

# Non-Public Schools: Personnel File Upload

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**MSIS** 

[mdek12.org](https://mdek12.org)



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

September 2025



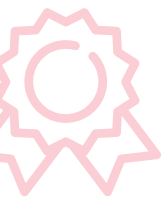
## VISION

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

**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





# **REVIEW**

Personnel file  
upload process

# MSIS Resources



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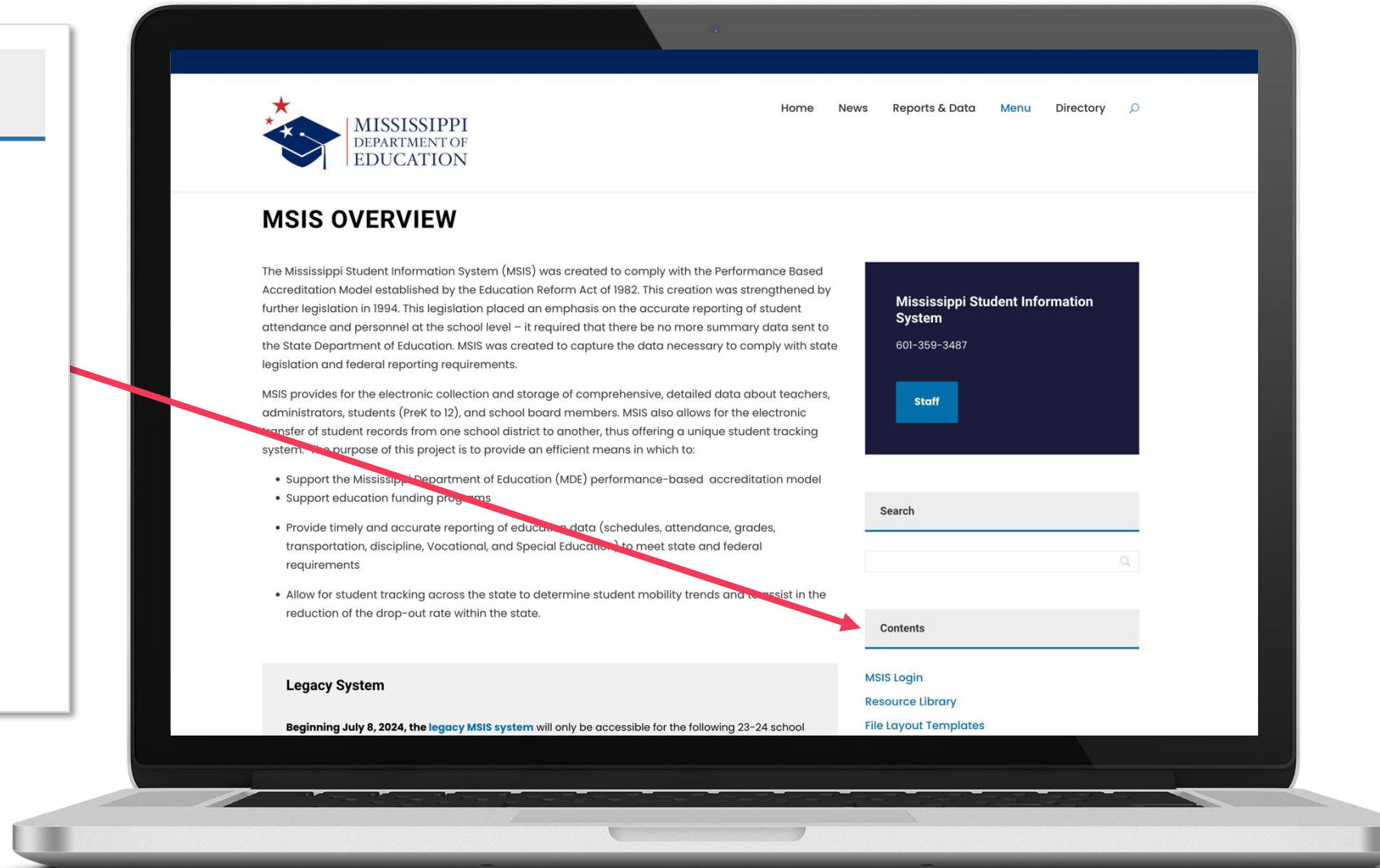
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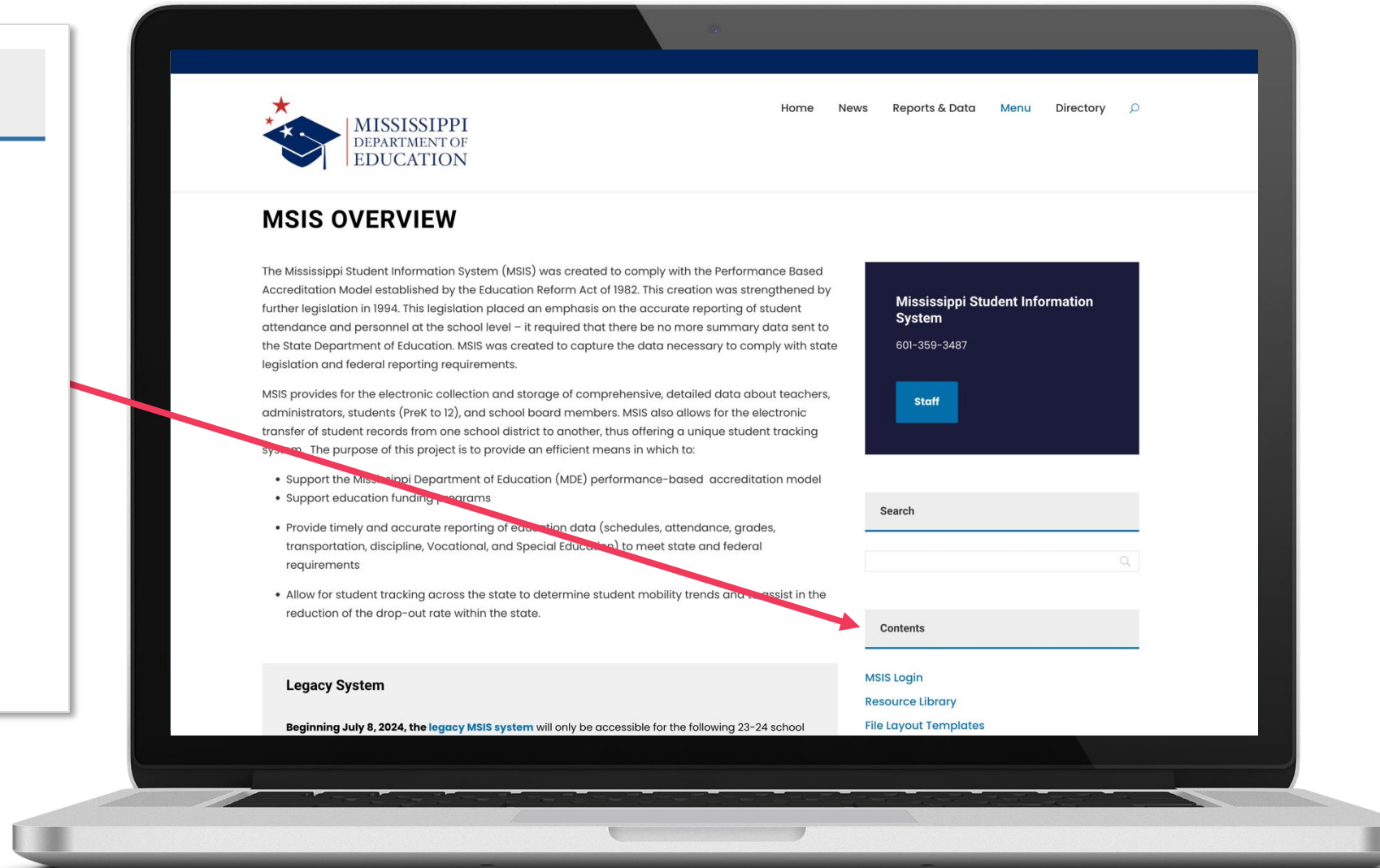
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Welcome

Sign In

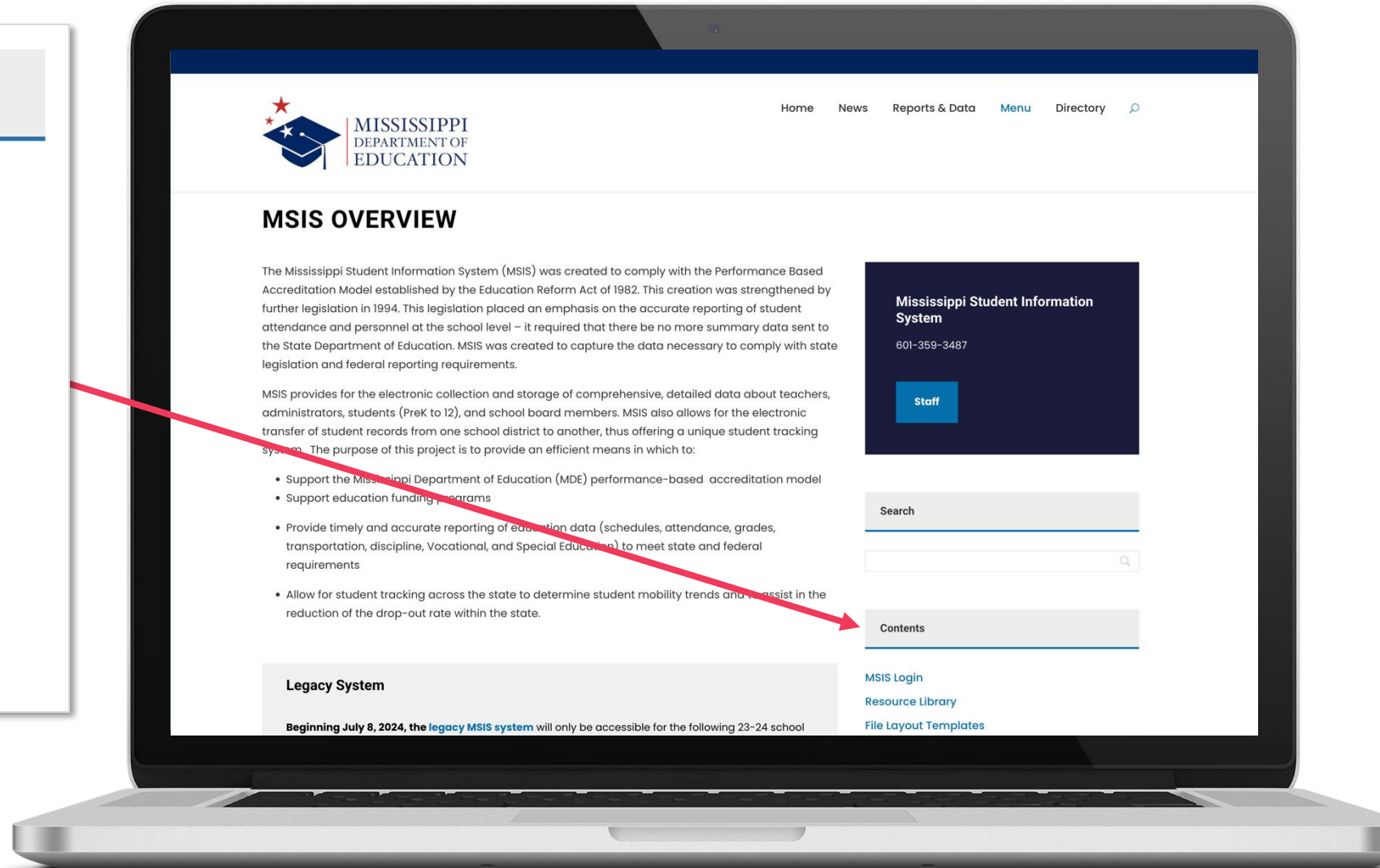


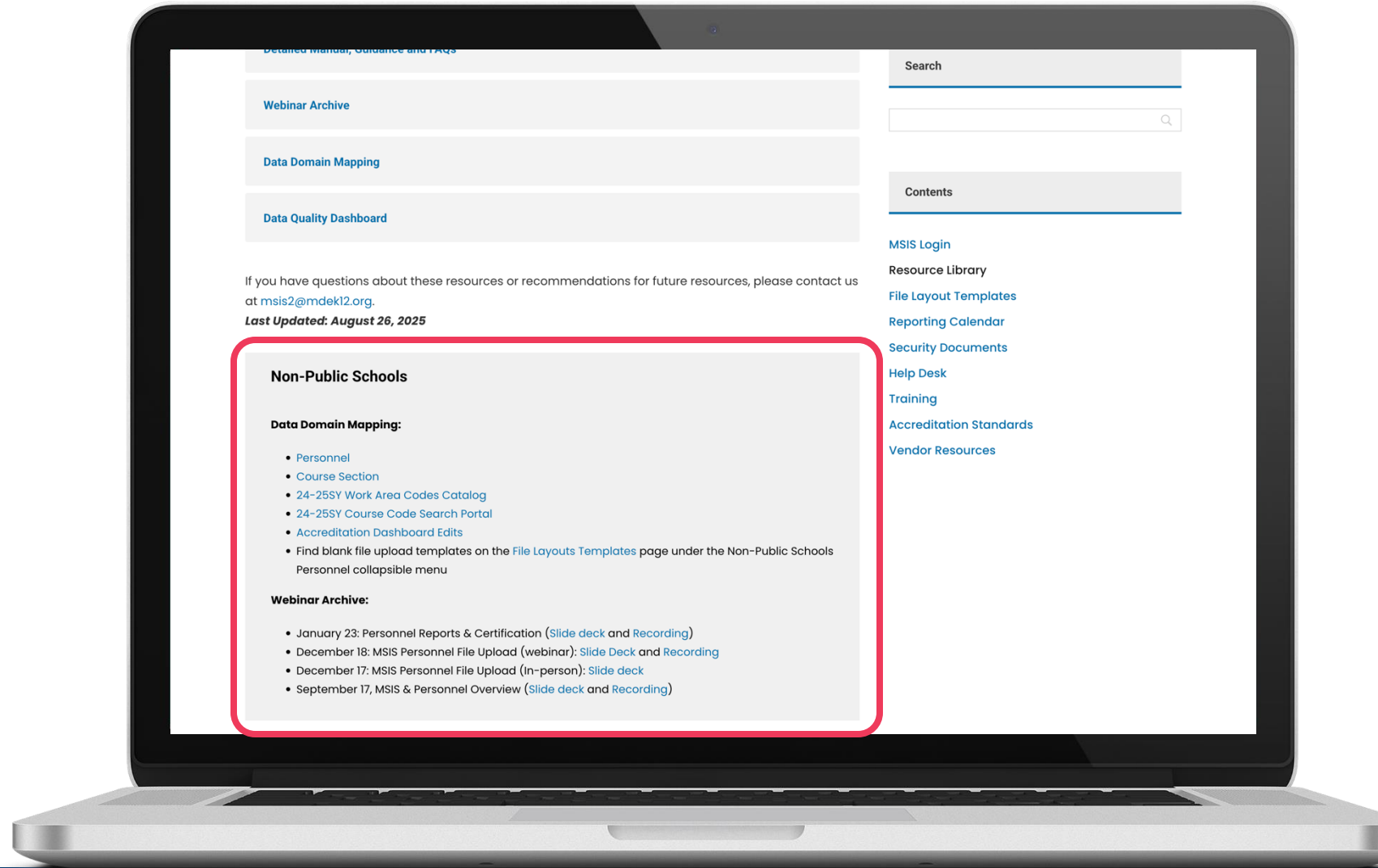
**msis.mdek12.org**



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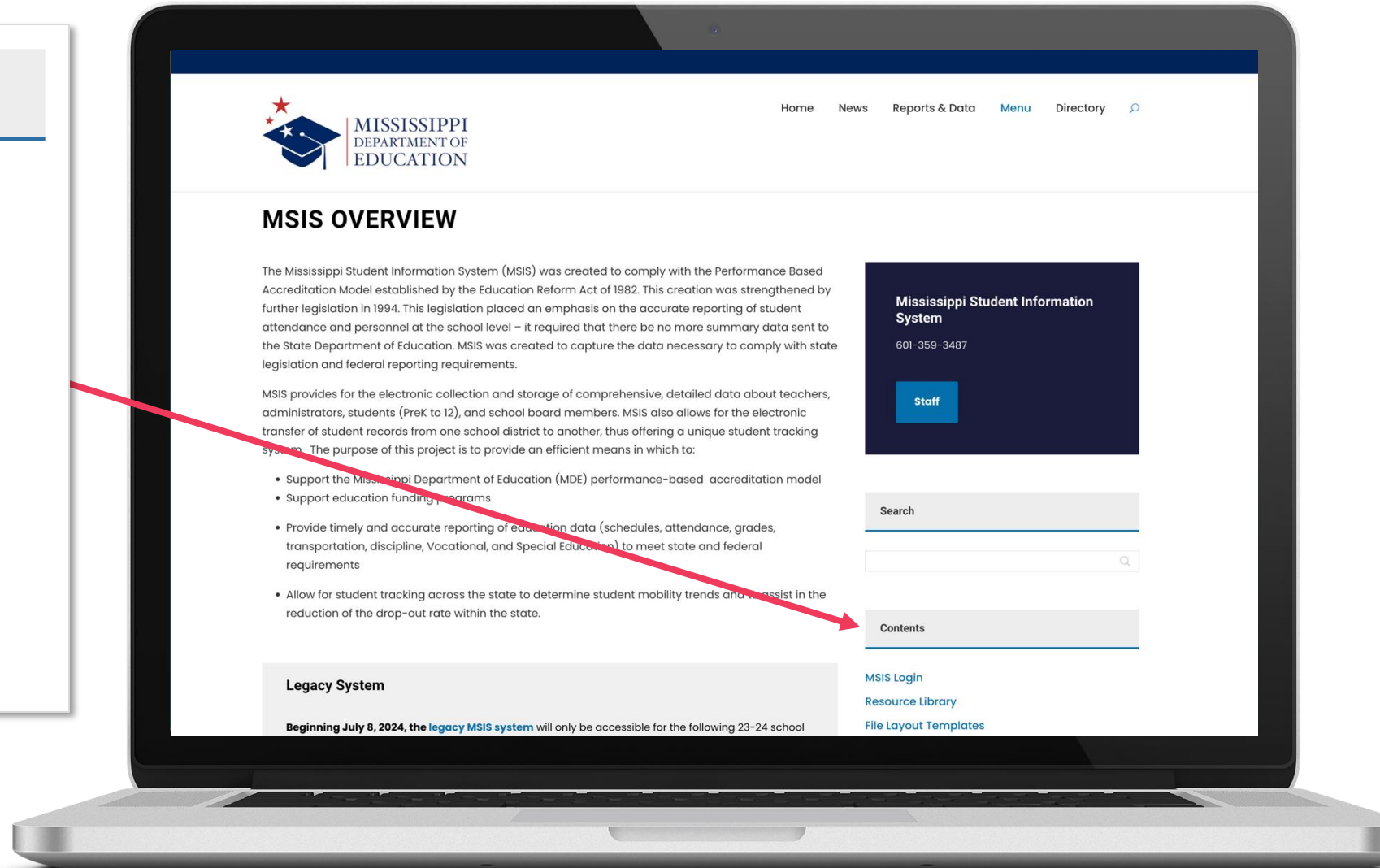
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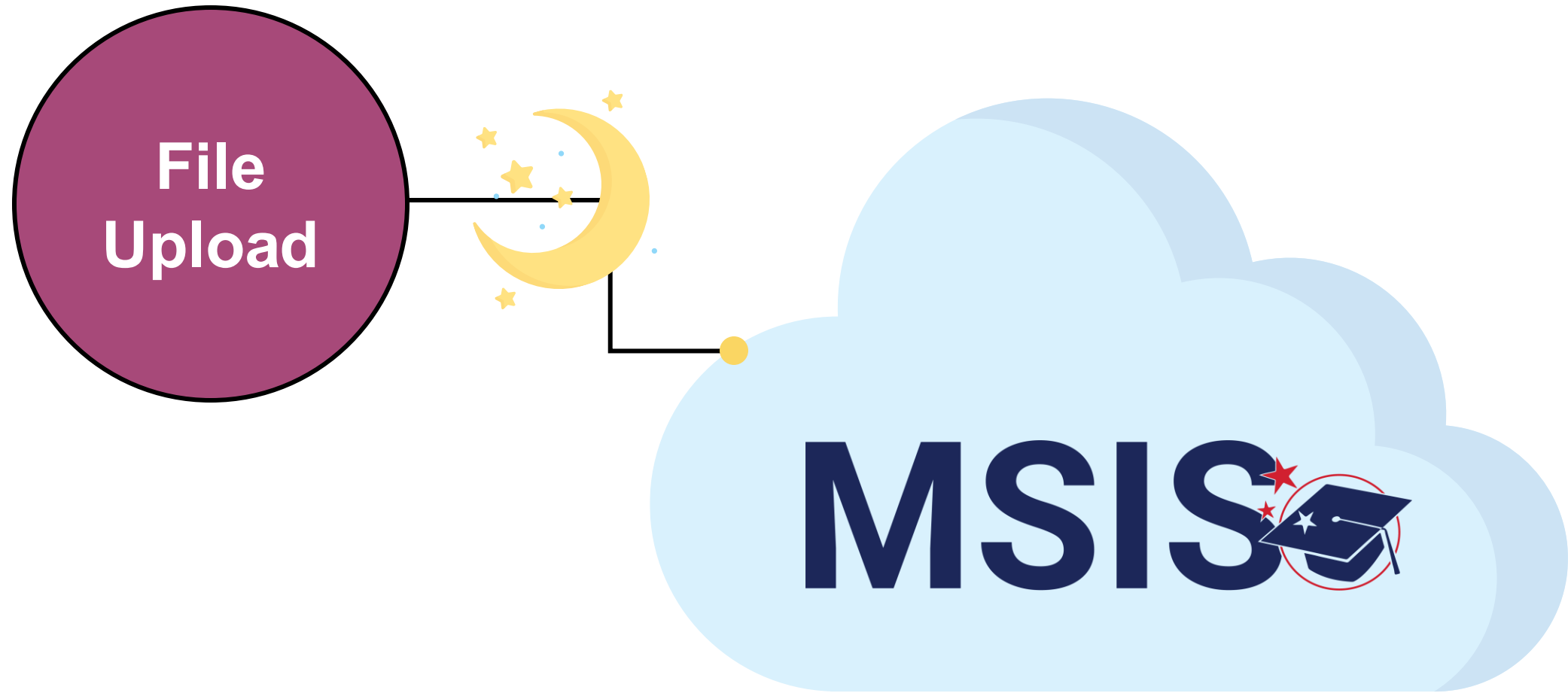
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# Personnel Data Collection

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# Personnel Data Collection Process



**Download spreadsheet templates (3)**



**Format spreadsheets and  
enter required data**



**Upload files (3)**



**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**

# Download spreadsheet templates (3)



NonPublicStaff.Employment

1



NonPublicStaff.Assignments

2



NonPublicStaff.Schedules

3

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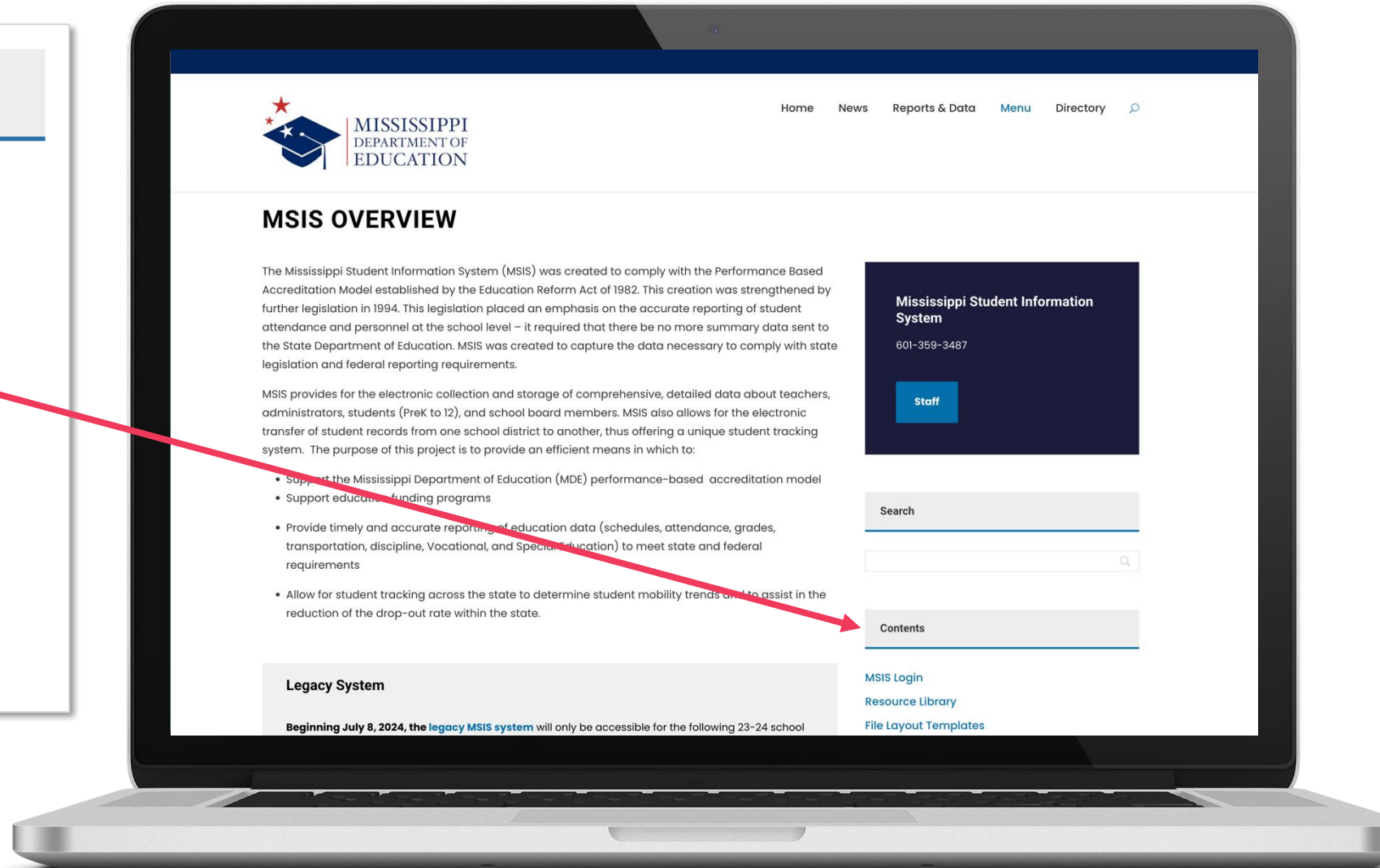
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## MSIS: File Layout Templates

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](mailto:mdeapps@mdek12.org).

Federal Programs

Finance

MSIS ID

Personnel

Record Removal

Special Education

Student

Non-Public Schools Personnel

Student

Non-Public Schools Personnel

- Non-Public Schools Personnel: File Layout Example Spreadsheet
- NonPublicStaff.Employment [Template \(CSV\)](#)
- NonPublicStaff.Assignments [Template \(CSV\)](#)
- NonPublicStaff.Schedules [Template \(CSV\)](#)
- Video Tutorial: [Formatting the spreadsheets in Google Sheets](#)
- Video Tutorial: [Formatting the spreadsheets in Microsoft Excel](#)

**Each tab must be uploaded as a Separate CSV file.**

**This file layout contains example data for 3 employees:**

Jane Doe - Teacher  
 John Doe - Positive Behavior Specialist and also a Bus Aide  
 Robert Smith - Teacher

**Employment - One record for every employee in the district**

districtId  
 4 digit district number, include leading zeros  
 "State" for all records

staffMemberIdentificationSystem  
 staffMemberIdentifier  
 firstName  
 middleName  
 lastOrSurn  
 generationC  
 otherStaffMe  
 otherStaffMe  
 email  
 birthdate  
 hispanic  
 race  
 sex  
 employr  
 employr  
 employr  
 contract  
 positionT  
 Assignm  
 districtId  
 localEdu  
 localEdu

0000\_NonPublicStaff.Employment — Saved to my Mac

0000\_NonPublicStaff.Schedules — Saved to my Mac

0000\_NonPublicStaff.Assignments — Saved to my Mac

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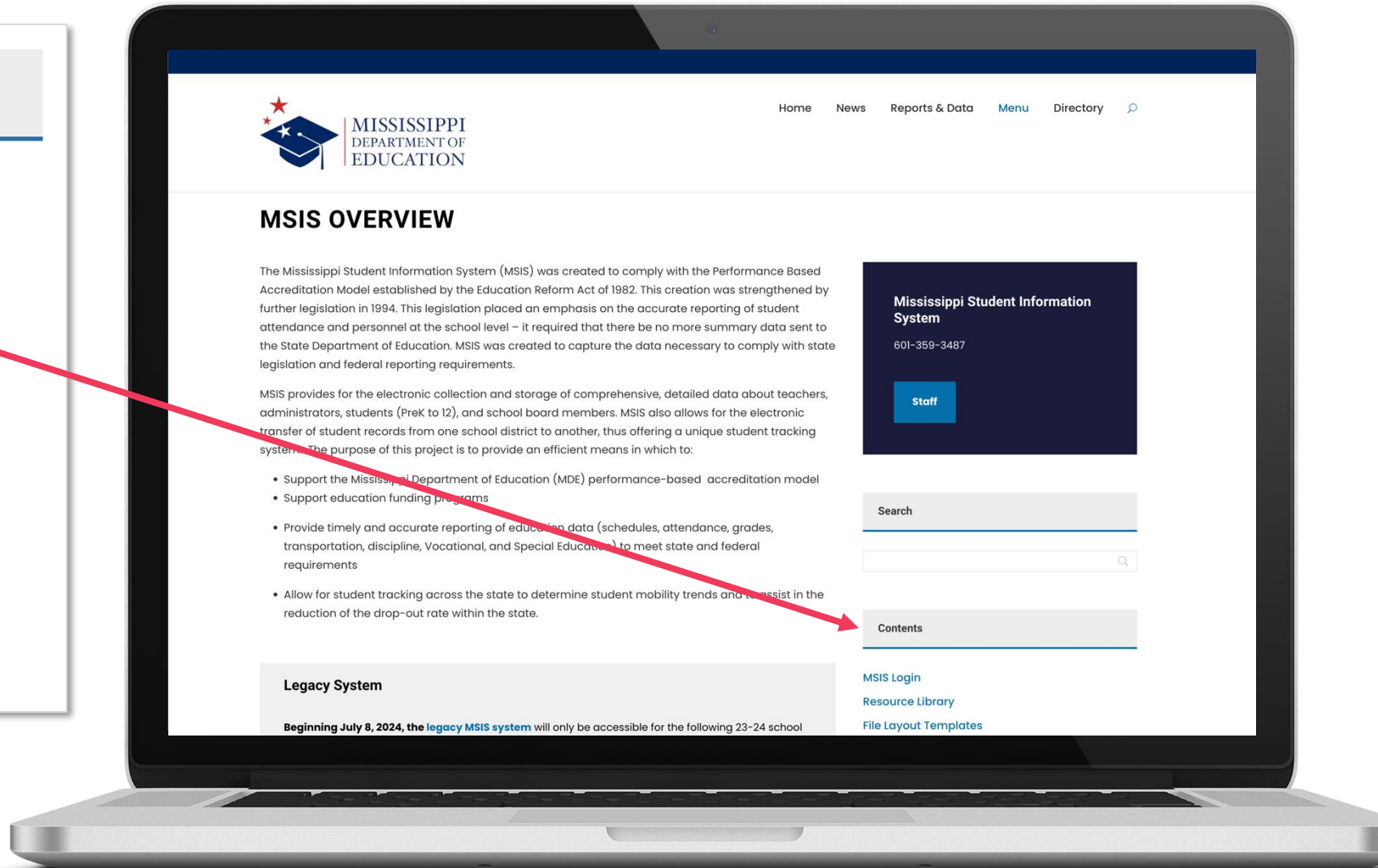
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Work Area Codes Catalog 2024

Search for tools, help, and more (Option + Q)

File Home Insert Share Page Layout Formulas Data Review View Automate Help Draw Table Design

Comments Catch up Viewing Share

| Code   | Work Area Title                                  | Memo/Description   | Funding Codes   | Endorsement Code                         |
|--------|--|--|-----------------|--|
| 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, 0152             |
| 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, 0306                        |
| 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, 0118, 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 |

Guidance for the WAC Catalog Work Area Codes Listing Deactivated Codes Endorsement Code Key

**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  | <b>Each tab must be uploaded as a Separate CSV file.</b>                                   |   |             |           |   |   |   |
| 2  | <b>This file layout contains example data for 3 employees:</b>                             |   |             |           |   |   |   |
| 3  |  |   |             |           |   |   |   |
| 4  | Jane Doe - Teacher   |   |             |           |   |   |   |
| 5  | John Doe - Positive Behavior Specialist and also a Bus Aide                                |   |             |           |   |   |   |
| 6  | Robert Smith - Teacher   |   |             |           |   |   |   |
| 7  |  |   |             |           |   |   |   |
| 8  | <b>Employment - One record for every employee in the district</b>                          |   |             |           |   |   |   |
| 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 ( <a href="https://www.mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS2/DomainMap/Pers">https://www.mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS2/DomainMap/Pers</a> ) |             |           |   |   |   |
| 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 | <b>Assignments - One record for every assignment (possible multiple rows per employee)</b> |   |             |           |   |   |   |
| 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 separated 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 ( <a href="https://mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS/work_area_codes.xlsx">https://mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS/work_area_codes.xlsx</a> )                                    |             |           |   |   |   |
| 39 | staffFullTimeEquivalency   | FTE amount for assignment (between 0 and 1)   |             |           |   |   |   |
|    | Overview   | Employment  | Assignments | Schedules | + |   |   |



[illegible]

**General overview of the file layout.**  
Includes instructions for each tab and information about each data element.

Overview

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

**Collects employee demographics and employment dates.**

**Employment**

**i** *One record (row) for each employee.*

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

Employment  
Status

Employment Start Date

Employment End Date

Contract Days of  
Service Per Year

Position Title

Years of Total Experience

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 |            |            |             |             |           |            |              |             |                                      |                            |
| 8 |            |            |             |             |           |            |              |             |                                      |                            |

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 |            |            |             |             |           |            |              |             |                                      |                            |
| 8 |            |            |             |             |           |            |              |             |                                      |                            |

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 | lastOrSurname | generationCode | 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 |            |            |             |             |           |            |               |                |                                      |                            |
| 8 |            |            |             |             |           |            |               |                |                                      |                            |



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 | lastOrSurname | 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 |            |            |             |             |           |            |               |              |                                      |                            |
| 8 |            |            |             |             |           |            |               |              |                                      |                            |

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

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 |       |            |                           |                        |             |                  |                     |                   |                              |               |

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

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 |
| 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.**

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 | employmentStatus | employmentStartDate | employmentEndDate | contractDaysOfServicePerYear | positionTitle                | yearsOfTotalExperience |   |   |
| 2 | 79               | 08/04/2015          | 09/01/2025        | 200                          | First Grade Teacher          | 1                      |   |   |
| 3 | 80               | 08/03/2025          |                   | 200                          | Positive Behavior Specialist | 10                     |   |   |
| 4 | 85               | 08/04/2017          |                   | 200                          | Second Grade Teacher         | 5                      |   |   |
| 5 |                  |                     |                   |                              |                              |                        |   |   |
| 6 |                  |                     |                   |                              |                              |                        |   |   |
| 7 |                  |                     |                   |                              |                              |                        |   |   |

# Employment

Total Years Experience

Contract Days

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

# Employment

Total Years Experience

Contract Days

**Staff NOT paid on the  
Teacher Pay Scale:**

Can reflect years in the position with the  
current district.

# Employment

```
graph TD; Employment[Employment] --> Experience[Total Years Experience]; Employment --> ContractDays[Contract Days]; ContractDays --> Description["Greatest number of Contract Days for all Assignments if the Contract Days differ by Assignment."];
```

Total Years Experience

Contract Days

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



**Collects Work Area  
Codes/Assignments and FTEs.**

**Assignments**

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

School  
Year

District ID

LEA Agency  
Identification System

LEA Agency  
Identifier

School Identification System

School Identifier

Staff Member Identification System

Staff Member Identifier



Coding System  
Organization Type

Local Job Category

Staff Full Time  
Equivalency

Primary Assignment Indicator

Assignment Start  
Date

Assignment  
End Date

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 |            |            |  |                                |                            |                  |                                 |                       |

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 |            |            |  |                                |                            |                  |                                 |                       |

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 |            |            |  |                                |                            |                  |                                 |                       |

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 | localJobCategory | staffFullTimeEquivalency | primaryAssignmentIndicator | assignmentStartDate | assignmentEndDate |   |   |
| 2 |        | 123456789             | SEA                          | 700000           |                          |                            |                     |                   |   |   |
| 3 |        | 234567890             | SEA                          | 131016           |                          |                            |                     |                   |   |   |
| 4 |        | 234567890             | SEA                          | 131017           |                          |                            |                     |                   |   |   |
| 5 |        | 345678901             | SEA                          | 700000           |                          |                            |                     |                   |   |   |
| 6 |        |                       |                              |                  |                          |                            |                     |                   |   |   |
| 7 |        |                       |                              |                  |                          |                            |                     |                   |   |   |
| 8 |        |                       |                              |                  |                          |                            |                     |                   |   |   |

|    | A      | B  |  |
|----|--------|--|--|
| 1  | Code   | Work Area Title                                  | Memo/Description   |
| 2  | 700001 | Pre-kindergarten Teacher                         | Teachers of a group or class that is part of the year or years preceding kindergarten.   |
| 3  | 700002 | Kindergarten Teacher                             | Teachers of a group or class that is part of the year preceding the first grade.   |
| 4  | 700003 | Elementary Teacher                               | Teachers of general level instruction classes and composed of any span of grades from kindergarten to grade 5.                                       |
| 5  | 700004 | Secondary Teacher                                | Teachers of a general level of instruction classes secondary and composed of any span of grades from the elementary grades and ending with grade 12. |
| 6  | 700005 | Ungraded Teacher                                 | Teachers of classes or programs to which no grade designation.   |
| 7  | 000141 | SUPERVISION OF AGRICULTURE PROGRAMS (SOEP)       |  |
| 8  | 000150 | SUPERVISOR OF CREDIT BEARING WORK-BASED LEARNING | Teachers with a 917 add-on endorsement for work-based learning.  |
| 9  | 000221 | PARENT CENTER COORDINATOR                        | A licensed professional responsible for coordinating parental involvement and communication.   |
| 10 | 000222 | PARENT CENTER AIDE                               | A paraprofessional who assists the Parent Center Coordinator.  |
| 11 | 000234 | SPECIAL POPULATIONS PERSONNEL                    | The endorsement of 334 is grandfathered for 1996-1997 school year. The endorsement of 314 is grandfathered for 1996-1997 school year.                |

## 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



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 | localJobCategory | staffFullTimeEquivalency | primaryAssignmentIndicator | assignmentStartDate | assignmentEndDate |   |   |
| 2 |        | 123456789             | SEA                          | 700000           |                          |                            |                     |                   |   |   |
| 3 |        | 234567890             | SEA                          | 131016           |                          |                            |                     |                   |   |   |
| 4 |        | 234567890             | SEA                          | 131017           |                          |                            |                     |                   |   |   |
| 5 |        | 345678901             | SEA                          | 700000           |                          |                            |                     |                   |   |   |
| 6 |        |                       |                              |                  |                          |                            |                     |                   |   |   |
| 7 |        |                       |                              |                  |                          |                            |                     |                   |   |   |
| 8 |        |                       |                              |                  |                          |                            |                     |                   |   |   |
| 9 |        |                       |                              |                  |                          |                            |                     |                   |   |   |



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 | localJobCategory | 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)**

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 | System | staffMemberIdentifier | codingSystemOrganizationType | localJobCategory | 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 |        |                       |                              |                  |                          |                            |                     |                   |   |   |
| 9 |        |                       |                              |                  |                          |                            |                     |                   |   |   |

# Assignments

Work Area Code

Assignment Start Date

School Location

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)**





**Collects teacher schedules and  
student counts.**

Schedules

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

**Schedules are  
NOT required  
for non-instructional staff**



DATA DOMAIN MAPPING

DOMAIN: COURSE SECTION

NON-PUBLIC SCHOOLS

All data elements will be collected via file upload.

| Element Name       | Definition   | MDE Definition/<br>Additional Information   | MDE Option Set   | Collected<br>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<br>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.<br>Local Course Code for LEA course code system | None   | Yes                         |
| High Grade         | Highest Grade Level served in the course section.  |   | IT - Infant/toddler<br>PK - Prekindergarten<br>KG - Kindergarten<br>01 - First grade<br>02 - Second grade<br>03 - Third grade<br>04 - Fourth grade<br>05 - Fifth grade | Yes                         |

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

Session Sequence Number

District

School Identifier

Classroom Position Type

Low Grade

High Grade

Student Count

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 | class |
| 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 |            |                       |                                 |                  |                  |                             |       |

## Course Identifier

Active MDE 6-digit Course Code

See Course Code Report in MSIS  
or the [MSIS Course Codes  
Search Portal](#)

|              |                   |                |                     |
|--------------|-------------------|----------------|---------------------|
| School Year  | Course Code       | Course Title   | Subject Area        |
| Current Year | All               | All            | All                 |
| Course Type  | Endorsement Group | Carnegie Units | Course Status       |
| All          | All               | All            | Multiple selections |

### Course Codes Search Portal

| Course Code | Course Title                                 | Course Description  | Subject Area                              | Course Type                                   | License Re... | Endorsement List             | Carr <sup>®</sup> |
|-------------|--|---|---|---|---------------|------------------------------|-------------------|
| 100104      | ENGLISH LANGUAGE ARTS - BROADCAST JOURNALISM | The Broadcast Journalism course provides students with quality academic instruction in television, radio, and video production by providing training in operating equipment, reporting and scriptwriting, as well as planning, directing, and producing video projects. This course is designed to help students produce a broadcast news show that includes anchor segments, field reports and feature segments. Students should select all content, write all scripts, and film and edit all video. Show(s) should be published to the web and available to the public. Foundations of Journalism is a prerequisite for this class.   | English Language and Literature           | General course                                | Yes           | 0440, 0123, 0119, 0196, 0149 | 1, 0.!            |
| 10701       | CTE - EMERGENCY MEDICAL SERVICES             | Presents an overview of the knowledge needed to function as a first responder in the out-of-hospital environment. This course provides the student with skills and knowledge to assess injuries and illnesses and provide emergency medical care. Students will learn how to respond to calls for medical assistance, administer treatment, and prepare patients for safe transport to medical facilities. Instruction in this course is provided through a comprehensive approach to include knowledge of anatomy, physiology, and pathophysiological processes. It also focuses on competency-based instruction in critical care assessment and critical care management skills. These skills are required for the care of complex critical care neonatal, pediatric, and adult patients. | Health Care Sciences                      | Career and technical education general course | Yes           | 0912                         | 1                 |
| 10801       | CTE - MULTIMEDIA CORE                        | The multimedia core pathway offers a robust introduction to the multimedia production realm, equipping students with key principles of design, digital citizenship, and 21st-century skills crucial for industry success. Students engage in practical learning through photo and video editing, camera operations, and targeted content creation, culminating in the production of their own original multimedia projects. This course has a strong emphasis on digital literacy and communication skills.   | Communication and Audio/Visual Technology | Career and technical education general course | Yes           | 0987, 0958                   | 1                 |

### Endorsement Codes Search Portal

| Endorsement Code | Endorsement Title                                  | Endorsement Grade Span |
|------------------|--|------------------------|
| 0931             | 931-STEM(K-12)                                     | PK-12                  |
| 0106             | ACCOUNTING (7-12)                                  | 07-12                  |
| 0302             | AGRICULTURE (7-12)                                 | 07-12                  |
| 0155             | Algebra I  | 07-12                  |
| 0620             | AP ITALIAN LANGUAGE AND CULTURE                    | 07-12                  |
| 0621             | AP JAPANESE LANGUAGE AND CULTURE                   | 07-12                  |
| 0102             | ART (K-12)   | PK-12                  |
| 0104             | BIBLE (7-12)                                       | 07-12                  |
| 0181             | BIOLOGY (7-12)                                     | 05-12                  |
| 0105             | BUSINESS EDUCATION (7-12)                          | 07-12                  |
| 0405             | BUSINESS MANAGEMENT                                | 09-12                  |
| 0934             | Business Marketing and Finance                     | 07-12                  |
| 0411             | BUSINESS TECHNOLOGY                                | 09-12                  |
| 0939             | CAREER PATHWAY ADVANCED MANUFACTURING              | 07-12                  |
| 0943             | CAREER PATHWAY: UNMANNED AIRCRAFT SYSTEMS          | MISSING-MISSING        |
| 0990             | CAREER PATHWAY: AGRICULTURAL AND NATURAL RESOURCES | 07-12                  |
| 0993             | CAREER PATHWAY: AGRICULTURE POWER AND MACHINERY    | 09-12                  |





# Course Codes + Teacher License impact

Accreditation edits  
(Non-Public Schools)



# Course Codes + Teacher License impact

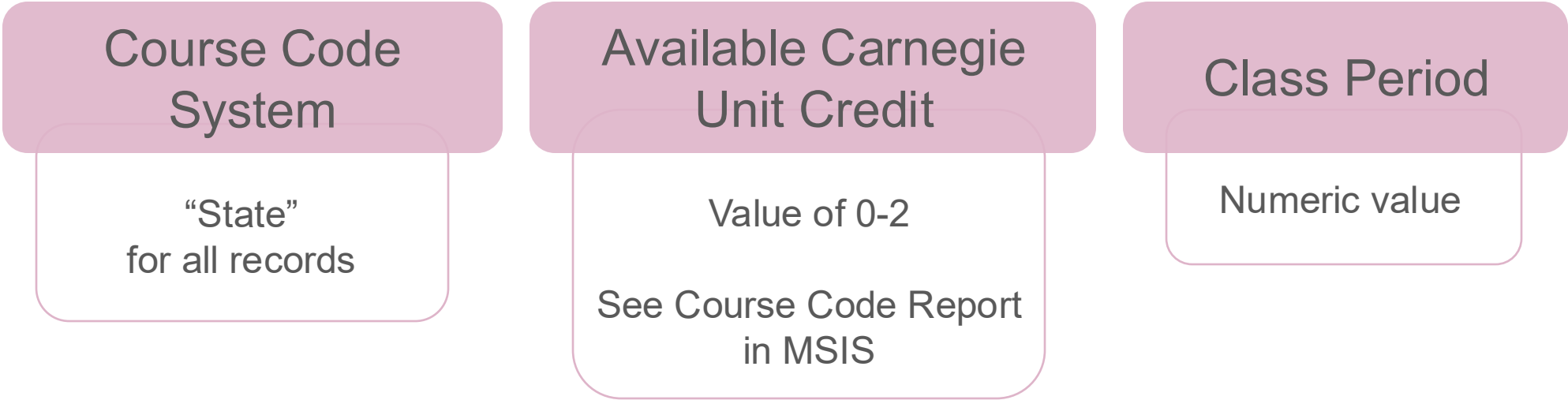
CTE Teacher Budget  
(IHLs)

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 |            |                       |                                 |                  |                  |                             |        |



|   | 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 |            |                       |                                 |                  |                  |                             |             |           |

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 | classroomPositionType |
| 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 |             |                         |                      |                |                       |            |                  |                       |

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 | classroomPositionType |
| 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 |             |                         |                      |                |                       |            |                  |                       |

## 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 | classroomPositionType |
| 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 |             |                         |                      |                |                       |            |                  |                       |

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 |     |                       |          |           |              |   |





STEP



**Format spreadsheets and  
enter required data**

Contents

MSIS Login

Resource Library

File Layout Templates

Reporting Calendar

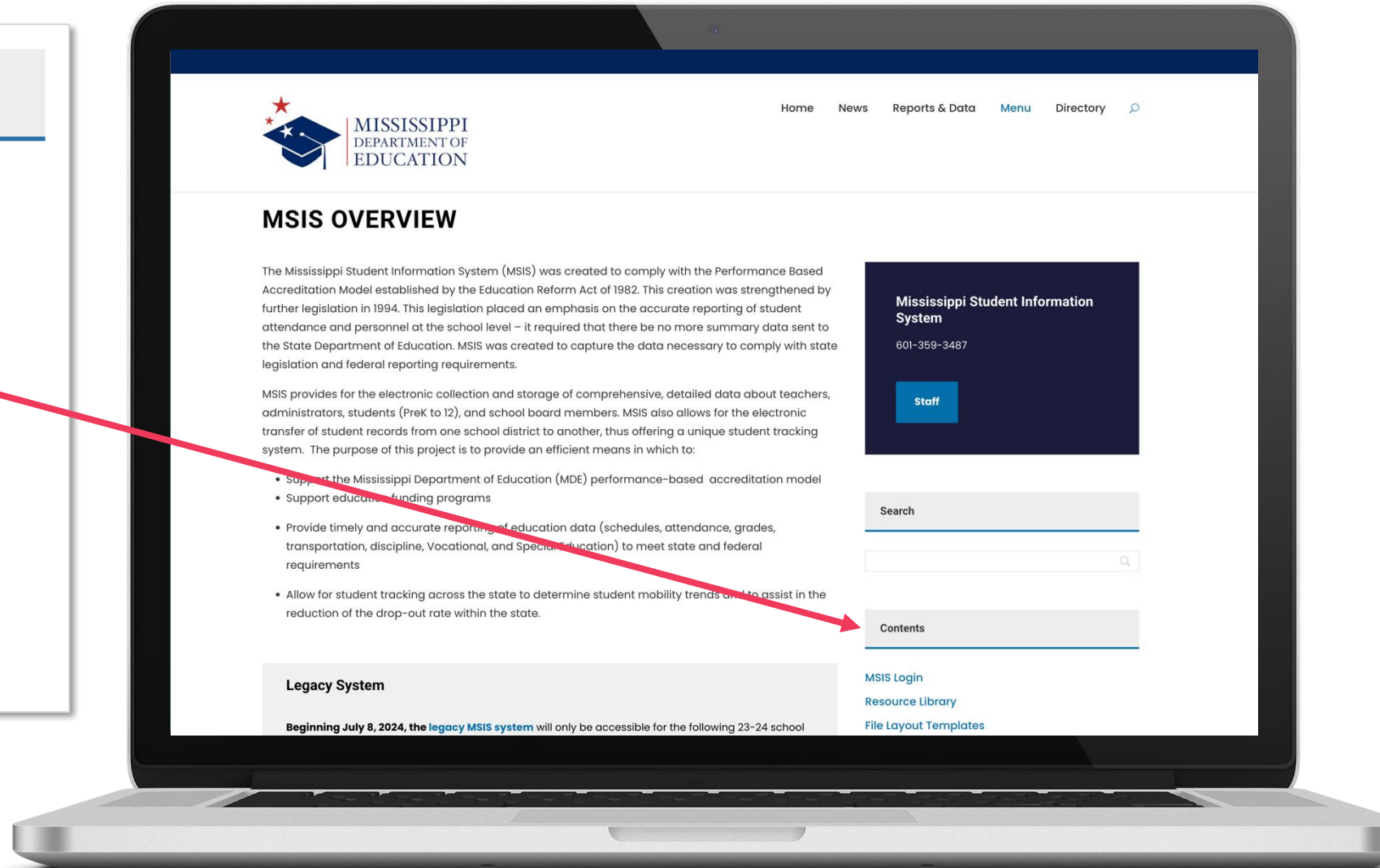
Security Documents

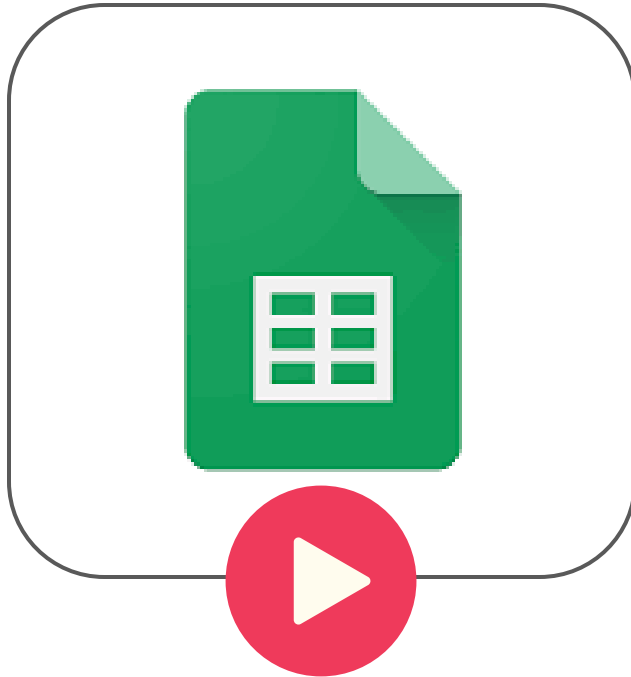
Help Desk

Training

Accreditation Standards

Vendor Resources





[Google Sheets](#)  
[Video Tutorial](#)



[Microsoft Excel](#)  
[Video Tutorial](#)



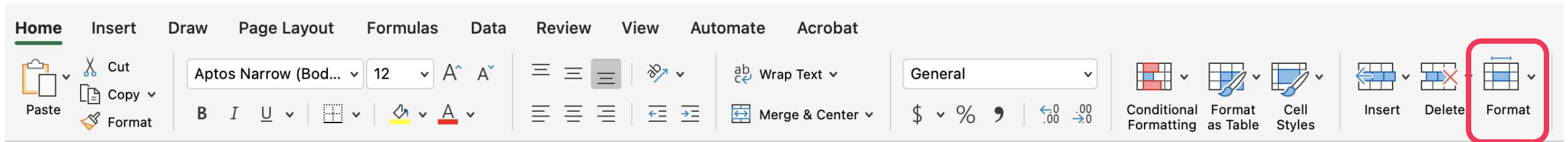
NonPublicStaff.Employment

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

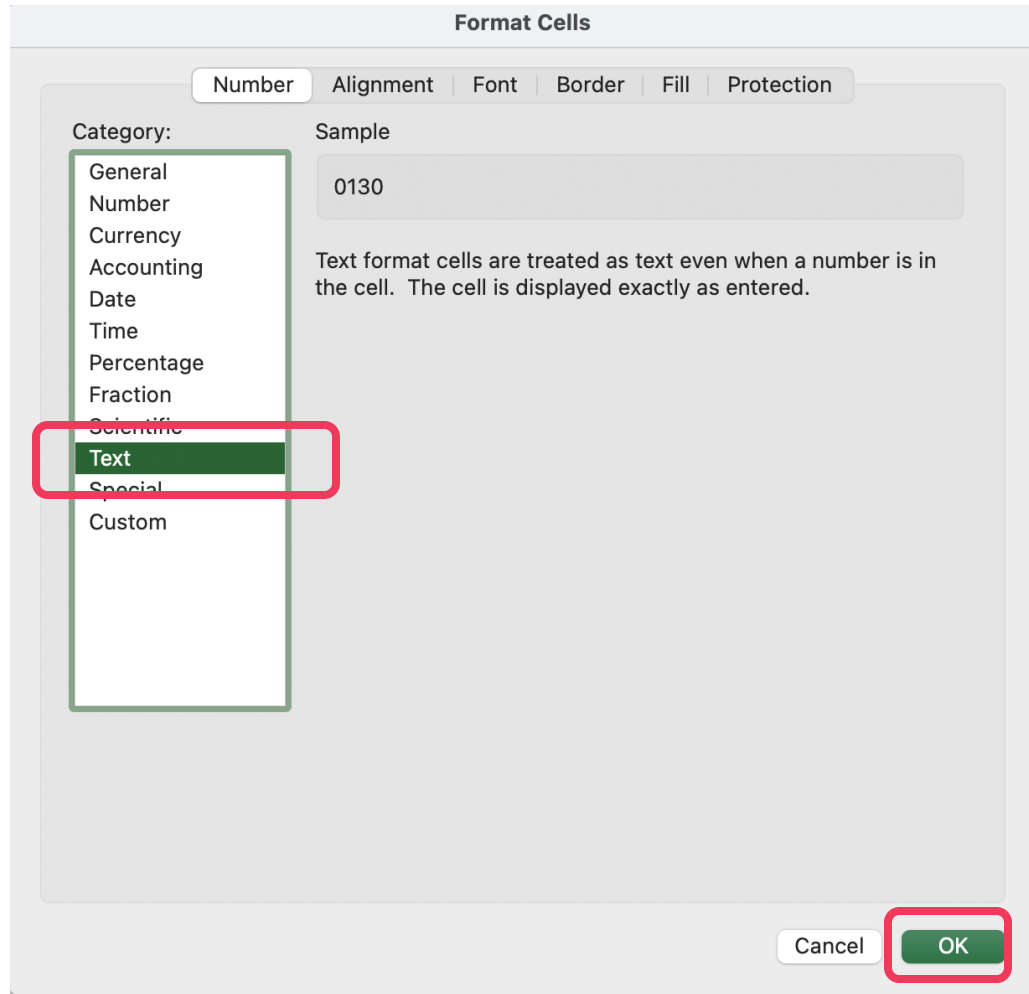


## Excel (Format > Format Cells)

The screenshot displays the Microsoft Excel interface with the 'Format' tab selected on the ribbon. The ribbon includes tabs for Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate, and Acrobat. The 'Format' tab contains various options for cell formatting, including text alignment, number formatting, and cell styles. A context menu is open over the 'Format' tab, showing options such as 'Cell Size', 'Row Height...', 'AutoFit Row Height', 'Column Width...', 'AutoFit Column Width', 'Default Width...', 'Visibility', 'Hide & Unhide', 'Organize Sheets', 'Rename Sheet', 'Move or Copy Sheet...', 'Tab Color', 'Protection', 'Protect Sheet...', 'Lock Cell', and 'Format Cells...'. The 'Format Cells...' option is highlighted with a red rectangle.

## Excel (Format > Format Cells)

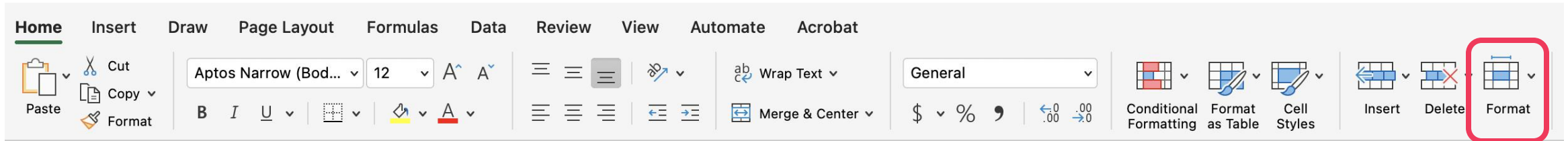
- Select Text
- Select OK
- Repeat for Columns J and P





## Excel (Format > Format Cells)

- Select Column L
- Format > Format Cells



## Excel (Format > Format Cells)

The screenshot displays the Microsoft Excel interface with the 'Format' tab selected on the ribbon. The ribbon includes options for 'Home', 'Insert', 'Draw', 'Page Layout', 'Formulas', 'Data', 'Review', 'View', 'Automate', and 'Acrobat'. The 'Format' tab is active, showing various formatting tools. A context menu is open over the 'Format Cells' button, listing options such as 'Cell Size', 'Row Height...', 'AutoFit Row Height', 'Column Width...', 'AutoFit Column Width', 'Default Width...', 'Visibility', 'Hide & Unhide', 'Organize Sheets', 'Rename Sheet', 'Move or Copy Sheet...', 'Tab Color', 'Protection', 'Protect Sheet...', 'Lock Cell', and 'Format Cells...'. The 'Format Cells...' option is highlighted with a red rectangle.

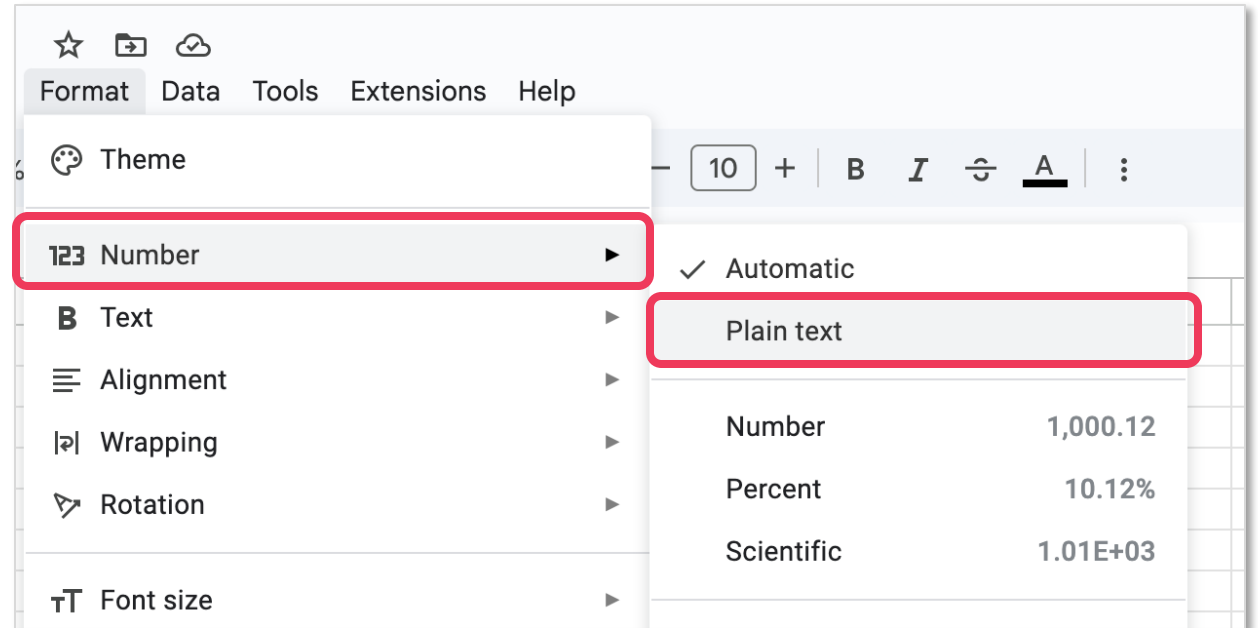
## Excel (Format > Format Cells)

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

The screenshot shows the 'Format Cells' dialog box with the 'Number' tab selected. The 'Category' list on the left includes General, Number, Currency, Accounting, Date, Time, Percentage, Fraction, Scientific, Text, Special, and Custom. The 'Custom' category is selected. The 'Type' field contains the text 'mm/dd/yyyy'. The 'Sample' field displays '06/30/2025'. Below the 'Type' field, a list of date format codes is shown, including 'h:mm:ss', 'm/d/yy h:mm', 'mm:ss', 'mm:ss.0', '@', 'h]:mm:ss', and 'mm/dd/yyyy'. The 'OK' button at the bottom right is highlighted.

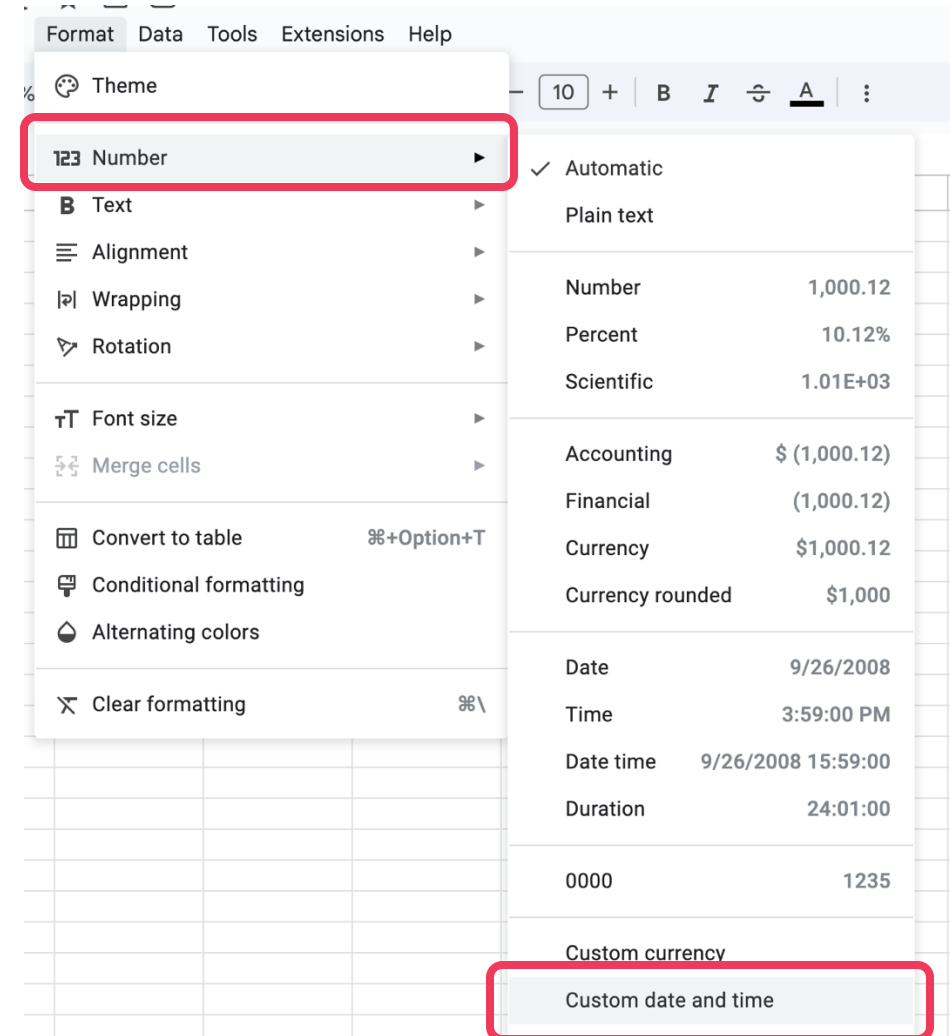
## Google Sheets (Format > Number)

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



## Google Sheets (Format > Number)

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



## Google Sheets (Format > Number)

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

Custom date and time formats ×

Month (08) ▾ - Day (05) ▾ - Year (1930) ▾ ▾ Apply

1930-08-05

08-05-1930

8/5/30

08-05-30

8/5

08-05

5-Aug

5-Aug-1930



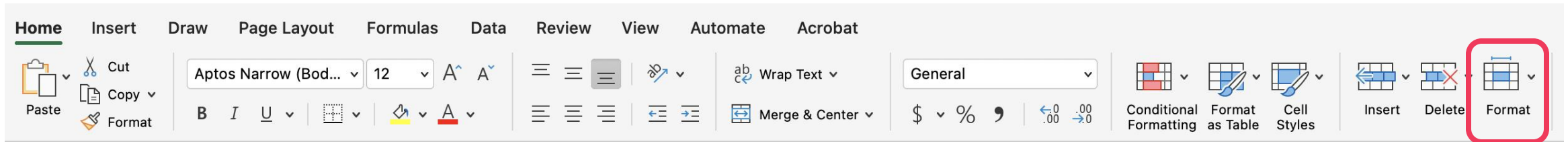
NonPublicStaff.Assignments

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



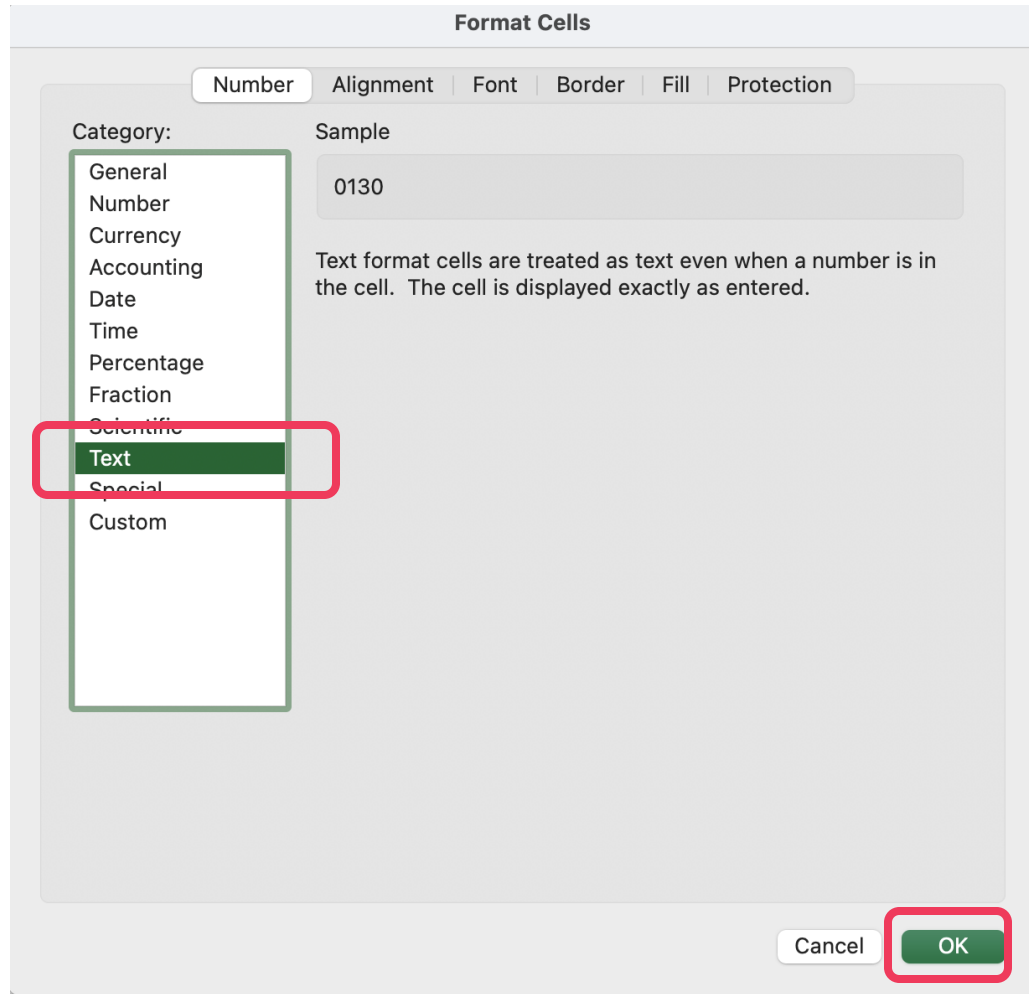


## Excel (Format > Format Cells)

The image shows the Microsoft Excel interface. The ribbon at the top includes tabs for Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate, and Acrobat. The 'Home' tab is active, showing options for Paste, Cut, Copy, Format, font settings (Aptos Narrow, size 12), paragraph alignment, and number formatting. A context menu is open over the spreadsheet grid, listing options such as Cell Size, Row Height, Column Width, Visibility, and Protection. The 'Format Cells...' option at the bottom of the menu is highlighted with a red rectangle.

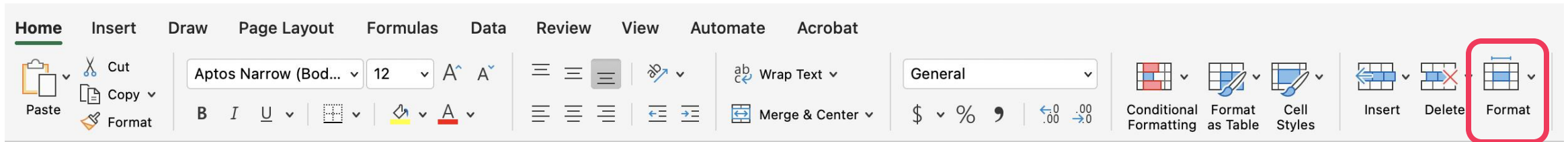
## Excel (Format > Format Cells)

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



## Excel (Format > Format Cells)

- Select Column M
- Format > Format Cells



## Excel (Format > Format Cells)

The image shows the Microsoft Excel interface. The ribbon at the top includes tabs for Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate, and Acrobat. The 'Home' tab is active, showing options for Paste, Cut, Copy, Format, font settings (Aptos Narrow, size 12), paragraph alignment, and number formatting. A context menu is open on the right side of the spreadsheet, listing various options: Cell Size (Row Height..., AutoFit Row Height, Column Width..., AutoFit Column Width, Default Width...), Visibility (Hide & Unhide), Organize Sheets (Rename Sheet, Move or Copy Sheet..., Tab Color), Protection (Protect Sheet..., Lock Cell), and Format Cells... The 'Format Cells...' option is highlighted with a red rectangle.

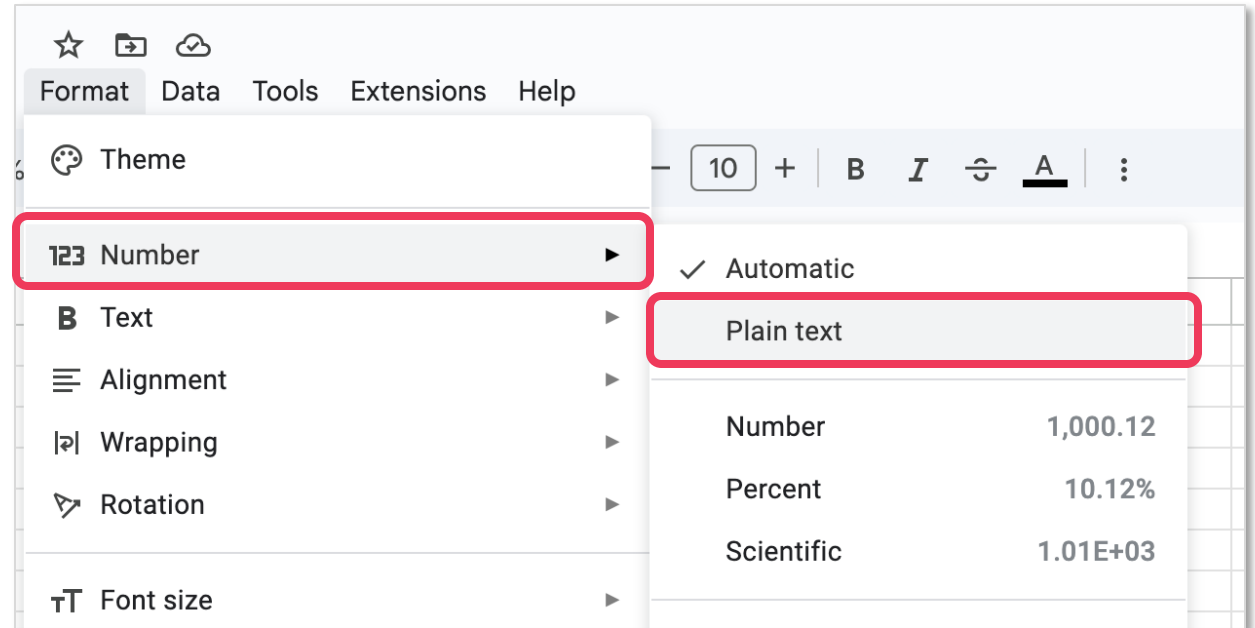
## Excel (Format > Format Cells)

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

The screenshot shows the 'Format Cells' dialog box in Excel, with the 'Number' tab selected. The 'Category' list on the left has 'Custom' selected, which is highlighted with a red box. The 'Sample' field shows '06/30/2025'. The 'Type' field, also highlighted with a red box, contains the text 'mm/dd/yyyy'. Below the 'Type' field, a list of format codes is visible, including 'h:mm:ss', 'm/d/yy h:mm', 'mm:ss', 'mm:ss.0', '@', 'h]:mm:ss', and several complex codes for numbers and dates. The 'OK' button at the bottom right is highlighted with a red box. A 'Delete' button is located below the list of format codes. At the bottom of the dialog, there is a note: 'Type the number format code, using one of the existing codes as a starting point.'

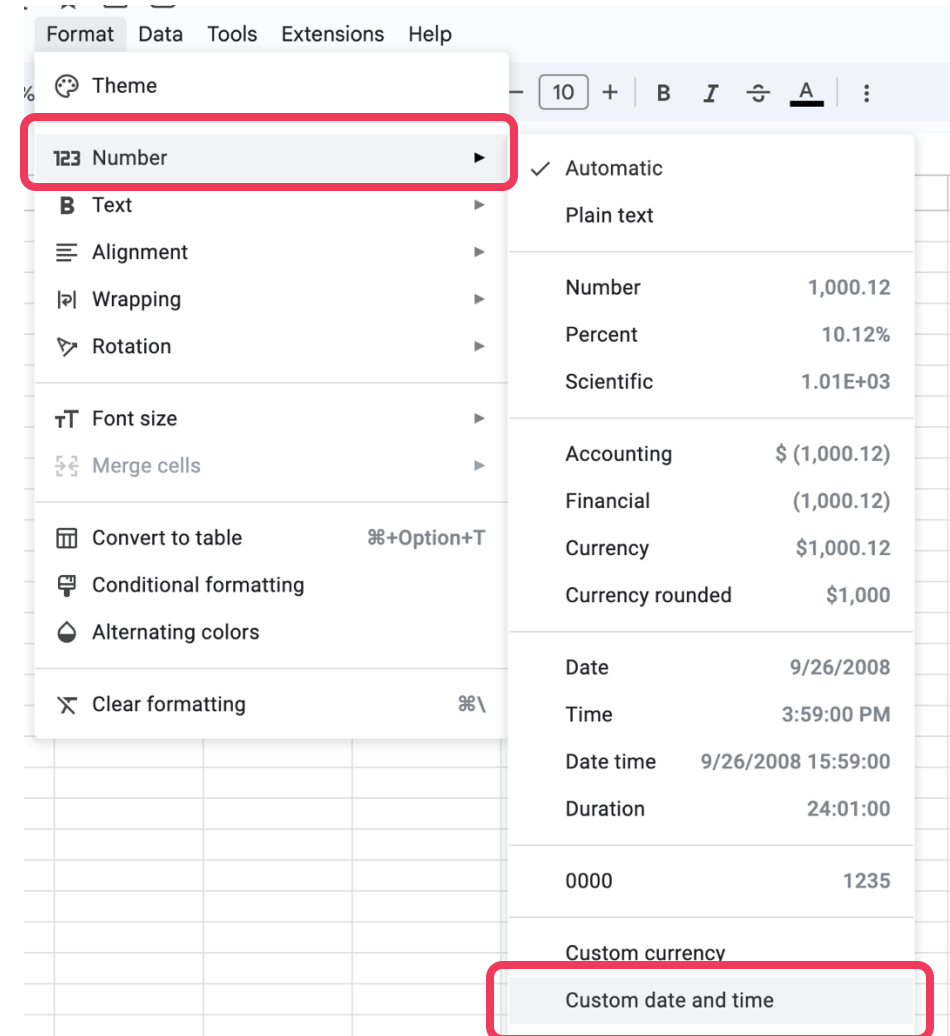
## Google Sheets (Format > Number)

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



## Google Sheets (Format > Number)

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



## Google Sheets (Format > Number)

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

Custom date and time formats ×

Month (08) ▾ - Day (05) ▾ - Year (1930) ▾ ▾ Apply

1930-08-05

08-05-1930

8/5/30

08-05-30

8/5

08-05

5-Aug

5-Aug-1930





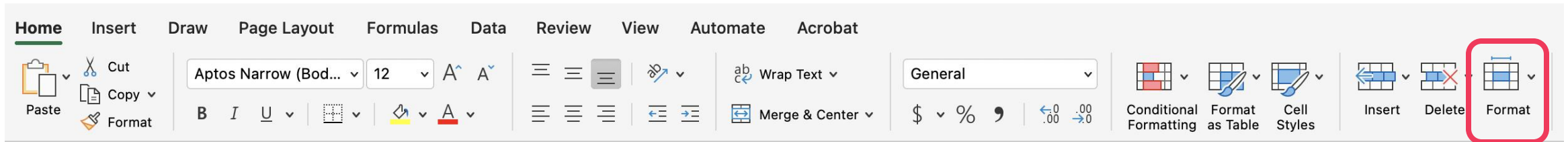
NonPublicStaff.Schedules

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

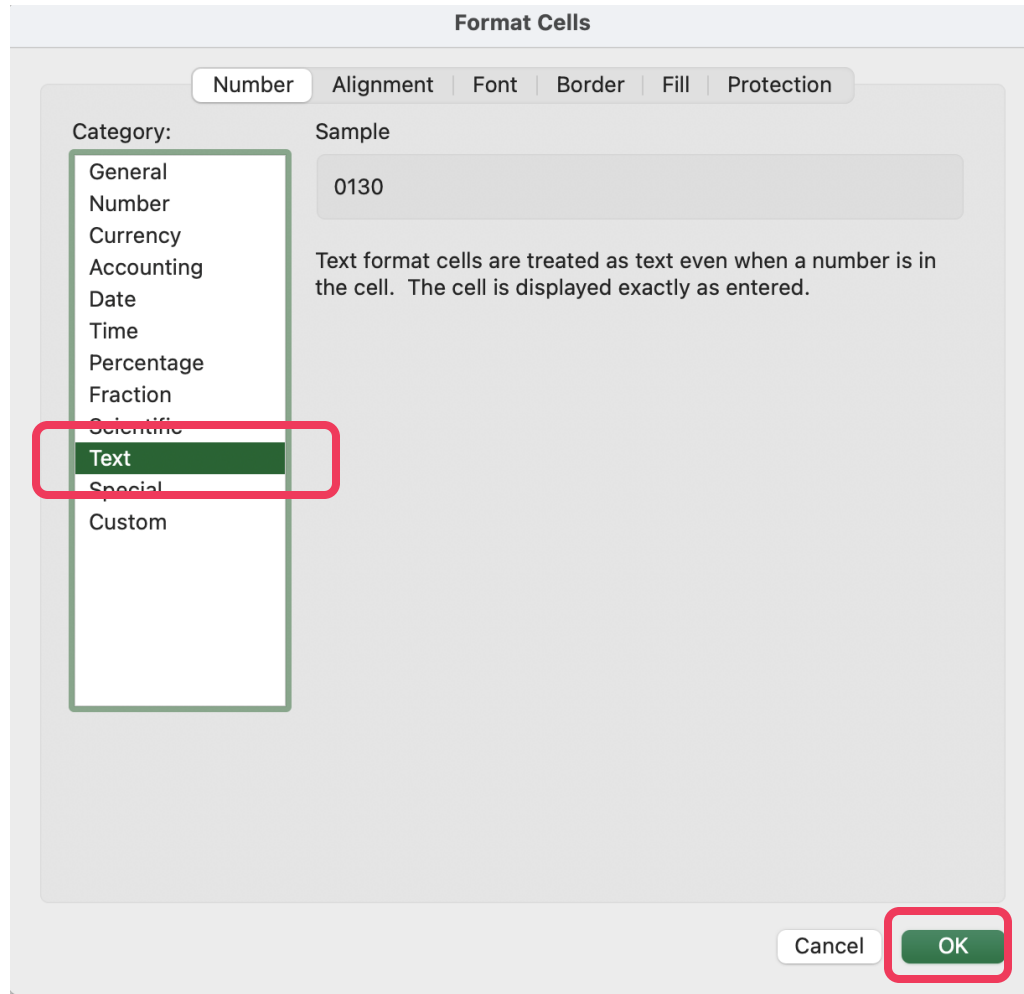


## Excel (Format > Format Cells)

The screenshot displays the Microsoft Excel interface with the 'Format' tab selected on the ribbon. The ribbon includes tabs for Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate, and Acrobat. The 'Format' tab contains various options for formatting cells, including text alignment, number formatting, and cell styles. A context menu is open over the 'Format' tab, showing options such as 'Cell Size', 'Row Height...', 'AutoFit Row Height', 'Column Width...', 'AutoFit Column Width', 'Default Width...', 'Visibility', 'Hide & Unhide', 'Organize Sheets', 'Rename Sheet', 'Move or Copy Sheet...', 'Tab Color', 'Protection', 'Protect Sheet...', 'Lock Cell', and 'Format Cells...'. The 'Format Cells...' option is highlighted with a red rectangle.

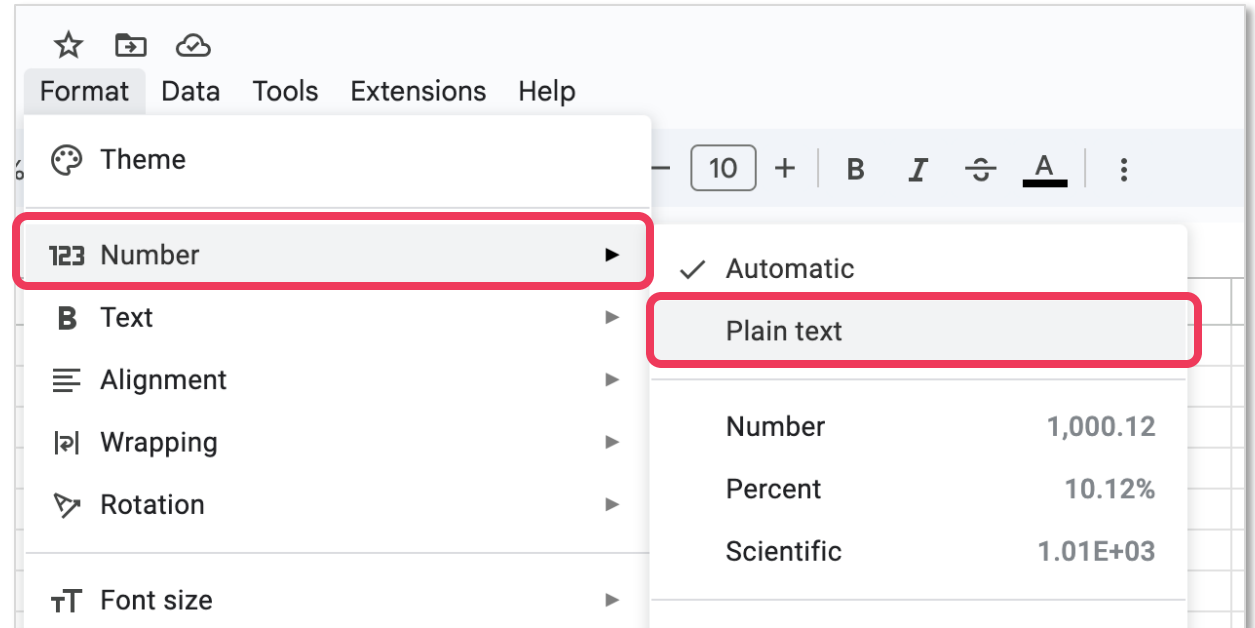
## Excel (Format > Cells)

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



## Google Sheets (Format > Number)

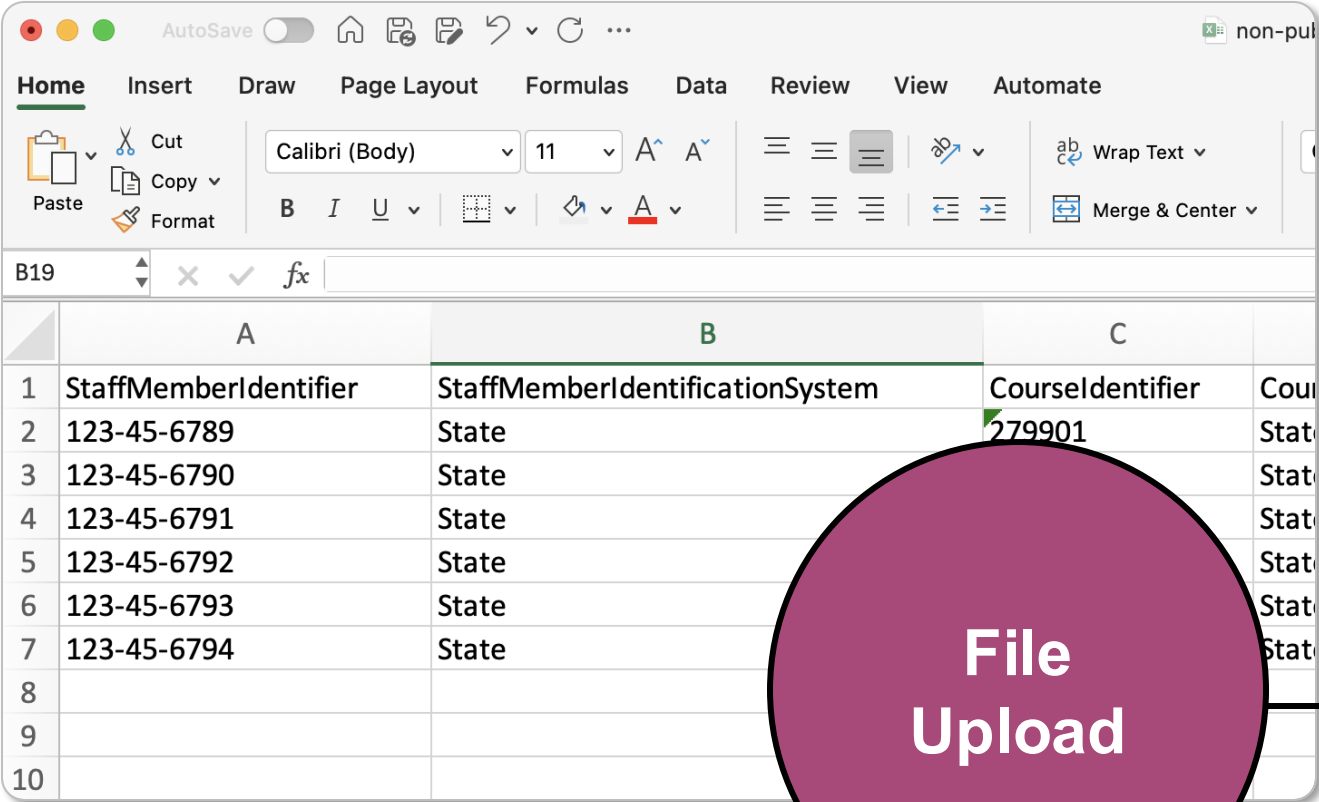
- Select Column D
- Format
- Select Number
- Select Plain Text
- Repeat for Columns F, H, L, M, P, and Q





**STEP**

# Upload files (3)



|    | A                     | B                               | C                |
|----|-----------------------|---------------------------------|------------------|
| 1  | StaffMemberIdentifier | StaffMemberIdentificationSystem | CourseIdentifier |
| 2  | 123-45-6789           | State                           | 279901           |
| 3  | 123-45-6790           | State                           |                  |
| 4  | 123-45-6791           | State                           |                  |
| 5  | 123-45-6792           | State                           |                  |
| 6  | 123-45-6793           | State                           |                  |
| 7  | 123-45-6794           | State                           |                  |
| 8  |                       |                                 |                  |
| 9  |                       |                                 |                  |
| 10 |                       |                                 |                  |

File Upload







Welcome

Sign In



**msis.mdek12.org**





# **PERMISSION**

---

# Personnel

**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:**

- CourseSection.Removal
- FedProg.EnglishLearner
- FedProg.Homeless
- FedProg.Immigrant
- InactiveEnrollment
- 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

## Upload a New File

Please follow this file naming convention:

0123\_OptionalText\_MsisIdRequest.csv

LEA Number

Optional Text

Data Type Name

File Format

**File size:**

- **50MB** maximum size per file

**File Quantity:**

- **10 files** maximum upload

**Supported File Formats:**

- CSV
- XML (Finance.FETS only)

**Supported Data Type Names:**

- ACTandWorkKeysUpdates
- EnglishLearner
- Finance.FETS
- FosterCare
- GoodCauseExemptions
- GraduationOptions
- Homeless

- NonPublicStaff.Assignments
- NonPublicStaff.Employment
- NonPublicStaff.Schedules

- SpecialEducation.Accommodations
- SpecialEducation.EarlyLearningOutcomes
- SpecialEducation.Evaluation
- SpecialEducation.IEPData

- Staff.Employment
- Staff.Credentials
- StudentSealofBiliteracy
- SummerActivity
- SummerSchool

Save file as  
####\_OptionalText\_NonPublicStaff.Employment.csv

**File Upload**

Choose Files No file chosen

Upload File(s)

## Upload a New File

Please follow this file naming convention:

**0123\_OptionalText\_MsisIdRequest.csv**

LEA Number

Optional Text

Data Type Name

File Format

**File size:**

- **50MB** maximum size per file

**File Quantity:**

- **10 files** maximum upload

**Supported File Formats:**

- CSV
- XML (Finance.FETS only)

**Supported Data Type Names:**

- ACTandWorkKeysUpdates
- EnglishLearner
- Finance.FETS
- FosterCare
- GoodCauseExemptions
- GraduationOptions
- Homeless

- NonPublicStaff.Assignments
- NonPublicStaff.Employment
- NonPublicStaff.Schedules

- SpecialEducation.Accommodations
- SpecialEducation.EarlyLearningOutcomes
- SpecialEducation.Evaluation
- SpecialEducation.IEPData

- Staff.Employment
- Staff.Credentials
- StudentSealofBiliteracy
- SummerActivity
- SummerSchool

**Save file as**  
**####\_OptionalText\_NonPublicStaff.Assignments.csv**

**File Upload**

Choose Files

No file chosen

Upload File(s)

## Upload a New File

Please follow this file naming convention:

0123\_OptionalText\_MsisIdRequest.csv

LEA Number

Optional Text

Data Type Name

File Format

**File size:**

- **50MB** maximum size per file

**File Quantity:**

- **10 files** maximum upload

**Supported File Formats:**

- CSV
- XML (Finance.FETS only)

**Supported Data Type Names:**

- ACTandWorkKeysUpdates
- EnglishLearner
- Finance.FETS
- FosterCare
- GoodCauseExemptions
- GraduationOptions
- Homeless

- NonPublicStaff.Assignments
- NonPublicStaff.Employment
- NonPublicStaff.Schedules

- SpecialEducation.Accommodations
- SpecialEducation.EarlyLearningOutcomes
- SpecialEducation.Evaluation
- SpecialEducation.IEPData

- Staff.Employment
- Staff.Credentials
- StudentSealofBiliteracy
- SummerActivity
- SummerSchool

Save file as  
####\_OptionalText\_NonPublicStaff.Schedules.csv

**File Upload**

Choose Files

No file chosen

Upload File(s)



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

Correct file name?

Correct file format?

File 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 &amp; 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\_NonPublicStaff.Employment.csv Failed

Invalid file type.

[Try Again](#)



[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\_NonPublicStaff.Employment.csv** Completed[View Files](#)[Upload More Files](#)

STEP



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



**2<sup>nd</sup> 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 &amp; 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\_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:

Uploaded By:

05/01/2025 – 07/28/2025

| Name   | Date & Time (CT)        | Uploaded By                  | Status  | Actions |
|--|-------------------------|------------------------------|---------|---------|
| <a href="#">9920ResidentLEASchool.csv</a>            | 07/15/2025, 08:58:24 AM | Banks, Melissa               | Failed  |         |
| <a href="#">9920_MsisldRequest.csv</a>               | 06/10/2025, 09:16:43 AM | Banks, Melissa               | Failed  |         |
| <a href="#">9920_xtrasp_Staff.Employment.csv</a>     | 06/06/2025, 05:00:06 AM | Banks, Melissa               | Failed  |         |
| <a href="#">9920_xtrarow_Staff.Employment.csv</a>    | 06/06/2025, 04:50:41 AM | Banks, Melissa               | Failed  |         |
| <a href="#">9920_good3_InactiveEnrollment.csv</a>    | 05/20/2025, 11:36:53 AM | Admin, Barbara MSIS District | Pending |         |
| <a href="#">9920_05062025_InactiveEnrollment.csv</a> | 05/07/2025, 08:28:59 AM | Admin, Barbara MSIS District | Pending |         |
| <a href="#">9920_05062025_InactiveEnrollment.csv</a> | 05/06/2025, 02:23:20 PM | Admin, Barbara MSIS District | Pending |         |
| <a href="#">9920_xtrasp_Staff.Employment.csv</a>     | 06/10/2025, 09:17:40 AM | Banks, Melissa               | Success |         |
| <a href="#">9920MsisldRequest.csv</a>                | 05/26/2025, 09:51:02 AM | Banks, Melissa               | Success |         |

## 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   |
|--|-------------------------|----------------|--------|---|
| <a href="#">9920_rowspaces_KindergartenEntry.csv</a> | 05/26/2025, 06:23:51 PM | Banks, Melissa | Failed |  |
| <a href="#">9920_namespace_KindergartenEntry.csv</a> | 05/26/2025, 06:23:31 PM | Banks, Melissa | Failed |  |
| <a href="#">9920_PSspaces_KindergartenEntry.csv</a>  | 05/26/2025, 06:22:50 PM | Banks, Melissa | Failed |  |
| <a href="#">9920_NonPublicStaff.Employment.csv</a>   | 05/26/2025, 06:22:25 PM | Banks, Melissa | Failed |  |
| <a href="#">9920_filter_KindergartenEntry.csv</a>    | 05/26/2025, 06:21:28 PM | Banks, Melissa | Failed |  |

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 "LE 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 "LE 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 "LE 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 "LE 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 "LE 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 "LE Personnel" for definition. |

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 "C 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 "C                            |
| 3      | Rob        |           |   | tus is a required field and should only be 01379 or 01385, or 01380. See "C   |
| 4      | Jane       |           |   | tus is a required field and should only be 01379 or 01385, or 01380. See "C   |
| 5      | John       |           |   | tus is a required field and should only be 01379 or 01385, or 01380. See "C   |
| 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 "C 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.



File Status: Failed

File validation failed

| Row ID | First Name | Last Name | employmentStatus | errorMessage                              |
|--------|------------|-----------|------------------|---|
| 1      | Jane       | Doe       |                  |   |
| 2      | John       | Doe       |                  |   |
| 3      | Robert     | Smith     |                  |   |
| 4      | Jane       | Doe       |                  |   |
| 5      | John       | Doe       |                  |   |
| 6      | Robert     | Smith     |                  | The employmentStatus is blank or invalid. |

9920\_empstatus\_Staff.Employment

Search (Cmd + Ctrl + U)

Comments

Share

| 4         | 5          | 6             | 7              | 8                | 9                  | 10              | 11         | 12               | 13             | 14     | 15               | 16             |
|-----------|------------|---------------|----------------|------------------|--------------------|-----------------|------------|------------------|----------------|--------|------------------|----------------|
| firstName | middleName | lastOrSurname | generationCode | otherStaffMember | otherStaffMemberID | email           | birthdate  | hispanicOrLatino | race           | sex    | employmentStatus | employmentDate |
| Jane      | R          | Doe           |                | Professional     | 000123             | janedoe@dis     | 05/02/1993 | No               | BlackOrAfrican | Female | 1385             | 03/04/2015     |
| John      | David      | Doe           |                | Professional     | 245678             | johndoe@dis     | 03/21/1990 | No               | White          | Male   | 1385             | 03/03/2018     |
| Robert    | K          | Smith         |                | Professional     | 345678             | robertsmith@dis | 12/23/1993 | Yes              |                | Male   | 1385             | 03/04/2017     |
| Jane      | R          | Doe           |                | Professional     | 000123             | janedoe@dis     | 05/02/1993 | No               | BlackOrAfrican | Female | 1385             | 03/04/2015     |
| John      | David      | Doe           |                | Professional     | 245678             | johndoe@dis     | 03/21/1990 | No               | White          | Male   | 1385             | 03/03/2018     |
| Robert    | K          | Smith         |                | Professional     | 345678             | robertsmith@dis | 12/23/1993 | Yes              |                | Male   | 1385             | 03/04/2017     |
| Jane      | R          | Doe           |                | Professional     | 000123             | janedoe@dis     | 05/02/1993 | No               | BlackOrAfrican | Female | 1385             | 03/04/2015     |
| John      | David      | Doe           |                | Professional     | 245678             | johndoe@dis     | 03/21/1990 | No               | White          | Male   | 1385             | 03/03/2018     |
| Robert    | K          | Smith         |                | Professional     | 345678             | robertsmith@dis | 12/23/1993 | Yes              |                | Male   | 1385             | 03/04/2017     |

Invalid. Personnel for definition.

The employmentStatus is a required field and should only be 01379 or 01385, or 01380. See "L



[Google Sheets](#)  
[Video Tutorial](#)



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9920\_empstatus\_Staff.Employment

Search (Cmd + Ctrl + U)

Automate

General

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

Sort & Filter

Find & Select

Sensitivity

Add-ins

Analyze Data

Comments

Share

| 7       | 8            | 9            | 10           | 11         | 12          | 13           | 14     | 15         | 16            |
|---------|--------------|--------------|--------------|------------|-------------|--------------|--------|------------|---------------|
| rationC | otherStaffMe | otherStaffMe | email        | birthdate  | hispanicOrL | race         | sex    | employment | employment em |
|         | 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

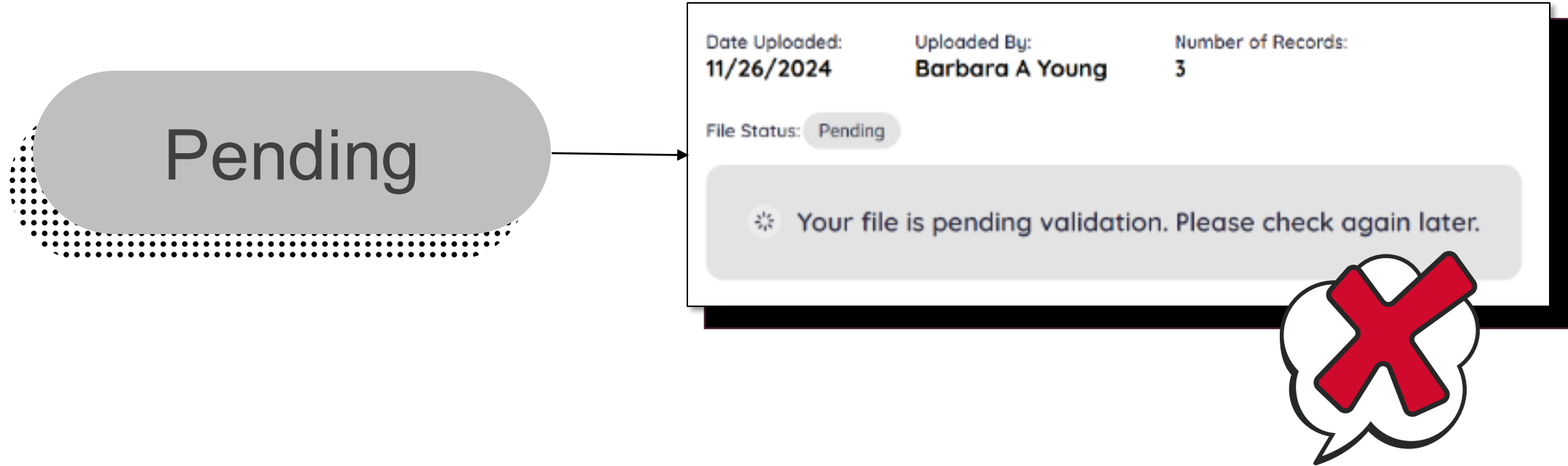
Select start and end dates (within the previous 365 days), then select Apply Filter.

Status:

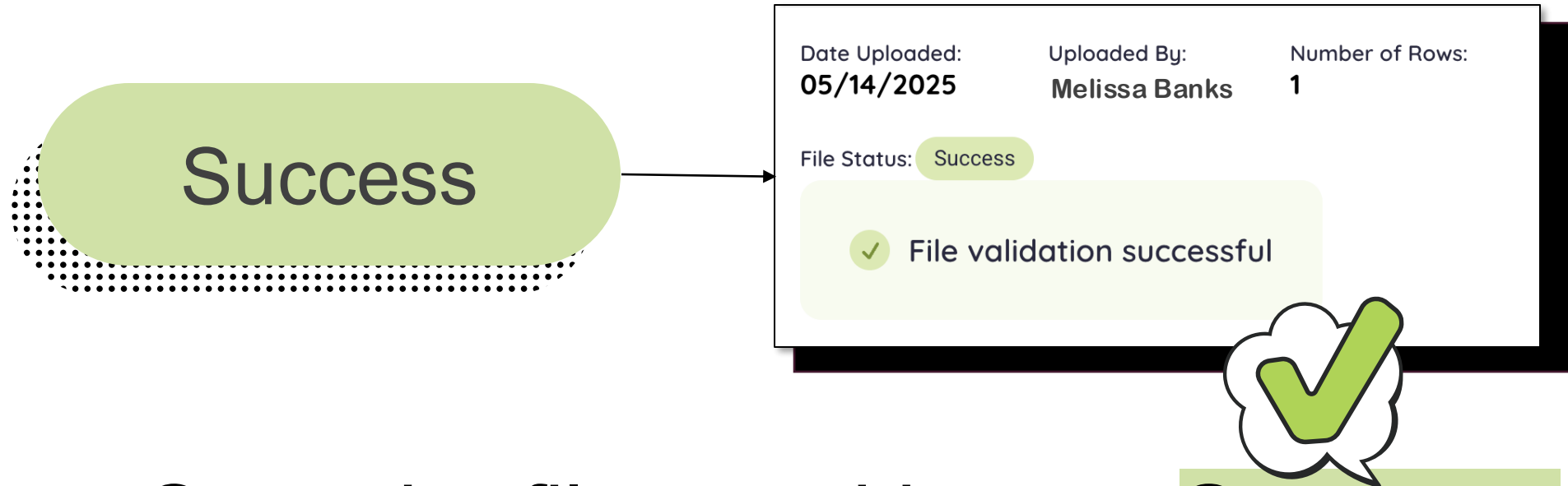
Uploaded By:

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| Name   | Date & Time (CT)        | Uploaded By                  | Status  | Actions |
|--|-------------------------|------------------------------|---------|---------|
| <a href="#">9920ResidentLEASchool.csv</a>            | 07/15/2025, 08:58:24 AM | Banks, Melissa               | Failed  |         |
| <a href="#">9920_MsisldRequest.csv</a>               | 06/10/2025, 09:16:43 AM | Banks, Melissa               | Failed  |         |
| <a href="#">9920_xtrasp_Staff.Employment.csv</a>     | 06/06/2025, 05:00:06 AM | Banks, Melissa               | Failed  |         |
| <a href="#">9920_xtrarow_Staff.Employment.csv</a>    | 06/06/2025, 04:50:41 AM | Banks, Melissa               | Failed  |         |
| <a href="#">9920_good3_InactiveEnrollment.csv</a>    | 05/20/2025, 11:36:53 AM | Admin, Barbara MSIS District | Pending |         |
| <a href="#">9920_05062025_InactiveEnrollment.csv</a> | 05/07/2025, 08:28:59 AM | Admin, Barbara MSIS District | Pending |         |
| <a href="#">9920_05062025_InactiveEnrollment.csv</a> | 05/06/2025, 02:23:20 PM | Admin, Barbara MSIS District | Pending |         |
| <a href="#">9920_NonPublicStaff.Employment.csv</a>   | 06/10/2025, 09:17:40 AM | Banks, Melissa               | Success |         |
| <a href="#">9920MsisldRequest.csv</a>                | 05/26/2025, 09:51:02 AM | Banks, Melissa               | Success |         |



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



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

AutoSave

staff\_file\_upload\_layout\_example (3)

**Home** Insert Draw Page Layout Formulas Data Review View Automate

Paste

Calibri (Body) 11 A<sup>+</sup> A<sup>-</sup>

**B** *I* U

General

R1C22 salaryForTeachingAssignmentOnlyIndicator

|   | 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 A A

B I U

General

Conditional Formatting Format as Table Cell Styles

Insert

R1C22 salaryForTeachingAssignmentOnlyIndicator

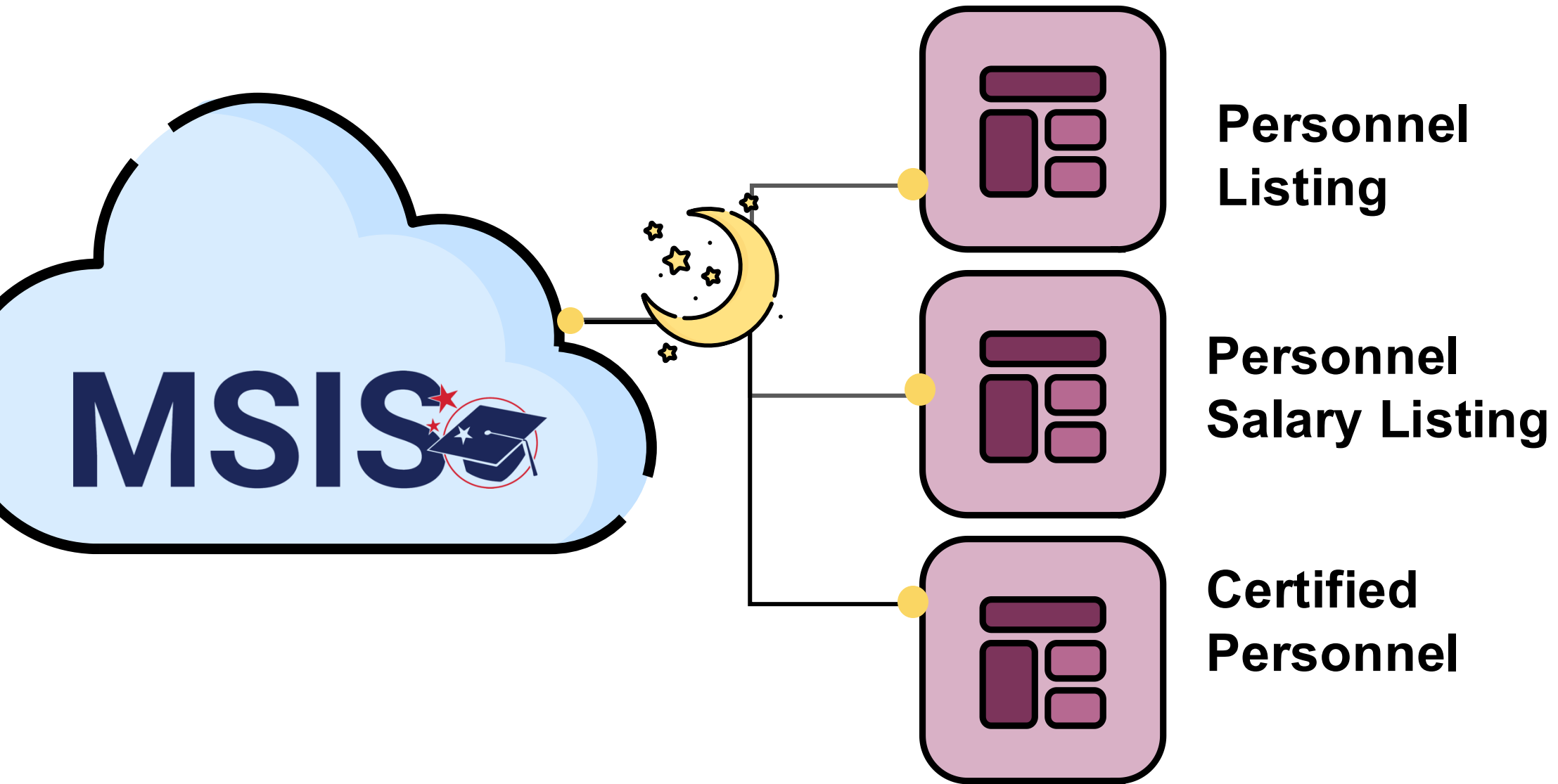
|   | 1          | 2                               | 3                     | 4         | 5          | 6             | 7                      | 8                                    | 9                          | 10                  |
|---|------------|---------------------------------|-----------------------|-----------|------------|---------------|------------------------|--------------------------------------|----------------------------|---------------------|
| 1 | districtId | staffMemberIdentificationSystem | staffMemberIdentifier | firstName | middleName | lastOrSurname | generationCodeOrSuffix | otherStaffMemberIdentificationSystem | otherStaffMemberIdentifier | email               |
| 2 | 0130       | State                           | 123456789             | Jane      | R          | Doe           |                        | ProfessionalCertificate              |                            | janedoe@district.c  |
| 3 | 0130       | State                           | 234567890             | John      | David      | Doe           |                        | ProfessionalCertificate              |                            | john.doe@district.c |
| 4 | 0130       | State                           | 345678901             | Robert    |            |               |                        | ProfessionalCertificate              |                            | robert.smith@distri |
| 5 |            |                                 |                       |           |            |               |                        |                                      |                            |                     |
| 6 |            |                                 |                       |           |            |               |                        |                                      |                            |                     |
| 7 |            |                                 |                       |           |            |               |                        |                                      |                            |                     |
| 8 |            |                                 |                       |           |            |               |                        |                                      |                            |                     |
| 9 |            |                                 |                       |           |            |               |                        |                                      |                            |                     |

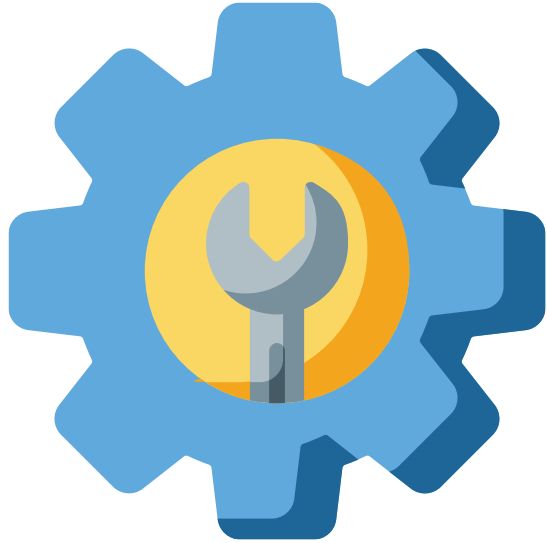
File  
Upload



MSIS

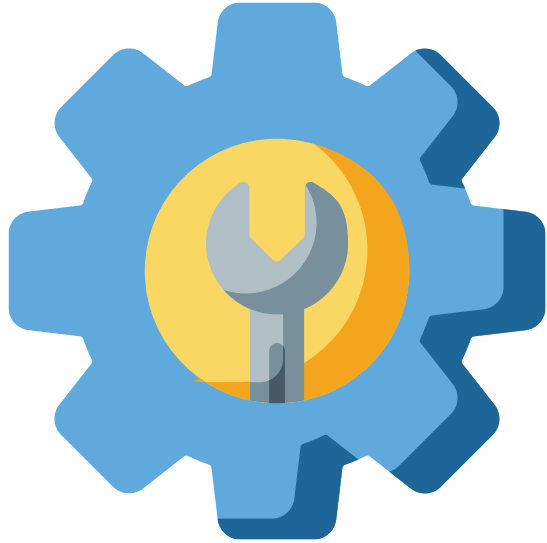






Struggling to get files  
to successfully upload?

**[mdeapps@mdek12.org](mailto:mdeapps@mdek12.org)**



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

[msis2@mdek12.org](mailto:msis2@mdek12.org)



# Next Week!

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5

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

6

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



**CERTIFY** data







# MSIS Team

[msis2@mdek12.org](mailto:msis2@mdek12.org)

[mdek12.org](http://mdek12.org)



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