

Non-Public Schools: Personnel File Upload

MSIS 

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

December 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



REVIEW how to register for access to MSIS

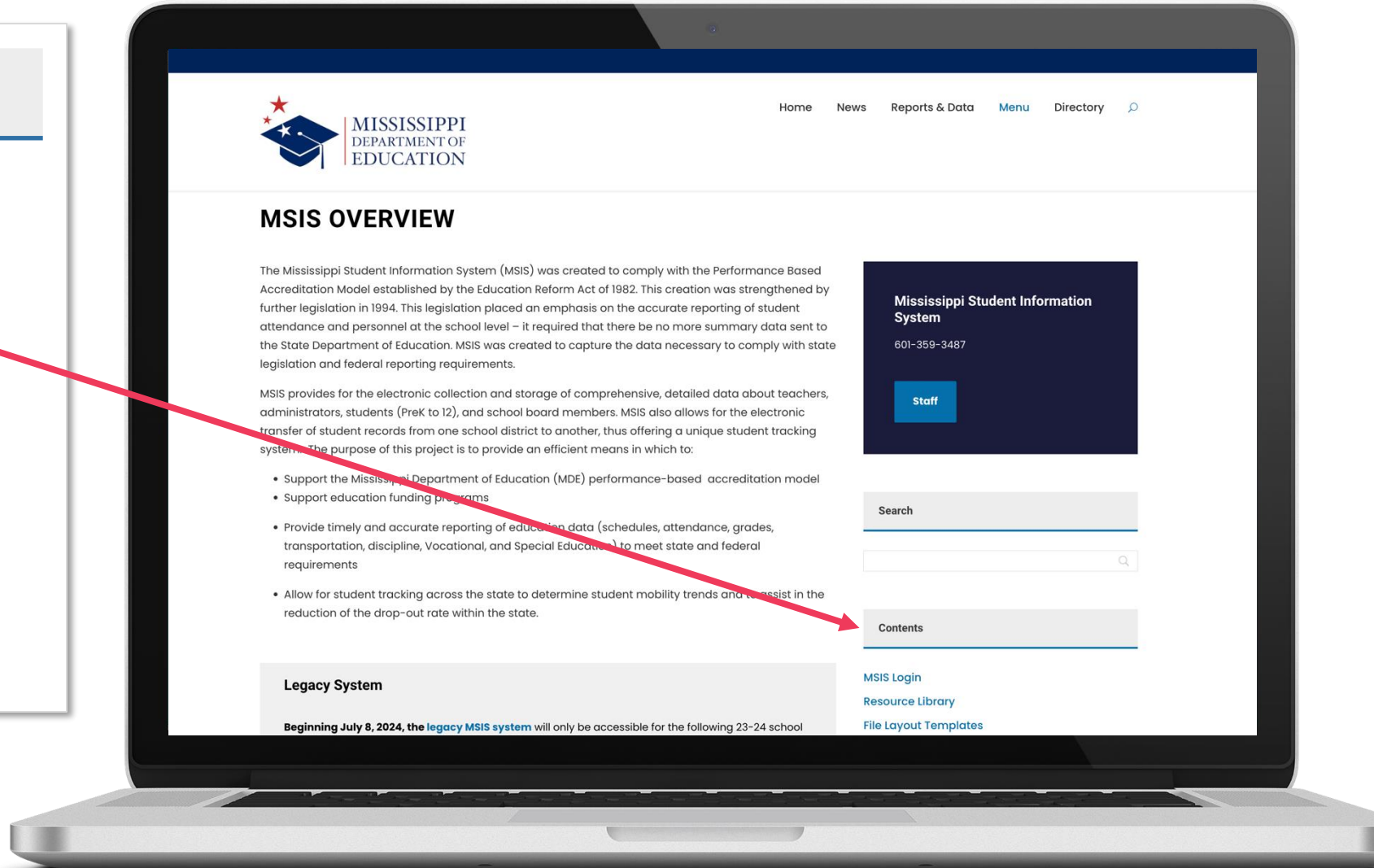
REVIEW how assign permissions in MSIS

EXPLORE Personnel file upload process

EXAMINE Data Quality dashboard and reports

Important websites!

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





MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Welcome

Sign In



msis.mdek12.org

Register for Access to MSIS

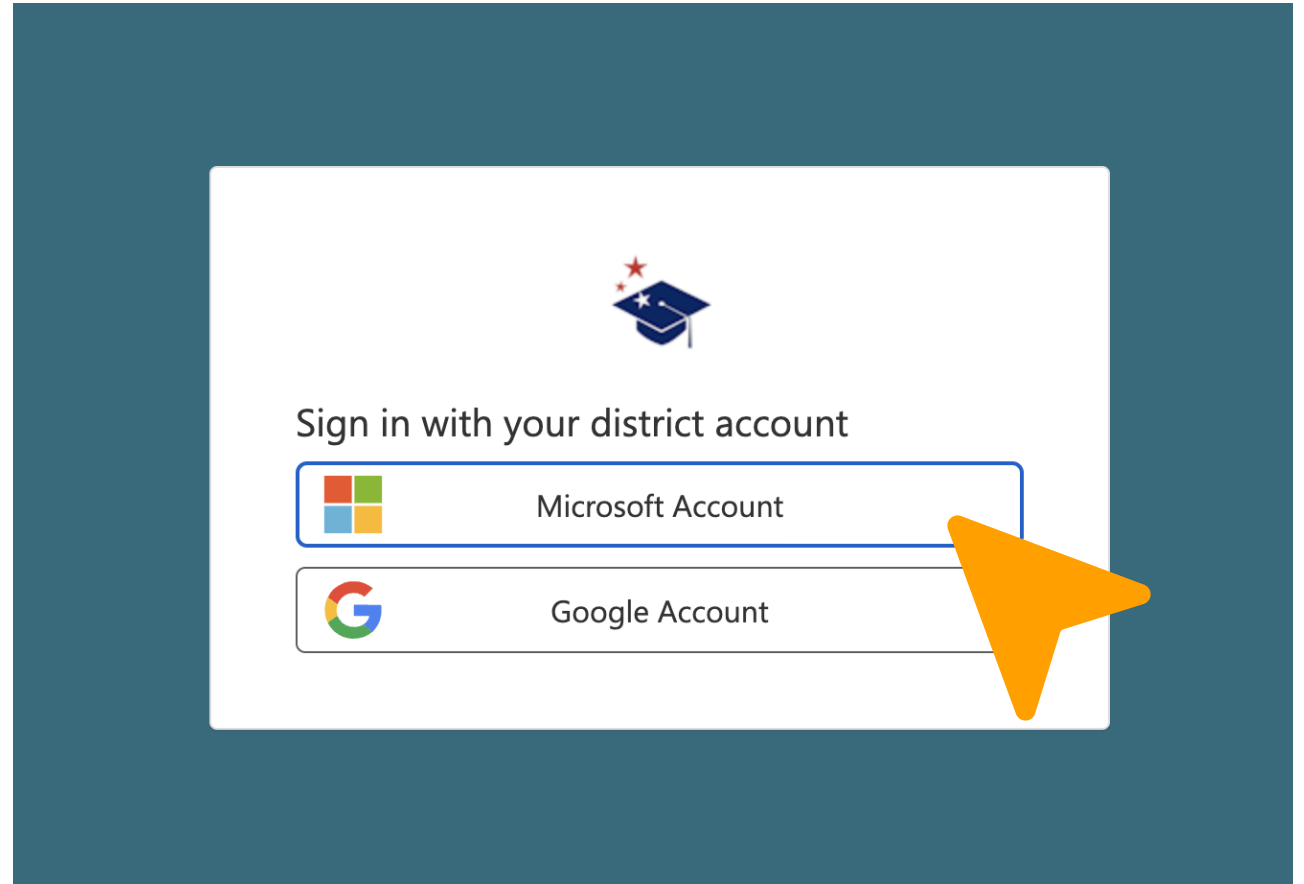


Users will register for MSIS using their school (organization) credentials.

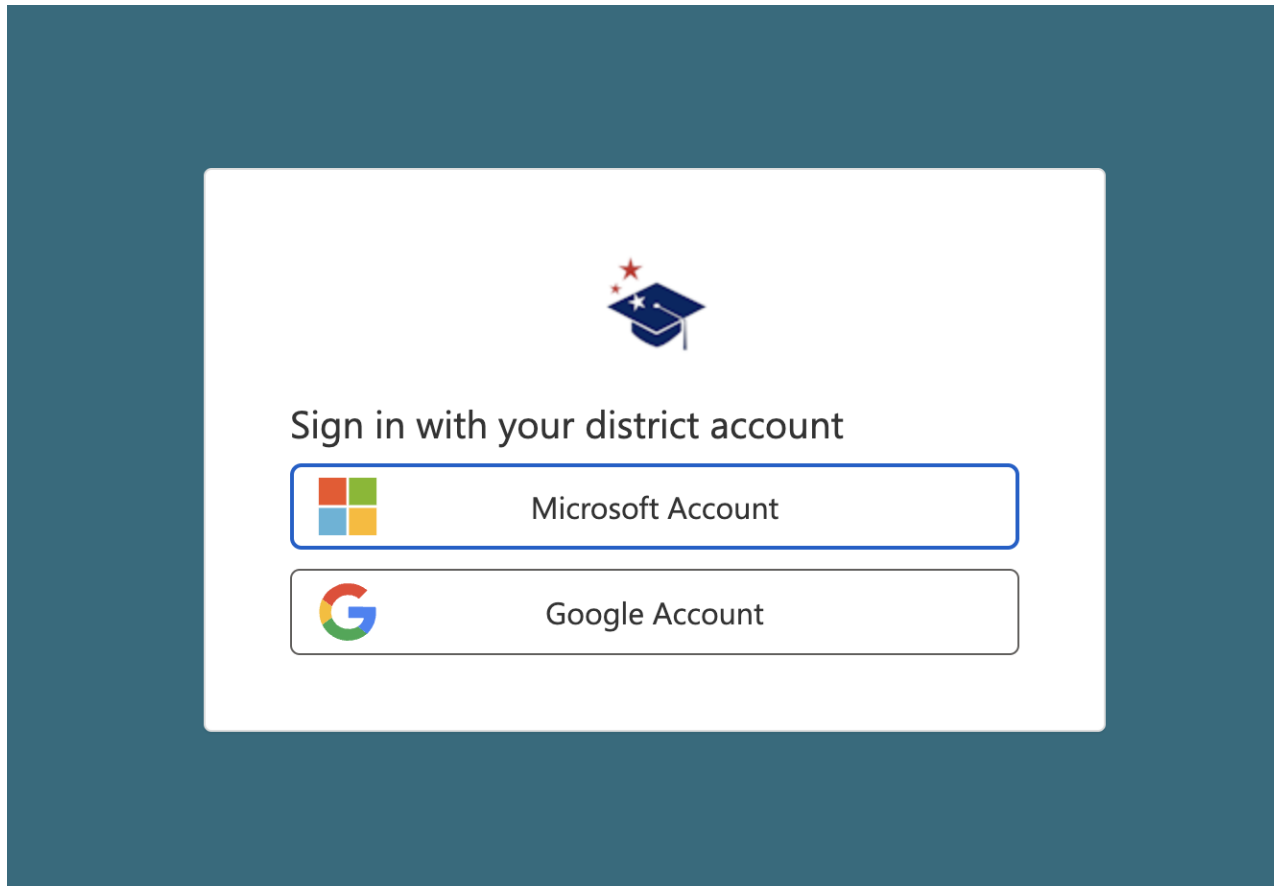
Video tutorials for:

- [Microsoft districts](#)
- [Google districts](#)

(MSIS registration link shared in the videos)

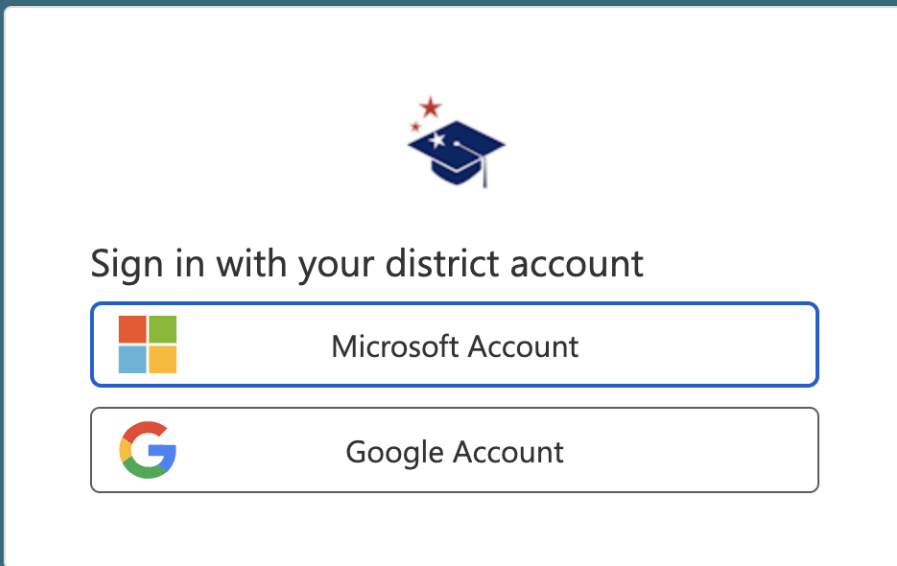


Users register for MSIS using their organization credentials.



Legacy MSIS users are **NOT** automatically transferred to the new system.

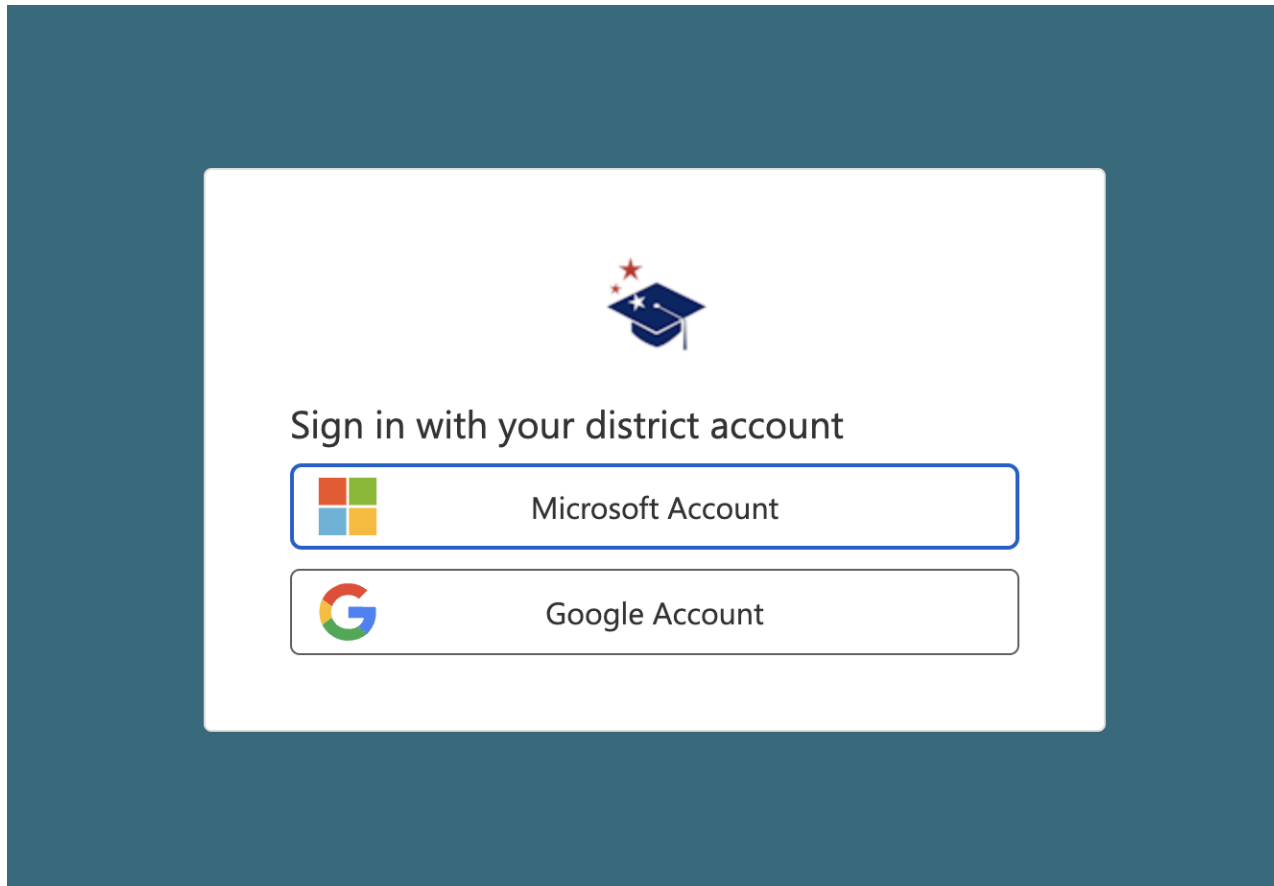
Users register for MSIS using their organization credentials.



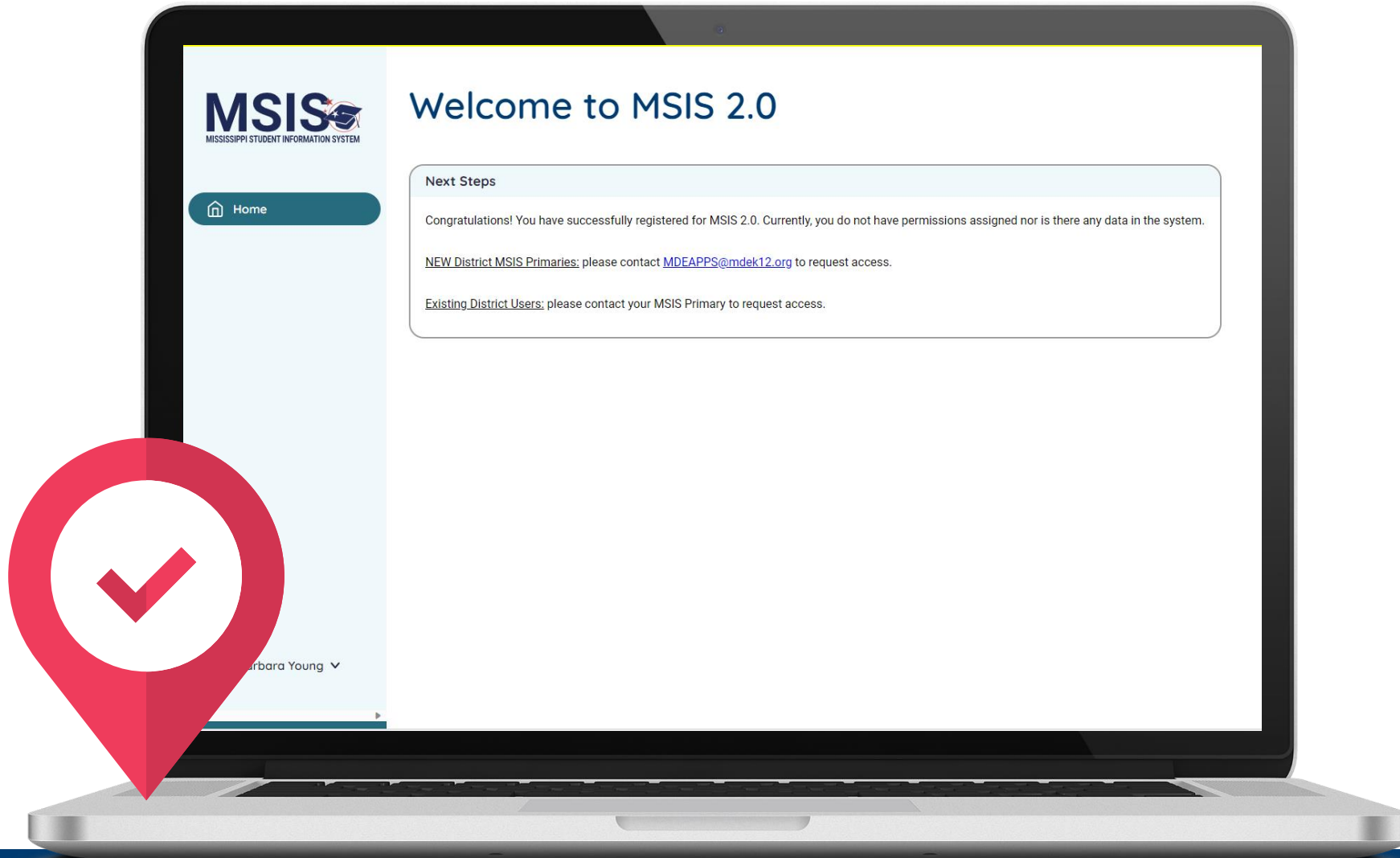
Do **NOT** register with both a Microsoft and Google account.

Reach out to your Technology Director if you are unsure if your district is Microsoft or Google.

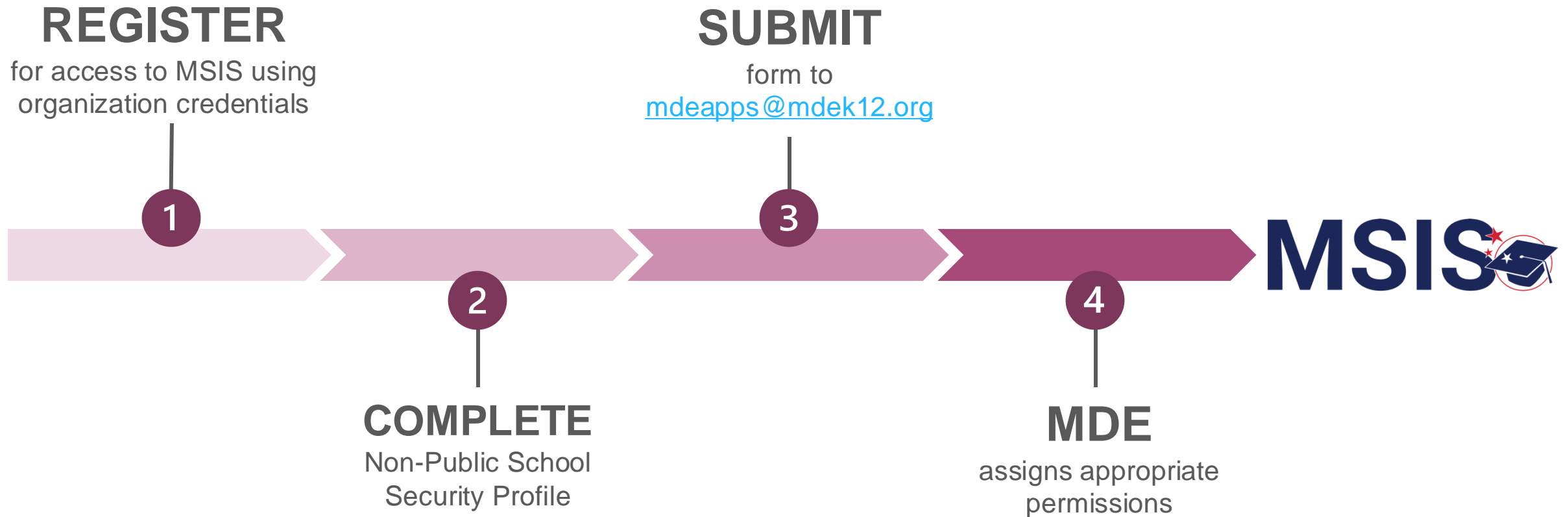
Users register for MSIS using their organization credentials.



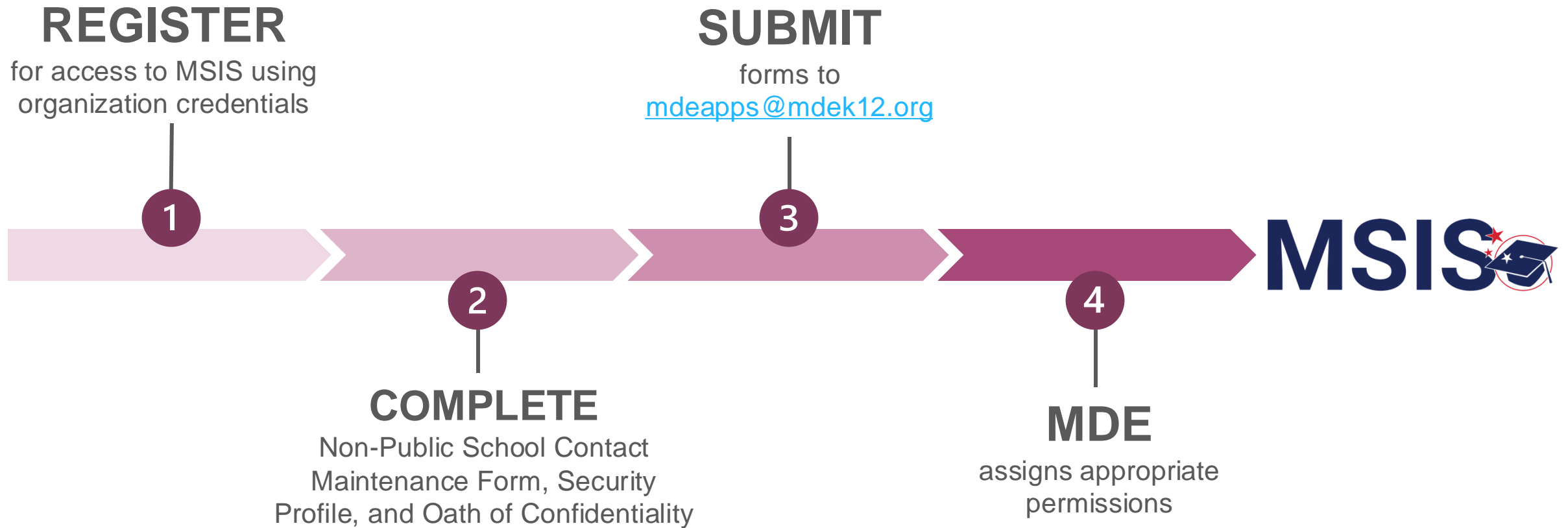
Disabling a user's account in the **DISTRICT TENANT** means they can no longer access MSIS.



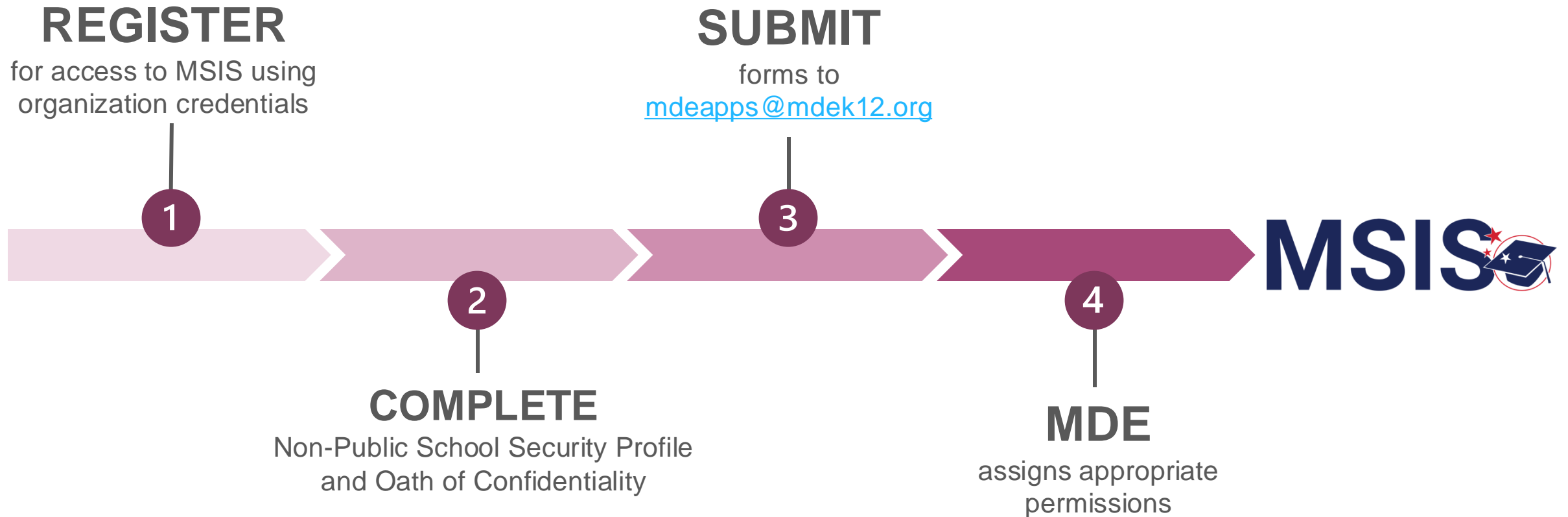
RETURNING MSIS Primaries or Secondaries



NEW MSIS Primaries or Secondaries



NEW School/Organization User



CONTACT MAINTENANCE FORM
LOCAL ED
Use this form to
Submit one for

LEA Name: _____
Address: _____
City, State: _____
Phone: _____
Superinte: _____
Superinte: _____

Primary MSIS
Name: _____
Title: _____
Phone: _____
MSIS Prim: _____

Primary MSIS
Name: _____
Title: _____
Phone: _____
MSIS Seco: _____

Send completed form to: _____

Send completed form to: _____

OTSS Office Use Only
Approved By: _____

MSIS

MSIS

MSIS

USER SECURITY
NON-PUBLIC SCHOOL
Use this form to request Non-Public School Access

Non-Public School Name: _____
Type of User Request: _____
Employee Name: _____
Title: _____
Phone: _____

Please indicate the permission you are requesting:

Non-Public School Personnel, Course and view errors and

Organization/School Director: _____
Organization/School MSIS: _____

Send completed form to: _____

OTSS Office Use Only
Approved By: _____

OATH OF CONFIDENTIALITY AND NON-DISCLOSURE OF RELEASED INFORMATION
MUST BE COMPLETED BY ALL MSIS USERS

I understand that the data maintained by the Mississippi Student Information System (MSIS) is sensitive and confidential. I acknowledge the access to and release of information from MDE Systems is governed by the Family Educational Rights and Privacy Act of 1974 and Section 37-15-1, et seq. of the Mississippi Code of 1972, Annotated, as amended. I further acknowledge that this data may only be accessed and used for legitimate educational interests and is **sensitive, confidential, and not subject to disclosure.**

I agree that I shall not release MSIS data unless authorized to do so according to applicable laws, rules and regulations, neither shall I access and use the information contained therein except for legitimate educational interests.

I acknowledge that I fully understand that the release by me of this information to any unauthorized person could subject me to disciplinary action including termination and/or criminal and civil penalties imposed by law.

Signature: _____
(Sign in blue ink.)

Printed Name: _____

Title: _____

LEA/School Name: _____

Date: _____

- **Complete the Non-Public School Contact Maintenance Form to change or update MSIS Primary or Secondary information.**
- **Complete the Security Profile.**
- **Complete the Oath of Confidentiality.**
- **Submit all forms to mdeapps@mdek12.org.**





MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Welcome

Sign In



msis.mdek12.org

- 1 Navigation*
- 2 User name and log out
- 3 Upload files
- 4 Actions needed
- 5 Upcoming deadlines

**Options may differ based on permissions*

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Welcome Melissa Banks

1:52 PM Tuesday, October 10, 2023

- 1 Home
- 2 Administration
- 3 Data Submission
- 4 Reports
- 5 Students
- Data Input

Melissa Banks

3 No uploaded files
Upload a file

4 Ownership conflict to review
Review

4 Your data has errors
Review

5 Deadlines Up Next
Saturday, December 9, 2023
Personnel Data

QRG

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

Personnel Data Collection



Mississippi Student Information System : General / Schedule Employee Entry - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Employee Select District District Info Schedule Salary Special Ed

Mississippi Student Information System General/Schedule Employee Entry

Last Name	First Name	MI	SSN	Race	Race	Race	Race	Race	Spanish Latin Origin?	Gender	Birthdate	Years of Experience

[Update Employee Information]


Area Code Phone

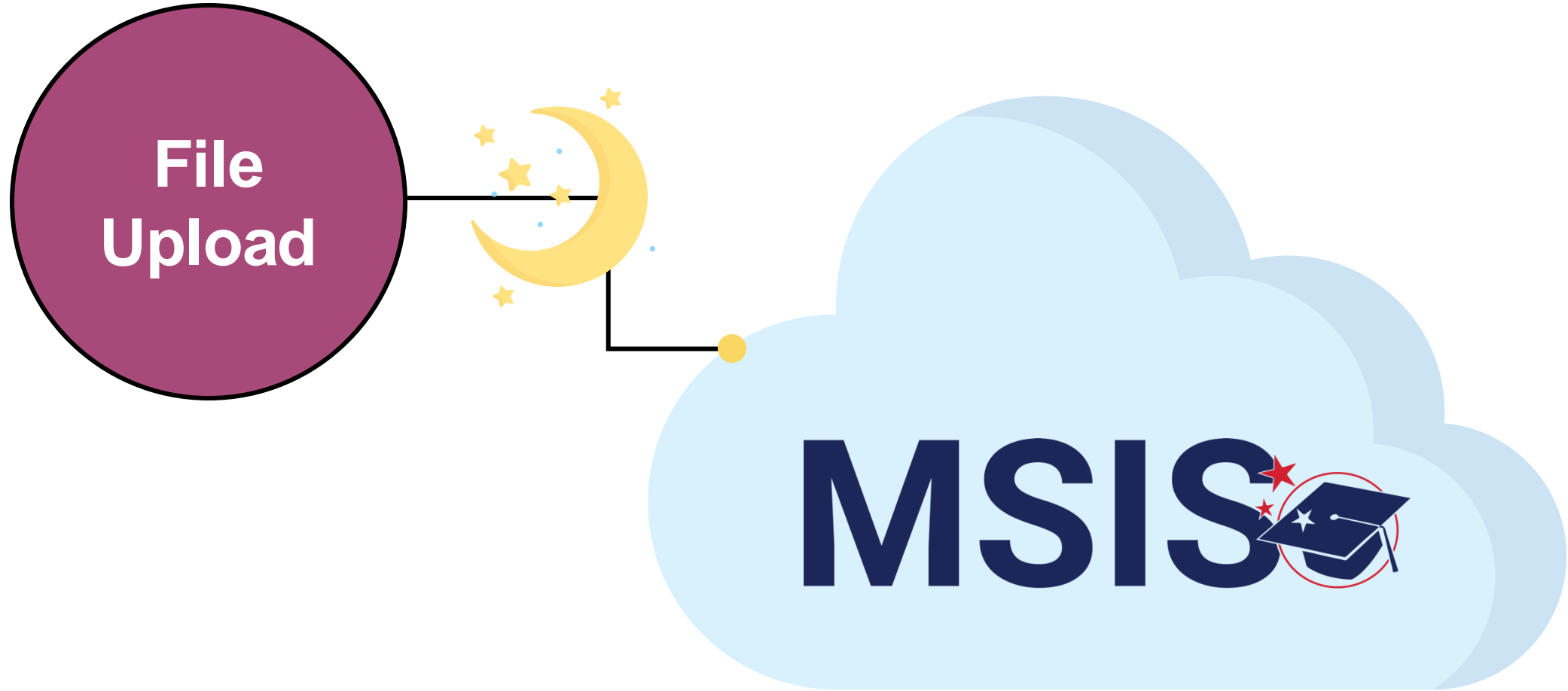
Address 1

Address 2

City State

Zip -







Personnel Data Collection Process



Download spreadsheet templates (3)



Format spreadsheets and enter required data



Upload files (3)



REVIEW Submission Status page;
make edits and reupload files as needed



REVIEW Data Quality Dashboard;
make edits and reupload files as needed



REVIEW Reports; make edits and reupload files as needed



CERTIFY data (January 13 – 31)

STEP



Download spreadsheet templates (3)



NonPublicStaff.Employment

1



NonPublicStaff.Assignments

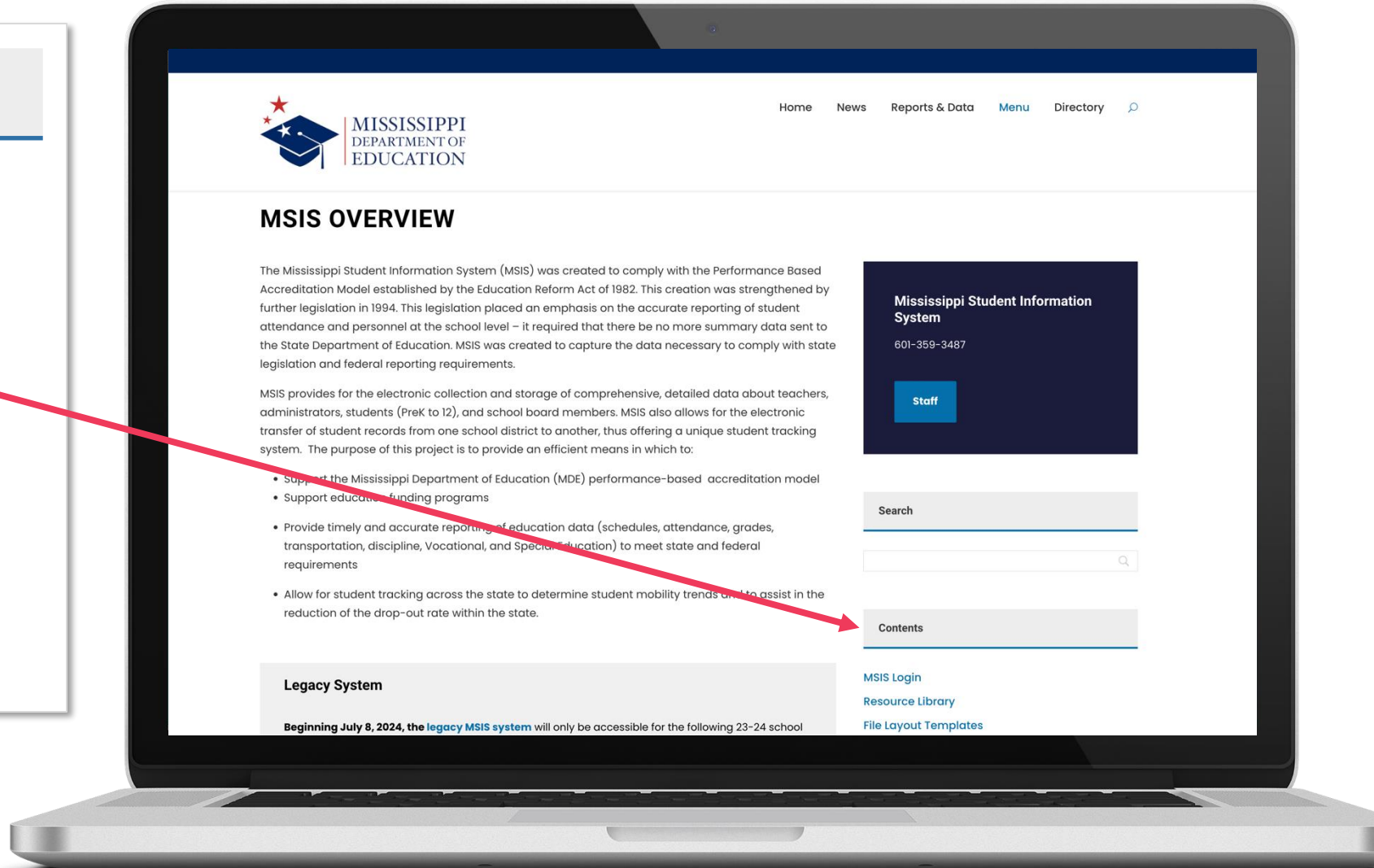
2



NonPublicStaff.Schedules

3

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



	A	B	C	D	E	F	G	H	I	J	K
1	Each tab must be uploaded as a Separate CSV file.										
2	This file layout contains example data for 3 employees:										
3											
4	Jane Doe - Teacher										
5	John Doe - Positive Behavior Specialist and also a Bus Aide										
6	Robert Smith - Teacher										
7											

Employment - One record for every employee in the district

districtId 4 digit district number, include leading zeros

staffMemberIdentificationSystem "State" for all records

staffMemberIdentifier Employee SSN

firstName

middleName

lastOrSurname

generationCodeOrSuffix

otherStaffMemberIdentificationSystem

otherStaffMemberIdentifier

email

birthdate

hispanicOrLatinoEthnicity

race

sex

employmentStatus

employmentStartDate

employmentEndDate

contractDaysOfServicePerYear

positionTitle

Work Area Codes Catalog 2024

Search for tools, help, and more (Option + Q)

File Home Insert Share Page Layout Formulas Data Review View Automate Help Draw Table Design

Code	Work Area Title	Memo/Description	Funding Codes	Endorsement Codes/MDE
700001	Pre-kindergarten Teacher	Teachers of a group or class that is part of a public school program that is taught during the year or years preceding kindergarten.	0,1,3,4,7,8,9	0116, 0120, 0122, 0150, 0151
700002	Kindergarten Teacher	Teachers of a group or class that is part of a public school program and is taught during the year preceding the first grade.	0,1,3,4,7,8,9	0115, 0116, 0120, 0151, 0152
700003	Elementary Teacher	Teachers of general level instruction classified by state and local practice as elementary and composed of any span of grades not above grade 8.	0,1,3,4,7,8,9	Valid License
700004	Secondary Teacher	Teachers of a general level of instruction classified by state and local practice as secondary and composed of any span of grades beginning with the next grade following the elementary grades and ending with or below grade 12.	0,1,2,3,4,7,8,9	Valid License
700005	Ungraded Teacher	Teachers of classes or programs to which students are assigned without standard grade designation.	0,1,3,4,7,8,9	Valid License
000141	SUPERVISION OF AGRICULTURE PROGRAMS (SOEP)		0,1,2,3,4,7,8,9	0301 - 0305, 0308, 0377
000150	SUPERVISOR OF CREDIT BEARING WORK-BASED LEARNING	Teachers with a 917 add-on endorsement who teaches credit bearing work-based learning.	0,1,2,3,4,7,8,9	0917
000221	PARENT CENTER COORDINATOR	A licensed professional responsible for supervising and managing the Parent Center and coordinating parental involvement and other activities relating to parents and students.	0,1,3,4,7,8,9	Valid License
000222	PARENT CENTER AIDE	A paraprofessional who assists the Parent Center Coordinator in the daily operation of the Parent Center.	0,1,3,4,7,8,9	0000
000234	SPECIAL POPULATIONS PERSONNEL	The endorsement of 334 is grandfathered for 1994-95 school year. The endorsement of 314 is grandfathered for 1996-1997 school year.	0,2,5,9	0115 - 0117, 0119, 0120, 0150, 0220, 0221, 0224, 0309, 0314, 0301, 0302, 0912-0914, 0918, 0951, 0953, 0954, 0958, 0959, 0993
000951	EXTENDED CONTRACT	Limited to CTE Skill-based instructors and CTE licensed for skilled programs	0,1,2,3,4,7,8,9	

Guidance for the WAC Catalog | Work Area Codes Listing | Deactivated Codes | Endorsement Code Key

MSIS DATA DOMAIN MAPPING

DOMAIN: COURSE SECTION NON-PUBLIC SCHOOLS

All data elements will be collected via file upload.

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
Class Period	An indication of the portion of a		None	Yes

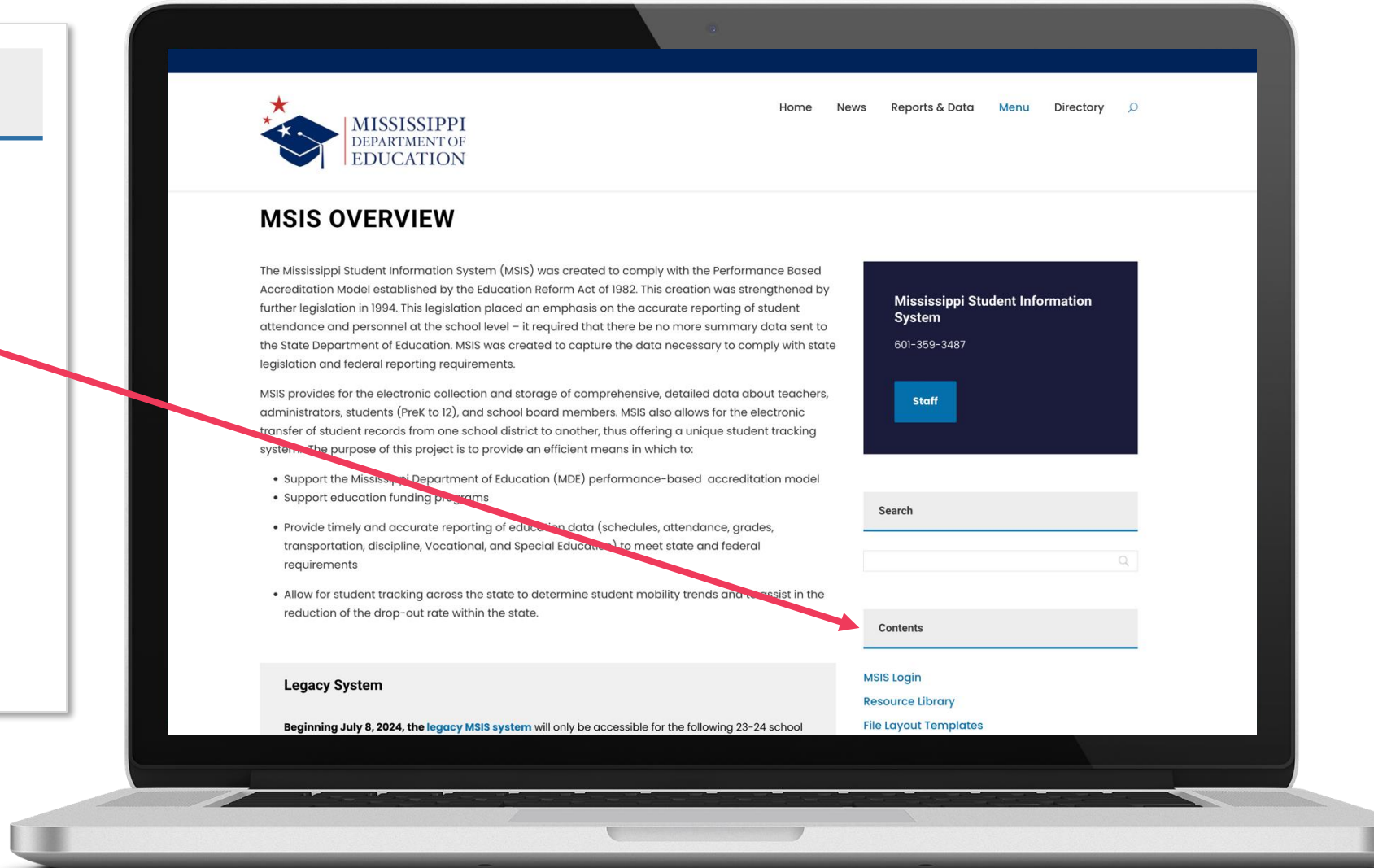
MSIS DATA DOMAIN MAPPING

DOMAIN: PERSONNEL Identity NON-PUBLIC SCHOOLS

All data elements will be collected via file upload.

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
First Name	The full legal first name given to a person at birth, baptism, or through legal change.		None	Yes
Generation Code or Suffix	An appendage, if any, used to denote a person's generation in his family (e.g., Jr., Sr., III).		None	Yes (Optional)
Last or Surname	The full legal last name borne in common by members of a family.		None	Yes
Middle Name	A full legal middle name given to a person at birth, baptism, or through legal change.		None	Yes (Optional)
Staff Member Identification System	A coding scheme that is used for identification and record-keeping purposes by schools, social services, registry, or other agencies to refer to a staff member.	SSN will be primary identifier.	SSN - Social Security Administration number	Yes
Staff Member Identifier	A unique number or alphanumeric code assigned to a staff member by a school, school system, a state, registry, or other agency or entity.		None	Yes

- Contents
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- File Layout Templates
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- Accreditation Standards
- Vendor Resources



	A	B	C	D	E	F	G
1	Each tab must be uploaded as a Separate CSV file.						
2	This file layout contains example data for 3 employees:						
3							
4	<i>Jane Doe - Teacher</i>						
5	<i>John Doe - Positive Behavior Specialist and also a Bus Aide</i>						
6	<i>Robert Smith - Teacher</i>						
7							
8	Employment - One record for every employee in the district						
9	districtId	4 digit district number, include leading zeros					
10	staffMemberIdentificationSystem	"State" for all records					
11	staffMemberIdentifier	Employee SSN					
12	firstName						
13	middleName						
14	lastOrSurname						
15	generationCodeOrSuffix	Optional					
16	otherStaffMemberIdentificationSystem	Only provide for licensed employees. Value "ProfessionalCertificate" for all					
17	otherStaffMemberIdentifier	License number					
18	email	District email address, not personal; required only for instructional staff and district/school administrators					
19	birthdate						
20	hispanicOrLatinoEthnicity	If Yes, leave race blank					
21	race						
22	sex						
23	employmentStatus	See "Data Domain Mapping: Personnel" for definition (https://www.mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS2/DomainMap/Pers)					
24	employmentStartDate						
25	employmentEndDate						
26	contractDaysOfServicePerYear	Formerly Days Employed					
27	positionTitle	District-specific field, does not need to be a work area code title					
28							
29	Assignments - One record for every assignment (possible multiple rows per employee)						
30	districtId	4 digit district number, include leading zeros					
31	localEducationAgencyIdentificationSystem	"SEA" for all records					
32	localEducationAgencyIdentifier	4 digit district number, include leading zeros					
33	schoolIdentificationSystem	"SEA" for all records					
34	schoolIdentifier	4 digit district number and 3 digit school number separated by hyphen. Include leading zeros					
35	staffMemberIdentificationSystem	"State" for all records					
36	staffMemberIdentifier	Employee SSN					
37	codingSystemOrganizationType	"SEA" for all records					
38	localJobCategory	Work area code (https://mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS/work_area_codes.xlsx)					
39	staffFullTimeEquivalency	FTE amount for assignment (between 0 and 1)					

Updated Example File Layout

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



General overview of the file layout.
Includes instructions for each tab and information about each data element.

 *Employee examples are provided for each tab. Each tab will be saved as a separate CSV file.*



DATA DOMAIN MAPPING

DOMAIN: PERSONNEL

Identity

NON-PUBLIC SCHOOLS

All data elements will be collected via file upload.

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
First Name	The full legal first name given to a person at birth, baptism, or through legal change.		None	Yes
Generation Code or Suffix	An appendage, if any, used to denote a person's generation in his family (e.g., Jr., Sr., III).		None	Yes (Optional)
Last or Surname	The full legal last name borne in common by members of a family.		None	Yes
Middle Name	A full legal middle name given to a person at birth, baptism, or through legal change.		None	Yes (Optional)
Staff Member Identification System	A coding scheme that is used for identification and record-keeping purposes by schools, social services, registry, or other agencies to refer to a staff member.	SSN will be primary identifier.	SSN - Social Security Administration number	Yes
Staff Member Identifier	A unique number or alphanumeric code assigned to a staff member by a school, school system, a state, registry, or other agency or entity.		None	Yes

Replaces:
General/Schedule Entry Screens
(Employee & District tabs)

Employment

i *One record (row) for each employee.*

Collects employee demographics and employment dates.

Employment

i *One record (row) for each employee.*

District ID

Staff Member
Identification System

Staff Member Identifier

First Name

Middle Name

Last or
Surname

Generation Code
or Suffix

Other Staff Member
Identification System

Other Staff
Member Identifier

Email

Birthdate

Hispanic or Latino Ethnicity

Race

Sex

Employment
Status

Employment Start Date

Employment End Date

Contract Days of
Service Per Year

Position Title

District ID

4-digit district number (include leading zeros)

Staff Member Identification System

"State" for all records

Staff Member Identifier

Employee SSN (9 digits, with dashes, Ex: 123-456-7890)

District ID

Staff Member
Identification System

Staff Member Identifier

First Name

Letters only,
no special
characters

Middle Name

Optional
Letters only,
no special
characters

Last or
Surname

Letters only,
no special
characters

Generation Code
or Suffix

Optional

District ID

Staff Member
Identification System

Staff Member Identifier

First Name

Middle Name

Last or
Surname

Generation Code
or Suffix

Other Staff Member
Identification System

Only provide for licensed employees;
"ProfessionalCertificate"
for all employees that are licensed

Other Staff
Member Identifier

License number

Email

School email address;
required for instructional
staff and district/school
administrators

Email

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set
Electronic Mail Address	The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the person or organization belongs.	School/District Email address Collected for Instructional Staff and District/School Administrative Staff only	None

Birthdate

MM/DD/YYYY
or
MM-DD-YYYY
(include
leading zeros)

Hispanic or Latino Ethnicity

Yes or No;
if Yes, leave race blank

Race

See Option
Set

Sex

Race

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set
Race	The origins of a person.		<p>AmericanIndianOrAlaskaNative - American Indian or Alaska Native</p> <p>Asian - Asian</p> <p>BlackOrAfricanAmerican - Black or African American</p> <p>DemographicRaceTwoOrMoreRaces - Demographic Race Two or More Races</p> <p>NativeHawaiianOrOtherPacificIslander - Native Hawaiian or Other Pacific Islander</p> <p>RaceAndEthnicityUnknown - Race and Ethnicity Unknown</p> <p>White – White</p> <p>Use only the bold text in the spreadsheet</p>

Birthdate

MM/DD/YYYY
or
MM-DD-YYYY
(include
leading zeros)

Hispanic or Latino Ethnicity

Yes or No;
if Yes, leave race blank

Race

See Option
Set

Sex

Male
Female
NotSelected

Birthdate

Hispanic or Latino
Ethnicity

Race

Sex

Employment
Status

5-digit number
(include leading
zeros)

See Option Set

Employment Status

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set
Employment Status	The condition under which a person has agreed to serve as an employee.	Contractual - Employed through external contractual service Non-contractual - Employed through the district (includes teachers with contracts directly with the district) Substitute/temporary - Use for long-term substitutes. Short-term substitutes do not need to be reported.	01379 - Contractual 01385 - Non-contractual 01380 - Substitute/temporary Use only the bold text in the spreadsheet

Birthdate

Hispanic or Latino
Ethnicity

Race

Sex

Employment
Status

Employment Start Date

The date employment started;
MM/DD/YYYY or
MM-DD-YYYY
(include leading zeros)

Employment End Date

Leave blank if still employed;
MM/DD/YYYY or
MM-DD-YYYY
(include leading zeros)

Birthdate

Hispanic or Latino
Ethnicity

Race

Sex

Employment
Status

Employment Start Date

Employment End Date

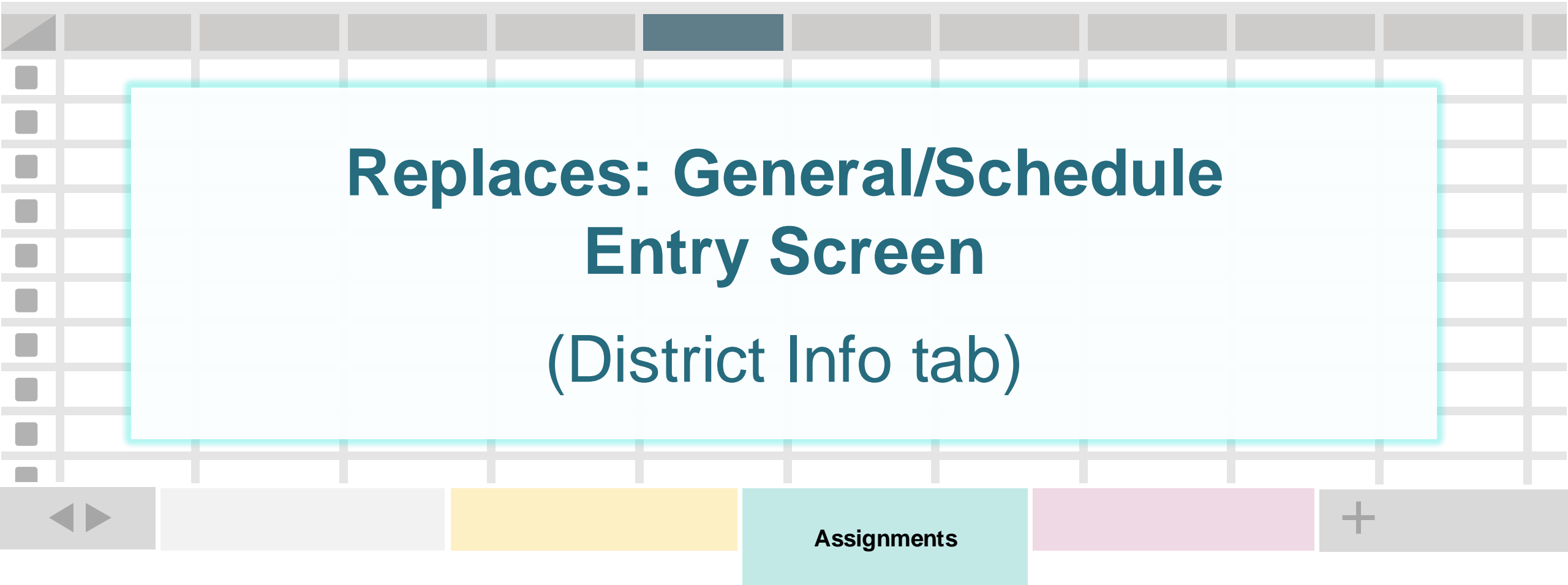
Contract Days of
Service Per Year

Numeric value
(Formerly Days
Employed)

Position Title

District-specific field, does
not need to be a work
area code title



A screenshot of a spreadsheet application. A large, light blue-bordered text box is centered on the grid, containing the text 'Replaces: General/Schedule Entry Screen (District Info tab)'. Below the grid, a row of tabs is visible, including a yellow tab, a teal tab labeled 'Assignments', a pink tab, and a grey tab with a plus sign. The spreadsheet grid shows a few cells with grey shading in the top row.

**Replaces: General/Schedule
Entry Screen**
(District Info tab)

i One record (row) for each employee assignment. **Multiple rows per employee are possible.**

**Collects Work Area
Codes/Assignments and FTEs.**

Assignments

i One record (row) for each employee assignment. **Multiple rows per employee are possible.**

District ID

LEA Agency
Identification System

LEA Agency Identifier

School Identification System

School Identifier

Staff Member Identification System

Staff Member Identifier

Coding System
Organization Type

Local Job Category

Staff Full Time
Equivalency

Primary Assignment Indicator

Assignment Start
Date

Assignment
End Date

District ID

4-digit district number (include leading zeros)

LEA Agency Identification System

"SEA" for all records

LEA Agency Identifier

4-digit district number (include leading zeros)

District ID

LEA Agency
Identification System

LEA Agency Identifier

School Identification System

"SEA" for all records

School Identifier

4-digit district number and 3-digit school number separated by a hyphen. Include leading zeros.

District ID

LEA Agency
Identification System

LEA Agency Identifier

School Identification System

School Identifier

Staff Member Identification System

"State" for all records

Staff Member Identifier

Employee SSN
(Only numbers, **no dashes**)

Coding System Organization Type

"SEA" for all records

Local Job Category

Work area code/Assignment (<https://mdek12.org/accreditation/approved-work-area-codes-for-elementary-and-secondary-schools-of-mississippi/>)

Staff Full Time Equivalency

FTE amount for assignment (between 0 and 1)

	A	B	
1	Code ▾	Work Area Title	Memo/Description ▾
2	700001	Pre-kindergarten Teacher	Teachers of a group or class that is part of the year or years preceding kindergarten.
3	700002	Kindergarten Teacher	Teachers of a group or class that is part of the year preceding the first grade.
4	700003	Elementary Teacher	Teachers of general level instruction classes and composed of any span of grades from kindergarten to the elementary grades.
5	700004	Secondary Teacher	Teachers of a general level of instruction classes secondary and composed of any span of grades from the elementary grades and ending with the secondary grades.
6	700005	Ungraded Teacher	Teachers of classes or programs to which no grade designation.
7	000141	SUPERVISION OF AGRICULTURE PROGRAMS (SOEP)	
8	000150	SUPERVISOR OF CREDIT BEARING WORK-BASED LEARNING	Teachers with a 917 add-on endorsement for work-based learning.
9	000221	PARENT CENTER COORDINATOR	A licensed professional responsible for coordinating parental involvement and parent participation in the school.
10	000222	PARENT CENTER AIDE	A paraprofessional who assists the Parent Center Coordinator in the Parent Center.
11	000234	SPECIAL POPULATIONS PERSONNEL	The endorsement of 334 is grandfathered for 1996-1997 school year. The endorsement of 314 is grandfathered for 1996-1997 school year.

Work Area Codes 24-25SY

- Spreadsheet format for easy filtering and sorting
- Blue text indicates updates or changes
- Tab for deactivated codes

Local Job Category



Work Area Codes/Assignments



Now available for teachers



Revised Work Area Codes for 24-25SY



Report 0 FTEs for After-School Assignments



Staff Full Time Equivalencies



Reported in decimals (ex: 50% = .5 FTEs)



Employee FTEs should not be more than 1

Coding System
Organization Type

Local Job Category

Staff Full Time
Equivalency

Primary Assignment Indicator

Yes or No
Indication that the assignment is
the primary (aligned to job title)

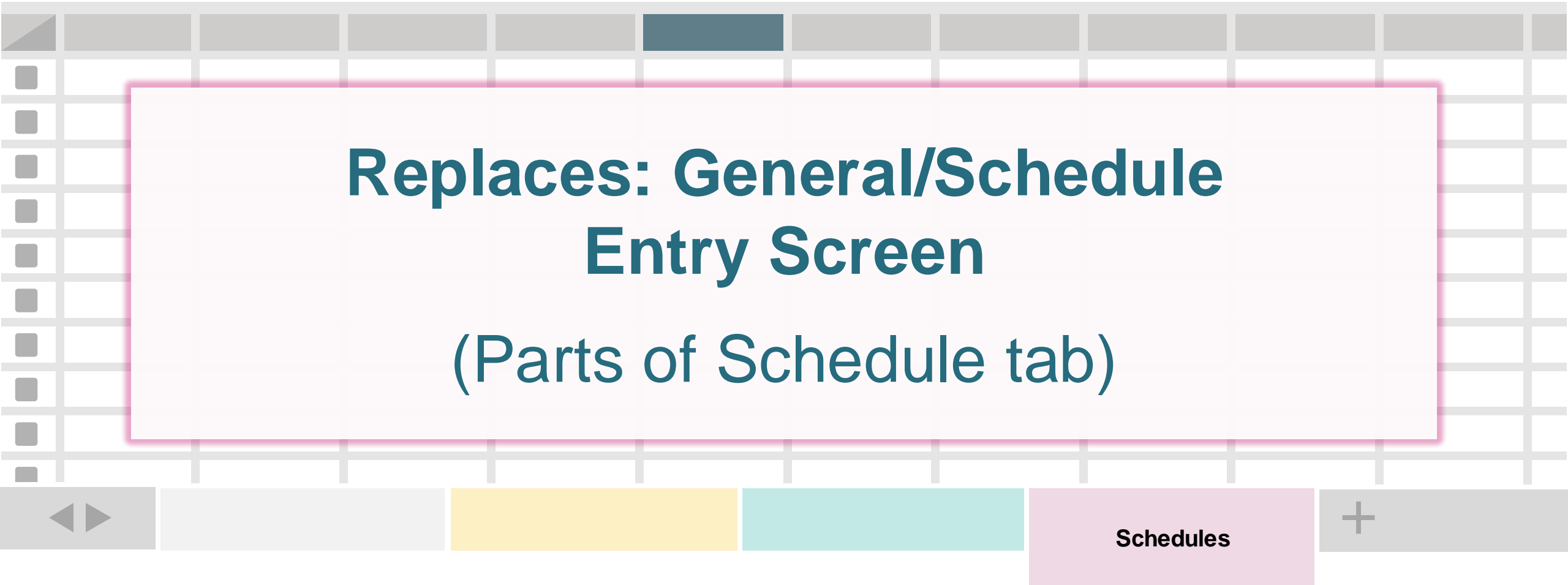
Assignment Start
Date

MM/DD/YYYY
(include leading
zeros)
Assignment dates
for year unless
different

Assignment
End Date

MM/DD/YYYY
(include leading
zeros)
Assignment dates
for year unless
different





**Replaces: General/Schedule
Entry Screen**
(Parts of Schedule tab)

i One record **for every class** on a teacher's schedule

Collects teacher schedules and student counts.


Schedules

i One record **for every class** on a teacher's schedule.

Schedules



Schedules are **not required** for non-instructional staff



DATA DOMAIN MAPPING

DOMAIN: COURSE SECTION

NON-PUBLIC SCHOOLS

All data elements will be collected via file upload.

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
Class Period	An indication of the portion of a typical daily session in which students receive instruction in a specified subject (e.g., morning, sixth period, block period, or AB schedules).		None	Yes
Course Code System	A system that is used to identify the organization of subject matter and related learning experiences provided for the instruction of students.		State - State course code LEA - LEA course code	Yes
Course Identifier	The actual code that identifies the organization of subject matter and related learning experiences provided for the instruction of students.	MDE Course Code for State course code system. Local Course Code for LEA course code system	None	Yes
High Grade	Highest Grade Level served in the course section.		IT - Infant/toddler PK - Prekindergarten KG - Kindergarten 01 - First grade 02 - Second grade 03 - Third grade 04 - Fourth grade 05 - Fifth grade	Yes

Staff Member Identifier

Staff Member
Identification System

Course Identifier

Course Code
System

Available Carnegie
Unit Credit

Class Period

Course Section Identifier

Instructional Minutes

Session Type

Session Sequence Number

District

School Identifier

Classroom Position Type

School Year

Low Grade

High Grade

Student Count

Staff Member Identifier

Employee SSN
(9 digits, with dashes,
Ex: 123-456-7890)

Staff Member Identification System

“State”
for all records

Course Identifier

Active MDE 6-digit
Course Code

See Course Code
Report in MSIS

Staff Member Identifier

Staff Member
Identification System

Course Identifier

Course Code
System

“State”
for all records

Available Carnegie
Unit Credit

Value of 0-2

See Course Code Report
in MSIS

Class Period

Numeric value

Staff Member Identifier

Staff Member
Identification System

Course Identifier

Course Code
System

Available Carnegie
Unit Credit

Class Period

Course Section Identifier

Locally defined, unique course
section number.

Instructional Minutes

Numeric value
See Course Code Report
in MSIS

Session Type

FullSchoolYear
Quarter
Semester

Session Sequence Number

All Year, Semester 1, or Quarter 1 = 1
Semester 2 or Quarter 2 = 2
Quarter 3 = 3
Quarter 4 = 4

District

4-digit district
number (include
leading zeros)

School Identifier

4-digit district
number and
3-digit school
number
separated by a
hyphen (include
leading zeros)

Session Sequence Number

District

School Identifier

Classroom Position Type

School Year

“05973”
Instructor of record for all records
(include leading zero)

“2025”
for all records

Session Sequence Number

District

School Identifier

Classroom Position Type

School Year

Low Grade

Lowest grade level served
IT, PK, KG, 01, 02, 03, 04, 05,
06, 07, 08, 09, 10, 11, 12, 13,
or AE (include leading zeros)

High Grade

Highest grade level served
IT, PK, KG, 01, 02, 03, 04, 05,
06, 07, 08, 09, 10, 11, 12, 13,
or AE (include leading zeros)

Student Count

Numeric value

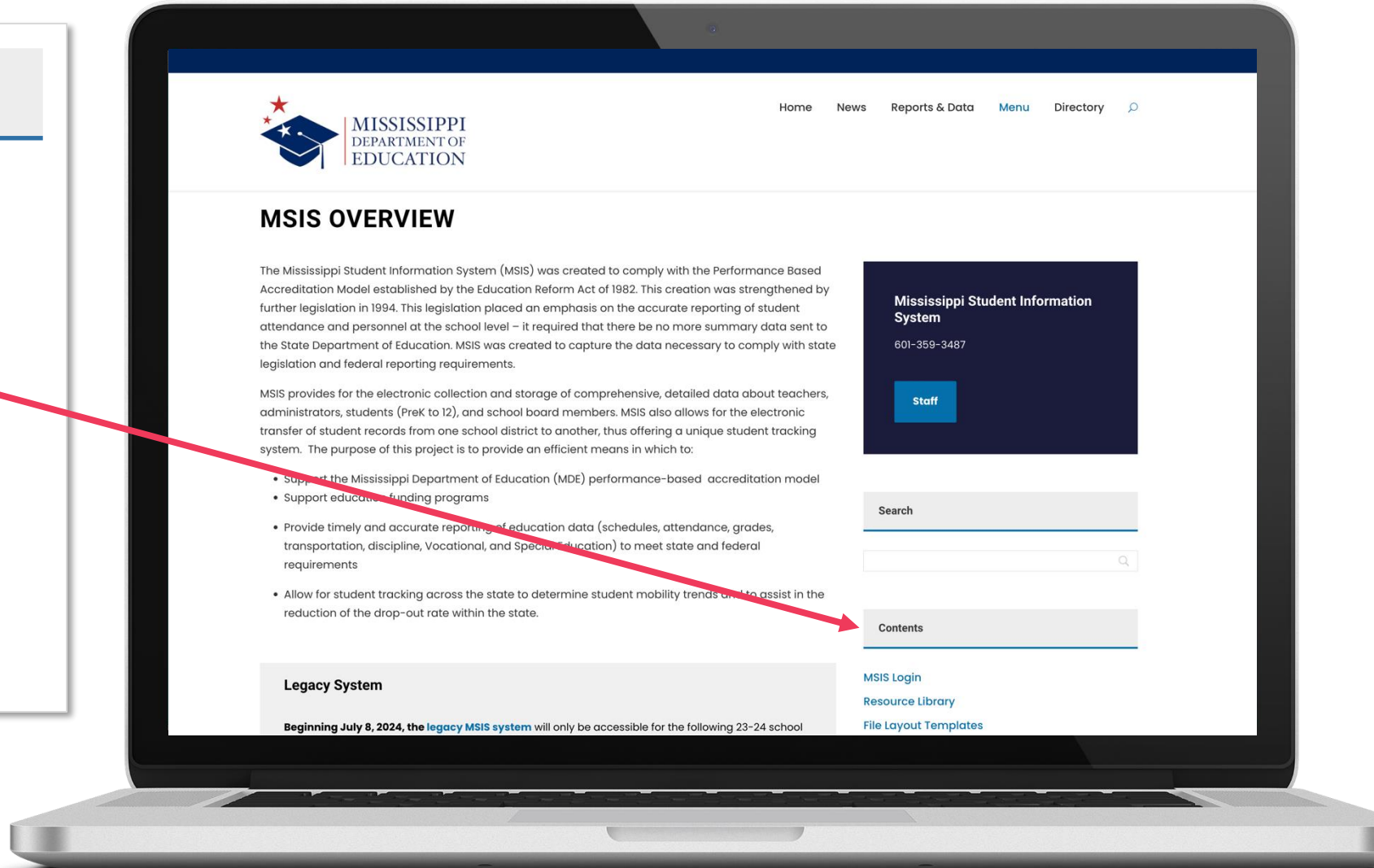


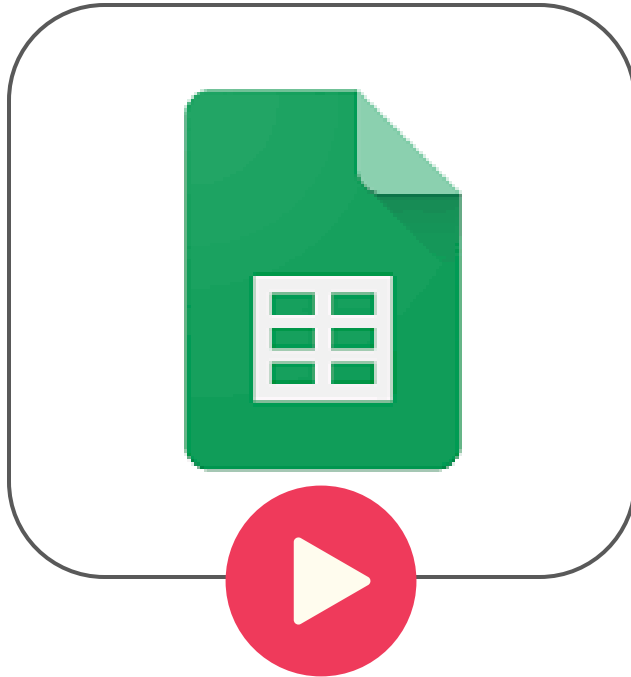
STEP



**Format spreadsheets and
enter required data**

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





[Google Sheets](#)
[Video Tutorial](#)



[Microsoft Excel](#)
[Video Tutorial](#)



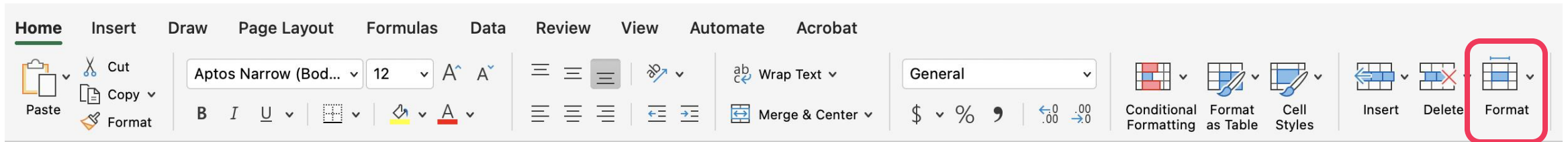
NonPublicStaff.Employment

1

- Open NonPublicStaff.Employment.csv in Excel (or Google Sheets).
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted).

Excel (Format > Format Cells)

- Select Column A
- Format > Format Cells



Excel (Format > Format Cells)

The image shows the Microsoft Excel interface with the 'Format' tab selected in the ribbon. The 'Format Cells' icon, which depicts a grid with a pencil, is highlighted with a red rectangle. A context menu is open over this icon, listing various options. The 'Format Cells...' option at the bottom of the menu is highlighted with a green background and a red border.

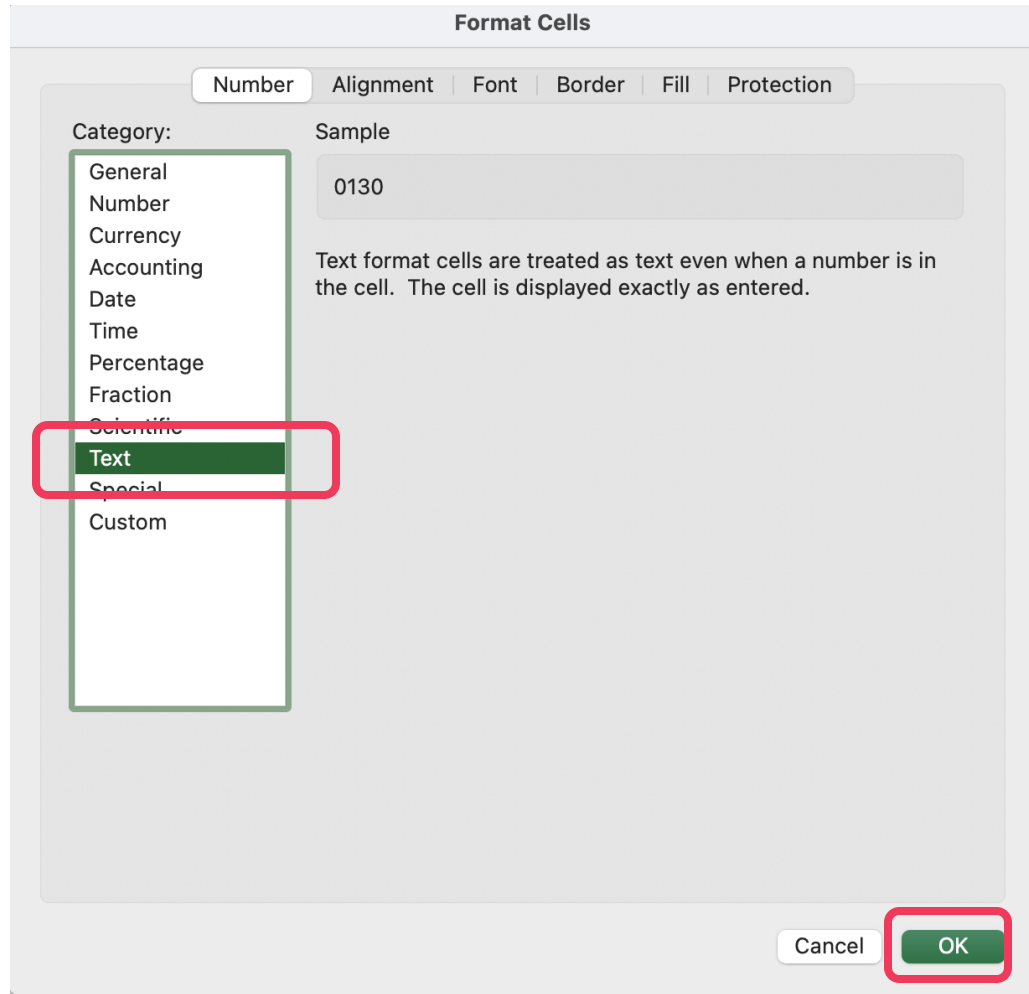
Home Insert Draw Page Layout Formulas Data Review View Automate Acrobat

Paste Cut Copy Format Aptos Narrow (Bod... 12 B I U Merge & Center General Conditional Formatting Format as Table Cell Styles Insert Delete

Cell Size
Row Height...
AutoFit Row Height
Column Width...
AutoFit Column Width
Default Width...
Visibility
Hide & Unhide
Organize Sheets
Rename Sheet
Move or Copy Sheet...
Tab Color
Protection
Protect Sheet...
 Lock Cell
Format Cells...

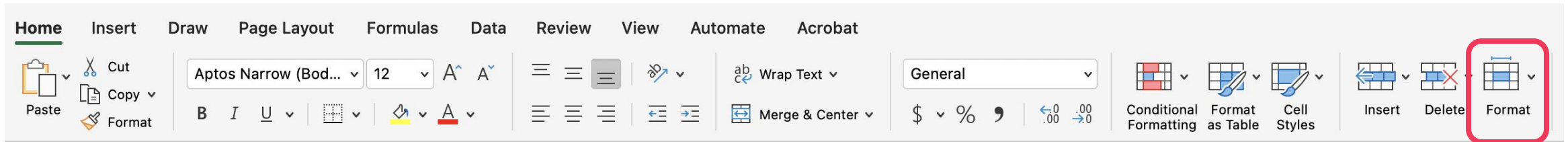
Excel (Format > Format Cells)

- Select Text
- Select OK
- Repeat for Columns I and O



Excel (Format > Format Cells)

- Select Column K
- Format > Format Cells



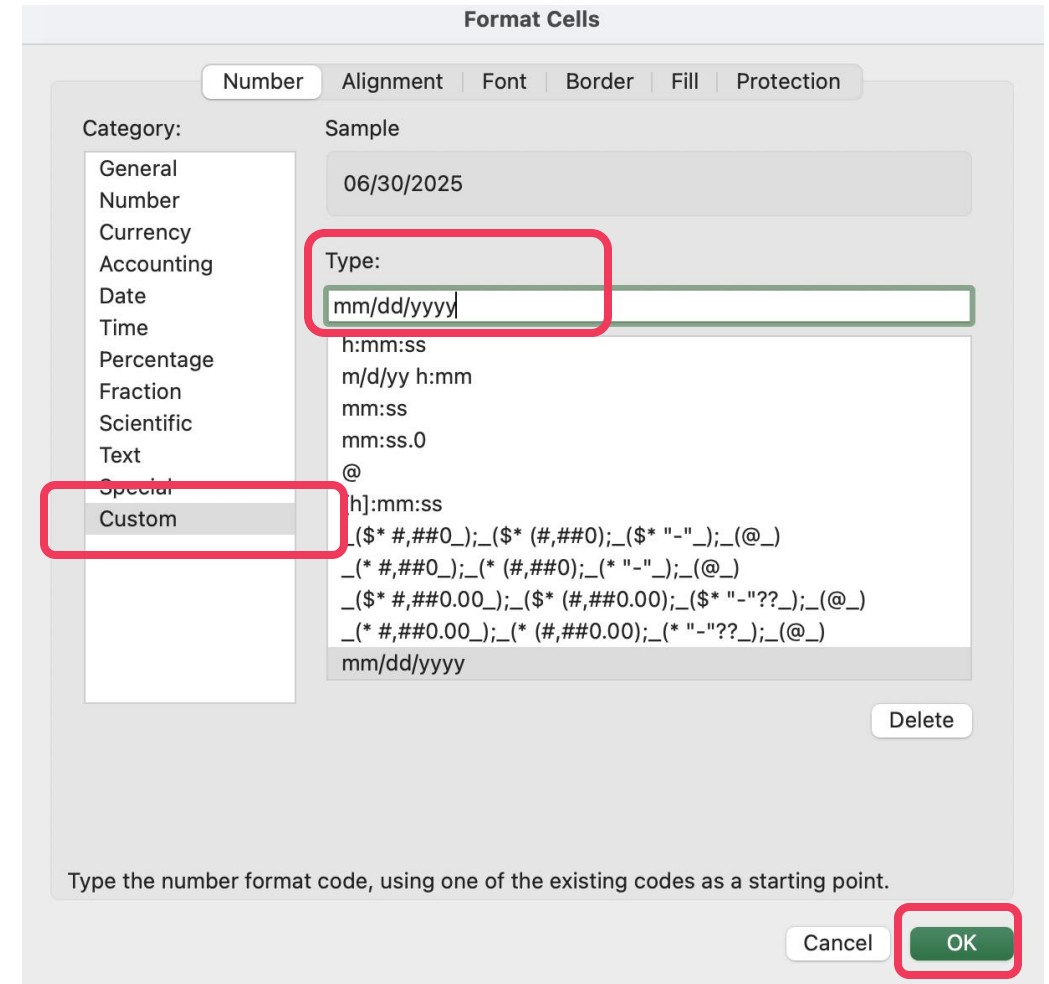
Excel (Format > Format Cells)

The image shows the Microsoft Excel interface. The ribbon is set to 'Home'. The 'Format' group on the ribbon is active, and the 'Format Cells' icon (a grid with a pencil) is selected. A context menu is open over the 'Format Cells' icon, listing various options. The 'Format Cells...' option at the bottom of the menu is highlighted with a red rectangular box. The spreadsheet grid below shows column A selected, with cell A1 highlighted in green.

- Cell Size
 - Row Height...
 - AutoFit Row Height
 - Column Width...
 - AutoFit Column Width
 - Default Width...
- Visibility
 - Hide & Unhide
- Organize Sheets
 - Rename Sheet
 - Move or Copy Sheet...
 - Tab Color
- Protection
 - Protect Sheet...
 - Lock Cell
 - Format Cells...**

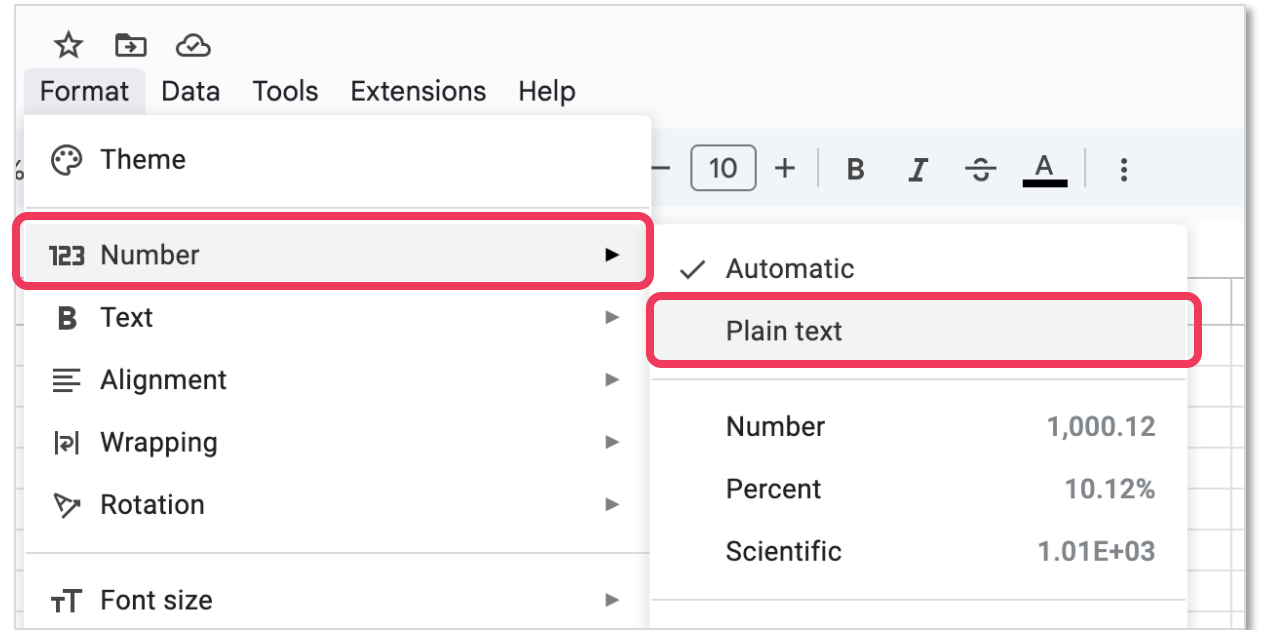
Excel (Format > Format Cells)

- Select Custom
- Under Type, enter “mm/dd/yyyy”
- Select OK
- Repeat for Columns P and Q



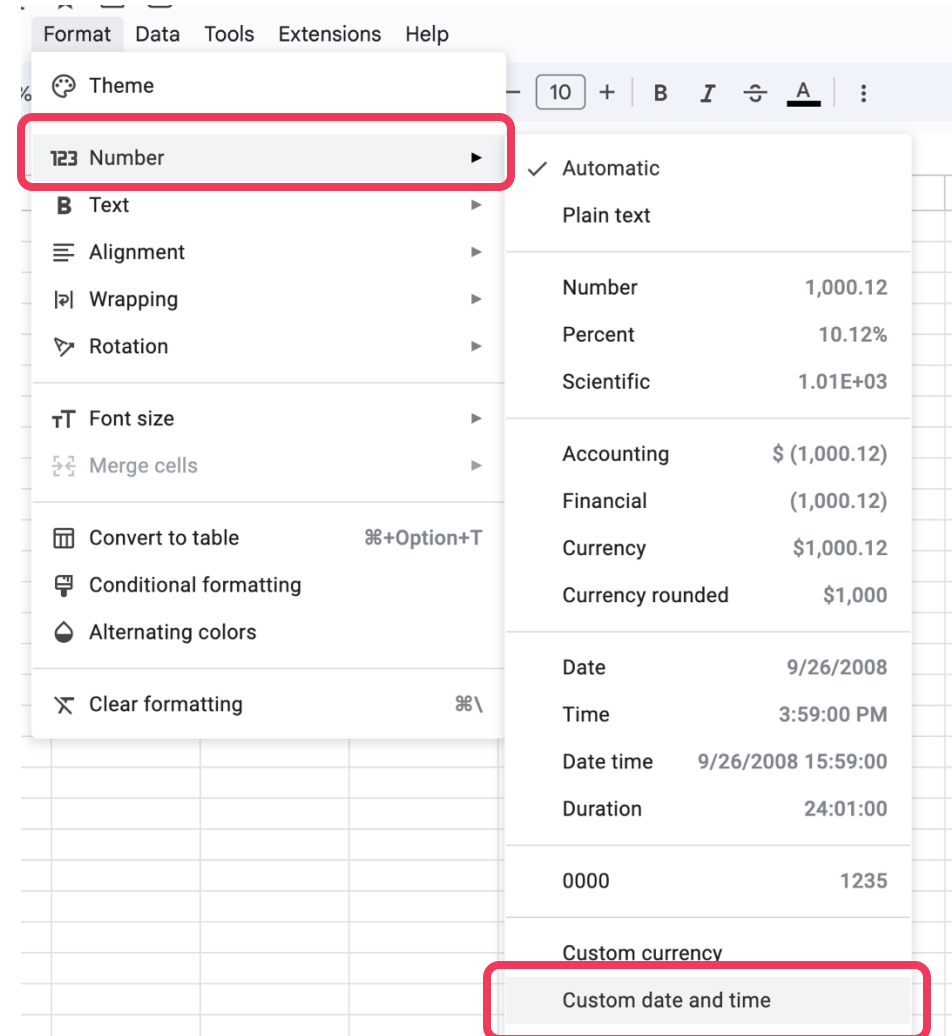
Google Sheets (Format > Number)

- Select Column A
- Format
- Select Number
- Select Plain Text
- Repeat for Columns I and O



Google Sheets (Format > Number)

- Select Column K
- Format
- Select Number
- Select Custom date and time



Google Sheets (Format > Number)

- Select 08-05-1930
- Select OK
- Repeat for Columns P and Q

Custom date and time formats

Month (08) - Day (05) - Year (1930)

1930-08-05

08-05-1930

8/5/30

08-05-30

8/5

08-05

5-Aug

5-Aug-1930



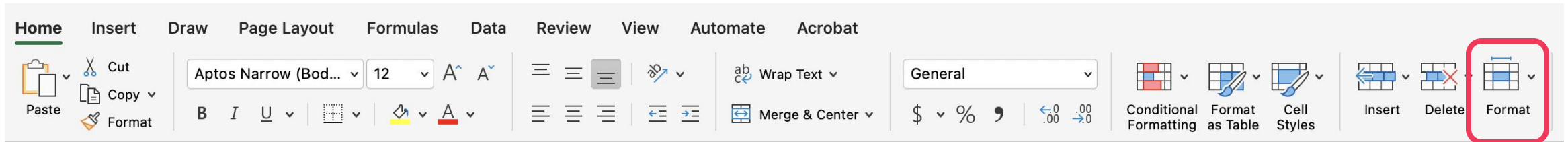
NonPublicStaff.Assignments

2

- Open NonPublicStaff.Assignments.csv in Excel (or Google Sheets).
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted).

Excel (Format > Format Cells)

- Select Column A
- Format > Format Cells

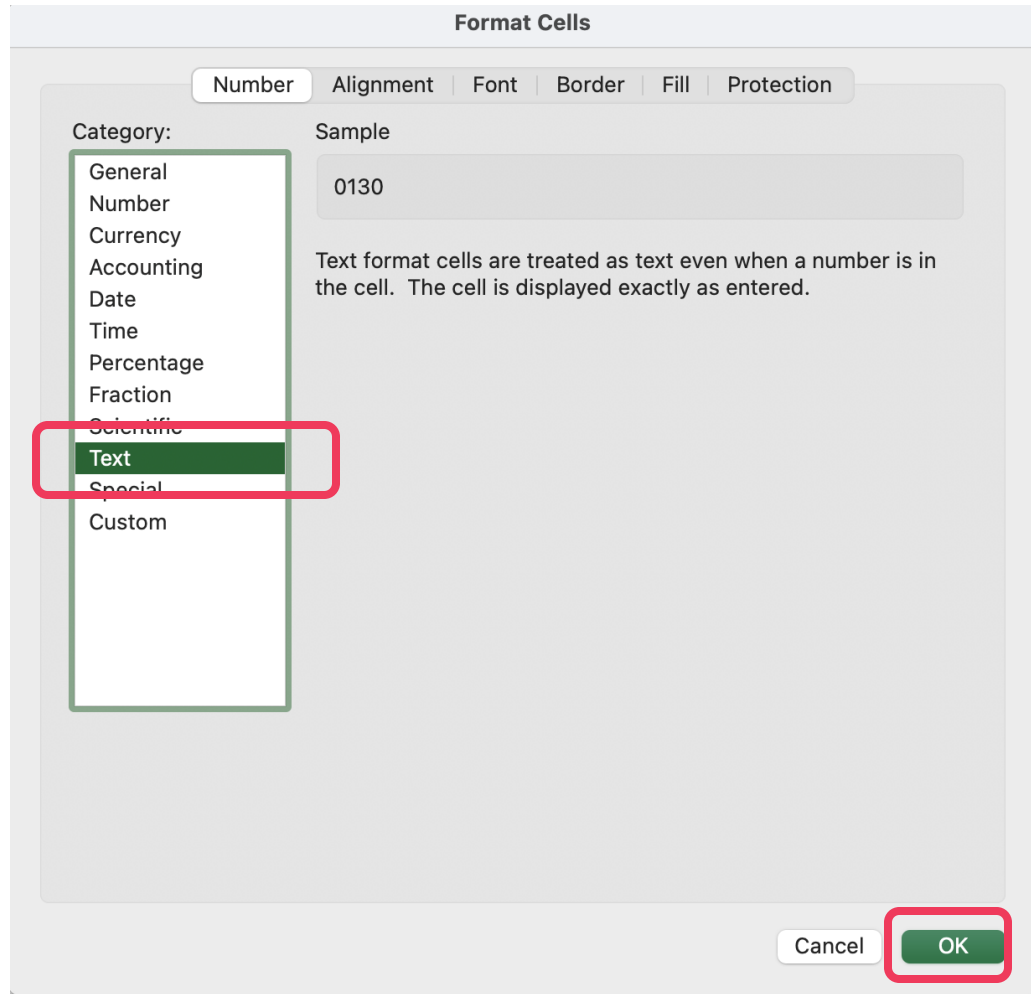


Excel (Format > Format Cells)

The image shows the Microsoft Excel interface with the 'Format Cells' dialog box open. The ribbon at the top includes 'Home', 'Insert', 'Draw', 'Page Layout', 'Formulas', 'Data', 'Review', 'View', 'Automate', and 'Acrobat'. The 'Home' ribbon is active, showing options for font (Aptos Narrow, size 12), bold, italic, underline, text color, and background color. The 'Format Cells' dialog box is open over the spreadsheet grid, with the 'Format Cells...' option at the bottom highlighted by a red rectangle. The dialog box contains sections for 'Cell Size' (Row Height, AutoFit Row Height, Column Width, AutoFit Column Width, Default Width), 'Visibility' (Hide & Unhide), 'Organize Sheets' (Rename Sheet, Move or Copy Sheet..., Tab Color), and 'Protection' (Protect Sheet..., Lock Cell). The spreadsheet grid shows columns A through R and rows 1 through 23. Cell A1 is selected.

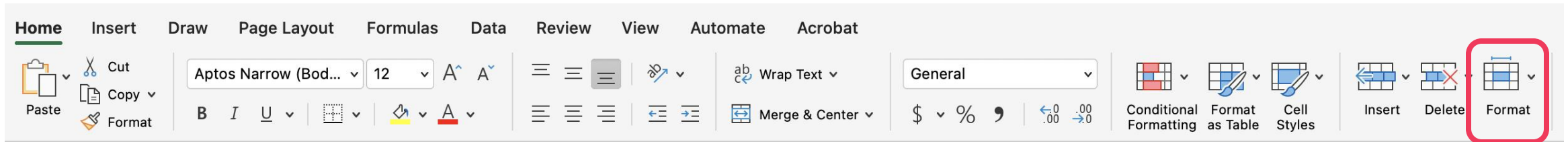
Excel (Format > Format Cells)

- Select Text
- Select OK
- Repeat for Columns C, E, I



Excel (Format > Format Cells)

- Select Column L
- Format > Format Cells

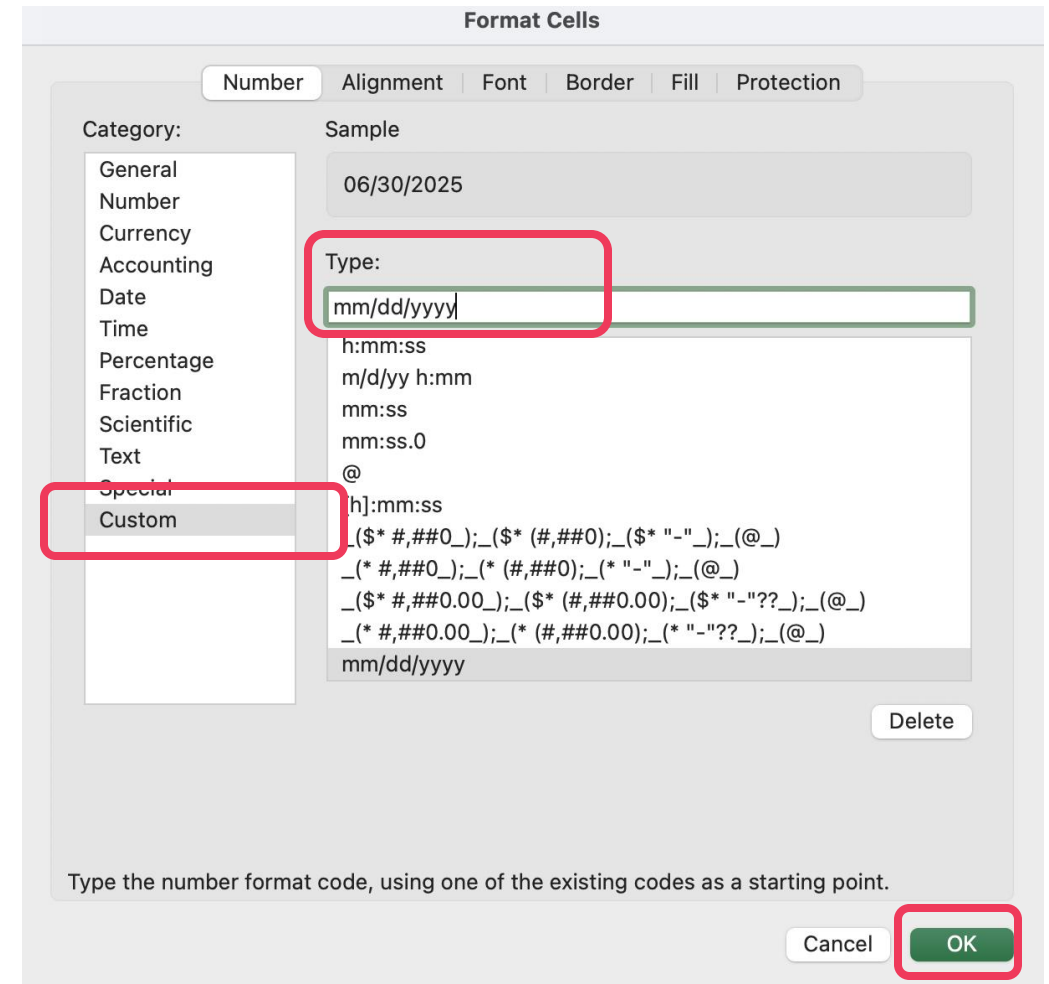


Excel (Format > Format Cells)

The image shows the Microsoft Excel interface. The ribbon at the top includes tabs for Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate, and Acrobat. The 'Home' tab is active, showing options for font (Aptos Narrow, size 12), bold, italic, underline, text color, and background color. The 'Cell Styles' group is expanded, and the 'Format Cells' button is highlighted with a red box. A context menu is open over the spreadsheet grid, listing options such as 'Cell Size', 'Row Height...', 'AutoFit Row Height', 'Column Width...', 'AutoFit Column Width', 'Default Width...', 'Visibility', 'Hide & Unhide', 'Organize Sheets', 'Rename Sheet', 'Move or Copy Sheet...', 'Tab Color', 'Protection', 'Protect Sheet...', and 'Lock Cell'. The 'Format Cells...' option at the bottom of the menu is highlighted with a red box.

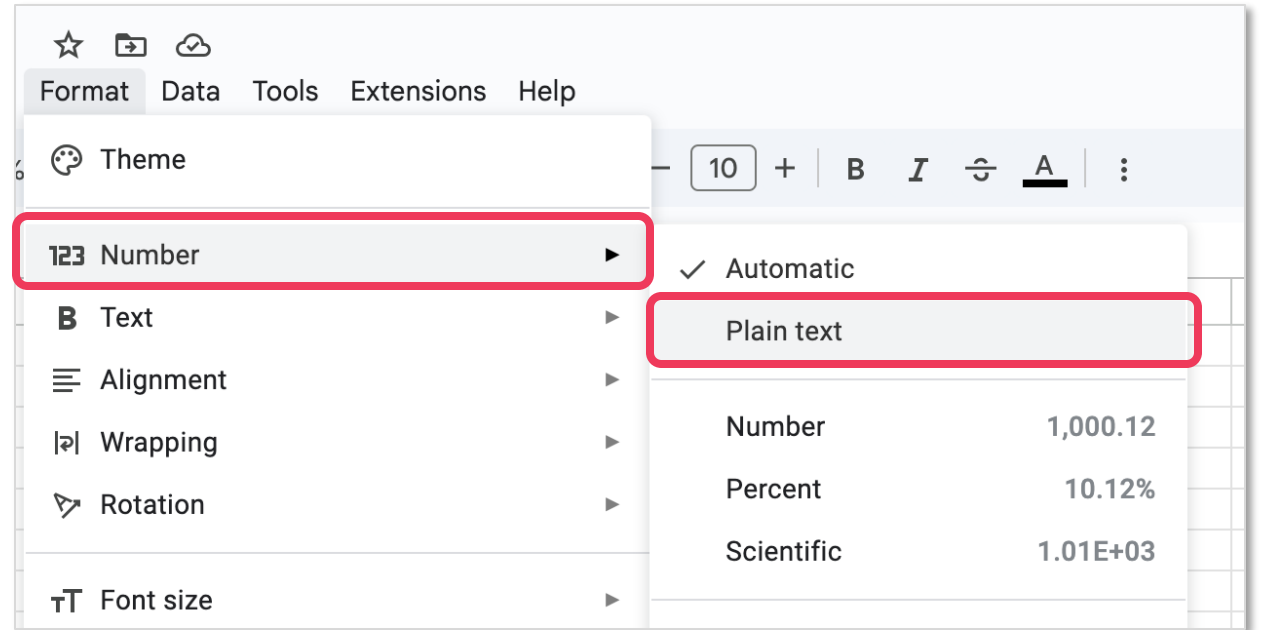
Excel (Format > Format Cells)

- Select Custom
- Under Type, enter “mm/dd/yyyy”
- Select OK
- Repeat for Column M



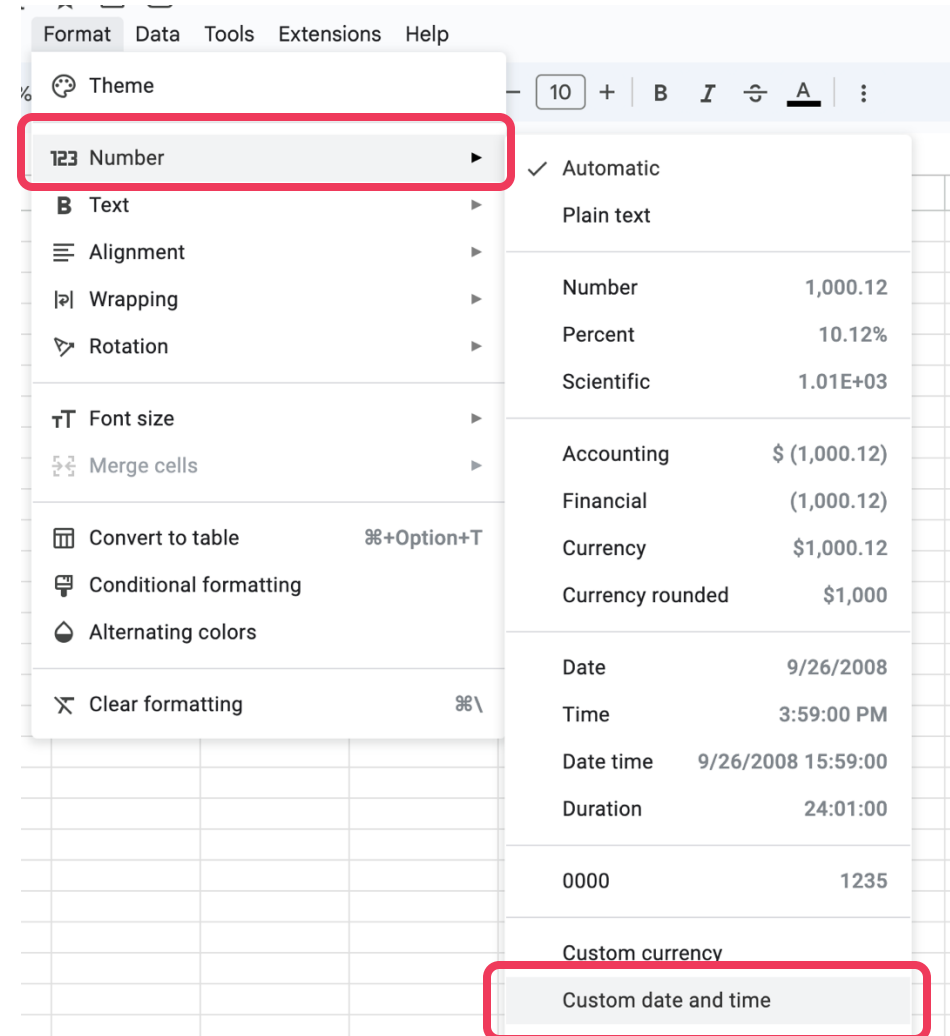
Google Sheets (Format > Number)

- Select Column A
- Format
- Select Number
- Select Plain Text
- Repeat for Columns C, E, I



Google Sheets (Format > Number)

- Select Column L
- Format
- Select Number
- Select Custom date and time



Google Sheets (Format > Number)

- Select 08-05-1930
- Select OK
- Repeat for Column M

Custom date and time formats

Month (08) - Day (05) - Year (1930)

1930-08-05

08-05-1930

8/5/30

08-05-30

8/5

08-05

5-Aug

5-Aug-1930



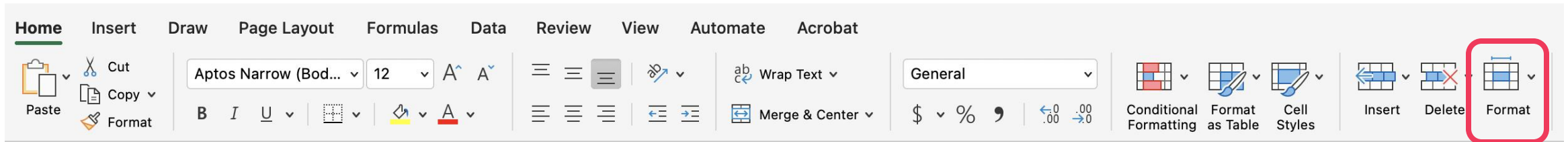
NonPublicStaff.Schedules

3

- Open NonPublicStaff.Schedules.csv in Excel (or Google Sheets).
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted).

Excel (Format > Format Cells)

- Select Column C
- Format > Format Cells

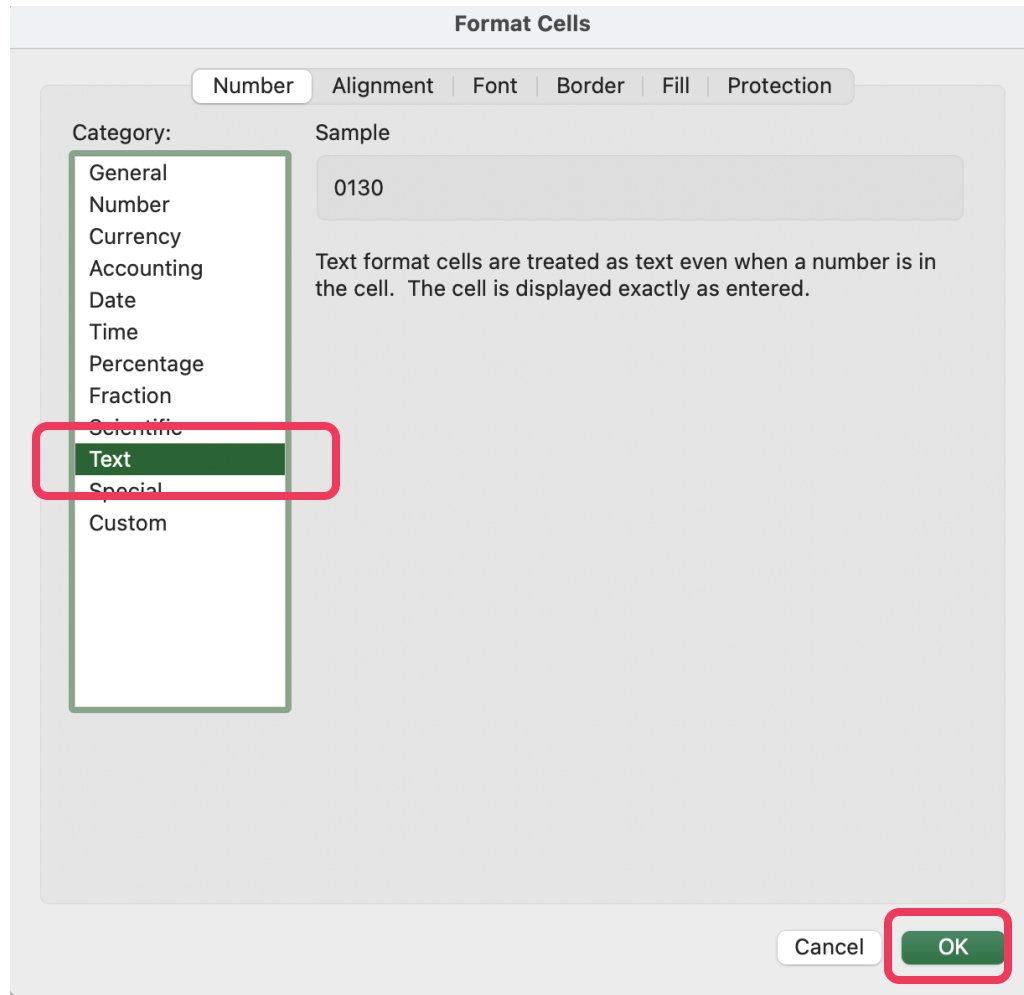


Excel (Format > Format Cells)

The image shows the Microsoft Excel interface. The ribbon at the top includes tabs for Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate, and Acrobat. The 'Home' tab is active, showing options for Paste, Cut, Copy, Format, font settings (Aptos Narrow, size 12), bold, italic, underline, text color, background color, alignment, Merge & Center, Wrap Text, Number Format (General), Conditional Formatting, Format as Table, Cell Styles, Insert, and Delete. A context menu is open over the 'Cell Styles' icon, listing options such as Cell Size, Row Height, AutoFit Row Height, Column Width, AutoFit Column Width, Default Width, Visibility, Hide & Unhide, Organize Sheets, Rename Sheet, Move or Copy Sheet..., Tab Color, Protection, Protect Sheet..., Lock Cell, and Format Cells... The 'Format Cells...' option at the bottom of the menu is highlighted with a red rectangular box.

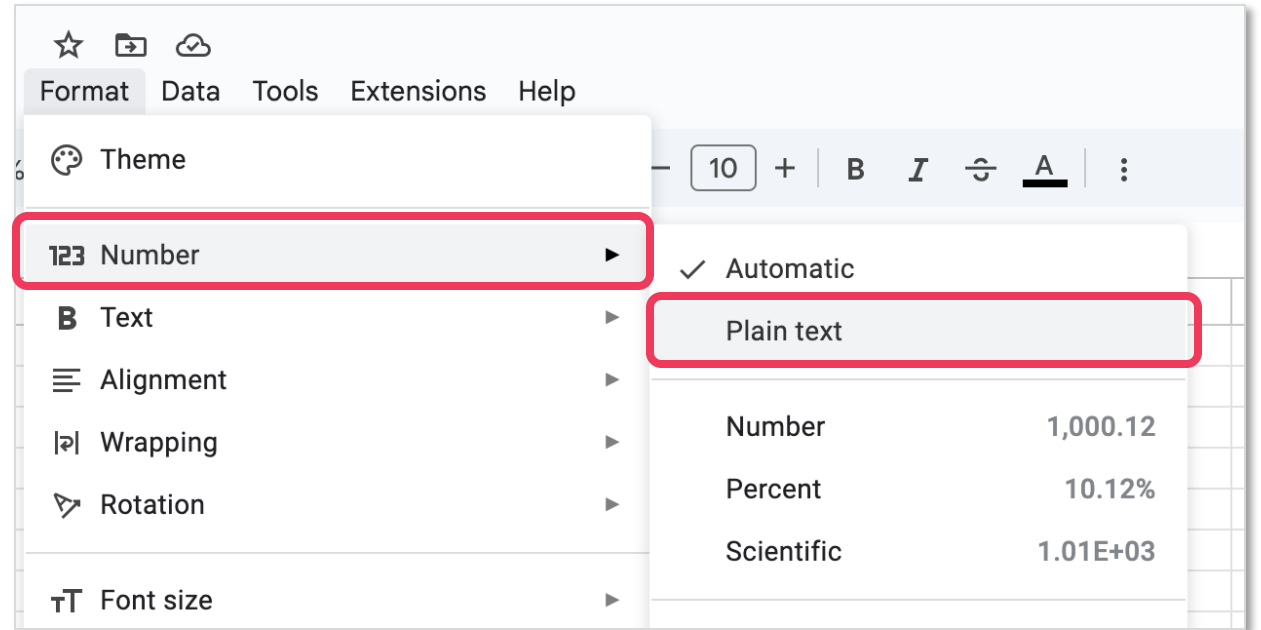
Excel (Format > Cells)

- Select Text
- Select OK
- Repeat for Columns E, G, K, L, O, and P



Google Sheets (Format > Number)

- Select Column C
- Format
- Select Number
- Select Plain Text
- Repeat for Columns E, G, K, L, O, and P





STEP



Upload files (3)



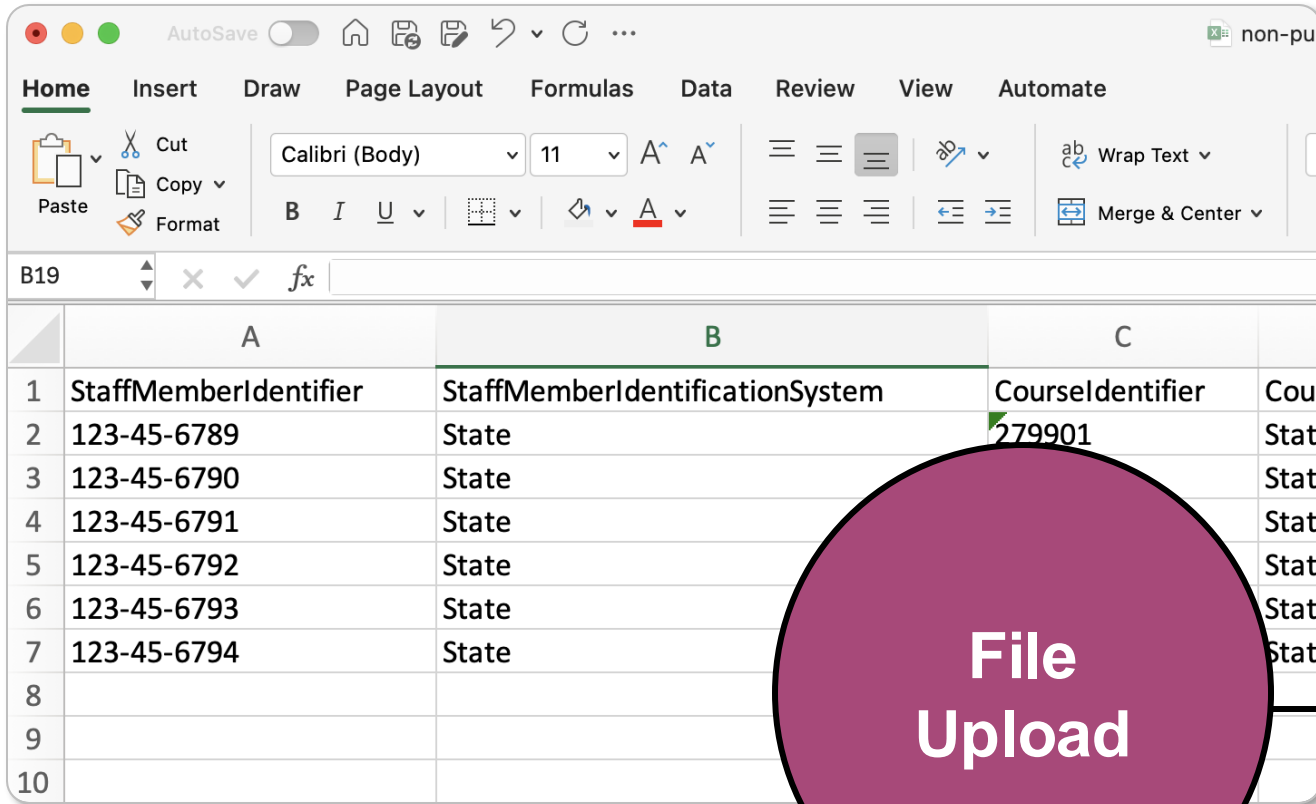
MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Welcome

Sign In

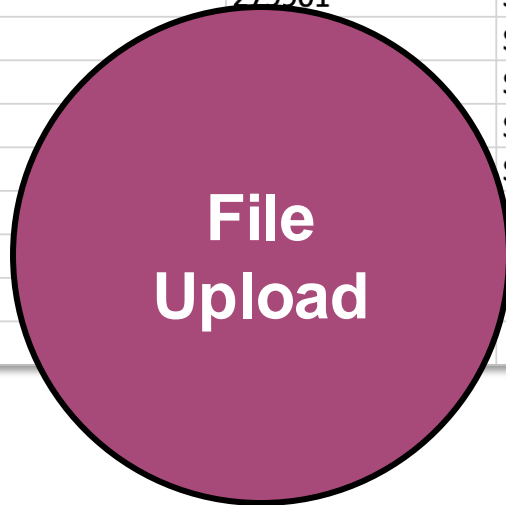


msis.mdek12.org



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	
1	StaffMemberIdentifier	StaffMemberIdentificationSystem	CourseIdentifier	Cou
2	123-45-6789	State	279901	Stat
3	123-45-6790	State		Stat
4	123-45-6791	State		Stat
5	123-45-6792	State		Stat
6	123-45-6793	State		Stat
7	123-45-6794	State		Stat
8				
9				
10				



1

Select **Data Submission**.

Select **File Upload**.

2

The file name must contain:

- LEA number
- Data Type Name (only the supported names listed are allowed)
- File Format (only .csv or .xml (FETS only) file formats allowed)

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Home
Administration
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:

0123_OptionalText_MsisIdRequest.csv

LEA Number Optional Text 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:

- ACTandWorkKeysUpdates
- EnglishLearner
- Finance.FETS
- FosterCare
- GoodCauseExemptions
- GraduationOptions
- Homeless
- Immigrant
- Interventions
- KindergartenEntry
- MsisIdRequest
- NonPublicStaff.Assignments
- NonPublicStaff.Employment
- NonPublicStaff.Schedules
- SpecialEducation.Accommodations
- SpecialEducation.EarlyLearningOutcomes
- SpecialEducation.Evaluation
- SpecialEducation.IEPData
- SpecialEducation.PostSecondary
- SpecialEducation.RelatedServices
- SpecialEducation.StudentRoster
- Staff.Assignments

Supported File Formats:

- Staff.Employment
- Staff.Credentials
- StudentSealofBiliteracy
- SummerActivity
- SummerSchool

File Upload

Choose Files No file chosen

Upload File(s)

QRG

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

Upload a New File

Please follow this file naming convention:

0123_OptionalText_MsisIdRequest.csv

LEA Number

Optional Text

Data Type Name

File Format

- Home
- Administration
- Data Submission

Upload a File

Submission Status

Data Quality Dashboard

- Reports
- Students

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:

- ACTandWorkKeysUpdates
- EnglishLearner
- Finance.FETS
- FosterCare
- GoodCauseExemptions
- GraduationOptions
- Homeless

NonPublicStaff.Assignments
NonPublicStaff.Employment
NonPublicStaff.Schedules

- SpecialEducation.Accommodations
- SpecialEducation.EarlyLearningOutcomes
- SpecialEducation.Evaluation
- SpecialEducation.IEPData

- Staff.Employment
- Staff.Credentials
- StudentSealofBiliteracy
- SummerActivity
- SummerSchool

Save file as
####_OptionalText_NonPublicStaff.Assignments.csv

Melissa Banks

File Upload

Choose Files No file chosen

Upload File(s)

Upload a New File

Please follow this file naming convention:

0123_OptionalText_MsisIdRequest.csv

LEA Number

Optional Text

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:

- ACTandWorkKeysUpdates
- EnglishLearner
- Finance.FETS
- FosterCare
- GoodCauseExemptions
- GraduationOptions
- Homeless

- **NonPublicStaff.Assignments**
- **NonPublicStaff.Employment**
- **NonPublicStaff.Schedules**
- SpecialEducation.Accommodations
- SpecialEducation.EarlyLearningOutcomes
- SpecialEducation.Evaluation
- SpecialEducation.IEPData

- Staff.Employment
- Staff.Credentials
- StudentSealofBiliteracy
- SummerActivity
- SummerSchool

Save file as
####_OptionalText_NonPublicStaff.Employment.csv

File Upload

Choose Files No file chosen

Upload File(s)

Upload a New File

Please follow this file naming convention:

0123_OptionalText_MsisIdRequest.csv

LEA Number

Optional Text

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:

- ACTandWorkKeysUpdates
- EnglishLearner
- Finance.FETS
- FosterCare
- GoodCauseExemptions
- GraduationOptions
- Homeless

NonPublicStaff.Assignments
NonPublicStaff.Employment
NonPublicStaff.Schedules

- SpecialEducation.Accommodations
- SpecialEducation.EarlyLearningOutcomes
- SpecialEducation.Evaluation
- SpecialEducation.IEPData

- Staff.Employment
- Staff.Credentials
- StudentSealofBiliteracy
- SummerActivity
- SummerSchool

Save file as
####_OptionalText_NonPublicStaff.Schedules.csv

File Upload

Choose Files No file chosen

Upload File(s)

3

Select **Choose File** to upload the appropriately named file and file format.

Users can upload up to 10 files at one time.

50 MB is the maximum file size.

4

Select **Upload File(s)** to begin the upload process.

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

- Home
- Administration
- 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:

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
- FosterCare
- GoodCauseExemptions
- GraduationOptions
- Homeless
- Immigrant
- Interventions
- KindergartenEntry
- MsisIdRequest
- NonPublicStaff.Assignments
- NonPublicStaff.Employment
- NonPublicStaff.Schedules
- SpecialEducation.Accommodations
- SpecialEducation.EarlyLearningOutcomes
- SpecialEducation.Evaluation
- SpecialEducation.IEPData
- SpecialEducation.PostSecondary
- SpecialEducation.RelatedServices
- SpecialEducation.StudentRoster
- Staff.Assignments
- Staff.Employment
- Staff.Credentials
- StudentSealofBiliteracy
- SummerActivity
- SummerSchool

Choose Files No file chosen

Upload File(s)

5

A file upload status bar will be displayed at the bottom of the screen for each file.

Files that are successfully upload will be displayed in green with a completed message.

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
- FosterCare
- GoodCauseExemptions
- GraduationOptions
- Homeless
- Immigrant
- Interventions
- KindergartenEntry
- MsisIdRequest
- NonPublicStaff.Assignments
- NonPublicStaff.Employment
- NonPublicStaff.Schedules
- SpecialEducation.Accommodations
- SpecialEducation.EarlyLearningOutcomes
- SpecialEducation.Evaluation
- SpecialEducation.IEPData
- SpecialEducation.PostSecondary
- SpecialEducation.RelatedServices
- SpecialEducation.StudentRoster
- Staff.Assignments
- Staff.Employment
- Staff.Credentials
- StudentSealofBiliteracy
- SummerActivity
- SummerSchool

filename.csv **5** Completed

6

Files that do not upload will appear in red.

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

The reason for the upload failure and suggestions for correcting the problem will be displayed here or on the Submission Status page.

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

- Home
- Administration
- Data Submission

Upload a File

Submission Status

Data Quality Dashboard

- Reports
- Students
- Data Input
- Provide Feedback

Melissa Banks

Supported Data Type Names:

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

CSV

XML (Finance.FETS only)

filename.csv

Failed

6

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.

STEP**4**

REVIEW Submission Status page; make edits and reupload files as needed

7

To review the validation status of files that were uploaded, click on Data Submission, then **Submission Status**.

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Home
Administration
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:

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
- FosterCare
- GoodCauseExemptions
- GraduationOptions
- Homeless
- Immigrant
- Interventions
- KindergartenEntry
- MsisIdRequest
- NonPublicStaff.Assignments
- NonPublicStaff.Employment
- NonPublicStaff.Schedules
- SpecialEducation.Accommodations
- SpecialEducation.EarlyLearningOutcomes
- SpecialEducation.Evaluation
- SpecialEducation.IEPData
- SpecialEducation.PostSecondary
- SpecialEducation.RelatedServices
- SpecialEducation.StudentRoster
- Staff.Assignments
- Staff.Employment
- Staff.Credentials
- StudentSealofBiliteracy
- SummerActivity
- SummerSchool

8

As MSIS validates the data in the files that are uploaded, the status can be previewed.

The file name, date and time of upload, user who uploaded the file, and the validation status are provided.

9

The file status will be displayed as **Success**, **Pending**, or **Failed**.

Click on the file name to learn more about the status of the file.

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Home
Administration
Data Submission

Upload a File
Submission Status
Data Quality Dashboard

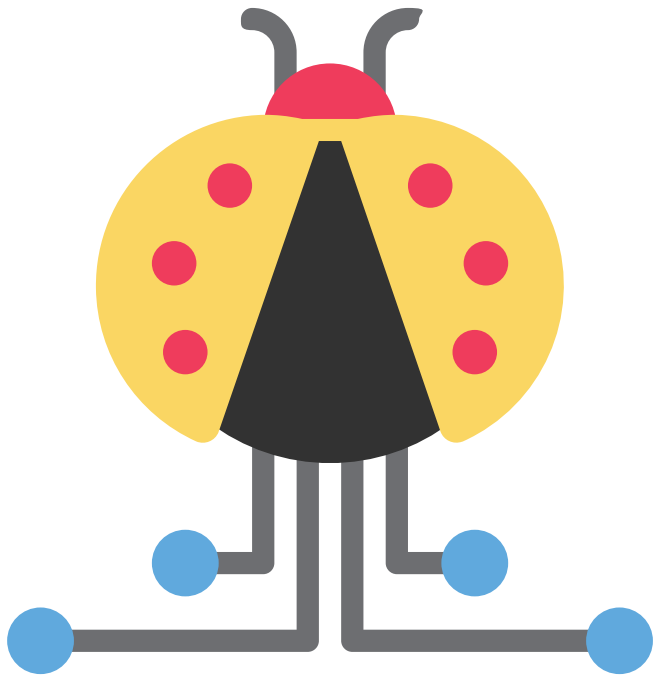
Reports
Students
Data Input
Provide Feedback

Melissa Banks

Uploaded Files

+ Upload a File

Name	Date & Time (CT)	Uploaded By	Status
filename.csv	10/4/2022, 2:18:54 PM	LastName, FirstName	Failed
filename.csv	10/4/2022, 2:18:54 PM	Central Access	Failed
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Failed
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Failed
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Pending
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Pending
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success
filename.csv	10/4/2022, 2:18:54 PM	FirstName LastName	Success



Pending

= **May be
Success**

Failed

= **Failed**

click on the file
name to see errors

10

Each validation error will be listed as well as a resolution to the error.

Users should correct errors in the spreadsheet and reupload the file.

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Home
Administration
Data Submission

Upload a File
Submission Status
Data Quality Dashboard

Reports
Students
Data Input
Provide Feedback

Melissa Banks

< Back

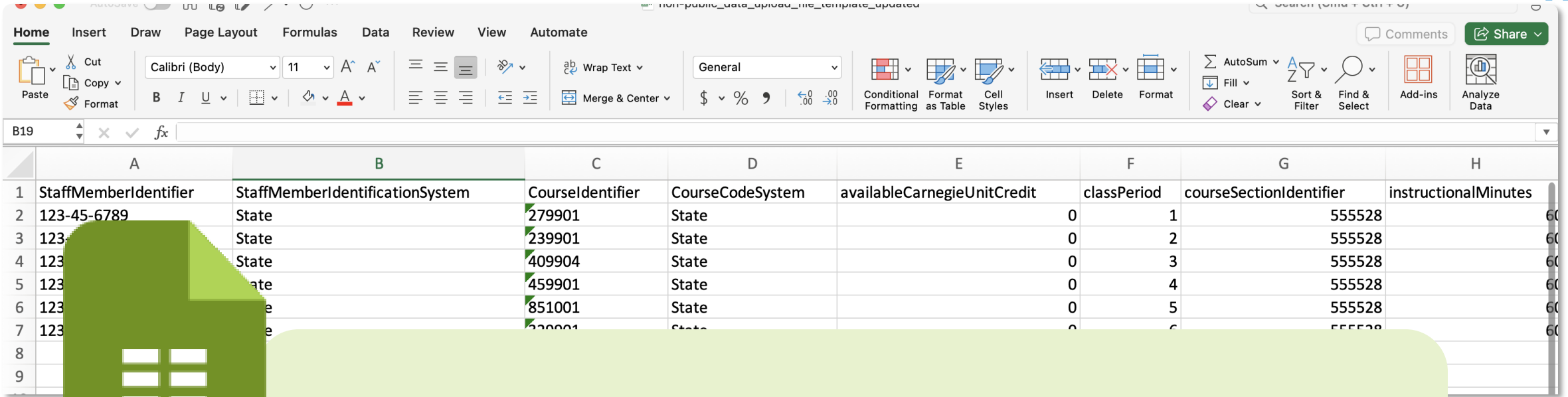
9920_MsisIdRequest.csv

Date Uploaded: 9/13/2024 Uploaded By: Melissa Banks Number of Records: 3

File Status: **Failed**

! File validation failed. There were 3 errors in your data that need your attention.

Row ID	LEA ID	School ID	Error	Resolution
1	220	5920-004	The districtid is blank or invalid.	The districtID is a required field.Ensure the LEA is an LEA you have access to and is 4 digits.Example: 0099 or 0100 and not 100 or 99.
2		5920-004	The districtid is blank or invalid.	The districtID is a required field.Ensure the LEA is an LEA you have access to and is 4 digits.Example: 0099 or 0100 and not 100 or 99.
3	5920	5920-004	The localEducationAgencyIdentificationSystem is blank or invalid.	The localEducationAgencyIdentificationSystem is required and should be SEA for all records.
4	5920	5920-004	The localEducationAgencyIdentificationSystem is blank or invalid.	The localEducationAgencyIdentificationSystem is required and should be SEA for all records.
5	5920	5920-004	The schoolIdentificationSystem is blank or invalid	The schoolIdentificationSystem is a required field and should be SEA for all records.
6	5920	5920-008	The schoolIdentificationSystem is blank or invalid	The schoolIdentificationSystem is a required field and should be SEA for all records.
7	5920	5920-004	AssignmentEndDate is not a valid date format	The assignmentEndDate is a required field. This is the employment dates for year unless different.
10	5920	5920-004	The staffMemberIdentificationSystem is blank or invalid.	The staffMemberIdentificationSystem is a required field. The value should be State for all records. different.
11	5920	5920-004	The staffMemberIdentifier is blank or invalid.	The staffMemberIdentifier is a required field. This is the employee SSN and should only contain numbers and be exactly 9 digits. Example: 123456789 or 012345678.
12	5920	5920-004	The codingSystemOrganizationType is blank or invalid.	The codingSystemOrganizationType is a required field and should be SEA for all records.

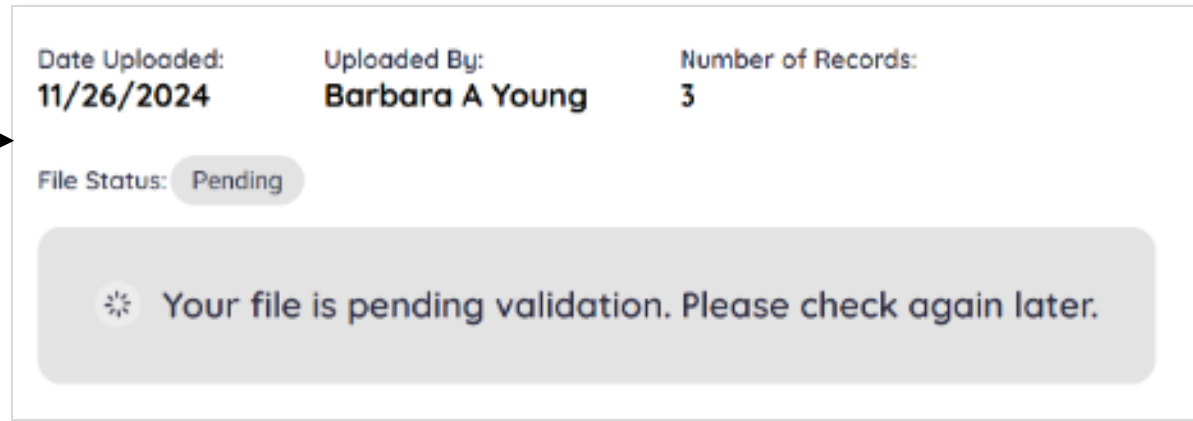


	A	B	C	D	E	F	G	H
1	StaffMemberIdentifier	StaffMemberIdentificationSystem	CourseIdentifier	CourseCodeSystem	availableCarnegieUnitCredit	classPeriod	courseSectionIdentifier	instructionalMinutes
2	123-45-6789	State	279901	State	0	1	555528	60
3	123	State	239901	State	0	2	555528	60
4	123	State	409904	State	0	3	555528	60
5	123	State	459901	State	0	4	555528	60
6	123	State	851001	State	0	5	555528	60
7	123	State	239901	State	0	6	555528	60
8								
9								

Make necessary corrections in the csv file and resave.

Pending

May be Success



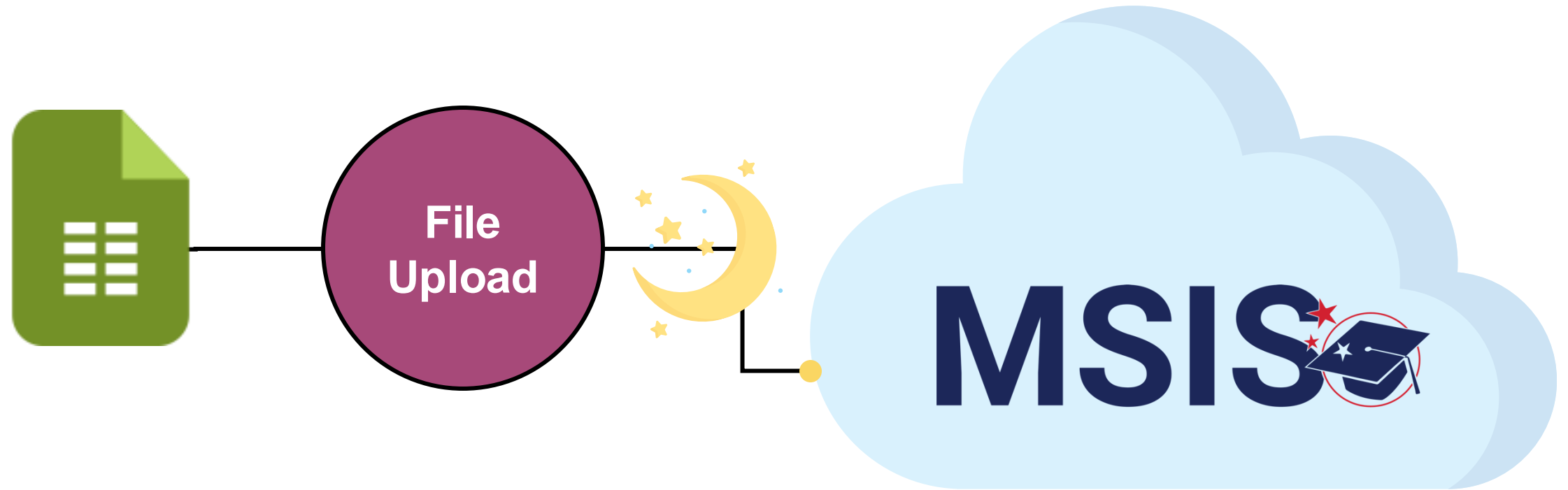
The screenshot displays a file upload status interface. At the top, it shows three columns: 'Date Uploaded: 11/26/2024', 'Uploaded By: Barbara A Young', and 'Number of Records: 3'. Below this, the 'File Status:' is indicated as 'Pending'. A prominent grey message box at the bottom contains a star icon and the text: 'Your file is pending validation. Please check again later.'

ONLY upload **one file per day** that **contains the same data** once you reach the pending status



STEP

REVIEW Data Quality Dashboard; make edits and reupload files as needed



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

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

Melissa Banks

Test District Name

12
Errors
Personnel

12
Errors
Course Section



- Home
- Administration
- Data Submission

Upload a File

Submission Status

Data Quality Dashboard

Accreditation

- Reports
- Students
- Data Input
- Provide Feedback

Melissa Banks

< Back

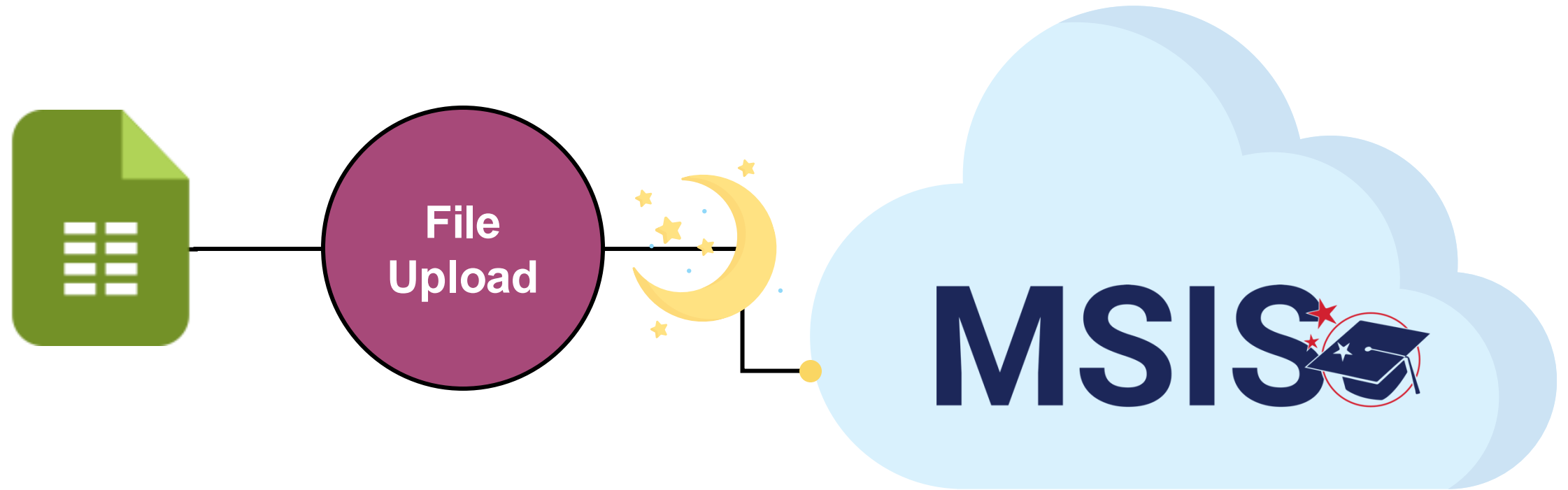
Personnel

Certification Data Collection

Select...

Missing LEA for Assignment

Error/Warning	School Year	LEA Name	School Name	Description	Resolution	First Name	Last Name	Staff SSN	Assignment	Assignment Start Date	Assignment End Date	FTE
Error	2024-2025	Faulkner School District		LEA is required for each assignment.	Ensure the LEA has been set for each assignment.	ANGELA	MURPHY	8807				





Test District Name

- Home
- Administration
- Data Submission

Upload a File
Submission Status

Data Quality Dashboard

- Reports
- Students
- Provide Feedback

Melissa Banks

You currently have no errors

Data Quality Dashboard

Errors: data **CANNOT** be certified until errors are resolved by uploading new data

Warnings: data **CAN** be certified, but proceed with caution and verify information

- **After certification with warnings,** a request to change data would have to be submitted to MDE.

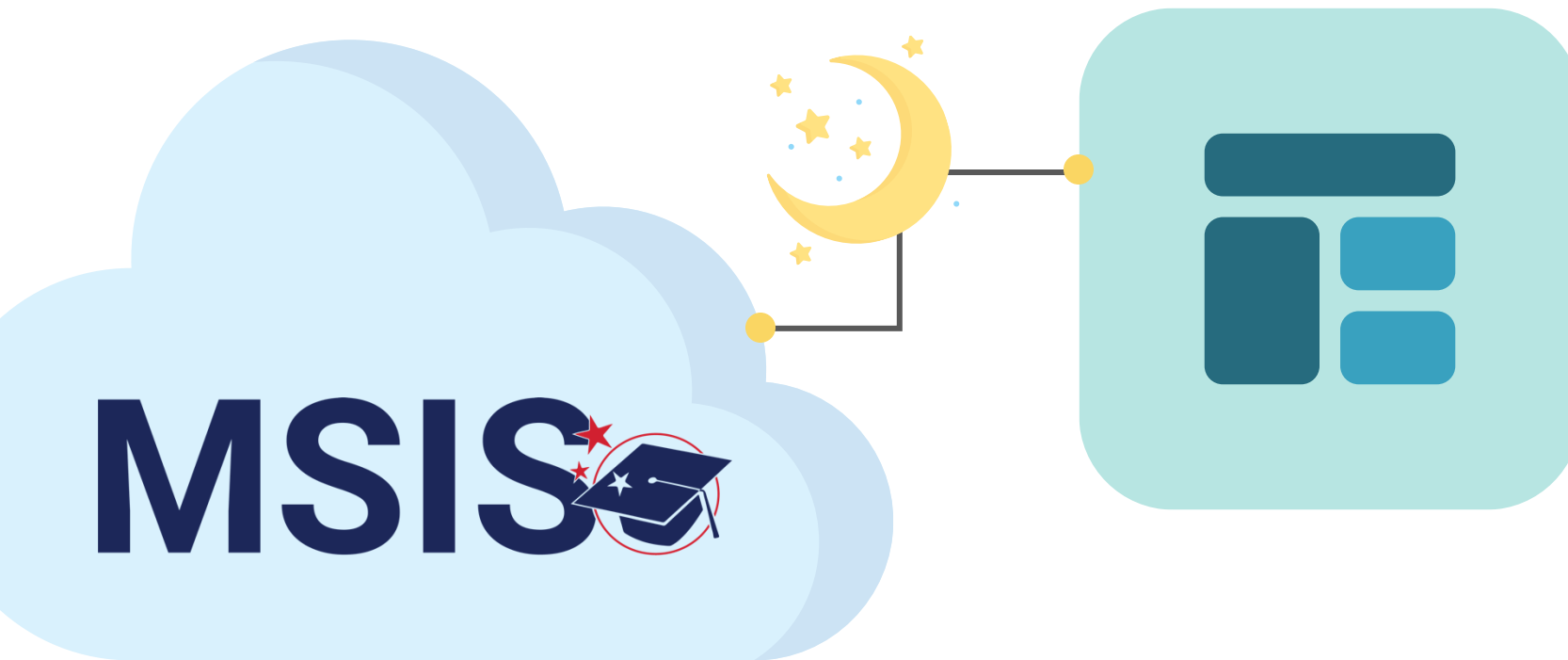




STEP



REVIEW Reports;
make edits and
reupload files as needed



Personnel Reports:

- Personnel Summary
- Personnel Listing
- Teacher Schedules



View Personnel data:

- Reports (Coming soon!)
 - Personnel Summary
 - Personnel Listing
 - Teacher Schedules
 - Accreditation

The screenshot shows the MSIS (Mississippi Student Information System) Data Analytics interface. On the left is a navigation sidebar with the MSIS logo and menu items: Home, Data Submission, Reports, Data Input, Provide Feedback, and a user profile for Melissa Banks. The main content area is titled 'Data Analytics' and contains a 'Reports' section with a sub-link for 'Certification Reports'. Below this is a 'General' section with two buttons: 'Calendar' and 'Course Codes'. Red callout boxes with numbers 1, 2, and 3 highlight the 'Data Analytics' menu item, the 'Reports' link, and the 'Course Codes' button respectively.



STEP



CERTIFY data





Permission: Personnel + Certify

MSIS 





MSIS Team

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mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

