Personnel File Uploads



mdek12.org





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





State Board of Education STRATEGIC PLAN GOALS



ALL Students Proficient and Showing Growth in All Assessed Areas

EVERY School Has Effective Teachers and Leaders





EVERY Student Graduates from High School and is Ready for College and Career

Uses a World-Class Data System to Improve Student Outcomes





EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School and District is Rated "C" or Higher









Be an active participant









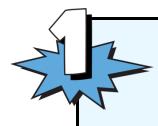


Ask questions









REVIEW timeline for uploading data



EXAMINE new Staff templates and data elements



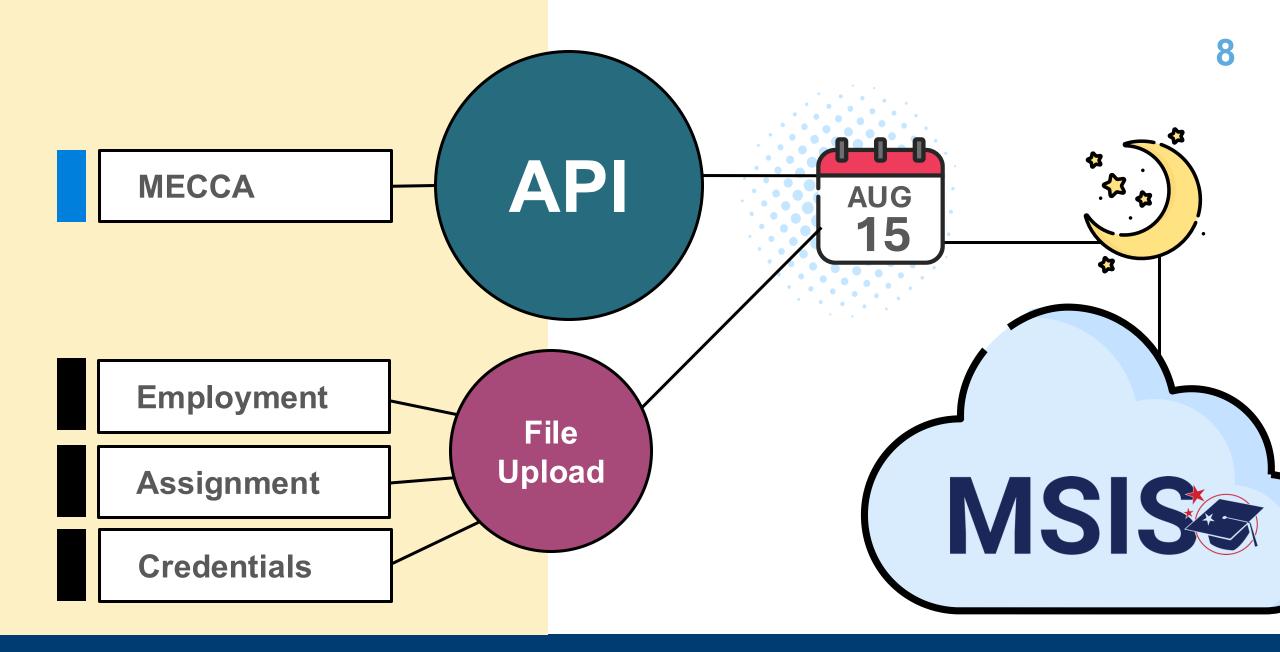
REVIEW common file upload errors



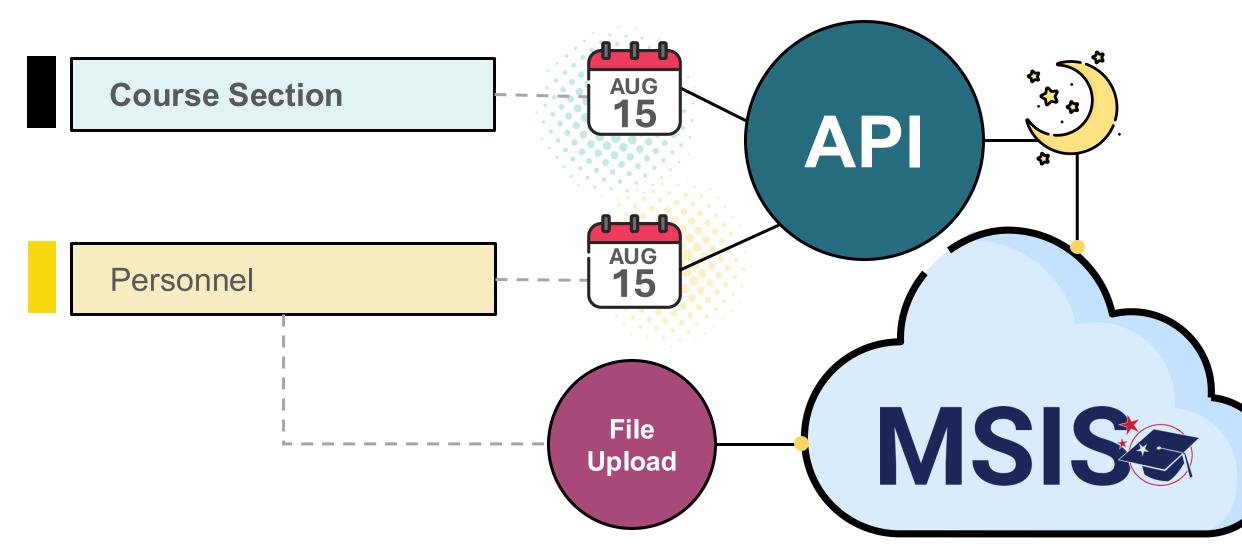
When to upload data















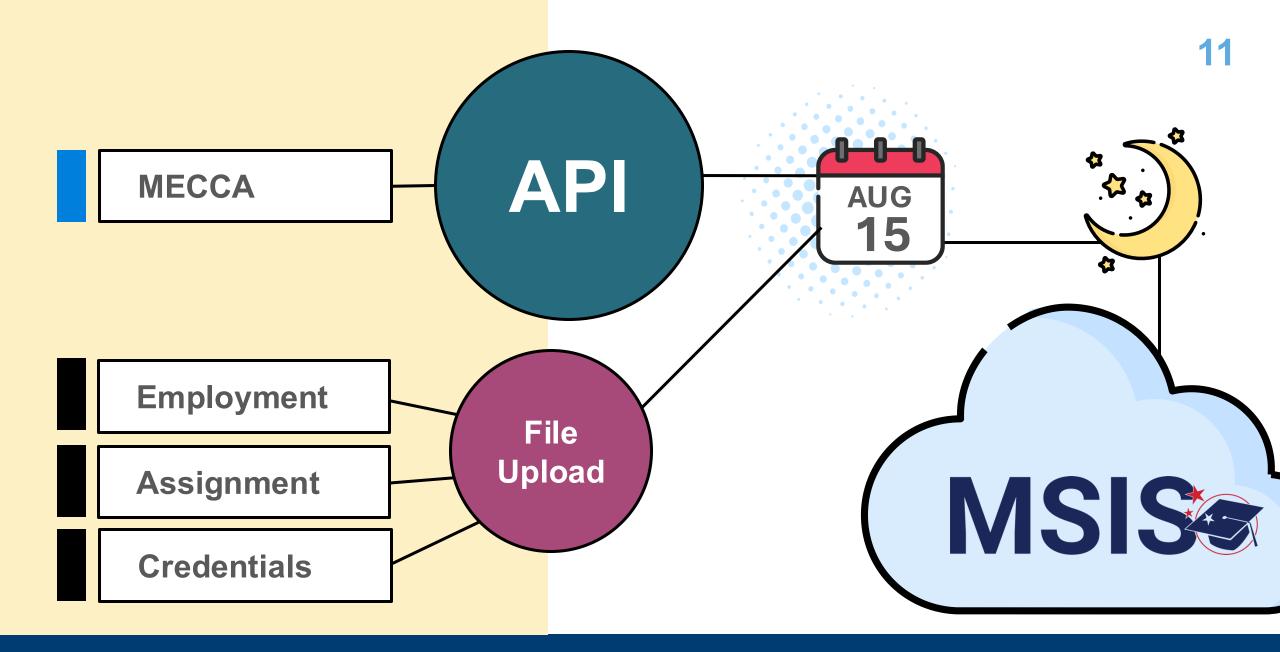
Course Section

the district of teacher is a or sharing of data has be data collect	er is not an active employee in or in the sharing district. If the a direct employee of the district district, ensure the employee's een reported in the personnel tion. If the teacher is not a loyee, no action is necessary.
---	---

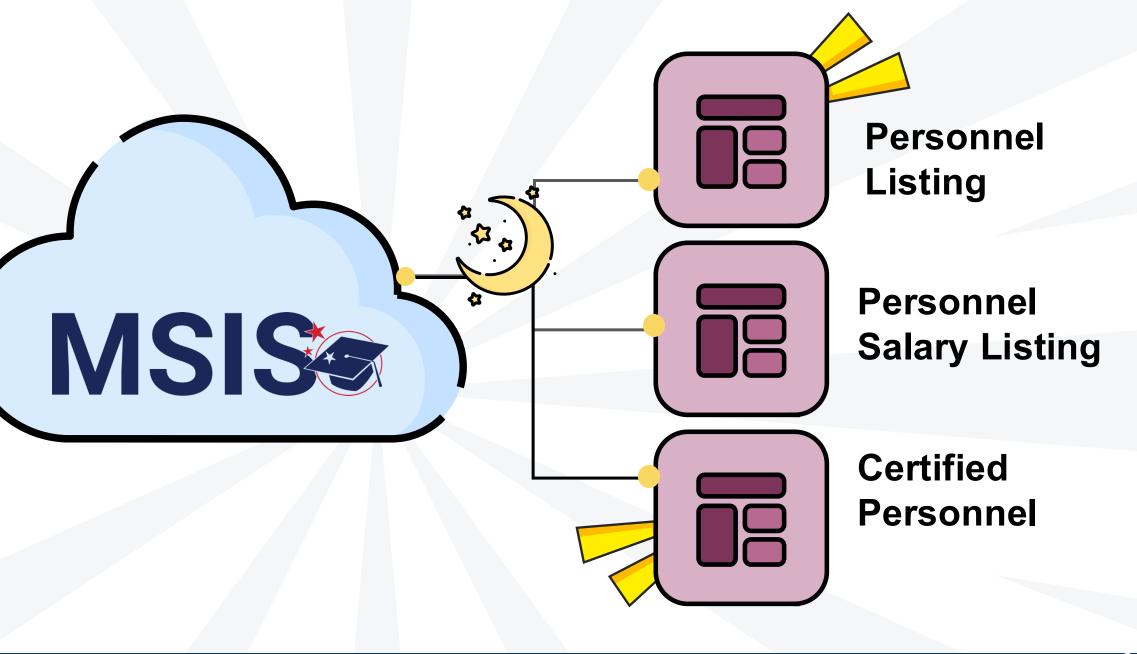
Personnel

Warning	Teaching Schedule	Work Area Code is a teaching position, but a schedule does not exist. Ensure that
		the teacher has a schedule in the SIS.









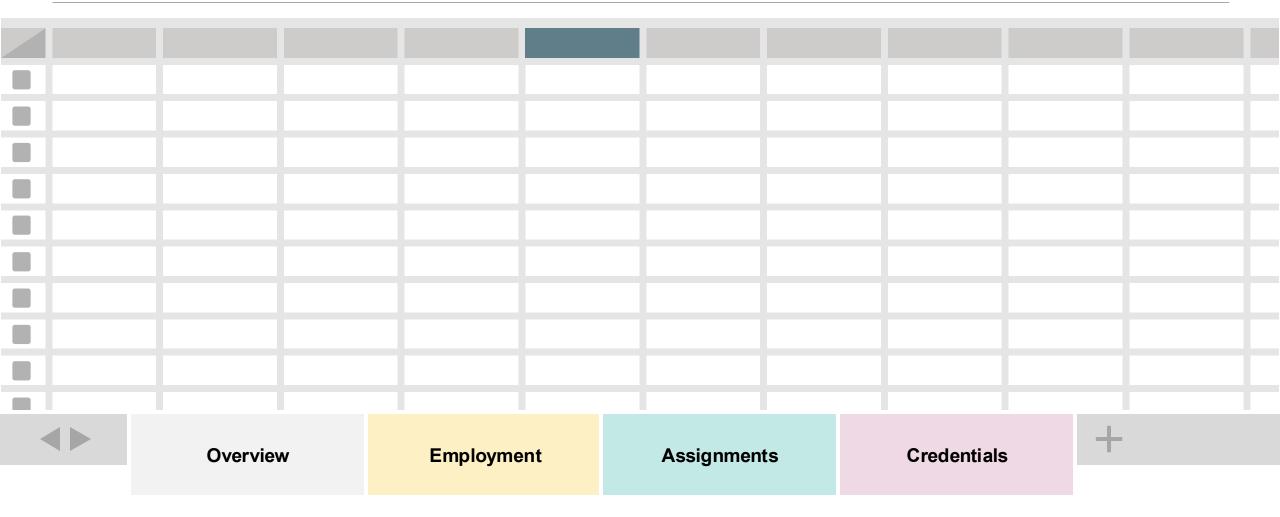


Personnel Templates



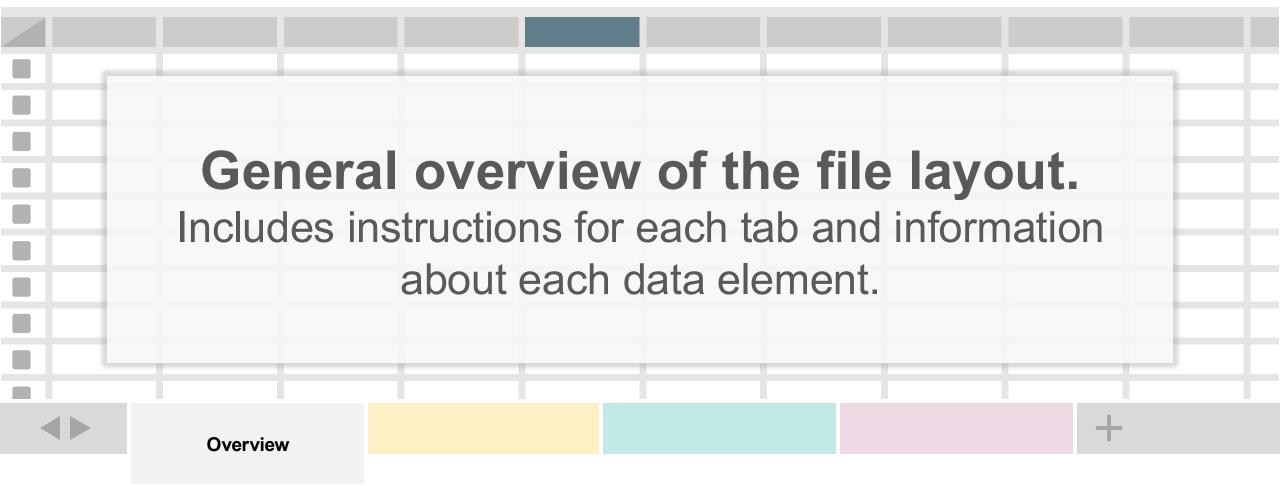
		А	В	С	D	E	F	G	Н
1									
2	This file layout contains example	e data for 3 employees:							
3	Jane Doe - Teacher with a nation	nal board certification, paid with district j	funds						
4	John Doe - Positive Behavior Spe	cialist and also a Bus Aide, paid with a m	ixture of Sped o	and district fu	nds				
5	Robert Smith - Teacher with a no	ational board certification who coaches a	fter school, pai	d with district	funds				
6									
7	Employment - One record for e								
8	districtId								
9	staffMemberIdentificationSystem								
10	staffMemberIdentifier	UPD	Δ I \vdash	1) ()					
11	firstName	OI D	\frown \vdash						
12	middleName								
13	lastOrSurname								
14	generationCodeOrSuffix		·	, ,					
otherStaffMemberIdentificationSystem Only provide for licensed employees. Value "ProfessionalCertificate				rtificate" for	all				
16	otherStaffMemberIdentifier		License nu	mber					
17	.7 email		District email address, not personal; required only for instructional staff and dist						and distri
18	birthdate								
19	9 hispanicOrLatinoEthnicity		If Yes, leav	e race blank					
20	20 race								
21	sex								
4	Overview Employment Assignment	ents Credentials +							
Re	ady 🗓 🎨 Accessibility: Good to go								





https://www.mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS2/DomainMap/Personnel/staff_file_upload_layout_example.xlsx





1 Three employee examples are provided for each tab.





DOMAIN: PERSONNEL

Identity

All data elements will be collected via API or file upload from the Personnel package.

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
First Name	The full legal first name given to a person at birth, baptism, or through legal change.		None	Yes
Generation Code or Suffix	An appendage, if any, used to denote a person's generation in his family (e.g., Jr., Sr., III).		None	Yes (Optional)
Last or Surname	The full legal last name borne in common by members of a family.		None	Yes
Middle Name	A full legal middle name given to a person at birth, baptism, or through legal change.		None Yes (Opt	
Staff Member Identification System	A coding scheme that is used for identification and record-keeping purposes by schools, social services, registry, or other agencies to refer to a staff member.	SSN will be primary identifier.	SSN - Social Security Administration number Yes	
Staff Member Identifier	A unique number or alphanumeric code assigned to a staff member by a school, school system, a		None Yes	

1







Staff.Employment

Staff.Assignments

Staff.Credentials

1

2





Files with more than 150 rows can now be uploaded and will not experience upload errors due to timeout issues.

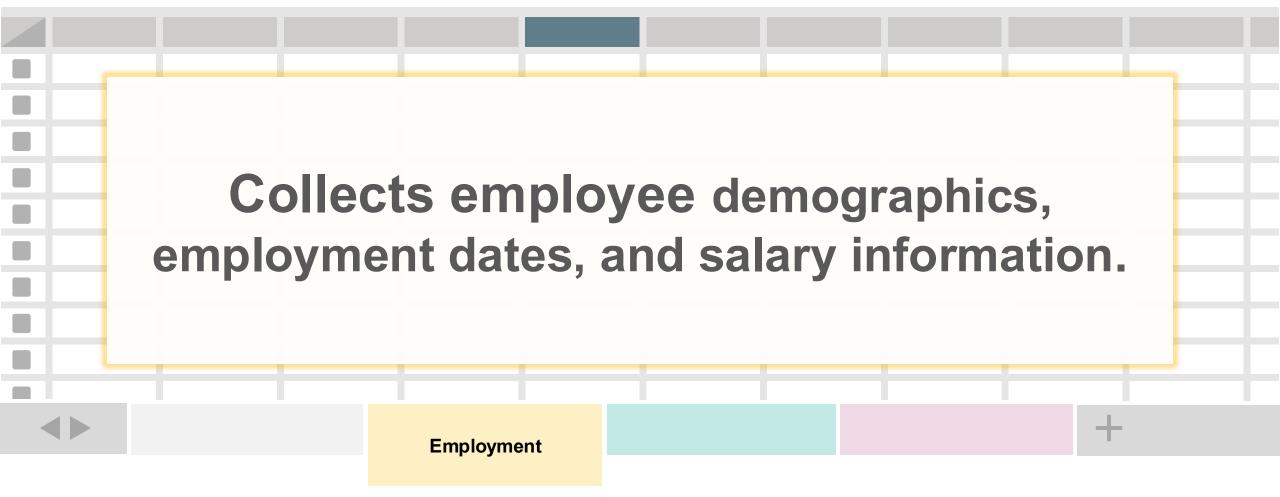






1 One record (row) for each employee.





1 One record (row) for each employee.





Which employees should be reported?





Staff Members and contractors on your payroll with a state
Work Area Code that fits their duties.



District ID

Staff Member Identification System

Staff Member Identifier

First Name

Middle Name

Last or Surname

Generation Code or Suffix

Other Staff Member Identification System

Other Staff
Member Identifier

Email

Birthdate

Hispanic or Latino Ethnicity

Race

Sex



Data Elements: Employment

Employment Status

Employment Start Date

Employment End Date

Contract Days of Service Per Year

Position Title

Years of Total Experience

Salary for Teaching Assignment Only Indicator

Staff Compensation Total Salary

Staff Compensation
Base Salary



Staff Compensation Annual Supplement (1-5)**

Staff Compensation Annual Supplement Description (1-5)**

Financial Account (1-5)

Funding Source Amount (1-5) Funding Source Percentage (1-5)



Data Elements: Employment

District ID

4 digit district number (include leading zeros)

Staff Member Identification System

"State" for all records

Staff Member Identifier

Employee SSN (Only numbers, no dashes)



Data Elements: Employment

District ID

Staff Member Identification System

Staff Member Identifier

First Name

Middle Name

Optional

Last or Surname

Generation Code or Suffix

Optional



District ID

Staff Member Identification System

Staff Member Identifier

First Name

Middle Name

Last or Surname

Generation Code or Suffix

Other Staff Member Identification System

Only provide for licensed employees;
"ProfessionalCertificate" for all records

Other Staff
Member Identifier

License number

Email

District email address; required for instructional staff and district/school administrators



Email

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set
Electronic Mail Address	The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the person or organization belongs.	School/District Email address Collected for Instructional Staff and District/School Administrative Staff only	None

Employment

Email Address

School/District Email Address NOT A PERSONAL EMAIL!

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



Data Elements: Employment

Birthdate

MM/DD/YYYY (include leading zeros)

Hispanic or Latino Ethnicity

Yes / No; if Yes, leave race blank

Race

See Option Set

Sex

Male, Female, NotSelected



Race

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set
Race	The origins of a person.		AmericanIndianOrAlaskaNative - American Indian or Alaska Native Asian - Asian BlackOrAfricanAmerican - Black or African American DemographicRaceTwoOrMoreRaces - Demographic Race Two or More Races NativeHawaiianOrOtherPacificIslander - Native Hawaiian or Other Pacific Islander RaceAndEthnicityUnknown - Race and Ethnicity Unknown White - White Use only the bold text in the spreadsheet

Birthdate

Hispanic or Latino Ethnicity

Race

Sex

Employment Status

See Option Set



Employment Status

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set
Employment Status	The condition under which a person has agreed to serve as an employee.	Contractual - Employed through external contractual service Non-contractual - Employed through the district (includes teachers with contracts directly with the district) Substitute/temporary - Use for long-term substitutes. Short- term substitutes do not need to be reported.	01379 - Contractual 01385 - Non-contractual 01380 - Substitute/temporary Use only the bold text in the spreadsheet

Birthdate

Hispanic or Latino Ethnicity

Race

Sex

Employment Status

See Option Set

Employment Start Date

The date employment started;

MM/DD/YYYY

(include leading zeros)

Employment End Date

Leave blank if still employed;
MM/DD/YYYY
(include leading zeros)



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.



Birthdate

Hispanic or Latino Ethnicity

Race

Sex

Employment Status

Employment Start Date

Employment End Date

Contract Days of Service Per Year

Formerly Days Employed



Employment

Contract Days

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



Birthdate

Hispanic or Latino Ethnicity

Race

Sex

Employment Status

Employment Start Date

Employment End Date

Contract Days of Service Per Year

Formerly Days Employed

Position Title

District-specific field, does not need to be a work area code title

Years of Total Experience

See legacy MSIS years of experience guidance



Employment

Position Title

Free text to describe the local position.



Birthdate

Hispanic or Latino Ethnicity

Race

Sex

Employment Status

Employment Start Date

Employment End Date

Contract Days of Service Per Year

Formerly Days Employed

Position Title

District-specific field, does not need to be a work area code title Years of Total Experience

See legacy MSIS years of experience guidance



Employment

Years of Total Experience

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



Salary for Teaching Assignment Only Indicator

Yes / No; teacher's base salary includes pay for teaching assignments alone

Staff Compensation Total Salary

Numbers and a decimal; Ex: 1234.56



Salary for Teaching
Assignment Only Indicator

Staff Compensation Total Salary

Staff Compensation
Base Salary

Numbers and a decimal; Ex: 1234.56



Salary for Teaching Assignment Only Indicator Staff Compensation
Total Salary

Staff Compensation
Base Salary

Staff Compensation Annual Supplement (1-5)**

Numbers and a decimal; Ex: 1234.56 Staff Compensation Annual Supplement Description (1-5)**

Local District-specific field, does not need to be a work area code title



Staff Compensation Annual Supplement (up to 5)

Staff Compensation Annual Supplement Description (up to 5)

No funding code or work area code required



REQUIRED for 25-26SY



Staff Compensation Annual Supplement (up to 5)

Staff Compensation Annual Supplement Description (up to 5)

Staff Compensation Annual Supplement

Amount of supplement

2000.00

Staff Compensation Annual Supplement Description

Description of supplement

Cheerleading sponsor



Teacher with Tutoring Stipend (\$2,000), Cheer Sponsor (\$2,000), & Assistant Dance Sponsor (\$1,000)

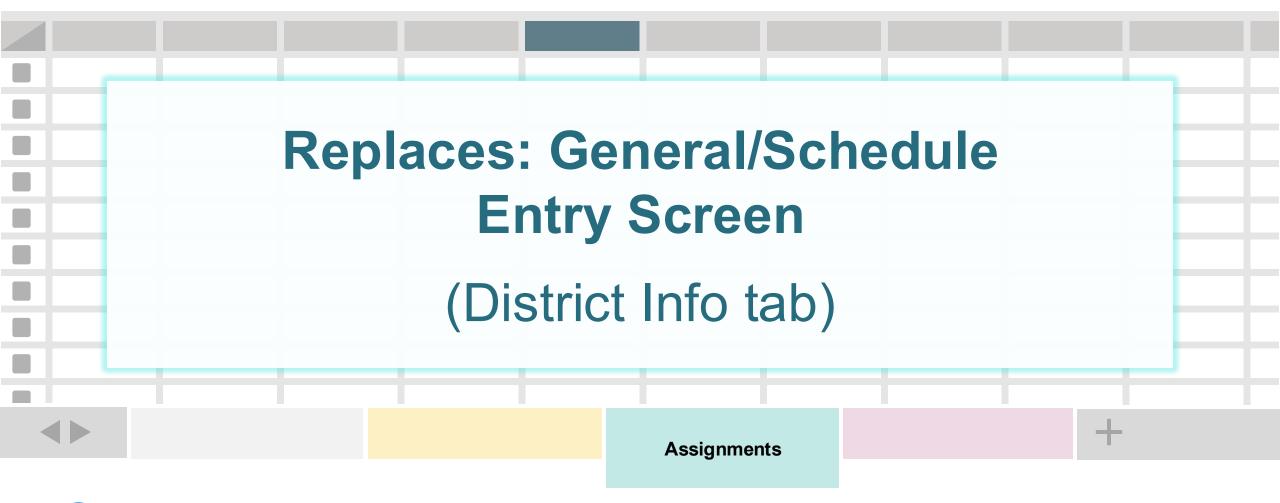
Report all supplements separately		
Staff Compensation Annual Supplement	Staff Compensation Annual Supplement Description	
2,000	Tutor	
2,000	Cheer Sponsor	
1,000	Assistant Dance Sponsor	

OR report supplement categories together (i.e., "coaching")		
Staff Compensation Annual Supplement	Staff Compensation Annual Supplement Description	
2,000	Tutor	
3,000	Team Sponsor	



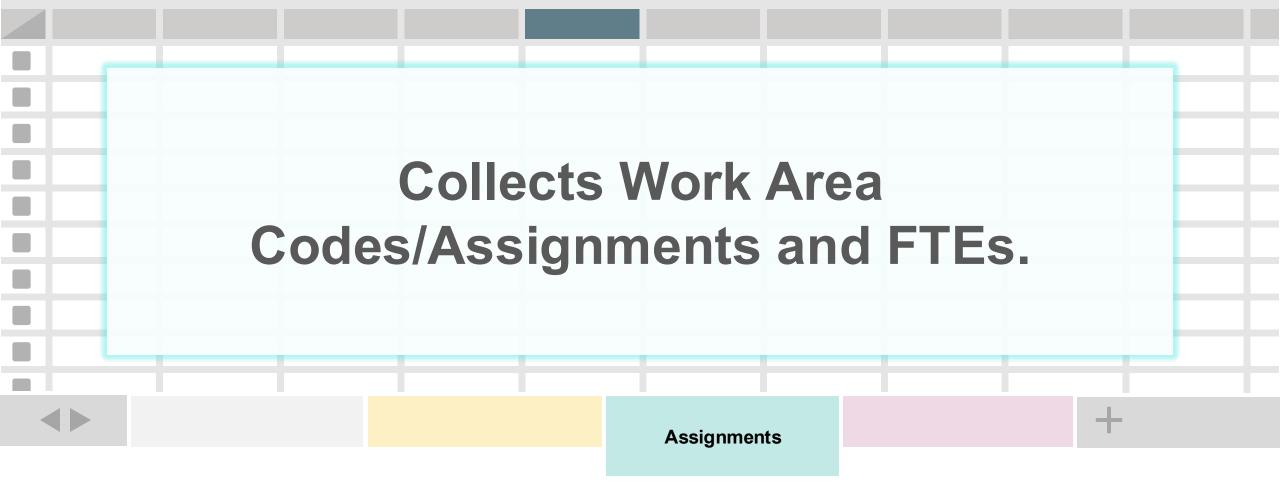






1 One record (row) for each employee assignment. Multiple rows per employee are possible.





1 One record (row) for each employee assignment. Multiple rows per employee are possible.



Which assignments should be reported?



Corresponding
Work Area
Code that fits
their duties





LEA Agency Identification System

LEA Agency Identifier

School Identification System

School Identifier

Staff Member Identification System

Staff Member Identifier



Coding System Organization Type

Local Job Category

Staff Full Time Equivalency

Primary Assignment Indicator

Assignment Start Date

Assignment End Date

Financial Account (1-5)

Funding Source Amount (1-5) Funding Source Percentage (1-5)

Financial Expenditure Local Function Code (1-5)



4 digit district number (include leading zeros)

LEA Agency Identification System

"SEA" for all records

LEA Agency Identifier

4 digit district number (include leading zeros)



LEA Agency Identification System

LEA Agency Identifier

School Identification System

"SEA" for all records

School Identifier

4-digit district number and 3-digit school number separated by a hyphen. Include leading zeros.



LEA Agency Identification System

LEA Agency Identifier

School Identification System

School Identifier

Staff Member Identification System

"State" for all records

Staff Member Identifier

Employee SSN (Only numbers, no dashes)



Data Elements: Assignment

Coding System Organization Type

"SEA" for all records

Local Job Category

Work area code/Assignment (https://mdek12.org/sites/def ault/files/Offices/MDE/OTSS/MSIS/work area codes.xlsx)



Major Changes to Personnel Data Collection

	А	В	
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 parties 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 instruction secondary and composed of any span the elementary grades and ending with
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 so

Work Area Codes 24-25SY

- Spreadsheet format for easy filtering and sorting
- Blue text indicates updates or changes
- Tab for deactivated codes



Coding System Organization Type

"SEA" for all records

Local Job Category

Work area code/Assignment (https://mdek12.org/sites/def ault/files/Offices/MDE/OTSS/MSIS/work area codes.xlsx)

Staff Full Time Equivalency

FTE amount for assignment (between 0 and 1)



Full Time Equivalencies (FTEs)

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



Report 0 FTEs for afterschool duties

Employee FTEs should not be more than 1



Data Elements: Assignment

Coding System Organization Type

Local Job Category

Staff Full Time Equivalency

Primary Assignment Indicator

Yes / No Indication that the assignment is the primary (aligned to job title) Assignment Start Date

MM/DD/YYYY

(include leading zeros)

Employment dates for the SY unless different

Assignment End Date

MM/DD/YYYY

(include leading zeros)

Employment dates for the SY unless different



Data Elements: Assignments

Financial Account 1

Fund Number (FETS)

Funding Source Amount 1

Amount of salary funded from Fund Number 1

Funding Source Percentage 1

Percentage of salary funded from Fund Number 1



Financial Account 1

Funding Source Amount 1 Funding Source Percentage 1

Financial Expenditure Local Function Code (1-5)

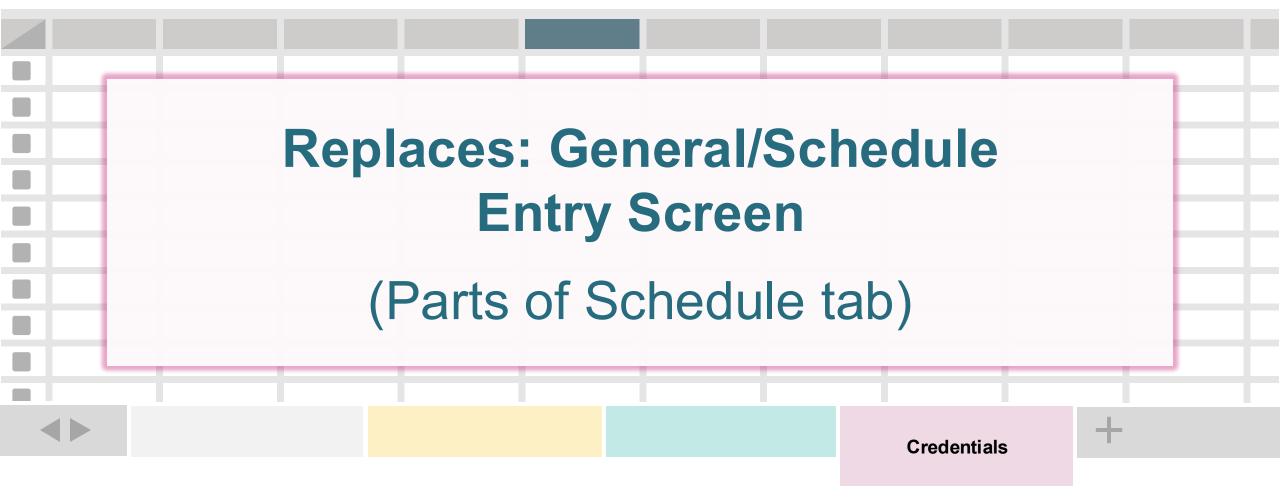
Local Expenditure Function Code

Can identify up to 5 Fund numbers/Function Codes for each assignment.



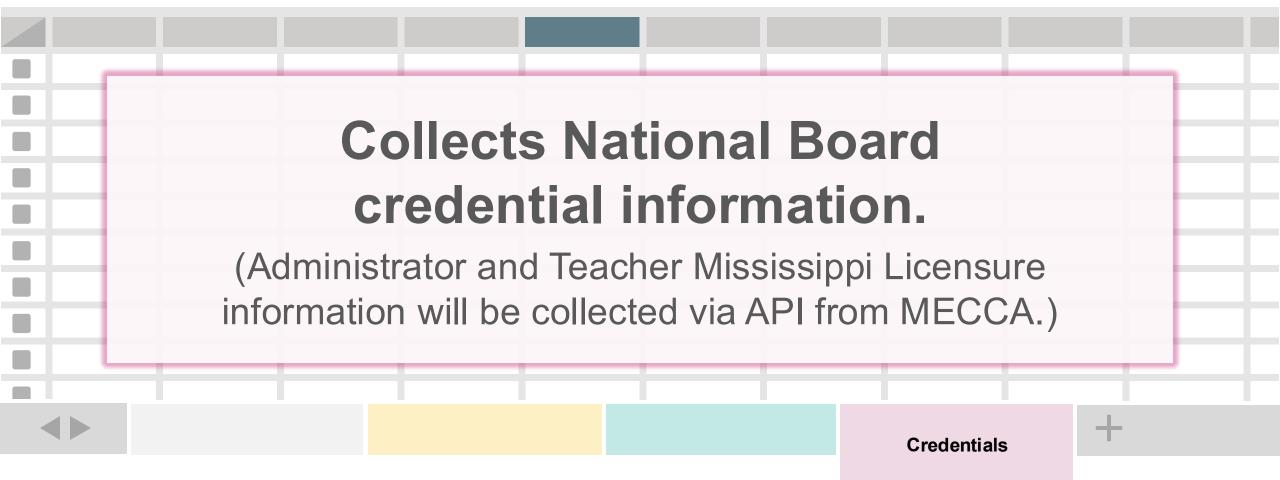






1 One record (row) for every National Board Certification. Multiple rows per employee are possible.





i One record (row) for every National Board Certification. Multiple rows per employee are possible.



Staff Member Identification System

Staff Member Identifier

Credential Award Start Date

Credential Award End Date

Credential Definition Identifier

Professional Certificate or License Number



Data Elements: Credentials

District ID

4-digit LEA number

Staff Member Identification System

"State" for all records

Staff Member Identifier

Employee SSN (Only numbers, no dashes)



Staff Member Identification System

Staff Member Identifier

Credential Award Start Date

MM/DD/YYYY (include leading zeros)

Credential Award End Date

MM/DD/YYYY (include leading zeros)



Staff Member Identification System

Staff Member Identifier

Credential Award Start Date

Credential Award End Date

Credential Definition Identifier

NBPTS, CCC, NCSC, NCSN, CAT, or CALT

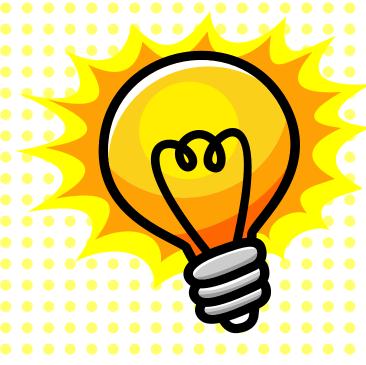
Professional Certificate or License Number

National Board Certification
Number



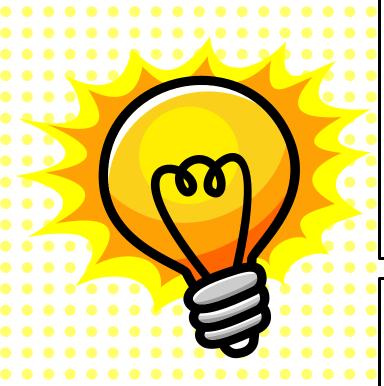
Credential Definition Identifier

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set
Credential Definition Identifier	A globally unique identifier by which the creator/owner/provider of a credential recognizes the qualification, achievement, personal or organizational quality, or aspect of an identity in transactions with the external environment.	National Board Certification Type	NBPTS - National Board for Professional Teaching Standards
			CCC - Certificate of Clinical Competence (issued by American Speech & Hearing Association)
			NCSC - National Certified School Counselor
			NCSN - National Certified School Nurse
			CALT - Certified Academic Language Therapist
			CAT – Certified Athletic Trainer



For National Board Certified employees, you should have a minimum of 2 assignments (Work Area Codes) per employee.





The first work area code should be the one that best describes their job duties, such as Elementary Teacher Single-Cohort (700003) or Dyslexia Therapist (131070).

This assignment would have an FTE value assigned (1 for full-time). If the employee has more than one of these types of assignments, all should be listed with the corresponding FTE amount.

The second work area code should be their National Board Certification code (Ex: 902010 for CALT – see the following slides for all appropriate codes).

FTEs for these codes should be zero.



NBPTS (National Board-Certified Teacher)				
902001 - National Board-Certified Teacher	801035 - Teacher Support Team Member			
700001 - Pre-kindergarten Teacher	131004 - Psychometrist			
700002 - Kindergarten Teacher	131054 - Special Education Counselor			
700003 – Elementary Teacher (Single-Cohort 26-27**)	601005 - Counselor- Non-CTE- Elementary			
700004 – Secondary Teacher (Departmentalized 26-27**)	601006 - Counselor- CTE			
700005 - Ungraded Teacher	601007 - Librarian/Media Specialist			
700006** - Elementary Teacher Departmentalized (26-27**)	601013 - Lead Teacher			
700007** - Secondary Teacher Single-Cohort (26-27**)	601017 - Counselor- Non-CTE- Secondary			
000234 - Special Populations Personnel	902006 – Intervention Specialist			



CCC (National Board-Certified (AHSA) Speech Therapist/Audiologist)				
902002 - CCC (AHSA) - Speech Therapist/Audiologist	700006** – Elementary Teacher Departmentalized (26-27**)			
700001 - Pre-kindergarten Teacher	700007** - Secondary Teacher Single-Cohort (26-27**)			
700002 - Kindergarten Teacher	131012 - Audiologist			
700003 – Elementary Teacher (Single-Cohort 26-27**)	132021 - Special Educator/Assessment Team Member			
700004 – Secondary Teacher (Departmentalized 26-27**)	131080 – Speech-Language Pathologist			
700005 - Ungraded Teacher				



National Board Certifications Validations

NCSC (National Board-Certified Guidance Counselor)

902003 - NCSC (National Board-Certified) Guidance Counselor

000234 - Special Populations Personnel

131054 - Special Education Counselor

601005 - Counselor- Non-CTE- Elementary

601006 - Counselor- CTE

601017 - Counselor- Non-CTE- Secondary

NCSN (National Board-Certified School Nurse)

902004 - School Nurse (RN) NCSN (National Board-Certified)

751012 - School Nurse (RN)

CALT (National Board-Certified Academic Language Therapist)

902010 - National Board-Certified Academic Language Therapist

CAT (Certified Athletic Trainer)

902008 - Certified Athletic Trainer







File Upload



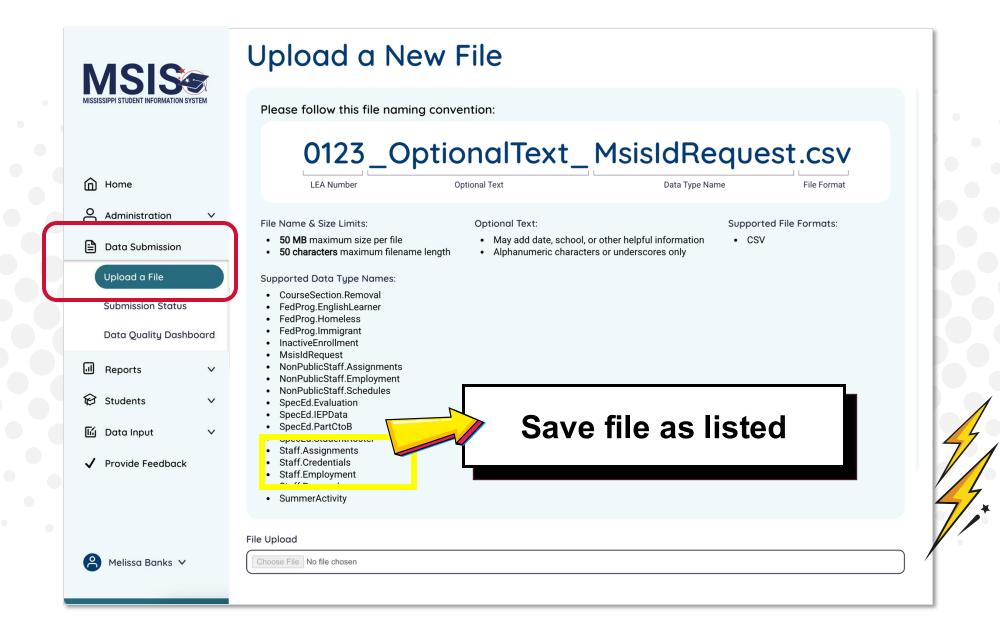




PERMISSION

Personnel











File Upload process runs a first set of initial data checks.

File saved correctly? Are the data formatted correctly? Is required information provided? Etc.





Home

Administration

Data Submission

Upload a File

Submission Status

Data Quality Dashboard

Reports

Students \vee

 \vee

 \vee

UIZJ_OPTIONALITEXT_MSISIANEQUEST.CSV

Optional Text LEA Number

Data Type Name

File Format

File Name & Size Limits:

- 50 MB maximum size per file
- 50 characters maximum filename length

Optional Text:

- May add date, school, or other helpful information
- · Alphanumeric characters or underscores only

Supported File Formats:

CSV

Supported Data Type Names:

- · CourseSection.Removal
- FedProg.EnglishLearner
- · FedProg.Homeless
- · FedProg.Immigrant
- InactiveEnrollment
- MsisIdRequest
- NonPublicStaff.Assignments
- NonPublicStaff.Employment
- NonPublicStaff.Schedules
- · SpecEd.Evaluation
- SpecEd.IEPData
- SpecEd.PartCtoB
- SpecEd.StudentRoster
- Staff.Assignments
- Staff.Credentials
- · Staff.Employment
- Staff.Removal
- SummerActivity





9920_Staff.Credentials.csv

Invalid file type.

Try Again





Administration

Data Submission

Upload a File

Submission Status

Data Quality Dashboard

■ Reports ∨

Students
 ✓

VIZJ_OPTIONALIEVI_1.19191910LEdoest.cs.

LEA Number Optional Text Data Type Name

File Name & Size Limits:

- 50 MB maximum size per file
- 50 characters maximum filename length

Supported Data Type Names:

- CourseSection.Removal
- FedProg.EnglishLearner
- FedProg.Homeless
- · FedProg.Immigrant
- InactiveEnrollment
- MsisIdRequest
- · NonPublicStaff.Assignments

9920_Staff.Credentials.csv

Upload More Files

- · NonPublicStaff.Employment
- · NonPublicStaff.Schedules
- SpecEd.Evaluation
- SpecEd.IEPData
- SpecEd.PartCtoB
- SpecEd.StudentRoster
- · Staff.Assignments
- · Staff.Credentials
- · Staff.Employment
- Staff.Removal

View Files

SummerActivity

Optional Text:

- May add date, school, or other helpful information
- Alphanumeric characters or underscores only

Supported File Formats:

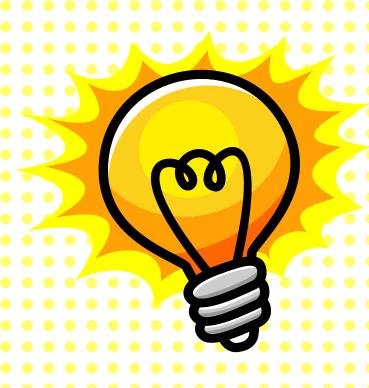
File Format

CSV





✓ Completed



2nd check: Once the file is uploaded, MSIS will review the data in the file to ensure it can be ingested.

Are the data formatted correctly?





2 Administration

Data Submission

Upload a File

Submission Status

Data Quality Dashboard

■ Reports ∨

OIZJ_OPHOHUHEAL_Halahunequeat.cav

LEA Number Optional Text Data Type Name

File Name & Size Limits:

- 50 MB maximum size per file
- 50 characters maximum filename length

Supported Data Type Names:

- CourseSection.Removal
- FedProg.EnglishLearner
- FedProg.Homeless
- · FedProg.Immigrant
- InactiveEnrollment
- MsisIdRequest
- NonPublicStaff.Assignments
- · NonPublicStaff.Employment

9920_Staff.Credentials.csv

Upload More Files

- · NonPublicStaff.Schedules
- SpecEd.Evaluation
- SpecEd.IEPData
- SpecEd.PartCtoB
- SpecEd.StudentRoster
- Staff.Assignments
- · Staff.Credentials
- · Staff.Employment
- Staff.Removal

View Files

SummerActivity

Optional Text:

- May add date, school, or other helpful information
- Alphanumeric characters or underscores only

Supported File Formats:

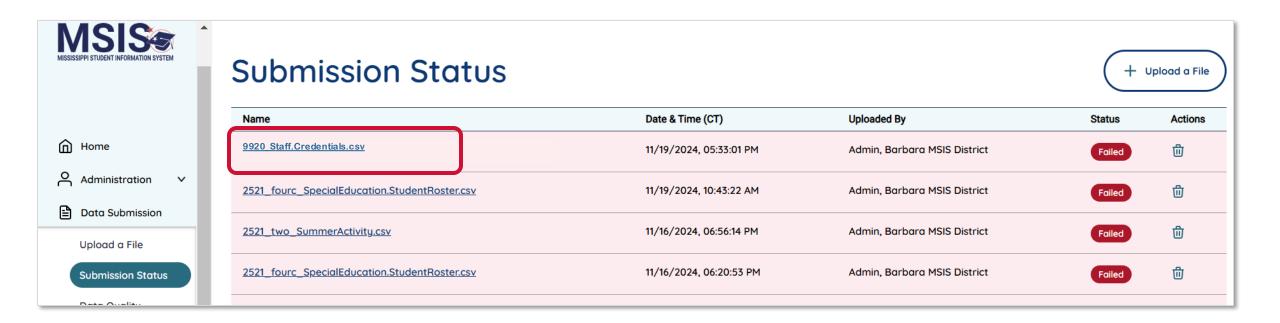
File Format

CSV

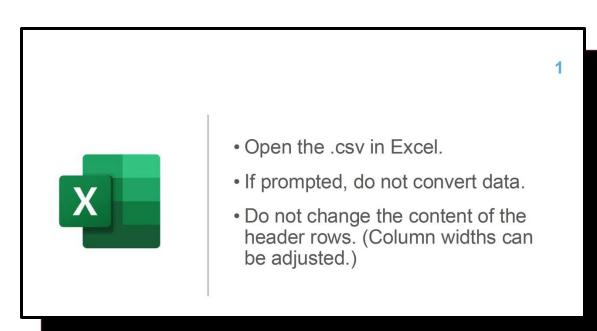


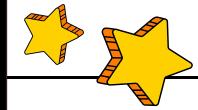


✓ Completed









22

Instructions for Formatting Cells – Excel and Sheets



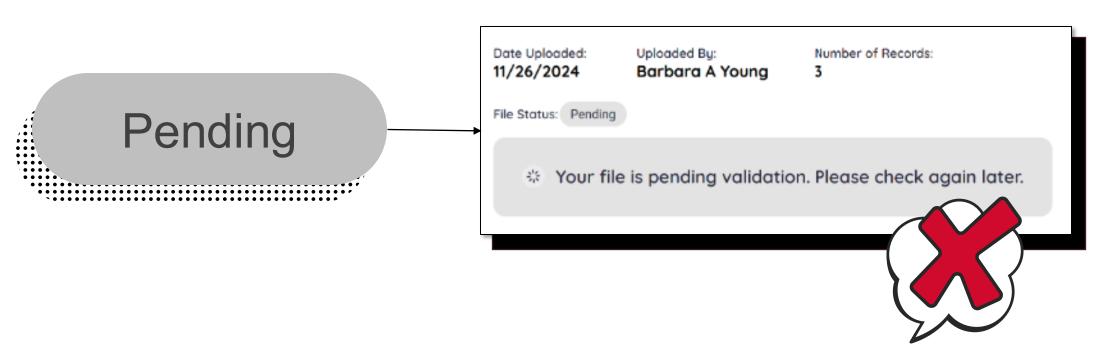
- Open the .csv in Google Sheets.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)



Submission Status

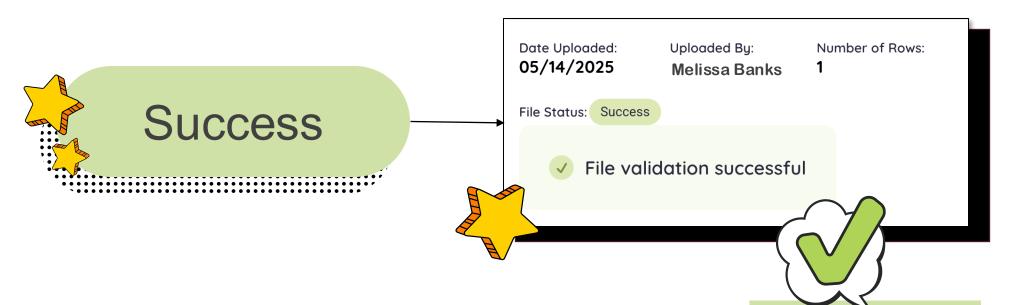
Status	Jploadea By					
Select V	Enter uploaded by na	05/01/2025	- 07/28/2025	Apply Filter Reset Filter	(+ Up	load a File
Name			Date & Time (CT)	Uploaded By	Status	Actions
9920ResidentLEAS	<u>School.csv</u>		07/15/2025, 08:58:24 AM	Banks, Melissa	Failed	⑪
9920 MsisIdRequ	<u>est.csv</u>		06/10/2025, 09:16:43 AM	Banks, Melissa	Failed	⑪
9920 xtrasp Sta	ff.Employment.csv		06/06/2025, 05:00:06 AM	Banks, Melissa	Failed	⑪
9920 xtrarow St	aff.Employment.csv		06/06/2025, 04:50:41 AM	Banks, Melissa	Failed	⑪
9920 good3 Inac	ctiveEnrollment.csv		05/20/2025, 11:36:53 AM	Admin, Barbara MSIS District	Pending	
9920 05062025	InactiveEnrollment.csv		05/07/2025, 08:28:59 AM	Admin, Barbara MSIS District	Pending	
9920 05062025	InactiveEnrollment.csv		05/06/2025, 02:23:20 PM	Admin, Barbara MSIS District	Pending	
9920 xtrasp Staf	f.Employment.csv		06/10/2025, 09:17:40 AM	Banks, Melissa	Success	
9920MsisIdRequest.csv			05/26/2025, 09:51:02 AM	Banks, Melissa	Success	





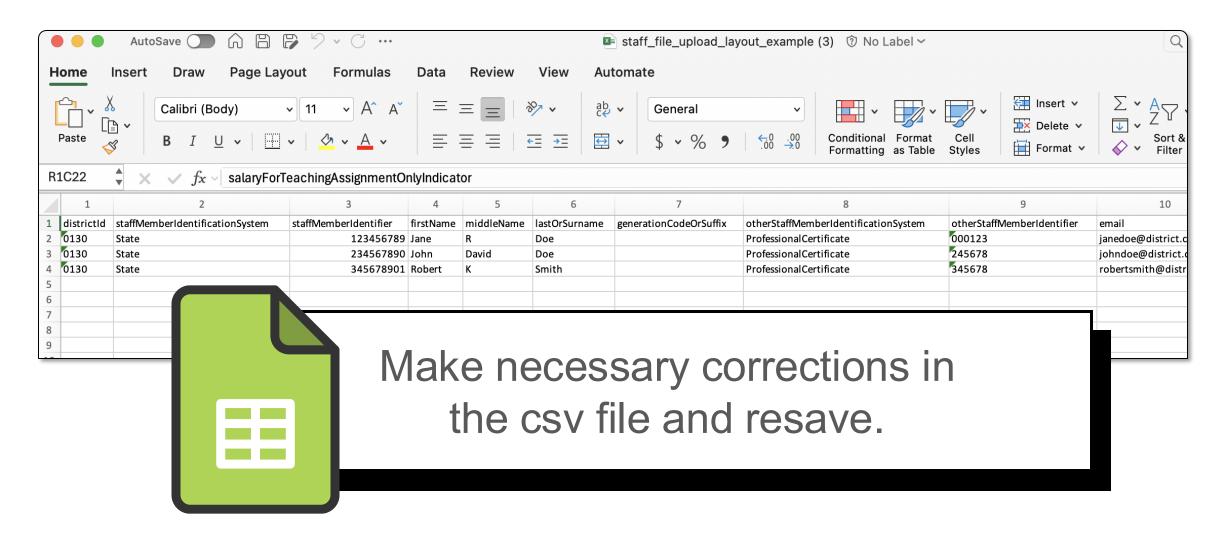
DO NOT upload more than one file that contains the same information while the first file is in **Pending status**.



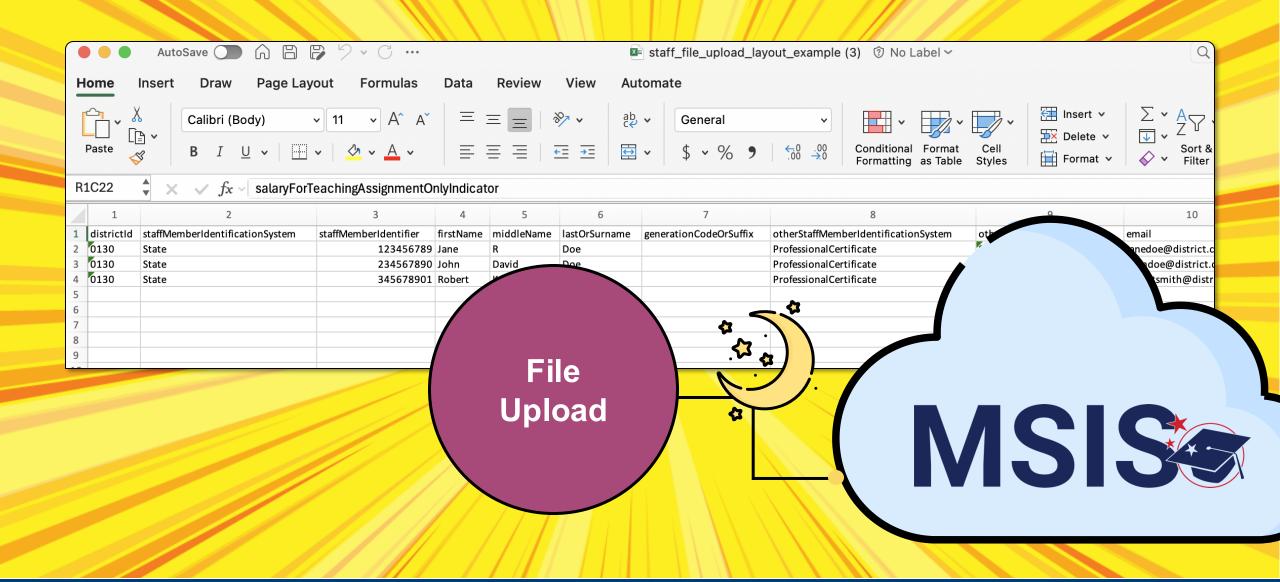


Once the file transitions to **Success status**, users can upload another file (on the same day) that **contains**the same information.

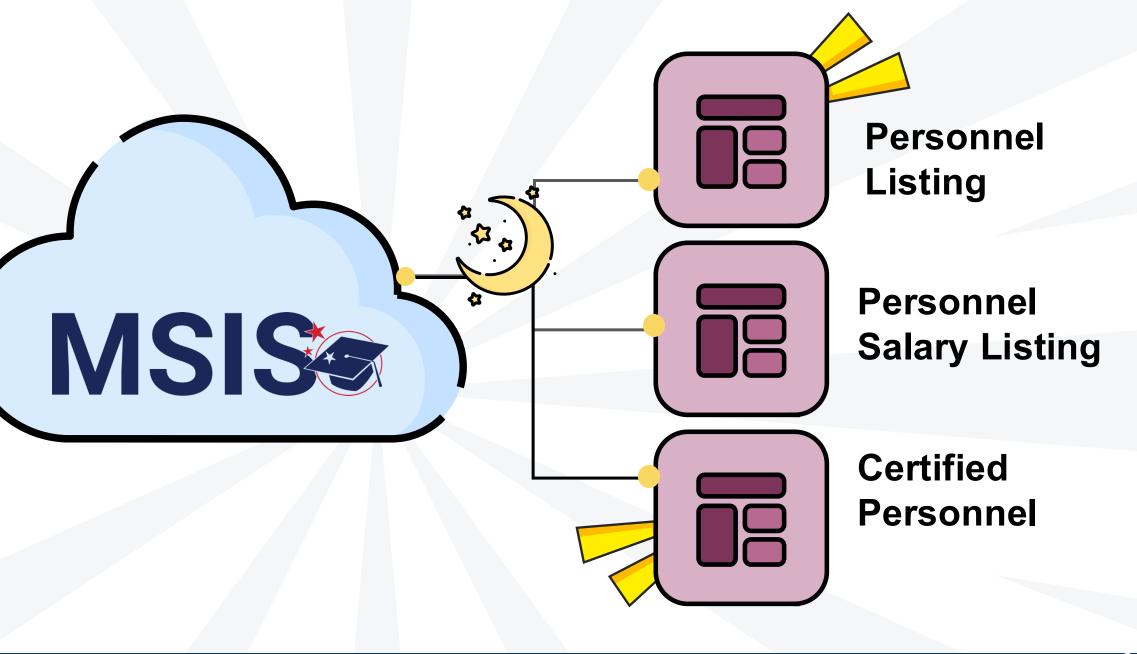
















Find a system that works for you!

Employees can be upload in batches (multiple files across multiple days)!



Personnel Reports

- Personnel Listing
- Personnel Salary Listing
- Certified
 Personnel





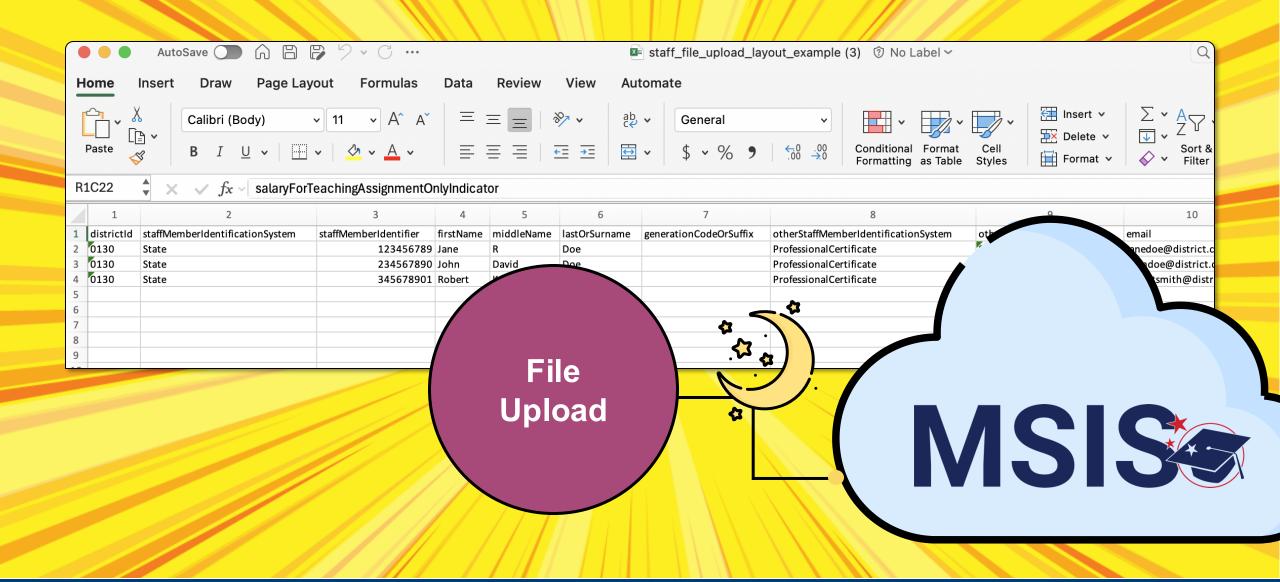
Personnel Reports

- Personnel Listing
- PersonnelSalary Listing

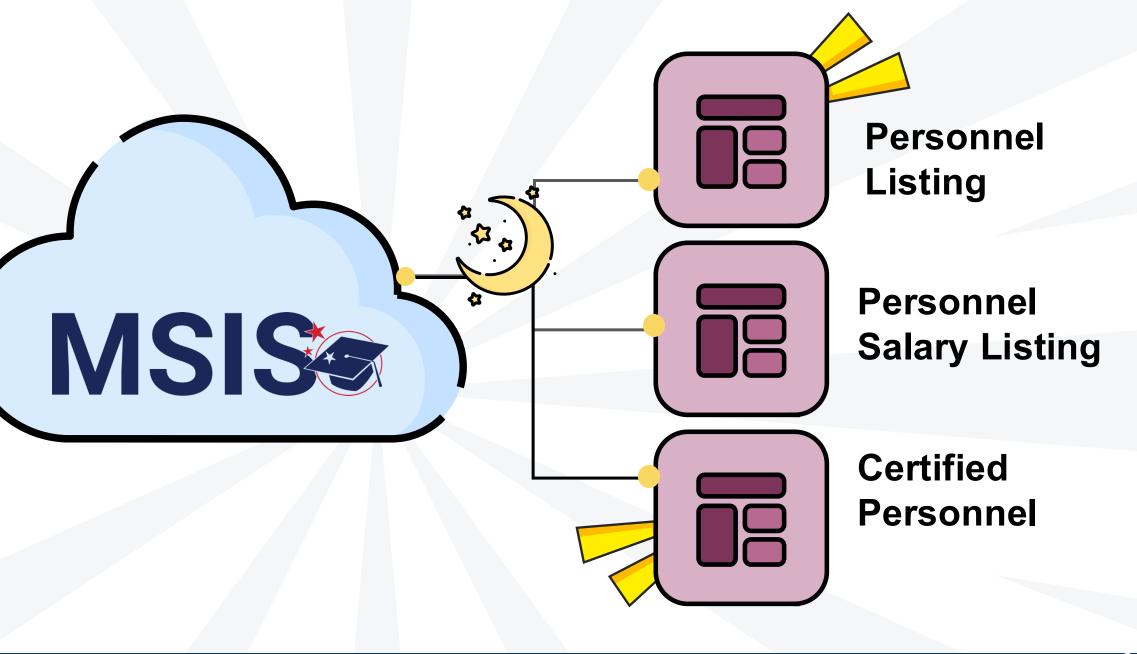


Personnel package

















Incorrect file type/name

Incorrect data format (leading 0's, dates)

Extra spaces in cells





- Staff.Assignments
- · Staff.Credentials
- Staff.Employment
- Staff.Removal





Not an allowed file name.

Try Again



####_OptionalText_Staff.Employment.csv ####_Staff.Employment.csv



0123_OptionalText_MsisIdRequest.csv

LEA Number Optional Text Data Type Name File Format

File Name & Size Limits:

- 50 MB maximum size per file
- 50 characters maximum filename length

Supported Data Type Names:

- · CourseSection.Removal
- FedProg.EnglishLearner
- FedProg.Homeless
- · FedProg.Immigrant
- · Finance.BondData
- InactiveEnrollment
- Incident.Removal
- KindergartenEntry
- MsisIdRequest
- NonPublicStaff.Assignments
- NonPublicStaff.Employment
- NonPublicStaff.Schedules
- SpecEd.Accommodations
- SpecEd.EarlyLearningOutcomes
- SpecEd.Evaluation
- SpecEd.IEPData
- SpecEd.RelatedServices
- SpecEd.StudentRoster
- Staff.Assignments
- Staff.Credentials
- · Staff.Employment
- Staff.Removal

Optional Text:

- May add date, school, or other helpful information
- Alphanumeric characters or underscores only

Supported File Formats:

CSV



- CourseSection.Removal
- FedProg.EnglishLearner
- FedProg.Homeless
- FedProg.Immigrant
- InactiveEnrollment
- Incident.Removal
- KindergartenEntry
- MsisIdRequest
- NonPublicStaff.Assignments
- NonPublicStaff.Employment
- NonPublicStaff.Schedules
- SpecEd.Evaluation
- SpecEd.IEPData
- SpecEd.StudentRoster
- Staff.Assignments
- Staff.Credentials
- Staff.Employment
- Staff.Removal



View Files

Upload More Files







- Staff.Assignments
- Staff.Credentials
- Staff.Employment
- Staff.Removal



Failed

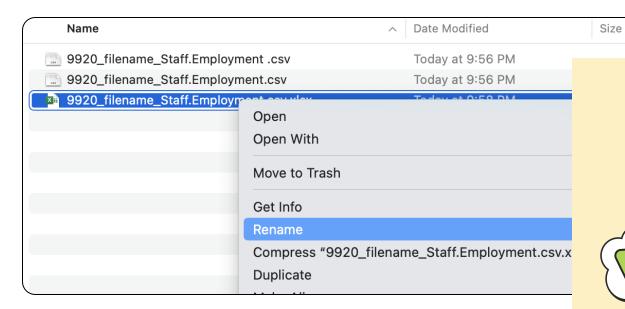
Not an allowed file name.

Try Again



####_OptionalText_Staff.Employment.csv ####_Staff.Employment.csv





Right-click on the file name in your file list.



Select Rename.

Delete the extra space.



- CourseSection.Removal
- FedProg.EnglishLearner
- FedProg.Homeless
- FedProg.Immigrant
- InactiveEnrollment
- Incident.Removal
- KindergartenEntry
- MsisIdRequest
- NonPublicStaff.Assignments
- NonPublicStaff.Employment
- NonPublicStaff.Schedules
- SpecEd.Evaluation
- SpecEd.IEPData
- SpecEd.StudentRoster
- Staff.Assignments
- Staff.Credentials
- Staff.Employment
- Staff.Removal



View Files

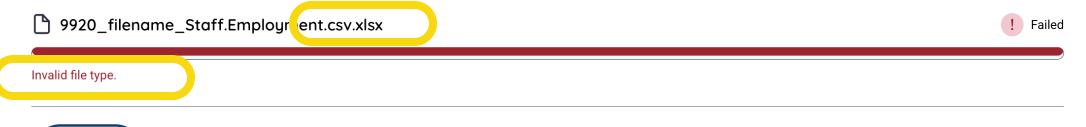
Upload More Files



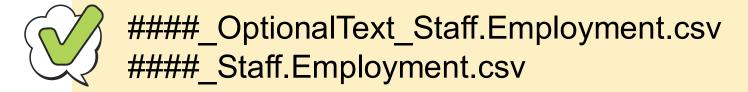




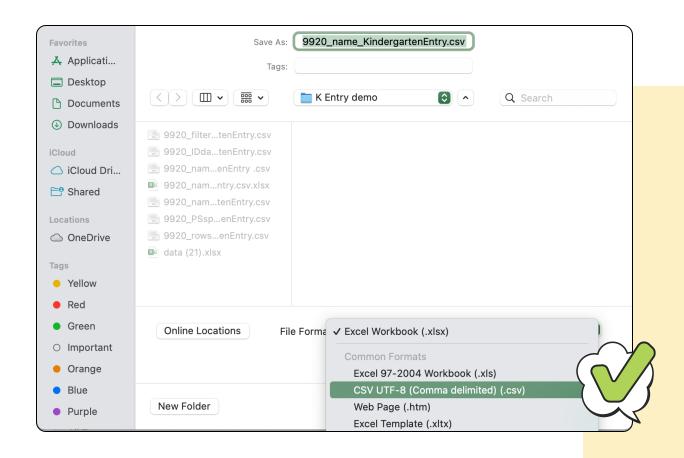
- SpecEd.StudentRoster
- Staff.Assignments
- Staff.Credentials
- Staff.Employment
- · Staff.Removal



Try Again







File > Save As.

Select **CSV** from the file format menu.

Ensure file name is correct.



- CourseSection.Removal
- FedProg.EnglishLearner
- FedProg.Homeless
- FedProg.Immigrant
- InactiveEnrollment
- Incident.Removal
- KindergartenEntry
- MsisIdRequest
- NonPublicStaff.Assignments
- NonPublicStaff.Employment
- NonPublicStaff.Schedules
- SpecEd.Evaluation
- SpecEd.IEPData
- SpecEd.StudentRoster
- Staff.Assignments
- Staff.Credentials
- Staff.Employment
- Staff.Removal



View Files

Upload More Files











Incorrect data format (leading 0's, dates, etc.)

- Staff.Assignments
- Staff.Credentials
- Staff.Employment
- Staff.Removal



9920_filename_Staff.Employment.csv



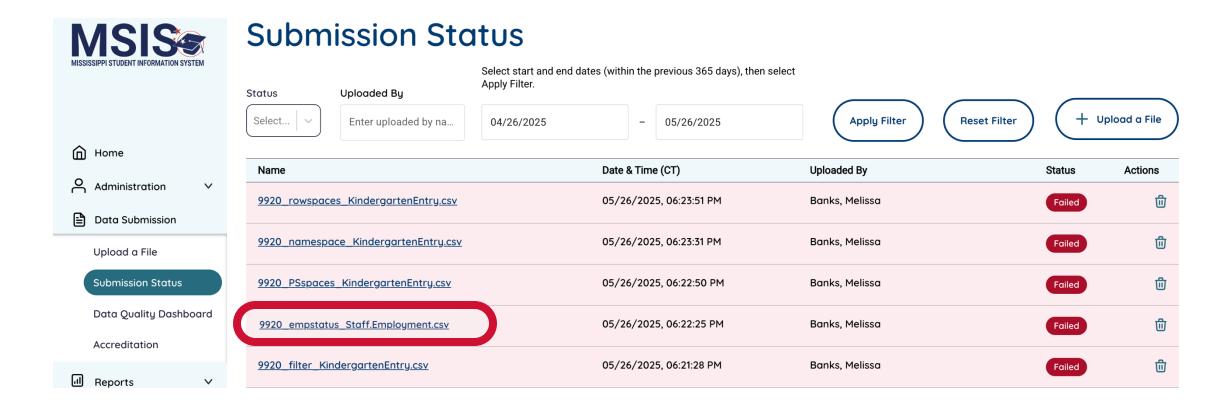
View Files

Upload More Files





Incorrect data format (leading 0's, dates)





Uploaded By:

Number of Rows: Melissa Banks 9

File Status: Failed



File validation failed. There are errors in your data that need your attention.

Row ID	First Name	Last Name	Error	Resolution
1	Jane	Doe	The employmentStatus is blank or invalid.	The employmentStatus is a required field and should only be 01379 or 01385, or 01380. See "E Personnel" for definition.
2	John	Doe	The employmentStatus is blank or invalid.	The employmentStatus is a required field and should only be 01379 or 01385, or 01380. See "E Personnel" for definition.
3	Robert	Smith	The employmentStatus is blank or invalid.	The employmentStatus is a required field and should only be 01379 or 01385, or 01380. See "E Personnel" for definition.
4	Jane	Doe	The employmentStatus is blank or invalid.	The employmentStatus is a required field and should only be 01379 or 01385, or 01380. See "E Personnel" for definition.
5	John	Doe	The employmentStatus is blank or invalid.	The employmentStatus is a required field and should only be 01379 or 01385, or 01380. See "E Personnel" for definition.
6	Robert	Smith	The employmentStatus is blank or invalid.	The employmentStatus is a required field and should only be 01379 or 01385, or 01380. See "E Personnel" for definition.



Uploaded By:

Number of Rows:

Melissa Banks

9

File Status: Failed

!

File validation failed. There are errors in your data that need your attention.

Row ID	First Na	me Last Name	Error	Resolution	
1	Jane	Doe	The employmentStatus is blank or invalid. The employmentSt Personnel" for define		atus is a required field and should only be 01379 or 01385, or 01380. See "Enition.
2	John	Doe	The employmentStatus is blank or	The employmentSto	atus is a required field and should only be 01379 or 01385, or 01380. See "E tion.
3	Rob	+1	1 to the Row ID to find	the	tus is a required field and should only be 01379 or 01385, or 01380. See tion. tus is a required field and should only be 01379 or 01385, or 01380. See tion.
4	Jane	The sys	onding row in your spi stem counts the header	row as"0"	
5	Johr	but on the	e spreadsheet the head	er row is 1.	tus is a required field and should only be 01379 or 01385, or 01380. See "Etion.
6	Robert	Smith	The employmentStatus is blank or invalid.	The employmentSto	atus is a required field and should only be 01379 or 01385, or 01380. See "Enition.



Date Uploaded: **06/05/2025**

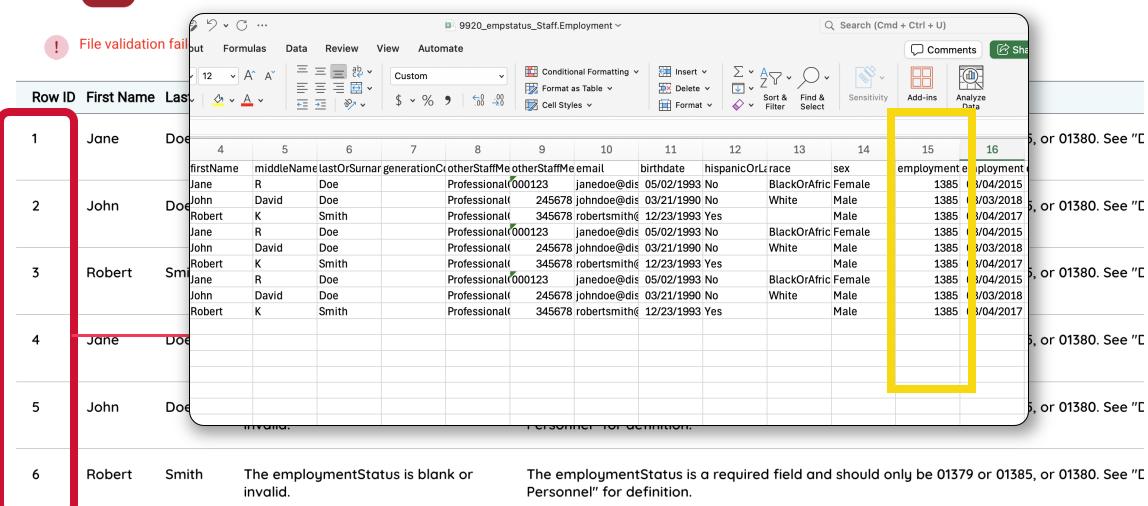
Uploaded By:

Number of Rows:

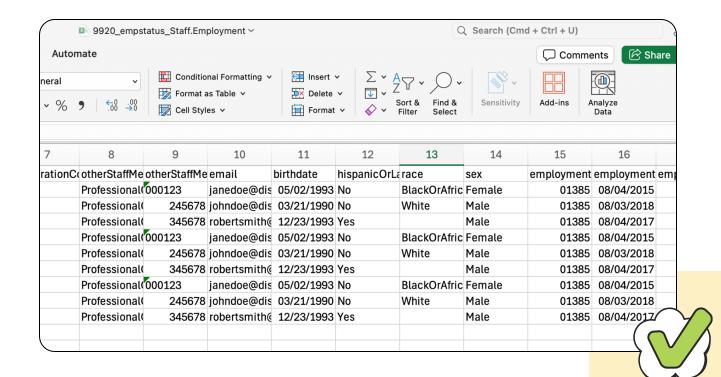
Melissa Banks

9



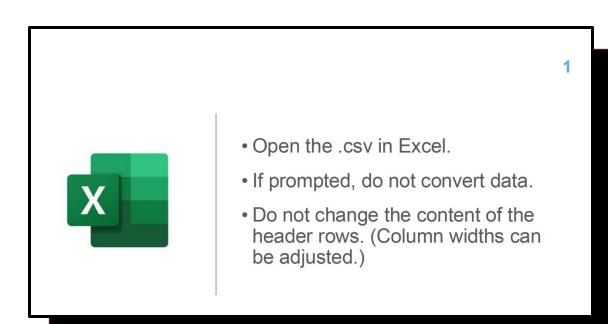


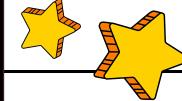




Format column to ensure leading 0's or proper date format.

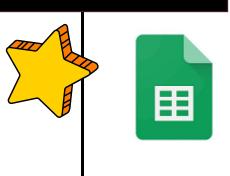






22

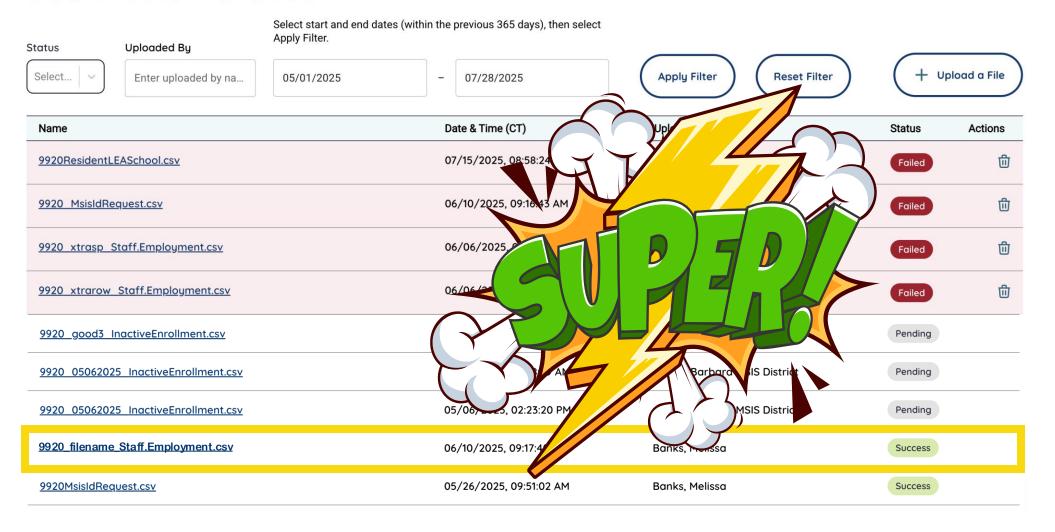
Instructions for Formatting Cells – Excel and Sheets



- 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.)



Submission Status









Extra spaces in cells

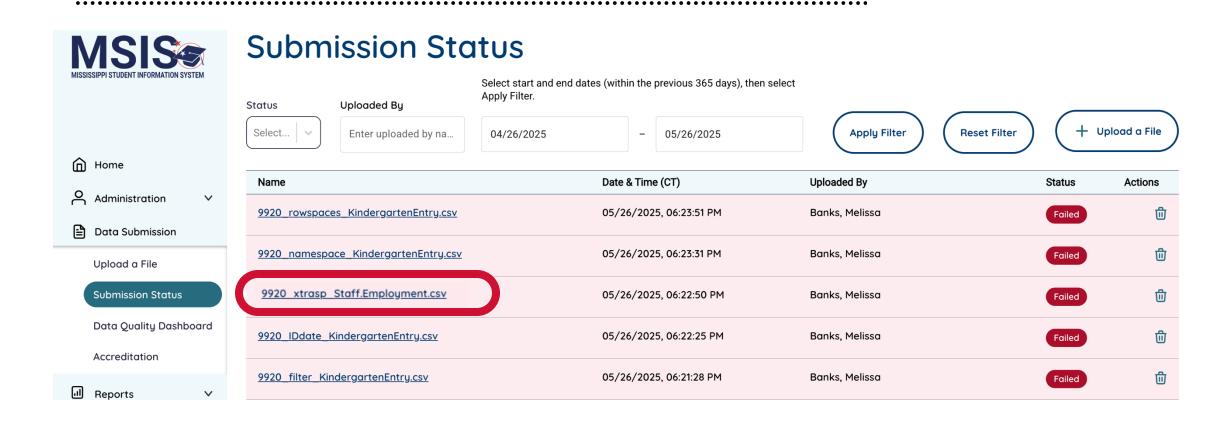
- SpecEd.StudentRoster
- Staff.Assignments
- Staff.Credentials
- Staff.Employment
- Staff.Removal







Extra spaces in cells





9920_xtrasp_Staff.Employment.csv

Date Uploaded:

Uploaded By:

Number of Rows:

06/06/2025

Melissa Banks

9

File Status: Failed

File validation failed. There are errors in your data that need your attention.

Row ID	First Name	Last Nam	Error	Resolution	
3	Robert	Smith	The middleName is invalid.	The middleName is an optional field. Ensure the middleName only contains alphanumeric characters. Example: A or TJ or A. or T.J., not A, or DD* or B,B,.	
7	Jane	Doe	The staffMemberldentificationSystem is blank or invalid.	The staffMemberIdentificationSystem is a required field. Ensure the value is set to State for all records/rows.	
7	Jane Doe		The firstName is blank or invalid.	The firstName is a required field. Ensure firstName is populated and may contain alphanumeric characters. Example: John, jane, Anna-Rae, "Joe", Nina, Susa', or Pierre`, not !john	



9920_xtrasp_Staff.Employment.csv

Date Uploaded:

Uploaded By:

Number of Rows:

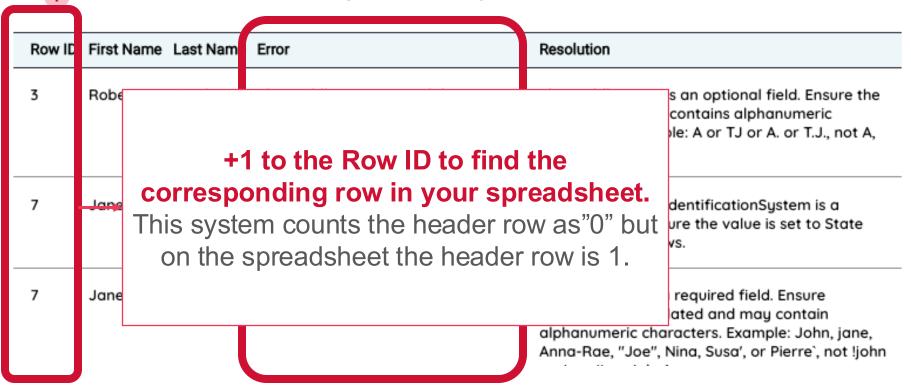
06/06/2025

Melissa Banks

9

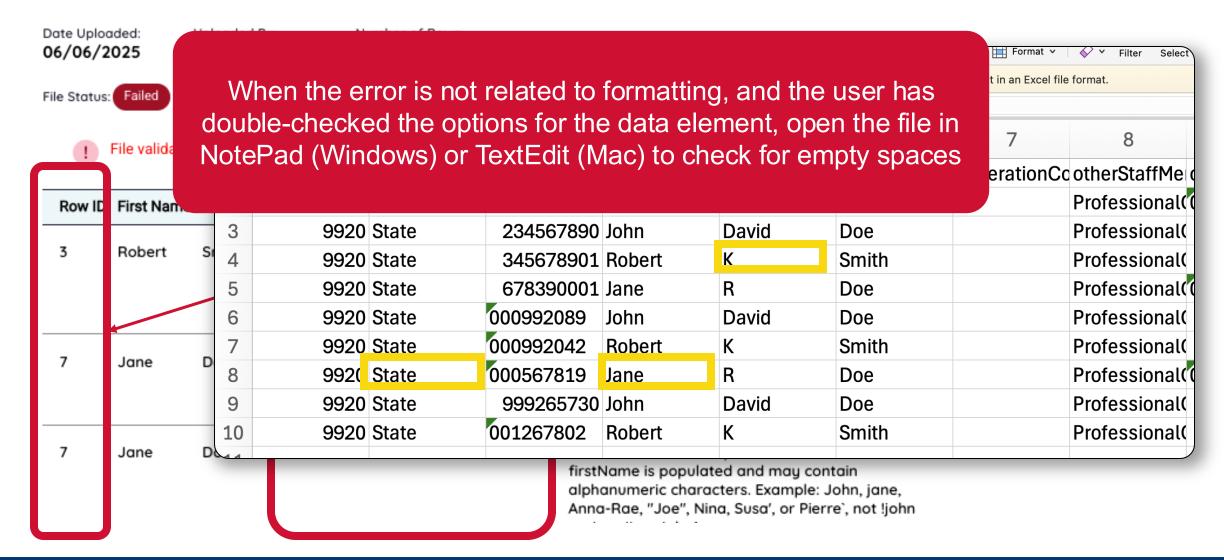
File Status: Failed

File validation failed. There are errors in your data that need your attention.





9920_xtrasp_Staff.Employment.csv





districtId, staffMemberIdentificationSystem, staffMemberIdentifier, firstName, middleName, lastOrSurname, generationCodeOrSuffix, otherStaffMemberIdentificationSystem, otherStaffMemberIdenti fier, email, birthdate, hispanicOrLatinoEthnicity, race, sex, employmentStatus, employmentStartDate, employmentEndDate, contractDaysOfServicePerYear, positionTitle, yearsOfTotalExperience, staff CompensationBaseSalary, salaryForTeachingAssignmentOnlyIndicator, staffCompensationTotalSalary, staffCompensationAnnualSupplement1, staffCompensationAnnualSupplementDescription1, staffCompensationAnnualSupplementDescription1 pensationAnnualSupplement2, staffCompensationAnnualSupplementDescription2, staffCompensationAnnualSupplementDescription3, staffCompensationAnnualSupplementDescrip ement4, staffCompensationAnnualSupplementDescription4, staffCompensationAnnualSupplementDescription5, financialAccountNumber1, fundingSourceAmount1, fun dingSourcePercentage1, financialAccountNumber2, fundingSourceAmount2, fundingSourcePercentage2, financialAccountNumber3, fundingSourceAmount3, fundingSourcePercentage3, financialAccountNumber3 er4, fundingSourceAmount4, fundingSourcePercentage4, financialAccountNumber5, fundingSourceAmount5, fundingSourcePercentage5 9920, State, 123456789, Jane, R, Doe, , Professional Certificate, 000123, janedoe@district.com, 05/02/1993, No, BlackOrAfrican American, Female, 01385, 08/04/2015, , 200, First Grade Teacher, 9, 45250, Yes, 45250, , , , , , , , , , 1150, 45250, 100, , , , , , , , , 9920, State, 234567890, John, David, Doe, , Professional Certificate, 245678, johndoe@district.com, 03/21/1990, No, White, Male, 01385, 08/03/2018, , 200, Positive Behavior Specialist, 12,47200, No,47200,,,,,,,,2610,40200,85.17,1150,7000,14.83,,,,,,, 9920, State, 345678901, Robert, K , Smith, , Professional Certificate, 345678, roberts mith@district.com, 12/23/1993, Yes, , Male, 01385, 08/04/2017, , 200, Second Grade Teacher, 7,44000, Yes, 50000,6000, Assistant Football Coach,,,,,,,1150,50000,100,,,,,,,,,, 9920, State, 678390001, Jane, R, Doe, , Professional Certificate, 000123, janedoe@district.com, 05/02/1993, No, BlackOrAfrican American, Female, 01385, 08/04/2015, , 200, First Grade Teacher, 9, 45250, Yes, 45250, , , , , , , , , , 1150, 45250, 100, , , , , , , , , 9920, State, 000992089, John, David, Doe, , Professional Certificate, 245678, johndoe@district.com, 03/21/1990, No, White, Male, 01385, 08/03/2018,, 200. Positive Behavior Specialist,12,47200,No,47200,,,,,,,,2610,40200,85.17,1150,7000,14.83,,,,,,,,,9920,State,000992042,Robert,K,Smith,,ProfessionalCertificate,345678,robertsmith@district.com,12/23/1993,Yes,,Male,01385,08/04/2017,,200,Second Grade Teacher,9,45250,Yes,45250,,,,,,,,1150,45250,100,,,,,,,,,,,,,,9920,State,999265730,John,David,Doe,,ProfessionalCertificate,245678,johndoe@district.com,03/21/1990,No,White,Male,01385,08/03/2018,,200,Positive Behavior Specialist, 12,47200, No,47200,,,,,,,,,2610,40200,85.17,1150,7000,14.83,,,,,,,, 9920, State, 001267802, Robert, K, Smith, , Professional Certificate, 345678, roberts mith@district.com, 12/23/1993, Yes, , Male, 01385, 08/04/2017, , 200, Second Grade Teacher,7,44000,Yes,50000,6000,Assistant Football Coach,,,,,,,,1150,50000,100,,,,,,,,,,



Search (Edit > Find) for extra spaces.

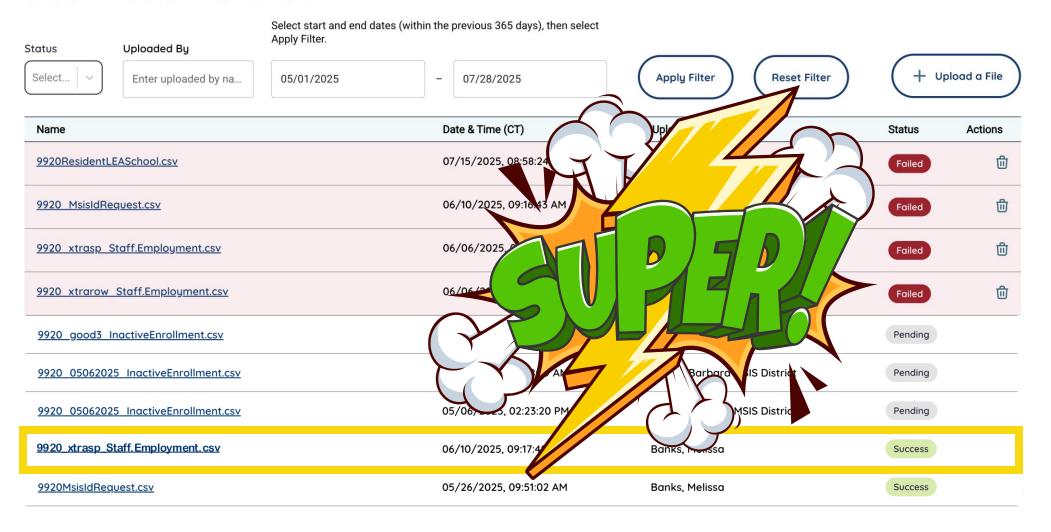


9920_xtras	o_Staff.Employment.csv
Q _Y	27 🕙 🔇 🔾 🕥 Done 🗆 Replace
fier,email,birthdate,hispanicOrLatinoEthnicity,race,sex,employmentStatus,employmentStar CompensationBaseSalary,salaryForTeachingAssignmentOnlyIndicator,staffCompensationTotalSpensationAnnualSupplement2,staffCompensationAnnualSupplementDescription2,staffCompensatement4,staffCompensationAnnualSupplementDescription4,staffCompensationAnnualSupplementSdingSourcePercentage1,financialAccountNumber2,fundingSourceAmount2,fundingSourcePercent	astOrSurname,generationCodeOrSuffix,otherStaffMemberIdentificationSystem,otherStaffMemberIdentitDate,employmentEndDate,contractDaysOfServicePerYear,positionTitle,yearsOfTotalExperience,staffalary,staffCompensationAnnualSupplementDascription1,staffComionAnnualSupplementDascription1,staffComionAnnualSupplementSupplementDascription3,staffCompensationAnnualSupplementDascription3,staffCompensationAnnualSupplementDascription5,financialAccountNumber1,fundingSourceAmount1,funage2,financialAccountNumber3,fundingSourceAmount3,fundingSourcePercentage3,financialAccountNumb
er4, fundingSourceAmount4, fundingSourcePercentage4, financialAccountNumber5, fundingSource9920, State, 123456789, Jane, R, Doe, , ProfessionalCertificate, 000123, janedoe@district.com, 05 Teacher, 9, 45250, Yes, 45250, , , , , , , , , , , 1150, 45250, 100, , , , , , , , , , , , , , , , ,	/02/1993,No,BlackOrAfricanAmerican,Female,01385,08/04/2015,,200,First Grade
9920, State, 345678901, Robert, Smith, Professional Certificate, 345678, robertsmith@distriteacher, 7,44000, Yes, 50000, 6000, Assistant Football Coach,,,,,,,1150,50000,100,,,,,,,,,9920, State, 678390001, Jane, R, Doe, Professional Certificate, 000123, janedoe@district.com, 05 Teacher, 9,45250, Yes, 45250,,,,,,,,,,1150,45250,100,,,,,,,,	
9920, State, 000992089, John, David, Doe, , Professional Certificate, 245678, johndoe@district.co Specialist, 12, 47200, No, 47200, , , , , , , , , 2610, 40200, 85.17, 1150, 7000, 14.83, , , , , , , , 9920, State, 000992042, Robert, K, Smith, , Professional Certificate, 345678, robertsmith@district.compartsmith.comp	t.com,12/23/1993,Yes,,Male,01385,08/04/2017,,200,Second Grade
9920, State .000567819, Jane ., R, Doe, , Professional Certificate, 000123, janedoe@district.com, Teacher, 9, 45250, Yes, 45250, ., , , , , , , , 1150, 45250, 100, , , , , , , , , , , , , 9920, State, 999265730, John, David, Doe, , Professional Certificate, 245678, johndoe@district.com, Specialist, 12, 47200, No, 47200, , , , , , , , , , , , , , , , , , ,	m,03/21/1990,No,White,Male,01385,08/03/2018,,200,Positive Behavior
9920, State, 001267802, Robert, K, Smith, , Professional Certificate, 345678, roberts mith@districtecher, 7,44000, Yes,50000,6000, Assistant Football Coach, , , , , , , , , 1150,50000,100, , , , , , , ,	

Delete unnecessary spaces at the end of the values.



Submission Status





Extra spaces in cells

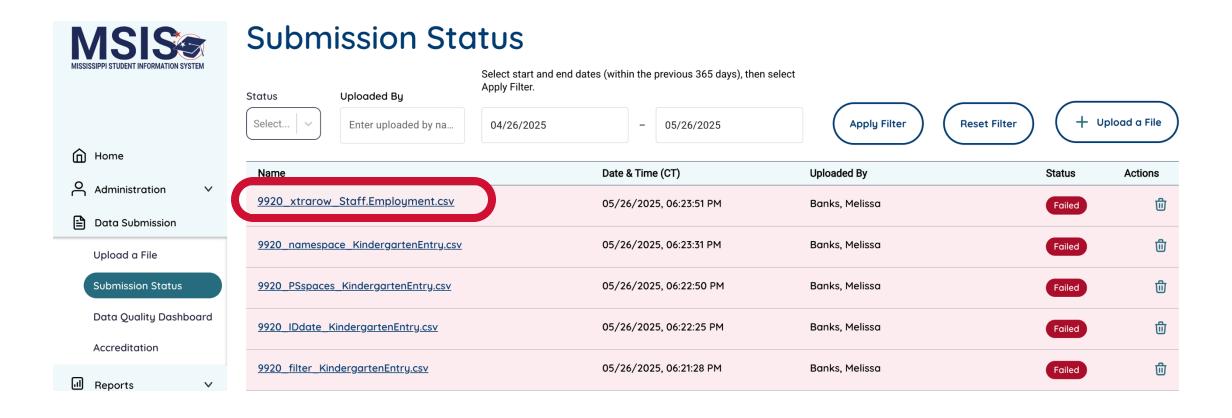
- SpecEd.StudentRoster
- Staff.Assignments
- Staff.Credentials
- Staff.Employment
- Staff.Removal







Extra spaces in cells





9920_xtrarow_Staff.Employment.csv

Date Uploaded: 06/06/2025 Uploaded By:

Number of Rows:

Melissa Banks

19

File Status: Failed



Pile validation failed. There are errors in your data that need your attention.

Row ID Fir	irst Name Last Nam	ne Error	Resolution
10		The districtId is blank or invalid.	The districtID is a required field.Ensure the LEA is an LEA you have access to and is 4 digits.Example: 0099 or 0100 and not 100 or 99.
10		The staffMemberldentificationSystem is blank or invalid.	The staffMemberldentificationSystem is a required field. Ensure the value is set to State for all records/rows.
10		The staffMemberldentifier is blank or invalid.	The staffMemberldentifier is a required field. Ensure the employee SSN has been entered. It should only contain numbers and be exactly 9 digits. Example: 123456789 or 012345678
10		The firstName is blank or invalid.	The firstName is a required field. Ensure firstName is populated and may contain alphanumeric characters. Example: John, jane, Anna-Rae, "Joe", Nina, Susa', or Pierre`, not !john or Jane# or John1
10		The lastOrSurname is blank or invalid.	The lastOrSurname is a required field. Ensure lastName is populated and may only contain letters, no spaces or hypens. Example: Smith or Jones or SmithJones and not Smith-Jones or Smith Jones.
10		The birthdate is blank or invalid.	The birthdate is the employee's date of birth and should be in mm-dd-yyyy format and only contain numbers and hyphens or forward slashes. Example: 01-01-1970 or 12/05/1990 and not 1-1-70 or 12/5/90 or 12\05\1990.



9920_xtrarow_Staff.Employment.csv

Date Uploaded: **06/06/2025**

Uploaded By:

Number of Rows:

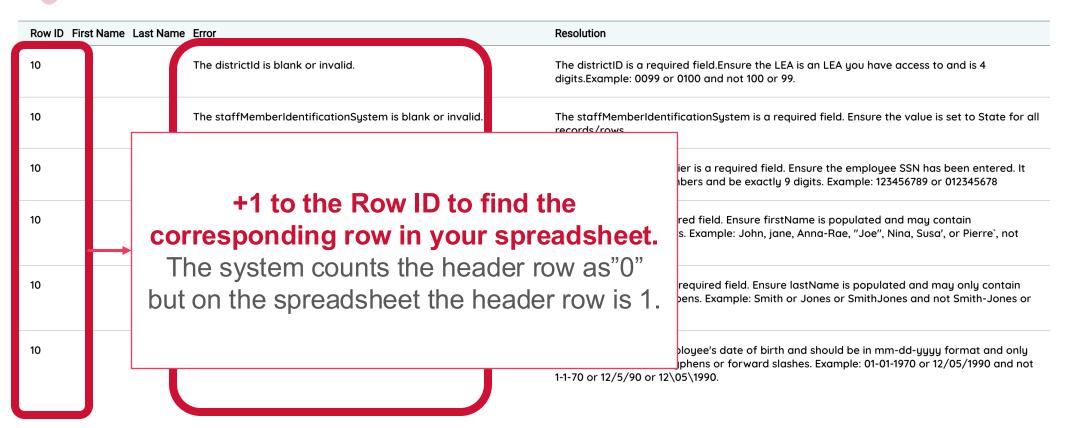
06/06/2025 M

Melissa Banks

19

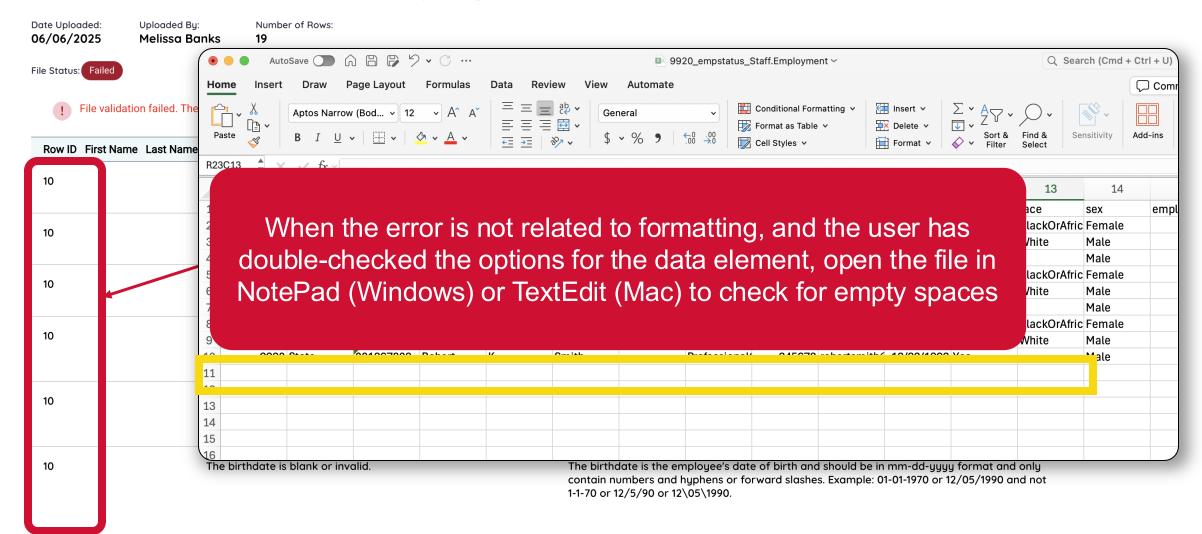
File Status: Failed

File validation failed. There are errors in your data that need your attention.





9920_xtrarow_Staff.Employment.csv





districtId, staffMemberIdentificationSystem, staffMemberIdentifier, firstName, middleName, lastOrSurname, generationCodeOrSuffix, otherStaffMemberIdentificationSystem, otherStaffMemberIdentifier ,email,birthdate,hispanicOrLatinoEthnicity,race,sex,employmentStatus,employmentStartDate,employmentEndDate,contractDaysOfServicePerYear,positionTitle,yearsOfTotalExperience,staffCompensa tionBaseSalary, salaryForTeachingAssignmentOnlyIndicator, staffCompensationTotalSalary, staffCompensationAnnualSupplement1, staffCompensationAnnualSupplementDescription1, staffCompensationAnnualSupplementDescription3, staffCompensationAnnualSupplementDescription3, staffCompensationAnnualSupplementDescription3, staffCompensationAnnualSupplementDescription3, staffCompensationAnnualSupplementDescription3, staffCompensationAnnualSupplementDescription3, staffCompensationAnnualSupplementDescription3, staffCompensationAnnualSupplementDescriptionAnnualS ualSupplement2, staffCompensationAnnualSupplementDescription2, staffCompensationAnnualSupplement3, staffCompensationAnnualSupplementDescription3, staffCompensationAnnualSupplement4, staffCompensationAnnualSupplementDescription3 ensationAnnualSupplementDescription4.staffCompensationAnnualSupplement5.staffCompensationAnnualSupplementDescription5.financialAccountNumber1.fundingSourceAmount1.fundingSourcePercentage 1, financialAccountNumber2, fundingSourceAmount2, fundingSourcePercentage2, financialAccountNumber3, fundingSourceAmount3, fundingSourcePercentage3, financialAccountNumber4, fundingSourceAmount4 ,fundingSourcePercentage4,financialAccountNumber5,fundingSourceAmount5,fundingSourcePercentage5 9920, State, 123456789, Jane, R, Doe, , Professional Certificate, 000123, janedoe@district.com, 05/02/1993, No, BlackOrAfrican American, Female. 01385.08/04/2015...200. First Grade Teacher, 9, 45250, Yes, 45250, , , , , , , , , , 1150, 45250, 100, , , , , , , , , 9920, State, 234567890, John, David, Doe, , Professional Certificate, 245678, johndoe@district.com, 03/21/1990, No, White, Male, 01385, 08/03/2018, .200, Positive Behavior Specialist, 12,47200, No,47200,,,,,,,,,,2610,40200,85.17,1150,7000,14.83,,,,,,,, 9920, State, 345678901, Robert, K, Smith, , Professional Certificate, 345678, robertsmith@district.com, 12/23/1993, Yes, , Male, 01385, 08/04/2017, , 200, Second Grade Teacher, 7,44000, Yes, 50000,6000, Assistant Football Coach,,,,,,,1150,50000,100,,,,,,,,,, 9920, State, 678390001, Jane, R, Doe, , Professional Certificate, 000123, janedoe@district.com, 05/02/1993, No, BlackOrAfrican American, Female, 01385, 08/04/2015, , 200, First Grade Teacher, 9, 45250, Yes, 45250, , , , , , , , , 1150, 45250, 100, , , , , , , , , 9920, State, 000992089, John, David, Doe, , Professional Certificate, 245678, johndoe@district.com, 03/21/1990, No, White, Male, 01385, 08/03/2018, , 200, Positive Behavior Specialist, 12,47200, No,47200,,,,,,,,,2610,40200,85.17,1150,7000,14.83,,,,,,,, 9920, State, 000992042, Robert, K, Smith, , Professional Certificate, 345678, robertsmith@district.com, 12/23/1993, Yes, , Male, 01385, 08/04/2017, , 200, Second Grade Teacher, 7,44000, Yes, 50000, 6000, Assistant Football Coach, , , , , , , , 1150, 50000, 100, , , , , , , , , 9920, State, 000567819, Jane, R, Doe, , Professional Certificate, 000123, janedoe@district.com, 05/02/1993, No, BlackOrAfrican American, Female, 01385, 08/04/2015, , 200, First Grade

Specialist, 12,47200, No,47200,,,,,,,,,2610,40200,85.17,1150,7000,14.83,,,,,,,,

9920, State, 001267802, Robert, K, Smith, , Professional Certificate, 345678, roberts mith@district.com, 12/23/1993, Yes

ch,,,,,,,,,1150,50000,100,,,,,,,,,,,



Notice any commas that are out of place – at the end of rows or create additional rows. These commas represents "empty" data cells.



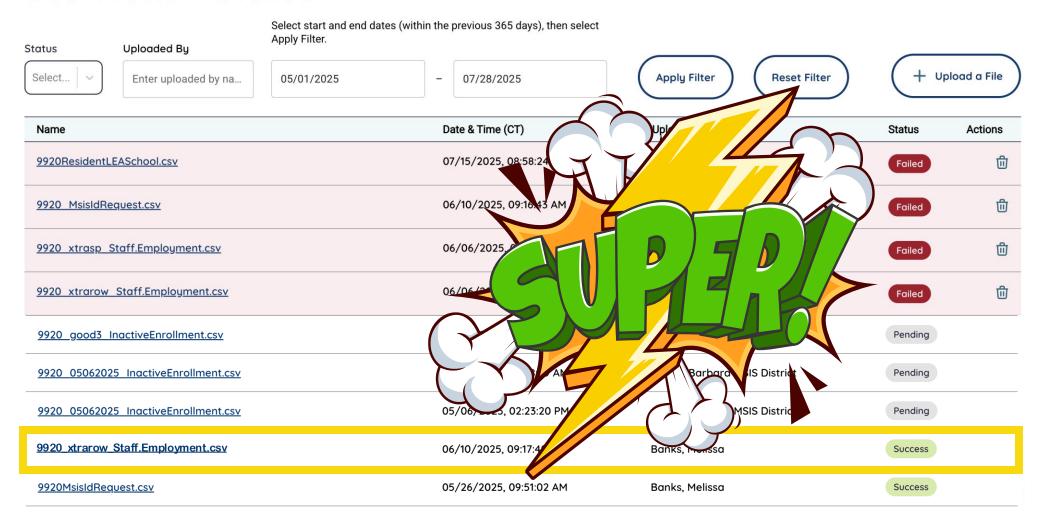
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Delete the empty area (extra commas will disappear).



Submission Status



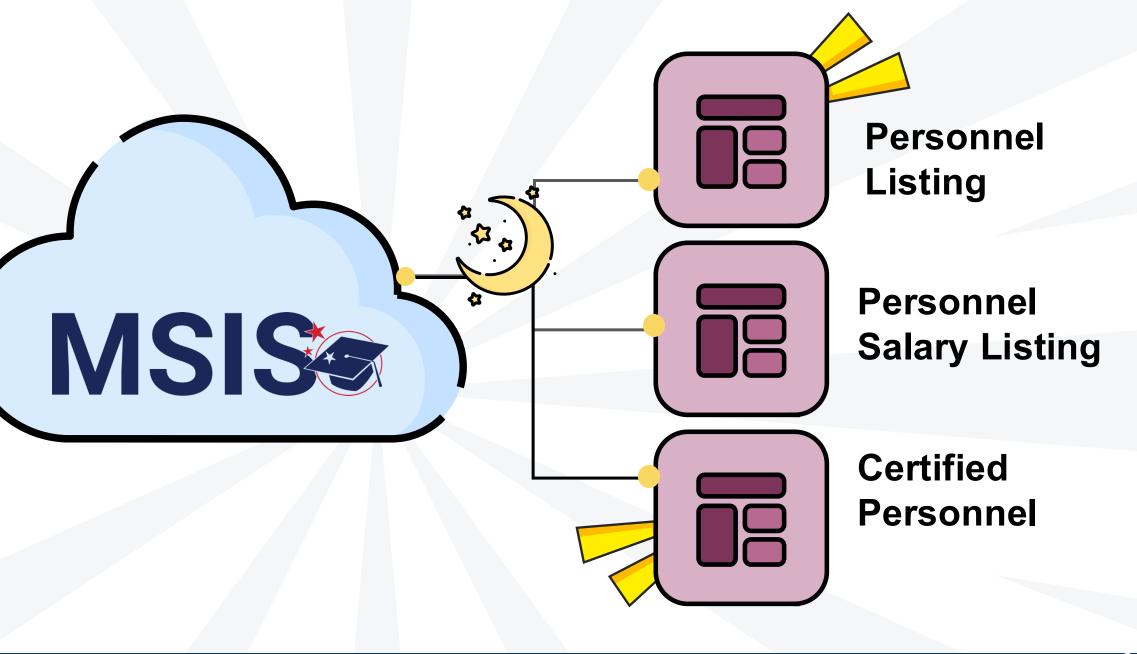






Data Quality Dashboard









A final set of checks occurs once data has been uploaded.

Once the data has been ingested, MSIS begins checking the data against business rules.





DATA QUALITY DASHBOARD: **STAFF**

Business Rule	Error/ Warning	Tab Name	Description	Resolution
Missing SSN or Name Check	Error	Missing SSN or Name	First name, last name, and social security number are required.	Ensure first name, last name, and social security number are provided.
National Board Type Check	Error	National Board Type	Invalid National Board Certification type.	Ensure the National Board Certification type is one of the following: NBPTS, CCC, NCSC, NCSN, CAT, or CALT.
Missing Birthdate, Gender, or Race Check	Error	Missing Birthdate, Gender, or Race	Birthdate, Race and Gender are required.	Ensure Birthdate, Race and Gender are provided.
Employment Dates Check	Error	Employment Dates	Employment end date cannot be prior to employment start date.	Ensure the employment end date is after the the employment start date. Example: Start date 01/01/2019, end date 01/02/2019.
Missing Years of Experience Check	Error	Missing Years of Experience	Years of experience is blank.	Ensure the years of experience is not blank.
Salary Errors Check	Error	Salary Errors	Total salary is required.	Ensure the total salary is not blank.
Missing Funding Source Check	Error	Missing Funding Source	At least one funding source is required.	Ensure at least one funding source is provided.
Invalid Funding Code Check	Error	Invalid Funding Code	Invalid funding source provided.	Ensure the funding source(s) provided are valid and active. The provided funding source cannot be inactive.
Missing Days of Service Check	Error	Missing Days of Service	Total days of service is required.	Ensure the Total Days of Service is not blank.

Data Quality Dashboard: Staff



MSISSISPI STUDENT INFORMATION SYSTEM

Administration

Data Submission

Reports

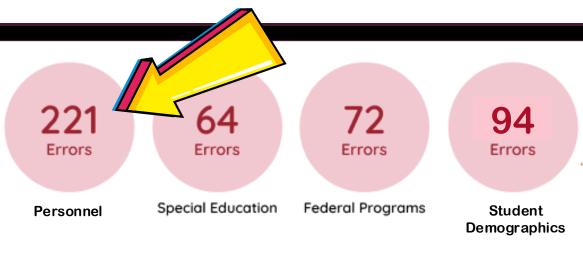
~

V

M Data Input

Test District Name

Errors in the Personnel bubble will show these errors and will prevent certification of data.







Melissa Banks V

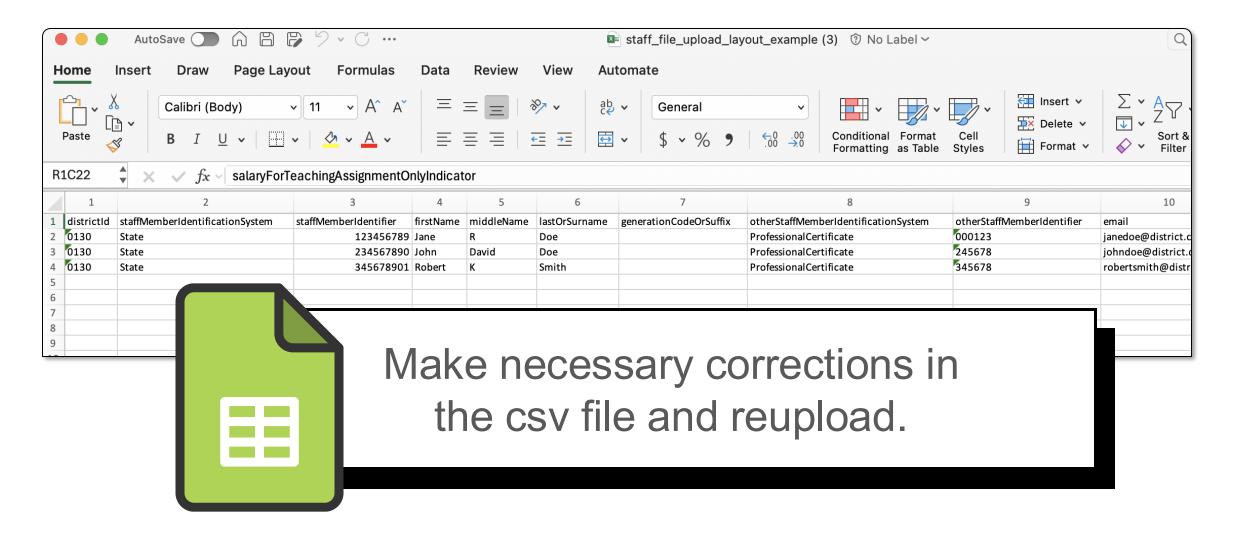




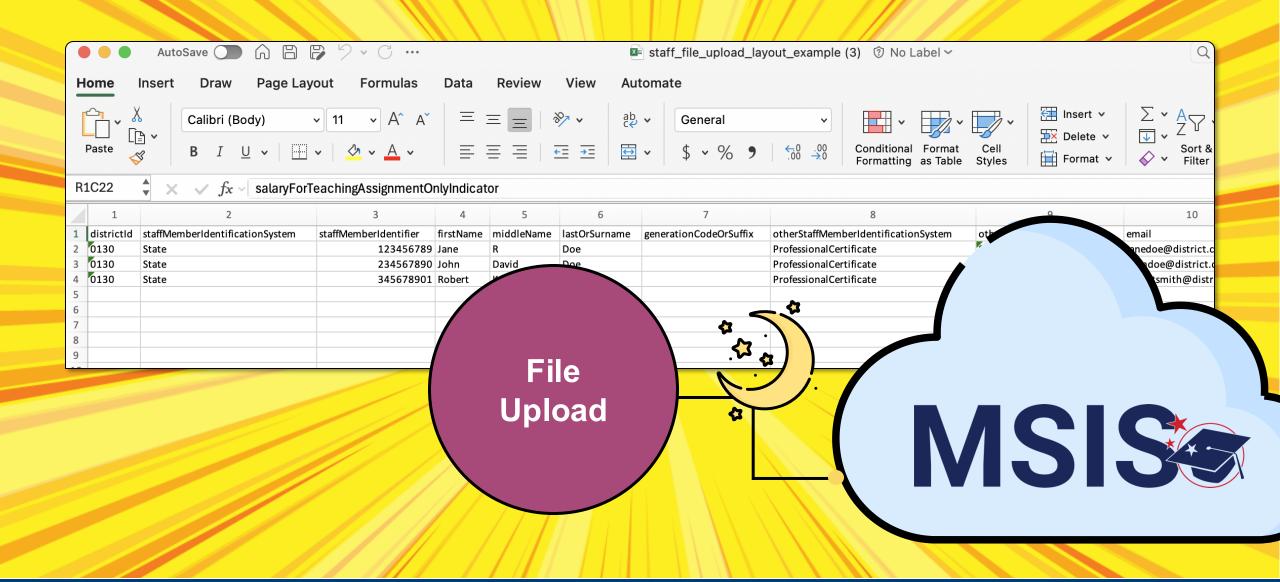
PERMISSION

Personnel

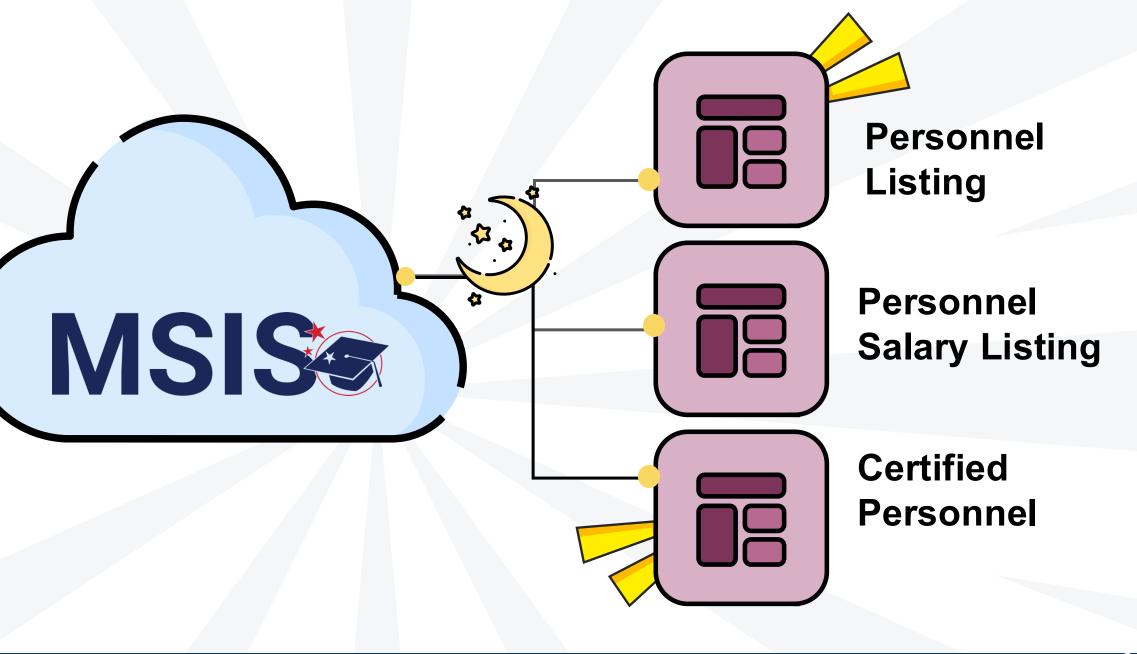
















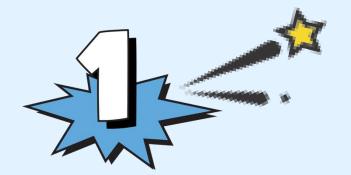




AUGUST - NOVEMBER

Monthly Data
Check





Clear any errors for the reporting period.

Check warnings for the reporting period.



Review MSIS Reports for accuracy.

Compare with corresponding Personnel package reports.



Personnel Reports

- Personnel Listing
- PersonnelSalary Listing



Personnel package









OCTOBER

National Board Certification (Finance)





DECEMBER

Personnel Certification

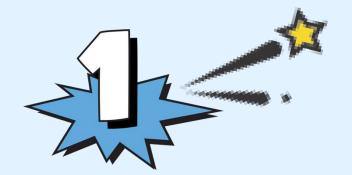




Certification windows

WILL NOT be extended





Clear any errors for the reporting period.

Check warnings for the reporting period.



Review MSIS Reports for accuracy.

Compare with corresponding Personnel package reports.



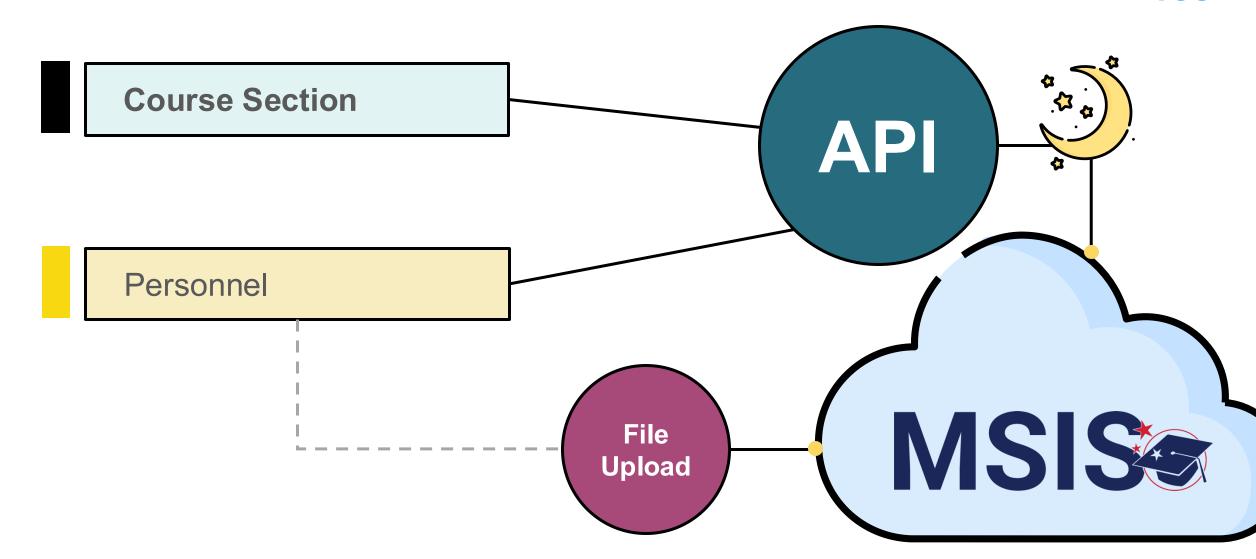
Personnel Reports

- Personnel Listing
- PersonnelSalary Listing



Personnel package





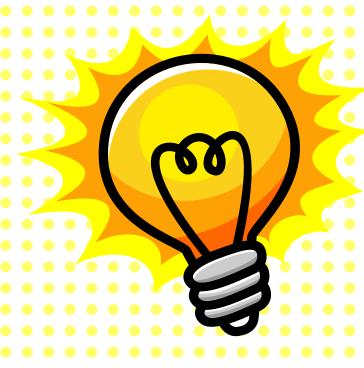




JANUARY - MAY

Monthly Data Check





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





Staff.Employment





Staff.Assignments

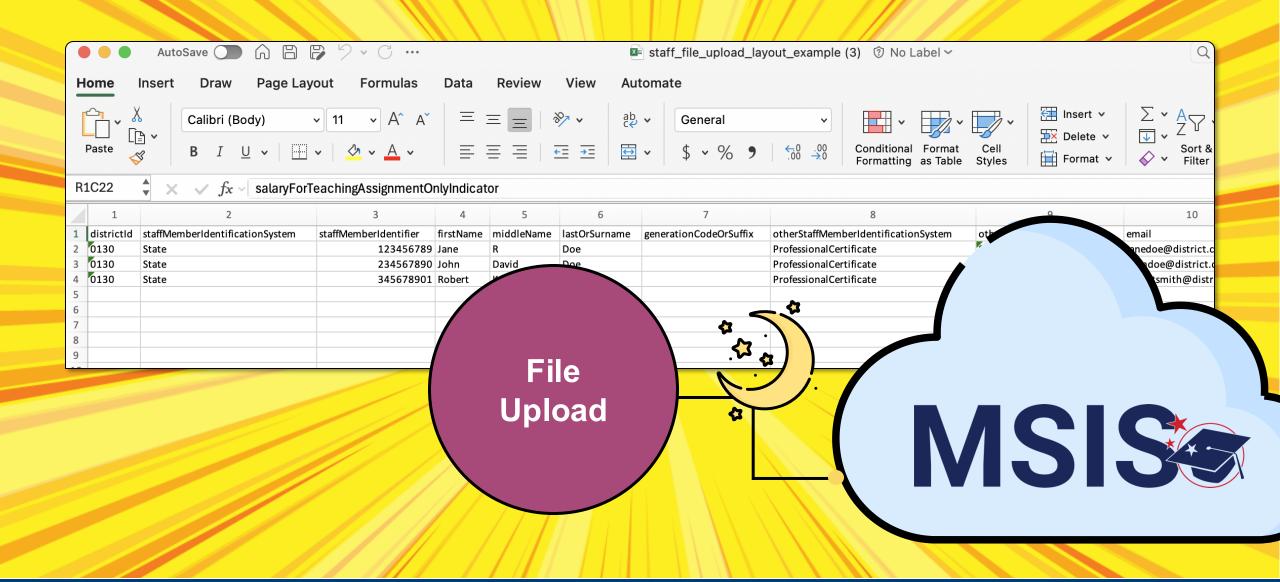




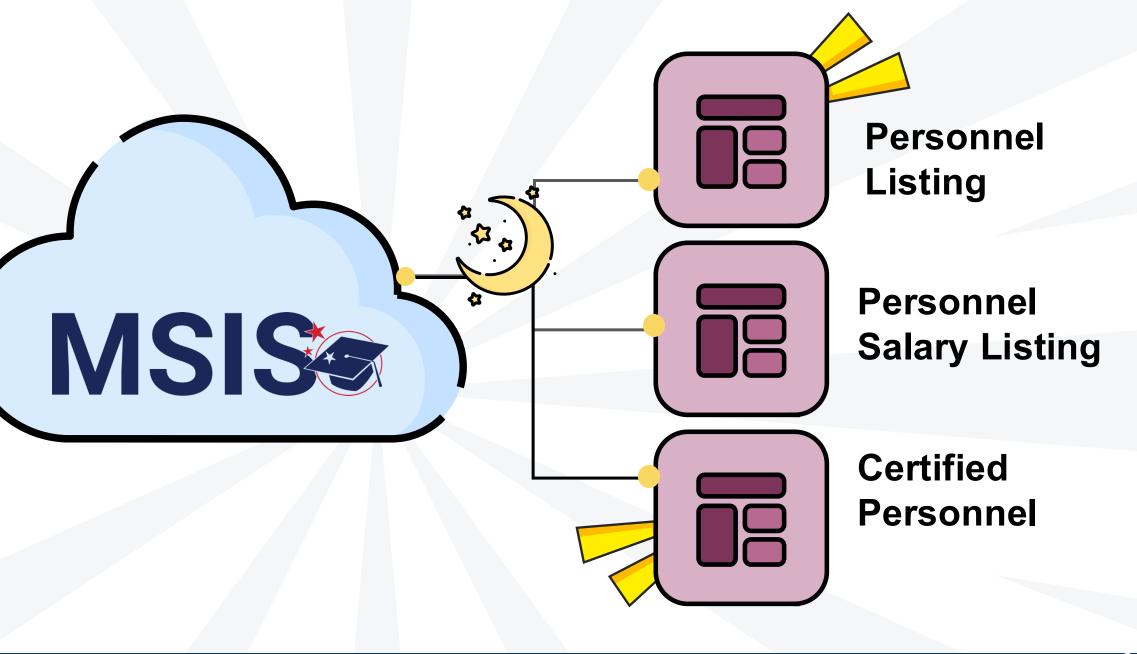
Staff.Credentials















FEBRUARY

National Board Certification (Finance)







Contents

MSIS Login

Resource Library

File Layout Templates

Reporting Calendar

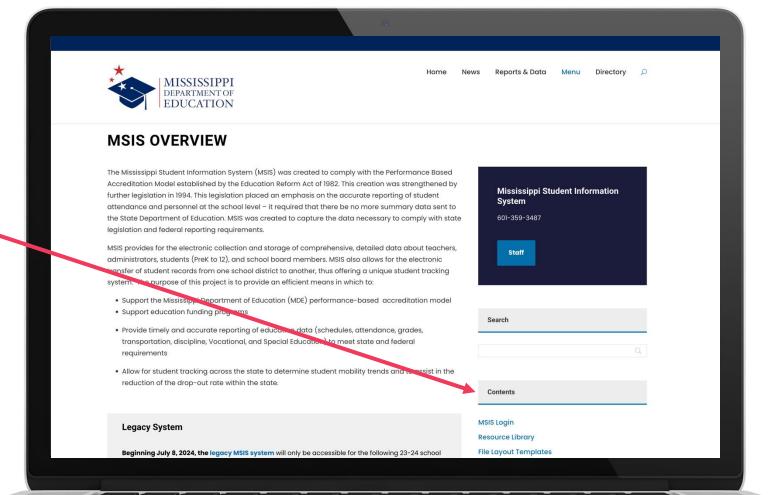
Security Documents

Help Desk

Training

Accreditation Standards

Vendor Resources





MSIS Team

msis2@mdek12.org



mdek12.org



