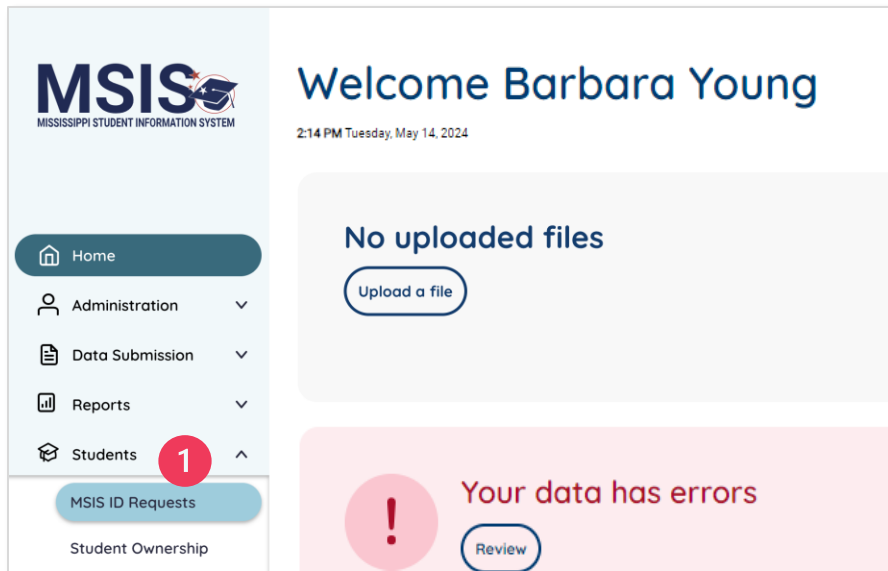


## MSIS IDs can be requested three ways:

- Manual Input (single request)
- Bulk file upload (bulk request)
- API from the SIS (see SIS vendor for details)

The system will immediately process MSIS ID requests. MSIS will complete a search of all student records and return the results to the MSIS ID Request Screen. The MSIS ID Request Screen allows MSIS Primaries and Secondaries to request IDs using the manual input screen or review search results from the file upload or API requests. To access this screen, follow the steps below.



1

Click on the down arrow beside **Students** in the navigation.

Select **MSIS ID Requests**.

MISSISSIPPI STUDENT INFORMATION SYSTEM

- Home
- Administration
- Data Submission
- Reports
- Students

**MSIS ID Requests**

Student Ownership

## MSIS ID Requests

Select start and end dates (within the previous 365 days), then select Apply Filter. 1

- 
-
Apply Filter

Export IDs
+ Add New

| Name  | Date of Birth | Request Age (Days) | MSIS ID   | Status               | Actions |
|---|---------------|--------------------|-----------|----------------------|---------|
| <a href="#">Butts, Alya</a>   | 04/13/2009    | 6                  |           | Review Needed        | =✕      |
| <a href="#">Butts, Alya</a>   | 10/04/2000    | 6                  |           | Review Needed        | =✕      |
| <a href="#">Butts, Alya</a> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">4</span> | 01/07/2017    | 6                  | 777777123 | New ID Assigned      |         |
| <a href="#">Gray, Lucian</a>  | 08/02/2018    | 6                  | 888888123 | New ID Assigned      |         |
| <a href="#">Johnson, Jeremy Maurice</a>   | 09/21/2005    | 4                  | 999999123 | Existing ID Assigned |         |

Search by date (must be with the previous 365 days). 1

Based on the search results, MSIS will perform one of three actions: 2

- New ID Assigned
  - **New ID Assigned** (No student match was found, and MSIS has assigned a new MSIS ID to the student. No further action is required by district staff.)
- Existing ID Assigned
  - **Existing ID Assigned** (A student match was found, and MSIS has assigned the student an existing MSIS ID. No further action is required by district staff.)
- Review Needed
  - **Review Needed** (Similar student matches were found. District staff must confirm the match to assign an existing MSIS ID or deny the match to assign a new MSIS ID).

Select =✕ in the Actions column to delete the MSIS ID Request. Only requests that need review can be deleted. 3

To review an MSIS ID request, click on the student's name. 4

# Review MSIS ID matches

**5** Amelia Grace Bedelia

MSIS ID: 11/04/2015 SSN: ###-##-6677

Please review students for potential matches  
If you see more than one match, please contact your MSIS Primary for assistance.

**6** Bedelia, Amelia Ann **Strong Match**

**Matched Data**  
Amelia Bedelia 11/04/2015

**Unmatched Data**  
Ann SSN: -

Confirm Match

Amelia Grace Bedelia

MSIS ID: 11/04/2015 SSN: -

Please review students for potential matches  
If you see more than one match, please contact your MSIS Primary for assistance.

**7** Bedelia, Amy **Possible Match**

**Matched Data**  
Bedelia 11/04/2015

**Unmatched Data**  
First Name: Amelia Middle Name: Grace SSN: -

Confirm Match

**8** Are you sure this is a match?

Highlighted fields do not match.

MSIS ID Request Data: First Name: Amelia, Middle Name: Grace, Last Name: Bedelia, DOB: 11/04/2015, SSN: -

Matched Student: First Name: Amy, Middle Name: ..., Last Name: bedelia, DOB: 11/04/2015, SSN: -

No, cancel Yes, students match

**9**  None of the students are matches

**5** MSIS ID request results that need review will return **potential matches**. The information provided in the MSIS ID Request will be displayed at the top of the screen.

**6** **Strong Matches** will be listed first, followed by **Possible Matches** and **Weak Matches**. Carefully review the matched and unmatched information provided.

**7** If the potential match is a match for the requested student, select **Confirm Match**.

**8** Review the matching information again before selecting **Yes, students match**. MSIS will assign the student the existing MSIS ID. If the students do not match, select **No, cancel** to cancel the match.

**9** If none of the potential matches provided match the requested student, check **None of the Students are matches** and MSIS will assign a new MSIS ID.

# Export MSIS IDs

**1**

**To Export IDs:**  
 Select **Export IDs**. Only IDs with the status of New ID Assigned or Existing ID Assigned will be exported.

**2**

If you receive a message about converting, select **Don't Convert** (otherwise, leading zeros may be lost).

**3**

|   | A                   | B                    | C                 | D                       | E                        | F          | G           | H         | I    | J         | K         |
|---|---------------------|----------------------|-------------------|-------------------------|--------------------------|------------|-------------|-----------|------|-----------|-----------|
| 1 | District Identifier | District Name        | School Identifier | School Name             | Local Student Identifier | First Name | Middle Name | Last Name | SSN  | Birthdate | MSIS ID   |
| 2 | 3700                | Test School District | 3700-002          | Test Junior High School | 345678                   | Jane       | J           | Doe       | 9999 | 6/24/2019 | 000000050 |
| 3 | 3700                | Test School District | 3700-002          | Test Elementary School  |                          | Jack       |             | Smith     |      | 5/15/2017 | 000000051 |

**3**

Assigned MSIS IDs and any required or optional data will be in the exported spreadsheet. Some columns may be blank if optional data was not entered. Example: Row 3, Columns G and I are blank.

# Manual Input: MSIS ID Requests

| Name        | Date of Birth | Request Age (Days) | MSIS ID | Status        | Actions |
|-------------|---------------|--------------------|---------|---------------|---------|
| Butts, Alja | 04/13/2009    | 6                  |         | Review Needed |         |

1  
**Click +Add New** to open the MSIS ID manual input screen.

**MSIS ID Request** 10/04/2000

\* Required Field

**2** **District & School Info**

\* District: COLUMBUS MUNICIPAL SCHOOL DIST (4420) | School: Select... | Local Student Identifier:

**3** **Data to Match**

\* First Name:  | Middle Name:  | \* Last Name:

SSN:  | \* Date of Birth: mm/dd/yyyy

**4** **Additional Context**

Address Street Number and Name:

Apt., Suite, Unit, Building, Floor, etc.:

City:  | State: Select... | Zip Code:

Custodial Parent/Guardian First Name:  | Custodial Parent/Guardian Last Name:

**5**

2  
**District & School Info**  
 Select the school from the drop-down menu. The Local Student Identifier is optional.

3  
**Data to Match**  
 Enter the student's first and last name (middle name if known). SSN is optional. Select the student's Date of Birth from the date picker.

4  
**Additional Context**  
 Address and parent information is optional.

5  
**Create**  
 After all required fields and desired optional information have been entered, select Create. (This button will become enabled after all required information has been entered.)

# Bulk Upload: MSIS ID Requests

- 1 District Staff completes CSV Template for MSIS ID Requests (found at [mdek12.org/msis2.0/resources](http://mdek12.org/msis2.0/resources)) based on the file specifications below. An example of the file layout is provided below.

The screenshot shows an Excel spreadsheet with the following structure:

| 1   | 2  | 3                               | 4         | 5          | 6        | 7                                      | 8                  |
|---|--|---------------------------------|-----------|------------|----------|--|--------------------|
| requestingDistrictId  | schoolId   | localStudentIdentifier          | firstName | middleName | lastName | dateOfBirth                            | ssn                |
| <i>Must be exactly four digits</i>  | <i>Must be exactly 4 digits followed by dash followed by one, two, or three digits. First four digits must match requestingDistrictId.</i> | <i>Max length 40 characters</i> |           |            |          | <i>MM-DD-YYYY, must be valid date.</i> | <i>###-##-####</i> |
| required  | required   | required                        | required  | optional   | required | required                               | optional           |
| 9876  | 9876-012   | abc123412312                    | Tai       | Mai        | Shu      | 03-18-2008                             | 555-66-7777        |
| <p><b>Do not change column headers in template file. Note formatting specification for each column and which columns are required.</b></p> <p><b>File layout is an example only. Download and complete blank template before uploading.</b></p> <p><b>File should be named ###MsisIdRequest.csv (replace ### with your District number)</b></p> |  |                                 |           |            |          |  |                    |

Annotations in the image:

- Column Headers:** Points to the header row (row 1).
- Formatting specifications:** Points to the rows containing instructions for each column.
- Sample student information:** Points to the row with example data (row 4).
- Denotes required/option field:** Points to the row indicating whether each field is required or optional (row 3).

- 2 District Staff saves and uploads the file as directed on the Quick Reference Guide: File Upload found at [mdek12.org/msis2.0/resources](http://mdek12.org/msis2.0/resources).