

FETS & Bond Data



mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

Virtual Bootcamp 2025



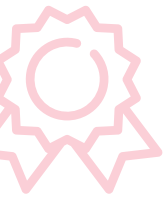
VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community



1

ALL Students Proficient and Showing Growth in All Assessed Areas



2

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



3

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

EVERY School Has Effective Teachers and Leaders

4



EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



EVERY School and District is Rated “C” or Higher

6





Be an active participant



Share reactions



React

Respond to prompts in the chat



Chat

Ask questions



Q&A



1

EXPLORE FETS data submission process and report

2

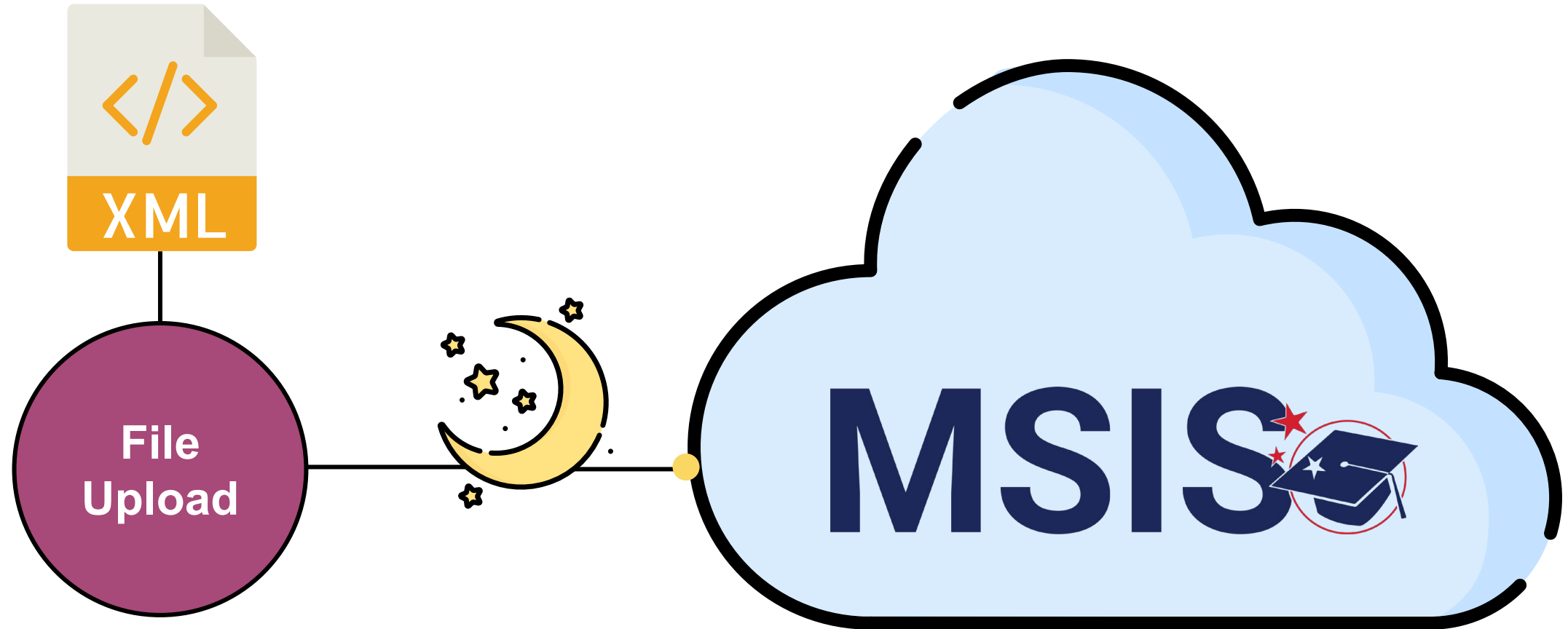
EXPLORE Bond data submission process and report

3

REVIEW data errors and certification deadlines

FETS







FETS Data Collection Process

1

Export FETS file from financial package

2

Save as
####_OptionalText_Finance.FETS.xml

3

Upload file to MSIS

4

REVIEW Submission Status page;
make edits and reupload file as needed

5

REVIEW FETS Report for accuracy;
make edits and reupload file as needed

STEP



EXPORT the FETS file as an XML from your financial package.

No changes to the file format from previous years.





Please use 001 for the district level and not 000.

(This is related to the new rule for 24-25SY where the school number is required for ALL expenditures and not just specific and federal funds)

STEP



SAVE file as

####_OptionalText_Finance.FETS.xml

4-digit LEA number, include any
leading zeros (Ex: 0123Finance.FETS.xml)



STEP

UPLOAD the XML file to MSIS.





Data Analytics

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

- Home
- Data Submission
- Reports
- Data Analytics**
- Students
- Data Input
- Feedback

Federal Programs

English Learner Roster

Homeless

Immigrant

Student

Kindergarten Entry

msis.mdek12.org



PERMISSION

Finance

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Home
Administration
Data Submission
Upload a File
Submission Status
Data Quality Dashboard
Reports
Students
Data Input
Provide Feedback
Melissa Banks

Upload a New File

Please follow this file naming convention:

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

Optional Text:

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

Supported File Formats:

- CSV

Supported Data Type Names:

- Finance.FETS
- 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

Save file as listed

File Upload

Choose File | No file chosen



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

File saved correctly?

File format correct?

File size too large?

[Home](#)[Administration](#) ▼[Data Submission](#)[Upload a File](#)[Submission Status](#)[Data Quality Dashboard](#)[Reports](#) ▼[Students](#) ▼[Data Input](#) ▼

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

Optional Text:

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

Supported File Formats:

- CSV
- XML

Supported Data Type Names:

- AcademicAward.Removal
- AssessmentReadiness
- CourseSection.Removal
- FedProg.EnglishLearner
- FedProg.Homeless
- FedProg.Immigrant
- Finance.BondData
- Finance.FETS
- GoodCauseExemptions
- GraduationOptions
- InactiveEnrollment
- Incident.Removal
- KindergartenEntry
- MsisIdRequest
- ResidentLEASchool
- SummerActivity

 9920_Finance.FETS.xml

Invalid file type.

[Try Again](#) Failed



- Home
- Administration
- Data Submission

Upload a File

Submission Status

Data Quality Dashboard

- Reports
- Students
- Data Input

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

Optional Text:

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

Supported File Formats:

- CSV
- XML

Supported Data Type Names:

- AcademicAward.Removal
- AssessmentReadiness
- CourseSection.Removal
- FedProg.EnglishLearner
- FedProg.Homeless
- FedProg.Immigrant
- Finance.BondData
- Finance.FETS
- GoodCauseExemptions
- GraduationOptions
- InactiveEnrollment
- Incident.Removal
- KindergartenEntry
- MsisIdRequest
- ResidentLEASchool
- SummerActivity



9920_Finance.FETS.xml

Completed

View Files

Upload More Files



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?



- Home
- Administration
- Data Submission

Upload a File

Submission Status

Data Quality Dashboard

- Reports
- Students
- Data Input

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

Optional Text:

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

Supported File Formats:

- CSV
- XML

Supported Data Type Names:

- AcademicAward.Removal
- AssessmentReadiness
- CourseSection.Removal
- FedProg.EnglishLearner
- FedProg.Homeless
- FedProg.Immigrant
- Finance.BondData
- Finance.FETS
- GoodCauseExemptions
- GraduationOptions
- InactiveEnrollment
- Incident.Removal
- KindergartenEntry
- MsisIdRequest
- ResidentLEASchool
- SummerActivity



9920_Finance.FETS.xml

Completed


View Files

Upload More Files

STEP

REVIEW Submission Status page for errors if the upload fails.

Make corrections and re-upload as necessary.



MISSISSIPPI STUDENT INFORMATION SYSTEM

Home

Administration

Data Submission

Upload a File

Submission Status

Submission Status

+ Upload a File

Name	Date & Time (CT)	Uploaded By	Status	Actions
2521Finance.FETS.xml	11/19/2024, 05:33:01 PM	Admin, Barbara MSIS District	Failed	
2521_fourc_SpecialEducation.StudentRoster.csv	11/19/2024, 10:43:22 AM	Admin, Barbara MSIS District	Failed	
2521_two_SummerActivity.csv	11/16/2024, 06:56:14 PM	Admin, Barbara MSIS District	Failed	
2521_fourc_SpecialEducation.StudentRoster.csv	11/16/2024, 06:20:53 PM	Admin, Barbara MSIS District	Failed	

[< Back](#)

9920Finance.FETS.XML

Date Uploaded:
03/05/2025

Uploaded By:
Barbara Young

Number of Rows:
8

File Status: **Failed**

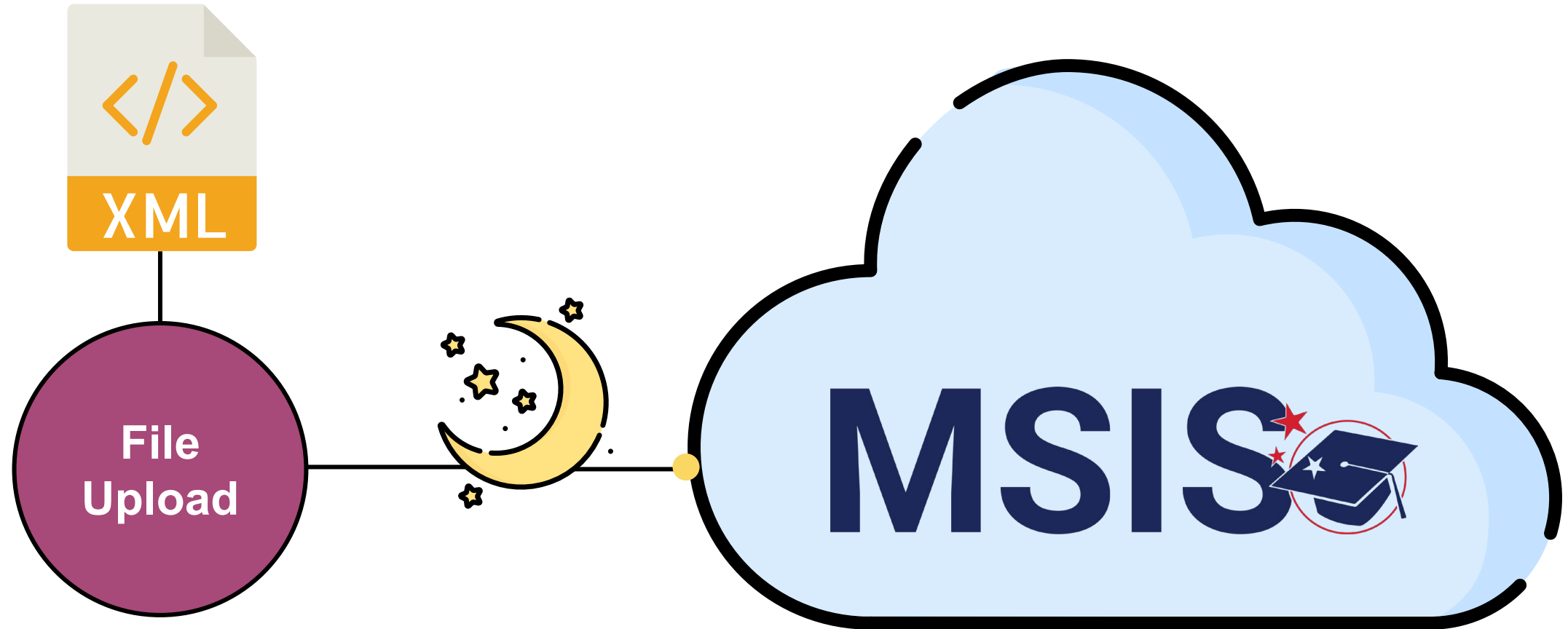
! File validation failed. There are errors in your data that need your attention.

Row ID	LEA ID	Error	Resolution
2	9920	The SCHOOLNUM is blank or invalid.	The School Number is a required field. Ensure the value is a school you have access to and is a 3-digit school number, including leading zeros. Example: 001 or 024, and not 9900-001 or 0123-008.
4	9920	The SchoolId 9920-021 is not found in the LEA 9920	Ensure SchoolId is a school that you have access to and is the 4-digit LEA + 3-digit school ID. Example: 9900-001.

**XML**

Make necessary corrections in the financial package and re-export the XML file.





Submission Status

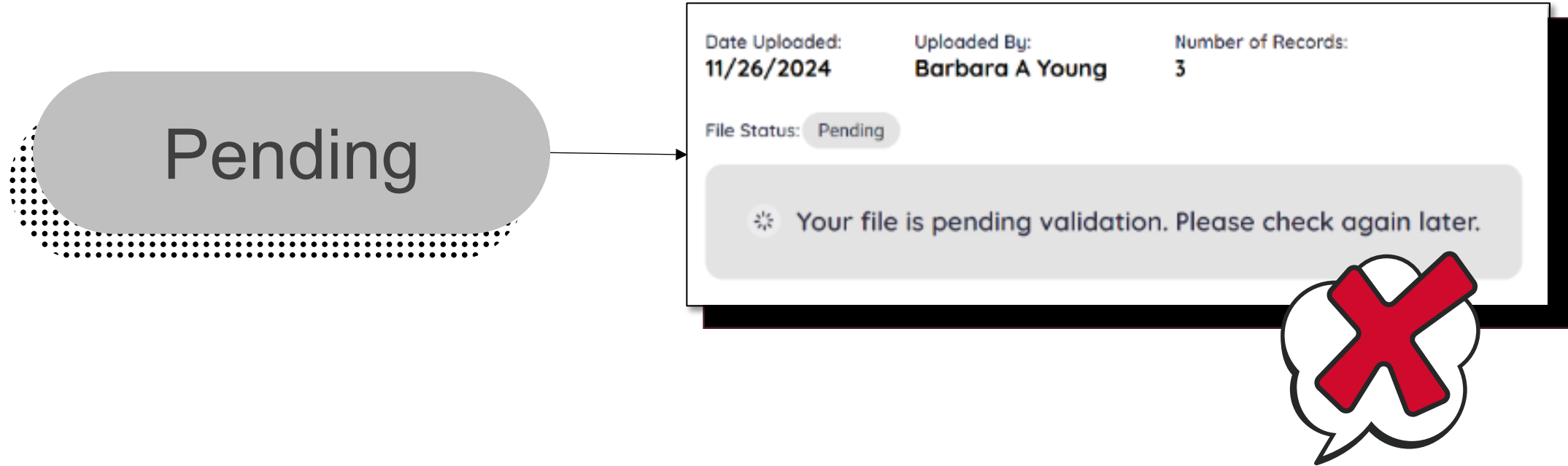
Select start and end dates (within the previous 365 days), then select Apply Filter.

Status:

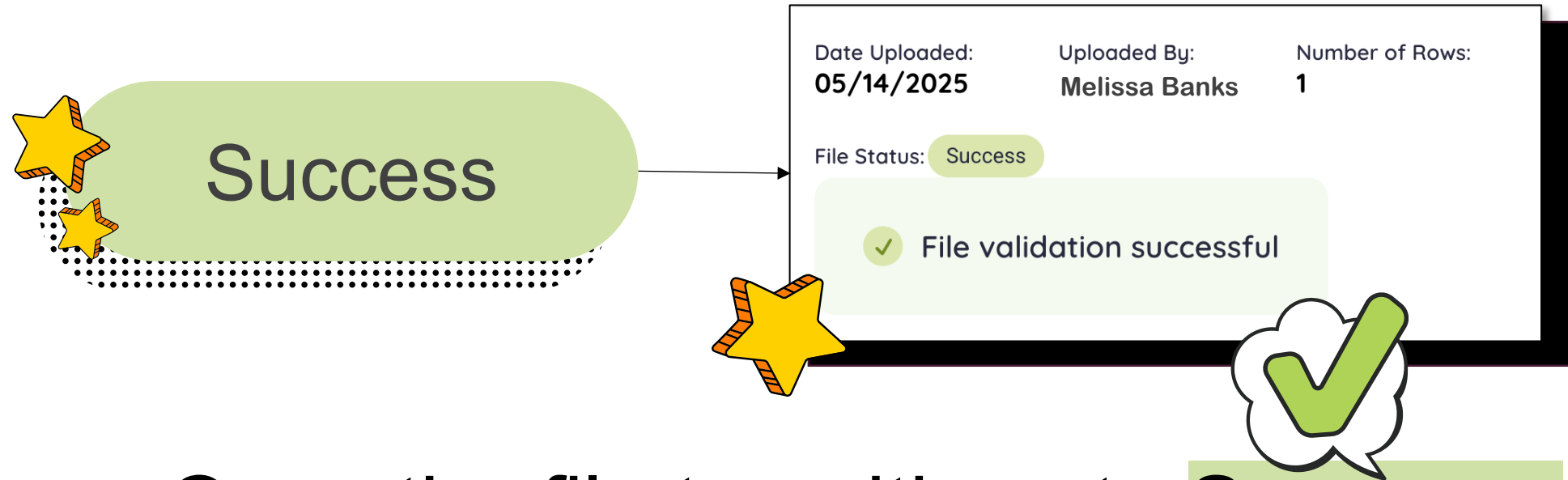
Uploaded By:

05/01/2025 – 07/28/2025

Name	Date & Time (CT)	Uploaded By	Status	Actions
9920ResidentLEASchool.csv	07/15/2025, 08:58:24 AM	Banks, Melissa	Failed	
9920_MsisldRequest.csv	06/10/2025, 09:16:43 AM	Banks, Melissa	Failed	
9920_xtrasp_Staff.Employment.csv	06/06/2025, 05:00:06 AM	Banks, Melissa	Failed	
9920_xtrarow_Staff.Employment.csv	06/06/2025, 04:50:41 AM	Banks, Melissa	Failed	
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	
9920_xtrasp_Staff.Employment.csv	06/10/2025, 09:17:40 AM	Banks, Melissa	Success	
9920MsisldRequest.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.**



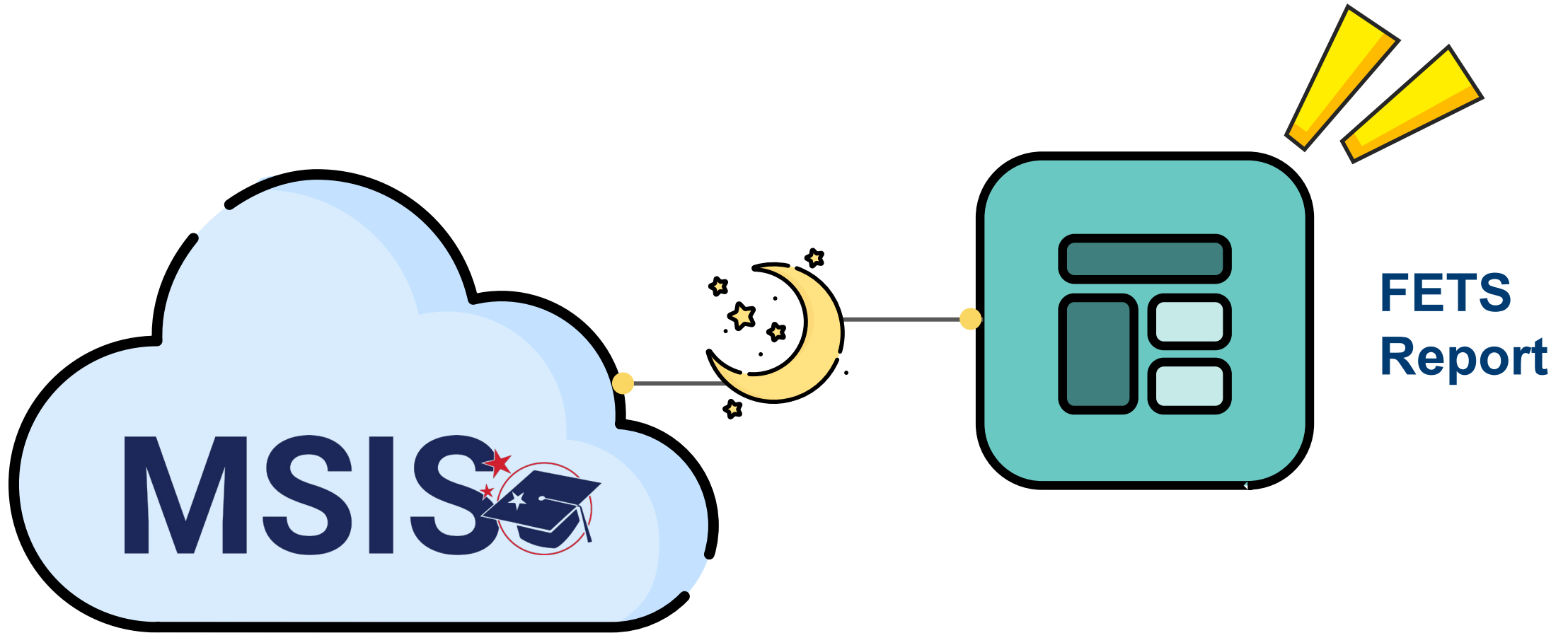
Once the file transitions to **Success status**, users can view the assigned IDs or the IDs that need review on the MSIS ID manual input screen.

STEP



REVIEW the FETS Report for accuracy (after the report refreshes overnight).

Make corrections and re-upload as necessary.





Data Analytics

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

Home

Data Submission ▾

Reports

Data Analytics

Students ▾

Data Input ▾

Feedback

Federal Programs

English Learner Roster

Homeless

Immigrant

Student

Kindergarten Entry

msis.mdek12.org

The screenshot displays the MSIS (Mississippi Student Information System) interface. On the left is a vertical sidebar with the MSIS logo at the top. Below the logo are navigation links: Home, Data Submission, Reports, Data Analytics (highlighted with a red box and a red circle containing the number 1), Data Input, Provide Feedback, and a user profile for Melissa Banks. The main content area is titled 'Data Analytics' and features three tabs: 'Data Entry Download', 'Reports' (highlighted with a red box and a red circle containing the number 2), and 'Certification Reports'. Under the 'Reports' tab, there is a 'Finance' section. Within this section, there are three boxes: 'Finance FETS' (highlighted with a red box and a red circle containing the number 3), 'Bond Data', and 'National Board'.

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Data Analytics

Data Entry Download Reports Certification Reports

Home
Data Submission
Reports
Data Analytics
Data Input
Provide Feedback
Melissa Banks

Finance

Finance FETS Bond Data
National Board

LEA

All

School

All

School Year

2024-2025

Fund

All

General Ledger Code

All

Revenue Function Code

All

Revenue Object Code

All

Expenditure Function Code

All

Expenditure Object Code

All

Program Code

All

FETS

Balance

Revenue

Expenditure

Expenditure

\$901,098

Grand Fund Total

District Name	District Number	School	School Number	Fund Code	General Ledger Code	Function Code	Program Code	Object Code	Amount
Birch Tree	6154	James Middle	0099	5010 - Enterprise Funds	100 - Assets & Other Debts	1000 - Instruction	0098	600 - Supplies	\$5,987
Woodmont	0981	Winter Springs	2222	1145 - At Risk Fund	400 - Current Liabilities	6000 Debt Service	8871	700 - Property	\$9,987
Birch Tree	6154	James Middle	0099	5010 - Enterprise Funds	100 - Assets & Other Debts	1000 - Instruction	0098	600 - Supplies	\$5,987
Woodmont	0981	Winter Springs	2222	1145 - At Risk Fund	400 - Current Liabilities	6000 Debt Service	8871	700 - Property	\$9,987
Birch Tree	6154	James Middle	0099	5010 - Enterprise Funds	100 - Assets & Other Debts	1000 - Instruction	0098	600 - Supplies	\$5,987
Woodmont	0981	Winter Springs	2222	1145 - At Risk Fund	400 - Current Liabilities	6000 Debt Service	8871	700 - Property	\$9,987
Birch Tree	6154	James Middle	0099	5010 - Enterprise Funds	100 - Assets & Other Debts	1000 - Instruction	0098	600 - Supplies	\$5,987
Woodmont	0981	Winter Springs	2222	1145 - At Risk Fund	400 - Current Liabilities	6000 Debt Service	8871	700 - Property	\$9,987
Birch Tree	6154	James Middle	0099	5010 - Enterprise Funds	100 - Assets & Other Debts	1000 - Instruction	0098	600 - Supplies	\$5,987
Woodmont	0981	Winter Springs	2222	1145 - At Risk Fund	400 - Current Liabilities	6000 Debt Service	8871	700 - Property	\$9,987
Birch Tree	6154	James Middle	0099	5010 - Enterprise Funds	100 - Assets & Other Debts	1000 - Instruction	0098	600 - Supplies	\$5,987
Woodmont	0981	Winter Springs	2222	1145 - At Risk Fund	400 - Current Liabilities	6000 Debt Service	8871	700 - Property	\$9,987
Birch Tree	6154	James Middle	0099	5010 - Enterprise Funds	100 - Assets & Other Debts	1000 - Instruction	0098	600 - Supplies	\$5,987

LEA
All

School
All

School Year
2024-2025

Fund
All

General Ledger Code
All

Revenue Function Code
All

Revenue Object Code
All

Expenditure Function Code
All

Expenditure Object Code
All

Program Code
All

FETS

BalanceRevenueExpenditure

Expenditure

\$901,098

Grand Fund Total

LEA
All

School
All

School Year
2024-2025

Fund
All

General Ledger Code
All

Revenue Function Code
All

Revenue Object Code
All

Expenditure Function Code
All

Expenditure Object Code
All

Program Code
All

Woodmont	0981	Winter Springs	2222	1145 - At Risk Fund	400 - Current Liabilities	6000 Debt Service	8871	700 - Property	\$9,987
Birch Tree	6154	James Middle	0099	5010 - Enterprise Funds	100 - Assets & Other Debts	1000 - Instruction	0098	600 - Supplies	\$5,987
Woodmont	0981	Winter Springs	2222	1145 - At Risk Fund	400 - Current Liabilities	6000 Debt Service	8871	700 - Property	\$9,987
Birch Tree	6154	James Middle	0099	5010 - Enterprise Funds	100 - Assets & Other Debts	1000 - Instruction	0098	600 - Supplies	\$5,987
Woodmont	0981	Winter Springs	2222	1145 - At Risk Fund	400 - Current Liabilities	6000 Debt Service	8871	700 - Property	\$9,987
Birch Tree	6154	James Middle	0099	5010 - Enterprise Funds	100 - Assets & Other Debts	1000 - Instruction	0098	600 - Supplies	\$5,987
Woodmont	0981	Winter Springs	2222	1145 - At Risk Fund	400 - Current Liabilities	6000 Debt Service	8871	700 - Property	\$9,987
Birch Tree	6154	James Middle	0099	5010 - Enterprise Funds	100 - Assets & Other Debts	1000 - Instruction	0098	600 - Supplies	\$5,987

LEA

All

School

All

School Year

2024-2025

Fund

All

General Ledger Code

All

Revenue Function Code

All

Revenue Object Code

All

Expenditure Function Code

All

Expenditure Object Code

All

Program Code

All

FETS

Balance

Revenue

Expenditure

Expenditure

Balance

Revenue

Expenditure

Expenditure

\$901,098

Grand Fund Total

LEA

All

School

All

School Year

2024-2025

Fund

All

General Ledger Code

All

Revenue Function Code

All

Revenue Object Code

All

Expenditure Function Code

All

Expenditure Object Code

All

Program Code

All

FETS

Balance

Revenue

Expenditure

Expenditure

\$901,098

Grand Fund Total

The image shows a sequence of steps for exporting data. On the left, a table with two columns, 'Product Code' and 'Amount', is displayed. The table contains two rows: 'Supplies' with an amount of '\$5,987' and 'Property' with an amount of '\$9,987'. A red box highlights a three-dot menu icon in the top right corner of the table. A red arrow points from this icon to a menu that appears. The menu contains the following options: 'Export data' (with a document icon), 'Show as a table' (with a list icon), 'Spotlight' (with a magnifying glass icon), 'Get insights' (with a lightbulb icon), 'Sort descending' (with a 'Z↓' icon), 'Sort ascending' (with a '✓ A↓' icon), and 'Sort by' (with a right arrow icon). Another red arrow points from the 'Export data' option to a dialog box on the right. The dialog box is titled 'Which data do you want to export?' and includes a close button in the top right corner. Below the title, there is a paragraph of text: 'Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. [Learn more about exporting data](#)'. There are three radio button options: 'Data with current layout' (selected), 'Summarized data', and 'Underlying data'. The 'Underlying data' option is disabled and has a note: 'Visual does not have aggregates or measures'. Below these options, there is a 'File format:' label and a dropdown menu showing '.xlsx (Excel 150,000-row max)'. At the bottom right of the dialog, there are two buttons: 'Export' (highlighted with a red box) and 'Cancel'.

Product Code	Amount
Supplies	\$5,987
Property	\$9,987

Which data do you want to export?

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

☒ Data with current layout
Export this data in the same layout you see now, but without any icons, colors, or other formatting you added.

☐ Summarized data
Export the summarized data used to create your visual (for example, sums, averages, and medians).

☐ Underlying data
Visual does not have aggregates or measures

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

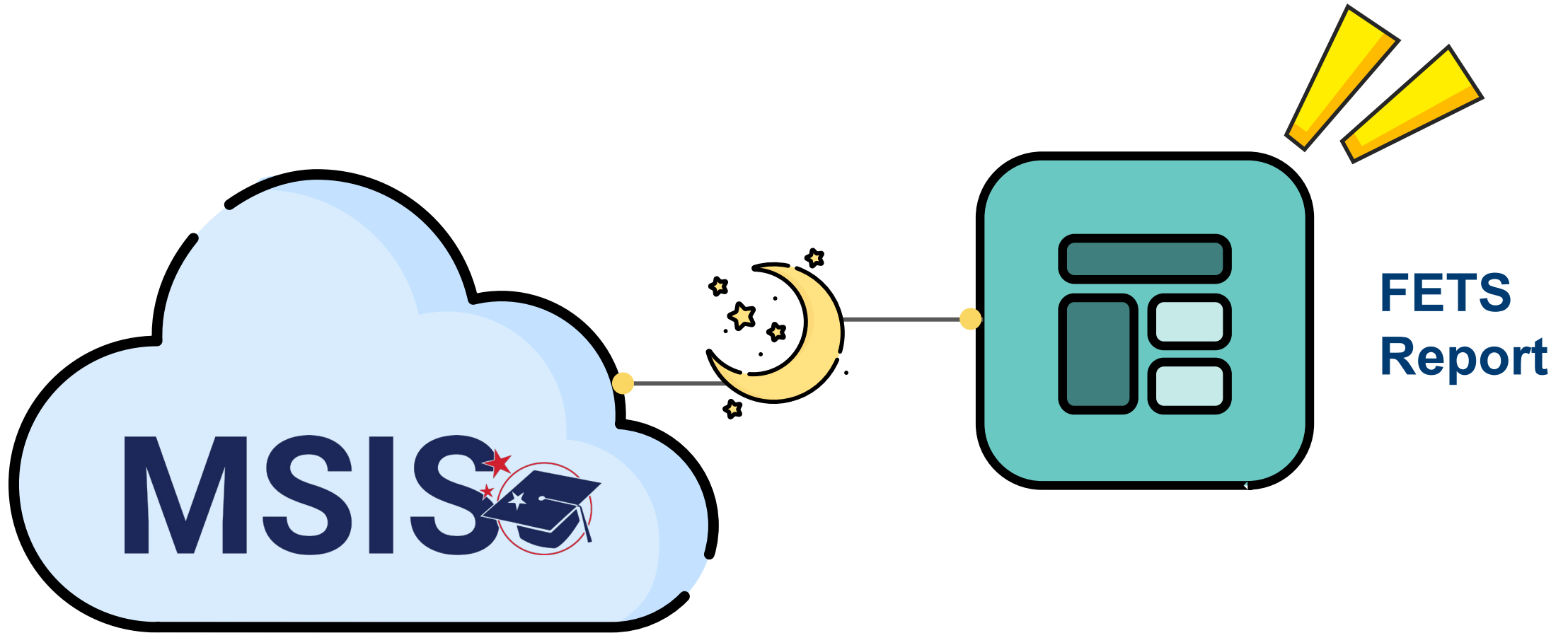
Export Cancel

File will save as an Excel spreadsheet

**XML**

Make necessary corrections in the financial package and re-export the XML file.

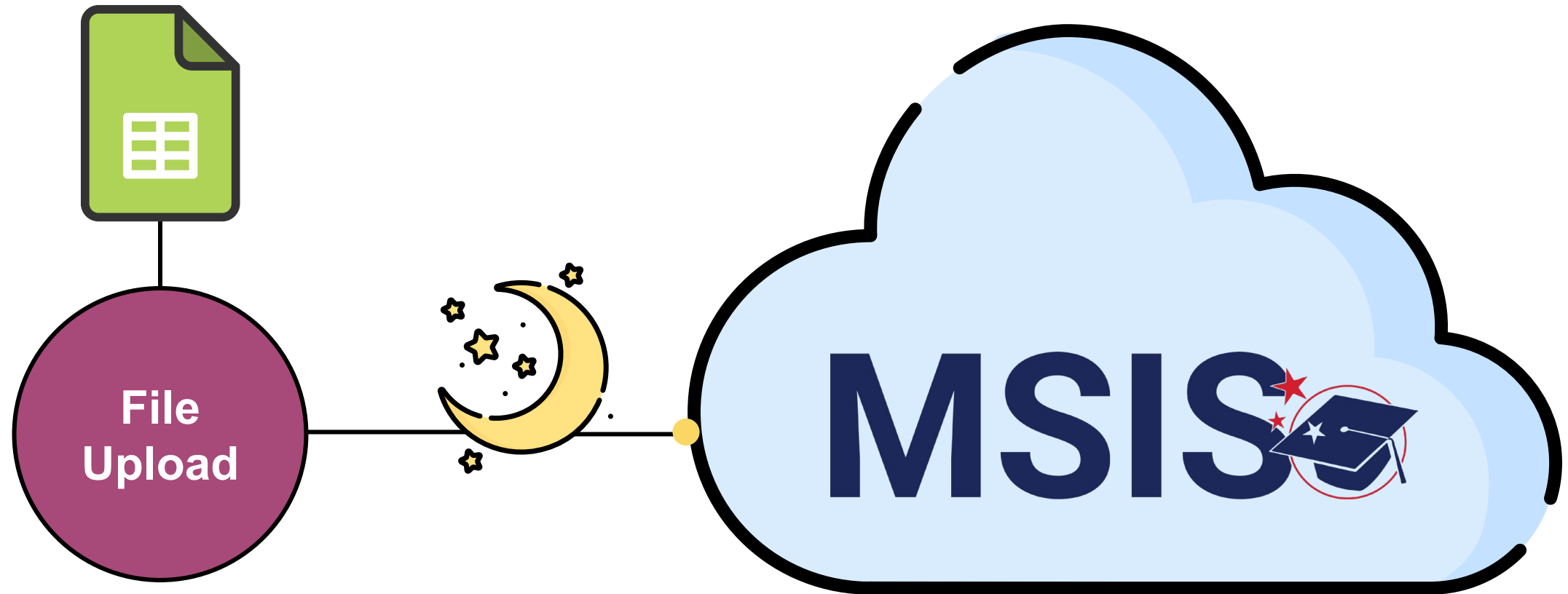






Bond Data







Bond Data Collection Process



Download the spreadsheet template



**Format the spreadsheet and
enter required data**

3

Upload file to MSIS

4

REVIEW Submission Status page;
make edits and reupload file as needed

5

REVIEW Bond Data Report for accuracy;
make edits and reupload file as needed

STEP

DOWNLOAD the spreadsheet template from the MSIS File Layout Templates webpage.



MSIS: File Layout Templates

Below are various file templates used to upload data into MSIS. If you have questions about these templates or need additional support, please submit a ticket to the MSIS Helpdesk by emailing mdeapps@mdek12.org.

Federal Programs

Finance

- Bond Data
 - [File Layout Example Spreadsheet \(XLSX\)](#)
 - [Finance.BondData Template \(CSV\)](#)
- FETS
 - Please export the FETS file directly from your financial package.
 - Save the file as #####Finance.FETS.xml (4-digit LEA number, including any leading zeros – Ex: 0123Finance.FETS.xml)
 - Review these [Troubleshooting Tips](#) to help resolve any errors that may result from the file upload.

MSIS ID

0000Finance.BondData_template No Label — Saved

Home Insert Draw Page Layout Formulas Data Review View Automate Acrobat

Comments Share

Home Insert Draw Page Layout Formulas Data Review View Automate Acrobat

Comments Share

Editing Sensitivity Add-ins Analyze Data Create PDF and share link

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
1	School Year	LEA ID	Bond Account	Bond Tax Lev	Bond Other F	Bond Bonds F	Bond Interest	Bond Other E	Other Balanc	Other Tax Lev	Other Other I	Other Loans I	Other Interest	Other Other I	Bond Ind Out	Bond Ind Issu	Bond Ind Rep	Other Ind Ou	Other Ind Iss	Other Ind Rep	Transp Outst	Tr
2	2025	0123																				
3																						
4																						
5																						
6																						
7																						
8																						
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25																						
26																						
27																						
28																						

0000Finance.BondData

STEP

Format the spreadsheet and enter required data.



Microsoft Excel ribbon: Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate, Acrobat. Quick launch: Comments, Share.

Font: Aptos Narrow (Bod...), 12, A⁺. Paragraph: General. Styles: Conditional Formatting, Format as Table, Cell Styles. Tools: Insert, Delete, Format, Editing, Sensitivity, Add-ins, Analyze Data, Create PDF and share link.

Formula bar: A34, fx.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
1	School Year	LEA ID	Bond Account	Bond Tax Lev	Bond Other F	Bond Bonds F	Bond Interest	Bond Other E	Other Balance	Other Tax Lev	Other Other I	Other Loans I	Other Interest	Other Other I	Bond Ind Out	Bond Ind Issu	Bond Ind Rep	Other Ind Out	Other Ind Issu	Other Ind Rep	Transp Outst	Tr
2																						
3																						
4																						
5																						
6																						
7																						
8																						
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11																						
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25																						
26																						
27																						
28																						

Sheet tabs: 0000Finance.BondData, +

School Year

Last 4-digits of the school year being reported.

(2025 for the 2024-2025 School Year)

LEA Id

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

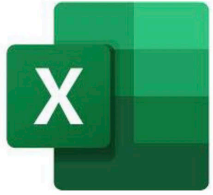
All other fields are the same as the Manual Entry screens in Legacy MSIS.



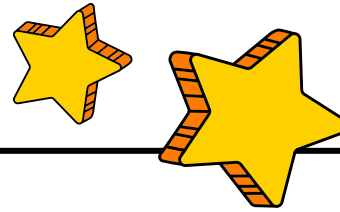
LEA ID



1

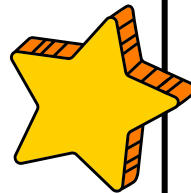


- Open the .csv in Excel.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)



22

Instructions for Formatting Cells – Excel and Sheets



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

BOND ACCOUNT [Columns C – H]

Bond Account Balance

1. Balance on hand (July 1)

Bond Tax Levy Collection

2. Tax Levy Collection

Bond Other Receipts

3. Other Receipts

Bond Bonds Redeemed

9. Bonds Redeemed

Bond Interest On Bonds

10. Interest on Bonds

Bond Other Expenditures

11. Other Expenditures

Fields are optional. If data is provided, use numbers only with a period and up to two decimal places. (12345.67)

OTHER BORROWED MONEY [Columns I – N]

Other Balance July 1

5. Balance on hand (July 1)

Other Tax Levy Collection

6. Tax Levy Collection

Other Other Receipts

7. Other Receipts

Other Loans Repaid

14. Loans Repaid

Other Interest On Loans

15. Interest on Loans

Other Other Expenditures

16. Other Expenditures

Fields are optional. If data is provided, use numbers only with a period and up to two decimal places. (12345.67)

BOND INDEBTEDNESS [Columns O - Z]

Bond Ind Outstanding July 1

22. Bond Indebtedness Outstanding July 1

Bond Ind Issued

22a. Bond Indebtedness Issued
During Period

Bond Ind Repaid

22b. Bond Indebtedness Repaid
During Period

Other Ind Outstanding July 1

23. Other Indebtedness Outstanding July 1

Other Ind Issued

23a. Other Indebtedness Issued
During Period

Other Ind Repaid

23b. Other Indebtedness Repaid
During Period

Fields are optional. If data is provided, use numbers only with a period and up to two decimal places. (12345.67)

BOND INDEBTEDNESS [Columns O - Z]

Transp Outstanding July 1

24. Transportation Loans Outstanding July 1

Transp Issued

24a. Transportation Loans Issued
During Period

Transp Repaid

24b. Transportation Loans Repaid
During Period

Lease Purchase Outstanding July 1

25. Lease/Purchase Outstanding July 1

Lease Purchase Issued

25a. Lease/Purchase Issued During Period

Lease Purchase Repaid

25b. Lease/Purchase Repaid During Period

Fields are optional. If data is provided, use numbers only with a period and up to two decimal places. (12345.67)

STEP**3**

UPLOAD the **CSV** file
to MSIS.





Data Analytics

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

Home

Data Submission

Reports

Data Analytics

Students

Data Input

Feedback

Federal Programs

English Learner Roster

Homeless

Immigrant

Student

Kindergarten Entry

msis.mdek12.org



PERMISSION

Finance

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Home
Administration
Data Submission
Upload a File
Submission Status
Data Quality Dashboard
Reports
Students
Data Input
Provide Feedback
Melissa Banks

Upload a New File

Please follow this file naming convention:

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

Optional Text:

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

Supported File Formats:

- CSV

Supported Data Type Names:

- Finance.BondData
- FearProg.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

Save file as listed

File Upload

Choose File | No file chosen

[Home](#)[Administration](#) ▼[Data Submission](#)[Upload a File](#)[Submission Status](#)[Data Quality Dashboard](#)[Reports](#) ▼[Students](#) ▼[Data Input](#) ▼

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

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_Finance.BondData.csv

Invalid file type.

[Try Again](#) Failed

File Format


[Upload More Files](#)

STEP



REVIEW Submission Status page for errors if the upload fails.

Make corrections and re-upload as necessary.



MISSISSIPPI STUDENT INFORMATION SYSTEM

Home

Administration

Data Submission

Upload a File

Submission Status

Submission Status

+ Upload a File

Name	Date & Time (CT)	Uploaded By	Status	Actions
2521Finance.BondData.csv	11/19/2024, 05:33:01 PM	Admin, Barbara MSIS District	Failed	
2521_fourc_SpecialEducation.StudentRoster.csv	11/19/2024, 10:43:22 AM	Admin, Barbara MSIS District	Failed	
2521_two_SummerActivity.csv	11/16/2024, 06:56:14 PM	Admin, Barbara MSIS District	Failed	
2521_fourc_SpecialEducation.StudentRoster.csv	11/16/2024, 06:20:53 PM	Admin, Barbara MSIS District	Failed	

[< Back](#)

9920Finance.BondData.csv

Date Uploaded:
03/05/2025

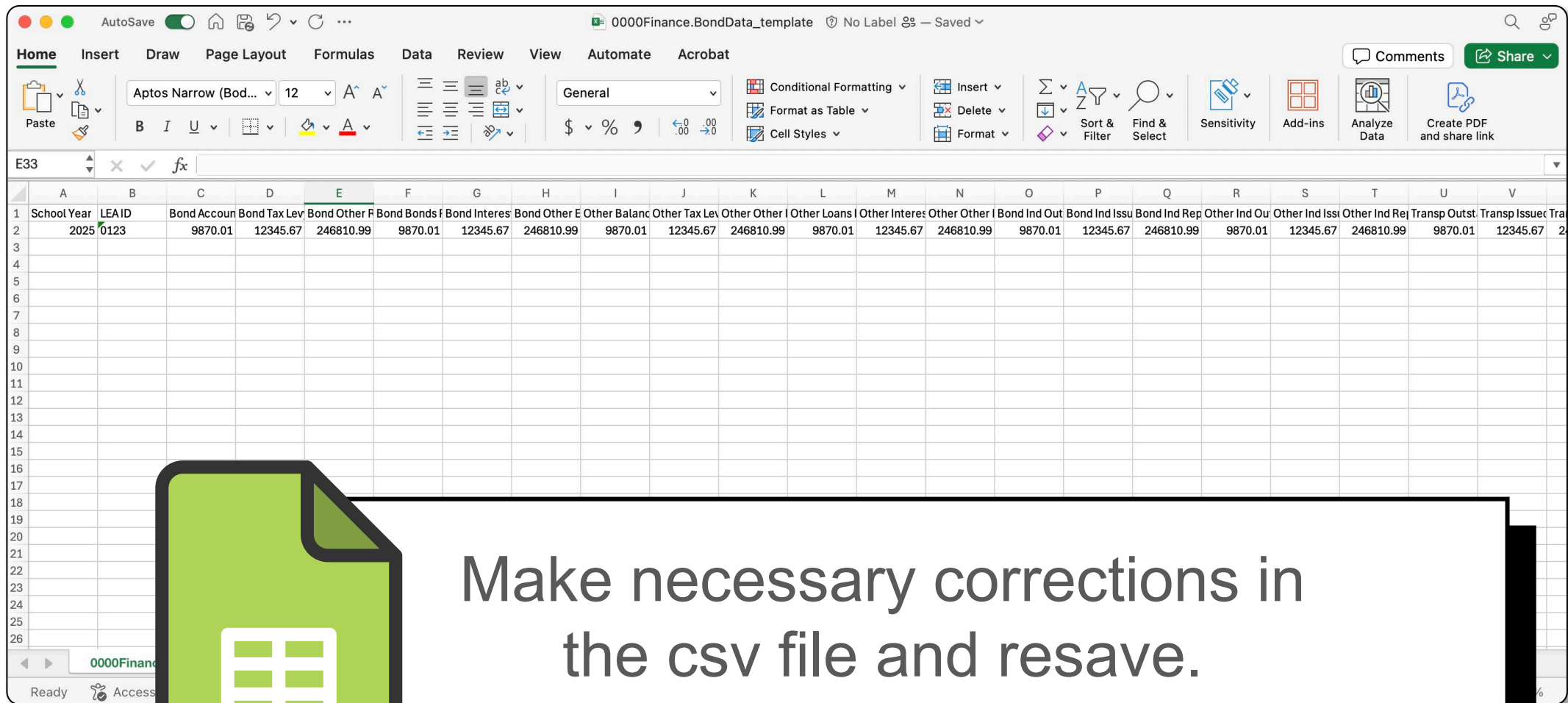
Uploaded By:
Barbara Young

Number of Rows:
8

File Status: **Failed**

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

Row ID	LEA ID	Error	Resolution
2	9920	The School Year is blank or invalid.	The School Year is a required field. Ensure the value is the last year of the School Year like 2025 instead of 2024-2025.
4	9920	The LEA ID is blank or invalid.	Please ensure the LEA ID is a 4 digit value and includes leading zeros. Ensure the LEA is an LEA you have access to and is 4 digits. Example: 0099 or 0100 and not 100 or 99.
4	9920	The Bond_Balance_July1 value is optional.	Please enter a value for Bond Account Balance. The value may be blank. Use only numbers and up to 2 decimal places.
6	9920	The Other_Balance_July1 value is optional.	Please enter a value for Other_Balance_July1. The value may be blank. Use only numbers and up to 2 decimal places.
8	9920	The LeasePurchase_Issued value is optional.	Please enter a value for LeasePurchase_Issued . The value may be blank. Use only numbers and up to 2 decimal places.



0000Finance.BondData_template No Label — Saved

Home Insert Draw Page Layout Formulas Data Review View Automate Acrobat

Comments Share

Conditional Formatting Insert Delete Format

Format as Table Cell Styles

Sort & Filter Find & Select

Sensitivity Add-ins Analyze Data Create PDF and share link

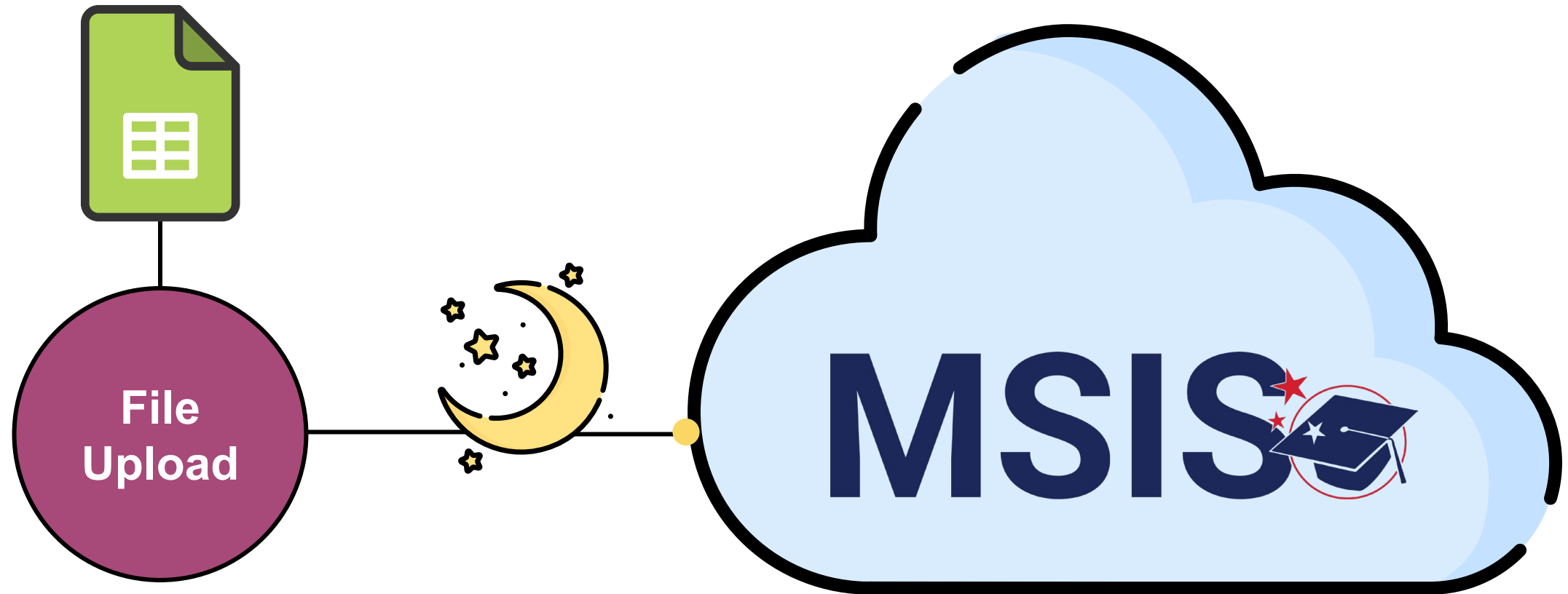
E33

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	
1	School Year	LEA ID	Bond Account	Bond Tax Lev	Bond Other F	Bond Bonds f	Bond Interes	Bond Other E	Other Balanc	Other Tax Lev	Other Other I	Other Loans I	Other Interes	Other Other I	Bond Ind Out	Bond Ind Issu	Bond Ind Rep	Other Ind Ou	Other Ind Issu	Other Ind Rej	Transp Outst	Transp Issu	Tra
2	2025	0123	9870.01	12345.67	246810.99	9870.01	12345.67	246810.99	9870.01	12345.67	246810.99	9870.01	12345.67	246810.99	9870.01	12345.67	246810.99	9870.01	12345.67	246810.99	9870.01	12345.67	2
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26																							

0000Finance

Ready Access

Make necessary corrections in the csv file and resave.



Submission Status

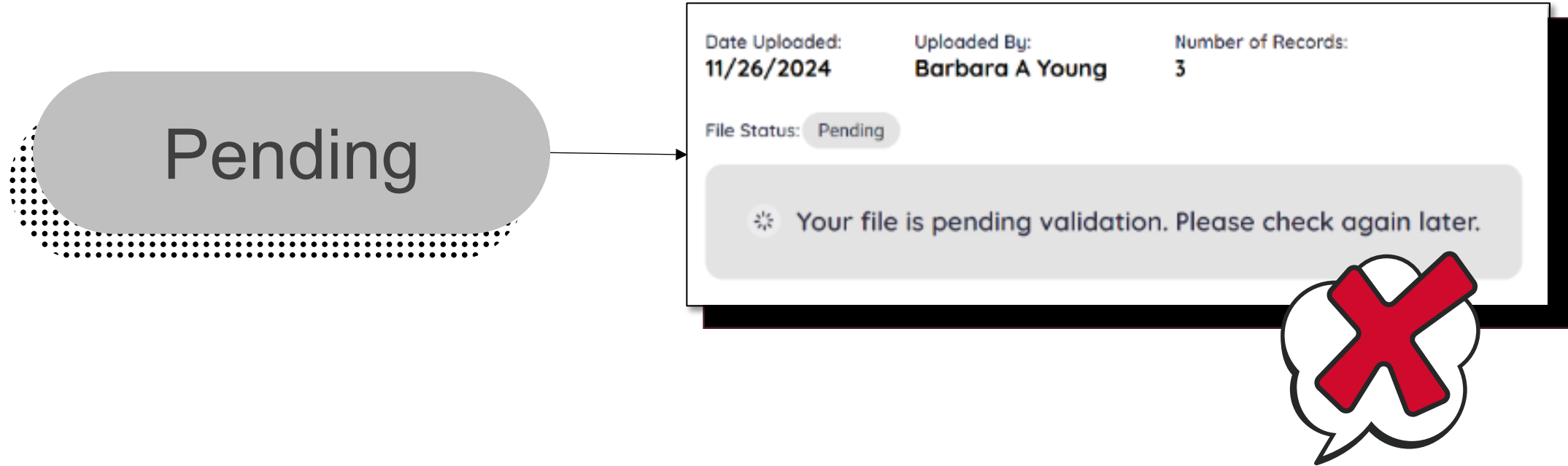
Select start and end dates (within the previous 365 days), then select Apply Filter.

Status:

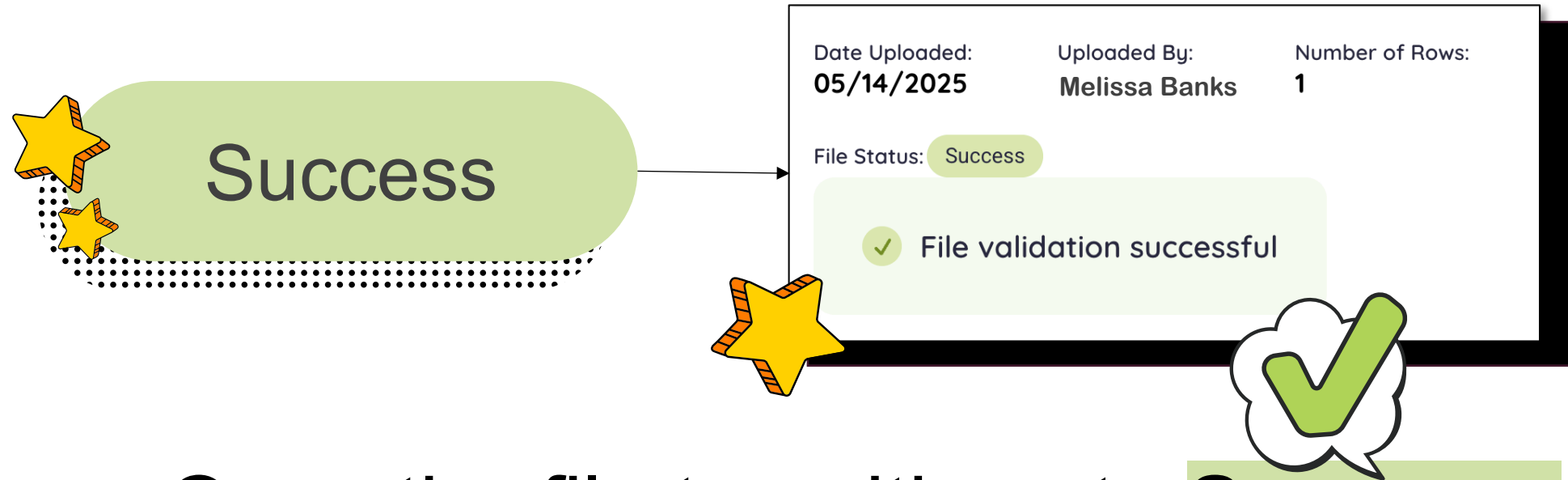
Uploaded By:

–

Name	Date & Time (CT)	Uploaded By	Status	Actions
9920ResidentLEASchool.csv	07/15/2025, 08:58:24 AM	Banks, Melissa	Failed	
9920_MsisldRequest.csv	06/10/2025, 09:16:43 AM	Banks, Melissa	Failed	
9920_xtrasp_Staff.Employment.csv	06/06/2025, 05:00:06 AM	Banks, Melissa	Failed	
9920_xtrarow_Staff.Employment.csv	06/06/2025, 04:50:41 AM	Banks, Melissa	Failed	
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	
9920_xtrasp_Staff.Employment.csv	06/10/2025, 09:17:40 AM	Banks, Melissa	Success	
9920MsisldRequest.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.**



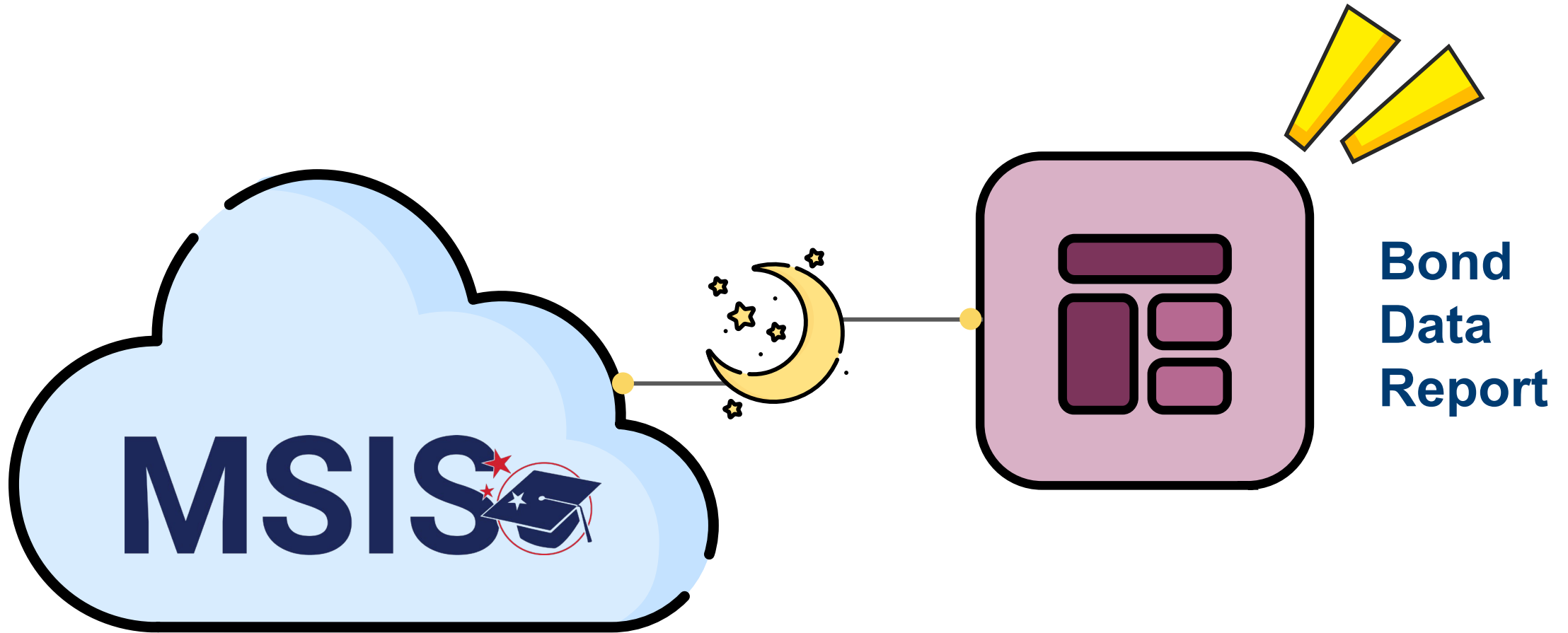
Once the file transitions to **Success status**, users can view the assigned IDs or the IDs that need review on the MSIS ID manual input screen.

STEP



REVIEW the Bond Data Report for accuracy (after the report refreshes overnight).

Make corrections and re-upload as necessary.





Data Analytics

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

[Home](#)

[Data Submission](#) ▾

[Reports](#)

[Data Analytics](#)

[Students](#) ▾

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[Feedback](#)

Federal Programs

English Learner Roster

Homeless

Immigrant

Student

Kindergarten Entry

msis.mdek12.org

The screenshot displays the MSIS (Mississippi Student Information System) interface. On the left is a vertical sidebar with the MSIS logo at the top. Below the logo are navigation links: Home, Data Submission, Reports, Data Analytics (highlighted with a red box and a red circle with the number 1), Data Input, Provide Feedback, and a user profile for Melissa Banks. The main content area is titled 'Data Analytics' and features three tabs: 'Data Entry Download', 'Reports' (highlighted with a red box and a red circle with the number 2), and 'Certification Reports'. Under the 'Reports' tab, there is a 'Finance' section containing three items: 'Finance FETS', 'National Board', and 'Bond Data' (highlighted with a red box and a red circle with the number 3).

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Data Analytics

Data Entry Download Reports Certification Reports

Home
Data Submission
Reports
Data Analytics
Data Input
Provide Feedback
Melissa Banks

Finance

Finance FETS
National Board
Bond Data

LEA

Select LEA

School Year

2024-2025

Bond Account

1. Bond Balance on hand (July 1)

\$1,300,000.00

2. Tax Levy Collection

\$1,000.00

3. Other Receipts*

\$1,000.00

4. Total (1 + 2 + 3)

\$1,300,000.00

9. Bonds Redeemed

\$5,000.00

10. Interest on Bonds

\$1,000.00

11. Other Expenditures*

\$1,000.00

12. Total (9 + 10 + 11)

\$1,000,000.00

13. Balance, June 30 (Item 4 - Item 12)

\$2,400,000.00

Other Borrowed Money

5. Balance on hand (July 1)

\$1,300,000.00

6. Tax Levy Collection

\$1,000.00

7. Other Receipts*

\$1,000.00

14. Loans Repaid

\$5,000.00

15. Interest on Loans

\$1,000.00

16. Other Expenditures*

\$1,000.00

LEA Select LEA School Year 2024-2025

Bond Account

1. Bond Balance on hand (July 1)	\$1,300,000.00	9. Bonds Redeemed	\$5,000.00
2. Tax Levy Collection	\$1,000.00	10. Interest on Bonds	\$1,000.00
3. Other Receipts*	\$1,000.00	11. Other Expenditures*	\$1,000.00
4. Total (1 + 2 + 3)	\$1,300,000.00	12. Total (9 + 10 + 11)	\$1,700,000.00
13. Balance, June 30 (Item 4 - Item 12)		\$2,400,000.00	

Other Borrowed Money

5. Balance on hand (July 1)	\$1,300,000.00	14. Loans Repaid	\$5,000.00
6. Tax Levy Collection	\$1,000.00	15. Interest on Loans	\$1,000.00
7. Other Receipts*	\$1,000.00	16. Other Expenditures*	\$1,000.00

Populated from
spreadsheet

Calculated
by MSIS

Other Borrowed Money

Populated from
spreadsheet

5. Balance on hand (July 1)	\$1,300,000.00	14. Loans Repaid	\$5,000.00
6. Tax Levy Collection	\$1,000.00	15. Interest on Loans	\$1,000.00
7. Other Receipts*	\$1,000.00	16. Other Expenditures*	\$1,000.00
8. Total (5 + 6 + 7)	\$1,300,000.00	17. Total (14 + 15 + 16)	\$1,700,000.00
13. Balance, June 30 (Item 8 - Item 17)		\$2,400,000.00	

Calculated
by MSIS

Bond Indebtedness

	Outstanding July 1	Issued During Period	Repaid During Period	Outstanding, June 30
Bond Indebtedness	22. \$1,225,000.00	22a. \$0.00	22b. \$1,225,000.00	22c. \$0.00
Other Indebtedness	23. \$2,085,000.27	23a. \$96,333.00	23b. \$402,871.16	23c. \$1,779,397.11
Transportation Loans	24. \$0.00	24a. \$0.00	24b. \$0.00	24c. \$0.00

8. Total (5 + 6 + 7)

\$1,300,000.00

17. Total (14 + 15 + 16)

\$1,700,000.00

13. Balance, June 30 (Item 8 - Item 17)

\$2,400,000.00

Bond Indebtedness

	Outstanding July 1	Issued During Period	Repaid During Period	Outstanding, June 30
Bond Indebtedness	22. \$1,225,000.00	22a. \$0.00	22b. \$1,225,000.00	22c. \$0.00
Other Indebtedness	23. \$2,085,000.27	23a. \$96,333.00	23b. \$402,871.16	23c. \$1,779,397.11
Transportation Loans	24. \$0.00	24a. \$0.00	24b. \$0.00	24c. \$0.00
Lease/Purchase	25. \$1,249,211.26	25a. \$0.00	25b. \$235,199.39	25c. \$1,014,011.87

Populated from spreadsheet

Calculated by MSIS

LEA

Select LEA

School Year

2024-2025

Bond Account

1. Bond Balance on hand (July 1)

\$1,300,000.00

2. Tax Levy Collection

\$1,000.00

3. Other Receipts*

\$1,000.00

4. Total (1 + 2 + 3)

\$1,300,000.00

9. Bonds Redeemed

\$5,000.00

10. Interest on Bonds

\$1,000.00

11. Other Expenditures*

\$1,000.00

12. Total (9 + 10 + 11)

\$1,700,000.00

13. Balance, June 30 (Item 4 - Item 12)

\$2,400,000.00

Other Borrowed Money

5. Balance on hand (July 1)

\$1,300,000.00

6. Tax Levy Collection

\$1,000.00

7. Other Receipts*

\$1,000.00

14. Loans Repaid

\$5,000.00

15. Interest on Loans

\$1,000.00

16. Other Expenditures*

\$1,000.00

Product Code Amount

Supplies	\$5,987
Property	\$9,987

- Export data
- Show as a table
- Spotlight
- Get insights
- Sort descending
- Sort ascending
- Sort by

Which data do you want to export?

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

☒ **Data with current layout**
Export this data in the same layout you see now, but without any icons, colors, or other formatting you added.

☐ **Summarized data**
Export the summarized data used to create your visual (for example, sums, averages, and medians).

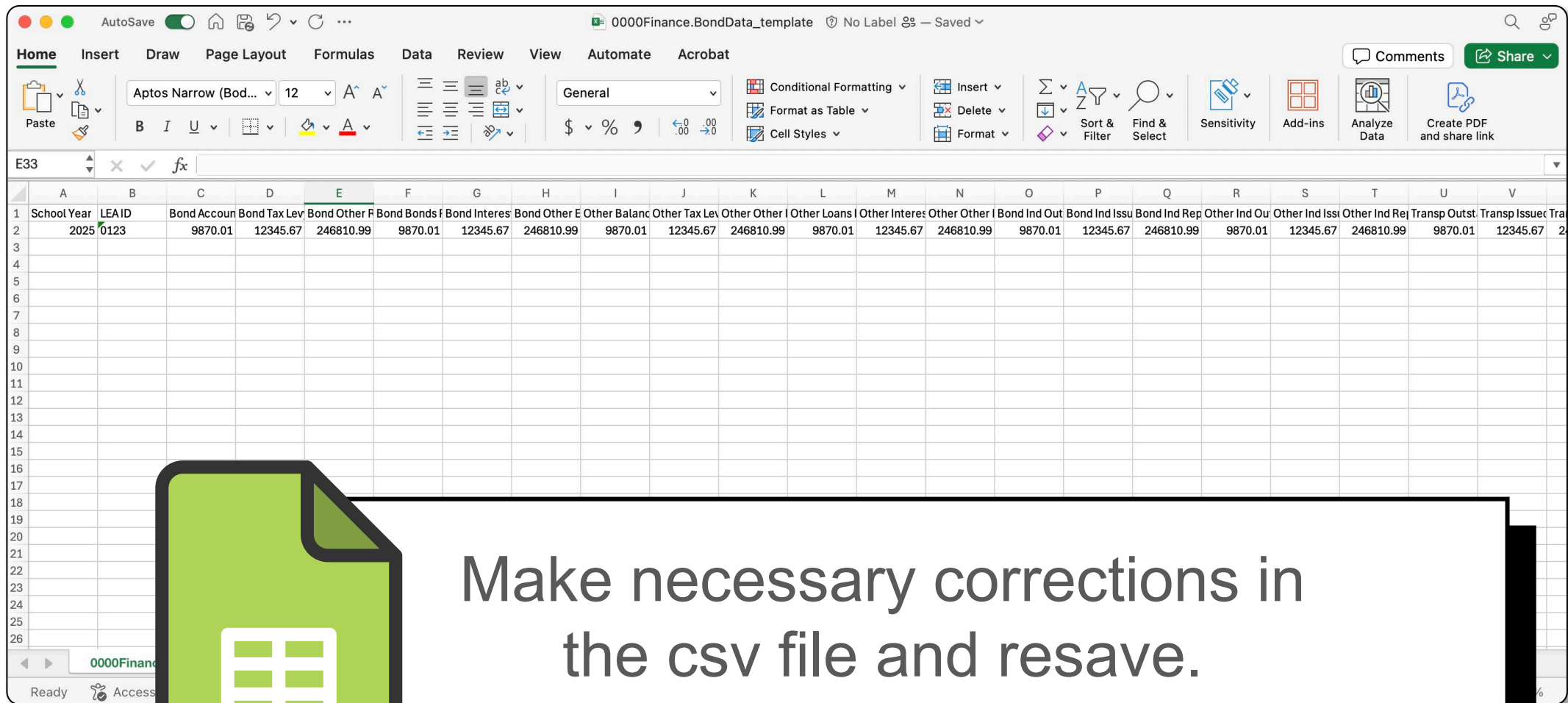
☐ **Underlying data**
Visual does not have aggregates or measures

File format:

.xlsx (Excel 150,000-row max) ▾

Export Cancel

File will save as an Excel spreadsheet



0000Finance.BondData_template No Label — Saved

Home Insert Draw Page Layout Formulas Data Review View Automate Acrobat

Comments Share

Conditional Formatting Insert Delete Format

Format as Table Cell Styles

Sort & Filter Find & Select

Sensitivity Add-ins Analyze Data Create PDF and share link

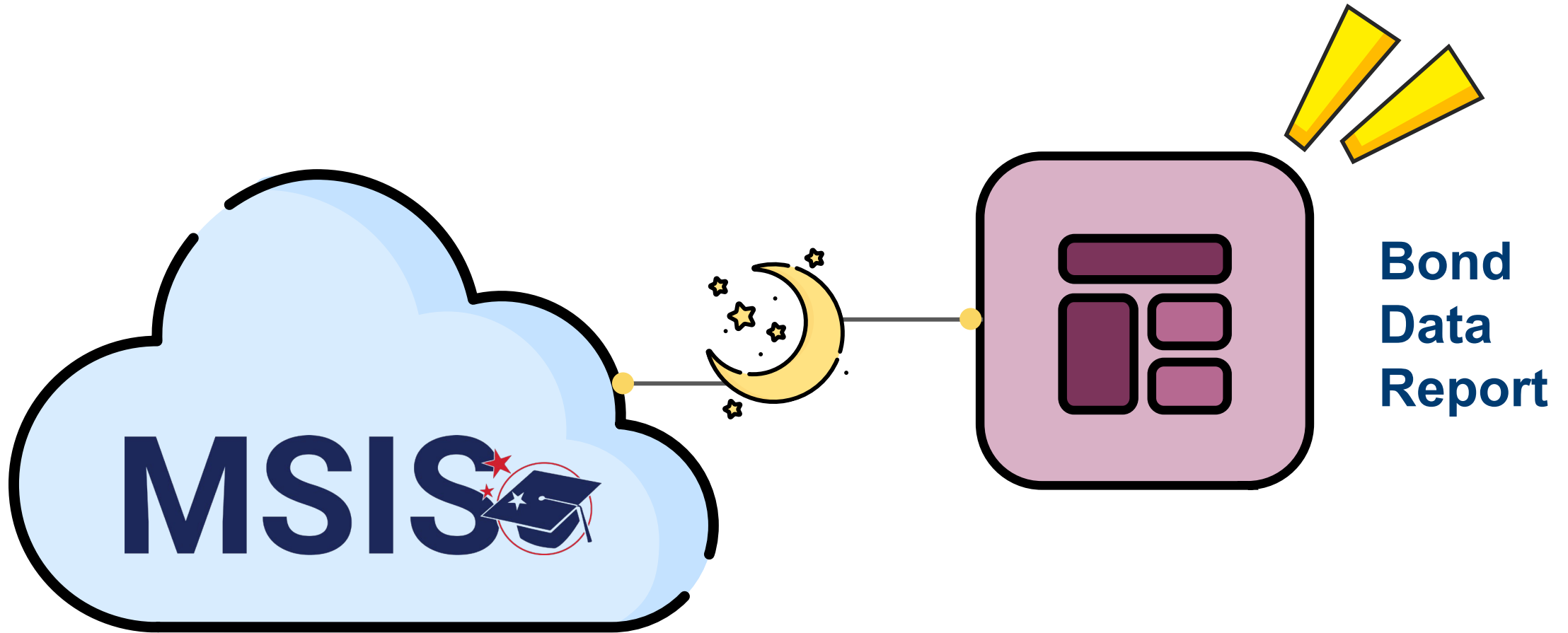
E33

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	
1	School Year	LEA ID	Bond Account	Bond Tax Lev	Bond Other F	Bond Bonds f	Bond Interes	Bond Other E	Other Balanc	Other Tax Lev	Other Other I	Other Loans I	Other Interes	Other Other I	Bond Ind Out	Bond Ind Issu	Bond Ind Rep	Other Ind Ou	Other Ind Issu	Other Ind Rej	Transp Outst	Transp Issu	Tra
2	2025	0123	9870.01	12345.67	246810.99	9870.01	12345.67	246810.99	9870.01	12345.67	246810.99	9870.01	12345.67	246810.99	9870.01	12345.67	246810.99	9870.01	12345.67	246810.99	9870.01	12345.67	2
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26																							

0000Finance

Ready Access

Make necessary corrections in the csv file and resave.





Data Quality + Deadlines



STEP

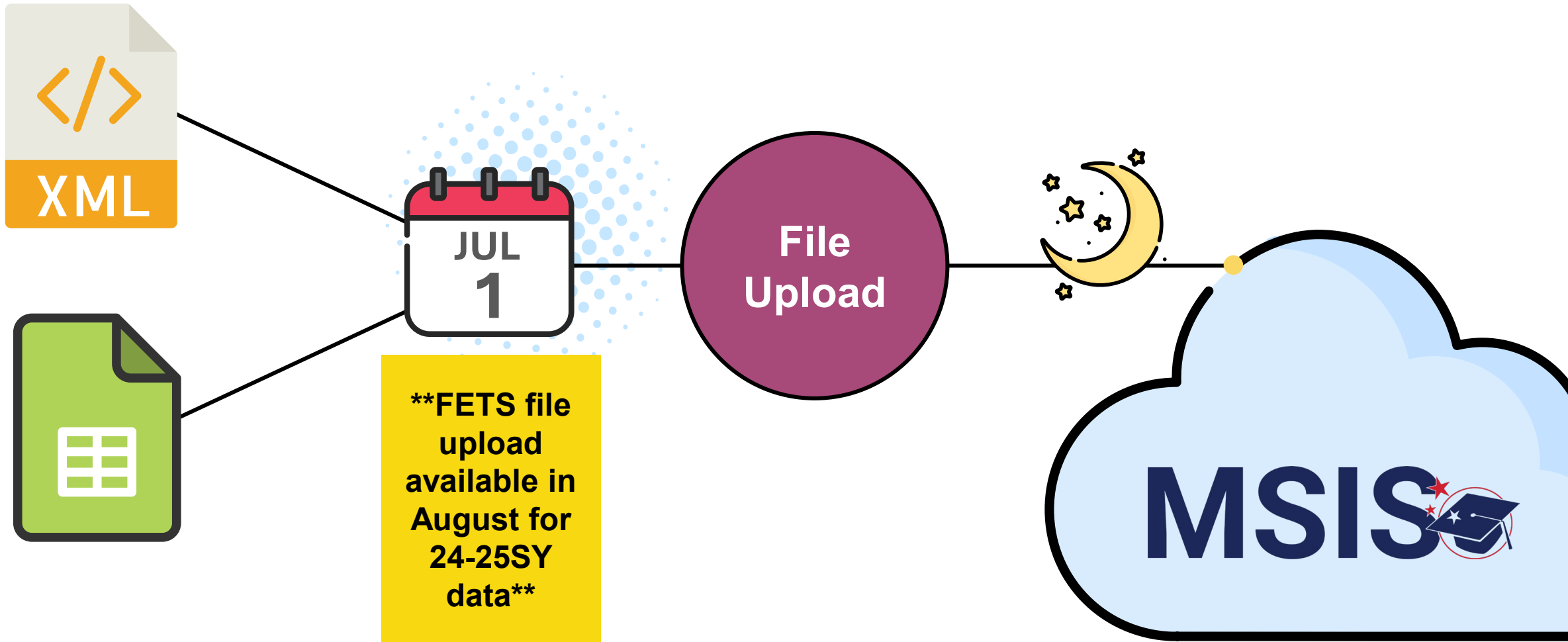
REVIEW Data Quality Dashboard for any errors.

Errors must be corrected before districts can certify data.



PERMISSION


Finance





FINAL CHECK:
Once MSIS has ingested the data, it will check the data against business rules that night.

MSIS Staff reviews dashboards and reports daily to check for errors



MISSISSIPPI STUDENT INFORMATION SYSTEM

Home

Administration

Data Submission

Reports

Students


Data Input

Welcome Melissa Banks


1:52 PM Tuesday, October 10, 2023

No uploaded files

Upload a file

Ownership conflict to review

Review

Your data has errors

Review

Deadlines Up Next

Saturday, December 9, 2023

Personnel Data

Test District Name

294
Errors

Attendance

89
Errors

Career and
Technical

7 Errors

Enrollment

32
Errors

Organization

462
Errors

Course Section

354
Errors

Discipline

221 Errors

Staff

64
Errors

Special Education

72
Errors

Federal Programs

94
Errors

Student Demographics

156
Errors

Academic Record

13
Errors

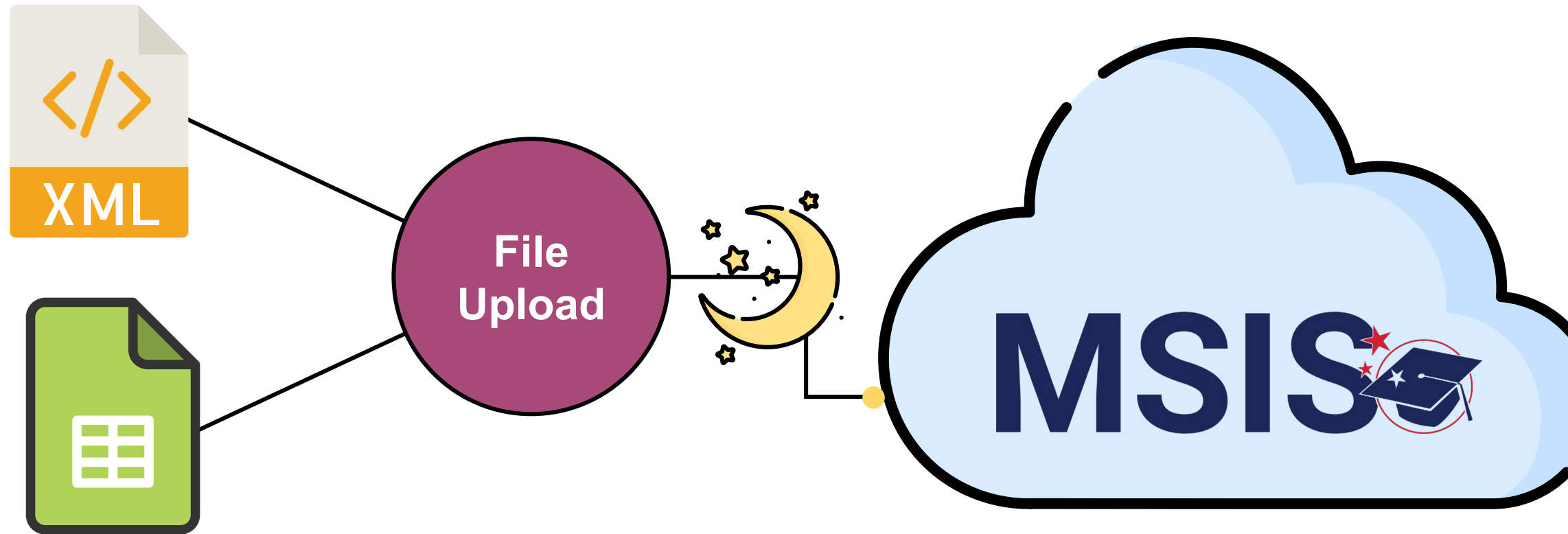
Finance




DATA QUALITY DASHBOARD: FINANCE

Business Rule	Error/Warning	Tab Name	Description	Resolution
Revenue Function Code	Error	Revenue Function Code	Revenue Function code not found or inactive.	Verify the function code is correct and active. Refer to the Accounting Manual for the valid list.
Expenditure Function Code	Error	Expenditure Function Code	Expenditure Function code not found or inactive.	Verify the function code is correct and active. Refer to the Accounting Manual for the valid list.
Valid Fund Code	Error	Valid Fund Code	Fund code not found or invalid.	Verify the fund code is correct and active. Refer to the Accounting Manual for the valid list.
School 200 or 500	Error	School 200 or 500	School numbers 200 and 500 are not valid for FETS transactions	Ensure that Schools 200 and 500 are not assigned to FETS transactions in your system.
Expenditure Object Code	Error	Expenditure Object Code	Object code not found or invalid.	Verify the object code is correct and active in your system.
Revenue Object Code	Error	Revenue Object Code	Object code not found or invalid.	Verify the object code is correct and active in your system.
Fund Requires School	Error	Fund Requires School	A school number is required for the submitted expenditure fund code.	A school number is required for all expenditures for federal program funds. Verify that a school number is provided.
Fund Code Required	Error	Fund Code Required	A fund number is required when General Ledger Code is between 741 and 751.	Ensure that a fund code is entered for General Ledger Codes 741-751.
Expenditure Amount	Error	Expenditure Amount	Amount must be positive number for expenditures.	Ensure that the amount is positive for all expenditure entries.
Fund Number & GL Code Amount	Error	Fund Number & GL Code Amount	Amount must be equal to or greater than one (1).	Ensure the amount is equal to or greater than one (1).
Function Code Required	Error	Function Code Required	A function code is required when General Ledger Code is between 741 and 751.	Ensure that a function code is entered for General Ledger Codes 741-751.

Data Quality Dashboard: Finance





MISSISSIPPI STUDENT INFORMATION SYSTEM

Home

Administration

Data Submission

Reports

Run a Report

Students

Welcome Melissa Banks

9:56 PM Monday, October 16, 2023

No uploaded files

Upload a file

Deadlines Up Next

Friday, December 15, 2023

Personnel Data





FETS & Bond Data

- Clear all errors
- Check the accuracy of FETS and Bond Data Reports




PERMISSION

FETS & Bond Data, National Board

Finance
+ Certify

Remember to select the previous School Year.



MISSISSIPPI STUDENT INFORMATION SYSTEM

Faulkner City School Dist...

Home

Administration

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Data Analytics

Data Analytics

Data Entry DownloadProfilesReportsTestUncategorizedCertification Reports

School Year

2024-2025

Data Collection

Finance (07/01/2024-06/30/2025)

2024-2025 Finance

Certification Open Date: 07/01/2025

Certification Close Date: 09/01/2025

Monthly Certification Reports

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[Reporting Calendar](#)

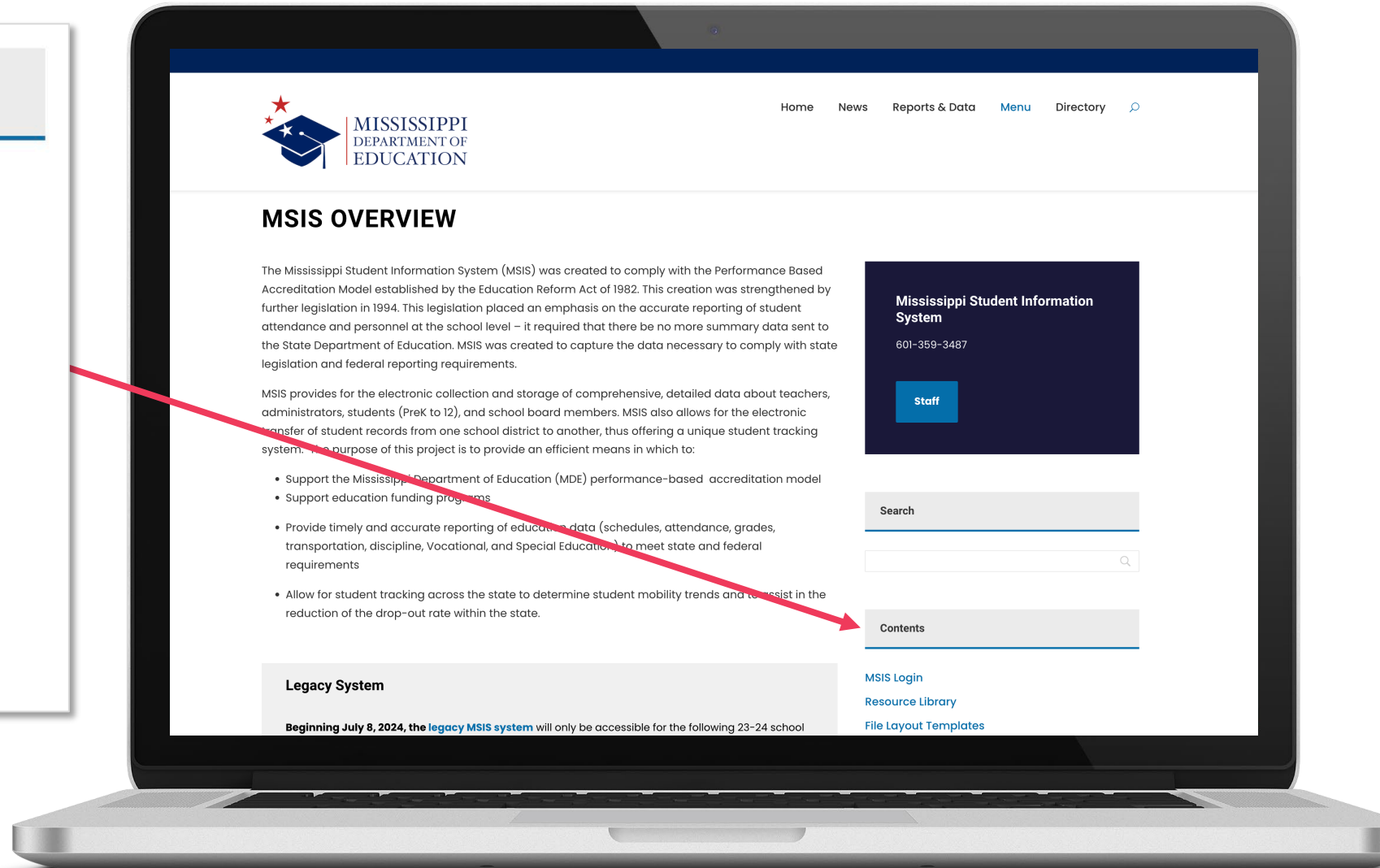
[Security Documents](#)

[Help Desk](#)

[Training](#)

[Accreditation Standards](#)

[Vendor Resources](#)



MSIS Team

msis2@mdek12.org



mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

