School's out for SUMMER!!! (Almost)

MSIS

mdek12.org

MISSISSIPPI
DEPARTMENT OF
EDUCATION

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
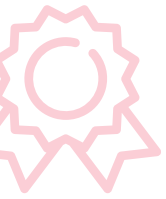
1 **ALL** Students Proficient and Showing Growth in All Assessed Areas

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

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Be an active participant

React

Share reactions

Respond to prompts in the chat
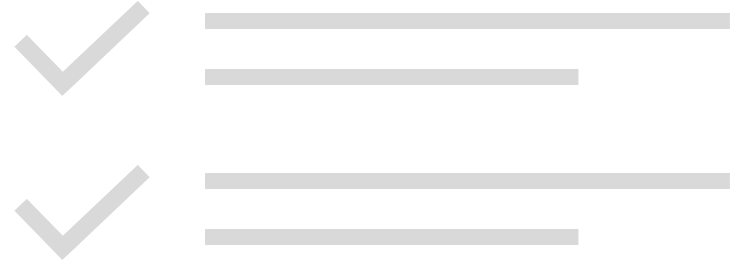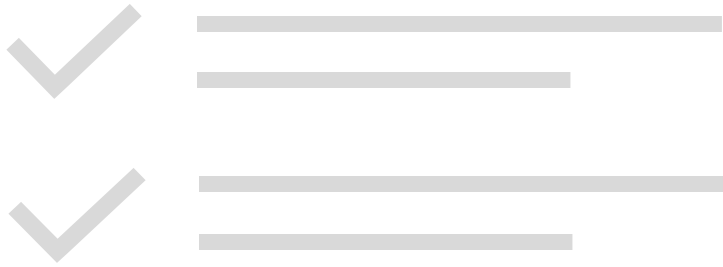
Chat

Ask questions

Q&A

REVIEW EOY Processes

UNDERSTAND June deadlines

REVIEW BOY July Processes (25/26SY)

EOY Processes

1. Districts must submit/approve Month 09 Monthly Student Data Transaction (MSD files) (10 days after student's last day of school).

WITH CHANGES

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CERTIFY Month 09 Student Data
(10 days after student's last day of school).

Month 9 will be open before June 1.
Month 8 and Month 9 Certification can't be open at the same time.

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2. Districts must use the Year End Student Transfer screen to move students from one school to another before records are built for the new school year. Last Day is *June 30.*

No rolling of student data is required.

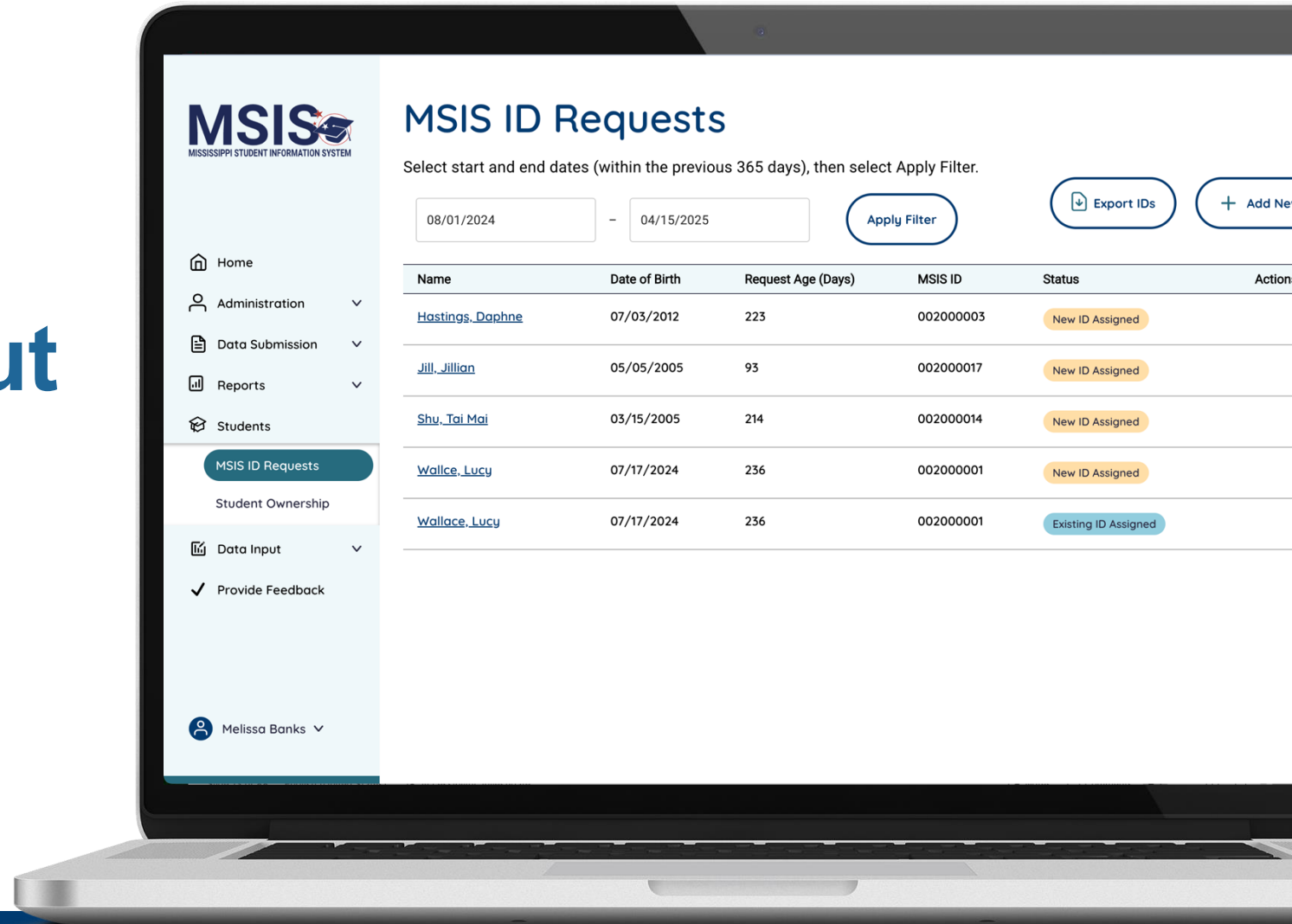Student data for the next school year will come from the SIS via API.

3. Districts may submit Initial Student Load Transaction files (ISL files) from June 1 to September 30. This is only for students who are under the age of 7 and need MSIS Ids.

WITH CHANGES

Districts can request MSIS IDs throughout the year.

- Manual Entry
- Bulk Upload

MSIS ID Requests

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

| 08/01/2024 | – | 04/15/2025 |

Apply Filter

Export IDs   Add Ne...

Name	Date of Birth	Request Age (Days)	MSIS ID	Status	Action
Hastings, Daphne	07/03/2012	223	002000003	New ID Assigned	
Jill, Jillian	05/05/2005	93	002000017	New ID Assigned	
Shu, Tai Mai	03/15/2005	214	002000014	New ID Assigned	
Wallce, Lucy	07/17/2024	236	002000001	New ID Assigned	
Wallace, Lucy	07/17/2024	236	002000001	Existing ID Assigned	

Home
Administration
Data Submission
Reports
Students
  MSIS ID Requests
  Student Ownership
Data Input
Provide Feedback

Melissa Banks

MSIS: File Layout Templates

MSIS ID

- Bulk MSIS ID: Example Spreadsheet and Template (CSV)

Personnel

Record Removal

Special Education

Non-Public Schools Personnel

	requestingDistrictId	schoolId	localStudentIdentifier	firstName	middleName	lastName	dateOfBirth	ssn
2	Must be exactly four digits	Must be exactly 4 digits followed by dash followed by one, two, or three digits. First four digits must match requestingDistrictId.	Max length 40 characters				MM-DD-YYYY, must be valid date.	###-##-####
3	required	required	required	required	optional	required	required	optional
4	9876	9876-012	abc123412312	Tai	Mai	Shu	03-18-2008	555-66-7777

Do not change column headers in template file. Note formatting specification for each column and which columns are required.

File layout is an example only. Download and complete blank template before uploading.
File should be named ###MsisIdRequest.csv (replace #### with your District number)
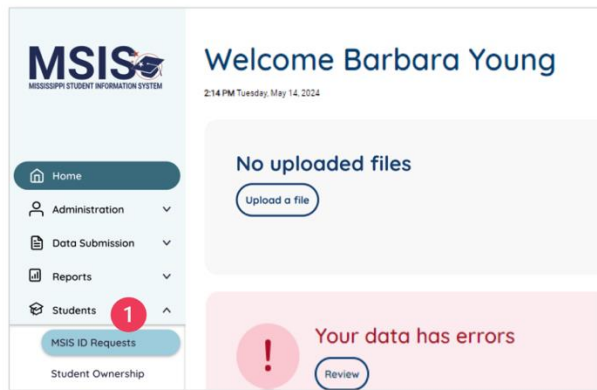
QUICK REFERENCE GUIDE
MSIS ID Requests

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.

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Welcome Barbara Young
2:14 PM Tuesday, May 14, 2024

- Home
- Administration
- Data Submission
- Reports
- Students ①
  - MSIS ID Requests
  - Student Ownership

No uploaded files
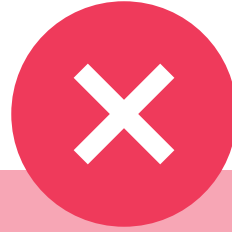[Upload a file]

! Your data has errors
[Review]

① Click on the down arrow beside **Students** in the navigation.

Select **MSIS ID Requests**.

QRG

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

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4. Districts must submit Monthly Student Historical File (MSH file) as soon as Month 9 is completed.

MSIS

Academic Record will transfer via API.

- Course History Report*

- Graduates Report*
(Diploma type and Endorsement)

CERTIFY Academic Record
June 30

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5. Graduation Option deadline for seniors is June 30th.

WITH CHANGES

Upload Graduation Options for graduating seniors by September 30.

- Graduation Options Data Entry Download Report*

- File upload to indicate Graduation Options
  (Pass Test, ACT, Dual Credit, CTE ASVAB, CTE WorkKeys, Concordance Table, Composite SATP Score, Transfer Out of State, Transfer ACC Non Public, Covid-19 Waiver)

Coming Soon

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6. Districts must complete Summer Program Report Entry screen for all schools offering summer programs.

7. Districts must complete Teacher Absence Information. Last Day is *June 30.*

8. MSIS is closed for maintenance on *June 30.*

EOY Deadlines

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DAYS AFTER
STUDENTS' LAST DAY

Month 9

Clear Enrollment, Attendance, Organization, Student Demographics, Discipline, & Course Section errors

We will send an email on the MSIS Blast with district's certification deadline

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Review Reports for accuracy.

Enrollment Reports

- Enrollment & Transfers
- Net Membership
- Promotion & Retention*

Attendance Reports

- ADA
- 5 or More Absences
- Student Attendance*

Organization Reports

- Calendar

Coming Soon

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Review Reports for accuracy.

Student Demographic Reports

- Student Indicators
- Gifted

Discipline Reports

- Discipline

Course Section Reports

- Teacher Schedules
- Student Schedules
  (Final grades, Carnegie units once data is populated from SIS)

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JUNE 30

Academic Record

- Course History Report*
- Graduates Report*
  (Diploma type and Endorsement)

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Federal Programs EOY

- EL Roster Report
- Immigrant Report
- Homeless Report

Special Education EOY

- IEP Report
- Child Find Report*
- Part C to B Report*
- Early Childhood Outcomes Report*
- Special Education Roster Report*
- More reports possible in 25-26SY

JUNE 30

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JUNE
30

Kindergarten Entry

- Data Entry Download/File Upload
- 25-26SY will be typical deadline

JUNE
30

Intervention

- Prepopulated Manual Entry Screen*
- 25-26SY will be the typical deadline

Coming Soon

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JUNE 30

Summer Activity

- Data Entry Download/File Upload (Summer Activity Report)*
- 25-26SY will be the typical deadline

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BOY July Processes (25-26SY)

JULY 1

MSIS screens and Reports will default to the new school year.
Data Quality Dashboard will show current SY errors/warnings.

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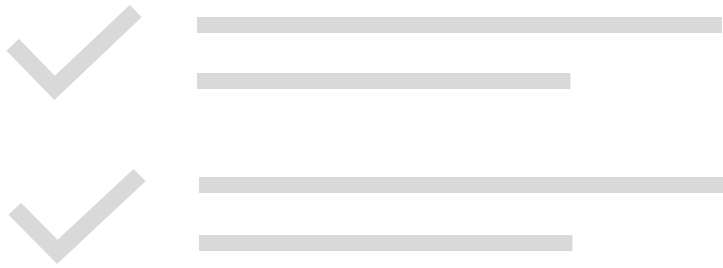# MSIS will remain online (no shut down).

Not publish data/ turn on API until a certain date

API: Includes Student, Personnel, and Special Education Data
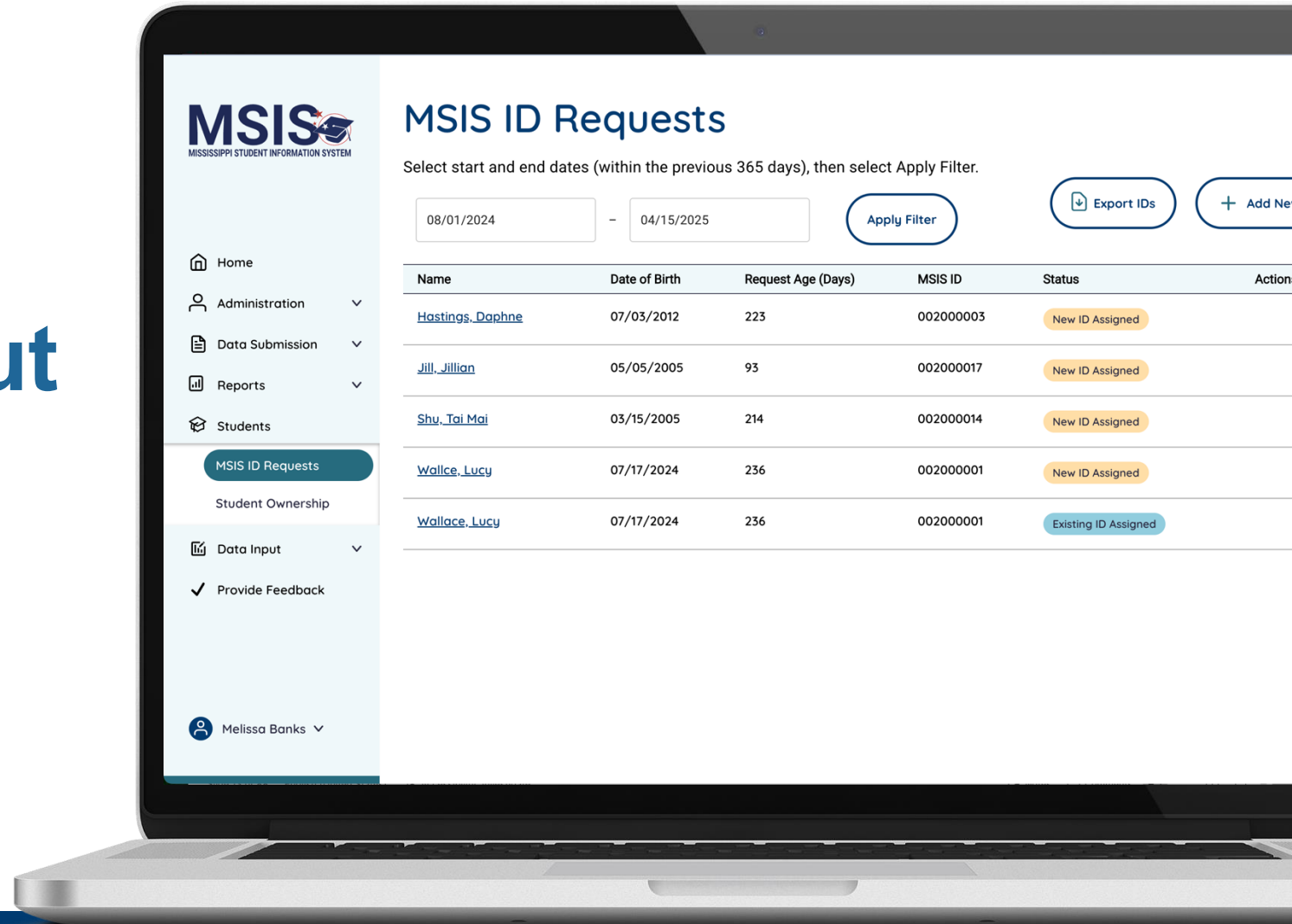
VS

MSIS

1. Districts may submit Initial Student Load Transaction Files (ISL files) to MSIS from June 1st until September 30th. This is only for students who are under the age of 7 by September 1st and do not already have MSIS IDs.

WITH CHANGES

MSIS

Districts can request MSIS IDs throughout the year.

- Manual Entry
- Bulk Upload

MSIS ID Requests

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

| 08/01/2024 | – | 04/15/2025 | | Apply Filter | | Export IDs | Add Ne |

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2. Districts may submit Summer School Files (SSD files) to MSIS from June 1 until September 30th.

Summer School session information will be collected in Academic Record data from the SIS via API.

These courses will **not display** on the Student Schedule Report but will show on the Course History report.

3. Districts should roll Personnel data from last school year and begin working on Personnel for the new school year. Rolling Personnel also rolls Sped Student Data to the new school year.

✓ **No rolling of personnel data is required.**

Personnel data for the next school year will come from the Personnel package (API) or file upload.

4. Districts should update District and School Demographics for the new school year and make changes during the school year as needed. School Board Member data should be updated as needed also.

WITH CHANGES

Update District and School calendars in the SIS.

Ensure this is completed **BEFORE** you begin sending new school year data to MSIS.

Review LEA & School Info Screens in MSIS.

- Update LEA/school information in the SIS.

- Contact mdeapps@mdek12.org to add/close schools.

- LEA Info: Update MSIS Primary/Secondary info as needed. (Must also send forms to mdeapps@mdek12.org.)

- School Info: Update School MSIS Contact for the Student Ownership screen.

PowerSchool Users:

Make sure to schedule your Organization data to publish BEFORE school starts (but after July 1).

✓ **Review and update Board Members screen in MSIS.***

✓ **Review and update permissions for district MSIS Users.**

- Review User Permission Report

5. Make adjustments to Graduates/Completers and Promotions/Non-Promotions.

WITH CHANGES

✓ **Review and update Graduates & Completers Report* by July 31** (or before sending the new school year data).

Promotions and grades will continue to update in MSIS until your district stops sending prior school year data (even if month 9 is certified).

Accountability

JULY
1-31

- Cohort Report*
- Senior Snapshot Report*
- Review and request update via manual input screens*
- Assessment Readiness (ACT & WorkKeys) File Upload*

*Coming Soon

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Resources
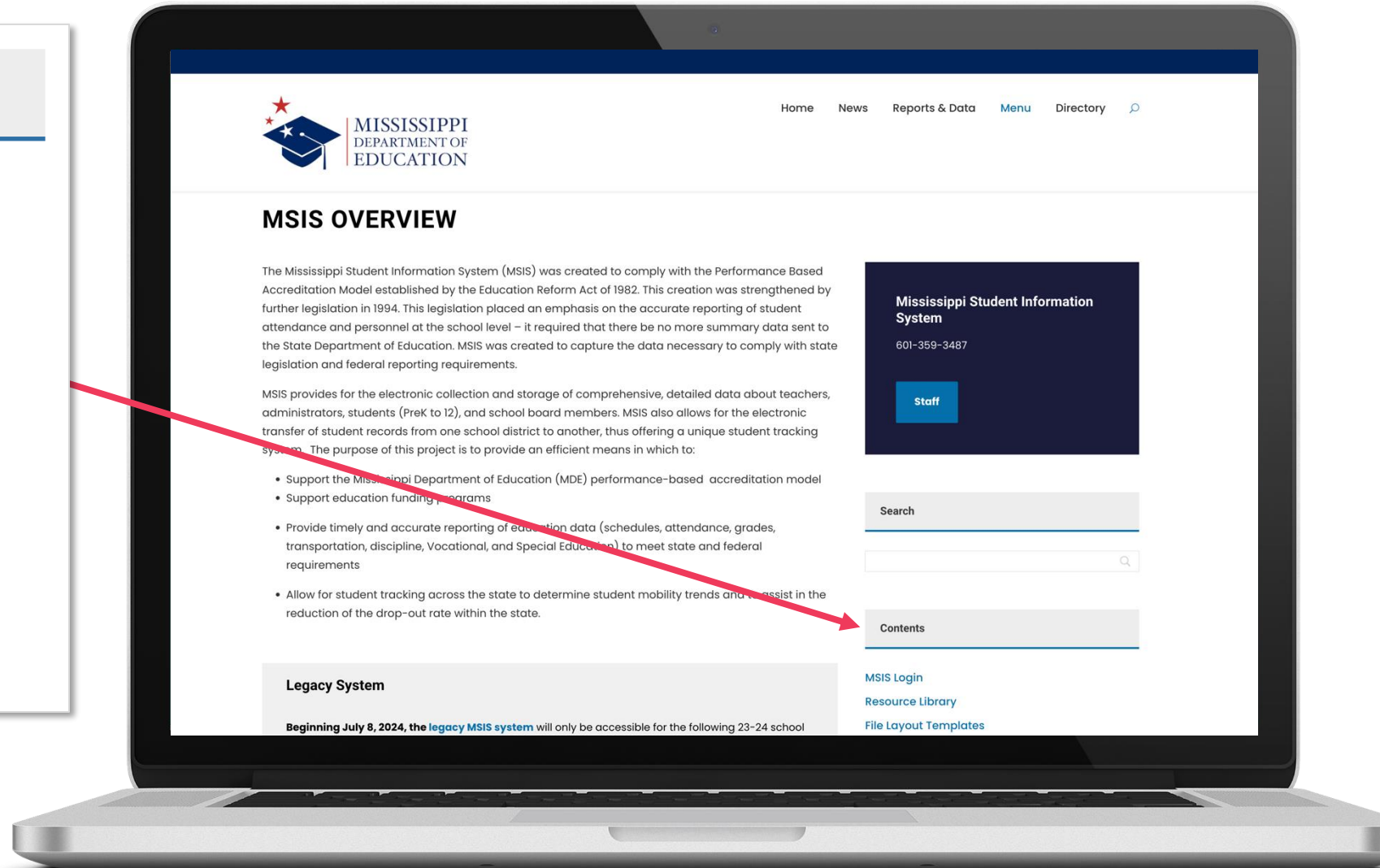
MSIS Team

msis2@mdek12.org

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