Assessment & Graduation Data Collections



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



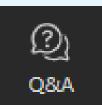






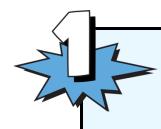


Ask questions









EXAMINE data used for Assessment Rosters



EXPLORE Assessment History Report



EXPLORE Graduation data



REVIEW schema errors



Assessment Rosters

ASSESSMENT DATA







Assessment Rosters

Based on various data in MSIS, MDE populates rosters of students who should take state-administered assessments and sends the rosters to the assessment vendors.

Kindergarten Readiness

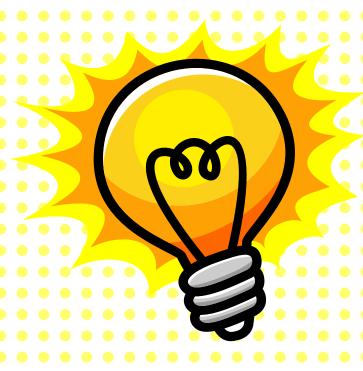
Mississippi Academic Assessment Program (MAAP)

Mississippi Academic Assessment Program - Alternate (MAAP-A)

English Language Proficiency Test (ELPT)

ACT





Assessment Roster Reports are coming in the 25-26 SY.

These rosters will be populated using data from MSIS. Until these reports are available, users can pull data from MSIS to help identify which students will populate the roster reports.

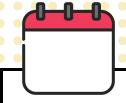


MAAP



Students enrolled in courses with EOY MAAP Assessments

[Course Code Report, Teacher Schedule Report, Student Schedule Report]

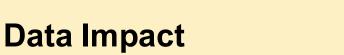


Early Fall & Early Spring



Course Code Report

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



- Accreditation
- Assessment Rosters
- CTE (MSFF)

- Academic Record (Carnegie Units)
- Graduation Requirements

Data Source

MDE data load



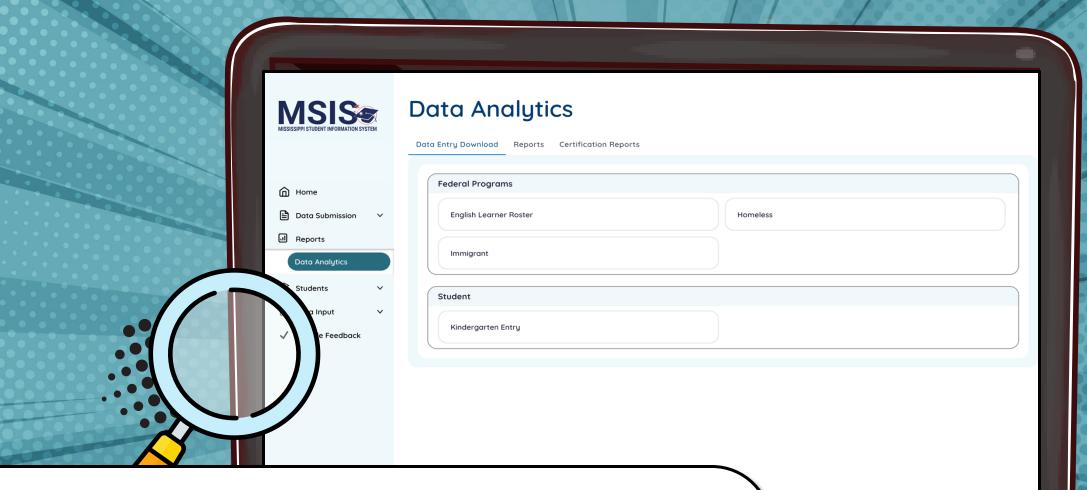




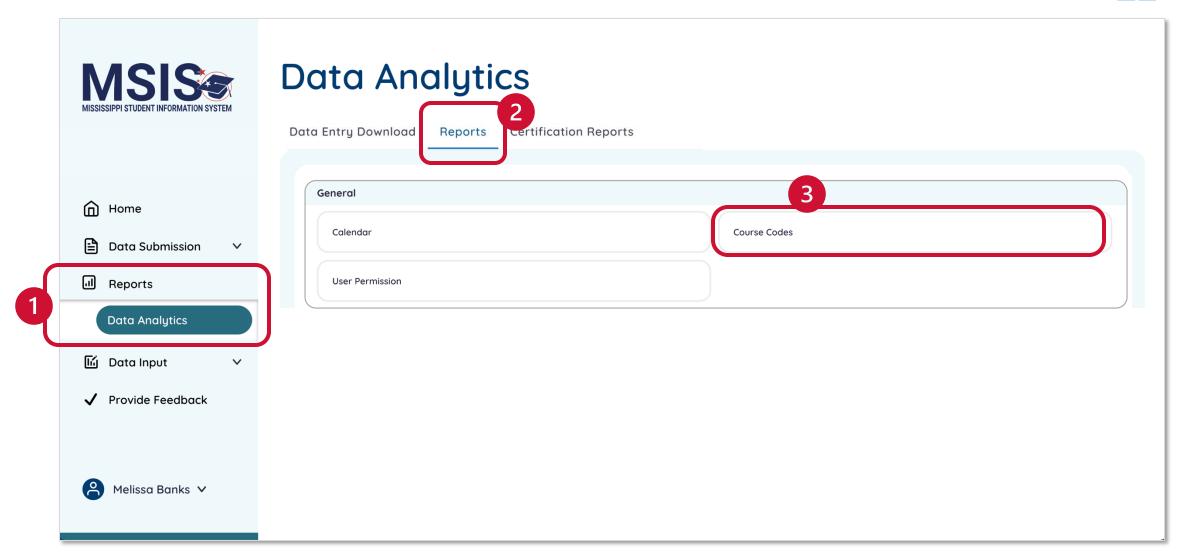
PERMISSION

All active users





msis.mdek12.org



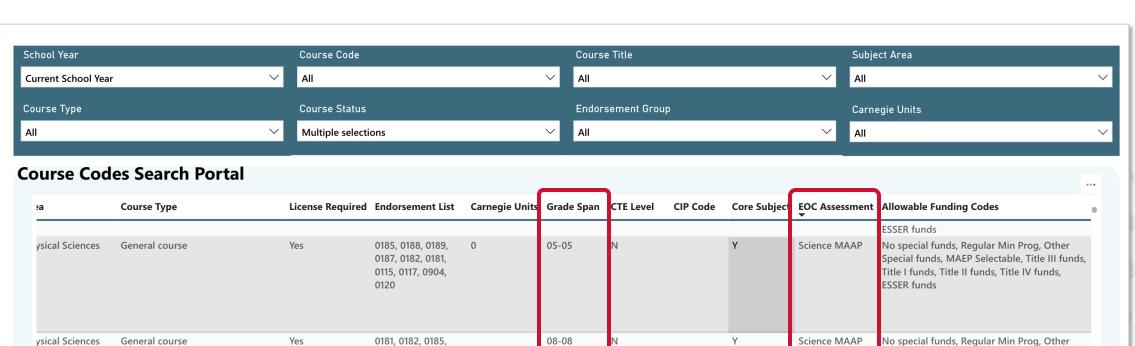


		Subject Area	
Current School Year All	∨ All	∨ All	~
Course Type Course Status	Endorsement Group	Carnegie Units	
All V Multiple selections	✓ All	∨ Ali	~

Course Codes Search Portal

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





07-12

07-07

Υ

0187, 0188, 0189,

0163, 0154, 0901

0904

No

General course

General course



Special funds, MAEP Selectable, Title III funds,

Title I funds, Title II funds, Title IV funds,

No special funds, Regular Min Prog, Other

No special funds, Regular Min Prog, Other

Special funds, MAEP Selectable, Title III funds, Title I funds, Title II funds, Title IV funds,

Special funds, MAEP Selectable, Title III funds, Title I funds, Title II funds, Title IV funds,

ESSER funds

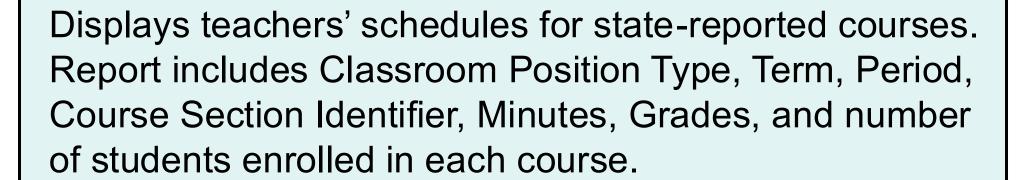
ESSER funds

ESSER funds

Math MAAP

Math MAAP

Teacher Schedules





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

Data Source

SIS (API nightly)



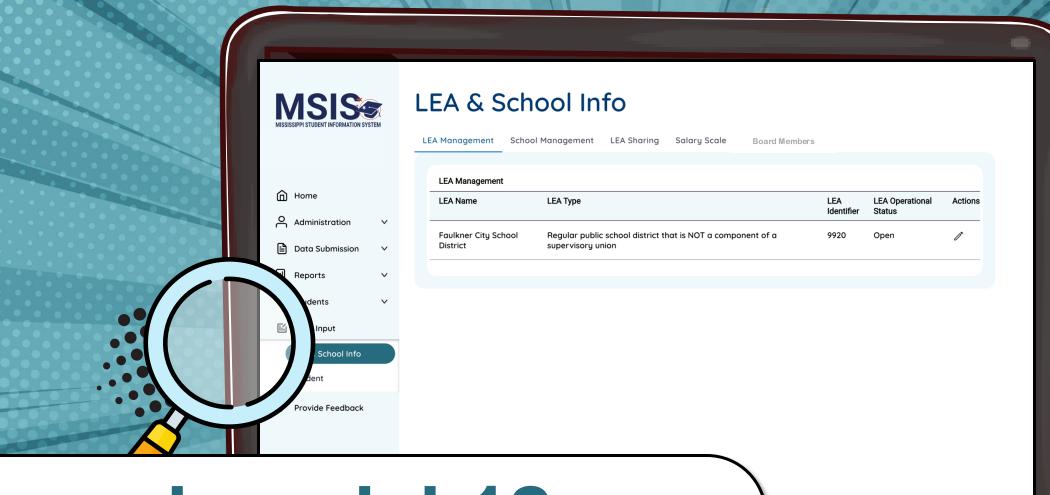




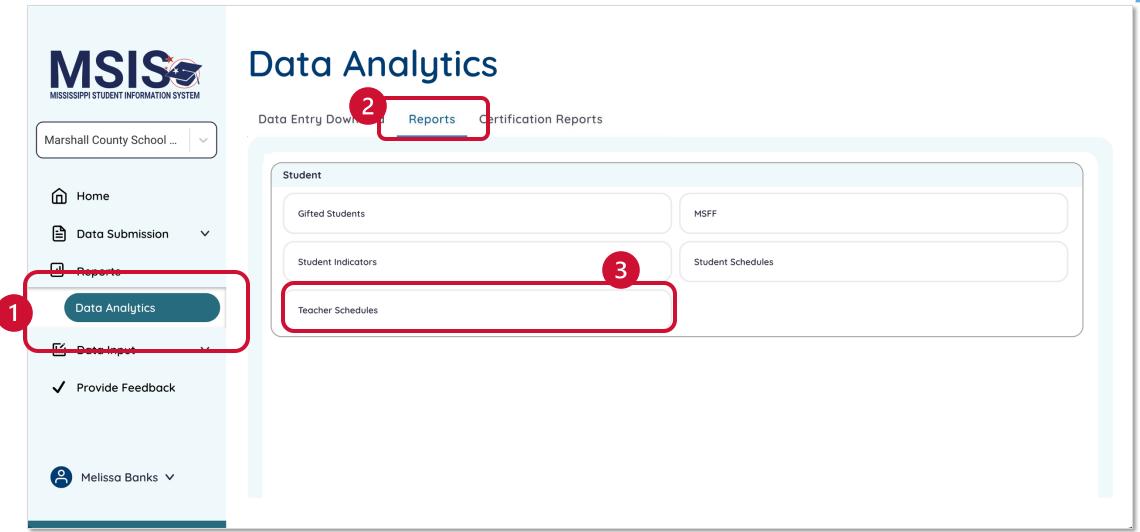
PERMISSION

Student

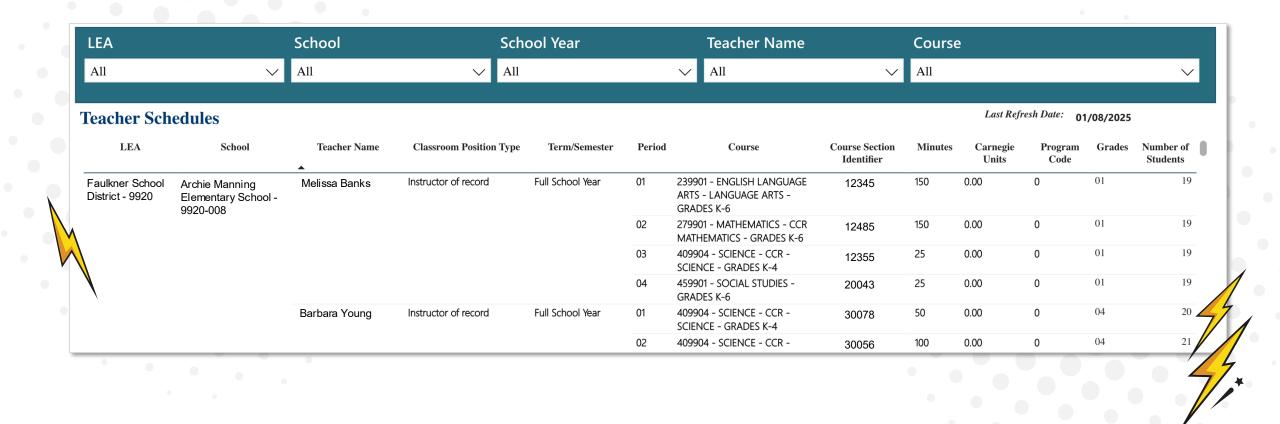




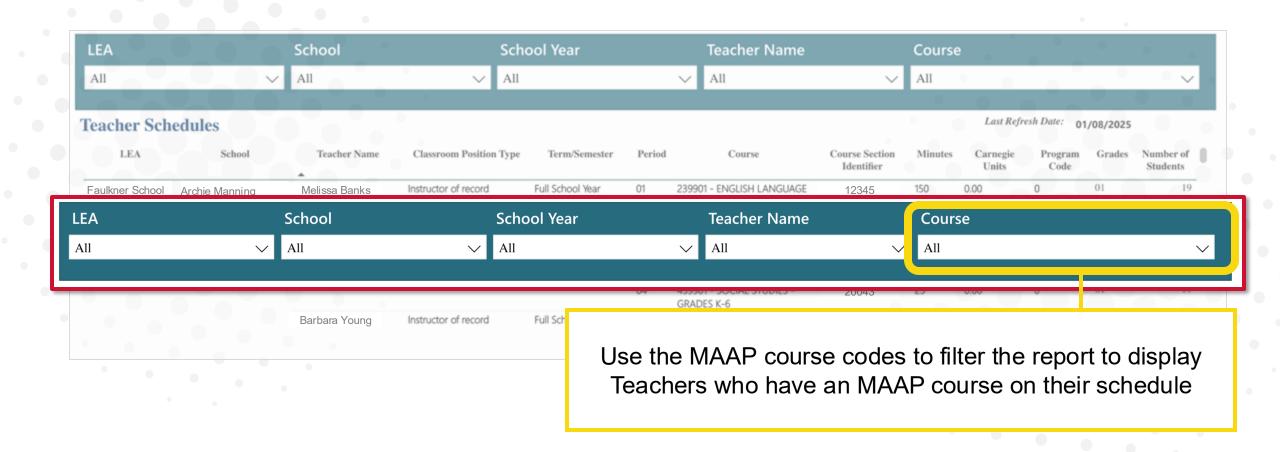
msis.mdek12.org













Student Schedules

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



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

Data Source

SIS (API nightly)



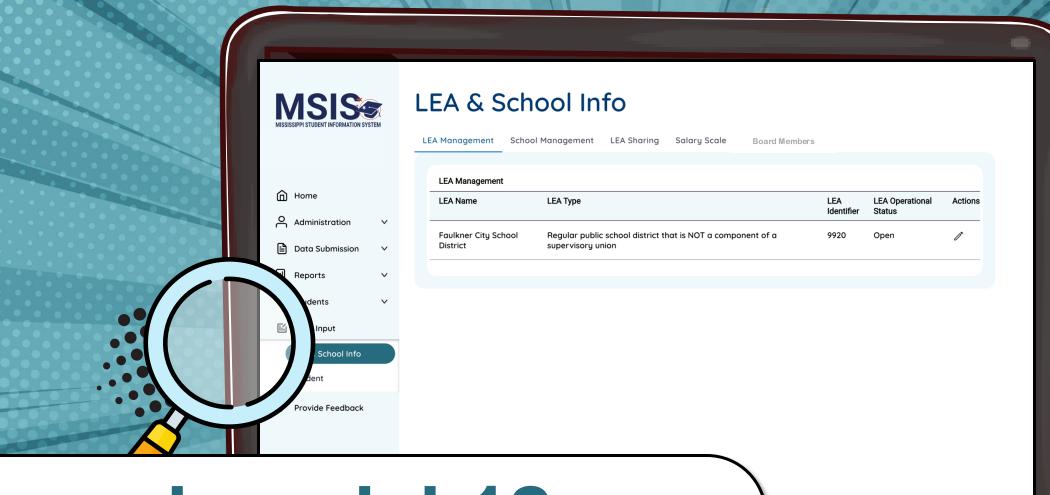




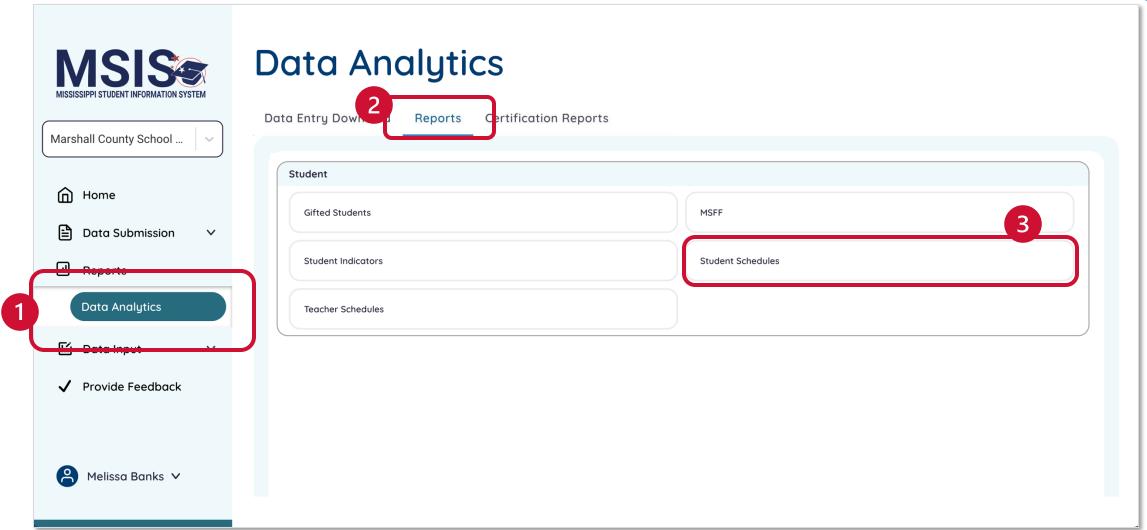
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Student

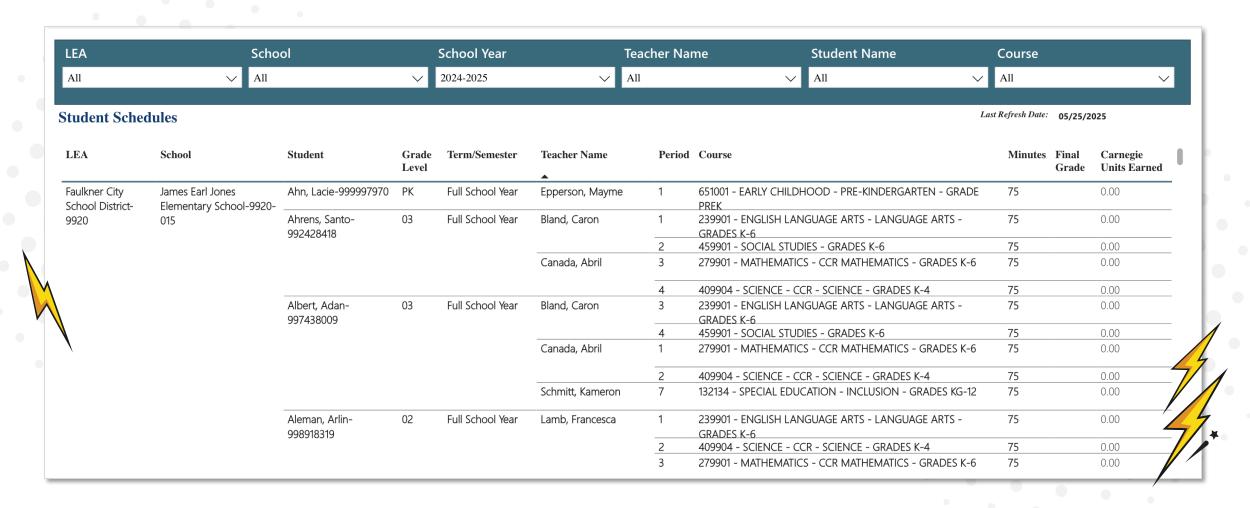




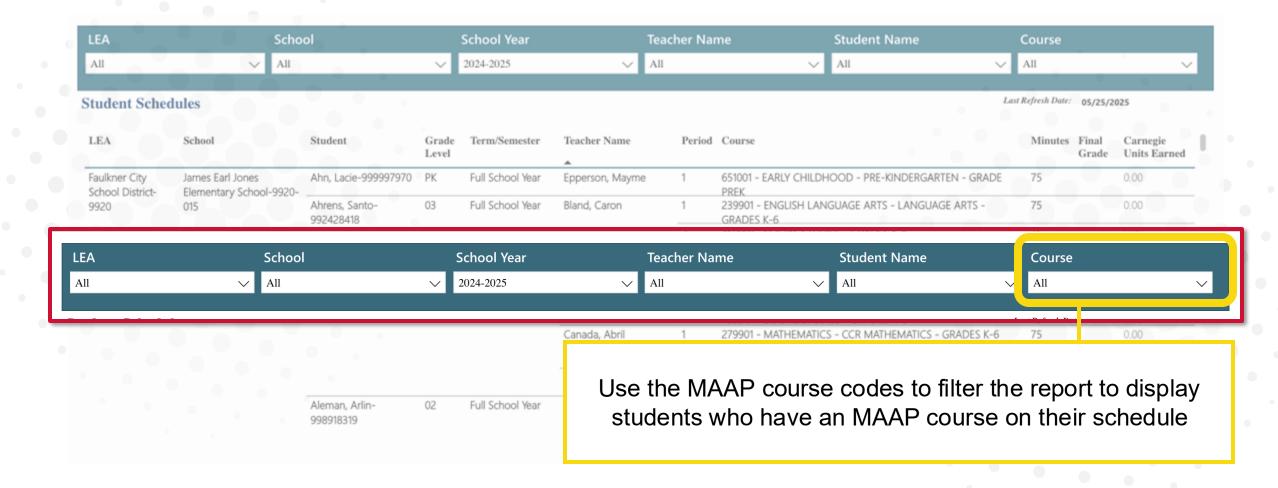
msis.mdek12.org

















MAAP-A



Students with an SCD who are enrolled in courses with EOY MAAP-A Assessments

[Special Education Roster, Course Code Report, Teacher Schedule Report, Student Schedule Report]



December



Special Education Roster Report

Displays special education students and includes their disability, severe cognitive disability (SCD) indicator, least restrictive environment, exit date, and other demographic data.



- Special Education
- Assessment Rosters
- MSFF

- Accountability
- Discipline
- Federal Reporting

Data Source

Special Education vendor (API nightly) File upload



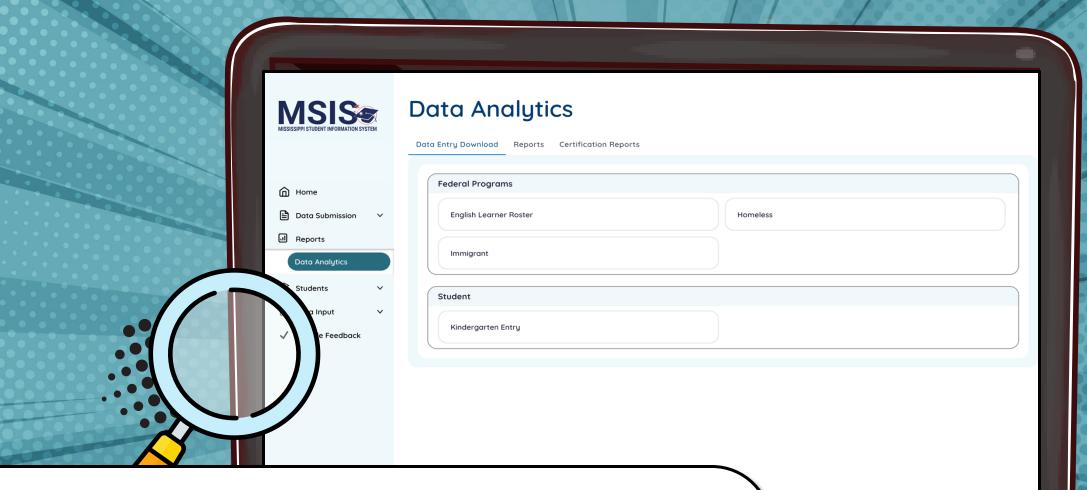




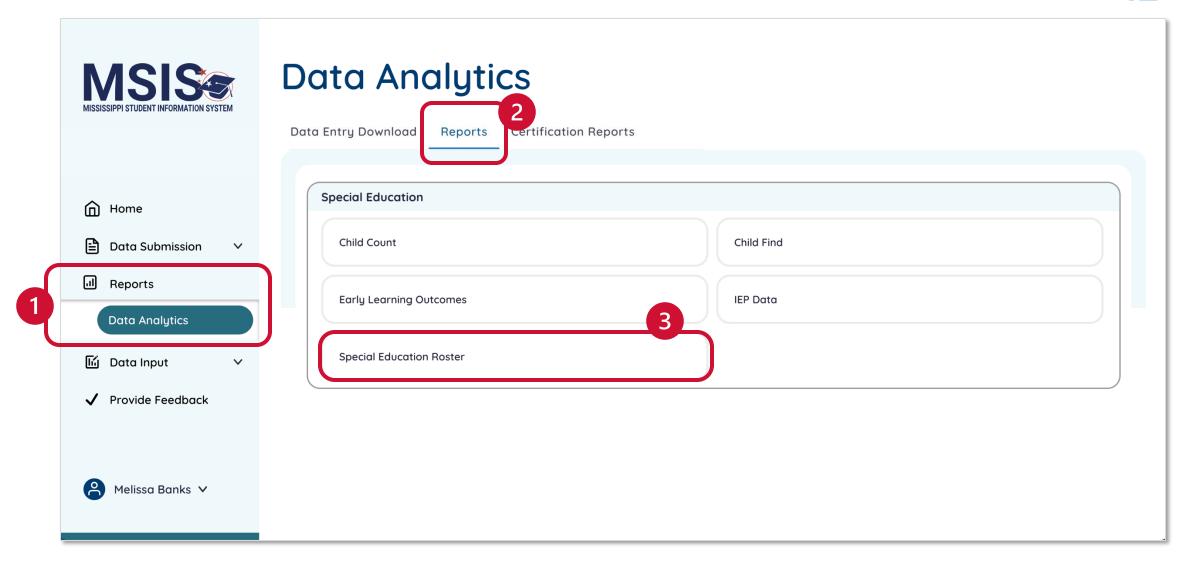
PERMISSION

Special Education

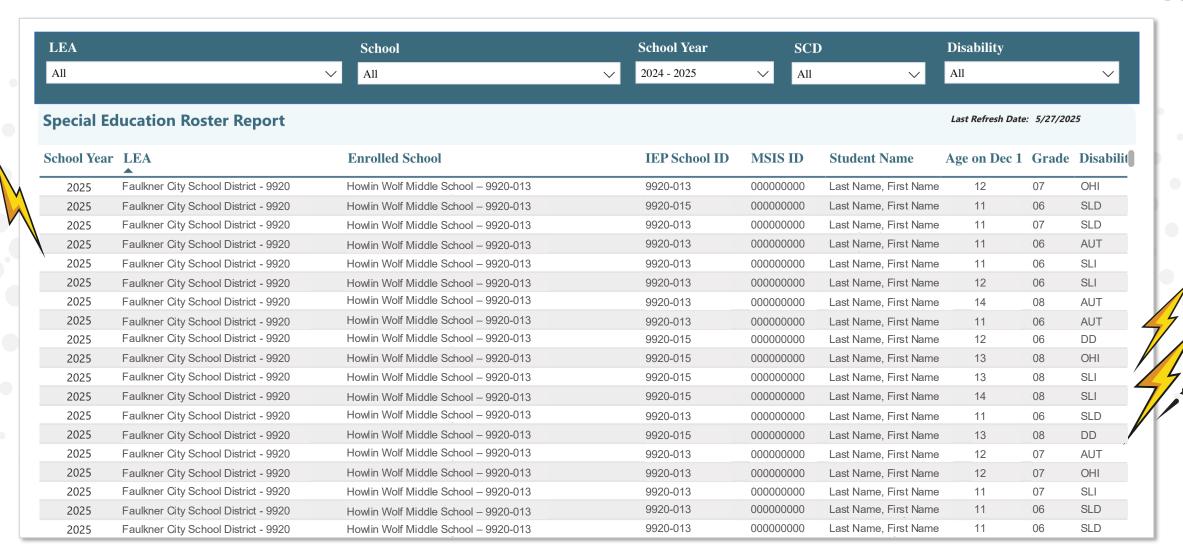




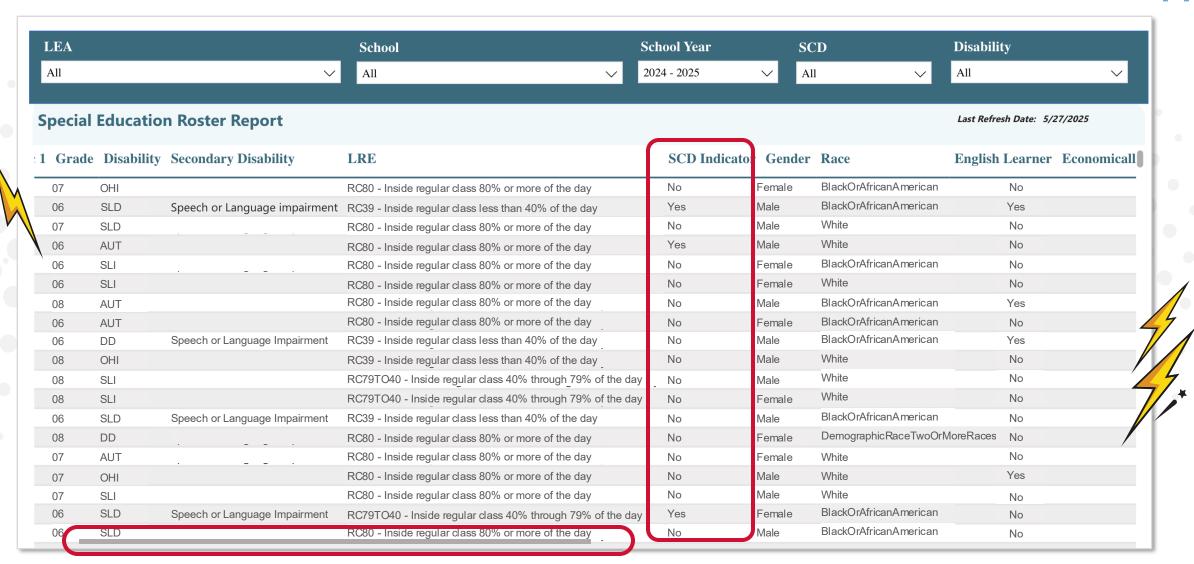
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Course Code Report

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



Data Impact

- Accreditation
- Assessment Rosters
- CTE (MSFF)

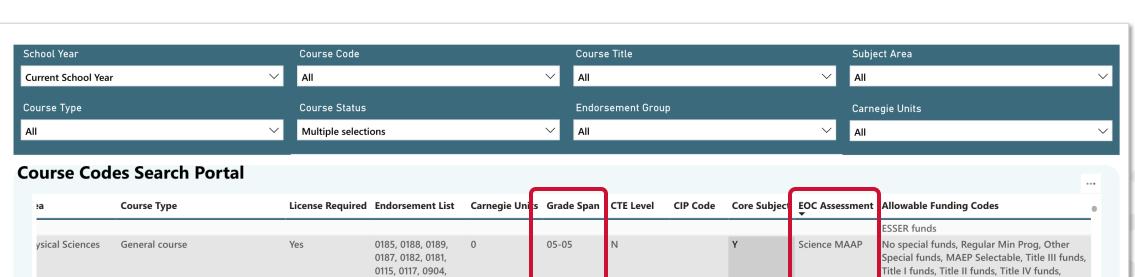
- Academic Record (Carnegie Units)
- Graduation Requirements

Data Source

MDE data load







08-08

07-12

07-07

0120

0904

0181, 0182, 0185,

0187, 0188, 0189,

0163, 0154, 0901

Yes

No

Yes

ysical Sciences

General course

General course

General course



ESSER funds

ESSER funds

ESSER funds

ESSER funds

Science MAAP

Math MAAP

Math MAAP

No special funds, Regular Min Prog, Other

Title I funds, Title II funds, Title IV funds,

No special funds, Regular Min Prog, Other

No special funds, Regular Min Prog, Other

Special funds, MAEP Selectable, Title III funds, Title I funds, Title II funds, Title IV funds,

Special funds, MAEP Selectable, Title III funds, Title I funds, Title II funds, Title IV funds,

Special funds, MAEP Selectable, Title III funds,

Teacher Schedules

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



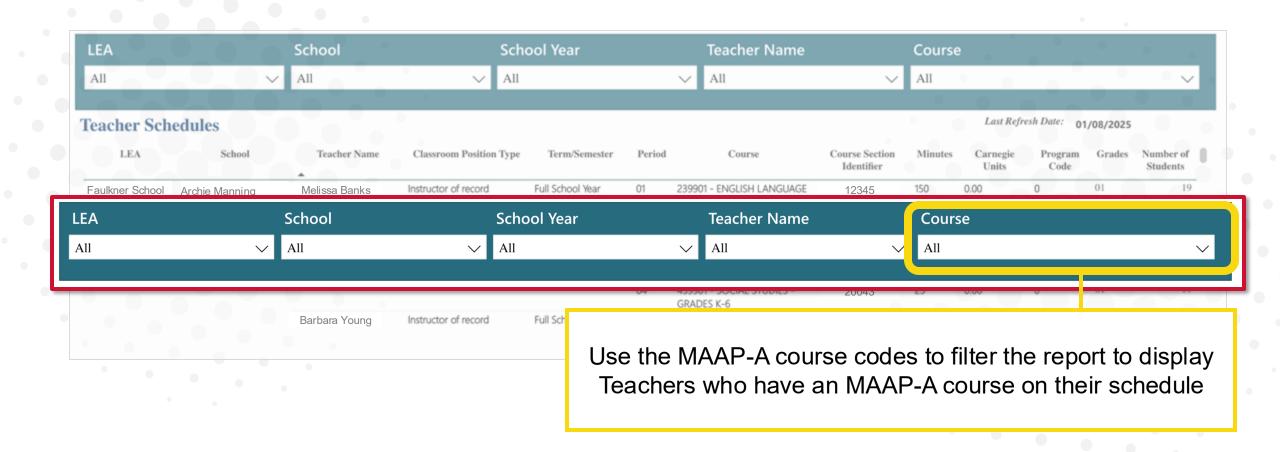
- Accreditation
- Accountability (Advanced Courses)
- CTE (Teacher Budget/MSFF)
- Assessment Rosters

Data Source

SIS (API nightly)









Student Schedules

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



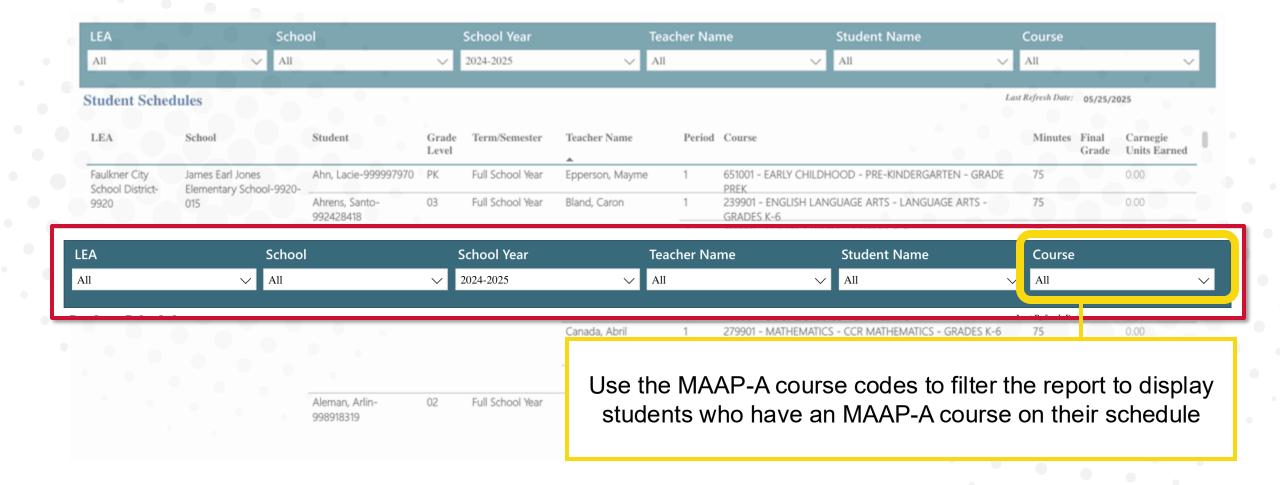
- Accreditation
- Accountability (Advanced Courses)
- Assessment Rosters
- CTE (Teacher Budget/MSFF)

Data Source

SIS (API nightly)





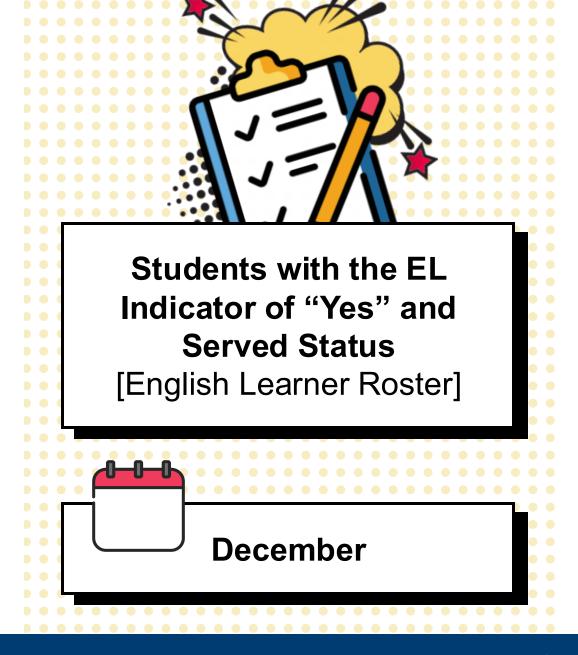








ELPT





English Learner Roster Report

Displays students marked with the English Learner Indicator. Districts provide additional information (language, type of instruction, service status, years of service) via file upload.



Data Impact

- MSFF
- Federal Programs
- Accountability

- Assessment Rosters (ELPT)
- Good Cause Exemption

Data Source

SIS (API nightly)

File Upload (monthly as needed)



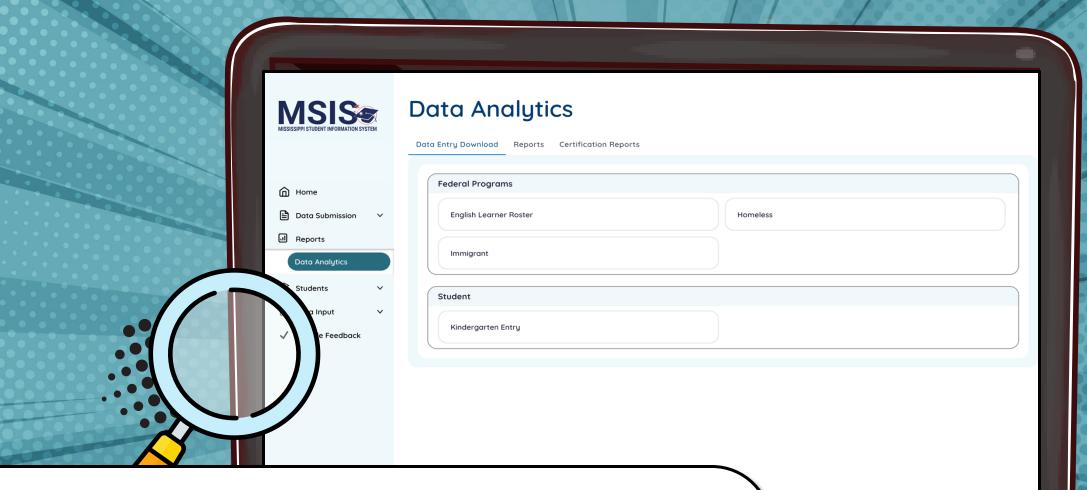




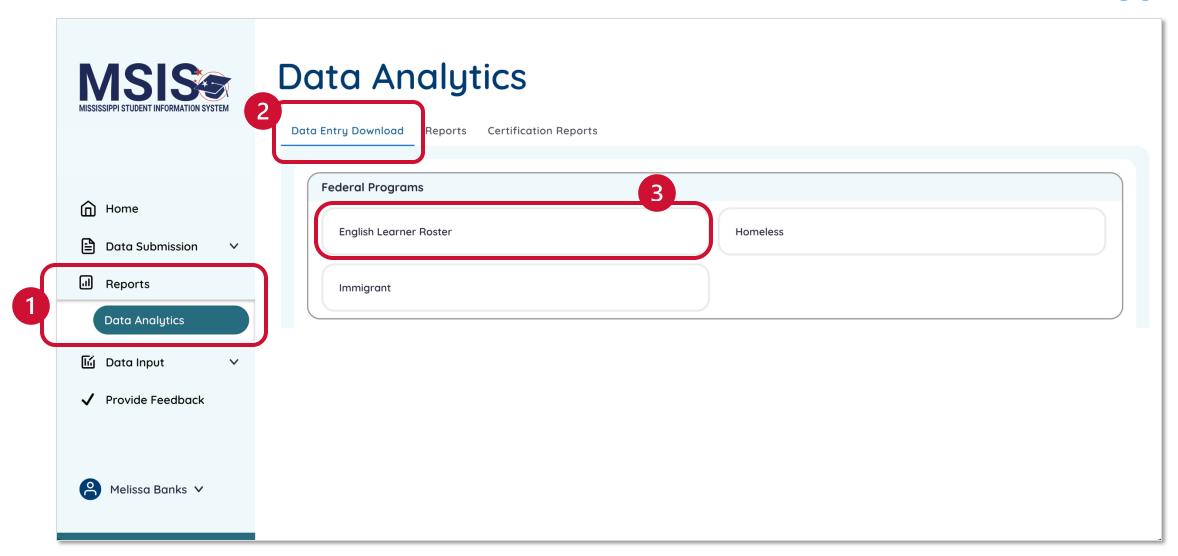
PERMISSION

Federal Programs





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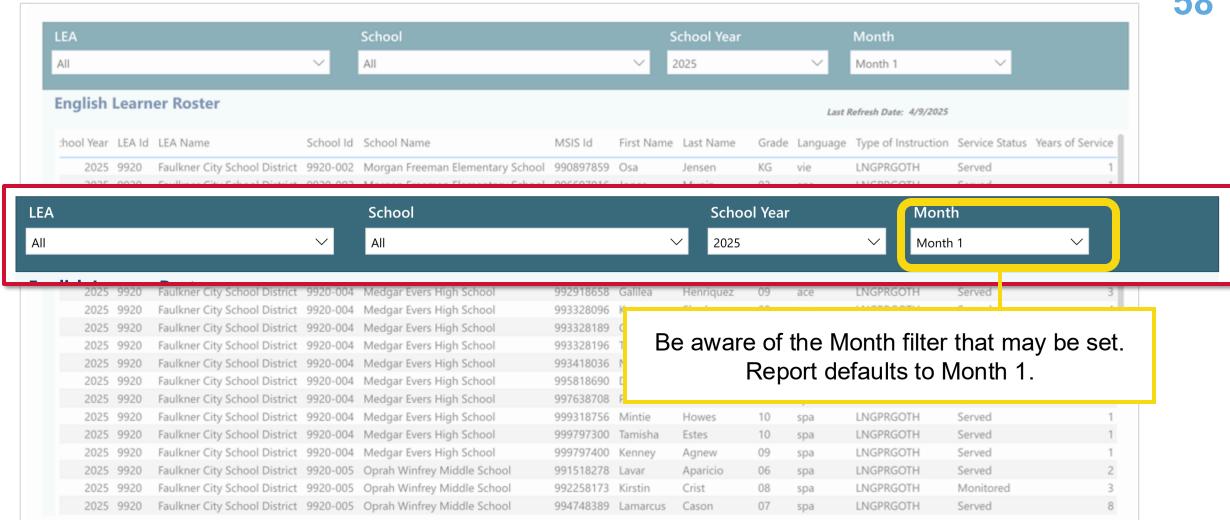
LEA		School	School Year		Month	
All	~	All	2025	~	Month 1	✓

English Learner Roster Last Refresh Date: 4/9/2025

:hool Year	LEA Id	LEA Name	School Id	School Name	MSIS Id	First Name	Last Name	Grade	Language	Type of Instruction	Service Status	Years of Service
2025	9920	Faulkner City School District	9920-002	Morgan Freeman Elementary School	990897859	Osa	Jensen	KG	vie	LNGPRGOTH	Served	1
2025	9920	Faulkner City School District	9920-002	Morgan Freeman Elementary School	996697016	Jones	Muniz	02	spa	LNGPRGOTH	Served	1
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	990568863	Coleen	Solano	11	spa	LNGPRGOTH	Monitored	3
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	991068173	Lashonda	Hess	09	spa	LNGPRGOTH	Monitored	4
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	991068563	Dania	Donnelly	09	spa	LNGPRGOTH	Monitored	2
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	991797343	Andra	Mears	09	spa	LNGPRGOTH	Served	1
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	991797443	Danelle	Akers	11	spa	LNGPRGOTH	Served	1
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	992918658	Galilea	Henriquez	09	ace	LNGPRGOTH	Served	3
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	993328096	Kya	Shade	09	spa	LNGPRGOTH	Served	4
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	993328189	Gayle	Holloman	12	spa	LNGPRGOTH	Served	4
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	993328196	Trey	Bozeman	11	spa	LNGPRGOTH	Served	4
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	993418036	Nathalia	Lawson	09	guj	LNGPRGOTH	Served	2
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	995818690	Djuna	Ackley	09	spa	LNGPRGOTH	Served	2
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	997638708	Phoenix	Shannon	11	spa	LNGPRGOTH	Served	6
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	999318756	Mintie	Howes	10	spa	LNGPRGOTH	Served	1
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	999797300	Tamisha	Estes	10	spa	LNGPRGOTH	Served	1
2025	9920	Faulkner City School District	9920-004	Medgar Evers High School	999797400	Kenney	Agnew	09	spa	LNGPRGOTH	Served	1
2025	9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	991518278	Lavar	Aparicio	06	spa	LNGPRGOTH	Served	2
2025	9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	992258173	Kirstin	Crist	80	spa	LNGPRGOTH	Monitored	3
2025	9920	Faulkner City School District	9920-005	Oprah Winfrey Middle School	994748389	Lamarcus	Cason	07	spa	LNGPRGOTH	Served	8

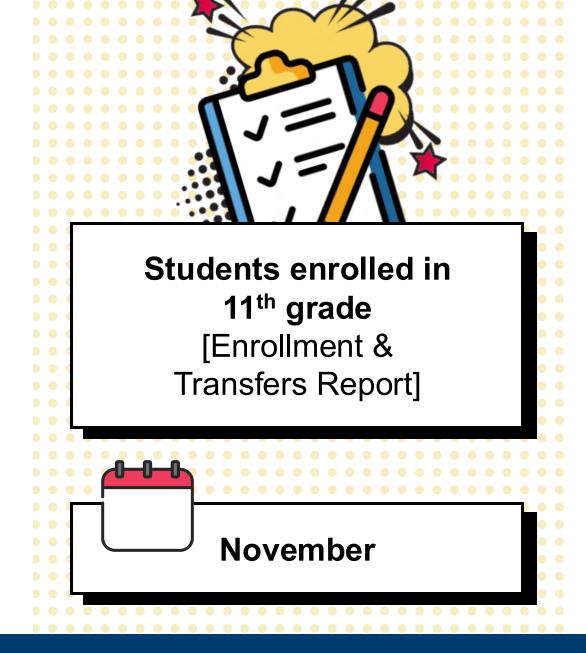








ACT





Enrollment & Transfers Report

Displays enrollment and entry data for each student in the district, including entry/exit dates, entry/exit types, and grade level.



Data Impact

- Student Ownership
- Attendance
- MSFF
- Cohort data (grade level, exit type)
- Scheduling (grade level)

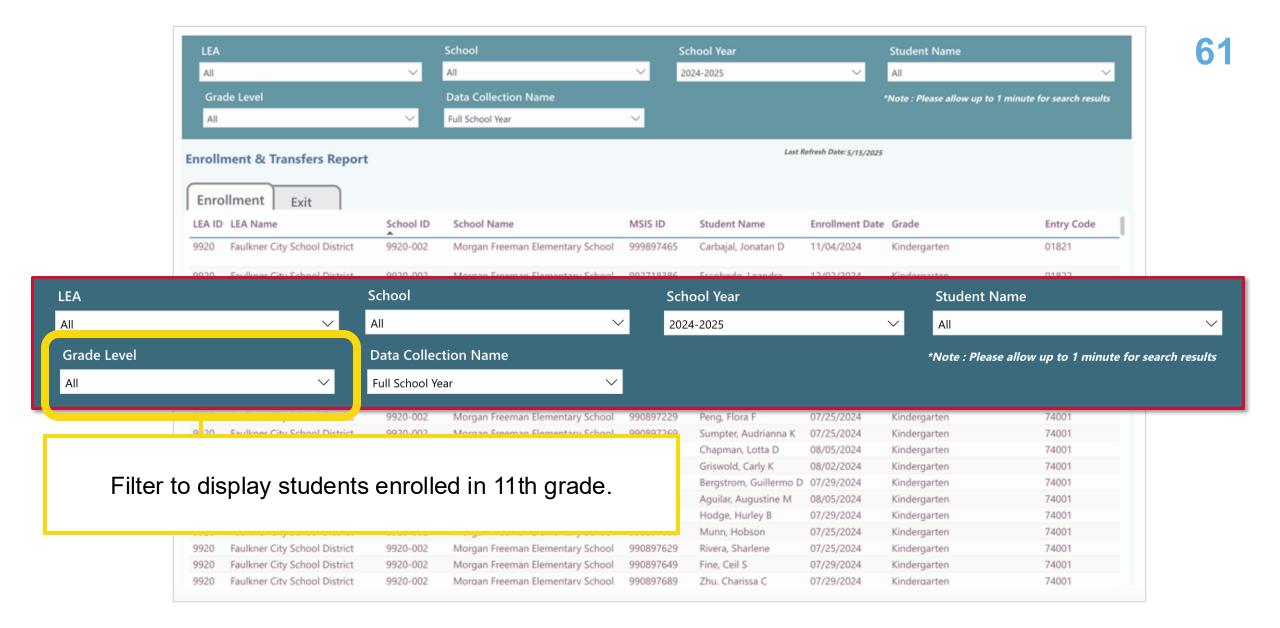
- Assessment Rosters (grade level)
- Appropriate LRE (grade level)
- Summer Activity
- FAY

Data Source

SIS (API nightly)













Assessment Reports

ASSESSMENT & STUDENT DATA



Assessment History Report

Displays students' history of state-administered assessments for any enrolled student.

Data Impact

Graduation requirements

Data Source

SIS (API nightly - enrollments)
MDE data load



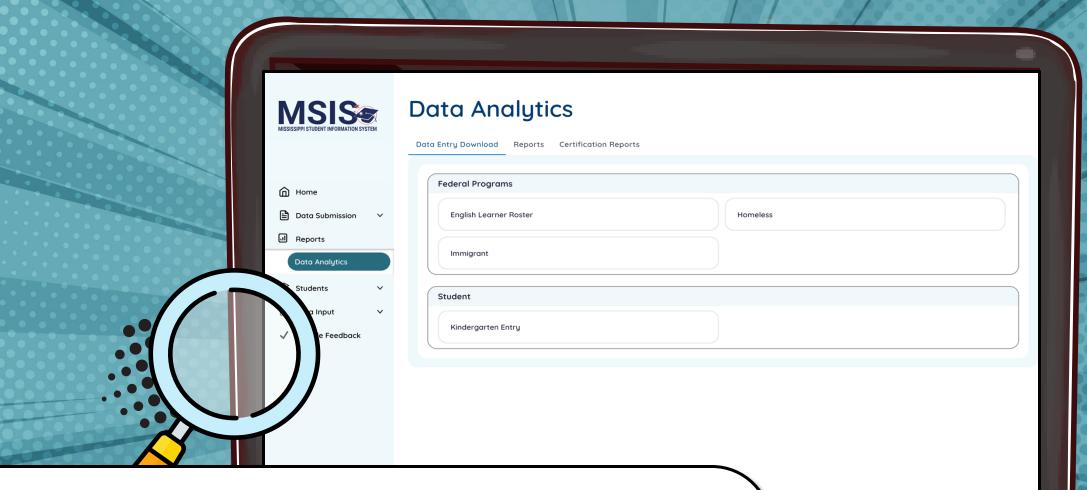




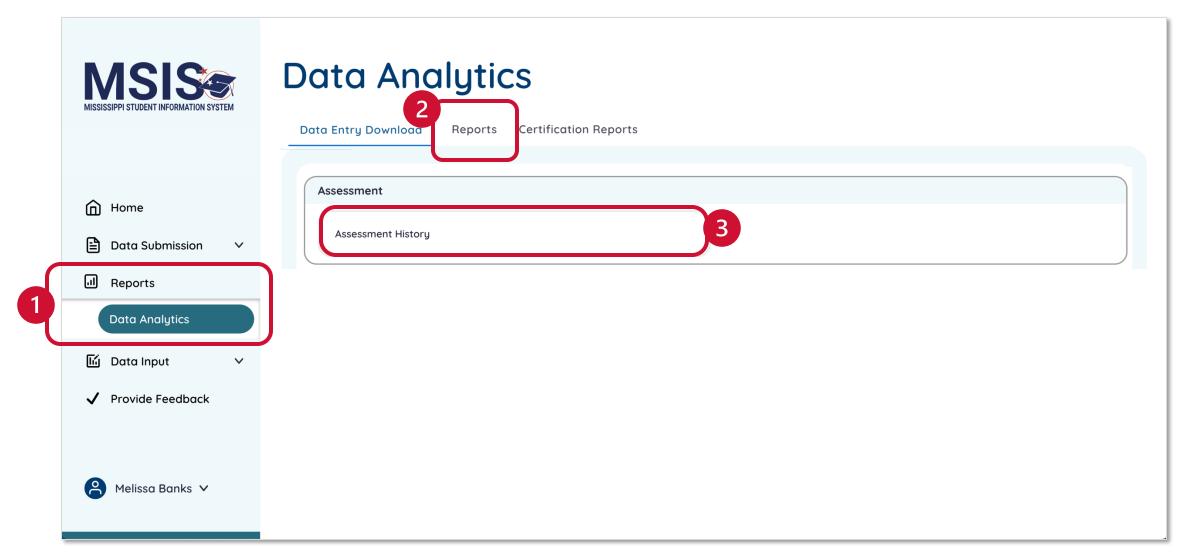
PERMISSION

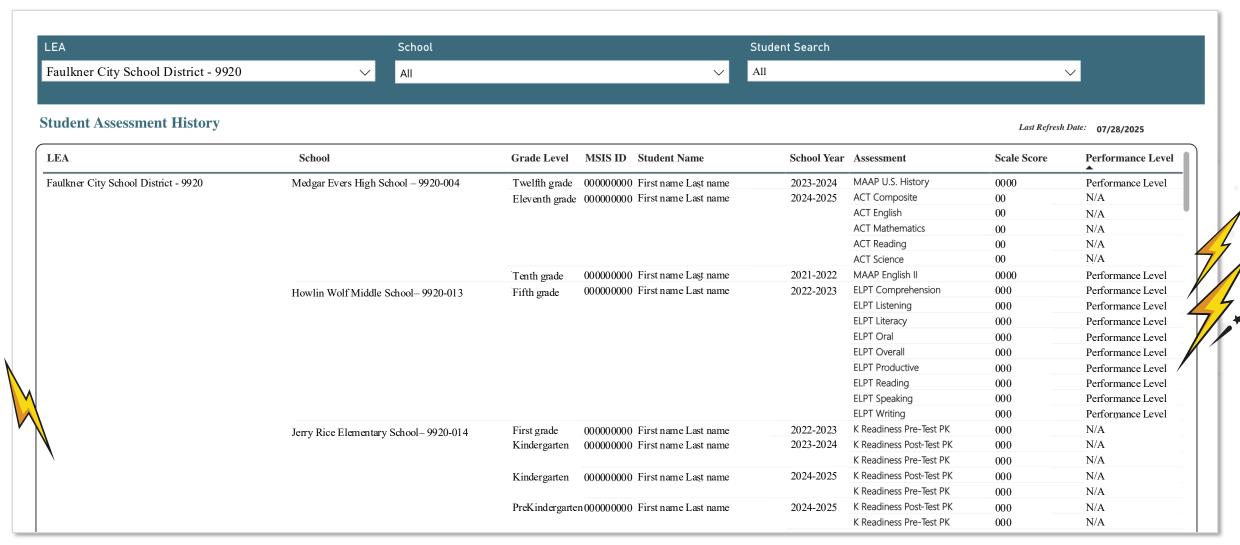
Assessment



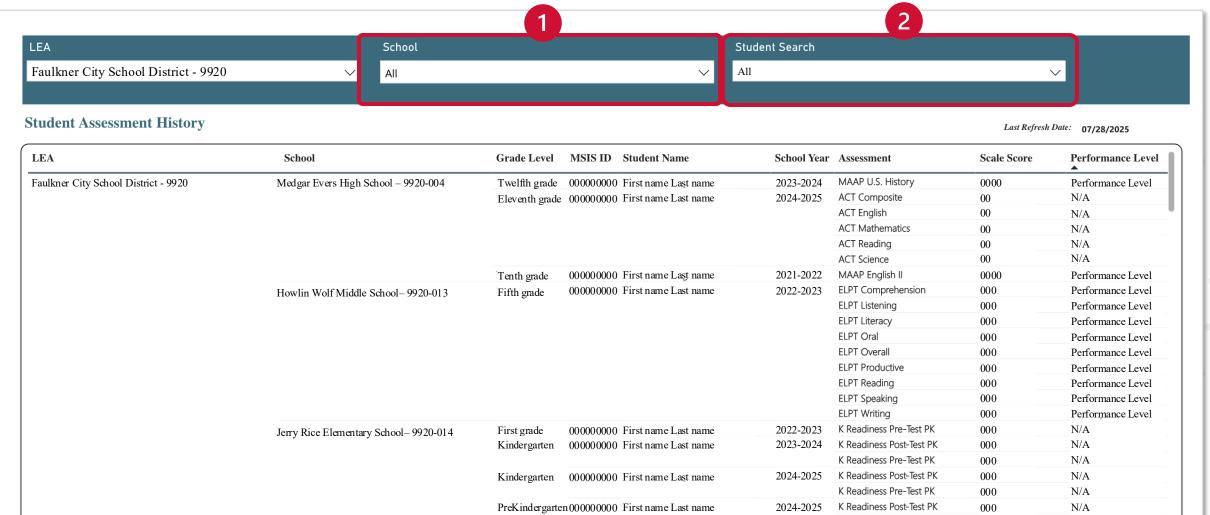


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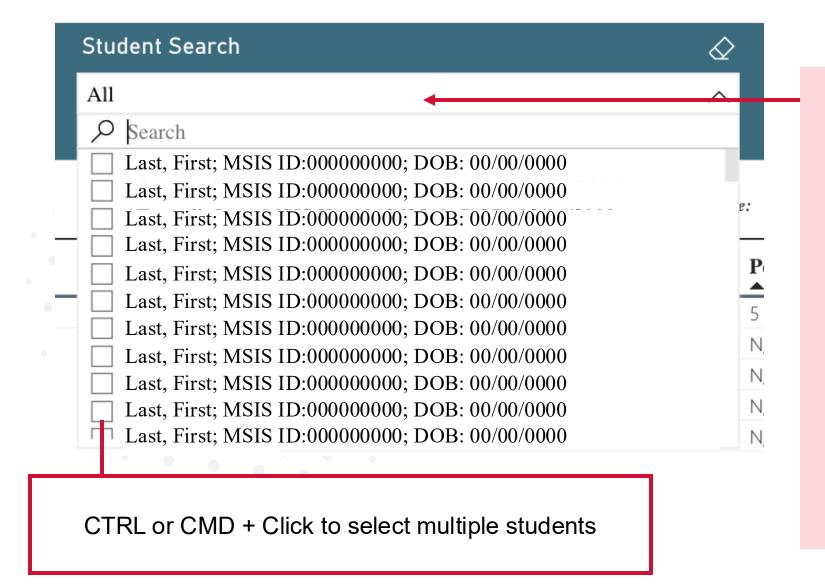




N/A

000

K Readiness Pre-Test PK



3

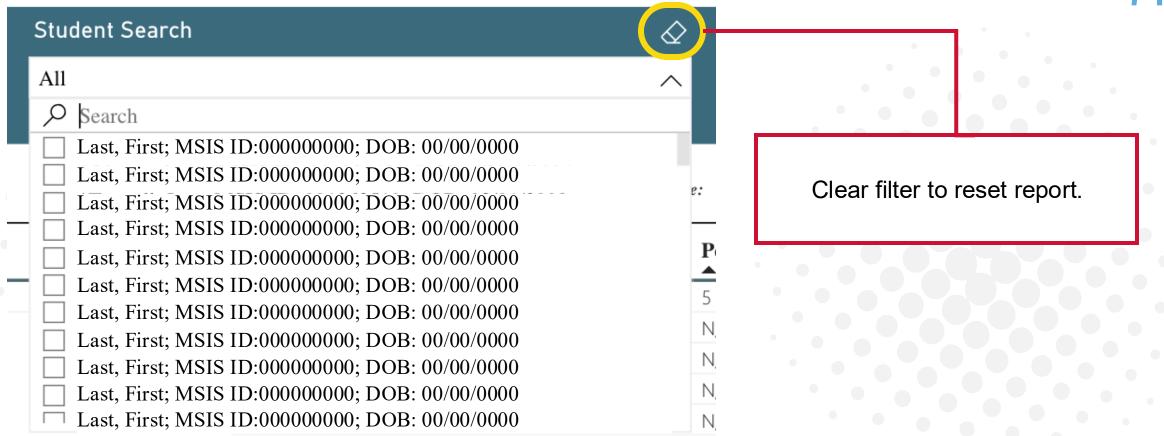
Choose from the list of students or use the Search field.

Search Options:

- Name: Enter any part of the name
- MSIS ID: Enter any part of the ID
- DOB: Format as MM/DD/YYYY or MM/DD
- Wildcard: Use * for partial names (e.g., "Sm*" for "Smith")

Enter only one search option – do not enter all search criteria at one time. (Example: Enter "Banks" or "000000000" but not "Banks 000000000")





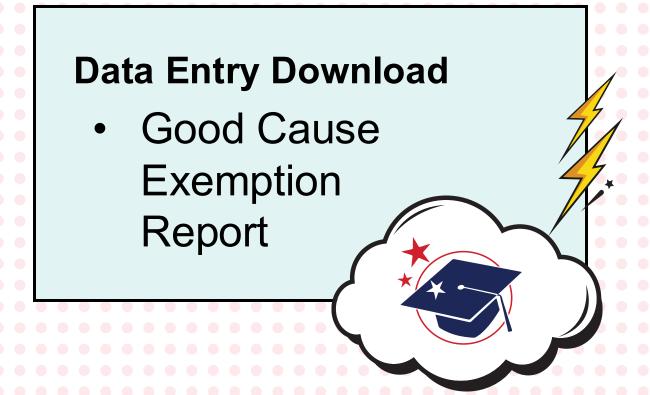


According to the Literacy-Based Promotion Act, students can qualify for promotion to fourth grade under certain Good Cause Exemptions.

Districts must indicate in MSIS when students are promoted based on Good Cause Exemption and retain documentation of all promoted students who meet these exemptions.

See K-3 Assessments - Good Cause Exemption







Good Cause Exemption Report

Displays students who have been **promoted** to fourth grade. Districts should download the report and add information regarding students promoted due to Good Cause Exemption (GCE).

Data Impact

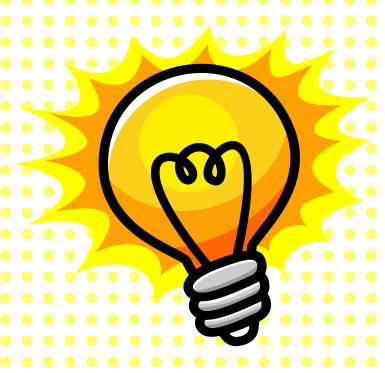
- Promotion Status
- Accountability
- Assessment

Data Source

SIS (API nightly)
Manual Input (promotions as needed)
File upload (as needed)







The Good Cause Exemption Report populates students who have been promoted to 4th grade (have an end-of-year Promoted status).

For students who will qualify for good cause exemption (GCE) or have passed the first retest, districts can promote the student before Month 9 is certified. The Promoted status will populate the students on the Good Cause Exemption Report.





The Good Cause Exemption Report populates students who have been promoted to 4th grade (have an end-of-year Promoted status).

If local policy dictates that students are marked as retained for Month 9 regardless of the retest or GCE qualification, that is also acceptable. During the summer, districts will need to ensure students' promotion statuses are updated to "Promoted" in the Update Grades and Promotion screen in MSIS.



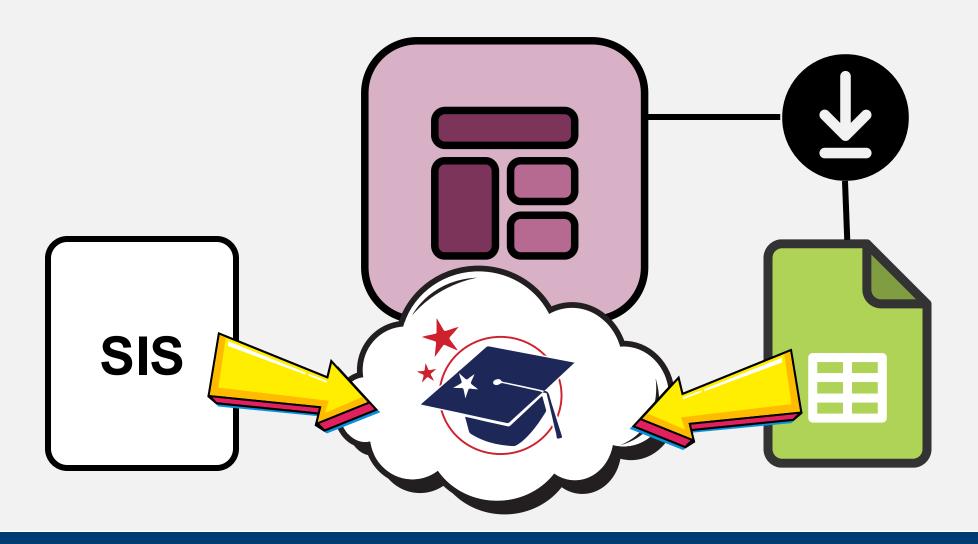


The Good Cause Exemption Report populates students who have been promoted to 4th grade (have an end-of-year Promoted status).

If it is uncertain if students passed the retest OR the district is unsure if they qualify for a GCE, the district should **retain** the students. If the district later determines that students passed the retest or otherwise qualify for GCE, the students' promotion statuses can be updated to "Promoted" in the Update Grades and Promotion screen in MSIS. Once the students are set to Promoted, they will populate the Good Cause Exemption Report.



Data Entry Download



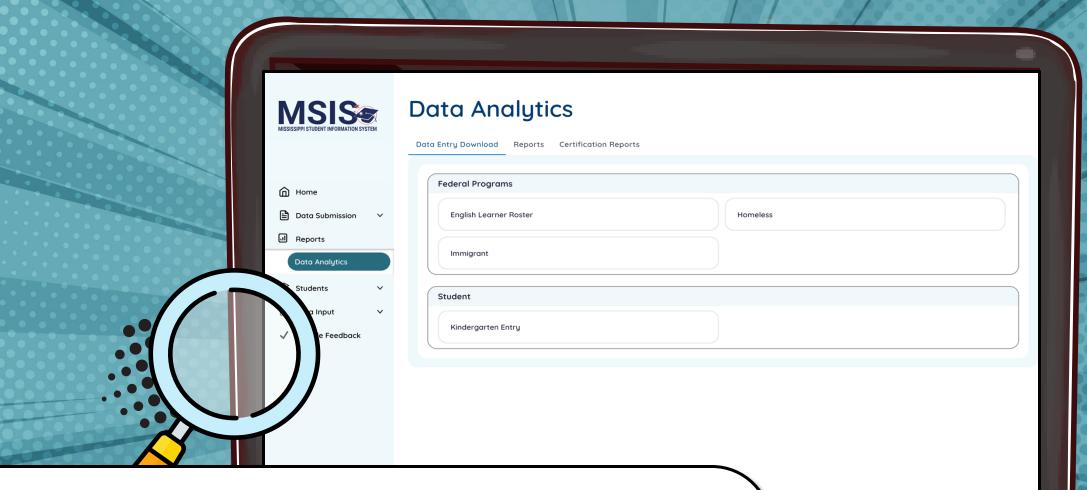




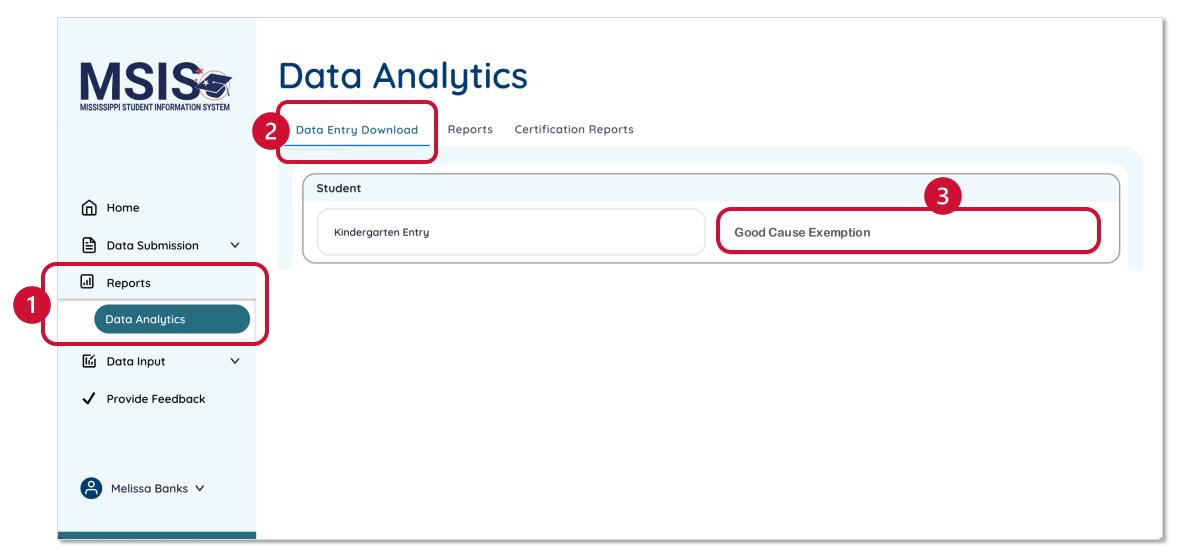
PERMISSION

Student

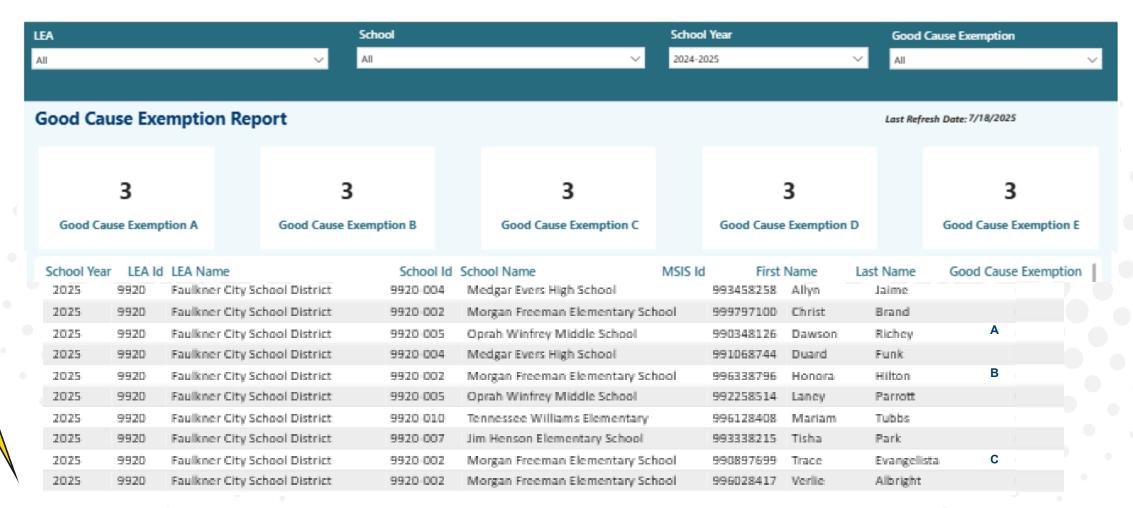




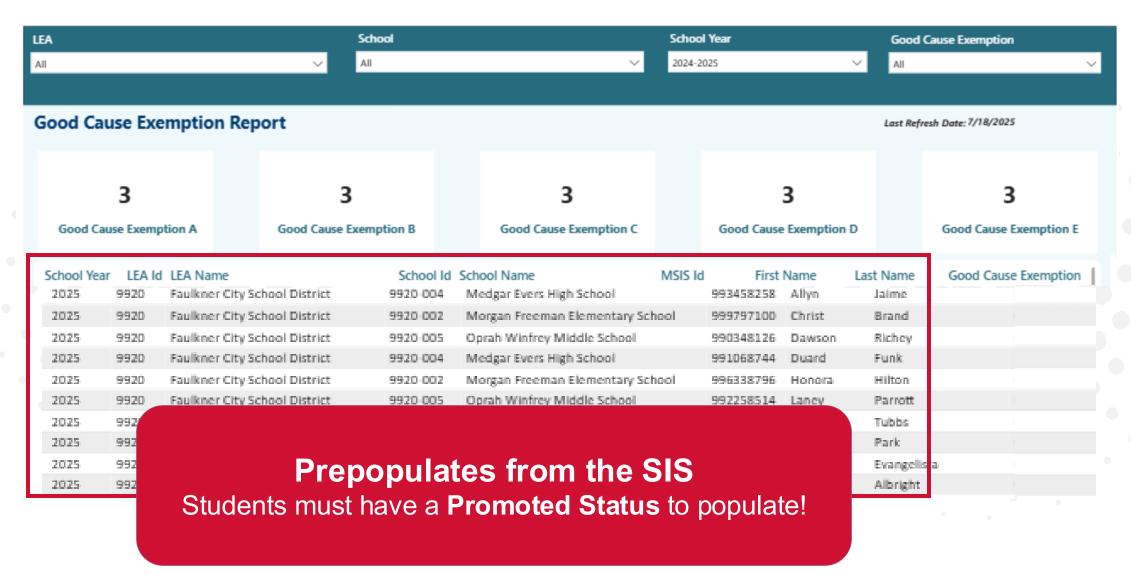
msis.mdek12.org



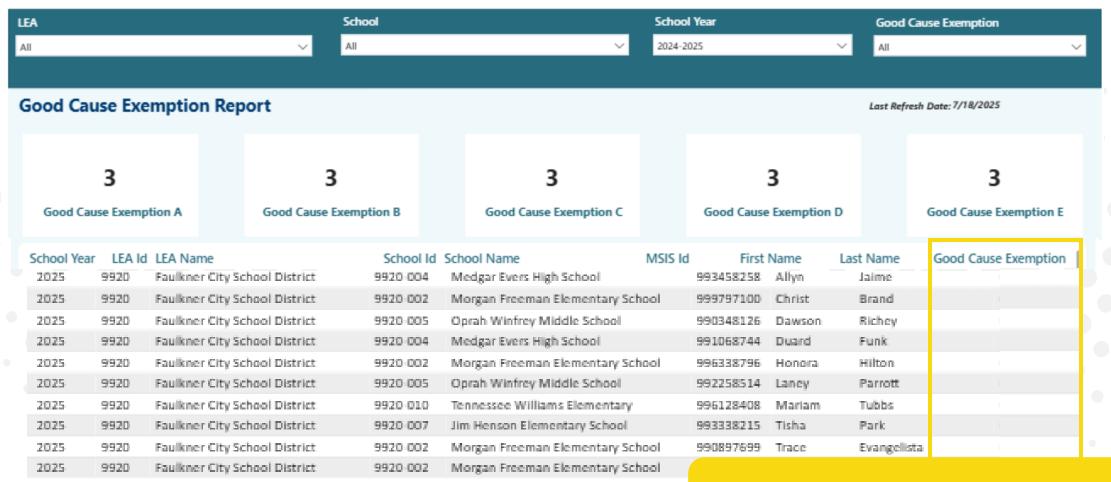












Provide via File Upload





Review Good Cause Exemption Report.

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

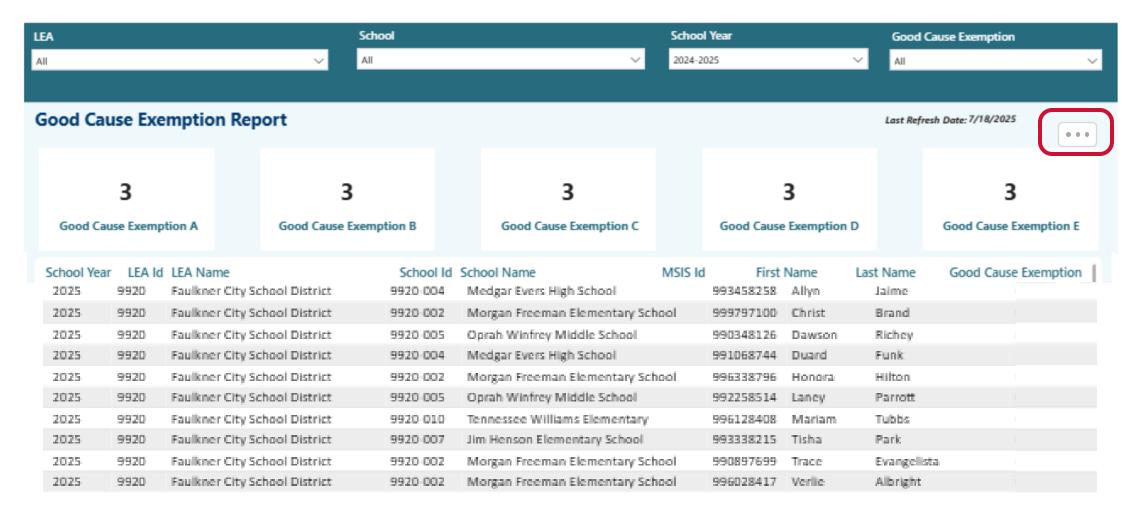




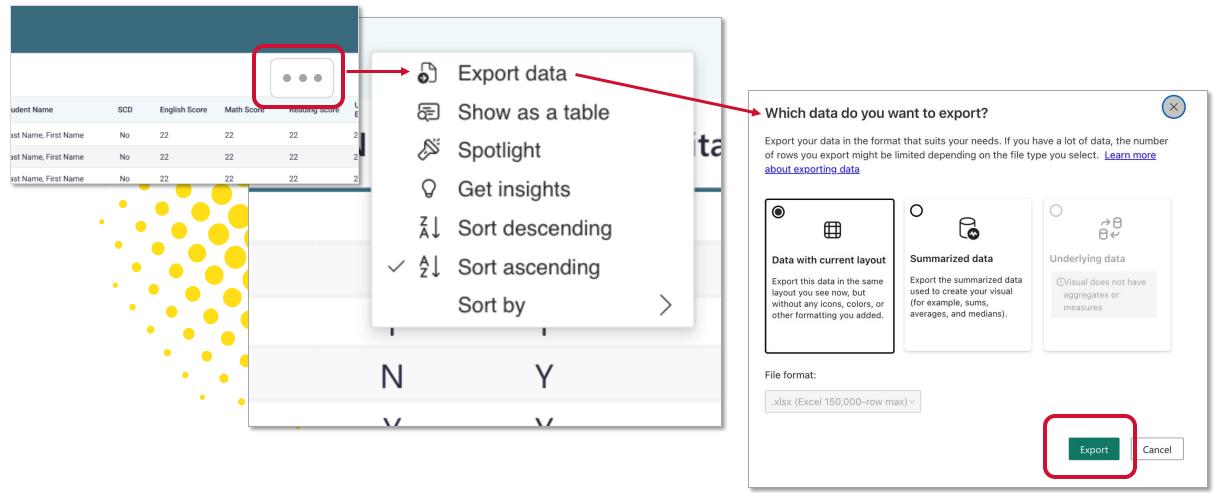
Download the Good Cause Exemption Report.

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



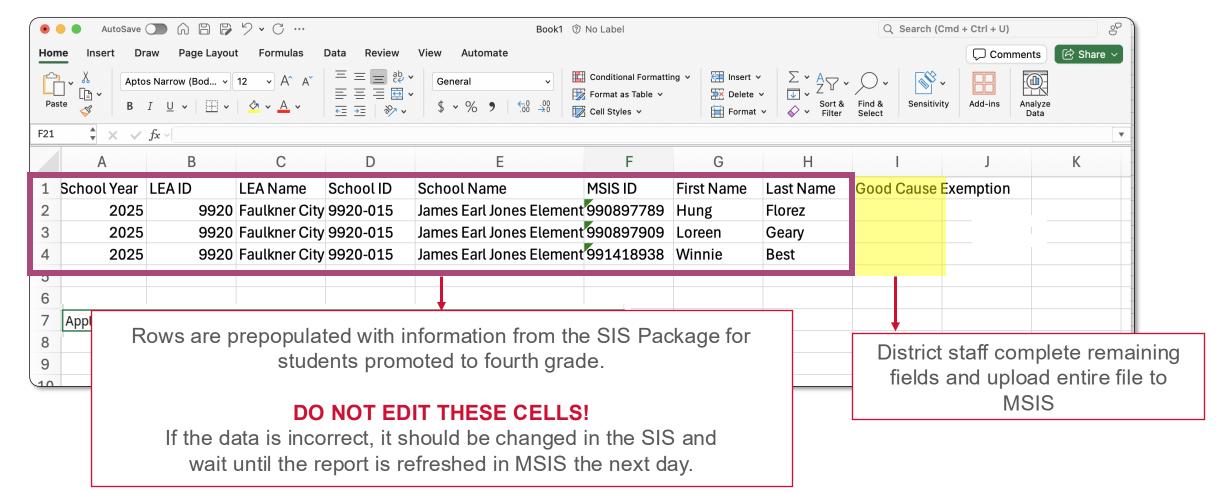






File will save as an Excel spreadsheet









Enter additional information on the spreadsheet.

Review the following slides for guidelines on completing the spreadsheet.



LEA Id

School Id

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

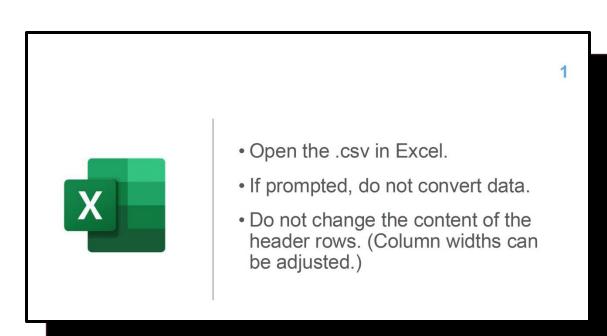
MSIS Id

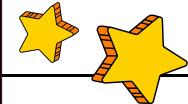
9-digit number Ensure leading 0's are present.



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.

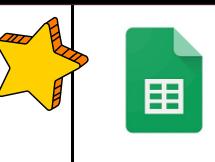






22

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).







Delete any rows from the file that contain students who do not require a Good Cause Exemption.

This will NOT delete students from the report. However, the file upload process will fail if any of the rows are missing a Good Cause Exemption.

Be sure to delete ALL information in the row as well as the row itself from the spreadsheet. (No blank rows or columns should remain on the file uploaded to MSIS.)





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.



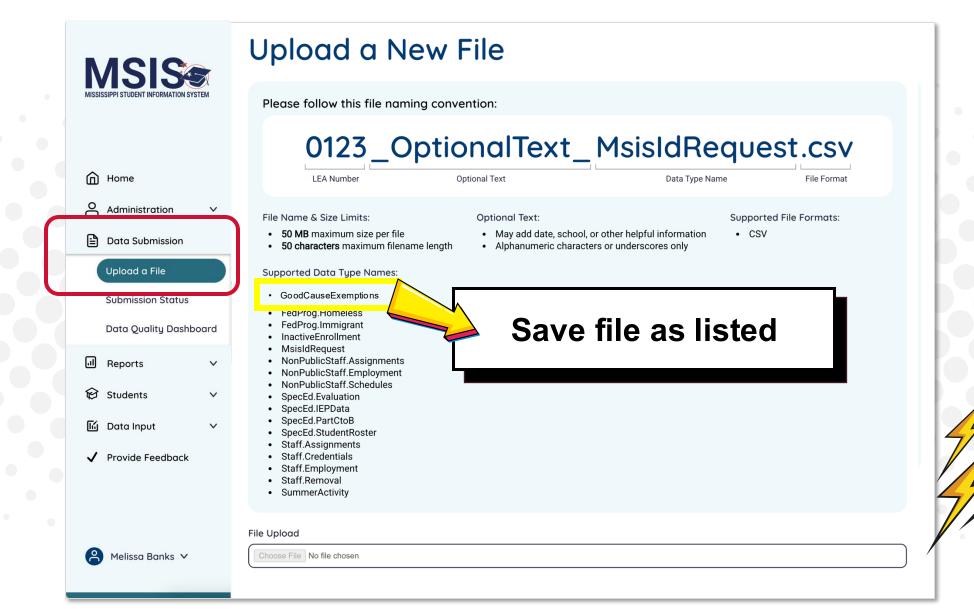


Upload the spreadsheet as a CSV file.

Files should be saved as

```
####GoodCauseExemptions.csv or ####_OptionalText_GoodCauseExemptions.csv
```











Administration

Data Submission

Upload a File

Submission Status

Data Quality Dashboard

■ Reports ∨

Students
 ✓

O123_Optional lext_Maialanequest.cav

LEA Number Optional Text

.

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:

File Format

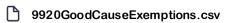
CSV

Data Type Name

Supported Data Type Names:

- GoodCauseExemptions
- FeaProg.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





Invalid file type.

Try Again





Administration

Data Submission

Upload a File

Submission Status

Data Quality Dashboard

■ Reports ∨

Students
 ✓

O123_Optionaliext_insisianequest.csv

LEA Number Optional Text Data Type Name

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:

File Format

CSV

Supported Data Type Names:

- GoodCauseExemptions
- 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



✓ Completed

9920GoodCauseExemptions.csv

View Files

Upload More Files

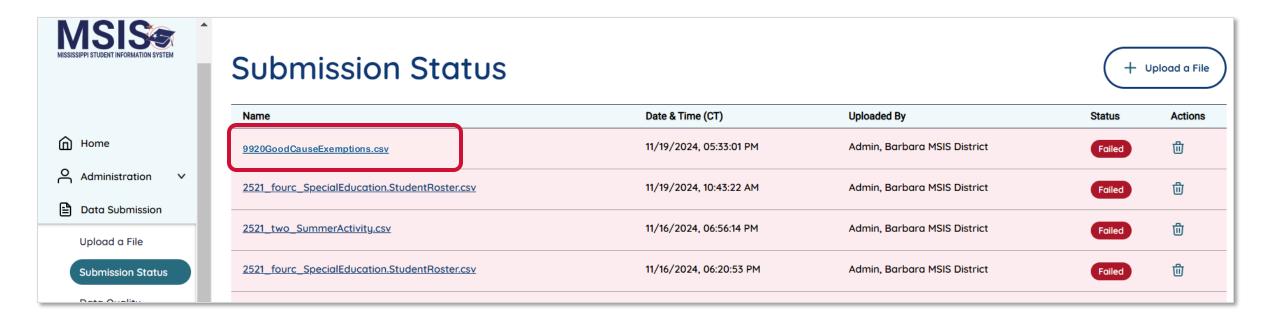




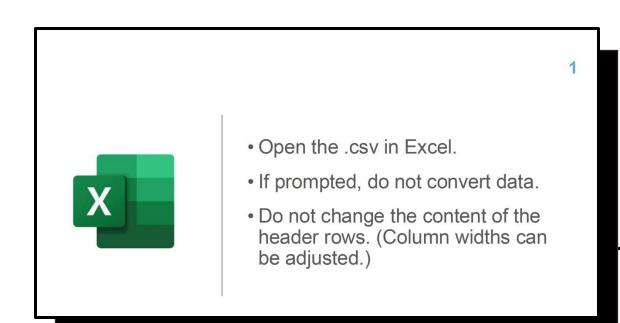
Once you have a green success bar on the file upload page, review the submission status page to see the status of the upload.

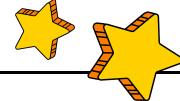
If file is in failed status, click on the file name to see errors.





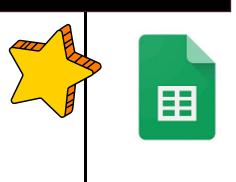






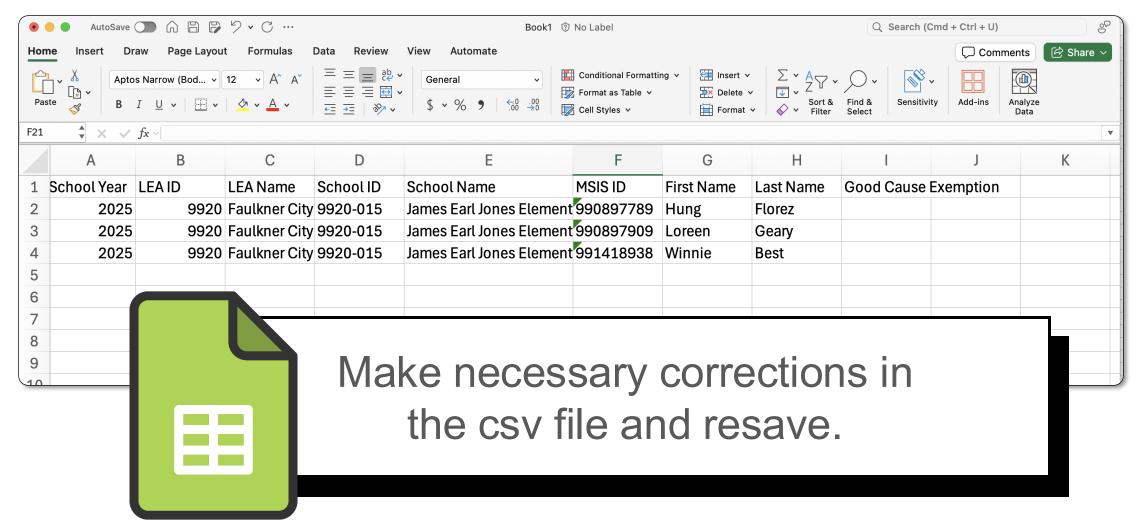
22

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.)



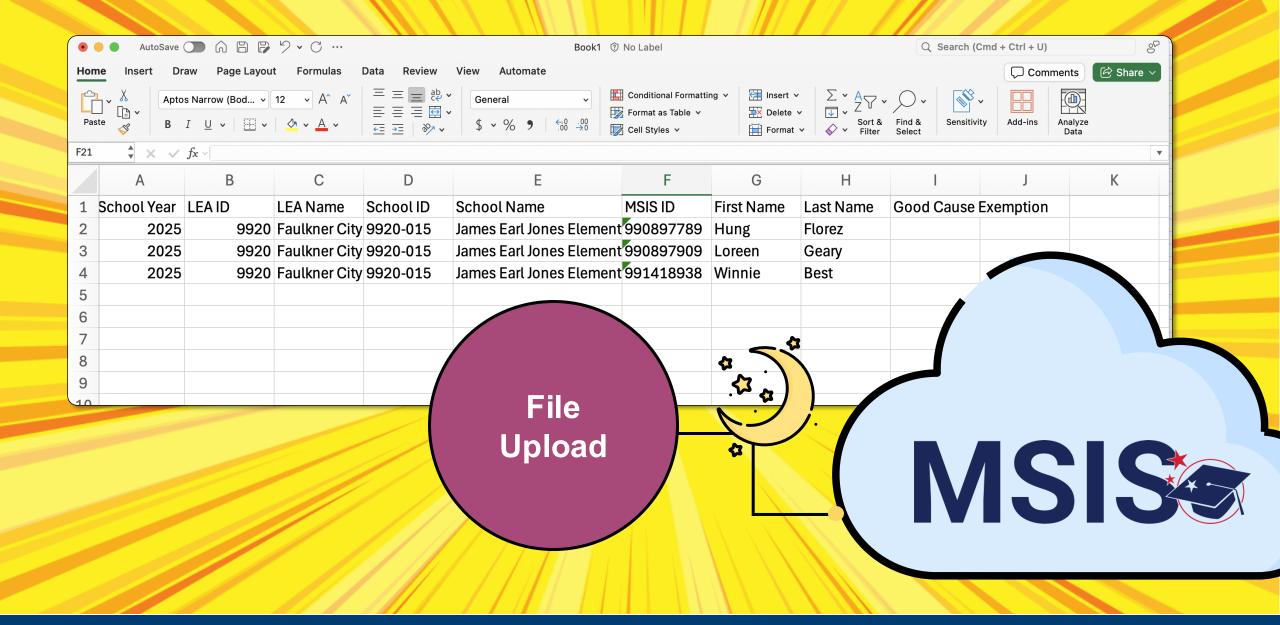




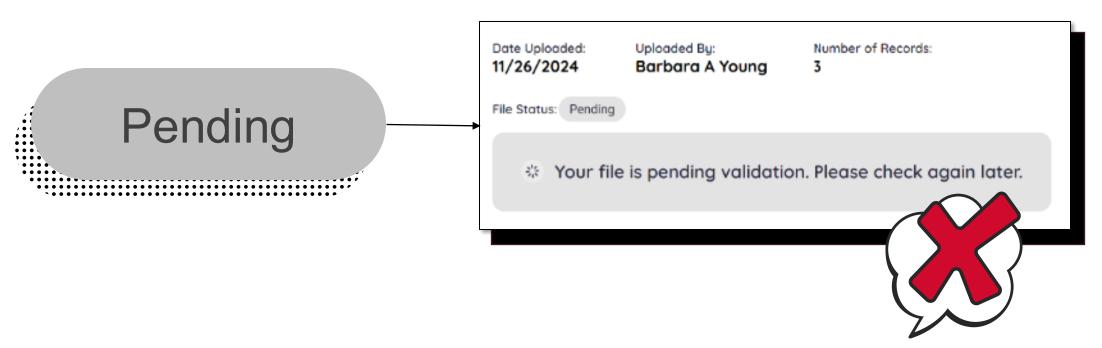
Submission Status

Status Uploaded By				
Select V Enter uploaded by na 05/01/2025	- 07/28/2025	Apply Filter Reset Filter	(+ Upl	oad a File
Name	Date & Time (CT)	Uploaded By	Status	Actions
9920ResidentLEASchool.csv	07/15/2025, 08:58:24 AM	Banks, Melissa	Failed	⑪
9920 MsisIdRequest.csv	06/10/2025, 09:16:43 AM	Banks, Melissa	Failed	⑪
9920 xtrasp Staff.Employment.csv	06/06/2025, 05:00:06 AM	Banks, Melissa	Failed	⑪
9920 xtrarow Staff.Employment.csv	06/06/2025, 04:50:41 AM	Banks, Melissa	Failed	並
9920 good3 InactiveEnrollment.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	
9920GoodCauseExemptions.csv	06/10/2025, 09:17:40 AM	Banks, Melissa	Success	
9920MsisIdRequest.csv	05/26/2025, 09:51:02 AM	Banks, Melissa	Success	



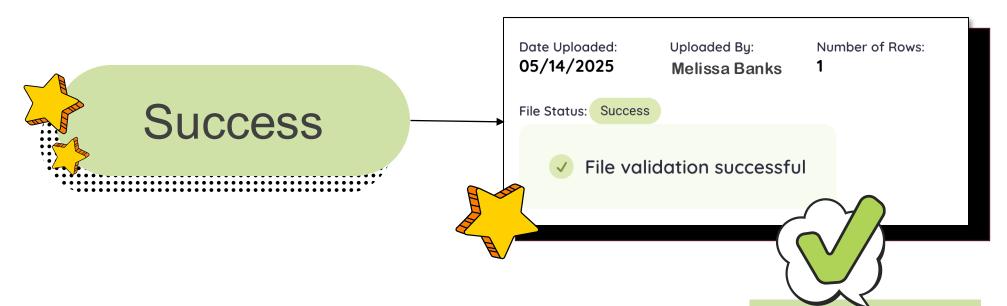






DO NOT upload more than one file that contains the same information while the first file is in **Pending status**.





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

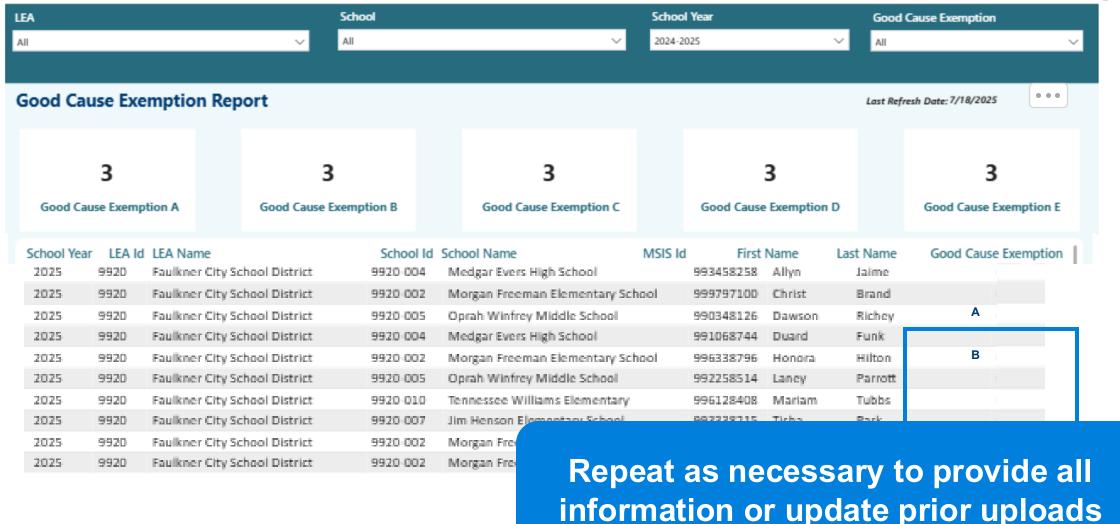




After the report refreshes overnight, review it for accuracy.

Repeat download/upload process as needed to add or update data. Review the refreshed reports the next day.









Good Cause Exemption

- Good Cause Exemption Data Entry Download Report
- Upload GCE as needed





Reports in MSIS can qualify as appropriate documentation for some GCE.

Special Education Roster (SCD Indicator)

English Learner Roster (EL Indicator)

Promotions & Retentions Report (Retentions)

See K-3 Assessments - Good Cause Exemption





Warning for 25-26SY

Warning

Student was promoted to grade 4 and is missing a passing score on LBPA exams or a level 3 on MAAP ELA, or a Good Cause exemption.







Graduation Related Data

STUDENT & ACADEMIC RECORD DATA





Academic Record Reports

Graduates & Dropouts

Academic Record Reports

Data Entry Download

Graduation Options

Student Data Manual Input

Update Grades & Promotions



Graduates & Dropouts Report



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

Data Impact

- Accountability
- Graduation Rate

Data Source

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







PERMISSION

Student



LEA	School	School Year	Race
Faulkner City School District	All	All	All
Gender	Grade Level	Exit Type	
All	All	All	
Graduates and Dropouts			Last Refresh Date: 06/11/2025

233 **Total Graduates** 34

Total Dropouts

	School	Grade Level	MSIS ID	Student Name	Race	Gender	Exit Type	Promoted	Graduate Status	Endorsement(s)
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	White	Female		Υ	Dipioma Regular High School Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Eleventh grade	000000000	Last Name, First Name	Black or African American	Male	Reached maximum age for services	Υ		•
Faulkner City School District -9920	Medgar Evers High – 9920-004	Ninth grade	000000000	Last Name, First Name	Black or African American	Male	Discontinued schooling			
Faulkner City School District -9920	Medgar Evers High – 9920-004	Ninth grade	000000000	Last Name, First Name	Black or African American	Male	Discontinued schooling	N		
Faulkner City School District -9920	Medgar Evers High – 9920-004	Tenth grade	000000000	Last Name, First Name	White	Female	Reached maximum age for services	Y		
Faulkner City School District -9920	Medgar Evers High - 9920-004	Twelfth grade	000000000	Last Name, First Name	White	Female		Υ	Regular High School Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	Black or African American	Male		Υ	Regular High School Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	00000000	Last Name, First Name	White	Male	Graduated with regular, advanced, International Baccalaureate, or other type of diploma	Υ		
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	White	Male		Υ	State Defined Alternate Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	Black or African American	Male		Υ	State Defined Alternate Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	Black or African American	Female		Υ	Regular High School Diploma	
Faulkner City School District -9920	Medgar Evers High – 9920-004	Twelfth grade	000000000	Last Name, First Name	Black or African American	Female		Υ	Regular High School Diploma	

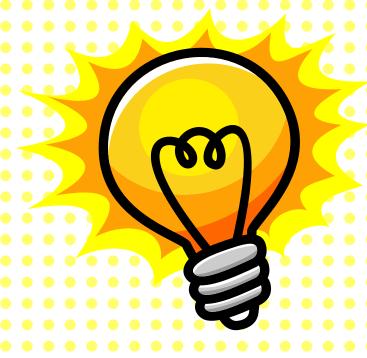






Graduates & Dropouts Report will be certified with Month 9 data.





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



Displays graduating students for the school year. For students that do not have a passing score on any end of course assessments, districts can download the report and provide one of the other approved graduation options.



Graduation Requirements

Data Source

SIS (API nightly – enrollment data)
File upload (as needed)





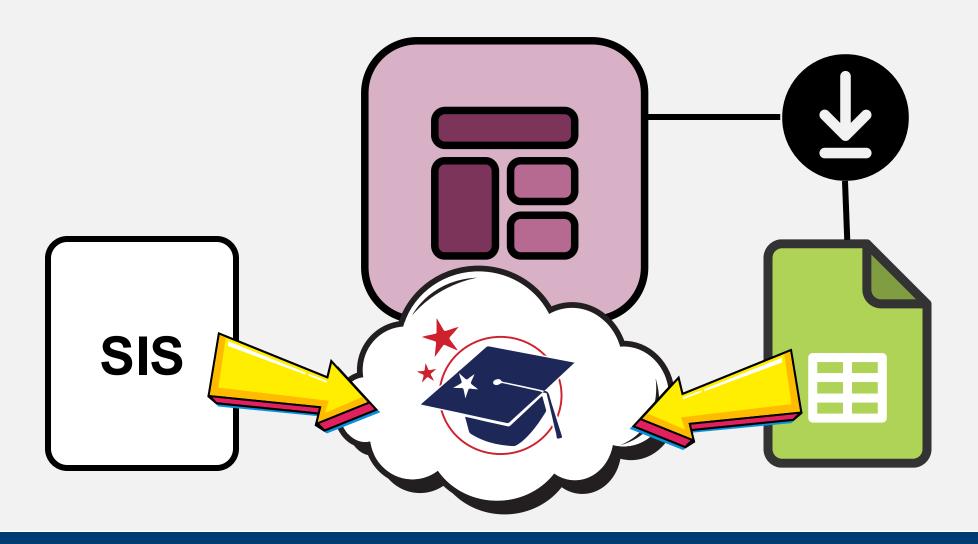


PERMISSION

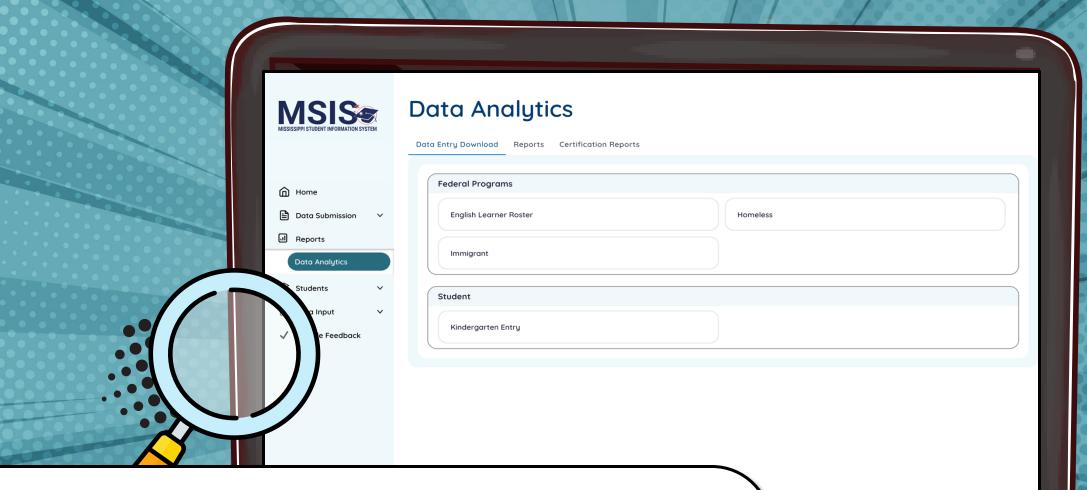
Student



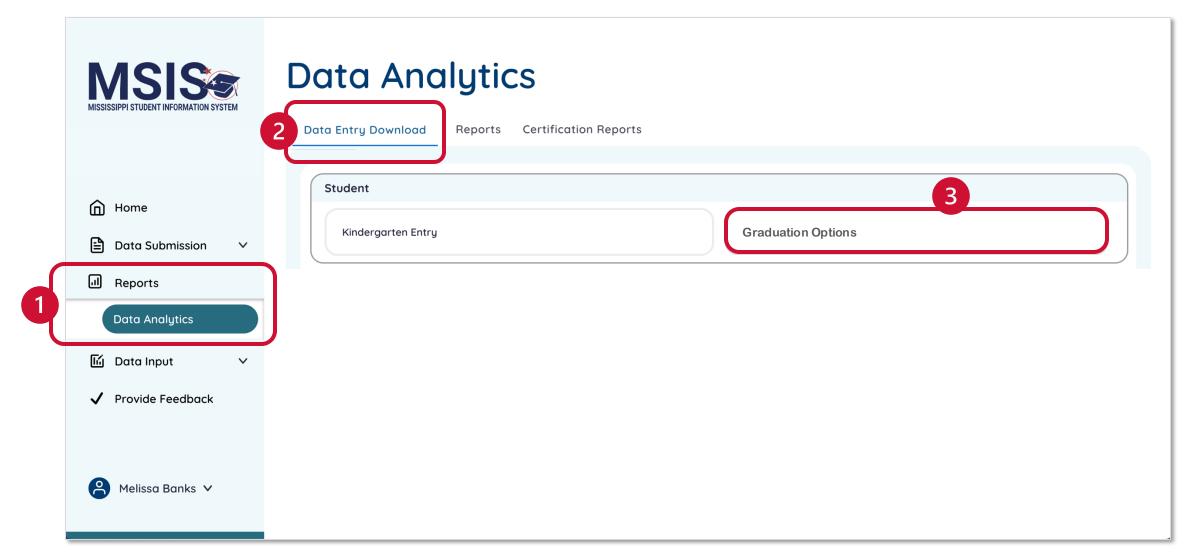
Data Entry Download



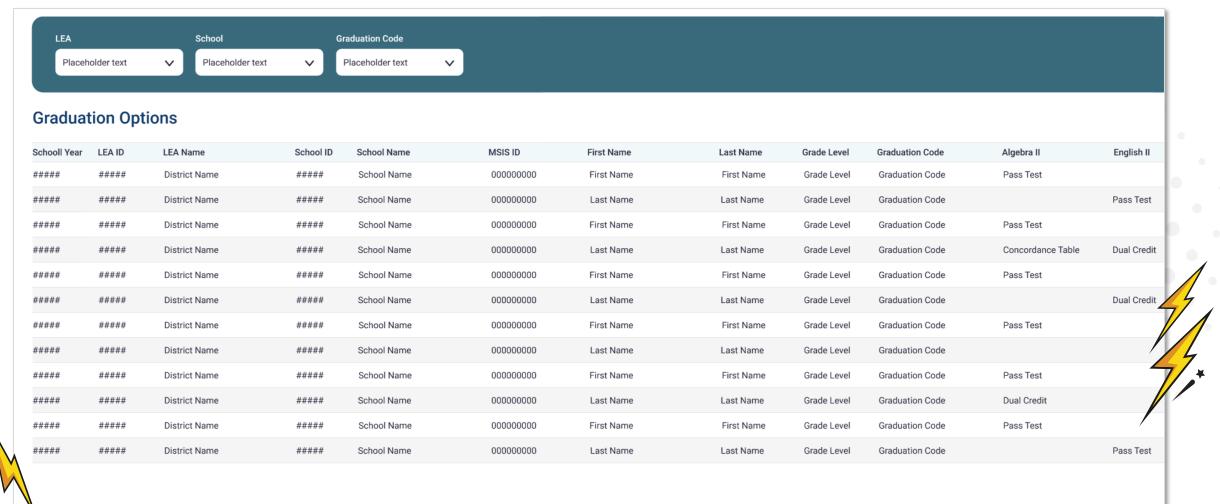




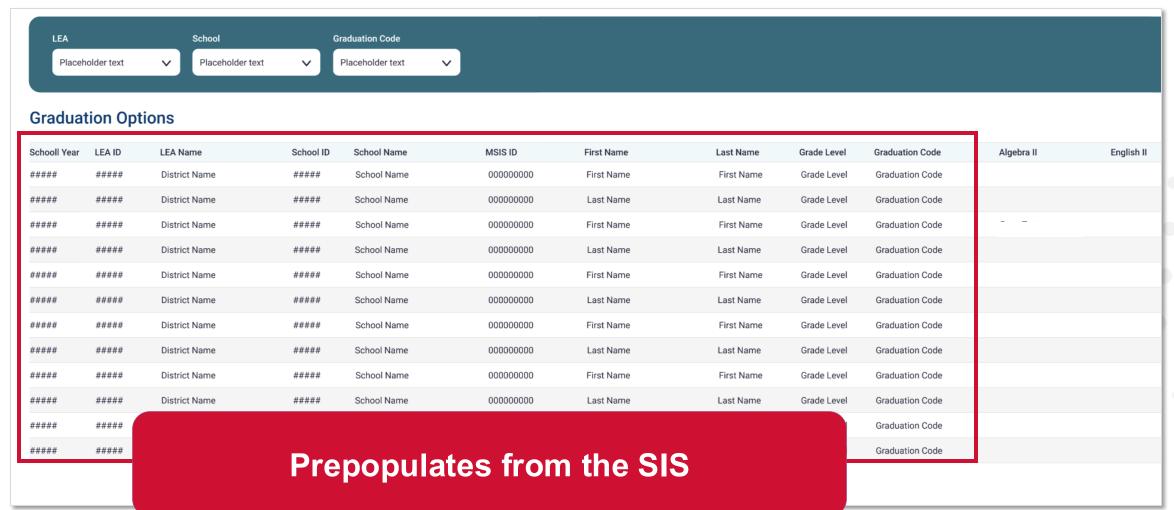
msis.mdek12.org



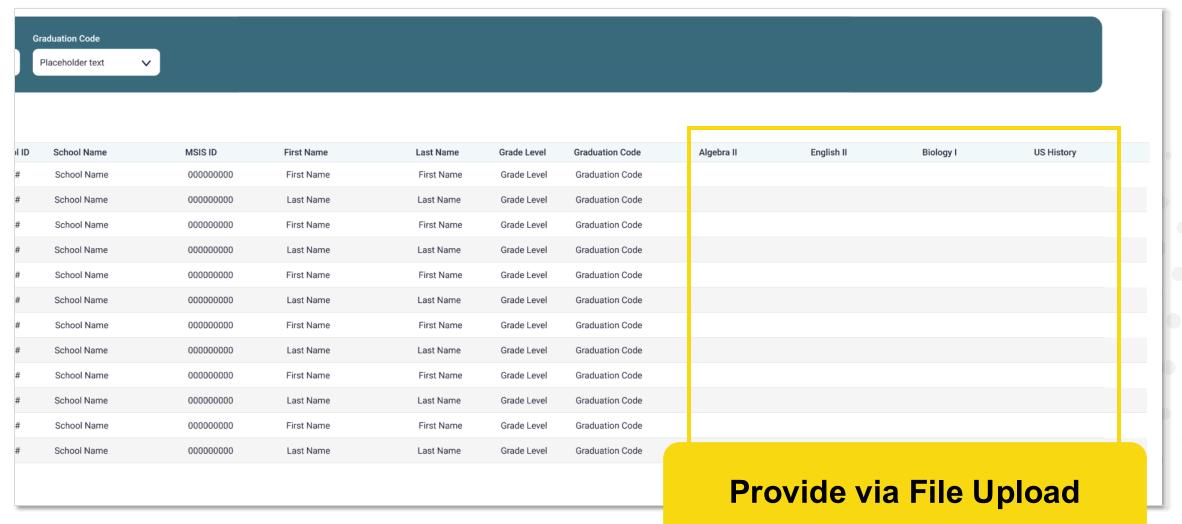
















Review Graduation Options Report.

Provide approved graduation option for students who did not earn a passing score on end of course assessments.

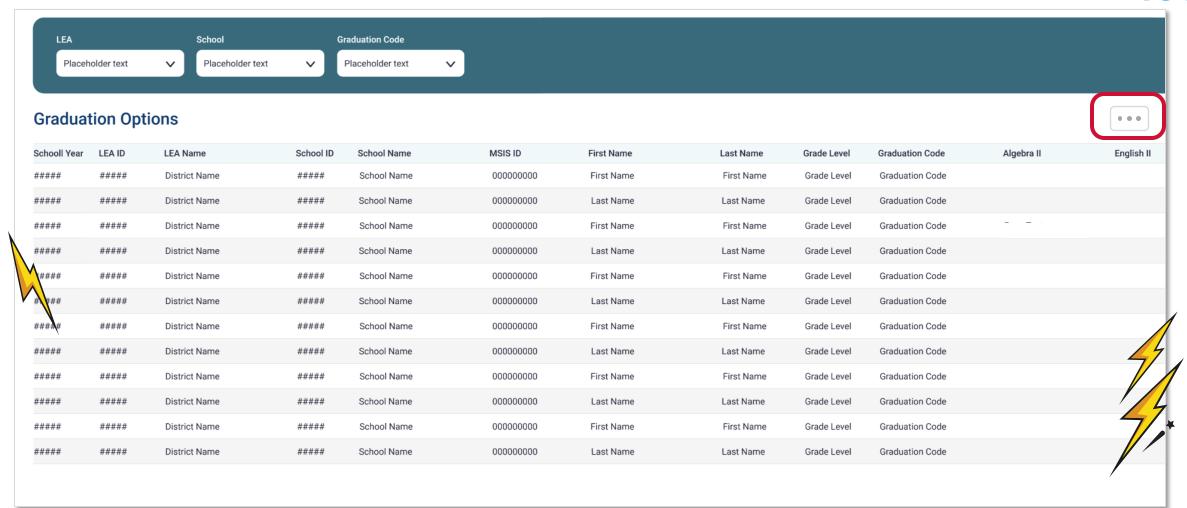




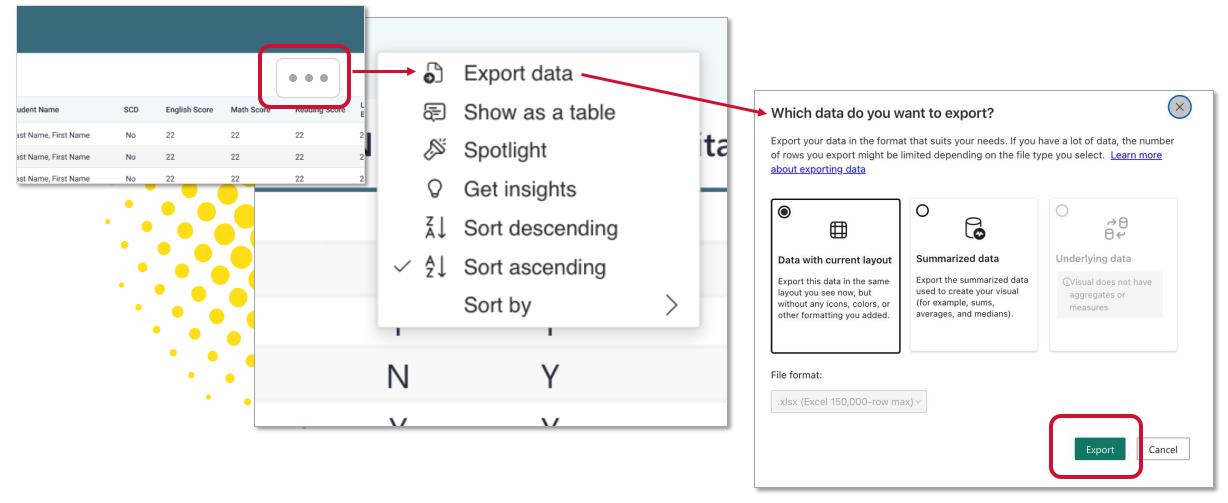
Download the Graduation Options Report.

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



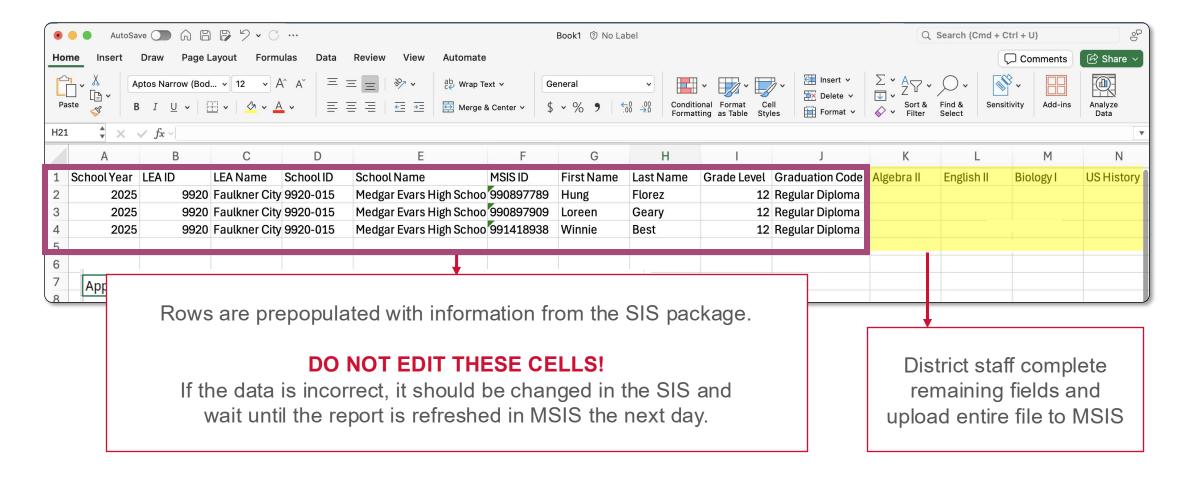






File will save as an Excel spreadsheet









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.

MSIS Id

9-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.

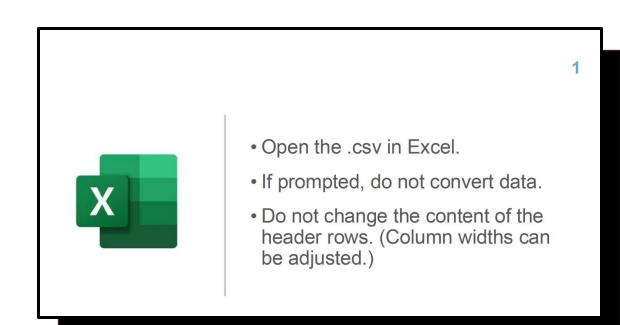
Grade Level

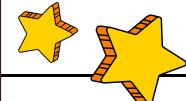
IT, PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, or AE Ensure leading 0's are present.



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.

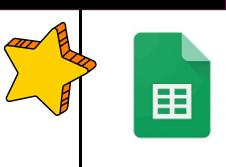






22

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.)



Graduation Options

Enter as exactly listed

Pass Test Composite SATP Score

ACT Transfer Out of State

Dual Credit Transfer ACC Non Public

CTE ASVAB Covid-19 Waiver

CTE WorkKeys Bridge to Career** (25-26 grads)

Concordance Table

See Mississippi Public School Accountability Standards, 2024







Delete any rows from the file that contain students who do not require a Graduation Option entry.

This will NOT delete students from the report. However, the file upload process will fail if any of the rows are missing a Graduation Option.

Be sure to delete ALL information in the row as well as the row itself from the spreadsheet. (No blank rows or columns should remain on the file uploaded to MSIS.)





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.



Upload the spreadsheet as a CSV file.

Files should be saved as

```
####GraduationOptions.csv or ####_OptionalText_GraduationOptions.csv
```

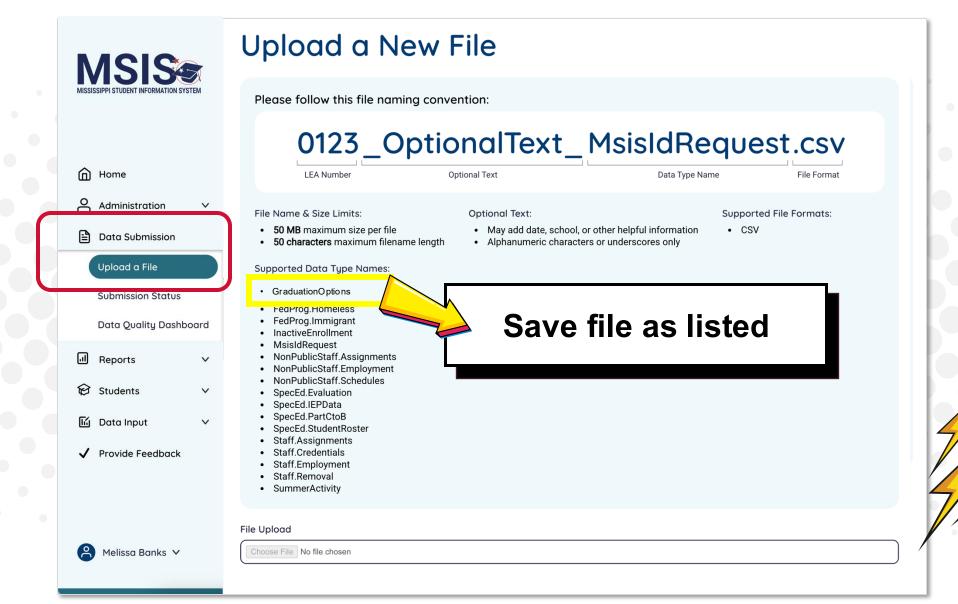




PERMISSION

Student











Home

Administration

Data Submission

Upload a File

Submission Status

Data Quality Dashboard

Reports

Students \vee

υτευ_ορτιοπαιτελτ_ποιοιαπεφυεοτ.cov

LEA Number **Optional Text** Data Type Name

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:

File Format

CSV

Supported Data Type Names:

- GraduationOptions
- FeaProg.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



 \vee

 \vee

9920_GradutionOptions.csv

Invalid file type.

Try Again



Administration

Data Submission

Upload a File

Submission Status

Data Quality Dashboard

Reports

Students v

 \vee



File Name & Size Limits:

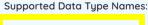
- 50 MB maximum size per file
- 50 characters maximum filename length

Optional Text:

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

Supported File Formats:

CSV



- GraduationOptions
- rearrog.nomeless
- 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_GradutionOptions.csv

View Files

Upload More Files

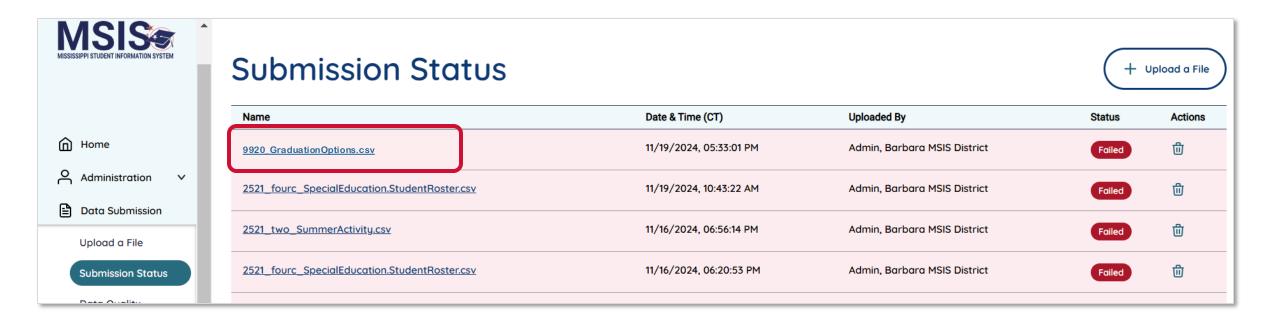


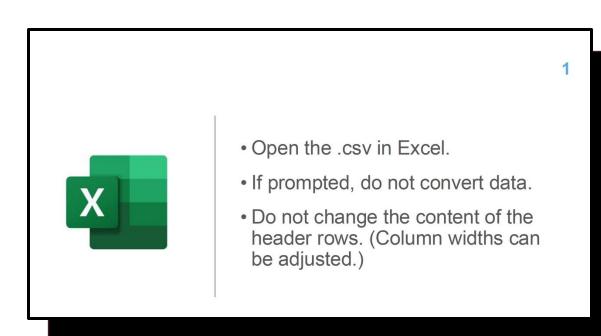


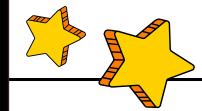
Once you have a green success bar on the file upload page, review the submission status page to see the status of the upload.

If file is in failed status, click on the file name to see errors.



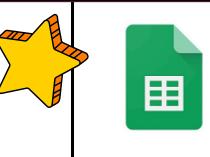






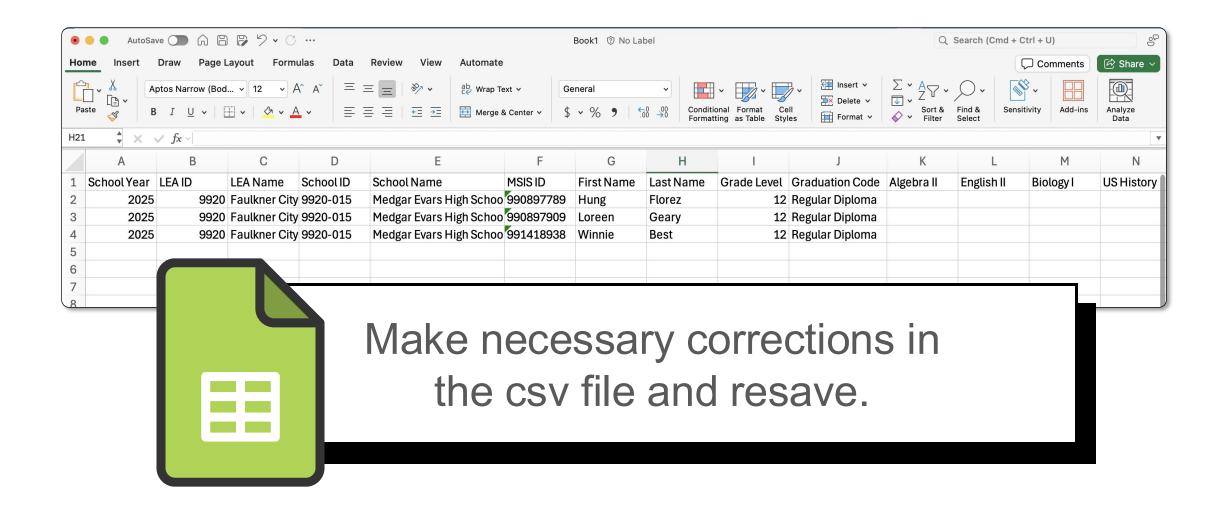
22

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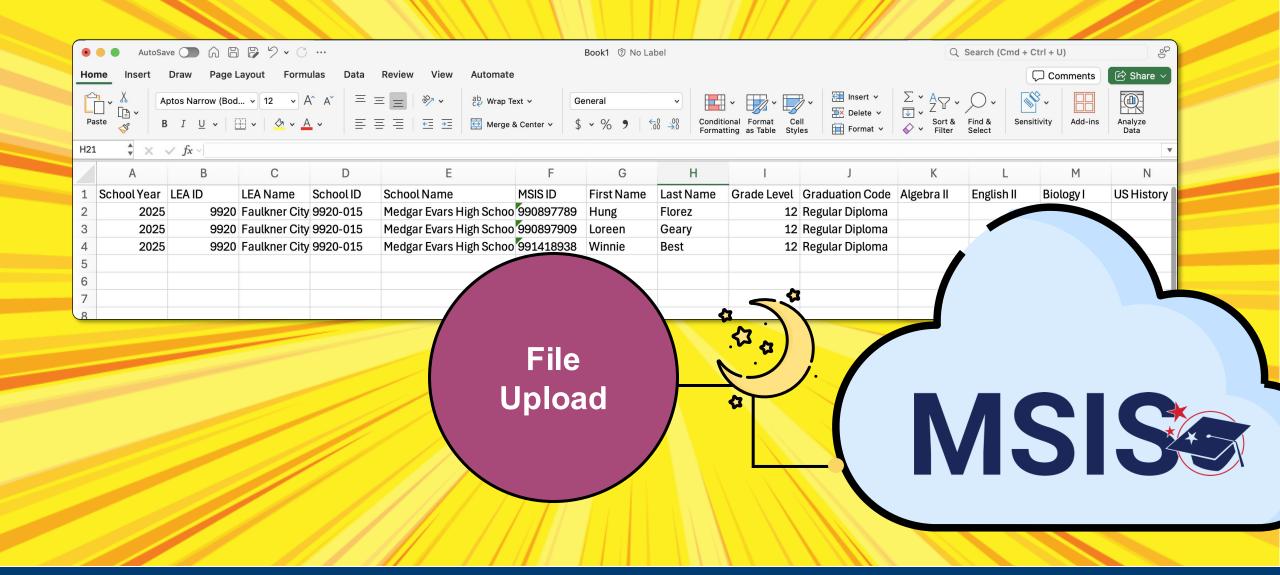




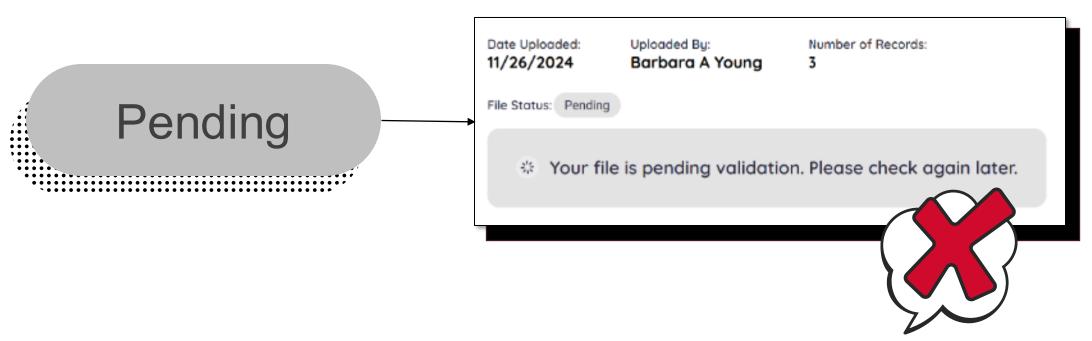
Submission Status

Select start and end dates (within the previous 365 days), then select Apply Filter. Uploaded By Status + Upload a File **Apply Filter Reset Filter** Select... Enter uploaded by na... 05/01/2025 07/28/2025 Date & Time (CT) Uploaded By Name Status Actions ⑪ 9920ResidentLEASchool.csv 07/15/2025, 08:58:24 AM Banks, Melissa Failed ⑪ 9920 MsisIdRequest.csv 06/10/2025, 09:16:43 AM Banks, Melissa Failed 9920 xtrasp Staff.Employment.csv Banks, Melissa ⑪ 06/06/2025, 05:00:06 AM Failed 9920 xtrarow Staff.Employment.csv ⑪ 06/06/2025, 04:50:41 AM Banks, Melissa Failed 9920 good3 InactiveEnrollment.csv Admin, Barbara MSIS District 05/20/2025, 11:36:53 AM 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 GraduationOptions.csv 06/10/2025, 09:17:40 AM Banks, Melissa Success 9920MsisIdRequest.csv 05/26/2025, 09:51:02 AM Banks, Melissa Success



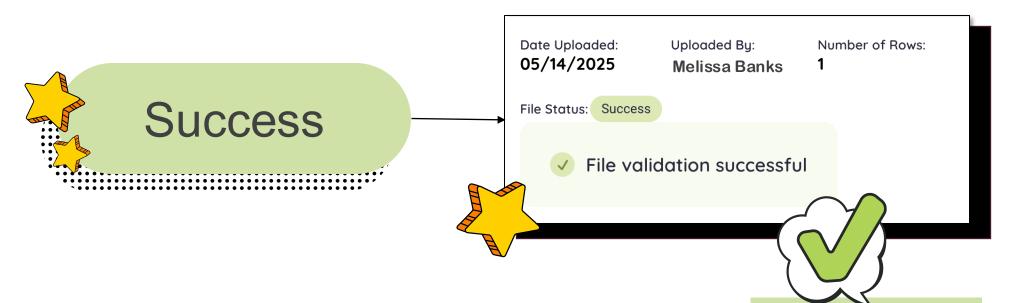






DO NOT upload more than one file that contains the same information while the first file is in **Pending status**.





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

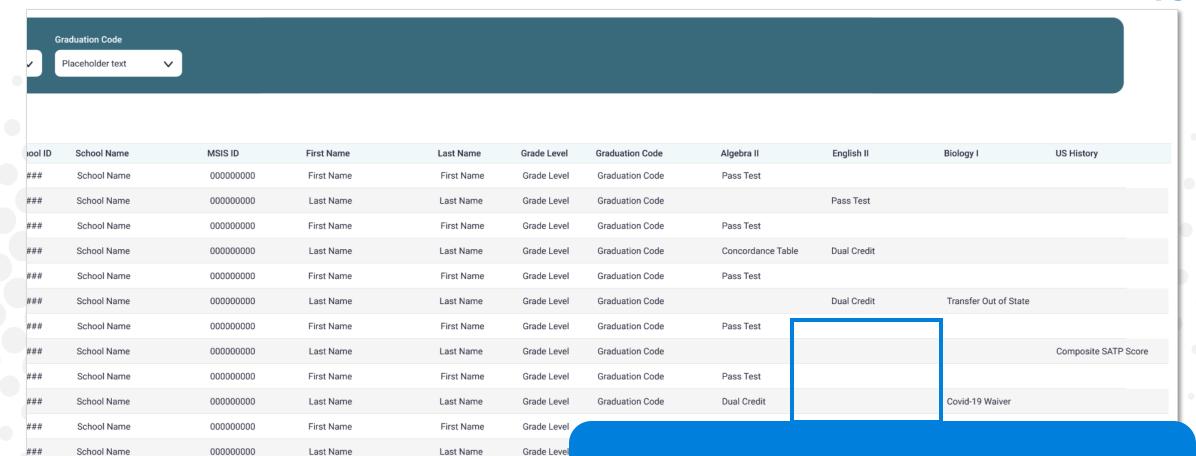


STEP



After the report refreshes overnight, review it for accuracy.

Repeat download/upload process as needed to add or update data. Review the refreshed reports the next day.



Repeat as necessary to provide all information or update prior uploads





Graduation Options

- Graduation Options Data Entry Download Report*
- Upload graduation options as needed





Search for a student to update the promotion status, graduation type, or letter grade for a course. Districts can edit data for the prior school year.



- Accountability
- Graduation
 Requirements

- Good Cause Exemption
- Accreditation (Credit Recovery)

Data Source

SIS (API nightly)
Manual input (as needed)



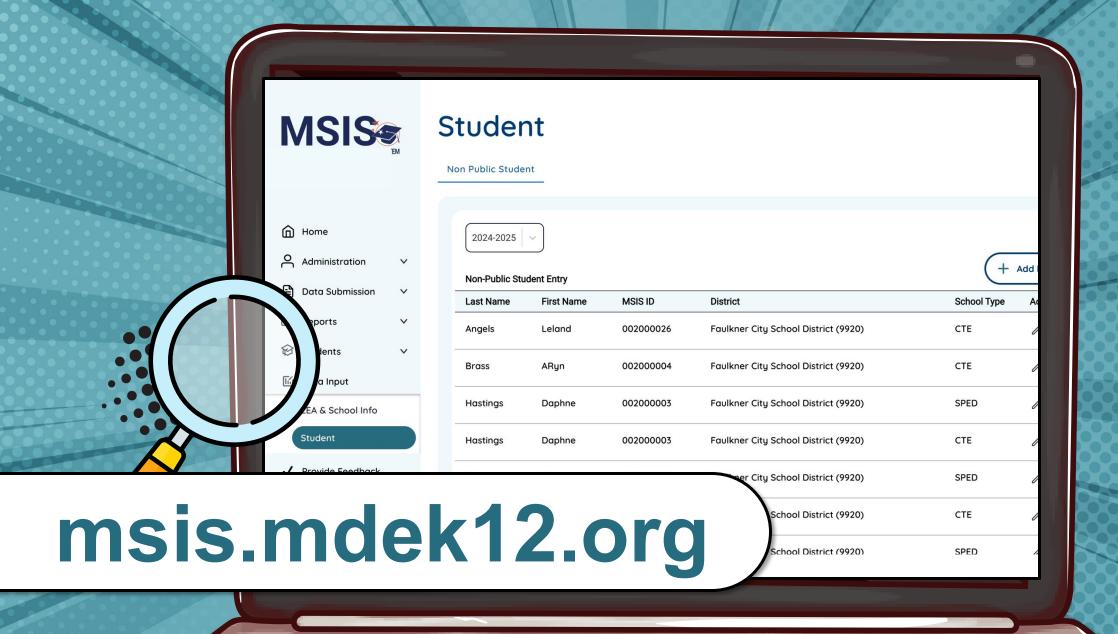


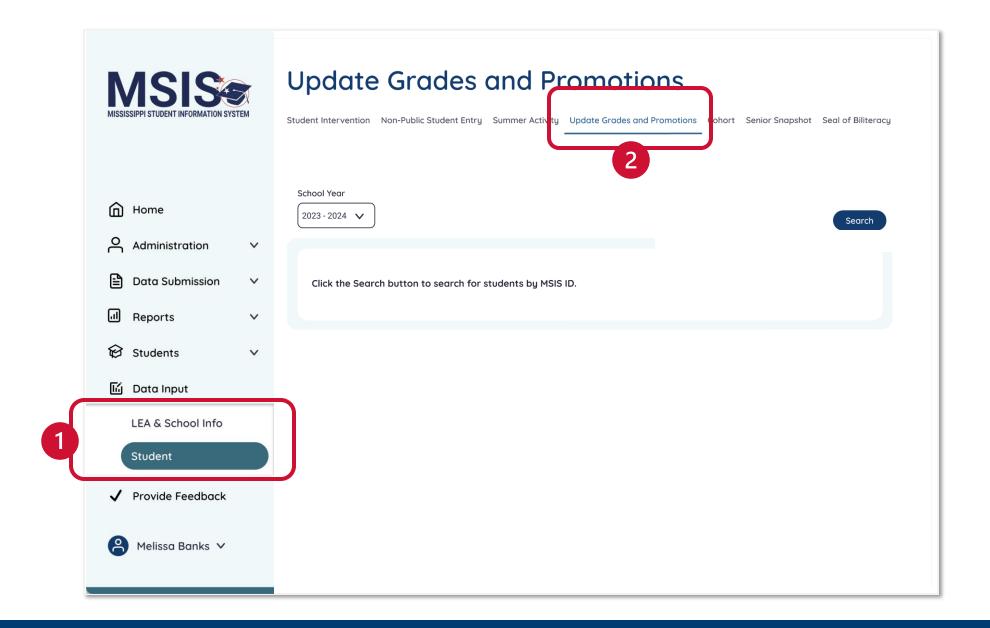


PERMISSION

Student + Update Grades











Student Intervention Non-Public Student Entry Summer Activity Update Grades and Promotions Cohort Senior Snapshot Seal of Biliteracy

Administration Data Submission Reports Students □ Data Input LEA & School Info Student ✓ Provide Feedback Melissa Banks 🗸

School Year 2023 - 2024 🗸	Search
Click the Search button to search for students by MSIS ID.	







Student Intervention Non-Public Student Entry Summer Activity Update Grades and Promotions Cohort Senior Snapshot Seal of Biliteracy

Administration

Data Submission

■ Reports

LEA & School Info

Student

✓ Provide Feedback

A Melissa Banks V



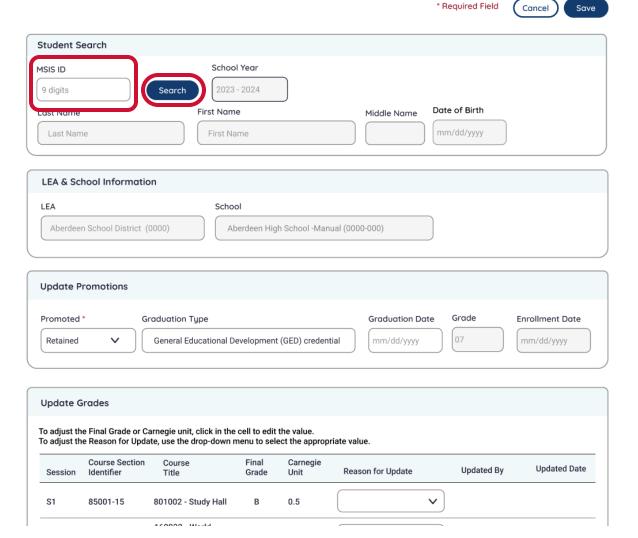
Click the Search button to search for students by MSIS ID.



	Home	
<u>م</u>	Administration	~
	Data Submission	~
al.	Reports	~
	Students	~
⑥	Data Input	
	LEA & School Info	
	Student	

✓ Provide Feedback

Melissa Banks 🗸



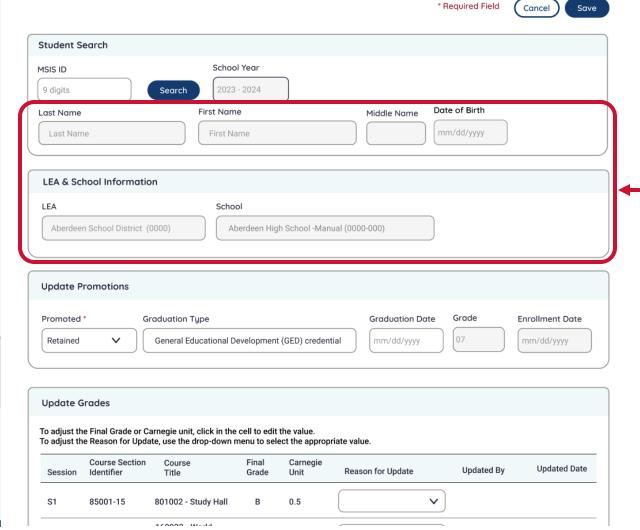


Data is

prepopulated

MISSIS	SSIPPI STUDENT INFORMATION SYS	STEM
	Home	
٥	Administration	~
	Data Submission	~
.1	Reports	~
	Students	~
⑥	Data Input	
	LEA & School Info	
	Student	
✓	Provide Feedback	

A Melissa Banks V

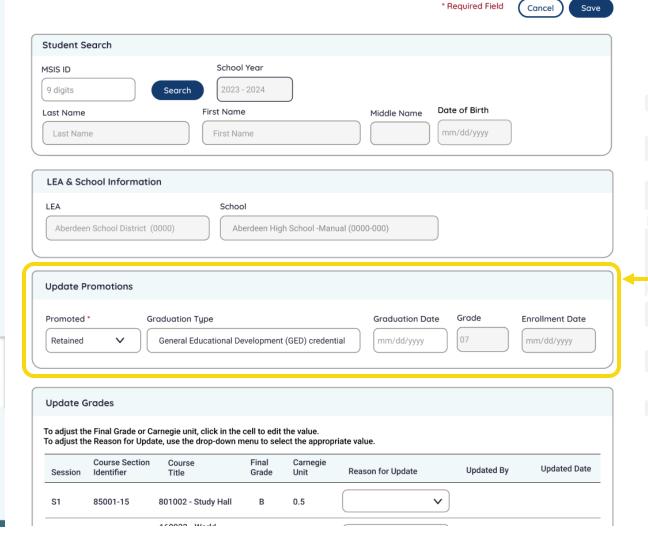






仚	Home	
<u>م</u>	Administration	~
	Data Submission	~
.11	Reports	~
	Students	v
6	Data Input	
	LEA & School Info	
	Student	
✓	Provide Feedback	

Melissa Banks 🗸



Update promotion/ graduation status if necessary

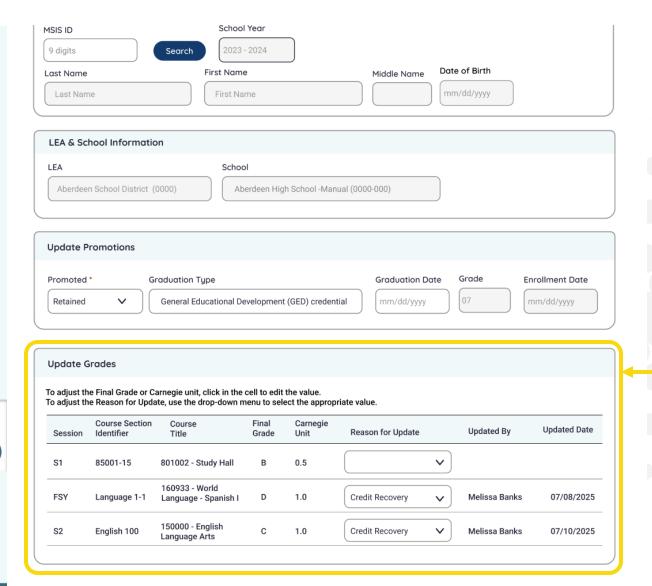
Users can only
update a
graduation
status for
students who were
enrolled in 12th
grade for the
previous school
year





	Home	
^	Administration	~
	Data Submission	~
ıl	Reports	~
	Students	~
	Data Input	
	LEA & School Info	
	Student	
J	Provide Feedback	

Melissa Banks 🗸



Update Grades if necessary

Reason for Update:

Credit Recovery
Did Not Report
Entered Grade
Wrong



- Update course grades and completion statuses
- Good Cause Exemption updates





- Update course grades and completion statuses
- Good Cause Exemption updates





- Update course grades and completion statuses
- Good Cause Exemption updates





 Update course grades and completion statuses







General Reports

ALL USERS



Schema Error Report

Displays any schema errors for the district by data domain. Schema errors will cause corresponding data to fail to send from the SIS to MSIS.



Data Impact

Any data collection with an error

Data Source

MSIS

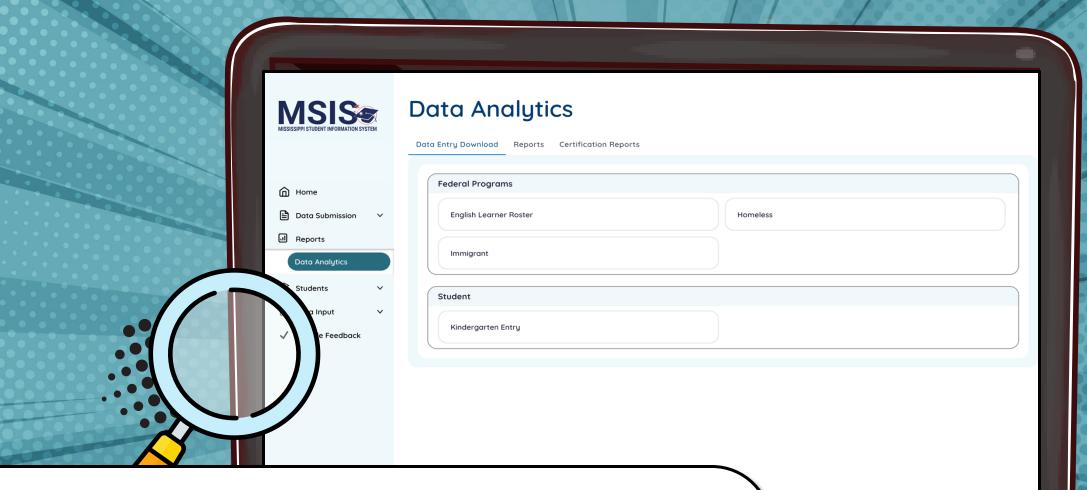




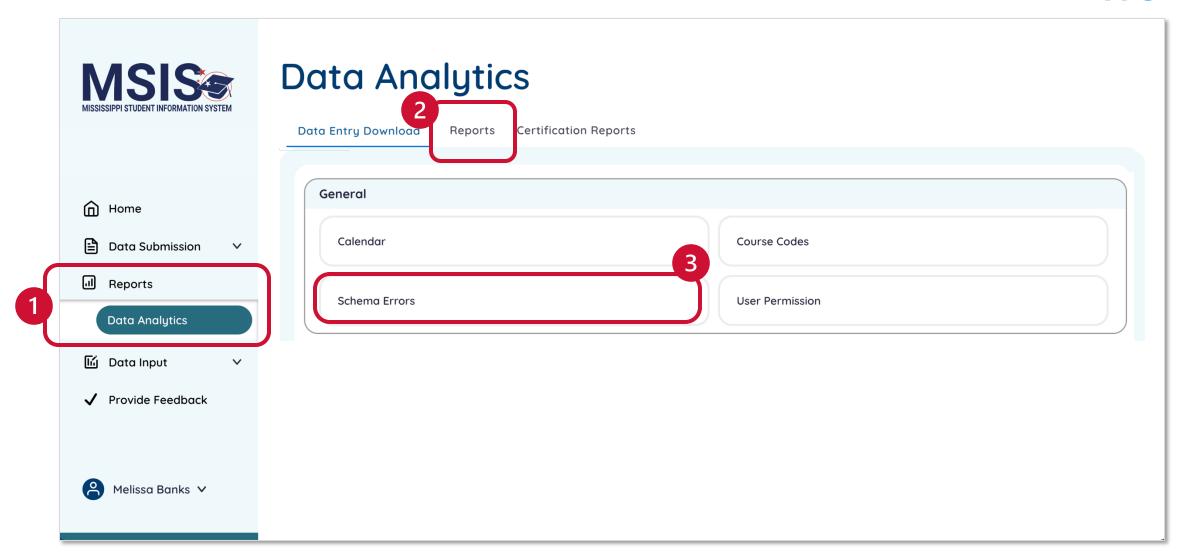
PERMISSION

Admin

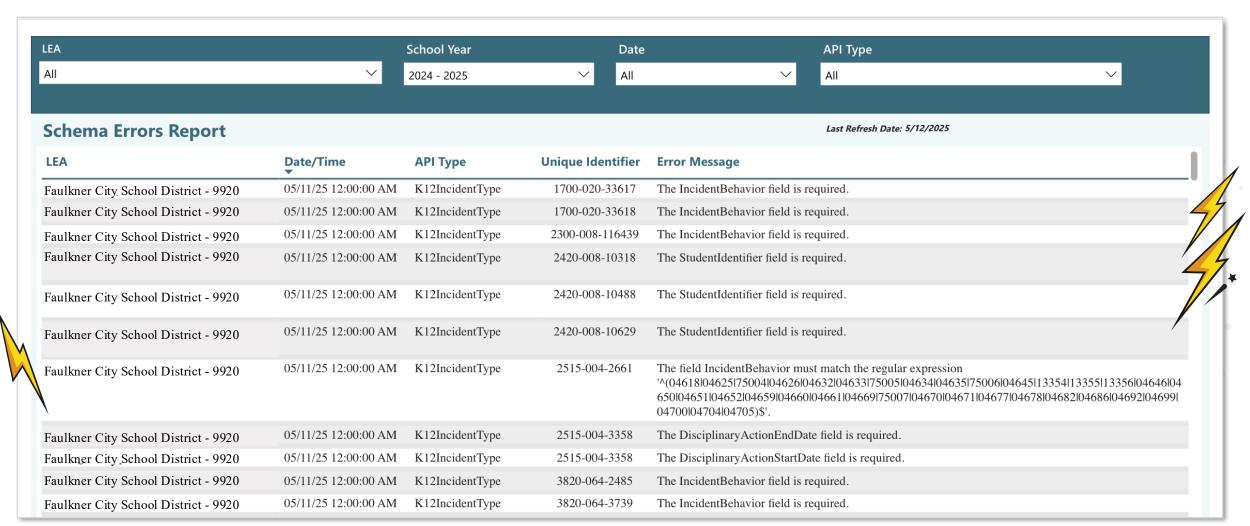




msis.mdek12.org



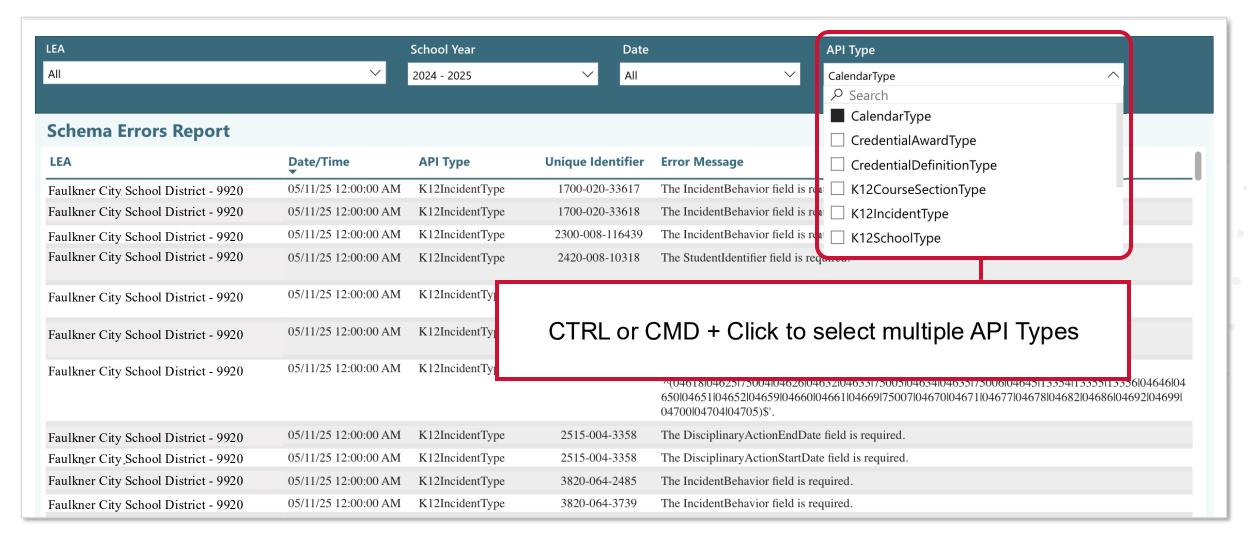






LEA		School Year	Date	API Type
All	~	2024 - 2025	∨ All	✓ All ✓
Schema Errors Report				Last Refresh Date: 5/12/2025
LEA	Date/Time	API Type	Unique Identifier	Error Message
Faulkner City School District - 9920	05/11/25 12:00:00 AM	K12IncidentType	1700-020-33617	The IncidentBehavior field is required.
Faulkner City School District - 9920	05/11/25 12:00:00 AM	K12IncidentType	1700-020-33618	The IncidentBehavior field is required.
Faulkner City School District - 9920	05/11/25 12:00:00 AM	K12IncidentType	2300-008-116439	The IncidentBehavior field is required.
Faulkner City School District - 9920	05/11/25 12:00:00 AM	K12IncidentType	2420-008-10318	The StudentIdentifier field is required.
Faulkner City School District - 9920	05/11/25 12:00:00 AM	K12IncidentType	2420-008-10488	The StudentIdentifier field is required.
Faulkner City School District - 9920	05/11/25 12:00:00 AM	K12IncidentType	2420-008-10629	The StudentIdentifier field is required.
Faulkner City School District - 9920	05/11/25 12:00:00 AM	K12IncidentType	2515-004-2661	The field IncidentBehavior must match the regular expression '^(04618 04625 75004 04626 04632 04633 75005 04634 04635 75006 04645 13354 13355 13356 04646 04650 04651 04652 04659 04660 04661 04669 75007 04670 04677 04678 04682 04686 04692 04699 04700 04704 04705)\$'.
Faulkner City School District - 9920	05/11/25 12:00:00 AM	K12IncidentType	2515-004-3358	The DisciplinaryActionEndDate field is required.
Faulkner City School District - 9920	05/11/25 12:00:00 AM	K12IncidentType	2515-004-3358	The DisciplinaryActionStartDate field is required.
Faulkner City School District - 9920	05/11/25 12:00:00 AM	K12IncidentType	3820-064-2485	The IncidentBehavior field is required.
Faulkner City School District - 9920	05/11/25 12:00:00 AM	K12IncidentType	3820-064-3739	The IncidentBehavior field is required.











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Resource Library

File Layout Templates

Reporting Calendar

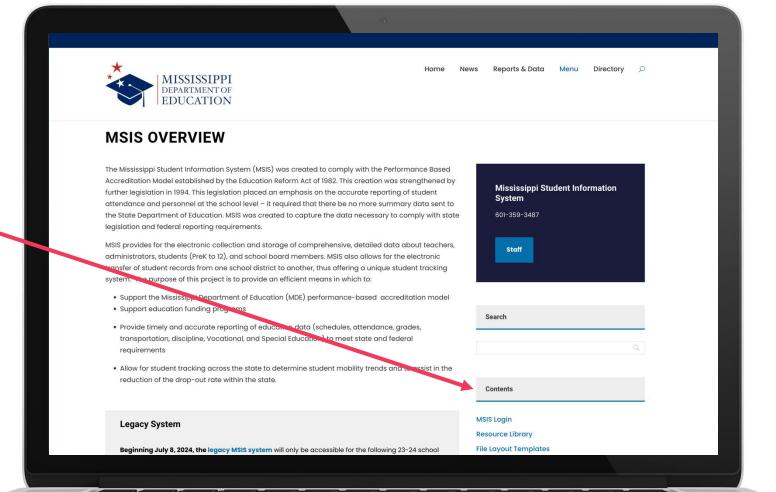
Security Documents

Help Desk

Training

Accreditation Standards

Vendor Resources





MSIS Team

msis2@mdek12.org



mdek12.org



