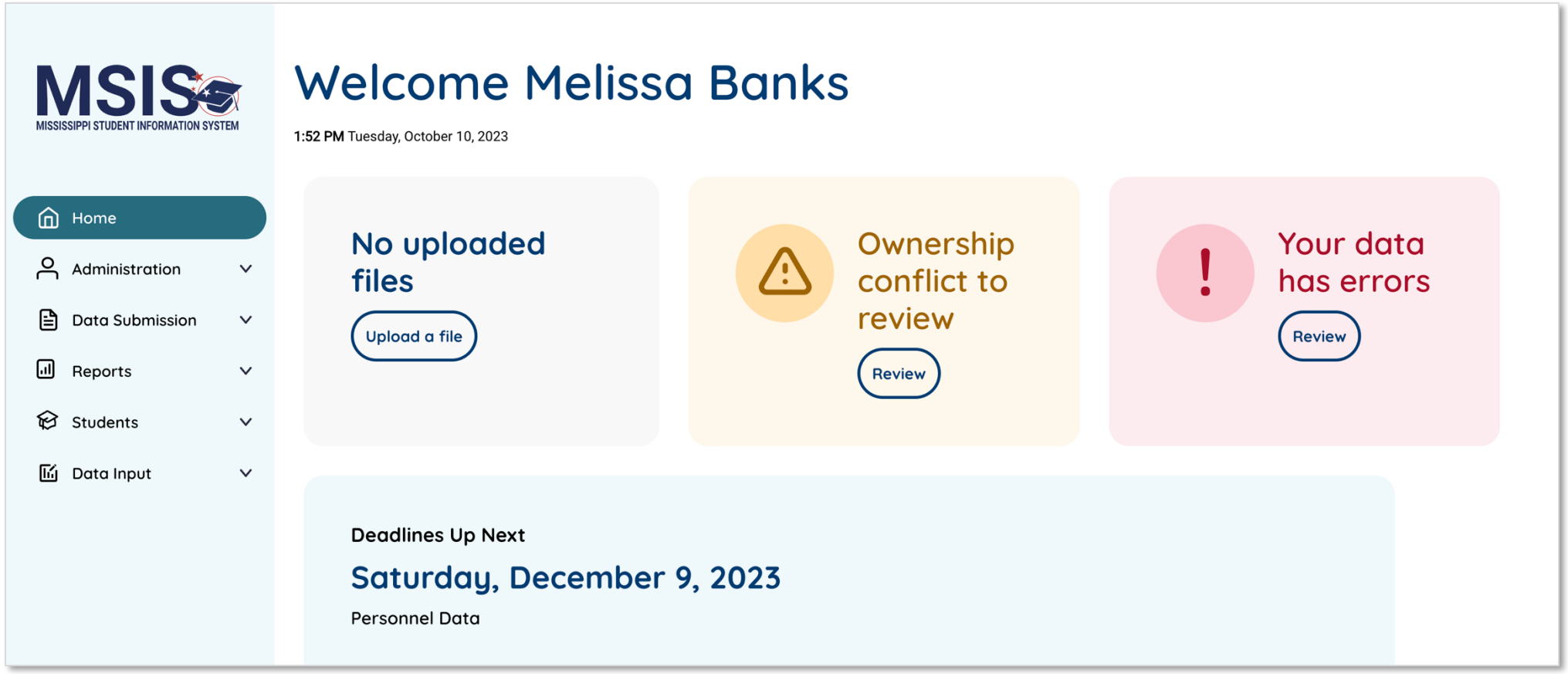


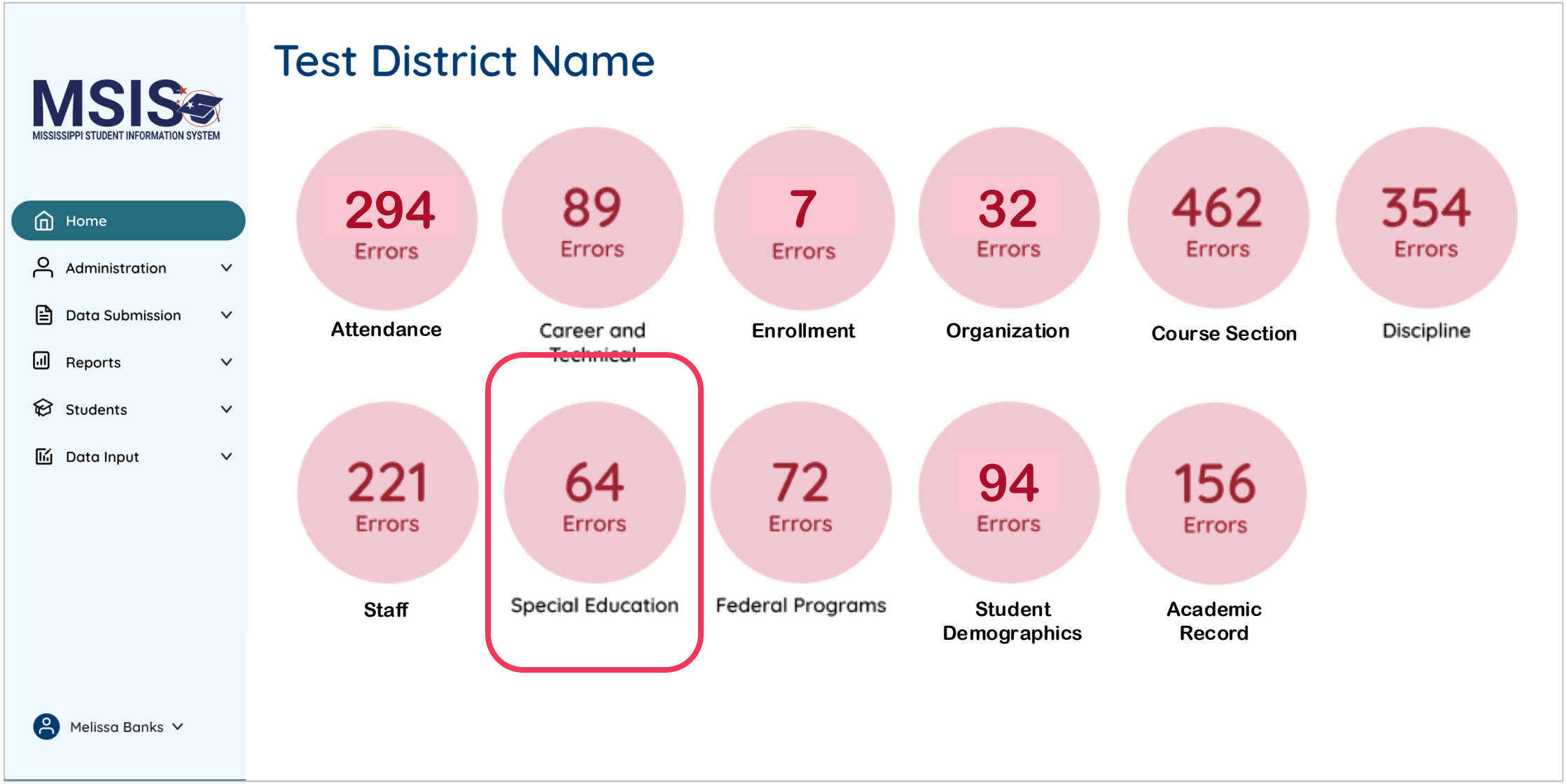
Data Quality: Special Education Errors

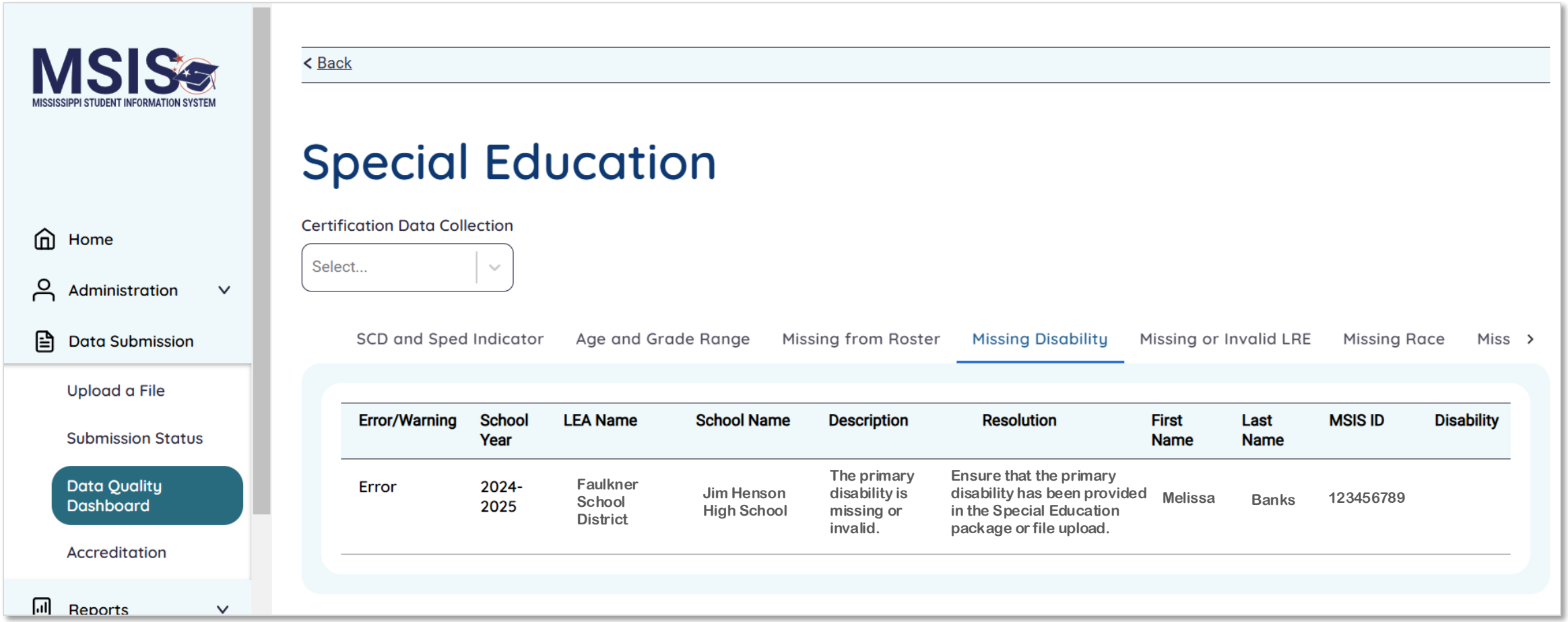


Reviewing Personnel Data

MSIS Staff reviews dashboards and reports daily to check for errors




MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Home
Administration
Data Submission
Reports
Students
Data Input
Melissa Banks
Test District Name
294 Errors
Attendance
89 Errors
Career and Technical
7 Errors
Enrollment
32 Errors
Organization
462 Errors
Course Section
354 Errors
Discipline
221 Errors
Staff
64 Errors
Special Education
72 Errors
Federal Programs
94 Errors
Student Demographics
156 Errors
Academic Record


MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Home
Administration
Data Submission
Upload a File
Submission Status
Data Quality Dashboard
Accreditation
Reports
< Back
Special Education
Certification Data Collection
Select...
SCD and Sped Indicator
Age and Grade Range
Missing from Roster
Missing Disability
Missing or Invalid LRE
Missing Race
Miss
Error/Warning
School Year
LEA Name
School Name
Description
Resolution
First Name
Last Name
MSIS ID
Disability
Error
2024-2025
Faulkner School District
Jim Henson High School
The primary disability is missing or invalid.
Ensure that the primary disability has been provided in the Special Education package or file upload.
Melissa
Banks
123456789

Data Quality Dashboard: Special Education

DATA QUALITY DASHBOARD: **SPECIAL EDUCATION**

Business Rule	Error/ Warning	Tab Name	Description	Resolution
SCD and Sped Indicator	Error	SCD and Sped Indicator	A student cannot have a SCD Indicator of Yes without an IDEA Indicator of Yes.	Ensure the Special Education/IDEA indicator is accurate in your SIS. Ensure that the SCD indicator is accurate in your Special Education software or file upload.
Age and Grade Range	Error	Age and Grade Range	A student under 5 is in a grade above PreKindergarten or a student age 6 or above is in PreKindergarten.	Ensure the birthdate and grade level are correct in the SIS.
Missing from Roster	Warning	Missing from Roster	A student has an IDEA indicator of Yes, but is not included in Special Education Roster data.	Ensure the Special Education/IDEA indicator is accurate in your SIS. Ensure that the student is included in your Special Education software or file upload for the same school of enrollment.
Missing Disability	Error	Missing Disability	The primary disability is missing or invalid.	Ensure that the primary disability has been provided in the Special Education package or file upload.
Missing or Invalid LRE	Error	Missing or Invalid LRE	The educational environment (LRE) is missing or is not valid for the student's age and grade.	Ensure that the correct LRE value has been provided in the Special Education Package or file upload.
Missing Race	Error	Missing Race	The student is missing a race or ethnicity value.	Ensure the race and ethnicity have been updated in the SIS.
Missing Gender	Error	Missing Gender	The student is missing sex/gender value.	Ensure the sex/gender have been updated in the SIS.
Missing SCD	Error	Missing SCD	The student is missing the SCD indicator.	Ensure that the SCD Indicator has been provided in the Special Education Package or file upload.
Missing EL	Error	Missing EL	The student is missing the English Learner indicator.	Ensure the English Learner indicator has been updated in the SIS.

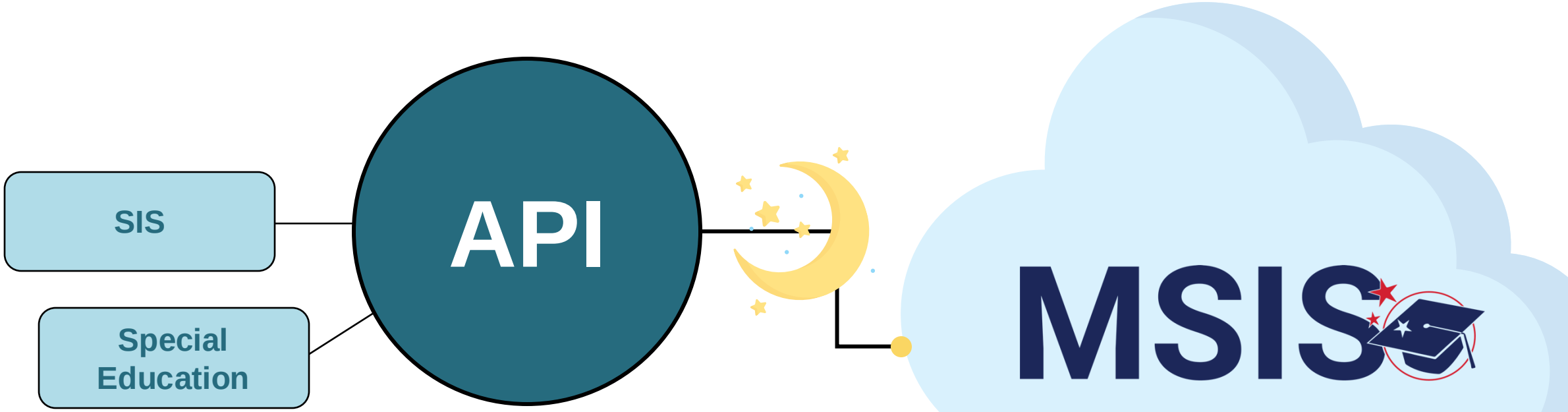
Updated November 20, 2024

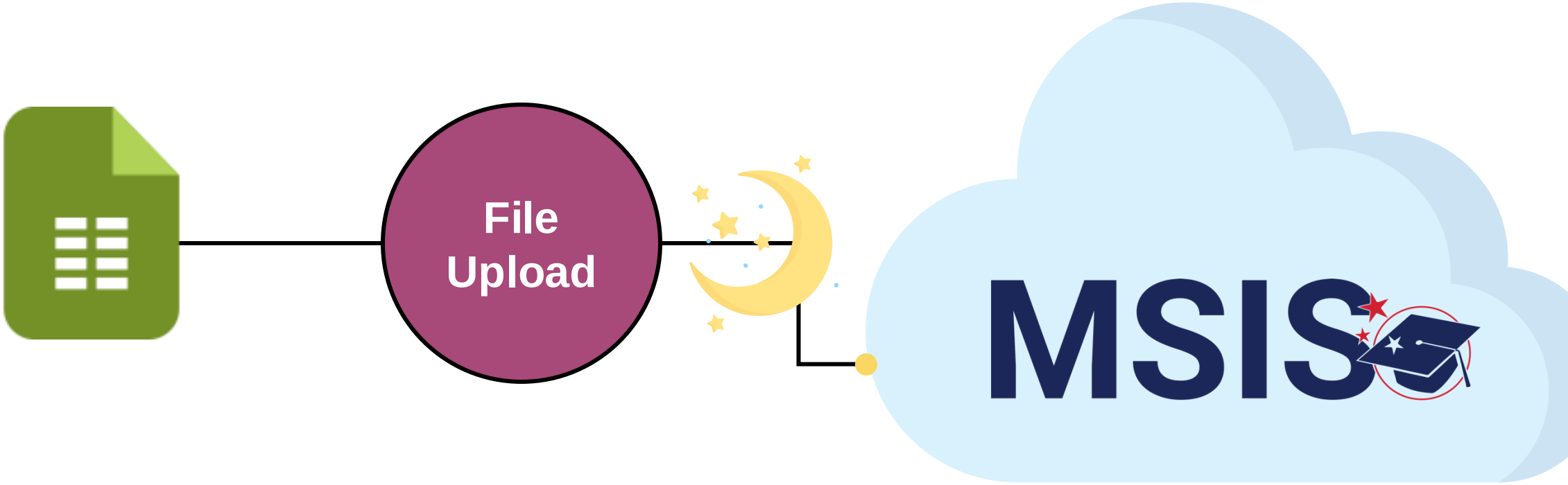
1

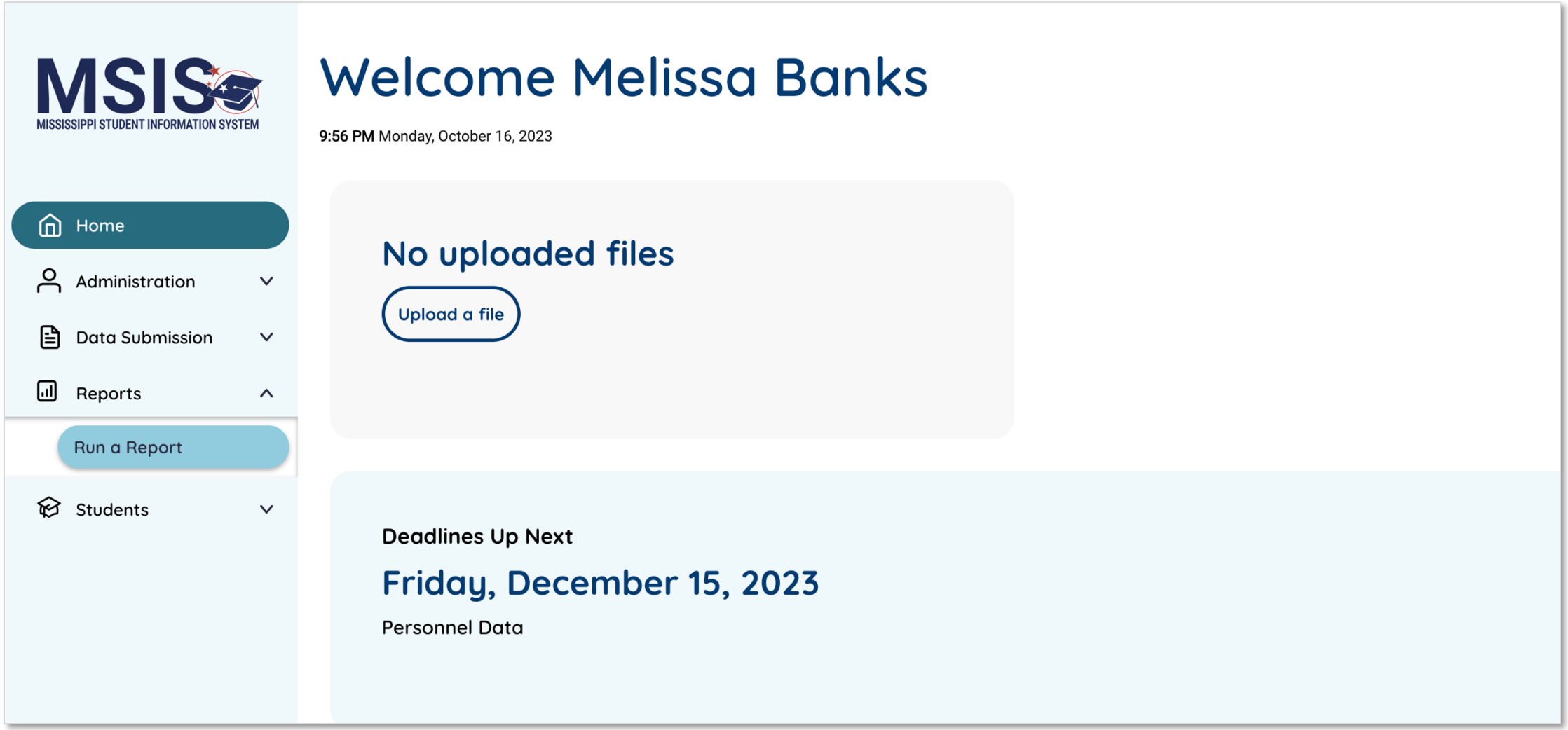
Error Checks	Notes
If a student is on the Roster report and not exited, they must have a Special Education indicator of Yes in the SIS	Currently not checking for School 500
If a student has a special ed indicator of Yes in the SIS, they should be on the Roster report	Currently not checking for School 500
Students must have the correct grade for their age (ties in with LRE/Age/Grade Edit)	Students under 5 should be in PK or IT Students age 6 or older should not be in PK

Error Checks	Notes
Missing or Invalid Primary Disability	Use code Primary Disability code from Option Set (Data Domain Mapping document)
Missing Race, Gender, EL	Currently not checking for School 500
Developmentally Delayed disability	Cannot have Developmentally Delayed as disability above the age of 9
The student is on the Roster, but is not enrolled in the same school	Currently not checking for School 500

Error Checks	Notes
The student has the wrong LRE (Educational Environment) for their age/grade	• Age 3 and 4 must have Early Childhood • Age 5 and in Preschool must have Early Childhood • Age 5 and in KG must have School Age • Age 6-21 must have School Age Use LRE codes from Option Set (Data Domain Mapping document) **Remember:** student's age on 12/1


SIS
Special Education
API
MSIS

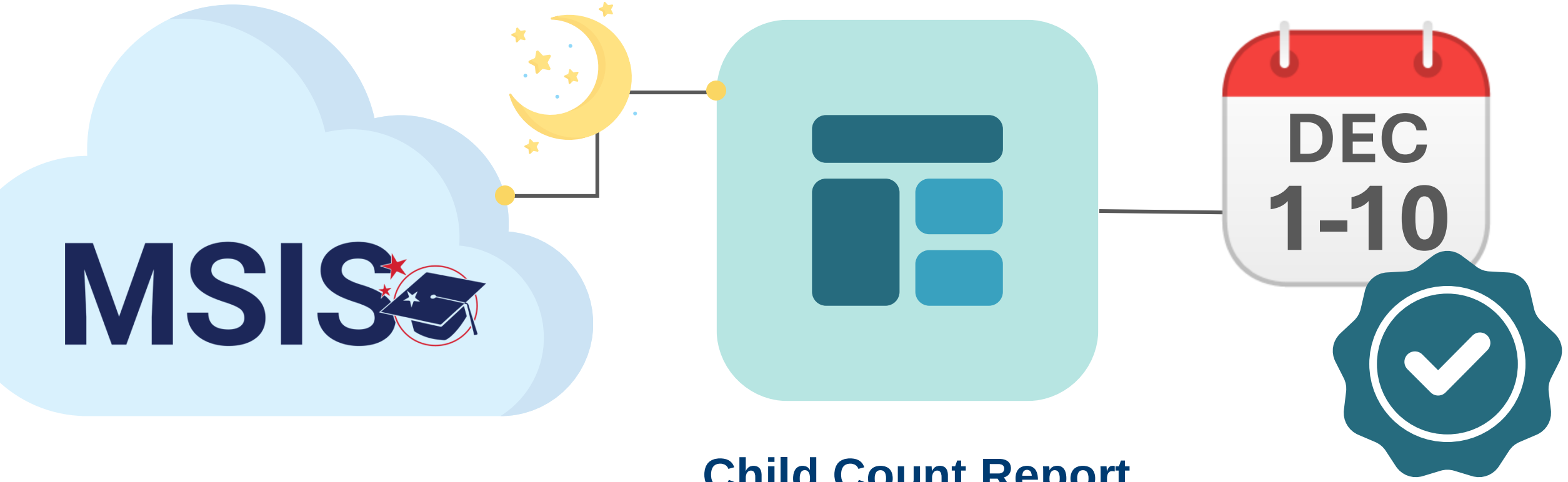

File
Upload
MSIS


MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
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

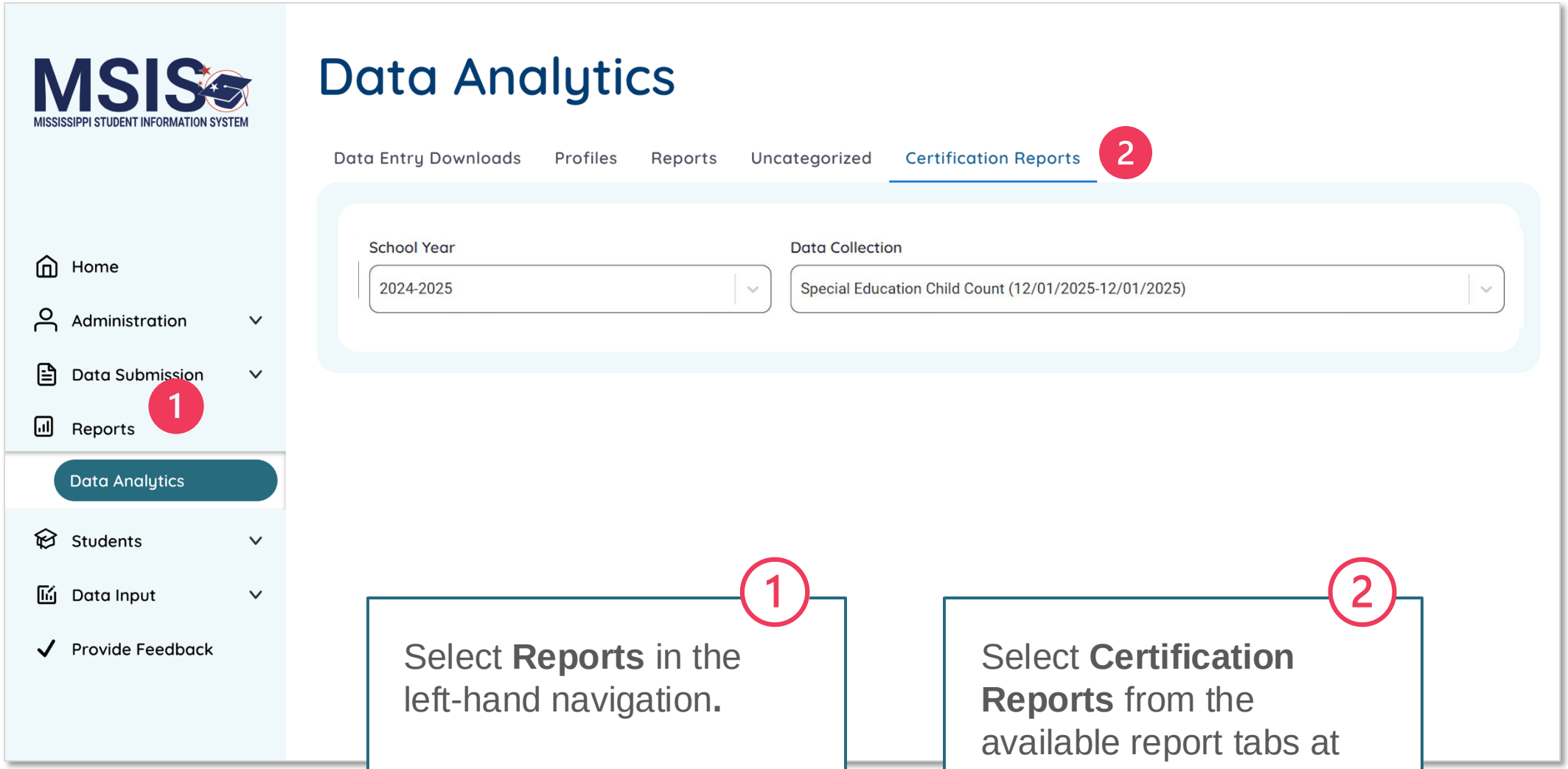
DECEMBER

Special Education Child Count

Permission: Special Education



Child Count Report



1

Select **Reports** in the left-hand navigation.

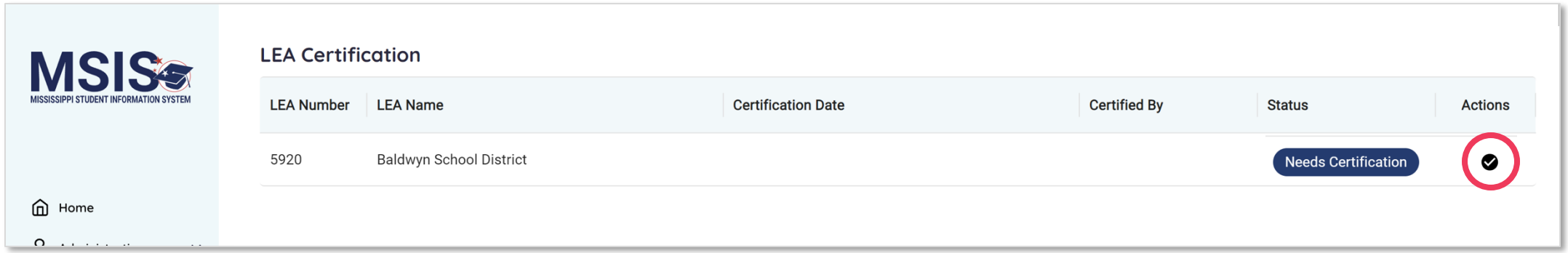
Select **Data Analytics.**

2

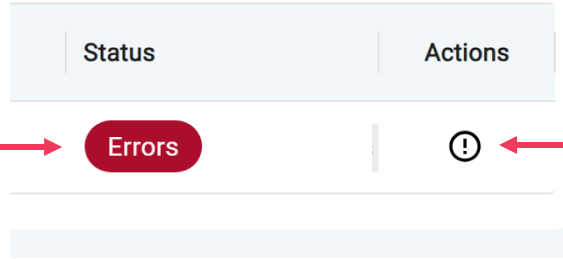
Select **Certification Reports** from the available report tabs at the top.

QRG

mdek12.org/msis/msis-resource-library/

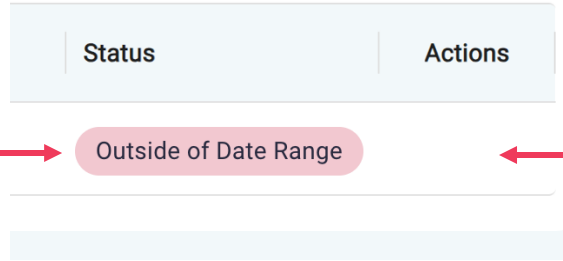


LEA cannot certify due to errors



View Data Quality Dashboard

LEA cannot be certified because it is outside of the certification window



No action available

Mississippi Student Funding Formula

Report Coming Soon!

Show count of Special Education Tier I, II, III (Child Count)

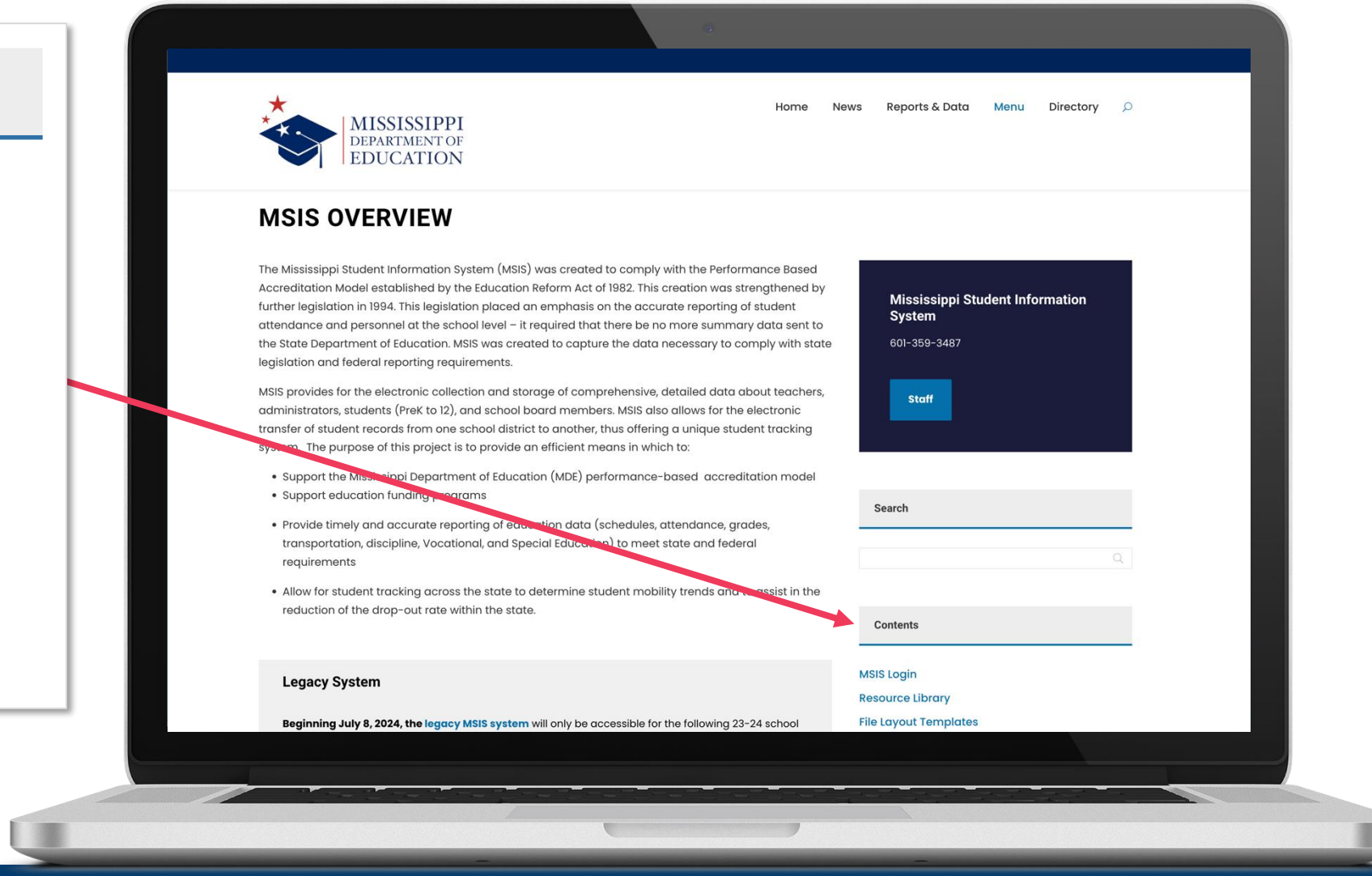
Q&A

Resources

MSIS 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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