Non-Public Schools:
Reports, Accreditation, & Certification

MSIS

mdek12.org

MISSISSIPPI DEPARTMENT OF EDUCATION

September 2025

VISION

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

MISSION

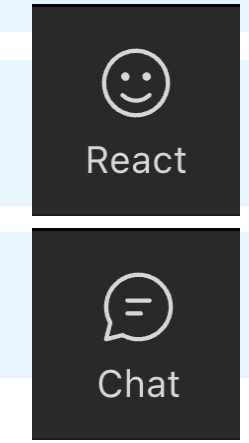
To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

1. **ALL** Students Proficient and Showing Growth in All Assessed Areas
2. **EVERY** Student Graduates from High School and is Ready for College and Career
3. **EVERY** Child Has Access to a High-Quality Early Childhood Program
4. **EVERY** School Has Effective Teachers and Leaders
5. **EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes
6. **EVERY** School and District is Rated “C” or Higher

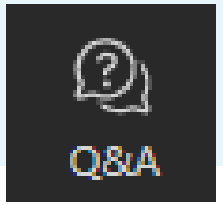
Session Norms

Be an active participant

- Share reactions
- Respond to prompts in the chat



Ask questions



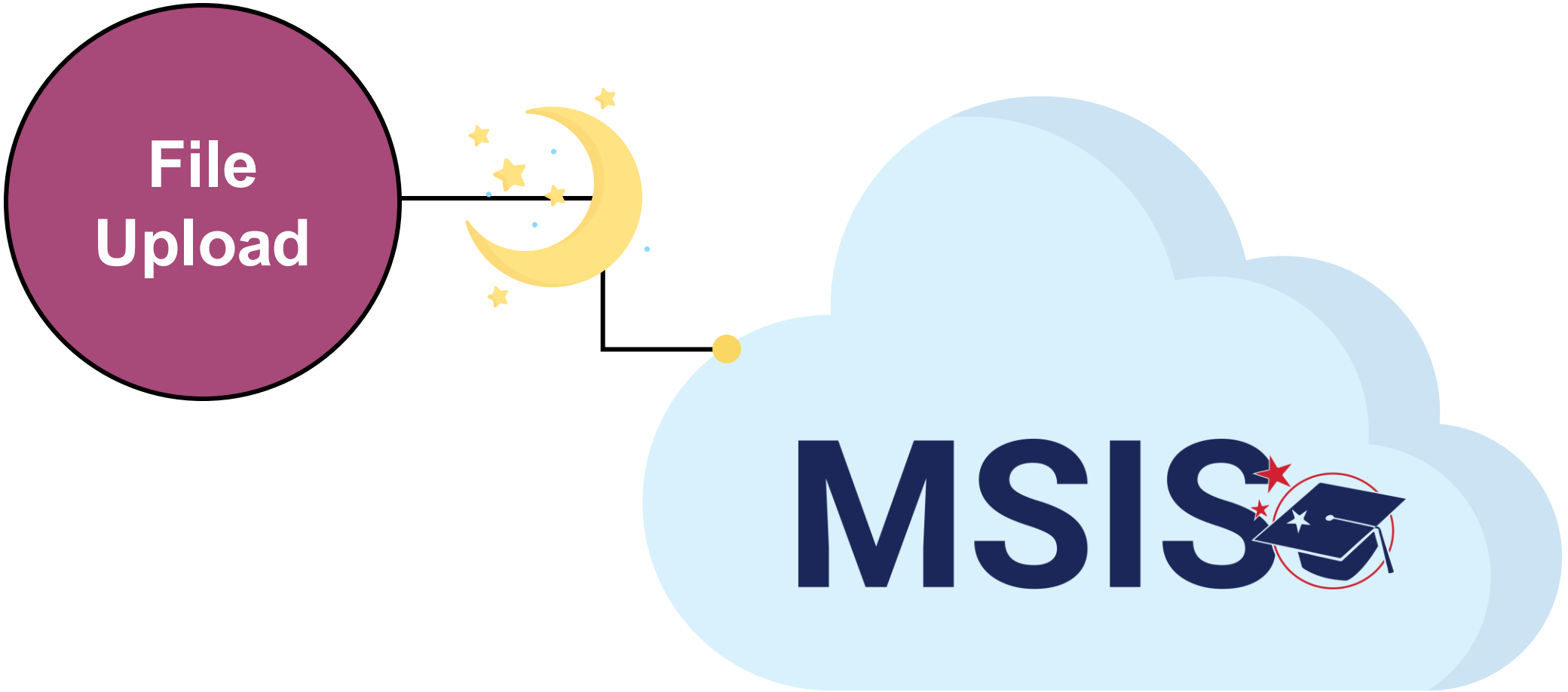
Session Goals

EXPLORE Personnel & Teacher Schedule Reports

DISCUSS Data Quality & Accreditation Dashboards

REVIEW the process for certifying data

Personnel Data Collection


File Upload
MSIS

MSIS

Personnel Data Collection Process

1 **Download** spreadsheet templates (3)

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

3 **Upload** files (3)

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

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

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

7

CERTIFY data

Review!

Steps 3 & 4

NonPublicStaff.Employment

1

NonPublicStaff.Assignments

2

NonPublicStaff.Schedules

3

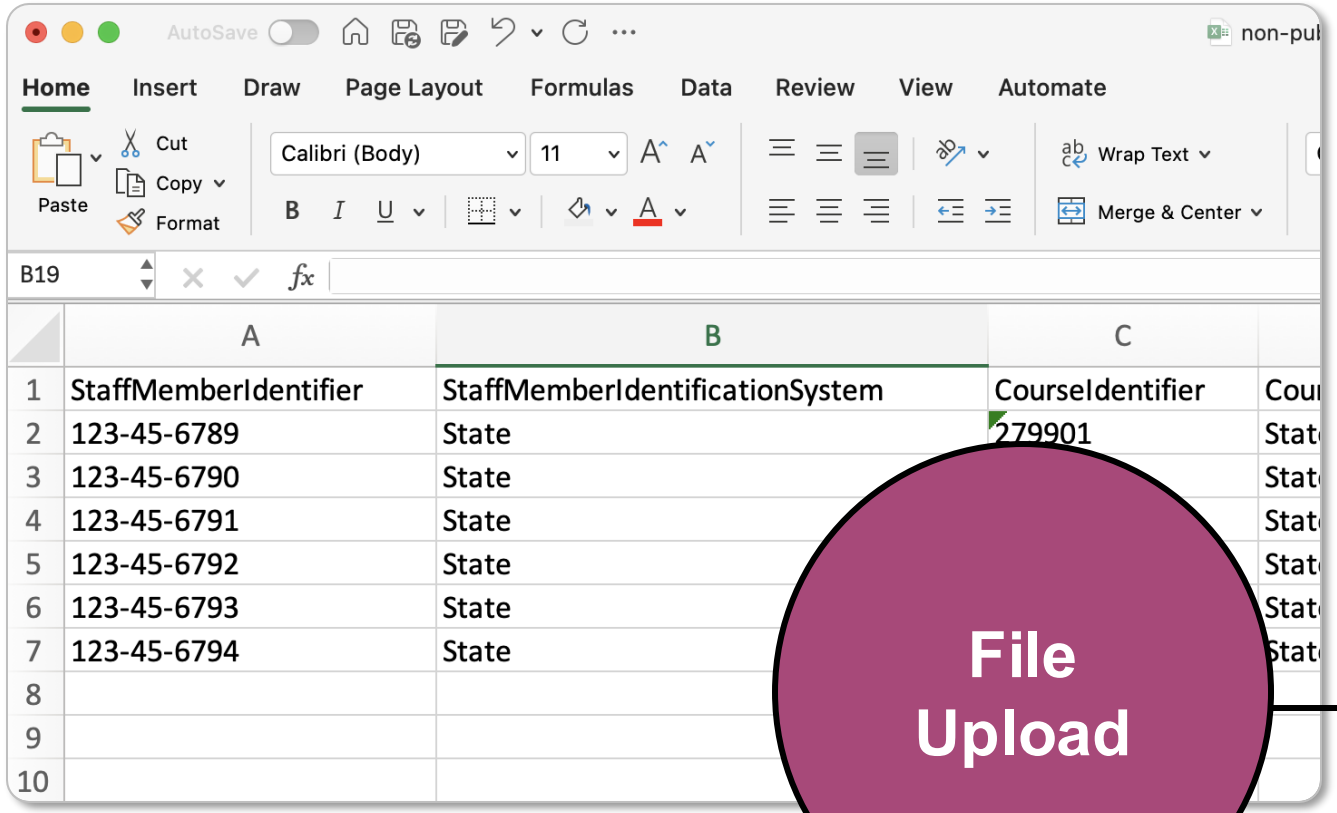
STEP 3

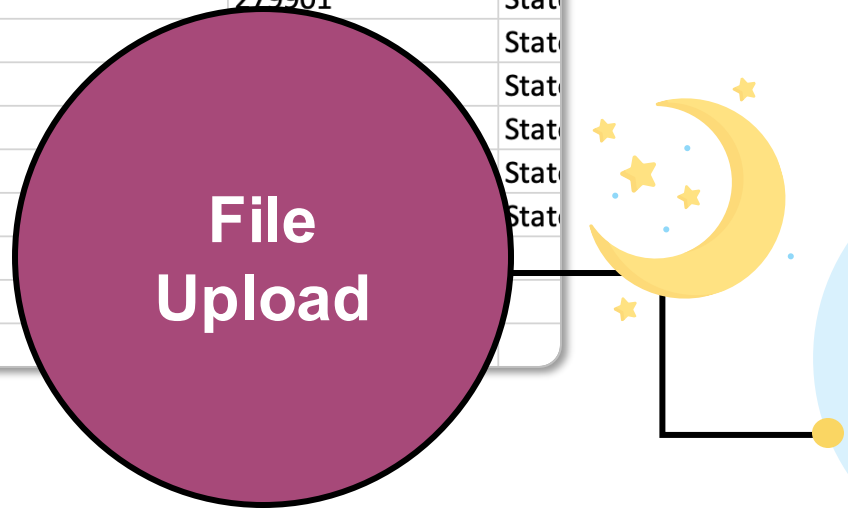
Upload files (3)

MSIS

MISSISSIPPI DEPARTMENT OF EDUCATION

Personnel File Upload

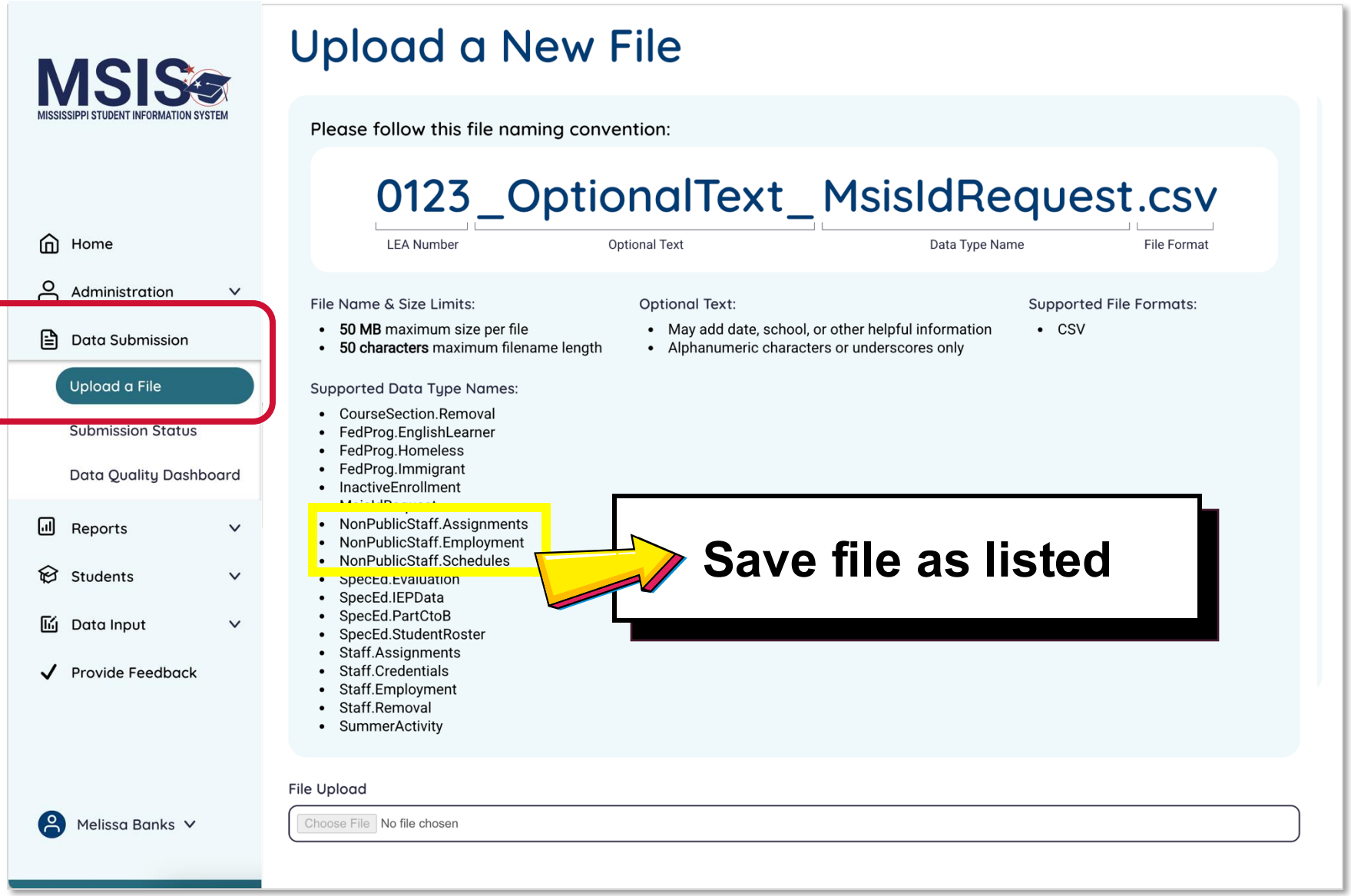




MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Welcome
Sign In
msis.mdek12.org

PERMISSION

Personnel



QRG

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

MISSISSIPPI DEPARTMENT OF EDUCATION

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

Correct file name?

Correct file format?

File too large?

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

- 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

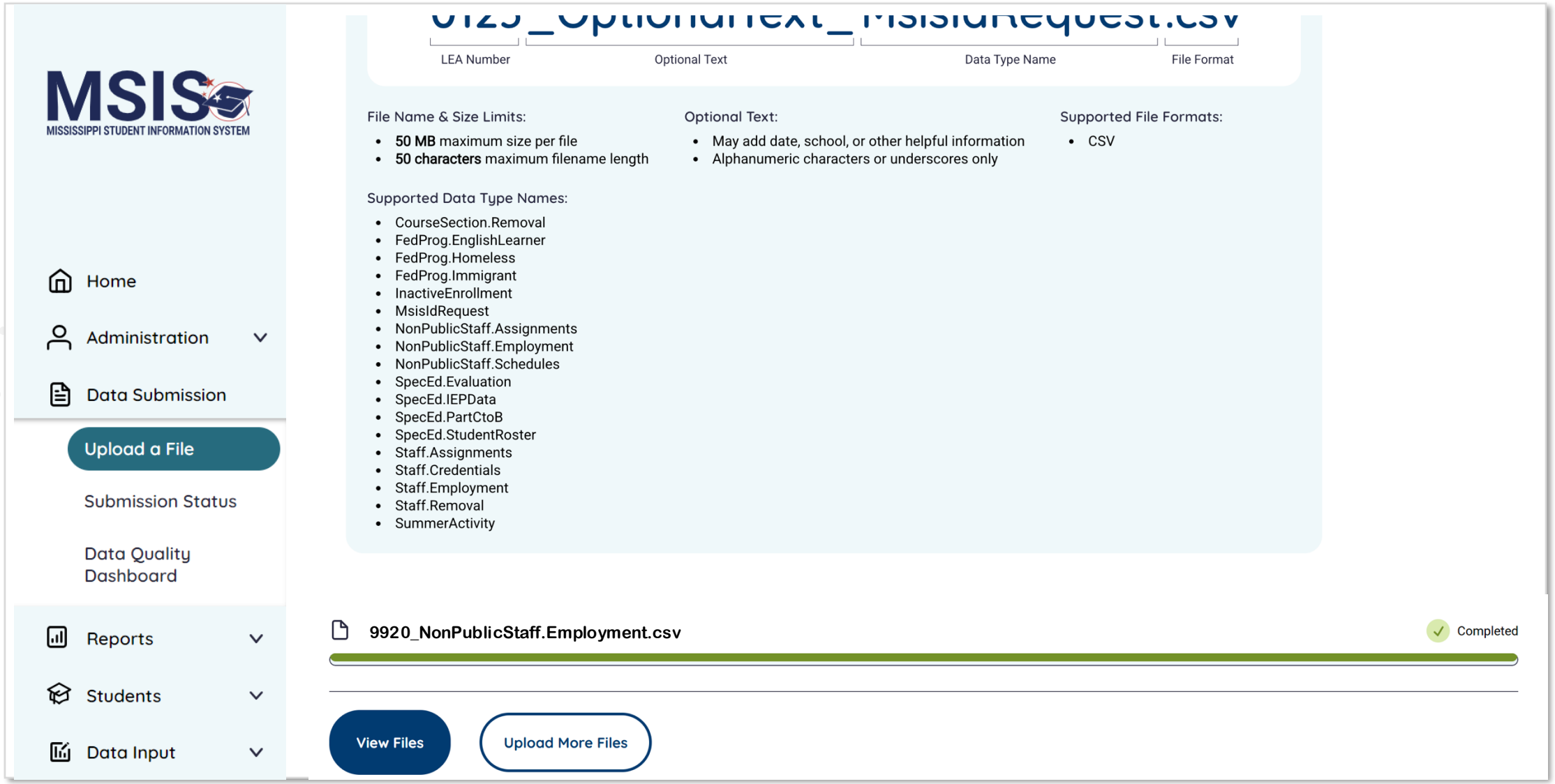
Supported Data Type Names:
- CourseSection.Removal
- FedProg.EnglishLearner
- FedProg.Homeless
- FedProg.Immigrant
- InactiveEnrollment
- MsisIdRequest
- NonPublicStaff.Assignments
- NonPublicStaff.Employment
- NonPublicStaff.Schedules
- SpecEd.Evaluation
- SpecEd.IEPData
- SpecEd.PartCtoB
- SpecEd.StudentRoster
- Staff.Assignments
- Staff.Credentials
- Staff.Employment
- Staff.Removal
- SummerActivity

9920_NonPublicStaff.Employment.csv — Failed

Invalid file type.

Try Again

MISSISSIPPI DEPARTMENT OF EDUCATION


0123_OptionalText_MsisIdRequest.csv
LEA Number
Optional Text
Data Type Name
File Format
File Name & Size Limits:
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50 characters maximum filename length
Optional Text:
May add date, school, or other helpful information
Alphanumeric characters or underscores only
Supported File Formats:
CSV
Supported Data Type Names:
CourseSection.Removal
FedProg.EnglishLearner
FedProg.Homeless
FedProg.Immigrant
InactiveEnrollment
MsisIdRequest
NonPublicStaff.Assignments
NonPublicStaff.Employment
NonPublicStaff.Schedules
SpecEd.Evaluation
SpecEd.IEPData
SpecEd.PartCtoB
SpecEd.StudentRoster
Staff.Assignments
Staff.Credentials
Staff.Employment
Staff.Removal
SummerActivity
MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
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Data Quality Dashboard
Reports
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Data Input
9920_NonPublicStaff.Employment.csv
Completed
View Files
Upload More Files

STEP 4

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

MSIS

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

Are the data formatted correctly?

0123_OptionalText_MsisIdRequest.csv
LEA Number
Optional Text
Data Type Name
File Format
File Name & Size Limits:
50 MB maximum size per file
50 characters maximum filename length
Optional Text:
May add date, school, or other helpful information
Alphanumeric characters or underscores only
Supported File Formats:
CSV
Supported Data Type Names:
CourseSection.Removal
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9920_NonPublicStaff.Employment.csv
Completed
View Files
Upload More Files

Submission Status

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

Status: Select...

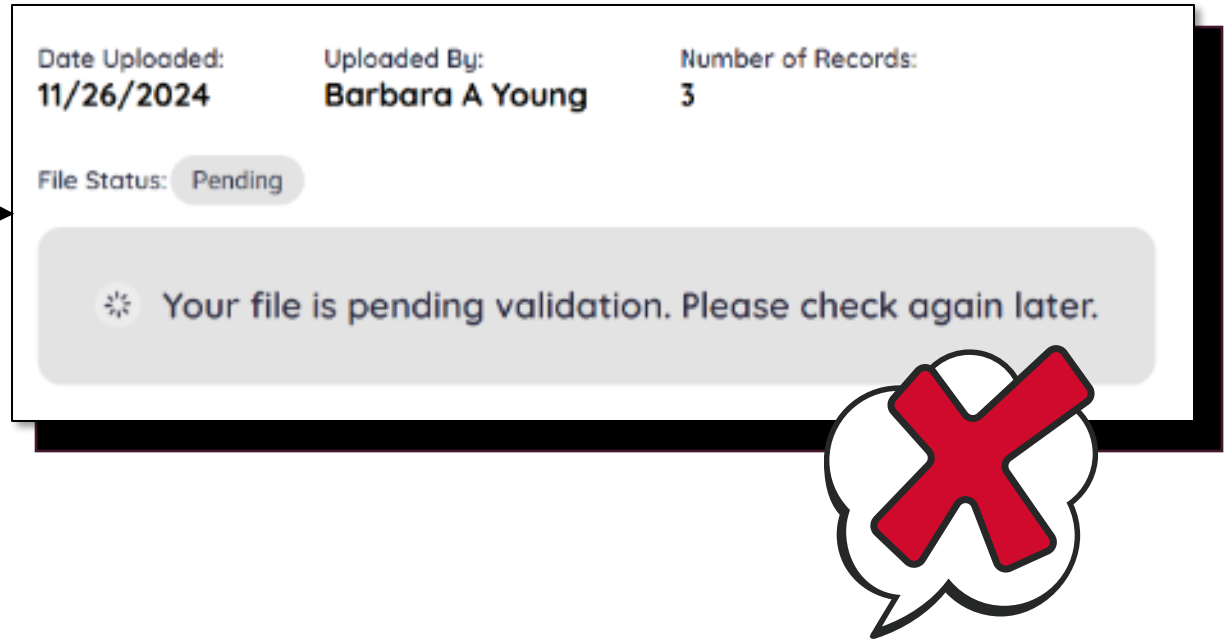
Uploaded By: Enter uploaded by na...

05/01/2025 – 07/28/2025

Apply Filter | Reset Filter | + Upload a File

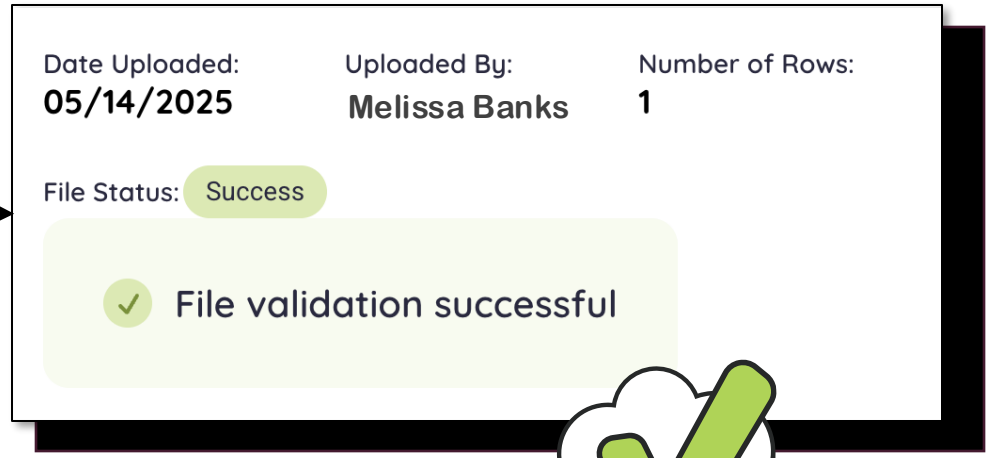
Name	Date & Time (CT)	Uploaded By	Status	Actions
9920ResidentLEASchool.csv	07/15/2025, 08:58:24 AM	Banks, Melissa	Failed	
9920_MsisIdRequest.csv	06/10/2025, 09:16:43 AM	Banks, Melissa	Failed	
9920_xtrasp_Staff.Employment.csv	06/06/2025, 05:00:06 AM	Banks, Melissa	Failed	
9920_xtrarow_Staff.Employment.csv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

Pending



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

Success



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

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

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

Submission Status

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

Status: Select...

Uploaded By: Enter uploaded by na...

04/26/2025 – 05/26/2025

Apply Filter | Reset Filter | + Upload a File

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

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

Uploaded By: **Melissa Banks**

Number of Rows: **9**

File Status: Failed

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

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

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

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

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

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

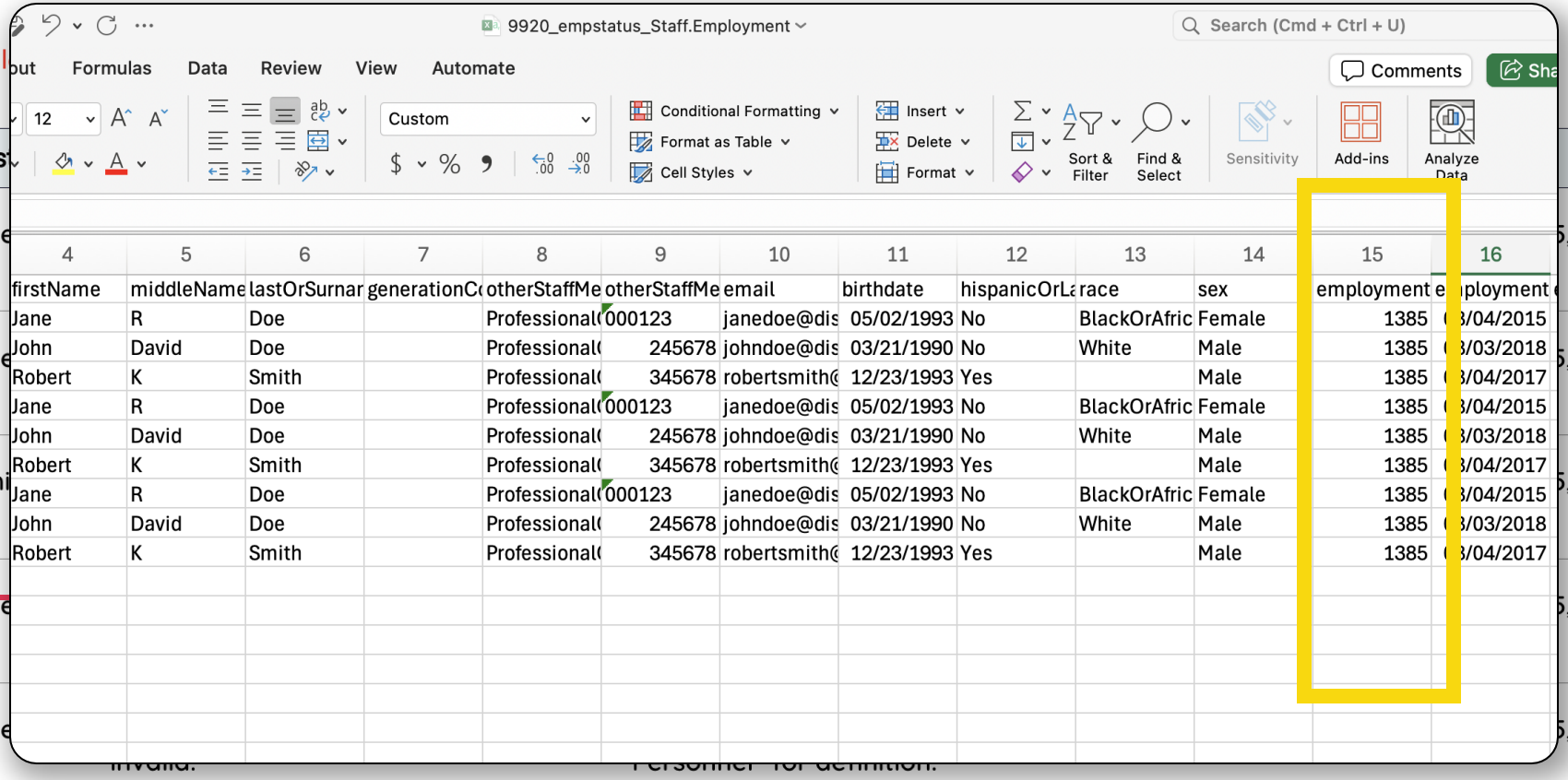
Date Uploaded: **06/05/2025**

Uploaded By: **Melissa Banks**

Number of Rows: **9**

File Status: Failed

File validation fail



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

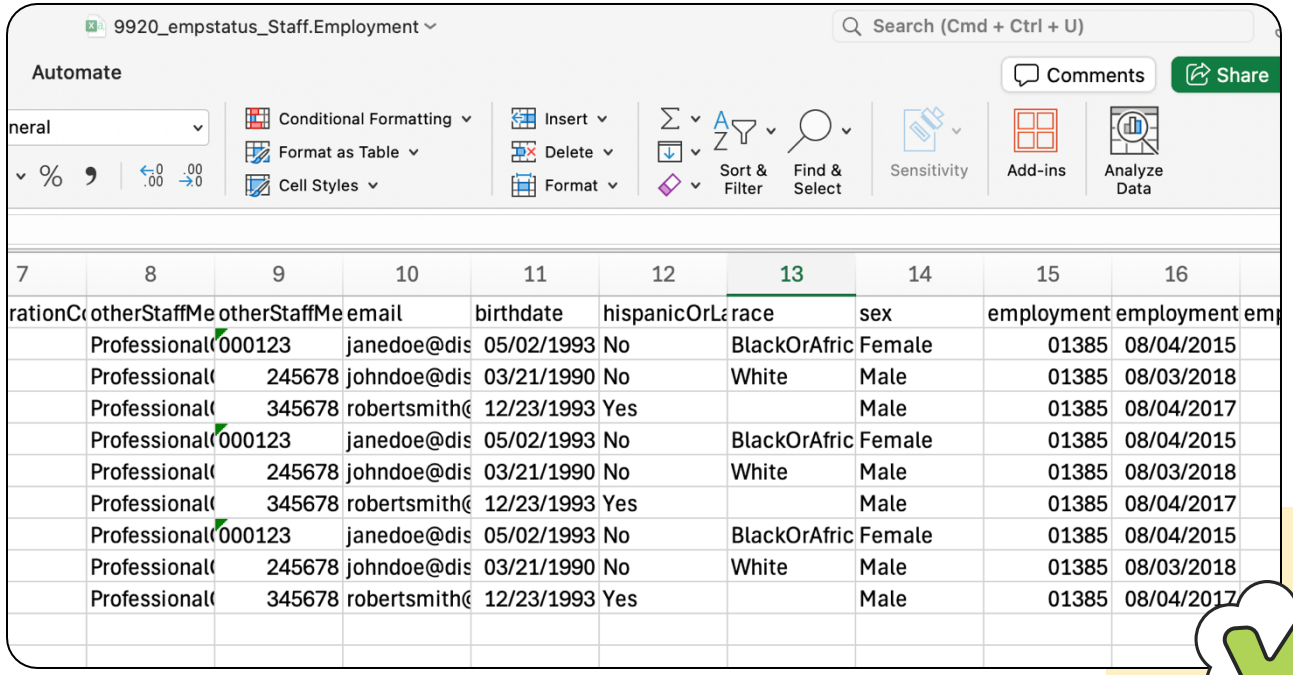
Row ID	First Name	Last		
1	Jane	Doe		, or 01380. See "D
2	John	Doe		, or 01380. See "D
3	Robert	Smi		, or 01380. See "D
4	Jane	Doe		, or 01380. See "D
5	John	Doe		, or 01380. See "D
6	Robert	Smith	The employmentStatus is blank or invalid.	The employmentStatus is a required field and should only be 01379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

MISSISSIPPI DEPARTMENT OF EDUCATION

Formatting Spreadsheets – Video Tutorials

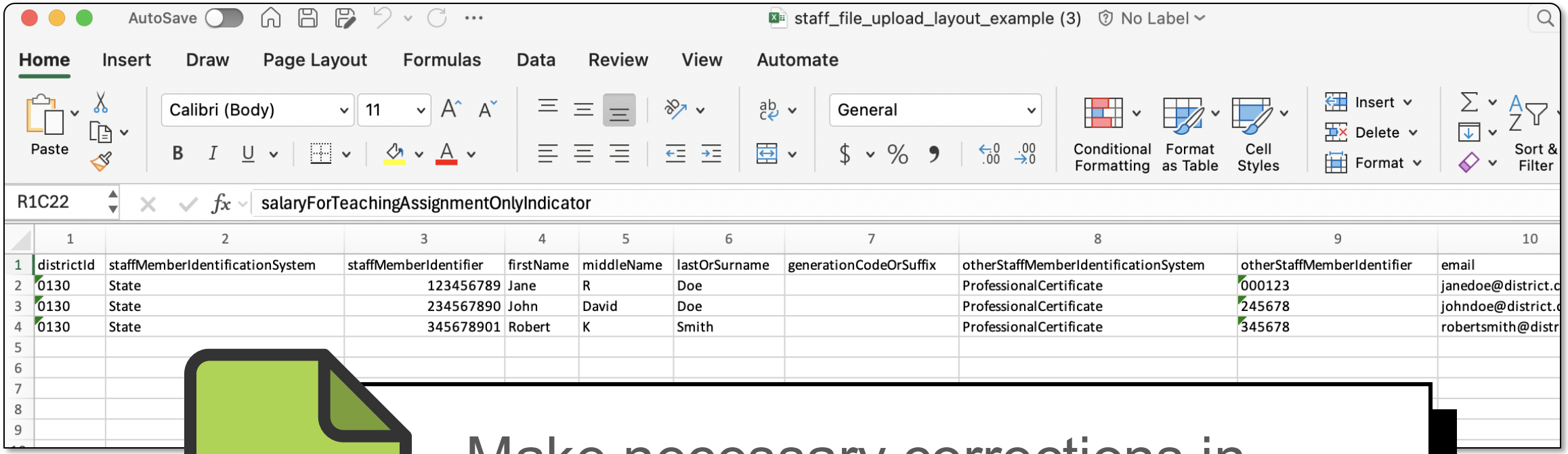
[Google Sheets Video Tutorial]

[Microsoft Excel Video Tutorial]



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

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



	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 reupload.

Submission Status

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

Status: Select...

Uploaded By: Enter uploaded by na...

05/01/2025 – 07/28/2025

Apply Filter | Reset Filter | + Upload a File

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9920_good3_InactiveEnrollment.csv	05/20/2025, 11:36:53 AM	Admin, Barbara MSIS District	Pending	
9920_05062025_InactiveEnrollment.csv	05/07/2025, 08:28:59 AM	Admin, Barbara MSIS District	Pending	
9920_05062025_InactiveEnrollment.csv	05/06/2025, 02:23:20 PM	Admin, Barbara MSIS District	Pending	
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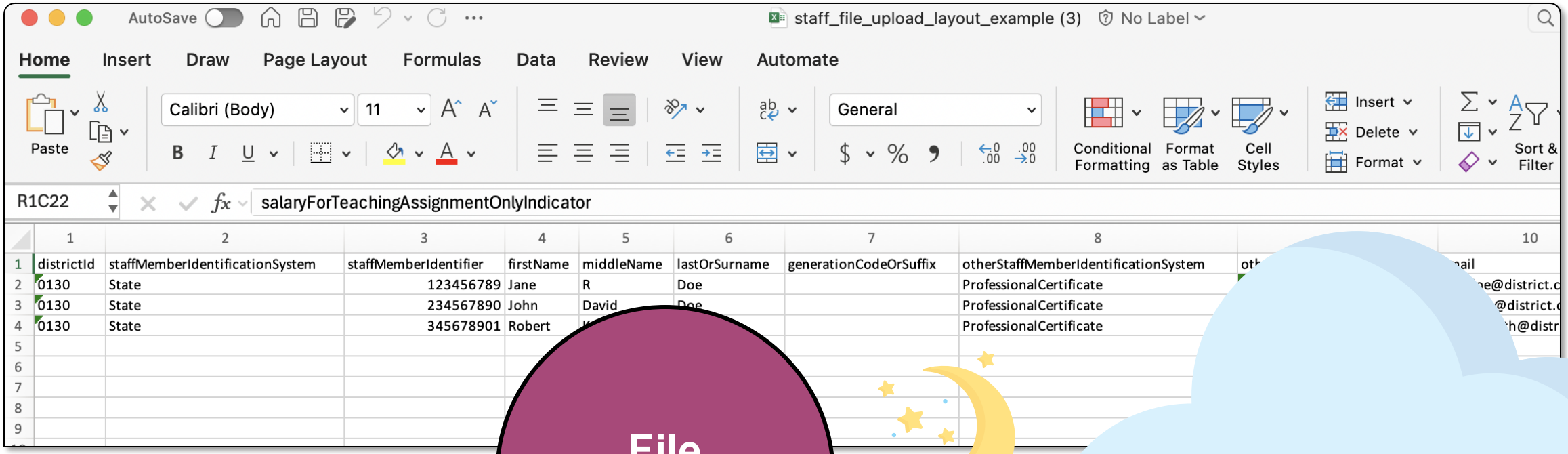
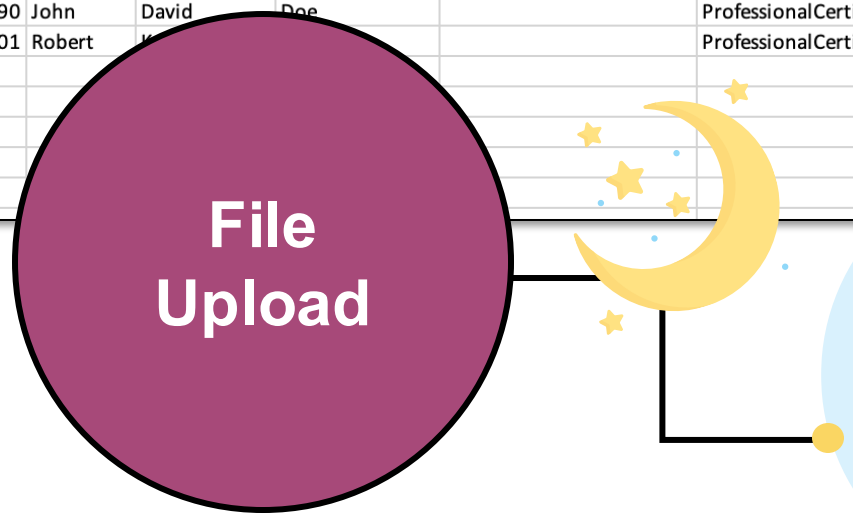
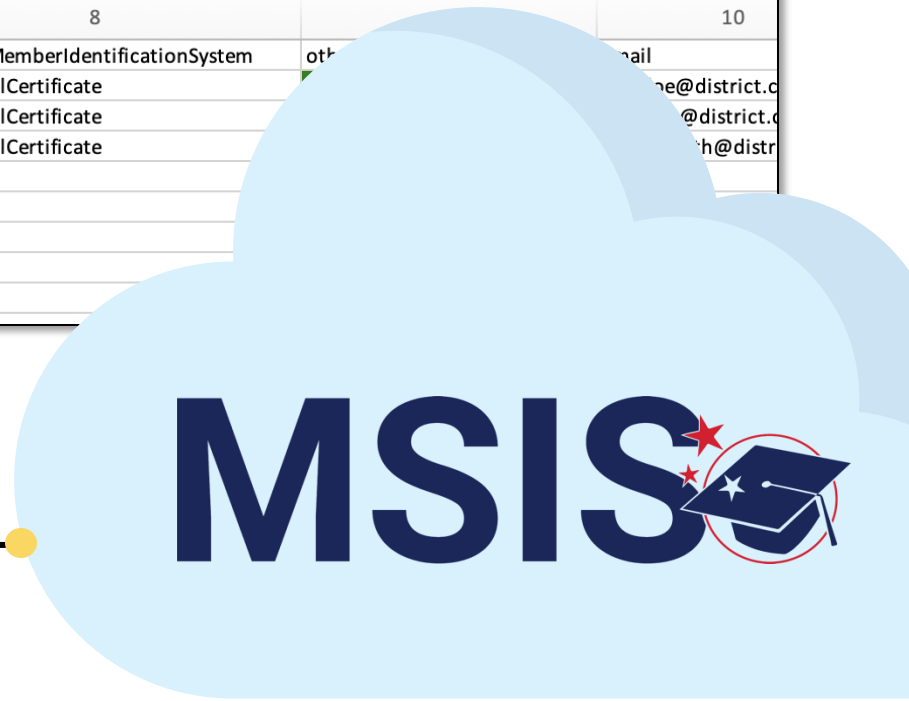


	1	2	3	4	5	6	7	8	10
1	districtId	staffMemberIdentificationSystem	staffMemberIdentifier	firstName	middleName	lastOrSurname	generationCodeOrSuffix	otherStaffMemberIdentificationSystem	ail
2	0130	State	123456789	Jane	R	Doe		ProfessionalCertificate	e@district.c
3	0130	State	234567890	John	David	Doe		ProfessionalCertificate	@district.c
4	0130	State	345678901	Robert				ProfessionalCertificate	h@distr
5									
6									
7									
8									
9									





Data Quality Dashboard

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

Submission Status

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

Status: Select...

Uploaded By: Enter uploaded by na...

05/01/2025 – 07/28/2025

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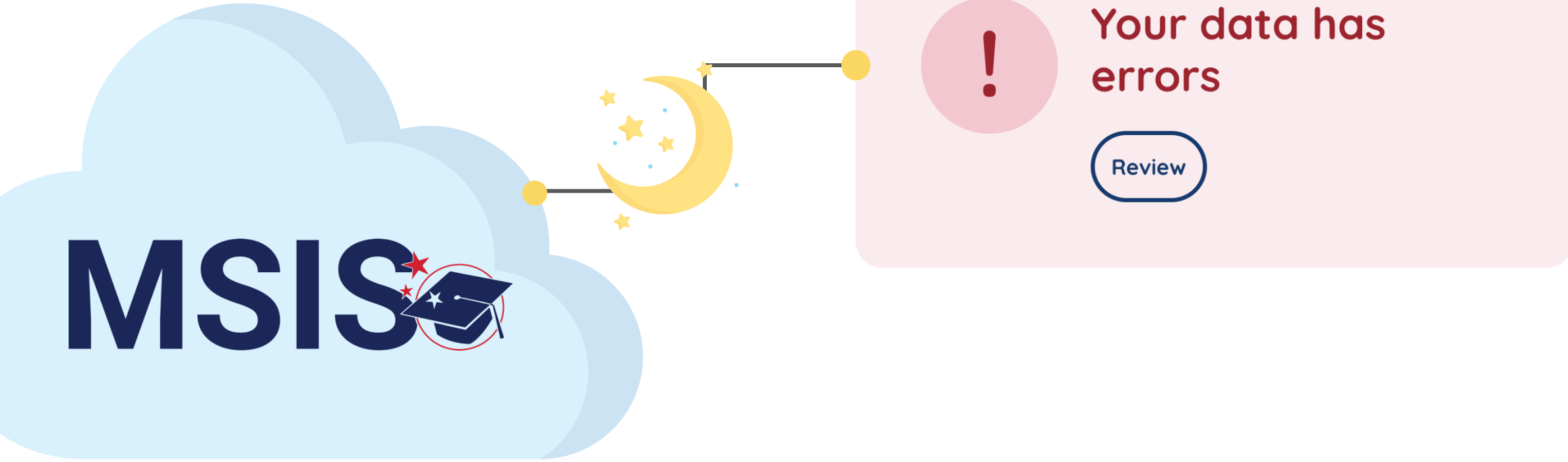
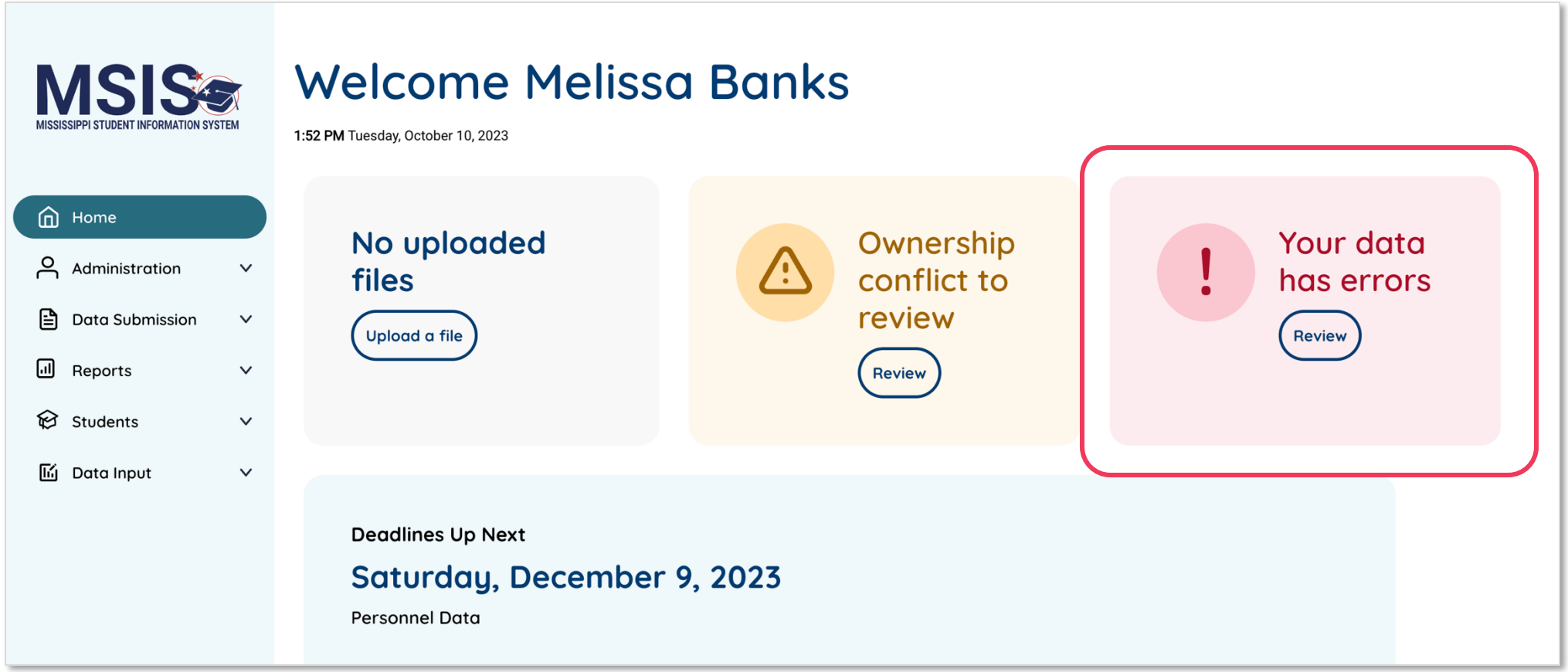
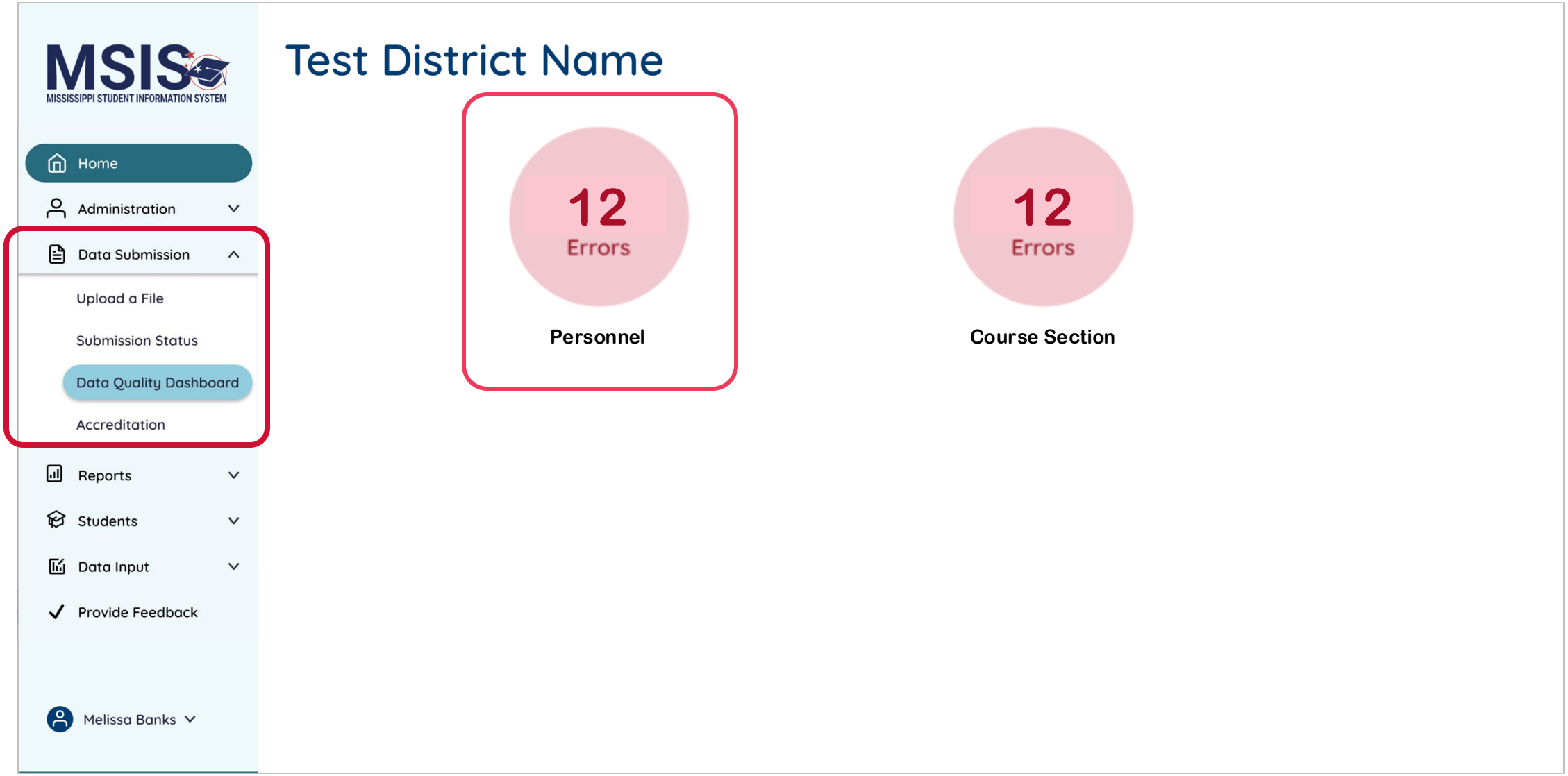
9920_good3_InactiveEnrollment.csv	05/20/2025, 11:36:53 AM	Admin, Barbara MSIS District	Pending	
9920_05062025_InactiveEnrollment.csv	05/07/2025, 08:28:59 AM	Admin, Barbara MSIS District	Pending	
9920_05062025_InactiveEnrollment.csv	05/06/2025, 02:23:20 PM	Admin, Barbara MSIS District	Pending	
9920_NonPublicStaff.Employment.csv	06/10/2025, 09:17:40 AM	Banks, Melissa	Success	
9920MsisIdRequest.csv	05/26/2025, 09:51:02 AM	Banks, Melissa	Success	


MSIS
!
Your data has errors
Review

Reviewing Personnel Data

MSIS Staff reviews dashboards and reports daily to check for errors




MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Home
Administration
Data Submission
Upload a File
Submission Status
Data Quality Dashboard
Accreditation
Reports
Students
Data Input
Provide Feedback
Melissa Banks
Test District Name
12
Errors
Personnel
12
Errors
Course Section

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

- Home
- Administration
- Data Submission
  - Upload a File
  - Submission Status
  - Data Quality Dashboard
  - Accreditation
- Reports
- Students
- Data Input
- Provide Feedback

Melissa Banks

< Back

Personnel

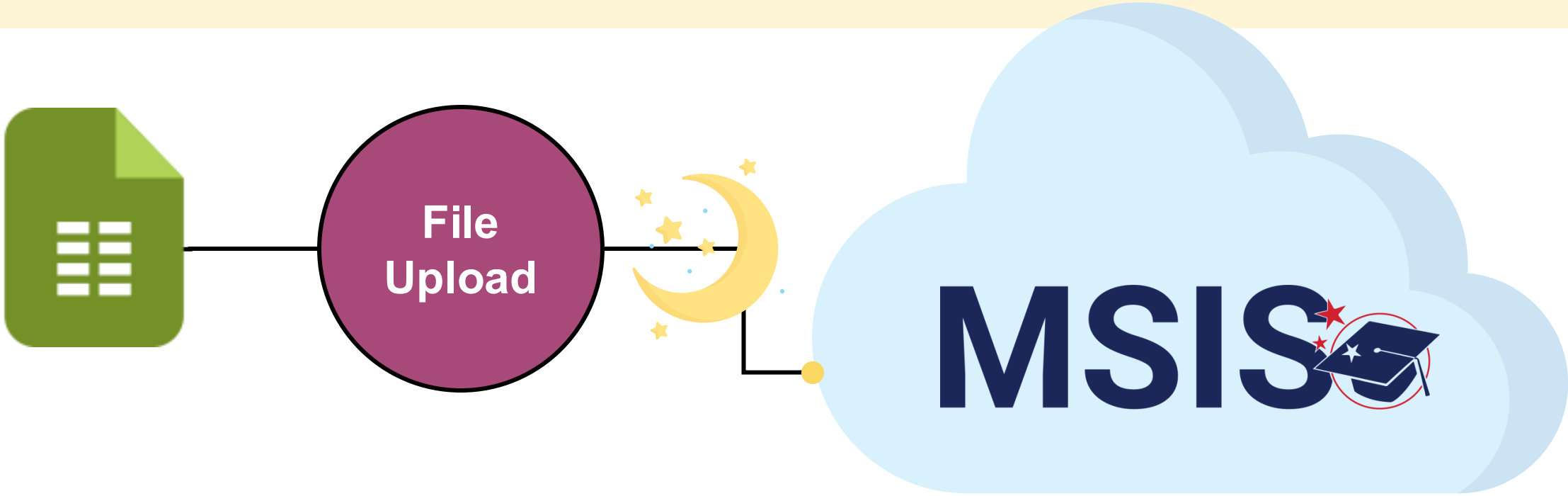
Certification Data Collection

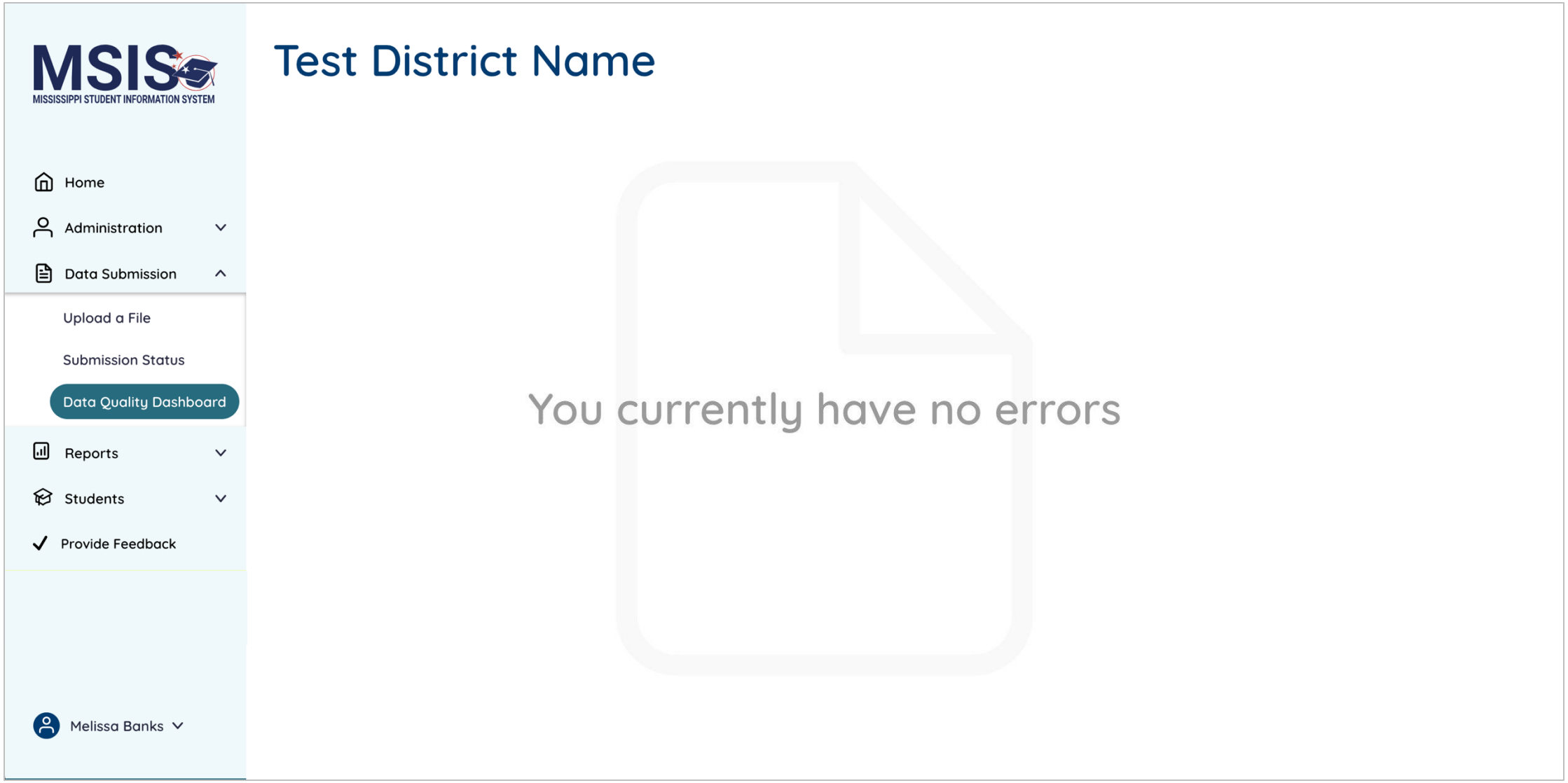
Select...

Missing LEA for Assignment

Error/Warning	School Year	LEA Name	School Name	Description	Resolution	First Name	Last Name	Staff SSN	Assignment	Assignment Start Date	Assignment End Date	FTE
Error	2024-2025	Faulkner School District		LEA is required for each assignment.	Ensure the LEA has been set for each assignment.	ANGELA	MURPHY	8807				

Update existing information




MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Test District Name
Home
Administration
Data Submission
Upload a File
Submission Status
Data Quality Dashboard
Reports
Students
Provide Feedback
You currently have no errors
Melissa Banks

Delete information

Staff.Removal.csv

CourseSection.Removal.csv

MSIS: File Layout Templates

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

- Federal Programs
- Finance
- MSIS ID
- Personnel
- Record Removal

Record Removal

- Academic Award Removal: File Layout Example Spreadsheet (XLSX)
  - AcademicAward.Removal Template (CSV)
  - Instructions for Formatting Cells – Excel and Sheets
- Course Section Removal: File Layout Example Spreadsheet (XLSX)
  - CourseSection.Removal Template (CSV)
  - Instructions for Formatting Cells – Excel and Sheets
- Inactive Enrollment: File Layout Example Spreadsheet (XLSX)
  - InactiveEnrollment Template (CSV)
  - Instructions for Formatting Cells – Excel and Sheets
- Incident Removal: File Layout Example Spreadsheet (XLSX)
  - Incident.Removal Template (CSV)
  - Instructions for Formatting Cells – Excel and Sheets
- Staff Removal: File Layout Example Spreadsheet (XLSX)
  - Staff.Removal Template (CSV)
  - Instructions for Formatting Cells – Excel and Sheets

Staff.Removal.csv

Removes employee from Employment and Assignment data
(Removed from Personnel Listing Report)

School Year	LEA ID	Staff Member Identifier
4-digit year (use the last year of the school year; “2026”)	4-digit district number (include leading zeros)	Employee SSN (9 digits, no dashes, Ex: 1234567890)

CourseSection.Removal.csv

Removes course(s) from Schedule data
(Removes courses from Teacher Schedule Report)

School Year	LEA ID	School ID	Course Section Identifier
4-digit year (use the last year of the school year; “2026”)	4-digit district number (include leading zeros)	4-digit district number and 3-digit school number separated by a hyphen (include leading zeros)	Locally defined, **unique** course section number.

1

Upload **removal file(s)** in MSIS.

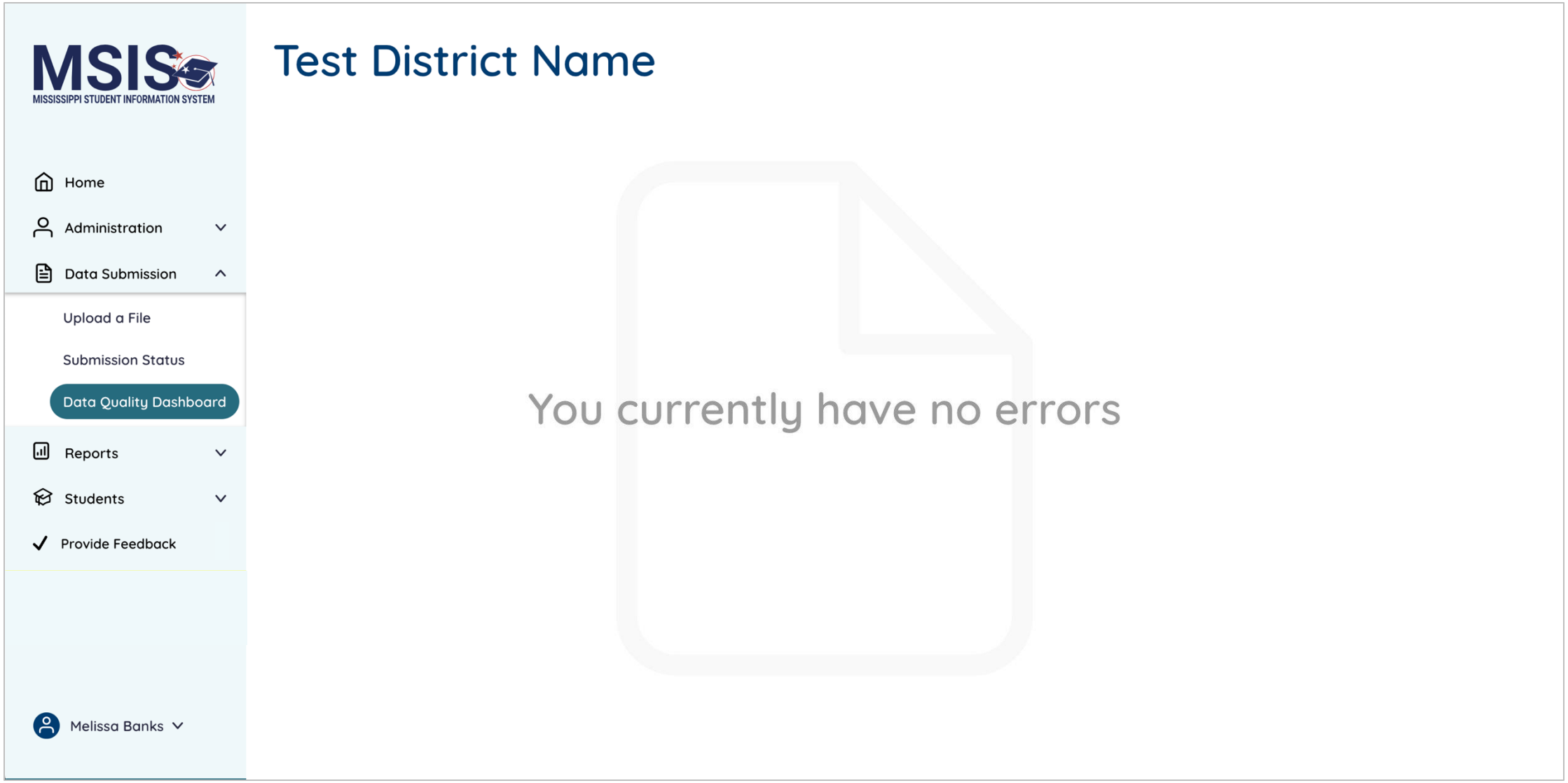
Pay attention to the school year! Use "**2026**" for the 2025-2026 SY.

2

The day after a successful file upload… **the data should be removed from MSIS.**

3

Upload new personnel file(s) in MSIS as needed.


MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Test District Name
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Provide Feedback
You currently have no errors
Melissa Banks

Data Quality Dashboard

Errors: data **CANNOT** be certified until errors are resolved by uploading new data

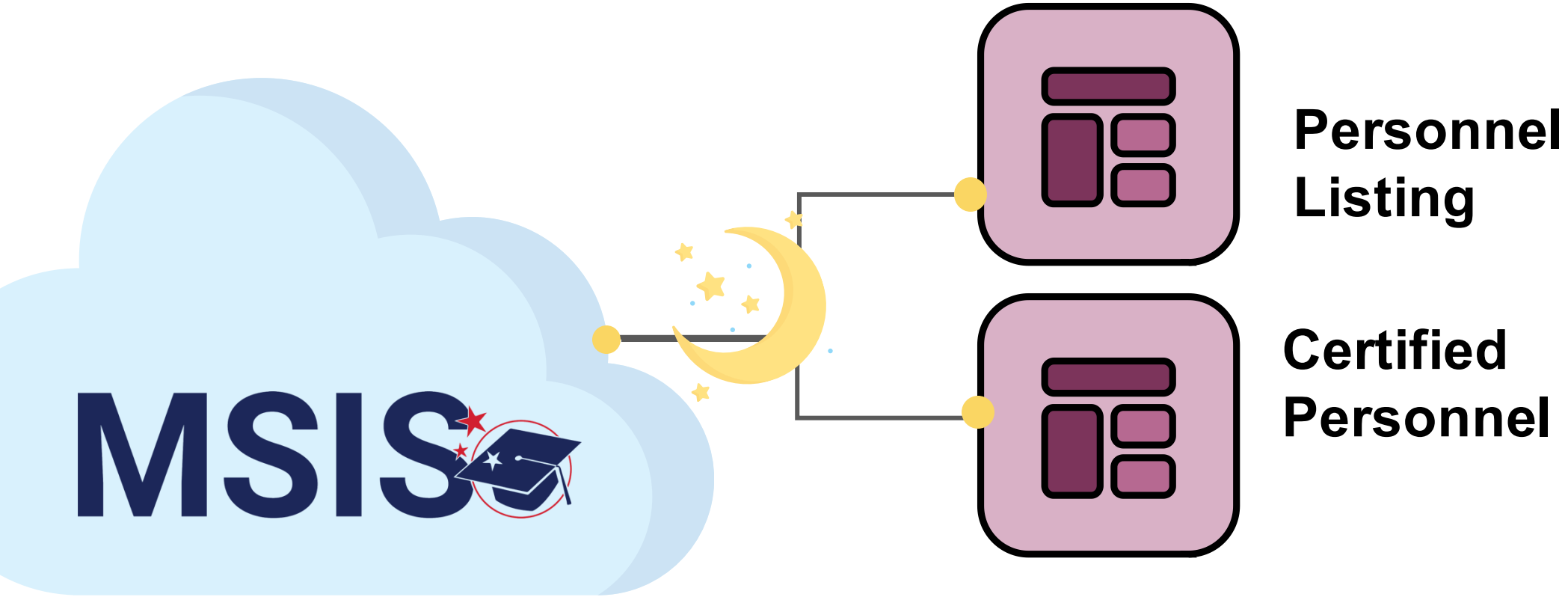
Warnings: data **CAN** be certified, but proceed with caution and verify information

- **After certification with warnings,** a request to change data would have to be submitted to MDE.

Q&A

Reports

REVIEW Reports; make edits and reupload files as needed


MSIS
Personnel Listing
Certified Personnel

NonPublicStaff.Employment

1

NonPublicStaff.Assignments

2

PERMISSION

Personnel

Personnel Listing

Displays the active employees for a district for the current school year. Report includes employment start and end dates, assignments, and FTEs.

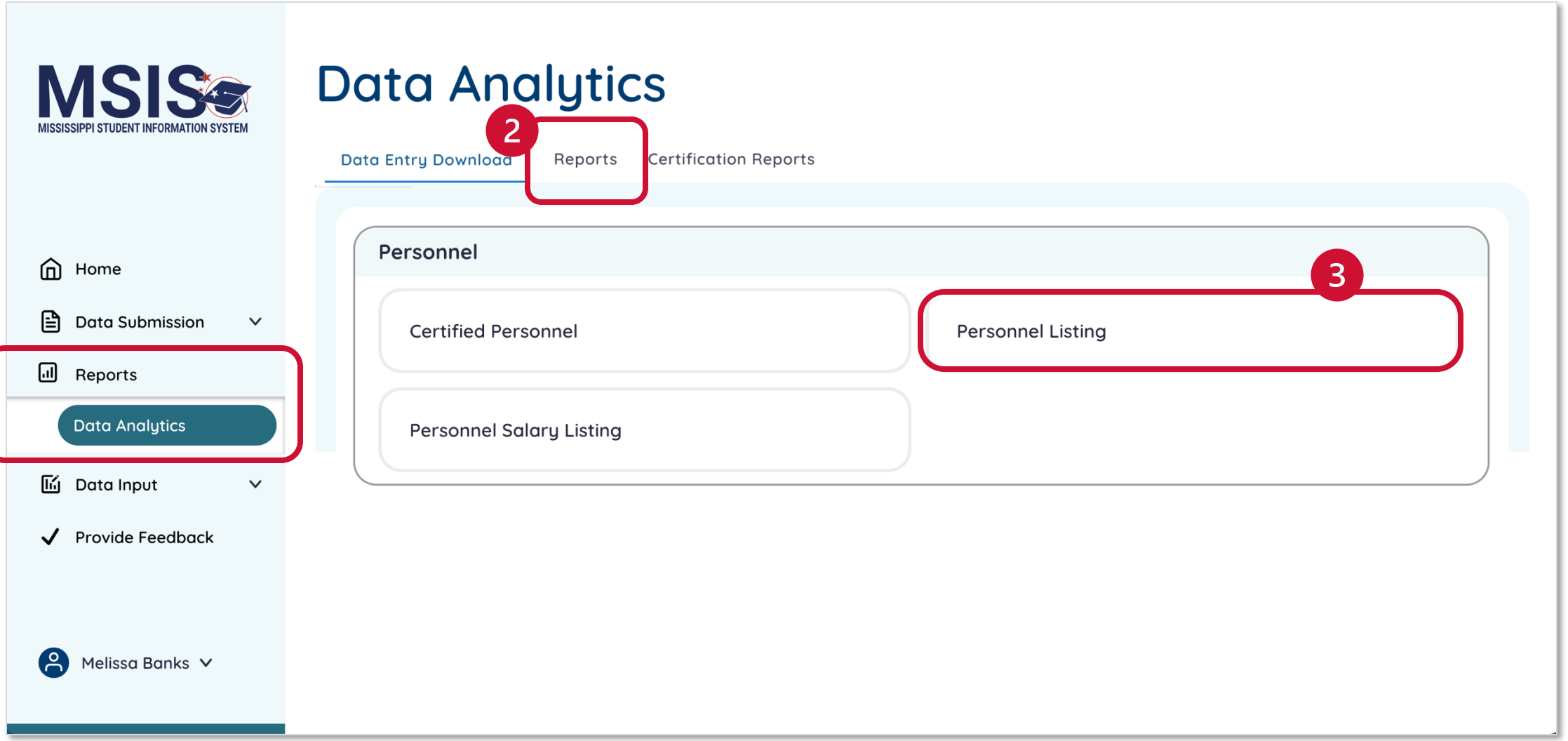
Data Impact

- Accreditation
- Course Section
- ~~National Board~~
- State Reporting
- CTE Teacher Budget

Data Source

~~Personnel API (nightly)~~
File Upload (as needed)

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


MSIS
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Melissa Banks
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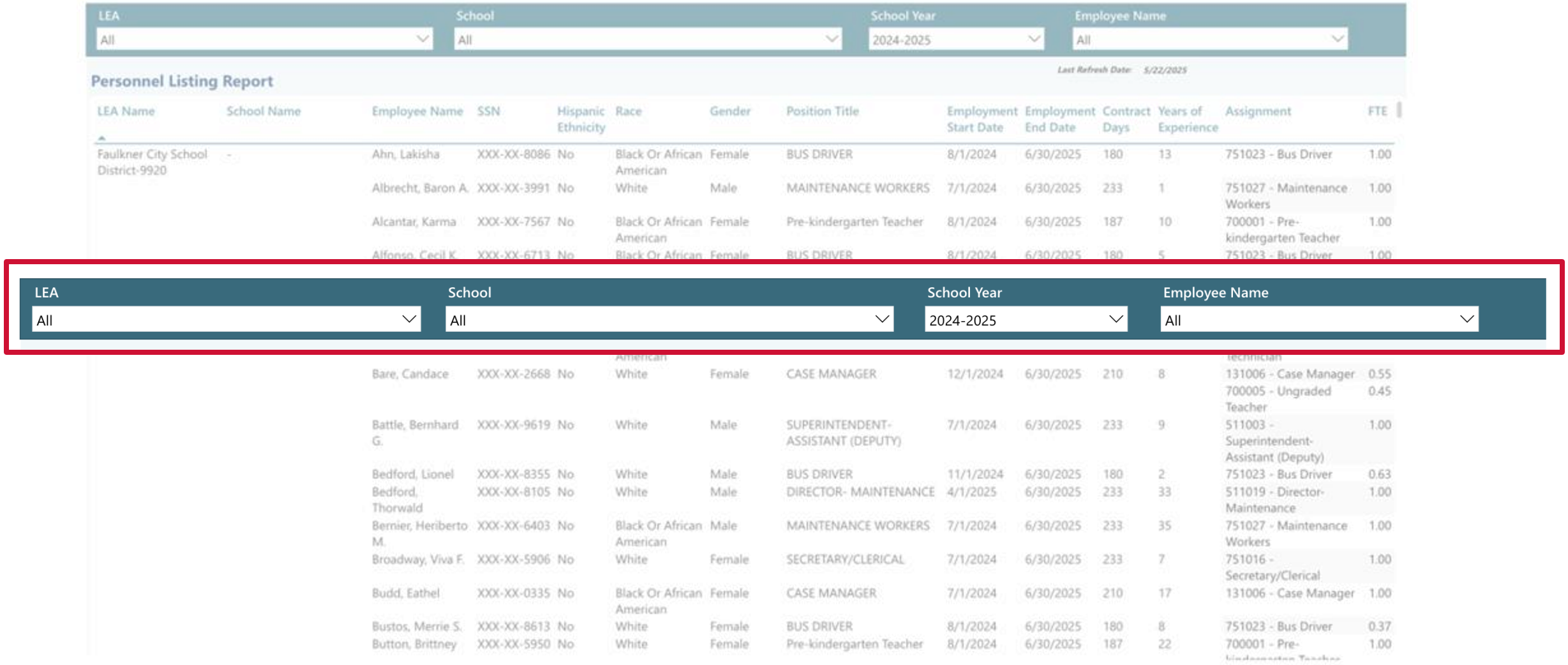
Personnel
Certified Personnel
Personnel Listing
3
Personnel Salary Listing

LEA	School	School Year	Employee Name
All	All	2024-2025	All

Personnel Listing Report

Last Refresh Date: 5/22/2025

LEA Name	School Name	Employee Name	SSN	Hispanic Ethnicity	Race	Gender	Position Title	Employment Start Date	Employment End Date	Contract Days	Years of Experience	Assignment	FTE
Faulkner City School District-9920	-	Ahn, Lakisha	XXX-XX-8086	No	Black Or African American	Female	BUS DRIVER	8/1/2024	6/30/2025	180	13	751023 - Bus Driver	1.00
		Albrecht, Baron A.	XXX-XX-3991	No	White	Male	MAINTENANCE WORKERS	7/1/2024	6/30/2025	233	1	751027 - Maintenance Workers	1.00
		Alcantar, Karma	XXX-XX-7567	No	Black Or African American	Female	Pre-kindergarten Teacher	8/1/2024	6/30/2025	187	10	700001 - Pre-kindergarten Teacher	1.00
		Alfonso, Cecil K.	XXX-XX-6713	No	Black Or African American	Female	BUS DRIVER	8/1/2024	6/30/2025	180	5	751023 - Bus Driver	1.00
		Arndt, Trayvon	XXX-XX-8362	No	White	Male	BUS MAINTENANCE WORKER	7/1/2024	6/30/2025	233	0	751023 - Bus Driver	0.25
												751024 - Bus Maintenance Worker	0.75
		Ashton, Tarik F.	XXX-XX-9456	No	Black Or African American	Male	COMPUTER TECHNICIAN	7/1/2024	6/30/2025	233	5	751045 - Computer Technician	0.35
		Bare, Candace	XXX-XX-2668	No	White	Female	CASE MANAGER	12/1/2024	6/30/2025	210	8	131006 - Case Manager	0.55
												700005 - Ungraded Teacher	0.45
		Battle, Bernhard G.	XXX-XX-9619	No	White	Male	SUPERINTENDENT-ASSISTANT (DEPUTY)	7/1/2024	6/30/2025	233	9	511003 - Superintendent-Assistant (Deputy)	1.00
		Bedford, Lionel	XXX-XX-8355	No	White	Male	BUS DRIVER	11/1/2024	6/30/2025	180	2	751023 - Bus Driver	0.63
		Bedford, Thorwald	XXX-XX-8105	No	White	Male	DIRECTOR- MAINTENANCE	4/1/2025	6/30/2025	233	33	511019 - Director-Maintenance	1.00
		Bernier, Heriberto M.	XXX-XX-6403	No	Black Or African American	Male	MAINTENANCE WORKERS	7/1/2024	6/30/2025	233	35	751027 - Maintenance Workers	1.00
		Broadway, Viva F.	XXX-XX-5906	No	White	Female	SECRETARY/CLERICAL	7/1/2024	6/30/2025	233	7	751016 - Secretary/Clerical	1.00
		Budd, Eathel	XXX-XX-0335	No	Black Or African American	Female	CASE MANAGER	7/1/2024	6/30/2025	210	17	131006 - Case Manager	1.00
		Bustos, Merrie S.	XXX-XX-8613	No	White	Female	BUS DRIVER	8/1/2024	6/30/2025	180	8	751023 - Bus Driver	0.37
		Button, Brittney	XXX-XX-5950	No	White	Female	Pre-kindergarten Teacher	8/1/2024	6/30/2025	187	22	700001 - Pre-kindergarten Teacher	1.00



LEA: All | School: All | School Year: 2024-2025 | Employee Name: All

Last Refresh Date: 5/22/2025

Personnel Listing Report

LEA Name	School Name	Employee Name	SSN	Hispanic Ethnicity	Race	Gender	Position Title	Employment Start Date	Employment End Date	Contract Days	Years of Experience	Assignment	FTE
Faulkner City School District-9920	-	Ahn, Lakisha	XXX-XX-8086	No	Black Or African American	Female	BUS DRIVER	8/1/2024	6/30/2025	180	13	751023 - Bus Driver	1.00
		Albrecht, Baron A.	XXX-XX-3991	No	White	Male	MAINTENANCE WORKERS	7/1/2024	6/30/2025	233	1	751027 - Maintenance Workers	1.00
		Alcantar, Karma	XXX-XX-7567	No	Black Or African American	Female	Pre-kindergarten Teacher	8/1/2024	6/30/2025	187	10	700001 - Pre-kindergarten Teacher	1.00
		Alfonso, Cecil K.	XXX-XX-6713	No	Black Or African	Female	BUS DRIVER	8/1/2024	6/30/2025	180	5	751023 - Bus Driver	1.00
		Bare, Candace	XXX-XX-2668	No	White	Female	CASE MANAGER	12/1/2024	6/30/2025	210	8	131006 - Case Manager	0.55
												700005 - Ungraded Teacher	0.45
		Battle, Bernhard G.	XXX-XX-9619	No	White	Male	SUPERINTENDENT-ASSISTANT (DEPUTY)	7/1/2024	6/30/2025	233	9	511003 - Superintendent-Assistant (Deputy)	1.00
		Bedford, Lionel	XXX-XX-8355	No	White	Male	BUS DRIVER	11/1/2024	6/30/2025	180	2	751023 - Bus Driver	0.63
		Bedford, Thorwald	XXX-XX-8105	No	White	Male	DIRECTOR- MAINTENANCE	4/1/2025	6/30/2025	233	33	511019 - Director-Maintenance	1.00
		Bernier, Heriberto M.	XXX-XX-6403	No	Black Or African American	Male	MAINTENANCE WORKERS	7/1/2024	6/30/2025	233	35	751027 - Maintenance Workers	1.00
		Broadway, Viva F.	XXX-XX-5906	No	White	Female	SECRETARY/CLERICAL	7/1/2024	6/30/2025	233	7	751016 - Secretary/Clerical	1.00
		Budd, Eathel	XXX-XX-0335	No	Black Or African American	Female	CASE MANAGER	7/1/2024	6/30/2025	210	17	131006 - Case Manager	1.00
		Bustos, Merrie S.	XXX-XX-8613	No	White	Female	BUS DRIVER	8/1/2024	6/30/2025	180	8	751023 - Bus Driver	0.37
		Button, Brittney	XXX-XX-5950	No	White	Female	Pre-kindergarten Teacher	8/1/2024	6/30/2025	187	22	700001 - Pre-kindergarten Teacher	1.00

LEA: All | School: All | School Year: 2024-2025 | Employee Name: All

LEA: All | School: All | School Year: 2024-2025 | Employee Name: All

Personnel Listing Report

Last Refresh Date: 5/22/2025

LEA Name	School Name	Employee Name	SSN	Hispanic Ethnicity	Race	Gender	Position Title	Employment Start Date	Employment End Date	Contract Days	Years of Experience	Assignment	FTE
Faulkner City School District-9920	-	Ahn, Lakisha	XXX-XX-8086	No	Black Or African American	Female	BUS DRIVER	8/1/2024	6/30/2025	180	13	751023 - Bus Driver	1.00
		Albrecht, Baron A.	XXX-XX-3991	No	White	Male	MAINTENANCE WORKERS	7/1/2024	6/30/2025	233	1	751027 - Maintenance Workers	1.00
		[illegible]	[illegible]	No	[illegible]	Female	Pre-kindergarten Teacher	8/1/2024	6/30/2025	187	10	700001 - Pre-kindergarten Teacher	1.00
		[illegible]	[illegible]	[illegible]	[illegible]	Female	BUS DRIVER	8/1/2024	6/30/2025	180	5	751023 - Bus Driver	1.00
		[illegible]	[illegible]	[illegible]	[illegible]	Male	BUS MAINTENANCE WORKER	7/1/2024	6/30/2025	233	0	751023 - Bus Driver	0.25
												751024 - Bus Maintenance Worker	0.75
		Ashton, Tarik F.	XXX-XX-9456	No	Black Or African American	Male	COMPUTER TECHNICIAN	7/1/2024	6/30/2025	233	5	751045 - Computer Technician	0.35
		Bare, Candace	XXX-XX-2668	No	White	Female	CASE MANAGER	12/1/2024	6/30/2025	210	8	131006 - Case Manager	0.55
												700005 - Ungraded Teacher	0.45
		Battle, Bernhard G.	XXX-XX-9619	No	White	Male	SUPERINTENDENT-ASSISTANT (DEPUTY)	7/1/2024	6/30/2025	233	9	511003 - Superintendent-Assistant (Deputy)	1.00
		Bedford, Lionel	XXX-XX-8355	No	White	Male	BUS DRIVER	11/1/2024	6/30/2025	180	2	751023 - Bus Driver	0.63
		Bedford, Thorwald	XXX-XX-8105	No	White	Male	DIRECTOR- MAINTENANCE	4/1/2025	6/30/2025	233	33	511019 - Director-Maintenance	1.00
		Bernier, Heriberto M.	XXX-XX-6403	No	Black Or African American	Male	MAINTENANCE WORKERS	7/1/2024	6/30/2025	233	35	751027 - Maintenance Workers	1.00
		Broadway, Viva F.	XXX-XX-5906	No	White	Female	SECRETARY/CLERICAL	7/1/2024	6/30/2025	233	7	751016 - Secretary/Clerical	1.00
		Budd, Eathel	XXX-XX-0335	No	Black Or African American	Female	CASE MANAGER	7/1/2024	6/30/2025	210	17	131006 - Case Manager	1.00
		Bustos, Merrie S.	XXX-XX-8613	No	White	Female	BUS DRIVER	8/1/2024	6/30/2025	180	8	751023 - Bus Driver	0.37
		Button, Brittney	XXX-XX-5950	No	White	Female	Pre-kindergarten Teacher	8/1/2024	6/30/2025	187	22	700001 - Pre-kindergarten Teacher	1.00

Local description

MISSISSIPPI DEPARTMENT OF EDUCATION

LEA	School	School Year	Employee Name
All	All	2024-2025	All

Personnel Listing Report

Last Refresh Date: 5/22/2025

LEA Name	School Name	Employee Name	SSN	Hispanic Ethnicity	Race	Gender	Position Title	Employment Start Date	Employment End Date	Contract Days	Years of Experience	Assignment	FTE
Faulkner City School District-9920	-	Ahn, Lakisha	XXX-XX-8086	No	Black Or African American	Female	BUS DRIVER	8/1/2024	6/30/2025	180	13	751023 - Bus Driver	1.00
		Albrecht, Baron A.	XXX-XX-3991	No	White	Male	MAINTENANCE WORKERS	7/1/2024	6/30/2025	233	1	751027 - Maintenance Workers	1.00
		Alcantar, Karma	XXX-XX-7				garten Teacher	8/1/2024	6/30/2025	187	10	700001 - Pre-kindergarten Teacher	1.00
		Alfonso, Cecil K.	XXX-XX-6				R	8/1/2024	6/30/2025	180	5	751023 - Bus Driver	1.00
		Arndt, Trayvon	XXX-XX-8				TENANCE	7/1/2024	6/30/2025	233	0	751023 - Bus Driver	0.25
												751024 - Bus Maintenance Worker	0.75
		Ashton, Tarik F.	XXX-XX-9				R TECHNICIAN	7/1/2024	6/30/2025	233	5	751045 - Computer Technician	0.35
		Bare, Candace	XXX-XX-2				AGER	12/1/2024	6/30/2025	210	8	131006 - Case Manager	0.55
												700005 - Ungraded Teacher	0.45
		Battle, Bernhard G.	XXX-XX-9				NDENT-(DEPUTY)	7/1/2024	6/30/2025	233	9	511003 - Superintendent-Assistant (Deputy)	1.00
		Bedford, Lionel	XXX-XX-8				R	11/1/2024	6/30/2025	180	2	751023 - Bus Driver	0.63
		Bedford, Thorwald	XXX-XX-8				MAINTENANCE	4/1/2025	6/30/2025	233	33	511019 - Director-Maintenance	1.00
		Bernier, Heriberto M.	XXX-XX-6				NCE WORKERS	7/1/2024	6/30/2025	233	35	751027 - Maintenance Workers	1.00
		Broadway, Viva F.	XXX-XX-5				/CLERICAL	7/1/2024	6/30/2025	233	7	751016 - Secretary/Clerical	1.00
		Budd, Eathel	XXX-XX-0				AGER	7/1/2024	6/30/2025	210	17	131006 - Case Manager	1.00
		Bustos, Merrie S.	XXX-XX-8613	No	American White	Female	BUS DRIVER	8/1/2024	6/30/2025	180	8	751023 - Bus Driver	0.37
		Button, Brittney	XXX-XX-5950	No	White	Female	Pre-kindergarten Teacher	8/1/2024	6/30/2025	187	22	700001 - Pre-kindergarten Teacher	1.00

Start Date with the District (regardless of the Assignment)

End date can be blank if still employed.

Accreditation

LEA	School	School Year	Employee Name
All	All	2024-2025	All

Personnel Listing Report

Last Refresh Date: 5/22/2025

LEA Name	School Name	Employee Name	SSN	Hispanic Ethnicity	Race	Gender	Position Title	Employment Start Date	Employment End Date	Contract Days	Years of Experience	Assignment	FTE
Faulkner City School District-9920	-	Ahn, Lakisha	XXX-XX-8086	No	Black Or African American	Female	BUS DRIVER	8/1/2024	6/30/2025	180	13	751023 - Bus Driver	1.00
		Albrecht, Baron A.	XXX-XX-3991	No	White	Male	MAINTENANCE WORKERS	7/1/2024	6/30/2025	233	1	751027 - Maintenance Workers	1.00
		Alcantar, Karma	XXX-XX-7567	No	Black Or African American	Female	Pre-kindergarten Teacher	8/1/2024	6/30/2025	187	10	700001 - Pre-kindergarten Teacher	1.00
		Alfonso, Cecil K.	XXX-XX-6713	No	Black Or African American	Female	BUS DRIVER	8/1/2024	6/30/2025	180	5	751023 - Bus Driver	1.00
		Arndt, Trayvon	XXX-XX-8362	No	White	Male	BUS MAINTENANCE WORKER	7/1/2024	6/30/2025	233	0	751023 - Bus Driver	0.25
												751024 - Bus Maintenance Worker	0.75
		Ashton, Tarik F.	XXX-XX-9456	No	Black Or African American	Male	CON				5	751045 - Computer Technician	0.35
		Bare, Candace	XXX-XX-2668	No	White	Female	CAS				8	131006 - Case Manager	0.55
												700005 - Ungraded Teacher	0.45
		Battle, Bernhard G.	XXX-XX-9619	No	White	Male	SUP ASS				9	511003 - Superintendent-Assistant (Deputy)	1.00
		Bedford, Lionel	XXX-XX-8355	No	White	Male	BUS				2	751023 - Bus Driver	0.63
		Bedford, Thorwald	XXX-XX-8105	No	White	Male	DIR				33	511019 - Director-Maintenance	1.00
		Bernier, Heriberto M.	XXX-XX-6403	No	Black Or African American	Male	MA				35	751027 - Maintenance Workers	1.00
		Broadway, Viva F.	XXX-XX-5906	No	White	Female	SEC				7	751016 - Secretary/Clerical	1.00
		Budd, Eathel	XXX-XX-0335	No	Black Or African American	Female	CAS				17	131006 - Case Manager	1.00
		Bustos, Merrie S.	XXX-XX-8613	No	White	Female	BUS				8	751023 - Bus Driver	0.37
		Button, Brittney	XXX-XX-5950	No	White	Female	Pre-				22	700001 - Pre-kindergarten Teacher	1.00

Different Assignments will appear on separate lines.

Accreditation CTE Teacher Budget

MISSISSIPPI DEPARTMENT OF EDUCATION

Personnel Salary Listing

Displays the active employees for a district for the current school year and their salaries. Report includes base salary, total salary, and supplements.

Non-Public Schools DO NOT report salary information. This report will be visible but will contain no salary information for your employees.

Certified Personnel

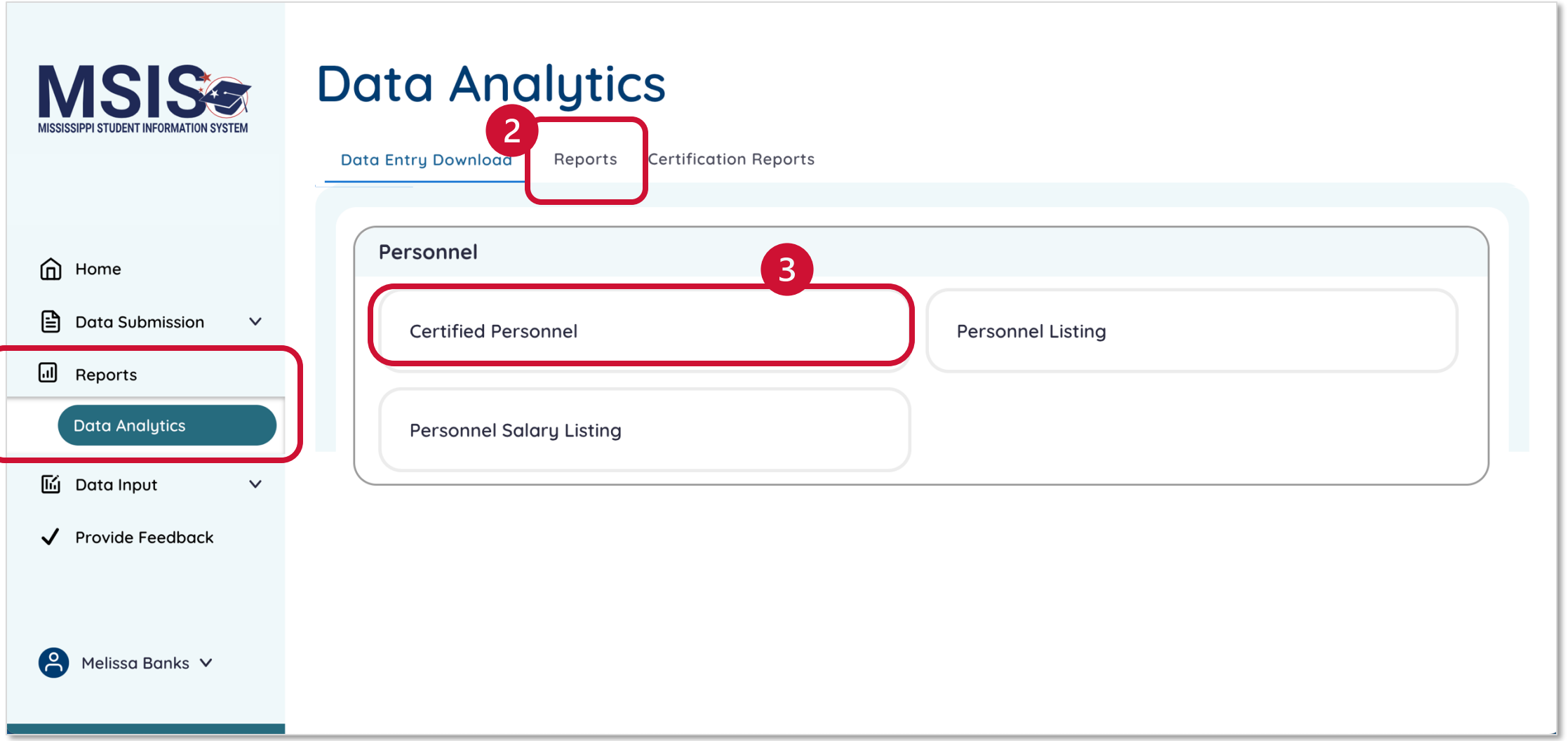
Displays the active employees for a district and their state educator license and endorsement information.

Data Impact

- Accreditation
- Course Section
- ~~National Board~~
- State Reporting
- CTE Teacher Budget

Data Source

MECCA (API nightly)
~~Personnel API (nightly)~~
File Upload (as needed)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MISSISSIPPI STUDENT INFORMATION SYSTEM
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Data Entry Download
Reports
Certification Reports
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Data Input
Provide Feedback
Melissa Banks
Personnel
3
Certified Personnel
Personnel Listing
Personnel Salary Listing

Endorsement

All

Certified Personnel

Last Refresh Date: 5/20/2025

Licensure ID	SSN	Last Name	First Name	MI	Race	Gender	Years of Experience	License	License Title	Class	Revoked?	Revoked Date	E
000431503	033053731	Cason	Daniel	F	White	Female	16	SEL	Educator License	AA	No		0
000431503	033053731	Cason	Daniel	F	White	Female	16	SEL	Educator License	AA	No		0
000431503	033053731	Cason	Daniel	F	White	Female	16	SEL	Educator License	AA	No		0
000431503	033053731	Cason	Daniel	F	White	Female	16	SEL	Educator License	AA	No		0
000431503	033053731	Cason	Daniel	F	White	Female	16	SEL	Educator License	AA	No		0
000924456	690489141	Rockwell	Patricia	D	White	Female	34	SEL	Educator License	AA	No		0
000924456	690489141	Rockwell	Patricia	D	White	Female	34	SEL	Educator License	AA	No		0
000924456	690489141	Rockwell	Patricia	D	White	Female	34	SSL	School Services License	AA	No		0
001344314	132333652	Elkins	Adalyn	N	BlackOrAfricanAmerican	Female	19	ALT5	Alternate Teacher License	AA	No		0
007838145	076354485	Aguayo	Toivo	S	BlackOrAfricanAmerican	Male	3	ALT5	Alternate Teacher License	A	No		0
007838145	076354485	Aguayo	Toivo	S	BlackOrAfricanAmerican	Male	3	ALT5	Alternate Teacher License	A	No		0
007838145	076354485	Aguayo	Toivo	S	BlackOrAfricanAmerican	Male	3	ALT5	Alternate Teacher License	A	No		0
011098769	083516478	Burd	Amberly	B	White	Female	2	SEL	Educator License	A	No		0
011098769	083516478	Burd	Amberly	B	White	Female	2	SEL	Educator License	A	No		0
014081849	035569986	Conroy	Tatum	M	BlackOrAfricanAmerican	Female	9	SEL	Educator License	AA	No		0
014081849	035569986	Conroy	Tatum	M	BlackOrAfricanAmerican	Female	9	SEL	Educator License	AA	No		0
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014081849	035569986	Conroy	Tatum	M	BlackOrAfricanAmerican	Female	9	SEL	Educator License	AA	No		0
015872519	936359619	Battle	Bernhard	G	White	Male	9	ADMC	Administrator License - Career Level	AAA	No		0
015872519	936359619	Battle	Bernhard	G	White	Male	9	CTE5	Career and Technical Education (5 Years)	AAA	No		0
015872519	936359619	Battle	Bernhard	G	White	Male	9	SEL	Educator License	AAA	No		0
015872519	936359619	Battle	Bernhard	G	White	Male	9	SEL	Educator License	AAA	No		0
015872519	936359619	Battle	Bernhard	G	White	Male	9	SEL	Educator License	AAA	No		0
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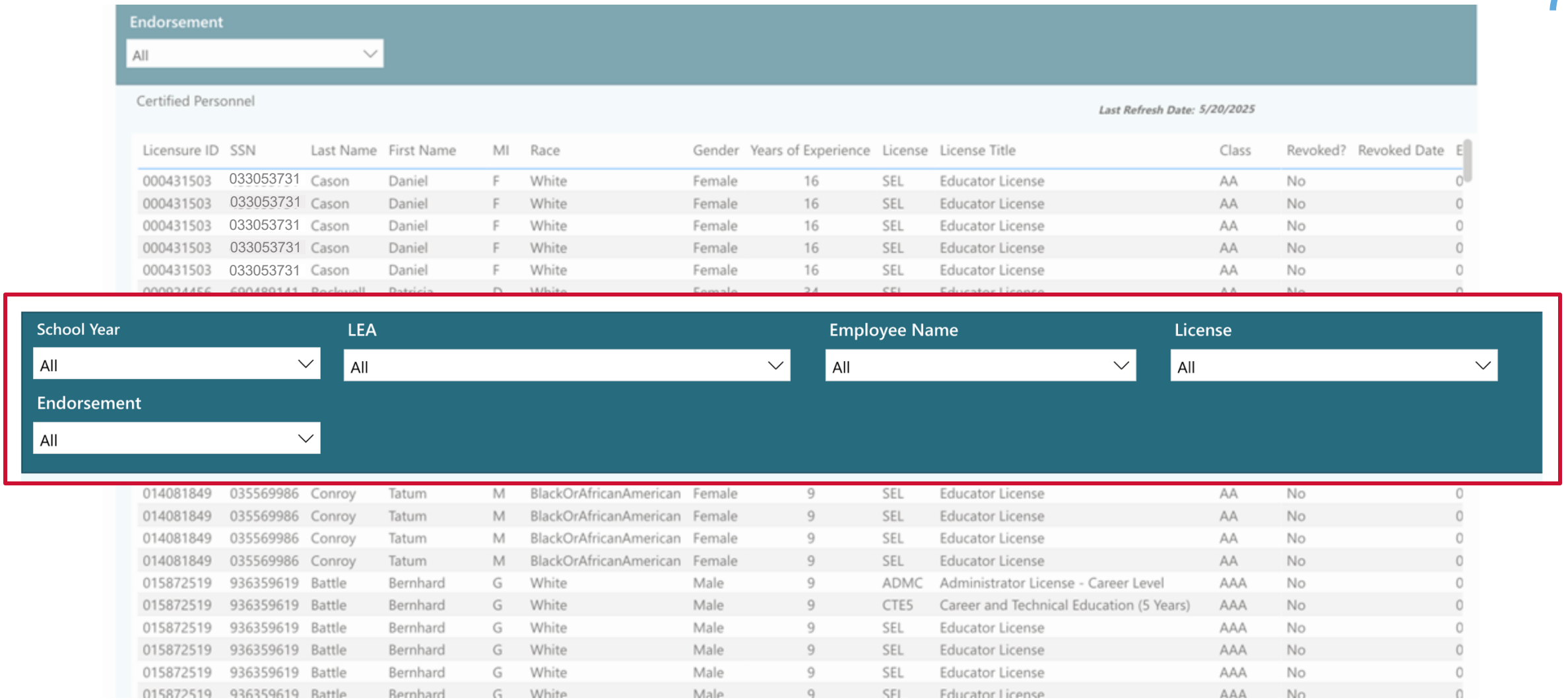
Endorsement
All
Certified Personnel
Last Refresh Date: 5/20/2025
Licensure ID SSN Last Name First Name MI Race Gender Years of Experience License License Title Class Revoked? Revoked Date E
000431503 033053731 Cason Daniel F White Female 16 SEL Educator License AA No 0
000431503 033053731 Cason Daniel F White Female 16 SEL Educator License AA No 0
000431503 033053731 Cason Daniel F White Female 16 SEL Educator License AA No 0
000431503 033053731 Cason Daniel F White Female 16 SEL Educator License AA No 0
000431503 033053731 Cason Daniel F White Female 16 SEL Educator License AA No 0
School Year
All
LEA
All
Employee Name
All
License
All
Endorsement
All
014081849 035569986 Conroy Tatum M BlackOrAfricanAmerican Female 9 SEL Educator License AA No 0
014081849 035569986 Conroy Tatum M BlackOrAfricanAmerican Female 9 SEL Educator License AA No 0
014081849 035569986 Conroy Tatum M BlackOrAfricanAmerican Female 9 SEL Educator License AA No 0
014081849 035569986 Conroy Tatum M BlackOrAfricanAmerican Female 9 SEL Educator License AA No 0
015872519 936359619 Battle Bernhard G White Male 9 ADMC Administrator License - Career Level AAA No 0
015872519 936359619 Battle Bernhard G White Male 9 CTE5 Career and Technical Education (5 Years) AAA No 0
015872519 936359619 Battle Bernhard G White Male 9 SEL Educator License AAA No 0
015872519 936359619 Battle Bernhard G White Male 9 SEL Educator License AAA No 0
015872519 936359619 Battle Bernhard G White Male 9 SEL Educator License AAA No 0

Endorsement

All

Certified Personnel

Last Refresh Date: 5/20/2025

Licensure ID	SSN	Last Name	First Name	MI	Race	Gender	Years of Experience	License	License Title	Class	Revoked?	Revoked Date	E
000431503	033053731	Cason	Daniel	F	White	Female	16	SEL	Educator License	AA	No		0
000431503	033053731	Cason	Daniel	F	White	Female	16	SEL	Educator License	AA	No		0
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000431503	033053731	Cason	Daniel	F	White	Female	16	SEL	Educator License	AA	No		0
000924456	690489141	Rockwell	Patricia	D	White	Female	34	SEL	Educator License	AA	No		0
000924456	690489141	Rockwell	Patricia	D	White	Female	34	SEL	Educator License	AA	No		0
000924456	690489141	Rockwell	Patricia						se	AA	No		0
001344314	132333652	Elkins	Adalyn						ense	AA	No		0
007838145	076354485	Aguayo	Toivo						ense	A	No		0
007838145	076354485	Aguayo	Toivo						ense	A	No		0
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011098769	083516478	Burd	Amberly							A	No		0
011098769	083516478	Burd	Amberly	B	White	Female	2	SEL	Educator License	A	No		0
014081849	035569986	Conroy	Tatum	M	BlackOrAfricanAmerican	Female	9	SEL	Educator License	AA	No		0
014081849	035569986	Conroy	Tatum	M	BlackOrAfricanAmerican	Female	9	SEL	Educator License	AA	No		0
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015872519	936359619	Battle	Bernhard	G	White	Male	9	ADMC	Administrator License - Career Level	AAA	No		0
015872519	936359619	Battle	Bernhard	G	White	Male	9	CTE5	Career and Technical Education (5 Years)	AAA	No		0
015872519	936359619	Battle	Bernhard	G	White	Male	9	SEL	Educator License	AAA	No		0
015872519	936359619	Battle	Bernhard	G	White	Male	9	SEL	Educator License	AAA	No		0
015872519	936359619	Battle	Bernhard	G	White	Male	9	SEL	Educator License	AAA	No		0
015872519	936359619	Battle	Bernhard	G	White	Male	9	SEL	Educator License	AAA	No		0

One credential per row

(Employees can have multiple rows.)

Endorsement

All

Certified Personnel

Last Refresh Date: 5/20/2025

Licensure ID	SSN	Last Name	First Name	MI	Race	Gende	Years of Experience	License	License Title	Class	Revoked?	Revoked Date	E
000431503	033053731	Cason	Daniel	F	White	Female	16	SEL	Educator License	AA	No		0
000431503	033053731	Cason	Daniel	F	White	Female	16	SEL	Educator License	AA	No		0
000431503	033053731	Cason	Daniel	F	White	Female	16	SEL	Educator License	AA	No		0
000431503	033053731	Cason	Daniel	F	White	Female	16	SEL	Educator License	AA	No		0
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000924456	690489141	Rockwell	Patricia	D	White	Female	34	SEL	Educator License	AA	No		0
000924456	690489141	Rockwell	Patricia	D	White	Female	34	SEL	Educator License	AA	No		0
000924456	690489141	Rockwell	Patricia						se	AA	No		0
001344314	132333652	Elkins	Adalyn						ense	AA	No		0
007838145	076354485	Aguayo	Toivo						ense	A	No		0
007838145	076354485	Aguayo	Toivo						ense	A	No		0
007838145	076354485	Aguayo	Toivo						ense	A	No		0
011098769	083516478	Burd	Amberly							A	No		0
011098769	083516478	Burd	Amberly	B	White	Female	2	SEL	Educator License	A	No		0
014081849	035569986	Conroy	Tatum	M	BlackOrAfricanAmerican	Female	9	SEL	Educator License	AA	No		0
014081849	035569986	Conroy	Tatum	M	BlackOrAfricanAmerican	Female	9	SEL	Educator License	AA	No		0
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015872519	936359619	Battle	Bernhard	G	White	Male	9	ADMC	Administrator License - Career Level	AAA	No		0
015872519	936359619	Battle	Bernhard	G	White	Male	9	CTE5	Career and Technical Education (5 Years)	AAA	No		0
015872519	936359619	Battle	Bernhard	G	White	Male	9	SEL	Educator License	AAA	No		0
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Populated from Personnel Data

(Employees can have multiple rows.)

School Year: All | LEA: All | Employee Name: All | License: All | Endorsement: All

Certified Personnel

Last Refresh Date: 5/20/2025

Years of Experience	License	License Title	Class	Revoked?	Revoked Date	Endorsement	Endorsement Title	Award Start Date	Award End Date
16	SEL	Educator License	AA	No		0120	ELE EDUC (K-6)	05/16/2022	06/30/2027
16	SEL	Educator License	AA	No		0144	PHYSICAL EDUCATION (K-12)	05/16/2022	06/30/2027
16	SEL	Educator License	AA	No		0188	GENERAL SCIENCES (7-12)	05/16/2022	06/30/2027
16	SEL	Educator License	AA	No		0192	SOCIAL STUDIES (7-12)	05/16/2022	06/30/2027
16	SEL	Educator License	AA	No		0207	GIFTED (K-12)	05/16/2022	06/30/2027
34	SEL	Educator License	AA	No		0117	ELE EDUC (4-6)	07/28/2022	06/30/2028
34	SEL	Educator License	AA	No		0152	KINDERGARTEN-4 (K-4)	07/28/2022	06/30/2028
34	SSL	School Services License	AA	No		0436	PROFESSIONAL SCHOOL COUNSELOR (K-12)	07/28/2022	06/30/2028
19	ALT5	Alternate Teacher License	AA	No		0119	ENGLISH (7-12)	11/18/2021	06/30/2028
3	ALT5	Alternate Teacher License	A	No		0154	MATHEMATICS (7-12)	08/19/2022	06/30/2027
3	ALT5	Alternate Teacher License	A	No		0189	PHYSICS (7-12)	08/19/2022	06/30/2027
3	ALT5	Alternate Teacher License	A	No		0929	SREB MATH READY (7-12)	10/25/2023	06/30/2027
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9	SEL	Educator License	AA	No		0174	READING (K-12)	10/05/2022	06/30/2029
9	SEL	Educator License	AA	No		0188	GENERAL SCIENCES (7-12)	10/05/2022	06/30/2029
9	SEL	Educator License	AA	No		0192	SOCIAL STUDIES (7-12)	10/05/2022	06/30/2029
9	ADMC	Administrator License - Career Level	AAA	No		0486	ADMINISTRATOR	03/16/2022	06/30/2027
9	CTE5	Career and Technical Education (5 Years)	AAA	No		0997	COMPUTER DISCOVERY (7-12)	03/16/2022	06/30/2027

School Year: All | LEA: All | Employee Name: All | License: All | Endorsement: All

Certified Personnel

Last Refresh Date: 5/20/2025

Years of Experience	License	License Title	Class	Revoked?	Revoked Date	Endorsement	Endorsement Title	Award Start Date	Award End Date
16	SEL	Educator License	AA	No		0120	ELE EDUC (K-6)	05/16/2022	06/30/2027
16	SEL	Educator License	AA	No		0144	PHYSICAL EDUCATION (K-12)	05/16/2022	06/30/2027
16	SEL	Educator License	AA	No		0188	GENERAL SCIENCES (7-12)	05/16/2022	06/30/2027
16	SEL	Educator License	AA	No		0192	SOCIAL STUDIES (7-12)	05/16/2022	06/30/2027
16	SEL	Educator License	AA	No		0207	GIFTED (K-12)	05/16/2022	06/30/2027
34	SEL	Educator License	AA	No		0117	ELE EDUC (4-6)	07/28/2022	06/30/2028
34	SEL	Educator License	AA	No		0152	KINDERGARTEN-4 (K-4)	07/28/2022	06/30/2028
34	SSL	School Services License	AA	No		0436	PROFESSIONAL SCHOOL COUNSELOR (K-12)	07/28/2022	06/30/2028
19	ALT5	Alternate Teacher License	AA	No		0119	ENGLISH (7-12)	11/18/2021	06/30/2028
3	ALT5	Alternate Teacher License	A	No		0154	MATHEMATICS (7-12)	08/19/2022	06/30/2027
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2	SEL	Educator License	A	No		0116			027
2	SEL	Educator License	A	No		0153			027
9	SEL	Educator License	AA	No		0120			029
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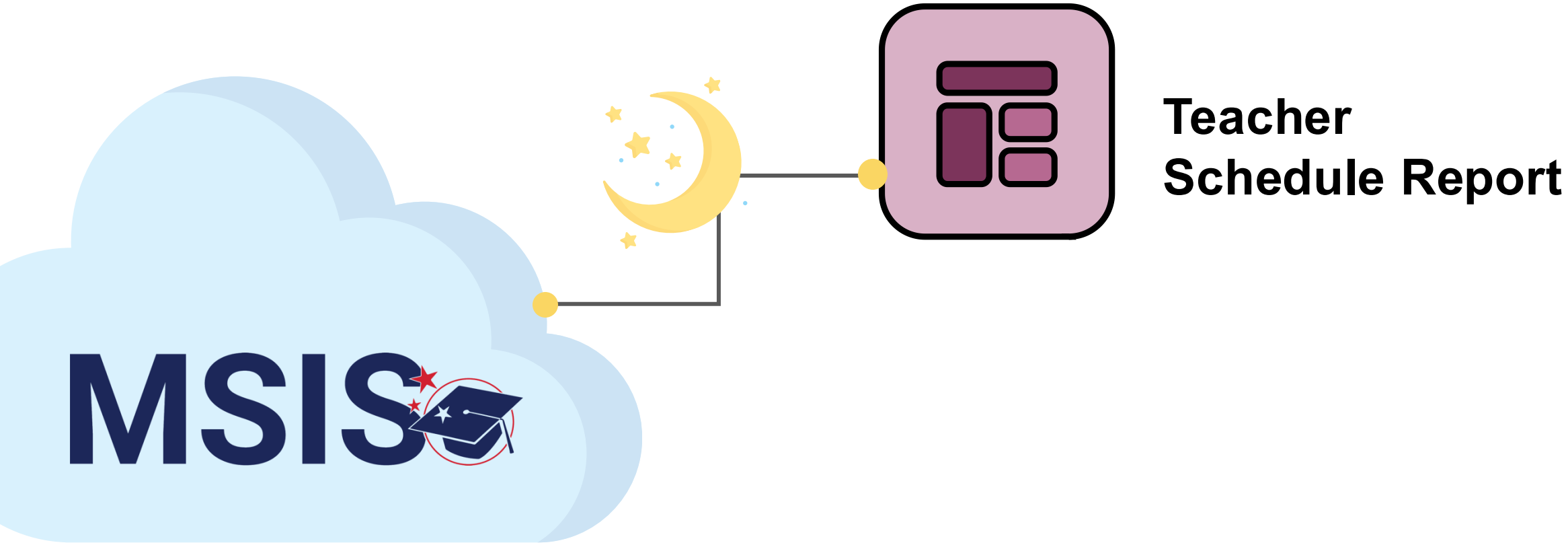
9	SEL	Educator License	AA	No		0188	GENERAL SCIENCES (7-12)	10/05/2022	06/30/2029
9	SEL	Educator License	AA	No		0192	SOCIAL STUDIES (7-12)	10/05/2022	06/30/2029
9	ADMC	Administrator License - Career Level	AAA	No		0486	ADMINISTRATOR	03/16/2022	06/30/2027
9	CTE5	Career and Technical Education (5 Years)	AAA	No		0997	COMPUTER DISCOVERY (7-12)	03/16/2022	06/30/2027

Accreditation
CTE Teacher Budget



Teacher Schedule Report

NonPublicStaff.Employment

1

NonPublicStaff.Schedules

3

Teacher Schedules

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

Data Impact

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

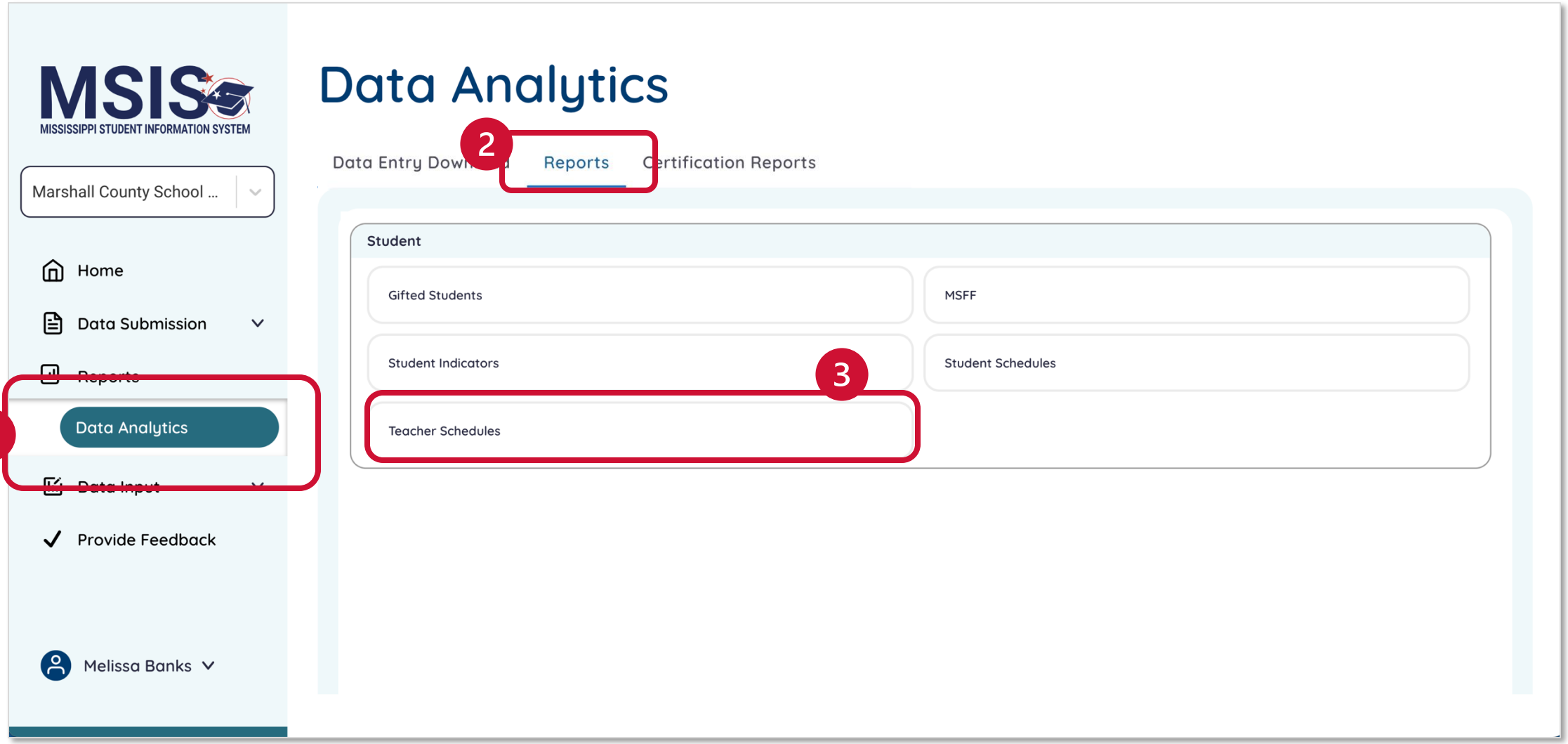
Data Source

~~SIS (API nightly)~~
File upload (as needed)

PERMISSION

Student

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

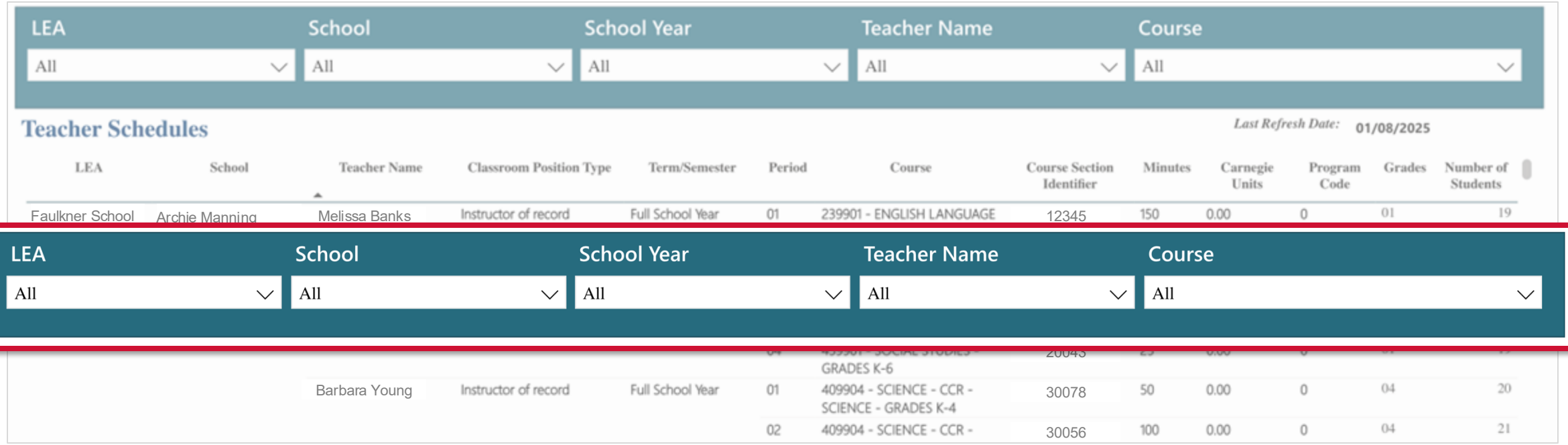

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Marshall County School ...
Home
Data Submission
Reports
Data Analytics
Data Input
Provide Feedback
Melissa Banks
1
Data Analytics
2
Data Entry Down
Reports
Certification Reports
Student
Gifted Students
MSFF
Student Indicators
Student Schedules
3
Teacher Schedules

LEA	School	School Year	Teacher Name	Course
All	All	All	All	All

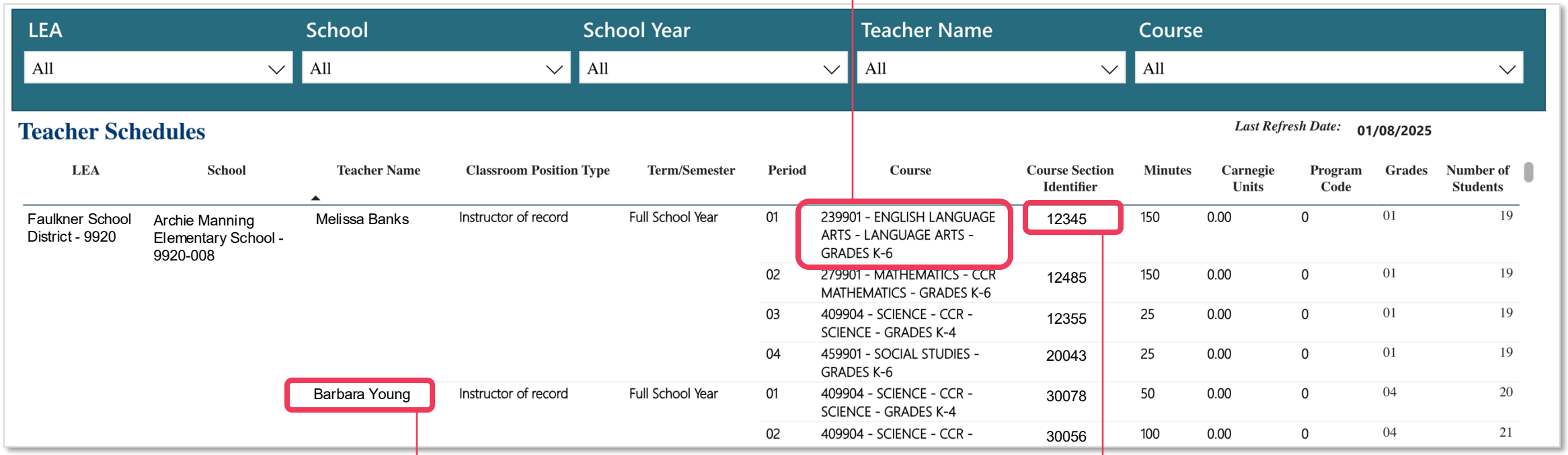
Teacher Schedules

Last Refresh Date: 01/08/2025

LEA	School	Teacher Name	Classroom Position Type	Term/Semester	Period	Course	Course Section Identifier	Minutes	Carnegie Units	Program Code	Grades	Number of Students
Faulkner School District - 9920	Archie Manning Elementary School - 9920-008	Melissa Banks	Instructor of record	Full School Year	01	239901 - ENGLISH LANGUAGE ARTS - LANGUAGE ARTS - GRADES K-6	12345	150	0.00	0	01	19
					02	279901 - MATHEMATICS - CCR MATHEMATICS - GRADES K-6	12485	150	0.00	0	01	19
					03	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	12355	25	0.00	0	01	19
					04	459901 - SOCIAL STUDIES - GRADES K-6	20043	25	0.00	0	01	19
		Barbara Young	Instructor of record	Full School Year	01	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	30078	50	0.00	0	04	20
					02	409904 - SCIENCE - CCR -	30056	100	0.00	0	04	21


LEA
School
School Year
Teacher Name
Course
All
All
All
All
All
Teacher Schedules
Last Refresh Date: 01/08/2025
LEA
School
Teacher Name
Classroom Position Type
Term/Semester
Period
Course
Course Section Identifier
Minutes
Carnegie Units
Program Code
Grades
Number of Students
Faulkner School
Archie Manning
Melissa Banks
Instructor of record
Full School Year
01
239901 - ENGLISH LANGUAGE
12345
150
0.00
0
01
19
LEA
School
School Year
Teacher Name
Course
All
All
All
All
All
GRADES K-6
Barbara Young
Instructor of record
Full School Year
01
409904 - SCIENCE - CCR - SCIENCE - GRADES K-4
30078
50
0.00
0
04
20
02
409904 - SCIENCE - CCR -
30056
100
0.00
0
04
21

State Course Code and Course Title



LEA: All | School: All | School Year: All | Teacher Name: All | Course: All

Teacher Schedules

Last Refresh Date: 01/08/2025

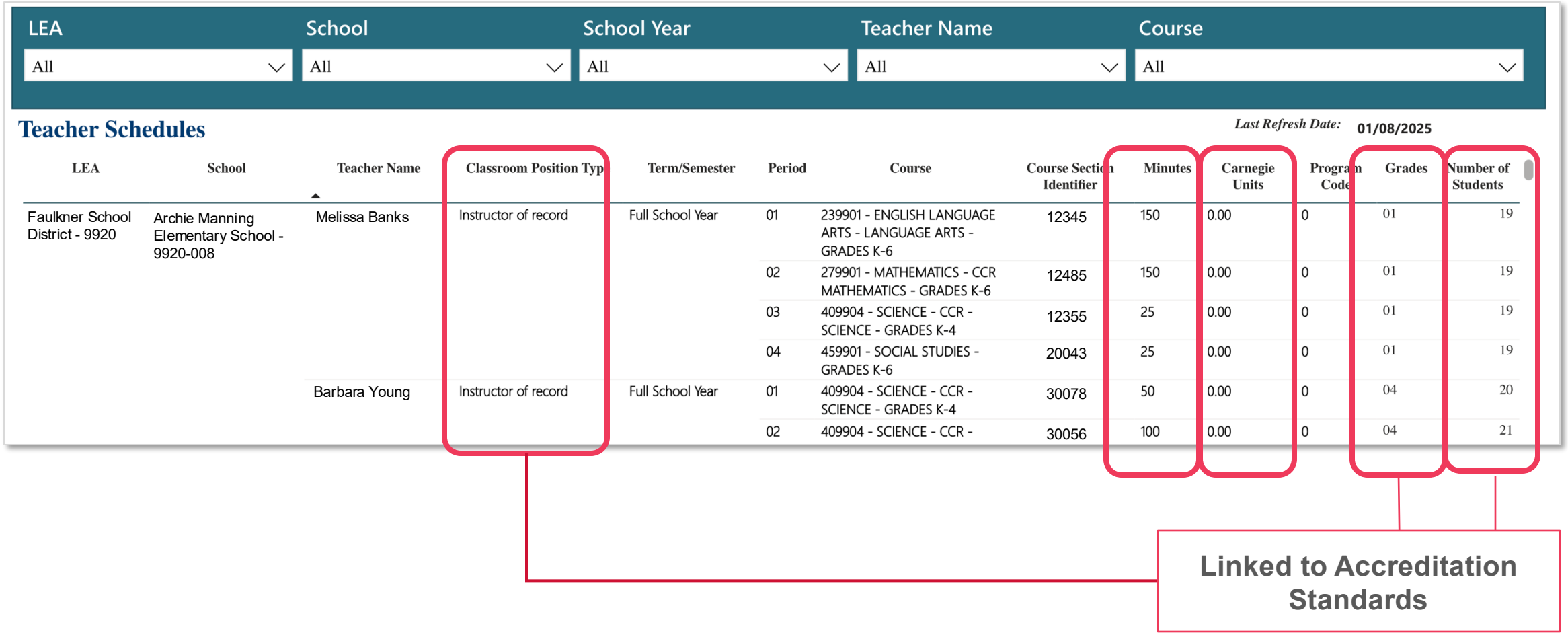
LEA	School	Teacher Name	Classroom Position Type	Term/Semester	Period	Course	Course Section Identifier	Minutes	Carnegie Units	Program Code	Grades	Number of Students
Faulkner School District - 9920	Archie Manning Elementary School - 9920-008	Melissa Banks	Instructor of record	Full School Year	01	239901 - ENGLISH LANGUAGE ARTS - LANGUAGE ARTS - GRADES K-6	12345	150	0.00	0	01	19
					02	279901 - MATHEMATICS - CCR MATHEMATICS - GRADES K-6	12485	150	0.00	0	01	19
					03	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	12355	25	0.00	0	01	19
					04	459901 - SOCIAL STUDIES - GRADES K-6	20043	25	0.00	0	01	19
		Barbara Young	Instructor of record	Full School Year	01	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	30078	50	0.00	0	04	20
					02	409904 - SCIENCE - CCR -	30056	100	0.00	0	04	21

May see "Non-employed Staff"

These are SSNs in the SIS that do not match an employee in the personnel data.

Local course section number.

(Unique number assigned in the Schedules spreadsheet.)



LEA: All | School: All | School Year: All | Teacher Name: All | Course: All

Teacher Schedules

Last Refresh Date: 01/08/2025

LEA	School	Teacher Name	Classroom Position Typ	Term/Semester	Period	Course	Course Section Identifier	Minutes	Carnegie Units	Program Code	Grades	Number of Students
Faulkner School District - 9920	Archie Manning Elementary School - 9920-008	Melissa Banks	Instructor of record	Full School Year	01	239901 - ENGLISH LANGUAGE ARTS - LANGUAGE ARTS - GRADES K-6	12345	150	0.00	0	01	19
					02	279901 - MATHEMATICS - CCR MATHEMATICS - GRADES K-6	12485	150	0.00	0	01	19
					03	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	12355	25	0.00	0	01	19
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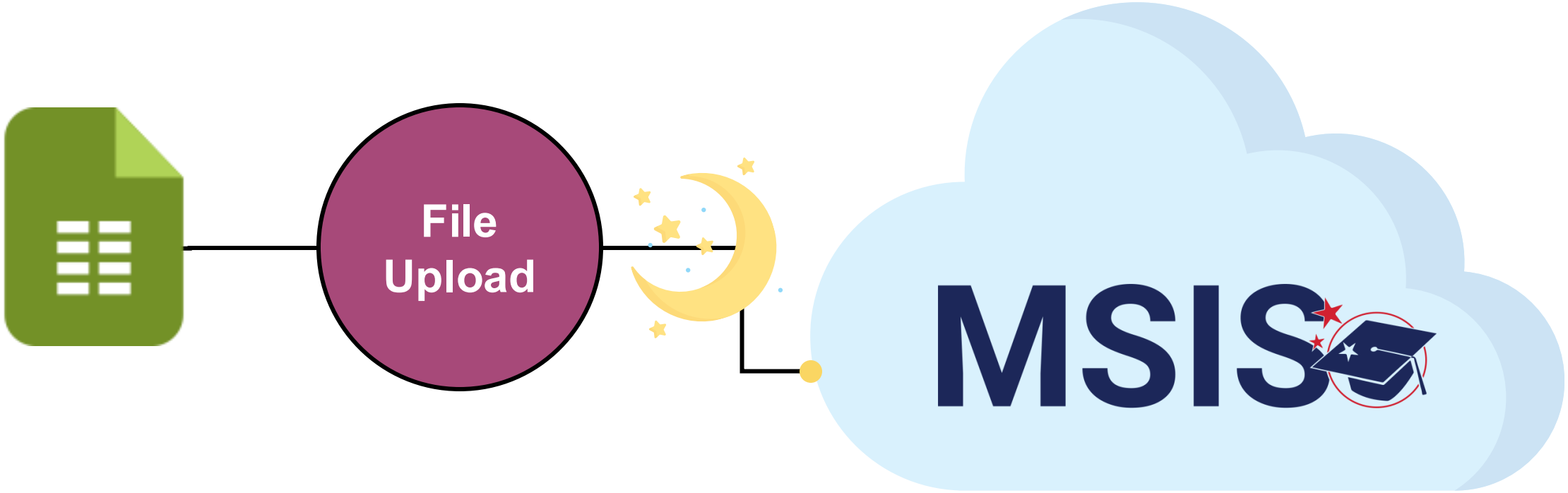
		Barbara Young	Instructor of record	Full School Year	01	409904 - SCIENCE - CCR - SCIENCE - GRADES K-4	30078	50	0.00	0	04	20
					02	409904 - SCIENCE - CCR -	30056	100	0.00	0	04	21

Linked to Accreditation Standards

Teacher Schedules
should **accurately reflect** what is
happening in each classroom

Update Data on MSIS Reports



Accreditation

Non-Public Schools

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

Accreditation edits
(Non-Public Schools)

Course Codes + Teacher License impact

Accreditation edits (Non-Public Schools)

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

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Accreditation Edits
2
Edits
Personnel
1
Edits
School
Home
Administration
Data Submission
Upload a File
Submission Status
Data Quality Dashboard
Accreditation
Reports
Students
Data Input
Provide Feedback
Melissa Banks

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

< Back

2.4 Support Staff | Endorsement for Course

- Home
- Administration
- Data Submission
  - Upload a File
  - Submission Status
  - Data Quality Dashboard
  - Accreditation
- Reports
- Students
- Data Input
- Provide Feedback

Melissa Banks

School Year	LEA Name	School Name	Description	Resolution
2024-2025	Faulkner County School District	Archie Manning School	Standard 2.4 - The school failed to employ a full-time licensed counselor or other properly licensed individual to provide student support services.	Ensure a full-time licensed school counselor is employed. If the school does not employ a full-time licensed counselor the school must provide documentation to the Office of Accreditation that another individual who is properly licensed to provide support services is employed (i.e., nurse, social worker, psychometrist, psychologist, mental health professional, etc.,)

ACCREDITATION DASHBOARD: **NONPUBLIC PERSONNEL**

Tab Name	Rule Description	Resolution	
24.5 Core Course Load	Standard 24.5 - the total number of students taught by an individual teacher in academic core subjects (math, English, science, history) at anytime during the school year must not exceed 150 students.	Ensure the teacher is not assigned to more than 150 students anytime during the school year. Exemptions: a teacher providing instruction through district sharing or online or virtual courses is exempt. Ensure a lab facilitator or principal designee is responsible for assigning grades at the receiving/shared district.	
24.2 Grades 1-4 Class Load	Standard 24.2 - The student-teacher ratios exceed 27 to 1 students.	Ensure the student-teacher ratio is not more than 27 students per teacher for grades 1-4.	
24.4 Grades 5-12 Class Load	Standard 24.4 - Student-teacher ratios exceed 33 to 1 students per teacher.	Ensure the student-teacher ratio is not more than 33 students per teacher for grades 5-12.	
24.1 Kindergarten Class Load	Standard 24.1 - The student teacher ratios exceed 22 to 1 kindergarten students. If a full-time assistant teacher is employed, 27 kindergarten	Ensure the student teacher ratio is not more than 22 kindergarten students per teacher, or not more than 27 kindergarten students per teacher if an	

Non-Public Schools > Data Domain Mapping

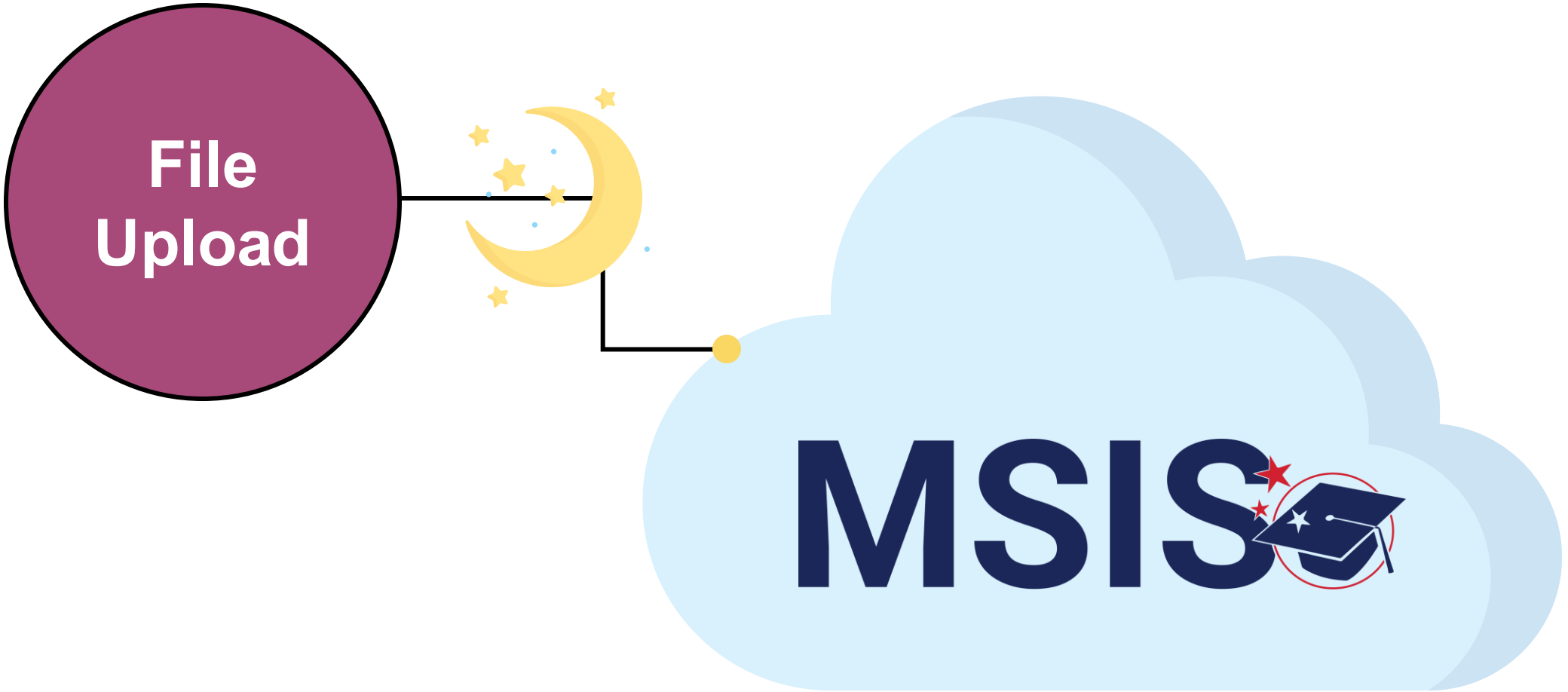
Accreditation edits

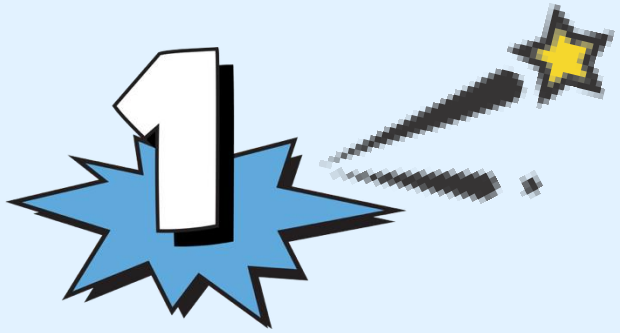
will be turned on for the 25-26SY in October

Edits that can be cleared should be cleared BEFORE data is certified.

Certification

7 CERTIFY data


File
Upload
MSIS



Clear any errors for the reporting period.

Check warnings for the reporting period.

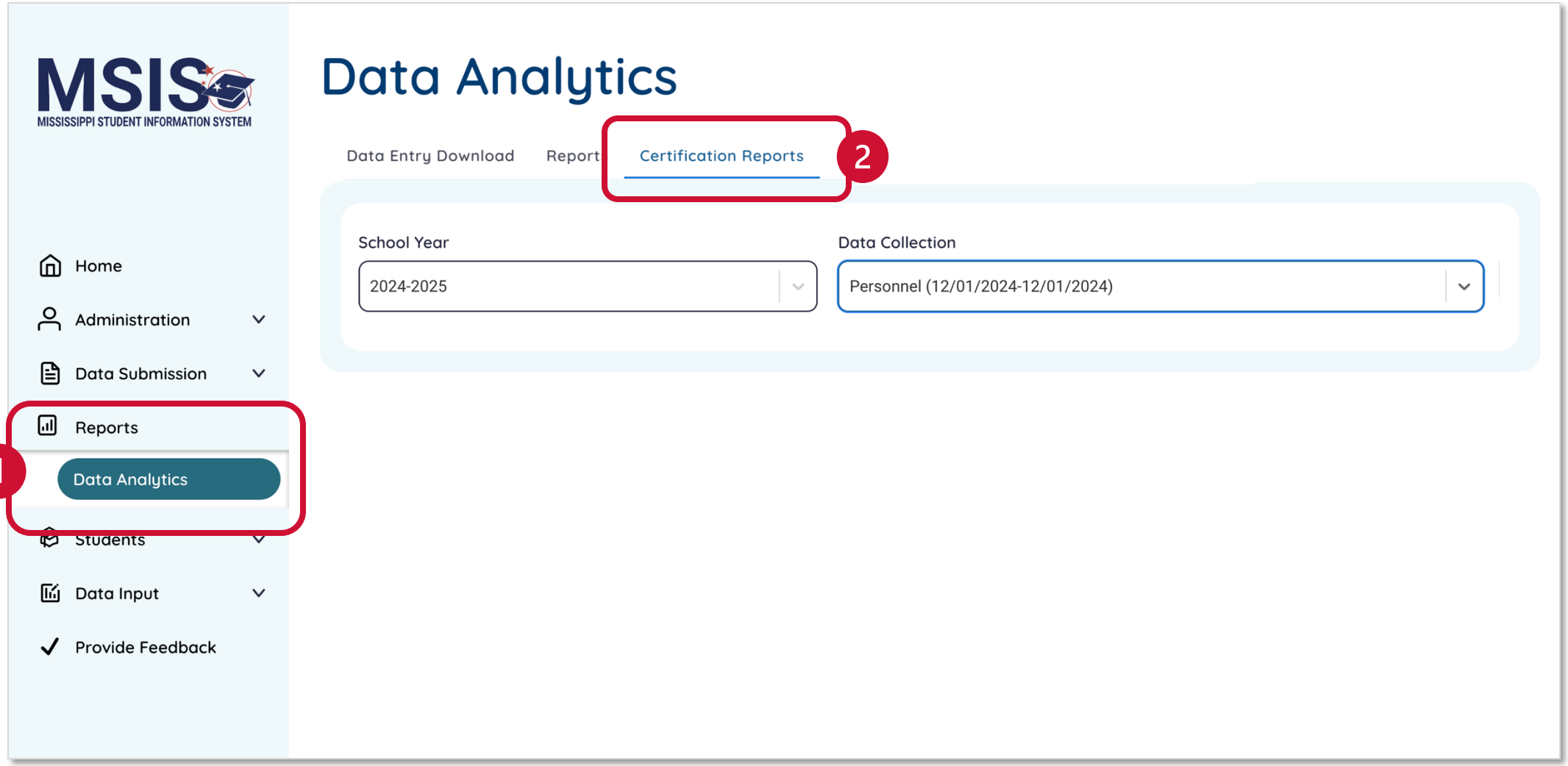
Clear Accreditation edits as possible.

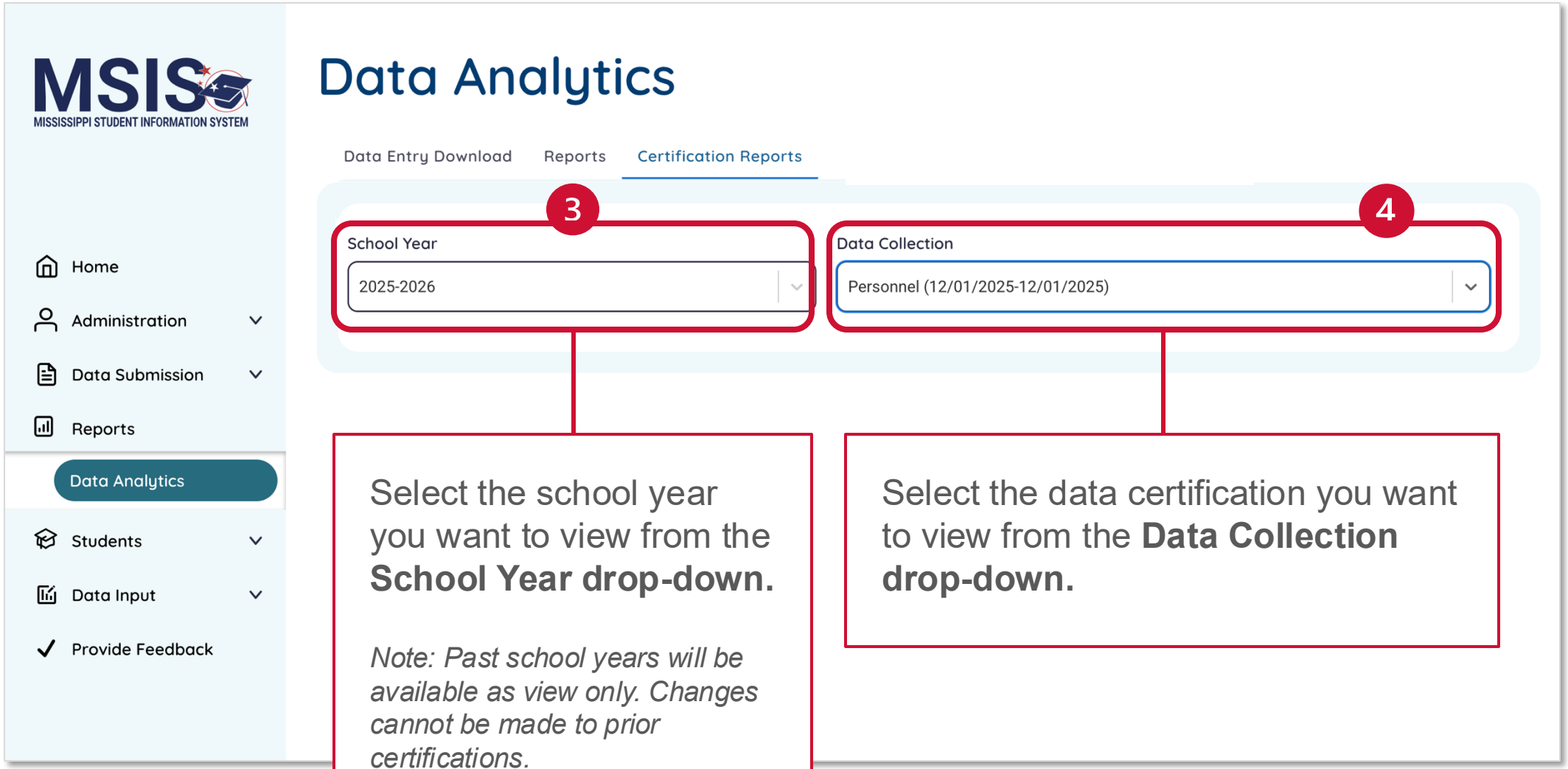
Review MSIS Reports for accuracy.

PERMISSION

Personnel
+ Certify

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

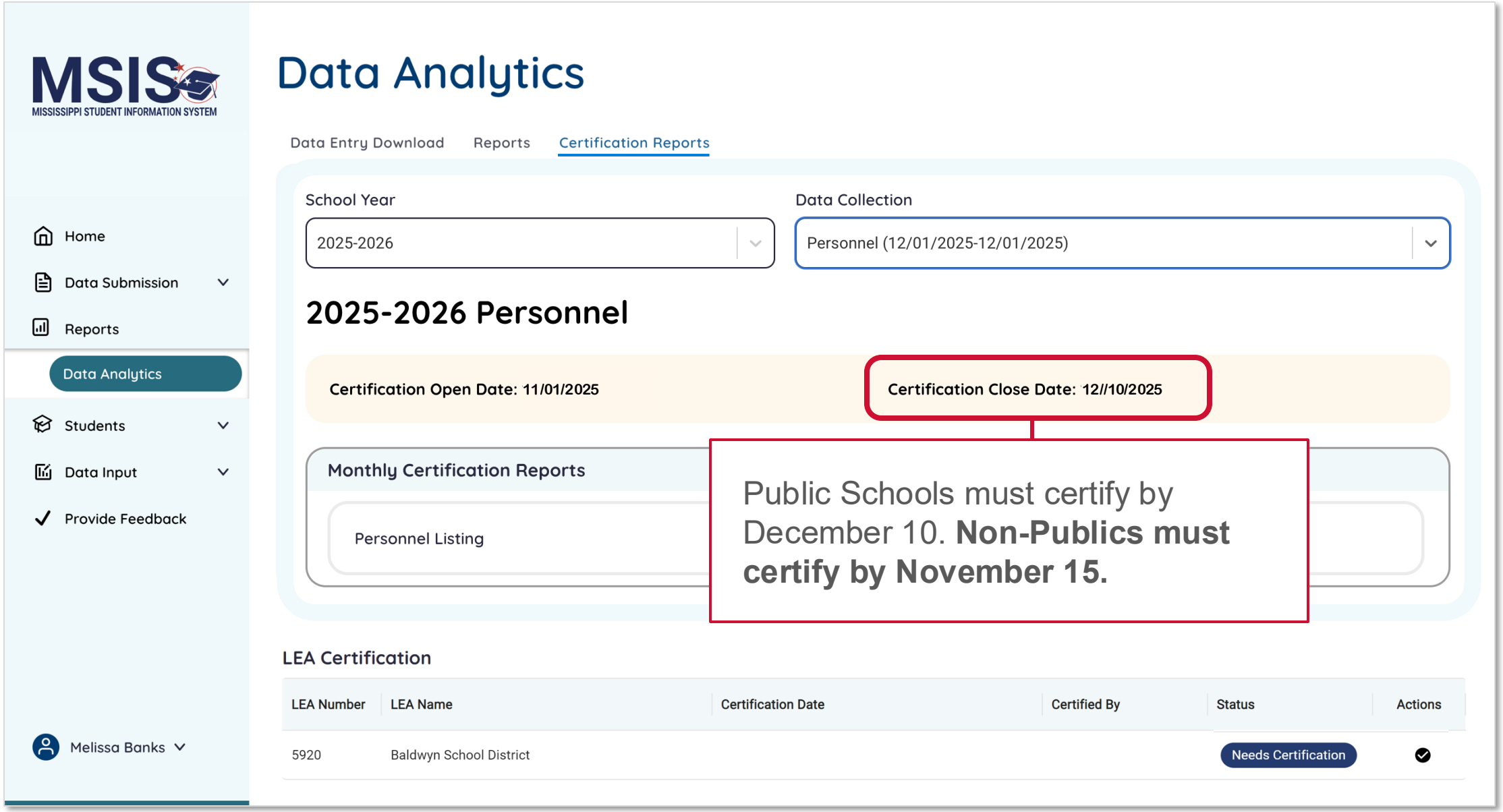

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM
Data Analytics
Data Entry Download
Report
Certification Reports
2
School Year
2024-2025
Data Collection
Personnel (12/01/2024-12/01/2024)
Home
Administration
Data Submission
Reports
1
Data Analytics
Students
Data Input
Provide Feedback



Select the school year you want to view from the **School Year drop-down.**

Note: Past school years will be available as view only. Changes cannot be made to prior certifications.

Select the data certification you want to view from the **Data Collection drop-down.**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Melissa Banks
Data Analytics
Data Entry Download
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2025-2026 Personnel
Certification Open Date: 11/01/2025
Certification Close Date: 12//10/2025
Monthly Certification Reports
Personnel Listing
Public Schools must certify by December 10. Non-Publics must certify by November 15.
LEA Certification
LEA Number
LEA Name
Certification Date
Certified By
Status
Actions
5920
Baldwyn School District
Needs Certification

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Data Analytics

Data Entry Download | Reports | Certification Reports

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

Melissa Banks

School Year: 2025-2026

Data Collection

Relevant Reports will be linked for easy review.

2025-2026 Personnel

Certification Open Date: 11/01/2025

Certification Close Date: 12//10/2025

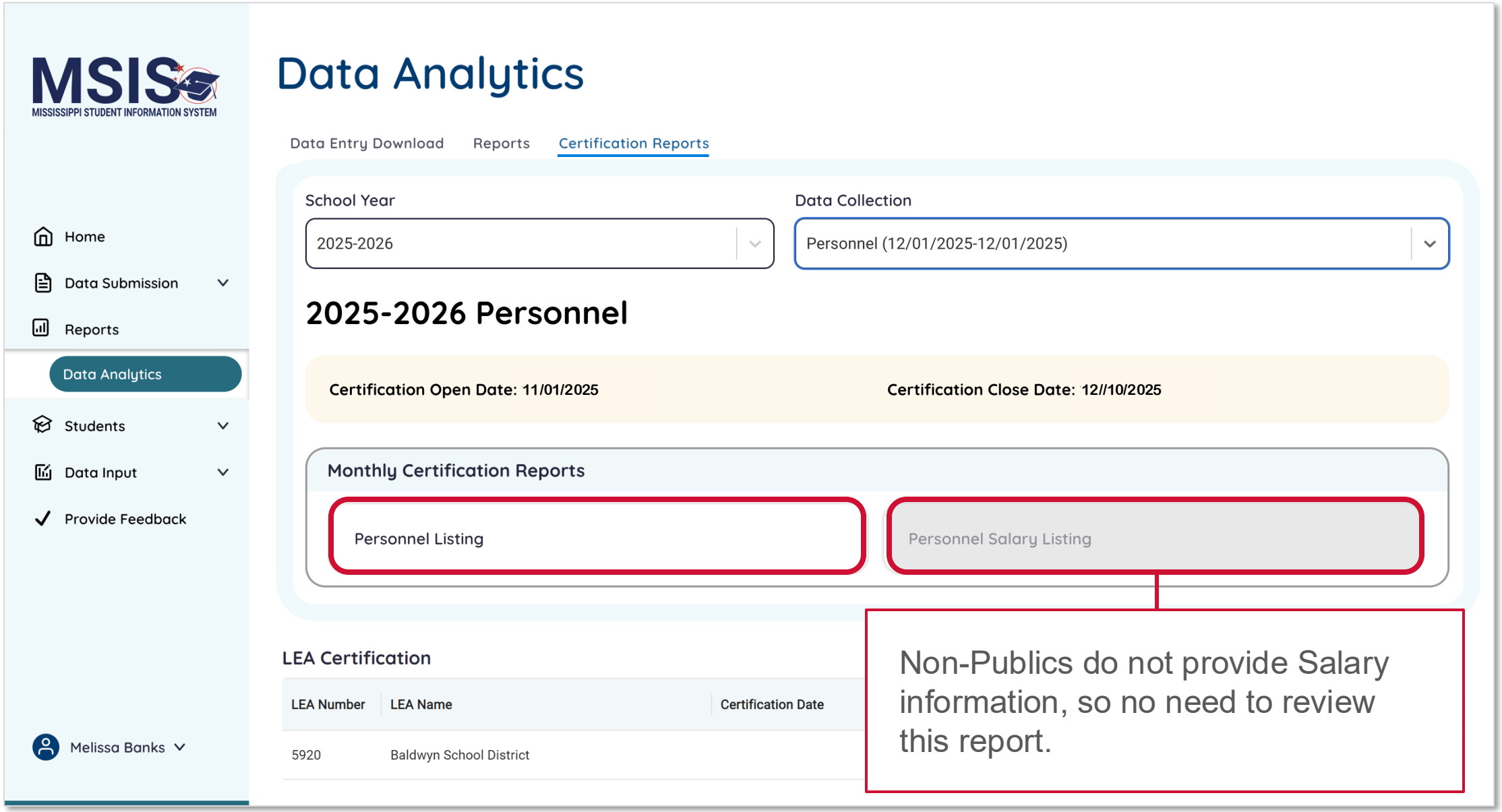
Monthly Certification Reports

Personnel Listing

Personnel Salary Listing

LEA Certification

LEA Number	LEA Name	Certification Date	Certified By	Status	Actions
5920	Baldwyn School District			Needs Certification	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Personnel Salary Listing
LEA Certification
LEA Number
LEA Name
Certification Date
5920
Baldwyn School District
Non-Publics do not provide Salary information, so no need to review this report.

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Data Analytics

Data Entry Download | Reports | Certification Reports

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- Data Submission
- Reports
  - Data Analytics
- Students
- Data Input
- Provide Feedback

Melissa Banks

School Year: 2025-2026

Data Collection: Personnel (12/01/2025-12/01/2025)

2025-2026 Personnel

Certification Open Date: 11/01/2025 **Certification Close Date: 12//10/2025**

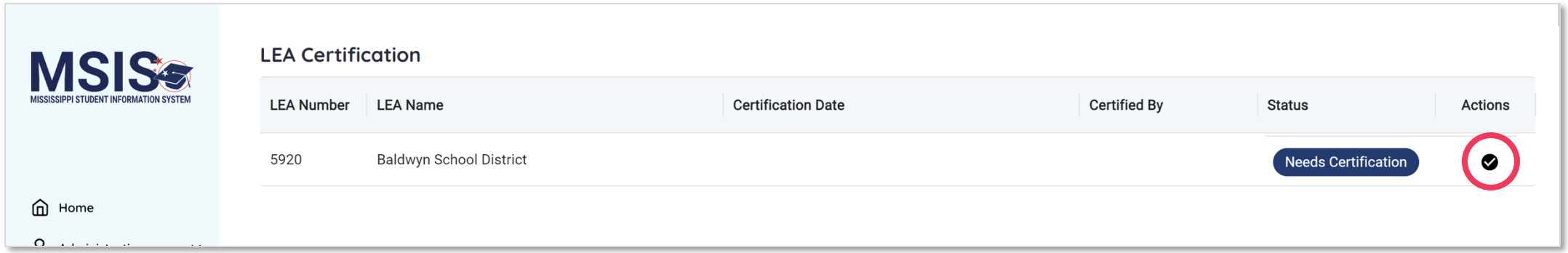
Monthly Certification Reports

Personnel Listing

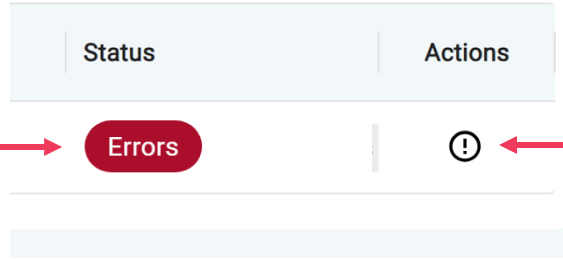
Personnel Salary Listing

LEA Certification

LEA Number	LEA Name	Certification Date	Certified By	Status	Actions
5920	Baldwyn School District			Needs Certification	

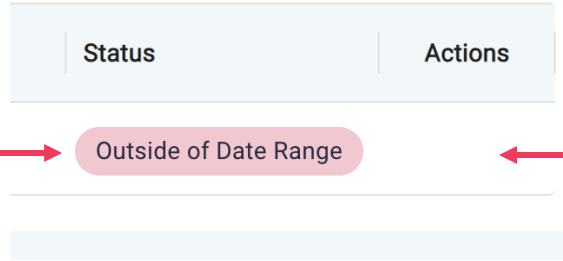


LEA cannot certify due to errors

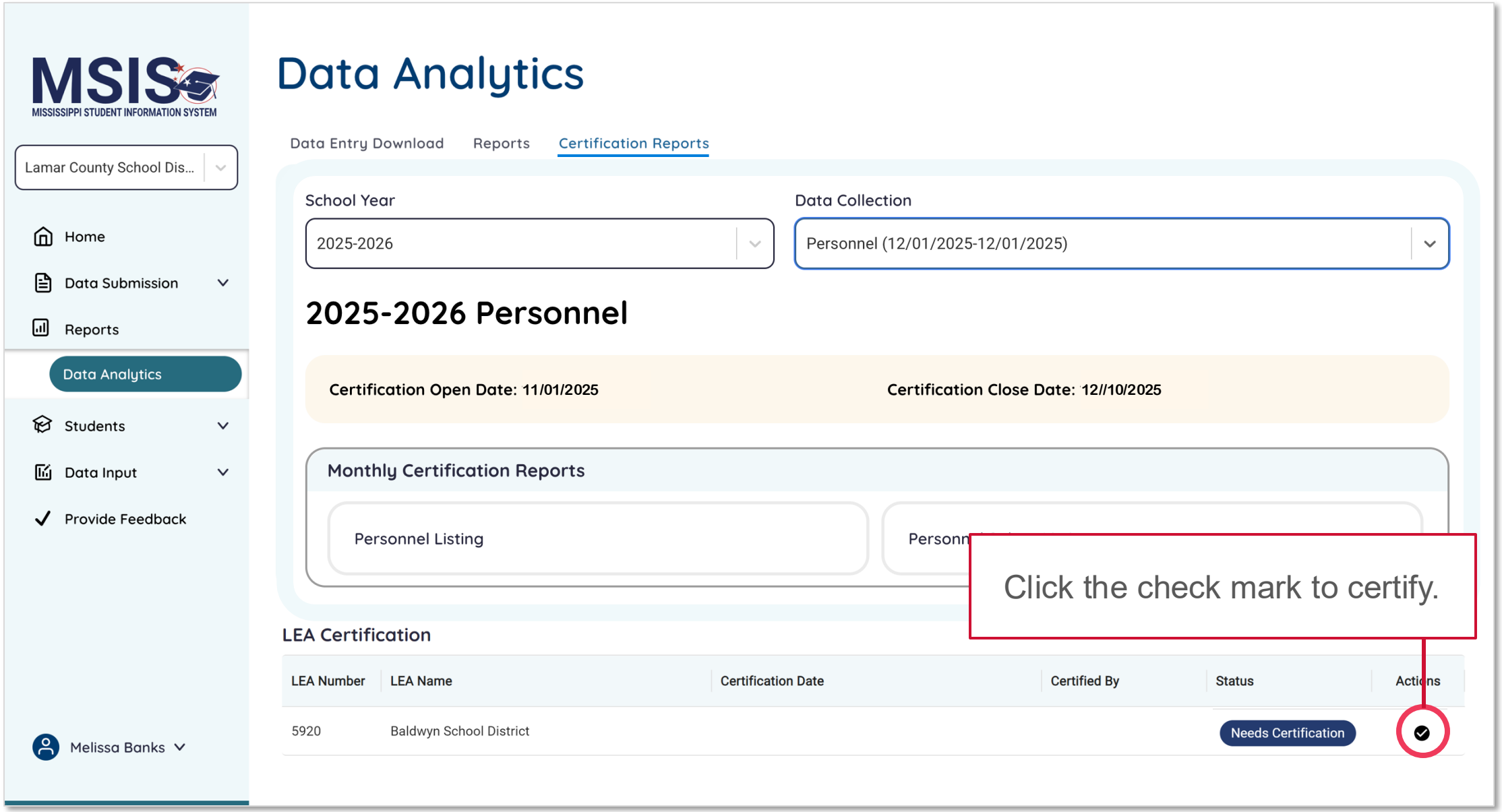


View Data Quality Dashboard

LEA cannot be certified because it is outside of the certification window



No action available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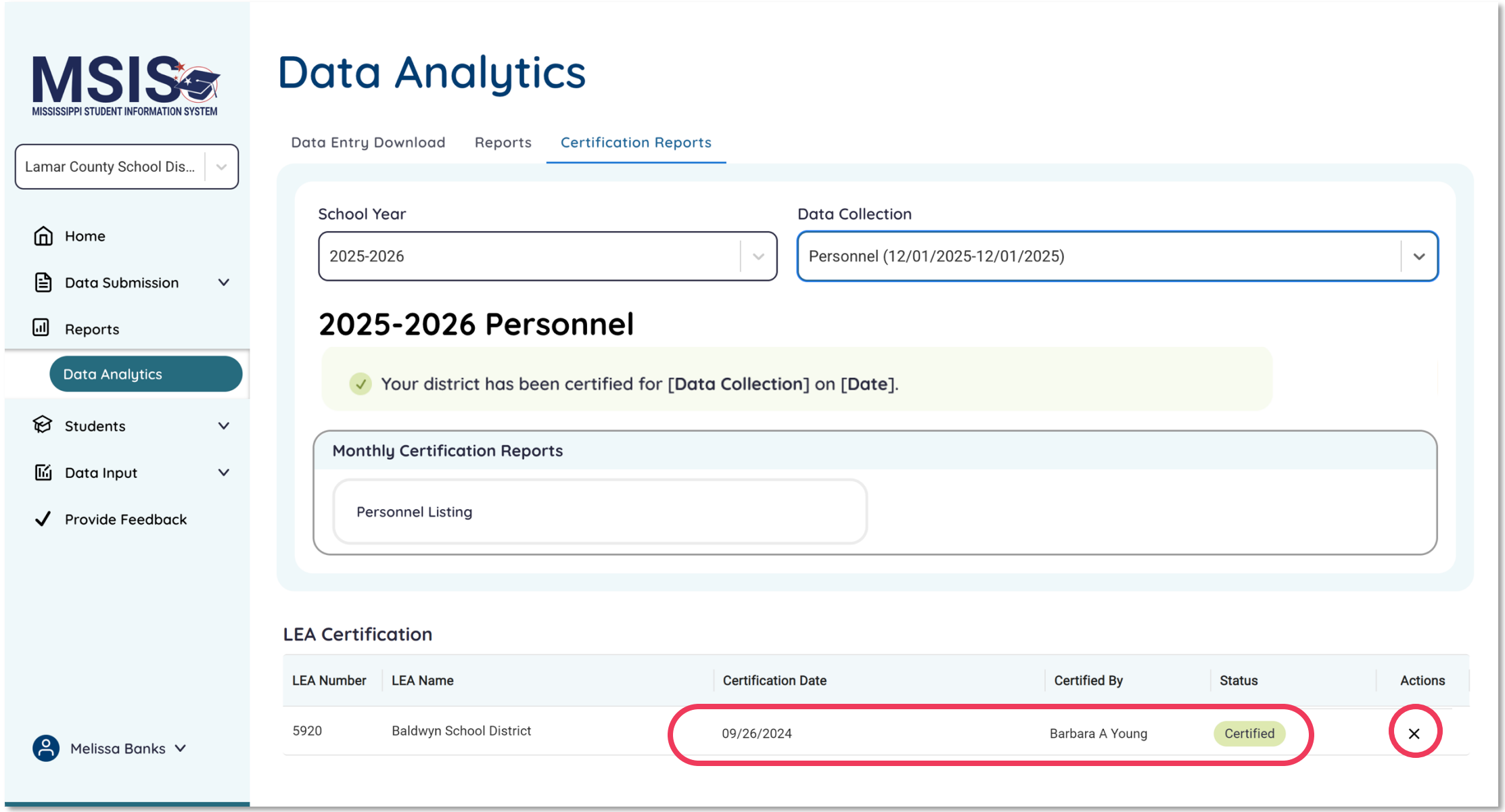
Monthly Certification Reports
Personnel Listing
Click the check mark to certify.
LEA Certification
LEA Number
LEA Name
Certification Date
Certified By
Status
Actions
5920
Baldwyn School District
Needs Certification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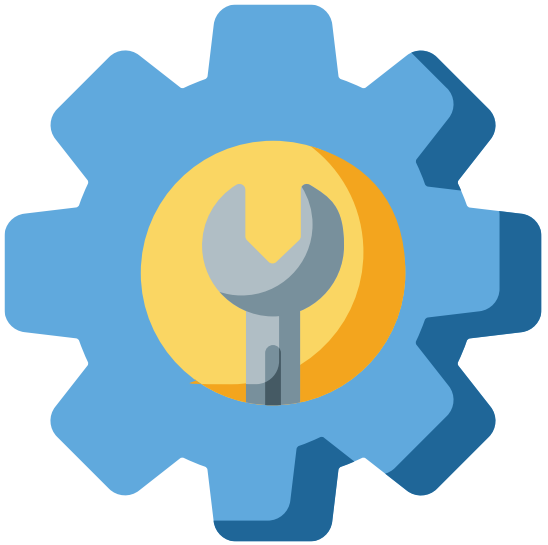
2025-2026 Personnel
Your district has been certified for [Data Collection] on [Date].
Monthly Certification Reports
Personnel Listing
LEA Certification
LEA Number
LEA Name
Certification Date
Certified By
Status
Actions
5920
Baldwyn School District
09/26/2024
Barbara A Young
Certified

Personnel Certification

- Ensure accuracy of **Personnel Listing Report** and **Teacher Schedule Report**
- Clear Personnel and Course Section **Errors**
- Clear **Accreditation edits** as possible

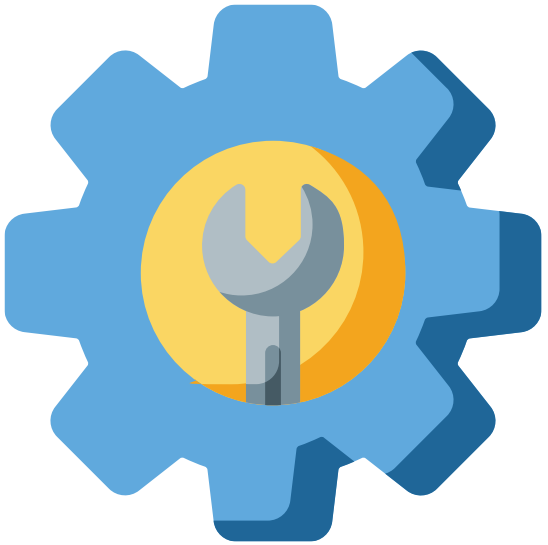
Q&A

MSIS Resources



Struggling to get files
to successfully upload?

mdeapps@mdek12.org



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

msis2@mdek12.org

MSIS Overview

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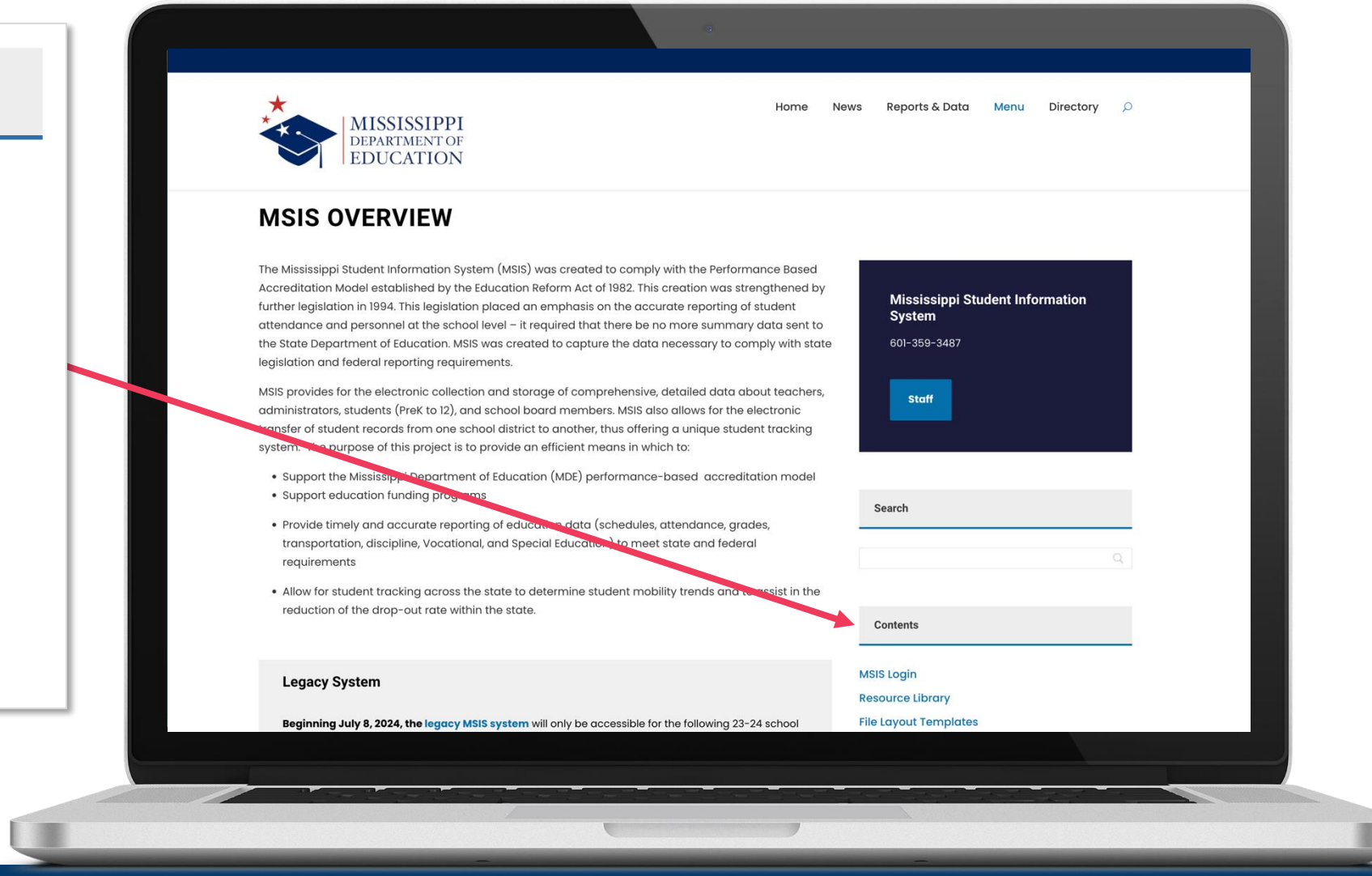
- Accreditation Standards
- Vendor Resources



MSIS Resources - Webinar recordings and other resources!

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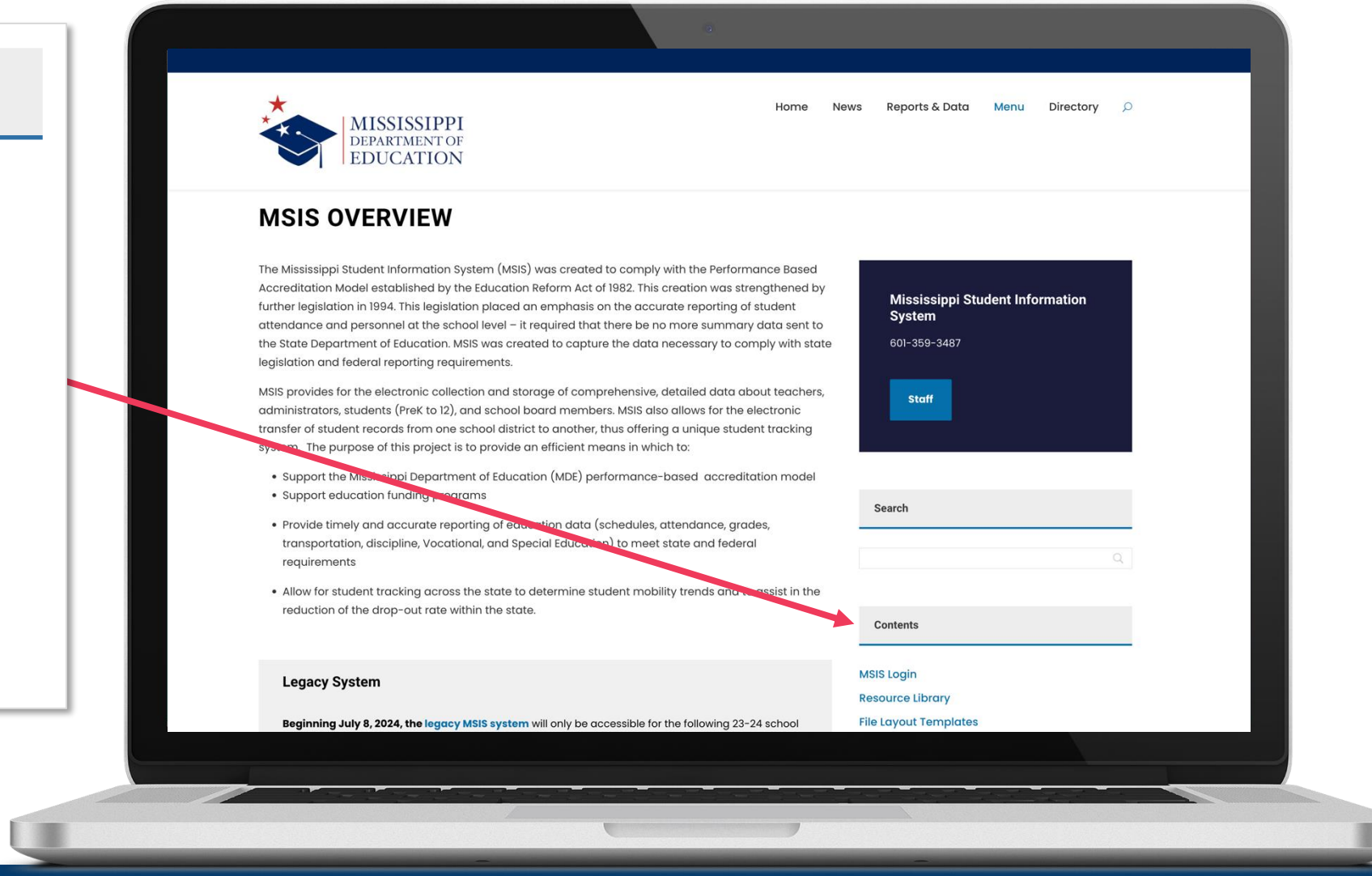

mdek12.org/msis/msis-resource-library/

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MSIS Resources - Webinar recordings and other resources!

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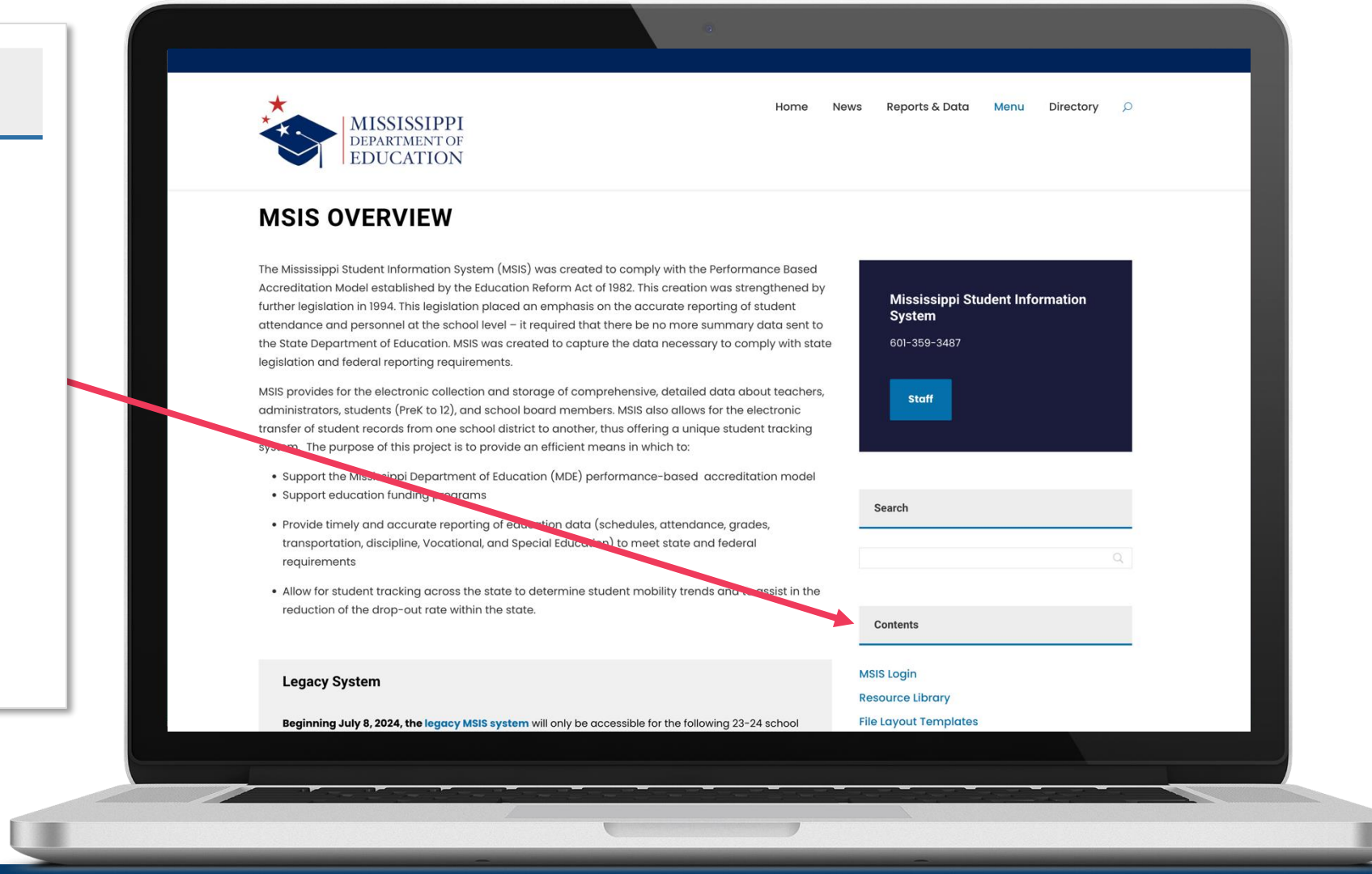

mdek12.org/msis/msis-resource-library/

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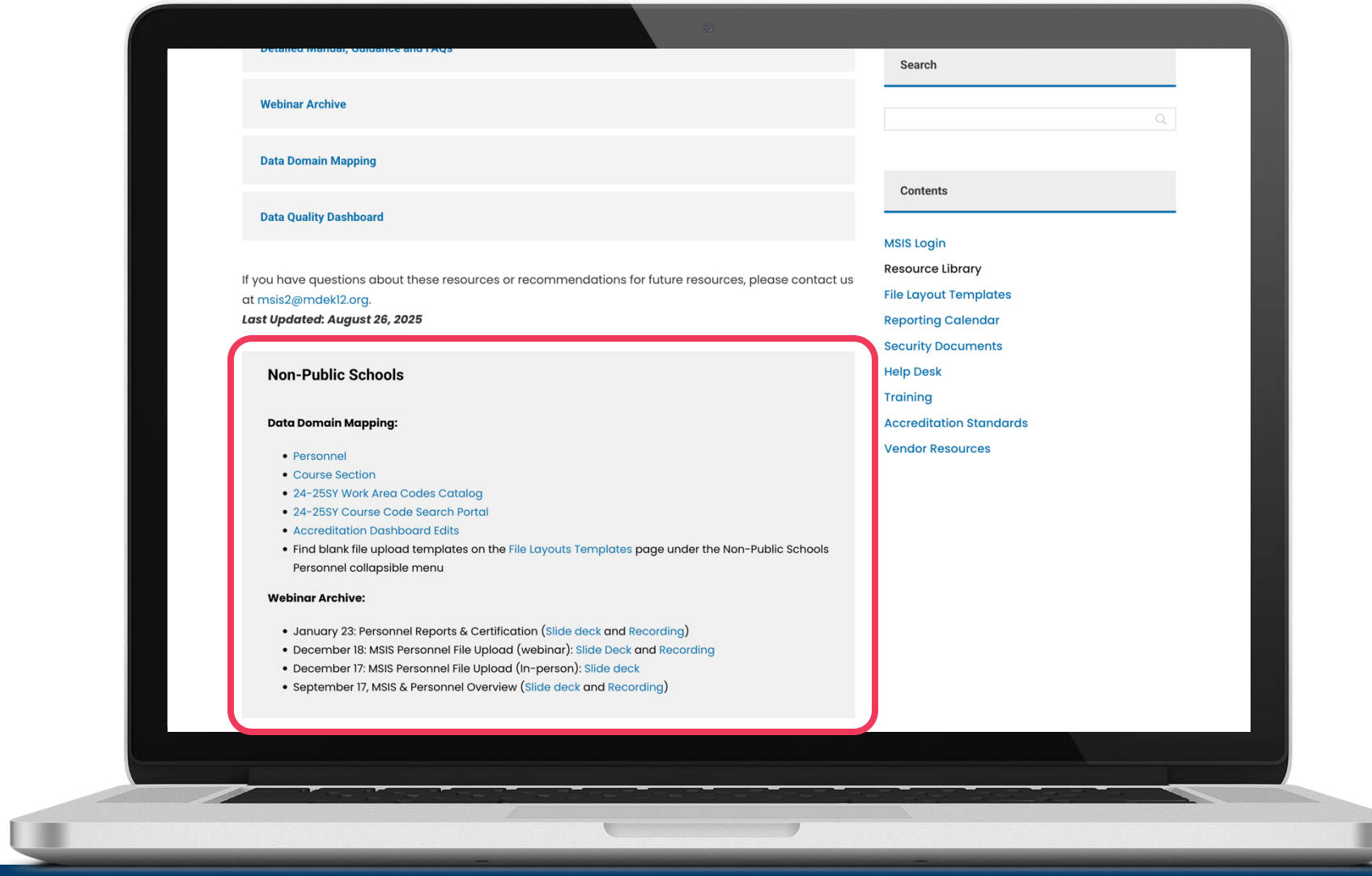
MSIS Resources - Webinar recordings and other resources!



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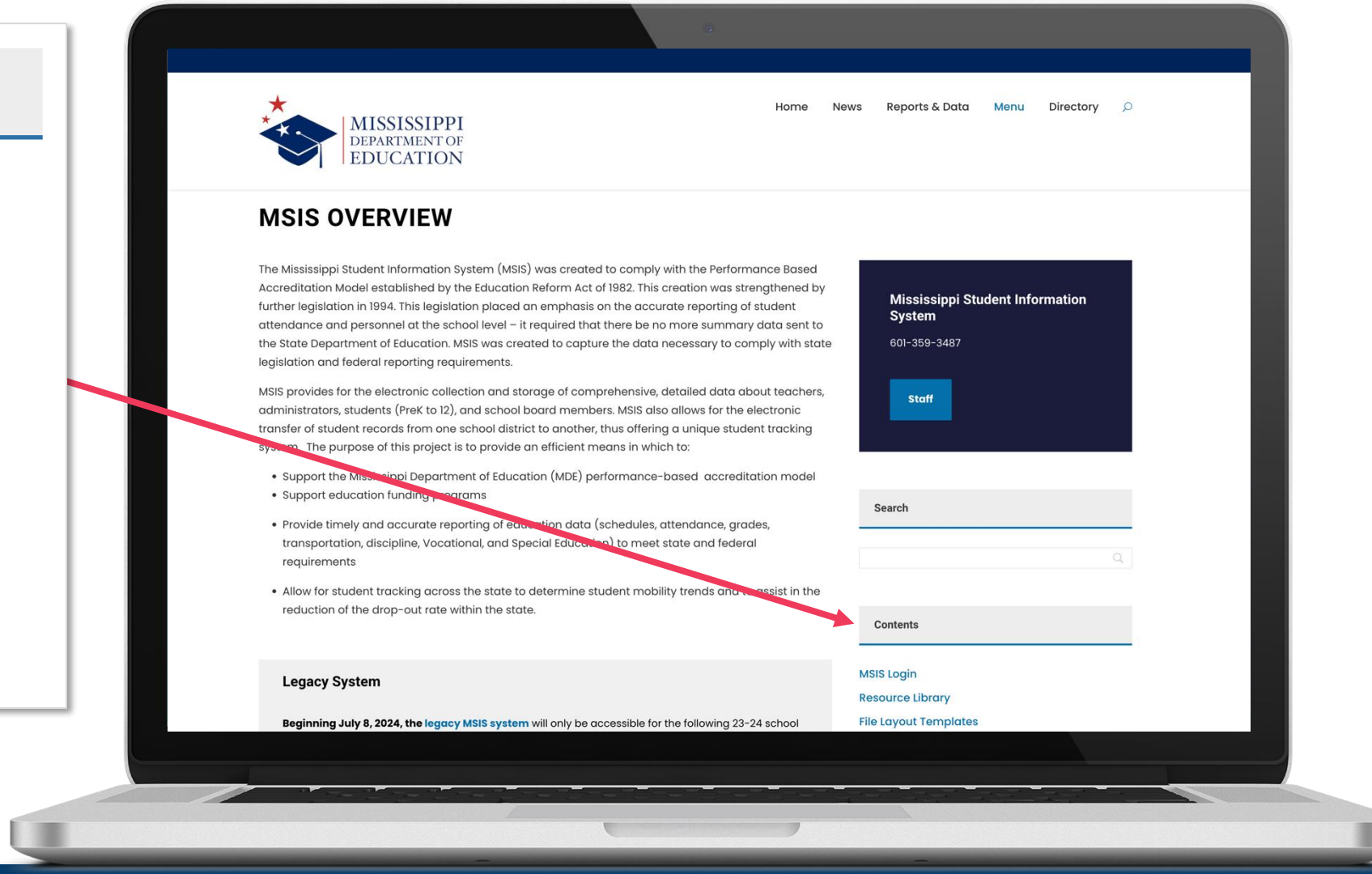

mdek12.org/msis/msis-resource-library/

MISSISSIPPI DEPARTMENT OF EDUCATION

MSIS Team

msis2@mdek12.org