File Upload

MSIS

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

- Home
- Administration ⌄
- Data Submission
  - **Upload a File**
  - Submission Status
  - Data Quality Dashboard
- eports ⌄
- tudents ⌄
- ata Input ⌄

Upload a New File

Please follow this file naming convention:

0123_OptionalText_ MsisIdRequest.csv

| LEA Number | Optional Text | Data Type Name | File Format |

File Name & Size Limits:
- **50 MB** maximum size per file
- **50 characters** maximum filename length

Optional Text:
- May add date, school, or other helpful information
- Alphanumeric characters or underscores only

Supported File Formats:
- CSV

Supported Data Type Names:
- MsisIdRequest
- CourseSection.Removal
- FedProg.EnglishLearner
- InactiveEnrollment
- SpecEd.Accommodations
- SpecEd.StudentRoster
- Staff.Assignments
- Staff.Credentials
- Staff.Employment
- Staff.Removal
- SummerSchool

File Upload

Choose File | No file chosen

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

2 Follow the specific Naming Convention.

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

4 Use only the Supported Data Type Names.

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
- CourseSection.Removal
- FedProg.EnglishLearner
- FedProg.Homeless
- FedProg.Immigrant
- Finance.FETS
- GoodCauseExemptions
- GraduationOptions
- InactiveEnrollment
- Interventions
- KindergartenEntry
- MsisIdRequest

- NonPublicStaff.Assignments
- NonPublicStaff.Employment
- NonPublicStaff.Schedules
- SealofBiliteracy
- SpecEd.Accommodations
- SpecEd.EarlyLearningOutcomes
- SpecEd.Evaluation
- SpecEd.IEPData
- SpecEd.PartCtoB
- SpecEd.PostSecondary
- SpecEd.RelatedServices

- SpecEd.StudentRoster
- Staff.Assignments
- Staff.Credentials
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File Upload

Choose File | 0123KindergartenEntry.csv

Upload File

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

(6) Select Upload File.

1/16/2025

2

MSIS

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
- CourseSection.Removal
- FedProg.EnglishLearner
- FedProg.Homeless
- FedProg.Immigrant
- Finance.FETS
- GoodCauseExemptions
- GraduationOptions
- InactiveEnrollment
- Interventions
- KindergartenEntry
- MsisIdRequest

- NonPublicStaff.Assignments
- NonPublicStaff.Employment
- NonPublicStaff.Schedules
- SealofBiliteracy
- SpecEd.Accommodations
- SpecEd.EarlyLearningOutcomes
- SpecEd.Evaluation
- SpecEd.IEPData
- SpecEd.PartCtoB
- SpecEd.PostSecondary
- SpecEd.RelatedServices

- SpecEd.StudentRoster
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0123KindergartenEntry.csv   ✓ Completed   (7)

Sidebar navigation:
- Home
- Administration
- Data Submission
  - Upload a File
  - Submission Status
  - Data Quality Dashboard
  - Accreditation
- Reports
- Students
- Data Input
- Provide Feedback

(7) File uploads will show completed or failed. Check the Submission Status page to view any errors, for failed files.

Supported Data Type Names:

- ACTandWorkKeysUpdates
- CourseSection.Removal
- FedProg.EnglishLearner
- FedProg.Homeless
- FedProg.Immigrant
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- GoodCauseExemptions
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- NonPublicStaff.Schedules
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- SpecEd.Evaluation
- SpecEd.IEPData
- SpecEd.PartCtoB
- SpecEd.PostSecondary
- SpecEd.RelatedServices

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

+ Check File Validation Status

① Files that are not uploaded will appear in red.

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

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

📄 filename.csv   ! Failed

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

① ! File format validation failed
Invalid file format. Please try again with a CSV file.

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

ministration ⌄
a Submission ⌃
d a File
mission Status
Quality Dashboard
editation
orts ⌄
dents ⌄
📊 Data Input ⌄
✓ Provide Feedback

Submission Status

MSIS

Submission Status

+ Upload a File

Name	Date & Time (CT)	Uploaded By	Status
filename.csv ①	10/4/2022, 2:18:54 PM	LastName, FirstName ②	Failed
filename.csv	10/4/2022, 2:18:54 PM	Central Access	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

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- 📊 Reports ⌄
- 🎓 Students ⌄
- 📈 Data Input ⌄
- ✓ Provide Feedback

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

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

Coming Soon: *Files will remain in pending status until the overnight process runs and then change to Success or Failed.*

MSIS

< Back

2420_July_Staff.Assignments.csv

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

File Status: **Failed**

③ ⚠ File validation failed. There were 8 errors in your data that need your attention.

Row ID	LEA ID	School ID	Error	Resolution
2	1234	1234 -010	The schoolIdentificationSystem is blank or invalid.	The schoolIdentificationSystem is a required field and should be SEA for all records.
3	1234	1234 -010	The staffMemberIdentificationSystem is blank or invalid.	The staffMemberIdentificationSystem is a required field. The value should be State for all records.
4	1234	1234 -010	The codingSystemOrganizationType is blank or invalid.	The codingSystemOrganizationType is a required field and should be SEA for all records.
4	1234	1234 -010	The assignmentEndDate is blank or invalid.	The assignmentEndDate is a required field. This is the employment dates for year unless different.
5	1234	1234 -010	The staffMemberIdentifier is blank or invalid.	The staffMemberIdentifier is a required field. This is the employee SSN and should only contain numbers an exactly 9 digits. Example: 123456789 or 012345678.
5	1234	1234 -010	The localJobCategory is blank or invalid.	The localJobCategory is the work area code. Please reference the Work Area Code Catalog on the MDE wel

③ View details for errors and resolutions.

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