Non-Public Schools: Personnel File Upload

MSIS

mdek12.org

MISSISSIPPI DEPARTMENT OF EDUCATION

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

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Be an active participant

React

Share reactions

Respond to prompts in the chat

Chat

Ask questions

Q&A
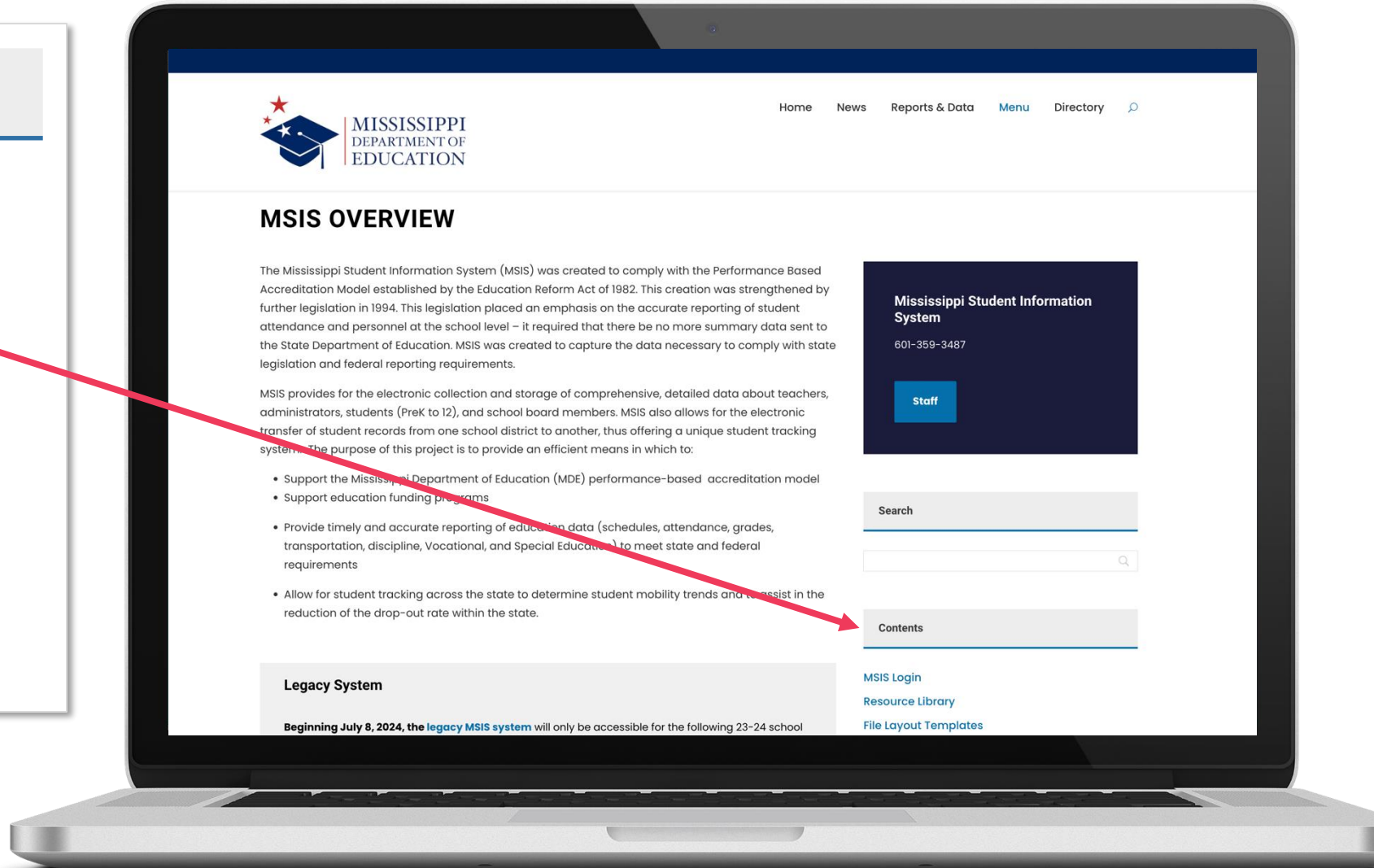
REVIEW how to register for access to MSIS

REVIEW how assign permissions in MSIS

EXPLORE Personnel file upload process

EXAMINE Data Quality dashboard and reports

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EDUCATION

Important websites!

MSIS Resources

Register for Access to MSIS

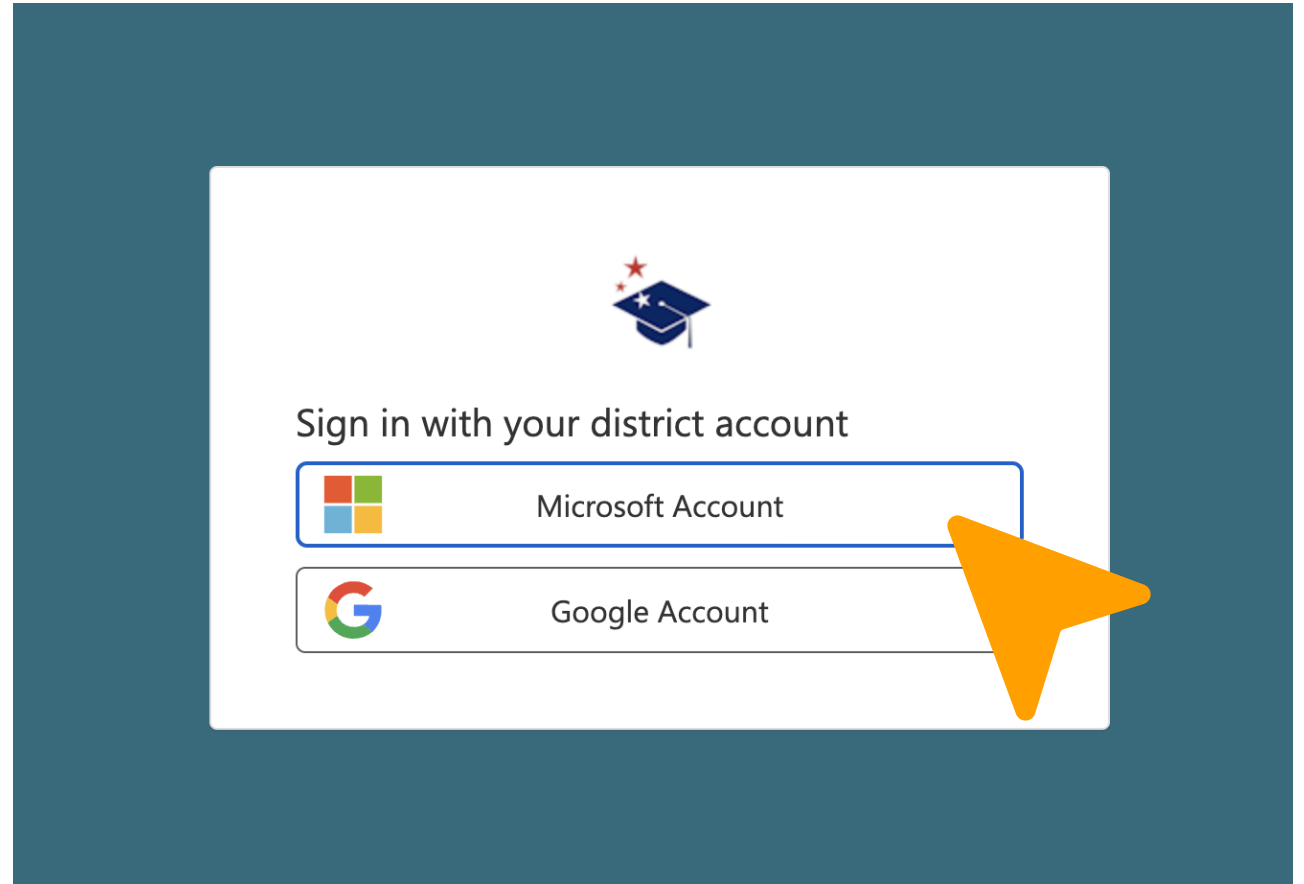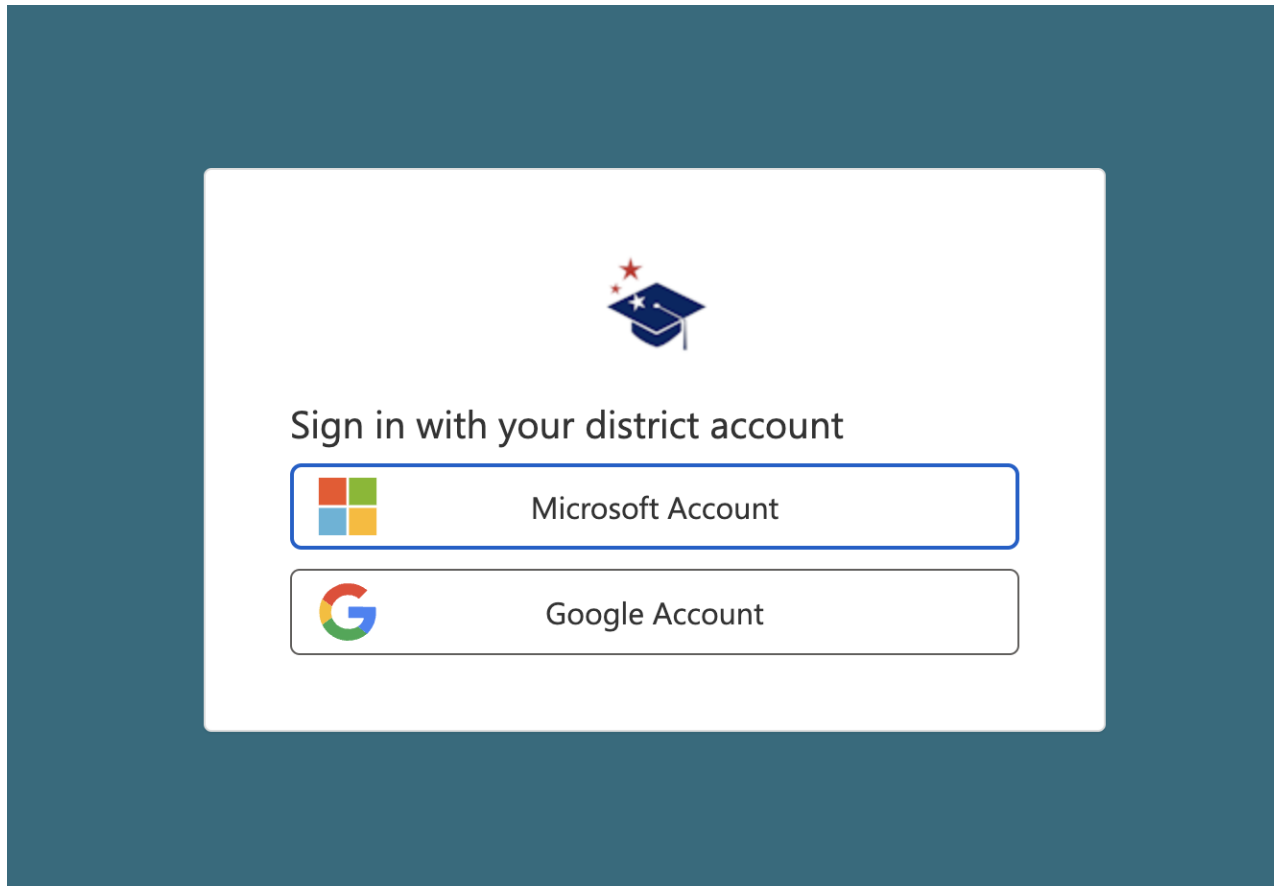**Users** will register for MSIS using their school (organization) credentials.

Video tutorials for:
- Microsoft districts
- Google districts
(MSIS registration link shared in the videos)

Sign in with your district account

Microsoft Account

Google Account

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Users register for MSIS using their organization credentials.

Sign in with your district account

Microsoft Account

Google Account

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

Users register for MSIS using their organization credentials.

Sign in with your district account

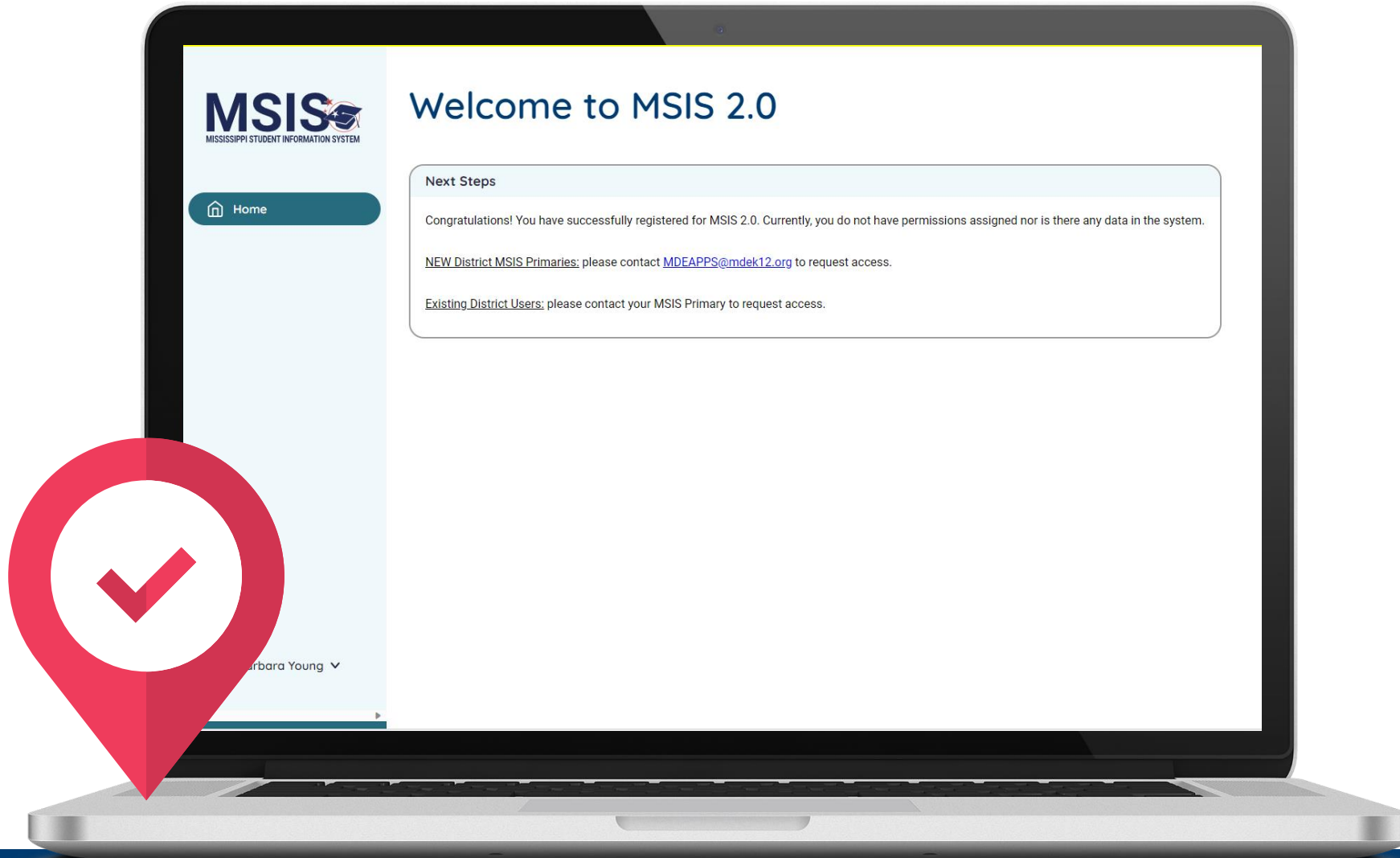Microsoft Account
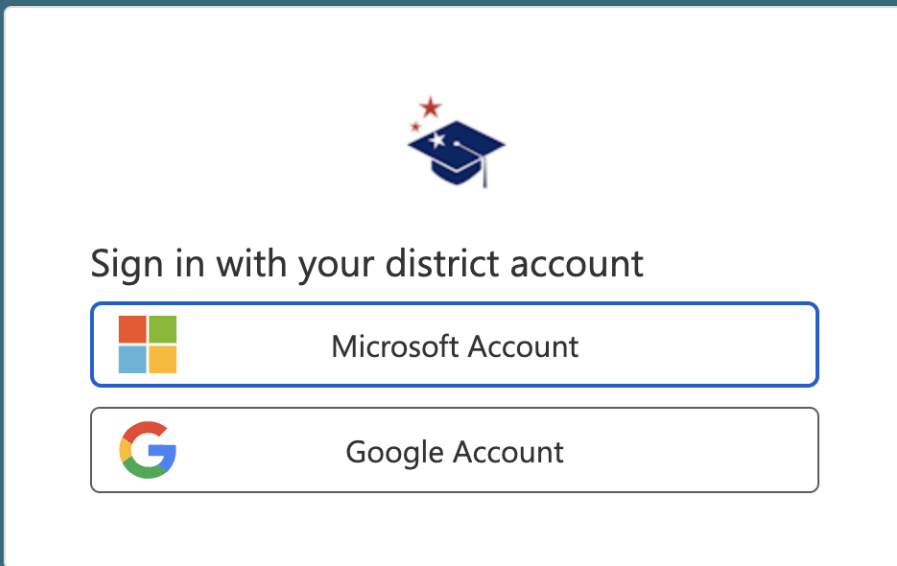
Google Account

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.
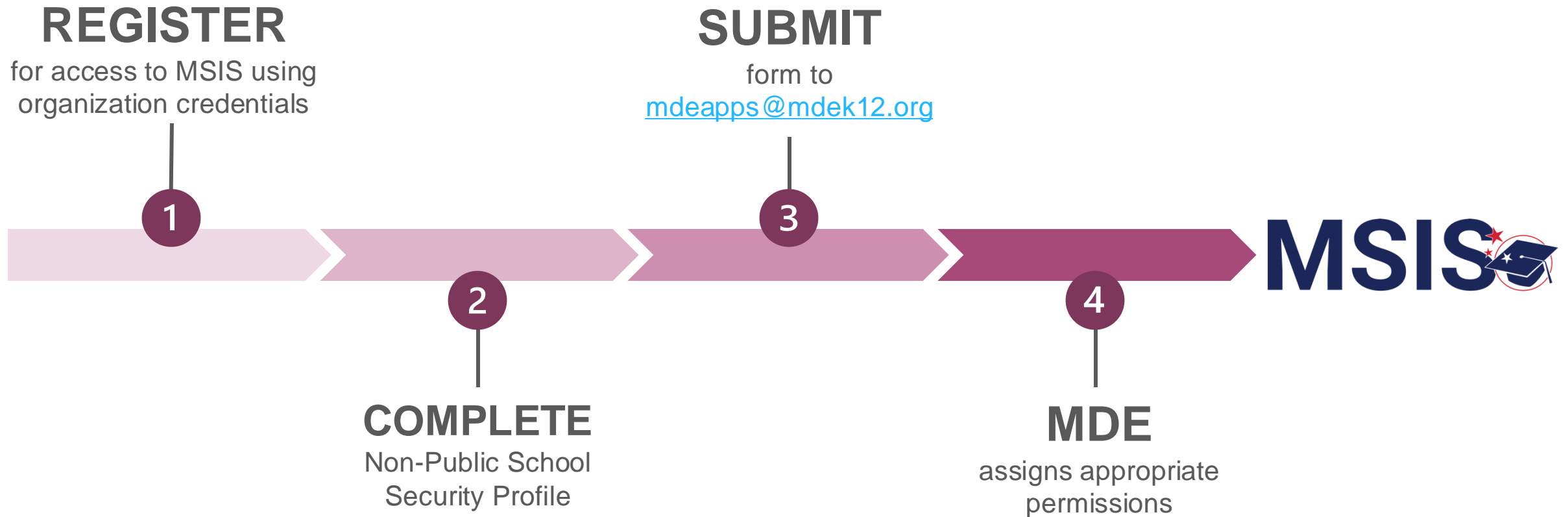
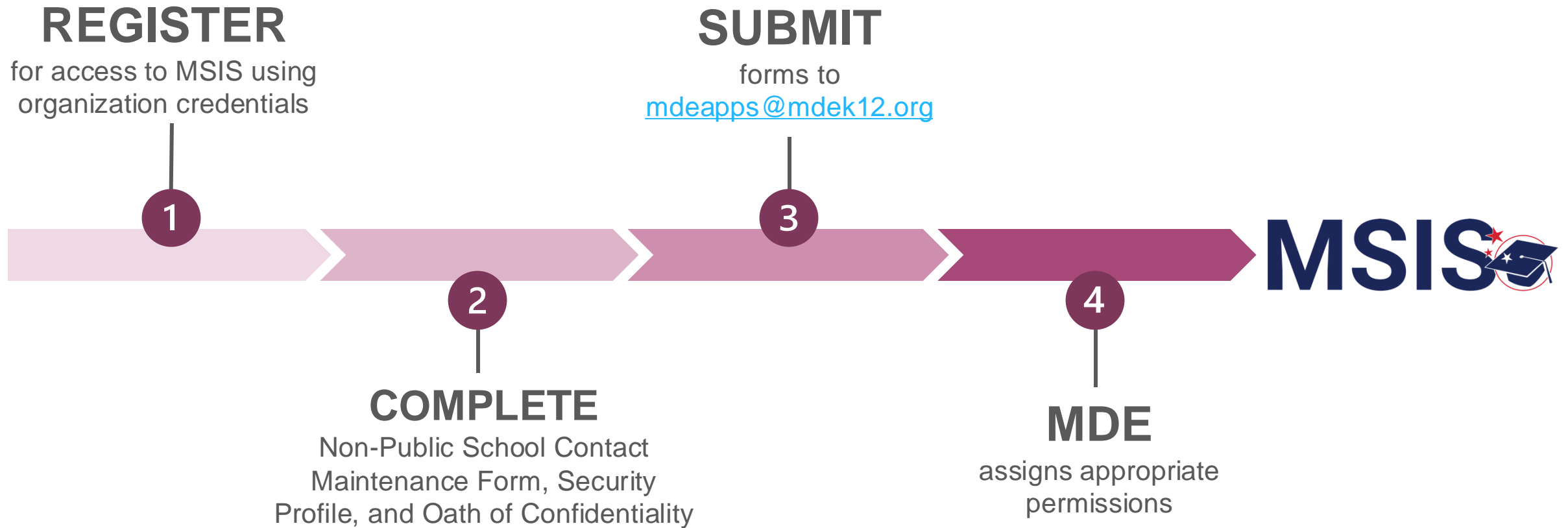**Users** register for MSIS using their organization credentials.

Sign in with your district account

Microsoft Account

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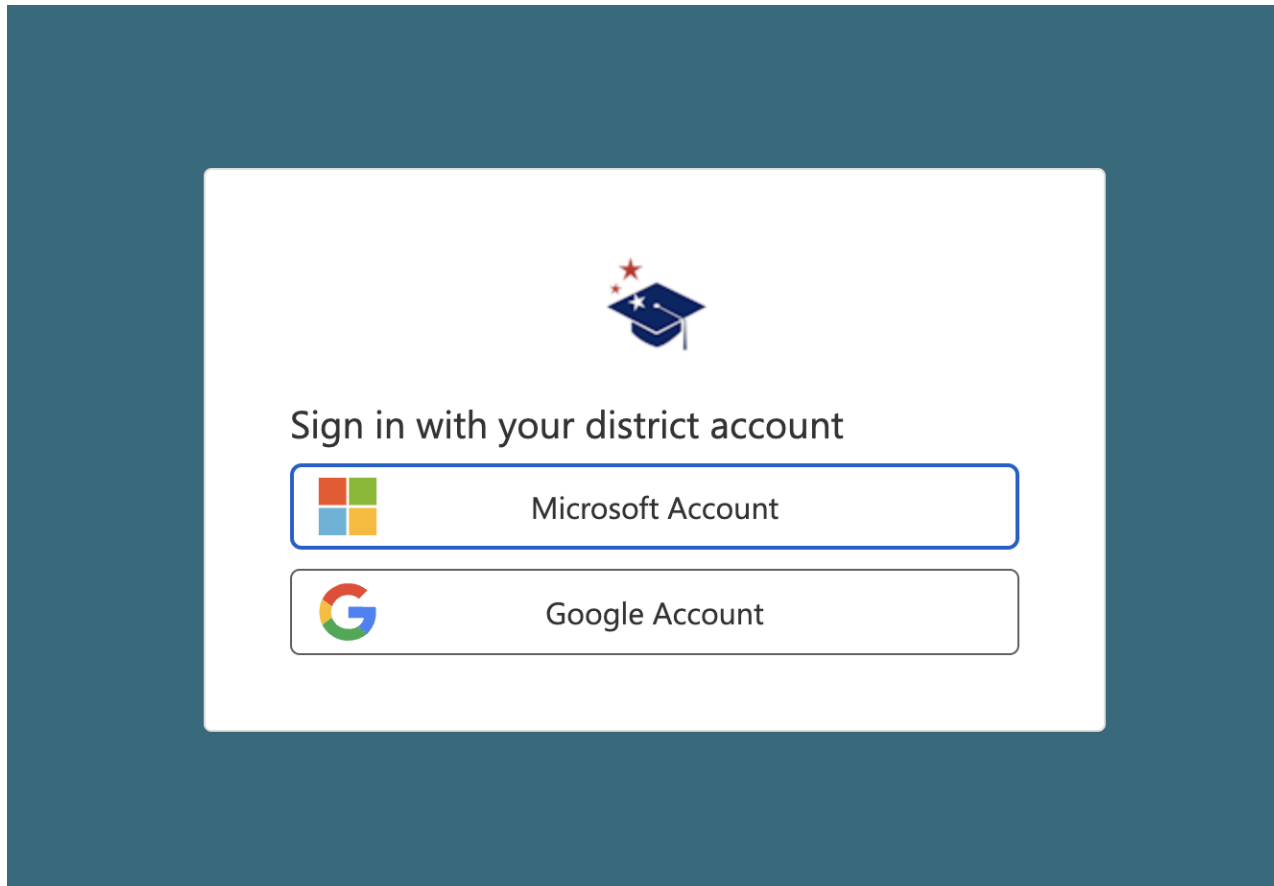
Disabling a user's account in the **DISTRICT TENANT** means they can no longer access MSIS.

msis.mdek12.org

RETURNING MSIS Primaries or Secondaries

REGISTER
for access to MSIS using organization credentials

SUBMIT
form to
mdeapps@mdek12.org

1

3

2

4

COMPLETE
Non-Public School Security Profile

MDE
assigns appropriate permissions

MSIS

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NEW MSIS Primaries or Secondaries

REGISTER
for access to MSIS using organization credentials

1

2

COMPLETE
Non-Public School Contact Maintenance Form, Security Profile, and Oath of Confidentiality

SUBMIT
forms to
mdeapps@mdek12.org

3

4

MDE
assigns appropriate permissions

MSIS

NEW School/Organization User

REGISTER
for access to MSIS using organization credentials

1

COMPLETE
Non-Public School Security Profile and Oath of Confidentiality

2

SUBMIT
forms to
mdeapps@mdek12.org

3

MDE
assigns appropriate permissions

4

MSIS

- **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.

Personnel Data Collection

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MSIS
Personnel Data Collection Process

1 **Download** spreadsheet templates (3)

2 **Format** spreadsheets and **enter** required data

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3 **Upload** files (3)

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

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

6 **REVIEW** Reports; make edits and reupload files as needed

7 **CERTIFY** data (January 13 – 31)

STEP

1

Download spreadsheet templates (3)

MSIS

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NonPublicStaff.Employment

1

NonPublicStaff.Assignments

2

NonPublicStaff.Schedules

3

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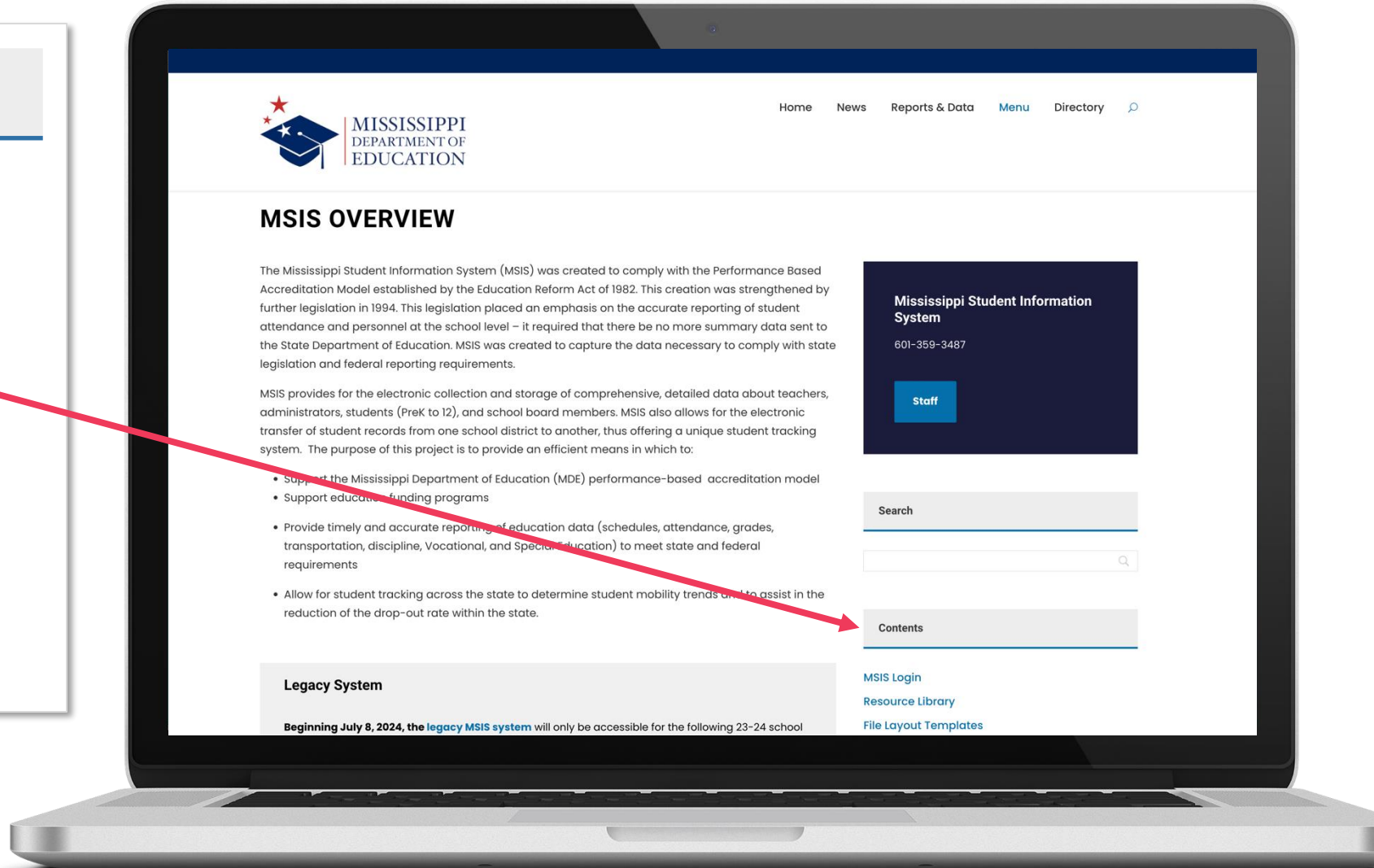
	A	B	C	D	E	F	G
1	**Each tab must be uploaded as a Separate CSV file.**						
2	**This file layout contains example data for 3 employees:**						
3							
4	*Jane Doe - Teacher*						
5	*John Doe - Positive Behavior Specialist and also a Bus Aide*						
6	*Robert Smith - Teacher*						
7							
8	**Employment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

Overview | Employment | Assignments | Schedules | +

Updated Example File Layout

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

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| Overview | Employment | Assignments | Schedules |

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General overview of the file layout.

Includes instructions for each tab and information about each data element.

Overview

ℹ️ *Employee examples are provided for each tab. Each tab will be saved as a separate CSV file.*
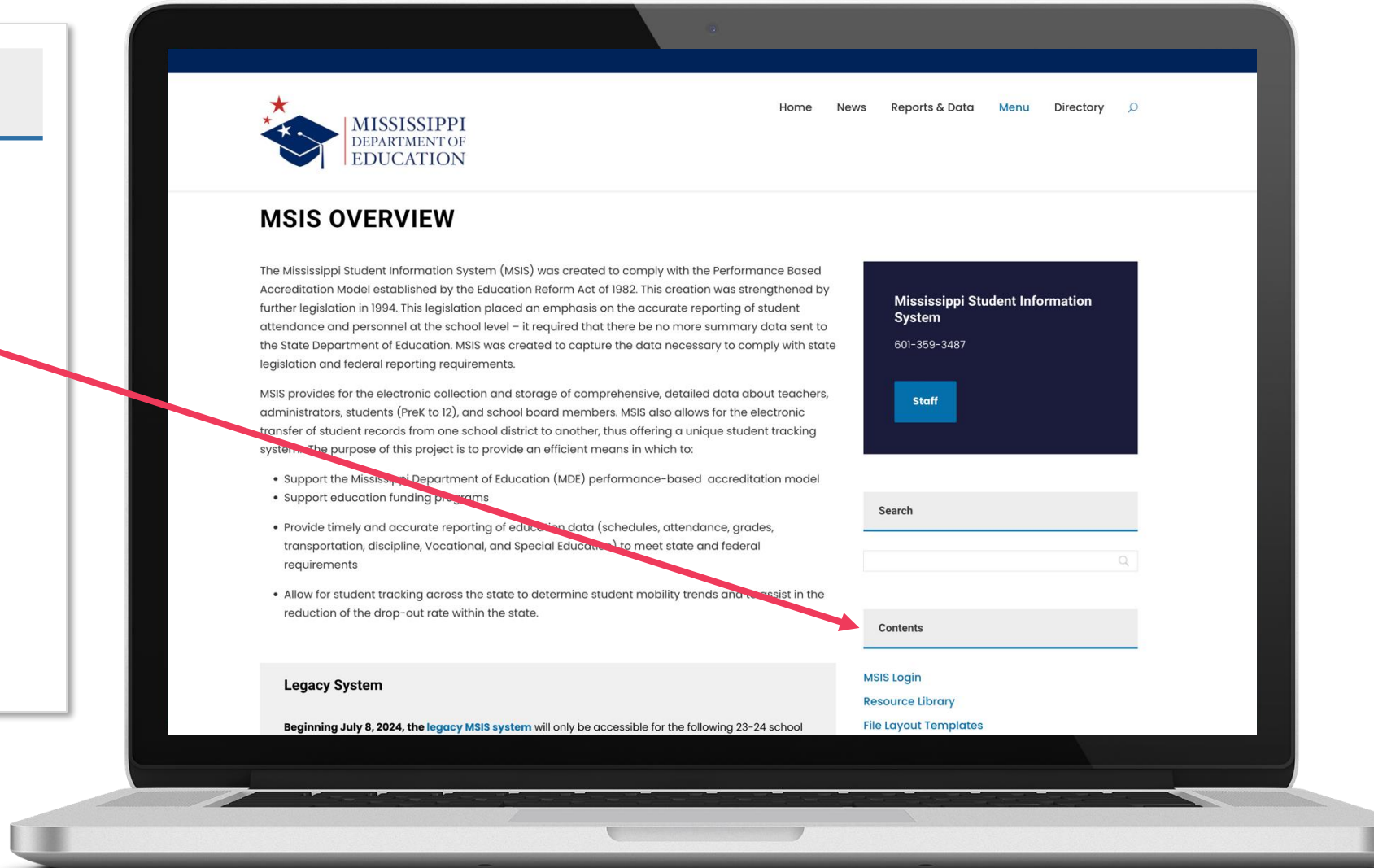
MISSISSIPPI DEPARTMENT OF EDUCATION

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

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Replaces:
General/Schedule Entry Screens

(Employee & District tabs)

Employment

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

Collects employee demographics and employment dates.

Employment

ℹ️ *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

Other Staff Member Identifier

Email

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

License number

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

MISSISSIPPI DEPARTMENT OF EDUCATION

Data Elements: Employment

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.		**AmericanIndianOrAlaskaNative** - American Indian or Alaska Native **Asian** - Asian **BlackOrAfricanAmerican** - Black or African American **DemographicRaceTwoOrMoreRaces** - Demographic Race Two or More Races **NativeHawaiianOrOtherPacificIslander** - Native Hawaiian or Other Pacific Islander **RaceAndEthnicityUnknown** - Race and Ethnicity Unknown **White** – White Use only the **bold** text in the spreadsheet

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

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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
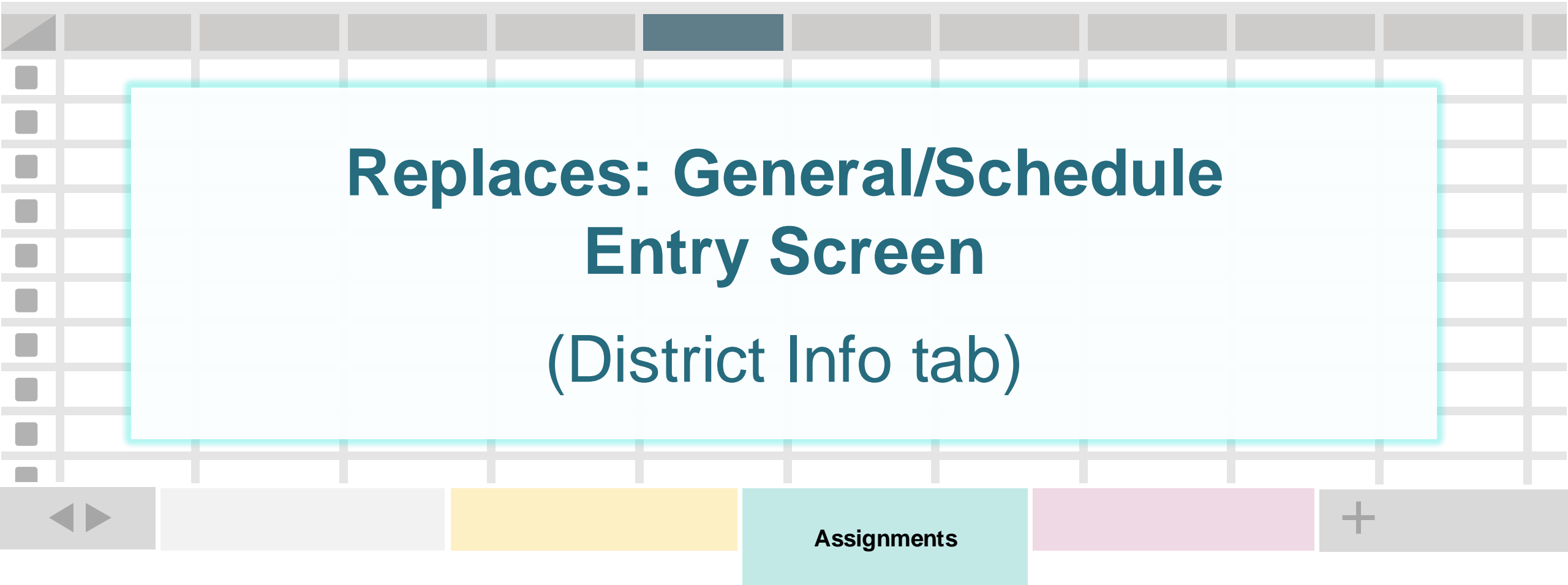
Contract Days of Service Per Year

Numeric value (Formerly Days Employed)

Position Title

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

Replaces: General/Schedule Entry Screen

(District Info tab)

Assignments

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

Collects Work Area Codes/Assignments and FTEs.

Assignments

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

Data Elements: Assignment

District ID

LEA Agency Identification System

LEA Agency Identifier

School Identification System

School Identifier

Staff Member Identification System

Staff Member Identifier

Data Elements: Assignment

Coding System Organization Type

Local Job Category

Staff Full Time Equivalency

Primary Assignment Indicator

Assignment Start Date

Assignment End Date

Data Elements: Assignment

District ID	LEA Agency Identification System	LEA Agency Identifier
4-digit district number (include leading zeros)	"SEA" for all records	4-digit district number (include leading zeros)

District ID

LEA Agency
Identification System

LEA Agency Identifier

School Identification System

School Identifier

"SEA" for all records

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

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District ID

LEA Agency Identification System

LEA Agency Identifier

School Identification System

School Identifier

Staff Member Identification System

Staff Member Identifier

"State" for all records

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

Data Elements: Assignment

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)

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	A	B	Memo/Description
1	Code	Work Area Title	Memo/Description
2	700001	Pre-kindergarten Teacher	Teachers of a group or class that is pa[r] the year or years preceding kindergart[en]
3	700002	Kindergarten Teacher	Teachers of a group or class that is pa[r] the year preceding the first grade.
4	700003	Elementary Teacher	Teachers of general level instruction c[l] and composed of any span of grades [n]
5	700004	Secondary Teacher	Teachers of a general level of instructi[on] secondary and composed of any span [of] the elementary grades and ending wit[h]
6	700005	Ungraded Teacher	Teachers of classes or programs to wh[ich] designation.
7	000141	SUPERVISION OF AGRICULTURE PROGRAMS (SOEP)	
8	000150	SUPERVISOR OF CREDIT BEARING WORK-BASED LEARNING	Teachers with a 917 add-on endorsem[ent] learning.
9	000221	PARENT CENTER COORDINATOR	A licensed professional responsible for coordinating parental involvement and
10	000222	PARENT CENTER AIDE	A paraprofessional who assists the Par[ent] the Parent Center.
11	000234	SPECIAL POPULATIONS PERSONNEL	The endorsement of 334 is grandfathe[red] 314 is grandfathered for 1996-1997 s[chool]

Work Area Codes 24-25SY

- Spreadsheet format for easy filtering and sorting

- Blue text indicates updates or changes

- Tab for deactivated codes

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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

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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
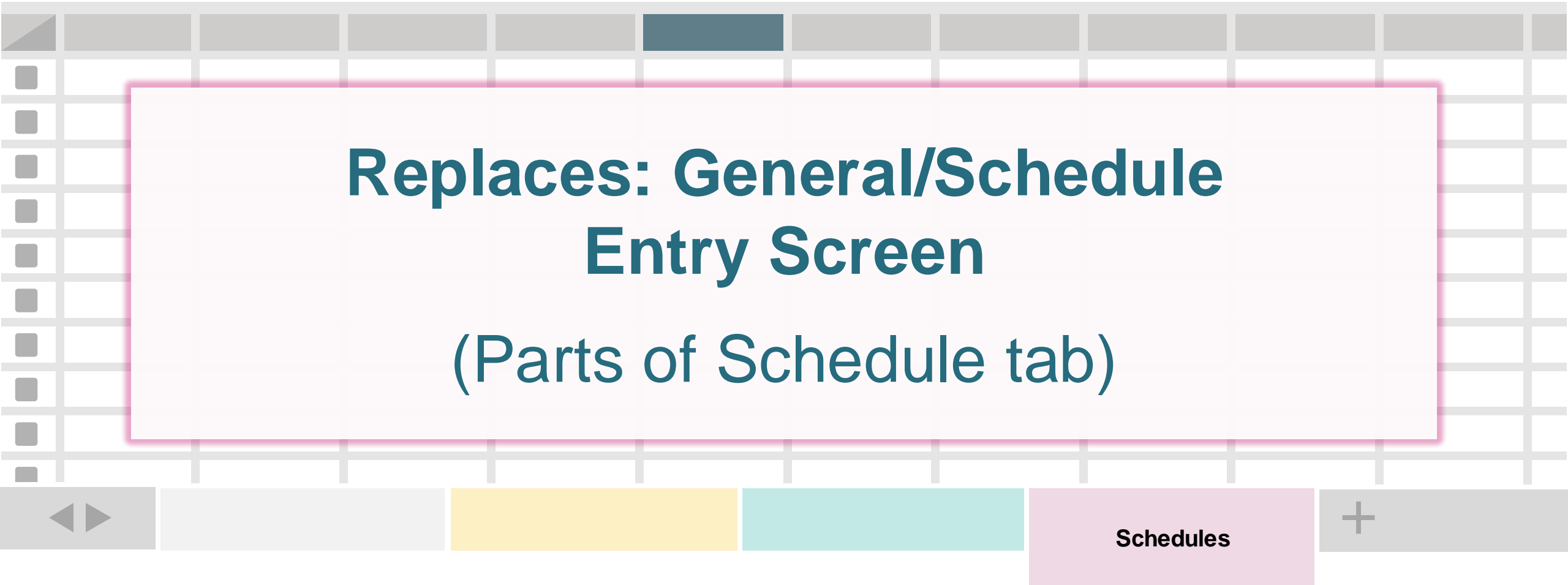Indication that the assignment is the primary (aligned to job title)

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

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Replaces: General/Schedule Entry Screen

(Parts of Schedule tab)

Schedules

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

Collects teacher schedules and student counts.

Schedules

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

Schedules

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

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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 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

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

School Year

"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

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STEP

2

Format spreadsheets and **enter** required data

MSIS

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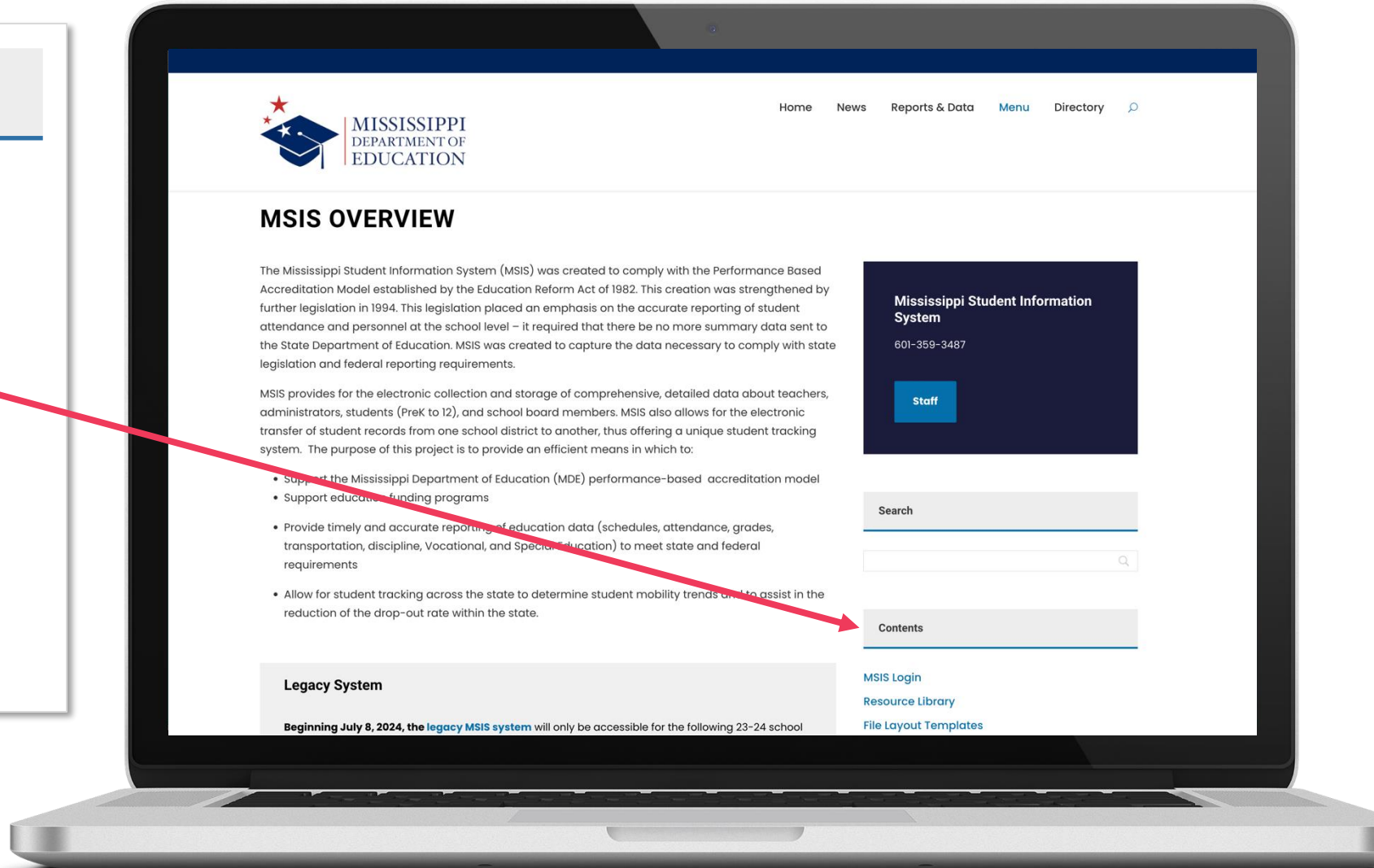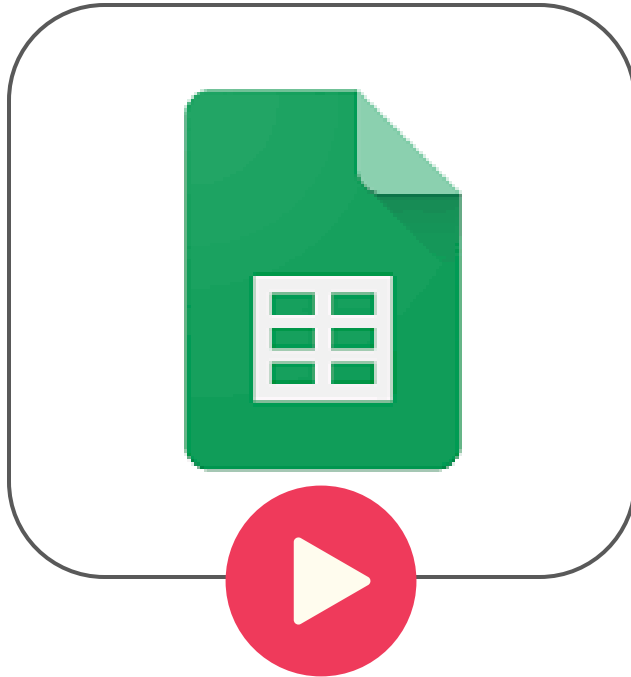
[Google Sheets Video Tutorial](#)

[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)

Excel (Format > Format Cells)

- Select Text

- Select OK

- Repeat for Columns I and O

Excel (Format > Format Cells)

- Select Column K
- Format > Format Cells
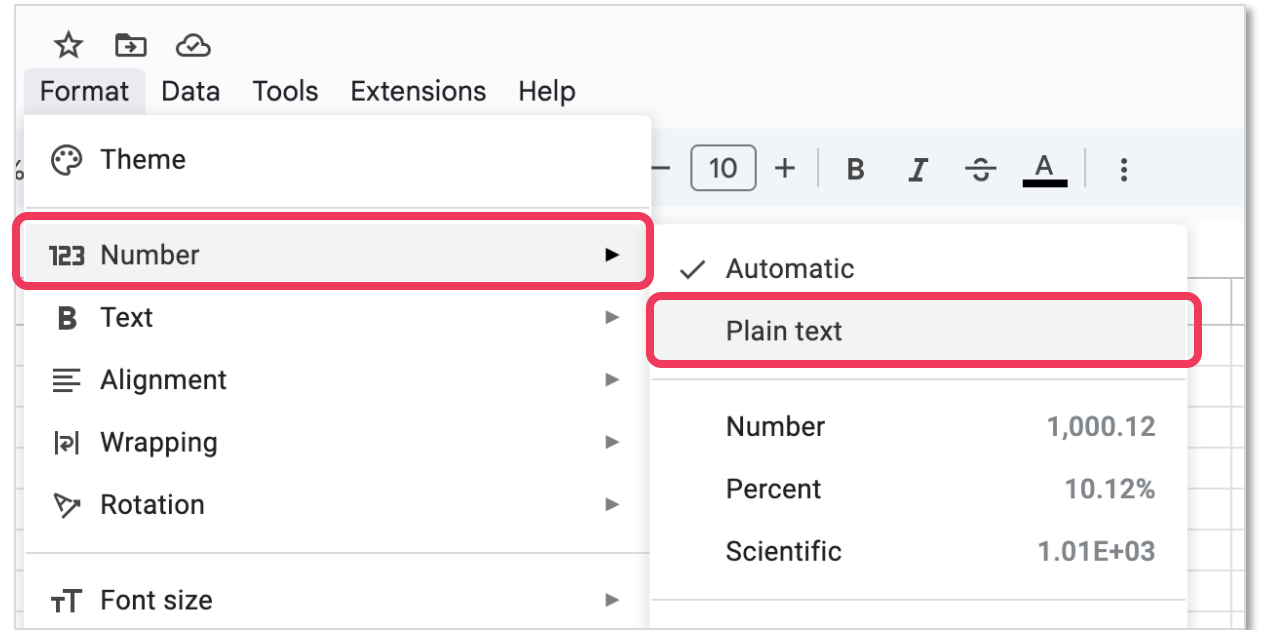
Excel (Format > Format Cells)

Excel (Format > Format Cells)

- Select Custom

- Under Type, enter "mm/dd/yyyy"

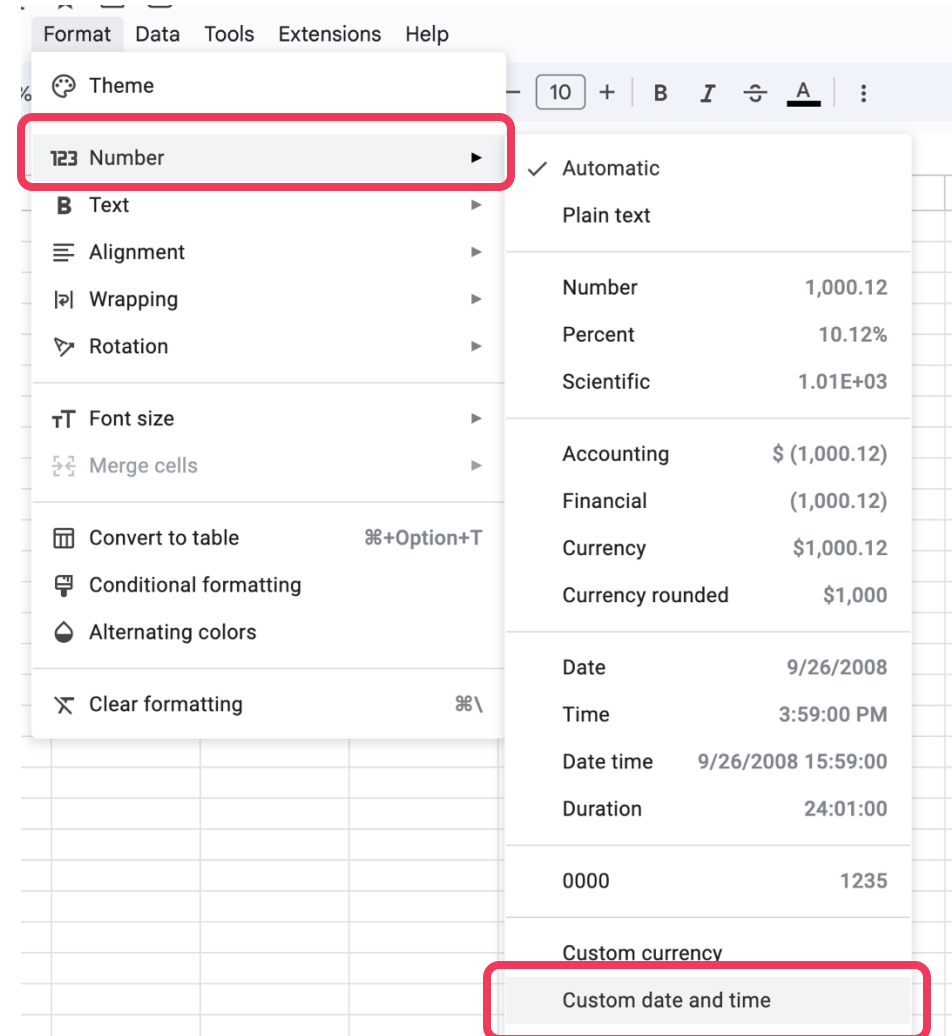- Select OK

- 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

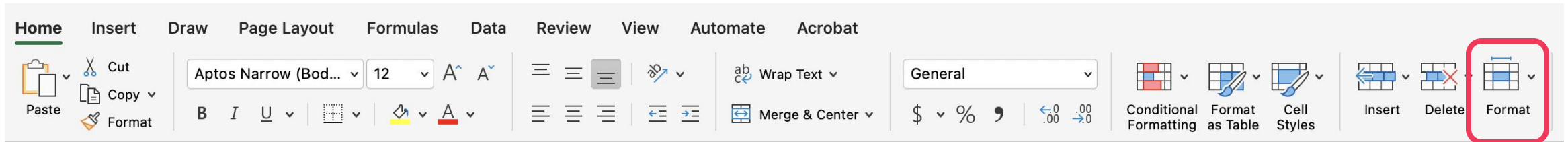- Select OK

- Repeat for Columns P and Q

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
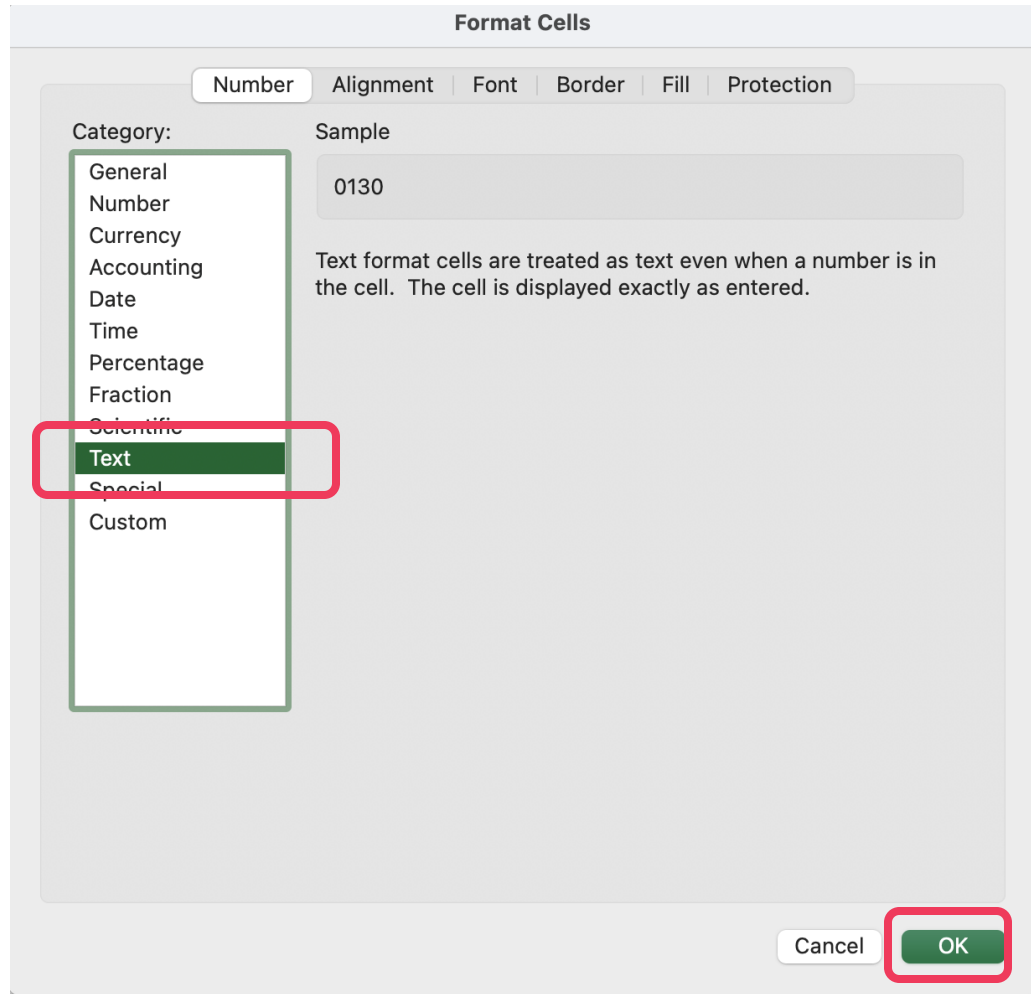- Format > Format Cells

Excel (Format > Format Cells)

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)

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
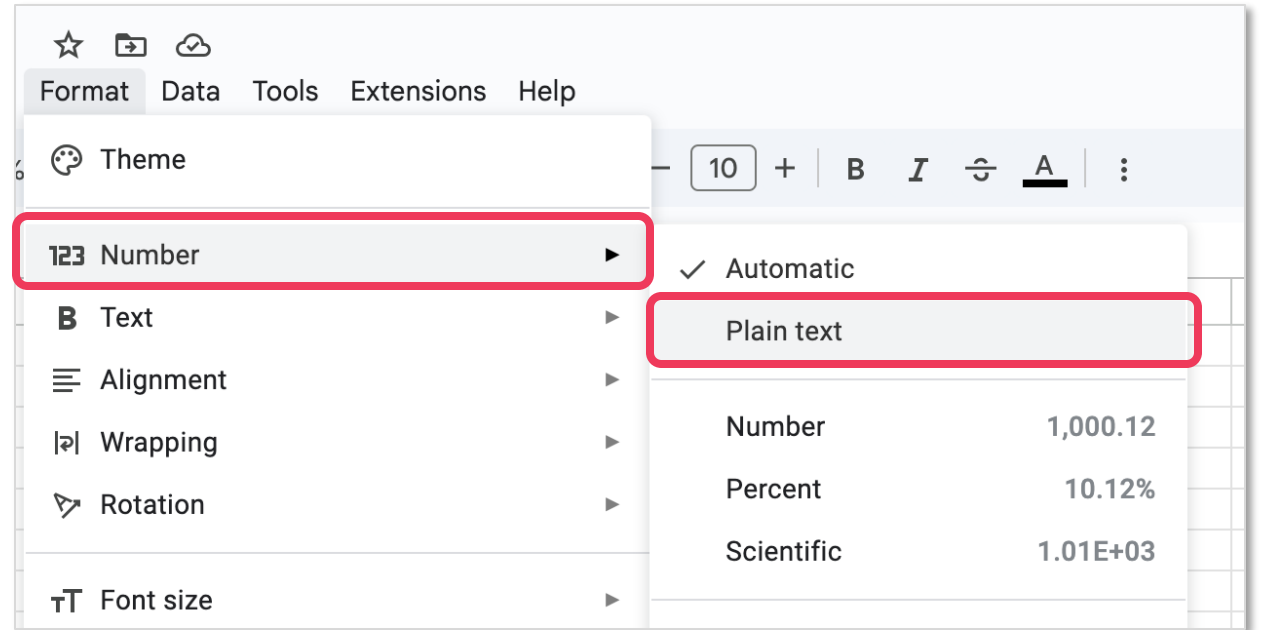
Google Sheets (Format > Number)

- 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

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)

Excel (Format > Cells)

- Select Text

- Select OK

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

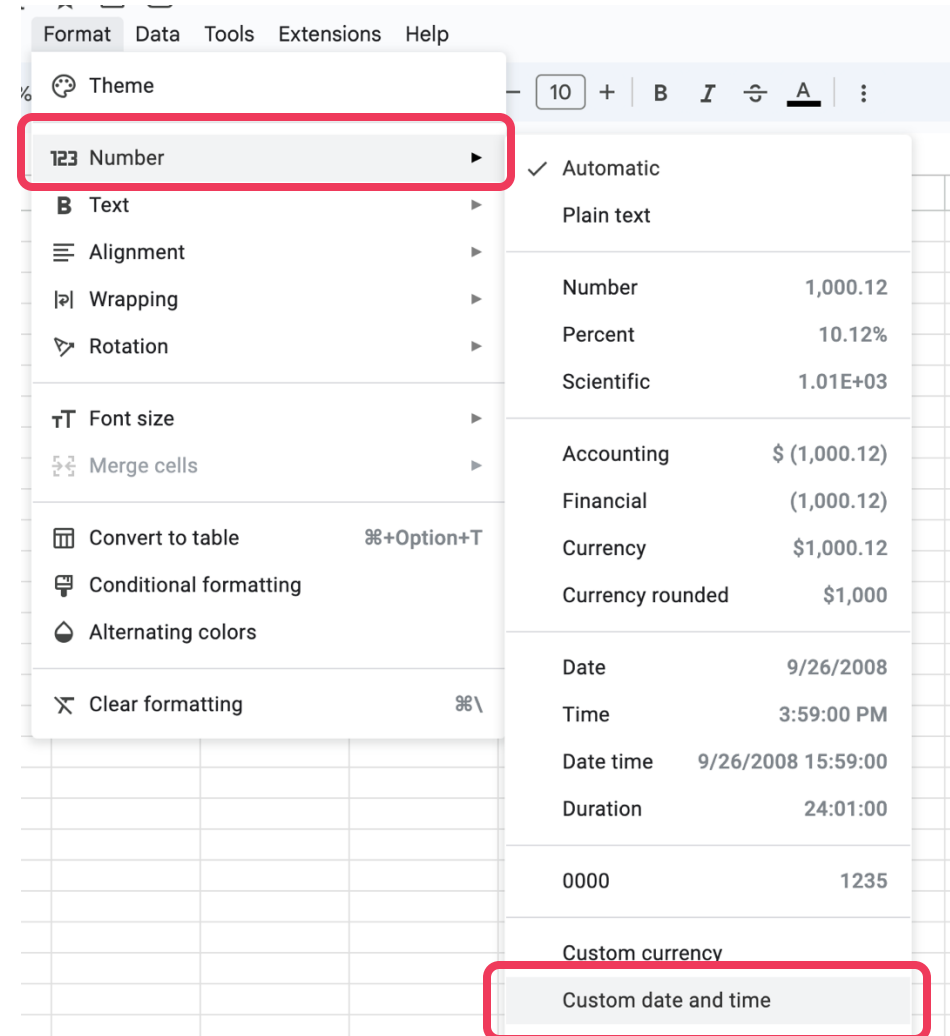## Google Sheets (Format > Number)

- Select Column C

- Format

- Select Number

- Select Plain Text

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

STEP
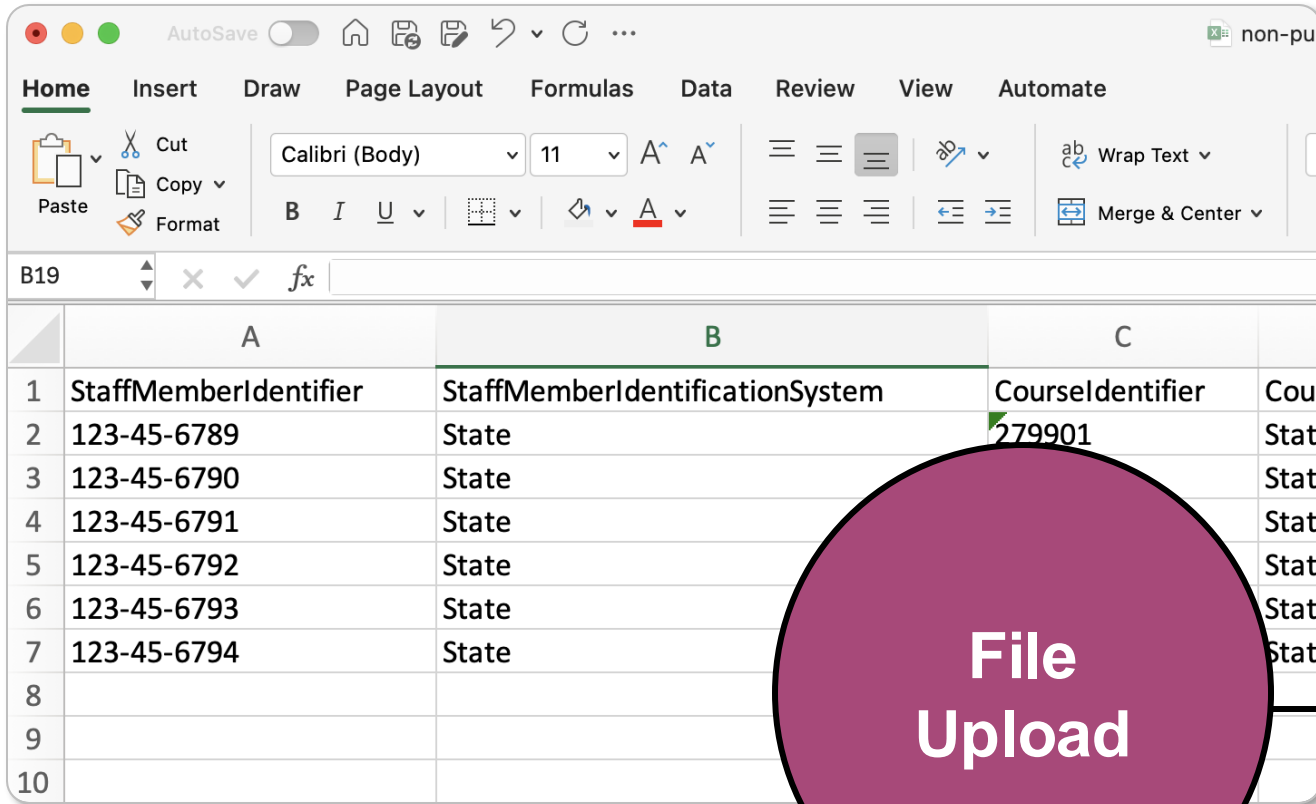
3
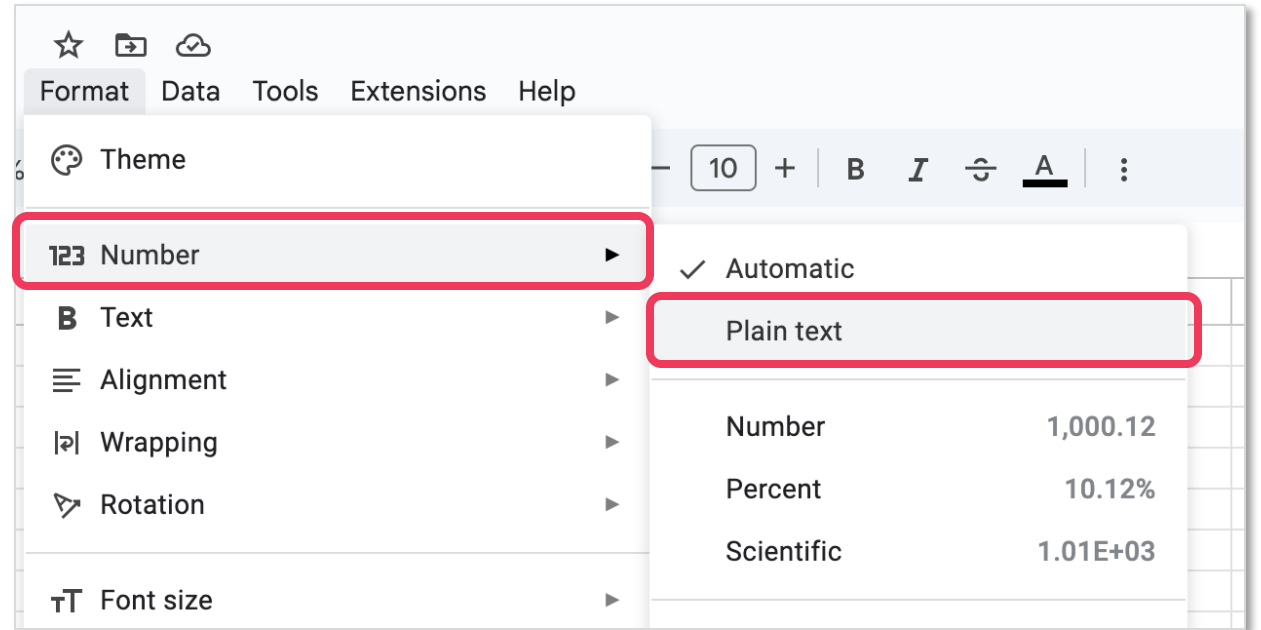
Upload files (3)

MSIS

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EDUCATION

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** ①
  - Submission Status
  - Data Quality Dashboard
- ▦ Reports ⌄
- ◈ Students ⌄
- ☑ Data Input ⌄
- ✓ Provide Feedback

◉ Melissa Banks ⌄

Upload a New File

Please follow this file naming convention: ②

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

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

File Upload

| Choose Files | No file chosen |

(Upload File(s))

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

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

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.

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

3

Choose Files | No file chosen

Upload File(s) **4**

Navigation (sidebar)
- Home
- Administration ⌄
- Data Submission
  - Upload a File
  - Submission Status
  - Data Quality Dashboard
- Reports ⌄
- Students ⌄
- Data Input ⌄
- ✓ Provide Feedback
- Melissa Banks ⌄

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

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 ∨

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 ⌄

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

Supported Data Type Names:
- ACTandWorkKeysUpdates
- EnglishLearner
- Finance.FETS
- FosterCare
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- NonPublicStaff.Assignments
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- SpecialEducation.PostSecondary
- SpecialEducation.RelatedServices
- SpecialEducation.StudentRoster
- Staff.Assignments

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

📄 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.

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STEP

4

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

MSIS

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EDUCATION

⑦

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

Upload a New File

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

⌂ Home

○ Administration ⌄

▤ Data Submission

   Upload a File

   Submission Status **7**

   Data Quality Dashboard

▥ Reports ⌄

◈ Students ⌄

▦ Data Input ⌄

✓ Provide Feedback

⊙ Melissa Banks ⌄

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
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• NonPublicStaff.Assignments
• NonPublicStaff.Employment
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• SpecialEducation.IEPData
• SpecialEducation.PostSecondary
• SpecialEducation.RelatedServices
• SpecialEducation.StudentRoster
• Staff.Assignments

• Staff.Employment
• Staff.Credentials
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• SummerSchool

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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.

Uploaded Files

8

+ 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

9

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

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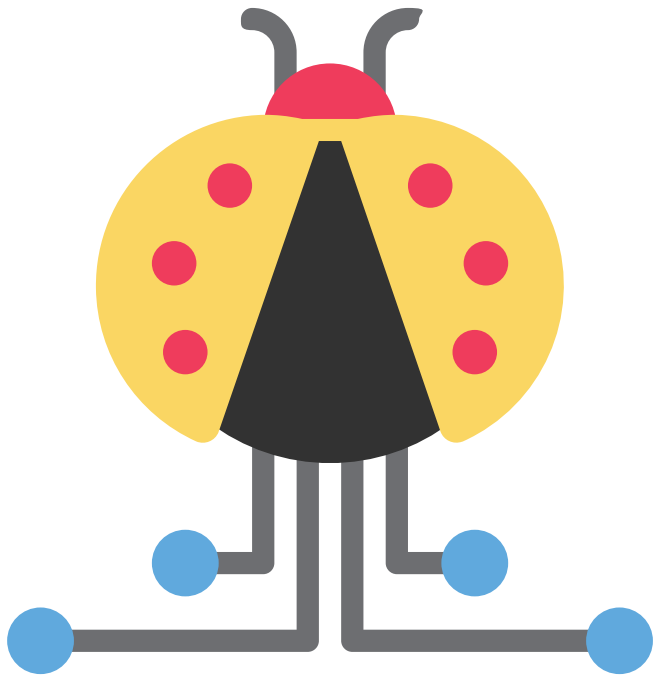 - Upload a File
  - Submission Status
  - Data Quality Dashboard
- Reports ⌄
- Students ⌄
- Data Input ⌄
- ✓ Provide Feedback

Melissa Banks ⌄

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
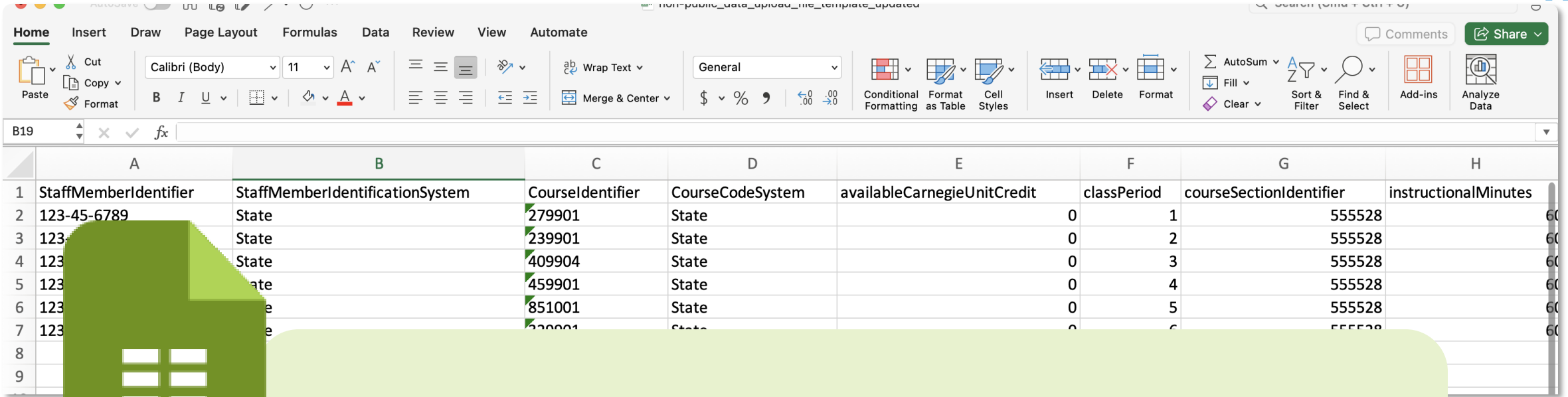MISSISSIPPI STUDENT INFORMATION SYSTEM

< 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.

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

Melissa Banks ⌄

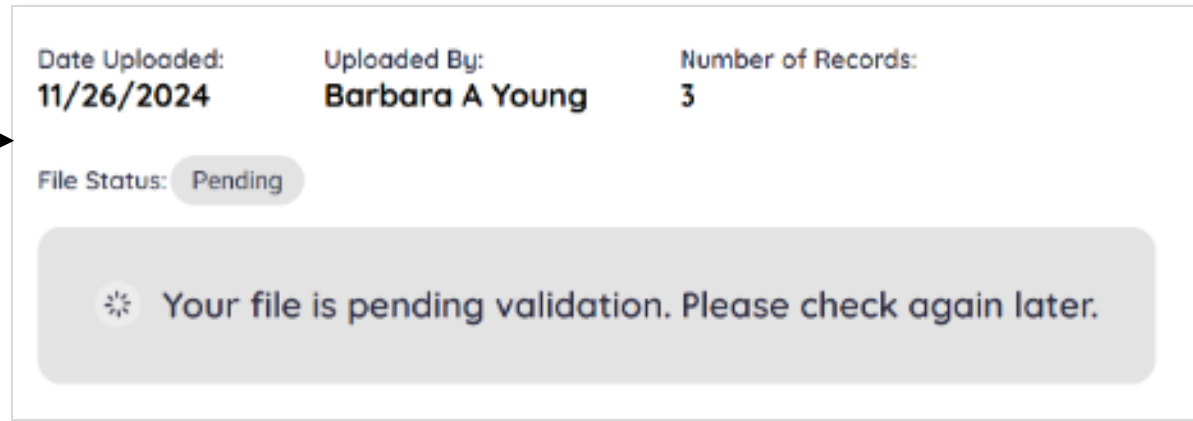| Row ID	LEA ID	School ID	Error	Resolution
1	220	5920-004	The districtId is blank or invalid.	The districtID is a required field.Ensure the LEA is an LEA you have access to and is 4 digits.Example: 0099 or 0100 and not 100 or 99.
2		5920-004	The districtId is blank or invalid.	The districtID is a required 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.

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Make necessary corrections in
the csv file and resave.

Pending

May be Success

Date Uploaded:
11/26/2024

Uploaded By:
Barbara A Young

Number of Records:
3

File Status: Pending

⚙ 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

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Q&A

STEP

5

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

MSIS

MISSISSIPPI DEPARTMENT OF EDUCATION
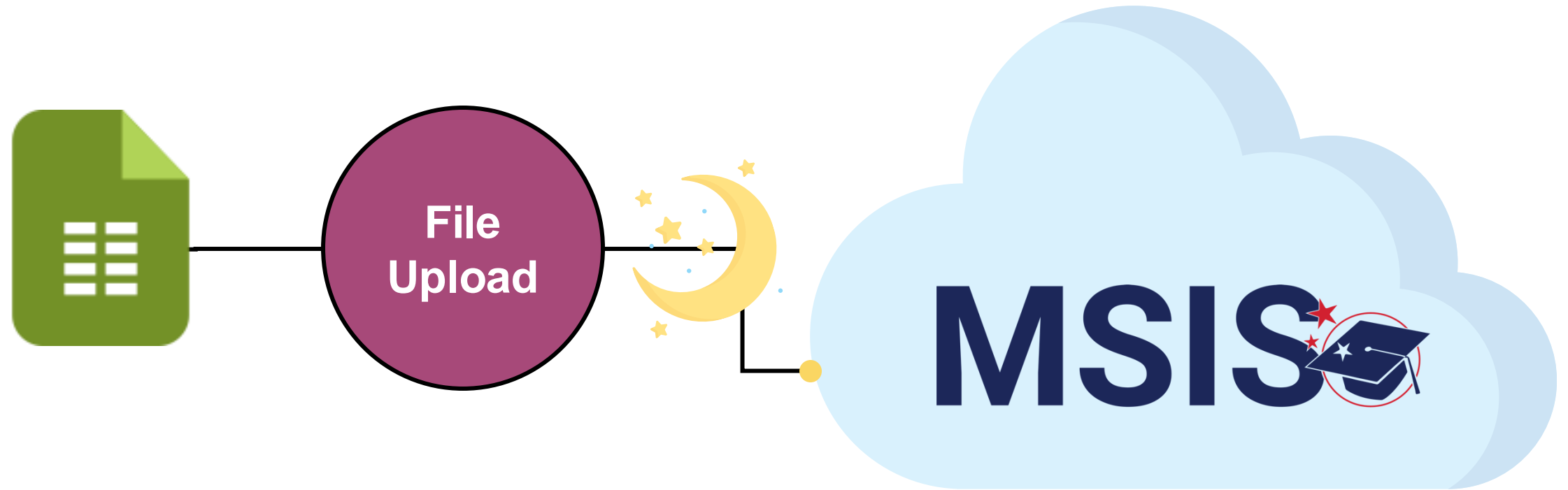
MSIS Staff reviews dashboards and reports daily to check for errors

![MSIS - Mississippi Student Information System logo]

- 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

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

< 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				

Navigation (sidebar):
- Home
- Administration
- Data Submission
  - Upload a File
  - Submission Status
  - Data Quality Dashboard
  - Accreditation
- Reports
- Students
- Data Input
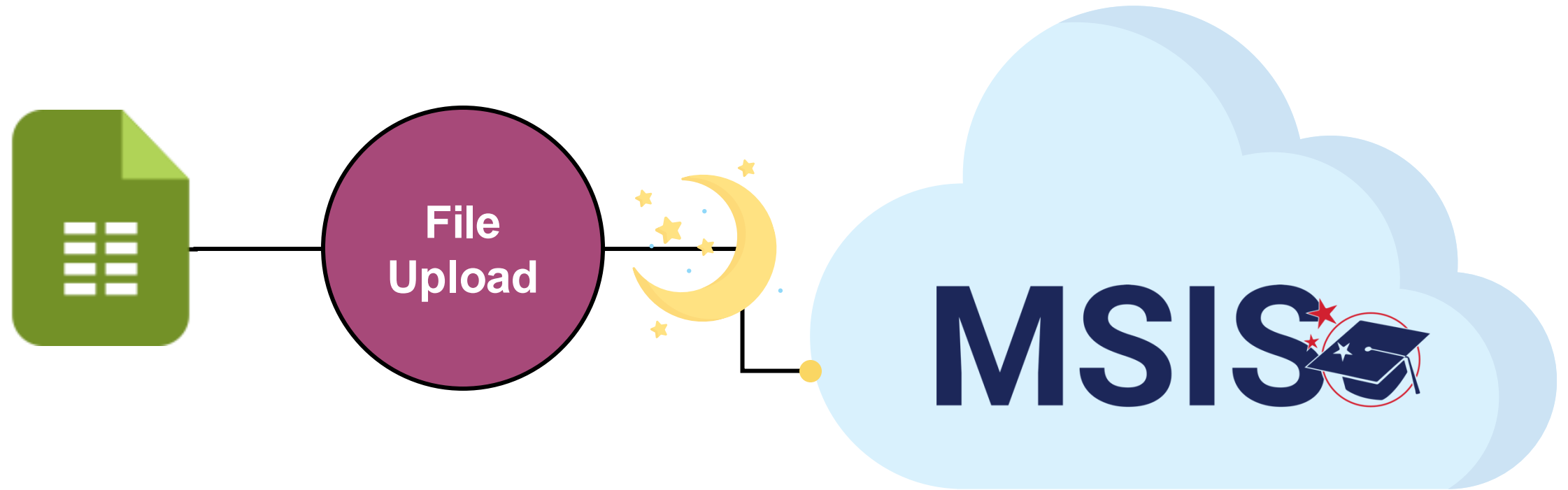- Provide Feedback

Melissa Banks ▾

MISSISSIPPI DEPARTMENT OF EDUCATION

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

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

Melissa Banks ∨

Test District Name

You currently have no errors

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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.
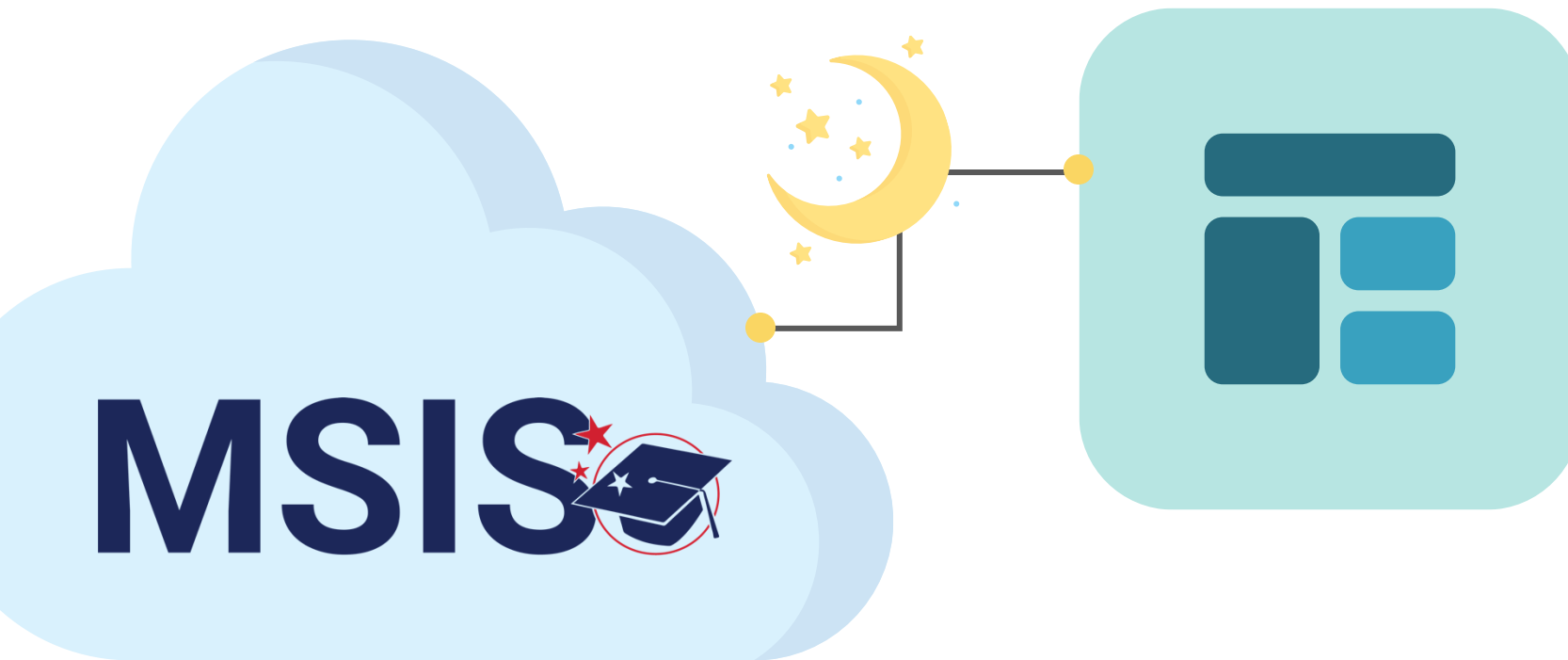
STEP

6

REVIEW Reports; make edits and reupload files as needed

MSIS

Personnel Reports:
- Personnel Summary
- Personnel Listing
- Teacher Schedules

View Personnel data:
- Reports <mark>(Coming soon!)</mark>
  - Personnel Summary
  - Personnel Listing
  - Teacher Schedules
  - Accreditation

Personnel Reports Coming Soon!

STEP

7

CERTIFY data

JAN 13-31

MSIS

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Permission: Personnel + Certify

MSIS Team

msis2@mdek12.org

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