Personnel Reports, Accreditation Dashboard, & Inactive Records

MSIS

mdek12.org

MISSISSIPPI DEPARTMENT OF EDUCATION

January 10, 2025

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

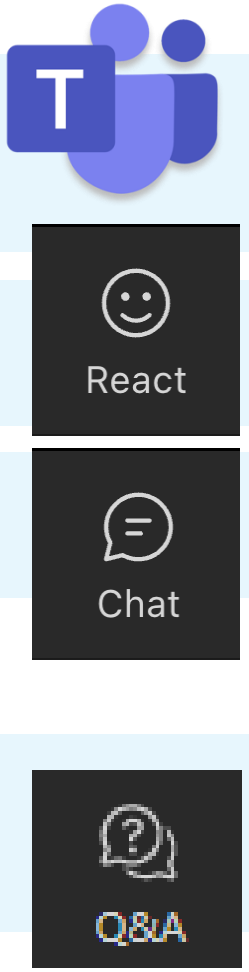
To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

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

Session Norms

Be an active participant

- Share reactions
- Respond to prompts in the chat



Ask questions

Session Goals

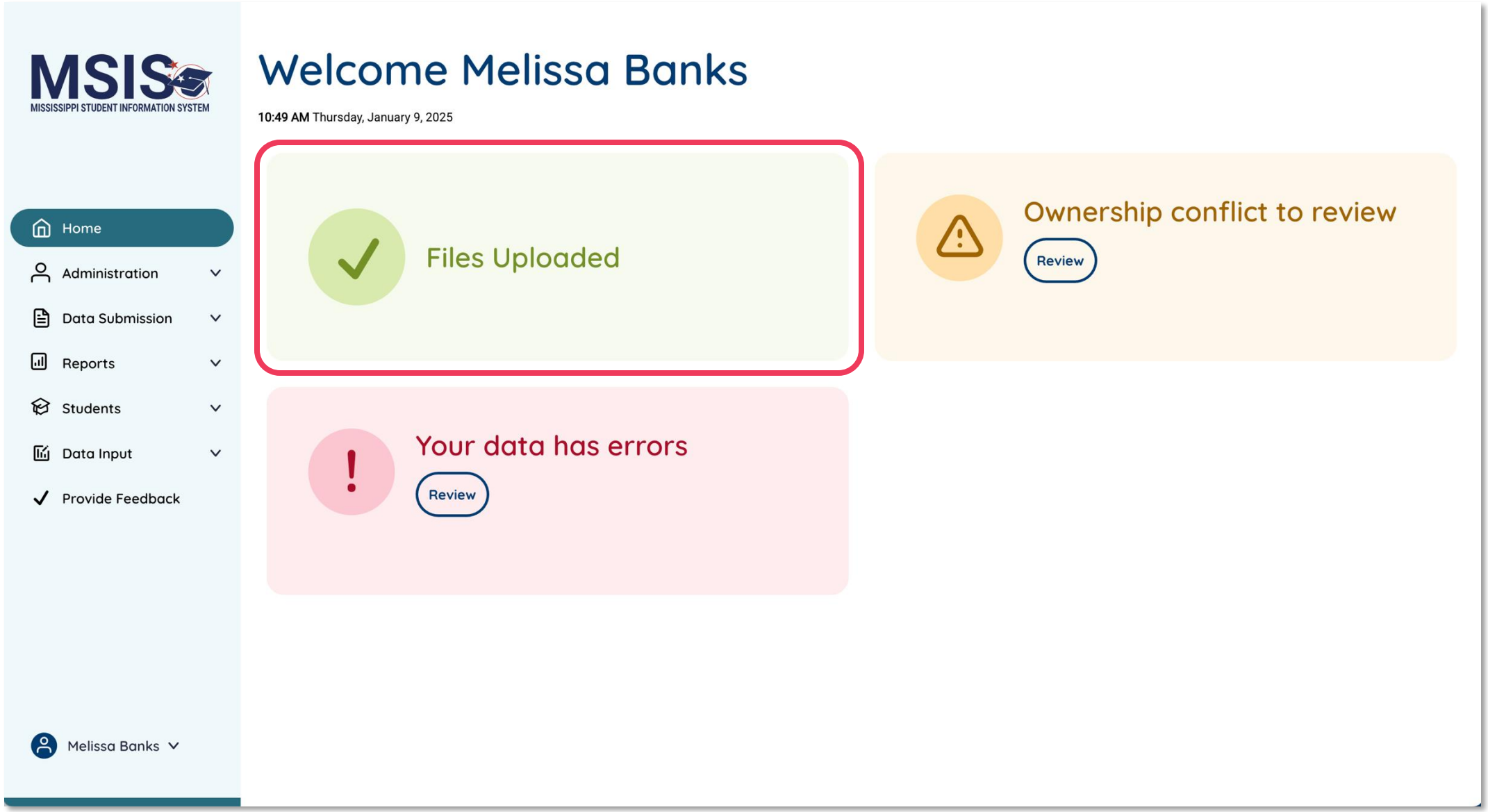
IDENTIFY updates to the MSIS interface

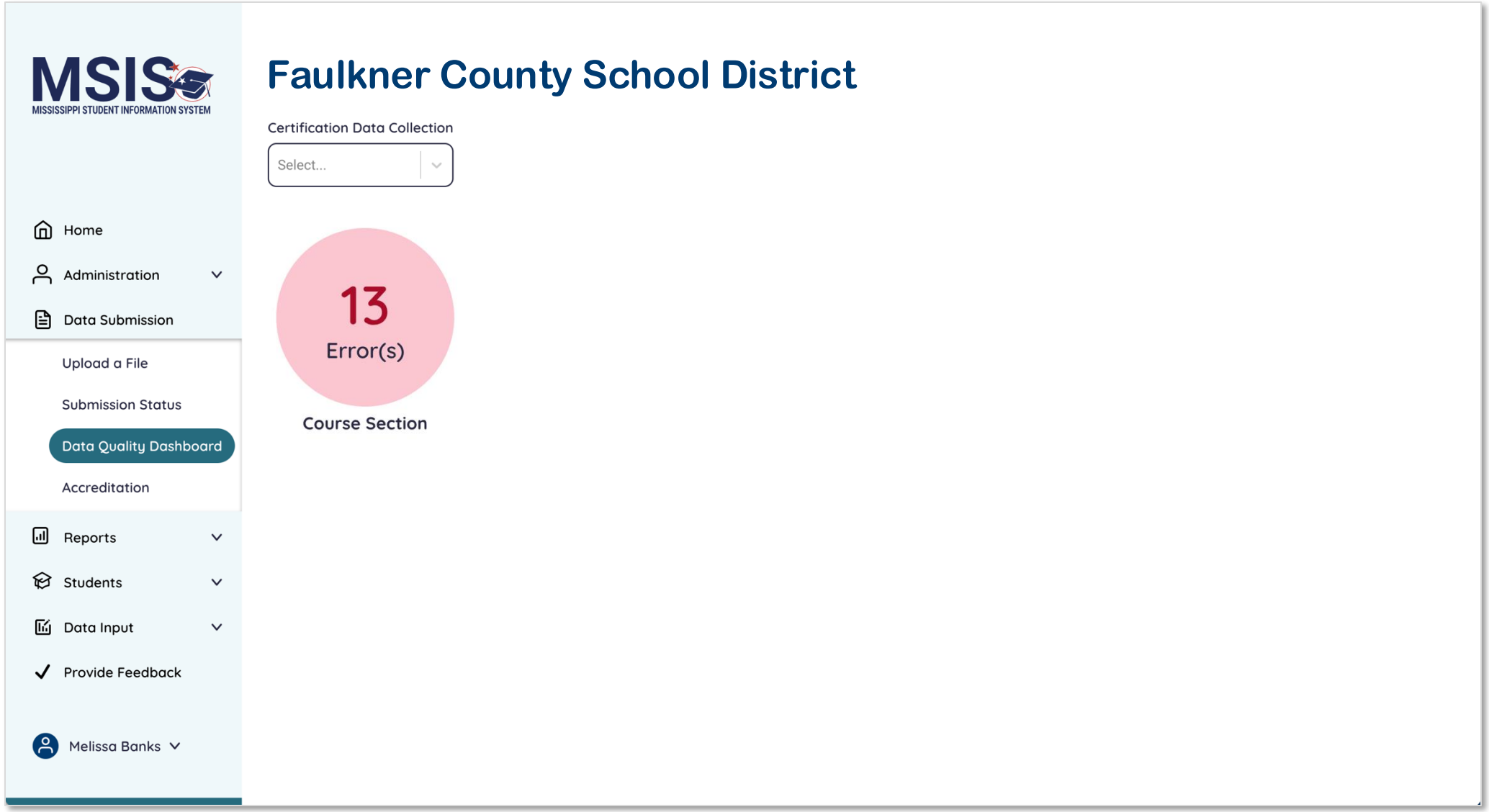
EXPLORE Personnel Reports

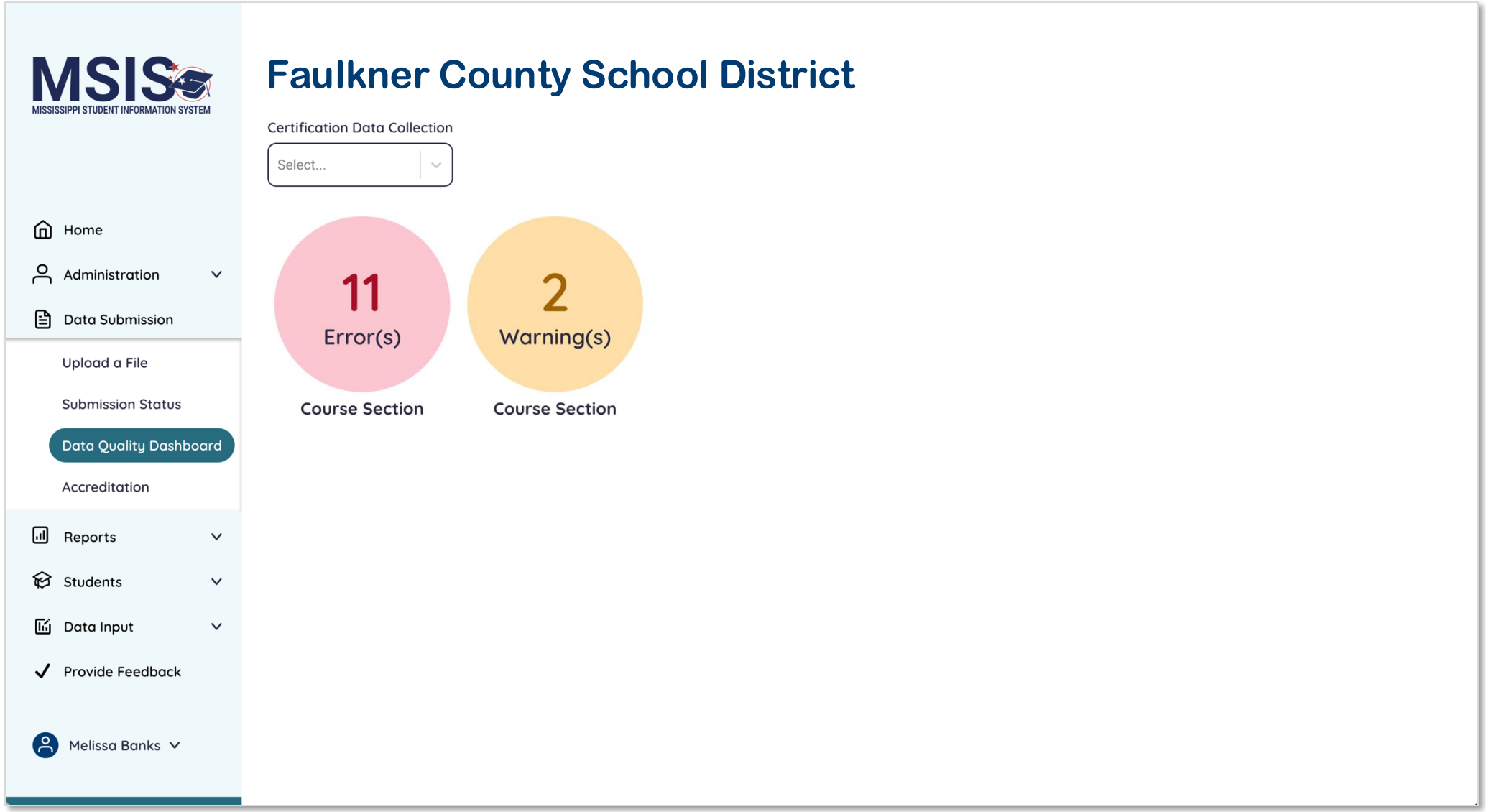
DISCUSS Accreditation Dashboard

REVIEW the process for removing inactive records

Interface Updates


MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Welcome Melissa Banks
10:49 AM Thursday, January 9, 2025
Home
Administration
Data Submission
Reports
Students
Data Input
Provide Feedback
Melissa Banks
Files Uploaded
Ownership conflict to review
Review
Your data has errors
Review


MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Faulkner County School District
Certification Data Collection
Select...
Home
Administration
Data Submission
Upload a File
Submission Status
Data Quality Dashboard
Accreditation
Reports
Students
Data Input
Provide Feedback
Melissa Banks
13
Error(s)
Course Section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Data Quality Dashboard
Accreditation
Reports
Students
Data Input
Provide Feedback
Melissa Banks
11
Error(s)
Course Section
2
Warning(s)
Course Section

Reports

CERTIFY Personnel

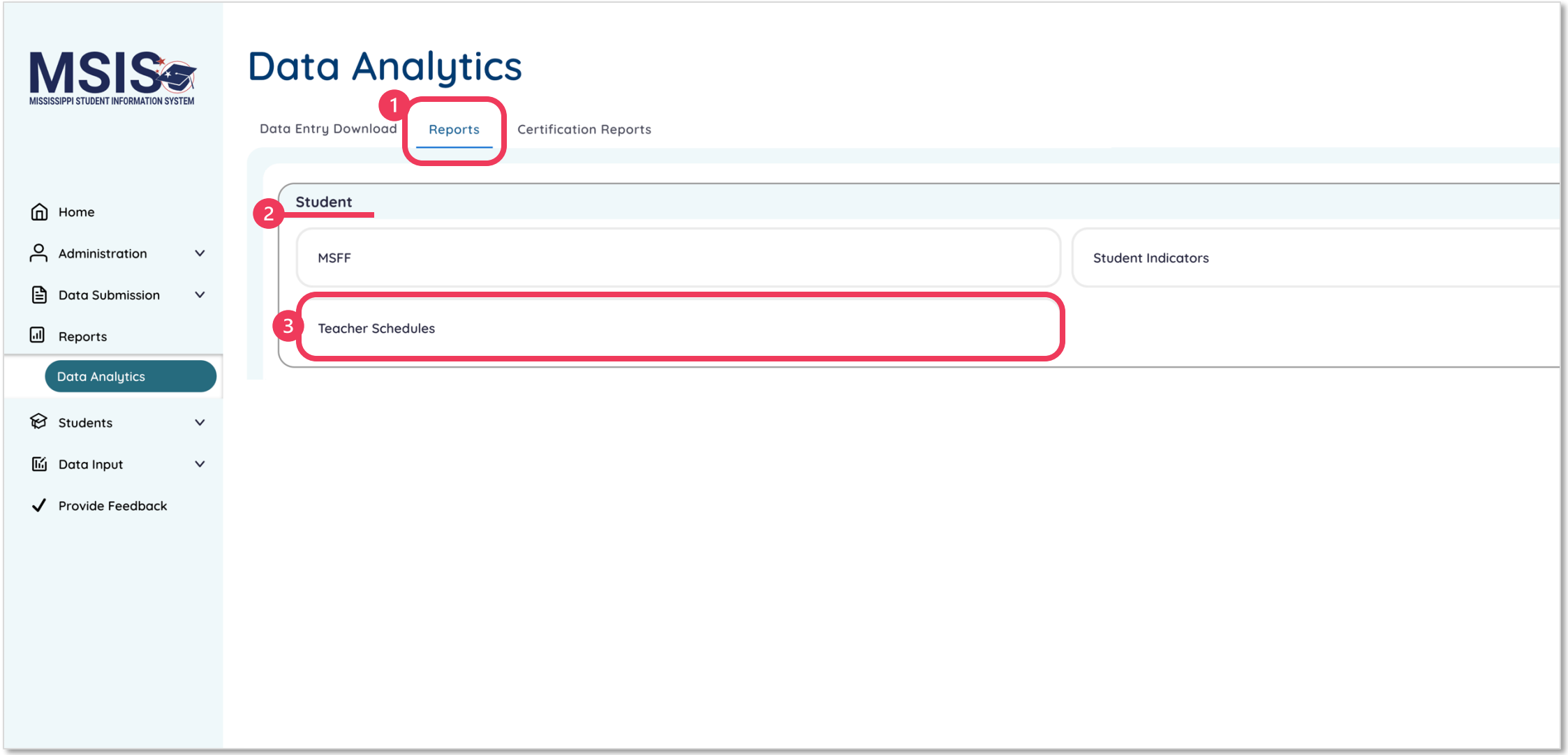
- Certification will open January 13 and close January 31.
- Clear all Personnel errors.
- Carefully review the Teacher Schedule Report and Personnel Listing Report (once it is available) for accuracy before certifying.

MSIS

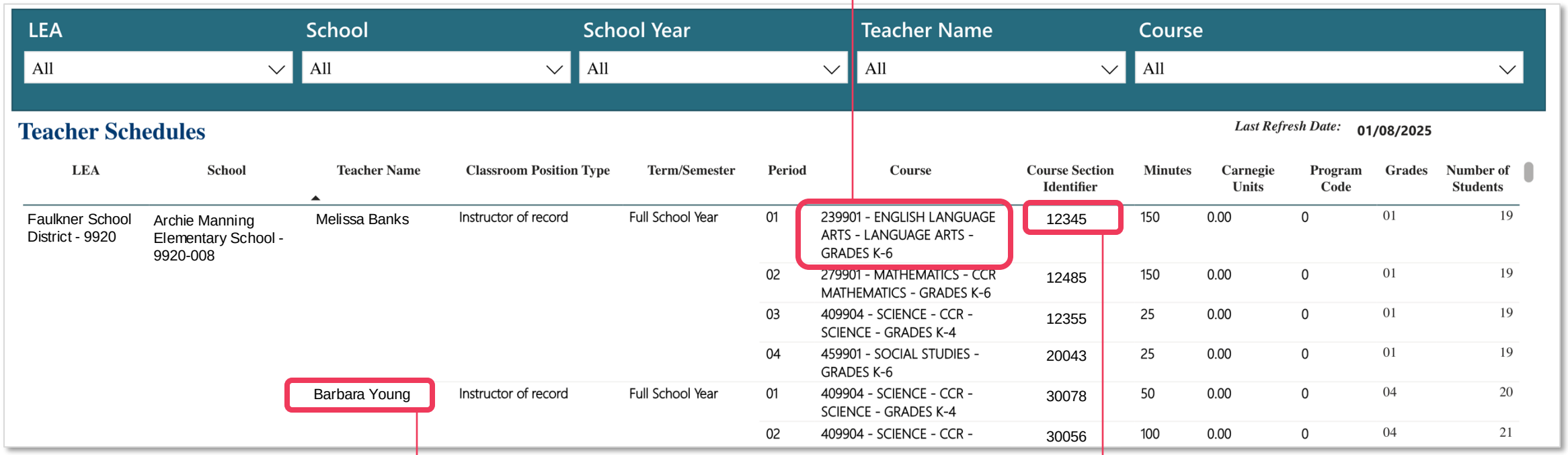
Teacher Schedule Report

Permission: Student

MSIS


MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Data Analytics
1
Data Entry Download
Reports
Certification Reports
Home
Administration
Data Submission
Reports
Data Analytics
Students
Data Input
Provide Feedback
2
Student
MSFF
Student Indicators
3
Teacher Schedules

State Course Code and Course Title



LEA: All | School: All | School Year: All | Teacher Name: All | Course: All

Teacher Schedules

Last Refresh Date: 01/08/2025

LEA	School	Teacher Name	Classroom Position Type	Term/Semester	Period	Course	Course Section Identifier	Minutes	Carnegie Units	Program Code	Grades	Number of Students
Faulkner School District - 9920	Archie Manning Elementary School - 9920-008	Melissa Banks	Instructor of record	Full School Year	01	239901 - ENGLISH LANGUAGE ARTS - LANGUAGE ARTS - GRADES K-6	12345	150	0.00	0	01	19
					02	279901 - MATHEMATICS - CCR MATHEMATICS - GRADES K-6	12485	150	0.00	0	01	19
					03	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	12355	25	0.00	0	01	19
					04	459901 - SOCIAL STUDIES - GRADES K-6	20043	25	0.00	0	01	19
		Barbara Young	Instructor of record	Full School Year	01	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	30078	50	0.00	0	04	20
					02	409904 - SCIENCE - CCR -	30056	100	0.00	0	04	21

May see "Non-employed Staff"

These are SSNs in the SIS that do not match an employee in the personnel data.

Local course section number.

(Number may not be visible in your SIS. This is necessary for submitting inactive course files.)

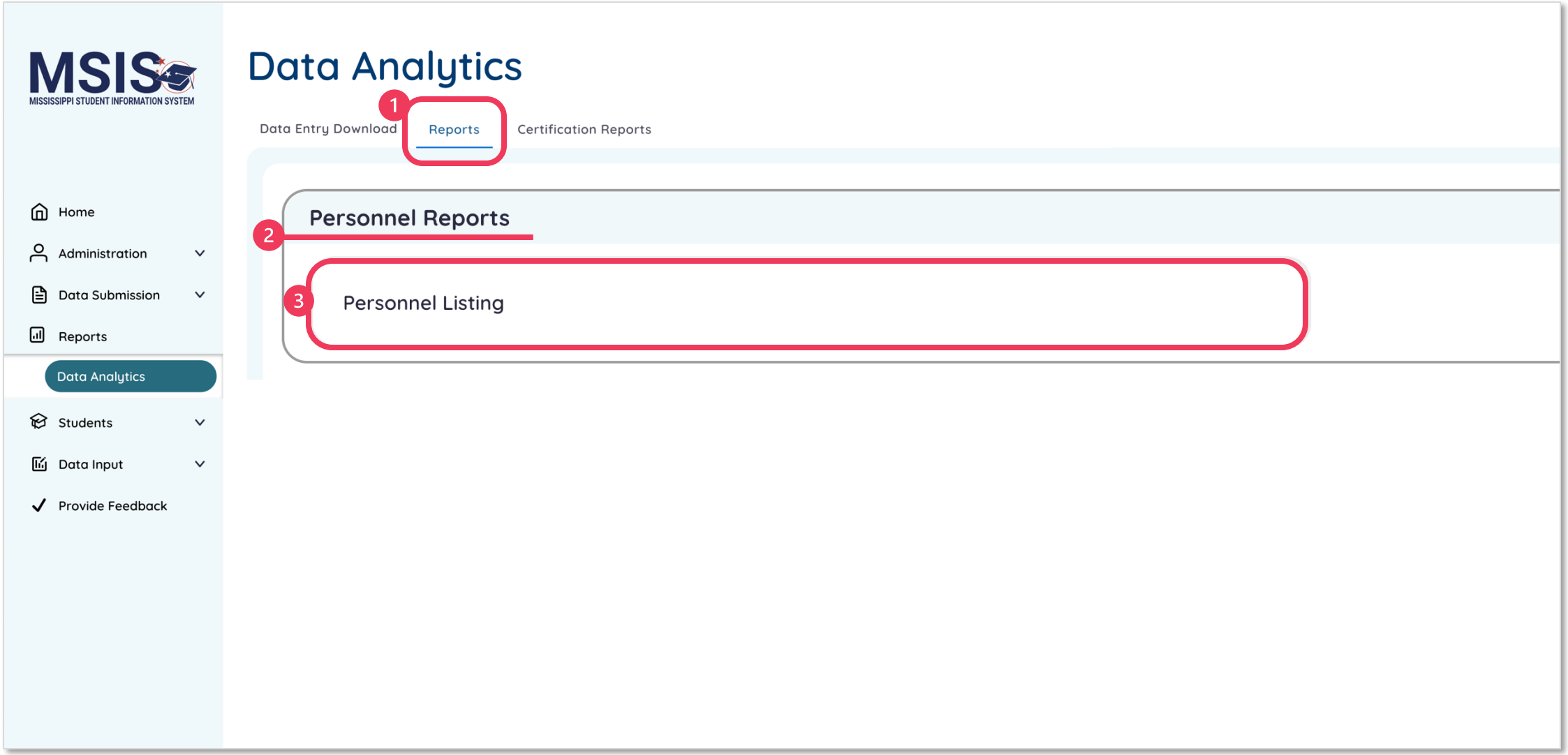
MSIS

Coming Soon!

Personnel Listing Report

Permission: Personnel (Salary)

MSIS


MSIS
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Data Analytics
1
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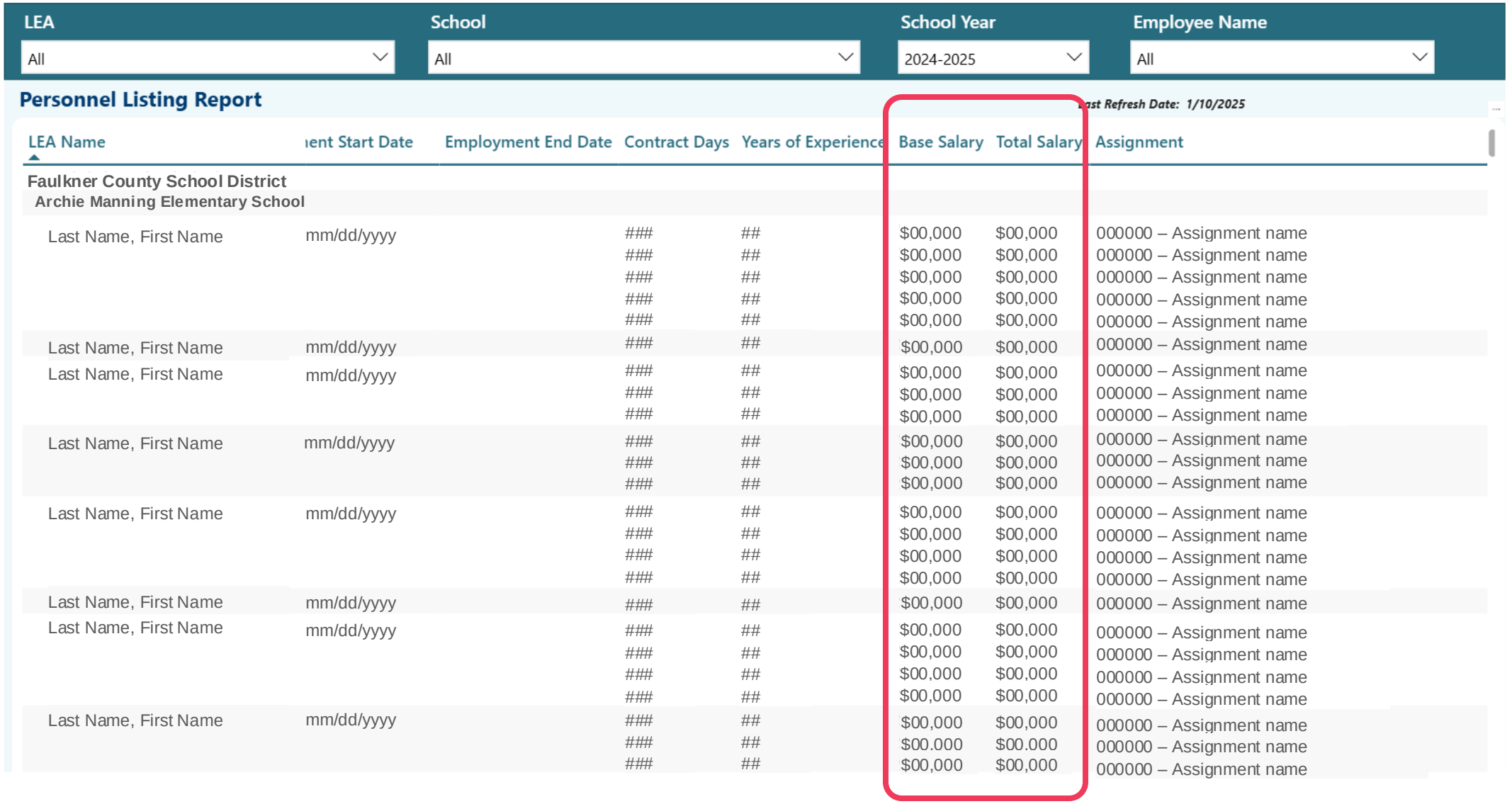
Data Input
Provide Feedback
2
Personnel Reports
3
Personnel Listing

LEA	School	School Year	Employee Name
All	All	2024-2025	All

Personnel Listing Report

Last Refresh Date: 1/10/2025

LEA Name	SSN	Hispanic Ethinicity	Race	Gender	Position Title	Employment Start Date	En
Faulkner County School District							
Archie Manning Elementary School							
Last Name, First Name	XXX-XX-0000	No	White	Male	TEACHER - GIFTED	mm/dd/yyyy	
Last Name, First Name	XXX-XX-0000	No	Black Or African American	Female	COUNSELOR – NON-CTE ELEMENTARY	mm/dd/yyyy	
Last Name, First Name	XXX-XX-0000	No	White	Female	TEACHER ASSISTANT	mm/dd/yyyy	
Last Name, First Name	XXX-XX-0000	Yes		Male	TEACHER ASSISTANT	mm/dd/yyyy	
Last Name, First Name	XXX-XX-0000	No	White	Female	TEACHER - SECONDARY	mm/dd/yyyy	
Last Name, First Name	XXX-XX-0000	No	Black Or African American	Female	TEACHER - ELEMENTARY	mm/dd/yyyy	
Last Name, First Name	XXX-XX-0000	No	White	Female	TEACHER - UNGRADED	mm/dd/yyyy	
Last Name, First Name	XXX-XX-0000	No	White	Male	JANITOR/MAID	mm/dd/yyyy	



LEA	School	School Year	Employee Name
All	All	2024-2025	All

Personnel Listing Report

Last Refresh Date: 1/10/2025

LEA Name	ıent Start Date	Employment End Date	Contract Days	Years of Experience	Base Salary	Total Salary	Assignment
Faulkner County School District							
Archie Manning Elementary School							
Last Name, First Name	mm/dd/yyyy		###	##	$00,000	$00,000	000000 – Assignment name
			###	##	$00,000	$00,000	000000 – Assignment name
			###	##	$00,000	$00,000	000000 – Assignment name
			###	##	$00,000	$00,000	000000 – Assignment name
			###	##	$00,000	$00,000	000000 – Assignment name
Last Name, First Name	mm/dd/yyyy		###	##	$00,000	$00,000	000000 – Assignment name
Last Name, First Name	mm/dd/yyyy		###	##	$00,000	$00,000	000000 – Assignment name
			###	##	$00,000	$00,000	000000 – Assignment name
			###	##	$00,000	$00,000	000000 – Assignment name
Last Name, First Name	mm/dd/yyyy		###	##	$00,000	$00,000	000000 – Assignment name
			###	##	$00,000	$00,000	000000 – Assignment name
			###	##	$00,000	$00,000	000000 – Assignment name
Last Name, First Name	mm/dd/yyyy		###	##	$00,000	$00,000	000000 – Assignment name
			###	##	$00,000	$00,000	000000 – Assignment name
			###	##	$00,000	$00,000	000000 – Assignment name
			###	##	$00,000	$00,000	000000 – Assignment name
Last Name, First Name	mm/dd/yyyy		###	##	$00,000	$00,000	000000 – Assignment name
Last Name, First Name	mm/dd/yyyy		###	##	$00,000	$00,000	000000 – Assignment name
			###	##	$00,000	$00,000	000000 – Assignment name
			###	##	$00,000	$00,000	000000 – Assignment name
			###	##	$00,000	$00,000	000000 – Assignment name
Last Name, First Name	mm/dd/yyyy		###	##	$00,000	$00,000	000000 – Assignment name
			###	##	$00.000	$00.000	000000 – Assignment name
			###	##	$00,000	$00,000	000000 – Assignment name

LEA	School	School Year	Employee Name
All	All	2024-2025	All

Personnel Listing Report

Last Refresh Date: 1/10/2025

LEA Name	nd Date	Contract Days	Years of Experience	Base Salary	Total Salary	Assignment	FTE	Funding Source	Amount
Last Name, First Name		###	##	$00,000	$00,000	000000 – Assignment name	0	1120	$00,000
		###	##	$00,000	$00,000	000000 – Assignment name	0	1904	$00,000
		###	##	$00,000	$00,000	000000 – Assignment name	0	2211	$00,000
		###	##	$00,000	$00,000	000000 – Assignment name	0	2590	$00,000
		###	##	$00,000	$00,000	000000 – Assignment name	0	2606	$00,000
Last Name, First Name		###	##	$00,000	$00,000	000000 – Assignment name	0.97	1120	$00,000
Last Name, First Name		###	##	$00,000	$00,000	000000 – Assignment name	0	1120	$00,000
		###	##	$00,000	$00,000	000000 – Assignment name	0	2020	$00,000
		###	##	$00,000	$00,000	000000 – Assignment name	0	2211	$00,000
Last Name, First Name		###	##	$00,000	$00,000	000000 – Assignment name	0	1120	$00,000
		###	##	$00.000	$00.000	000000 – Assignment name	0	1906	$00.000
		###	##	$00,000	$00,000	000000 – Assignment name	0	2211	$00,000
Last Name, First Name		###	##	$00,000	$00,000	000000 – Assignment name	1	1120	$00,000
		###	##	$00,000	$00,000	000000 – Assignment name	1	1130	$00,000
		###	##	$00,000	$00,000	000000 – Assignment name	1	2091	$00,000
		###	##	$00,000	$00,000	000000 – Assignment name	1	2211	$00,000
Last Name, First Name		###	##	$00,000	$00,000	000000 – Assignment name	0.5	1120	$00,000
Last Name, First Name		###	##	$00,000	$00,000	000000 – Assignment name	0	1120	$00,000
		###	##	$00,000	$00,000	000000 – Assignment name	0	1906	$00,000
		###	##	$00,000	$00,000	000000 – Assignment name	0	2211	$00,000
		###	##	$00,000	$00,000	000000 – Assignment name	0	2985	$00,000
Last Name, First Name		###	##	$00,000	$00,000	000000 – Assignment name	1	1120	$00,000
		###	##	$00.000	$00.000	000000 – Assignment name	1	1130	$00.000
		###	##	$00,000	$00,000	000000 – Assignment name	1	1904	$00,000

Reports: Permissions are updated **overnight** (this includes the Salary checkbox for Personnel).

- A user granted access to Personnel Listing Report today will not be able to view the report until **tomorrow**.
- If the Salary checkbox was enabled when Personnel permission was granted, the user will see the Salary columns on the report.
- If the Salary checkbox was NOT enabled when Personnel permission was granted, then the user will NOT see the Salary columns. Any changes to the Salary checkbox will not take affect until the **next day.**

Q&A

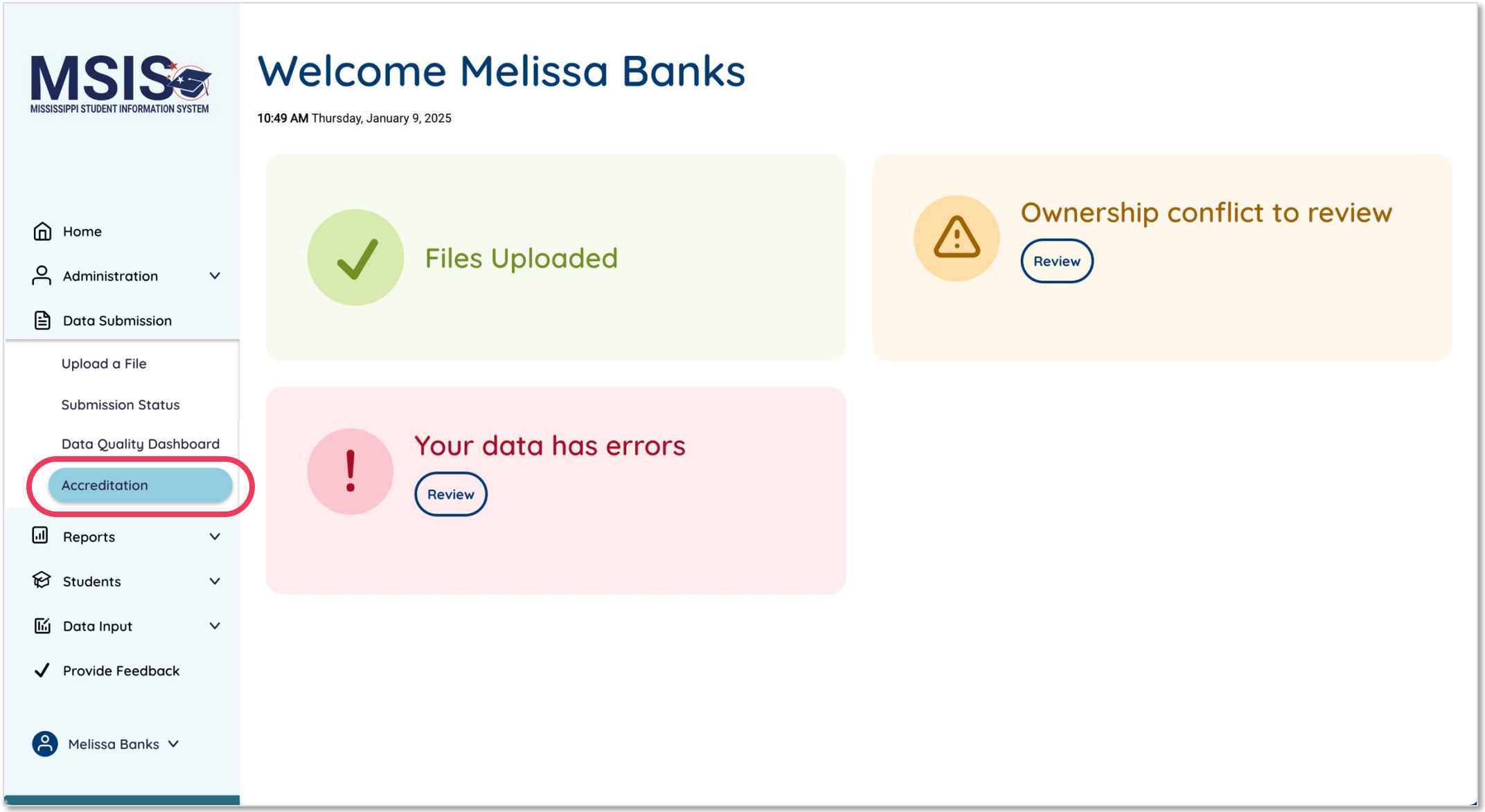
Accreditation Dashboard

Clear Accreditation Edits

- Review any edits on the Accreditation Dashboard.
- Update Personnel or Course Section data as needed to clear any edits.

Permission: Accreditation

MSIS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Welcome Melissa Banks
10:49 AM Thursday, January 9, 2025
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Administration
Data Submission
Upload a File
Submission Status
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Provide Feedback
Melissa Banks
Files Uploaded
Ownership conflict to review
Review
Your data has errors
Review

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Accreditation Edits
2
Edits
Personnel
1
Edits
School
Home
Administration
Data Submission
Upload a File
Submission Status
Data Quality Dashboard
Accreditation
Reports
Students
Data Input
Provide Feedback
Melissa Banks

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

< Back

Grades 1-4 Class Load

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

Melissa Banks

School Year	LEA Name	School Name	Description	Resolution	First Name	Last Name	Employee ID	Course Code	Course Title	Local Name	Session	Meeting Days	Period	Student Count
2024-2025	Faulkner City School District	Faulkner City Alternative School	Standard 28.2 - The student-teacher ratios exceed 27 to 1 students.	Ensure the student-teacher ratio is not more than 27 students per teacher for grades 1-4.	Susie	Smith	9999	110104	COMPUTER SCIENCE - GRADES 4-6	COMPUTER SCIENCE	Full School Year	A	6	44
2024-2025	Faulkner City School District	Faulkner City Alternative School	Standard 28.2 - The student-teacher ratios exceed 27 to 1 students.	Ensure the student-teacher ratio is not more than 27 students per teacher for grades 1-4.	Angela	Adams	8888	110104	COMPUTER SCIENCE - GRADES 4-6	COMPUTER SCIENCE	Full School Year	A	6	44

ACCREDITATION DASHBOARD: **PERSONNEL**

Tab Name	Rule Description	Resolution	Additional Notes
28.5 Core Course Load	Standard 28.5 (Public) - the total number of students taught by an individual teacher in academic core subjects (math, English, science, history) at anytime during the school year must not exceed 150 students.	Ensure the teacher is not assigned to more than 150 students anytime during the school year. Exemptions: A teacher providing instruction through district sharing or online or virtual courses is exempt. Ensure a lab facilitator or principal designee is responsible for assigning grades at the receiving/shared district.	Course Catalog contains "Core Subject" indicator. Checks Instructor of Record only.
28.2 Grades 1-4 Class Load	Standard 28.2 - The student-teacher ratios exceed 27 to 1 students.	Ensure the student-teacher ratio is not more than 27 students per teacher for grades 1-4.	Checks Instructor of Record only.
28.4 Grades 5-12 Class Load	Standard 28.4 - Student-teacher ratios exceed 33 to 1 students per teacher.	Ensure the student-teacher ratio is not more than 33 students per teacher for grades 5-12.	Checks Instructor of Record only. Checks Core subjects.
28.1 Kindergarten Class Load	Standard 28.1 - The student teacher ratios exceed 22 to 1 kindergarten students. If a full-time assistant teacher is employed, 27 kindergarten students may be enrolled.	Ensure the student teacher ratio is not more than 22 kindergarten students per teacher, or not more than 27 kindergarten students per teacher if an assistant teacher is also assigned.	Checks Instructor of Record only.

Data Quality Dashboard > Accreditation

Q&A

Inactivate (Removing) Records

InactiveEnrollment

Staff.Removal

CourseSection.Removal

Inactive (or Erroneous) Enrollments

No Shows

Summer Transfers (Central Access)

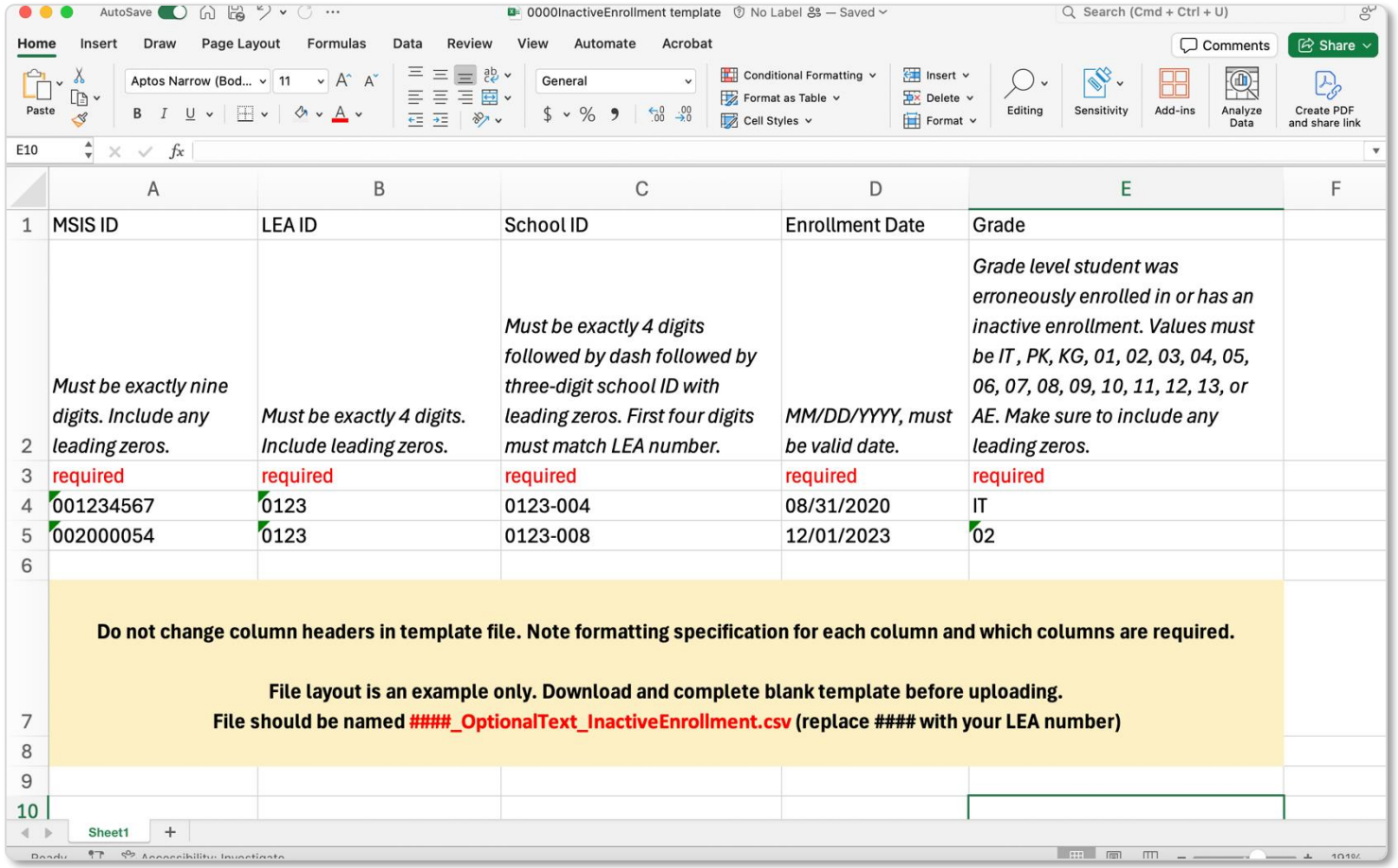
Inactive Enrollments (PowerSchool)

Duplicate or erroneous enrollment dates

Students entered in SIS package with an **erroneous MSIS ID**

Regular withdrawals should **NOT** be included.

InactiveEnrollments



	A	B	C	D	E	F
1	MSIS ID	LEA ID	School ID	Enrollment Date	Grade	
2	*Must be exactly nine digits. Include any leading zeros.*	*Must be exactly 4 digits. Include leading zeros.*	*Must be exactly 4 digits followed by dash followed by three-digit school ID with leading zeros. First four digits must match LEA number.*	*MM/DD/YYYY, must be valid date.*	*Grade level student was erroneously enrolled in or has an inactive enrollment. Values must be IT , PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, or AE. Make sure to include any leading zeros.*	
3	required	required	required	required	required	
4	001234567	0123	0123-004	08/31/2020	IT	
5	002000054	0123	0123-008	12/01/2023	02	
6						
7	**Do not change column headers in template file. Note formatting specification for each column and which columns are required.** **File layout is an example only. Download and complete blank template before uploading.** **File should be named ####_OptionalText_InactiveEnrollment.csv (replace #### with your LEA number)**					
8						
9						
10						

MSIS ID

LEA Id

School Id

Enrollment Date

Grade

MSIS ID

000000000
Must be exactly nine digits. (Include any leading 0s)

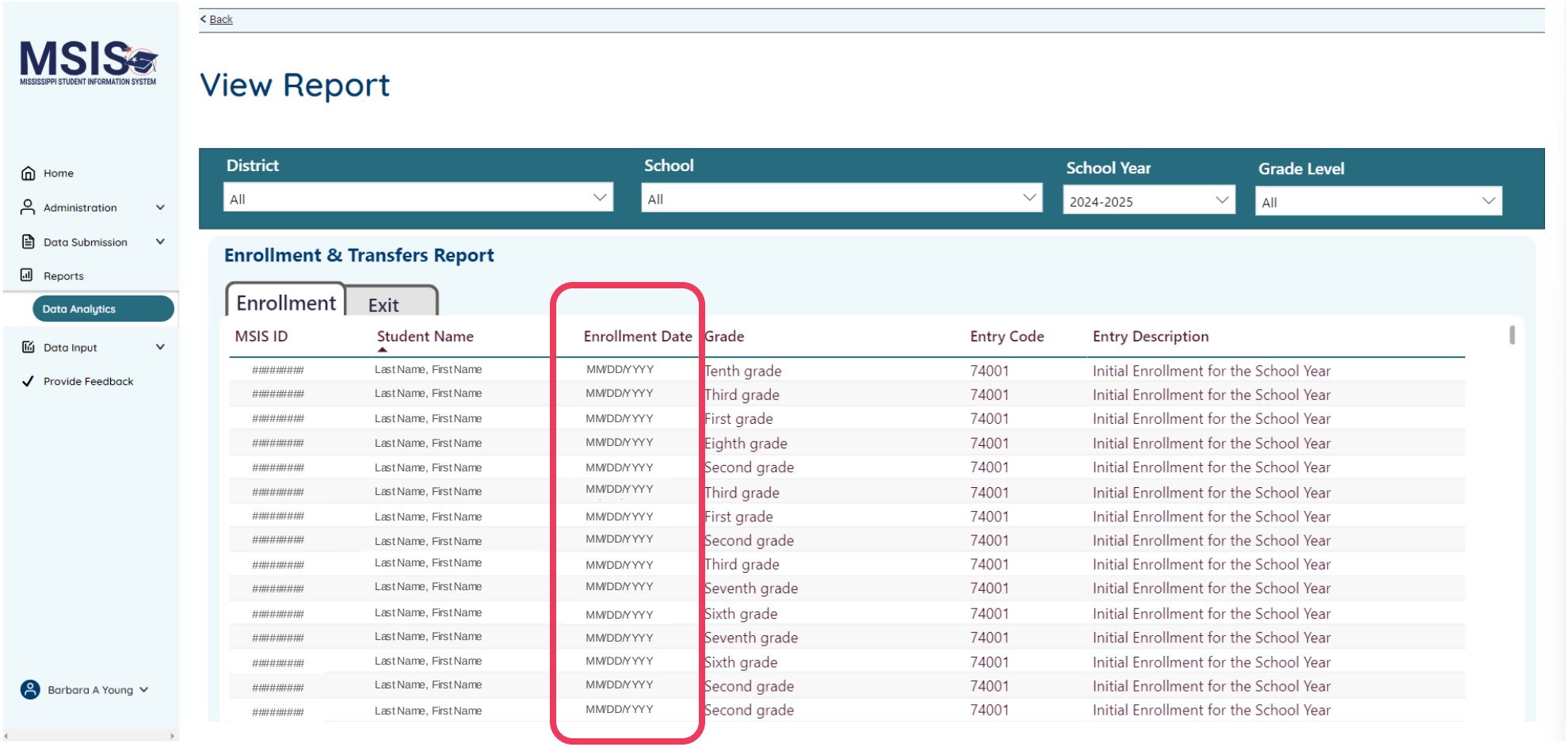
LEA Id

0000
Must be exactly 4 digits. (Include any leading 0s)

School ID

0000-000
Must be exactly 4 digits followed by dash followed by three-digit school ID (with leading 0s). First four digits must match LEA number.

Review Enrollment and Transfers Report.



MSIS ID

LEA Id

School Id

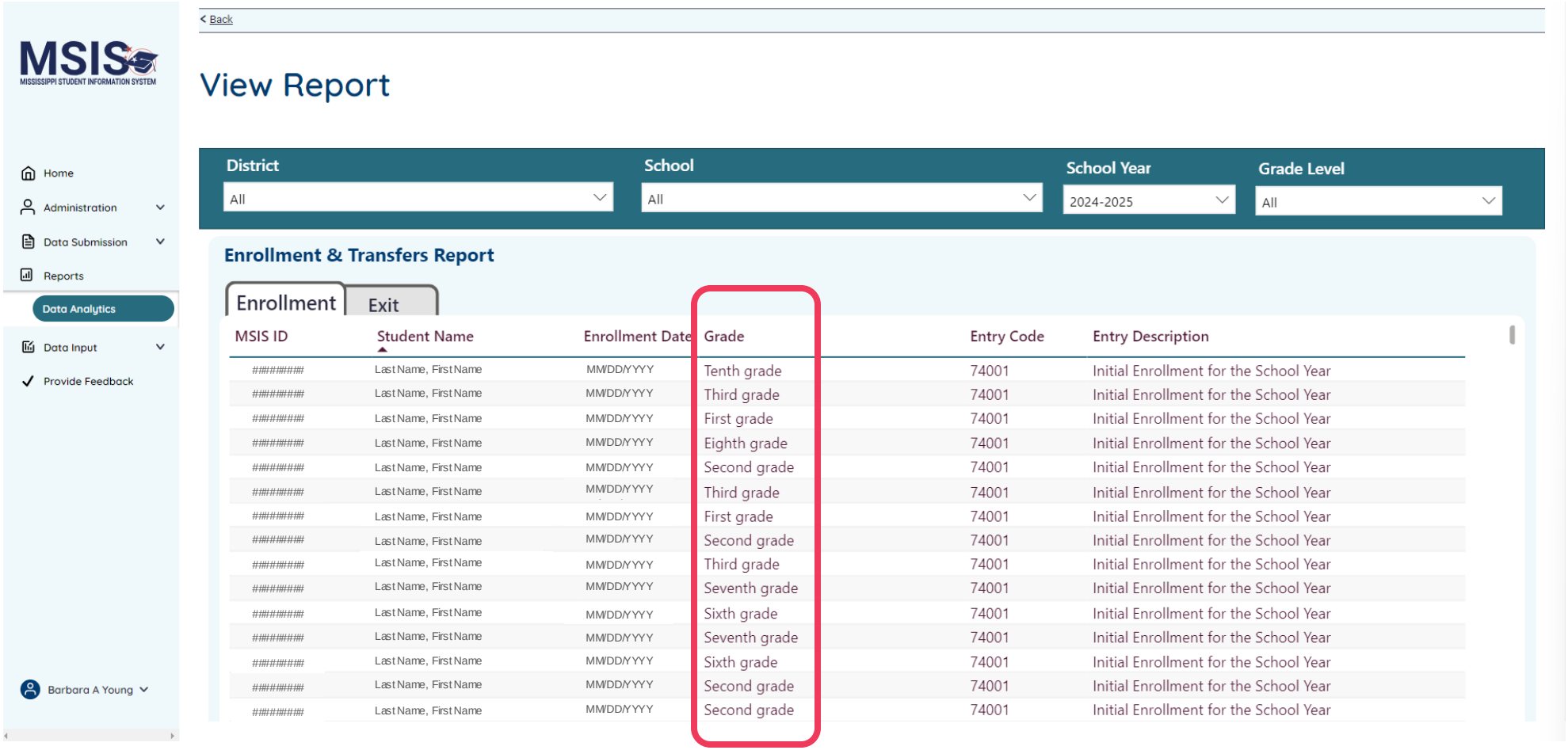
Enrollment Date

MM/DD/YYYY
(Include leading 0s.)

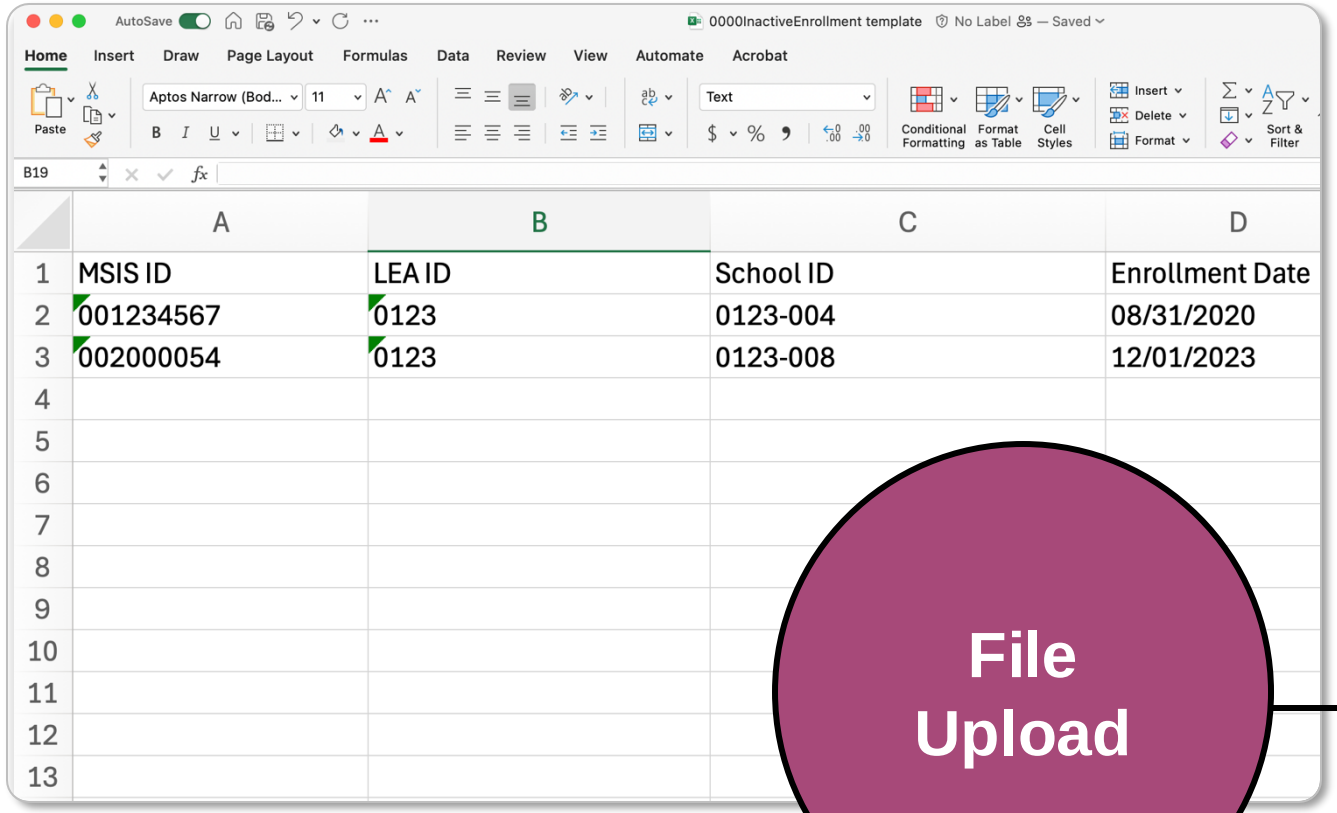
Grade

Grade level student was erroneously enrolled in or has an inactive enrollment. Values must be IT , PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, or AE. (Include any leading 0s.)

Review Enrollment and Transfers Report.



File Upload


AutoSave
0000InactiveEnrollment template
No Label
Saved
Home
Insert
Draw
Page Layout
Formulas
Data
Review
View
Automate
Acrobat
Paste
Aptos Narrow (Bod...
11
Text
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
Sort & Filter
B19
A
B
C
D
1 MSIS ID LEA ID School ID Enrollment Date
2 001234567 0123 0123-004 08/31/2020
3 002000054 0123 0123-008 12/01/2023
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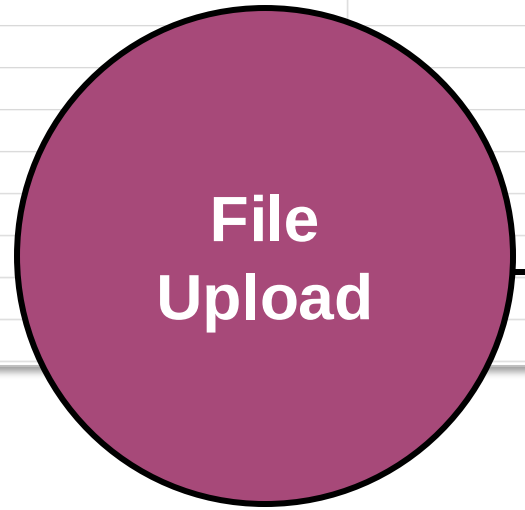
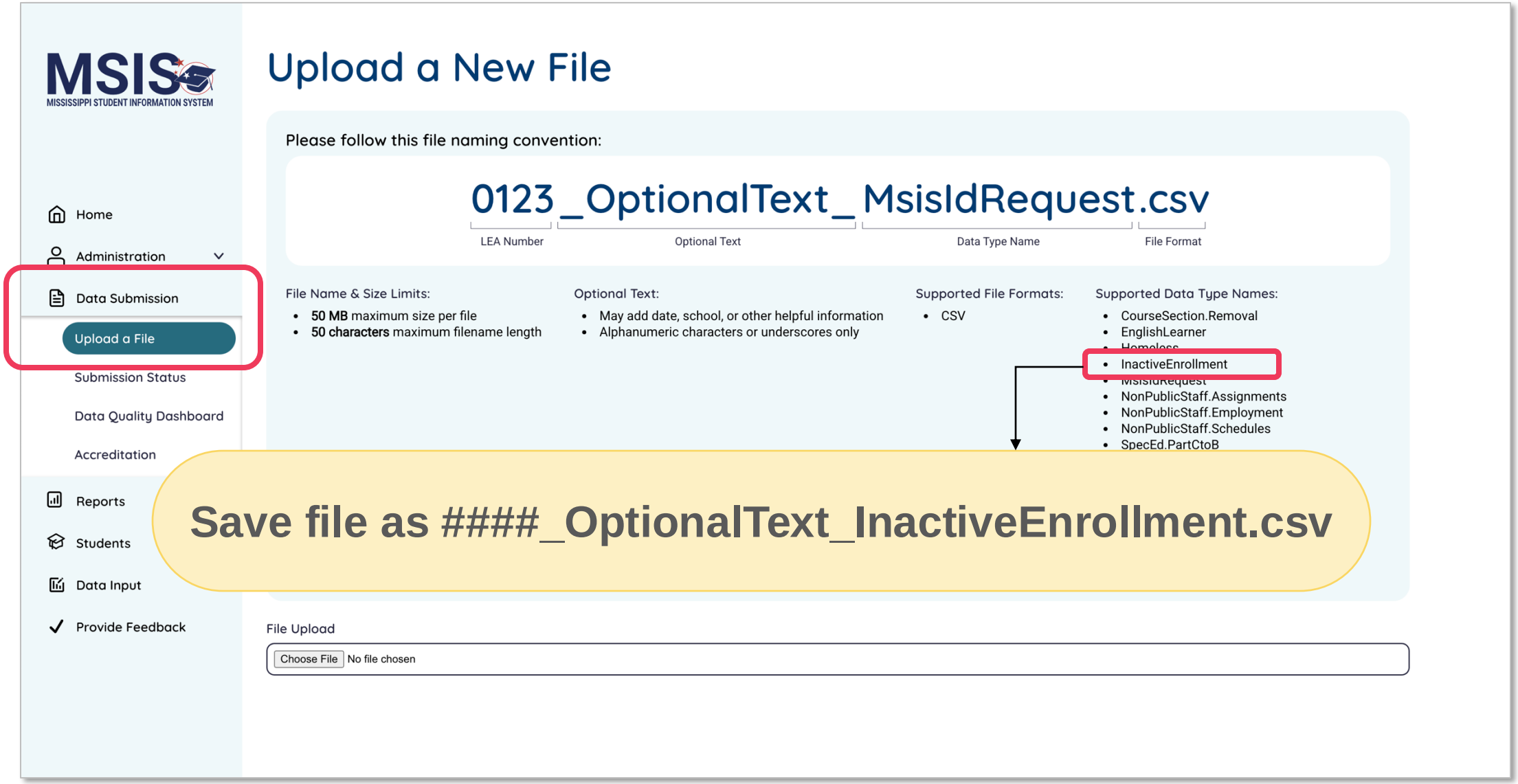

File Upload

MSIS

Permission: Student

MSIS


MSIS
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Home
Administration
Data Submission
Upload a File
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Data Quality Dashboard
Accreditation
Reports
Students
Data Input
Provide Feedback
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:
CourseSection.Removal
EnglishLearner
InactiveEnrollment
NonPublicStaff.Assignments
NonPublicStaff.Employment
NonPublicStaff.Schedules
SpecEd.PartCtoB
Save file as ####_OptionalText_InactiveEnrollment.csv
File Upload
Choose File
No file chosen

1

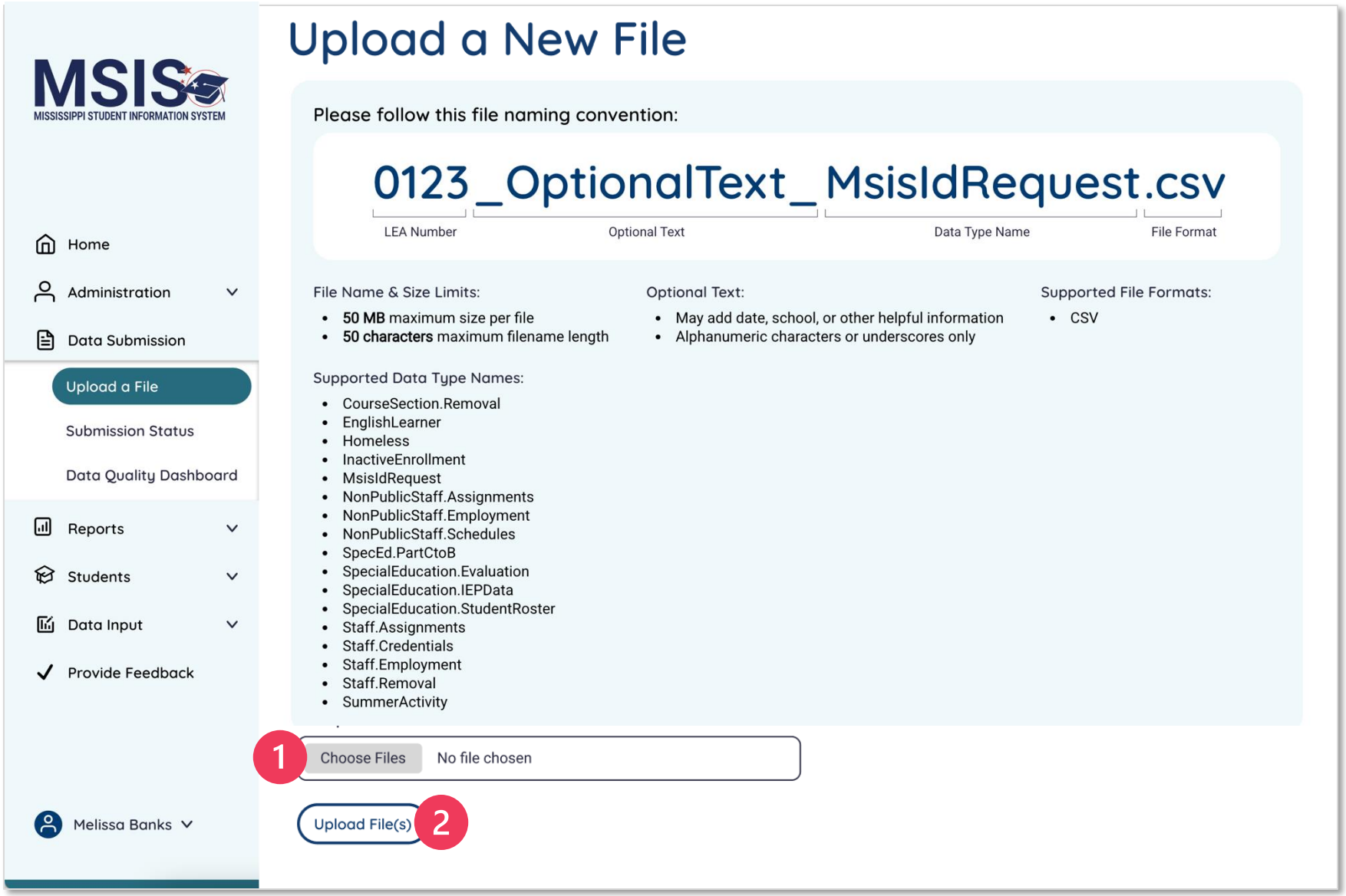
Select **Choose File** to upload the appropriately named file and file format.

Users can upload up to 10 files at one time.

50 MB is the maximum file size.

2

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

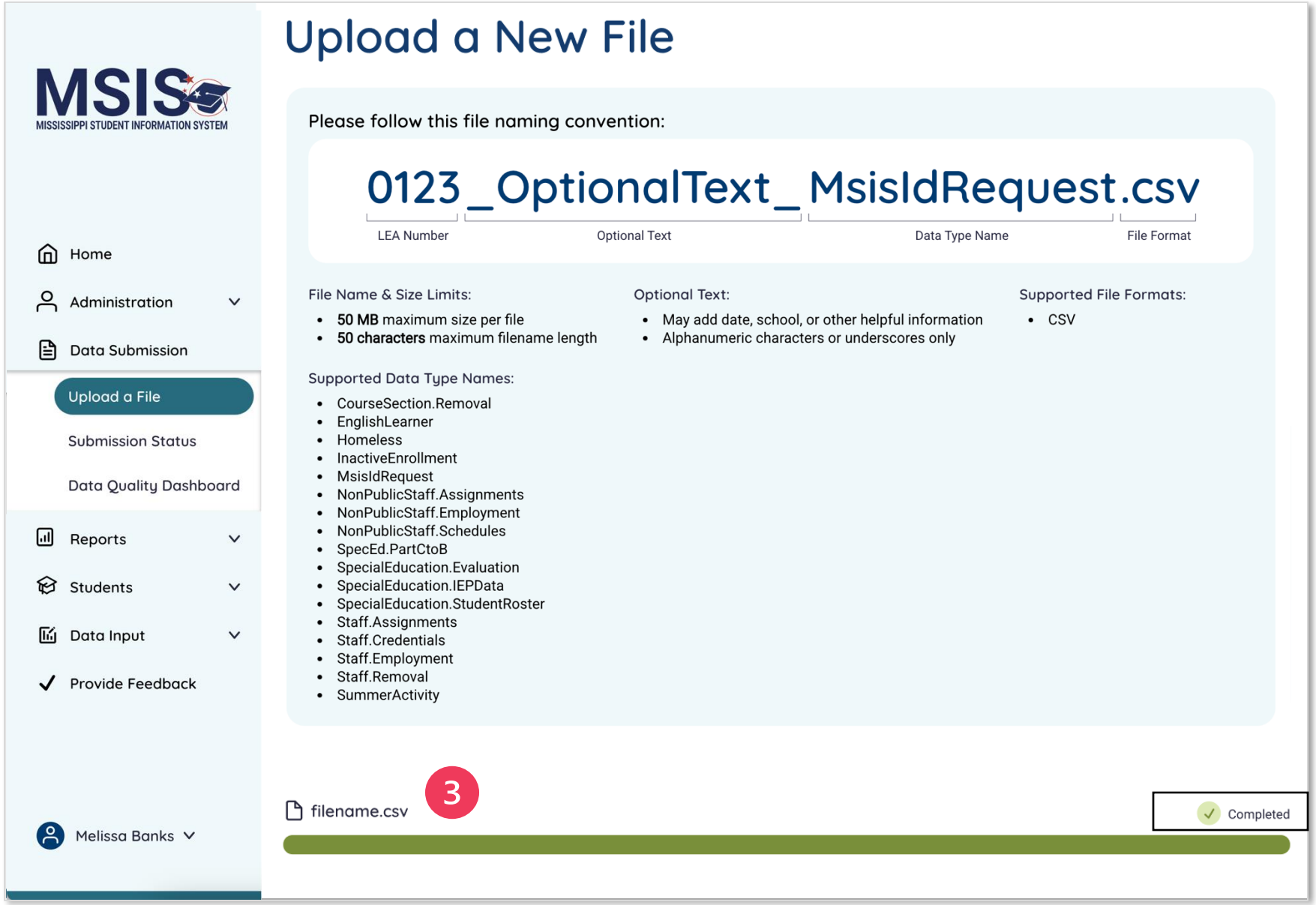


MISSISSIPPI DEPARTMENT OF EDUCATION

3

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.

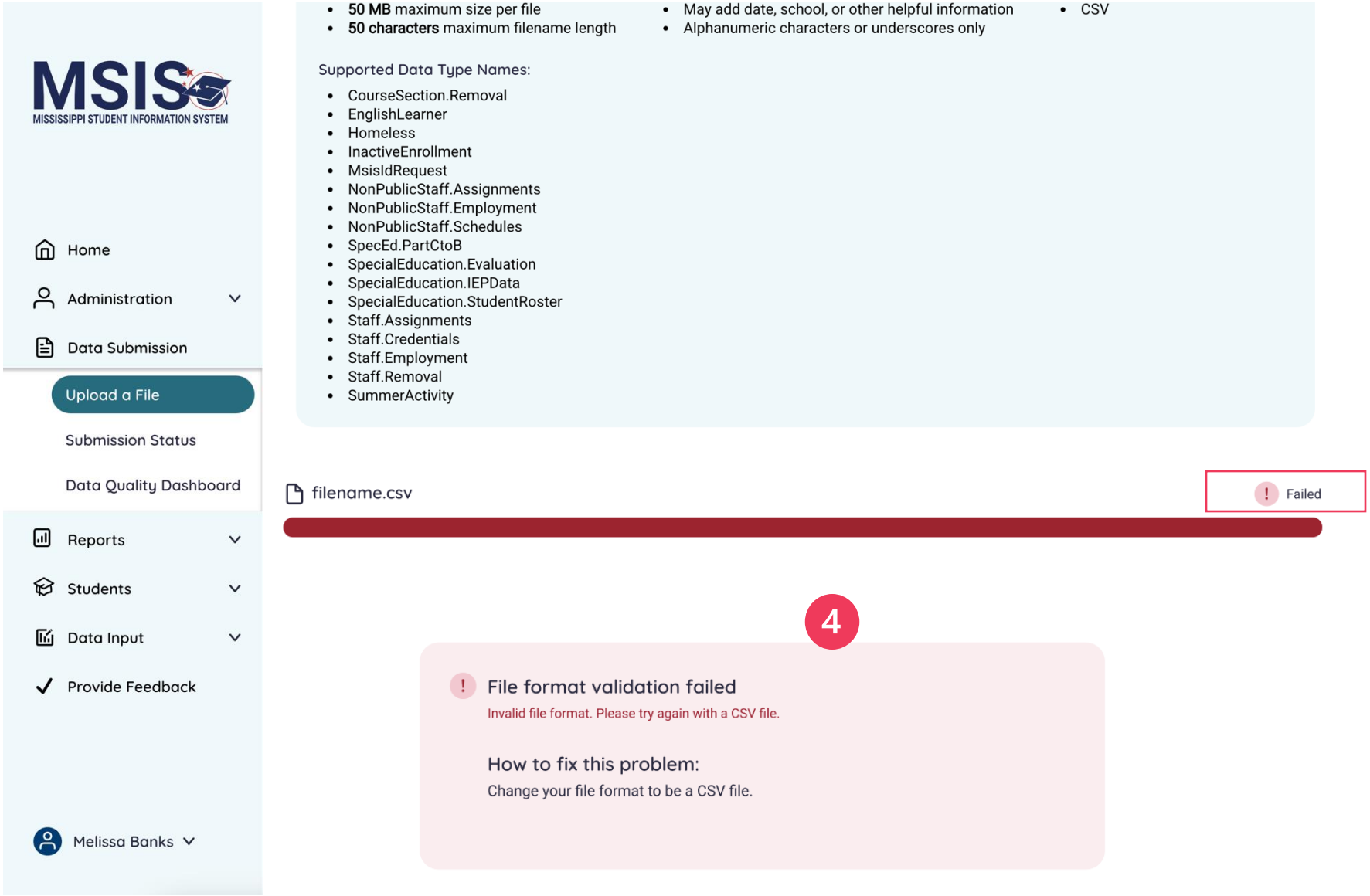


4

Files that do not upload will appear in red.

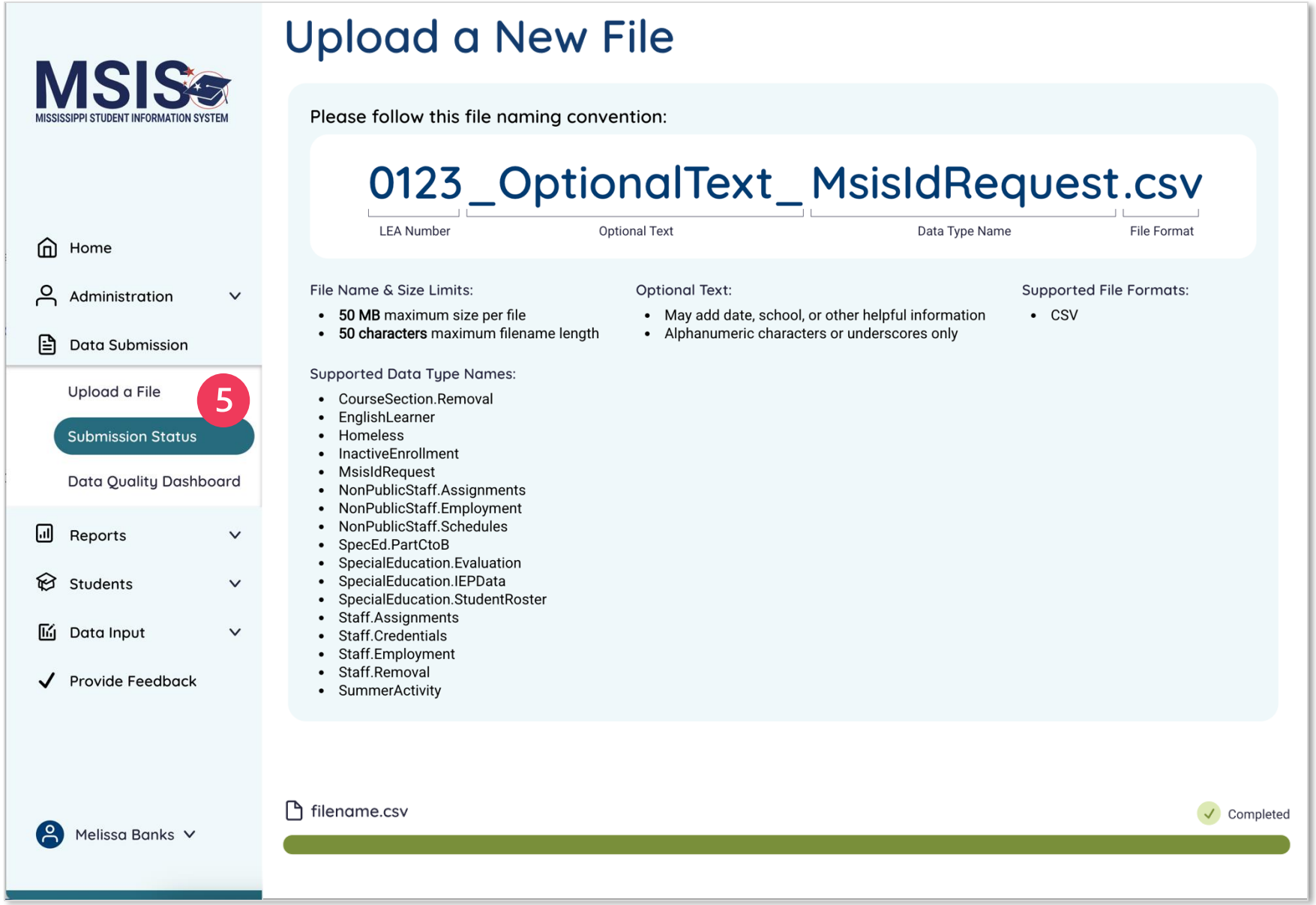
Upload failures can be caused by invalid file names, file formats, size limits, permissions, etc.

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



5

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



6

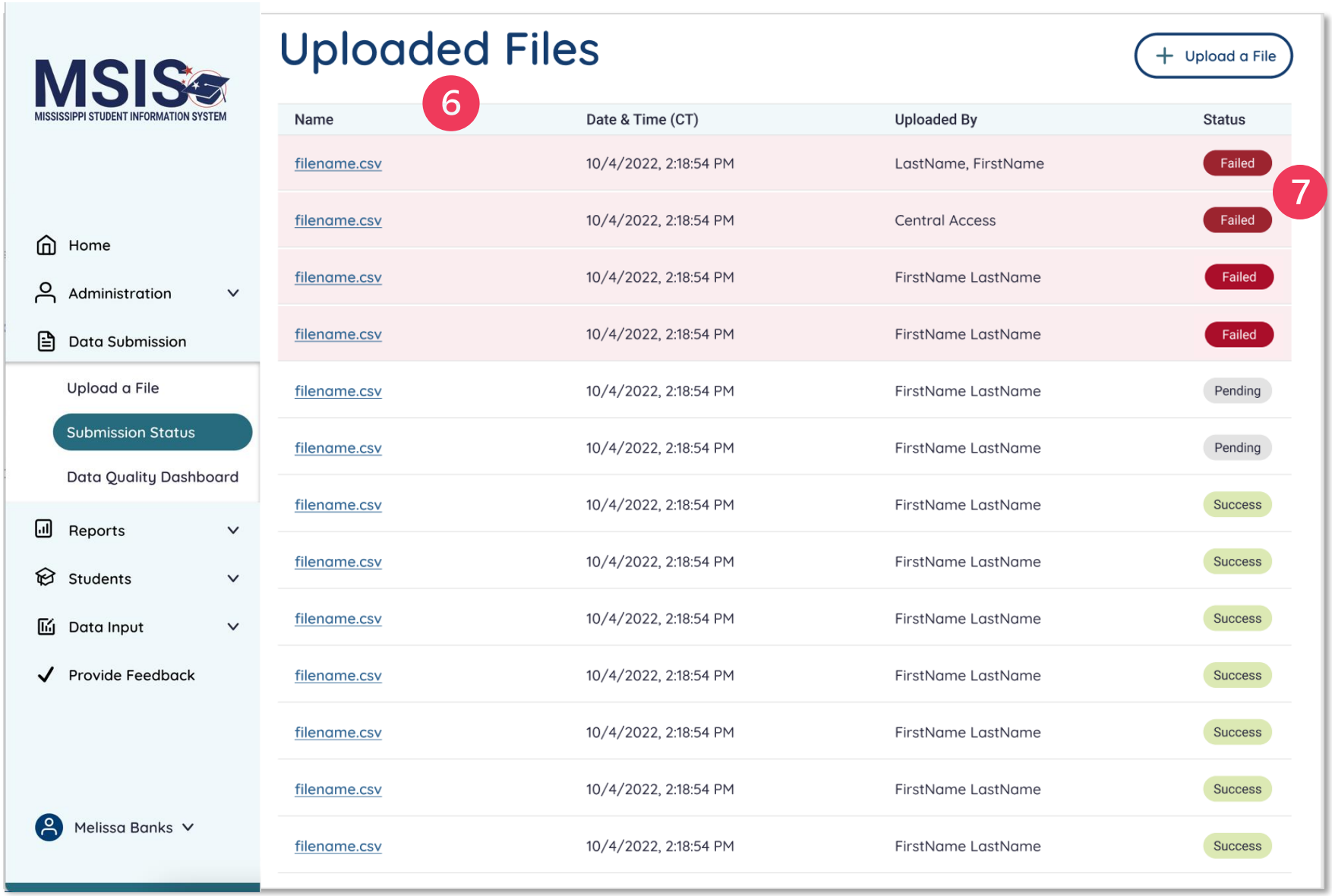
As MSIS validates the data in the files that are uploaded, the status can be previewed.

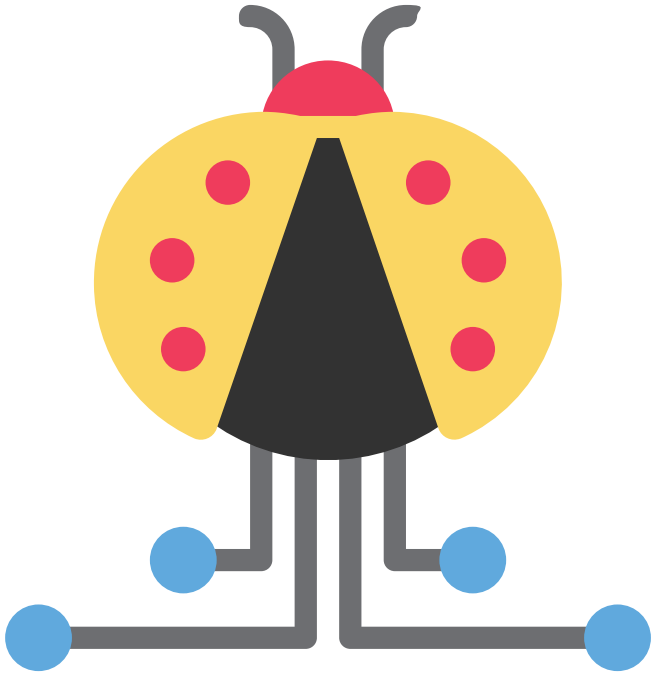
The file name, date and time of upload, user who uploaded the file, and the validation status are provided.

7

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.





Pending = **May be Success**

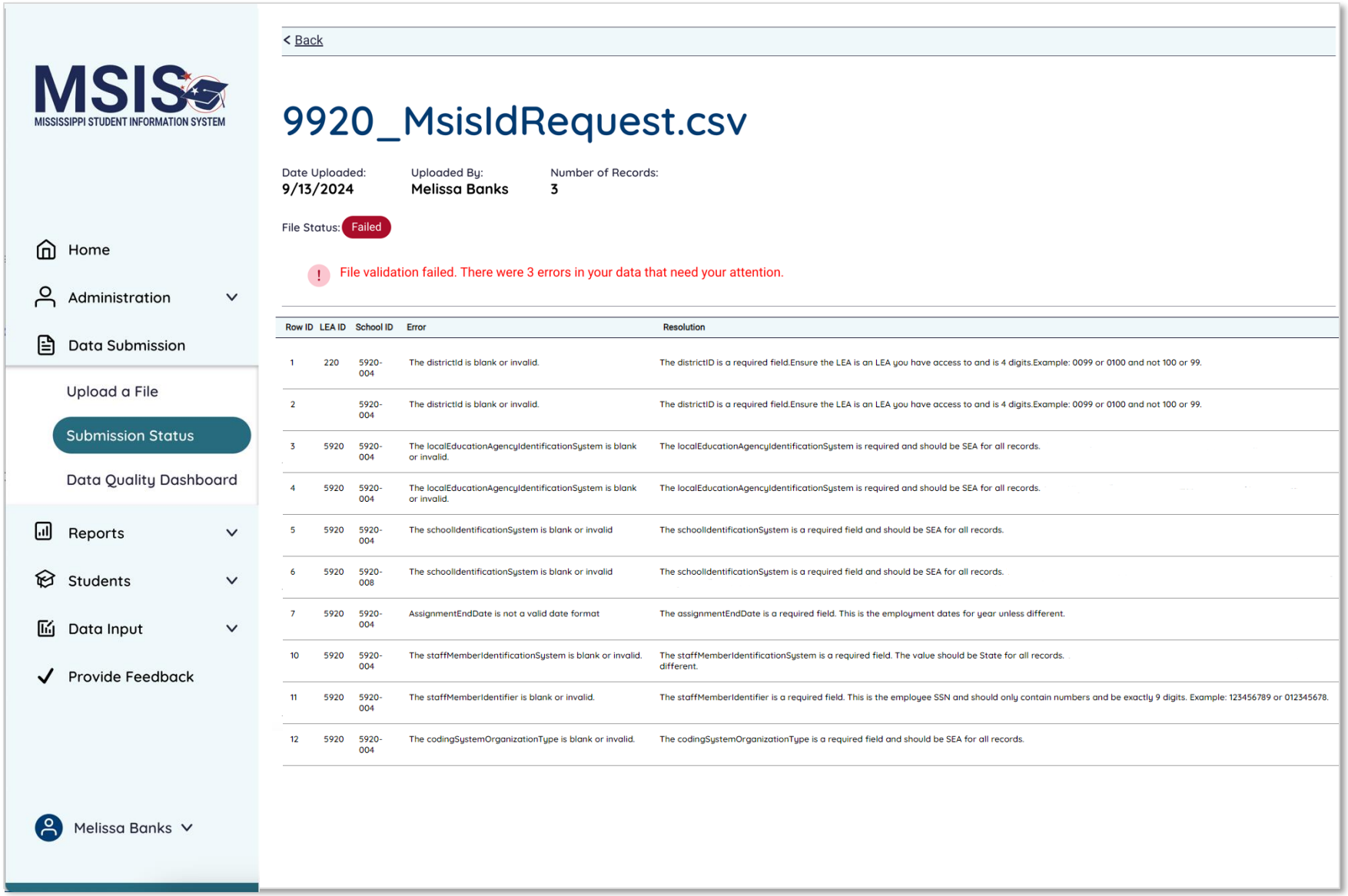
Failed = **Failed**

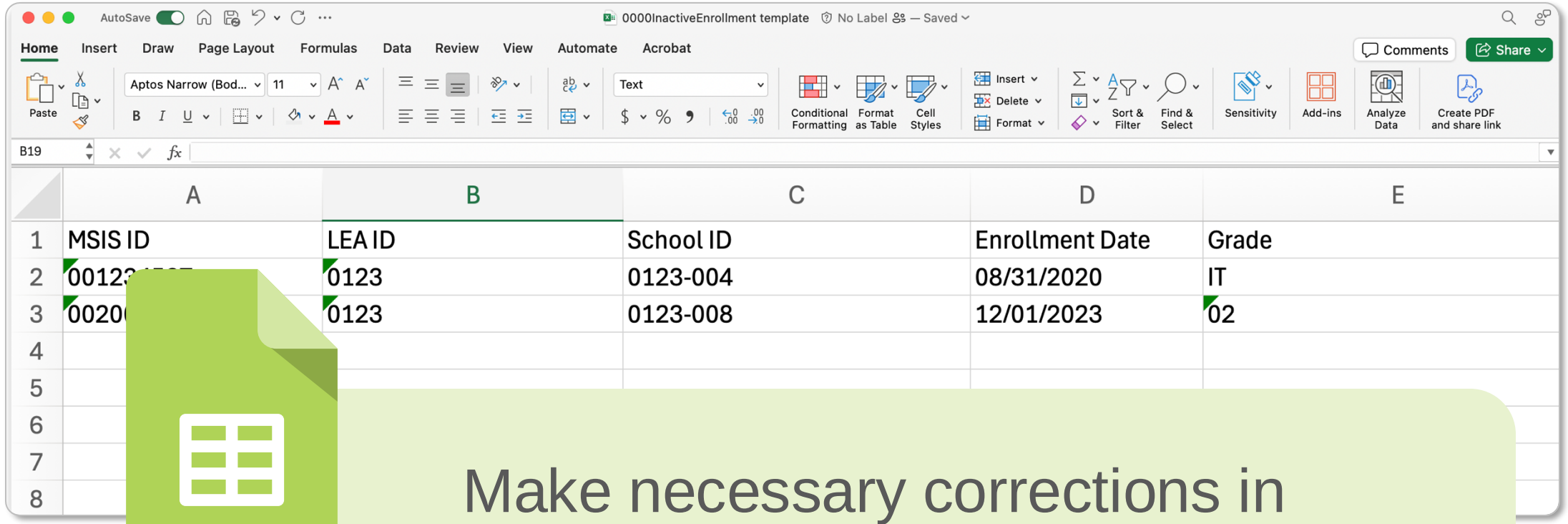
click on the file name to see errors

9

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

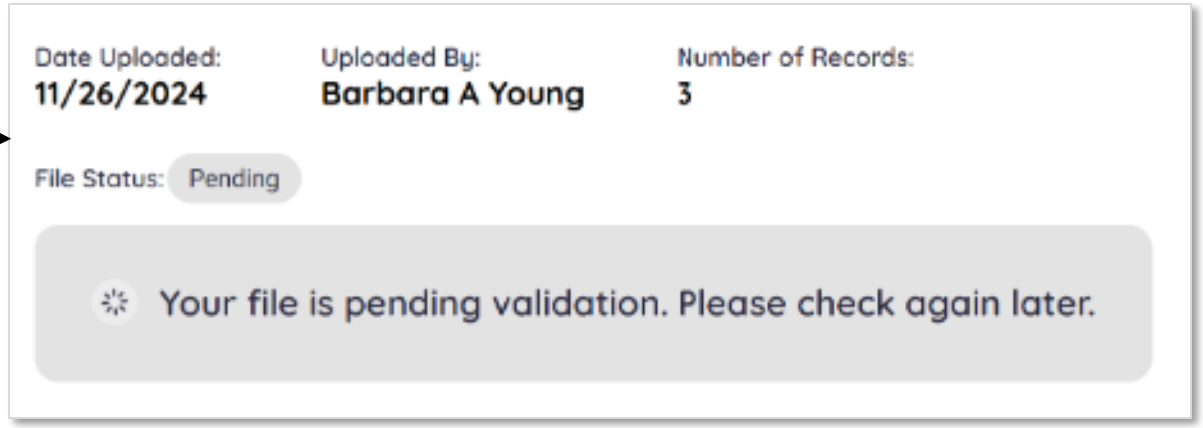
Users should correct errors in the spreadsheet and reupload the file.





Make necessary corrections in the csv file and resave.

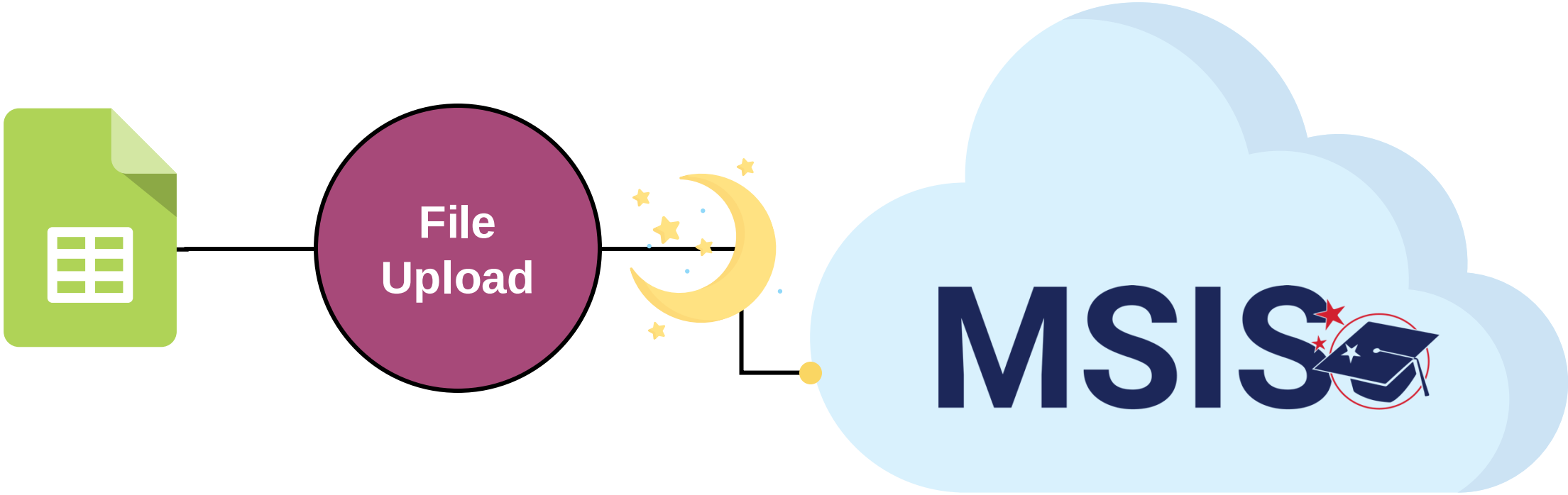
Pending



May be Success

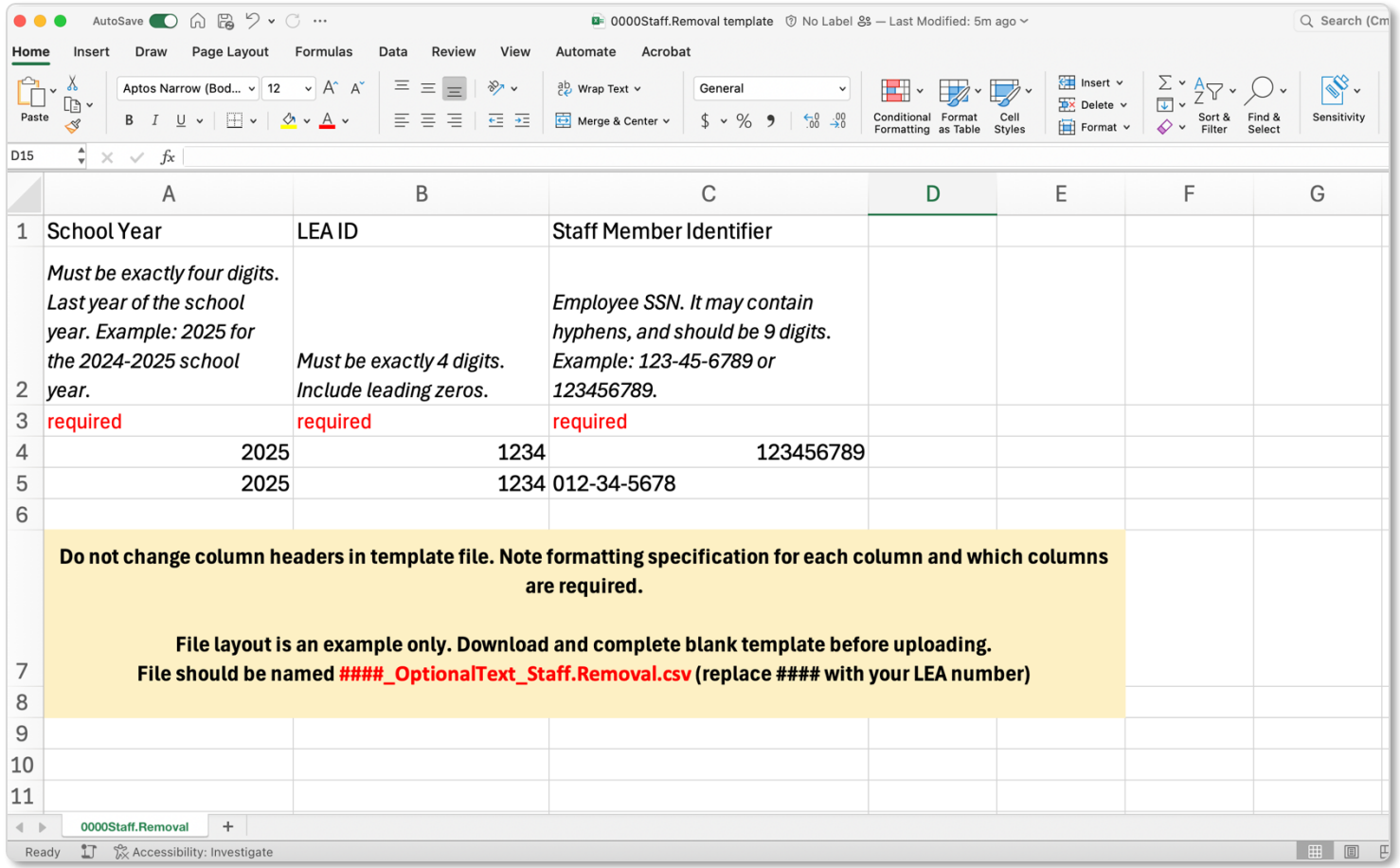
ONLY upload one file per day that contains the same data once you reach the pending status

File upload



Q&A

Staff.Removal



	A	B	C	D	E	F	G
1	School Year	LEA ID	Staff Member Identifier				
2	*Must be exactly four digits. Last year of the school year. Example: 2025 for the 2024-2025 school year.*	*Must be exactly 4 digits. Include leading zeros.*	*Employee SSN. It may contain hyphens, and should be 9 digits. Example: 123-45-6789 or 123456789.*				
3	required	required	required				
4	2025	1234	123456789				
5	2025	1234	012-34-5678				
6							
7	**Do not change column headers in template file. Note formatting specification for each column and which columns are required.** **File layout is an example only. Download and complete blank template before uploading.** **File should be named ####_OptionalText_Staff.Removal.csv (replace #### with your LEA number)**						
8							
9							
10							
11							

Staff.Removal

Duplicate entries

Erroneous SSNs

Employees that should not have been reported to MSIS

Staff that started the year but have since left the district should **NOT** be included.

School Year	LEA Id	Staff Member Identifier
4-digit year Last year of School Year (2025)	0000 Must be exactly 4 digits. (Include any leading 0s)	123-45-6789 or 123456789 Employee SSN. May contain hyphens. Should be 9 digits

Review Personnel Listing Report.

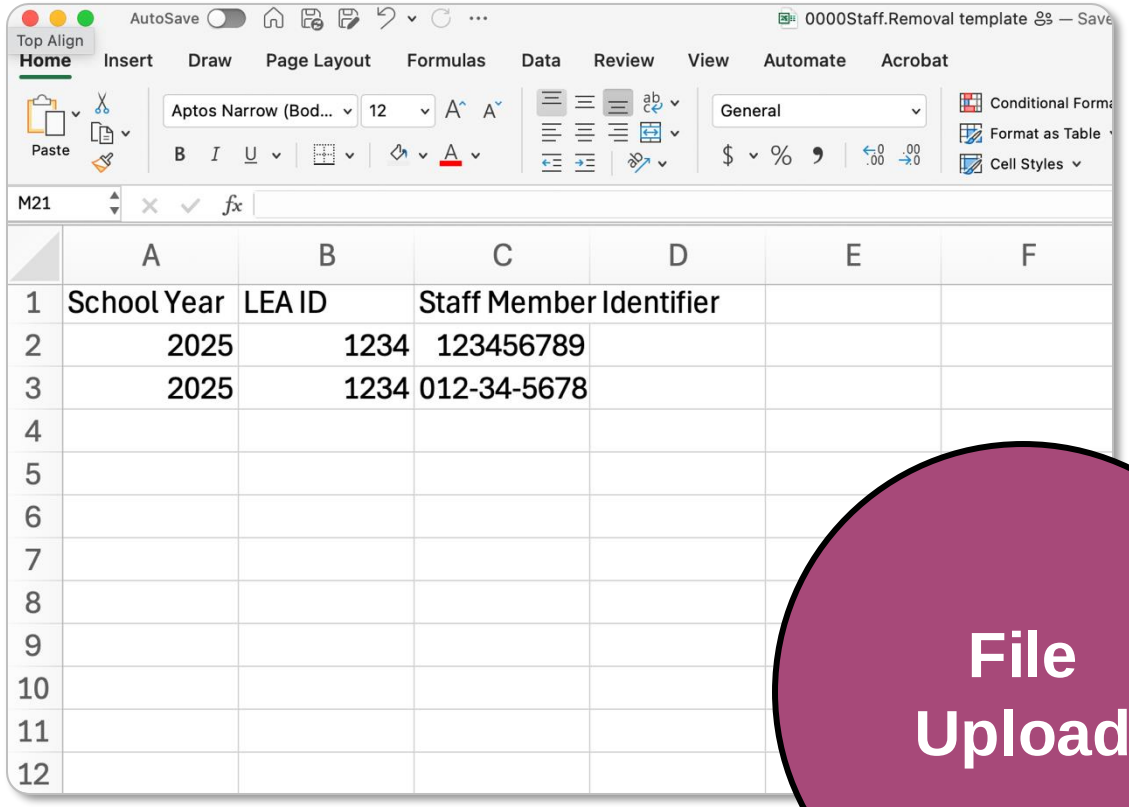
LEA	School	School Year	Employee Name
All	All	2024-2025	All

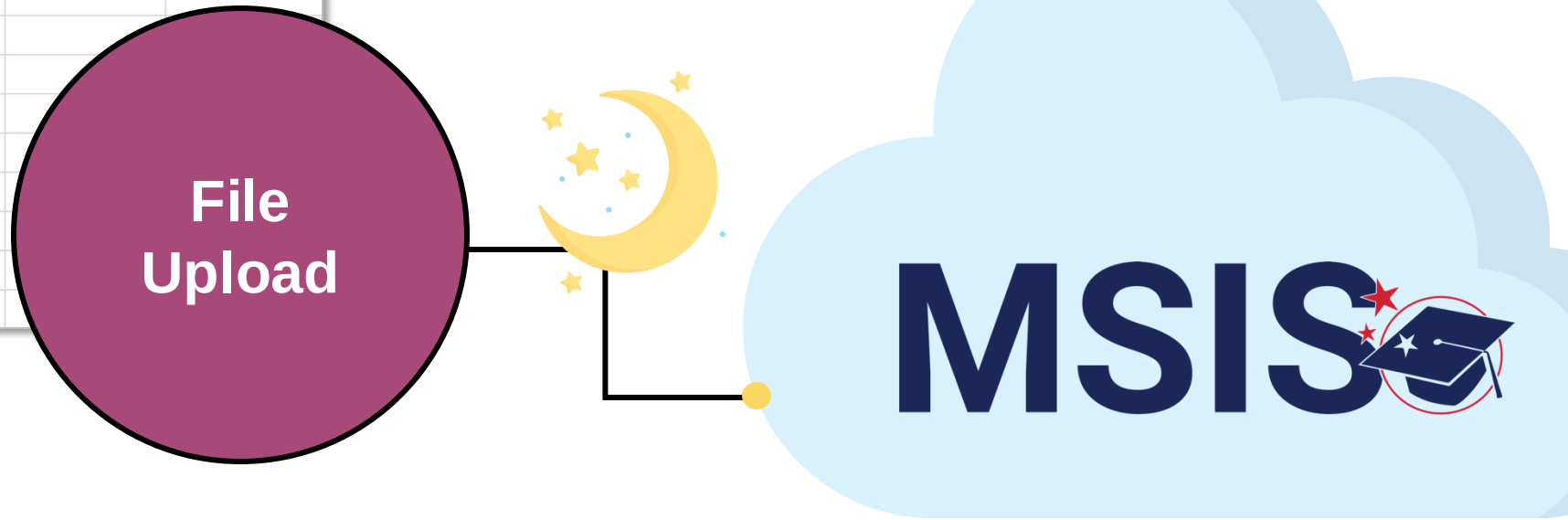
Personnel Listing Report

Last Refresh Date: 1/10/2025

LEA Name	SSN	Hispanic Ethinicity	Race	Gender	Position Title	Employment Start Date	En
Faulkner County School Distric							
Archie Manning Elementary Schoo							
Last Name, First Name	XXX-XX-0000	No	White	Male	TEACHER - GIFTED	mm/dd/yyyy	
Last Name, First Name	XXX-XX-0000	No	Black Or African American	Female	COUNSELOR – NON-CTE ELEMENTARY	mm/dd/yyyy	
Last Name, First Name	XXX-XX-0000	No	White	Female	TEACHER ASSISTANT	mm/dd/yyyy	
Last Name, First Name	XXX-XX-0000	Yes		Male	TEACHER ASSISTANT	mm/dd/yyyy	
Last Name, First Name	XXX-XX-0000	No	White	Female	TEACHER - SECONDARY	mm/dd/yyyy	
Last Name, First Name	XXX-XX-0000	No	Black Or African American	Female	TEACHER - ELEMENTARY	mm/dd/yyyy	
Last Name, First Name	XXX-XX-0000	No	White	Female	TEACHER - UNGRADED	mm/dd/yyyy	
Last Name, First Name	XXX-XX-0000	No	White	Male	JANITOR/MAID	mm/dd/yyyy	

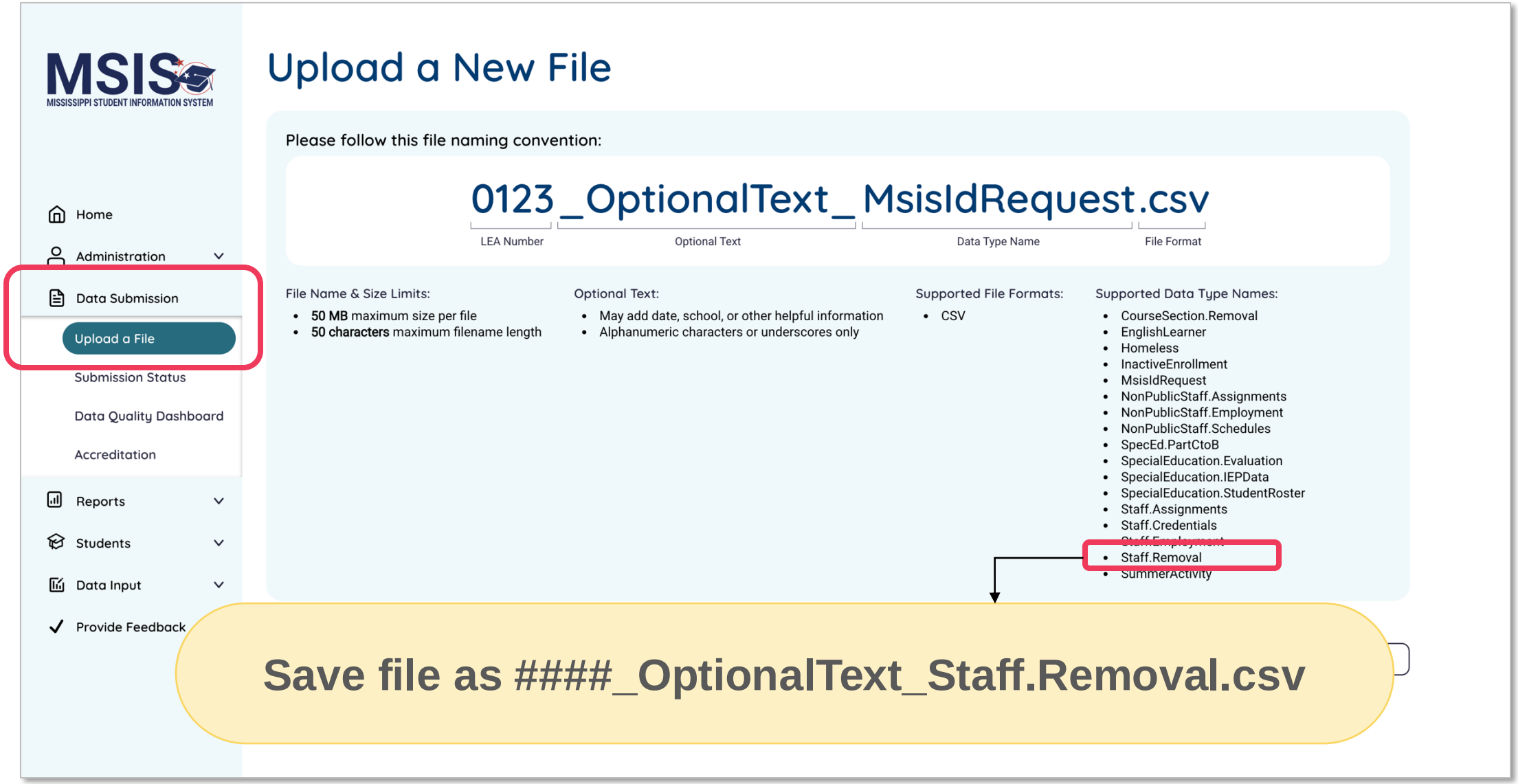
File Upload

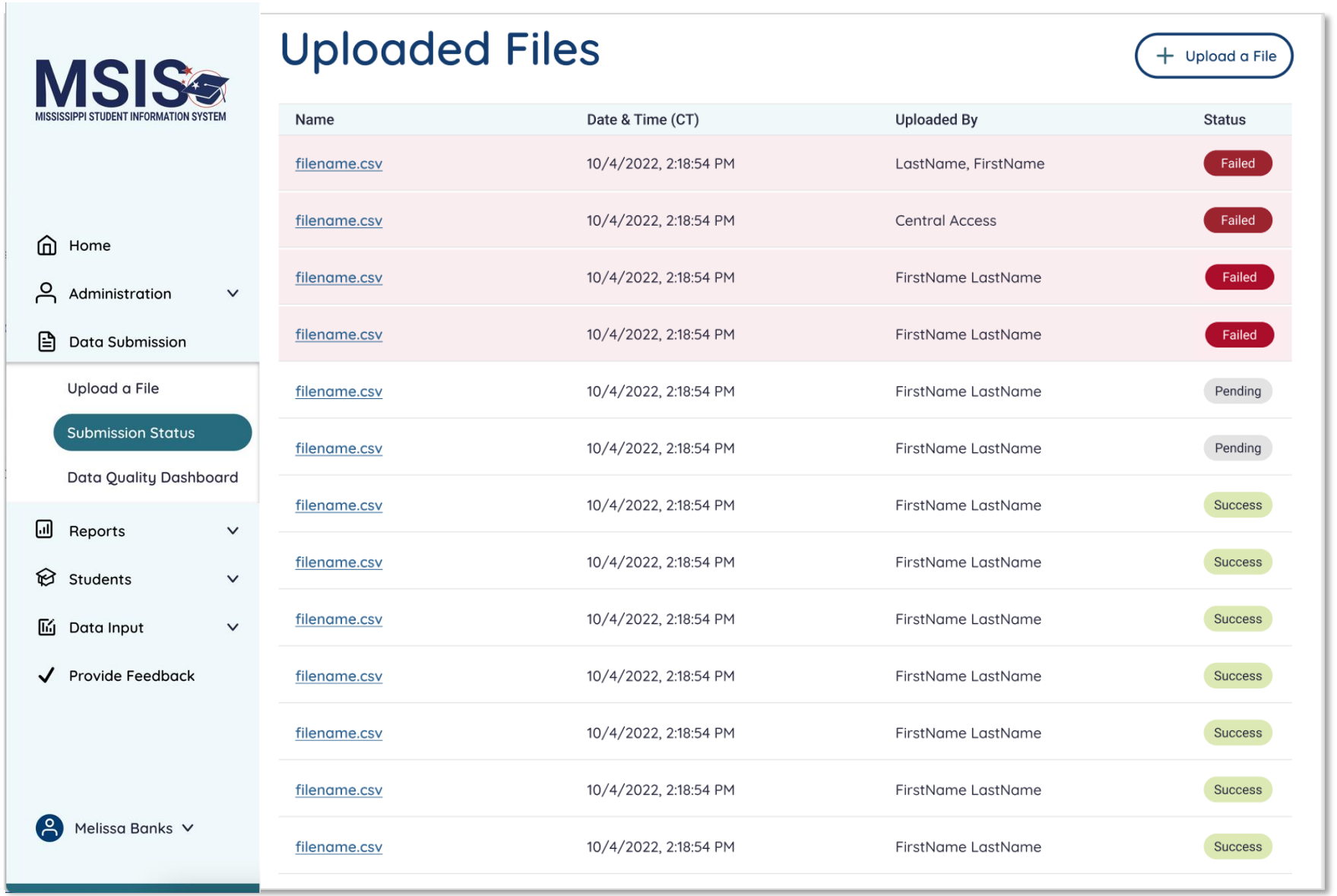

AutoSave
0000Staff.Removal template
Top Align
Home
Insert
Draw
Page Layout
Formulas
Data
Review
View
Automate
Acrobat
Paste
Aptos Narrow (Bod...
12
General
Conditional Forma
Format as Table
Cell Styles
M21
A
B
C
D
E
F
1 School Year LEA ID Staff Member Identifier
2 2025 1234 123456789
3 2025 1234 012-34-5678
4
5
6
7
8
9
10
11
12

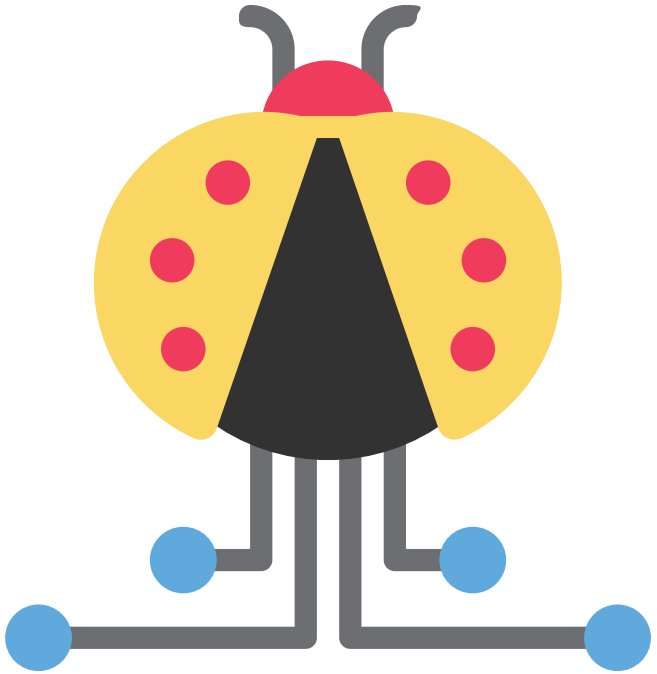

File Upload
MSIS

Permission: Personnel

MSIS


MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Home
Administration
Data Submission
Upload a File
Submission Status
Data Quality Dashboard
Accreditation
Reports
Students
Data Input
Provide Feedback
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:
CourseSection.Removal
EnglishLearner
Homeless
InactiveEnrollment
MsisIdRequest
NonPublicStaff.Assignments
NonPublicStaff.Employment
NonPublicStaff.Schedules
SpecEd.PartCtoB
SpecialEducation.Evaluation
SpecialEducation.IEPData
SpecialEducation.StudentRoster
Staff.Assignments
Staff.Credentials
Staff.Removal
SummerActivity
Save file as ####_OptionalText_Staff.Removal.csv


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



Pending

= **May be Success**

Failed

= **Failed**

click on the file name to see errors

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

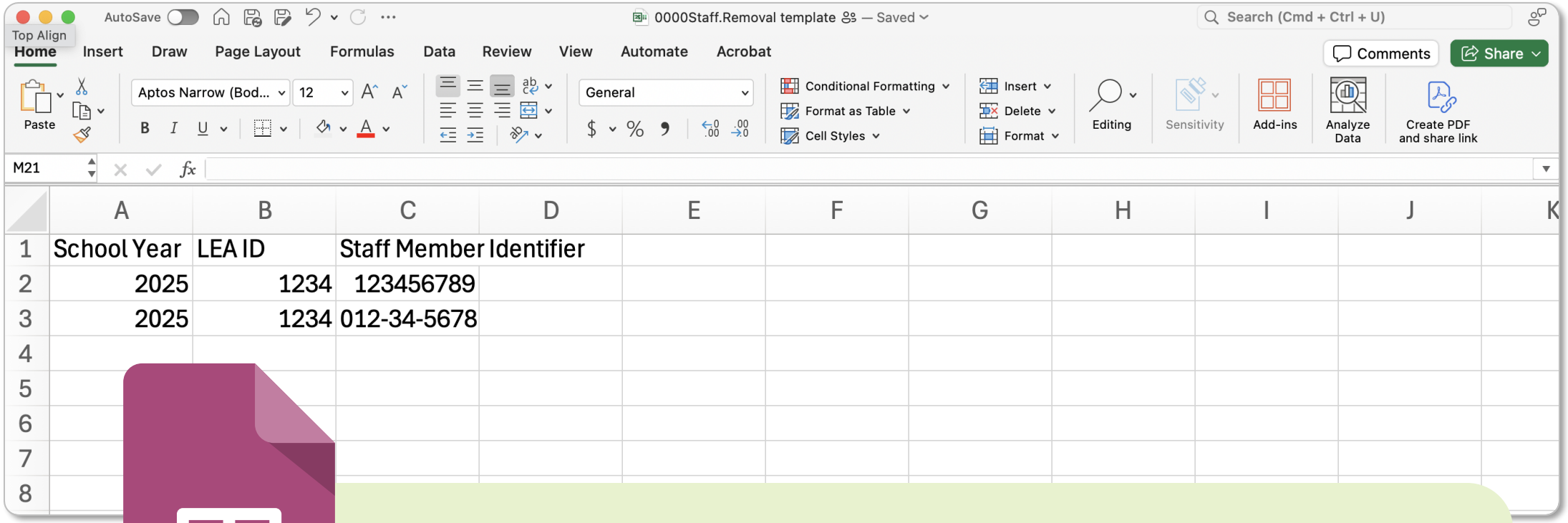
9920_MsisIdRequest.csv

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

File Status: Failed

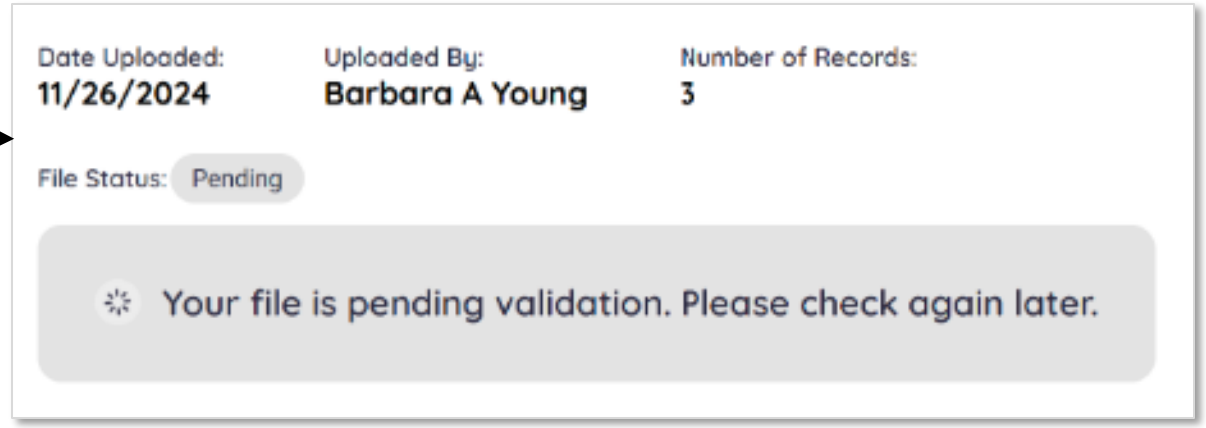
! File validation failed. There were 3 errors in your data that need your attention.

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.



Make necessary corrections in the csv file and resave.

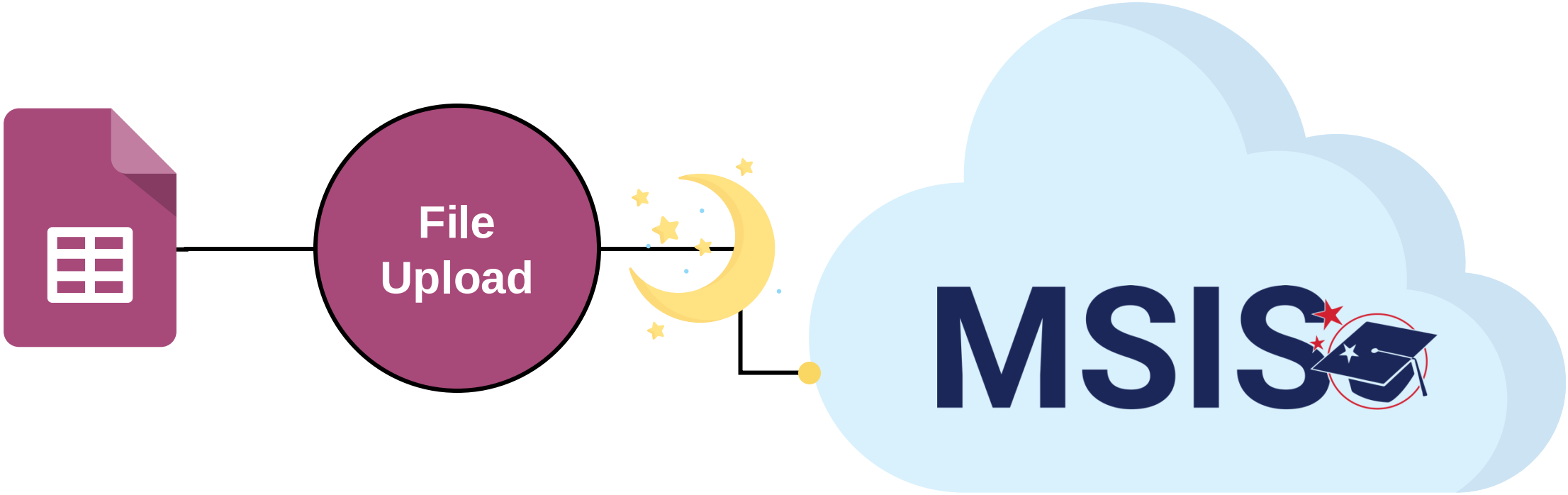
Pending



May be Success

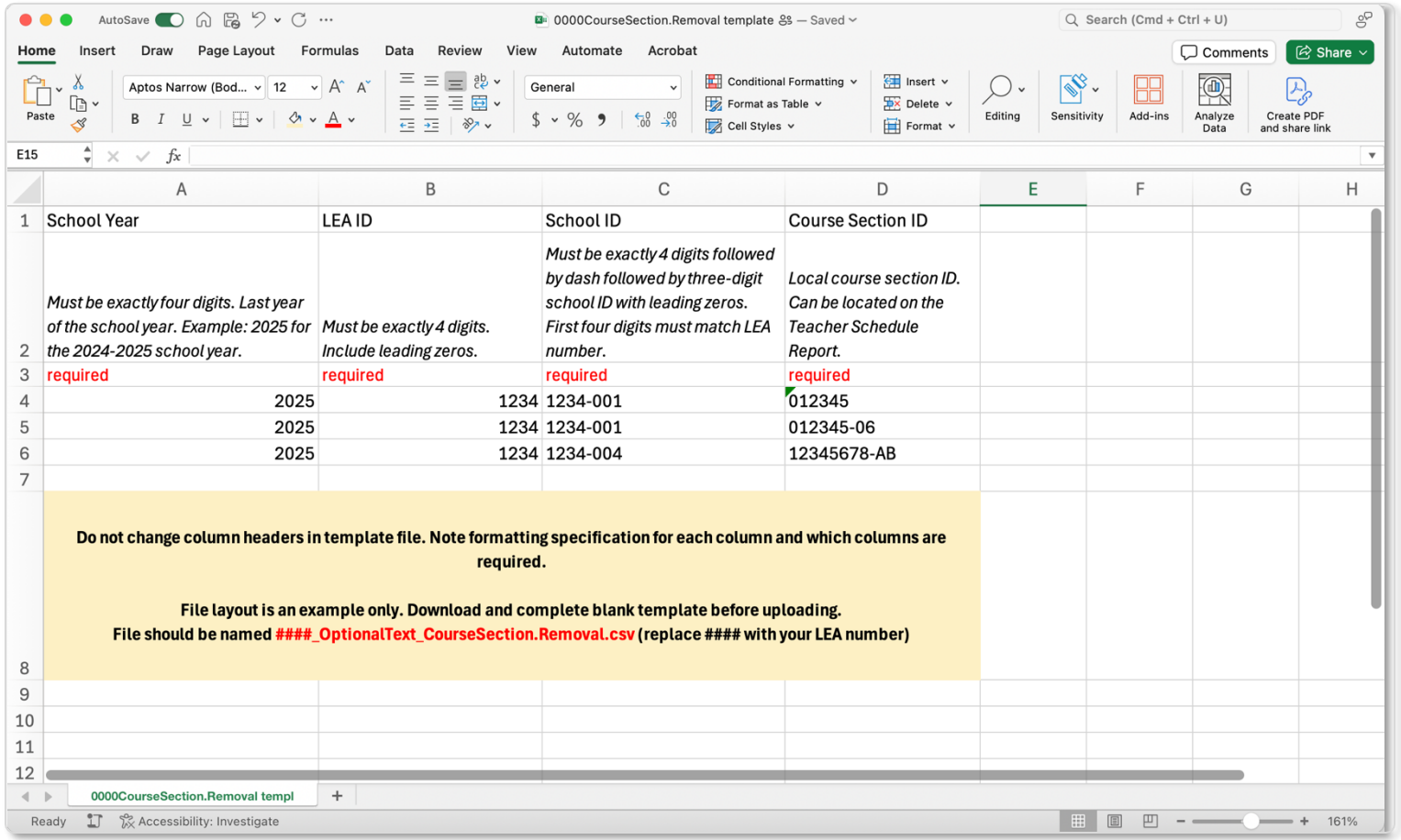
ONLY upload one file per day that contains the same data once you reach the pending status

File upload



Q&A

CourseSection.Removal



	A	B	C	D
1	School Year	LEA ID	School ID	Course Section ID
2	*Must be exactly four digits. Last year of the school year. Example: 2025 for the 2024-2025 school year.*	*Must be exactly 4 digits. Include leading zeros.*	*Must be exactly 4 digits followed by dash followed by three-digit school ID with leading zeros. First four digits must match LEA number.*	*Local course section ID. Can be located on the Teacher Schedule Report.*
3	required	required	required	required
4	2025	1234	1234-001	012345
5	2025	1234	1234-001	012345-06
6	2025	1234	1234-004	12345678-AB
7				
8	**Do not change column headers in template file. Note formatting specification for each column and which columns are required.** **File layout is an example only. Download and complete blank template before uploading.** **File should be named ####_OptionalText_CourseSection.Removal.csv (replace #### with your LEA number)**			
9				
10				
11				
12				

CourseSection.Removal

Erroneous or missing Employee Information

Deleted or Duplicate Courses

Courses that should not have been reported to MSIS.

Active courses with assigned employees and students enrolled in the course should **NOT** be included.

School Year

LEA Id

School ID

Course Section ID

School Year	LEA Id	School ID
4-digit year Last year of School Year (2025)	0000 Must be exactly 4 digits. (Include any leading 0s)	0000-000 Must be exactly 4 digits followed by dash followed by three-digit school ID (with leading 0s). First four digits must match LEA number.

School Year

LEA Id

School ID

Course Section ID

Local course section identifier. Can be a combination of alphanumeric characters.

See Teacher Schedule Report.

Review Teacher Schedule Report.

LEA	School	School Year	Teacher Name	Course
All	All	All	All	All

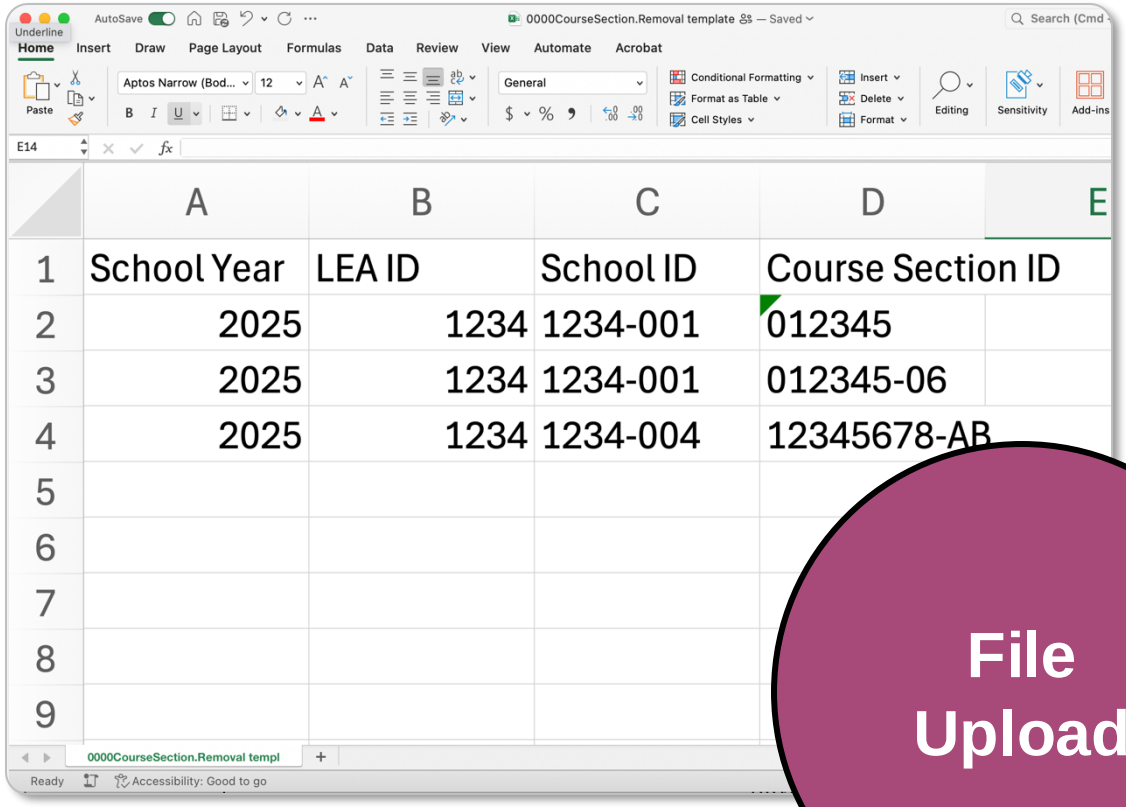
Teacher Schedules

Last Refresh Date: 01/08/2025

LEA	School	Teacher Name	Classroom Position Type	Term/Semester	Period	Course	Course Section Identifier	Minutes	Carnegie Units	Program Code	Grades	Number of Students
Faulkner School District - 9920	Archie Manning Elementary School - 9920-008	Melissa Banks	Instructor of record	Full School Year	01	239901 - ENGLISH LANGUAGE ARTS - LANGUAGE ARTS - GRADES K-6	12345	150	0.00	0	01	19
					02	279901 - MATHEMATICS - CCR MATHEMATICS - GRADES K-6	12485	150	0.00	0	01	19
					03	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	12355	25	0.00	0	01	19
					04	459901 - SOCIAL STUDIES - GRADES K-6	20043	25	0.00	0	01	19
		Barbara Young	Instructor of record	Full School Year	01	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	30078	50	0.00	0	04	20
					02	409904 - SCIENCE - CCR -	30056	100	0.00	0	04	21

Local course section number.
(Number may not be visible in your SIS. This is necessary for submitting inactive course files.)

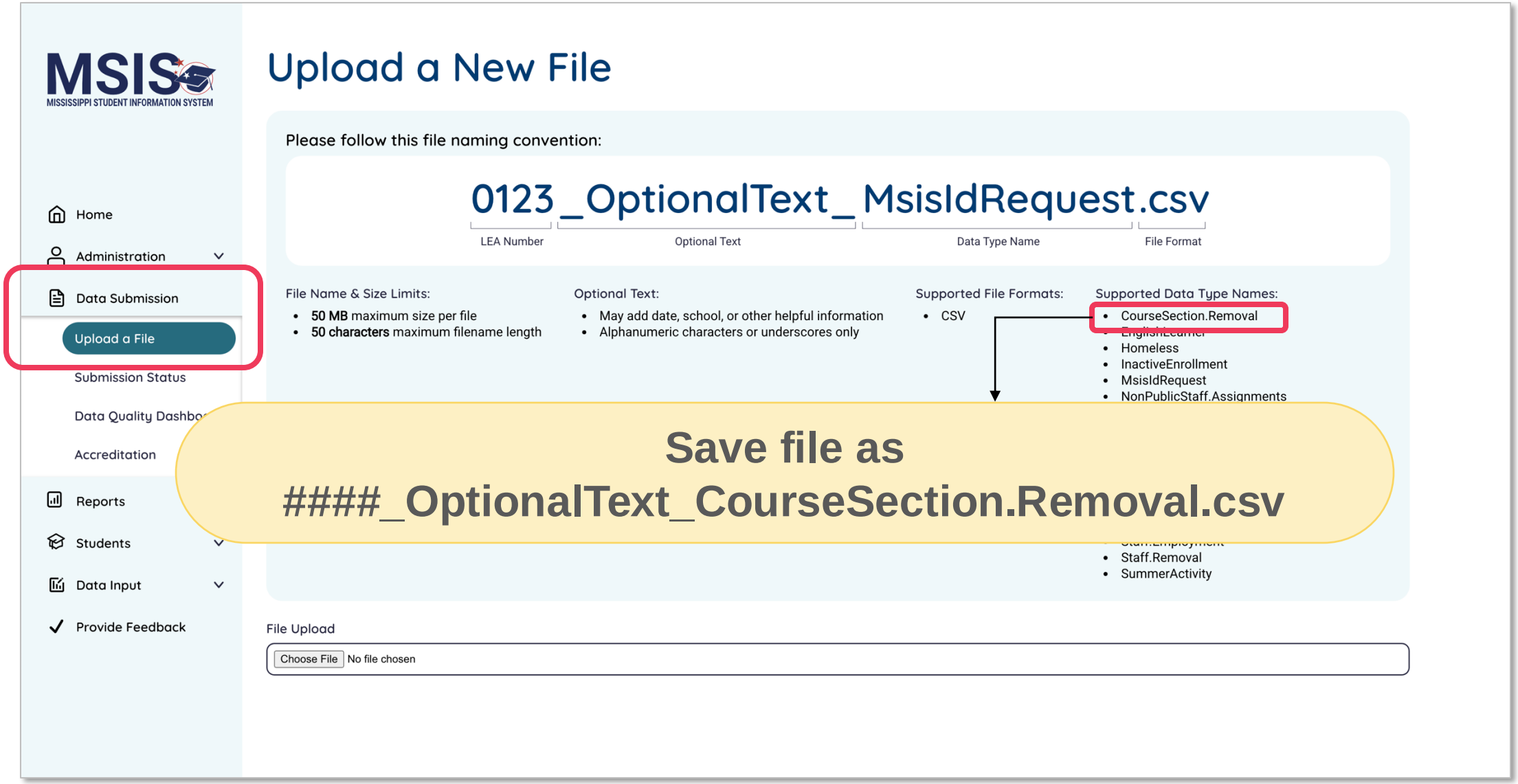
File Upload

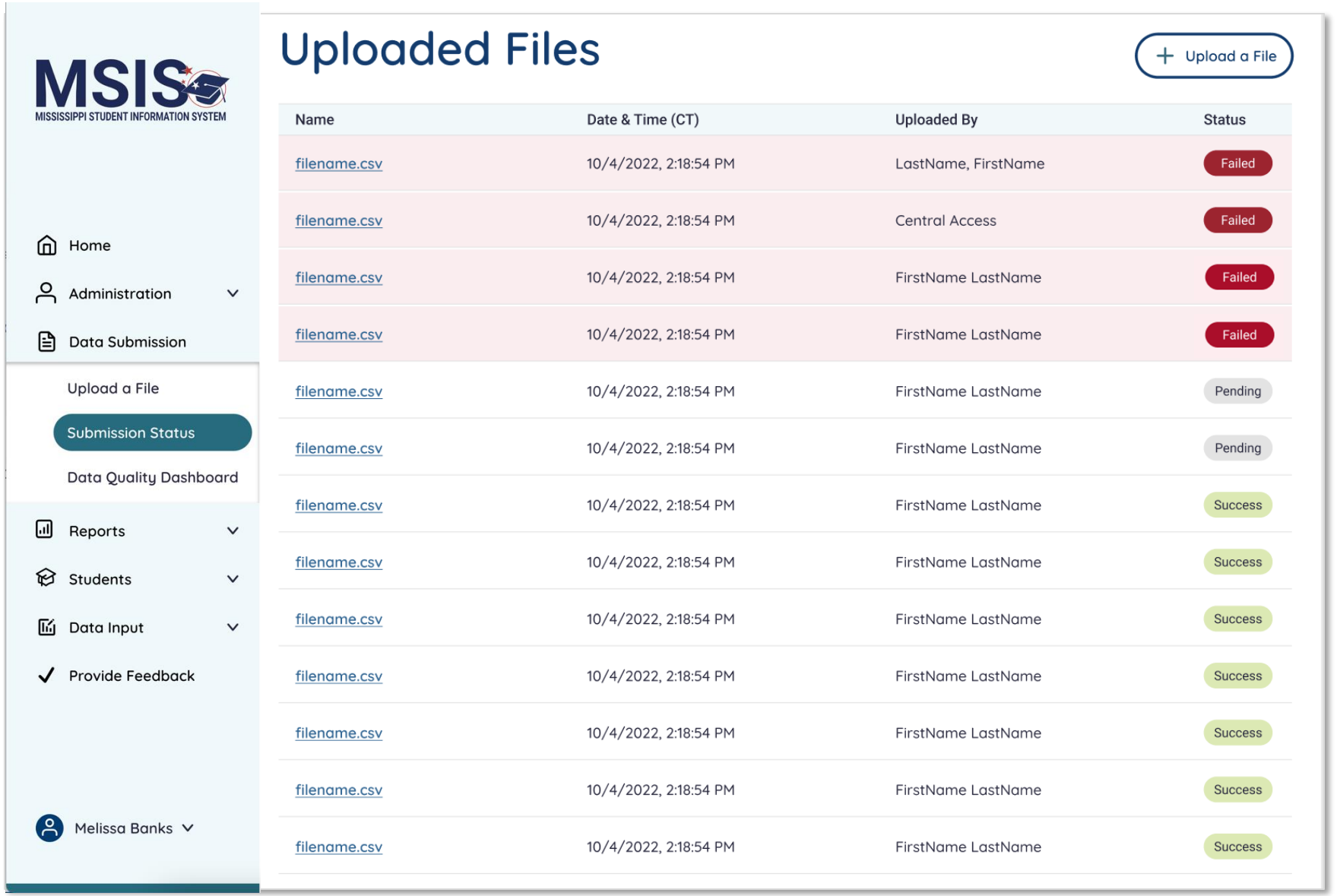


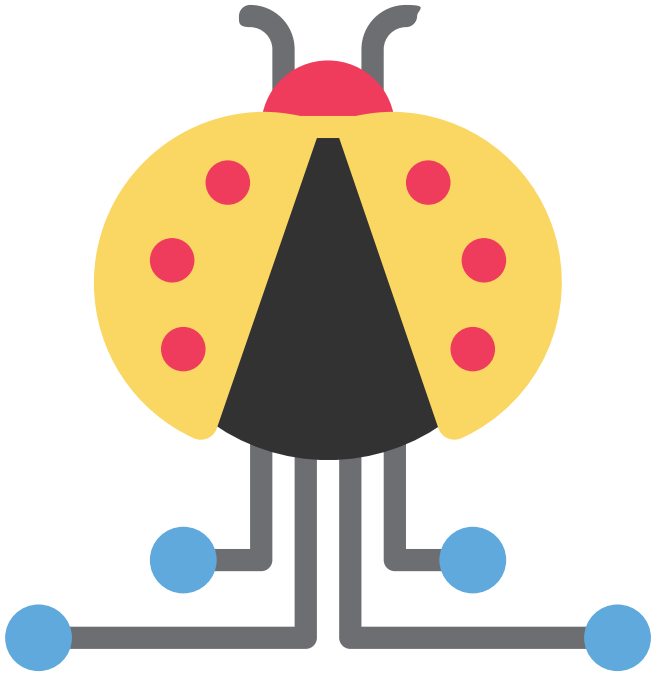
	A	B	C	D
1	School Year	LEA ID	School ID	Course Section ID
2	2025	1234	1234-001	012345
3	2025	1234	1234-001	012345-06
4	2025	1234	1234-004	12345678-AB
5				
6				
7				
8				
9				

Permission: Student

MSIS


MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
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:
CourseSection.Removal
Homeless
InactiveEnrollment
MsisIdRequest
NonPublicStaff.Assignments
Staff.Removal
SummerActivity
Home
Administration
Data Submission
Upload a File
Submission Status
Accreditation
Reports
Students
Data Input
Provide Feedback
Save file as
####_OptionalText_CourseSection.Removal.csv
File Upload
Choose File
No file chosen


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



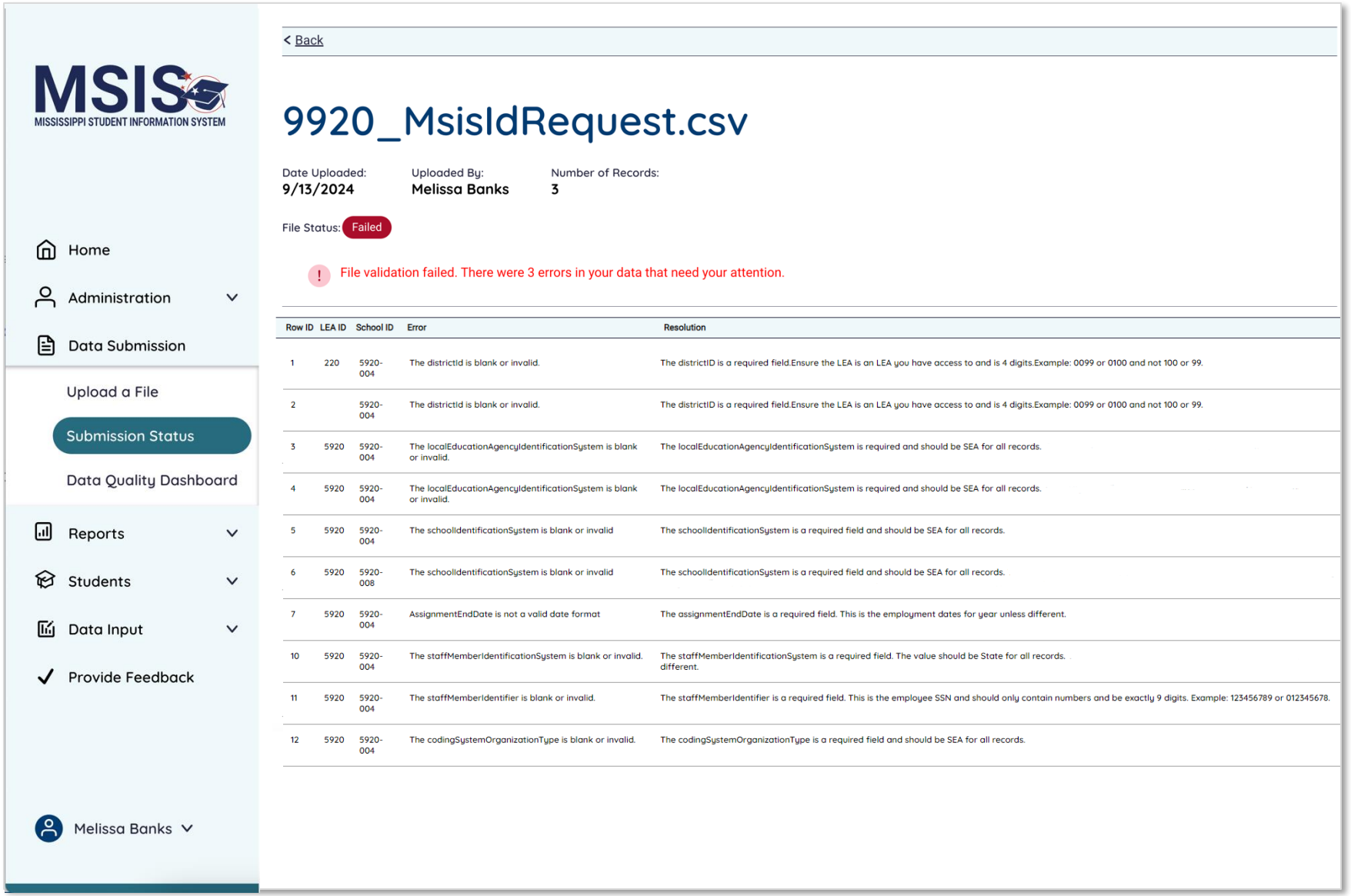
Pending

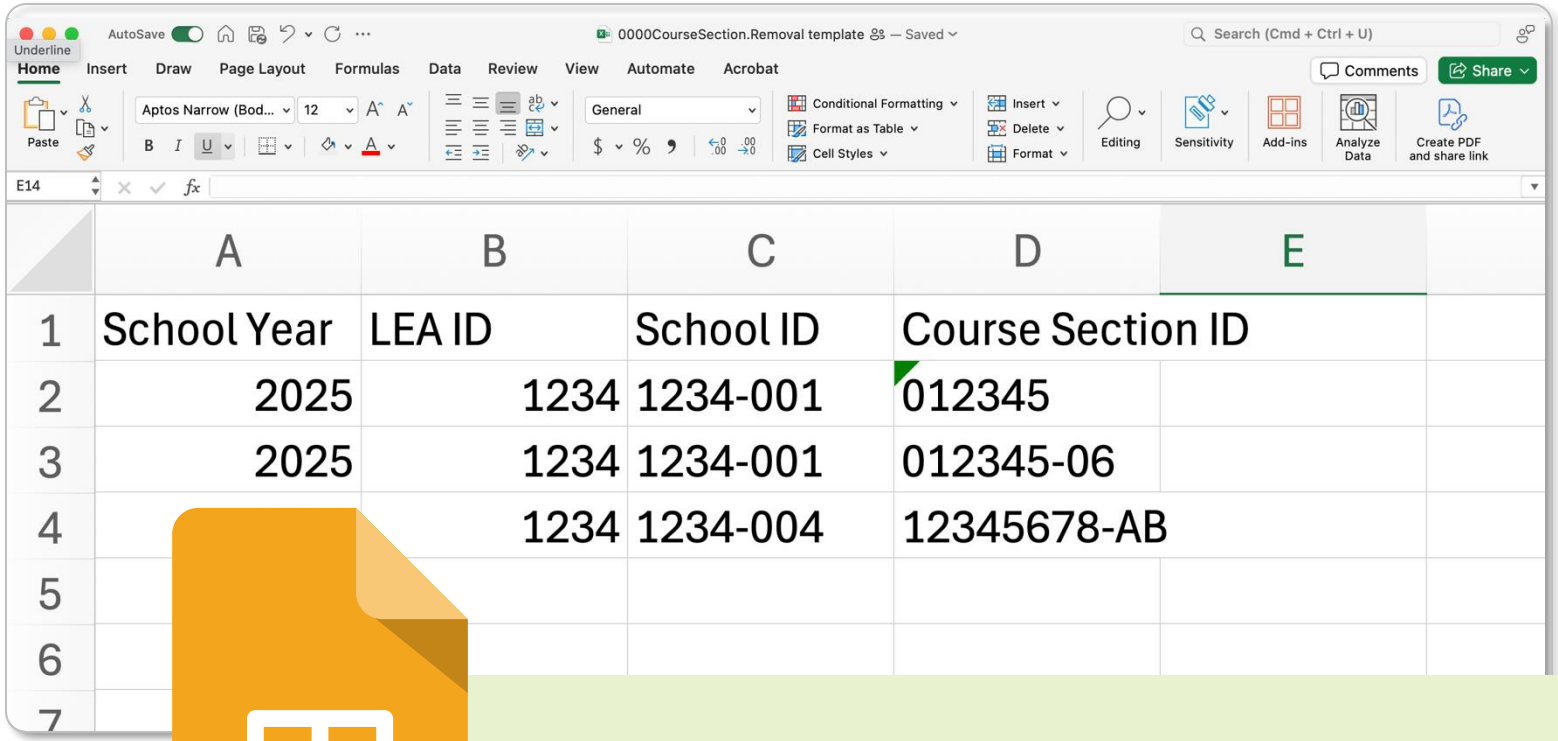
= **May be Success**

Failed

= **Failed**

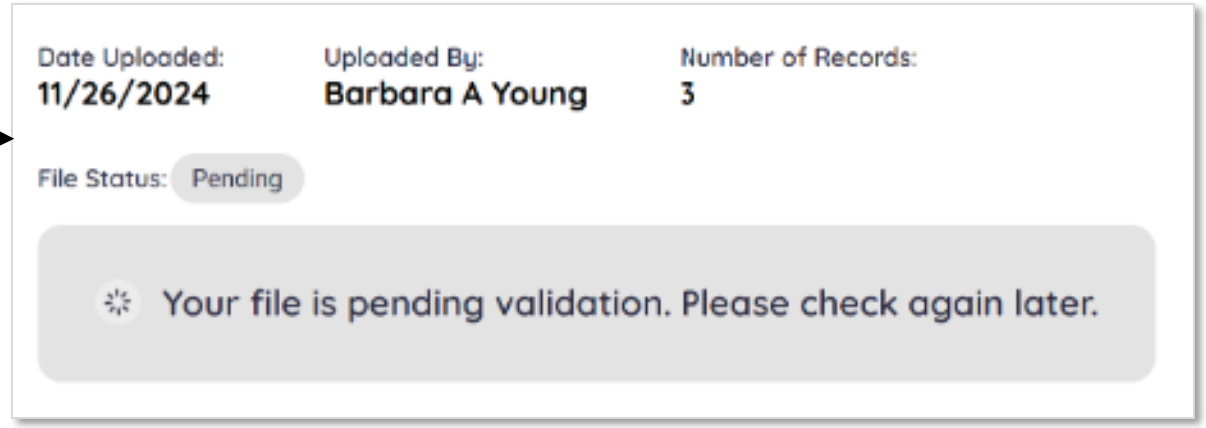
click on the file name to see errors


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.



Make necessary corrections in the csv file and resave.

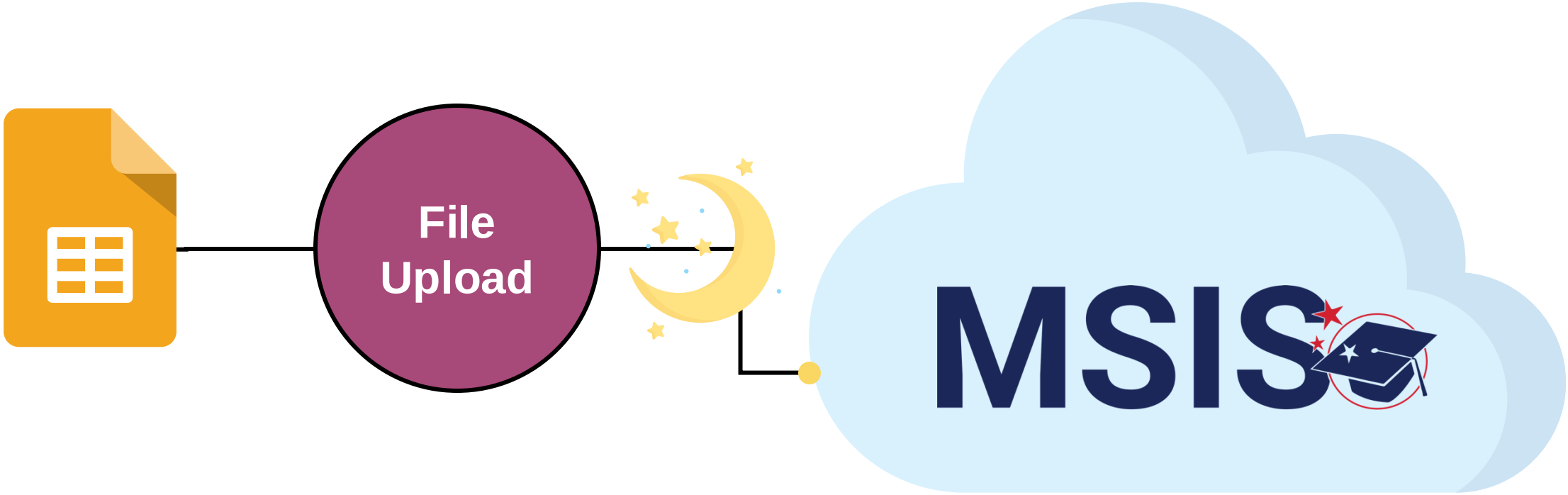
Pending



May be Success

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

File upload



Resources

MSIS Resources

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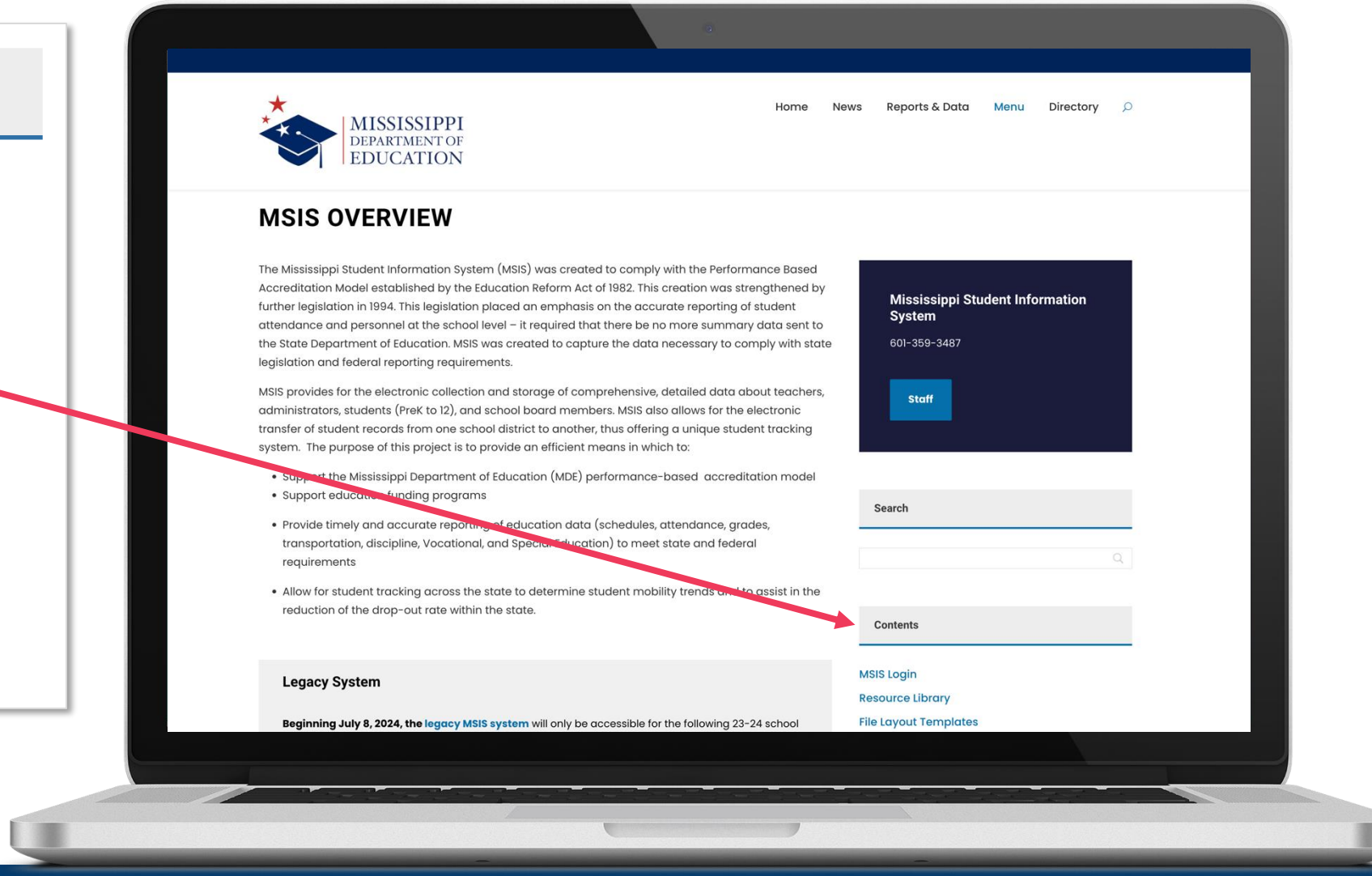
- MSIS Login
- Resource Library
- File Layout Templates
- Reporting Calendar
- Security Documents
- Help Desk
- Training
- Accreditation Standards
- Vendor Resources



MSIS Team

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