MSIS

Upload a New File

2

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)

4

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

3   **3**

File Upload

Choose File	No file chosen

[Upload File]

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MISSISSIPPI STUDENT INFORMATION SYSTEM

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  - **Upload a File** — **1**
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1
Select **Data Submission** and then select **Upload a File**

2
Follow the specific Naming Convention.

3
Use only the Supported Data Type Names.

4
Use only the Supported File Formats. *Note: The only .XML file allowed is the Finance.FETS file.*

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File Upload

(5)

Choose File   0123KindergartenEntry.csv

Upload File   **(6)**

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(5) Select Choose File to select your file. Once you have selected your file, the file name will be displayed here. Make sure the file name matches the Supported Data Type Names.

(6) Select Upload File.

File Status

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(7) + Check File Validation Status

0123KindergartenEntry.csv ✓ Completed **(8)**

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(7) Check the validation status to view any **errors** once the file has been processed.

(8) File uploads will show completed or failed.

Files that are not uploaded will appear in red.

Upload failures can be caused by invalid file names, file formats, size limits, etc.

The reason for the upload failure and suggestions for correcting the problem will be displayed. (2 are shown)

①

- 50MB maximum size per file
- 10 files maximum upload
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- XML (Finance.FETS only)

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＋ Check File Validation Status

📄 filename.csv   ！ Failed

There were problems with the file that was uploaded. Please review the submission status page for more information.

①

！ **File format validation failed**
Invalid file format. Please try again with a CSV file.

How to fix this problem:
Change your file format to be a CSV file.

12/11/2024

4

Submission Status

MSIS

① Click on the file name to view any errors or other status information.

② View the status of your uploaded files (Failed, Pending, Success).

< Back

2420_July_Staff.Assignments.csv

Date Uploaded: 12/11/2024 **Uploaded By:** Barbara Young **Number of Records:** 8

File Status: Failed

⚠ File validation failed. There were 8 errors in your data that need your attention.

③

Row ID	LEA ID	School ID	Error	Resolution
2	1234	1234-010	The schoolIdentificationSystem is blank or invalid.	The schoolIdentificationSystem is a required field and should be SEA for all records.
3	1234	1234-010	The staffMemberIdentificationSystem is blank or invalid.	The staffMemberIdentificationSystem is a required field. The value should be State for all records.
4	1234	1234-010	The codingSystemOrganizationType is blank or invalid.	The codingSystemOrganizationType is a required field and should be SEA for all records.
4	1234	1234-010	The assignmentEndDate is blank or invalid.	The assignmentEndDate is a required field. This is the employment dates for year unless different.
5	1234	1234-010	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.
5	1234	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 wel

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③ View details for errors and resolutions.

Other columns that may appear for some files are:
First Name, Last Name, or MSIS ID.