Personnel Reports & Certification





mdek12.org

January 23, 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



ALL Students Proficient and Showing Growth in All Assessed Areas

EVERY School Has Effective Teachers and Leaders

EVERY Student Graduates from High School and is Ready for College and Career

EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School and District is Rated "C" or Higher







Session Norms

Be an active participant	
Share reactions	C: React
Respond to prompts in the chat	(=) Chat
Ask questions	2) Q&A







DISCUSS Data Quality & Accreditation Dashboards

REVIEW the process for certifying data





Personnel Data Collection Process





Format spreadsheets and enter required data







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



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















Personnel File Upload

Home Insert Draw Page Layout Formulas Data Review View Automate Image: Copy v Calibri (Body) 1 A Image: Copy v Image: Copy v	Home Insert Draw Page Layout Formulas Data Review View Automate Paste Copy Calibri (Body) 11 A A = = = ** # # Wrap Text Paste Copy B I I I A A = = = ** # # B19 X fx A B C 1 StaffMemberIdentifier StaffMemberIdentificationSystem 2 123-45-6789 State 3 123-45-6790 State 5 123-45-6791 State 5 123-45-6792 State 6 123-45-6793 State State 7 123-45-6794 8 Upload		on-pul	× r		₽ % • C …	ave 🔵 🎧 🔀	AutoS	•
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REVIEW Submission Status page; make edits and reupload files as needed







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MISSISSIPPI STUDENT INFORMATION SYSTEM	Name	Date & Time (CT)	Uploaded By	Status
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A Home	<u>filename.csv</u>	10/4/2022, 2:18:54 PM	Central Access	Failed
Administration V	<u>filename.csv</u>	10/4/2022, 2:18:54 PM	FirstName LastName	Failed
Data Submission	<u>filename.csv</u>	10/4/2022, 2:18:54 PM	FirstName LastName	Failed
Upload a File	<u>filename.csv</u>	10/4/2022, 2:18:54 PM	FirstName LastName	Pending
Submission Status	<u>filename.csv</u>	10/4/2022, 2:18:54 PM	FirstName LastName	Pending
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3	123		State		239901	State		0 2	555528	60
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Make necessary corrections in the csv file and resave.

MSIS Staff reviews dashboards and reports daily to check for errors

MSIS	< <u>Back</u>												
MISSISSIPPI STUDENT INFORMATION SYSTEM	Pers	sonn	el										
Home	Certification	n Data Collecti	ion										
Administration V	Missing												
Data Submission	Missing L	EA for Assign											
Upload a File Submission Status	Erro	r/Warning So Yo	chool LEA Name ear	School Name	Description	Resolution	First Name	Last Name	Staff SSN	Assignment	Assignment Start Date	Assignment End Date	FTE
Data Quality Dashboard Accreditation	Erro	or 20 20	024- Faulkner 025 School District		LEA is required for each assignment.	Ensure the LEA has been set for each assignment.	ANGELA	MURPHY	8807				
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✓ Provide Feedback													
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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.

Personnel Reports:

- Personnel Listing
- Teacher Schedules

Teacher Schedule Report

MISSISSIPPI STUDENT INFORMATION SYSTEM	Data Entry Download Reports Certification Reports
Home	2 Student
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Data Analytics	
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State Course Code and Course Title

LEA		School	Sch	ool Year			Teacher Name		Course	ė			
All	\sim	All	√ All			\sim	All	\checkmark	All				\sim
Teacher Sch	edules									Last Refr	esh Date: 01	/08/2025	
LEA	School	Teacher Name	Classroom Position Type	Term/Semester	Perio	d	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	23990 ARTS GRAD	01 - ENGLISH LANGUAGE - LANGUAGE ARTS - DES K-6	12345	150	0.00	0	01	19
					02	27990 MATH	01 - MATHEMATICS - CCR IEMATICS - GRADES K-6	12485	150	0.00	0	01	19
					03	40990 SCIEN	04 - SCIENCE - CCR - ICE - GRADES K-4	12355	25	0.00	0	01	19
			_		04	45990 GRAD	d1 - Social Studies - Des K-6	20043	25	0.00	0	01	19
	(Barbara Young	Instructor of record	Full School Year	01	40990 SCIEN	04 - Science - CCR - NCE - Grades K-4	30078	50	0.00	0	04	20
					02	40990	04 - 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.)

Personnel Listing Report

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Data Analytics	
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✓ Provide Feedback	

LEA		School			School Year	Employee Nam	e	
All	\sim	All		\sim	2024-2025 ~	All	\sim	
Personnel Listing Report					Last Rej	fresh Date: 1/10/2025		
LEA Name	SSN	Hispanic Ethinicity	Race	Gender	Position Title		Employment Start Date	En
Faulkner County School District								
Archie Manning Elementary Scho	ol							
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	1	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 Yea	r	Employee Name
All	\sim	All		\sim	2024-2025	\sim	All
Personnel Listing Report							ast Refresh Date: 1/10/2025
LEA Name ie	ent 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 m	nm/dd/yyyy		#### #### #### ####	## ## ## ##	\$00,000 \$00,000 \$00,000 \$00,000 \$00,000	\$00,000 \$00,000 \$00,000 \$00,000 \$00,000	000000 – Assignment name 000000 – Assignment name 000000 – Assignment name 000000 – Assignment name 000000 – Assignment name
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LEA	School					School Year	Emplo	yee Name		
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Personnel Listing Report							Last Refresh Date:	1/10/2025		
LEA Name	nd Date Contract Days	Years of Experience	Base Salary	Total Salary	Assign	ment		FTE	Funding Source	Amount
Last Name, First Name	#### #### ####	### ### ###	\$00,000 \$00,000 \$00,000 \$00,000	\$00,000 \$00,000 \$00,000 \$00,000	000000 000000 000000 000000	 Assignment name Assignment name Assignment name Assignment name 		0 0 0 0	1120 1904 2211 2590	\$00,000 \$00,000 \$00,000 \$00,000
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CERTIFY data (January 13 – 31)

Certifying Data

CERTIFY Personnel

- Certification will open on January 13 and close January 31.
- Clear all Personnel errors.
- Carefully review the Teacher Schedule Report and Personnel Listing Report for accuracy before certifying.

MISSISSIPPI STUDENT INFORMATION SYSTEM	Data Analytics
	Data Entry Downloads Profiles Reports Uncategorized Certification Reports
Home	School Year Data Collection 2024-2025 Personnel (12/01/2024-12/01/2024)
Administration	
Reports	
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✓ Provide Feedback	Select Reports in the left-hand navigation.Select Certification Reports from the available report tabs at
	Select Data Analytics. the top.

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

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MSIS	Data Analytics	42
Lamar County School Dis	Data Entry Download Reports Certification Reports	
 ☐ Home ☐ Data Submission ∨ 	School Year Data Collection 2024-2025 Personnel (12/01/2024-12/01/2024) 2024-2025 Personnel 	
Data Analytics	Certification Open Date: 01/13/2025 Certification Close Date: 01/31/2025	
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	LEA Certification	
Aelissa Banks 🗸	ELA Number ELA Number Certification Date Certified by Status Actions 5920 Baldwyn School District Needs Certification Image: Certification Date Image: Certification Date	

MISSISSIPPI STUDENT INFORMATION SYSTEM	LEA Number LEA Name	Certification Date	Certified By Status Actions
	5920 Baldwyn School District		Needs Certification
Home			
LEA	cannot certify due to errors	Status Actions	View Data Quality Dashboa
	at be certified	Status Actions	

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Data Analytics	Certification Open Date: 01/13/2025 Certification Close Date: 01/31/2025	
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	LEA Number LEA Name Certification Date Certified By Status Actions	
Aelissa Banks 🗸	5920 Baldwyn School District	

	Data Analytics	45
Lamar County School Dis	Data Entry Download Reports Certification Reports	
☐ Home ☐ Data Submission ∨	School Year Data Collection 2024-2025 Personnel (12/01/2024-12/01/2024) 	
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	LEA Certification	
	LEA Number LEA Name Certification Date Certified By Status Actions	
Aelissa Banks 🗸	5920 Baldwyn School District 09/26/2024 Barbara A Young Certified	

Accreditation Dashboard

Clear Accreditation Edits

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

MISSISSIPPI STUDENT INFORMATION SYSTEM	Welcome Melissa Banks 10:49 AM Thursday, January 9, 2025		4
 ᢙ Home Administration ✓ ⊡ Data Submission Upload a File 	Files Uploaded	Ownership conflict to review	
Submission Status Data Quality Dashboard Accreditation II Reports Students Students	Your data has errors		
Melissa Banks ∨			

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< <u>Back</u>

2.4 Support Staff Endorsement for Course

Home					
Administration V	School Year	LEA Name	School Name	Description	Resolution
Data Submission	2024-	Faulkner	Archie	Standard 2.4 - The school failed	Ensure a full-time licensed school counselor is employed. If the school does
Upload a File	2025	School	School	counselor or other properly	documentation to the Office of Accreditation that another individual who is properly licensed to provide support services is employed (i.e., purse, social
Submission Status		District		student support services.	worker, psychometrist, psychologist, mental health professional, etc.,)
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ACCREDITATION DASHBOARD: NONPUBLIC PERSONNEL

Tab Name	Rule Description	Resolution	
24.5 Core Course Load	Standard 24.5 - 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.	
24.2 Grades 1-4 Class Load	Standard 24.2 - 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.	
24.4 Grades 5-12 Class Load	Standard 24.4 - 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.	
24.1 Kindergarten Class Load	Standard 24.1 - The student teacher ratios exceed 22 to 1 kindergarten students. If a full-time assistant teacher is employed, 27 kindergarten	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	

Non-Public Schools > Data Domain Mapping

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

Please see the email below from Dr. Lance Evans that was shared with Superintendents earlier today.

Greetings Superintendents,

On January 14, 2025, MDE notified MSIS Coordinators that the agency was reviewing certain errors/warnings in the MSIS personnel data related to student-teacher ratios and provided interim guidance to address potential violations of **Process Standard 28** of the *Mississippi Public School Accountability Standards, 2024.* The email stated MDE would provide additional information today.

As promised, the MDE further reviewed the data and compared the personnel data results from MSIS 2.0 to that of the legacy MSIS. In addition, MDE reviewed state statutes, State Board Policies, accreditation standards, MSIS Course Code Search Portal, and the Approved Work Area Codes for Elementary and Secondary Schools of Mississippi. Based on these reviews, I will be asking the Commission on School Accreditation (CSA) and the State Board of Education (SBE) to suspend the personnel edit check process for the 2024–2025 school year for the following process standards:

Mississippi Public School Accountability Standards, 2024:

- 24 , 24.1, and 24.2 Instructional Planning Time
- 25 Individual Course Preps for Teachers Grades 9-12
- 26 High School Curriculum
- 28, 28.1, 28.2, 28.3, 28.4, and 28.5 Student Teacher Ratios

- Work to correct edit checks (as possible) by January 28.
- Be mindful of possible Accreditation standard suspensions.

https://conta.cc/4gYxpqe

Resources

MSIS Resources

mdek12.org/MSIS

MSIS Team msis2@mdek12.org

