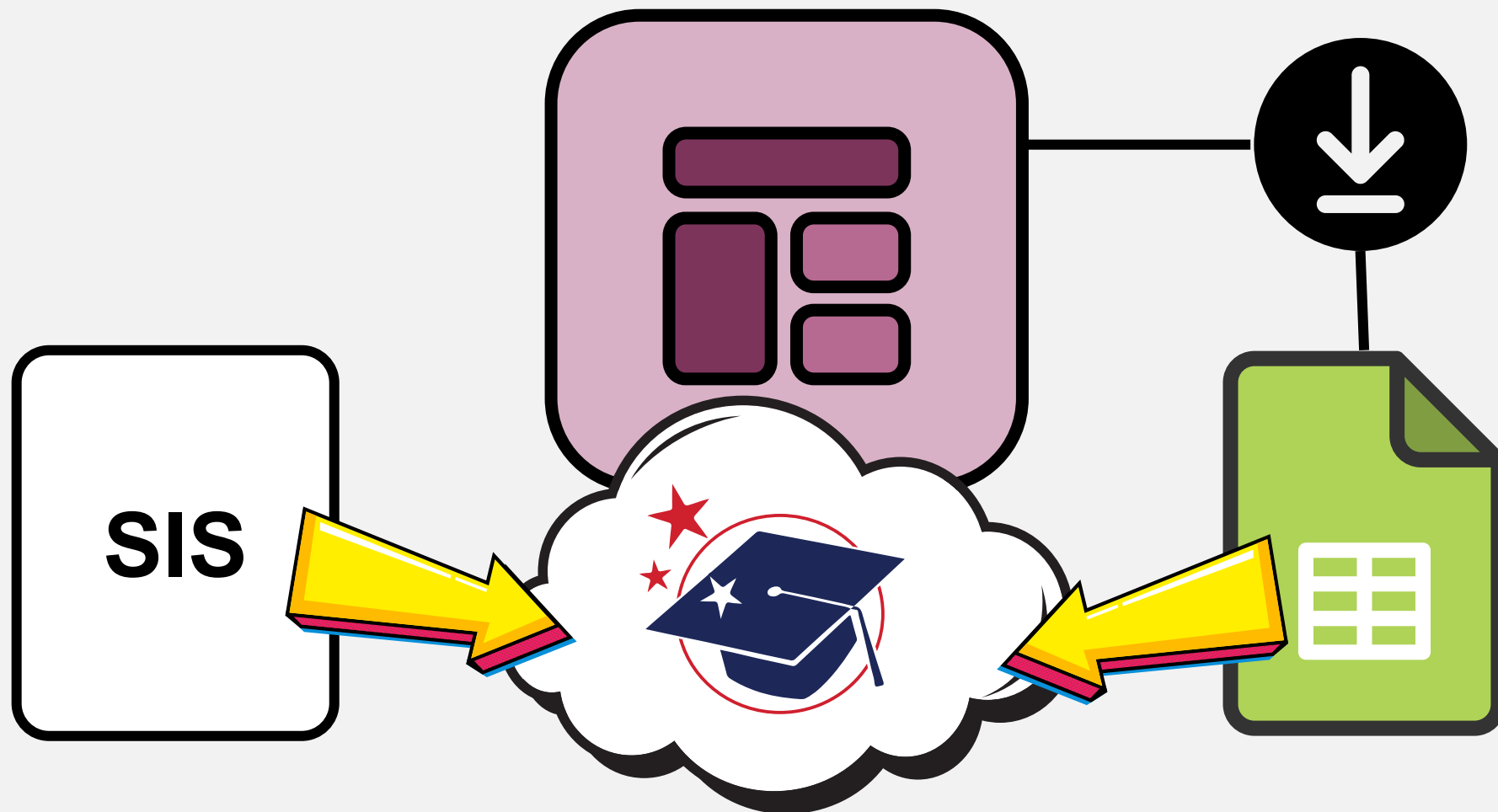


# Data Entry Download





# PERMISSION

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# Student



## Data Analytics

[Data Entry Download](#) [Reports](#) [Certification Reports](#)

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Data Submission

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### Federal Programs

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Kindergarten Entry

[msis.mdek12.org](https://msis.mdek12.org)

The screenshot displays the MSIS (Mississippi Student Information System) interface. The top left features the MSIS logo and the text "MISSISSIPPI STUDENT INFORMATION SYSTEM". Below this is a dropdown menu showing "Clinton Public School Dis...". The main navigation menu on the left includes links for Home, Administration, Data Submission, Reports, Data Analytics (highlighted with a red box and a red circle containing the number 1), Students, Data Input, and Provide Feedback. The top right navigation bar includes links for Data Entry Download (highlighted with a red box and a red circle containing the number 2), Profiles, Reports, and Certification Reports. The main content area is titled "Enrollment and Attendance Reports" (highlighted with a red circle containing the number 3) and contains a link for "Good Cause Exemptions" (highlighted with a red box).

LEA

All

School

All

School Year

2024-2025

Good Cause Exemption

All

Good Cause Exemption Report

Last Refresh Date: 7/18/2025

3

Good Cause Exemption A

3

Good Cause Exemption B

3

Good Cause Exemption C

3

Good Cause Exemption D

3

Good Cause Exemption E

School Year	LEA Id	LEA Name	School Id	School Name	MSIS Id	First Name	Last Name	Good Cause Exemption
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	993458258	Allyn	Jaime	
2025	9920	Faulkner City School District	9920-002	Morgan Freeman Elementary School	999797100	Christ	Brand	
2025	9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	990348126	Dawson	Richey	A
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	991068744	Duand	Funk	
2025	9920	Faulkner City School District	9920-002	Morgan Freeman Elementary School	996338796	Honora	Hilton	B
2025	9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	992258514	Laney	Parrott	
2025	9920	Faulkner City School District	9920-010	Tennessee Williams Elementary	996128408	Mariam	Tubbs	
2025	9920	Faulkner City School District	9920-007	Jim Henson Elementary School	993338215	Tisha	Park	
2025	9920	Faulkner City School District	9920-002	Morgan Freeman Elementary School	990897699	Trace	Evangelista	C
2025	9920	Faulkner City School District	9920-002	Morgan Freeman Elementary School	996028417	Verlie	Albright	

LEA

School

School Year

Good Cause Exemption

All

All

2024-2025

All

Good Cause Exemption Report

Last Refresh Date: 7/18/2025

3

Good Cause Exemption A

3

Good Cause Exemption B

3

Good Cause Exemption C

3

Good Cause Exemption D

3

Good Cause Exemption E

School Year	LEA Id	LEA Name	School Id	School Name	MSIS Id	First Name	Last Name	Good Cause Exemption
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	993458258	Allyn	Jaime	
2025	9920	Faulkner City School District	9920-002	Morgan Freeman Elementary School	999797100	Christ	Brand	
2025	9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	990348126	Dawson	Richey	
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	991068744	Duard	Funk	
2025	9920	Faulkner City School District	9920-002	Morgan Freeman Elementary School	999797100	Hopora	Hilton	
2025							Parrott	
2025							Tubbs	
2025							Park	
2025							Evangelista	
2025							Albright	

Prepopulates from the SIS

Students must have a Promoted Status to populate!

LEA

All

School

All

School Year

2024-2025

Good Cause Exemption

All

### Good Cause Exemption Report

Last Refresh Date: 7/18/2025

3

Good Cause Exemption A

3

Good Cause Exemption B

3

Good Cause Exemption C

3

Good Cause Exemption D

3

Good Cause Exemption E

School Year	LEA Id	LEA Name	School Id	School Name	MSIS Id	First Name	Last Name	Good Cause Exemption
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	993458258	Allyn	Jaime	
2025	9920	Faulkner City School District	9920-002	Morgan Freeman Elementary School	999797100	Christ	Brand	
2025	9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	990348126	Dawson	Richey	
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	991068744	Duard	Funk	
2025	9920	Faulkner City School District	9920-002	Morgan Freeman Elementary School	996338796	Honora	Hilton	
2025	9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	992258514	Laney	Parrott	
2025	9920	Faulkner City School District	9920-010	Tennessee Williams Elementary				
2025	9920	Faulkner City School District	9920-007	Jim Henson Elementary School				
2025	9920	Faulkner City School District	9920-002	Morgan Freeman Elementary School				
2025	9920	Faulkner City School District	9920-002	Morgan Freeman Elementary School				

Provide via File Upload

## STEP



# Review Good Cause Exemption Report.

Students who have been promoted to fourth grade will populate the report. Provide GCE for qualifying students.



**STEP**

# Download the Good Cause Exemption Report.

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

LEA	School	School Year	Good Cause Exemption
All	All	2024-2025	All

### Good Cause Exemption Report

Last Refresh Date: 7/18/2025

3

Good Cause Exemption A

3

Good Cause Exemption B

3

Good Cause Exemption C

3

Good Cause Exemption D

3

Good Cause Exemption E

School Year	LEA Id	LEA Name	School Id	School Name	MSIS Id	First Name	Last Name	Good Cause Exemption
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	993458258	Allyn	Jaime	
2025	9920	Faulkner City School District	9920-002	Morgan Freeman Elementary School	999797100	Christ	Brand	
2025	9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	990348126	Dawson	Richey	A
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	991068744	Duand	Funk	
2025	9920	Faulkner City School District	9920-002	Morgan Freeman Elementary School	996338796	Honora	Hilton	B
2025	9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	992258514	Laney	Parrott	
2025	9920	Faulkner City School District	9920-010	Tennessee Williams Elementary	996128408	Mariam	Tubbs	
2025	9920	Faulkner City School District	9920-007	Jim Henson Elementary School	993338215	Tisha	Park	
2025	9920	Faulkner City School District	9920-002	Morgan Freeman Elementary School	990897699	Trace	Evangelista	C
2025	9920	Faulkner City School District	9920-002	Morgan Freeman Elementary School	996028417	Verlie	Albright	

The image shows a data table with columns: Student Name, SCD, English Score, Math Score, and Reading Score. The table contains three rows of data. A menu is open over the table, listing options: Export data, Show as a table, Spotlight, Get insights, Sort descending, Sort ascending, and Sort by. A red box highlights the menu icon (three dots) in the table header, and a red arrow points from it to the 'Export data' option. Another red arrow points from 'Export data' to the 'Export' button in the dialog box.

Student Name	SCD	English Score	Math Score	Reading Score
ast Name, First Name	No	22	22	22
ast Name, First Name	No	22	22	22
ast Name, First Name	No	22	22	22

**Which data do you want to export?**

Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. [Learn more about exporting data](#)

- ☒ **Data with current layout**  
Export this data in the same layout you see now, but without any icons, colors, or other formatting you added.
- ☐ **Summarized data**  
Export the summarized data used to create your visual (for example, sums, averages, and medians).
- ☐ **Underlying data**  
Visual does not have aggregates or measures

File format:  
.xlsx (Excel 150,000-row max) ▾

**Export** Cancel

**File will save as an Excel spreadsheet**

	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	Good Cause Exemption		
2	2025	9920	Faulkner City	9920-015	James Earl Jones Element	990897789	Hung	Florez			
3	2025	9920	Faulkner City	9920-015	James Earl Jones Element	990897909	Loreen	Geary			
4	2025	9920	Faulkner City	9920-015	James Earl Jones Element	991418938	Winnie	Best			

Rows are prepopulated with information from the SIS Package for students promoted to fourth grade.

**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**

# **Enter additional information on the spreadsheet.**

Review the following slides for guidelines on completing the spreadsheet.

## LEA Id

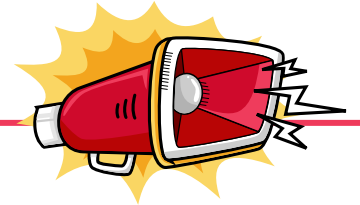
4-digit number  
Ensure leading 0's are  
present.

## School Id

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

## MSIS Id

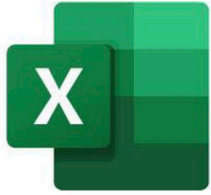
9-digit number  
Ensure leading 0's are  
present.



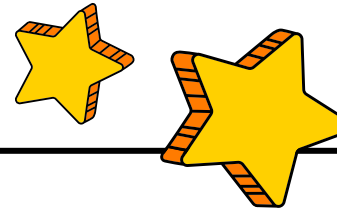
**Only ensure  
leading 0's are  
present!**

If the data is  
incorrect, it  
should be  
updated in the  
SIS. After the  
report has  
updated, you can  
redownload and  
add remaining  
information.

1

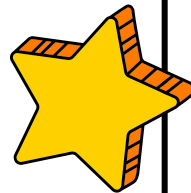


- Open the .csv in Excel.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)



22

## Instructions for Formatting Cells – Excel and Sheets



- 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.)

## Good Cause Exemption

Use capital letter only! (Ex: A)

**A** – (EL Students) EL students with less than 2 years of instruction in an English Language program.

**B** – (SCD or approved medical emergency) Students indicated SCD. This should be applied the year the student takes Grade 3 MAAP-A. (Peer age/peer grade= 8 by September 1st of current school year). Student receiving a significant medical emergency.

**C** - (IEP/504 Students) IEP/504 students who have either: Been retained once previously OR Received two years of Reading Intervention or Dyslexia therapy, conducted outside of school hours according to MS code 37-173-21

**D** - (Any re-testers) Students who have passed an alternate assessment (Retest 1 or Retest 2).

**E** - (General Education) Students who have failed twice prior to the current school year AND who have received two years of Intensive Reading Intervention (years do not have to be consecutive).



**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.

**STEP**

## **Upload the spreadsheet as a CSV file.**

Files should be saved as

#####GoodCauseExemption.csv or

#####\_OptionalText\_GoodCauseExemption.csv



## Data Analytics

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# MSIS Team

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[mdek12.org](http://mdek12.org)



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EDUCATION

