Personnel Data Collection

MSIS

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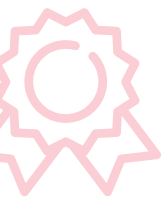
1 **ALL** Students Proficient and Showing Growth in All Assessed Areas

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

MISSISSIPPI DEPARTMENT OF EDUCATION

Be an active participant
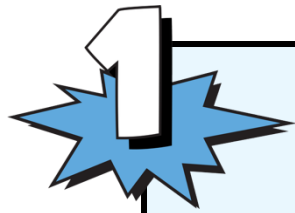
Share reactions

Respond to prompts in the chat

React

Chat

Ask questions

Q&A

1 REVIEW lessons learned from the 24-25SY
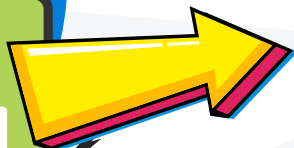
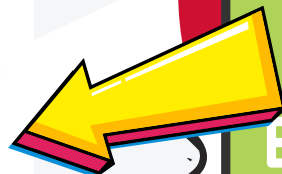**2** EXAMINE Personnel & Finance data deadlines

What were some of your lessons learned?

Preparation ▸ Validation ▸ Submission ▸ Error reporting ▸ Correction ▸ Resubmission ▸ Certification
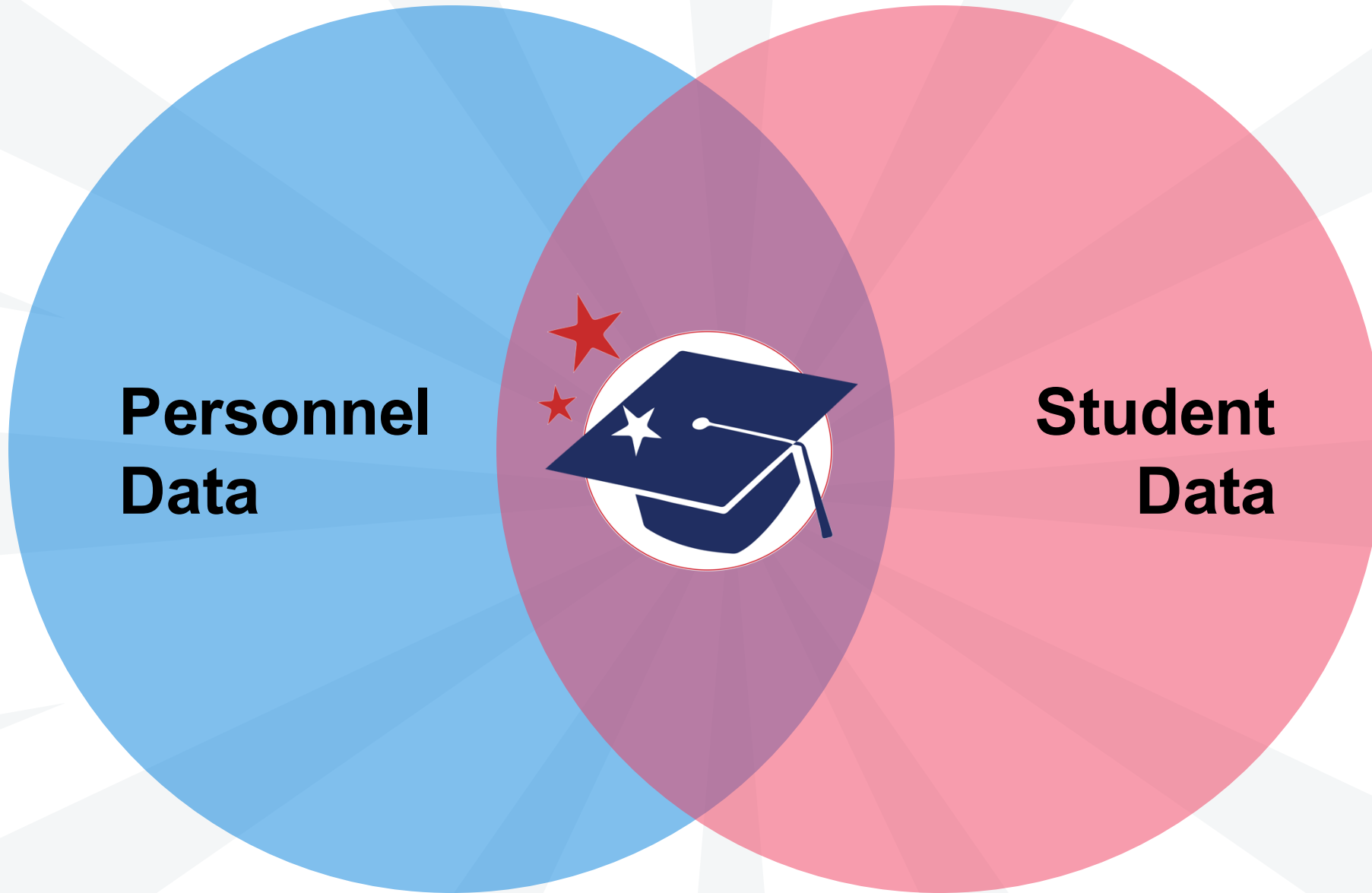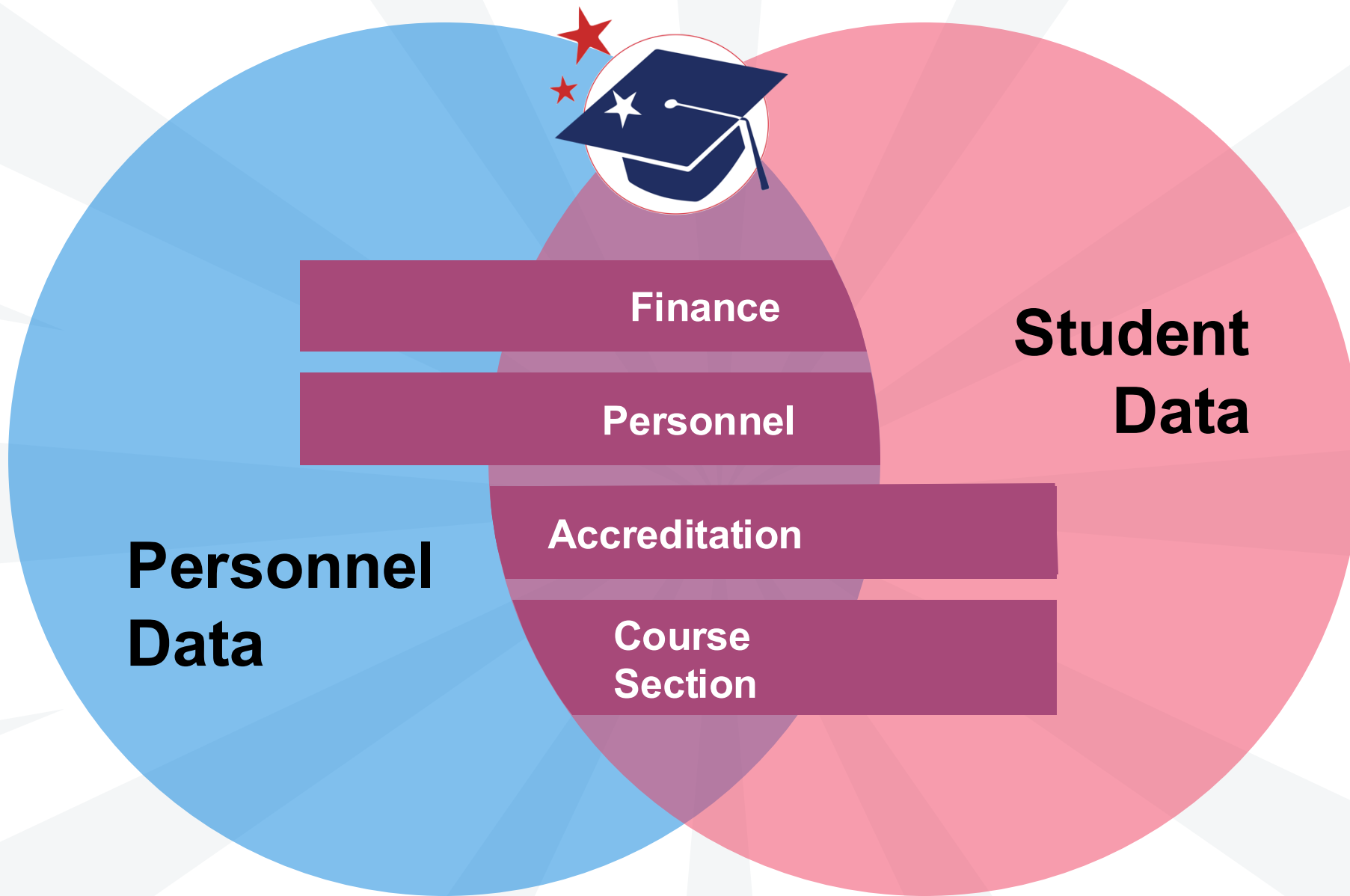
Lessons Learned
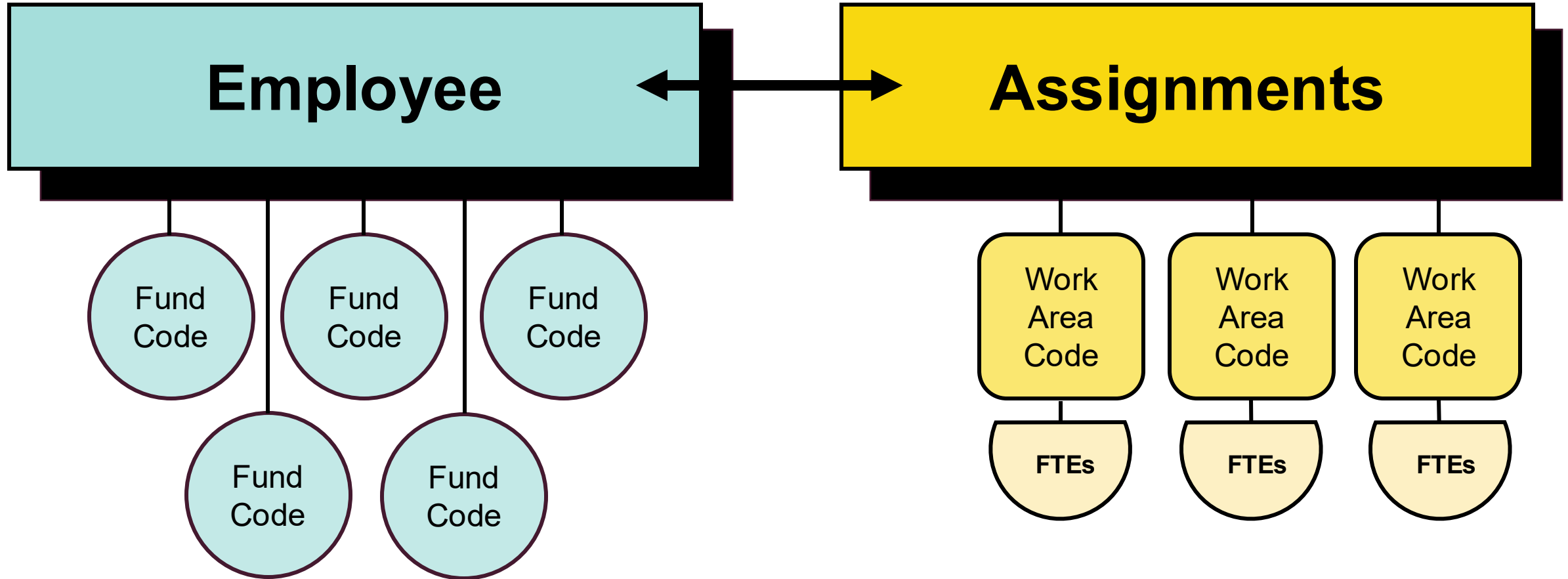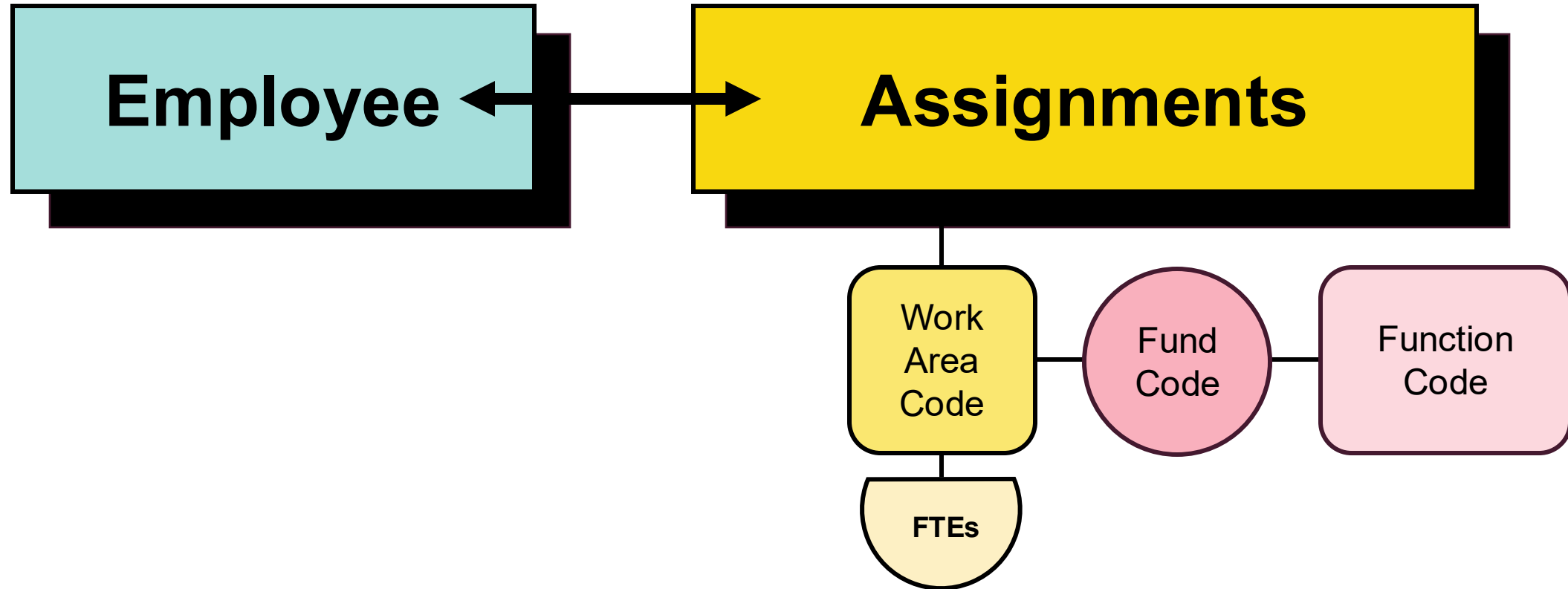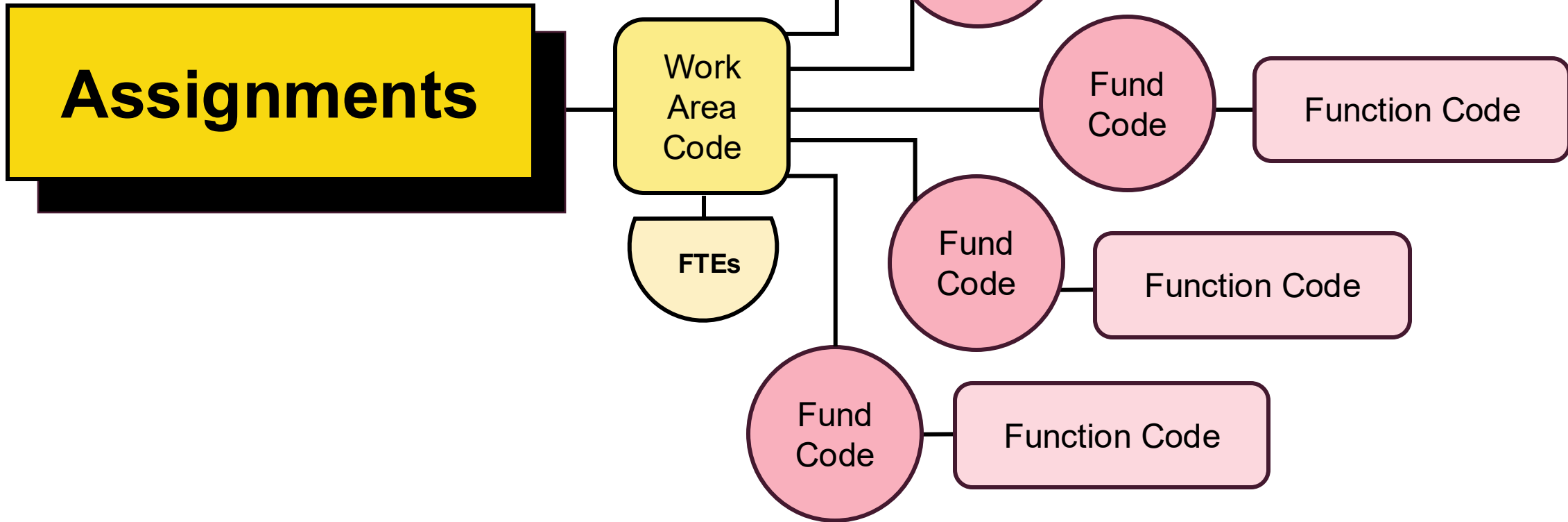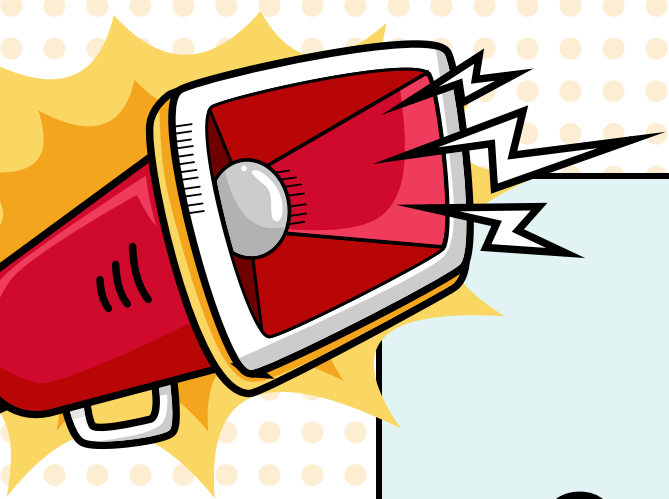
Up to 5 Fund/Function Codes per Work Area Code per employee.

Assignments

Employee

Assignments
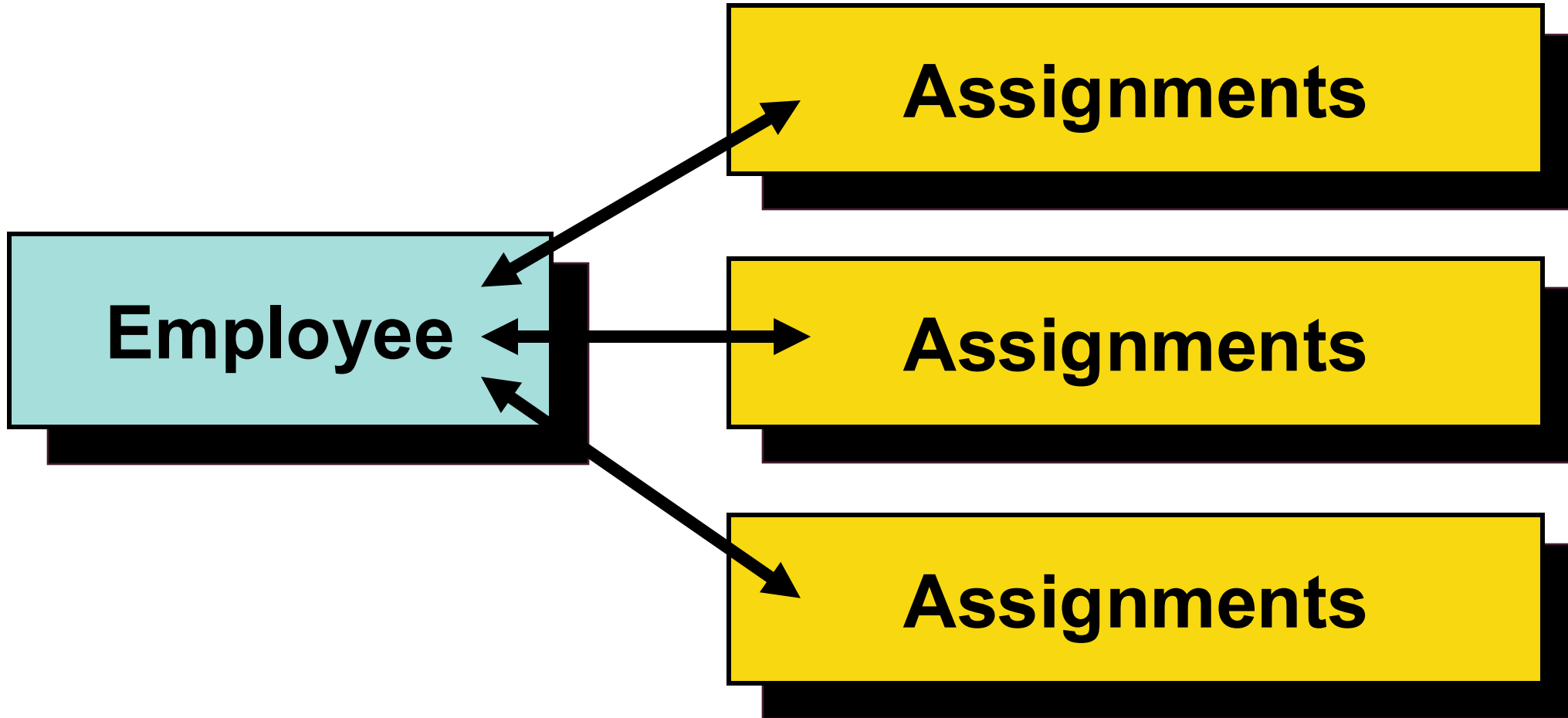
Assignments

An Employee can have multiple Assignments.

Which assignments should be reported?

Corresponding Work Area Code that fits their duties

	A	B	Memo/Description
1	Code	Work Area Title	Memo/Description
2	700001	Pre-kindergarten Teacher	Teachers of a group or class that is par the year or years preceding kindergart
3	700002	Kindergarten Teacher	Teachers of a group or class that is par the year preceding the first grade.
4	700003	Elementary Teacher	Teachers of general level instruction cl and composed of any span of grades n
5	700004	Secondary Teacher	Teachers of a general level of instructi secondary and composed of any span the elementary grades and ending witl
6	700005	Ungraded Teacher	Teachers of classes or programs to wh designation.
7	000141	SUPERVISION OF AGRICULTURE PROGRAMS (SOEP)	
8	000150	SUPERVISOR OF CREDIT BEARING WORK-BASED LEARNING	Teachers with a 917 add-on endorsem learning.
9	000221	PARENT CENTER COORDINATOR	A licensed professional responsible for coordinating parental involvement and
10	000222	PARENT CENTER AIDE	A paraprofessional who assists the Par the Parent Center.
11	000234	SPECIAL POPULATIONS PERSONNEL	The endorsement of 334 is grandfathe 314 is grandfathered for 1996-1997 sc

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

PROPOSED NEW
Teacher Work Area Codes
26-27SY

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

700003 – Elementary Teacher Single-Cohort

Teachers of general level instruction classified by state and local practice as elementary and composed of any span of grades not above grade 8. A single-cohort teacher teaches a single group of students.

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PROPOSED

700004 – Secondary Teacher Departmentalized

Teachers of general level instruction classified by state and local practice as elementary and composed of any span of grades beginning with the next grade following the elementary grades and ending with or below grade 12. A departmentalized teacher teaches more than one group of students.

Proposed Updated Code (26-27SY)

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PROPOSED

700006 – Elementary Teacher Departmentalized

Teachers of general level instruction classified by state and local practice as elementary and composed of any span of grades not above grade 8. A departmentalized teacher teaches more than one group of students.

Same licensure requirements as 70003.

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700007 – Secondary Teacher Single-Cohort

Teachers of general level instruction classified by state and local practice as elementary and composed of any span of grades beginning with the next grade following the elementary grades and ending with or below grade 12. A single-cohort teacher teaches a single group of students.

Same licensure requirements as 70004.

Proposed Updated Code (26-27SY)

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WAIT TO IMPLEMENT proposed changes!

MDE will communicate the final approval of the new or updated codes.
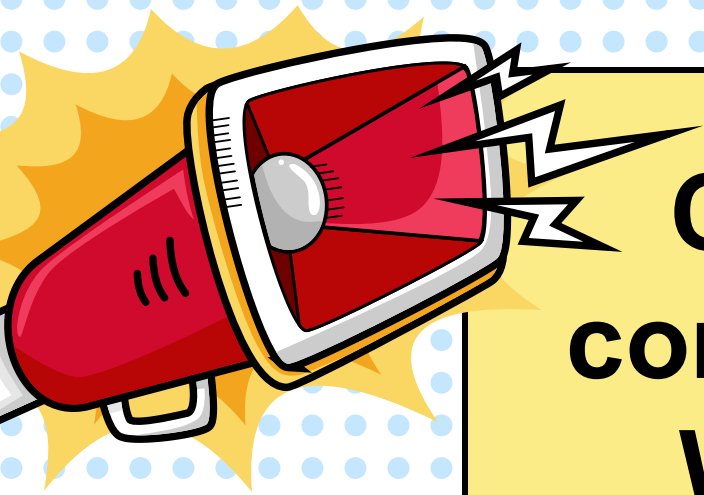
CTE Teachers with extended contracts should have a Teacher Work Area Code + Extended Contract Work Area Code (000951)

CTE Teacher Budget

Assignments

Work Area Code

School Location

Assignment Start Date

Assignment End Date

Update the Assignment End Date
if the employee changes jobs within
the school year.

FTEs

ASSIGNMENTS

Full Time Equivalencies (FTEs)

Reported in decimals (ex: 50% = .5 FTEs) ✓

Report FTEs for workday duties only ✓

Report 0 FTEs for afterschool duties ✓

Employee FTEs should not be more than 1 ✓

Work Area Codes + school locations + FTEs impact
Accreditation edits

ACCREDITATION DASHBOARD: **PERSONNEL**

Tab Name	Rule Description	Resolution	Additional Notes
28.5 Core Course Load	Standard 28.5 (Public) - the total number of students taught by an individual teacher in academic core subjects (math, English, science, history) at anytime during the school year must not exceed 150 students.	Ensure the teacher is not assigned to more than 150 students anytime during the school year. Exemptions: A teacher providing instruction through district sharing or online or virtual courses is exempt. Ensure a lab facilitator or principal designee is responsible for assigning grades at the receiving/shared district.	Course Catalog contains "Core Subject" indicator. Checks Instructor of Record only.
28.2 Grades 1-4 Class Load	Standard 28.2 - The student-teacher ratios exceed 27 to 1 students.	Ensure the student-teacher ratio is not more than 27 students per teacher for grades 1-4.	Checks Instructor of Record only.
28.4 Grades 5-12 Class Load	Standard 28.4 - Student-teacher ratios exceed 33 to 1 students per teacher.	Ensure the student-teacher ratio is not more than 33 students per teacher for grades 5-12.	Checks Instructor of Record only. Checks Core subjects.
28.1 Kindergarten Class Load	Standard 28.1 - The student teacher ratios exceed 22 to 1 kindergarten students. If a full-time assistant teacher is employed, 27 kindergarten students may be enrolled.	Ensure the student teacher ratio is not more than 22 kindergarten students per teacher, or not more than 27 kindergarten students per teacher if an assistant teacher is also assigned.	Checks Instructor of Record only.
1.1 Superintendent Endorsement	Standard 1.1 - The individual reported as the Superintendent does not have the correct endorsement.	Ensure that the correct individual is identified as the Superintendent in your Personnel data and that the proper endorsement (486, 487, or 488) is recorded in MECCA. Confirm SSN of individual reported as superintendent	Work Area Code of 511001 or 511002. FTE must be greater than 0. Endorsement must be 0486, 0487, 0488, 0486E, or 0496. License and Endorsement must be active (not expired and not revoked).
2.4.1 Counselor License	Standard 2.4.1 - The school failed to employ a full-time licensed school counselor. The license does	Ensure a full-time licensed school counselor is employed. If the school does not employ a full-time licensed counselor the school must	Work area Code of 551019, 601005, or 601017.

Updated January 27, 2025

Data Quality Dashboard: Accreditation

Accreditation Edits

Standard 1.1 - The individual reported as the Superintendent does not have the correct endorsement.	Ensure that the correct individual is identified as the Superintendent in your Personnel data and that the proper endorsement (486, 487, or 488) is recorded in MECCA. Confirm SSN of individual reported as superintendent	<mark>Work Area Code</mark> of 511001 or 511002. FTE must be greater than 0. Endorsement must be 0486….
Standard 1.1 - More than one individual in the district has an <mark>active assignment</mark> of Superintendent.	Ensure that only one individual has an active assignment of Superintendent in your Personnel data.	<mark>Work Area code</mark> of 51101 or 511002.

MISSISSIPPI DEPARTMENT OF EDUCATION

Accreditation Edits

| Standard 2.4 - The **school** failed to employ a full-time licensed counselor or other properly licensed individual to provide student support services. | Ensure a full-time licensed school counselor is employed. If the school does not employ a full-time licensed counselor the school must provide documentation to the Office of Accreditation that another individual who is properly licensed to provide support services is employed (i.e., nurse, social worker, psychometrist, psychologist, mental health professional, etc.) | Work area codes included - 601005, 601017, 902003, 601014, 601015, 751012, 751017, 751019, 902004. Check work area code catalog for required endorsements. |

Accreditation Edits

Standard 2.4.1 - The school failed to employ a full-time licensed school counselor. The license does not exist, is expired, or the FTE is less than one.	Ensure a full-time licensed school counselor is employed. If the school does not employ a full-time licensed counselor the school must provide documentation to the Office of Accreditation that another individual who is properly licensed to provide support services is employed (i.e., nurse, social worker, psychometrist, psychologist, mental health professional, etc.)	Work area Code of 551019, 601005, or 601017.

Accreditation Edits

Standard 2.1 - The individual identified as the principal does not have a license.	Ensure the individual assigned in your SIS package is the principal, and that he/she is properly licensed/endorsed, and that he/she has no other job duties or job titles in your SIS	==Work Area code== of 601001. License must be active (not expired and not revoked).
Standard 2 - The individual identified as the principal does not have a proper endorsement.	Ensure the individual assigned in your SIS package is the principal and does not have more than one period of study hall.	==Work Area code== of 601001. Must have endorsement of 0480, 0486, or 486E OR for grade 8 and above - 0488, OR for grade 9 or below - 0487.

Accreditation Edits

Standard 2.1 - The individual identified as the principal has a license that has either expired or been revoked.	Ensure the individual assigned in your SIS package is the principal, and that he/she is properly licensed/endorsed, and that he/she has no other job duties or job titles in your SIS	Work Area code of 601001.
Standard 2 - The individual does not have the correct endorsement.	Ensure that the correct individual is identified for this position in your Personnel data and that the required endorsement(s) are recorded in MECCA.	Endorsements needed and held will be part of error message. Can also refer to Work Area Code Catalog. Checks for FTE > 0 only.

MISSISSIPPI DEPARTMENT OF EDUCATION

Accreditation Edits

Standard 2 - The individual does not have the correct endorsement.	Ensure that the correct individual is identified for this position in your Personnel data and that the required endorsement(s) are recorded in MECCA.	Endorsements needed and held will be part of error message. Can also refer to Work Area Code Catalog. Checks for FTE > 0 only.
Standard 2.3 - The school failed to employ a full-time licensed school librarian.	Ensure an individual is assigned in your SIS package as a librarian, and that he/she is properly licensed/endorsed, and that he/she is at least full time for enrollment of 500 or more students	Work area code 601007. FTE must be 1.

MISSISSIPPI DEPARTMENT OF EDUCATION

Accreditation Edits

Standard 2.3 - The ==school== failed to employ a licensed school librarian for at least half- time.	Ensure an individual is assigned in your SIS package as a librarian, and that he/she is properly licensed/endorsed, and that he/she is at least half time for 499 or less students.	==Work area code== 601007. ==FTE must be at least 0.5==
Standard 2.3 - The ==school== failed to employ a licensed school librarian.	Ensure an individual is assigned in your SIS package as a librarian, and that he/she is properly licensed/endorsed, and that he/she is at least full time for enrollment of 500 or more students or half time for 499 or less students…	==Work area code== 601007.

Accreditation Edits

| Standard 2.3 - The ==school== failed to employ a full-time licensed school librarian.	Ensure the individual assigned in your SIS package as a librarian is properly and currently licensed/endorsed.	==Work Area code== must be 601007. Endorsements needed are 0438 or 0440. ==FTE must be = 1.==

Other Data Elements

EMPLOYMENT

# Which employees should be reported?

Staff Members and contractors
on your payroll
with a state
Work Area Code
that fits their duties.
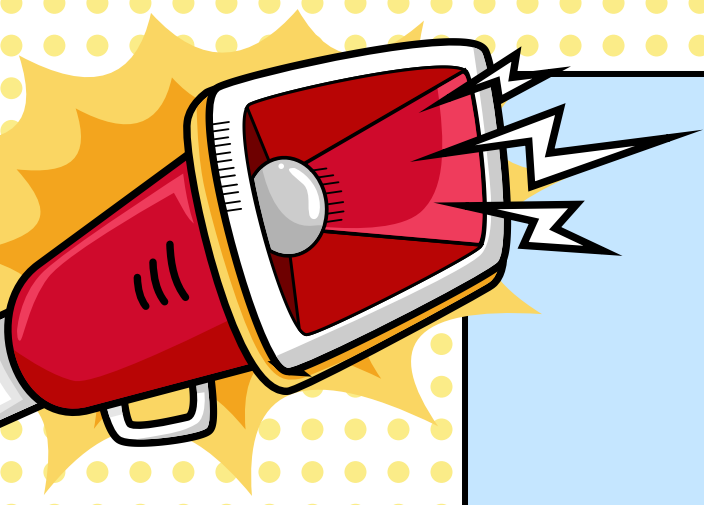
Use fake SSNs in the SIS for long-term subs and other contractors that are not entered into payroll.

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

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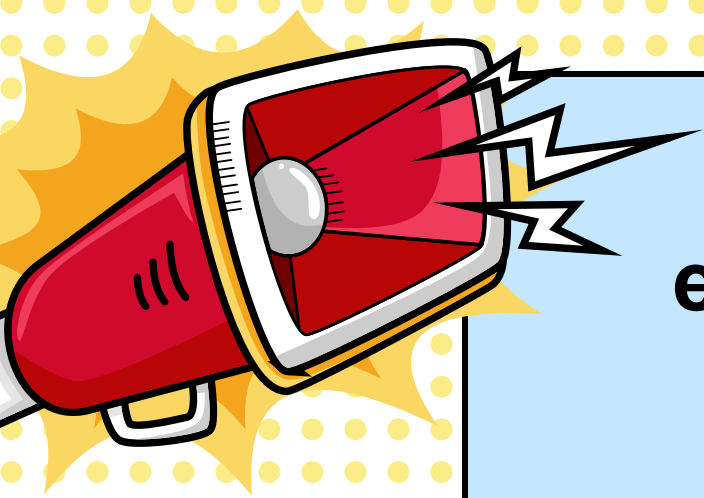
If districts have all of the required employment information (birthdate, gender, race, etc.), the district can upload an Employment file for these fake SSNs.

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

Course Section/Personnel Guidance

MISSISSIPPI DEPARTMENT OF EDUCATION

Employment

Employment Start Date

First Employment date with the district, regardless of the Assignment.

Employment End Date

Keep updated throughout the school year for Employees who have passed away or employment has been terminated.

Employment start and end dates can impact Accreditation, Course Section, and National Board data.

Employment

Total Years Experience

Staff PAID on the Teacher Pay Scale (Teachers, Librarians, Counselors): Spans across related employment history (other districts).

Contract Days

Employment

Total Years Experience

**Staff NOT paid on the
Teacher Pay Scale:**
Can reflect years in the position with the
current district.

Contract Days

Employment

Total Years Experience

Contract Days

Greatest number of Contract Days for all Assignments if the Contract Days differ by Assignment.

Employment

Email Address

School/District Email Address
NOT A PERSONAL EMAIL!

Collected for Instructional Staff and
District/School Administrative Staff only.

Position Title

Free text to describe the local position.

Annual Reporting Calendar

25-26 Annual Reporting
Calendar At-A-Glance

MSIS

JULY

MSIS reports and screens default to the new school year on July 1.
Files containing **data for the new school year (2025-2026)** can be uploaded to MSIS.

Due Date	Item	Data Submission Method & Frequency
	PREVIOUS SCHOOL YEAR DATA	
5	**Finance (FETS) & Bond data** begin sending via file upload	File Upload (as needed)
31	**Graduates & Completers** (reflects any changes after Month 9 certification and summer sessions)	API (nightly)
	Update Grades/Promotions (updates for course grades and completion statuses)	Manual input (as needed)
31	**Academic Record** (Course History Report to include any summer session data)	API
31	**Update Grades/Promotions** (updates for 3rd grade promotions)	Manual Input (as needed)
	Good Cause Exemptions	Data Entry Download/ File Upload (as needed)
31	**Cohort** (request updates via Cohort Manual Input screen)	API (nightly) & Manual Input (as needed)
31	**Senior Snapshot** (request updates via Senior Snapshot Manual Input screen)	API (nightly) & Manual Input (as needed)
31	**Assessment Readiness** (ACT & WorkKeys)	Data Entry Download/File Upload (as needed)

Continued on next page

Calendar At-A-Glance

MISSISSIPPI DEPARTMENT OF EDUCATION
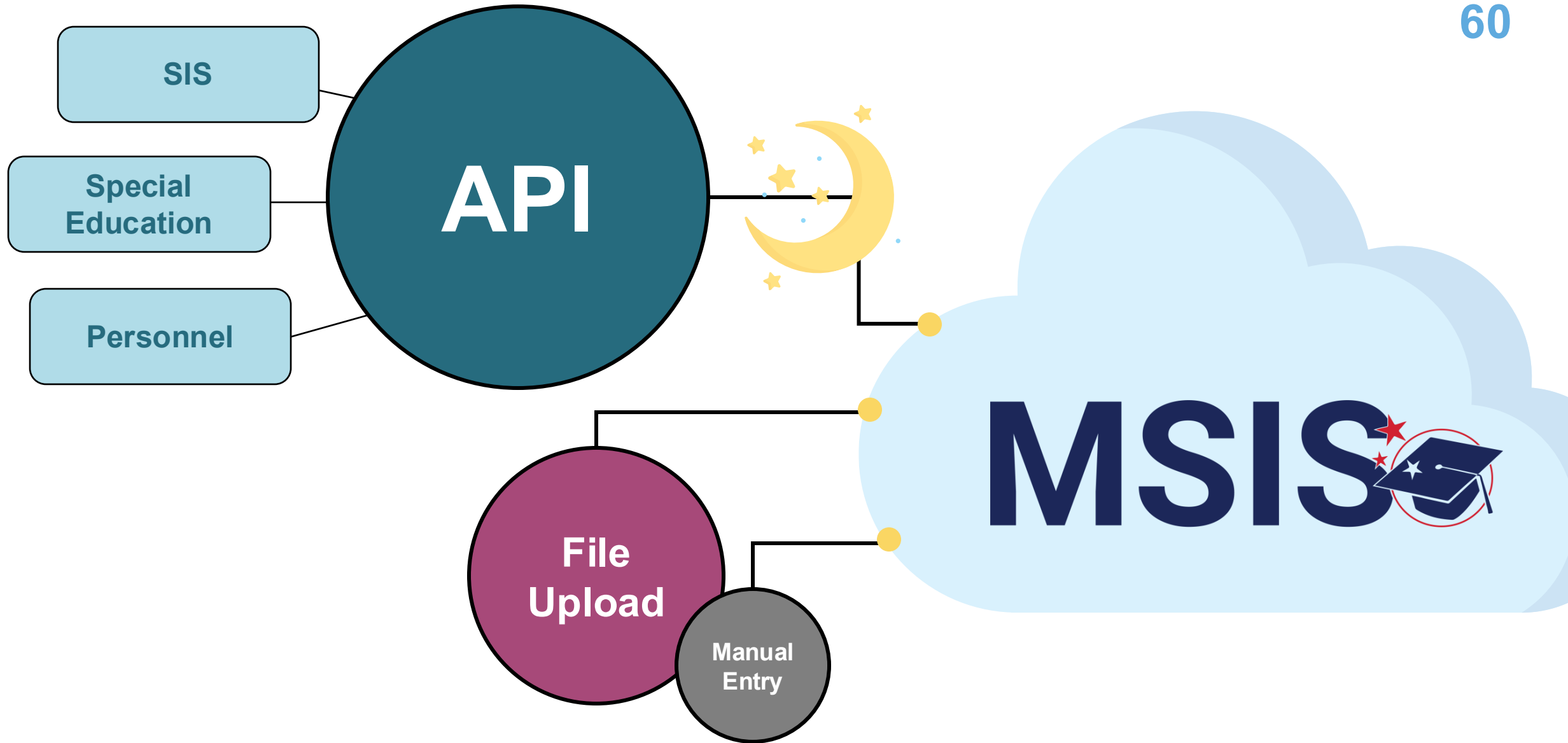
Data collection CERTIFICATION

Data collection BEGINS for the current school year

Data collection STOPS for the current school year

MISSISSIPPI
DEPARTMENT OF
EDUCATION

JUNE

JUNE 2025

Integrity: API **STOPS** sending data for the current school year.

JUNE 2025

Marathon: API **STOPS** sending data for the current school year.

JULY 2025

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

LEA	School	School Year	Employee Name
All ⌄	All ⌄	2024-2025 ⌄	All ⌄

Personnel Listing Report

Last Refresh Date: 5/22/2025

LEA Name	School Name	Employee Name	SSN	Hispanic Ethnicity	Race	Gender	Position Title	Employment Start Date	Employment End Date	Contract Days	Years of Experience	Assignment	FTE
Faulkner City School District-9920	-	Ahn, Lakisha	XXX-XX-8086	No	Black Or African American	Female	BUS DRIVER	8/1/2024	6/30/2025	180	13	751023 - Bus Driver	1.00
		Albrecht, Baron A.	XXX-XX-3991	No	White	Male	MAINTENANCE WORKERS	7/1/2024	6/30/2025	233	1	751027 - Maintenance Workers	1.00
		Alcantar, Karma	XXX-XX-7567	No	Black Or African American	Female	Pre-kindergarten Teacher	8/1/2024	6/30/2025	187	10	700001 - Pre-kindergarten Teacher	1.00
		Alfonso, Cecil K.	XXX-XX-6713	No	Black Or African American	Female	BUS DRIVER	8/1/2024	6/30/2025	180	5	751023 - Bus Driver	1.00
		Arndt, Trayvon	XXX-XX-8362	No	White	Male	BUS MAINTENANCE WORKER	7/1/2024	6/30/2025	233	0	751023 - Bus Driver	0.96
												751024 - Bus Maintenance Worker	0.75
		Ashton, Tarik F.	XXX-XX-9456	No	Black Or African American	Male	COMPUTER TECHNICIAN	7/1/2024	6/30/2025	233	5	751045 - Computer Technician	0.35
		Bare, Candace	XXX-XX-2668	No	White	Female	CASE MANAGER	12/1/2024	6/30/2025	210	8	131006 - Case Manager	0.55
												700005 - Ungraded Teacher	0.45
		Battle, Bernhard G.	XXX-XX-9619	No	White	Male	SUPERINTENDENT-ASSISTANT (DEPUTY)	7/1/2024	6/30/2025	233	9	511003 - Superintendent-Assistant (Deputy)	1.00
		Bedford, Lionel	XXX-XX-8355	No	White	Male	BUS DRIVER	11/1/2024	6/30/2025	180	2	751023 - Bus Driver	0.63
		Bedford, Thorwald	XXX-XX-8105	No	White	Male	DIRECTOR- MAINTENANCE	4/1/2025	6/30/2025	233	33	511019 - Director-Maintenance	1.00
		Bernier, Heriberto M.	XXX-XX-6403	No	Black Or African American	Male	MAINTENANCE WORKERS	7/1/2024	6/30/2025	233	35	751027 - Maintenance Workers	1.00
		Broadway, Viva F.	XXX-XX-5906	No	White	Female	SECRETARY/CLERICAL	7/1/2024	6/30/2025	233	7	751016 - Secretary/Clerical	1.00
		Budd, Eathel	XXX-XX-0335	No	Black Or African American	Female	CASE MANAGER	7/1/2024	6/30/2025	210	17	131006 - Case Manager	1.00
		Bustos, Merrie S.	XXX-XX-8613	No	White	Female	BUS DRIVER	8/1/2024	6/30/2025	180	8	751023 - Bus Driver	0.37
		Button, Brittney	XXX-XX-5950	No	White	Female	Pre-kindergarten Teacher	8/1/2024	6/30/2025	187	22	700001 - Pre-kindergarten Teacher	1.00

JULY 2025

Finance (FETS & Bond Data) files can be uploaded for the new school year.

FETS file upload available in August for 24-25SY data

MSIS Training

The success of any application is directly proportional to the knowledge of its users. To that end, training is vital to the Mississippi Student Information System. The Office of Data Use & Professional Learning is striving to provide relevant training to everyone, from novice users to seasoned veterans. Please browse through the upcoming training events and the Resource Library to find answers to your questions. If not, let us know, and we'll provide that training for you!

Please note that event dates and times are subject to change based on product release schedules.

Topic	Modality	Date/Time	Registration/Join Links
Virtual Office Hours	Virtual	Twice a month on Tuesdays at 2:00pm	Join link will be sent MSIS Blast
Virtual Bootcamp: Updates to Personnel Data Collections	Webinar	August 7 @ 9:30 a.m.	Register Now!
Virtual Bootcamp: Personnel File Uploads	Webinar	August 7 @ 2:00 p.m.	Register Now!
Virtual Bootcamp: Assessment & Graduation Data Collections	Webinar	August 8 @ 2:00 p.m.	Register Now!
Virtual Bootcamp: Personnel & Finance Reports	Webinar	August 12 @ 9:30 a.m.	Register Now!
Finance Data: FETS & Bond Data	Webinar	August 14 @ 10:00 a.m.	Register Now!

Finance Data: August 14
FETS & Bond Data @ 10:00 a.m.

MISSISSIPPI DEPARTMENT OF EDUCATION

AUGUST 2025

Marathon: API **begins** sending data for the current school year.

AUGUST 2025

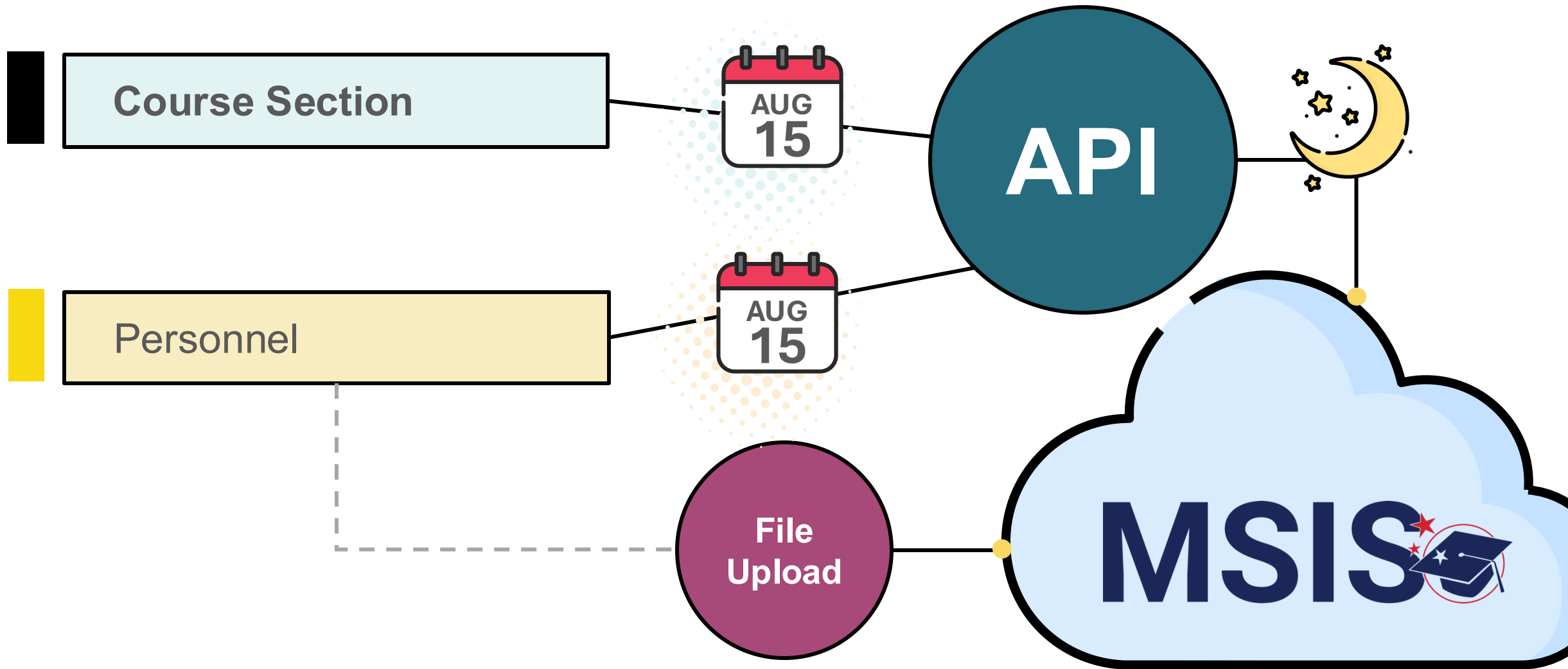**Integrity**: API **begins** sending data for the current school year.

AUGUST 2025

Personnel files can be uploaded for the new school year.

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mdek12.org/msis/msis-training/

Preparing for monthly certifications

AUGUST

Monthly Data Check

NOVEMBER

Due Date	Item	Data Submission Method & Frequency
	CURRENT SCHOOL YEAR DATA	
1-10	**District Approval Month 2** Certification window: November 1-10th	API (nightly)
30	**Monthly Data Review** (preparing for Month 3) • MSIS IDs and Ownership • Non-Public Student Entry • LEA Management & School Management • Organization data • Student data • Course Section data • Discipline data • Personnel data • CTE data • Federal Programs data • Special Education data	API, File Upload, & Manual Input (various)

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 Personnel package reports.

MSIS Training

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Virtual Bootcamp: Personnel & Finance Reports

August 12 @ 9:30 a.m.

mdek12.org/msis/msis-training/

Personnel Reports
- Personnel Listing
- Personnel Salary Listing

Finance
- FETS
- Bond Data
- National Board

Personnel/ Finance package

SEPTEMBER

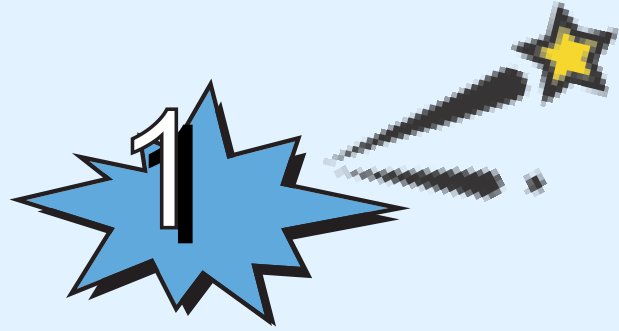## Monthly Data Check

OCTOBER

FETS & Bond Data Certification

OCT
1-15

OCTOBER

National Board Certification

Certification windows **WILL NOT** be extended

1

Clear any errors for the reporting period.

Check warnings for the reporting period.

2

Review MSIS Reports for accuracy.

Compare with corresponding Personnel package reports.

MISSISSIPPI DEPARTMENT OF EDUCATION

Personnel Reports
- Personnel Listing
- Personnel Salary Listing

Finance
- FETS
- Bond Data
- National Board

Personnel/ Finance package

NOVEMBER

Monthly Data Check

DEC
1-10

DECEMBER

Personnel Certification

JANUARY

Monthly Data Check

Keep personnel data updated throughout the year as employees change employment dates, assignments, etc.

FEBRUARY

FEB
1-15

National Board Certification (Finance)

Personnel Reports
- Personnel Listing
- Personnel Salary Listing

Finance
- National Board

Personnel/ Finance package

MARCH - MAY

Monthly Data Check

Personnel + Finance Reports

MSIS Training

The success of any application is directly proportional to the knowledge of its users. To that end, training is vital to the Mississippi Student Information System. The Office of Data Use & Professional Learning is striving to provide relevant training to everyone, from novice users to seasoned veterans. Please browse through the upcoming training events and the Resource Library to find answers to your questions. If not, let us know, and we'll provide that training for you!

Please note that event dates and times are subject to change based on product release schedules.

Topic	Modality	Date/Time	Registration/Join Links
Virtual Office Hours	Virtual	Twice a month on Tuesdays at 2:00pm	Join link will be se... MSIS Blast
Virtual Bootcamp: Updates to Personnel Data Collections	Webinar	August 7 @ 9:30 a.m.	Register Now!
Virtual Bootcamp: Personnel File Uploads	Webinar	August 7 @ 2:00 p.m.	Register Now!
Virtual Bootcamp: Assessment & Graduation Data Collections	Webinar	August 8 @ 2:00 p.m.	Register Now!
Virtual Bootcamp: Personnel & Finance Reports	Webinar	August 12 @ 9:30 a.m.	Register Now!
Finance Data: FETS & Bond Data	Webinar	August 14 @ 10:00 a.m.	Register Now!

Virtual Bootcamp: Personnel & Finance Reports — August 12 @ 9:30 a.m.

mdek12.org/msis/msis-training/
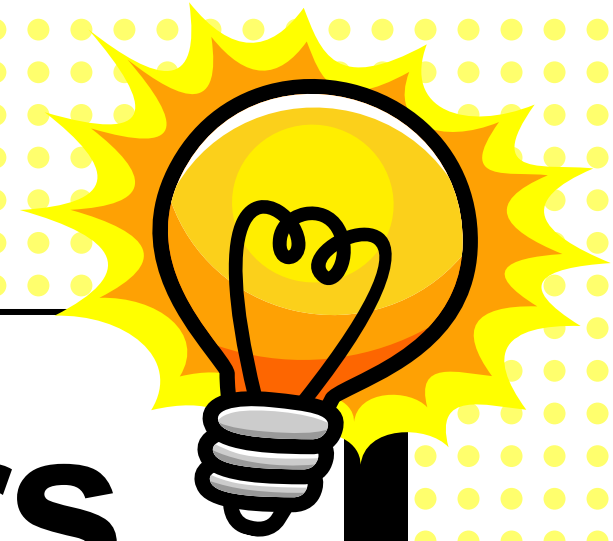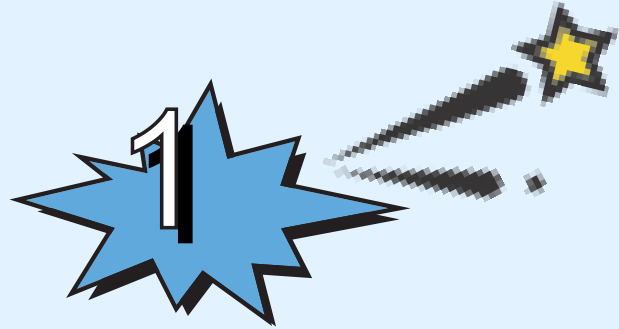
Explore the data

Dig into the errors

Clear any errors for the reporting period.

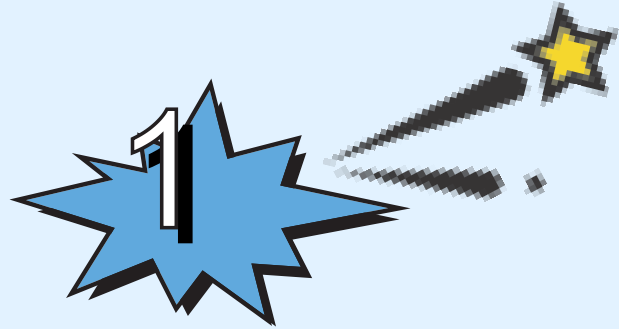**Check warnings** for the reporting period.

Test District Name

NEW
Errors & Warnings
for 25-26SY

1

Clear any errors for the reporting period.
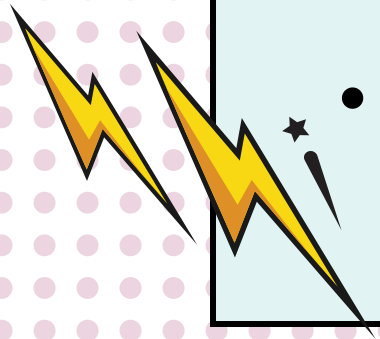
Check warnings for the reporting period.
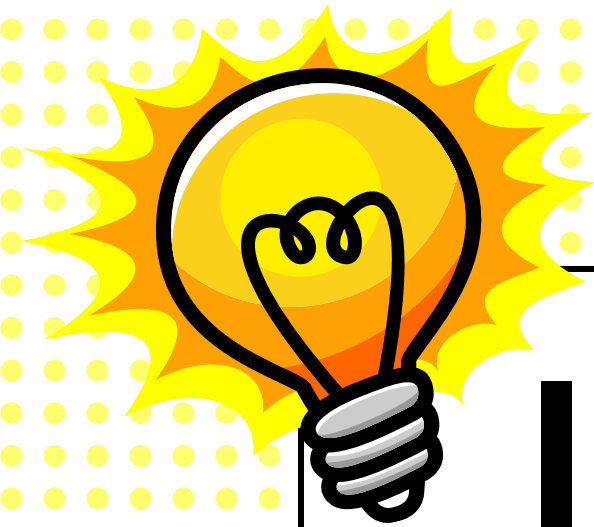
2

Review MSIS Reports for accuracy.

Compare with corresponding Personnel package reports.

Personnel Reports

- Personnel Listing
- Personnel Salary Listing
- Certified Personnel

Impact of the data

Personnel Listing

Displays the active employees for a district for the current school year. Report includes employment start and end dates, assign[...]Es.

Data Impact

- Accreditation
- Course Section
- National Board
- State Re[...]
- CTE Tea[...]r Budget

Data Source

API (nightly)
File Upload (as needed)
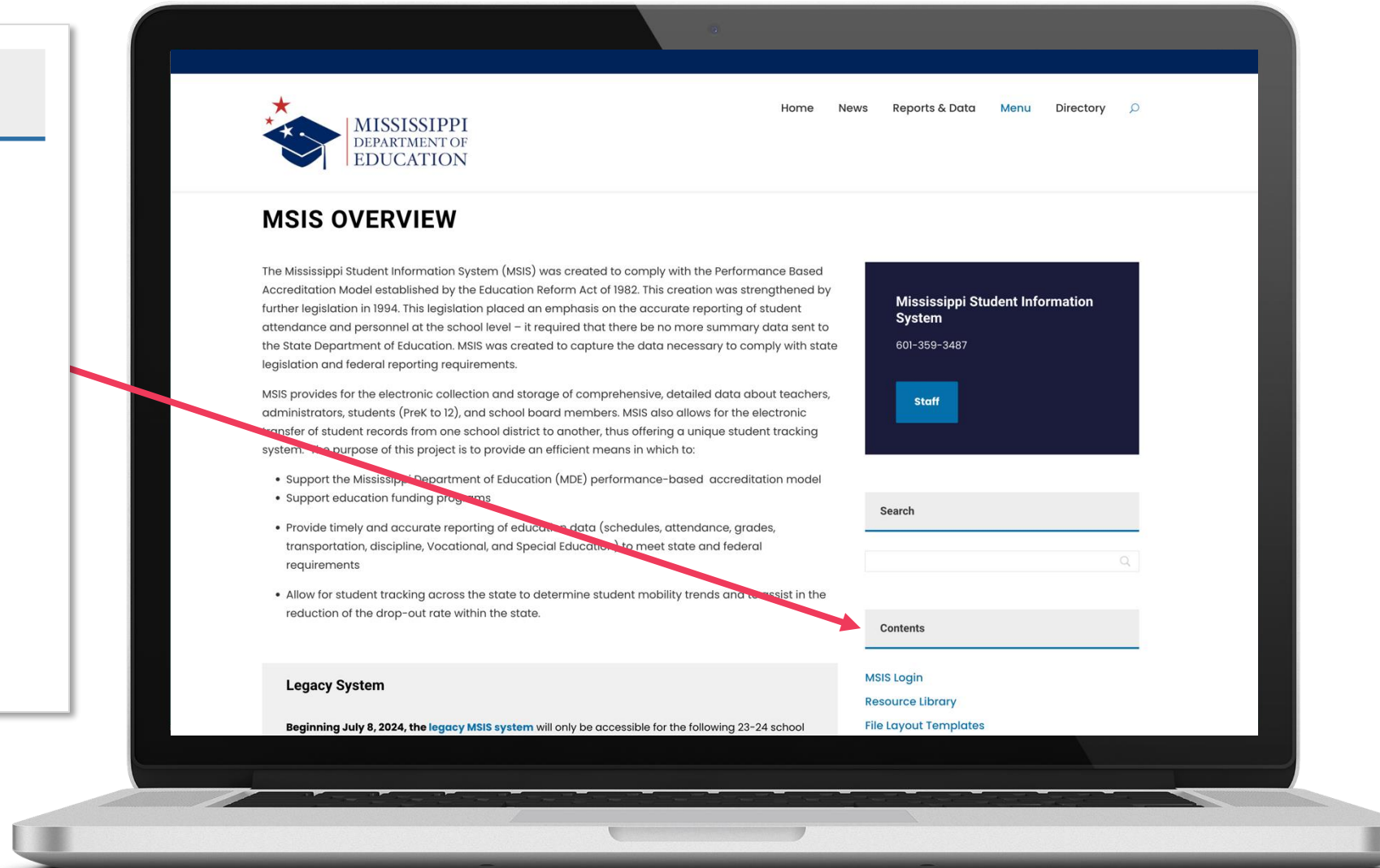
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