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

MISSISSIPPI
DEPARTMENT OF
EDUCATION

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

MISSISSIPPI DEPARTMENT OF EDUCATION

Be an active participant

React

Share reactions

Respond to prompts in the chat

Chat

Ask questions

Q&A
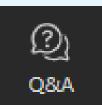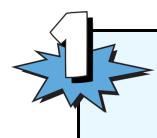
1 **REVIEW** monthly certification process

2 **EXPLORE** Course Section data

3 **EXPLORE** Academic Record data

1-10*

OCTOBER – JUNE*

District Approval Months 1-9

JANUARY

District Approval Month 4

10

days after last instructional day

JUNE

District Approval Month 9
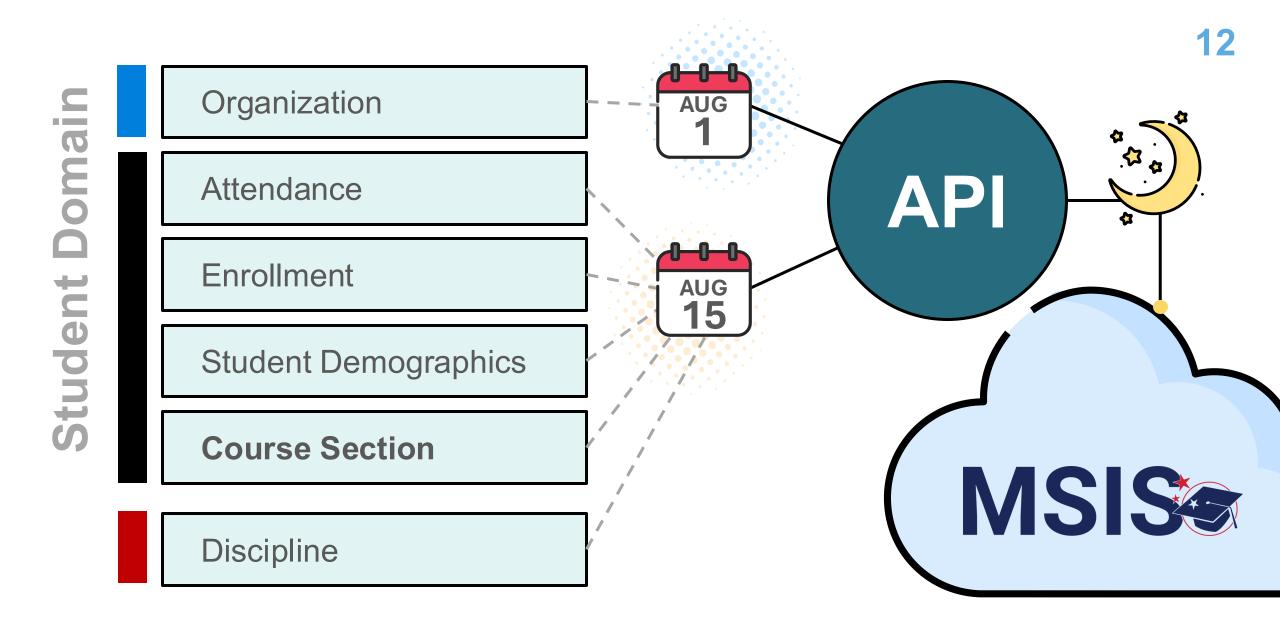
Certification windows
WILL NOT
be extended

Test District Name

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

- Home
- Administration
- Data Submission
- Reports
- Students
- Data Input

Melissa Banks

294 Errors
Attendance

89 Errors
Career and Technical

7 Errors
Enrollment

32 Errors
Organization

462 Errors
Course Section

354 Errors
Discipline

221 Errors
Personnel

64 Errors
Special Education

72 Errors
Federal Programs

94 Errors
Student Demographics
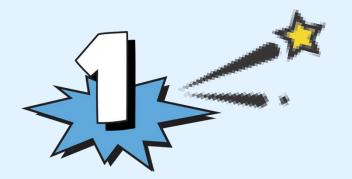
156 Errors
Academic Record

MISSISSIPPI DEPARTMENT OF EDUCATION

Clear any errors for the reporting period.

Check warnings for the reporting period.

Review MSIS Reports for accuracy.

Compare with corresponding SIS reports.

Review Reports for accuracy.

Enrollment Reports

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

Attendance Reports

- ADA
- 5 or More Absences
- Student Attendance

Student Demographic Reports

- Student Indicators
- Gifted

Review Reports for accuracy.

Organization Reports

- Calendar

Discipline Reports

- Discipline

Course Section Reports

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

Course Section

STUDENT DATA

MSIS DATA DOMAIN MAPPING

DOMAIN: COURSE SECTION

All data elements will be collected via API from the SIS package.

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
Class Beginning Time	An indication of the time of day the class begins.		None	Yes
Class Ending Time	An indication of the time of day the class ends.		None	Yes
Class Meeting Days	The day(s) of the week (e.g., Monday, Wednesday) that the class meets or an indication that a class meets "out-of-school" or "self-paced".		None	Yes (Optional)
Class Period	An indication of the portion of a typical daily session in which students receive instruction in a specified subject (e.g., morning, sixth period, block period, or AB schedules).		None	Yes
Course Code System	A system that is used to identify the organization of subject matter and related learning experiences provided for the instruction of students.		**State** - State course code **LEA** - LEA course code	Yes

Data Domain Mapping:
Student > Scheduling
(Course Section)

MISSISSIPPI DEPARTMENT OF EDUCATION

Course Section Reports

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

General Reports [Non-Certified]

- Course Codes

Course Code Report

Displays state-approved courses and required license/endorsements. Report also displays available Carnegie Units, grade spans, CTE Level, CIP Code, Core Subject, and EOC Assessment data.

Data Impact

- Accreditation
- Assessment Rosters
- CTE (MSFF)
- Academic Record (Carnegie Units)
- Graduation Requirements

Data Source

MDE data load
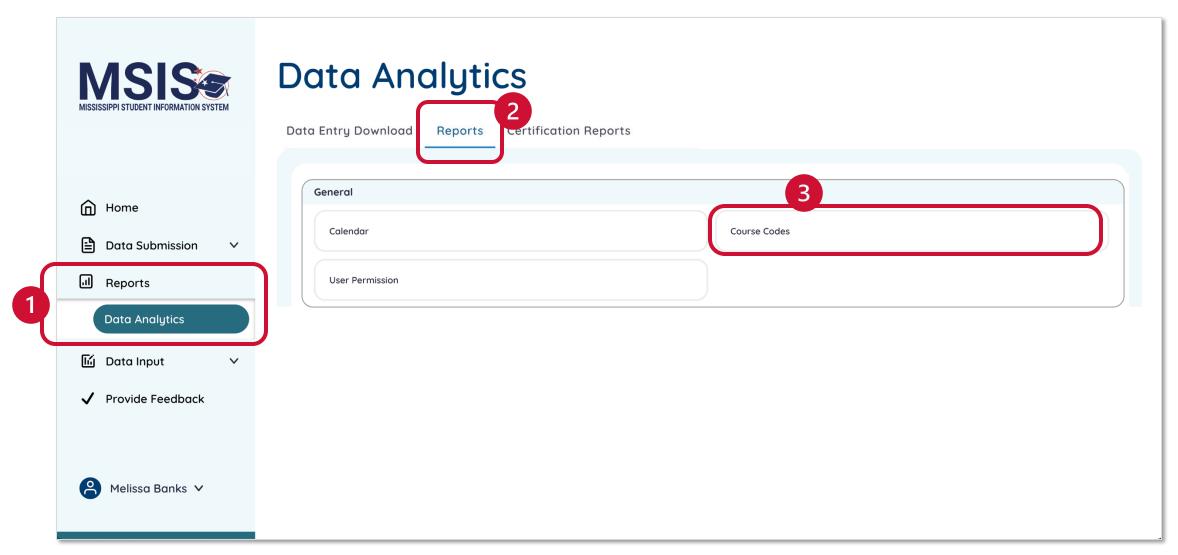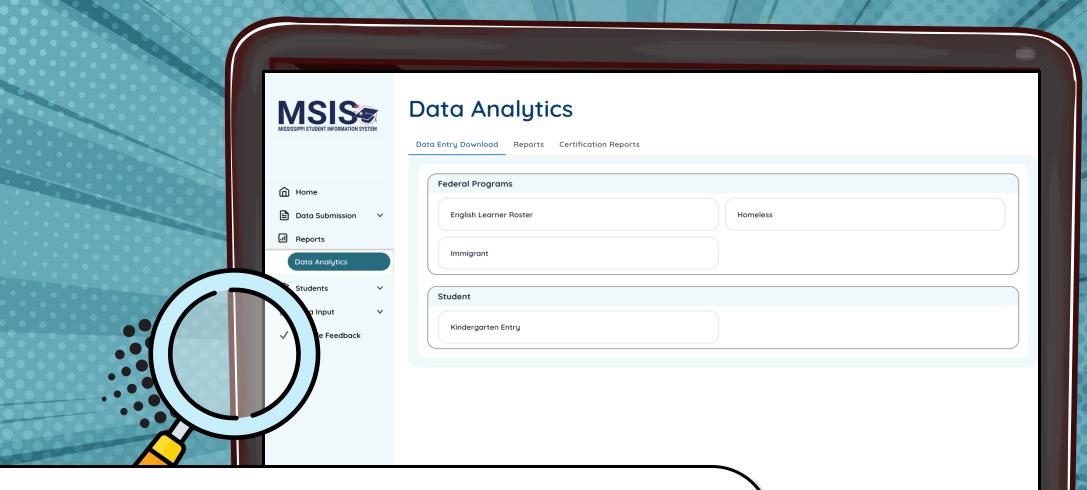
PERMISSION

All active users

School Year	Course Code	Course Title	Subject Area
Current School Year ▾	All ▾	All ▾	All ▾

Course Type	Course Status	Endorsement Group	Carnegie Units
All ▾	Multiple selections ▾	All ▾	All ▾

Course Codes Search Portal

ea	Course Type	License Required	Endorsement List	Carnegie Units	Grade Span	CTE Level	CIP Code	Core Subject	EOC Assessment	Allowable Funding Codes
Performing Arts	General course	Yes		0.5	11-12	N		Y		No special funds, Regular Min Prog, Other Special funds, MAEP Selectable, Title III funds, Title I funds, Title II funds, Title IV funds, ESSER funds
and Technology	General course	Yes		0.5	11-12	N		N		No special funds, Regular Min Prog, Other Special funds, MAEP Selectable, Title III funds, Title I funds, Title II funds, Title IV funds, ESSER funds
Performing Arts	General course	Yes	0119, 0123, 0196	1, 0.5	11-12	N		Y		No special funds, Regular Min Prog, Other Special funds, Title III funds, Title I funds, Title II funds, Title IV funds, ESSER funds
Performing Arts	General course	Yes	0119, 0119, 0123, 0196	1, 0.5	11-12	N		Y		No special funds, Regular Min Prog, Other Special funds, Title III funds, Title I funds, Title II funds, Title IV funds, ESSER funds
Performing Arts	General course	Yes	0119, 0123, 0196	1, 0.5	11-12	N		Y		No special funds, Regular Min Prog, Other Special funds, Title III funds, Title I funds, Title II funds, Title IV funds, ESSER funds
Performing Arts	General course	Yes	0119, 0123, 0196	1, 0.5	11-12	N		Y		No special funds, Regular Min Prog, Other Special funds, Title III funds, Title I funds, Title II funds, Title IV funds, ESSER funds
guage and	General course	Yes	0119	1, 0.5	11-12	N		N		No special funds, Regular Min Prog, Other Special funds, MAEP Selectable, Title III funds

	Course Type	License Required	Endorsement List	Carnegie Units	Grade Span	CTE Level	CIP Code	Core Subject	LOC Assessment	Allowable Funding Codes
			0196							Special funds, Title III funds, Title I funds, Title II funds, Title IV funds, ESSER funds
Performing Arts	General course	Yes	0119, 0123, 0196	1, 0.5	11-12	N			Y	No special funds, Regular Min Prog, Other Special funds, Title III funds, Title I funds, Title II funds, Title IV funds, ESSER funds
Performing Arts	General course	Yes	0119, 0123, 0196	1, 0.5	11-12	N			Y	No special funds, Regular Min Prog, Other Special funds, Title III funds, Title I funds, Title II funds, Title IV funds, ESSER funds
guage and	General course	Yes	0119	1, 0.5	11-12	N			N	No special funds, Regular Min Prog, Other Special funds, MAEP Selectable, Title III funds, Title I funds, Title II funds, Title IV funds, ESSER funds
guage and	General course	Yes	0119	1, 0.5	11-12	N			N	No special funds, Regular Min Prog, Other Special funds, MAEP Selectable, Title III funds, Title I funds, Title II funds, Title IV funds, ESSER funds
Performing Arts	General course	Yes	0121	1, 0.5	11-12	N			Y	Other Special funds, Title III funds, Title I funds, Title II funds, Title IV funds, ESSER funds
Performing Arts	General course	Yes	0121	1, 0.5	11-12	N			Y	Other Special funds, Title III funds, Title I funds, Title II funds, Title IV funds, ESSER funds

Endorsement Codes Search Portal

Endorsement Code	Credential Title	Endorsement Grade Span
0102	ART (K-12)	PK-12
0103	Media Art (K-12)	PK-12
0104	BIBLE (7-12)	07-12
0105	BUSINESS EDUCATION (7-12)	07-12
0106	ACCOUNTING (7-12)	07-12
0111	COMPUTER APPLICATION(K-12)	KG-12
0112	DANCE (K-12)	PK-12
0113	COMPUTER EDUCATION (K-12)	PK-12
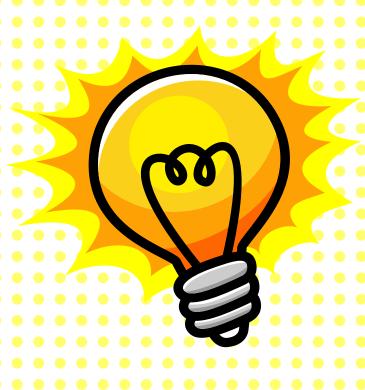
The **MDE Course Code Changes 2024-2025 and 2025-2026** document includes course codes that will be new, modified, or deactivated for SY 25-26.

These modifications will be reflected in MSIS in July 2025.

MISSISSIPPI
DEPARTMENT OF
EDUCATION

For all course codes, please note:

- **Any Carnegie unit credit-bearing course that may be taken by 7th or 8th graders** will be adjusted to include a grade span of 7-12.

- **All Advanced Placement (AP) courses** will be modified to reflect a grade span of 9-12.

MISSISSIPPI DEPARTMENT OF EDUCATION

Teacher Schedules

Displays teachers' schedules for state-reported courses. Report includes Classroom Position Type, Term, Period, Course Section Identifier, Minutes, Grades, and number of students enrolled in each course.

Data Impact

- Accreditation
- Accountability (Advanced Courses)
- CTE (Teacher Budget/MSFF)
- Assessment Rosters

Data Source

SIS (API nightly)

MISSISSIPPI DEPARTMENT OF EDUCATION

PERMISSION

Student

LEA & School Info

LEA Management | School Management | LEA Sharing | Salary Scale | Board Members

LEA Management

LEA Name	LEA Type	LEA Identifier	LEA Operational Status	Actions
Faulkner City School District	Regular public school district that is NOT a component of a supervisory union	9920	Open	✏️

msis.mdek12.org

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

Teacher Schedules

Last Refresh Date: 01/08/2025

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

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

Teacher Schedules

Last Refresh Date: 01/08/2025

LEA	School	Teacher Name	Classroom Position Type	Term/Semester	Period	Course	Course Section Identifier	Minutes	Carnegie Units	Program Code	Grades	Number of Students
Faulkner School	Archie Manning	Melissa Banks	Instructor of record	Full School Year	01	239901 - ENGLISH LANGUAGE	12345	150	0.00	0	01	19

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

					04	409901 - SOCIAL STUDIES - GRADES K-6	20043	25	0.00	0	01	
		Barbara Young	Instructor of record	Full School Year	01	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	30078	50	0.00	0	04	20
					02	409904 - SCIENCE - CCR -	30056	100	0.00	0	04	21

State Course Code and Course Title

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

Teacher Schedules

Last Refresh Date: 01/08/2025

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

May see "Non-employed Staff"
These are SSNs in the SIS that do not match an employee in the personnel data.

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

Linked to Accreditation Standards
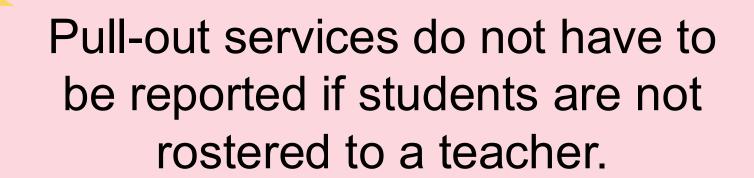
Teacher/Student Schedules should **accurately reflect** what is happening in each classroom

Pull-out services do not have to be reported if students are not rostered to a teacher.
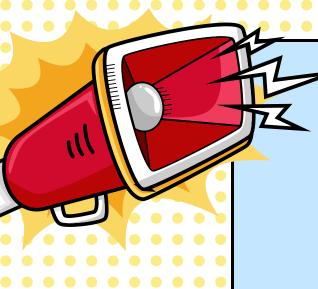
All full-time teachers (3 periods or more) should have instructional planning periods.
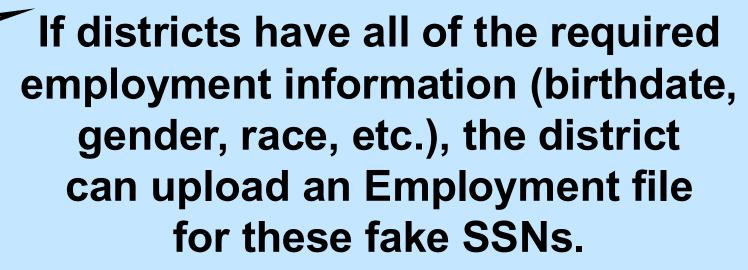
Use fake SSNs in the SIS for long-term subs and other contractors that are not entered into payroll.

Begin the first three digits of the SSN with "000", then the four-digit LEA ID, and make up the rest. Ex: 000992001

Course Section Guidance

If districts have all of the required employment information (birthdate, gender, race, etc.), the district can upload an Employment file for these fake SSNs.

This would allow the substitute's name to populate on the Teacher Schedule Reports, etc.

MISSISSIPPI DEPARTMENT OF EDUCATION

Updates to class size, course loads, and other Accreditation edits have been approved by the State Accreditation Commission. Proposed changes are currently out for APA comment and must be approved by the State Board of Education.

Proposed Accreditation Standard Updates 25-26SY:

Update Standard 2:
Teachers with endorsements in grades 7-12 content areas may teach the content in which they are endorsed in grades 5 and 6, if departmentalized.

Proposed Accreditation Standard Updates 25-26SY:

Update Standard 28:
Schools meeting the highest levels of Performance will have a cap on the number of students in student/teacher ratios.

MISSISSIPPI
DEPARTMENT OF
EDUCATION

Proposed Accreditation Standard Updates 25-26SY:

NEW Standard 28.6:

28.6 Teachers of rotational courses in any school with a grade configuration that includes grades K-6 that traditionally include more students than outlined in Process Standards 28.2, 28.3, 28.4, and 28.5 (i.e., elementary physical education, music, arts, speech-language therapist, etc.,) may exceed the ratios outlined in those standards. However, schools shall ensure adequate supervision by certified staff of those students at all times.

Proposed Accreditation Standard Updates 25-26SY:

NEW Standard 28.7:

Teachers of courses in any school with a grade configuration that includes grades 6-12 that traditionally include more students than outlined in Process Standards 28.3, 28.4, and 28.5 (i.e., team sports, band, musical performance, speech language therapist, etc.,) may exceed the ratios outlined in those standards.

However, schools shall ensure adequate supervision by certified staff of those students at all times.

Student Schedules

Displays students' schedules for state-reported courses. Report includes Teacher Name, Term, Period, Minutes, Grades, and Carnegie Units. (Final grades and Carnegie minutes will not populate until the end of the course.)

Data Impact

- Accreditation
- Accountability (Advanced Courses)
- Assessment Rosters
- CTE (Teacher Budget/MSFF)

Data Source

SIS (API nightly)

msis.mdek12.org

LEA	School	School Year	Teacher Name	Student Name	Course
All	All	2024-2025	All	All	All

Student Schedules

Last Refresh Date: 05/25/2025

LEA	School	Student	Grade Level	Term/Semester	Teacher Name ▲	Period	Course	Minutes	Final Grade	Carnegie Units Earned
Faulkner City School District-9920	James Earl Jones Elementary School-9920-015	Ahn, Lacie-999997970	PK	Full School Year	Epperson, Mayme	1	651001 - EARLY CHILDHOOD - PRE-KINDERGARTEN - GRADE PREK	75		0.00
		Ahrens, Santo-992428418	03	Full School Year	Bland, Caron	1	239901 - ENGLISH LANGUAGE ARTS - LANGUAGE ARTS - GRADES K-6	75		0.00
						2	459901 - SOCIAL STUDIES - GRADES K-6	75		0.00
					Canada, Abril	3	279901 - MATHEMATICS - CCR MATHEMATICS - GRADES K-6	75		0.00
						4	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	75		0.00
		Albert, Adan-997438009	03	Full School Year	Bland, Caron	3	239901 - ENGLISH LANGUAGE ARTS - LANGUAGE ARTS - GRADES K-6	75		0.00
						4	459901 - SOCIAL STUDIES - GRADES K-6	75		0.00
					Canada, Abril	1	279901 - MATHEMATICS - CCR MATHEMATICS - GRADES K-6	75		0.00
						2	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	75		0.00
					Schmitt, Kameron	7	132134 - SPECIAL EDUCATION - INCLUSION - GRADES KG-12	75		0.00
		Aleman, Arlin-998918319	02	Full School Year	Lamb, Francesca	1	239901 - ENGLISH LANGUAGE ARTS - LANGUAGE ARTS - GRADES K-6	75		0.00
						2	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	75		0.00
						3	279901 - MATHEMATICS - CCR MATHEMATICS - GRADES K-6	75		0.00

LEA	School	School Year	Teacher Name	Student Name	Course
All ⌄	All ⌄	2024-2025 ⌄	All ⌄	All ⌄	All ⌄

Student Schedules

Last Refresh Date: 05/25/2025

LEA	School	Student	Grade Level	Term/Semester	Teacher Name ▲	Period	Course	Minutes	Final Grade	Carnegie Units Earned
Faulkner City School District-9920	James Earl Jones Elementary School-9920-015	Ahn, Lacie-999997970	PK	Full School Year	Epperson, Mayme	1	651001 - EARLY CHILDHOOD - PRE-KINDERGARTEN - GRADE PREK	75		0.00
		Ahrens, Santo-992428418	03	Full School Year	Bland, Caron	1	239901 - ENGLISH LANGUAGE ARTS - LANGUAGE ARTS - GRADES K-6	75		0.00

LEA	School	School Year	Teacher Name	Student Name	Course
All ⌄	All ⌄	2024-2025 ⌄	All ⌄	All ⌄	All ⌄

					Canada, Abril	1	279901 - MATHEMATICS - CCR MATHEMATICS - GRADES K-6	75		0.00
						2	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	75		0.00
					Schmitt, Kameron	7	132134 - SPECIAL EDUCATION - INCLUSION - GRADES KG-12	75		0.00
		Aleman, Arlin-998918319	02	Full School Year	Lamb, Francesca	1	239901 - ENGLISH LANGUAGE ARTS - LANGUAGE ARTS - GRADES K-6	75		0.00
						2	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	75		0.00
						3	279901 - MATHEMATICS - CCR MATHEMATICS - GRADES K-6	75		0.00

Student Schedules

Last Refresh Date: 05/25/2025

LEA	School	Student	Grade Level	Term/Semester	Teacher Name	Period	Course	Minutes	Final Grade	Carnegie Units Earned
Faulkner City School District-9920	James Earl Jones Elementary School-9920-015	Ahn, Lacie-999997970	PK	Full School Year	Epperson, Mayme	1	651001 - EARLY CHILDHOOD - PRE-KINDERGARTEN - GRADE PREK	75		0.00
		Ahrens, Santo-992428418	03	Full School Year	Bland, Caron	1	239901 - ENGLISH LANGUAGE ARTS - LANGUAGE ARTS - GRADES K-6	75		0.00
						2	459901 - SOCIAL STUDIES - GRADES K-6	75		0.00
					Canada, Abril	3	279901 - MATHEMATICS - CCR MATHEMATICS - GRADES K-6	75		0.00
						4	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	75		0.00
		Albert, Adan-997438009	03	Full School Year	Bland, Caron	3	239901 - ENGLISH LANGUAGE ARTS - LANGUAGE ARTS - GRADES K-6	75		0.00
						4	459901 - SOCIAL STUDIES - GRADES K-6	75		0.00
					Canada, Abril	1	279901 - MATHEMATICS - CCR MATHEMATICS - GRADES K-6	75		0.00
						2	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	75		0.00
					Schmitt, Kameron	7	132134 - SPECIAL EDUCATION - INCLUSION - GRADES KG-12	75		0.00
		Aleman, Arlin-998918319	02	Full School Year	Lamb, Francesca	1	239901 - ENGLISH LANGUAGE ARTS - LANGUAGE ARTS - GRADES K-6	75		0.00
						2	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	75		0.00
										0.00

Impacts Assessment Rosters

LEA	School	School Year	Teacher Name	Student Name	Course
All ⌄	All ⌄	2024-2025 ⌄	All ⌄	All ⌄	All ⌄

Student Schedules

Last Refresh Date: 05/25/2025

LEA	School	Student	Grade Level	Term/Semester	Teacher Name ▲	Period	Course	Minutes	Final Grade	Carnegie Units Earned
Faulkner City School District-9920	James Earl Jones Elementary School-9920-015	Ahn, Lacie-999997970	PK	Full School Year	Epperson, Mayme	1	651001 - EARLY CHILDHOOD - PRE-KINDERGARTEN - GRADE PREK	75		0.00
		Ahrens, Santo-992428418	03	Full School Year	Bland, Caron	1	239901 - ENGLISH LANGUAGE ARTS - LANGUAGE ARTS - GRADES K-6	75		0.00
						2	459901 - SOCIAL STUDIES - GRADES K-6	75		0.00
					Canada, Abril	3	279901 - MATHEMATICS - CCR MATHEMATICS - GRADES K-6	75		0.00
		Albert, Adan-997438009								
						2	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	75		0.00
					Schmitt, Kameron	7	132134 - SPECIAL EDUCATION - INCLUSION - GRADES KG-12	75		0.00
		Aleman, Arlin-998918319	02	Full School Year	Lamb, Francesca	1	239901 - ENGLISH LANGUAGE ARTS - LANGUAGE ARTS - GRADES K-6	75		0.00
						2	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	75		0.00
						3	279901 - MATHEMATICS - CCR MATHEMATICS - GRADES K-6	75		0.00

Used to calculate seat minutes

LEA	School	School Year	Teacher Name	Student Name	Course
All ⌄	All ⌄	2024-2025 ⌄	All ⌄	All ⌄	All ⌄

Student Schedules

Last Refresh Date: **05/25/2025**

LEA	School	Student	Grade Level	Term/Semester	Teacher Name ▲	Period	Course	Minutes	Final Grade	Carnegie Units Earned
Faulkner City School District-9920	James Earl Jones Elementary School-9920-015	Ahn, Lacie-999997970	PK	Full School Year	Epperson, Mayme	1	651001 - EARLY CHILDHOOD - PRE-KINDERGARTEN - GRADE PREK	75		0.00
		Ahrens, Santo-992428418	03	Full School Year	Bland, Caron	1	239901 - ENGLISH LANGUAGE ARTS - LANGUAGE ARTS - GRADES K-6	75		0.00
						2	459901 - SOCIAL STUDIES - GRADES K-6	75		0.00
					Canada, Abril	3	279901 - MATHEMATICS - CCR MATHEMATICS - GRADES K-6	75		0.00
						4	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	75		0.00
		Albert, Adan-997438009	03	Full School Year	Bland, Caron	3	239901 - ENGLISH LANGUAGE ARTS - LANGUAGE ARTS - GRADES K-6	75		0.00
						4	459901 - SOCIAL STUDIES - GRADES K-6	75		0.00
					Canada, Abril	1	279901 - MATHEMATICS - CCR MATHEMATICS - GRADES K-6	75		0.00
						2	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	75		0.00
					Schmitt, Kameron	7	132134 - SPECIAL EDUCATION - INCLUSION - GRADES KG-12	75		0.00
		Aleman, Arlin-998918319	02	Full School Year	Lamb, Francesca	1	239901 - ENGLISH LANGUAGE ARTS - LANGUAGE ARTS - GRADES K-6	75		0.00
						2	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	75		0.00
						3	279901 - MATHEMATICS - CCR MATHEMATICS - GRADES K-6	75		0.00

MISSISSIPPI DEPARTMENT OF EDUCATION

A final letter grade must be reported for each course on a student's schedule.

Grades can be A-F, NG, NC, etc.

Clear any errors for the reporting period.

Check warnings for the reporting period.

Review MSIS Reports & Manual Input screens for accuracy.

Compare with any corresponding SIS reports.

MISSISSIPPI DEPARTMENT OF EDUCATION

Course Section Reports

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

Clear Errors, Check Warnings

CERTIFICATION PROCESS

Clear any errors for the reporting period.

Check warnings for the reporting period.

Review MSIS Reports & Manual Input screens for accuracy.

Compare with any corresponding SIS reports.

MISSISSIPPI DEPARTMENT OF EDUCATION

DATA QUALITY DASHBOARD: COURSE SECTION

Business Rule	Error/Warning	Tab Name	Description	Resolution
Active Teacher Check	Warning	Active Teacher	The teacher is not an active employee in the district or in the sharing district.	If the teacher is a direct employee of the district or sharing district, ensure the employee's data has been reported in the personnel data collection. If the teacher is not a direct employee, no action is necessary.
Teacher SSN Format Check	Error	Teacher SSN	The teacher's SSN is not in the correct format.	Ensure the teacher's SSN is entered correctly in the SIS and that it is a 9 digit number.
No Teacher Reported Check	Error	No Teacher	No teacher reported.	Ensure a teacher is assigned to the course in the SIS and that they are reported as the Instructor of Record.
Course Code Check	Error	Course Code	The course code reported is inactive or does not exist.	Ensure the state course code is entered in the SIS and is an active course code for the school year.
Course Final Grade Check	Error	Final Grade	Final grade must be reported.	Ensure a final grade is entered in the SIS at the end of the school year or when the student is an early graduate/exiter.
Course Credits Check	Error	Carnegie Units Missing	Carnegie units must be reported.	When a final grade is reported, ensure the Carnegie units earned are reported in the SIS for any course that offers units.
Carnegie Units Allowed Check	Warning	Carnegie Units Invalid	Carnegie units available must match the Carnegie units allowed for the course.	Ensure the number of Carnegie units available for a course in the SIS is within the allowed range in the state course code catalog.
Class Course Minutes Check	Error	Course Minutes	Instructional minutes must be between 1 and 500.	Ensure the instructional minutes in the SIS are between 1 and 500.
Funding Source Check	Error	Funding Source	The funding source must match the allowed funding sources for a course.	Ensure the funding source for a course in the SIS is in the allowed list in the state course code catalog.

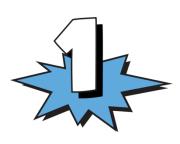*Updated May 24, 2025*

1

Data Quality Dashboard: Course Section

MISSISSIPPI DEPARTMENT OF EDUCATION

New errors/warnings for 25-26SY

Error	Only one Instructor of Record can be reported for each course section
Error	Update Carnegie Units Allowed to an Error
Warning	Update Active Teacher warning to not flag on teachers who have an employment end date during the school year (Ex: Teacher was here in S1, but is no longer working for the district)

Your data has errors

Review

1 Review all columns in the Data Quality Dashboard.

Compare the information provided – or what is missing - with what is in the SIS.

2 Compare data in the SIS with data sources in MSIS.

MISSISSIPPI DEPARTMENT OF EDUCATION

Course Section

Certification Data Collection

[_____ ⌄]

Rows per page: 10 ⌄   1–1 of 1   ‹   ›   •••

Active Teacher

Error/Warning	School Year	LEA Name	School Name	Description	Resolution	Teacher SSN	Teacher Name
Warning	2024-2025	Faulkner City School District	Jim Henson Elementary School	The teacher is not an active employee in the district or in the sharing district.	If the teacher is a direct employee of the district or sharing district, ensure the employee's data has been reported in the personnel data collection. If the teacher is not a direct employee, no action is necessary.	123456789	BANKS, MELISSA
Warning	2024-2025	Faulkner City School District	Archie Manning Elementary School	The teacher is not an active employee in the district or in the sharing district.	If the teacher is a direct employee of the district or sharing district, ensure the employee's data has been reported in the personnel data collection. If the teacher is not a direct employee, no action is necessary.	000000000	
Warning	2024-2025	Faulkner City School District	Oprah Winfrey Middle School	The teacher is not an active employee in the district or in the sharing district.	If the teacher is a direct employee of the district or sharing district, ensure the employee's data has been reported in the personnel data collection. If the teacher is not a direct employee, no action is necessary.	000992008	

MISSISSIPPI DEPARTMENT OF EDUCATION

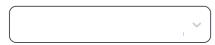**Dual Credit courses taught by college faculty** (not a district employee)

Teacher changes mid-year

Long-term substitute (not entered in payroll data)

Course Section

Certification Data Collection

[⌄]

Rows per page: 10 ⌄   1–1 of 1   ‹   ›   •••

Active Teacher

Error/Warning	School Year	LEA Name	School Name	Description	Resolution	Teacher SSN	Teacher Name
Warning	2024-2025	Faulkner City School District	Jim Henson Elementary School	The teacher is not an active employee in the district or in the sharing district.	If the teacher is a direct employee of the district or sharing district, ensure the employee's data has been reported in the personnel data collection. If the teacher is not a direct employee, no action is necessary.	123456789	BANKS, MELISSA
Warning	2024-2025	Faulkner City School District	Archie Manning Elementary School	The teacher is not an active employee in the district or in the sharing district.	If the teacher is a direct employee of the district or sharing district, ensure the employee's data has been reported in the personnel data collection. If the teacher is not a direct employee, no action is necessary.	000000000	
Warning	2024-2025	Faulkner City School District	Oprah Winfrey Middle School	The teacher is not an active employee in the district or in the sharing district.	If the teacher is a direct employee of the district or sharing district, ensure the employee's data has been reported in the personnel data collection. If the teacher is not a direct employee, no action is necessary.	000992008	

MISSISSIPPI DEPARTMENT OF EDUCATION

Course Section

Certification Data Collection

[⌄]

Active Teacher

Error/Warning	School Year	LEA Name	School Name	Description
Warning	2024-2025	Faulkner City School District	Jim Henson Elementary School	The teacher is not an activ… employee in the district or… in the sharing district.
Warning	2024-2025	Faulkner City School District	Archie Manning Elementary School	The teacher is not an activ… employee in the district or… in the sharing district.
Warning	2024-2025	Faulkner City School District	Oprah Winfrey Middle School	The teacher is not an activ… employee in the district or… in the sharing district.

1

Review all columns in the Data Quality Dashboard.
Compare the information provided – or what is missing - with what is in the SIS.

Course Section

Certification Data Collection

[⌄]

Active Teacher

Does this match what is in the SIS?
Yes. This SSN matches the SSN for a "fake" teacher for a dual credit course taught by college faculty.

Error/Warning	School Year	LEA Name	School Name	Description		Teacher SSN	Teacher Name
Warning	2024-2025	Faulkner City School District	Jim Henson Elementary School	The teacher is not an active employee in the district or in the sharing district.	If the teacher is a direct employee of the district or sharing district, ensure the employee's data has been reported in the personnel data collection. If the teacher is not a direct employee, no action is necessary.	123456789	BANKS, MELISSA
Warning	2024-2025	Faulkner City School District	Archie Manning Elementary School	The teacher is not an active employee in the district or in the sharing district.	If the teacher is a direct employee of the district or sharing district, ensure the employee's data has been reported in the personnel data collection. If the teacher is not a direct employee, no action is necessary.	000000000	
Warning	2024-2025	Faulkner City School District	Oprah Winfrey Middle School	The teacher is not an active employee in the district or in the sharing district.	If the teacher is a direct employee of the district or sharing district, ensure the employee's data has been reported in the personnel data collection. If the teacher is not a direct employee, no action is necessary.	000992008	

MISSISSIPPI DEPARTMENT OF EDUCATION

No fake SSNs for Instructor of Record for Dual Credit Courses taught by college faculty.

For dual credit courses taught by a college or university, set the **Responsible Organization Identifier** in the SIS. (See Data Domain Mapping Document: Course Section).

Enter the appropriate **IHL identifier** for the IHL providing instruction (See IHL Identifiers document).

Course Section
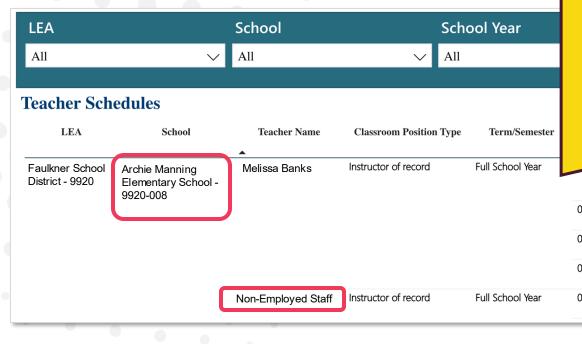
Certification Data Collection

Active Teacher

Error/Warning	School Year	LEA Name	School Name	Description
Warning	2024-2025	Faulkner City School District	Jim Henson Elementary School	The teacher is not an employee in the distri in the sharing district.
Warning	2024-2025	Faulkner City School District	Archie Manning Elementary School	The teacher is not an employee in the distri in the sharing district.
Warning	2024-2025	Faulkner City School District	Oprah Winfrey Middle School	The teacher is not an employee in the distri in the sharing district.

Compare data in the SIS with data sources in MSIS.
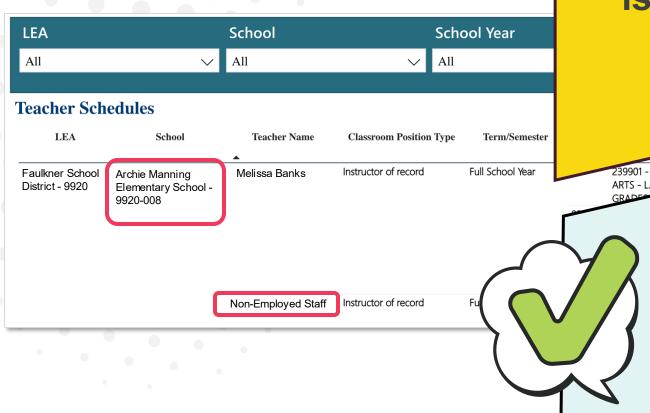
MISSISSIPPI DEPARTMENT OF EDUCATION

Does this match what is in the SIS?

LEA	School	School Year
All	All	All

Teacher Schedules

Last Refresh Date: **01/08/2025**

LEA	School	Teacher Name	Classroom Position Type	Term/Semester			Course Section Identifier	Minutes	Carnegie Units	Program Code	Grades	Number of Students
Faulkner School District - 9920	Archie Manning Elementary School - 9920-008	Melissa Banks	Instructor of record	Full School Year		239901 – ENGLISH LANGUAGE ARTS – LANGUAGE ARTS – GRADES K-6	12345	150	0.00	0	01	19
					02	279901 – MATHEMATICS – CCR MATHEMATICS – GRADES K-6	12485	150	0.00	0	01	19
					03	409904 – SCIENCE – CCR – SCIENCE – GRADES K-4	12355	25	0.00	0	01	19
					04	459901 – SOCIAL STUDIES – GRADES K-6	20043	25	0.00	0	01	19
	Non-Employed Staff		Instructor of record	Full School Year	01	902103 – DUAL CREDIT – ART 1113 ART APPRECIATION	30078	50	1.0	0	12	20

MISSISSIPPI DEPARTMENT OF EDUCATION

Does this match what is in the SIS?

LEA	School	School Year
All	All	All

Teacher Schedules

Last Refresh Date: 01/00

LEA	School	Teacher Name	Classroom Position Type	Term/Semester		Course Section Identifier	Minutes	
Faulkner School District - 9920	Archie Manning Elementary School - 9920-008	Melissa Banks	Instructor of record	Full School Year		239901 - ENGLISH LANGUAGE ARTS - LANGUAGE A... GRADES		19
								19
	Non-Employed Staff		Instructor of record	Fu...				19

Complete a Course Section Removal file for the deleted course. Use the School ID and Course Section ID from the report.

Erroneous or missing Employee Information

Deleted or Duplicated Courses
(Course is no longer active)

Courses that should not have been reported to MSIS.

Active courses with assigned employees and students enrolled in the course should **NOT** be included.
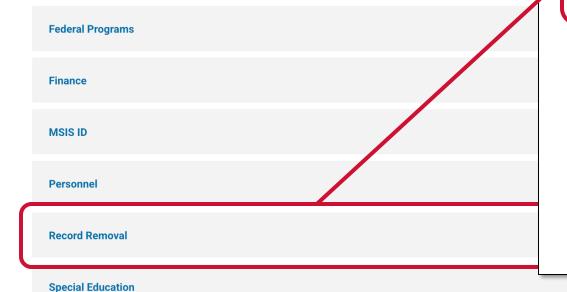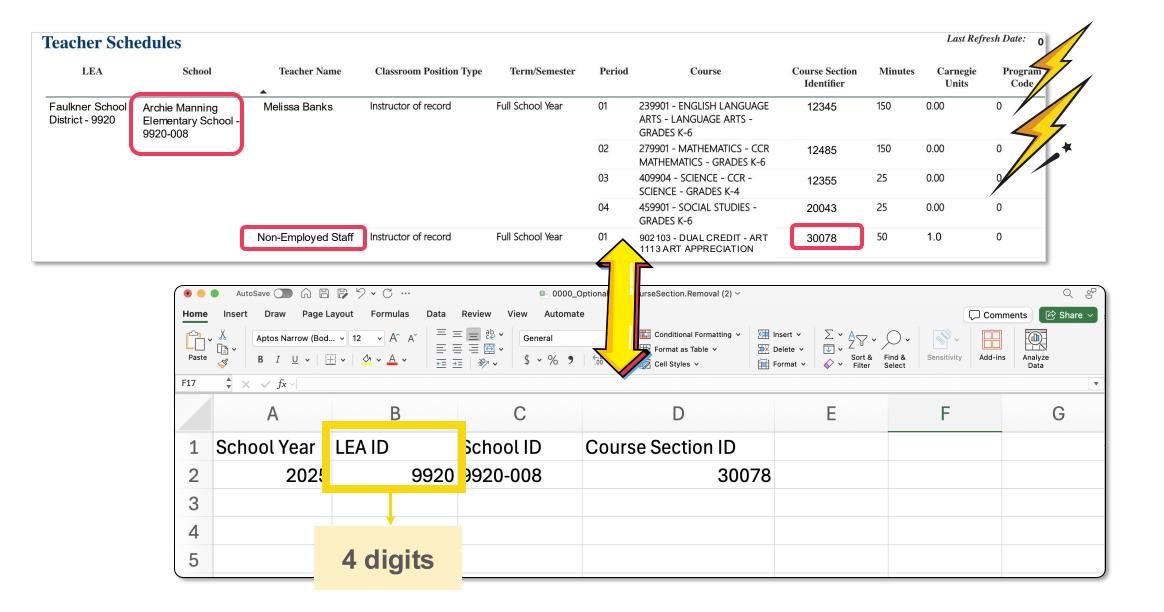
1

- Open the .csv in Excel.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)

22

- Open the .csv in Google Sheets.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)
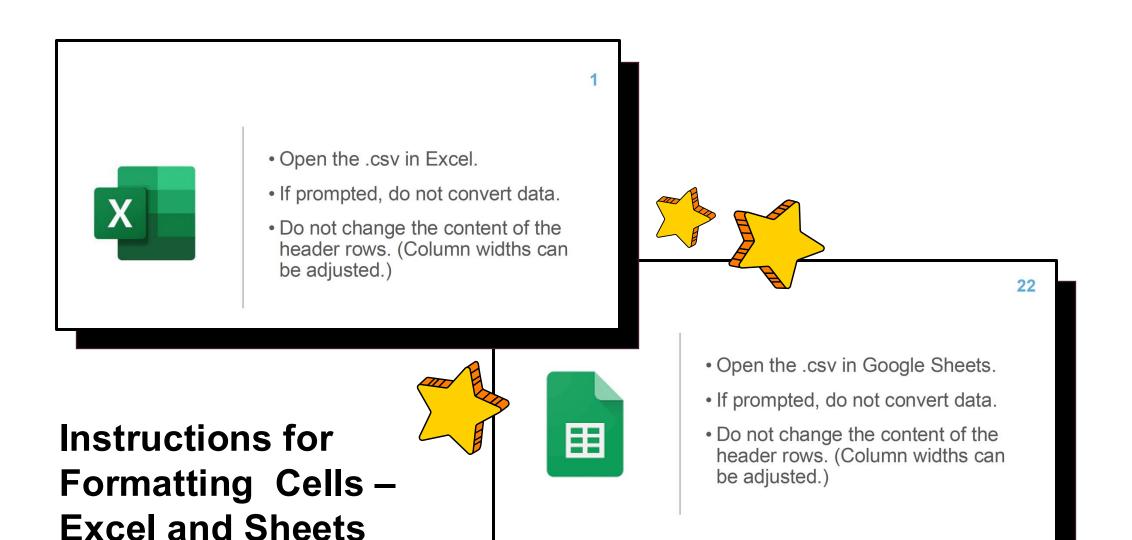
Instructions for Formatting Cells – Excel and Sheets

MISSISSIPPI DEPARTMENT OF EDUCATION

Teacher Schedules

Last Refresh Date: 0

LEA	School	Teacher Name	Classroom Position Type	Term/Semester	Period	Course	Course Section Identifier	Minutes	Carnegie Units	Program Code
Faulkner School District - 9920	Archie Manning Elementary School - 9920-008	Melissa Banks	Instructor of record	Full School Year	01	239901 - ENGLISH LANGUAGE ARTS - LANGUAGE ARTS - GRADES K-6	12345	150	0.00	0
					02	279901 - MATHEMATICS - CCR MATHEMATICS - GRADES K-6	12485	150	0.00	0
					03	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	12355	25	0.00	0
					04	459901 - SOCIAL STUDIES - GRADES K-6	20043	25	0.00	0
		Non-Employed Staff	Instructor of record	Full School Year	01	902103 - DUAL CREDIT - ART 1113 ART APPRECIATION	30078	50	1.0	0

Excel: 0000_Optional...ourseSection.Removal (2)

	A	B	C	D	E	F	G
1	School Year	LEA ID	School ID	Course Section ID			
2	2025	9920	9920-008	30078			
3							
4							
5							

####-###

Teacher Schedules

Last Refresh Date: 0

LEA	School	Teacher Name	Classroom Position Type	Term/Semester	Period	Course	Course Section Identifier	Minutes	Carnegie Units	Program Code
Faulkner School District - 9920	Archie Manning Elementary School - 9920-008	Melissa Banks	Instructor of record	Full School Year	01	239901 - ENGLISH LANGUAGE ARTS - LANGUAGE ARTS - GRADES K-6	12345	150	0.00	0
					02	279901 - MATHEMATICS - CCR MATHEMATICS - GRADES K-6	12485	150	0.00	0
					03	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	12355	25	0.00	0
					04	459901 - SOCIAL STUDIES - GRADES K-6	20043	25	0.00	0
		Non-Employed Staff	Instructor of record	Full School Year	01	902103 - DUAL CREDIT - ART 1113 ART APPRECIATION	30078	50	1.0	0

Spreadsheet view (0000_Optional...CourseSection.Removal (2)):

	A	B	C	D	E	F	G
1	School Year	LEA ID	School ID	Course Section ID			
2	2025	9920	9920-008	30078			
3							
4							
5							

Enter exact value from report

Save file as
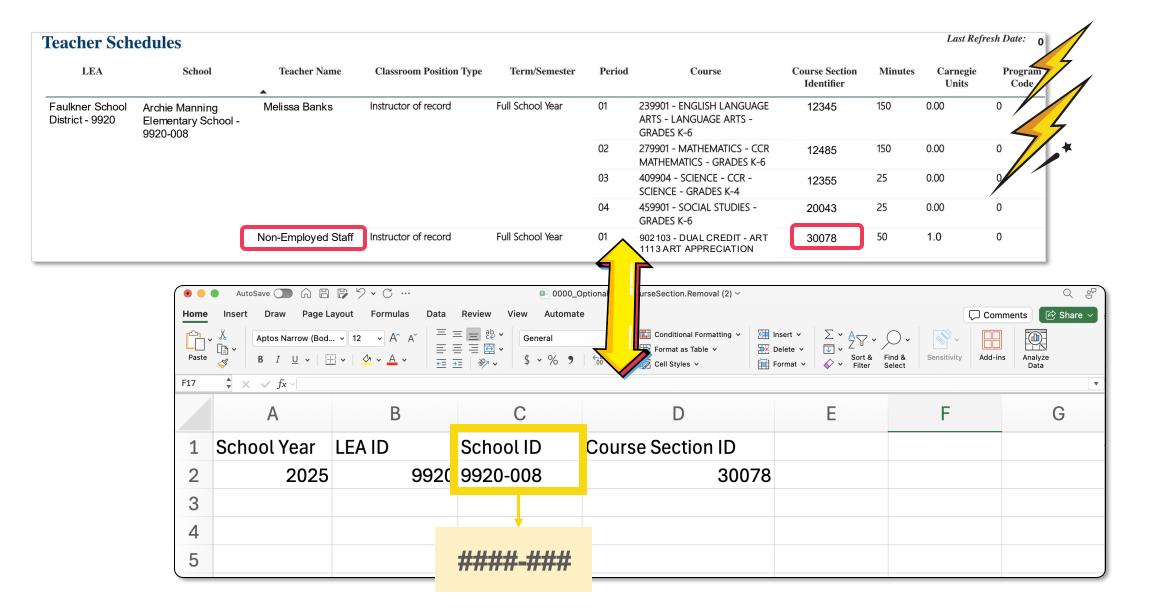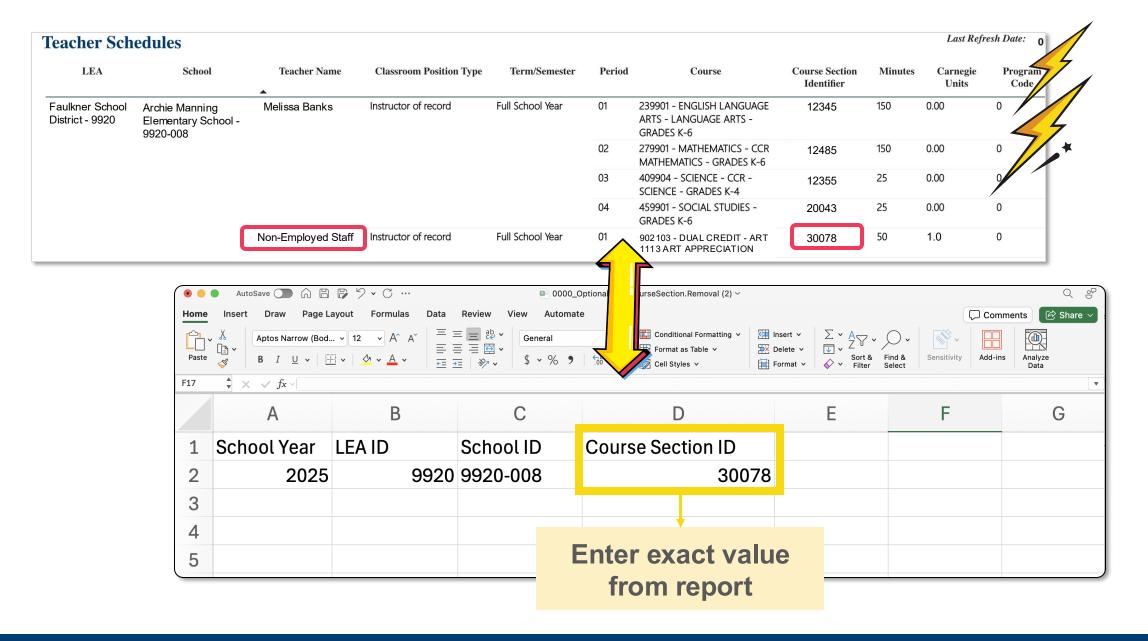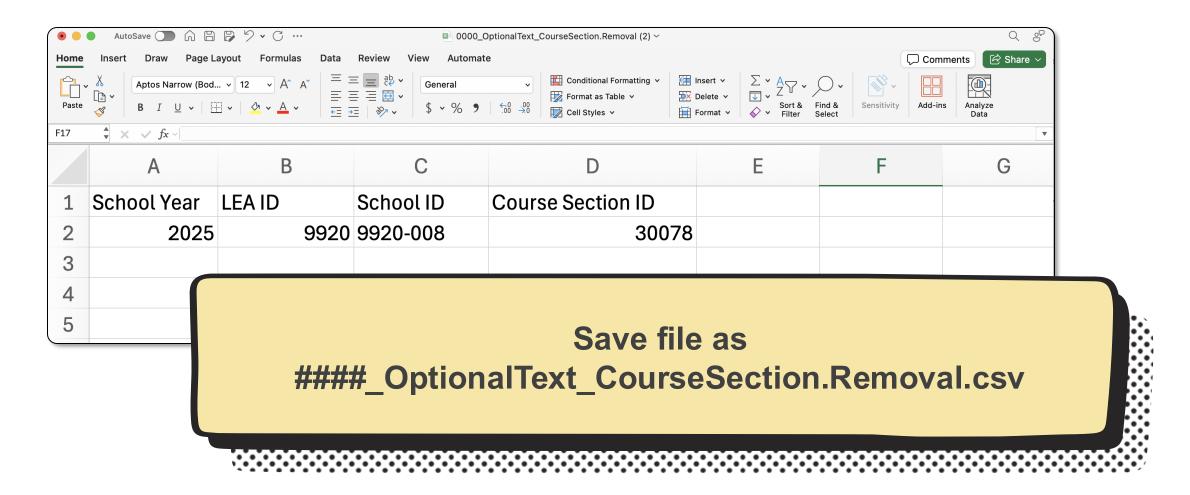####_OptionalText_CourseSection.Removal.csv

There are no errors

Dual Credit courses taught by college faculty (not a district employee)

Teacher changes mid-year

Update to edit check for 25-26SY: Active Teacher warning will not flag on teachers who have an employment end date during the school year.

If a teacher is no longer employed (due to death or termination of employment), they should be removed from student schedules.

If the teacher completed the course with the students, then leave the course on the students' schedules.

If the teacher did not complete the course, update the course section(s) and assign them to a new teacher.

(This may create a new course section in MSIS and not update the original course section. If this happens, submit a Course Section Removal file.)

There are no errors

Dual Credit courses taught by college faculty (not a district employee)

Teacher changes mid-year

Long-term substitute (not entered in payroll data)

Course Section

Certification Data Collection

[⌄]

Rows per page: 10 ⌄   1–1 of 1   < >   •••

Active Teacher

Error/Warning	School Year	LEA Name	School Name	Description	Resolution	Teacher SSN	Teacher Name
Warning	2024-2025	Faulkner City School District	Jim Henson Elementary School	The teacher is not an active employee in the district or in the sharing district.	If the teacher is a direct employee of the district or sharing district, ensure the employee's data has been reported in the personnel data collection. If the teacher is not a direct employee, no action is necessary.	123456789	BANKS, MELISSA
Warning	2024-2025	Faulkner City School District	Archie Manning Elementary School	The teacher is not an active employee in the district or in the sharing district.	If the teacher is a direct employee of the district or sharing district, ensure the employee's data has been reported in the personnel data collection. If the teacher is not a direct employee, no action is necessary.	000000000	
Warning	2024-2025	Faulkner City School District	Oprah Winfrey Middle School	The teacher is not an active employee in the district or in the sharing district.	If the teacher is a direct employee of the district or sharing district, ensure the employee's data has been reported in the personnel data collection. If the teacher is not a direct employee, no action is necessary.	000992008	

Course Section

Certification Data Collection

[⌄]

Active Teacher

Error/Warning	School Year	LEA Name	School Name	Description
Warning	2024-2025	Faulkner City School District	Jim Henson Elementary School	The teacher is not an ac employee in the district in the sharing district.
Warning	2024-2025	Faulkner City School District	Archie Manning Elementary School	The teacher is not an ac employee in the district in the sharing district.
Warning	2024-2025	Faulkner City School District	Oprah Winfrey Middle School	The teacher is not an ac employee in the district in the sharing district.

...

1

Review all columns in the Data Quality Dashboard.
Compare the information provided – or what is missing - with what is in the SIS.

Course Section

Does this match what is in the SIS?
Yes. This is a long-term substitute.

Certification Data Collection

[▼]

Active Teacher

Error/Warning	School Year	LEA Name	School Name	Description		Teacher SSN	Teacher Name
Warning	2024-2025	Faulkner City School District	Jim Henson Elementary School	The teacher is not an active employee in the district or in the sharing district.	If the teacher is a direct employee of the district or sharing district, ensure the employee's data has been reported in the personnel data collection. If the teacher is not a direct employee, no action is necessary.	123456789	BANKS, MELISSA
Warning	2024-2025	Faulkner City School District	Archie Manning Elementary School	The teacher is not an active employee in the district or in the sharing district.	If the teacher is a direct employee of the district or sharing district, ensure the employee's data has been reported in the personnel data collection. If the teacher is not a direct employee, no action is necessary.	000000000	
Warning	2024-2025	Faulkner City School District	Oprah Winfrey Middle School	The teacher is not an active employee in the district or in the sharing district.	If the teacher is a direct employee of the district or sharing district, ensure the employee's data has been reported in the personnel data collection. If the teacher is not a direct employee, no action is necessary.	000992008	

MISSISSIPPI DEPARTMENT OF EDUCATION

Course Section

Certification Data Collection

[⌄]

Active Teacher

Error/Warning	School Year	LEA Name	School Name	Description	
Warning	2024-2025	Faulkner City School District	Jim Henson Elementary School	The teacher is not an active employee in the district or in the sharing district.	If the teacher is a direct district, ens...
Warning	2024-2025	Faulkner City School District	Archie Manning Elementary School	The teacher is not employee in in the shari...	
Warning	2024-2025	Faulkner City School District	Oprah Winfrey Middle School	The teacher is employee in th in the sharing di...	

Does this match what is in the SIS?
Yes. This is a long-term substitute.

The data has been verified, and it is correct. The warning will remain in MSIS.

Use fake SSNs for long-term subs that are not entered into payroll.
Begin the first three digits of the SSN with "000", then use the four-digit LEA ID, and make up the rest.

Course Section

Certification Data Collection

Select... ▾

Rows per page: 10 ▾   1–10 of 18   ‹ › •••

Course Code   Funding Source   Final Grade

Course Section ID	Error/Warning	School Year	LEA Name	School Name	Description	Resolution	Teacher Name	Course Code	Course Title
2345EDS-239	Error	2024-2025	Faulkner City School District	Archie Manning Elementary School	The course code reported is inactive or does not exist.	Ensure the state course code is entered in the SIS and is an active course code for the school year	Banks, Melissa	123456	

MISSISSIPPI DEPARTMENT OF EDUCATION

Course Section

Certification Data Collection

Select... ▾

Course Code   Funding Source   Final Grade

Course Section ID	Error/Warning	School Year	LEA Name	School Name
2345EDS-239	Error	2024-2025	Faulkner City School District	Archie Manning Elementary School

Review all columns in the Data Quality Dashboard.
Compare the information provided – or what is missing - with what is in the SIS.

Course Section

Certification Data Collection

Select... ▼

Course Code   Funding Source   Final Grade

Does this match what is in the SIS?
This is a local code and should not have been reported to state. It is now marked appropriately.

Course Section ID	Error/Warning	School Year	LEA Name	School Name		Resolution	Teacher Name	Course Code	Course Title
2345EDS-239	Error	2024-2025	Faulkner City School District	Archie Manning Elementary School	The course code reported is inactive or does not exist.	Ensure the state course code is entered in the SIS and is an active course code for the school year	Banks, Melissa	123456	

Course Section ID	Error/Warning	School Year	LEA Name	School Name	Description	Resolution	Teacher Name	Course Code	Course Title
2345EDS-239	Error	2024-2025	Faulkner City School District	Archie Manning Elementary School	The course code reported is inactive or does not	Ensure the state course code is entered in	Banks, Melissa	123456	

There are no errors

Course Section

Certification Data Collection

Select... ⌄

Course Code   Funding Source   Final Grade

Course Section ID	Error/Warning	School Year	LEA Name	School Name
2345EDS-239	Error	2024-2025	Faulkner City School District	Archie Manning Elementary School

2 ⚡

Compare data in the SIS with data sources in MSIS.

Does this match what is in the SIS?

Course Codes Search Portal

School Year
Current School Year

Course Code
All

Course Type
All

Course Status
Multiple selections

...ea	Course Type	License Required	Endorsement List	Carnegie Units	Gr...	...OC Assessment		Allowable Funding Codes
Performing Arts	General course	Yes		0.5	11-		Y	No special funds, Regular Min Prog, Other Special funds, MAEP Selectable, Title III funds, Title I funds, Title II funds, Title IV funds, ESSER funds
...g and Technology	General course	Yes		0.5	11-12	N	N	No special funds, Regular Min Prog, Other Special funds, MAEP Selectable, Title III funds, Title I funds, Title II funds, Title IV funds, ESSER funds
Performing Arts	General course	Yes	0119, 0123, 0196	1, 0.5	11-12	N	Y	No special funds, Regular Min Prog, Other Special funds, Title III funds, Title I funds, Title II funds, Title IV funds, ESSER funds
Performing Arts	General course	Yes	0119, 0119, 0123, 0196	1, 0.5	11-12	N	Y	No special funds, Regular Min Prog, Other Special funds, Title III funds, Title I funds, Title II funds, Title IV funds, ESSER funds
Performing Arts	General course	Yes	0119, 0123, 0196	1, 0.5	11-12	N	Y	No special funds, Regular Min Prog, Other Special funds, Title III funds, Title I funds, Title II funds, Title IV funds, ESSER funds
Performing Arts	General course	Yes	0119, 0123, 0196	1, 0.5	11-12	N	Y	No special funds, Regular Min Prog, Other Special funds, Title III funds, Title I funds, Title II funds, Title IV funds, ESSER funds
...guage and	General course	Yes	0119	1, 0.5	11-12	N	N	No special funds, Regular Min Prog, Other Special funds, MAEP Selectable, Title III funds

There are no errors

Course Section

Certification Data Collection

Select... ▾

Rows per page: 10 ▾   1–4 of 4   ‹ ›   •••

Active Teacher   **Carnegie Units Invalid**

Course Section ID	Error/Warning	School Year	LEA Name	School Name	Description	Resolution	Teacher Name	Course Code	Course Title	Term/Semester	Class Period	Carnegie Units Allowed	Carnegie Units Available
139295	Warning	2024-2025	Faulkner City School District	Medgar Evers High School	Carnegie units available must match the carnegie units allowed for the course.	Ensure the number of Carnegie units available for a course in the SIS is within the allowed range in the state course code catalog.	Banks, Melissa	123456	SOCIAL STUDIES - AFRICAN-AMERICAN STUDIES	S1	02	1	0.5

MISSISSIPPI DEPARTMENT OF EDUCATION

Course Section

Certification Data Collection

Select... ▾

Active Teacher | **Carnegie Units Invalid**

Course Section ID	Error/Warning	School Year	LEA Name	School Name	Description	Resolu...	...egie ...able
139295	Warning	2024-2025	Faulkner City School District	Medgar Evers High School	Carnegie units available must match the carnegie units allowed for the course.	Ensur... numb... Carne... availa... cours... SIS is ... allowe... in the... cours... catalo...	

Review all columns in the Data Quality Dashboard.
Compare the information provided – or what is missing - with what is in the SIS.

Course Section

Does this match what is in the SIS?
Yes.

Certification Data Collection

Select...

Active Teacher   **Carnegie Units Invalid**

Course Section ID	Error/Warning	School Year	LEA Name	School Name	Description	Resolu...	Teacher Name	Course Code	Course Title	Term/Semester	Class Period	Carnegie Units Allowed	Carnegie Units Available
139295	Warning	2024-2025	Faulkner City School District	Medgar Evers High School	Carnegie units available must match the carnegie units allowed for the course.	Ensure the number of Carnegie units available for a course in the SIS is within the allowed range in the state course code catalog.	Banks, Melissa	123456	SOCIAL STUDIES - AFRICAN-AMERICAN STUDIES	S1	02	1	0.5

Course Section

Certification Data Collection

Select... ▾

...

Active Teacher | **Carnegie Units Invalid**

Course Section ID	Error/Warning	School Year	LEA Name	School Name	Description	Resolu...	...egie ...able
139295	Warning	2024-2025	Faulkner City School District	Medgar Evers High School	Carnegie units available must match the carnegie units allowed for the course.	Ensure numb... Carne... availa... course... SIS is ... allowe... in the ... course... catalo...	

2

Compare data in the SIS with data sources in MSIS.

Does this match what is in the SIS?

School Year
Current School Year

Course Code
All

Course Type
All

Course Status
Multiple selections

Course Codes Search Portal

...ea	Course Type	License Required	Endorsement List	Carnegie Units	Gr...		...OC Assessment	Allowable Funding Codes
Performing Arts	General course	Yes		0.5	11-...		Y	No special funds, Regular Min Prog, Other Special funds, MAEP Selectable, Title III funds, Title I funds, Title II funds, Title IV funds, ESSER funds
...g and Technology	General course	Yes		0.5	11-12	N	N	No special funds, Regular Min Prog, Other Special funds, MAEP Selectable, Title III funds, Title I funds, Title II funds, Title IV funds, ESSER funds
Performing Arts	General course	Yes	0119, 0123, 0196	1, 0.5	11-12	N	Y	No special funds, Regular Min Prog, Other Special funds, Title III funds, Title I funds, Title II funds, Title IV funds, ESSER funds
Performing Arts	General course	Yes	0119, 0119, 0123, 0196	1, 0.5	11-12	N	Y	No special funds, Regular Min Prog, Other Special funds, Title III funds, Title I funds, Title II funds, Title IV funds, ESSER funds
Performing Arts	General course	Yes	0119, 0123, 0196	1, 0.5	11-12	N	Y	No special funds, Regular Min Prog, Other Special funds, Title III funds, Title I funds, Title II funds, Title IV funds, ESSER funds
Performing Arts	General course	Yes	0119, 0123, 0196	1, 0.5	11-12	N	Y	No special funds, Regular Min Prog, Other Special funds, Title III funds, Title I funds, Title II funds, Title IV funds, ESSER funds
...guage and	General course	Yes	0119	1, 0.5	11-12	N	N	No special funds, Regular Min Prog, Other Special funds, MAEP Selectable, Title III funds

MISSISSIPPI DEPARTMENT OF EDUCATION

Does this match what is in the SIS?

Update the Carnegie Units in the SIS.
(May need to remove the old course if the SIS creates a new course section.)

There are no errors

Course Section

Certification Data Collection

| Select... | ⌄ | ••• |

Rows per page: 10 ⌄   1–1 of 1   ‹ ›   •••

Carnegie Units Missing   **Final Grade**

Course Section ID	Error/Warning	School Year	LEA Name	School Name	Description	Resolution	First Name	Last Name	MSIS ID	Course Code	Course Title	Term/Semester	Class Period	Final Grade	Data Last Received
12355	Error	2024-2025		Archie Manning Elementary School	Final grade must be reported.	Ensure a final grade is entered in the SIS at the end of the school year or when the student is an early graduate/exiter.	Ayana	Harris	991564564	459901	SOCIAL STUDIES - GRADES K-6	Full School Year	2		06/06/25 9:47:38 AM

Course Section

Certification Data Collection

Select... ⌄

Carnegie Units Missing | **Final Grade**

Course Section ID	Error/Warning	School Year	LEA Name	School Name	Description	Resolution		Data Last Received
12355	Error	2024-2025		Archie Manning Elementary School	Final grade must be reported.	Ensure a final gr[...] is entered in the [...] at the end of the [...] school year or w[...] the student is an[...] early graduate/exiter.		06/06/25 9:47:38 AM

1

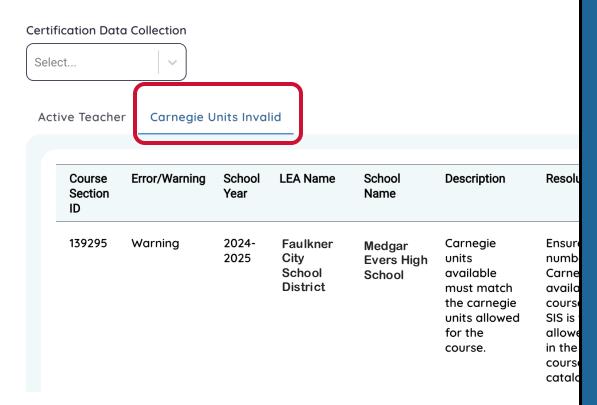**Review all columns in the Data Quality Dashboard.**
Compare the information provided – or what is missing - with what is in the SIS.

Course Section

Certification Data Collection

Select...

Carnegie Units Missing | **Final Grade**

Does this match what is in the SIS?
No, the student has a final grade in the SIS. Course should still be actively reported.

Course Section ID	Error/Warning	School Year	LEA Name	School Name	Description	Resolution	Name		MSIS ID	Course Code	Course Title	Term/Semester	Class Period	Final Grade	Data Last Received
12355	Error	2024-2025		Archie Manning Elementary School	Final grade must be reported.	Ensure a final grade is entered in the SIS at the end of the school year or when the student is an early graduate/exiter.	Ayana	Harris	991564564	459901	SOCIAL STUDIES - GRADES K-6	Full School Year	2		06/06/25 9:47:38 AM

Course Section

Certification Data Collection

Select... ▼

Carnegie Units Missing | **Final Grade**

Course Section ID	Error/Warning	School Year	LEA Name	School Name	Description	Resolution
12355	Error	2024-2025		Archie Manning Elementary School	Final grade must be reported.	Ensure a final g is entered in the at the end of th school year or v the student is a early graduate/exite

2

Compare data in the SIS with data sources in MSIS.

Does this match what is in the SIS?

LEA	School	School Year
All	All	2024-2025

Student Schedules

LEA	School	Student	Grade Level	Term/Semester	Teacher Name			Minutes	Final Grade	Carnegie Units Earned
Faulkner City School District-9920	Archie Manning Elementary School – 9920-008	Hamblin, Roy-990838872	04	Full School Year	Bagley, Chelsi		LANGUAGE ARTS - LANGUAGE ARTS - K-6	75		0.00
							459901 - SOCIAL STUDIES - GRADES K-6	75		0.00
					Minor, Cherelle	1	279901 - MATHEMATICS - CCR MATHEMATICS - GRADES K-6	75		0.00
						2	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	75		0.00
		Harris, Ayana - 991564564	04	Full School Year	Bagley, Chelsi	1	239901 - ENGLISH LANGUAGE ARTS - LANGUAGE ARTS - GRADES K-6	75		0.00
						2	459901 – Social Studies – Grades K-6	75		0.00
						2	459901 – Social Studies – Grades K-6	75	A	0.00
						4	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	75		0.00
		Heflin, Zaria-997438819	05	Full School Year	High, Frederica	3	279901 - MATHEMATICS - CCR MATHEMATICS - GRADES K-6	75		0.00
					Hogue, Sylvania	1	239901 - ENGLISH LANGUAGE ARTS - LANGUAGE ARTS - GRADES K-6	75		0.00
						2	459901 - SOCIAL STUDIES - GRADES K-6	75		0.00
					Vanwinkle, Shanell	4	409905 - SCIENCE - CCR - SCIENCE - GRADE 5	75		0.00

Does this match what is in the SIS?

Teacher Schedules

LEA	School	Teacher Name	Classroom Position Type	Term/Semester				Code	Grades	Number of Students
Faulkner School District - 9920	Archie Manning Elementary School - 9920-008	Bagley, Chelsi	Instructor of record	Full School Year	0		0.00	0	01	19
					0	EMATICS - CCR MATHEMATICS - GRADES K-6	12485	150	0.00	0	01	19
					02	459901 – Social Studies – Grades K-6	12355	75	0.00	0	01	1
					02	459901 - SOCIAL STUDIES - GRADES K-6	20043	75	0.00	0	01	19
	Non-Employed Staff		Instructor of record	Full School Year	01	902103 - DUAL CREDIT - ART 1113 ART APPRECIATION	30078	50	1.0	0	04	20
					02	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	30086	100	0.00	0	04	21
					03	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	30087	100	0.00	0	04	21

LEA: All
School: All
School Year: All

Teacher Schedules

Last Refresh Date: 01/08/2025

LEA	School	Teacher Name	Classroom Position Type	Term/Semester	Period	Course	Course Section Identifier	Minutes	Carnegie Units	Program Code	Grades	Number of Students
Faulkner School District - 9920	Archie Manning Elementary School - 9920-008	Bagley, Chelsi	Instructor of record	Full School Year	01	239901 - ENGLISH LANGUAGE ARTS - LANGUAGE ARTS - GRADES K-6	12345	150	0.00	0	01	19
					02	279901 - MATHEMATICS - CCR MATHEMATICS - GRADES K-6	12485	150	0.00	0	01	19
					02	459901 – Social Studies – Grades K-6	12355	75	0.00	0	01	1
					02	459901 - SOCIAL STUDIES - GRADES K-6	20043	75	0.00	0	01	
		Non-Employed Staff	Instructor of record	Full School Year	01	902103 - DUAL CREDIT 1113 ART APPRECIA	30078	50	1.0	0	04	

	A	B	C	D	E	F	G
1	School Year	LEA ID	School ID	Course Section ID			
2	2025	9920	9920-008	12355			
3							
4							
5							

There are no errors

Course Section
[Student Domain]

API

MSIS

Academic Record

MSH

AFTER
M9

MSIS

Academic Record

A+

Courses

Final grade

Grade level when course was taken

Credits attempted

Not specific to a SY

Credits earned

Promotion Status

Diploma Type

CTE Completer

Academic Record

[Separate API from Student data]

JUN

JUL

JAN

MSIS

MSIS DATA DOMAIN MAPPING

DOMAIN: ACADEMIC RECORD

All data elements will be collected via API from the SIS package except where indicated.

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
Career Education Plan Date	The date on which an individual's professional development career plan was last updated.	For ISP only	None	Yes
Career Education Plan Type	An indication of whether an individual completed an individualized guidance and counseling plan	For ISP only	**Education** - Education plan **Career** - Career plan **Both** - Both education and career plan **Other** - Other	Yes
Course Code System	A system that is used to identify the organization of subject matter and related learning experiences provided for the instruction of students.		**LEA** - LEA course code **State** - State course code	Yes
Course Identifier	The actual code that identifies the organization of subject matter and related learning experiences provided for the instruction of students.		None	Yes
Course Title	The descriptive name given to a course of study offered in a school or other institution or organization. In departmentalized classes at the elementary, secondary, and postsecondary levels (and for staff development		None	Yes

Data Domain Mapping:
Student – Academic Record

MISSISSIPPI DEPARTMENT OF EDUCATION

Academic Record Reports

- Course History
- Graduates & Dropouts

PERMISSION

Student

Course History Report

Displays a listing of courses from a student's course history to serve as a historical transcript.

Data Impact

- Accreditation (Credit Recovery)

Data Source

SIS (API June/July and January)
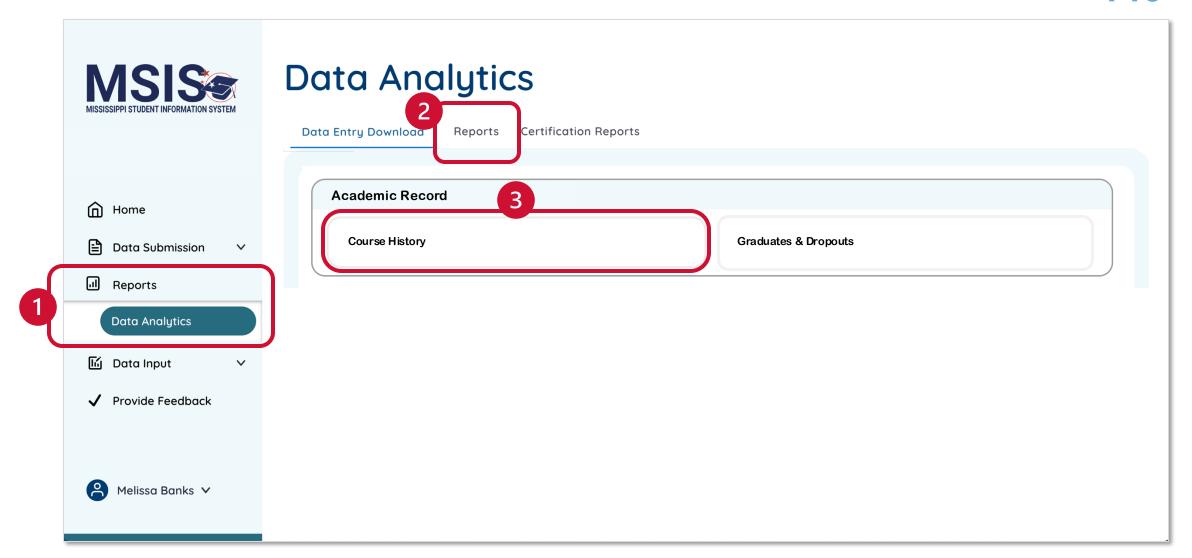
Graduates & Dropouts Report

Displays students enrolled in 12th grade along with their Promotion and Graduation statuses, as well as students who have dropped out. Reports provide the total number of Graduates and total Dropouts.

Data Impact
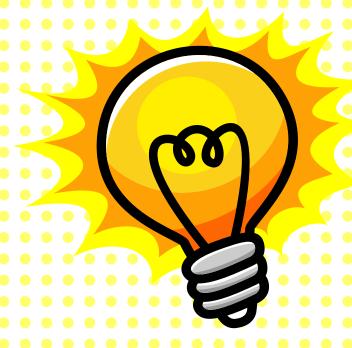
- Accountability
- Graduation Rate

Data Source

SIS (API June/July and January)
Manual Input (promotions)

Graduates & Dropouts Report will be certified with Month 9 data.

Data Analytics

Data Entry Download Reports Certification Reports

Academic Record

Course History

Graduates & Dropouts

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Home

Data Submission

Reports

Data Analytics

Data Input

Provide Feedback

Melissa Banks

LEA	School	School Year	Race
Faulkner City School District	All	All	All

Gender	Grade Level	Exit Type
All	All	All

Graduates and Dropouts

Last Refresh Date: **06/11/2025**

233	34
Total Graduates	Total Dropouts

School		Grade Level	MSIS ID	Student Name	Race ▲	Gender	Exit Type	Promoted	Graduate Status	Endorsement(s)
									Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	White	Female		Y	Regular High School Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Eleventh grade	000000000	Last Name, First Name	Black or African American	Male	Reached maximum age for services	Y		
Faulkner City School District -9920	Medgar Evers High – 9920-004	Ninth grade	000000000	Last Name, First Name	Black or African American	Male	Discontinued schooling			
Faulkner City School District -9920	Medgar Evers High – 9920-004	Ninth grade	000000000	Last Name, First Name	Black or African American	Male	Discontinued schooling	N		
Faulkner City School District -9920	Medgar Evers High – 9920-004	Tenth grade	000000000	Last Name, First Name	White	Female	Reached maximum age for services	Y		
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	White	Female		Y	Regular High School Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	Black or African American	Male		Y	Regular High School Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	White	Male	Graduated with regular, advanced, International Baccalaureate, or other type of diploma	Y		
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	White	Male		Y	State Defined Alternate Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	Black or African American	Male		Y	State Defined Alternate Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	Black or African American	Female		Y	Regular High School Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	Black or African American	Female		Y	Regular High School Diploma	

LEA	School	School Year	Race
Faulkner City School District	All	All	All

Gender	Grade Level	Exit Type	
All	All	All	

Graduates and Dropouts

Last Refresh Date: 06/11/2025

233	34
Total Graduates	Total Dropouts

School	Grade Level	MSIS ID	Student Name	Race	Gender	Exit Type	Promoted	Graduate Status	Endorsement(s)
								Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	White	Female		Y	Regular High School

LEA	School	School Year	Race
Faulkner City School District	All	All	All

Gender	Grade Level	Exit Type	
All	All	All	

Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	White	Female		Y	Regular High School Diploma
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	Black or African American	Male		Y	Regular High School Diploma
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	White	Male	Graduated with regular, advanced, International Baccalaureate, or other type of diploma	Y	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	White	Male		Y	State Defined Alternate Diploma
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	Black or African American	Male		Y	State Defined Alternate Diploma
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	Black or African American	Female		Y	Regular High School Diploma
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	Black or African American	Female		Y	Regular High School Diploma

LEA	School	School Year	Race
Faulkner City School District ⌄	All ⌄	All ⌄	All ⌄

Gender	Grade Level	Exit Type	
All ⌄	All ⌄	All ⌄	

Graduates and Dropouts

Last Refresh Date: **06/11/2025**

233	34
Total Graduates	Total Dropouts

"Total Graduates" is pulling from the Graduate Status Column

School		Grade Level	MSIS ID	Student Name	Race	Gender	Exit Type	Promoted	Graduate Status	Endorsement(s)
									Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	White	Female		Y	Regular High School Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Eleventh grade	000000000	Last Name, First Name	Black or African American	Male	Reached maximum age for services	Y		
Faulkner City School District -9920	Medgar Evers High – 9920-004	Ninth grade	000000000	Last Name, First Name	Black or African American	Male	Discontinued schooling			
Faulkner City School District -9920	Medgar Evers High – 9920-004	Ninth grade	000000000	Last Name, First Name	Black or African American	Male	Discontinued schooling	N		
Faulkner City School District -9920	Medgar Evers High – 9920-004	Tenth grade	000000000	Last Name, First Name	White	Female	Reached maximum age for services	Y		
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	White	Female		Y	Regular High School Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	Black or African American	Male		Y	Regular High School Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	White	Male	Graduated with regular, advanced, International Baccalaureate, or other type of diploma	Y		
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	White	Male		Y	State Defined Alternate Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	Black or African American	Male		Y	State Defined Alternate Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	Black or African American	Female		Y	Regular High School Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	Black or African American	Female		Y	Regular High School Diploma	

LEA	School	School Year	Race
Faulkner City School District	All	All	All

Gender	Grade Level	Exit Type
All	All	All

Graduates and Dropouts

Last Refresh Date: 06/11/2025

233	34
Total Graduates	Total Dropouts

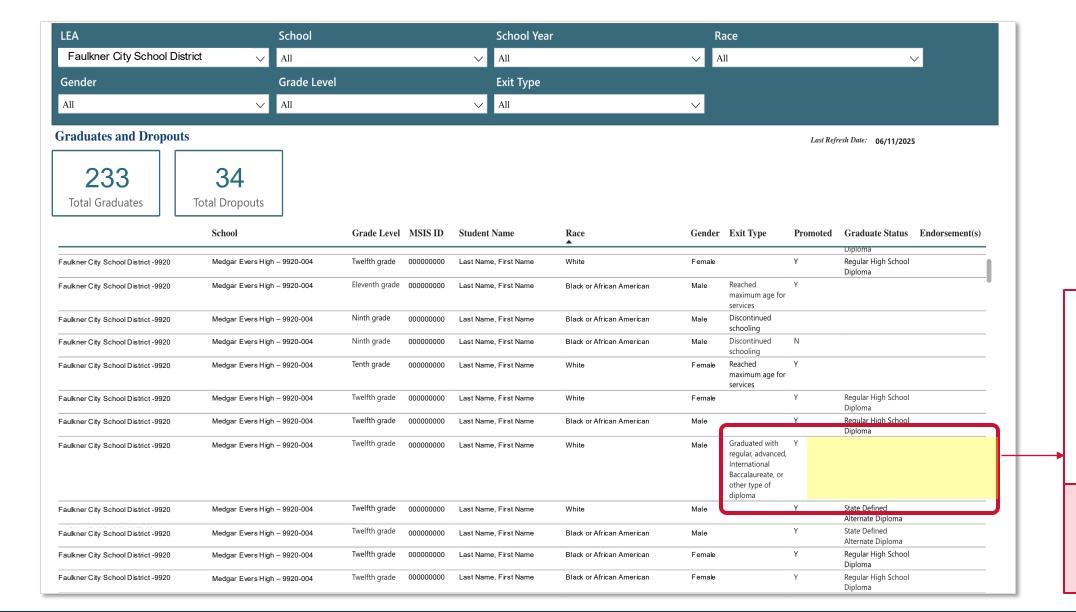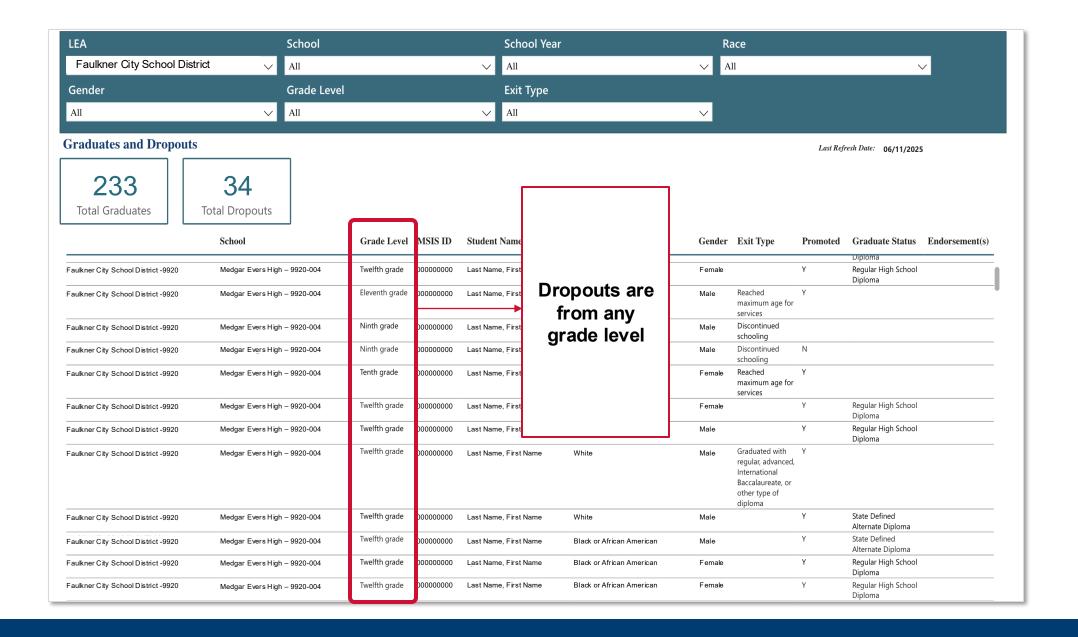|	School	Grade Level	MSIS ID	Student Name	Race ▲	Gender	Exit Type	Promoted	Graduate Status	Endorsement(s)
									Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	White	Female		Y	Regular High School Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Eleventh grade	000000000	Last Name, First Name	Black or African American	Male	Reached maximum age for services	Y		
Faulkner City School District -9920	Medgar Evers High – 9920-004	Ninth grade	000000000	Last Name, First Name	Black or African American	Male	Discontinued schooling			
Faulkner City School District -9920	Medgar Evers High – 9920-004	Ninth grade	000000000	Last Name, First Name	Black or African American	Male	Discontinued schooling	N		
Faulkner City School District -9920	Medgar Evers High – 9920-004	Tenth grade	000000000	Last Name, First Name	White	Female	Reached maximum age for services	Y		
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	White	Female		Y	Regular High School Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	Black or African American	Male		Y	Regular High School Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	White	Male	Graduated with regular, advanced, International Baccalaureate, or other type of diploma	Y		
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	White	Male		Y	State Defined Alternate Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	Black or African American	Male		Y	State Defined Alternate Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	Black or African American	Female		Y	Regular High School Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	Black or African American	Female		Y	Regular High School Diploma	

Early graduates should have an exit type AND a Graduation status

Graduate Status and Endorsements are used in Accountability

LEA	School	School Year	Race
Faulkner City School District	All	All	All

Gender	Grade Level	Exit Type	
All	All	All	

Graduates and Dropouts

Last Refresh Date: 06/11/2025

233 Total Graduates

34 Total Dropouts

	School	Grade Level	MSIS ID	Student Name		Gender	Exit Type	Promoted	Graduate Status	Endorsement(s)
									Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First		Female		Y	Regular High School Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Eleventh grade	000000000	Last Name, First		Male	Reached maximum age for services	Y		
Faulkner City School District -9920	Medgar Evers High – 9920-004	Ninth grade	000000000	Last Name, First		Male	Discontinued schooling			
Faulkner City School District -9920	Medgar Evers High – 9920-004	Ninth grade	000000000	Last Name, First		Male	Discontinued schooling	N		
Faulkner City School District -9920	Medgar Evers High – 9920-004	Tenth grade	000000000	Last Name, First		Female	Reached maximum age for services	Y		
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First		Female		Y	Regular High School Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First		Male		Y	Regular High School Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	White	Male	Graduated with regular, advanced, International Baccalaureate, or other type of diploma	Y		
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	White	Male		Y	State Defined Alternate Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	Black or African American	Male		Y	State Defined Alternate Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	Black or African American	Female		Y	Regular High School Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	Black or African American	Female		Y	Regular High School Diploma	

Dropouts are from any grade level

MISSISSIPPI DEPARTMENT OF EDUCATION

Students with an IEP enrolled in an LEA have the right to a free and appropriate public education through age 21, even if they earn a Certificate of Completion or Alternate Diploma prior to turning 21. The only exception to this is a student with an IEP who earns a Traditional Diploma prior to age 21. A Traditional Diploma is considered a "terminal" diploma, and a student who earns a traditional diploma would not continue to be eligible for special education services.

✓ **Students with an IEP should only be placed in Grade 13 if they have exited with a certificate of completion or an alternate diploma.** Once one of those exit options has been marked, and if the student plans to return to the LEA and continue services through age 21, they will be placed in Grade 13.
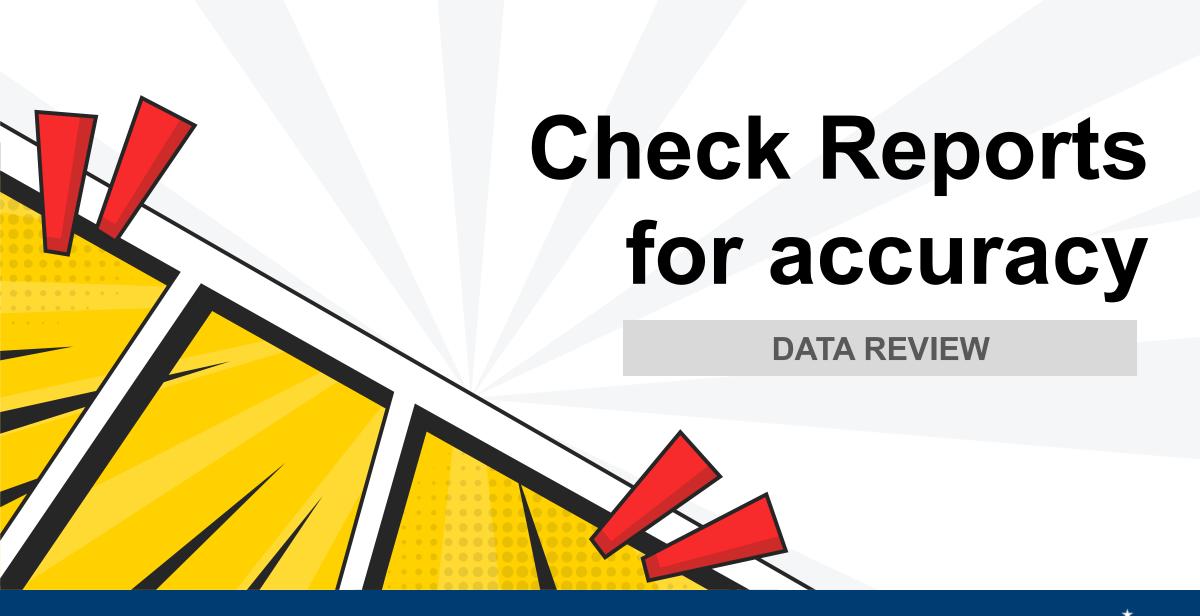
✓ Students with an IEP that have not received a certificate of completion or an alternate diploma at the end of Grade 12, but plan on returning through age 21, **will be considered "retained" and will be placed in Grade 12 for the upcoming school year.** These students will remain in Grade 12 until they have earned a certificate of completion or alternate diploma.

MISSISSIPPI
DEPARTMENT OF
EDUCATION

Check Reports for accuracy

DATA REVIEW

1

Clear any errors for the reporting period.

Check warnings for the reporting period.

2

Review MSIS Reports for accuracy.

Compare with corresponding SIS reports.

MISSISSIPPI DEPARTMENT OF EDUCATION

Academic Record Reports

- Graduates & Dropouts

Districts should review any 12th graders to check the accuracy of Graduation codes and Graduation Endorsements.

DATA QUALITY DASHBOARD: **ACADEMIC RECORD**

Business Rule	Error/ Warning	Tab Name	Description	Resolution
Completion Status Check	Error	Completion Status	All 12th graders who are not retained must have a diploma type entered.	Ensure that the student's diploma type (Traditional, Alternate, Certificate, GED) has been entered in the SIS OR that the student is marked Retained in the 12th grade.
Diploma Date Check	Error	Diploma Date	The diploma date is missing.	Ensure that a diploma award date is entered for the student in the SIS.
Promotion Status Check	Error	Promotion Status	The end of term status is missing.	Ensure that promotion or retention is marked for the student in the SIS.
Grade 12 Diploma Check	Error	Grade 12 Diploma	A student in a grade other than 12 has a diploma type.	Ensure that the diploma type is accurate and/or that the student has been transferred to grade 12 in the SIS.
Diploma Distinction Check	Error	Diploma Distinction	An endorsement was reported for a diploma type other than a traditional diploma.	Ensure that the diploma type and endorsement are accurate in the SIS.

Data Quality Dashboard:
Academic Record

MISSISSIPPI DEPARTMENT OF EDUCATION
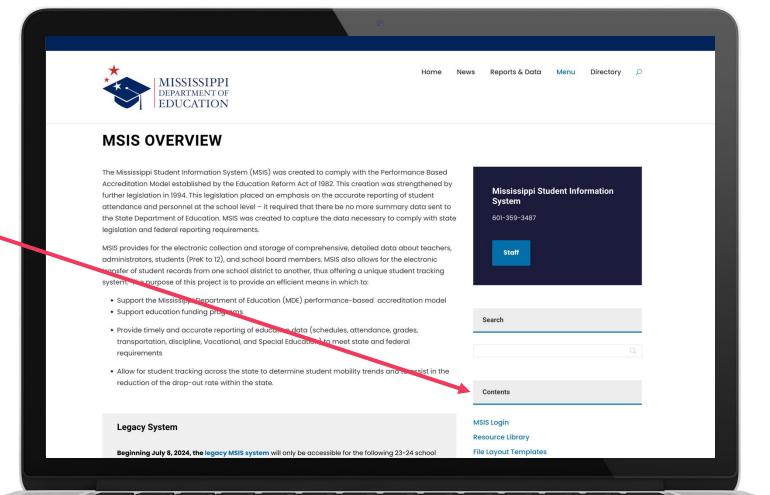
MSIS Team

msis2@mdek12.org

mdek12.org