Non-Public Schools: Personnel File Upload

MSIS

mdek12.org

MISSISSIPPI DEPARTMENT OF EDUCATION

September 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

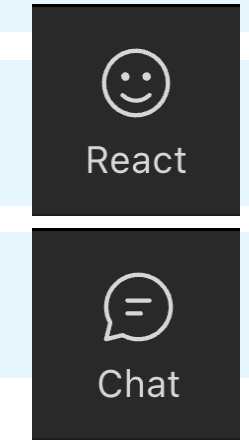
To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

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
4. **EVERY** School Has Effective Teachers and Leaders
5. **EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes
6. **EVERY** School and District is Rated “C” or Higher

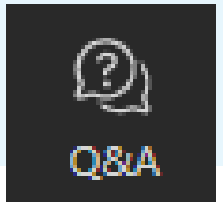
Session Norms

Be an active participant

- Share reactions
- Respond to prompts in the chat



Ask questions



REVIEW

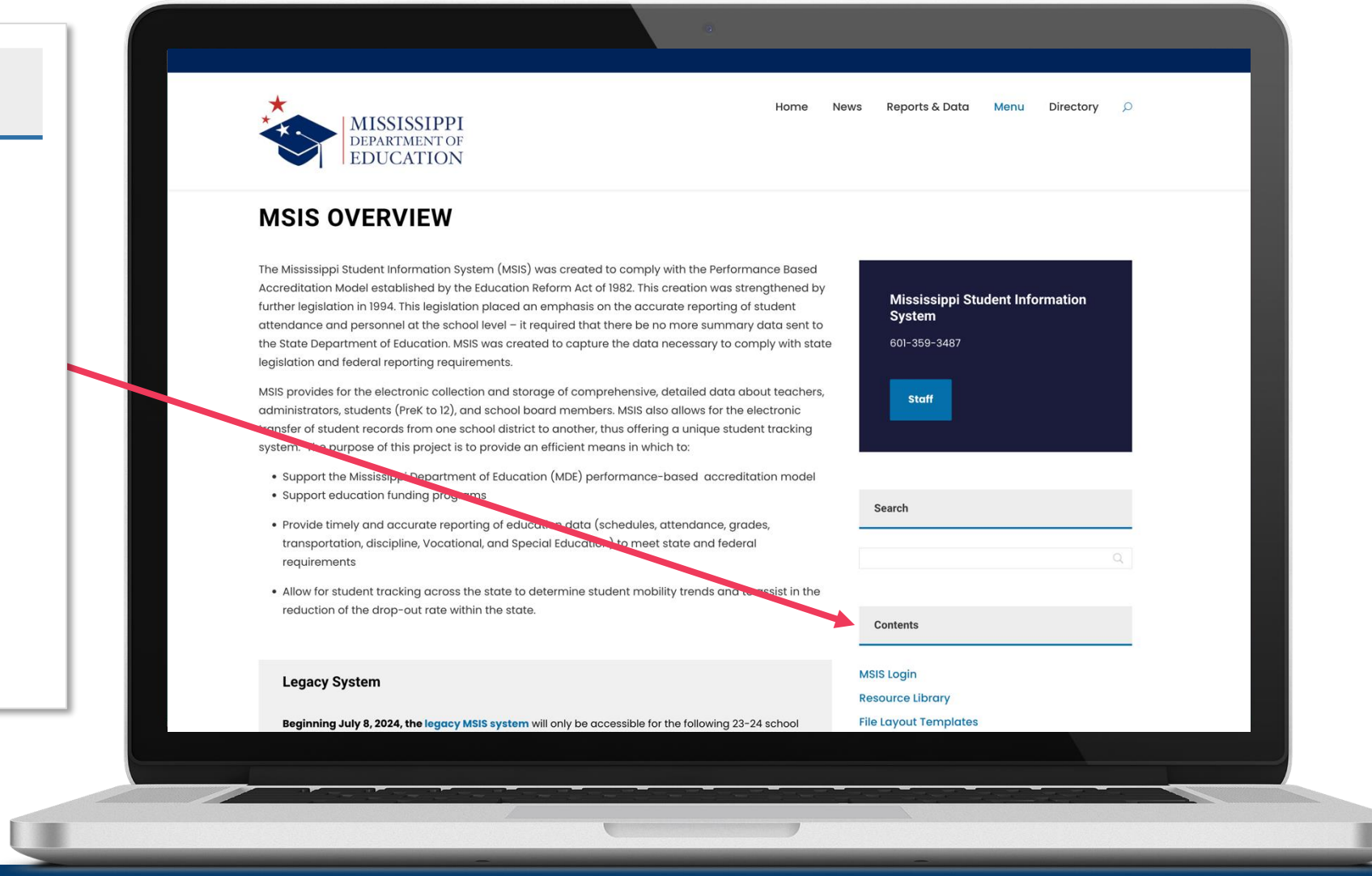
Personnel file upload process

MSIS Resources

MSIS Overview

Contents

- MSIS Login
- Resource Library
- File Layout Templates
- Reporting Calendar
- Security Documents
- Help Desk
- Training
- Accreditation Standards
- Vendor Resources



MSIS Resources - Webinar recordings and other resources!

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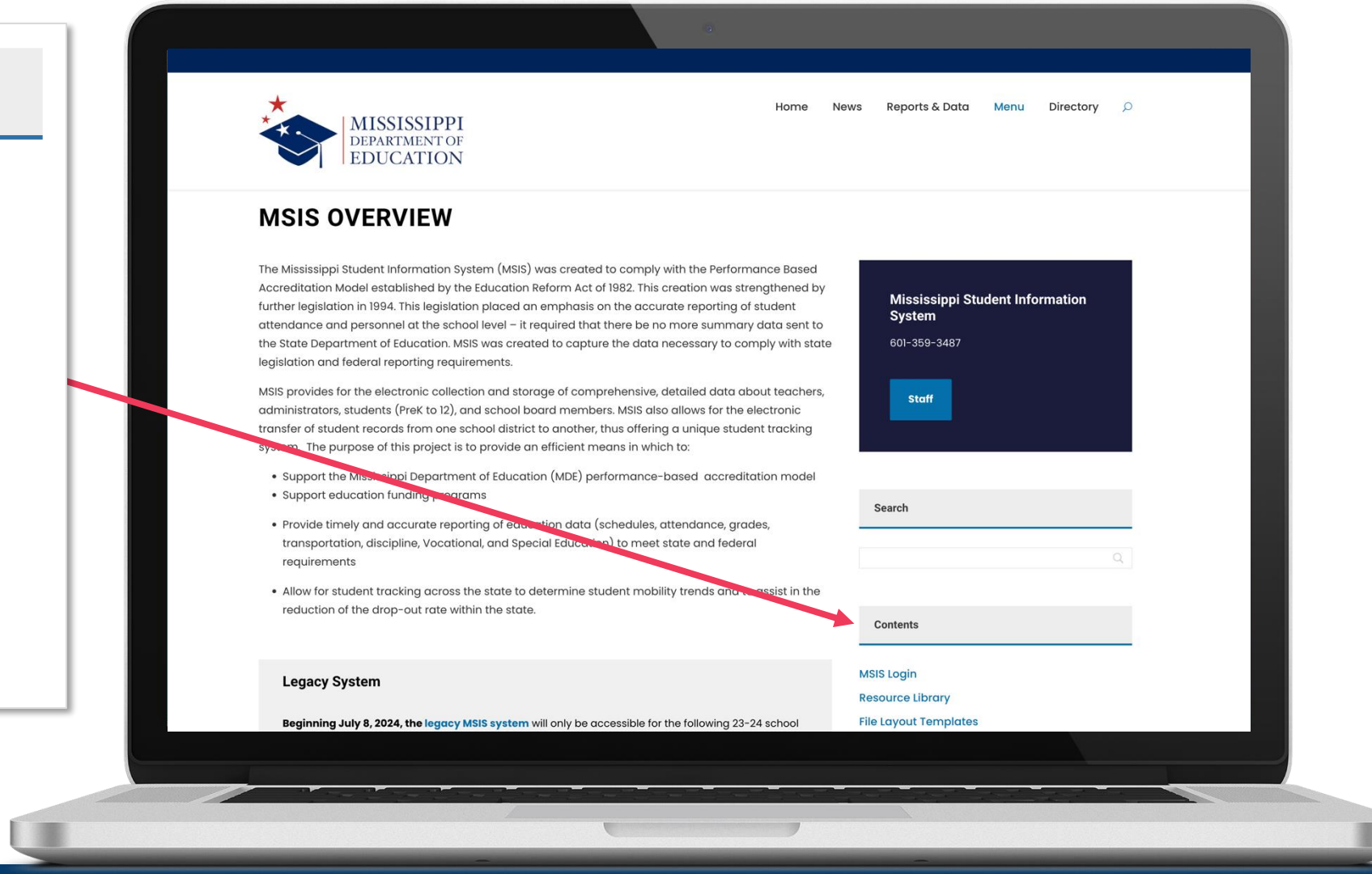

mdek12.org/msis/msis-resource-library/

MISSISSIPPI DEPARTMENT OF EDUCATION

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Welcome
Sign In
msis.mdek12.org

MSIS Resources - Webinar recordings and other resources!

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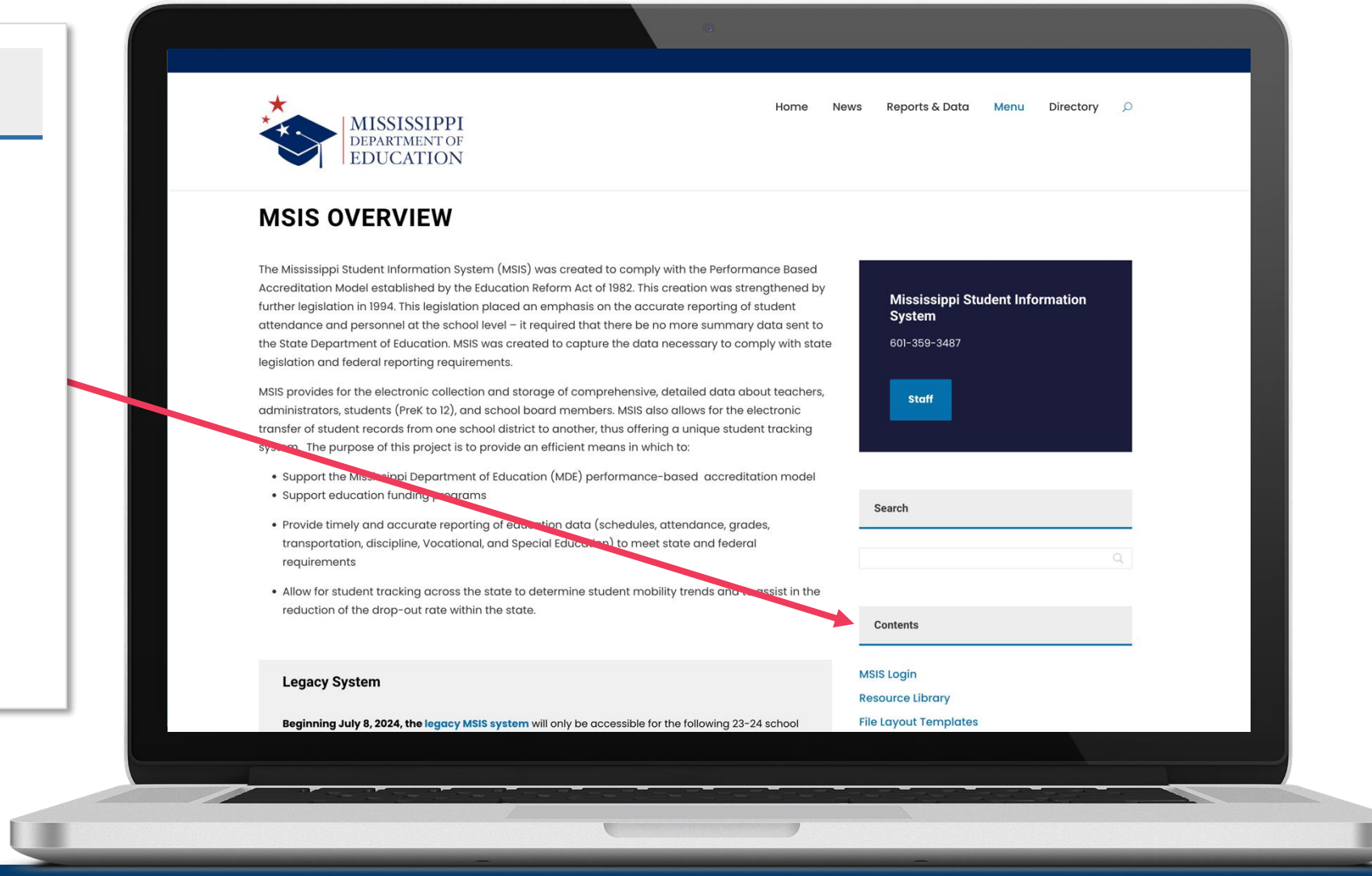

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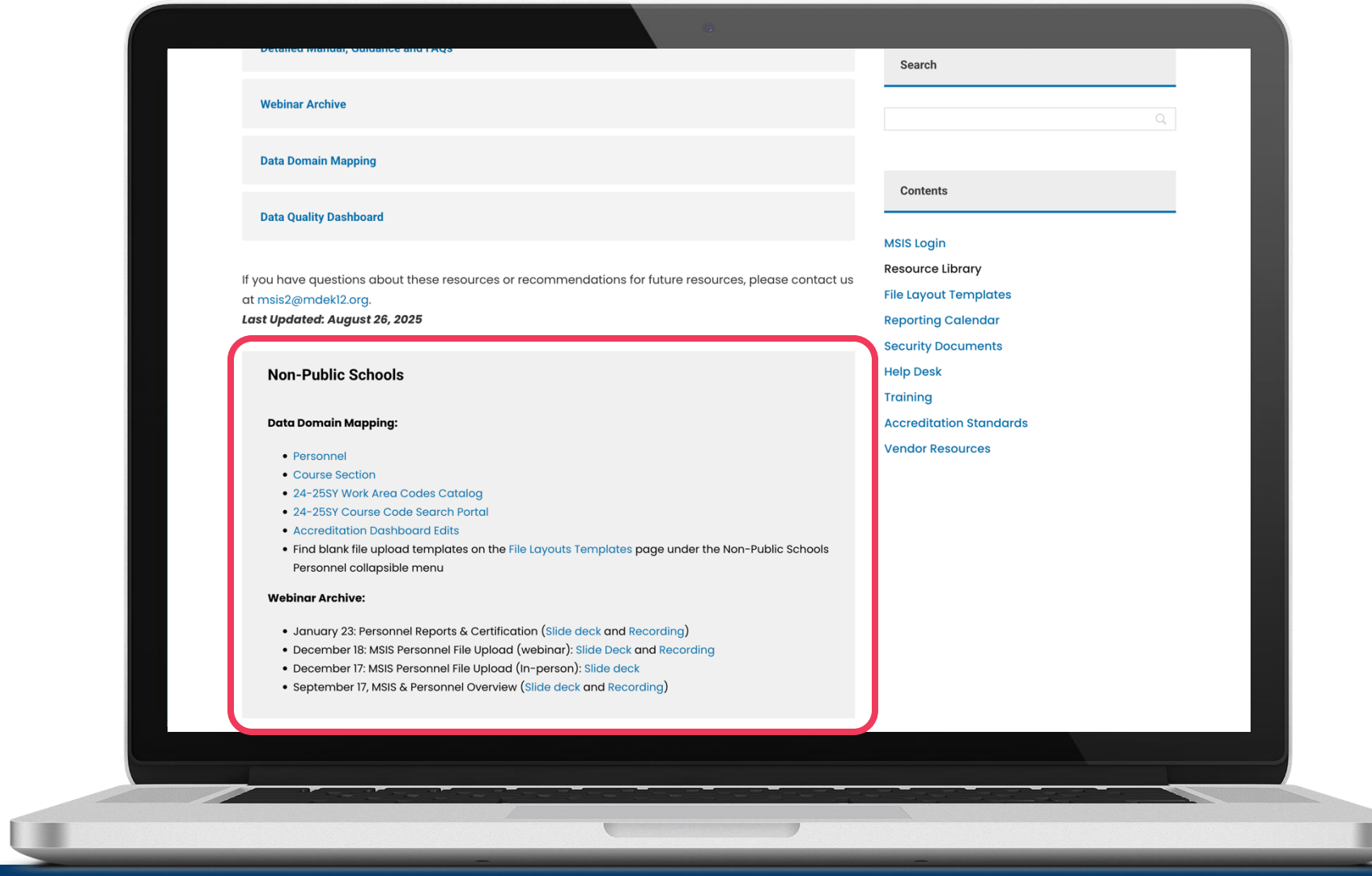
MISSISSIPPI DEPARTMENT OF EDUCATION

MSIS Resources - Webinar recordings and other resources!



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MISSISSIPPI DEPARTMENT OF EDUCATION

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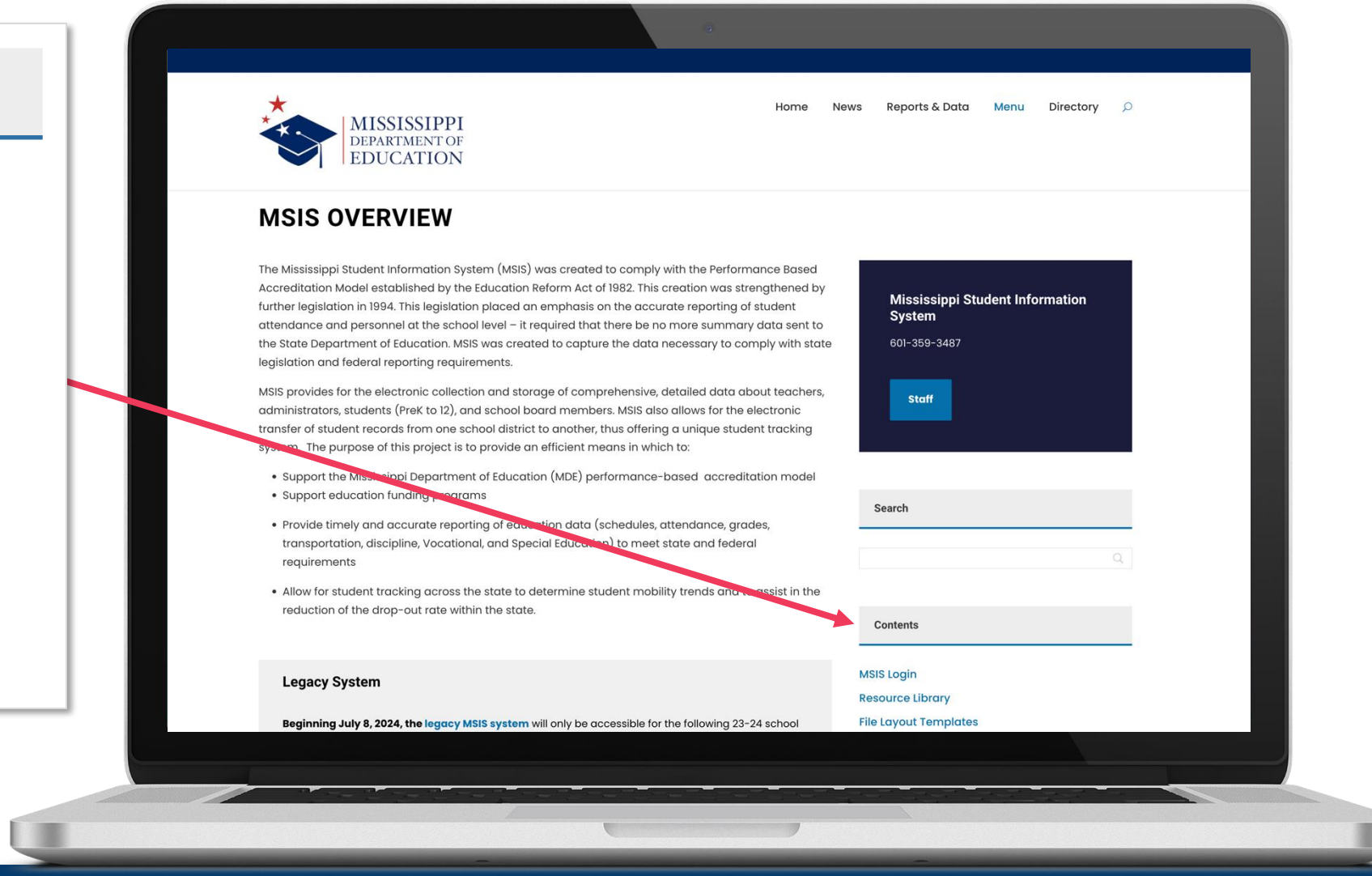

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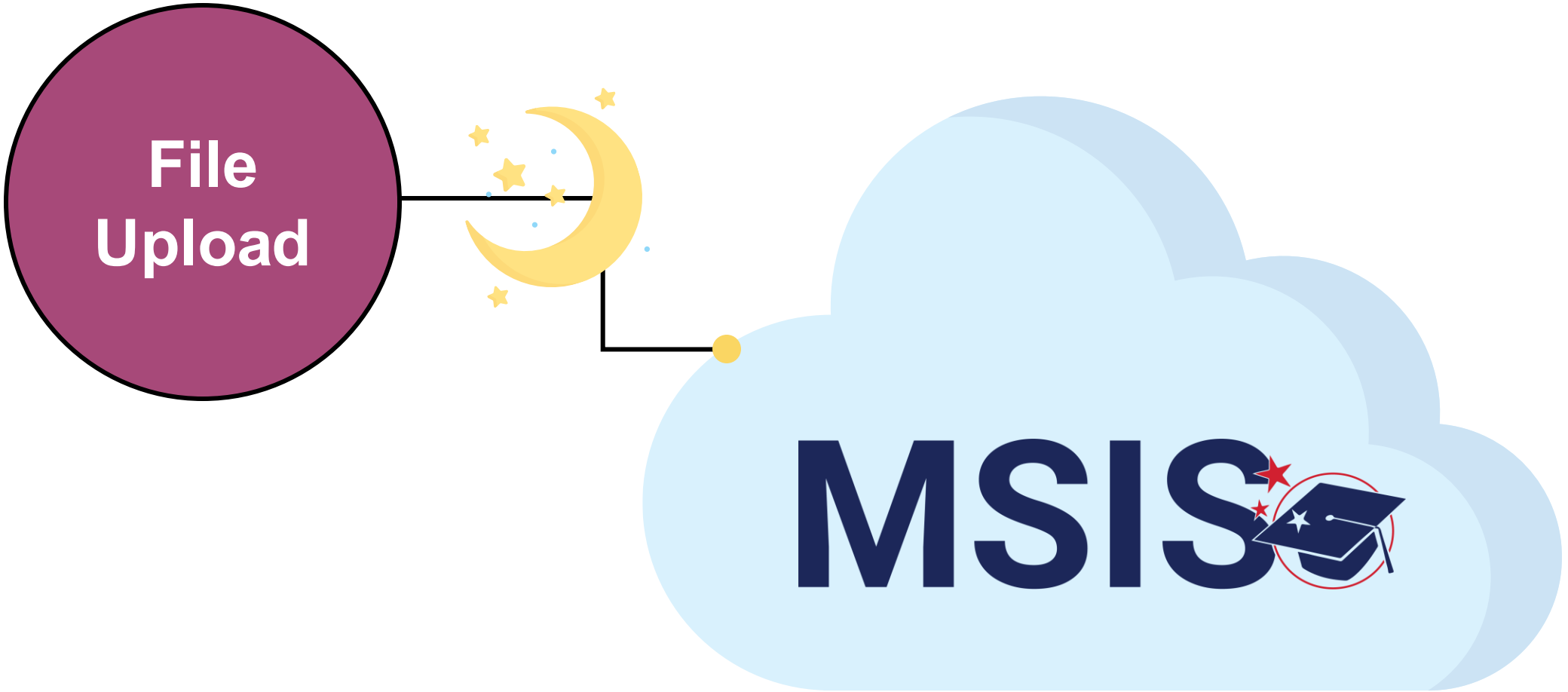
MISSISSIPPI DEPARTMENT OF EDUCATION

Personnel Data Collection


File Upload
MSIS

MSIS

Personnel Data Collection Process

1 **Download** spreadsheet templates (3)

2 **Format** spreadsheets and **enter** required data

3 **Upload** files (3)

4 **REVIEW** Submission Status page; make edits and reupload files as needed

5 **REVIEW** Data Quality Dashboard; make edits and reupload files as needed

6 **REVIEW** Reports; make edits and reupload files as needed

CERTIFY data

Which employees should be reported?

Non-Publics:
Employees listed on the Accreditation Application

IHLs:
Employees reimbursed by CTE

STEP 1

Download spreadsheet templates (3)

NonPublicStaff.Employment

1

NonPublicStaff.Assignments

2

NonPublicStaff.Schedules

3

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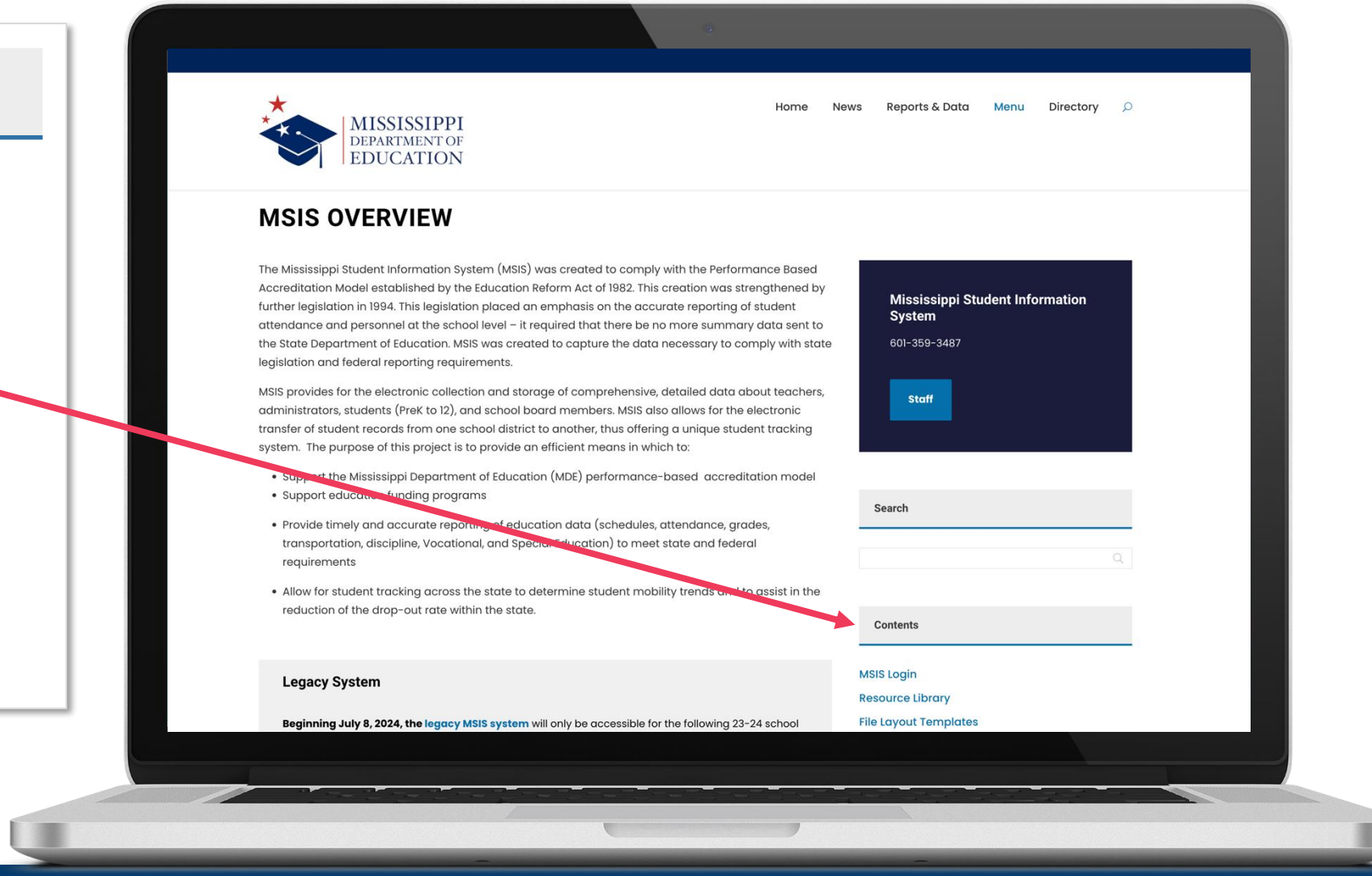
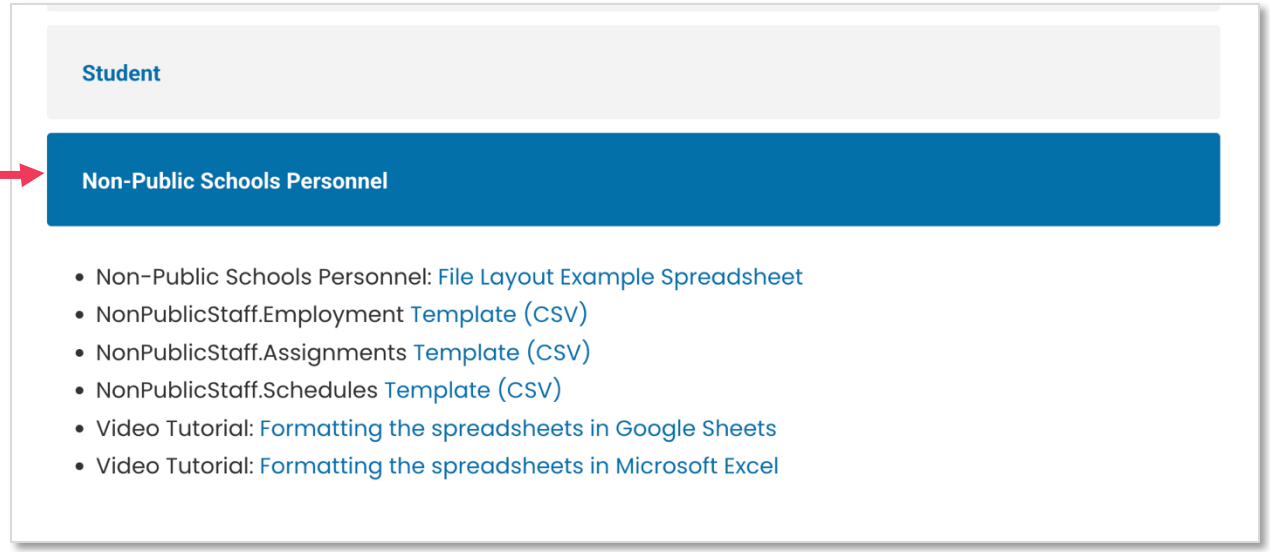
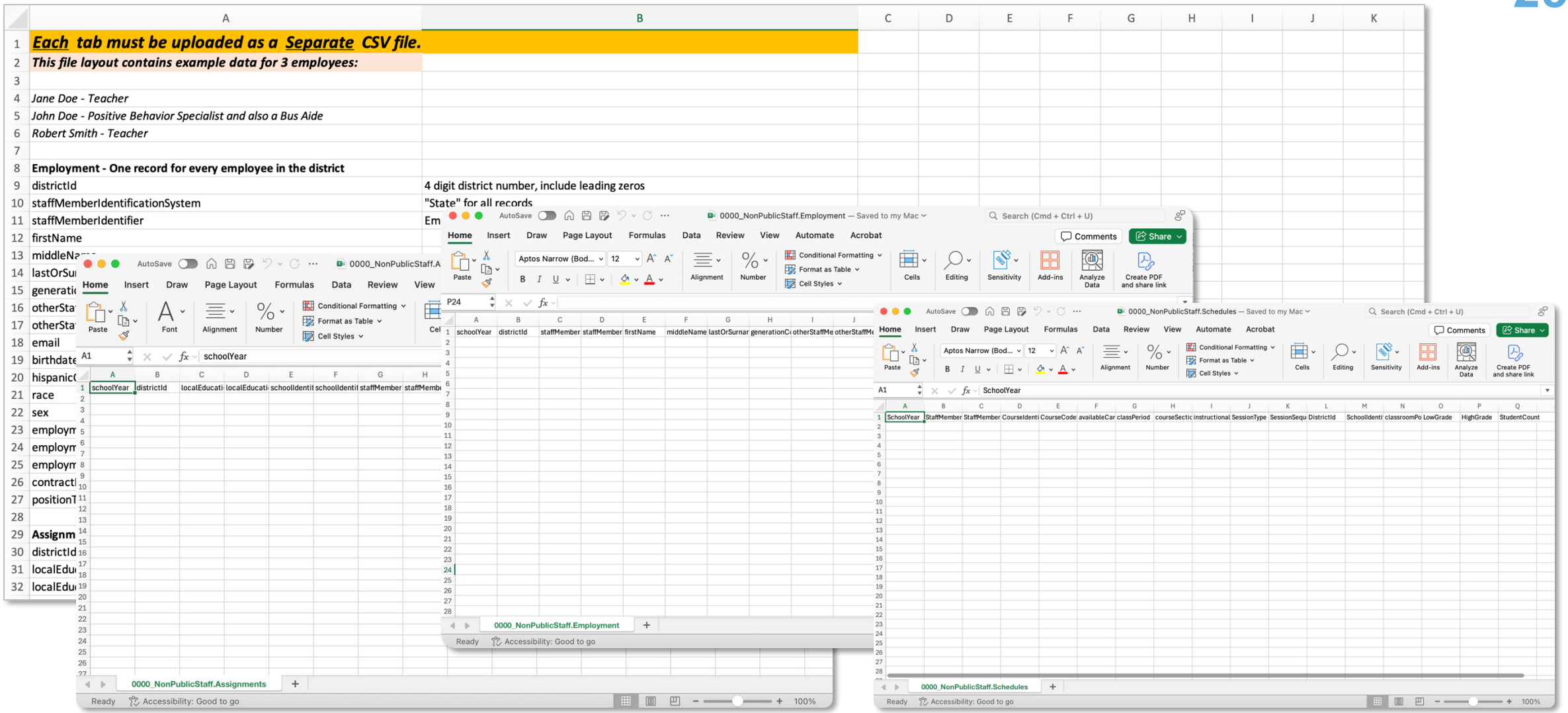


MSIS: File Layout Templates

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
- MSIS ID
- Personnel
- Record Removal
- Special Education
- Student
- Non-Public Schools Personnel





	A	B
1	***Each tab must be uploaded as a Separate CSV file.***	
2	***This file layout contains example data for 3 employees:***	
3		
4	*Jane Doe - Teacher*	
5	*John Doe - Positive Behavior Specialist and also a Bus Aide*	
6	*Robert Smith - Teacher*	
7		
8	**Employment - One record for every employee in the district**	
9	districtId	4 digit district number, include leading zeros
10	staffMemberIdentificationSystem	"State" for all records
11	staffMemberIdentifier	Em
12	firstName	
13	middleNa	
14	lastOrSu	
15	generati	
16	otherSta	
17	otherSta	
18	email	
19	birthdate	
20	hispanicC	
21	race	
22	sex	
23	employm	
24	employm	
25	employm	
26	contractI	
27	positionT	
28		
29	Assignm	
30	districtId	
31	localEdu	
32	localEdu	

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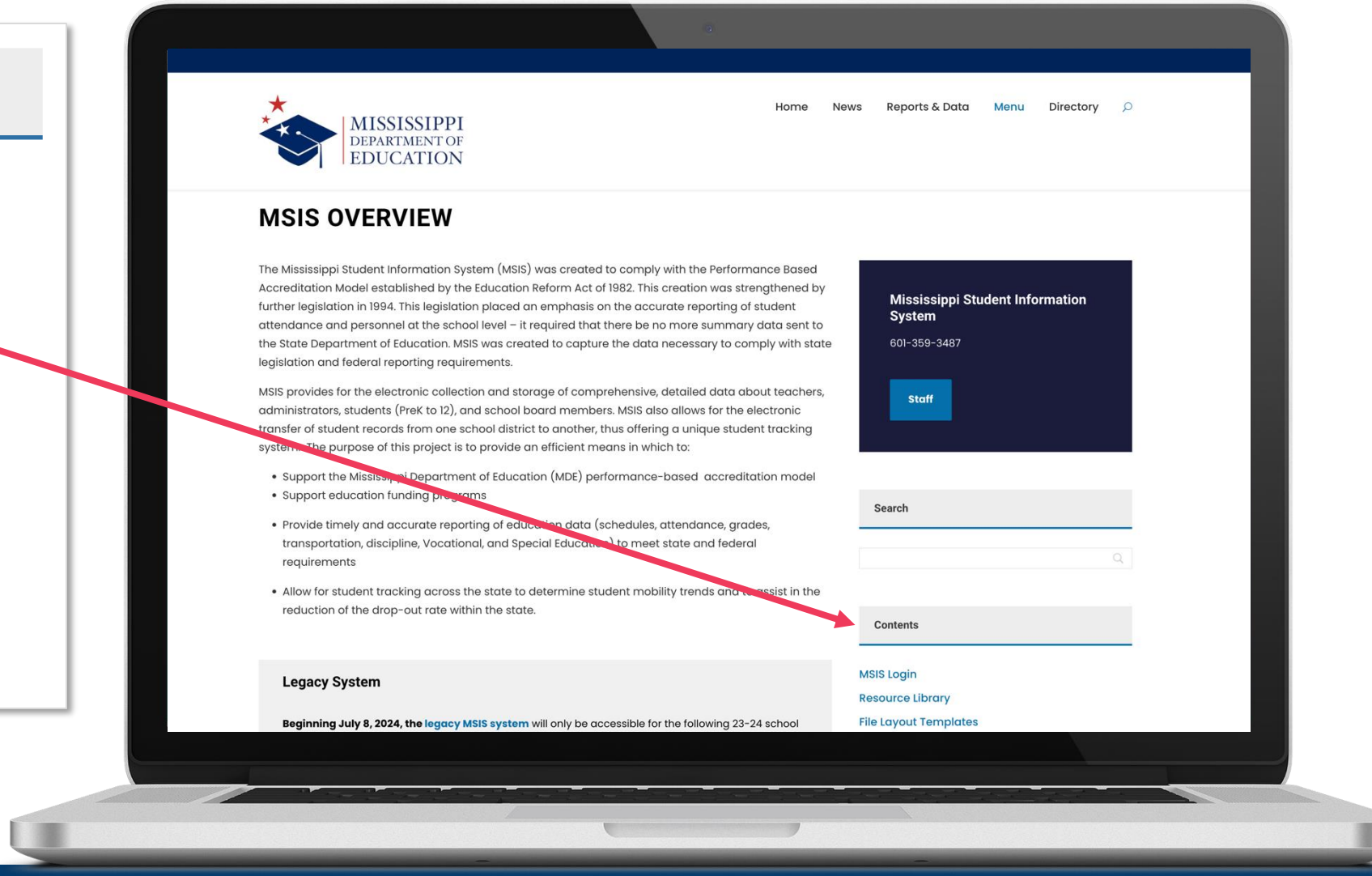
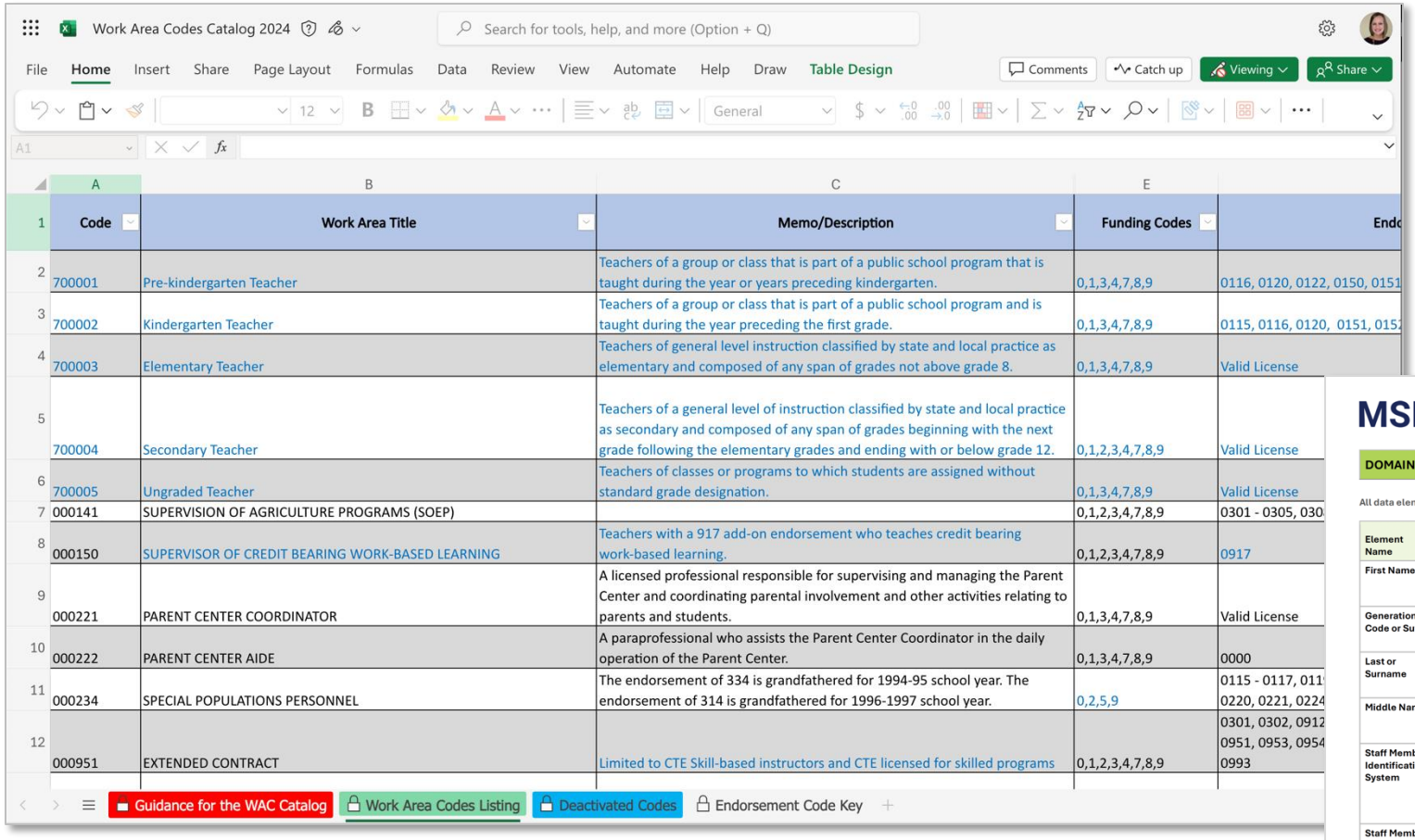
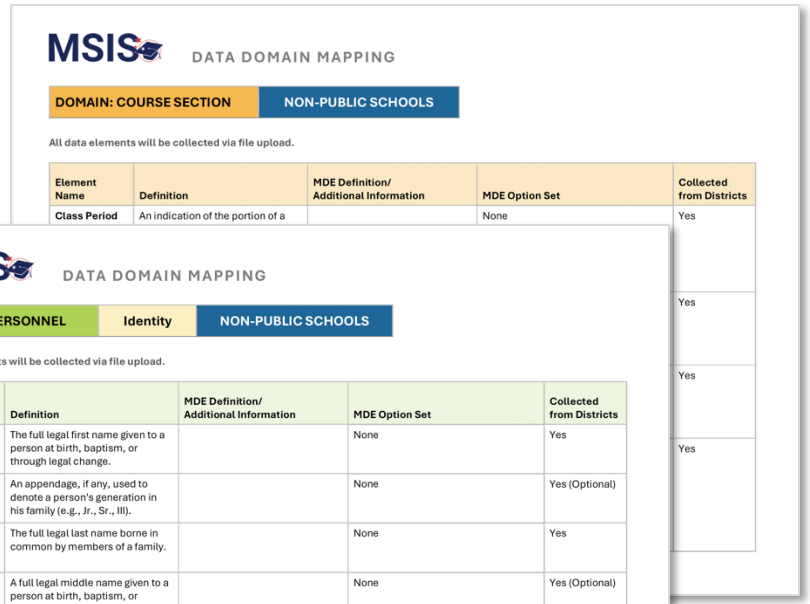




Code	Work Area Title	Memo/Description	Funding Codes	End
700001	Pre-kindergarten Teacher	Teachers of a group or class that is part of a public school program that is taught during the year or years preceding kindergarten.	0,1,3,4,7,8,9	0116, 0120, 0122, 0150, 0151
700002	Kindergarten Teacher	Teachers of a group or class that is part of a public school program and is taught during the year preceding the first grade.	0,1,3,4,7,8,9	0115, 0116, 0120, 0151, 015
700003	Elementary Teacher	Teachers of general level instruction classified by state and local practice as elementary and composed of any span of grades not above grade 8.	0,1,3,4,7,8,9	Valid License
700004	Secondary Teacher	Teachers of a general level of instruction classified by state and local practice as secondary and composed of any span of grades beginning with the next grade following the elementary grades and ending with or below grade 12.	0,1,2,3,4,7,8,9	Valid License
700005	Ungraded Teacher	Teachers of classes or programs to which students are assigned without standard grade designation.	0,1,3,4,7,8,9	Valid License
000141	SUPERVISION OF AGRICULTURE PROGRAMS (SOEP)		0,1,2,3,4,7,8,9	0301 - 0305, 030
000150	SUPERVISOR OF CREDIT BEARING WORK-BASED LEARNING	Teachers with a 917 add-on endorsement who teaches credit bearing work-based learning.	0,1,2,3,4,7,8,9	0917
000221	PARENT CENTER COORDINATOR	A licensed professional responsible for supervising and managing the Parent Center and coordinating parental involvement and other activities relating to parents and students.	0,1,3,4,7,8,9	Valid License
000222	PARENT CENTER AIDE	A paraprofessional who assists the Parent Center Coordinator in the daily operation of the Parent Center.	0,1,3,4,7,8,9	0000
000234	SPECIAL POPULATIONS PERSONNEL	The endorsement of 334 is grandfathered for 1994-95 school year. The endorsement of 314 is grandfathered for 1996-1997 school year.	0,2,5,9	0115 - 0117, 011 0220, 0221, 0224
000951	EXTENDED CONTRACT	Limited to CTE Skill-based instructors and CTE licensed for skilled programs	0,1,2,3,4,7,8,9	0301, 0302, 0912 0951, 0953, 0954 0993



MSIS DATA DOMAIN MAPPING

DOMAIN: COURSE SECTION | NON-PUBLIC SCHOOLS

All data elements will be collected via file upload.

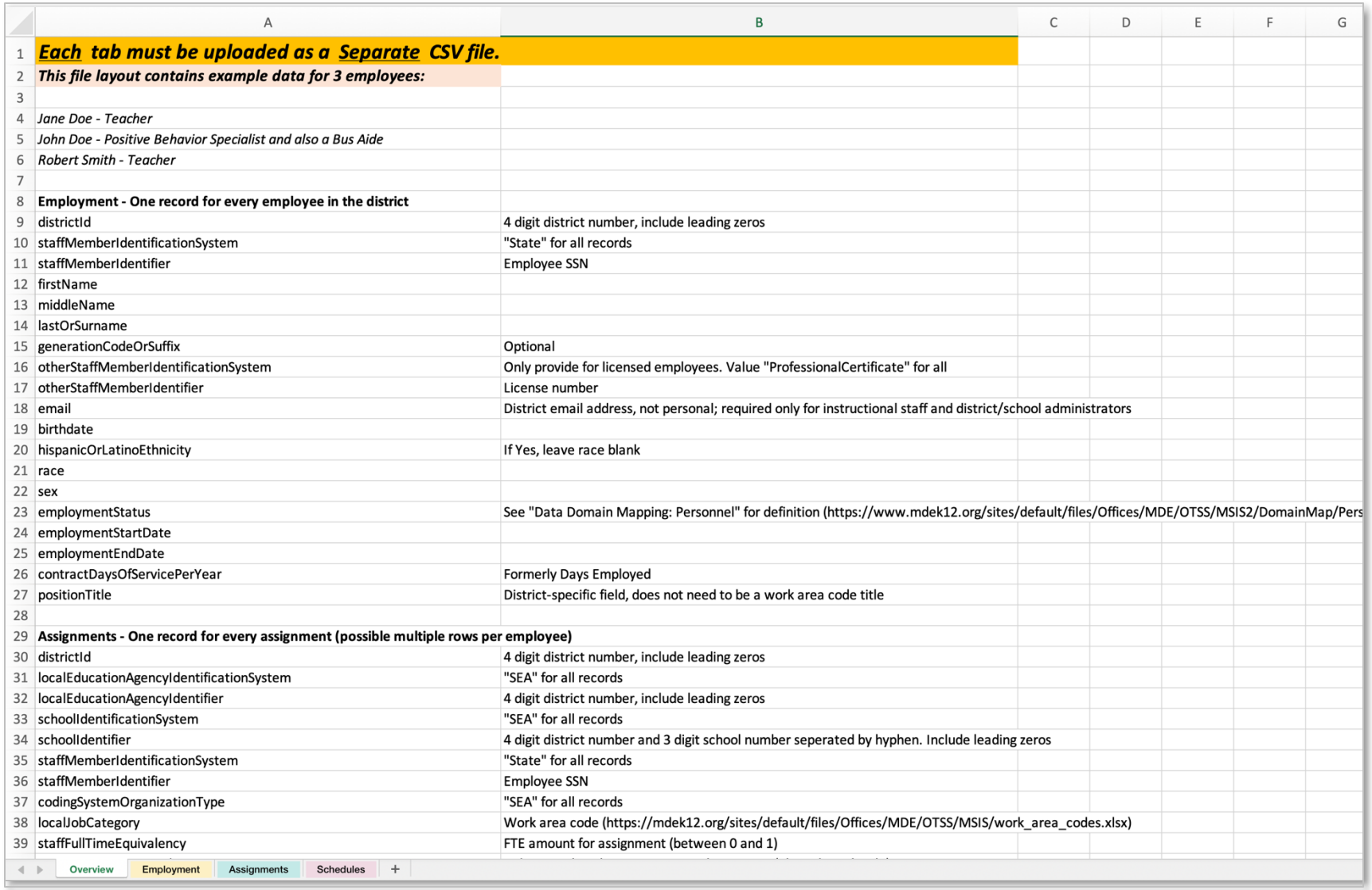
Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
Class Period	An indication of the portion of a		None	Yes

MSIS DATA DOMAIN MAPPING

DOMAIN: PERSONNEL | Identity | NON-PUBLIC SCHOOLS

All data elements will be collected via file upload.

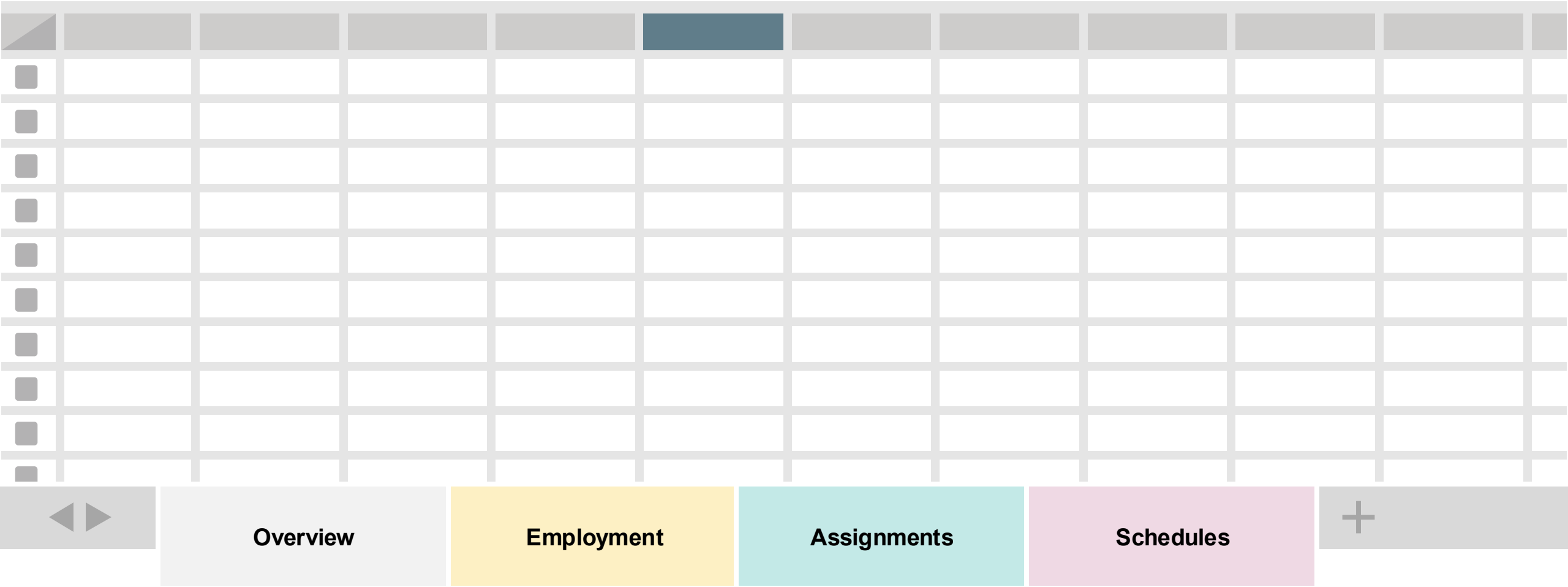
Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
First Name	The full legal first name given to a person at birth, baptism, or through legal change.		None	Yes
Generation Code or Suffix	An appendage, if any, used to denote a person's generation in his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



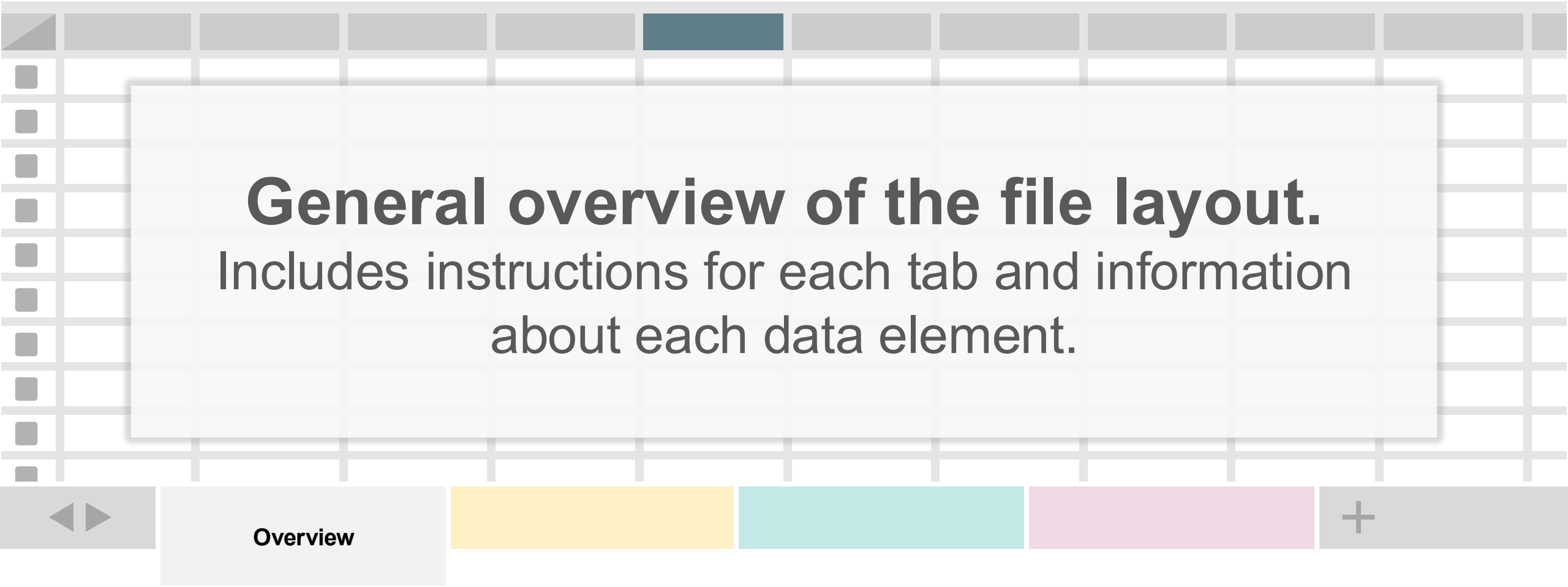
	A	B	C	D	E	F	G
1	***Each tab must be uploaded as a Separate CSV file.***						
2	***This file layout contains example data for 3 employees:***						
3							
4	*Jane Doe - Teacher*						
5	*John Doe - Positive Behavior Specialist and also a Bus Aide*						
6	*Robert Smith - Teacher*						
7							
8	**Employment - One record for every employee in the district**						
9	districtId	4 digit district number, include leading zeros					
10	staffMemberIdentificationSystem	"State" for all records					
11	staffMemberIdentifier	Employee SSN					
12	firstName						
13	middleName						
14	lastOrSurname						
15	generationCodeOrSuffix	Optional					
16	otherStaffMemberIdentificationSystem	Only provide for licensed employees. Value "ProfessionalCertificate" for all					
17	otherStaffMemberIdentifier	License number					
18	email	District email address, not personal; required only for instructional staff and district/school administrators					
19	birthdate						
20	hispanicOrLatinoEthnicity	If Yes, leave race blank					
21	race						
22	sex						
23	employmentStatus	See "Data Domain Mapping: Personnel" for definition (https://www.mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS2/DomainMap/Pers					
24	employmentStartDate						
25	employmentEndDate						
26	contractDaysOfServicePerYear	Formerly Days Employed					
27	positionTitle	District-specific field, does not need to be a work area code title					
28							
29	**Assignments - One record for every assignment (possible multiple rows per employee)**						
30	districtId	4 digit district number, include leading zeros					
31	localEducationAgencyIdentificationSystem	"SEA" for all records					
32	localEducationAgencyIdentifier	4 digit district number, include leading zeros					
33	schoolIdentificationSystem	"SEA" for all records					
34	schoolIdentifier	4 digit district number and 3 digit school number seperated by hyphen. Include leading zeros					
35	staffMemberIdentificationSystem	"State" for all records					
36	staffMemberIdentifier	Employee SSN					
37	codingSystemOrganizationType	"SEA" for all records					
38	localJobCategory	Work area code (https://mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS/work_area_codes.xlsx)					
39	staffFullTimeEquivalency	FTE amount for assignment (between 0 and 1)					

Overview | Employment | Assignments | Schedules | +

File Layout Example Spreadsheet



File Layout Example Spreadsheet



Employee examples are provided for each tab. Each tab will be saved as a separate CSV file.

File Layout Example Spreadsheet

Collects employee demographics and employment dates.

Employment

One record (row) for each employee.

Data Elements: Employment

School Year

District ID

Staff Member Identification System

Staff Member Identifier

First Name

Middle Name

Last or Surname

Generation Code or Suffix

Other Staff Member Identification System

Other Staff Member Identifier

Email

Birthdate

Hispanic or Latino Ethnicity

Race

Sex

Data Elements: Employment

- Employment Status
- Employment Start Date
- Employment End Date
- Contract Days of Service Per Year
- Position Title
- Years of Total Experience

Data Elements: Employment

School Year

4-digit year (use the last year of the school year; “2026”)

District ID

4-digit district number (include leading zeros)

Staff Member Identification System

”State" for all records

	A	B	C	D	E	F	G	H	I	J
1	schoolYear	districtId	staffMember	staffMember	firstName	middleName	lastOrSurnar	generationC	otherStaffMemberIdentificationSystem	otherStaffMemberIdentifier
2	2026	0130	State							
3	2026	0130	State							
4	2026	0130	State							
5										
6										
7										

Data Elements: Employment

Staff Member Identifier

Employee SSN
(9 digits, no dashes,
Ex: 1234567890)

	A	B	C	D	E	F	G	H	I	J
1	schoolYear	districtId	staffMember	staffMember	firstName	middleName	lastOrSurnar	generationC	otherStaffMemberIdentificationSystem	otherStaffMemberIdentifier
2	2026	0130	State	123456789						
3	2026	0130	State	234567890						
4	2026	0130	State	345678901						
5										
6										
7										

Data Elements: Employment

First Name

Letters only, no special characters

Middle Name

Optional

Letters only, no special characters

Last or Surname

Letters only, no special characters

Generation Code or Suffix

Optional

	A	B	C	D	E	F	G	H	I	J
1	schoolYear	districtId	staffMember	staffMember	firstName	middleName	lastOrSurnar	generationC	otherStaffMemberIdentificationSystem	otherStaffMemberIdentifier
2	2026	0130	State	123456789	Jane	R	Doe			
3	2026	0130	State	234567890	John	David	Doe			
4	2026	0130	State	345678901	Robert	K	Smith	III		
5										
6										
7										

Data Elements: Employment

Other Staff Member Identification System

Only provide for licensed employees; "ProfessionalCertificate" for all employees that are licensed

Other Staff Member Identifier

License number

Email

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

	A	B	C	D	E	F	G	H	I	J
1	schoolYear	districtId	staffMember	staffMember	firstName	middleName	lastOrSurnar	generationCo	otherStaffMemberIdentificationSystem	otherStaffMemberIdentifier
2	2026	0130	State	123456789	Jane	R	Doe		ProfessionalCertificate	000123
3	2026	0130	State	234567890	John	David	Doe		ProfessionalCertificate	245678
4	2026	0130	State	345678901	Robert	K	Smith	III		
5										
6										
7										

Data Elements: Employment

Birthdate

MM/DD/YYYY
or
MM-DD-YYYY
(include
leading zeros)

Hispanic or Latino Ethnicity

Yes or No;
if Yes, leave race blank

Race

See Option
Set

Sex

		L	M	N	O	P	Q	R	S	T
1		birthdate	hispanicOrLatinoEthnicity	race	sex	employmentStatus	employmentStartDate	employmentEndDate	contractDaysOfServicePerYear	positionTitle
2	m	05/02/1993	No	BlackOrAfricanAmerican						
3	m	03/21/1990	No	White						
4	t.com	12/23/1993	Yes							
5										
6										
7										
8										
9										

Race

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

Data Elements: Employment

Birthdate

MM/DD/YYYY
or
MM-DD-YYYY
(include
leading zeros)

Hispanic or Latino Ethnicity

Yes or No;
if Yes, leave race blank

Race

See Option
Set

Sex

Male
Female
NotSelected

	L	M	N	O	P	Q	R	S	T
1	birthdate	hispanicOrLatinoEthnicity	race	sex	employmentStatus	employmentStartDate	employmentEndDate	contractDaysOfServicePerYear	positionTitle
2	m 05/02/1993	No	BlackOrAfricanAmerican	Female					
3	m 03/21/1990	No	White	Male					
4	t.com 12/23/1993	Yes		NotSelected					
5									
6									
7									
8									
9									

Data Elements: Employment

Employment Status

5-digit number (include leading zeros)

See Option Set

	L	M	N	O	P	Q	R	S	T
1	birthdate	hispanicOrLatinoEthnicity	race	sex	employmentStatus	employmentStartDate	employmentEndDate	contractDaysOfServicePerYear	positionTitle
2	m 05/02/1993	No	BlackOrAfricanAmerican	Female	01379				
3	m 03/21/1990	No	White	Male	01380				
4	t.com 12/23/1993	Yes		NotSelected	01385				
5									
6									
7									
8									
9									

Employment Status

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

Data Elements: Employment

Employment Status

Employment Start Date

The date employment started;
MM/DD/YYYY or
MM-DD-YYYY
(include leading zeros)

Employment End Date

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

	L	M	N	O	P	Q	R	S	T
1	birthdate	hispanicOrLatinoEthnicity	race	sex	employmentStatus	employmentStartDate	employmentEndDate	contractDaysOfServicePerYear	positionTitle
2	m 05/02/1993	No	BlackOrAfricanAmerican	Female	01379	08/04/2015	06/30/2025		
3	m 03/21/1990	No	White	Male	01380	08/03/2018			
4	t.com 12/23/1993	Yes		NotSelected	01385	08/04/2017			
5									
6									
7									
8									
9									

Employment

Employment Start Date

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

Employment End Date

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

Employment start and end dates can impact Accreditation and CTE Teacher Budget.

Data Elements: Employment

Contract Days of Service Per Year

Numeric value (Formerly Days Employed)

Position Title

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

Years of Total Experience

	P	Q	R	S	T	U	V	W
1	)loymentStatus	employmentStartDate	employmentEndDate	contractDaysOfServicePerYear	positionTitle	yearsOfTotalExperience		
2	79	08/04/2015	09/01/2025	200	First Grade Teacher	1		
3	80	08/03/202		200	Positive Behavior Specialist	10		
4	85	08/04/2017		200	Second Grade Teacher	5		
5								
6								
7								

Employment

Total Years Experience

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

Contract Days

Employment

Total Years Experience

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

Contract Days

Employment

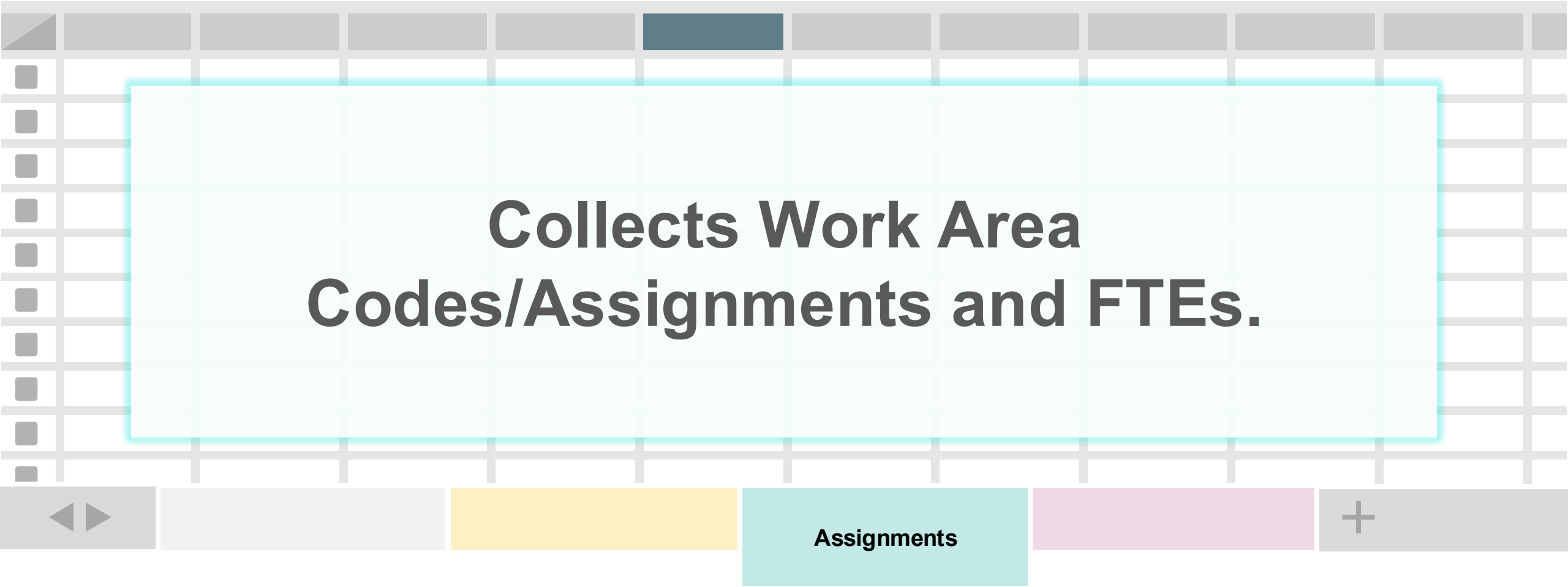
Total Years Experience

Contract Days

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

Q&A

File Layout Example Spreadsheet



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

Data Elements: Assignment

School Year

District ID

LEA Agency Identification System

LEA Agency Identifier

School Identification System

School Identifier

Staff Member Identification System

Staff Member Identifier

Data Elements: Assignment

- Coding System Organization Type
- Local Job Category
- Staff Full Time Equivalency
- Primary Assignment Indicator
- Assignment Start Date
- Assignment End Date

Data Elements: Assignment

School Year

4-digit year
(use the last year of the school year; “2026”)

District ID

4-digit district number (include leading zeros)

LEA Agency Identification System

"SEA" for all records

	A	B	C	D	E	F	G	H
1	schoolYear	districtId	localEducationAgencyIdentificationSystem	localEducationAgencyIdentifier	schoolIdentificationSystem	schoolIdentifier	staffMemberIdentificationSystem	staffMemberIdentifier
2	2026	0130	SEA					
3	2026	0130	SEA					
4	2026	0130	SEA					
5	2026	0130	SEA					
6								
7								
8								
9								

Data Elements: Assignment

LEA Agency Identifier

4-digit district number (include leading zeros)

School Identification System

"SEA" for all records

School Identifier

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

	A	B	C	D	E	F	G	H
1	schoolYear	districtId	localEducationAgencyIdentificationSystem	localEducationAgencyIdentifier	schoolIdentificationSystem	schoolIdentifier	staffMemberIdentificationSystem	staffMemberIdentifier
2	2026	0130	SEA	0130	SEA	0130-004		
3	2026	0130	SEA	0130	SEA	0130-004		
4	2026	0130	SEA	0130	SEA	0130-004		
5	2026	0130	SEA	0130	SEA	0130-004		
6								
7								
8								
9								

Data Elements: Assignment

Staff Member Identification System

”State" for all records

Staff Member Identifier

Employee SSN
(Only numbers, **no dashes**)

	A	B	C	D	E	F	G	H
1	schoolYear	districtId	localEducationAgencyIdentificationSystem	localEducationAgencyIdentifier	schoolIdentificationSystem	schoolIdentifier	staffMemberIdentificationSystem	staffMemberIdentifier
2	2026	0130	SEA	0130	SEA	0130-004	State	123456789
3	2026	0130	SEA	0130	SEA	0130-004	State	234567890
4	2026	0130	SEA	0130	SEA	0130-004	State	234567890
5	2026	0130	SEA	0130	SEA	0130-004	State	345678901
6								
7								
8								
9								

Data Elements: Assignment

Coding System Organization Type

”SEA" for all records

Local Job Category

Work area code/Assignment
(https://mdek12.org/accreditation/approved-work-area-codes-for-elementary-and-secondary-schools-of-mississippi/)

Staff Full Time Equivalency

		H	I	J	K	L	M	N	O	P
1	System	staffMemberIdentifier	codingSystemOrganizationType	localJobCateg	staffFullTimeEquivalency	primaryAssignmentIndicator	assignmentStartDate	assignmentEndDate		
2		123456789	SEA	700000						
3		234567890	SEA	131016						
4		234567890	SEA	131017						
5		345678901	SEA	700000						
6										
7										
8										

Personnel Data Collection

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

Work Area Codes 25-26SY

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

Local Job Category

- Work Area Codes/Assignments describe an employee's workday duties
- Now available for teachers
- Report 0 FTEs for afterschool Assignments

Data Elements: Assignment

Coding System Organization Type

”SEA" for all records

Local Job Category

Work area code/Assignment
(https://mdek12.org/accreditation/approved-work-area-codes-for-elementary-and-secondary-schools-of-mississippi/)

Staff Full Time Equivalency

	H	I	J	K	L	M	N	O	P
1	staffMemberIdentifier	codingSystemOrganizationType	localJobCateg	staffFullTimeEquivalency	primaryAssignmentIndicator	assignmentStartDate	assignmentEndDate		
2	123456789	SEA	700000						
3	234567890	SEA	131016						
4	234567890	SEA	131017						
5	345678901	SEA	700000						
6									
7									
8									

Data Elements: Assignment

Coding System Organization Type

”SEA" for all records

Local Job Category

Work area code/Assignment (https://mdek12.org/accreditation/approved-work-area-codes-for-elementary-and-secondary-schools-of-mississippi/)

Staff Full Time Equivalency

FTE amount for assignment (between 0 and 1)

	H	I	J	K	L	M	N	O	P
1	System	staffMemberIdentifier	codingSystemOrganizationType	localJobCateg	staffFullTimeEquivalency	primaryAssignmentIndicator	assignmentStartDate	assignmentEndDate	
2		123456789	SEA	700000	1.00				
3		234567890	SEA	131016	0.75				
4		234567890	SEA	131017	0.25				
5		345678901	SEA	700000	1.00				
6									
7									
8									

Full Time Equivalencies (FTEs)

- Reported in decimals (ex: 50% = .5 FTEs) ✓
- Report FTEs for workday duties only ✓
- Report 0 FTEs for afterschool duties ✓
- Employee FTEs should not be more than 1 ✓

CTE Teachers with extended contracts should have a Teacher Work Area Code + Extended Contract Work Area Code (000951)

Data Elements: Assignment

Primary Assignment Indicator

Yes or No
Indication that the assignment is the primary (aligned to job title)

Assignment Start Date

MM/DD/YYYY (include leading zeros)
Assignment dates for year unless different

Assignment End Date

MM/DD/YYYY (include leading zeros)
Assignment dates for year unless different

	H	I	J	K	L	M	N	O	P
1	staffMemberIdentifier	codingSystemOrganizationType	localJobCateg	staffFullTimeEquivalency	primaryAssignmentIndicator	assignmentStartDate	assignmentEndDate		
2	123456789	SEA	700000	1.00	Yes	08/05/2025	09/01/2025		
3	234567890	SEA	131016	0.75	Yes	08/05/2025	07/31/2026		
4	234567890	SEA	131017	0.25	No	08/05/2025	07/31/2026		
5	345678901	SEA	700000	1.00	Yes	08/05/2025	07/31/2026		
6									
7									
8									

Assignments

Work Area Code

School Location

Assignment Start Date

Assignment End Date

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

Work Area Codes
+ Assignment dates
+ school locations
+ FTEs impact

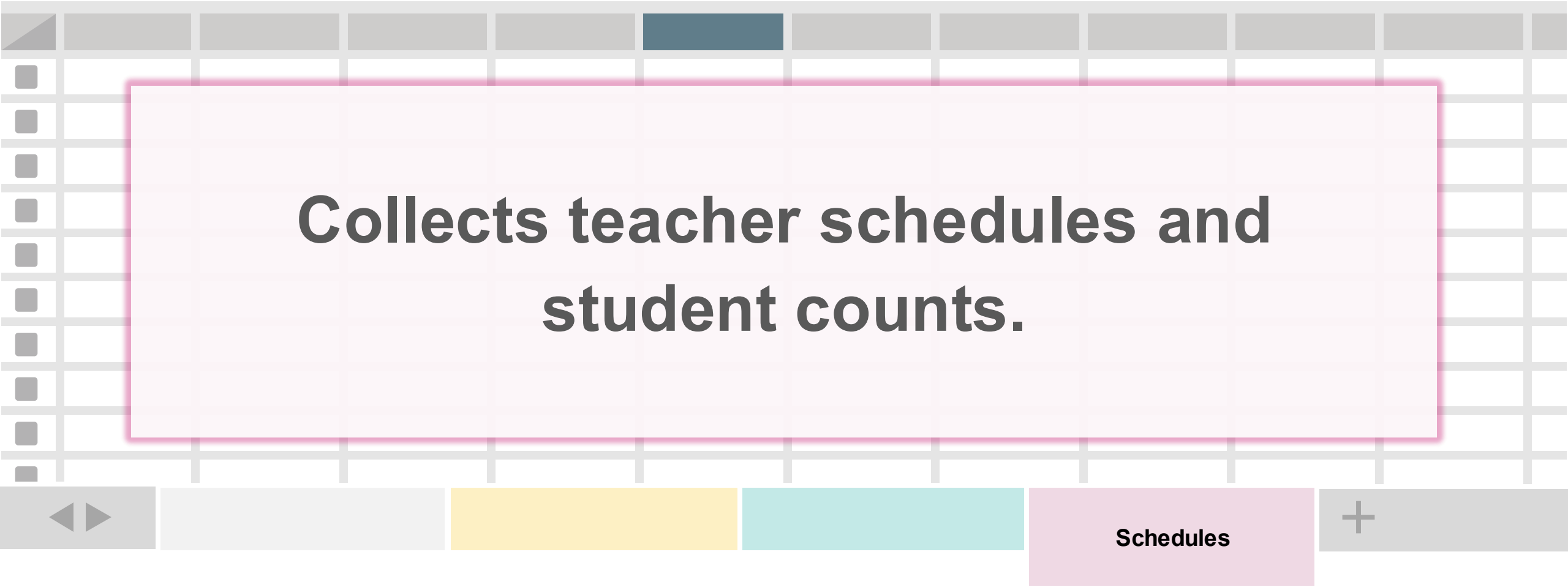
Accreditation edits
(Non-Public Schools)

Work Area Codes + Assignment dates + FTEs impact

CTE Teacher Budget (IHLs)

Q&A

File Layout Example Spreadsheet



One record for every class on a teacher's schedule.

Schedules are NOT required for non-instructional staff

Major Changes to Course Section (Teacher Schedules)

MSIS DATA DOMAIN MAPPING

DOMAIN: COURSE SECTION | **NON-PUBLIC SCHOOLS**

All data elements will be collected via file upload.

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
Class Period	An indication of the portion of a typical daily session in which students receive instruction in a specified subject (e.g., morning, sixth period, block period, or AB schedules).		None	Yes
Course Code System	A system that is used to identify the organization of subject matter and related learning experiences provided for the instruction of students.		**State** - State course code **LEA** - LEA course code	Yes
Course Identifier	The actual code that identifies the organization of subject matter and related learning experiences provided for the instruction of students.	MDE Course Code for State course code system. Local Course Code for LEA course code system	None	Yes
High Grade	Highest Grade Level served in the course section.		**IT** - Infant/toddler **PK** - Prekindergarten **KG** - Kindergarten **01** - First grade **02** - Second grade **03** - Third grade **04** - Fourth grade **05** - Fifth grade	Yes

Data Elements: Schedules

School Year

Staff Member Identifier

Staff Member Identification System

Course Identifier

Course Code System

Available Carnegie Unit Credit

Class Period

Course Section Identifier

Instructional Minutes

Session Type

Data Elements: Schedules

Session Sequence Number

District

School Identifier

Classroom Position Type

Low Grade

High Grade

Student Count

Data Elements: Schedules

School Year

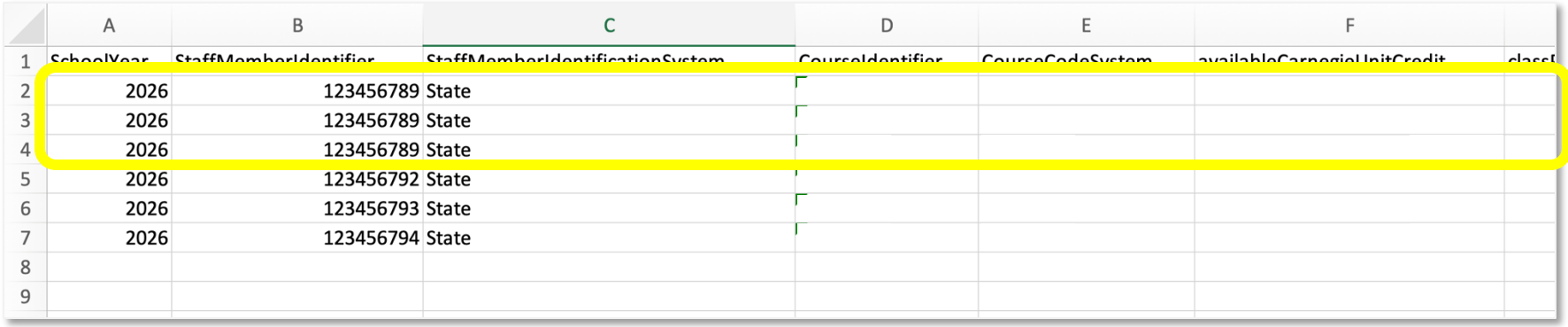
4-digit year
(use the last year of the school year; “2026”)

Staff Member Identifier

Employee SSN
(9 digits, no dashes,
Ex: 1234567890)

Staff Member Identification System

“State”
for all records



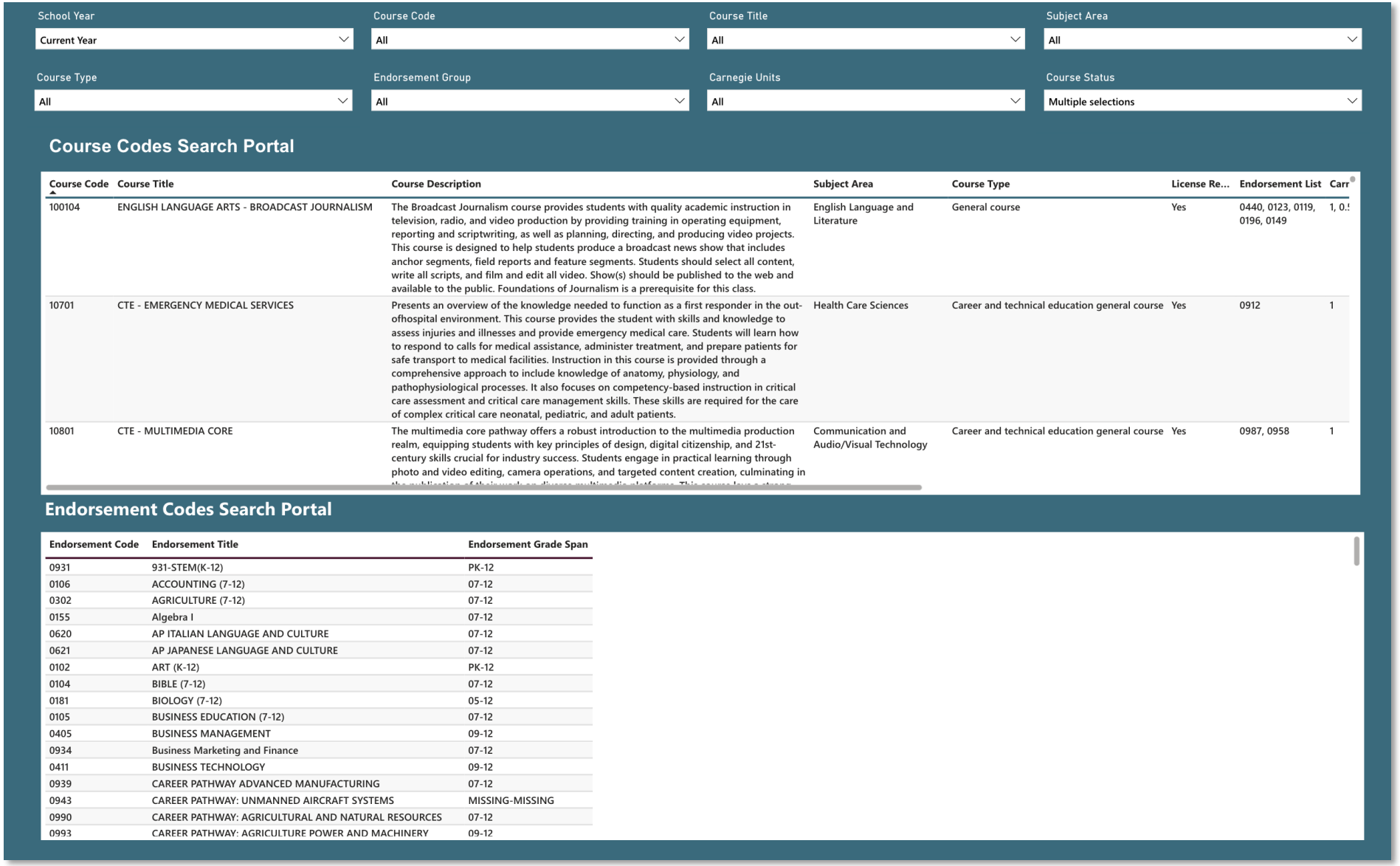
	A	B	C	D	E	F	
1	SchoolYear	StaffMemberIdentifier	StaffMemberIdentificationSystem	CourseIdentifier	CourseCodeSystem	availableCarnegieUnitCredit	classI
2	2026	123456789	State				
3	2026	123456789	State				
4	2026	123456789	State				
5	2026	123456792	State				
6	2026	123456793	State				
7	2026	123456794	State				
8							
9							

Data Elements: Schedules

Course Identifier

Active MDE 6-digit Course Code

See Course Code Report in MSIS or the **MSIS Course Codes Search Portal**



MSIS Course Codes Search Portal

MISSISSIPPI DEPARTMENT OF EDUCATION

Course Codes + Teacher License impact

Accreditation edits (Non-Public Schools)

Course Codes + Teacher License impact

CTE Teacher Budget (IHLs)

Data Elements: Schedules

Course Identifier

Active MDE 6-digit Course Code

See Course Code Report in MSIS or the **MSIS Course Codes Search Portal**

	A	B	C	D	E	F	
1	SchoolYear	StaffMemberIdentifier	StaffMemberIdentificationSystem	CourseIdentifier	CourseCodeSystem	availableCarnegieUnitCredit	classF
2	2026	123456789	State	279901			
3	2026	123456789	State	239901			
4	2026	123456789	State	409904			
5	2026	123456792	State	459901			
6	2026	123456793	State	851001			
7	2026	123456794	State	329901			
8							
9							

Data Elements: Schedules

Course Code System

"State"
for all records

Available Carnegie Unit Credit

Value of 0-2

See Course Code Report in MSIS

Class Period

Numeric value

	A	B	C	D	E	F	G	
1	SchoolYear	StaffMemberIdentifier	StaffMemberIdentificationSystem	CourseIdentifier	CourseCodeSystem	availableCarnegieUnitCredit	classPeriod	courseSec
2	2026	123456789	State	279901	State	0	1	
3	2026	123456789	State	239901	State	0	2	
4	2026	123456789	State	409904	State	0	3	
5	2026	123456792	State	459901	State	0	1	
6	2026	123456793	State	851001	State	0	2	
7	2026	123456794	State	329901	State	0	6	
8								
9								

Data Elements: Schedules

Course Section Identifier

Locally defined, **unique** course section number.

Instructional Minutes

Numeric value

Session Type

FullSchoolYear
Quarter
Semester

	G	H	I	J	K	L	M	N
1	classPeriod	courseSectionIdentifier	instructionalMinutes	SessionType	SessionSequenceNumber	DistrictId	SchoolIdentifier	classroomPositionTyp
2	1	555528	60	FullSchoolYear				
3	2	555529	60	Quarter				
4	3	555528-A	60	Semester				
5	1	555530	60	FullSchoolYear				
6	2	1	60	FullSchoolYear				
7	6	2	60	FullSchoolYear				
8								
9								

Data Elements: Schedules

Session Sequence Number

All Year, Semester 1, or Quarter 1 = 1
Semester 2 or Quarter 2 = 2
Quarter 3 = 3
Quarter 4 = 4

District

4-digit district number (include leading zeros)

School Identifier

4-digit district number and 3-digit school number separated by a hyphen (include leading zeros)

	G	H	I	J	K	L	M	N
1	classPeriod	courseSectionIdentifier	instructionalMinutes	SessionType	SessionSequenceNumber	DistrictId	SchoolIdentifier	classroomPositionTyp
2	1	555528	60	FullSchoolYear	1	0130	0130-004	
3	2	555529	60	Quarter	1	0130	0130-004	
4	3	555528-A	60	Semester	2	0130	0130-004	
5	1	555530	60	FullSchoolYear	1	0130	0130-004	
6	2	1	60	FullSchoolYear	1	0130	0130-004	
7	6	2	60	FullSchoolYear	1	0130	0130-004	
8								
9								

Data Elements: Schedules

Classroom Position Type

"05973"
Instructor of record for all records
(include leading zero)

	G	H	I	J	K	L	M	N
1	classPeriod	courseSectionIdentifier	instructionalMinutes	SessionType	SessionSequenceNumber	DistrictId	SchoolIdentifier	classroomPositionTyp
2	1	555528	60	FullSchoolYear	1	0130	0130-004	05973
3	2	555529	60	Quarter	1	0130	0130-004	05973
4	3	555528-A	60	Semester	2	0130	0130-004	05973
5	1	555530	60	FullSchoolYear	1	0130	0130-004	05973
6	2	1	60	FullSchoolYear	1	0130	0130-004	05973
7	6	2	60	FullSchoolYear	1	0130	0130-004	05973
8								
9								

Data Elements: Schedules

Low Grade

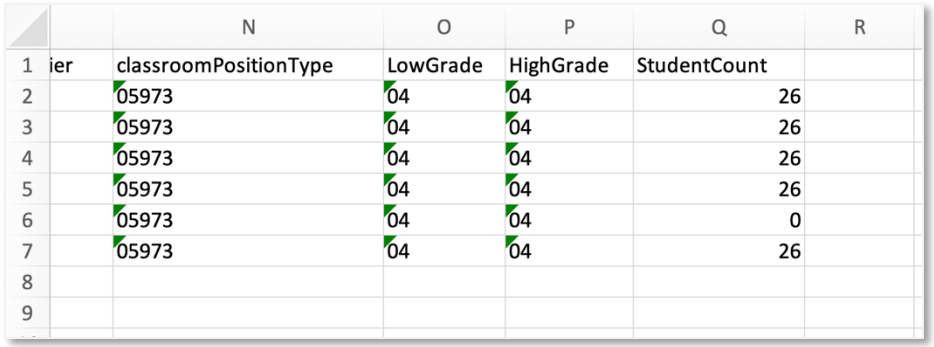
Lowest grade level served
IT, PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, or AE (include leading zeros)

High Grade

Highest grade level served
IT, PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, or AE (include leading zeros)

Student Count

Numeric value



	N	O	P	Q	R
1	ier classroomPositionType	LowGrade	HighGrade	StudentCount	
2	05973	04	04	26	
3	05973	04	04	26	
4	05973	04	04	26	
5	05973	04	04	26	
6	05973	04	04	0	
7	05973	04	04	26	
8					
9					

Q&A

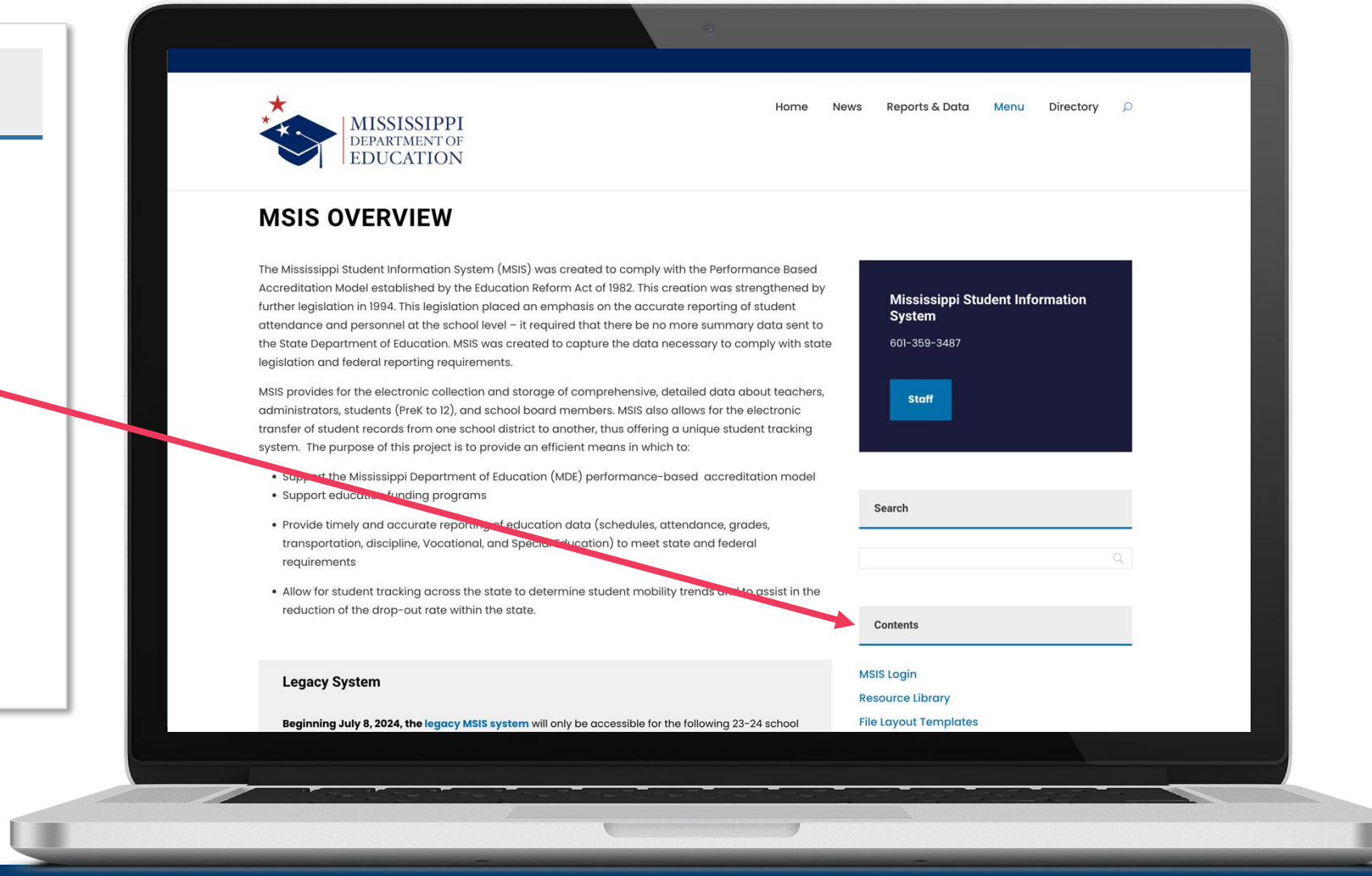
STEP 2

Format spreadsheets and **enter** required data

MSIS Resources

Contents

- MSIS Login
- Resource Library
- File Layout Templates
- Reporting Calendar
- Security Documents
- Help Desk
- Training
- Accreditation Standards
- Vendor Resources



Formatting Spreadsheets – Video Tutorials

[Google Sheets Video Tutorial]

[Microsoft Excel Video Tutorial]

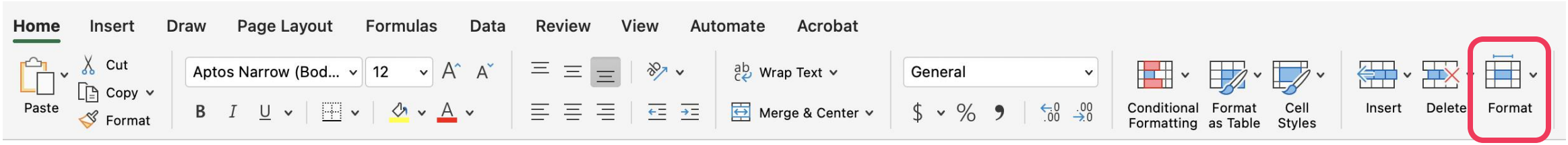
NonPublicStaff.Employment

1

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

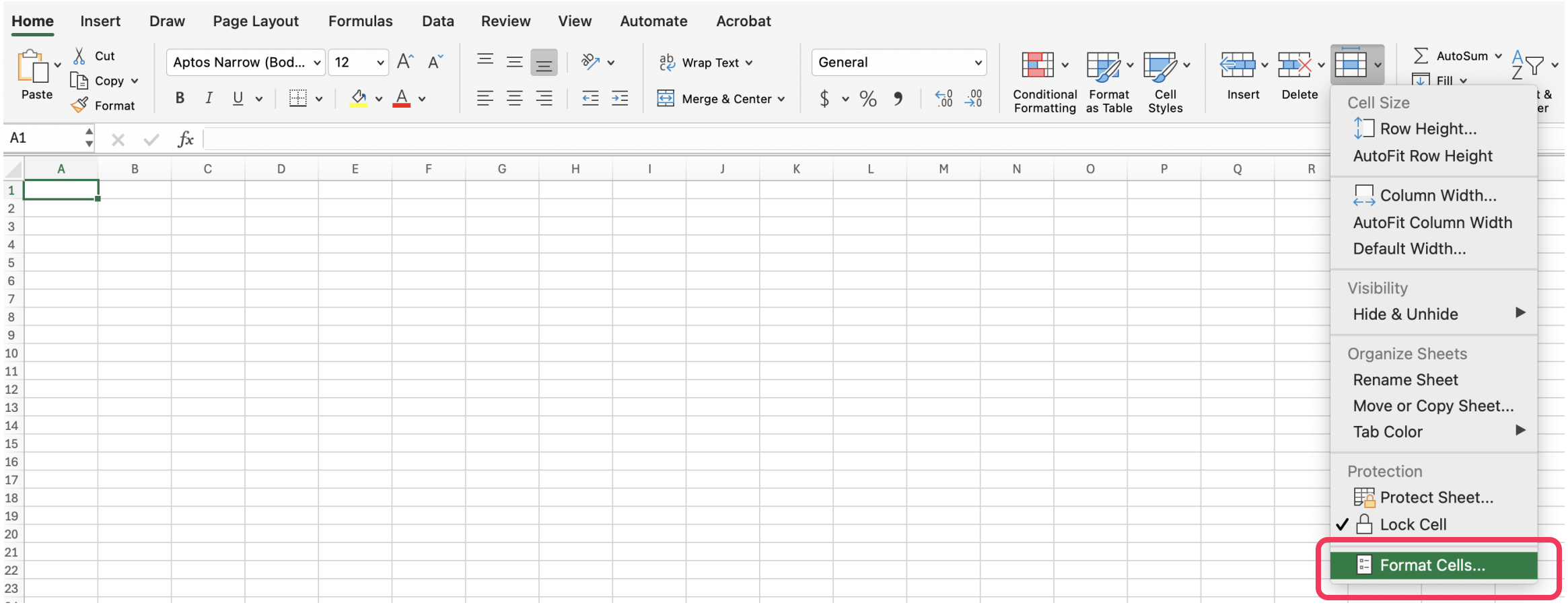
Excel (Format > Format Cells)

- Select Column B
- Format > Format Cells



Format Spreadsheets (NonPublicStaff.Employment)

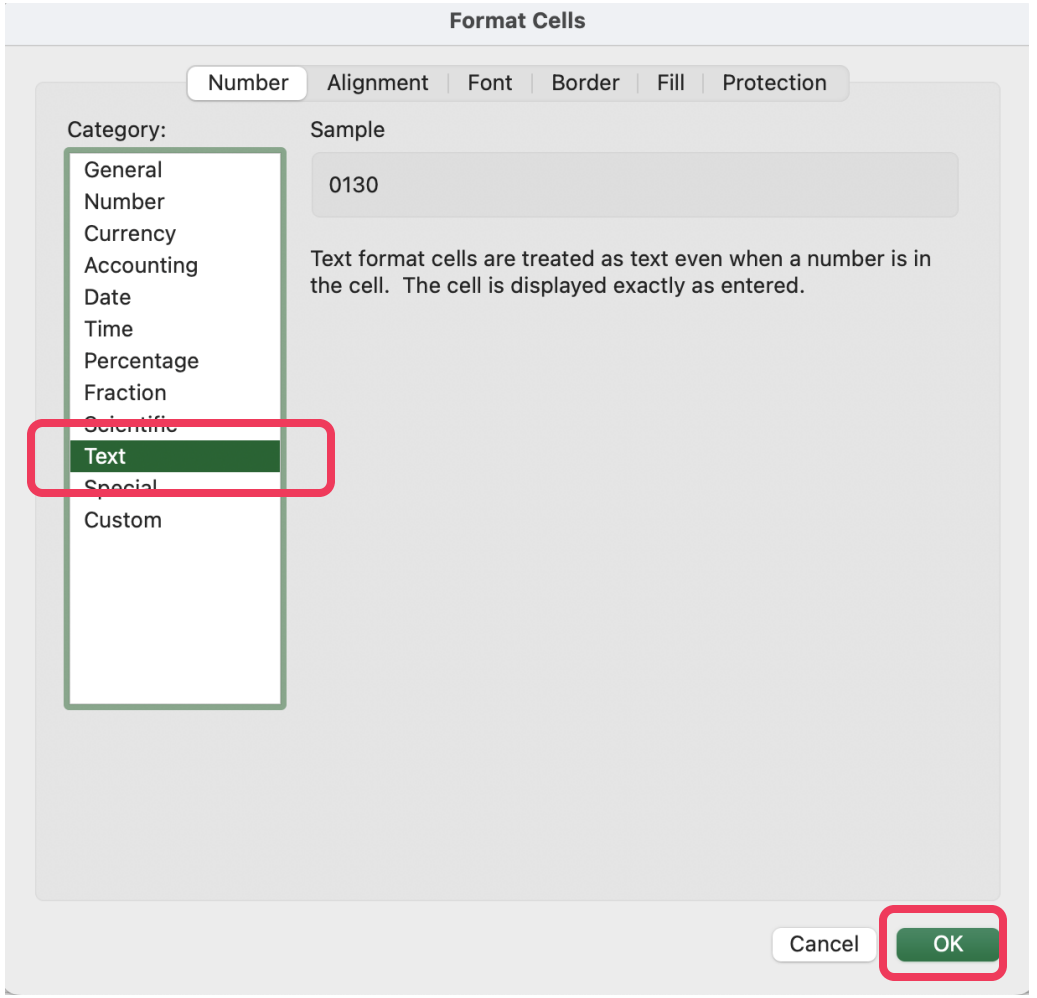
Excel (Format > Format Cells)



Format Spreadsheets (NonPublicStaff.Employment)

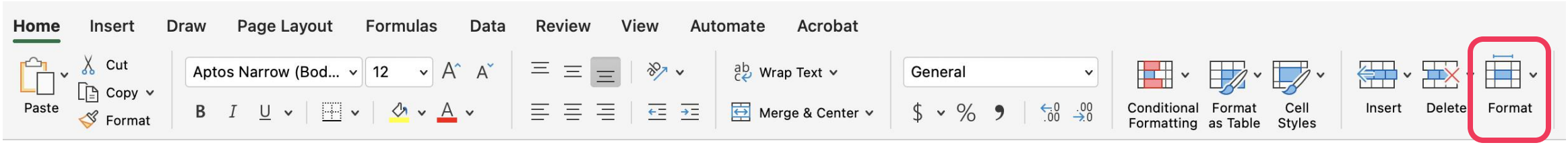
Excel (Format > Format Cells)

- Select Text
- Select OK
- Repeat for Columns J and P



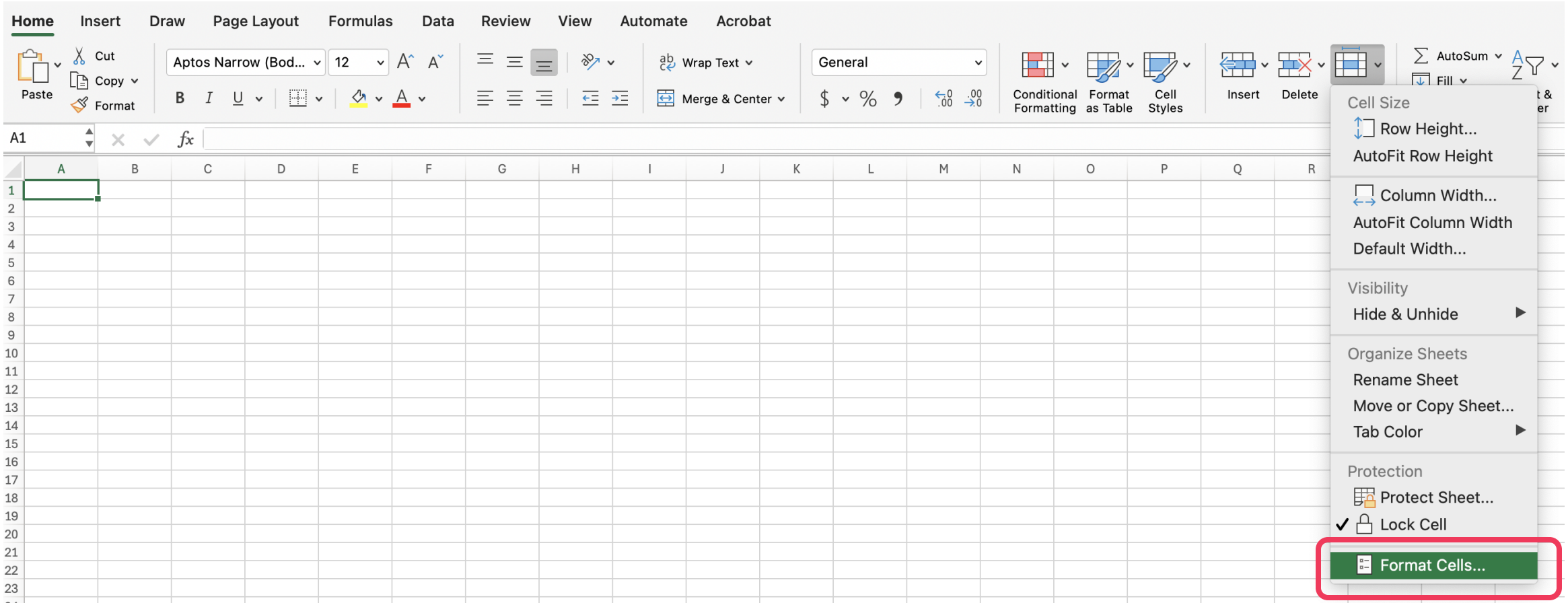
Excel (Format > Format Cells)

- Select Column L
- Format > Format Cells



Format Spreadsheets (NonPublicStaff.Employment)

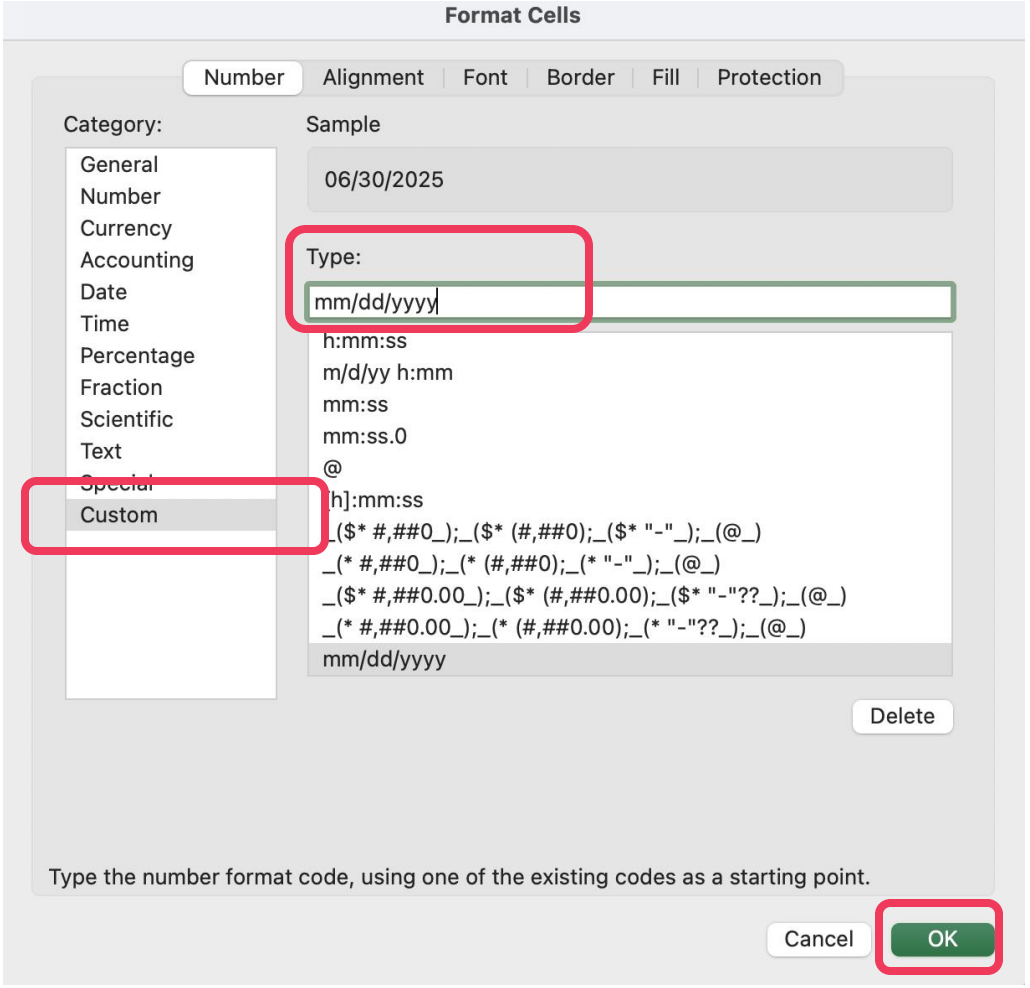
Excel (Format > Format Cells)



Format Spreadsheets (NonPublicStaff.Employment)

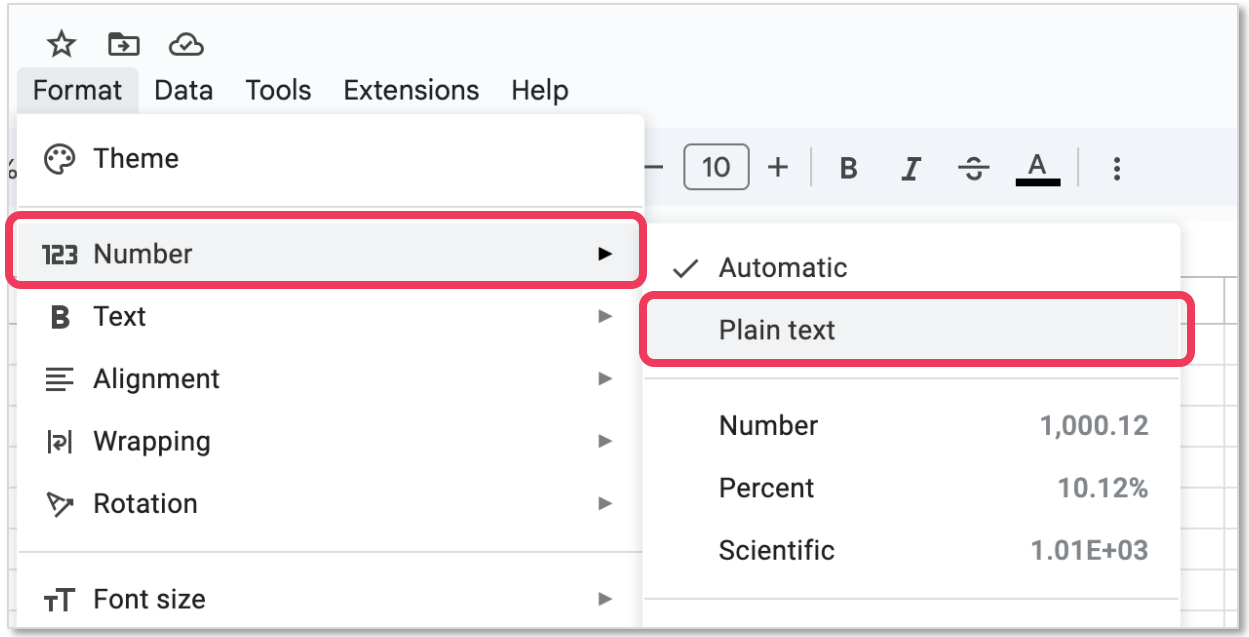
Excel (Format > Format Cells)

- Select Custom
- Under Type, enter “mm/dd/yyyy”
- Select OK
- Repeat for Columns Q and R



Google Sheets (Format > Number)

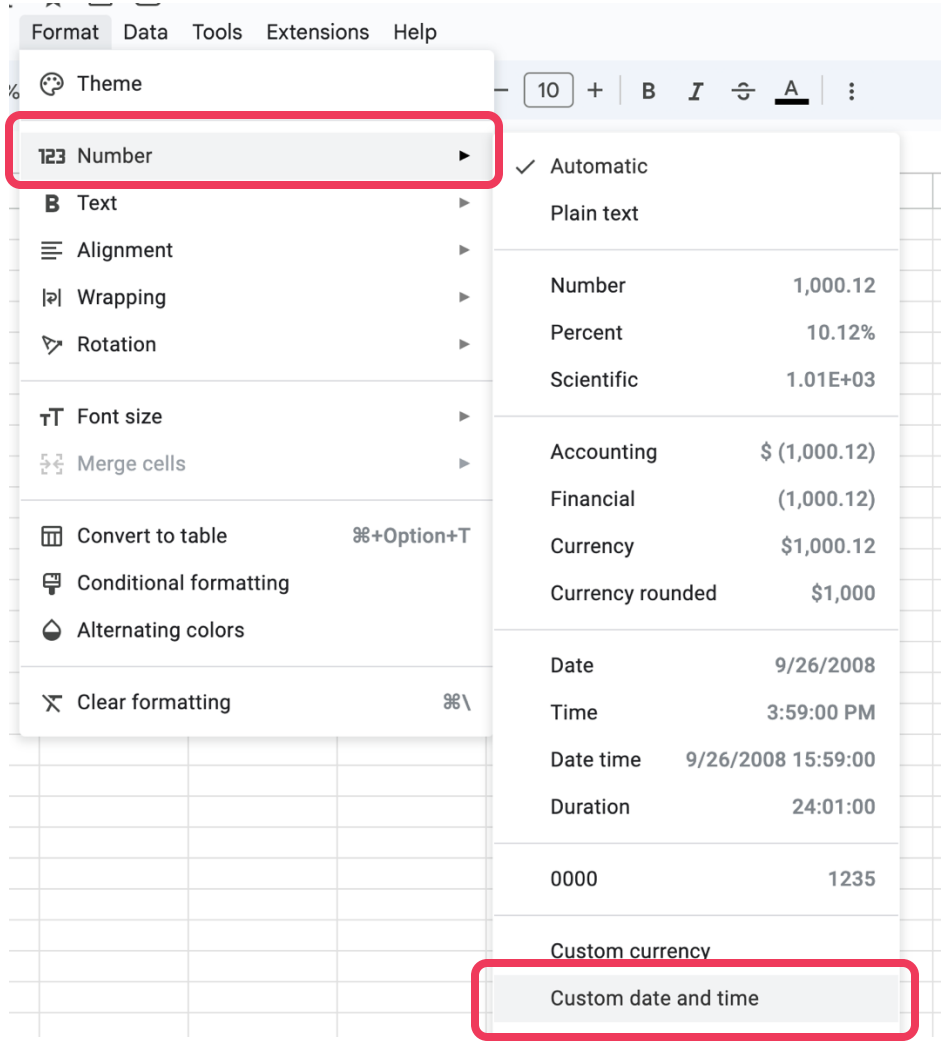
- Select Column B
- Format
- Select Number
- Select Plain Text
- Repeat for Columns J and P



Format Spreadsheets (NonPublicStaff.Employment)

Google Sheets (Format > Number)

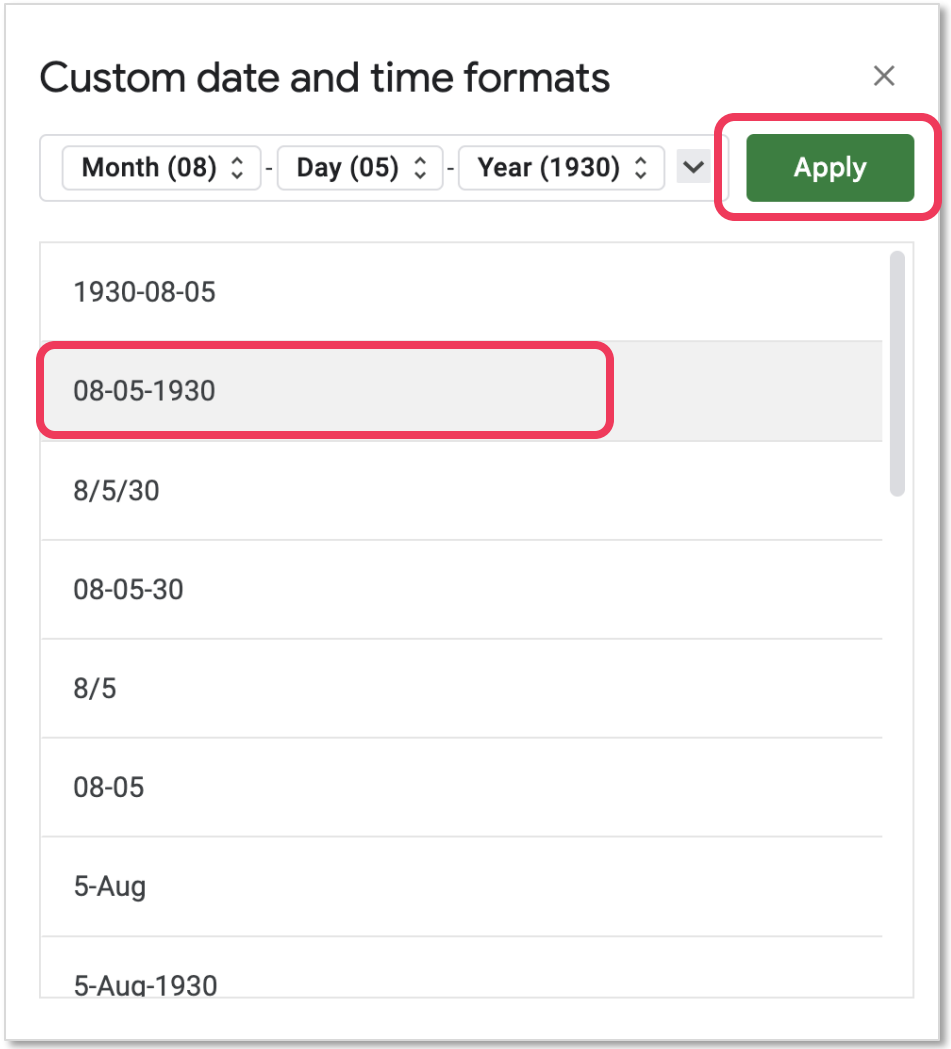
- Select Column L
- Format
- Select Number
- Select Custom date and time



Format Spreadsheets (NonPublicStaff.Employment)

Google Sheets (Format > Number)

- Select 08-05-1930
- Select OK
- Repeat for Columns Q and R



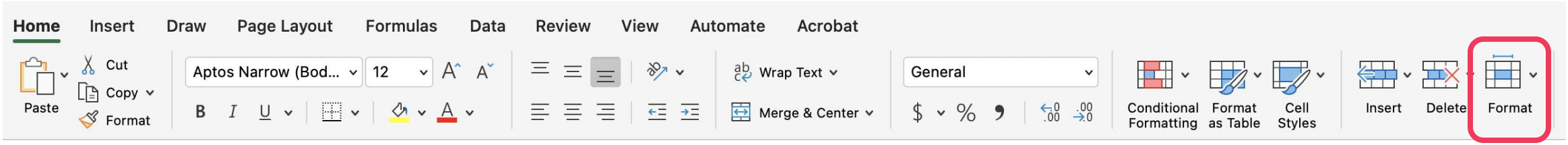
NonPublicStaff.Assignments

2

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

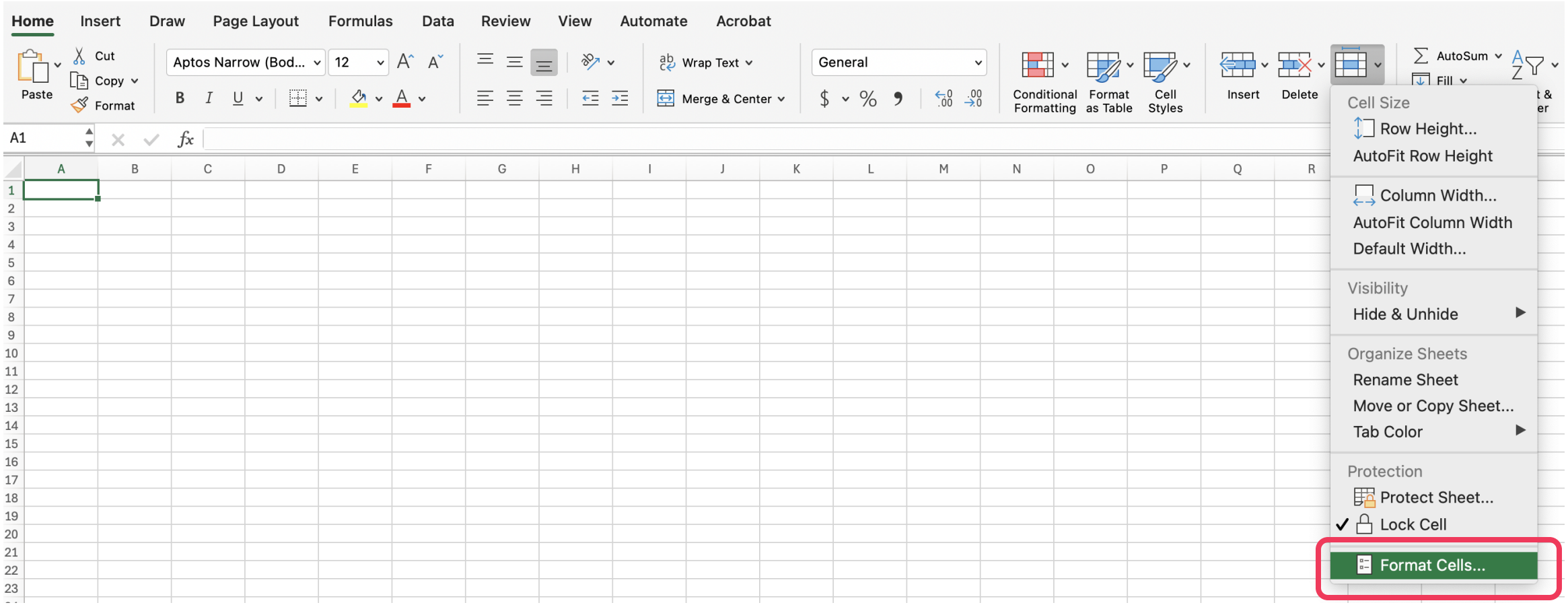
Excel (Format > Format Cells)

- Select Column B
- Format > Format Cells



Format Spreadsheets (NonPublicStaff.Employment)

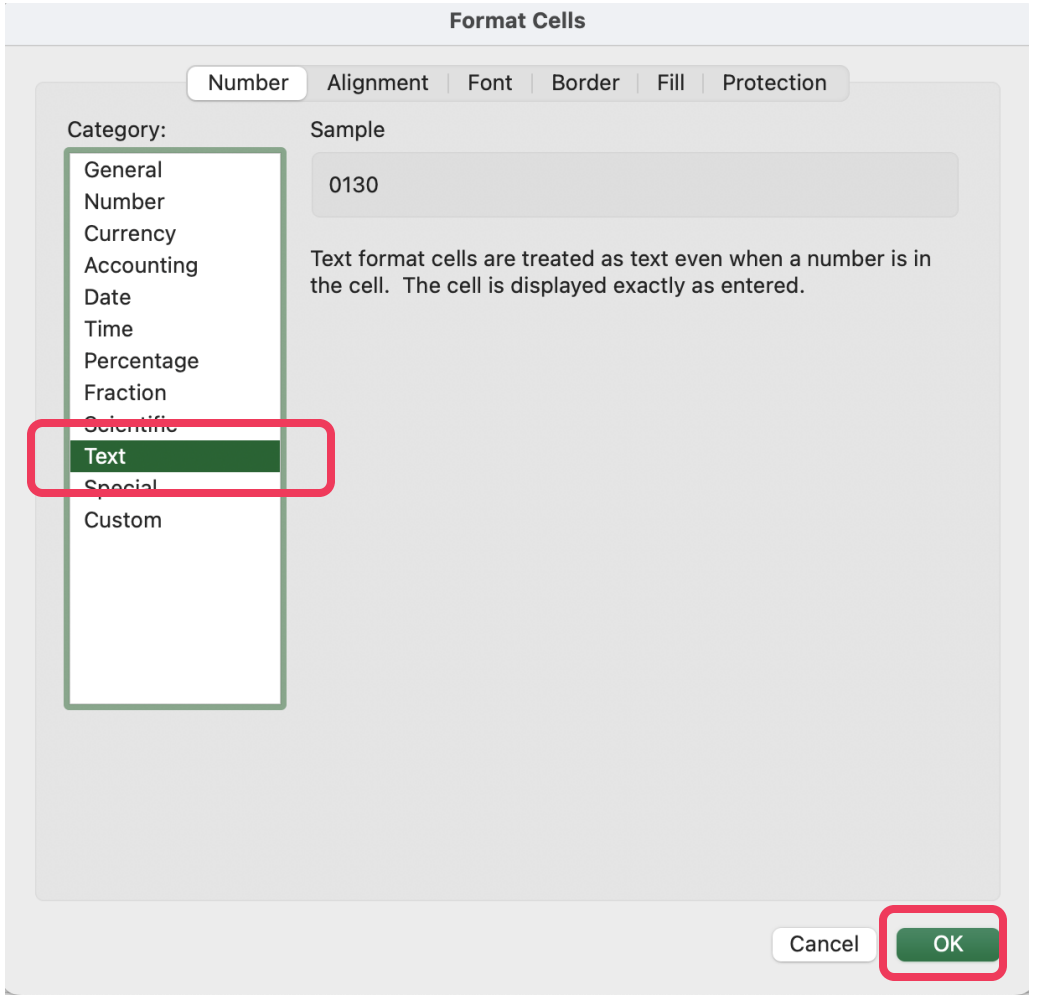
Excel (Format > Format Cells)



Format Spreadsheets (NonPublicStaff.Assignments)

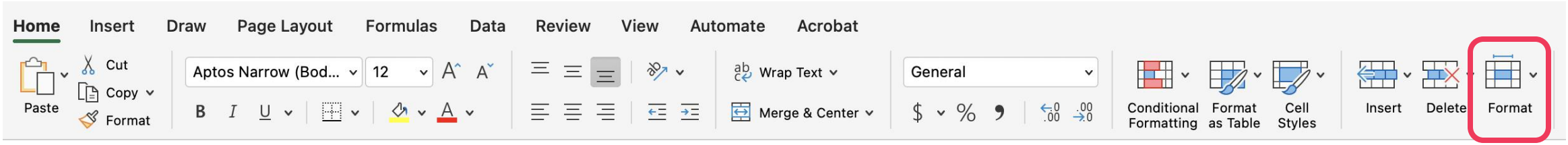
Excel (Format > Format Cells)

- Select Text
- Select OK
- Repeat for Columns D, F, J



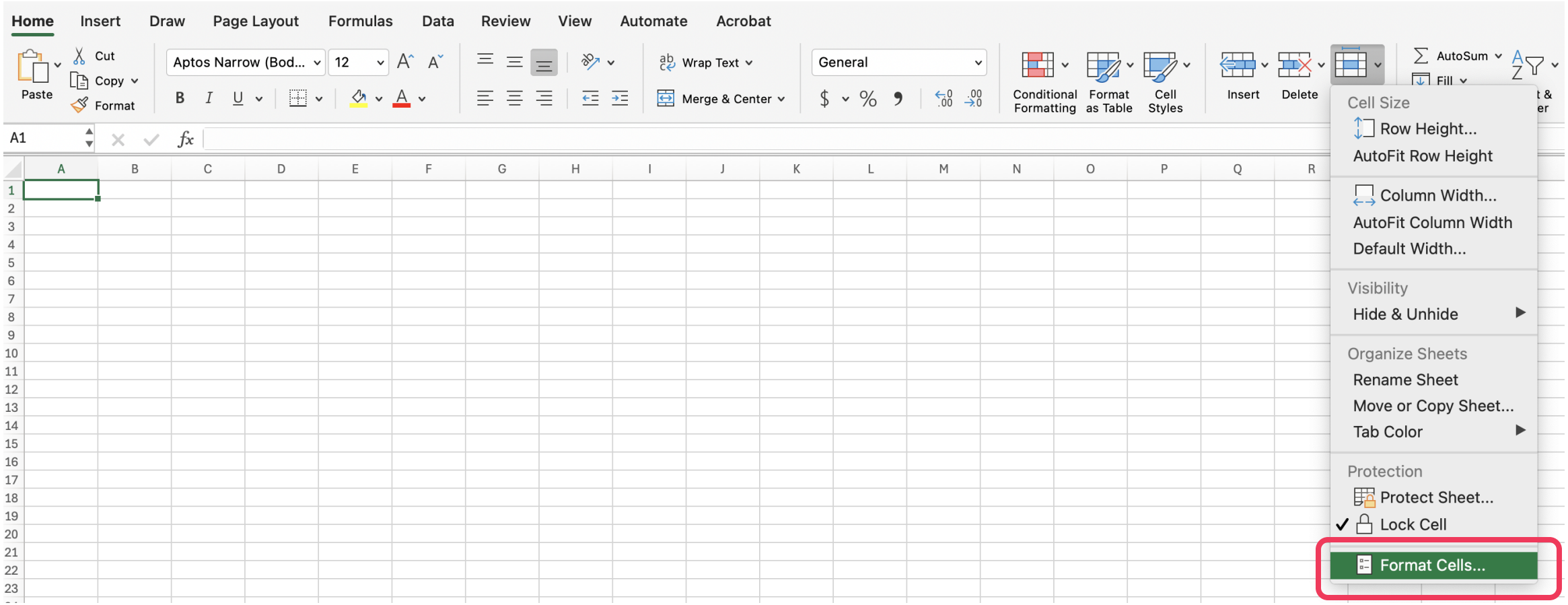
Excel (Format > Format Cells)

- Select Column M
- Format > Format Cells



Format Spreadsheets (NonPublicStaff.Employment)

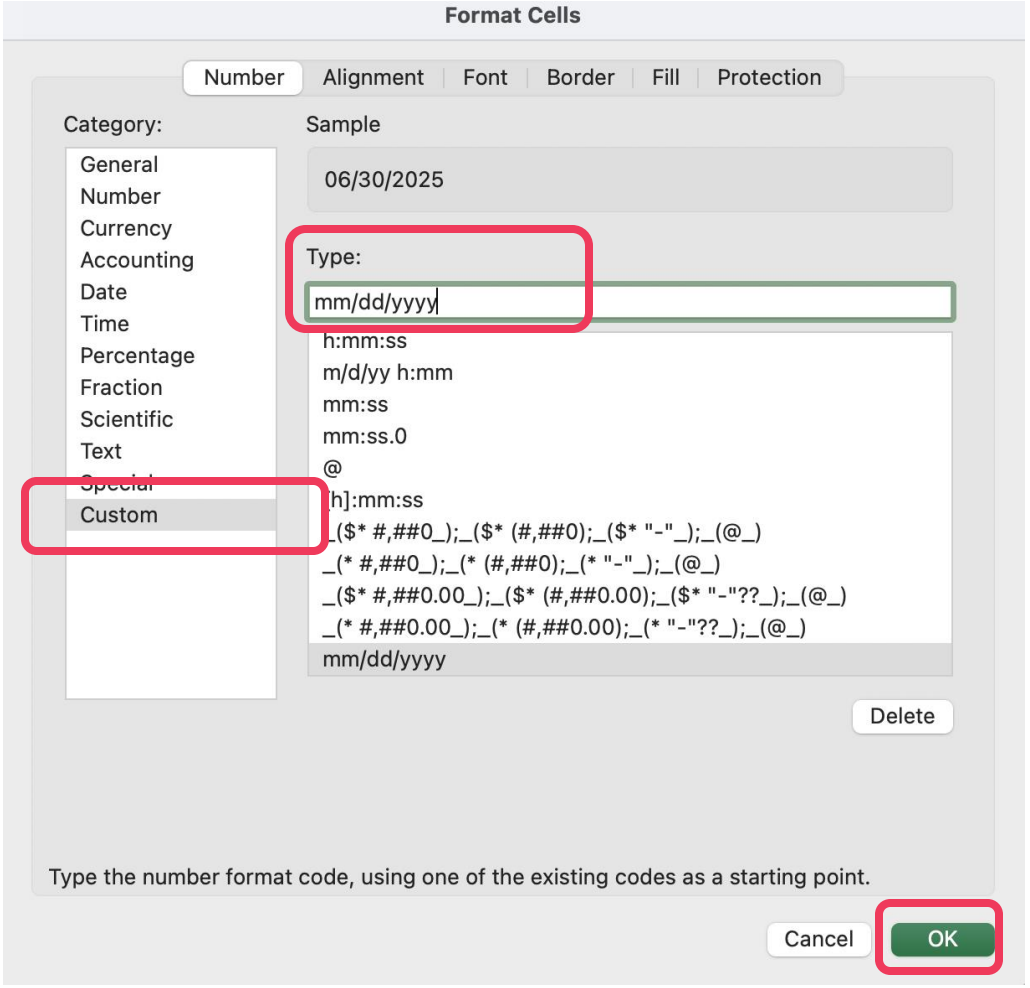
Excel (Format > Format Cells)



Format Spreadsheets (NonPublicStaff.Assignments)

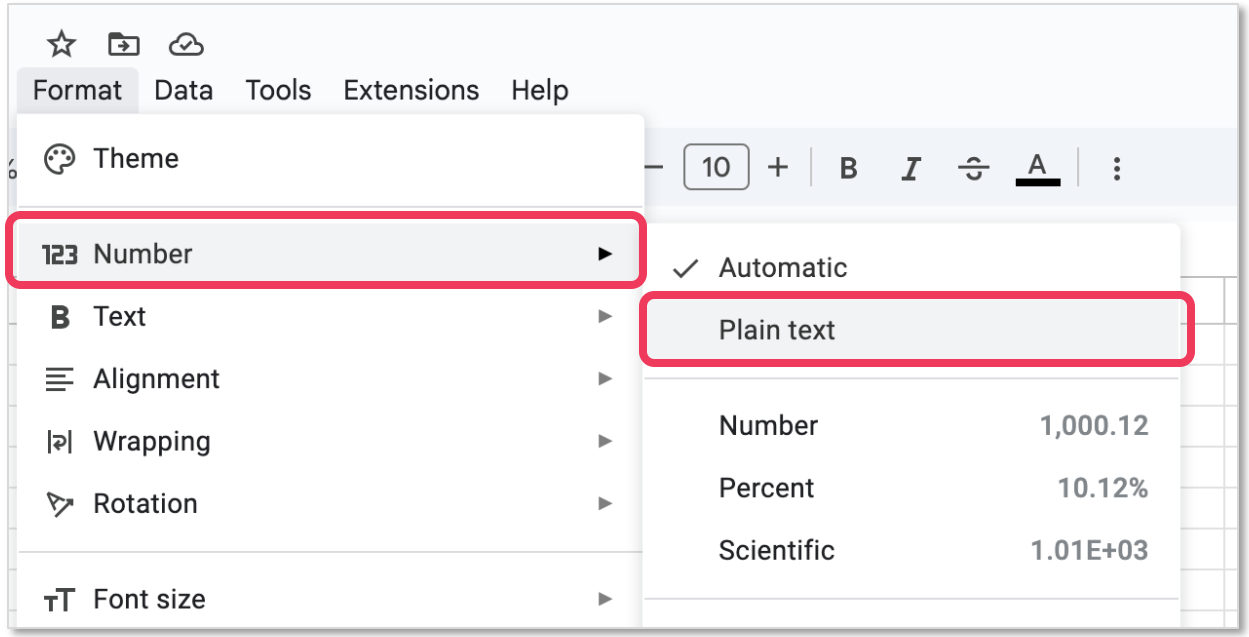
Excel (Format > Format Cells)

- Select Custom
- Under Type, enter “mm/dd/yyyy”
- Select OK
- Repeat for Column N



Google Sheets (Format > Number)

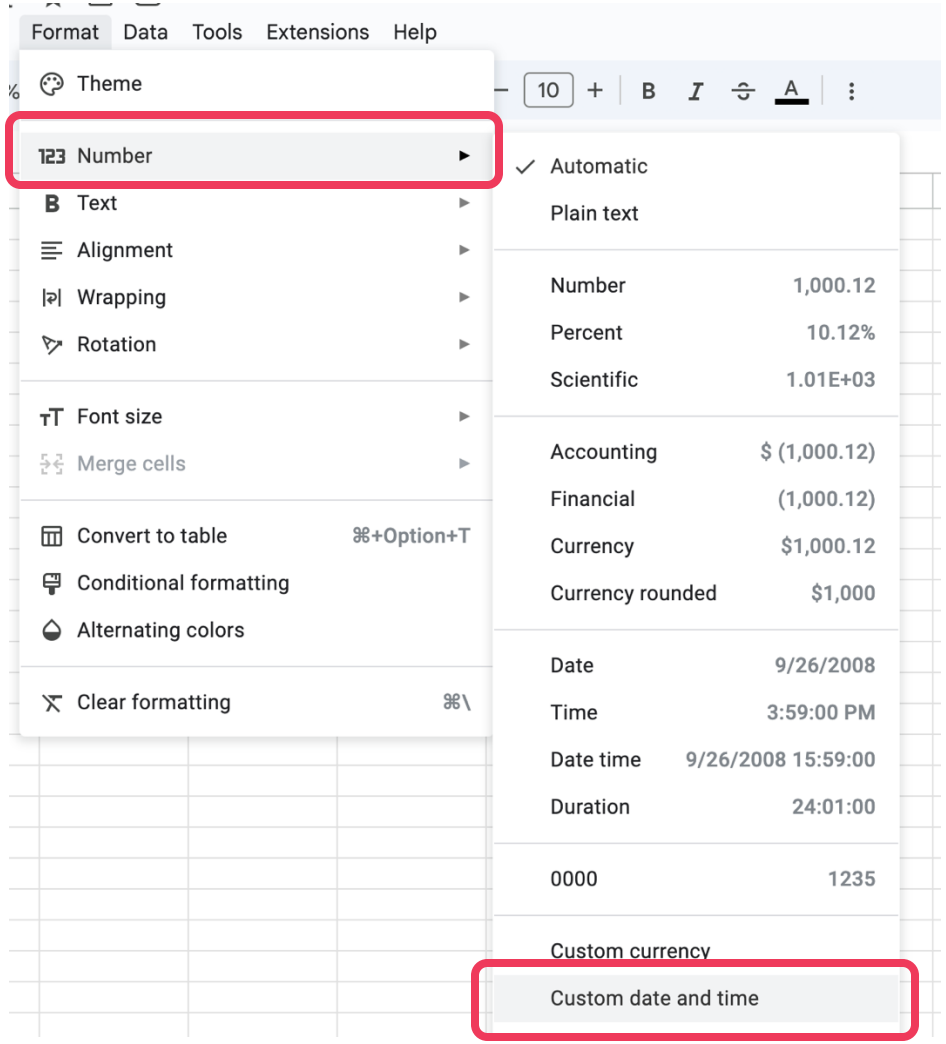
- Select Column B
- Format
- Select Number
- Select Plain Text
- Repeat for Columns D, F, J



Format Spreadsheets (NonPublicStaff.Assignments)

Google Sheets (Format > Number)

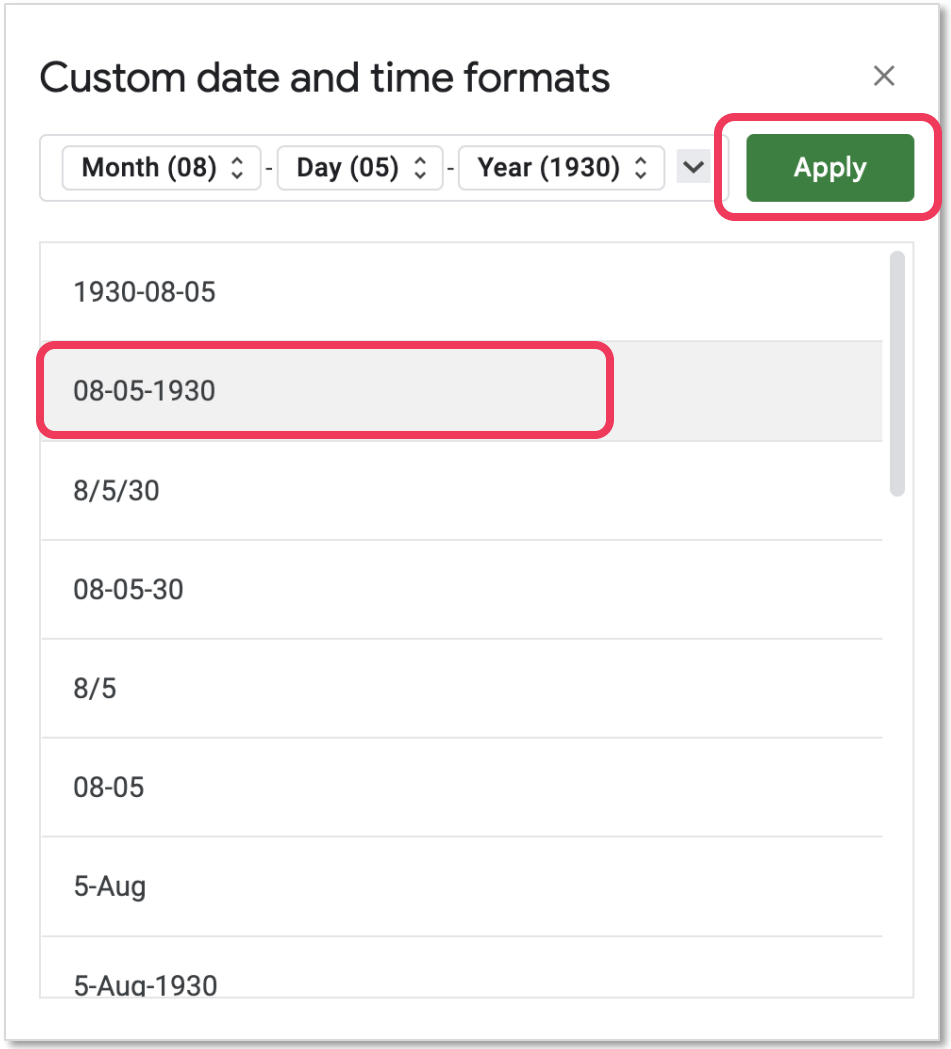
- Select Column M
- Format
- Select Number
- Select Custom date and time



Format Spreadsheets (NonPublicStaff.Assignments)

Google Sheets (Format > Number)

- Select 08-05-1930
- Select OK
- Repeat for Column N



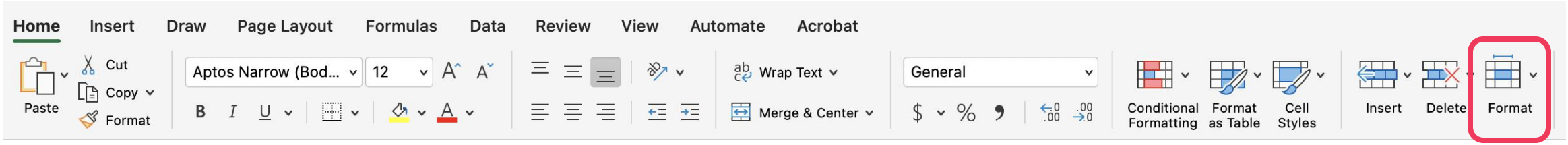
NonPublicStaff.Schedules

3

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

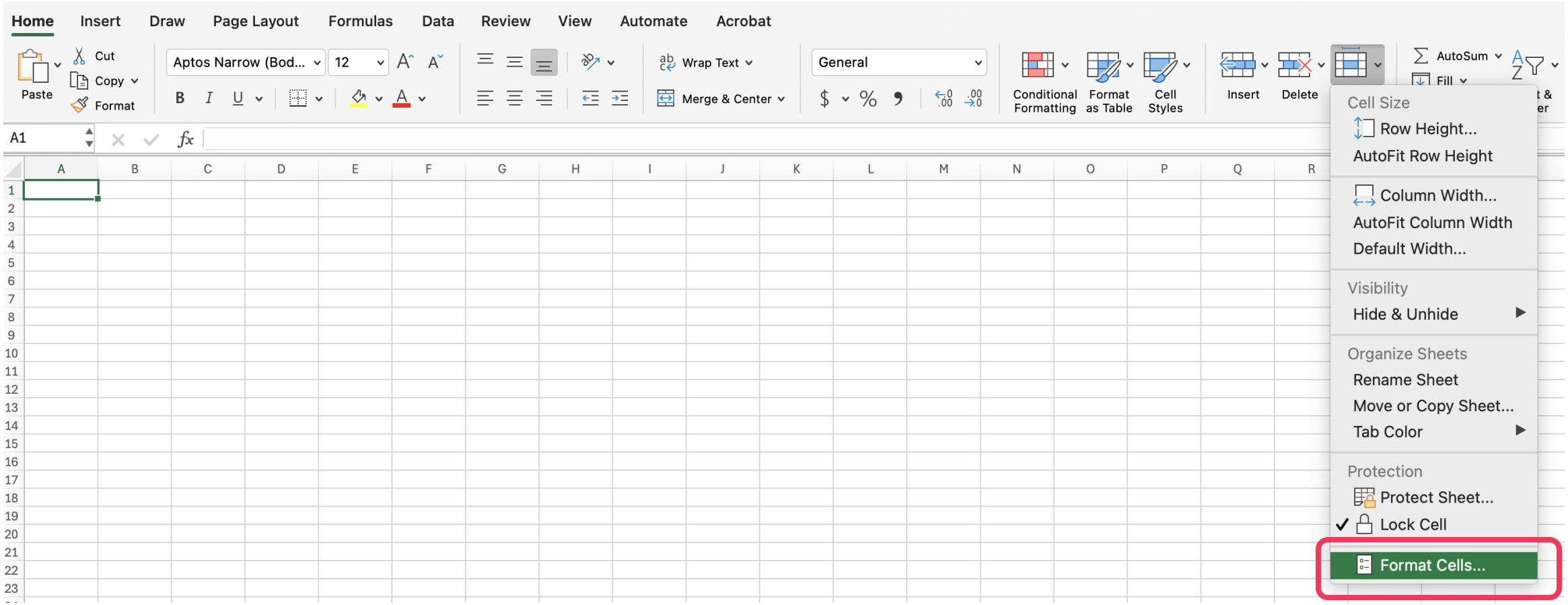
Excel (Format > Format Cells)

- Select Column D
- Format > Format Cells



Format Spreadsheets (NonPublicStaff.Employment)

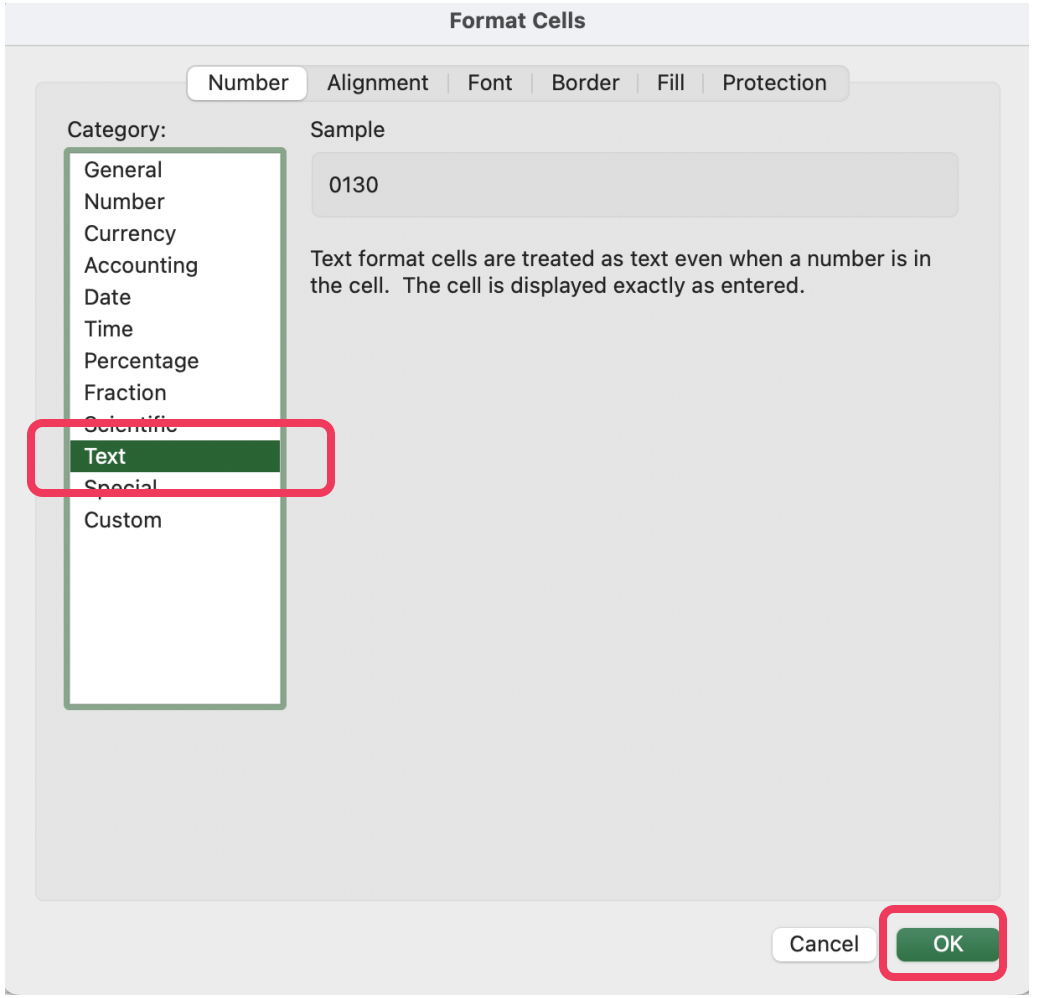
Excel (Format > Format Cells)



Format Spreadsheets (NonPublicStaff.Schedules)

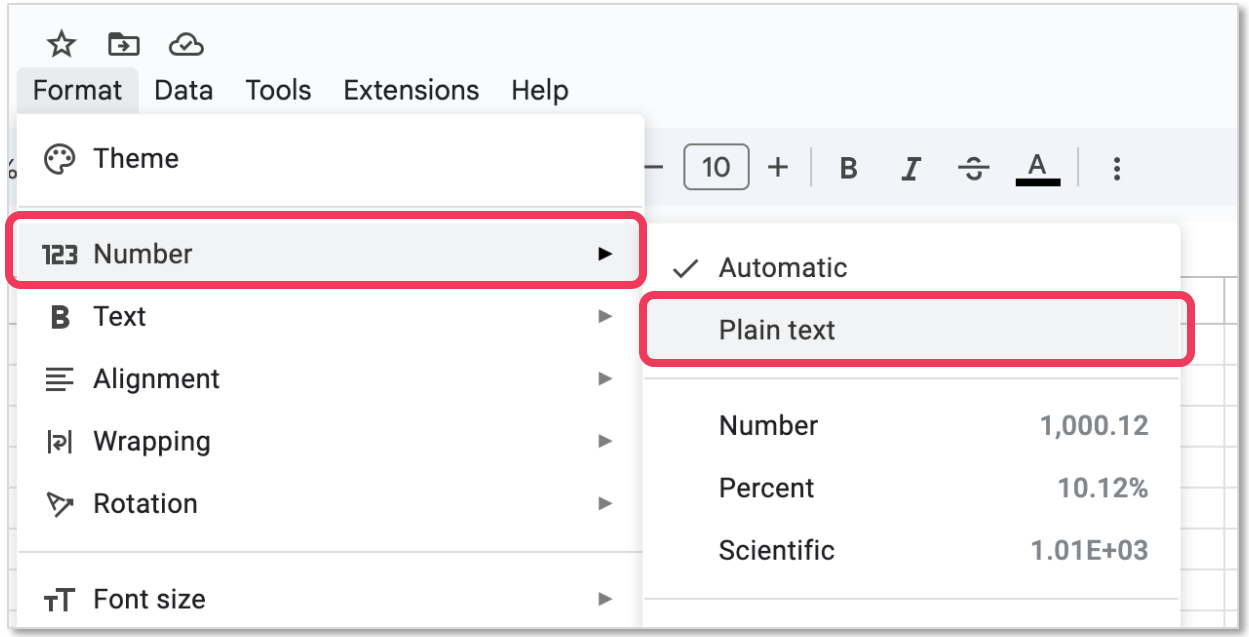
Excel (Format > Cells)

- Select Text
- Select OK
- Repeat for Columns F, H, L, M, P, and Q



Google Sheets (Format > Number)

- Select Column D
- Format
- Select Number
- Select Plain Text
- Repeat for Columns F, H, L, M, P, and Q



Q&A

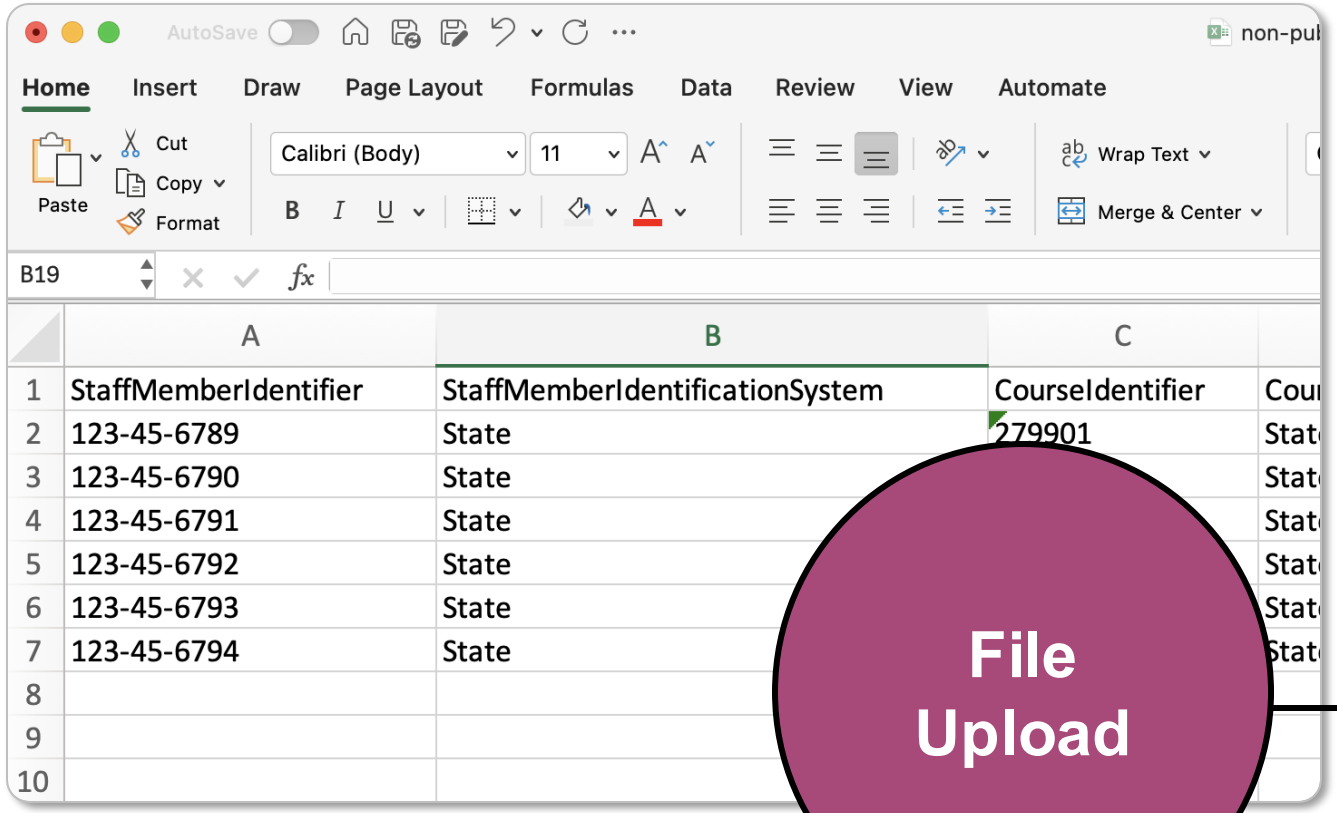
STEP 3

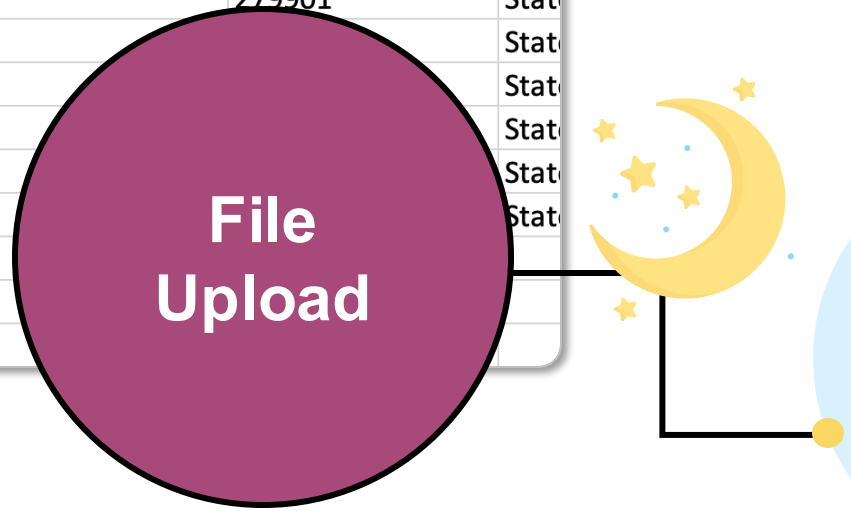
Upload files (3)

MSIS

MISSISSIPPI DEPARTMENT OF EDUCATION

Personnel File Upload

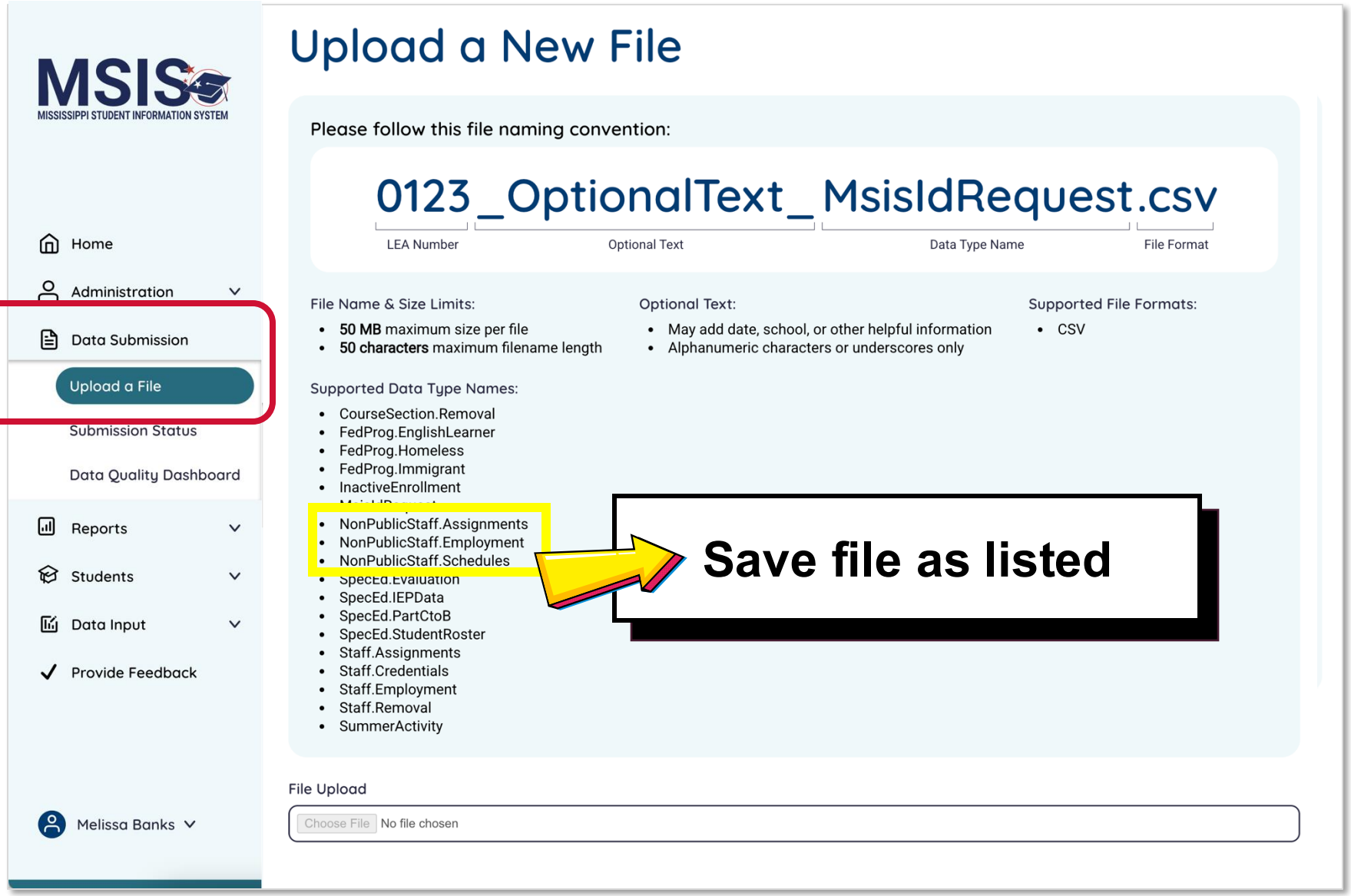




MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Welcome
Sign In
msis.mdek12.org

PERMISSION

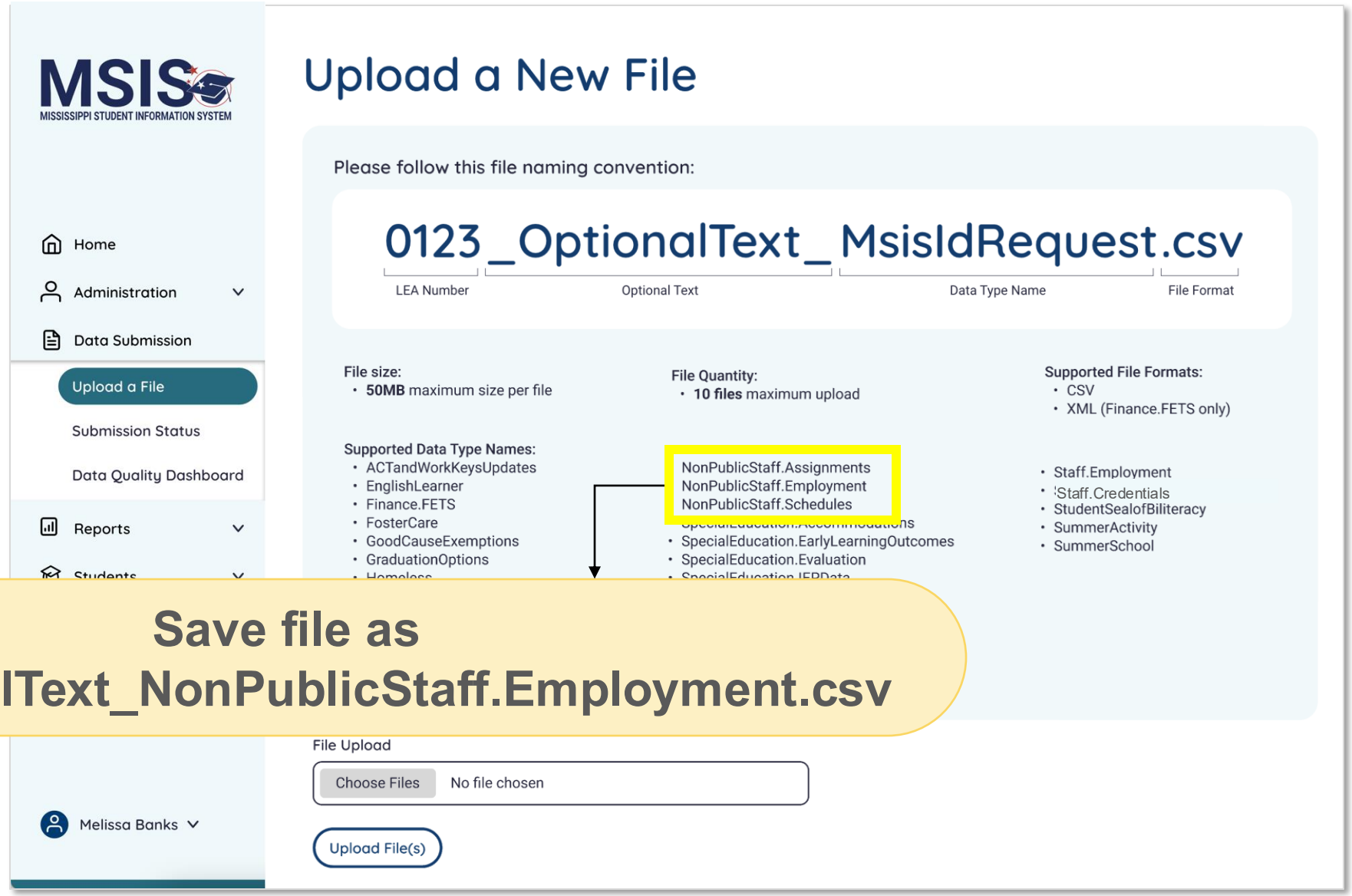
Personnel



QRG

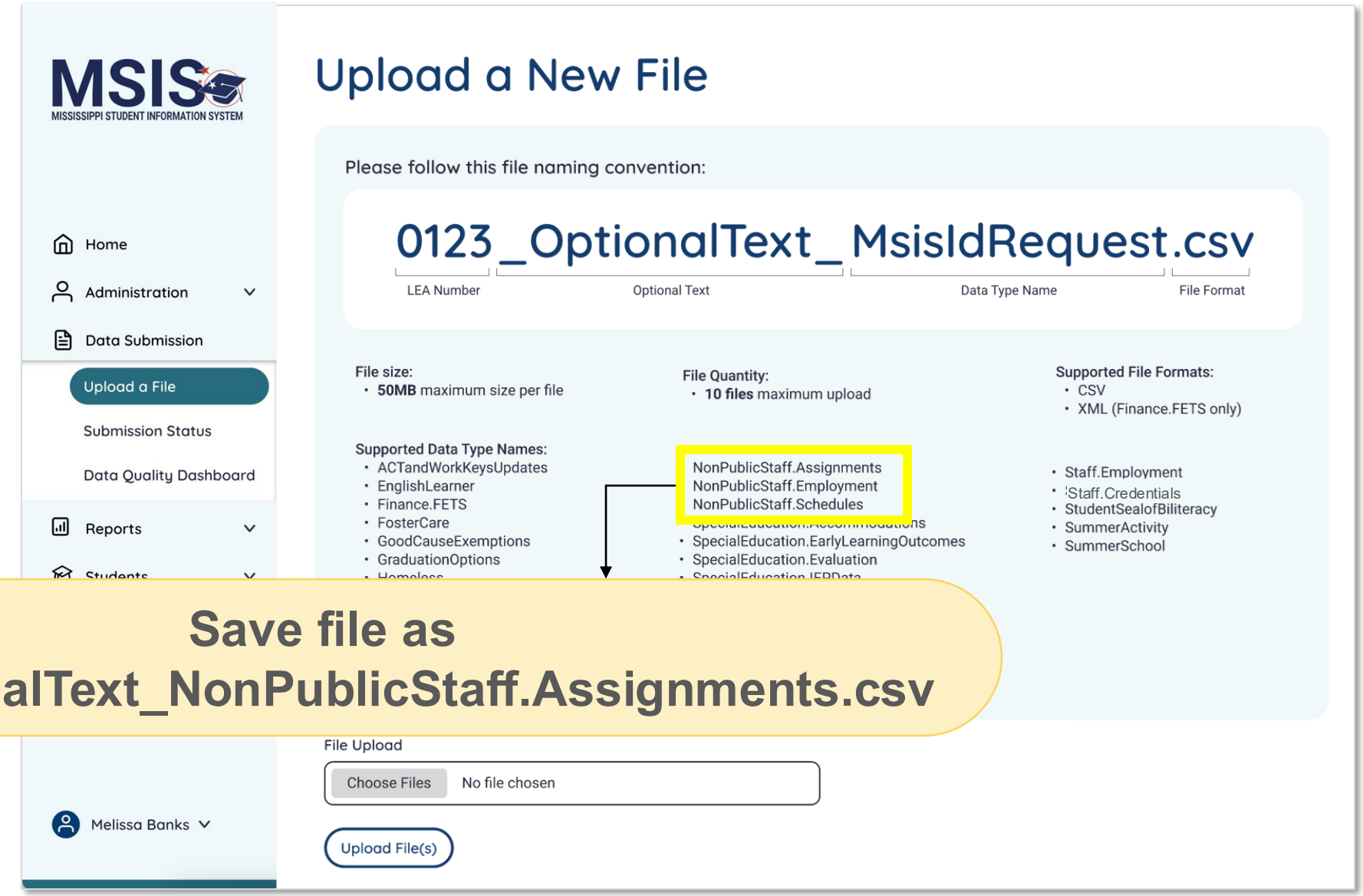
mdek12.org/msis/msis-resource-library/

MISSISSIPPI DEPARTMENT OF EDUCATION



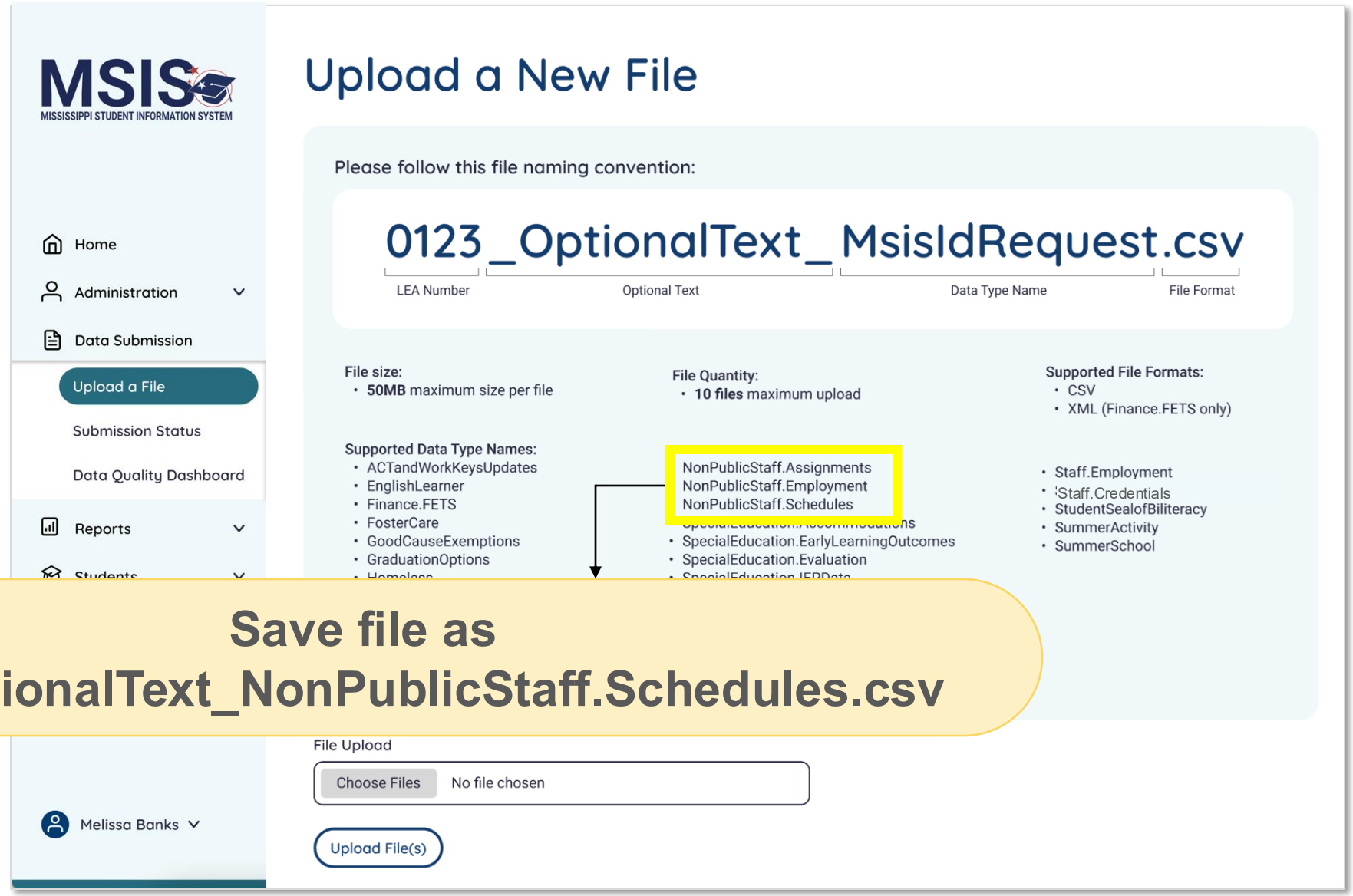
Save file as ####_OptionalText_NonPublicStaff.Employment.csv

MISSISSIPPI DEPARTMENT OF EDUCATION



Save file as ####_OptionalText_NonPublicStaff.Assignments.csv

MISSISSIPPI DEPARTMENT OF EDUCATION



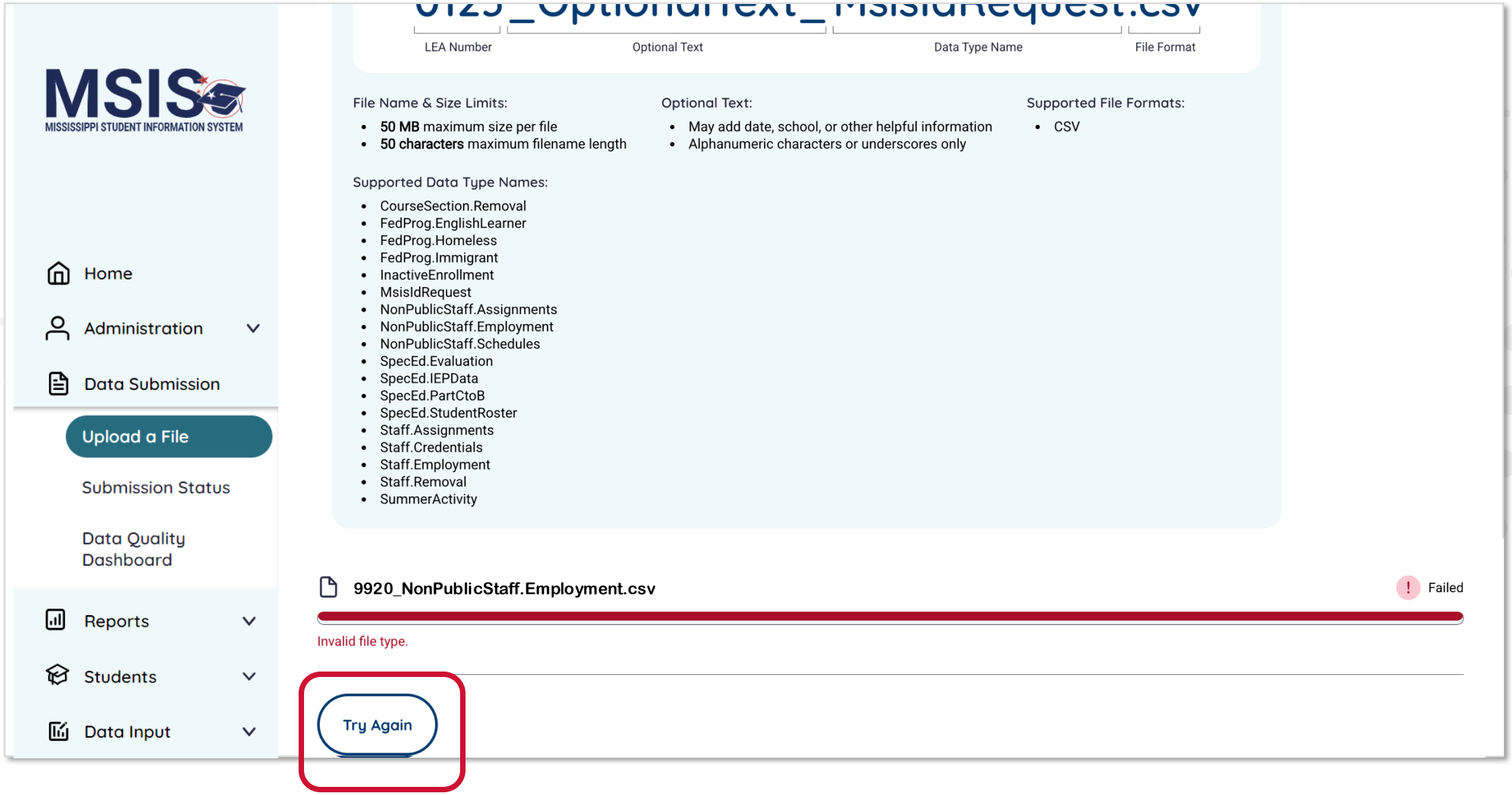
Save file as ####_OptionalText_NonPublicStaff.Schedules.csv

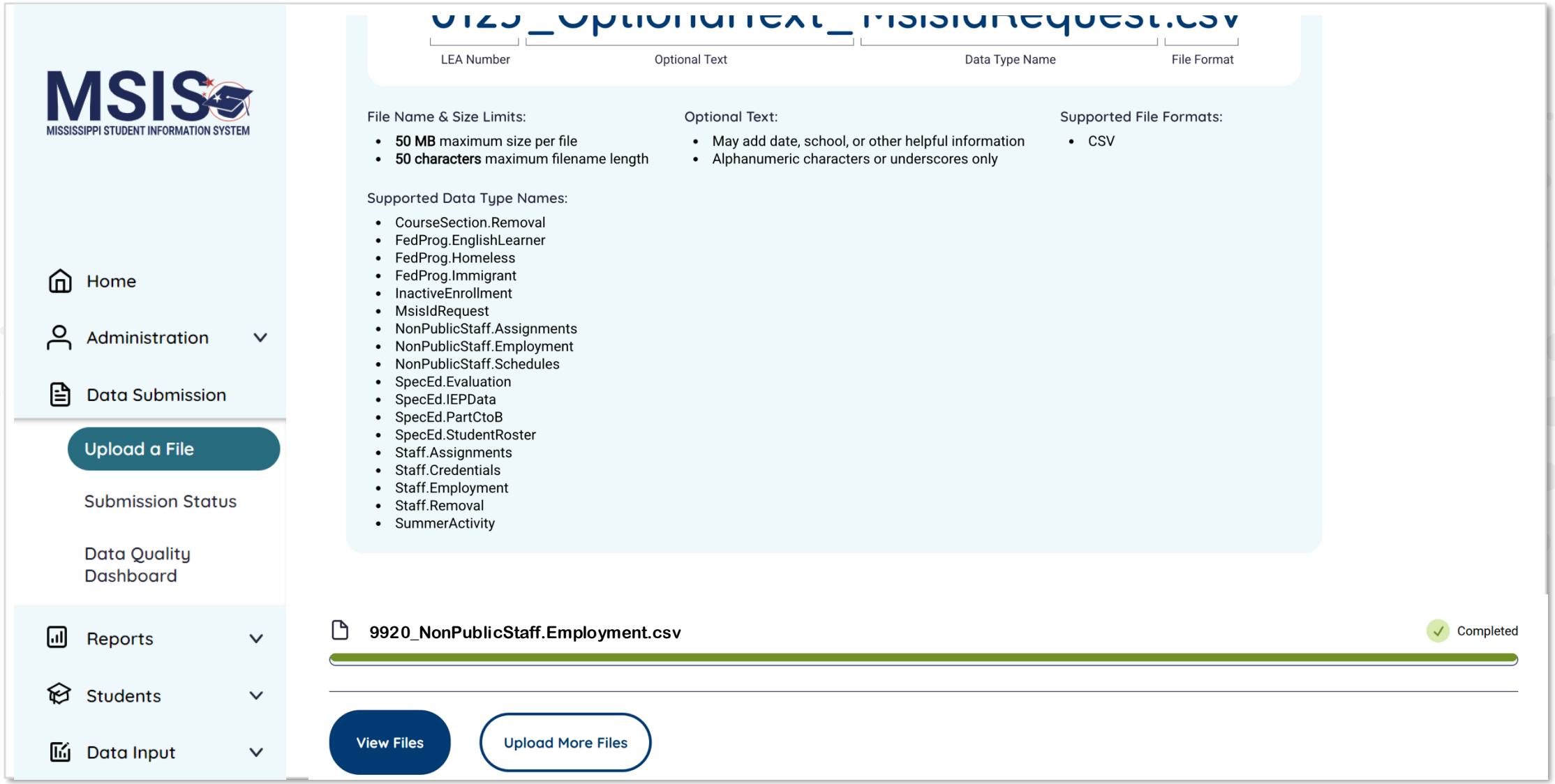
File Upload process runs a first set of initial data checks.

Correct file name?

Correct file format?

File too large?


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
MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Home
Administration
Data Submission
Upload a File
Submission Status
Data Quality Dashboard
Reports
Students
Data Input
9920_NonPublicStaff.Employment.csv
Failed
Invalid file type.
Try Again


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
MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Home
Administration
Data Submission
Upload a File
Submission Status
Data Quality Dashboard
Reports
Students
Data Input
9920_NonPublicStaff.Employment.csv
Completed
View Files
Upload More Files

STEP 4

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

MSIS

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?

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
MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Home
Administration
Data Submission
Upload a File
Submission Status
Data Quality Dashboard
Reports
Students
Data Input
9920_NonPublicStaff.Employment.csv
Completed
View Files
Upload More Files

Submission Status

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

Status: Select...

Uploaded By: Enter uploaded by na...

05/01/2025 – 07/28/2025

Apply Filter | Reset Filter | + Upload a File

Name	Date & Time (CT)	Uploaded By	Status	Actions
9920ResidentLEASchool.csv	07/15/2025, 08:58:24 AM	Banks, Melissa	Failed	
9920_MsisIdRequest.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	
9920MsisIdRequest.csv	05/26/2025, 09:51:02 AM	Banks, Melissa	Success	

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

- Home
- Administration
- Data Submission
  - Upload a File
  - Submission Status
  - Data Quality Dashboard
  - Accreditation
- Reports

Submission Status

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

Status: Select...

Uploaded By: Enter uploaded by na...

04/26/2025 – 05/26/2025

Apply Filter | Reset Filter | + Upload a File

Name	Date & Time (CT)	Uploaded By	Status	Actions
9920_rowspaces_KindergartenEntry.csv	05/26/2025, 06:23:51 PM	Banks, Melissa	Failed	
9920_namespace_KindergartenEntry.csv	05/26/2025, 06:23:31 PM	Banks, Melissa	Failed	
9920_PSspaces_KindergartenEntry.csv	05/26/2025, 06:22:50 PM	Banks, Melissa	Failed	
9920_NonPublicStaff.Employment.csv	05/26/2025, 06:22:25 PM	Banks, Melissa	Failed	
9920_filter_KindergartenEntry.csv	05/26/2025, 06:21:28 PM	Banks, Melissa	Failed	

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

Uploaded By: **Melissa Banks**

Number of Rows: **9**

File Status: Failed

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

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

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

Uploaded By: **Melissa Banks**

Number of Rows: **9**

File Status: Failed

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

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

+1 to the Row ID to find the corresponding row in your spreadsheet.

The system counts the header row as"0" but on the spreadsheet the header row is 1.

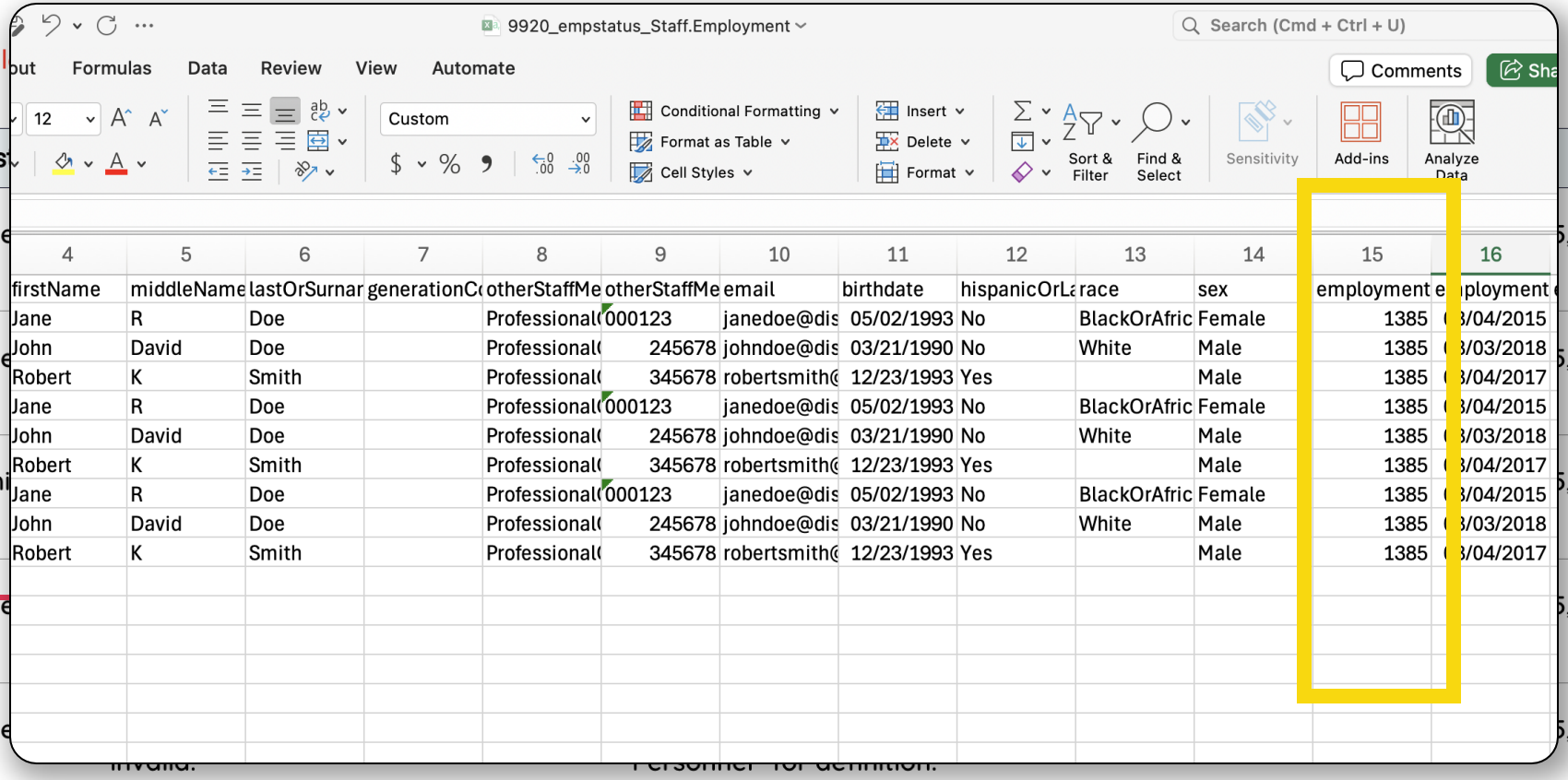
Date Uploaded: **06/05/2025**

Uploaded By: **Melissa Banks**

Number of Rows: **9**

File Status: Failed

File validation fail



4	5	6	7	8	9	10	11	12	13	14	15	16
firstName	middleName	lastOrSurnar	generationC	otherStaffMe	otherStaffMe	email	birthdate	hispanicOrLa	race	sex	employment	employment
Jane	R	Doe		Professional(	000123	janedoe@dis	05/02/1993	No	BlackOrAfric	Female	1385	3/04/2015
John	David	Doe		Professional(	245678	johndoe@dis	03/21/1990	No	White	Male	1385	3/03/2018
Robert	K	Smith		Professional(	345678	robertsmith@	12/23/1993	Yes		Male	1385	3/04/2017
Jane	R	Doe		Professional(	000123	janedoe@dis	05/02/1993	No	BlackOrAfric	Female	1385	3/04/2015
John	David	Doe		Professional(	245678	johndoe@dis	03/21/1990	No	White	Male	1385	3/03/2018
Robert	K	Smith		Professional(	345678	robertsmith@	12/23/1993	Yes		Male	1385	3/04/2017
Jane	R	Doe		Professional(	000123	janedoe@dis	05/02/1993	No	BlackOrAfric	Female	1385	3/04/2015
John	David	Doe		Professional(	245678	johndoe@dis	03/21/1990	No	White	Male	1385	3/03/2018
Robert	K	Smith		Professional(	345678	robertsmith@	12/23/1993	Yes		Male	1385	3/04/2017

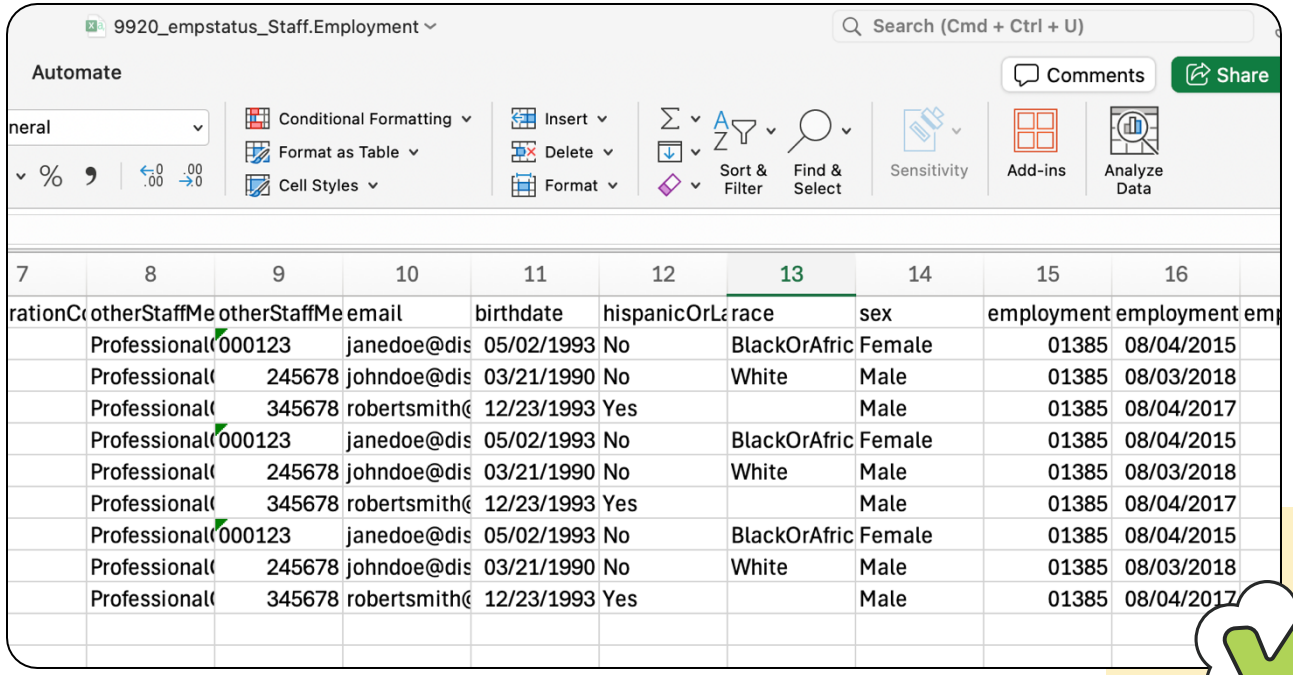
Row ID	First Name	Last		
1	Jane	Doe		, or 01380. See "D
2	John	Doe		, or 01380. See "D
3	Robert	Smi		, or 01380. See "D
4	Jane	Doe		, or 01380. See "D
5	John	Doe		, or 01380. See "D
6	Robert	Smith	The employmentStatus is blank or invalid.	The employmentStatus is a required field and should only be 01379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

MISSISSIPPI DEPARTMENT OF EDUCATION

Formatting Spreadsheets – Video Tutorials

[Google Sheets Video Tutorial]

[Microsoft Excel Video Tutorial]



7	8	9	10	11	12	13	14	15	16
rationC	otherStaffMe	otherStaffMe	email	birthdate	hispanicOrLa	race	sex	employment	employment	emp
	Professional(	000123	janedoe@dis	05/02/1993	No	BlackOrAfric	Female	01385	08/04/2015	
	Professional(	245678	johndoe@dis	03/21/1990	No	White	Male	01385	08/03/2018	
	Professional(	345678	robertsmith@	12/23/1993	Yes		Male	01385	08/04/2017	
	Professional(	000123	janedoe@dis	05/02/1993	No	BlackOrAfric	Female	01385	08/04/2015	
	Professional(	245678	johndoe@dis	03/21/1990	No	White	Male	01385	08/03/2018	
	Professional(	345678	robertsmith@	12/23/1993	Yes		Male	01385	08/04/2017	
	Professional(	000123	janedoe@dis	05/02/1993	No	BlackOrAfric	Female	01385	08/04/2015	
	Professional(	245678	johndoe@dis	03/21/1990	No	White	Male	01385	08/03/2018	
	Professional(	345678	robertsmith@	12/23/1993	Yes		Male	01385	08/04/2017	

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

Submission Status

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

Status: Select...

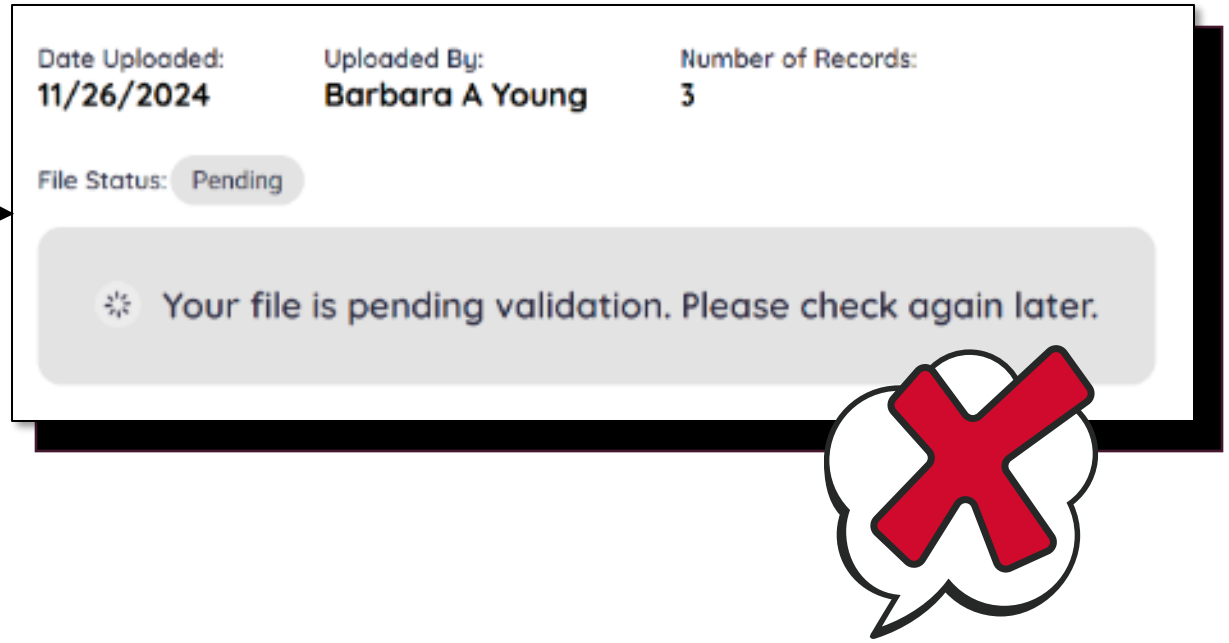
Uploaded By: Enter uploaded by na...

05/01/2025 – 07/28/2025

Apply Filter | Reset Filter | + Upload a File

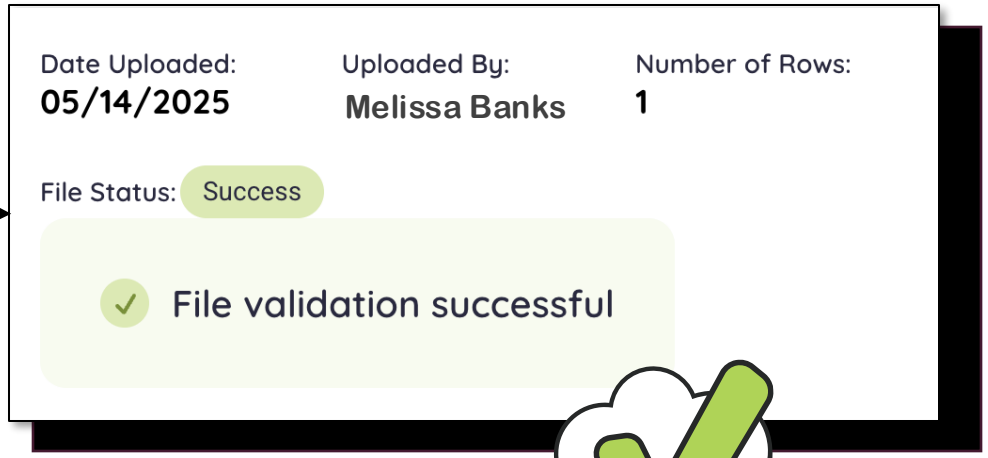
Name	Date & Time (CT)	Uploaded By	Status	Actions
9920ResidentLEASchool.csv	07/15/2025, 08:58:24 AM	Banks, Melissa	Failed	
9920_MsisIdRequest.csv	06/10/2025, 09:16:43 AM	Banks, Melissa	Failed	
9920_xtrasp_Staff.Employment.csv	06/06/2025, 05:00:06 AM	Banks, Melissa	Failed	
9920_xtrarow_Staff.Employment.csv	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_NonPublicStaff.Employment.csv	06/10/2025, 09:17:40 AM	Banks, Melissa	Success	
9920MsisIdRequest.csv	05/26/2025, 09:51:02 AM	Banks, Melissa	Success	

Pending

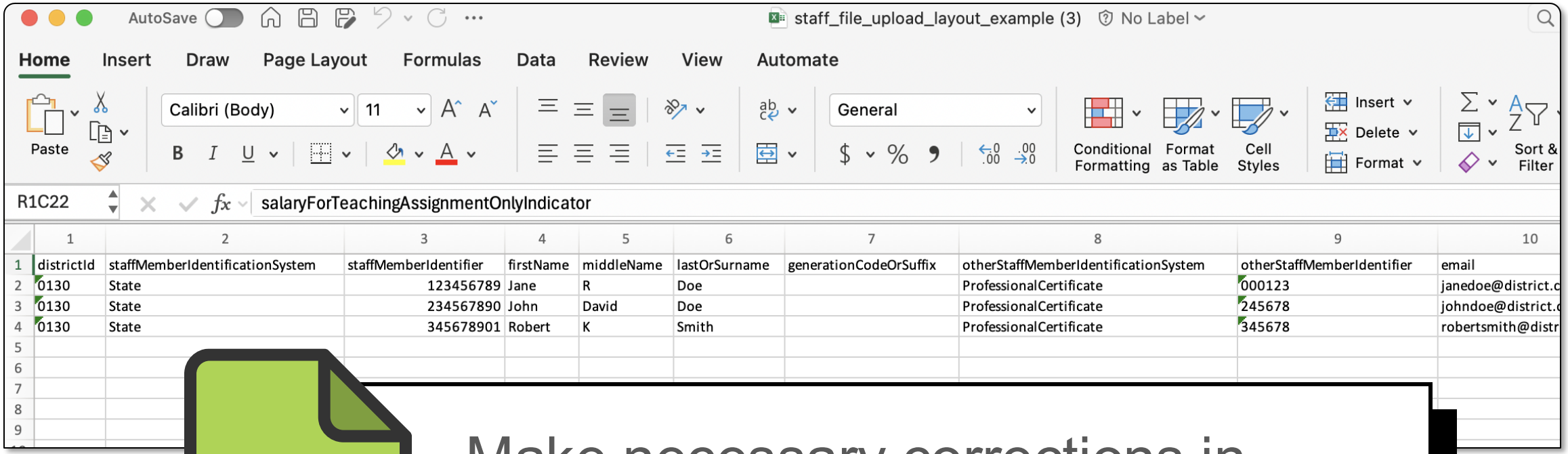


DO NOT upload more than one file that **contains the same information** while the first file is in **Pending status.**

Success

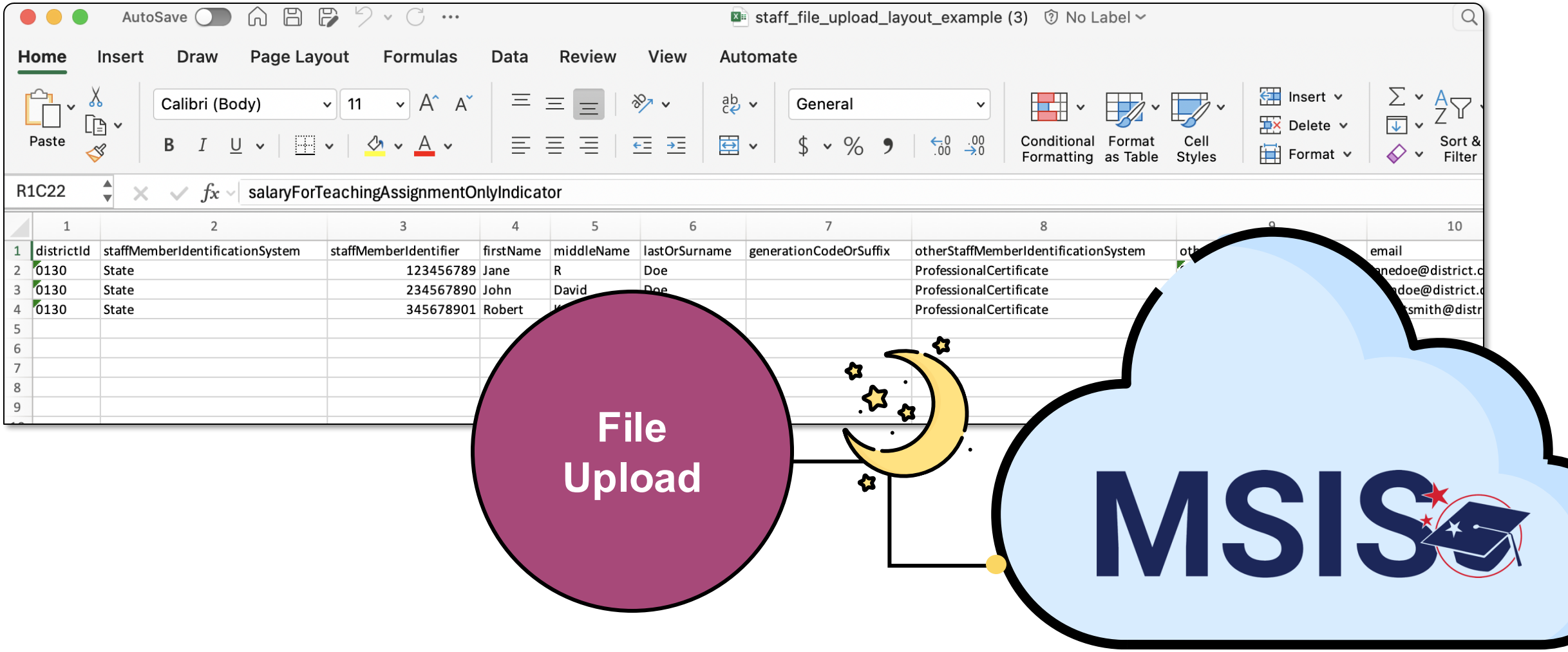


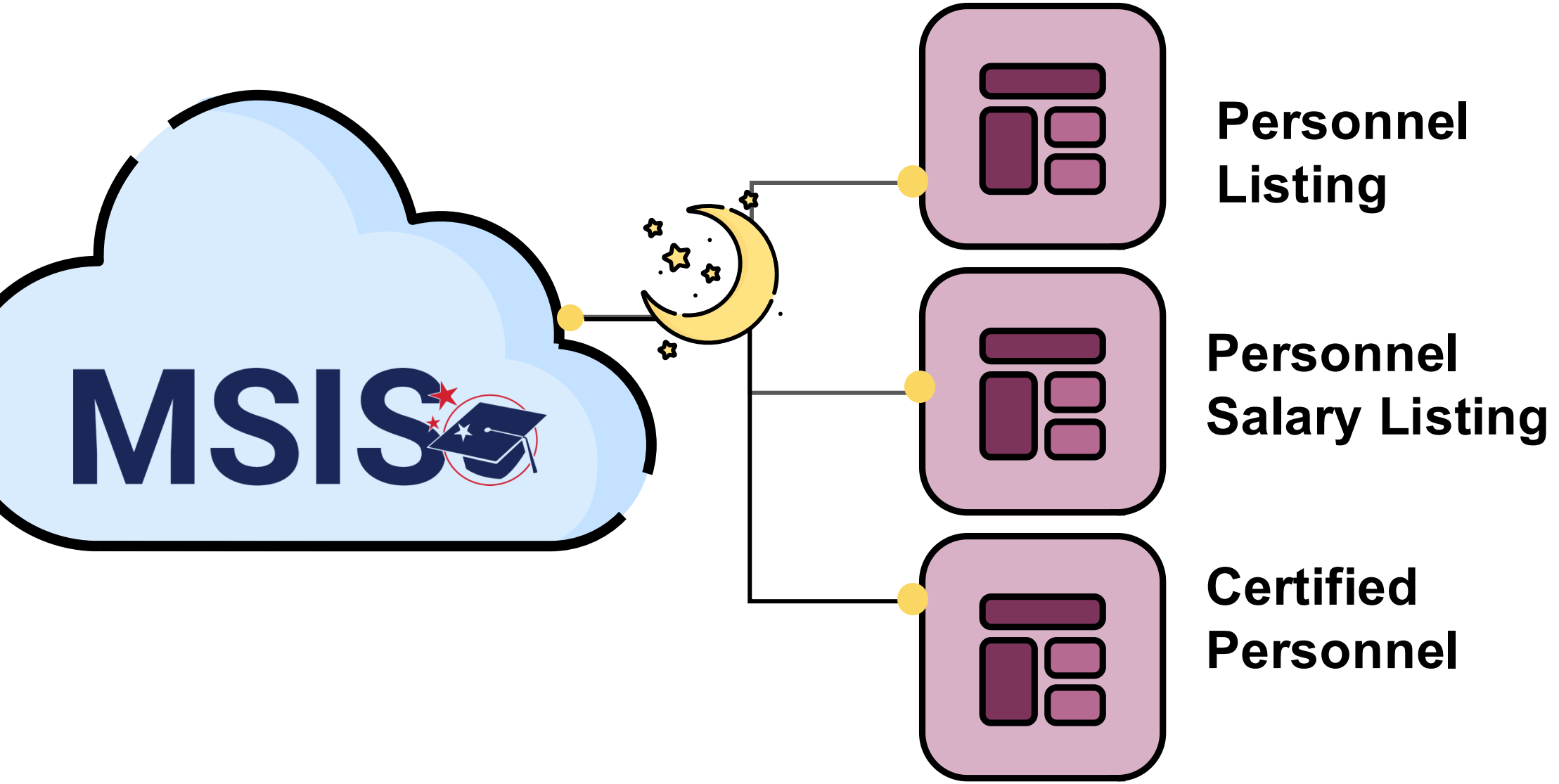
Once the file transitions to **Success status**, users can upload another file (on the same day) that **contains the same information**.

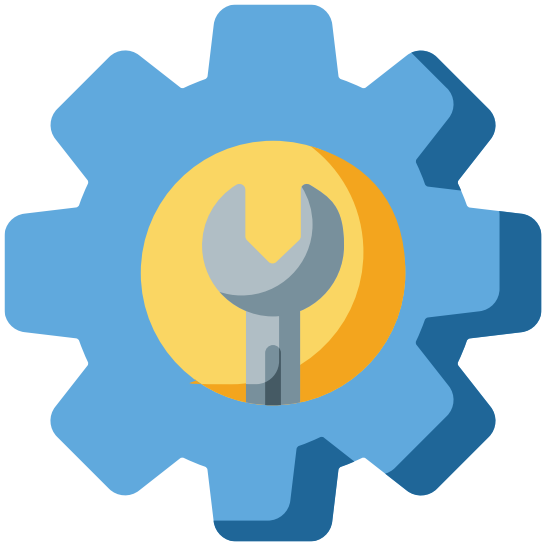


	1	2	3	4	5	6	7	8	9	10
1	districtId	staffMemberIdentificationSystem	staffMemberIdentifier	firstName	middleName	lastOrSurname	generationCodeOrSuffix	otherStaffMemberIdentificationSystem	otherStaffMemberIdentifier	email
2	0130	State	123456789	Jane	R	Doe		ProfessionalCertificate	000123	janedoe@district.c
3	0130	State	234567890	John	David	Doe		ProfessionalCertificate	245678	johndoe@district.c
4	0130	State	345678901	Robert	K	Smith		ProfessionalCertificate	345678	robertsmith@distr
5										
6										
7										
8										
9										

Make necessary corrections in the csv file and resave.

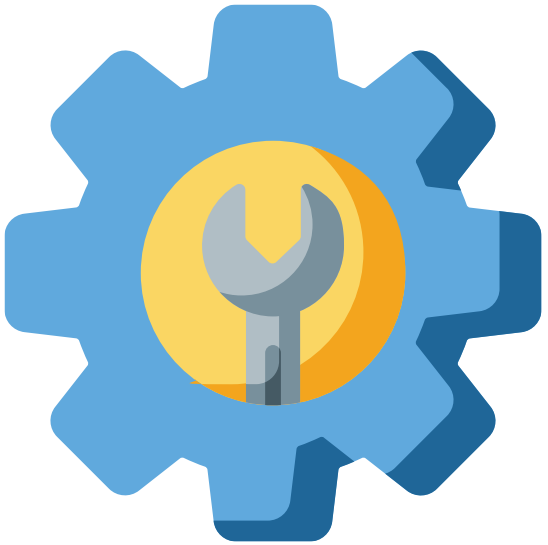

AutoSave
staff_file_upload_layout_example (3)
No Label
Home
Insert
Draw
Page Layout
Formulas
Data
Review
View
Automate
Paste
Calibri (Body)
11
General
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
Sort & Filter
R1C22
salaryForTeachingAssignmentOnlyIndicator
districtId
staffMemberIdentificationSystem
staffMemberIdentifier
firstName
middleName
lastOrSurname
generationCodeOrSuffix
otherStaffMemberIdentificationSystem
email
0130
State
123456789
Jane
R
Doe
ProfessionalCertificate
0130
State
234567890
John
David
ProfessionalCertificate
0130
State
345678901
Robert
ProfessionalCertificate
File Upload
MSIS


MSIS
Personnel Listing
Personnel Salary Listing
Certified Personnel



Struggling to get files
to successfully upload?

mdeapps@mdek12.org



Want to schedule a time to come to MDE for 1:1 support?

msis2@mdek12.org

Q&A

Next Week!

5 **REVIEW** Data Quality Dashboard; make edits and reupload files as needed

6 **REVIEW** Reports; make edits and reupload files as needed

CERTIFY data

Q&A

MSIS Team

msis2@mdek12.org