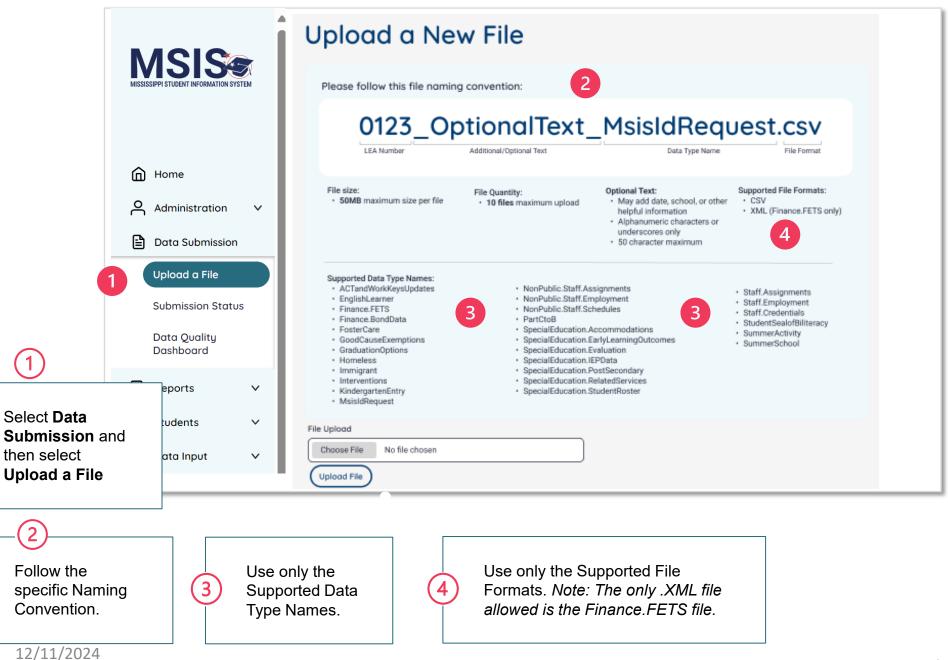
# QUICK REFERENCE GUIDE



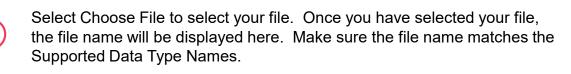


1

## **MSIS**

#### Upload a New File

MISSISSIPPI STUDENT INFORMATION SYSTEM	Ple	ase follow this file namin	g convention:		
Home		0123_0			Jest.csv
Administration	~				
Data Submission		e 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	Supported File Formats: • CSV • XML (Finance.FETS or
Upload a File				underscores only • 50 character maximum	
Submission Status		pported Data Type Names:			
Data Quality Dashboard	4	ACTandWorkKeysUpdates EnglishLearner Finance.FETS Finance.BondData FosterCare	NonPublic.Staff.Assignments     NonPublic.Staff.Employment     NonPublic.Staff.Schedules     PartCto8     SpecialEducation.Accommodations		<ul> <li>Staff.Assignments</li> <li>Staff.Employment</li> <li>Staff.Credentials</li> <li>StudentSealofBiliteracy</li> <li>SummerActivity</li> </ul>
Accreditation		GoodCauseExemptions GraduationOptions	<ul> <li>SpecialEducation.E</li> </ul>		<ul> <li>SummerSchool</li> </ul>
II Reports	× :	Homeless Immigrant Interventions	<ul> <li>SpecialEducation.IE</li> <li>SpecialEducation.P</li> <li>SpecialEducation.R</li> </ul>	ostSecondary elatedServices	
😥 Students		KindergartenEntry MsisIdRequest	<ul> <li>SpecialEducation.S</li> </ul>	tudentHoster	
🔟 Data Input	V File Upl	load 5			



6

Choose File

Upload File

0123KindergartenEntry.csv



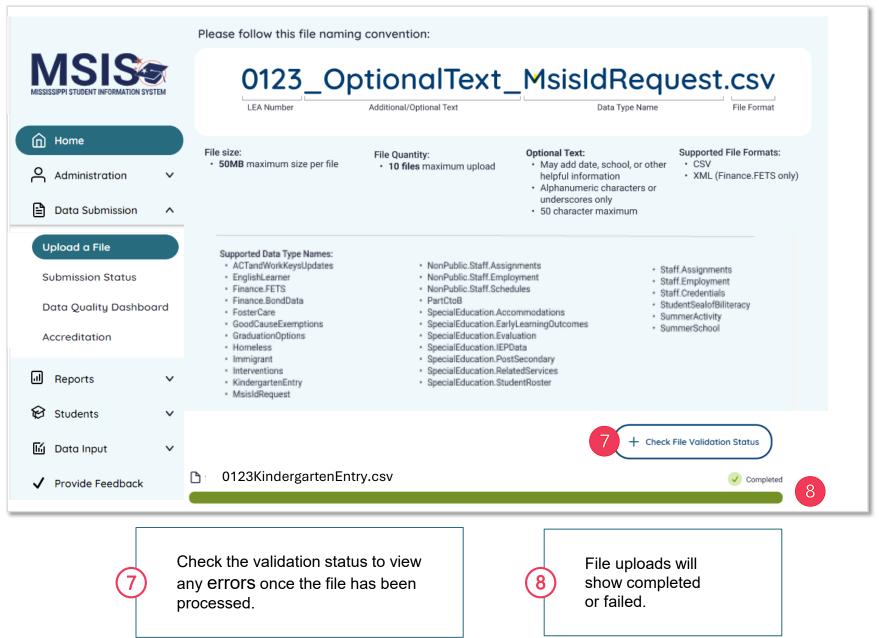
Select Upload File.

XML (Finance.FETS only)

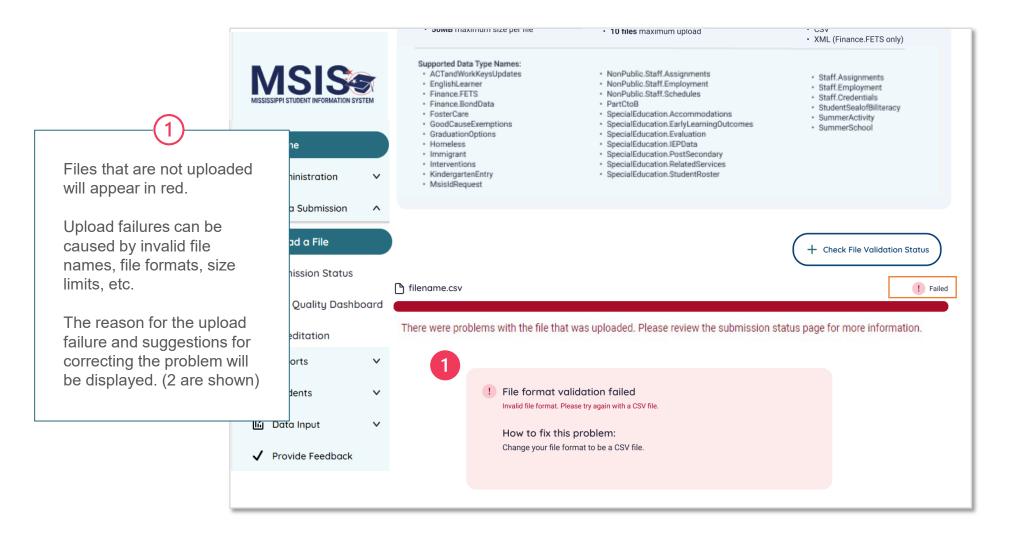
5

Provide Feedback





### **MSISe**



#### QUICK REFERENCE GUIDE Submission Status



MISSISSIPPI STUDENT INFORMATION SYSTEM	Submiss		+ Upload a File	
	Name	Date & Time (CT)	Uploaded By	Status
Home	filename.csv	10/4/2022, 2:18:54 PM	LastName, FirstName	2 Failed
Administration V	<u>filename.csv</u>	10/4/2022, 2:18:54 PM	Central Access	Failed
Data Submission ^	filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Pending
Upload a File	filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Pending
Submission Status	filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
Data Quality Dashboard Accreditation	<u>filename.csv</u>	10/4/2022, 2:18:54 PM	FirstName LastName	Success
ll Reports ∨				
😵 Students 🗸 🗸				
🖬 Data Input 🗸 🗸	<ul> <li>Click on the file name to view any errors or other</li> <li>status information.</li> </ul>			
✓ Provide Feedback	<ul> <li>View the status of your uploaded files (Failed, Pending, Success).</li> </ul>			



MISSISSIPPI STUDENT INFORMATION SYSTEM	< Back 2420_July_Staff.Assignments.csv Date Uploaded By: 12/11/2024 Barbara Young 8 File Status: Failed						
Administration	Pile validation failed. There were 8 errors in your data that need your attention.         Row ID_LEA ID_School ID_Error       Resolution						
🖹 Data Submission \land	2 1234 1234 -010 The school/dentificationSystem is blank or invalid.	The schoolIdentificationSystem is a required field and should be SEA for all records.					
Upload a File Submission Status	3 <b>1234 1234 -010</b> The staffMemberIdentificationSystem is blank or invalid.	The staffMemberIdentificationSystem is a required field. The value should be State for all records.					
Data Quality Dashboard	4 The codingSystemOrganizationType is blank or invalid.	The codingSystemOrganizationType is a required field and should be SEA for all records.					
Accreditation	4 <b>1234 1234 -010</b> The assignmentEndDate is blank or invalid.	The assignmentEndDate is a required field. This is the employment dates for year unless different.					
III Reports ✓	5 The staffMemberIdentifier is blank or invalid.	The staffMemberIdentifier is a required field. This is the employee SSN and should only contain numbers an exactly 9 digits. Example: 123456789 or 012345678.					
Students V	5 <b>1234</b> 1234 -010 The localJobCategory is blank or invalid.	The localJobCategory is the work area code. Please reference the Work Area Code Catalog on the MDE wet					
🖆 Data Input 🗸 🗸							
✓ Provide Feedback	3 View details for errors	3 View details for errors and resolutions.					
	Other columns that m First Name, Last Nam	nay appear for some files are: ne, or MSIS ID.					