Releases:
Immigrant & Homeless

MSIS

mdek12.org

MISSISSIPPI DEPARTMENT OF EDUCATION

April 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

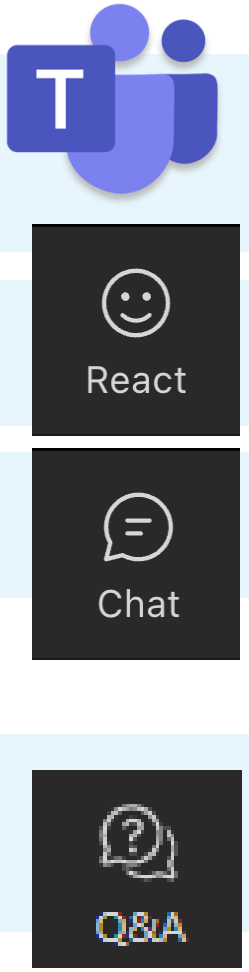
To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

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

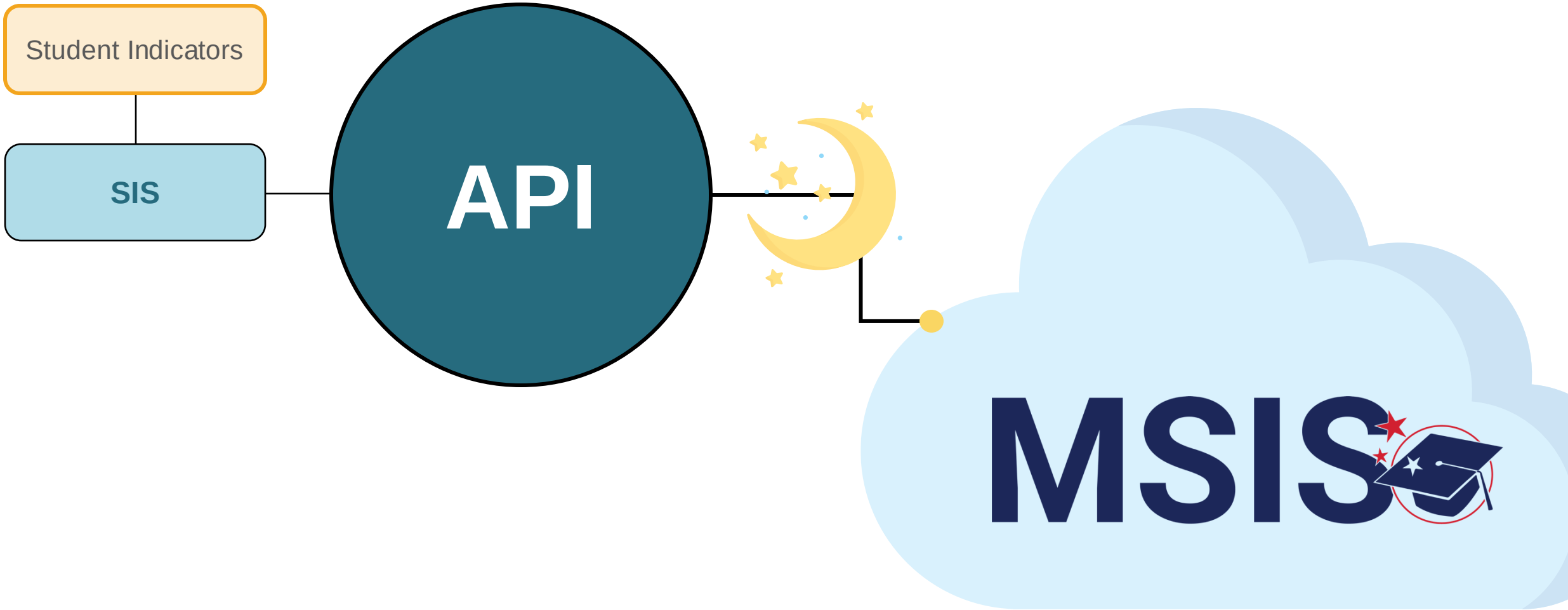
EXAMINE collection process for Federal Programs data

EXPLORE Student Indicator, Immigrant, and Homeless Reports

REVIEW file upload process

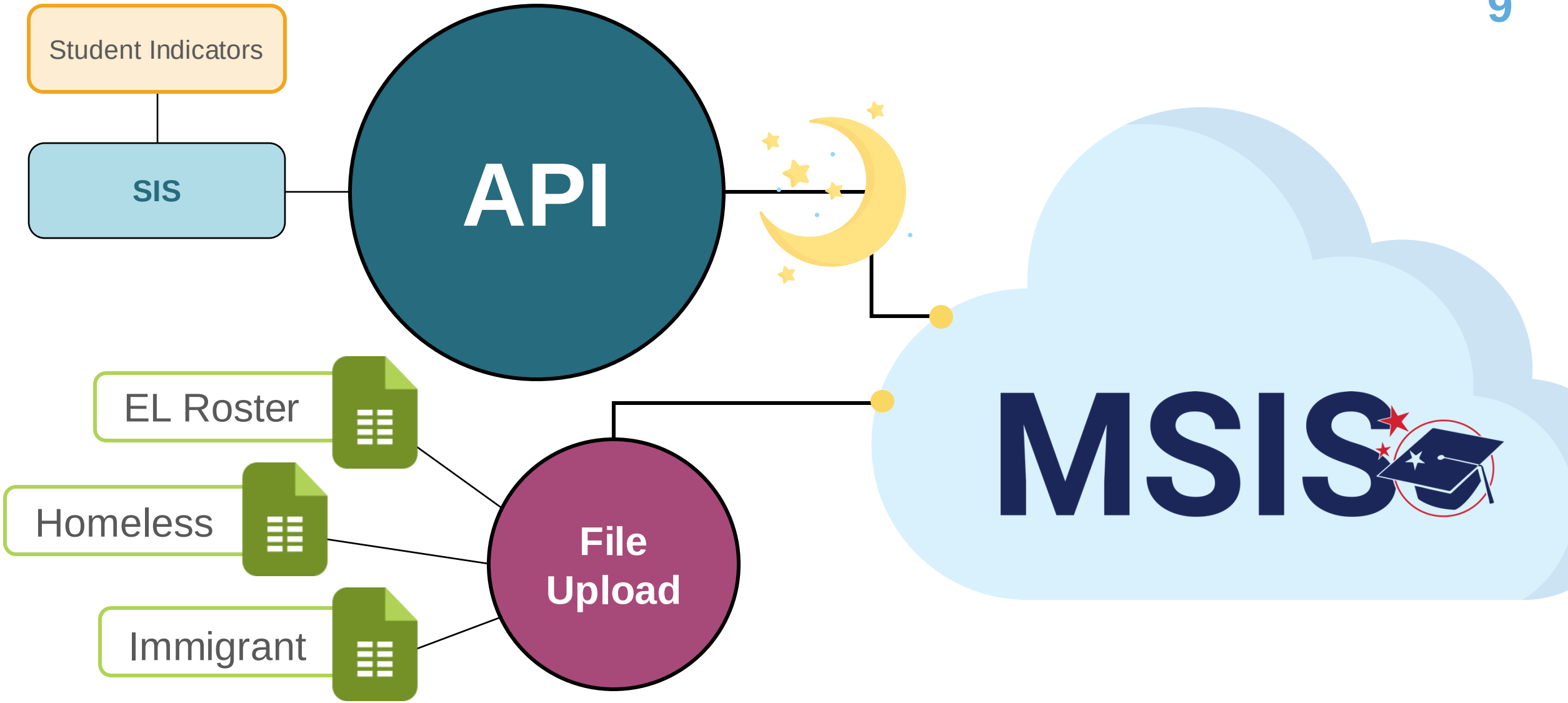
REVIEW data quality dashboard

Data Collection


Student Indicators
SIS
API
MSIS

Student indicators

- Special Education
- 504
- SCD
- Military Connected
- Economically Disadvantaged
- Foster
- English Learner
- Homeless
- Migrant
- Immigrant
- N or D (Neglected or Delinquent)


Student Indicators
SIS
API
MSIS
EL Roster
Homeless
Immigrant
File Upload

PART I:
Student Indicator Report

STEP 1

Review Student Indicator Report for accuracy

Ensure all students who should be marked with a Federal Programs indicator are showing on the report

Report should be reviewed by necessary district staff **before each monthly certification** for accuracy.

Title III, Part A
A Limited English Proficient/English Learner is one:

- who is ages 3 through 21;
- who is enrolled or preparing to enroll in an elementary school or secondary school;
- who was not born in the United States or whose native language is a language other than English;
- who is a Native American or Alaska Native, or a native resident of the outlying areas; and
- who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
- who is migratory, whose native language is a language other than English, and
- who comes from an environment where a language other than English is dominant; and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual - the ability to meet the State's proficient level of achievement on State assessments described in Section 1111(b)(3); with the ability to successfully achieve in classrooms where the language of instruction is English; or the opportunity to participate fully in society.

Additional data is required via File Upload

Homeless

A Homeless Student is a student who lacks a fixed, regular, and adequate nighttime residence.

a. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
b. Children and youth who have a primary nighttime *residence* that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
c. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
d. Migratory children (as defined in section 1309 of the Elementary and Secondary Education Act (ESSA) of 1965, as amended) who qualify as homeless because they are living in circumstances described in this definition.

Additional data is required via File Upload

Homeless indicator should be marked “Yes” in the SIS **and remain marked “Yes” for the remainder of the SY.**

Homeless (continued)

Definition of Homeless

The following definition, as provided, in the McKinney-Vento Homeless Assistance Act, must be used by the Local Education Agencies (LEAs) when determining the homeless status of a student. The term “homeless” includes children and youth who experience any of the following:

Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason. If economic hardship, such as an accident or illness, loss of employment, loss of public benefits, or condition of poverty, forces a family or youth to share the housing of others temporarily, the children and youth are eligible for McKinney-Vento services. A long-term, cooperative living arrangement among families or friends that is fixed, regular and adequate should not be considered a homeless situation, even if the parties are living together to save money.

Homeless (continued)

Living in a motel, hotel, trailer park, or camping ground due to the lack of alternative adequate accommodations. Motels, hotels, and camping grounds will almost always be homeless situations, as they are rarely fixed, regular, and adequate residences. Asking questions about the condition and size of the trailer, the number of people living there, the intended length of stay, and whether the family or youth has an adequate alternative will help determine if the student is eligible for McKinney-Vento services.

Living in an emergency or transitional shelter. Emergency or transitional shelters of all kinds, including youth shelters, domestic violence shelters, family shelters, transitional living programs, and supportive housing programs are homeless situations.

Abandoned in hospitals. A child or youth abandoned in the hospital is eligible for McKinney-Vento services.

Living in a public or private place not designed for or ordinarily used as a regular sleeping 27 **accommodation for human beings.** An example of a place that meets these criteria is a public restroom.

Homeless (continued)

Living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting. In evaluation whether housing is “substandard,” consider that substandard means “deviating from or falling short of a standard or norm” or “of a quality lower than that prescribed by law.” Determining if housing is substandard requires comparing the housing with community norms and the law.

Classified as migratory children who qualify as homeless for the purpose of this subtitle because the children are living in circumstances described above. While migrant students are not categorically eligible for McKinney-Vento services, migrant students living in a primary nighttime residence that is not fixed, regular, and adequate are eligible.

Migrant, Title I, Part C

A Migrant child is 3-21 years of age and has not graduated from high school or obtained a GED. The child or the child's parent(s), guardian(s), or spouse is a migratory agricultural worker or fisher and has moved within the past thirty-six months from one school district to another due to economic necessity. The move has enabled the child, or the child's parent, guardian, or spouse, to either engage in temporary or seasonal agricultural or fishery employment, or actively seek such work while having a history of moves with qualifying employment.

If a student is enrolling in or has enrolled in the district and the district representative identifies the student as a potential migratory child, contact the Coordinator of Identification & Recruitment at the Mississippi Migrant Education Service Center (MMESC) immediately (ph. 662.325.1815).

The Migrant student indicator should only be marked as "Yes" in the SIS if the district receives confirmation from MMESC **and remain "Yes" for the rest of the SY.**

Migrant (continued)

Migrant student data is captured, stored and reported in the MIS2000 database on behalf of the MDE by MMESC, at Mississippi State University. This system collects and stores Migratory data for the state of Mississippi and over 25 other states. Data collected in MIS2000 is shared with MDE and the U.S. Department of Education, Office of Migrant Education. MIS2000 is owned and operated by Management Services for Education Data (MS/EdD), in Little Rock, AR.

LEAs do not make the determination of whether a student is marked as a migrant student in MSIS. This determination can only be made by MMESC. A list of qualifying migrant students will be sent to districts from MMESC. It is very important to accurately report the information in MSIS as indicated in this migrant student list. Accurate data entry enables MDE's accurate submission of a required biannual report on migratory students educated in Mississippi to the U.S. Department of Education, Office of Migrant Education

Delinquent

Title I, Part D – Subpart I (State Agencies) and Subpart II (District)

Title I, Part D consists of 2 discretionary subparts. Subpart 1 is allocated to state agencies (Mississippi Department of Corrections and Mississippi Department of Human Services/Division of Youth Services). Subpart 2 is allocated to school districts with institutions, in their local attendance areas, for children who meet the federal definition of delinquent (juvenile detention centers).

A delinquent child as defined in section 1432; 4(B) of ESEA is a child or youth ages 5-17 who reside in a public or private residential facility, other than a foster home, that is operated for the care of children and youth who have been adjudicated to be delinquent or in need of supervision by court orders.

The Delinquent student indicator is marked “Yes” in the SIS for the home school for as long as the student remains in that placement..

Delinquent (continued)

Once a student has entered a Juvenile Detention Center (JDC) the Delinquent indicator must be marked "Yes." An incident identifying the student action is created in the SIS within 72 hours. The incident information should include a disciplinary action of "75000 – Placed in juvenile detention center" with the duration of days of stay at the facility.

- The delinquent indicator must remain "Yes" until the student returns to the home school.
- If a student has served a weekend in the JDC, immediately mark the delinquent indicator as "Yes" and leave it as "Yes" for one full day so the indicator is reported to MSIS. The next day, change the delinquent student indicator to "No" in the SIS.
- A student must remain enrolled at the home school and marked present everyday while in the JDC until they return to the home school.

Delinquent (continued)

Students who have been sentenced to an **adult correction facility or prison** must be removed from the home school enrollment with the appropriate dropout code, with supporting court documentation.

Neglected

Neglected children are considered to be children or youths who reside in public or private residential facilities, other than foster homes, that are operated for the care of children who have been committed to the institution or voluntarily placed in the institution under applicable state laws due to abandonment, neglect or death of their parents or guardian.

The Neglected student indicator is marked “Yes” in the SIS for the home school for as long as the student remains in that placement..

Immigrant, Title III, Part A

Section 3301(6) defines Immigrant Children and Youth as individuals who-
(c) have not been attending one or more schools in any one or more states in America or US Territories for more than three full academic years.

Once a student has completed **three full** (consecutive) academic school years* (MS public, private, homeschool, or any type of out-of-state school), the Immigrant student indicator should be set to “No” in the SIS.

**Academic school year is MS school attendance calendar = July/Aug thru May/June. Other states' school attendance calendars may vary. Only include summer school if the student is a Migrant and the classes are part of the Migrant Education Program.*

Additional data is required via File Upload

Immigrant, Title III, Part A (continued)

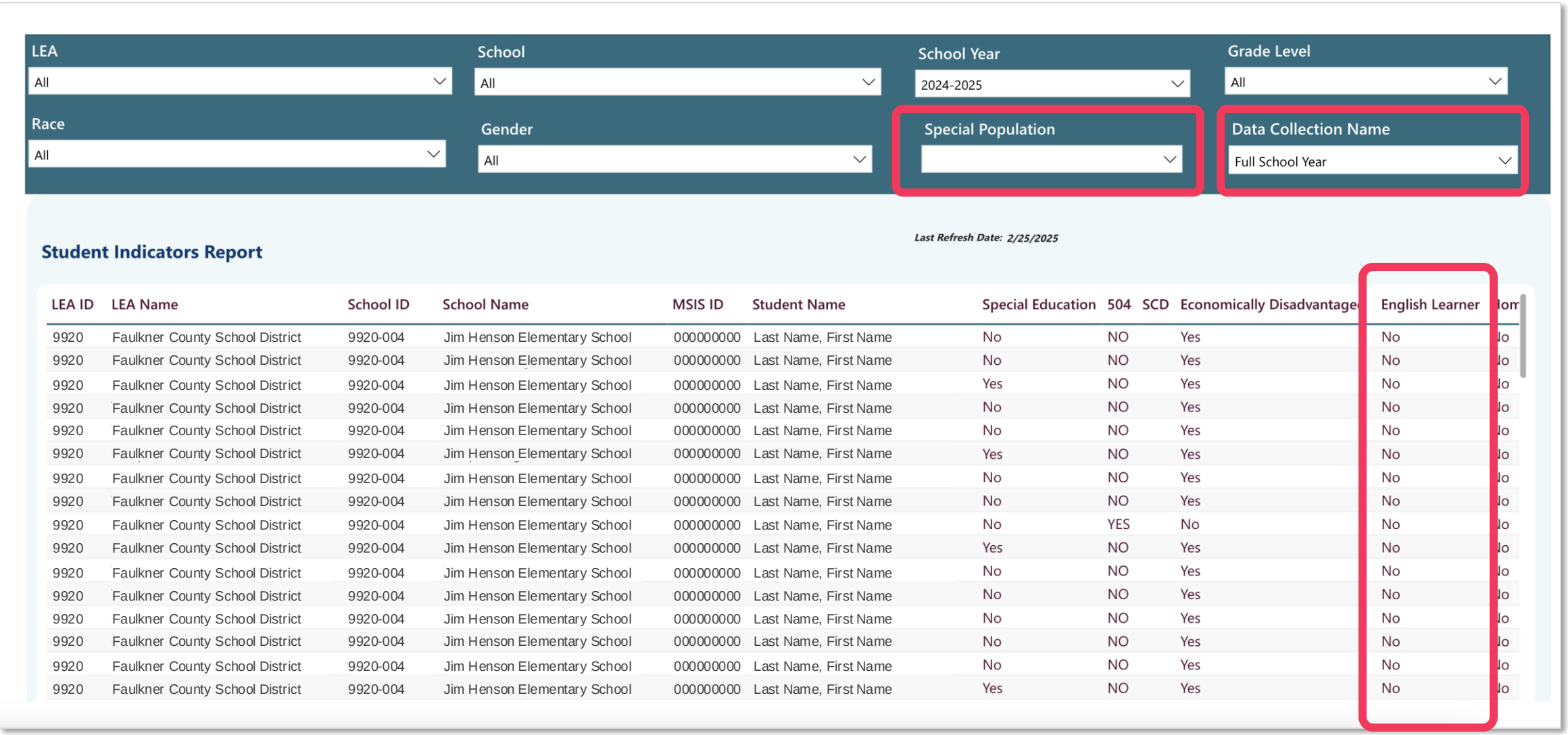
Section 3301(6) defines Immigrant Children and Youth as individuals who-
(c) have not been attending one or more schools in any one or more states in America or US Territories for more than three full academic years.

Are children (students) born to U.S. citizens abroad (e.g., children born on a military base overseas) considered immigrants?
YES…if they meet the above criteria in the definition of immigrant.
Definition: Children born outside the United States or a U.S. territory to parents or couples that are US citizens, born or naturalized, are to be identified as immigrants.

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Welcome
Sign In
msis.mdek12.org

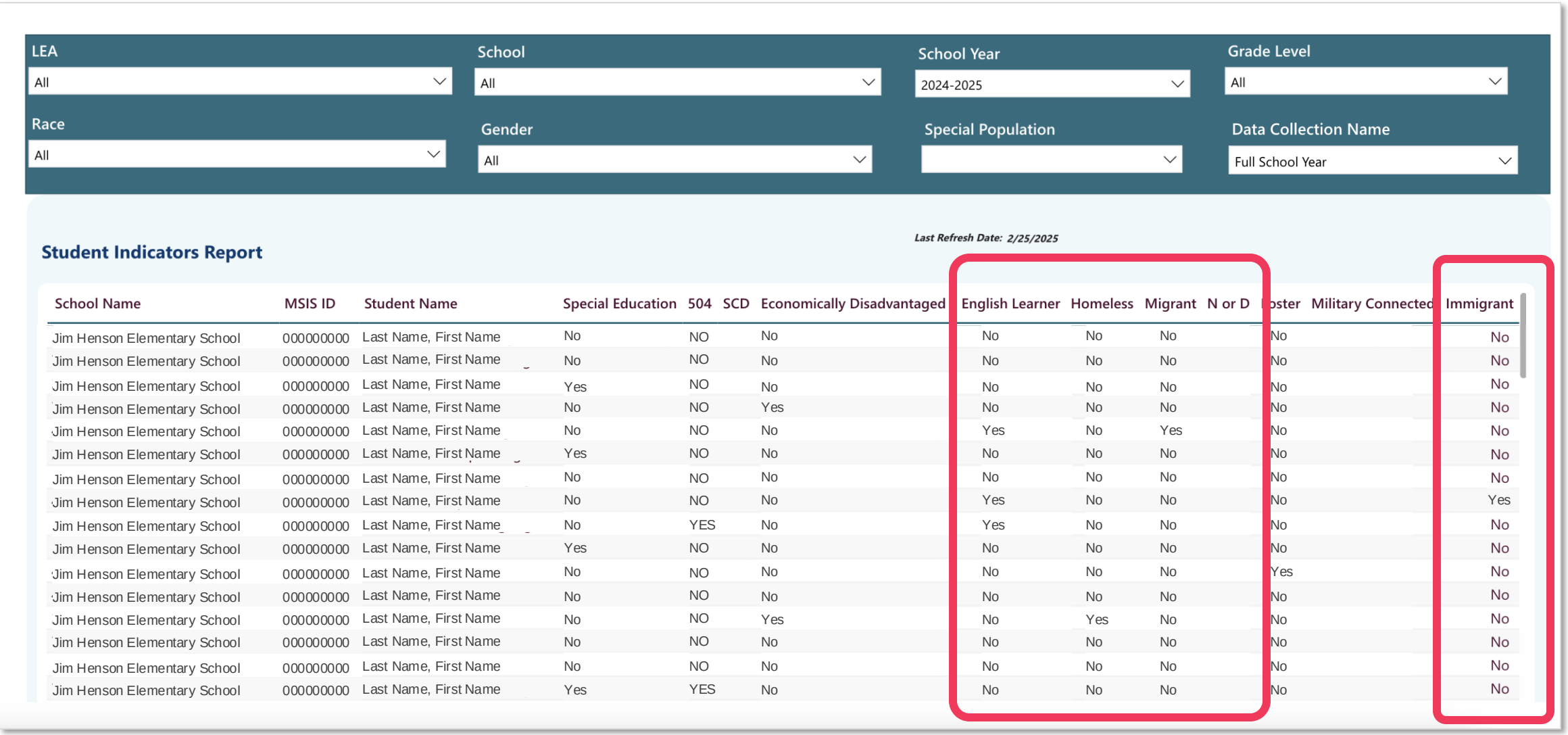
Permission: Student

MSIS



Student Indicator Report

MISSISSIPPI DEPARTMENT OF EDUCATION



LEA: All | School: All | School Year: 2024-2025 | Grade Level: All

Race: All | Gender: All | Special Population: | Data Collection Name: Full School Year

Student Indicators Report

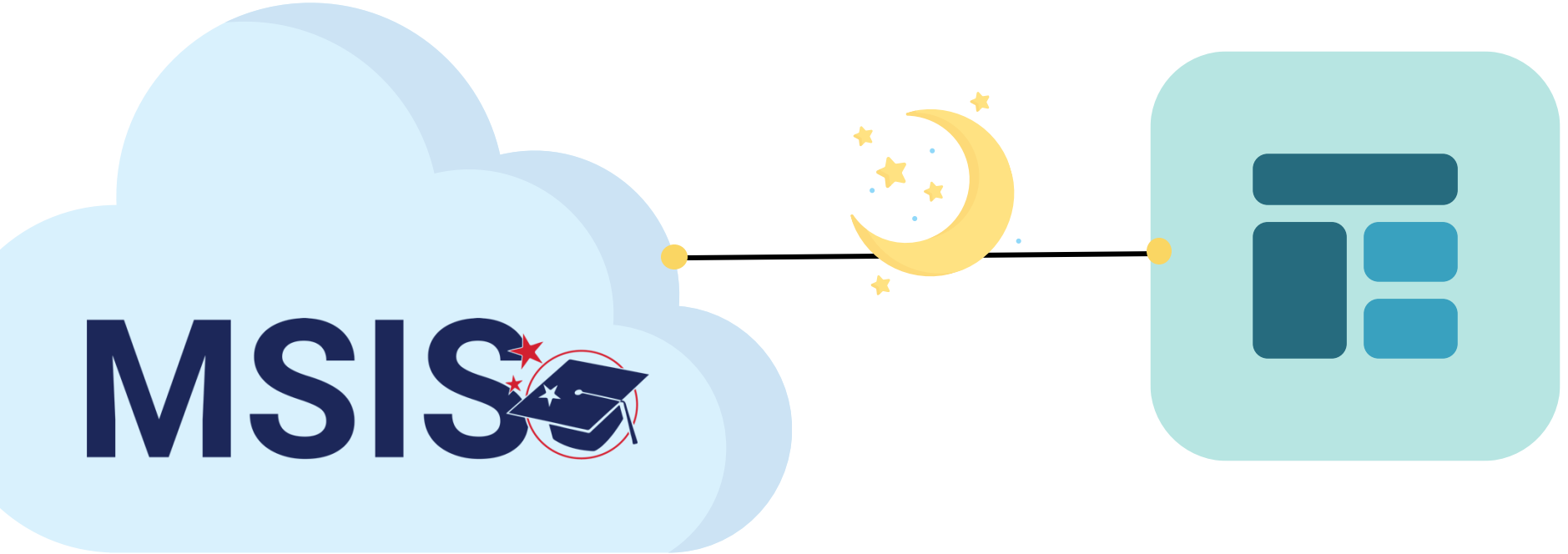
Last Refresh Date: 2/25/2025

School Name	MSIS ID	Student Name	Special Education	504	SCD	Economically Disadvantaged	English Learner	Homeless	Migrant	N or D	oster	Military Connected	Immigrant
Jim Henson Elementary School	000000000	Last Name, First Name	No	NO		No	No	No	No		No		No
Jim Henson Elementary School	000000000	Last Name, First Name	No	NO		No	No	No	No		No		No
Jim Henson Elementary School	000000000	Last Name, First Name	Yes	NO		No	No	No	No		No		No
Jim Henson Elementary School	000000000	Last Name, First Name	No	NO		Yes	No	No	No		No		No
Jim Henson Elementary School	000000000	Last Name, First Name	No	NO		No	Yes	No	Yes		No		No
Jim Henson Elementary School	000000000	Last Name, First Name	Yes	NO		No	No	No	No		No		No
Jim Henson Elementary School	000000000	Last Name, First Name	No	NO		No	No	No	No		No		No
Jim Henson Elementary School	000000000	Last Name, First Name	No	NO		No	Yes	No	No		No		Yes
Jim Henson Elementary School	000000000	Last Name, First Name	No	YES		No	Yes	No	No		No		No
Jim Henson Elementary School	000000000	Last Name, First Name	Yes	NO		No	No	No	No		No		No
Jim Henson Elementary School	000000000	Last Name, First Name	No	NO		No	No	No	No		Yes		No
Jim Henson Elementary School	000000000	Last Name, First Name	No	NO		No	No	No	No		No		No
Jim Henson Elementary School	000000000	Last Name, First Name	No	NO		Yes	No	Yes	No		No		No
Jim Henson Elementary School	000000000	Last Name, First Name	No	NO		No	No	No	No		No		No
Jim Henson Elementary School	000000000	Last Name, First Name	No	NO		No	No	No	No		No		No
Jim Henson Elementary School	000000000	Last Name, First Name	Yes	YES		No	No	No	No		No		No

Student Indicator Report

MISSISSIPPI DEPARTMENT OF EDUCATION

- Report defaults to **Full School Year** (cumulative view that will show students enrolled at any point in the year). **Coming soon:** Data Collection Filter (monthly certification period).
- Make corrections in SIS.
- Report will refresh the next day.



Student Indicator Report

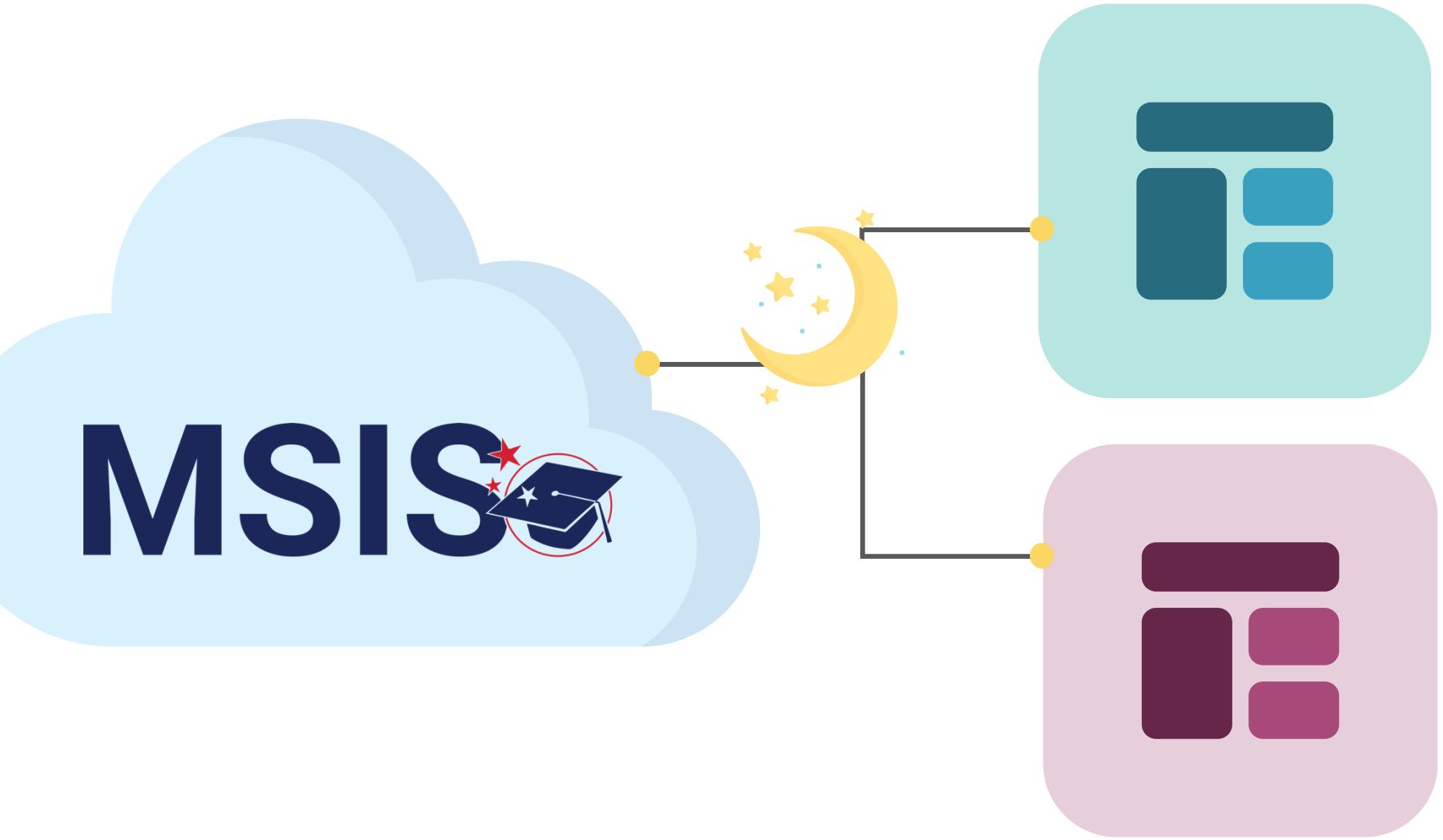
Q&A

PART II:
Homeless Report

STEP 2a

Review Homeless Report

Students marked with a Homeless indicator should prepopulate on the report

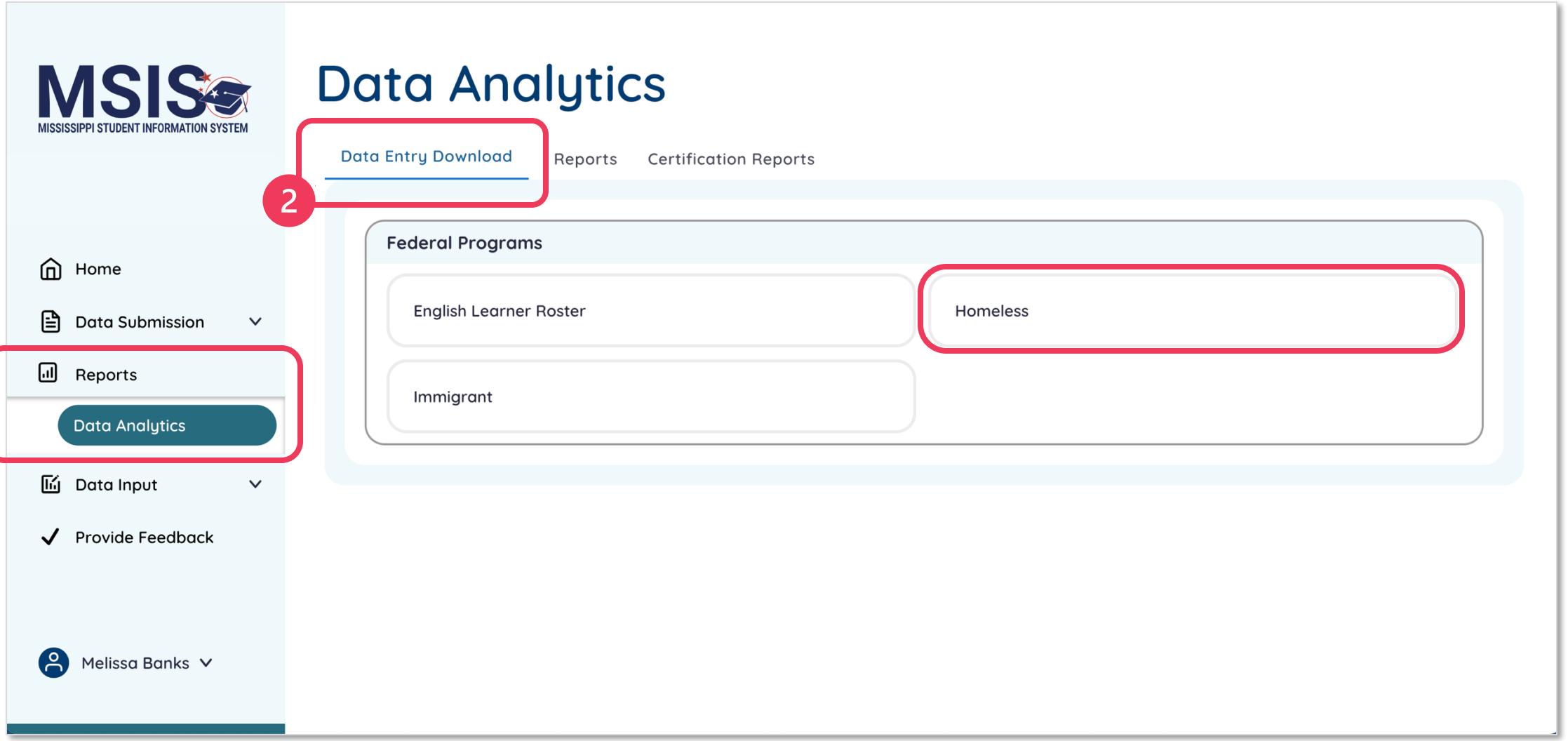


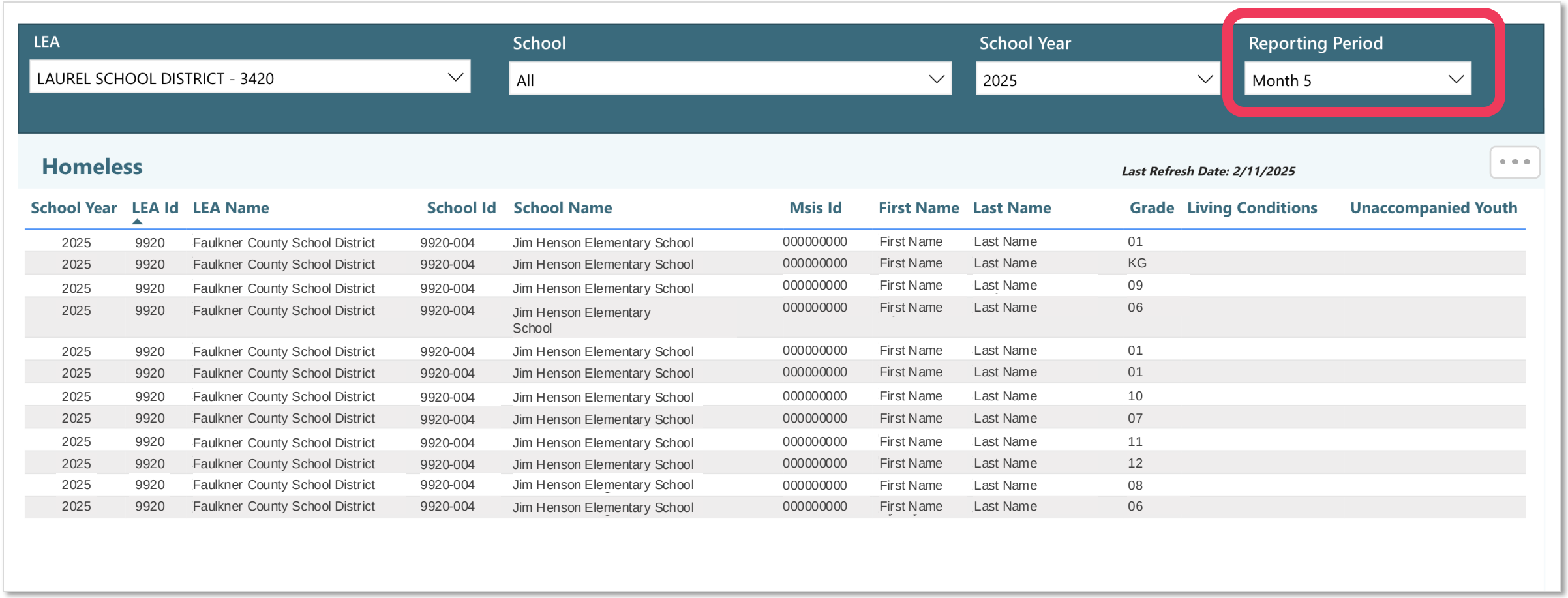
Student Indicator Report
*cumulative report

Homeless Report

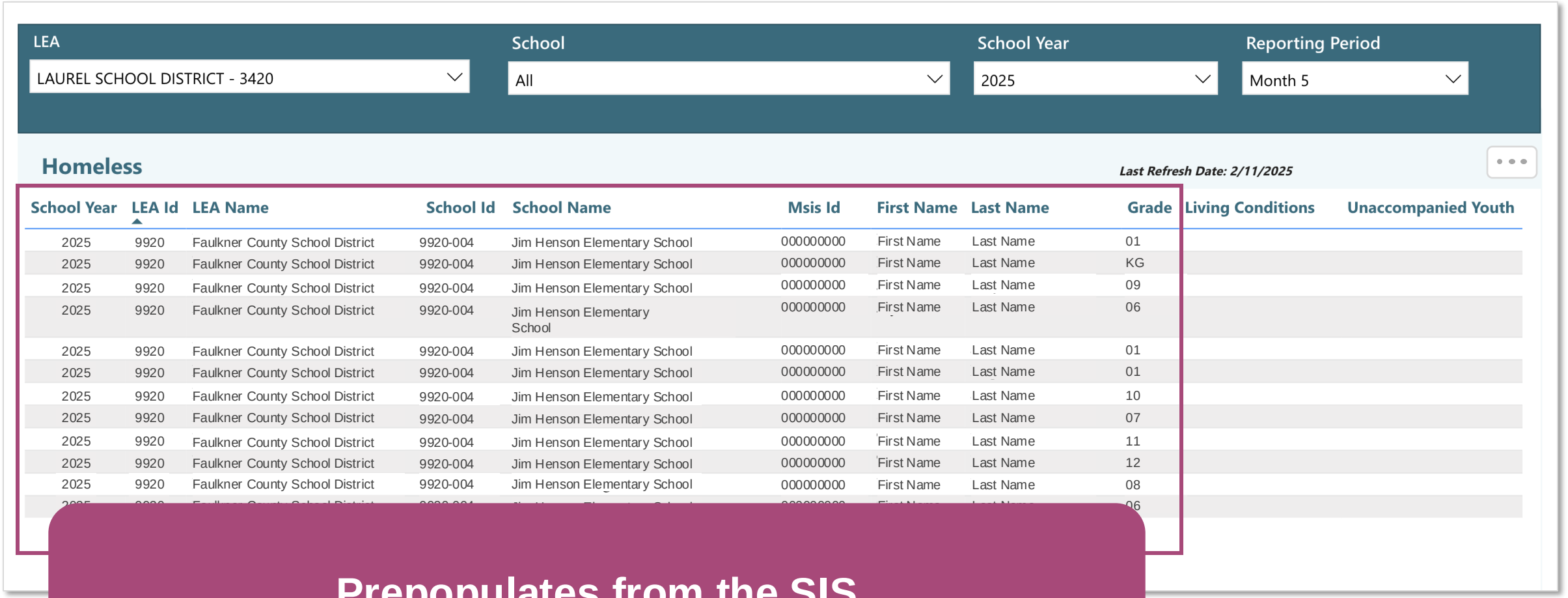
MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Welcome
Sign In
msis.mdek12.org

Permission: Federal Programs


MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Data Analytics
Data Entry Download
Reports
Certification Reports
2
Federal Programs
English Learner Roster
Homeless
Immigrant
Home
Data Submission
Reports
1
Data Analytics
Data Input
Provide Feedback
Melissa Banks

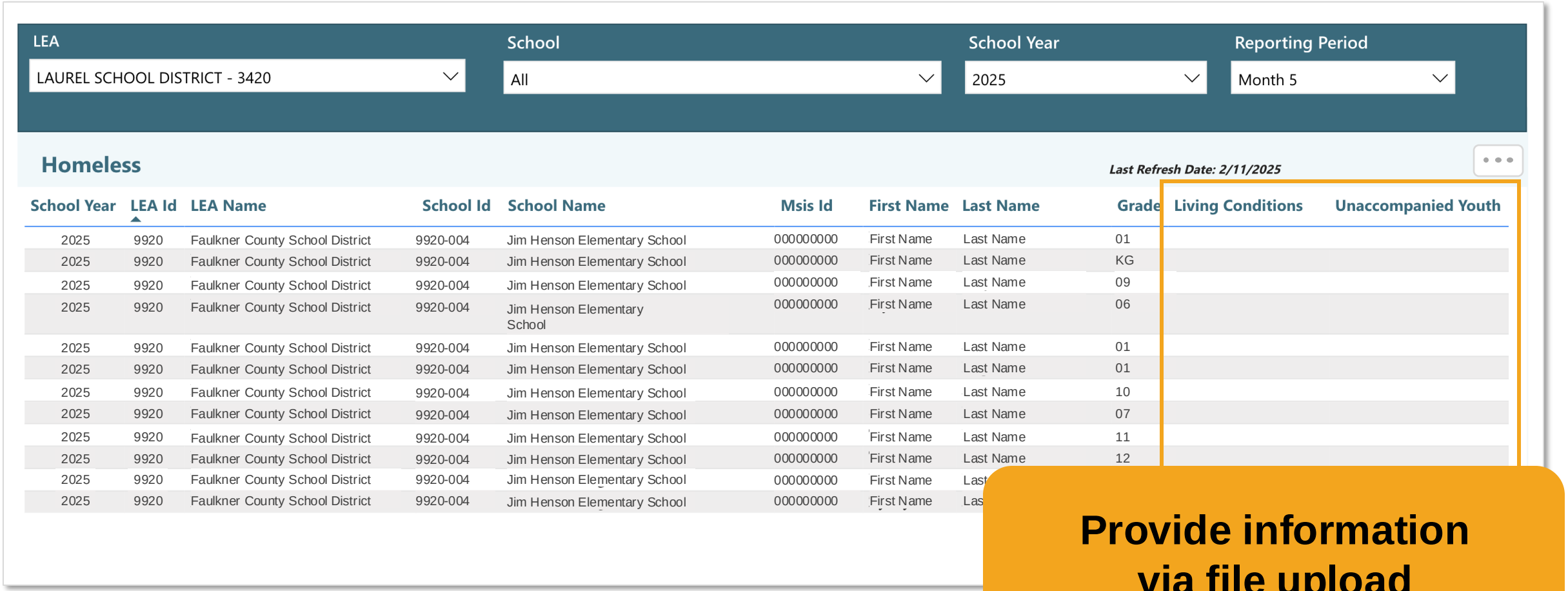


School Year	LEA Id	LEA Name	School Id	School Name	Msis Id	First Name	Last Name	Grade	Living Conditions	Unaccompanied Youth
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	KG		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	09		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	06		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	10		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	07		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	11		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	12		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	08		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	06		



School Year	LEA Id	LEA Name	School Id	School Name	Msis Id	First Name	Last Name	Grade	Living Conditions	Unaccompanied Youth
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	KG		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	09		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	06		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	10		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	07		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	11		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	12		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	08		

Prepopulates from the SIS



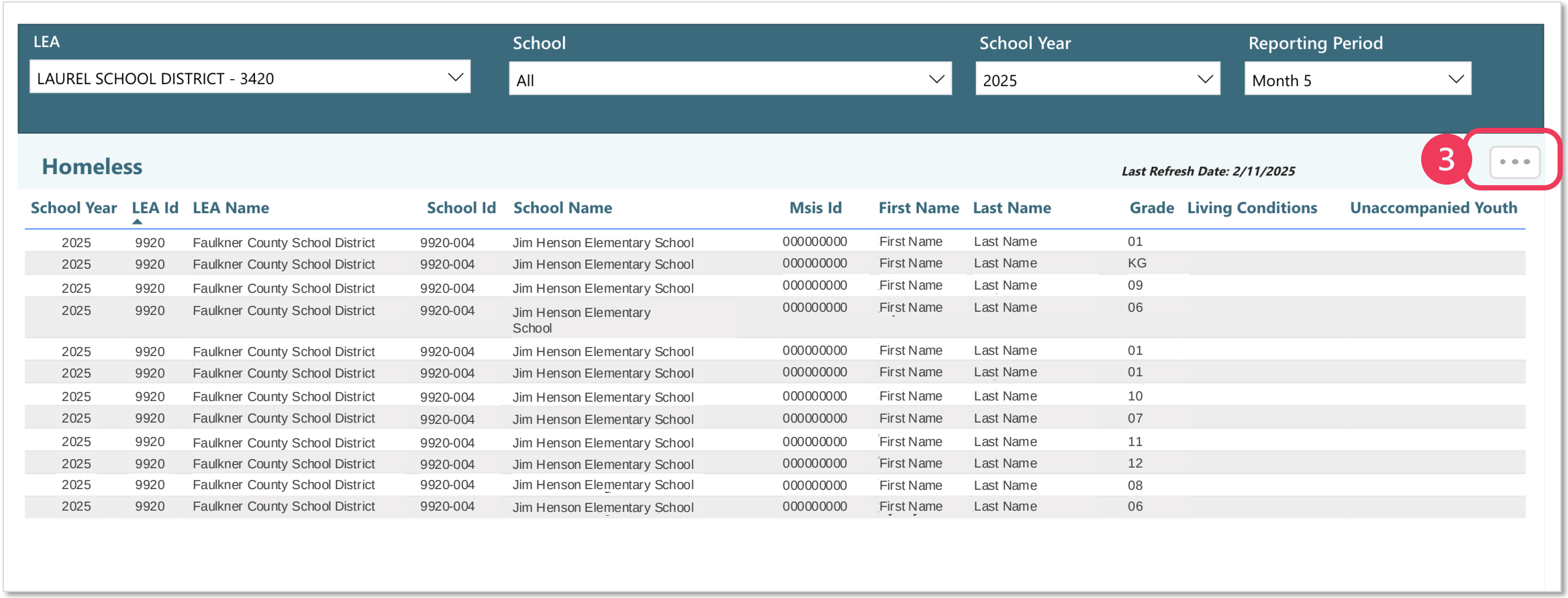
School Year	LEA Id	LEA Name	School Id	School Name	Msis Id	First Name	Last Name	Grade	Living Conditions	Unaccompanied Youth
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	KG		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	09		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	06		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	10		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	07		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	11		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	12		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last			
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Las			

Provide information via file upload

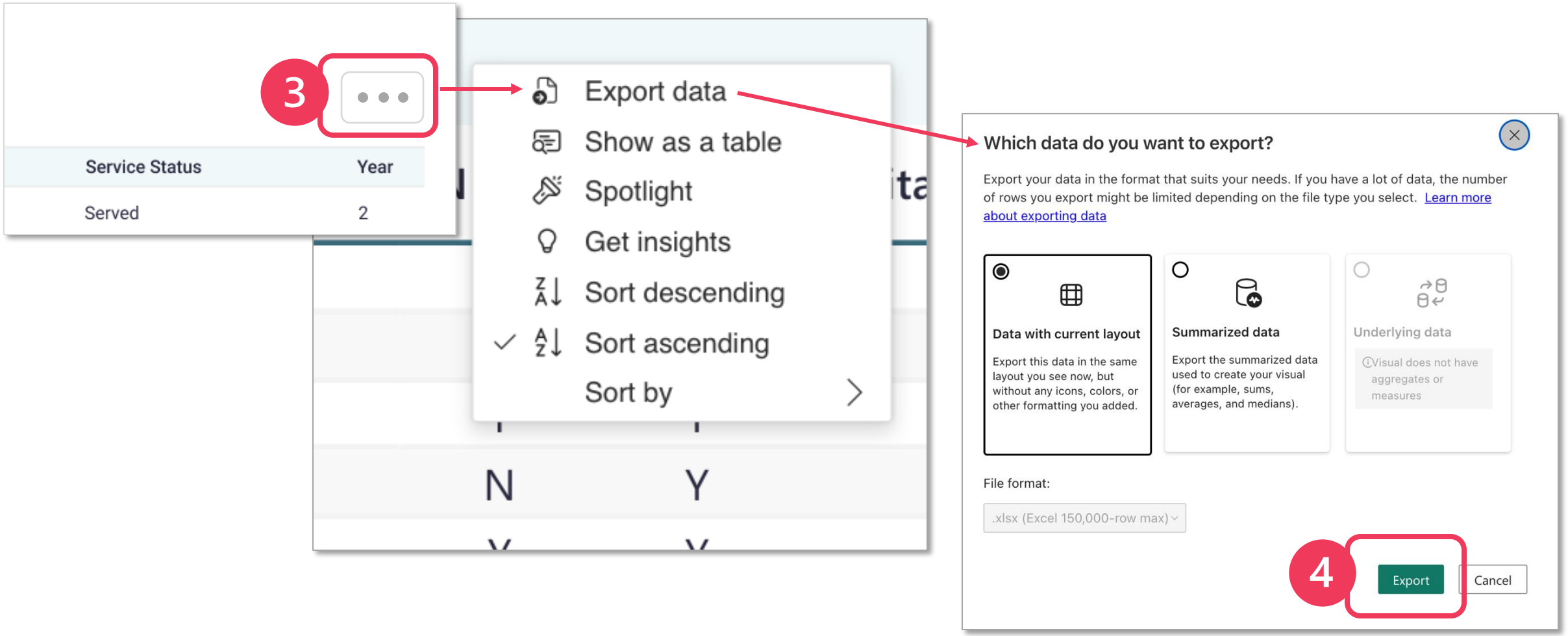
STEP 3a

Download the Homeless Report.

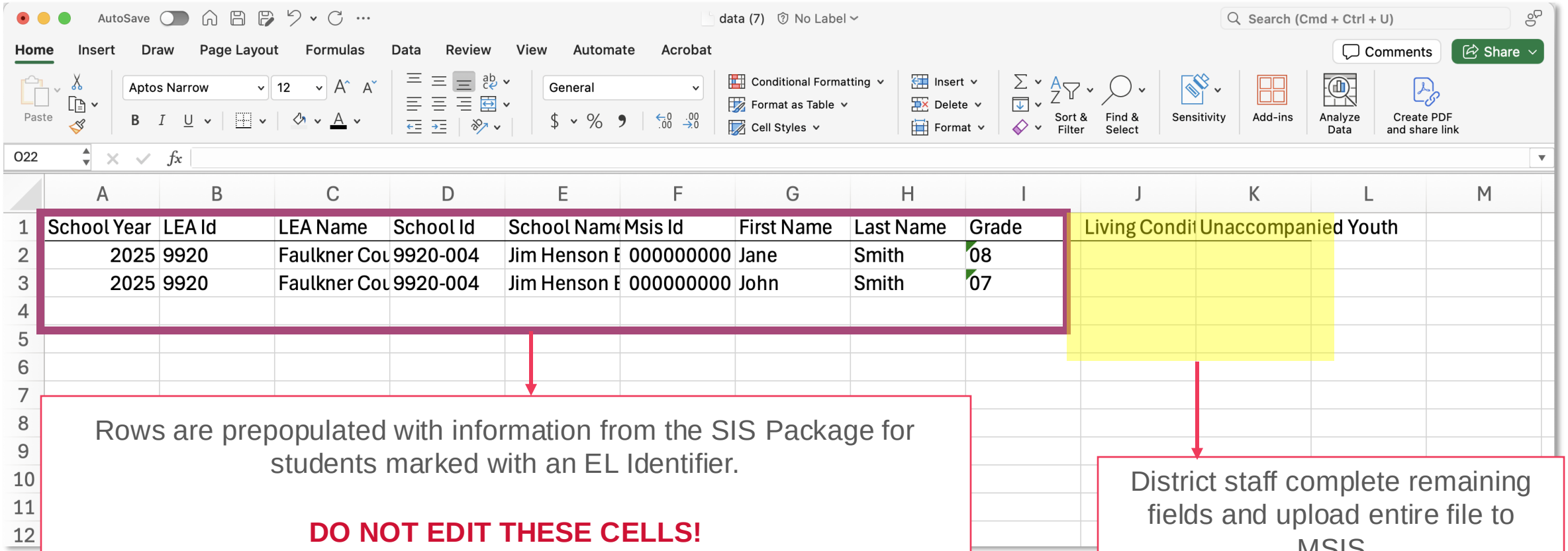
Check that any desired filters are selected, then export the report to provide additional Homeless information.



School Year	LEA Id	LEA Name	School Id	School Name	Msis Id	First Name	Last Name	Grade	Living Conditions	Unaccompanied Youth
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	KG		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	09		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	06		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	10		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	07		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	11		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	12		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	08		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	06		



File will save as an Excel spreadsheet



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	School Year	LEA Id	LEA Name	School Id	School Name	Msis Id	First Name	Last Name	Grade	Living Condi	Unaccompanied Youth		
2	2025	9920	Faulkner Cou	9920-004	Jim Henson E	000000000	Jane	Smith	08				
3	2025	9920	Faulkner Cou	9920-004	Jim Henson E	000000000	John	Smith	07				
4													

Rows are prepopulated with information from the SIS Package for students marked with an EL Identifier.

DO NOT EDIT THESE CELLS!

If the data is incorrect, it should be changed in the SIS and wait until the report is refreshed in MSIS the next day.

District staff complete remaining fields and upload entire file to MSIS

STEP

4a

Enter Living Condition and Unaccompanied Youth on the spreadsheet.

Review the following slides for guidelines on completing the spreadsheet.

LEA Id

4-digit number
Ensure leading 0's are present.

School Id

0000-000
Ensure leading 0's are present.
Must have Federal Programs permission to the school.

MSIS Id

9-digit number
Ensure leading 0's are present.

Grade

IT, PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, or AE
Ensure leading 0's are present.

Only ensure leading 0's are present!
If the data is incorrect, it should be updated in the SIS. After the report has updated, you can redownload and add remaining information.

Living Conditions

DoubledUp – Student's nighttime residence includes sharing the housing of other persons due to economic hardship, loss of housing or other reasons (such as domestic violence)

Unsheltered – Student's nighttime residence includes cars, parks, campgrounds, temporary trailers including FEMA trailers, or abandoned buildings

HotelMotel – Student's nighttime residence includes hotels or motels

SheltersTransitionalHousing – Student's nighttime residence includes transitional housing

Use **bold** portion only in the spreadsheet! Ex: DoubledUp

Unaccompanied Youth

A youth not in the physical custody of a parent or guardian.

Yes

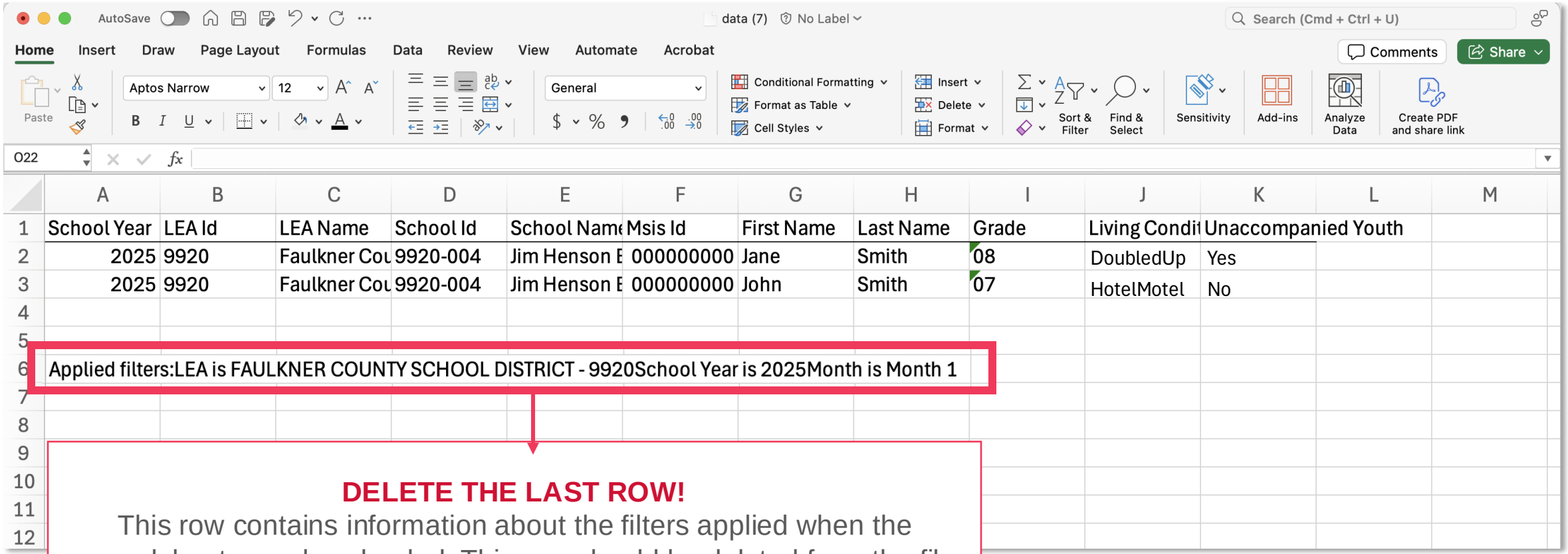
No

STEP

5a

Delete the last row that contains “Applied filter” information.

This row is manually added to any file export. Remove the row before uploading the spreadsheet to MSIS.



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	School Year	LEA Id	LEA Name	School Id	School Name	Msis Id	First Name	Last Name	Grade	Living Condi	Unaccompanied Youth		
2	2025	9920	Faulkner Cou	9920-004	Jim Henson E	000000000	Jane	Smith	08	DoubledUp	Yes		
3	2025	9920	Faulkner Cou	9920-004	Jim Henson E	000000000	John	Smith	07	HotelMotel	No		
4													
5													
6	Applied filters:LEA is FAULKNER COUNTY SCHOOL DISTRICT - 9920School Year is 2025Month is Month 1												
7													
8													
9													
10													
11													
12													

DELETE THE LAST ROW!

This row contains information about the filters applied when the spreadsheet was downloaded. This row should be deleted from the file before uploading. Make sure not to delete any other rows that contain student information!

Q&A

STEP 6a

Upload the spreadsheet as a CSV file.

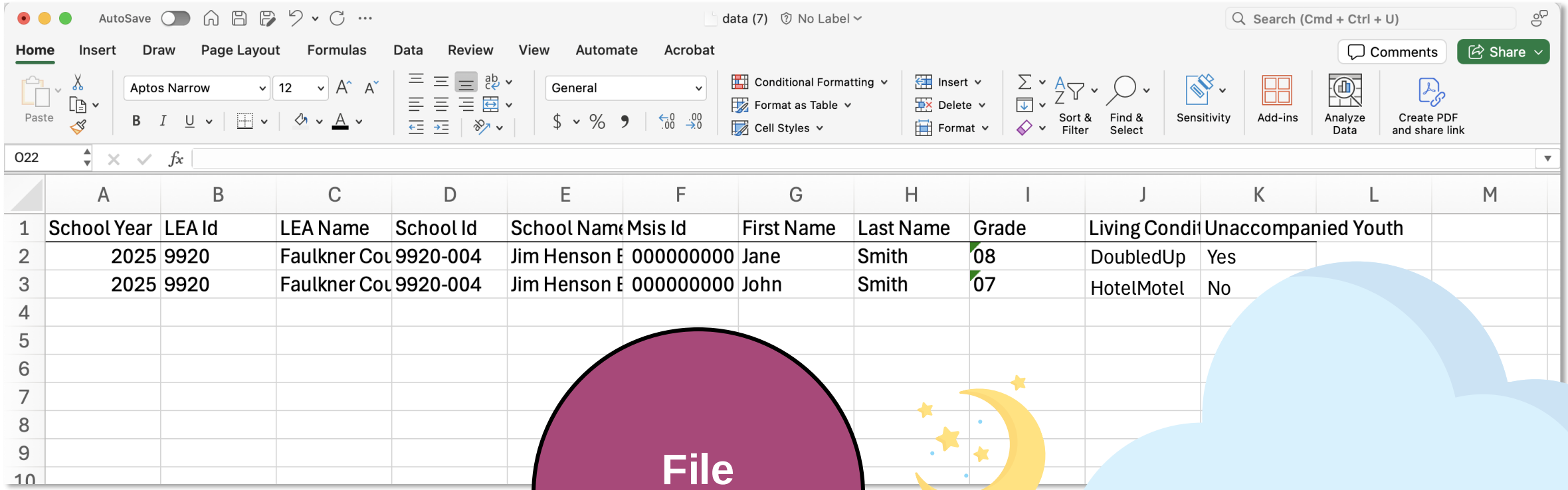
File should be saved as

#####FedProg.Homeless.csv or
#####_OptionalText_ FedProg.Homeless.csv

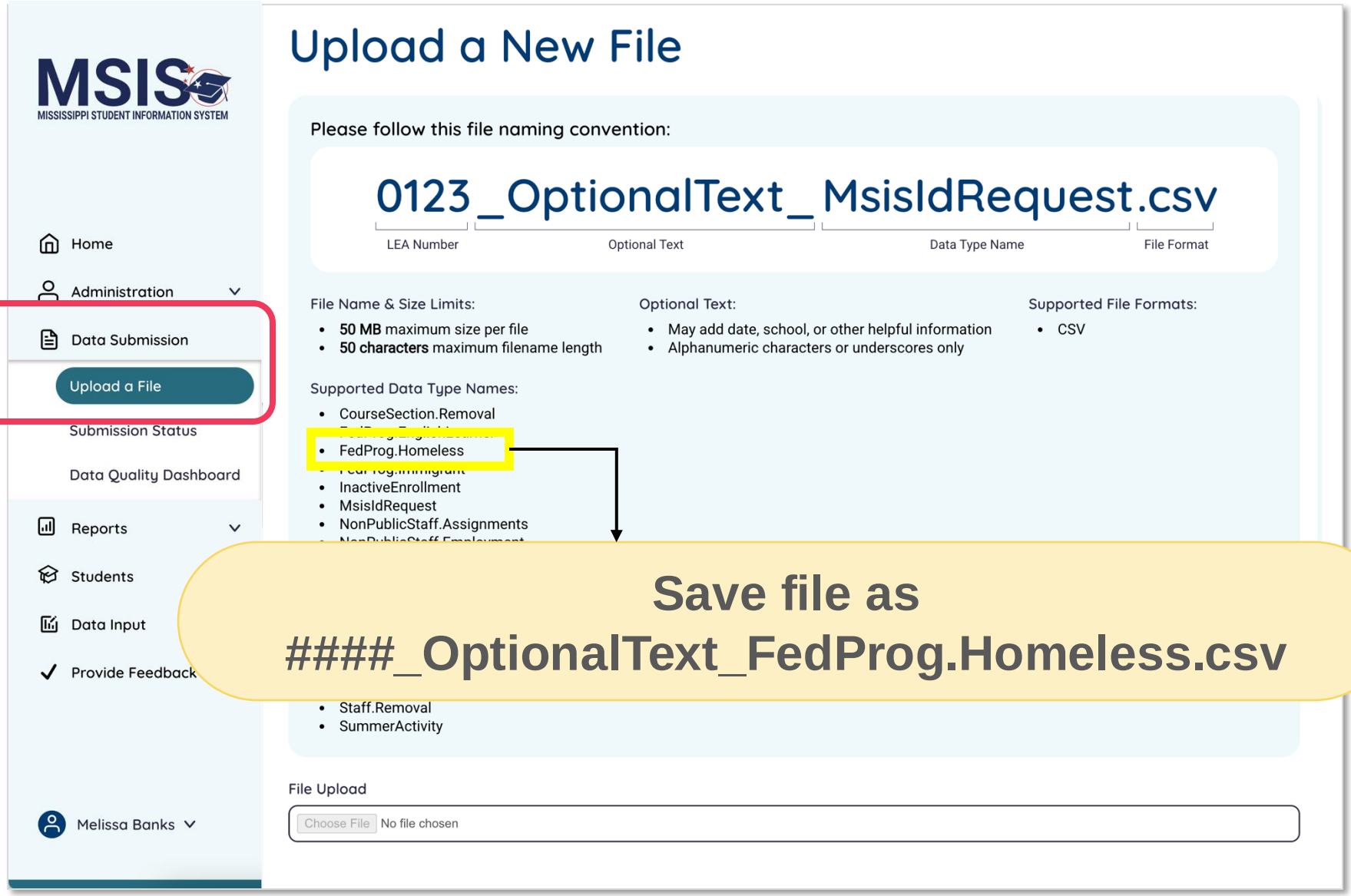
MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Welcome
Sign In
msis.mdek12.org

Permission: Federal Programs

MSIS



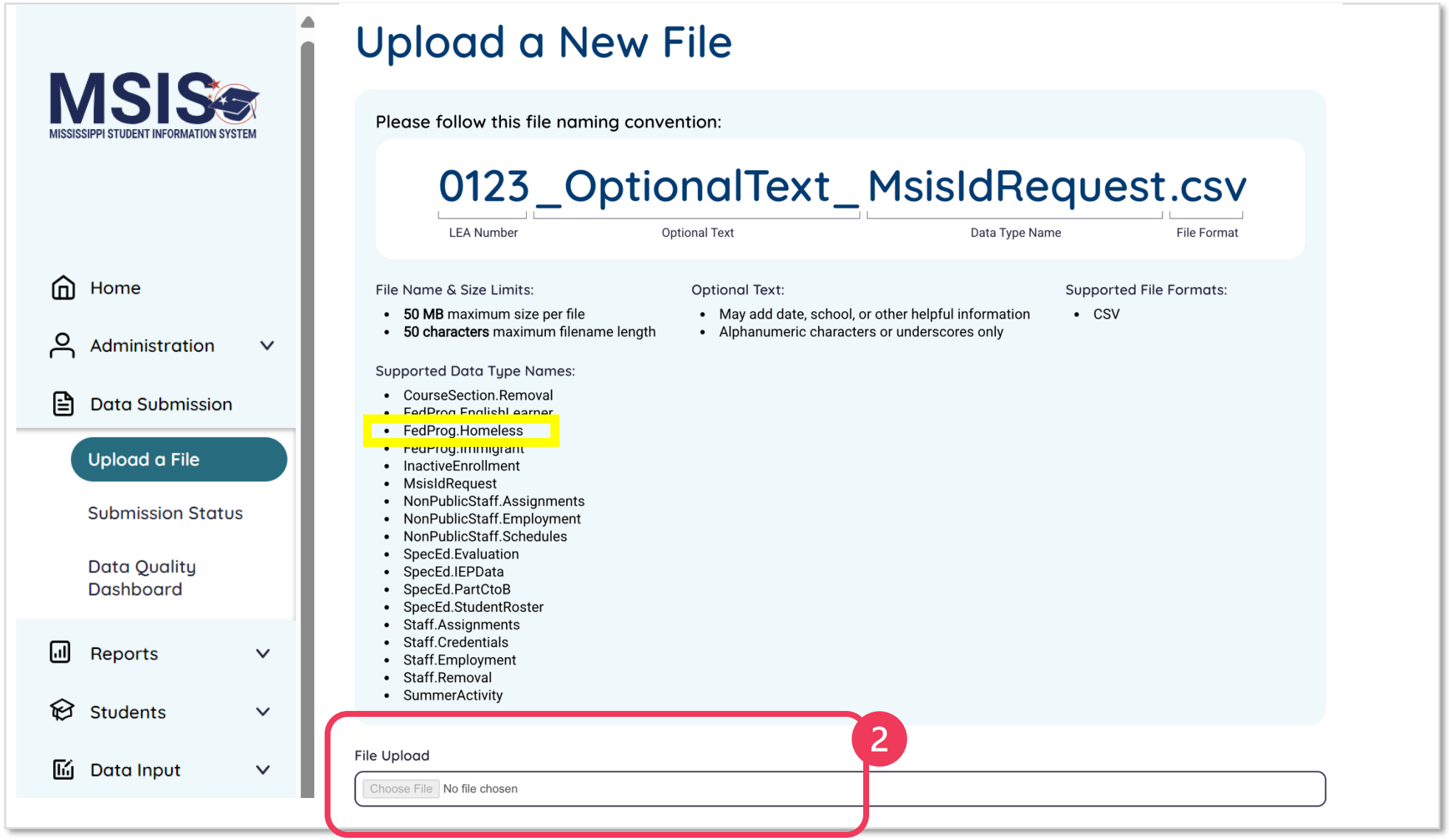
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	School Year	LEA Id	LEA Name	School Id	School Name	Msis Id	First Name	Last Name	Grade	Living Condit	Unaccompanied Youth		
2	2025	9920	Faulkner Cou	9920-004	Jim Henson E	000000000	Jane	Smith	08	DoubledUp	Yes		
3	2025	9920	Faulkner Cou	9920-004	Jim Henson E	000000000	John	Smith	07	HotelMotel	No		
4													
5													
6													
7													
8													
9													
10													

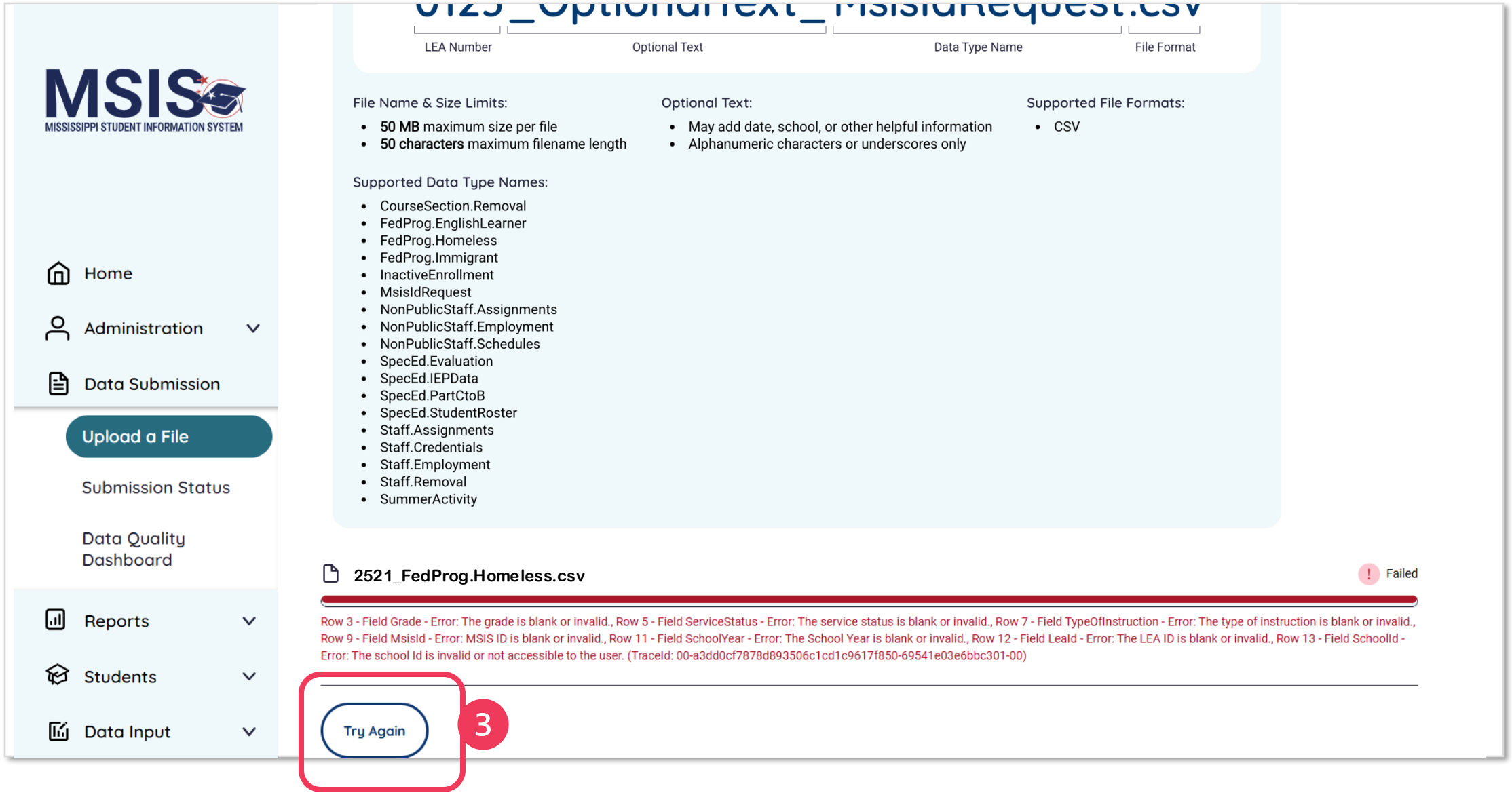


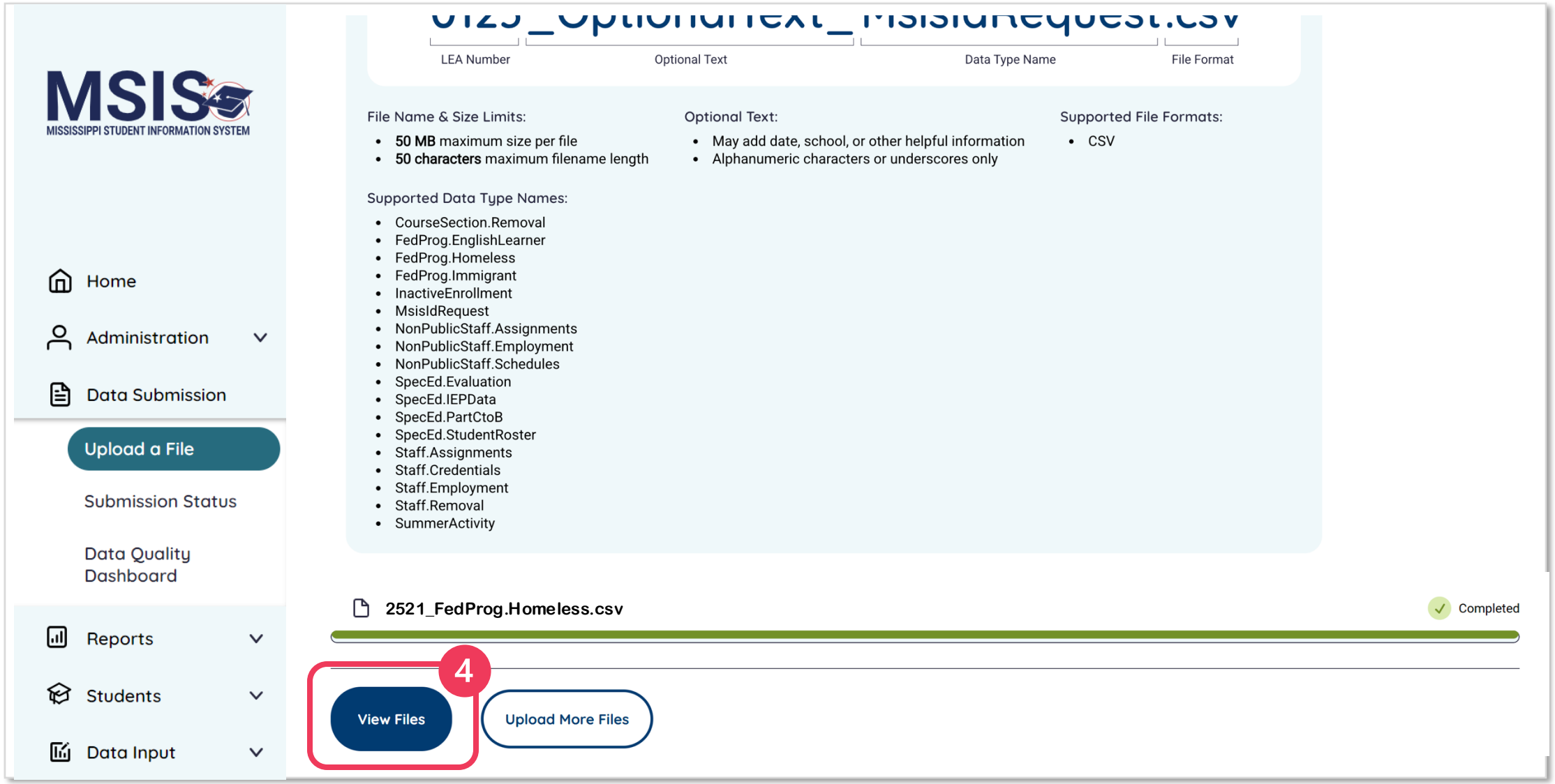
QRG

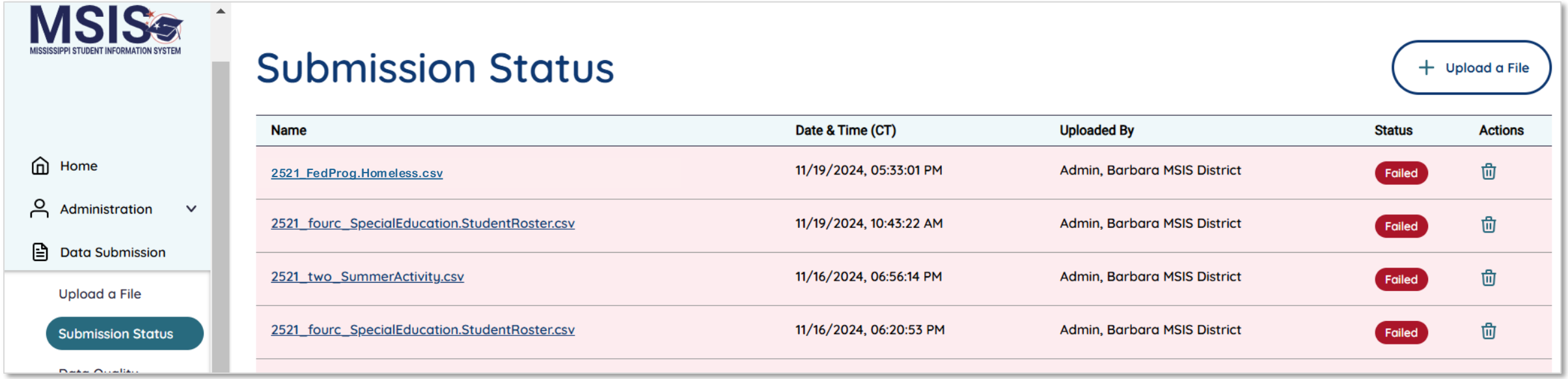
mdek12.org/msis/msis-resource-library/

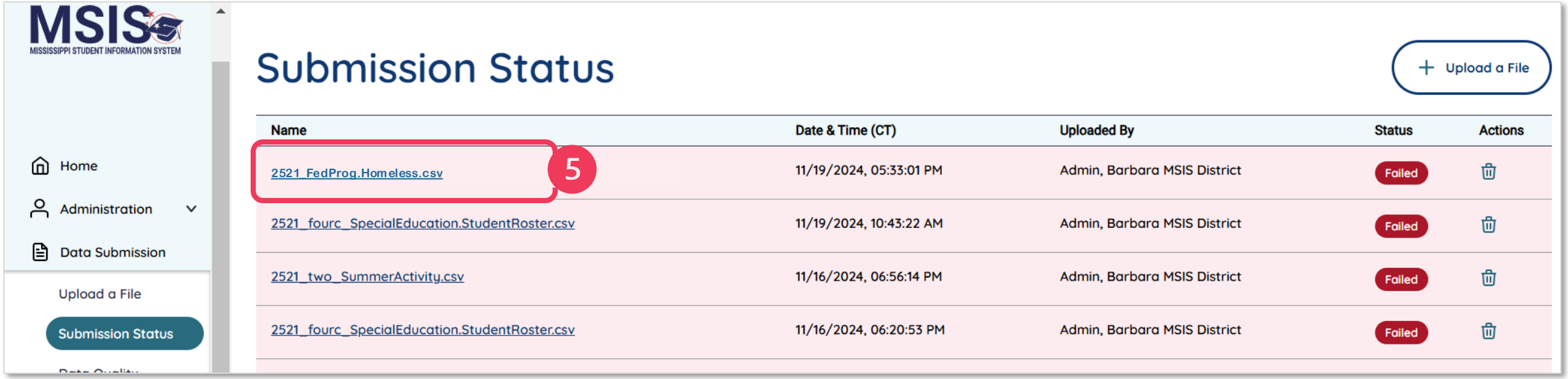
MISSISSIPPI DEPARTMENT OF EDUCATION

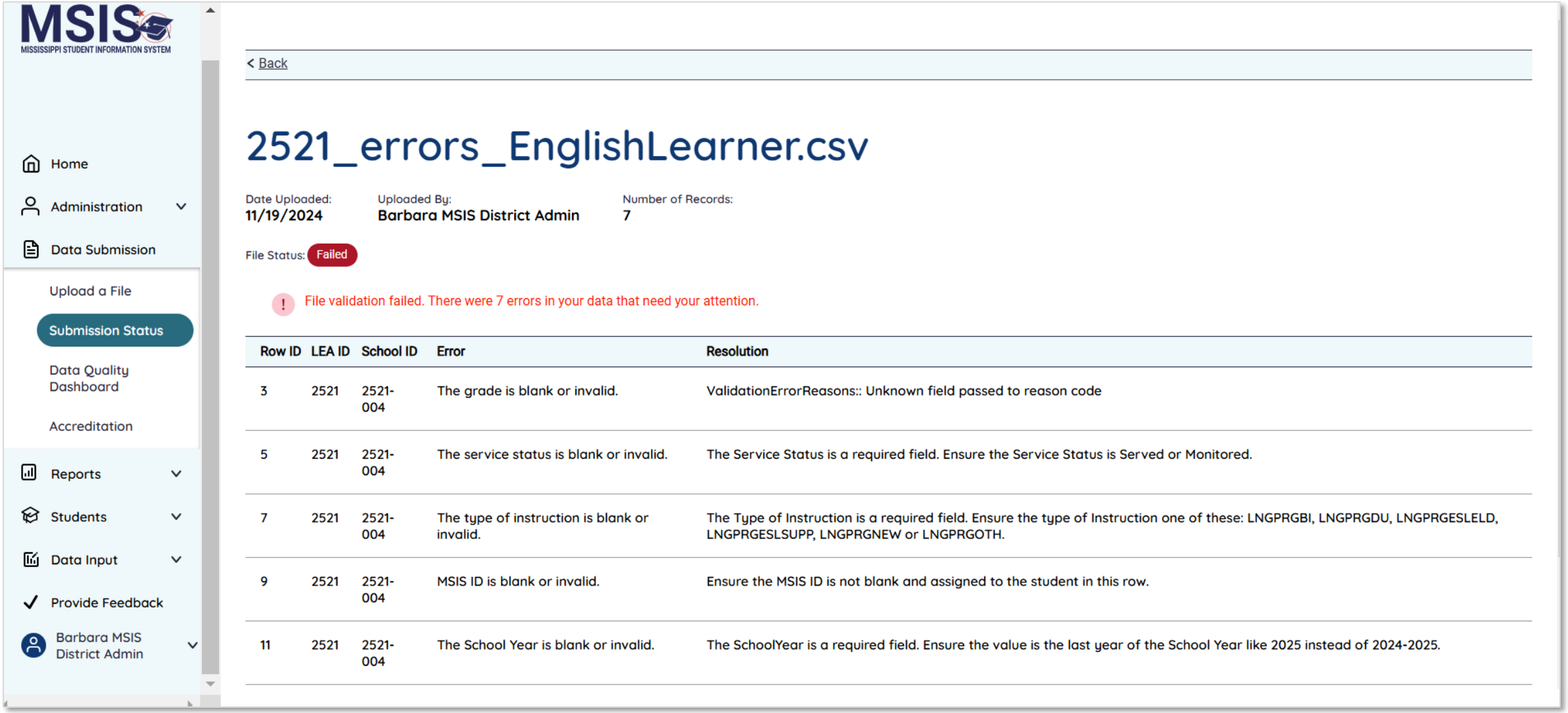

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Home
Administration
Data Submission
Upload a File
Submission Status
Data Quality Dashboard
Reports
Students
Data Input
Upload a New File
Please follow this file naming convention:
0123 _OptionalText_ MsisIdRequest.csv
LEA Number
Optional Text
Data Type Name
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:
CourseSection.Removal
FedProg.Homeless
InactiveEnrollment
MsisIdRequest
NonPublicStaff.Assignments
NonPublicStaff.Employment
NonPublicStaff.Schedules
SpecEd.Evaluation
SpecEd.IEPData
SpecEd.PartCtoB
SpecEd.StudentRoster
Staff.Assignments
Staff.Credentials
Staff.Employment
Staff.Removal
SummerActivity
2
File Upload
Choose File
No file chosen

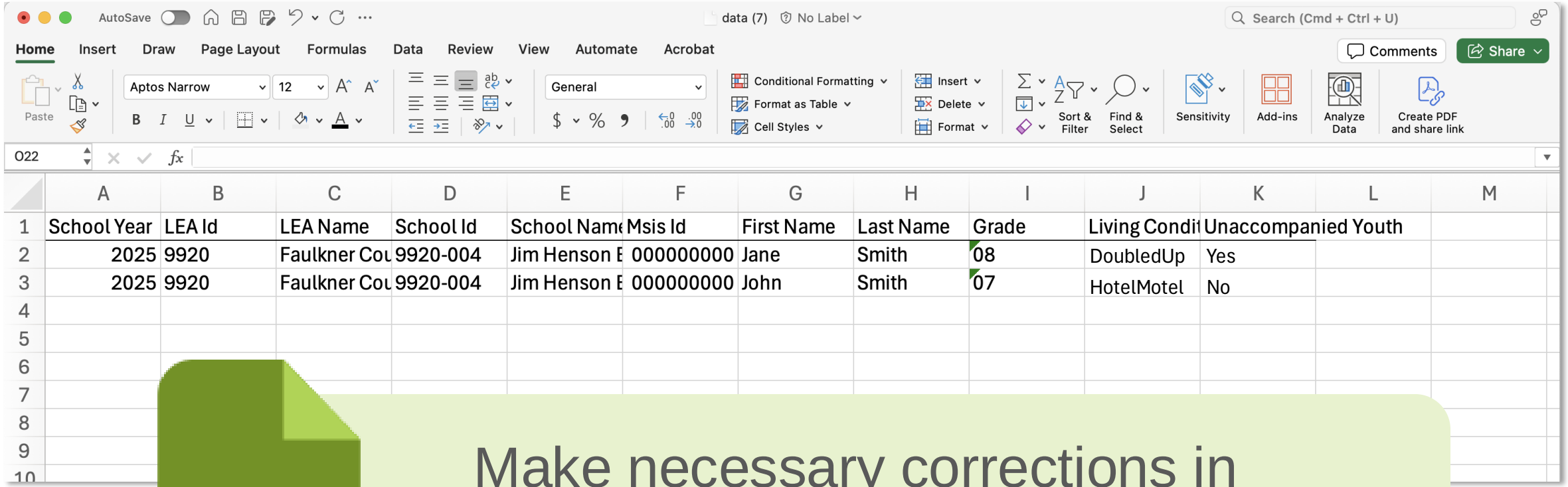

0123_OptionalText_MsisIdRequest.csv
LEA Number
Optional Text
Data Type Name
File Format
File Name & Size Limits:
50 MB maximum size per file
50 characters maximum filename length
Optional Text:
May add date, school, or other helpful information
Alphanumeric characters or underscores only
Supported File Formats:
CSV
Supported Data Type Names:
CourseSection.Removal
FedProg.EnglishLearner
FedProg.Homeless
FedProg.Immigrant
InactiveEnrollment
MsisIdRequest
NonPublicStaff.Assignments
NonPublicStaff.Employment
NonPublicStaff.Schedules
SpecEd.Evaluation
SpecEd.IEPData
SpecEd.PartCtoB
SpecEd.StudentRoster
Staff.Assignments
Staff.Credentials
Staff.Employment
Staff.Removal
SummerActivity
MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Home
Administration
Data Submission
Upload a File
Submission Status
Data Quality Dashboard
Reports
Students
Data Input
2521_FedProg.Homeless.csv
Failed
Row 3 - Field Grade - Error: The grade is blank or invalid., Row 5 - Field ServiceStatus - Error: The service status is blank or invalid., Row 7 - Field TypeOfInstruction - Error: The type of instruction is blank or invalid., Row 9 - Field MsisId - Error: MSIS ID is blank or invalid., Row 11 - Field SchoolYear - Error: The School Year is blank or invalid., Row 12 - Field LeaId - Error: The LEA ID is blank or invalid., Row 13 - Field SchoolId - Error: The school Id is invalid or not accessible to the user. (TraceId: 00-a3dd0cf7878d893506c1cd1c9617f850-69541e03e6bbc301-00)
Try Again
3


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
FedProg.EnglishLearner
FedProg.Homeless
FedProg.Immigrant
InactiveEnrollment
MsisIdRequest
NonPublicStaff.Assignments
NonPublicStaff.Employment
NonPublicStaff.Schedules
SpecEd.Evaluation
SpecEd.IEPData
SpecEd.PartCtoB
SpecEd.StudentRoster
Staff.Assignments
Staff.Credentials
Staff.Employment
Staff.Removal
SummerActivity
MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Home
Administration
Data Submission
Upload a File
Submission Status
Data Quality Dashboard
Reports
Students
Data Input
2521_FedProg.Homeless.csv
Completed
4
View Files
Upload More Files


MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Home
Administration
Data Submission
Upload a File
Submission Status
Submission Status
+ Upload a File
Name
Date & Time (CT)
Uploaded By
Status
Actions
2521_FedProg.Homeless.csv
11/19/2024, 05:33:01 PM
Admin, Barbara MSIS District
Failed
2521_fourc_SpecialEducation.StudentRoster.csv
11/19/2024, 10:43:22 AM
Admin, Barbara MSIS District
Failed
2521_two_SummerActivity.csv
11/16/2024, 06:56:14 PM
Admin, Barbara MSIS District
Failed
2521_fourc_SpecialEducation.StudentRoster.csv
11/16/2024, 06:20:53 PM
Admin, Barbara MSIS District
Failed

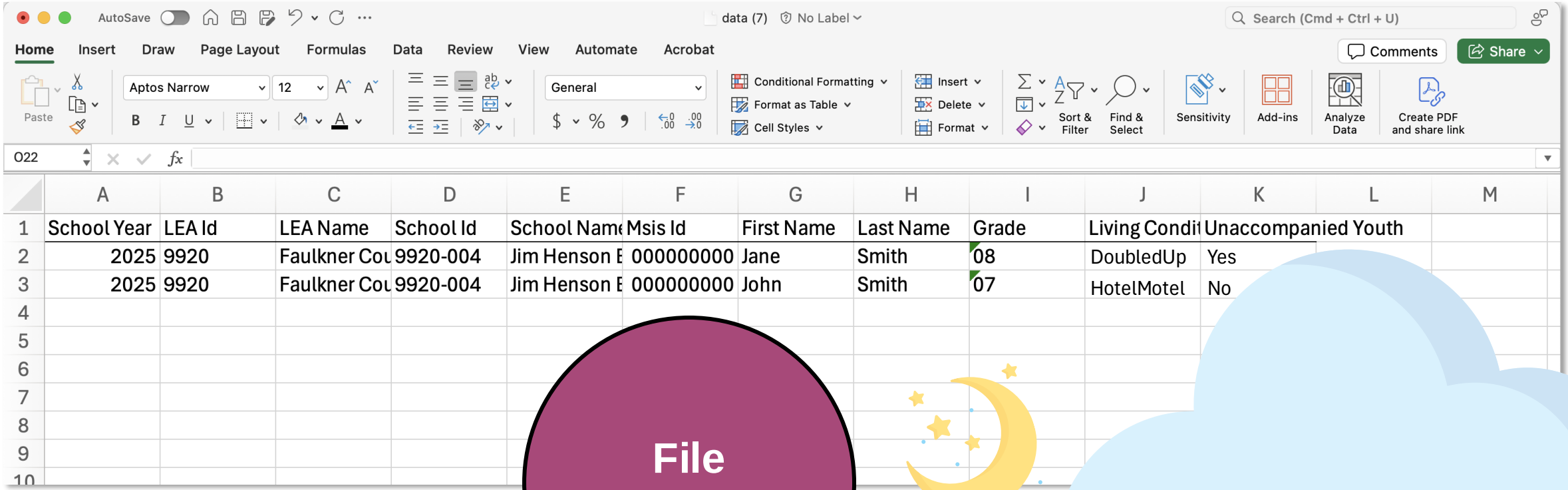

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Home
Administration
Data Submission
Upload a File
Submission Status
Submission Status
+ Upload a File
Name
Date & Time (CT)
Uploaded By
Status
Actions
2521_FedProg.Homeless.csv
5
11/19/2024, 05:33:01 PM
Admin, Barbara MSIS District
Failed
2521_fourc_SpecialEducation.StudentRoster.csv
11/19/2024, 10:43:22 AM
Admin, Barbara MSIS District
Failed
2521_two_SummerActivity.csv
11/16/2024, 06:56:14 PM
Admin, Barbara MSIS District
Failed
2521_fourc_SpecialEducation.StudentRoster.csv
11/16/2024, 06:20:53 PM
Admin, Barbara MSIS District
Failed


MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Home
Administration
Data Submission
Upload a File
Submission Status
Data Quality Dashboard
Accreditation
Reports
Students
Data Input
Provide Feedback
Barbara MSIS District Admin
< Back
2521_errors_EnglishLearner.csv
Date Uploaded:
11/19/2024
Uploaded By:
Barbara MSIS District Admin
Number of Records:
7
File Status: Failed
File validation failed. There were 7 errors in your data that need your attention.
Row ID | LEA ID | School ID | Error | Resolution
3 | 2521 | 2521-004 | The grade is blank or invalid. | ValidationErrorReasons:: Unknown field passed to reason code
5 | 2521 | 2521-004 | The service status is blank or invalid. | The Service Status is a required field. Ensure the Service Status is Served or Monitored.
7 | 2521 | 2521-004 | The type of instruction is blank or invalid. | The Type of Instruction is a required field. Ensure the type of Instruction one of these: LNGPRGBI, LNGPRGDU, LNGPRGESLELD, LNGPRGESLSUPP, LNGPRGNEW or LNGPRGOTH.
9 | 2521 | 2521-004 | MSIS ID is blank or invalid. | Ensure the MSIS ID is not blank and assigned to the student in this row.
11 | 2521 | 2521-004 | The School Year is blank or invalid. | The SchoolYear is a required field. Ensure the value is the last year of the School Year like 2025 instead of 2024-2025.

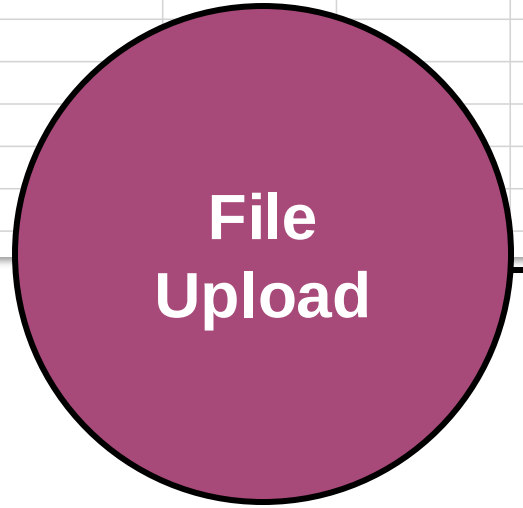


	A	B	C	D	E	F	G	H	I	J	K	L	M
1	School Year	LEA Id	LEA Name	School Id	School Name	Msis Id	First Name	Last Name	Grade	Living Condi	Unaccompanied Youth		
2	2025	9920	Faulkner Cou	9920-004	Jim Henson E	000000000	Jane	Smith	08	DoubledUp	Yes		
3	2025	9920	Faulkner Cou	9920-004	Jim Henson E	000000000	John	Smith	07	HotelMotel	No		
4													
5													
6													
7													
8													
9													
10													

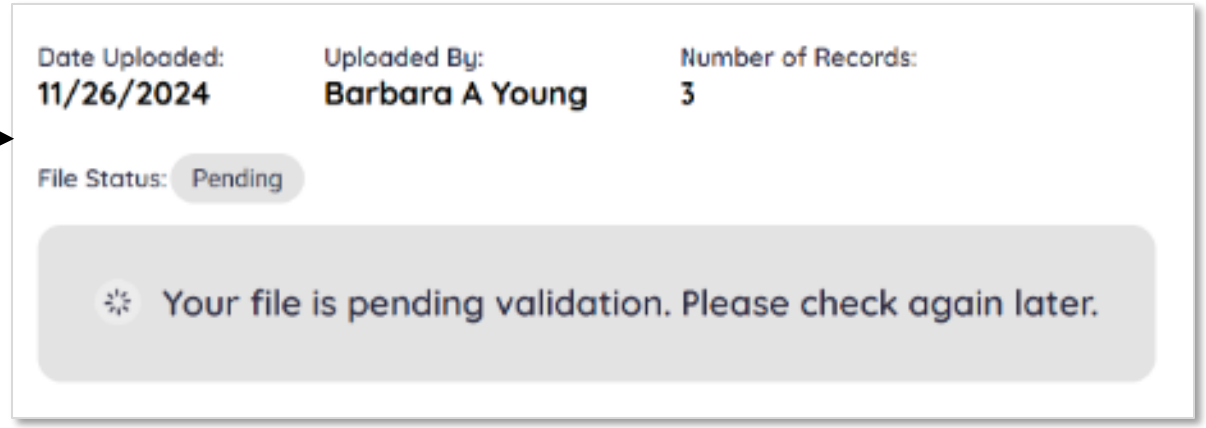
Make necessary corrections in the csv file and resave.



School Year	LEA Id	LEA Name	School Id	School Name	Msis Id	First Name	Last Name	Grade	Living Condi	Unaccompanied Youth
2025	9920	Faulkner Cou	9920-004	Jim Henson E	000000000	Jane	Smith	08	DoubledUp	Yes
2025	9920	Faulkner Cou	9920-004	Jim Henson E	000000000	John	Smith	07	HotelMotel	No



Pending



ONLY upload one file per day that contains the same students once you reach the pending or success status

STEP

7a

After the report refreshes overnight, review the Homeless Report for accuracy.

Repeat download/upload process as needed to add or update data. Review the refreshed report the next day.

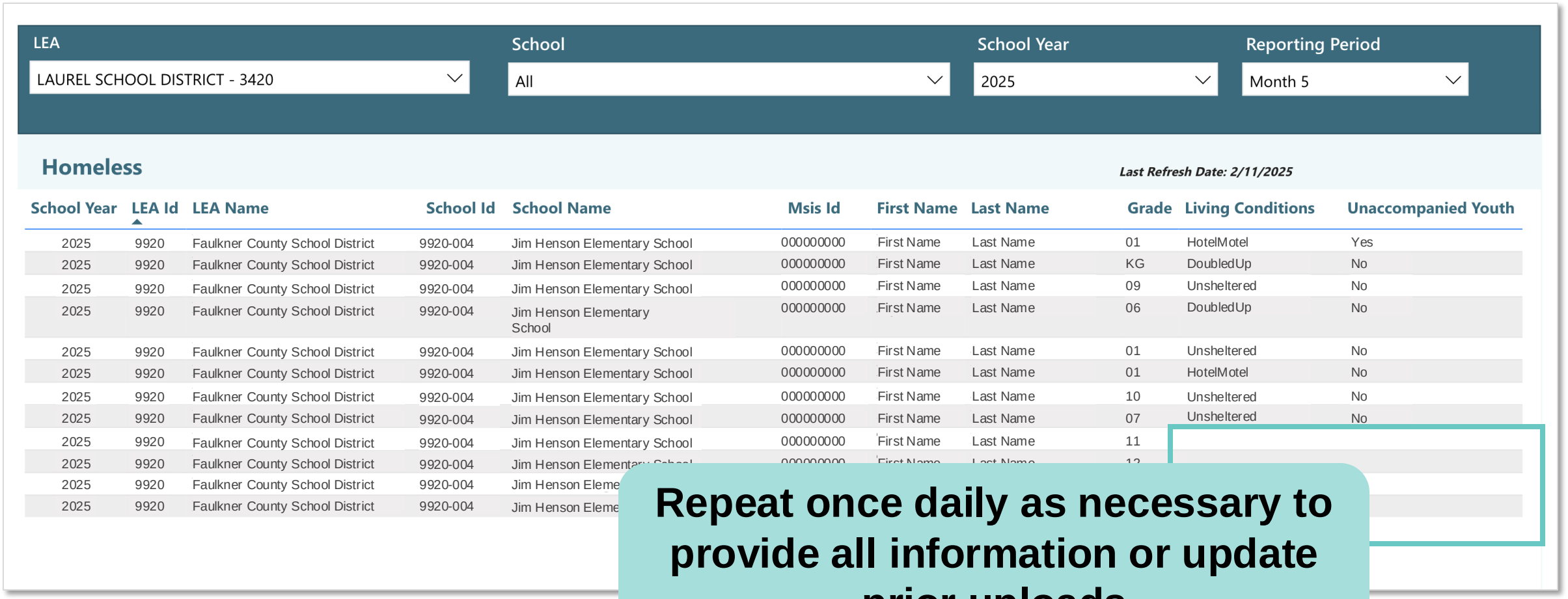
MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Welcome
Sign In
msis.mdek12.org

LEA: LAUREL SCHOOL DISTRICT - 3420 | School: All | School Year: 2025 | Reporting Period: Month 5

Homeless

Last Refresh Date: 2/11/2025

School Year	LEA Id	LEA Name	School Id	School Name	Msis Id	First Name	Last Name	Grade	Living Conditions	Unaccompanied Youth
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01	HotelMotel	Yes
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	KG	DoubledUp	No
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	09	Unsheltered	No
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	06	DoubledUp	No
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01	Unsheltered	No
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01	HotelMotel	No
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	10	Unsheltered	No
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	07	Unsheltered	No
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	11		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	12		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	08		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	06		



LEA: LAUREL SCHOOL DISTRICT - 3420

School: All

School Year: 2025

Reporting Period: Month 5

Homeless

Last Refresh Date: 2/11/2025

School Year	LEA Id	LEA Name	School Id	School Name	Msis Id	First Name	Last Name	Grade	Living Conditions	Unaccompanied Youth
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01	HotelMotel	Yes
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	KG	DoubledUp	No
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	09	Unsheltered	No
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	06	DoubledUp	No
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01	Unsheltered	No
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01	HotelMotel	No
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	10	Unsheltered	No
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	07	Unsheltered	No
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	11		
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	12		
2025	9920	Faulkner County School District	9920-004	Jim Henson Eleme						
2025	9920	Faulkner County School District	9920-004	Jim Henson Eleme						

Repeat once daily as necessary to provide all information or update prior uploads

LEA: LAUREL SCHOOL DISTRICT - 3420 | School: All | School Year: 2025 | Reporting Period: Month 5

Homeless

Last Refresh Date: 2/11/2025

School Year	LEA Id	LEA Name	School Id	School Name	Msis Id	First Name	Last Name	Grade	Living Conditions	Unaccompanied Youth
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01	HotelMotel	Yes
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	KG	DoubledUp	No
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	09	Unsheltered	No
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	06	DoubledUp	No
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01	Unsheltered	No
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01	HotelMotel	No
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	10	Unsheltered	No
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	07	Unsheltered	No
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	11	Unsheltered	Yes
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	12	DoubledUp	No
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	08	DoubledUp	No
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	06	HotelMotel	No

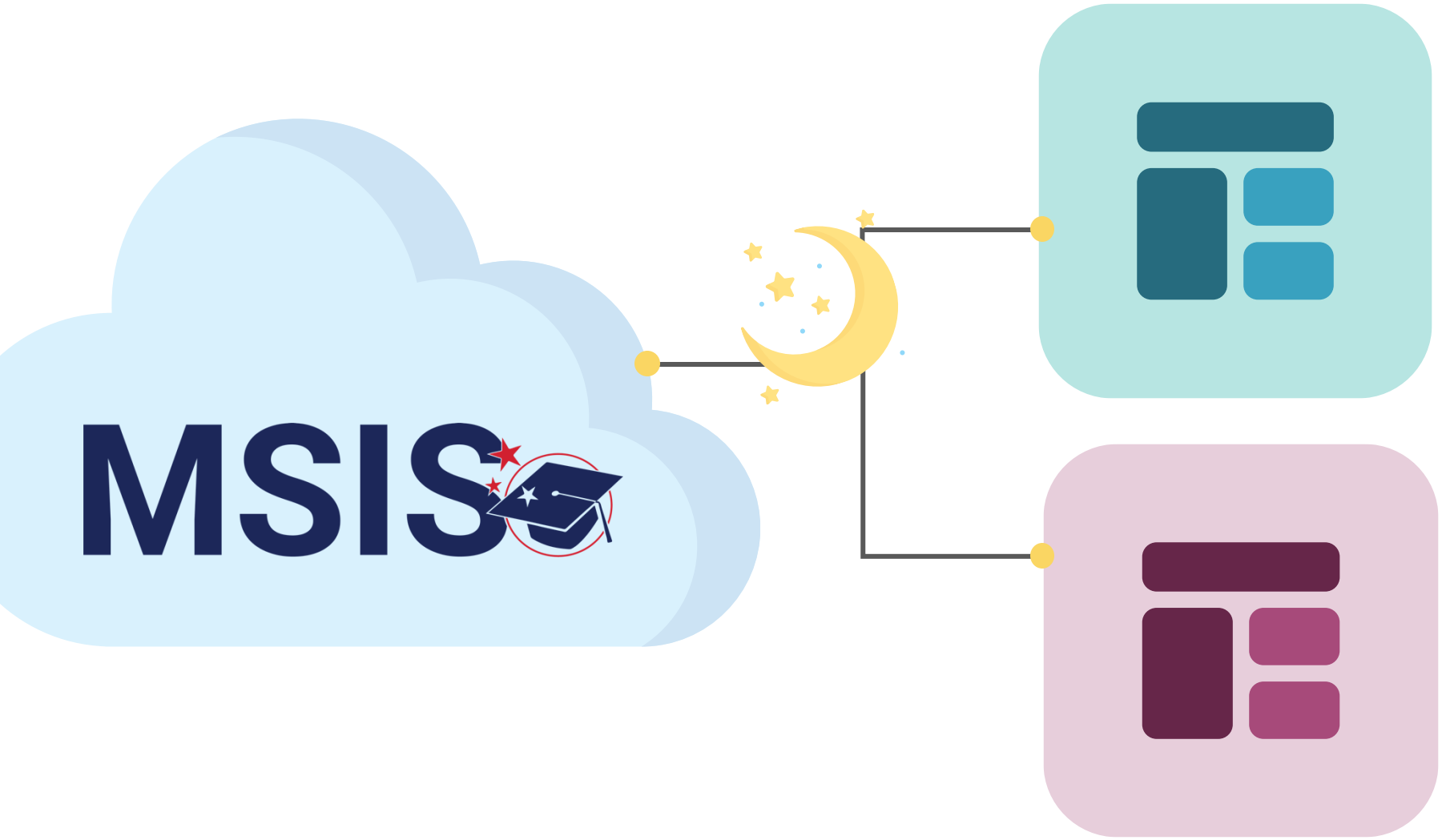
Q&A

PART III:
Immigrant Report

STEP 2b

Review Immigrant Report

Students marked with a Immigrant indicator should prepopulate on the report

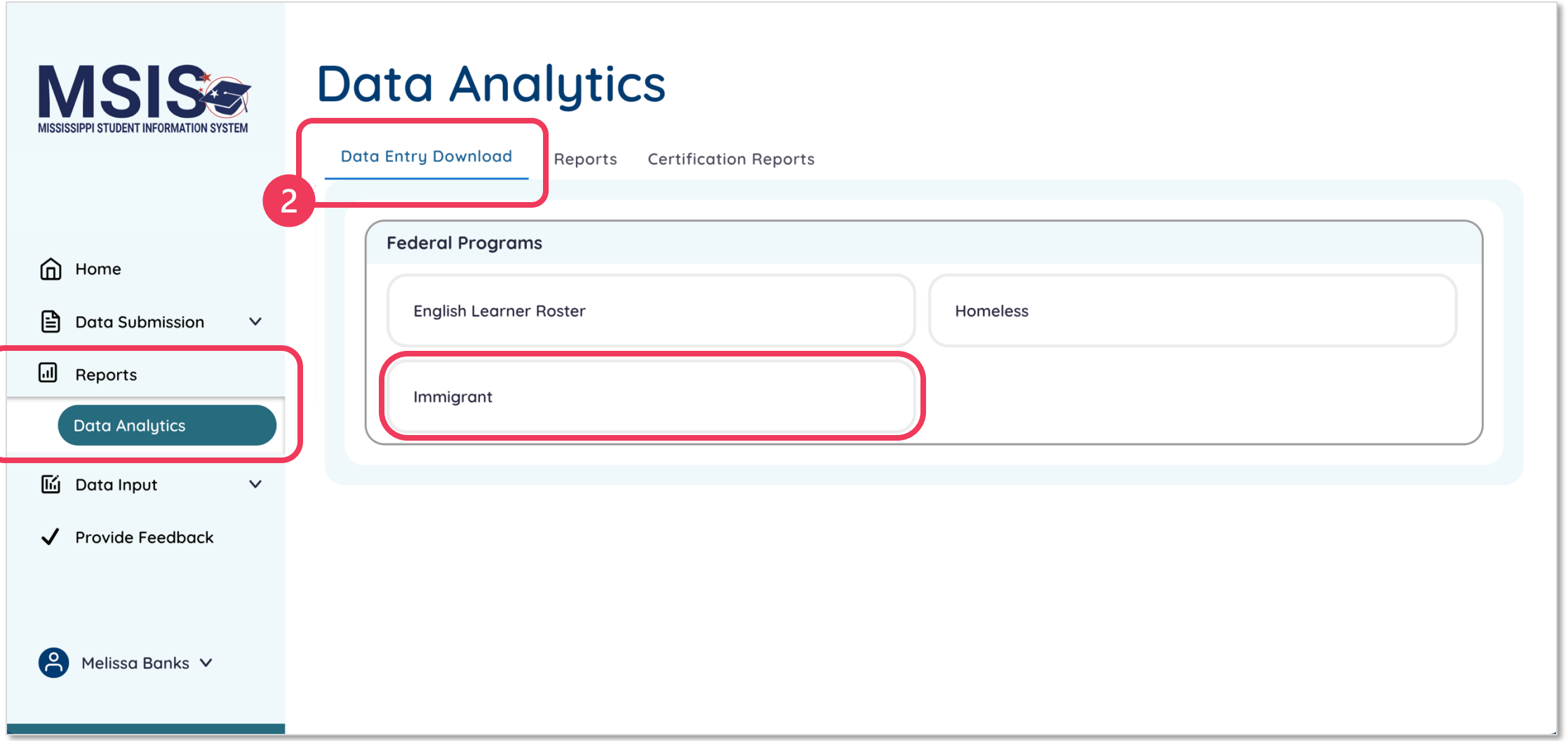


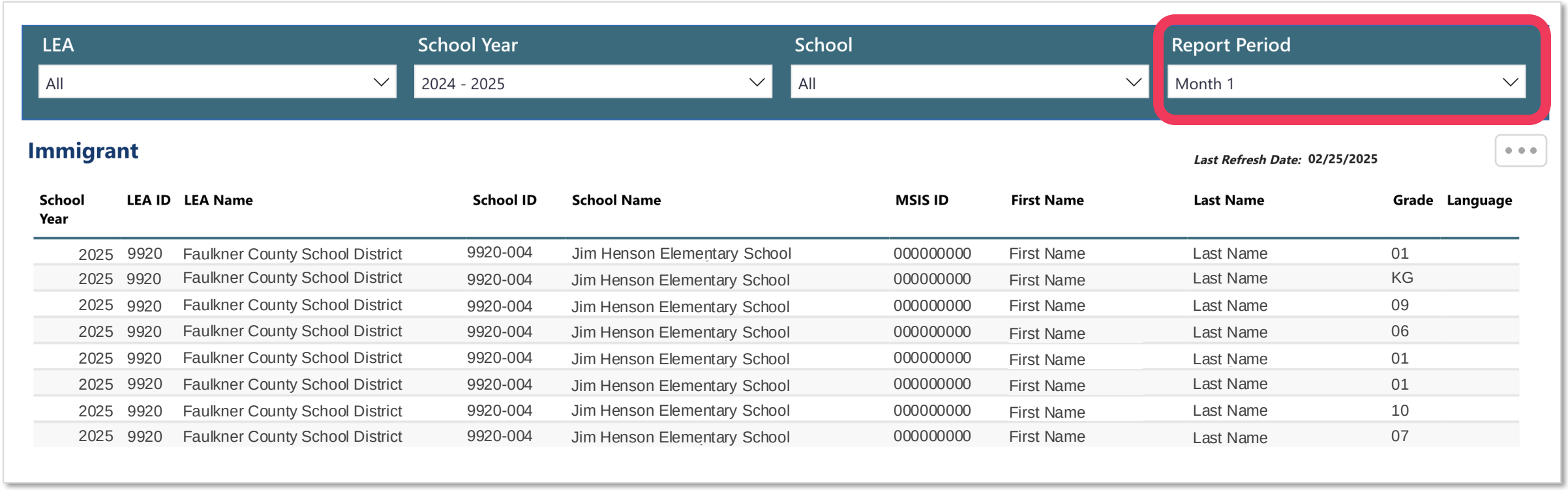
Student Indicator Report
***cumulative report**

Immigrant Report

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Welcome
Sign In
msis.mdek12.org

Permission: Federal Programs

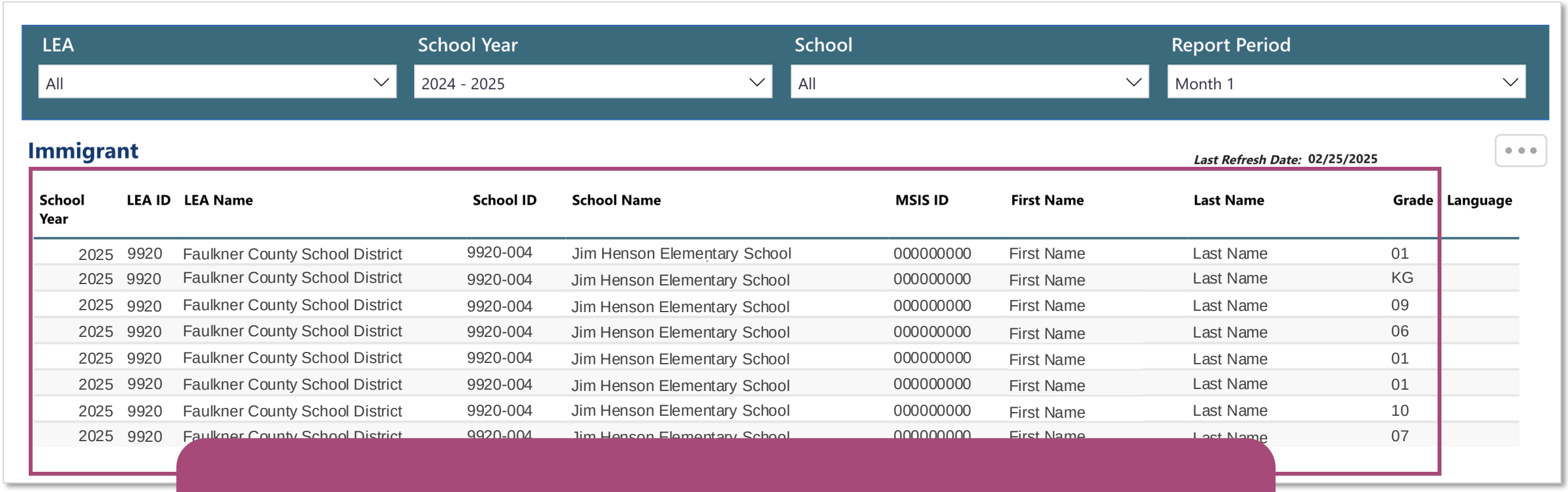

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Data Analytics
Data Entry Download
Reports
Certification Reports
2
Federal Programs
English Learner Roster
Homeless
Immigrant
Home
Data Submission
Reports
1
Data Analytics
Data Input
Provide Feedback
Melissa Banks



Immigrant

Last Refresh Date: 02/25/2025

School Year	LEA ID	LEA Name	School ID	School Name	MSIS ID	First Name	Last Name	Grade	Language
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	KG	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	09	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	06	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	10	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	07	



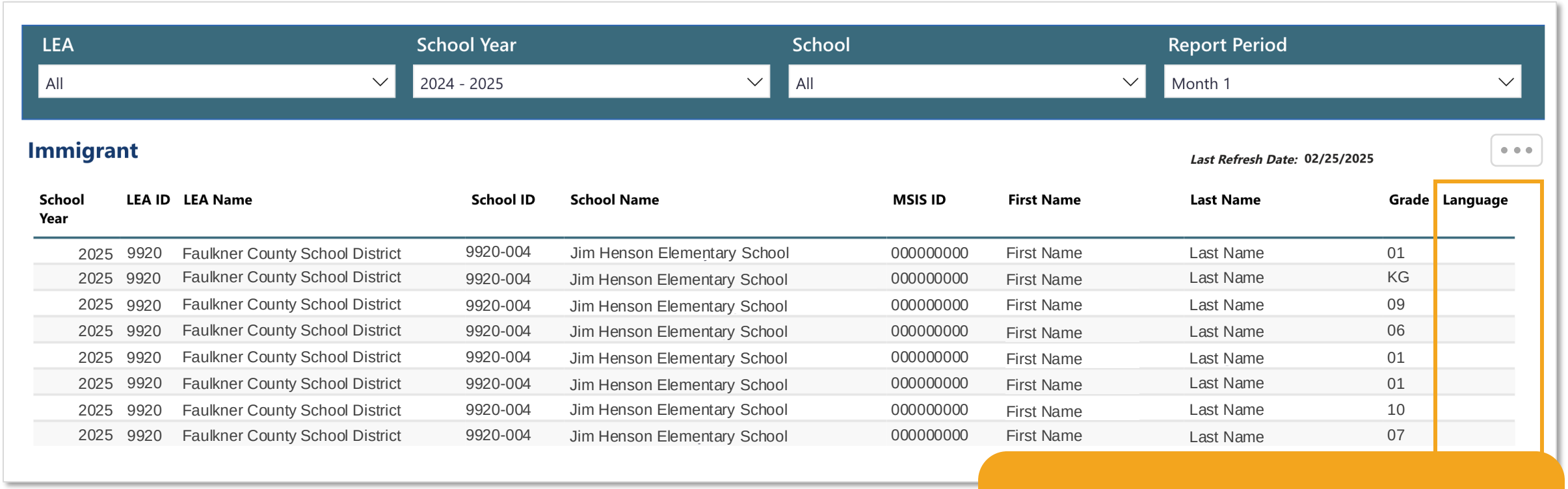
LEA: All | School Year: 2024 - 2025 | School: All | Report Period: Month 1

Immigrant

Last Refresh Date: 02/25/2025

School Year	LEA ID	LEA Name	School ID	School Name	MSIS ID	First Name	Last Name	Grade	Language
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	KG	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	09	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	06	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	10	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	07	

Prepopulates from the SIS



LEA: All | School Year: 2024 - 2025 | School: All | Report Period: Month 1

Immigrant

Last Refresh Date: 02/25/2025

School Year	LEA ID	LEA Name	School ID	School Name	MSIS ID	First Name	Last Name	Grade	Language
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	KG	
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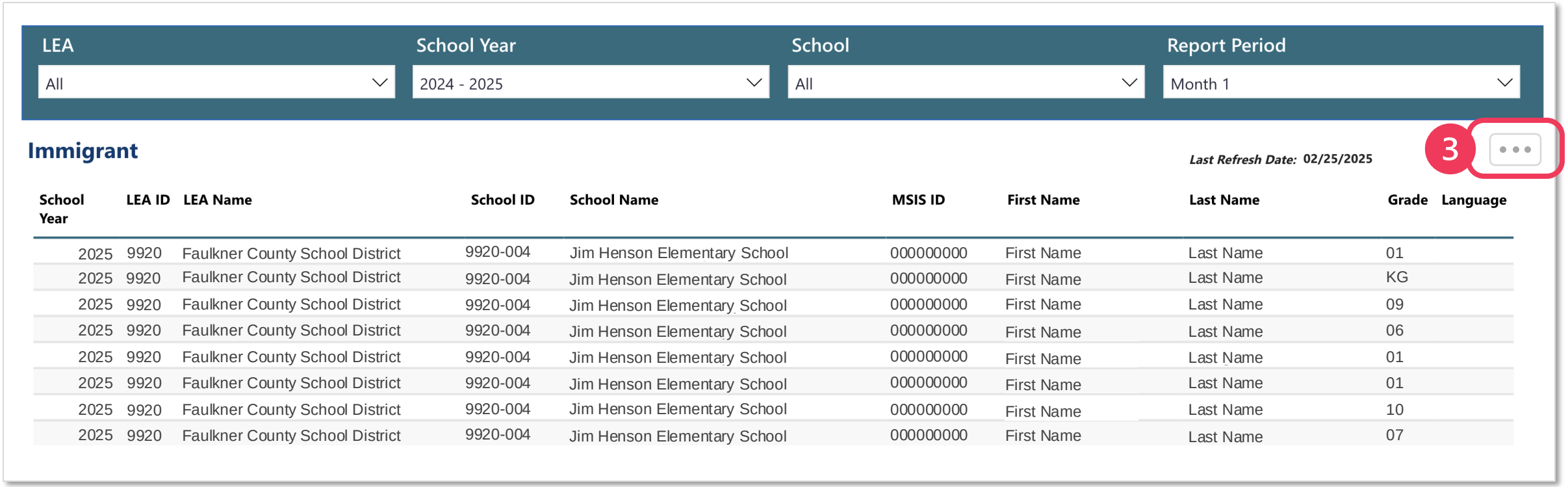
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	06	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	10	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	07	

Provide information via file upload

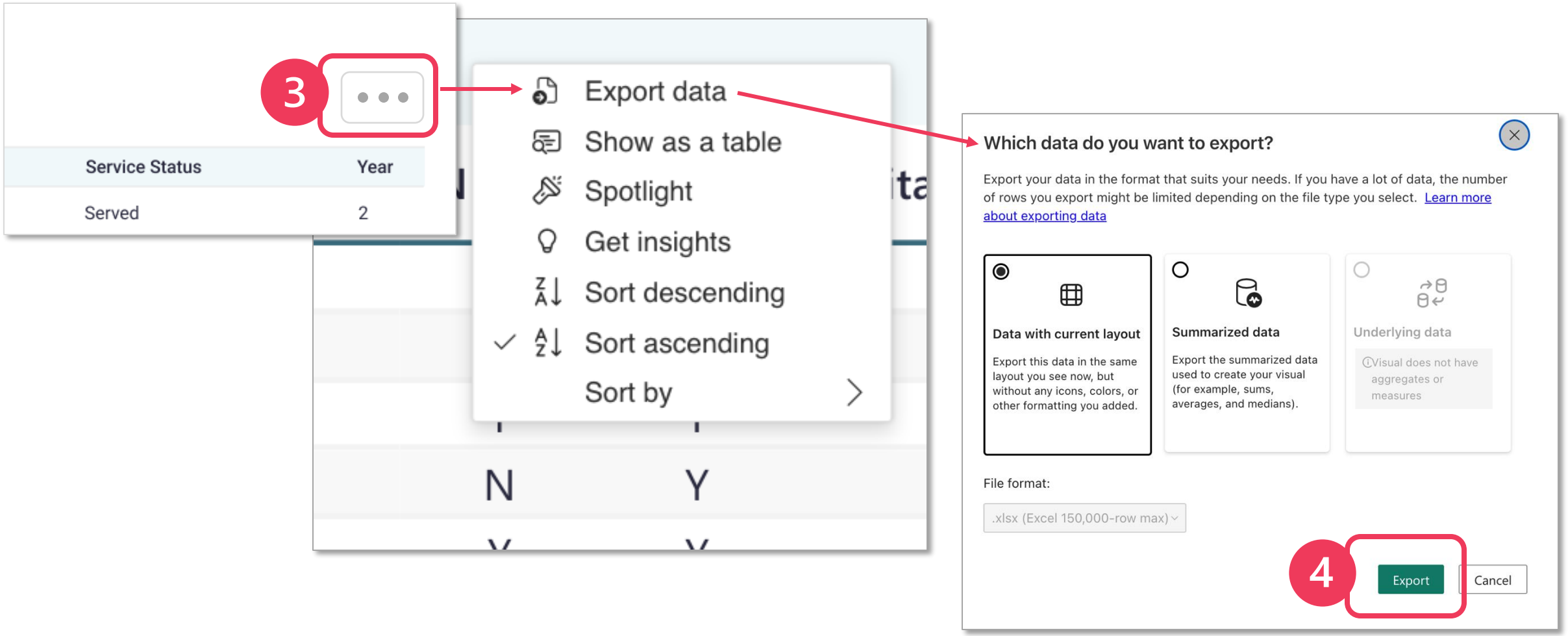
STEP 3b

Download the Immigrant Report.

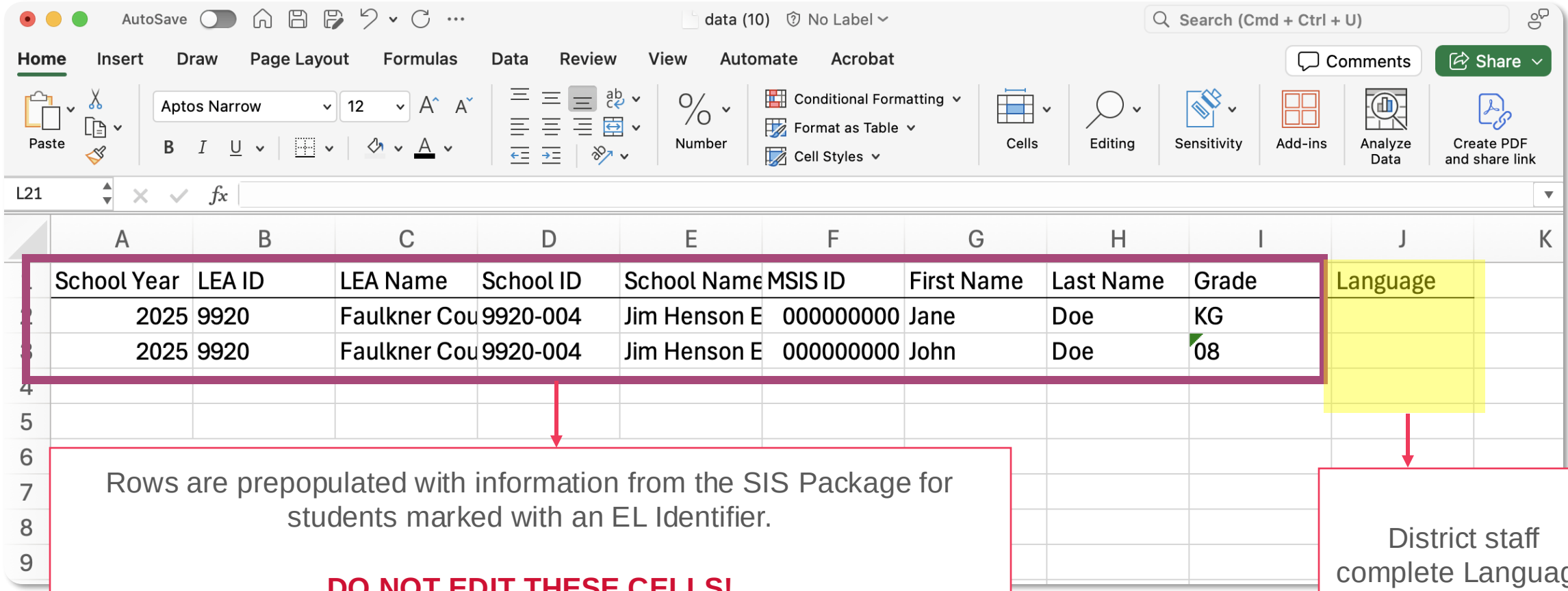
Check that any desired filters are selected, then export the report to provide additional Immigrant information.



School Year	LEA ID	LEA Name	School ID	School Name	MSIS ID	First Name	Last Name	Grade	Language
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	KG	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	09	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	06	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	10	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	07	



File will save as an Excel spreadsheet



School Year	LEA ID	LEA Name	School ID	School Name	MSIS ID	First Name	Last Name	Grade	Language
2025	9920	Faulkner Cou	9920-004	Jim Henson E	000000000	Jane	Doe	KG	
2025	9920	Faulkner Cou	9920-004	Jim Henson E	000000000	John	Doe	08	

Rows are prepopulated with information from the SIS Package for students marked with an EL Identifier.

DO NOT EDIT THESE CELLS!

If the data is incorrect, it should be changed in the SIS and wait until the report is refreshed in MSIS the next day.

District staff complete Language field and upload entire file to MSIS

STEP

4b

Enter each student's Language on the spreadsheet.

Review the following slides for guidelines on completing the spreadsheet.

LEA Id

4-digit number
Ensure leading 0's are present.

School Id

0000-000
Ensure leading 0's are present.
Must have Federal Programs permission to the school.

MSIS Id

9-digit number
Ensure leading 0's are present.

Grade

IT, PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, or AE
Ensure leading 0's are present.

Only ensure leading 0's are present!
If the data is incorrect, it should be updated in the SIS. After the report has updated, you can redownload and add remaining information.

Language

Use exact value found in the “Language Code for English Learner file” column in the Language Lookup list

The native language at birth or most commonly spoken in the home. **Select the language from the MDE Language Lookup list.** (MDE uses the ISO 639.2 List from the Library of Congress.)

What if a student has a language (native) that is not on the list? Try to determine its language family. The Enthnologue website contains additional information on language families.

Example: A student speaks the Maay language. This language is not included in the Language Lookup list. According to the Ethnolgue website, Maay is a Cushitic language. The ISO 639-2 has a value for Cushitic (Other). In this case, you would report your Maay-speaking student under “cus”.

MSIS Language Lookup

ELL | LANGUAGES for the file layout

TOP 20 LANGUAGE LIST

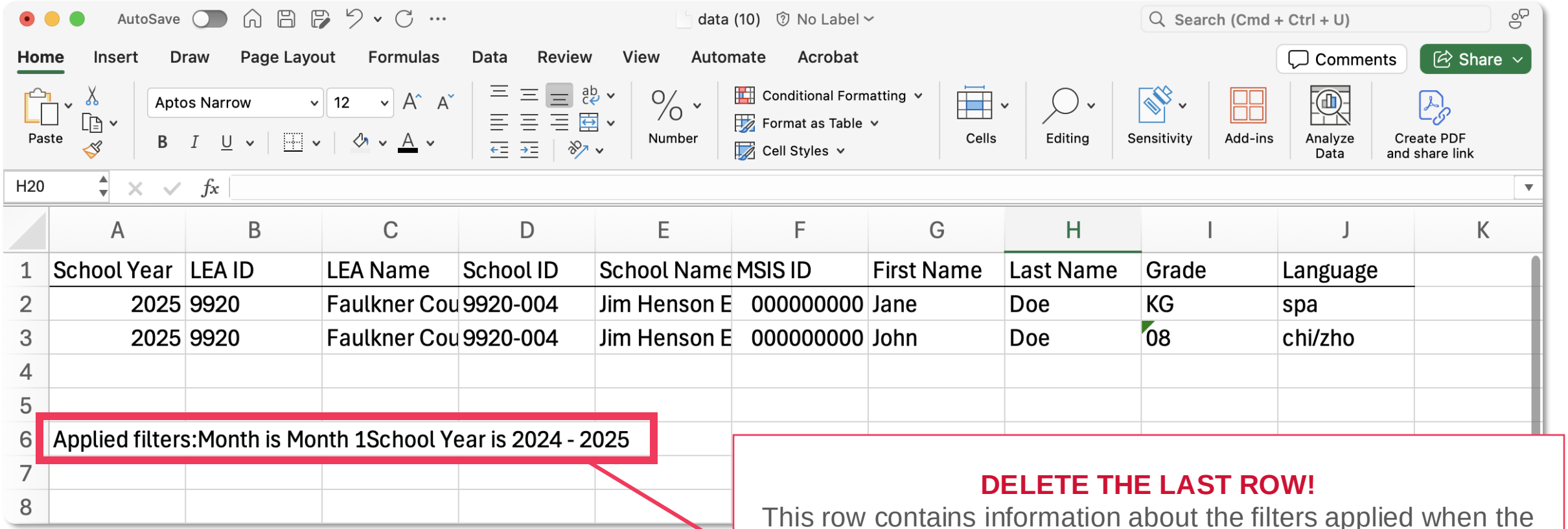
Description	Language Code for EnglishLearner file
SPANISH	spa
ARABIC	ace
VIETNAMESE	vie
CHINESE	chi/zho
GUJARATI	guj
PUNJABI (INDIA, PAKISTAN)	pan
HINDI	hin
TAGALOG	tgl
TELUGU	tel
PORTUGUESE	por

Data Domain Mapping > Federal Programs > Language Lookup
Top 20 languages listed on page 1, full list on following pages

STEP

Delete the last row that contains “Applied filter” information.

This row is manually added to any file export. Remove the row before uploading the spreadsheet to MSIS.



	A	B	C	D	E	F	G	H	I	J	K
1	School Year	LEA ID	LEA Name	School ID	School Name	MSIS ID	First Name	Last Name	Grade	Language	
2	2025	9920	Faulkner Cou	9920-004	Jim Henson E	000000000	Jane	Doe	KG	spa	
3	2025	9920	Faulkner Cou	9920-004	Jim Henson E	000000000	John	Doe	08	chi/zho	
4											
5											
6	Applied filters:Month is Month 1School Year is 2024 - 2025										
7											
8											

DELETE THE LAST ROW!

This row contains information about the filters applied when the spreadsheet was downloaded. This row should be deleted from the file before uploading. Make sure not to delete any other rows that contain student information!

Q&A

STEP 6a

Upload the spreadsheet as a CSV file.

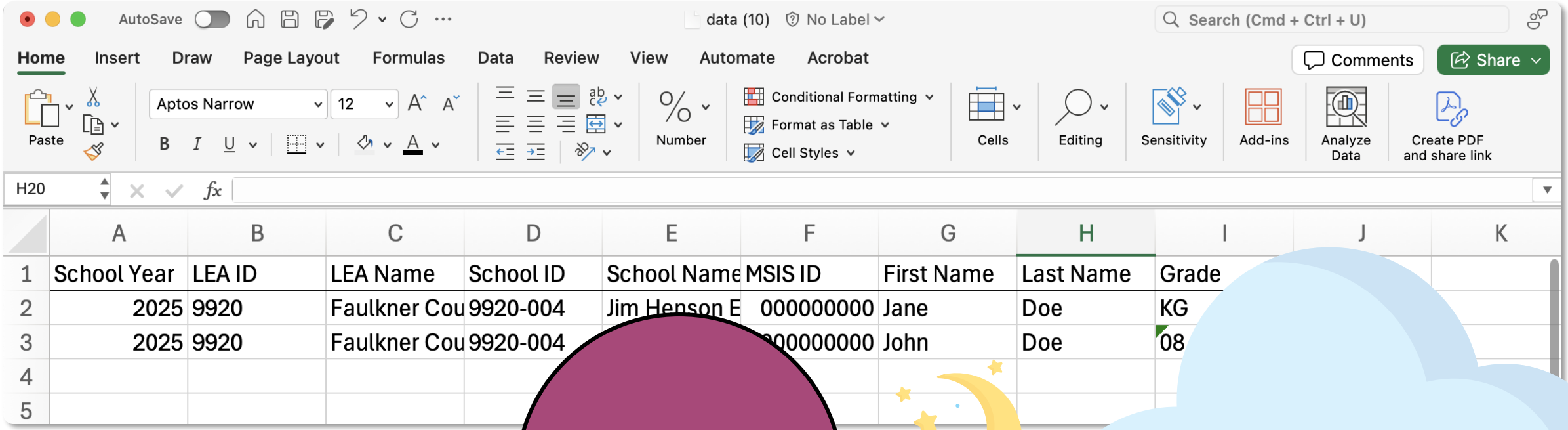
File should be saved as

#####FedProg.Immigrant.csv or
#####_OptionalText_ FedProg.Immigrant.csv

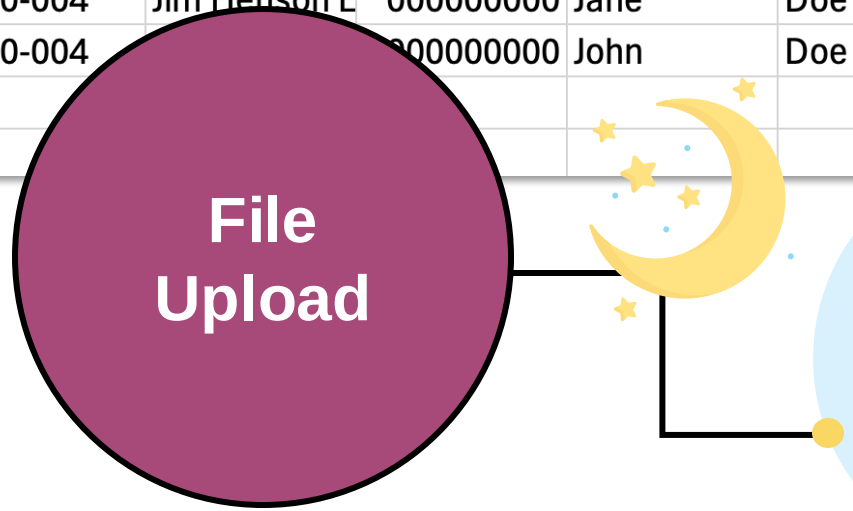
MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Welcome
Sign In
msis.mdek12.org

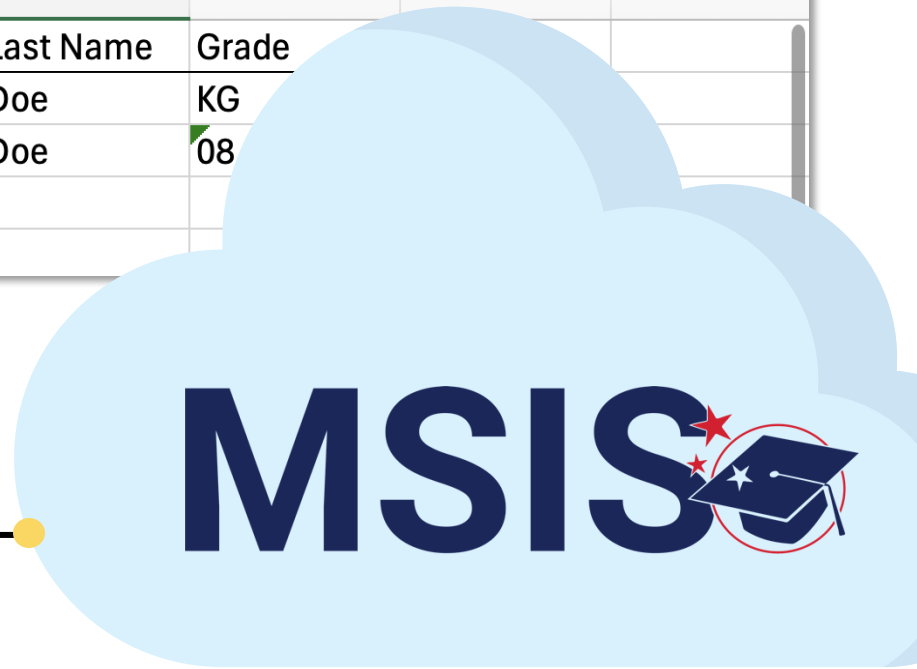
Permission: Federal Programs

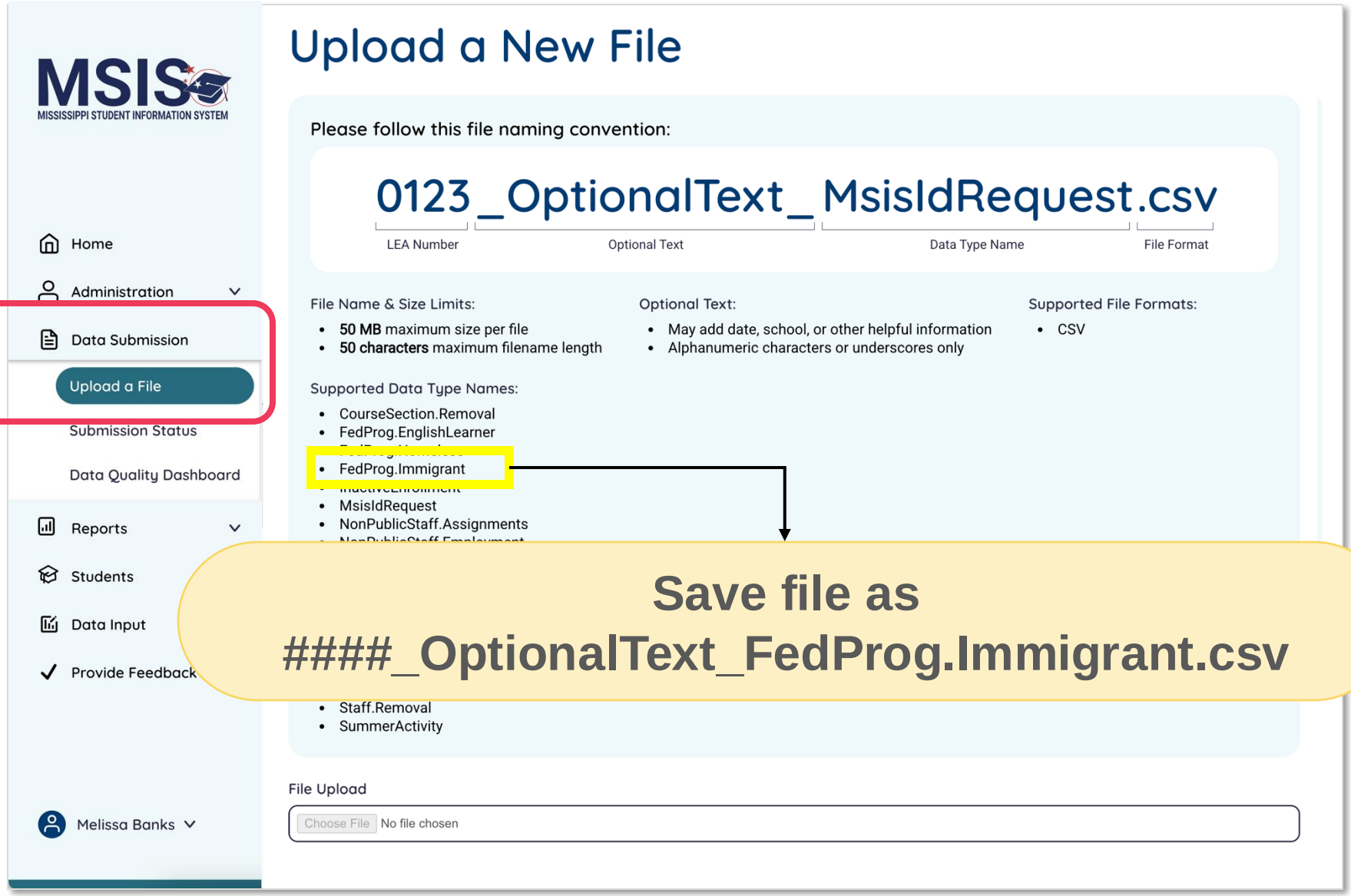
MSIS



	A	B	C	D	E	F	G	H	I	J	K
1	School Year	LEA ID	LEA Name	School ID	School Name	MSIS ID	First Name	Last Name	Grade		
2	2025	9920	Faulkner Cou	9920-004	Jim Henson E	000000000	Jane	Doe	KG		
3	2025	9920	Faulkner Cou	9920-004		000000000	John	Doe	08		
4											
5											



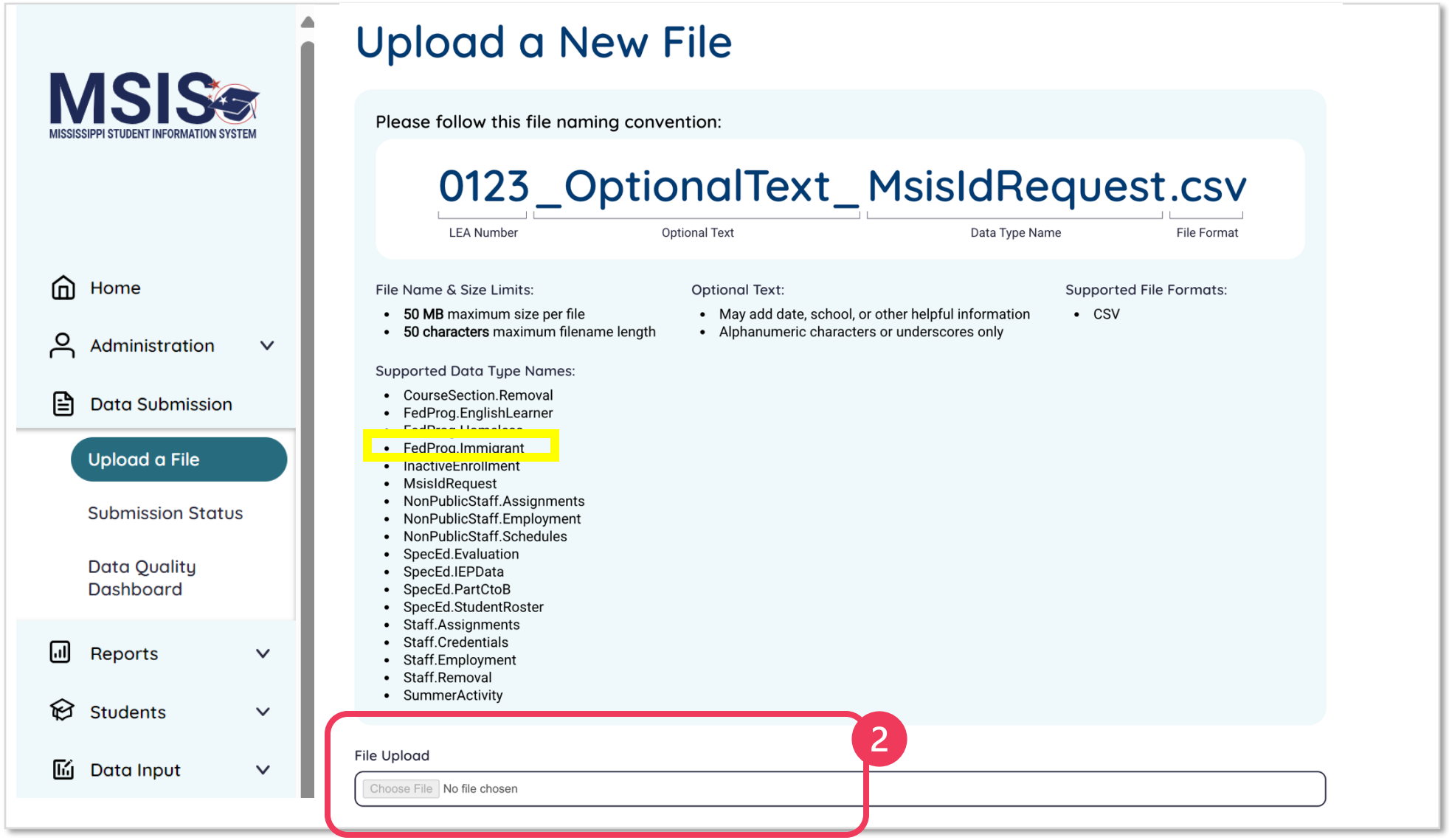


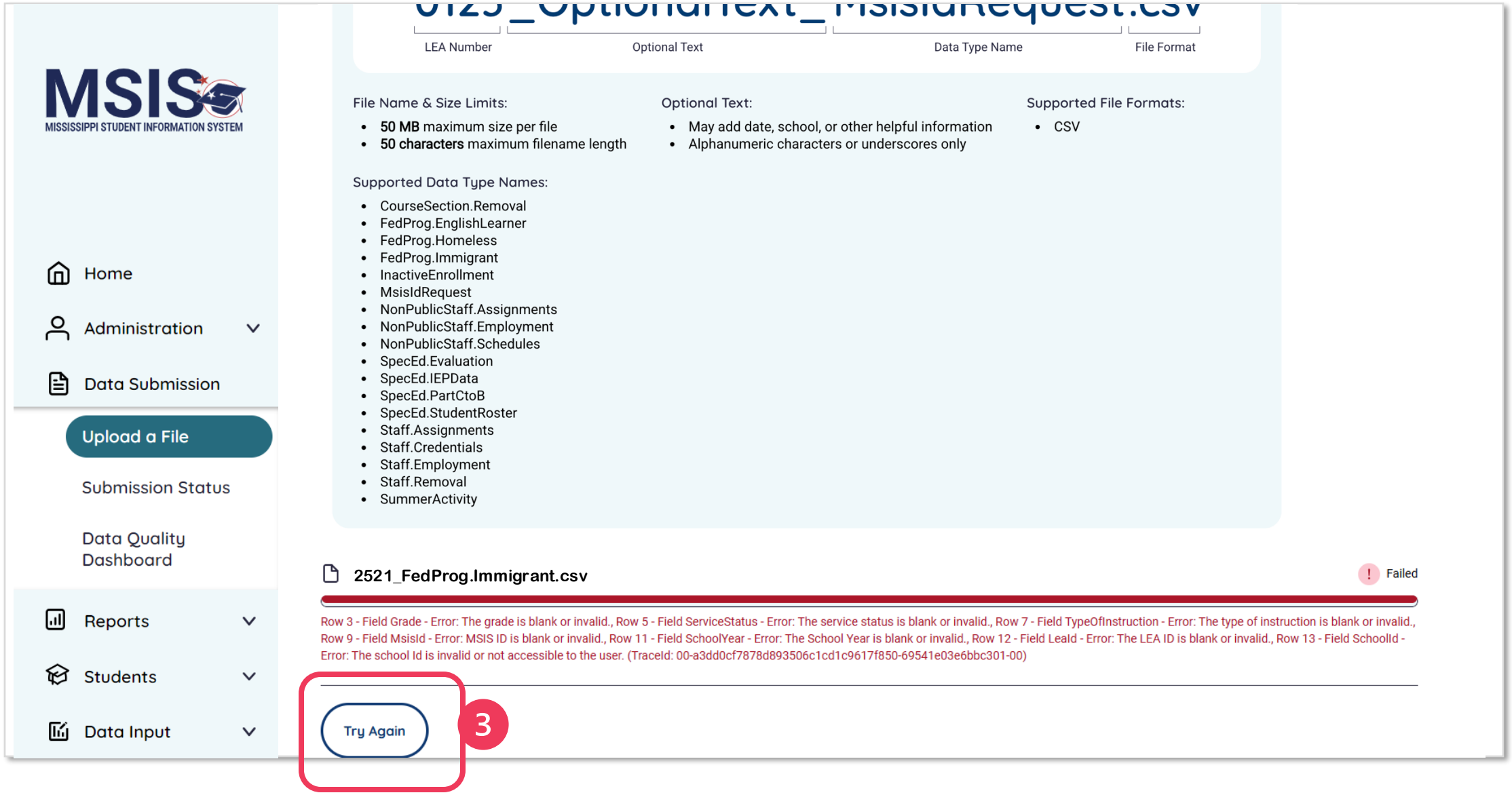


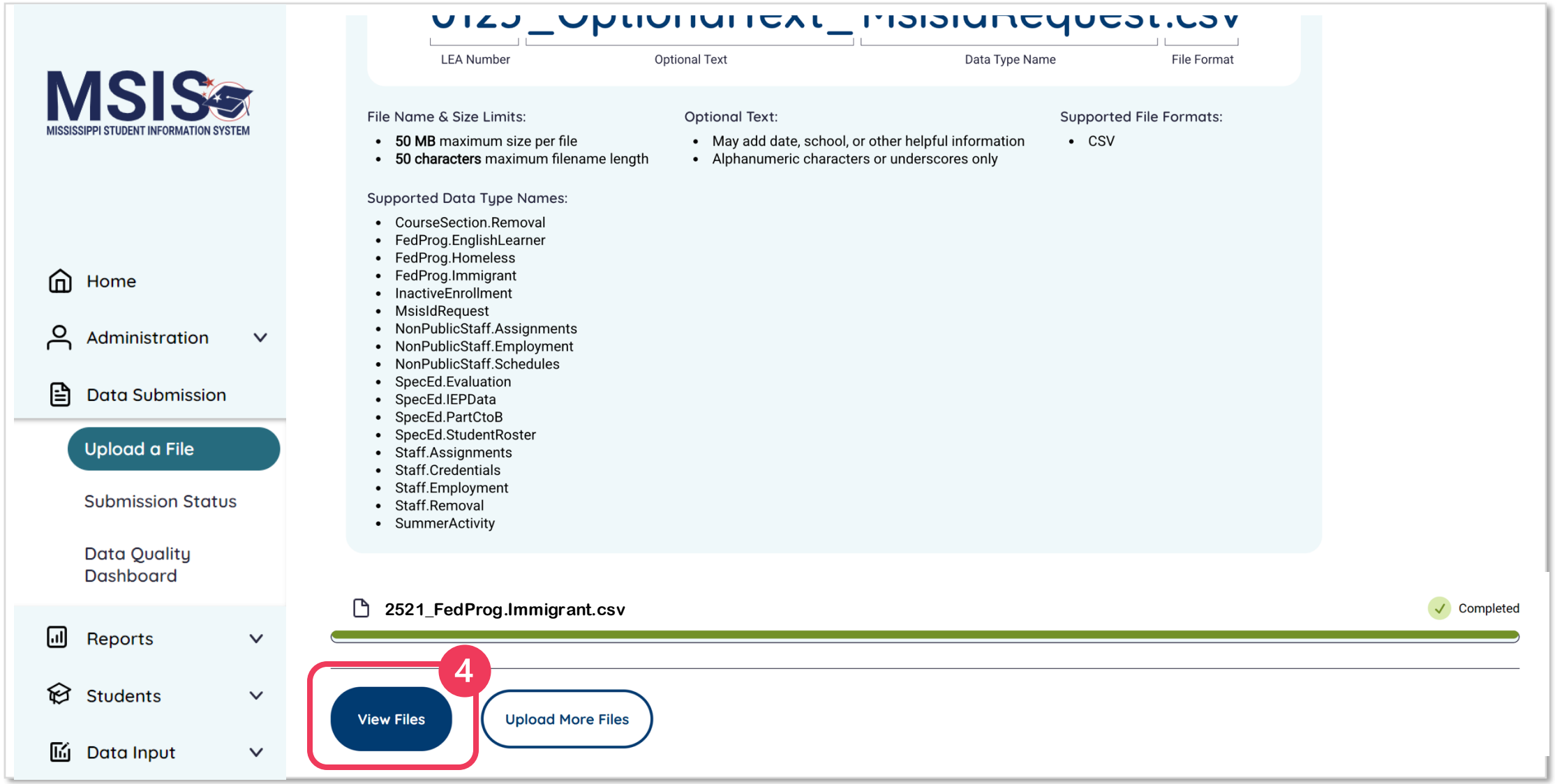
QRG

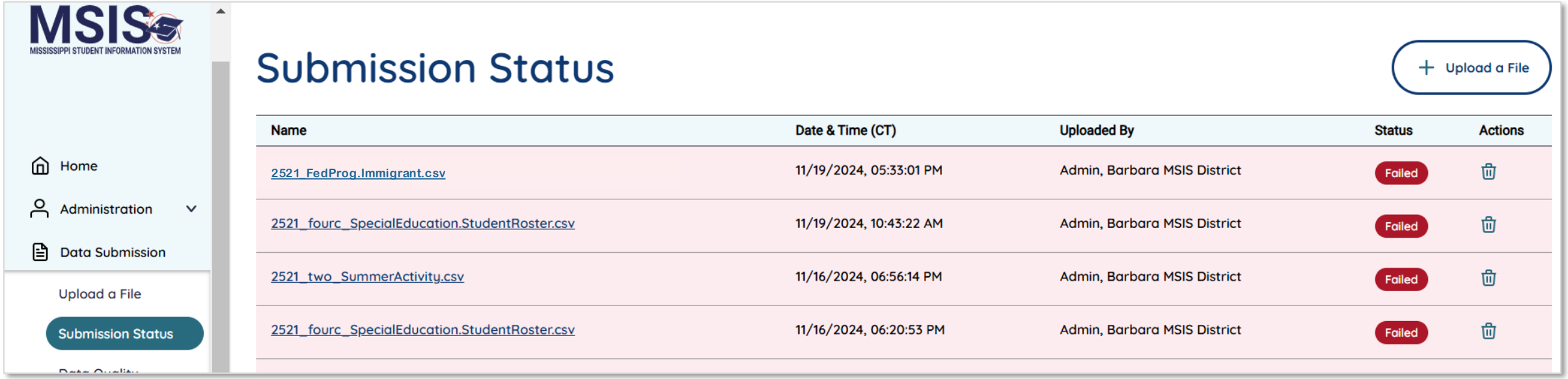
mdek12.org/msis/msis-resource-library/

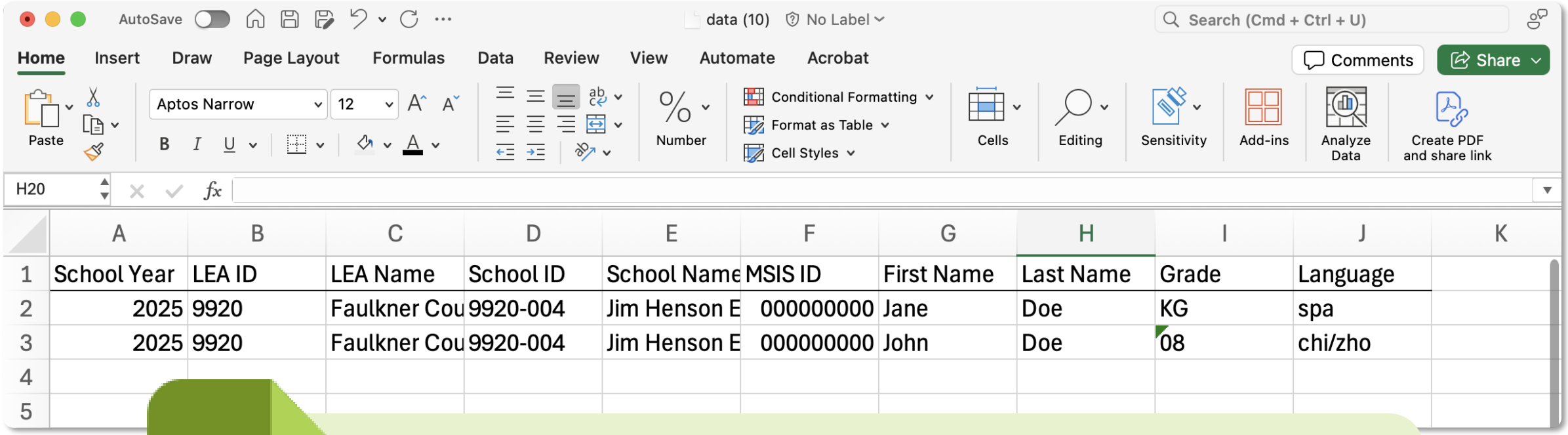
MISSISSIPPI DEPARTMENT OF EDUCATION


MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Home
Administration
Data Submission
Upload a File
Submission Status
Data Quality Dashboard
Reports
Students
Data 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:
CourseSection.Removal
FedProg.EnglishLearner
FedProg.Immigrant
InactiveEnrollment
MsisIdRequest
NonPublicStaff.Assignments
NonPublicStaff.Employment
NonPublicStaff.Schedules
SpecEd.Evaluation
SpecEd.IEPData
SpecEd.PartCtoB
SpecEd.StudentRoster
Staff.Assignments
Staff.Credentials
Staff.Employment
Staff.Removal
SummerActivity
2
File Upload
Choose File
No file chosen


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
FedProg.EnglishLearner
FedProg.Homeless
FedProg.Immigrant
InactiveEnrollment
MsisIdRequest
NonPublicStaff.Assignments
NonPublicStaff.Employment
NonPublicStaff.Schedules
SpecEd.Evaluation
SpecEd.IEPData
SpecEd.PartCtoB
SpecEd.StudentRoster
Staff.Assignments
Staff.Credentials
Staff.Employment
Staff.Removal
SummerActivity
MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Home
Administration
Data Submission
Upload a File
Submission Status
Data Quality Dashboard
Reports
Students
Data Input
2521_FedProg.Immigrant.csv
Failed
Row 3 - Field Grade - Error: The grade is blank or invalid., Row 5 - Field ServiceStatus - Error: The service status is blank or invalid., Row 7 - Field TypeOfInstruction - Error: The type of instruction is blank or invalid., Row 9 - Field MsisId - Error: MSIS ID is blank or invalid., Row 11 - Field SchoolYear - Error: The School Year is blank or invalid., Row 12 - Field LeaId - Error: The LEA ID is blank or invalid., Row 13 - Field SchoolId - Error: The school Id is invalid or not accessible to the user. (TraceId: 00-a3dd0cf7878d893506c1cd1c9617f850-69541e03e6bbc301-00)
Try Again
3


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
FedProg.EnglishLearner
FedProg.Homeless
FedProg.Immigrant
InactiveEnrollment
MsisIdRequest
NonPublicStaff.Assignments
NonPublicStaff.Employment
NonPublicStaff.Schedules
SpecEd.Evaluation
SpecEd.IEPData
SpecEd.PartCtoB
SpecEd.StudentRoster
Staff.Assignments
Staff.Credentials
Staff.Employment
Staff.Removal
SummerActivity
MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Home
Administration
Data Submission
Upload a File
Submission Status
Data Quality Dashboard
Reports
Students
Data Input
2521_FedProg.Immigrant.csv
Completed
4
View Files
Upload More Files


MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Home
Administration
Data Submission
Upload a File
Submission Status
Submission Status
+ Upload a File
Name
Date & Time (CT)
Uploaded By
Status
Actions
2521_FedProg.Immigrant.csv
11/19/2024, 05:33:01 PM
Admin, Barbara MSIS District
Failed
2521_fourc_SpecialEducation.StudentRoster.csv
11/19/2024, 10:43:22 AM
Admin, Barbara MSIS District
Failed
2521_two_SummerActivity.csv
11/16/2024, 06:56:14 PM
Admin, Barbara MSIS District
Failed
2521_fourc_SpecialEducation.StudentRoster.csv
11/16/2024, 06:20:53 PM
Admin, Barbara MSIS District
Failed



	A	B	C	D	E	F	G	H	I	J	K
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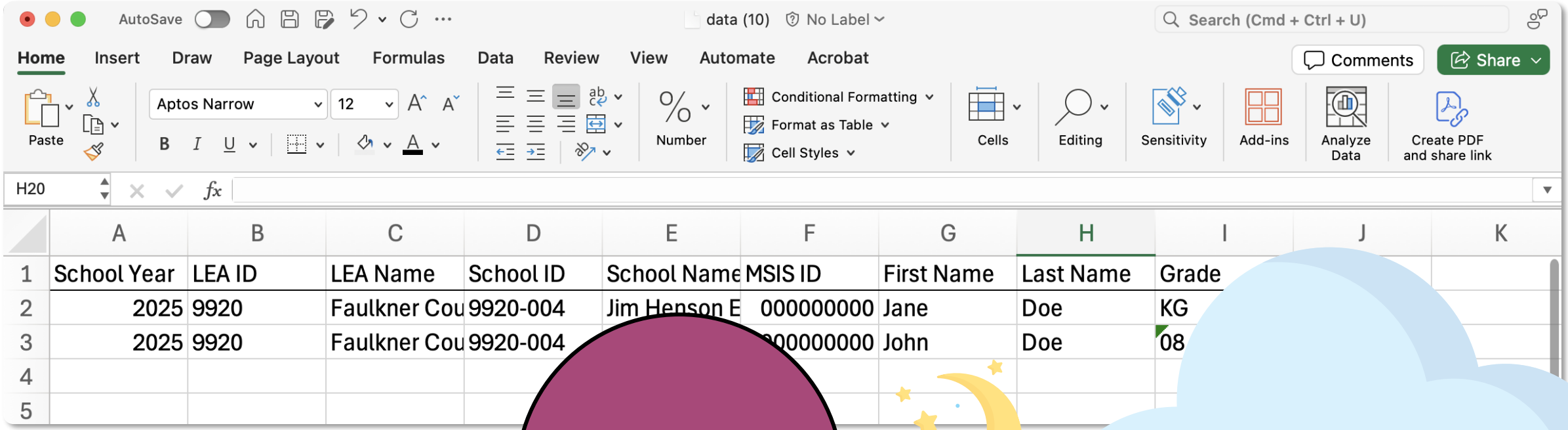
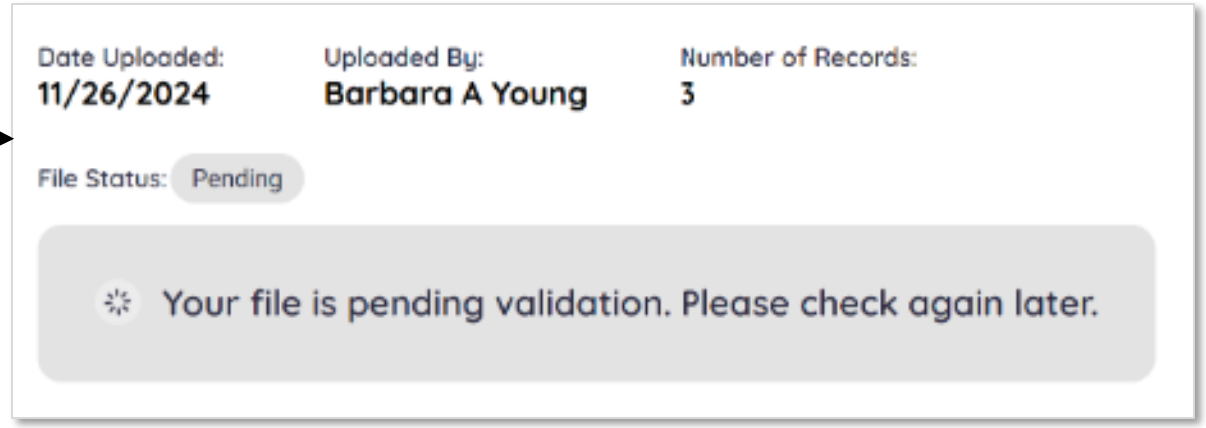
3	2025	9920	Faulkner Cou	9920-004	Jim Henson E	000000000	John	Doe	08	chi/zho	
4											
5											

Make necessary corrections in the csv file and resave.



	A	B	C	D	E	F	G	H	I	J	K
1	School Year	LEA ID	LEA Name	School ID	School Name	MSIS ID	First Name	Last Name	Grade		
2	2025	9920	Faulkner Cou	9920-004	Jim Henson E	000000000	Jane	Doe	KG		
3	2025	9920	Faulkner Cou	9920-004		000000000	John	Doe	08		
4											
5											

Pending



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

STEP

After the report refreshes overnight, review the Immigrant Report for accuracy.

Repeat download/upload process as needed to add or update data. Review the refreshed report the next day.

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Welcome
Sign In
msis.mdek12.org

LEA	School Year	School	Report Period
All	2024 - 2025	All	Month 1

Immigrant

Last Refresh Date: 02/25/2025

School Year	LEA ID	LEA Name	School ID	School Name	MSIS ID	First Name	Last Name	Grade	Language
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01	spa
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	KG	chi/zho
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	09	spa
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	06	spa
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01	spa
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	10	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	07	

LEA	School Year	School	Report Period
All	2024 - 2025	All	Month 1

Immigrant

Last Refresh Date: 02/25/2025

School Year	LEA ID	LEA Name	School ID	School Name	MSIS ID	First Name	Last Name	Grade	Language
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2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	KG	chi/zho
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	09	spa
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	06	spa
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01	spa
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	01	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	10	
2025	9920	Faulkner County School District	9920-004	Jim Henson Elementary School	000000000	First Name	Last Name	07	

Repeat once daily as necessary to provide all information or update prior uploads

Q&A

PART IV: Data Quality

STEP

8

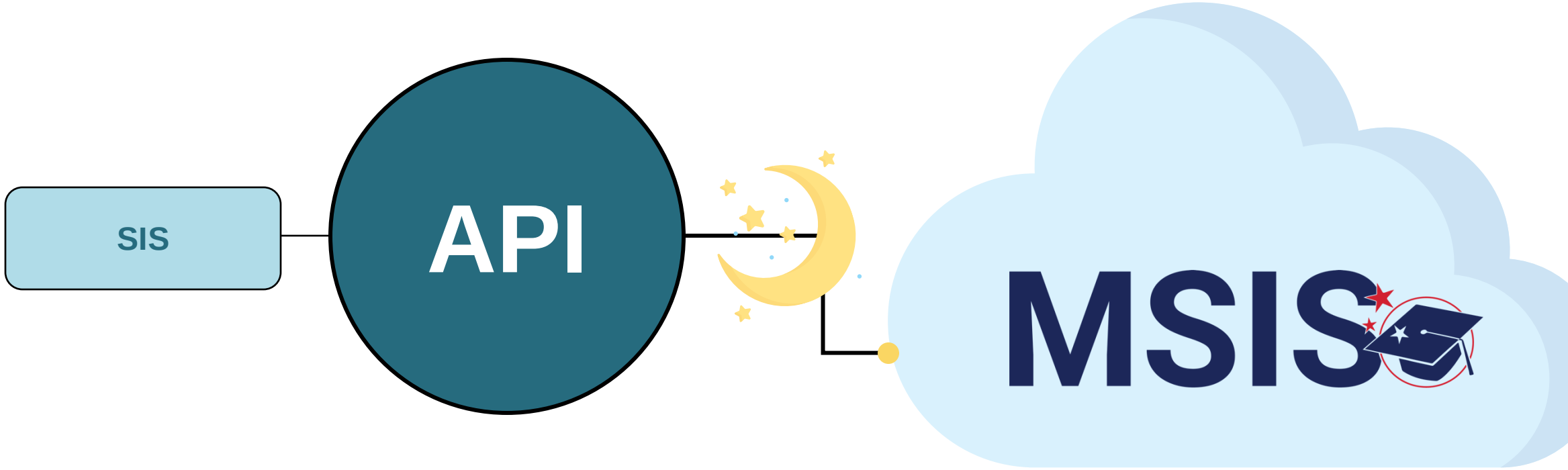
Review Data Quality Dashboard for any errors.

Errors must be corrected before districts can certify data.

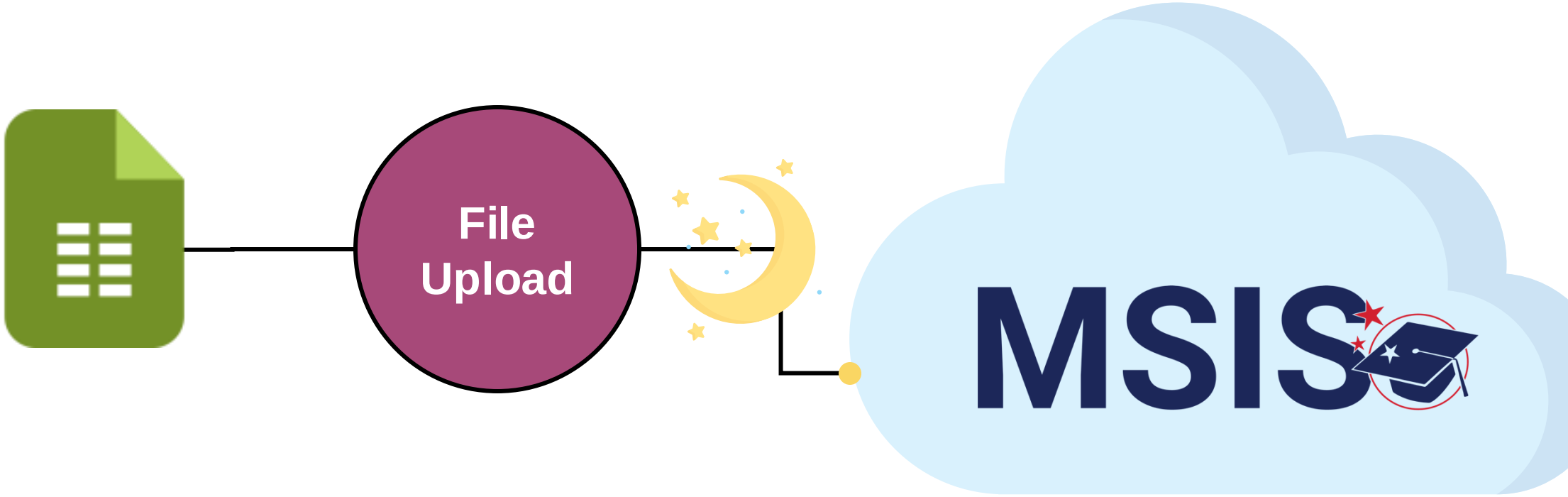
MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Welcome
Sign In
msis.mdek12.org

Permission: Federal Programs

Data Quality: Federal Programs Errors

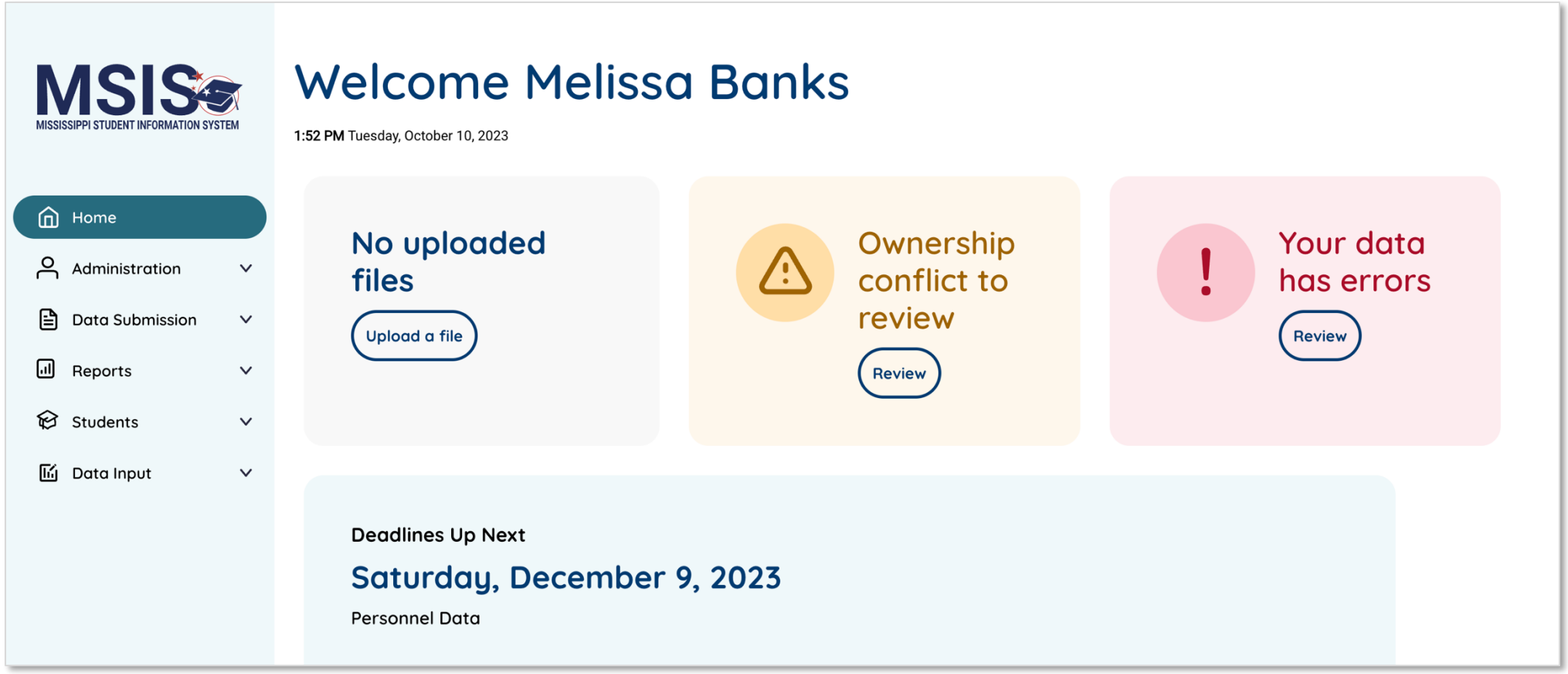


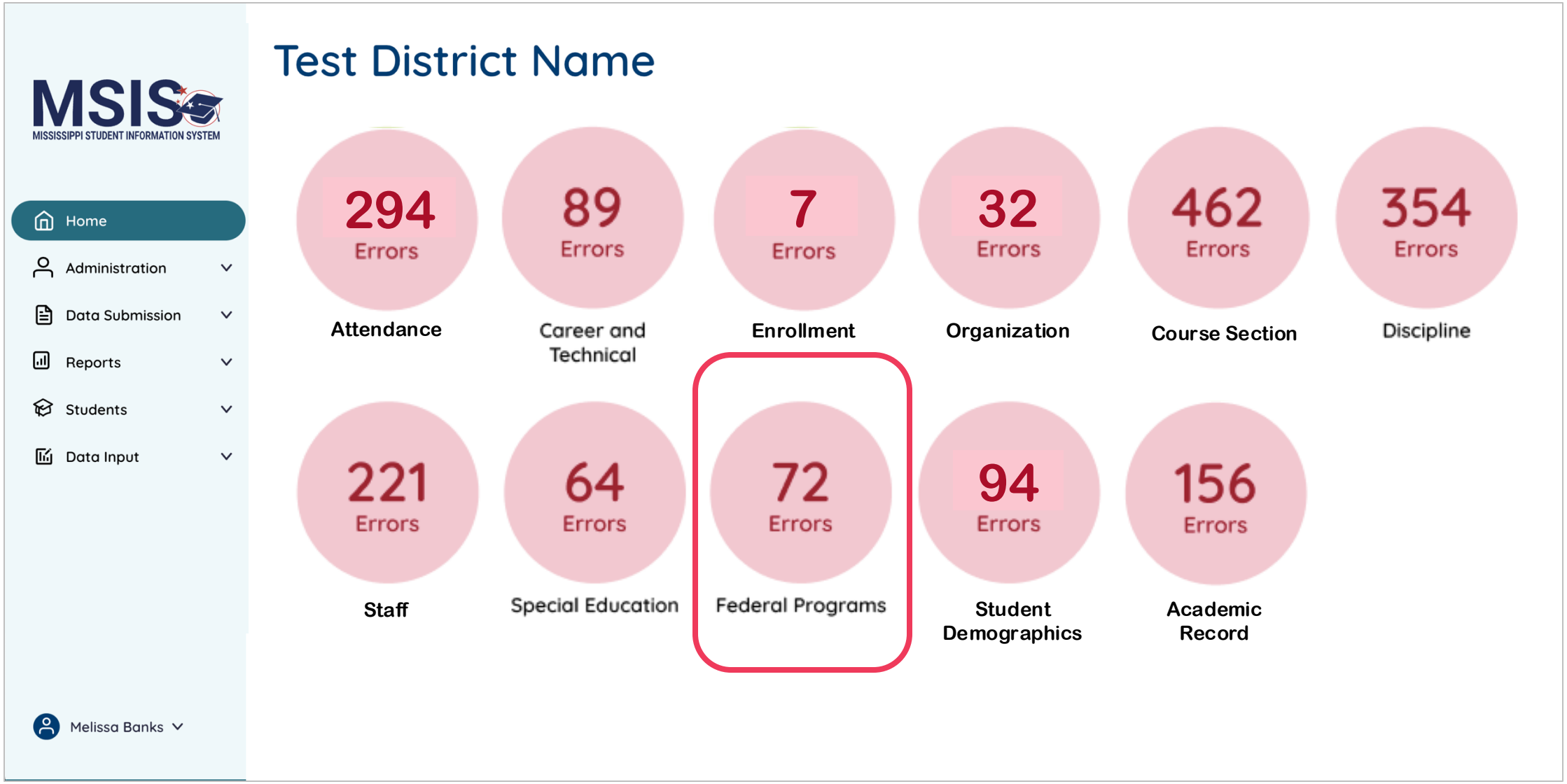
Data Quality: Federal Programs Errors

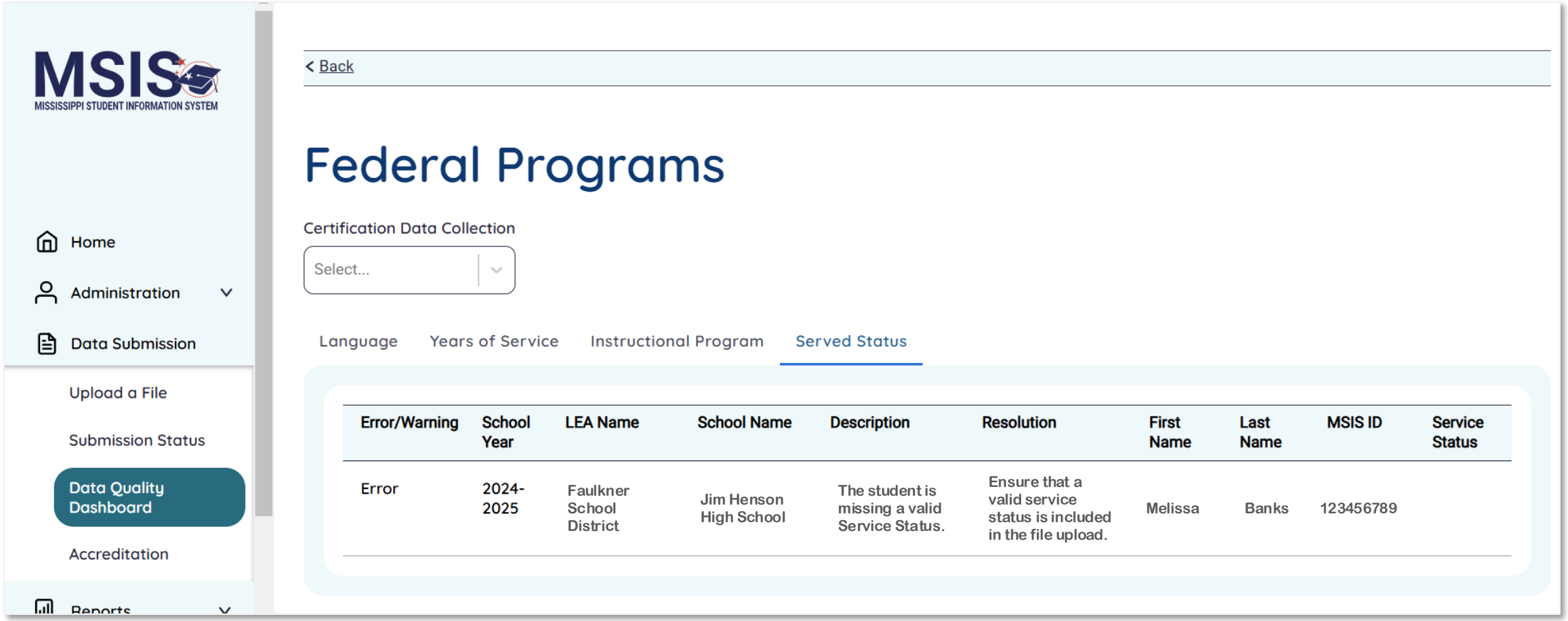


Reviewing Federal Programs Data

MSIS Staff reviews dashboards and reports daily to check for errors



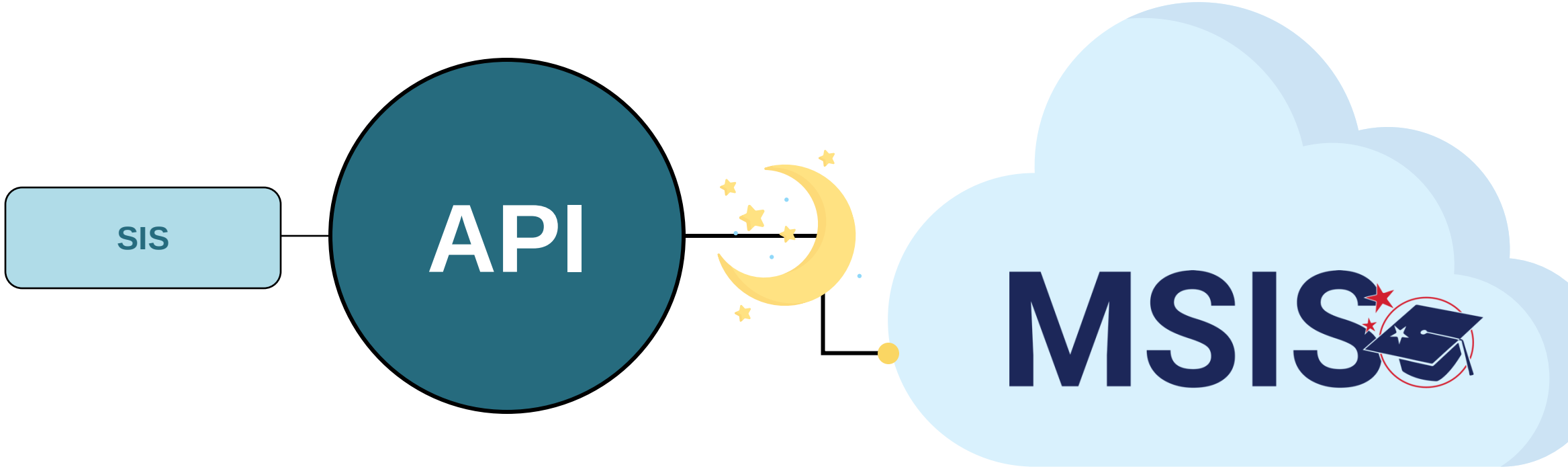

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Home
Administration
Data Submission
Reports
Students
Data Input
Melissa Banks
Test District Name
294 Errors
Attendance
89 Errors
Career and Technical
7 Errors
Enrollment
32 Errors
Organization
462 Errors
Course Section
354 Errors
Discipline
221 Errors
Staff
64 Errors
Special Education
72 Errors
Federal Programs
94 Errors
Student Demographics
156 Errors
Academic Record

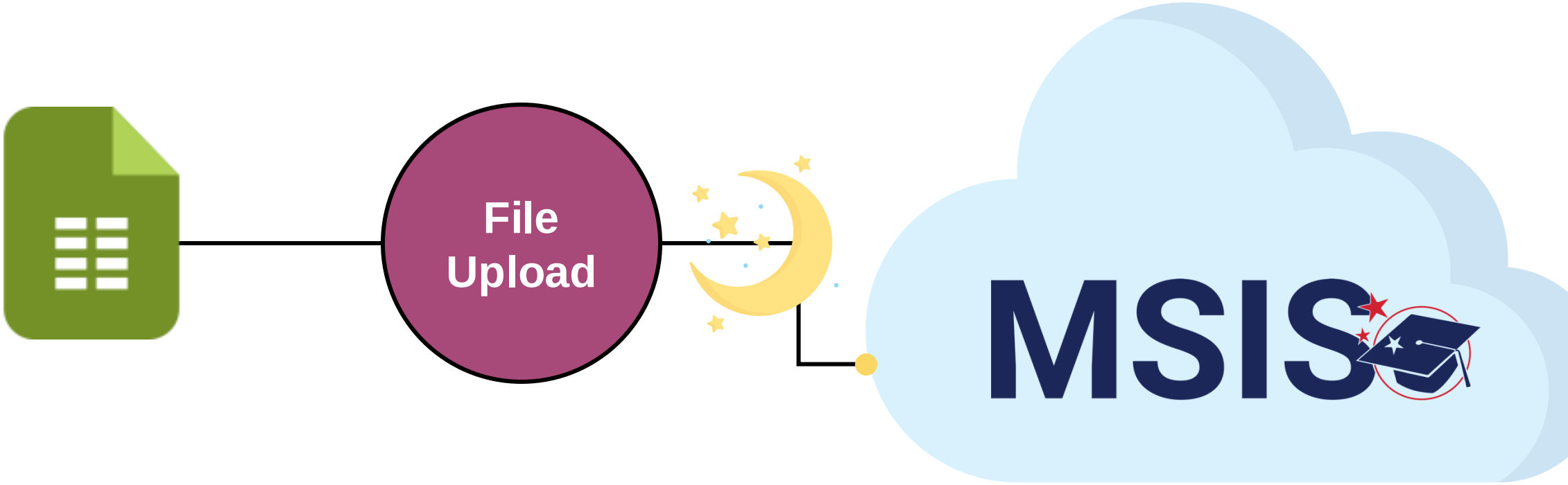

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Home
Administration
Data Submission
Upload a File
Submission Status
Data Quality Dashboard
Accreditation
Reports
< Back
Federal Programs
Certification Data Collection
Select...
Language
Years of Service
Instructional Program
Served Status
Error/Warning
School Year
LEA Name
School Name
Description
Resolution
First Name
Last Name
MSIS ID
Service Status
Error
2024-2025
Faulkner School District
Jim Henson High School
The student is missing a valid Service Status.
Ensure that a valid service status is included in the file upload.
Melissa
Banks
123456789

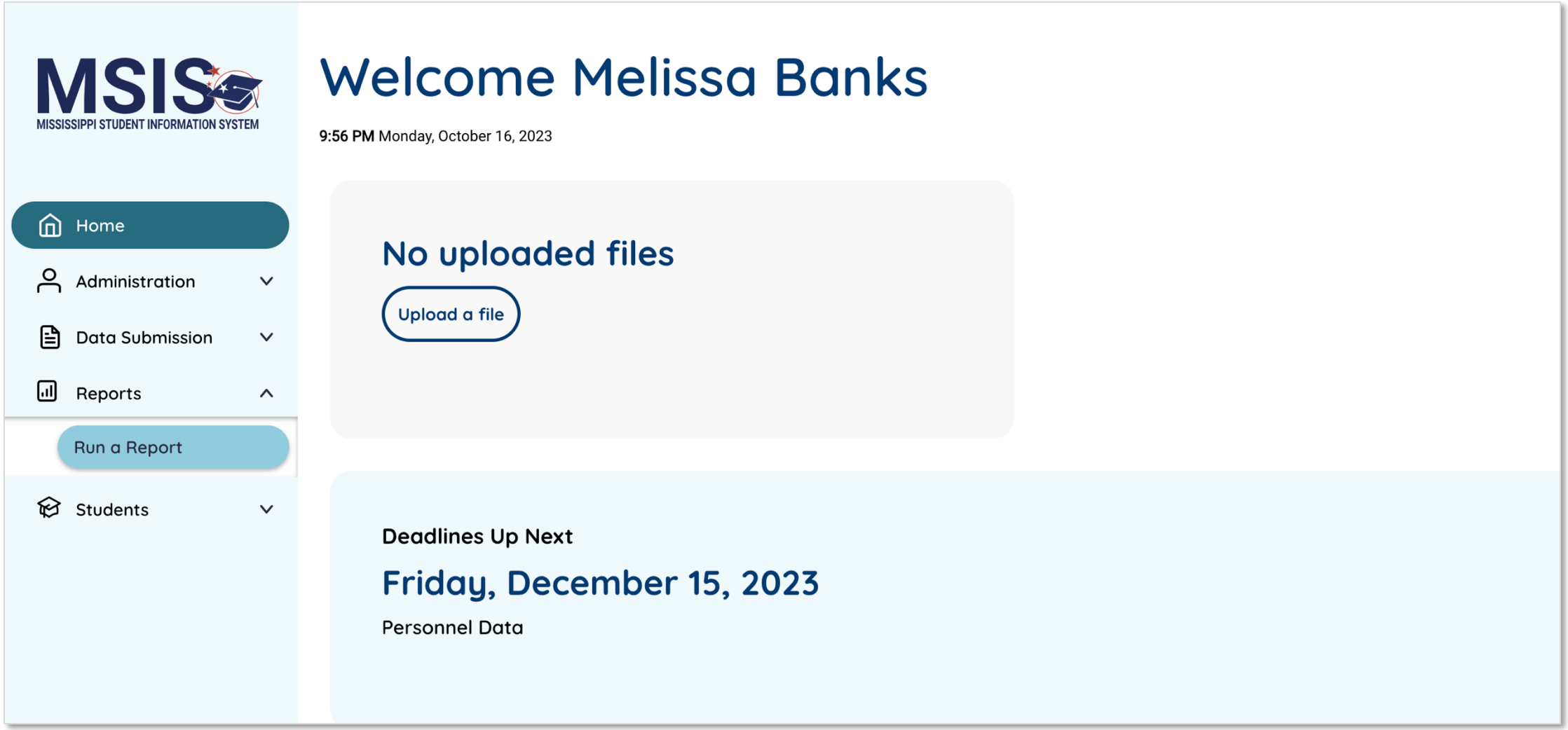
Data Quality Dashboard: Federal Programs

DATA QUALITY DASHBOARD: **FEDERAL PROGRAMS**

Business Rule	Error/ Warning	Tab Name	Description	Resolution
Language	Error	EL - Language	The student is missing a valid language code.	Ensure that a valid language code is provided in the file upload.
Years of Service	Error	EL - Years of Service	The student is missing a value for Years of Service.	Ensure that years of service are included in the file upload.
Instructional Program	Error	EL - Instructional Program	The student is missing a valid Instructional Program Type.	Ensure that a valid instructional program type value is included in the file upload.
Served Status	Error	EL - Served Status	The student is missing a valid Service Status.	Ensure that a valid service status is included in the file upload.
English as Language	Error	EL - English as Language	The language for an English Learner cannot be English.	Ensure that a language other than English is chosen.
Living Condition	Error	Homeless - Living Condition	The student is missing the Living Condition.	Ensure that the living condition has been entered for the student in the file upload.


SIS
API
MSIS


File
Upload
MSIS


MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Welcome Melissa Banks
9:56 PM Monday, October 16, 2023
Home
Administration
Data Submission
Reports
Run a Report
Students
No uploaded files
Upload a file
Deadlines Up Next
Friday, December 15, 2023
Personnel Data

Deadlines

Monthly District Approval (Student Data)

- Student Indicator Report

Please **print, date, and sign** a copy of this report (Student Indicators) each month as a data quality check for the Office of Federal Programs.

Maintain copies of each report until **Month 1** of the next **school year.**

Review/Update Federal Programs Reports

- EL Roster Report
- Immigrant Report
- Homeless Report

Review all federal program reports monthly to verify students who are enrolled or receiving services in a particular Title program. These reports can be used to correct errors in identifying students receiving or eligible for Title services and/or support.

Please **print, date, and sign** a copy of these reports (EL Roster, Immigrant, Homeless) each month as a data quality check for the Office of Federal Programs.

Maintain copies of each report until **Month 1** of the next **school year.**

Note: If an enrolled student receiving services from a Title program withdraws, transfers, or drops out of the school or district, the student will remain present on the report. You cannot remove the student from the report. This is due to the enrolled and served request from the USDoE regarding students that must be reported annually in CSPR (USDoE).

Federal Programs EOY

- EL Roster Report
- Immigrant Report
- Homeless Report

Please **print, date, and sign** a copy of these EOY reports (EL Roster, Immigrant, Homeless) as a data quality check for the Office of Federal Programs.

Maintain copies of each report until **Month 1** of the next **school year.**

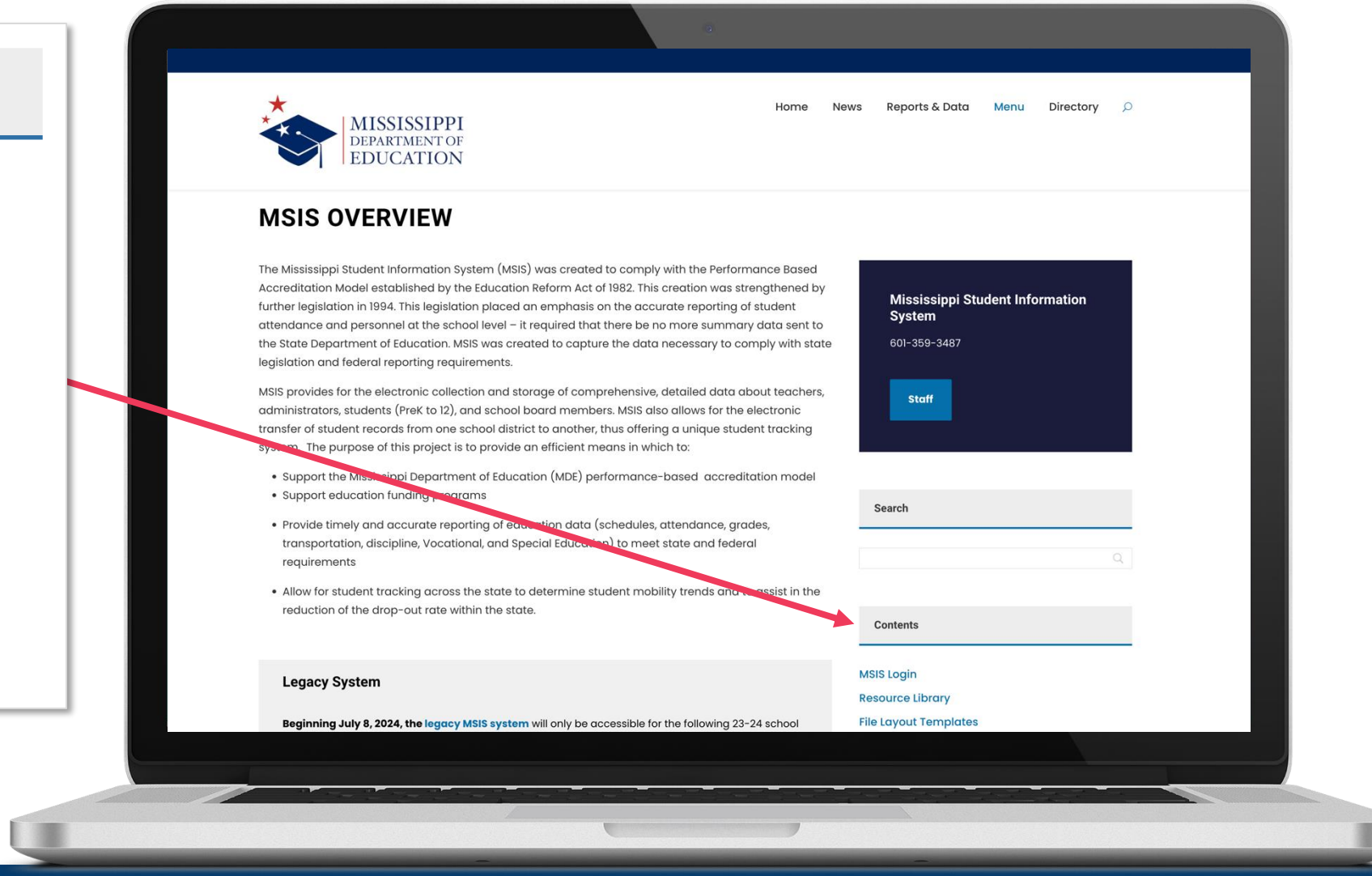
Q&A

Resources

MSIS Resources

Contents

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



MSIS Team

msis2@mdek12.org