

# New to



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

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

**EVERY** School Has Effective Teachers and Leaders

4

2

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

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

5

3

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

**EVERY** School and District is Rated “C” or Higher

6

### **Be an active participant**

Share reactions

Respond to prompts in the chat

### **Ask questions**

**REVIEW** how to register for access to MSIS

**REVIEW** data collection process

**EXPLORE** basic MSIS navigation

**REVIEW** MSIS Resource on the MDE Website



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

# Access to MSIS





# **NEW** Primaries & Secondaries

## NEW MSIS Primaries or Secondaries

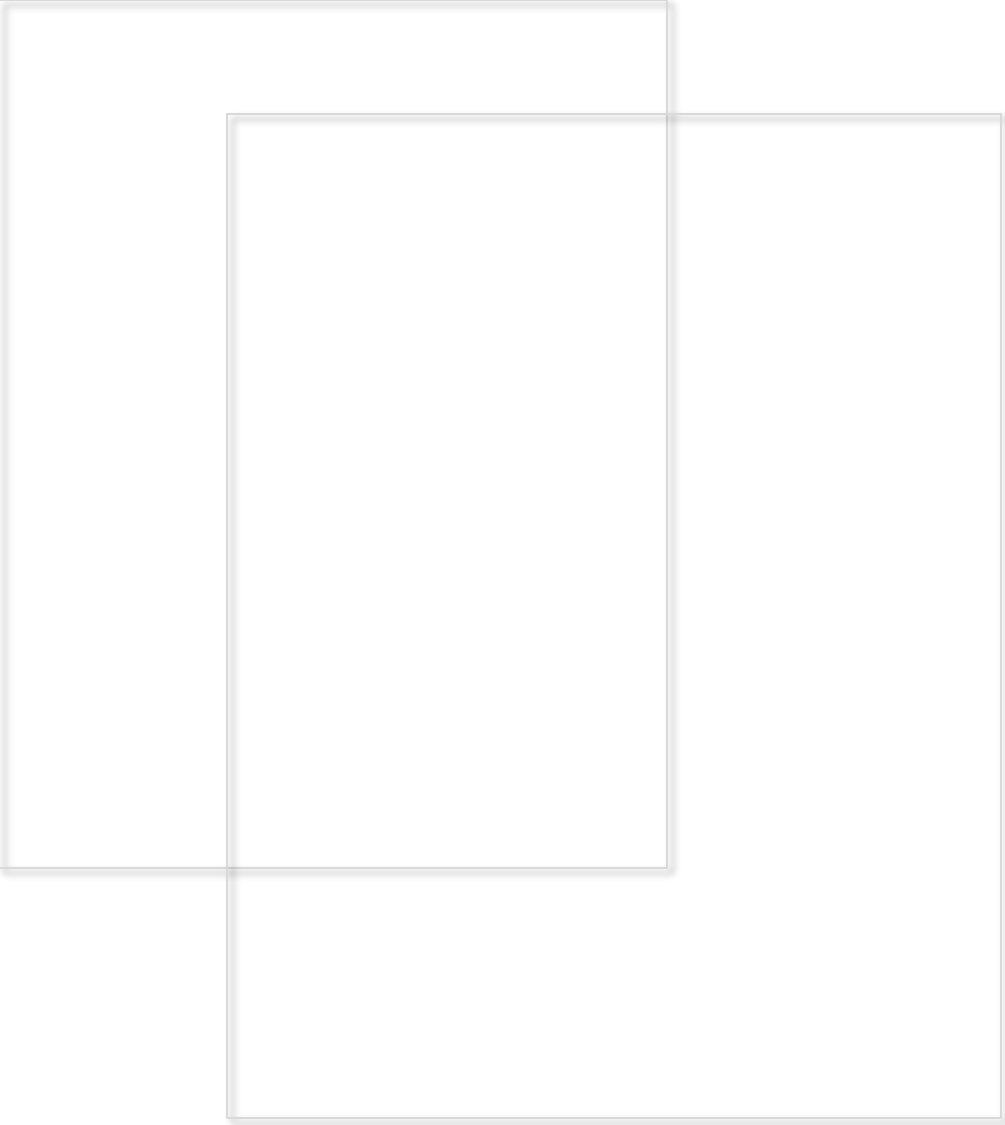
### COMPLETE

Non-Public School Contact  
Maintenance Form and  
Oath of Confidentiality



### SUBMIT

forms to  
[mdeapps@mdek12.org](mailto:mdeapps@mdek12.org)

- 
- **Complete the MSIS Contact Maintenance Form** to change or update MSIS Primary or Secondary information.
  - **Complete** the Oath of Confidentiality.
  - **Submit** all forms to [mdeapps@mdek12.org](mailto:mdeapps@mdek12.org).

## NEW MSIS Primaries or Secondaries

### COMPLETE

Non-Public School Contact  
Maintenance Form and  
Oath of Confidentiality

### REGISTER

for access to MSIS using  
organization credentials



### SUBMIT

forms to  
[mdeapps@mdek12.org](mailto:mdeapps@mdek12.org)

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



**Users** will register for MSIS using their organization credentials.

Video tutorials for:

- Microsoft districts
- Google districts

**Users** register for MSIS using their organization credentials.

Legacy MSIS users  
are **NOT** automatically  
transferred to the  
new system.

**Users** register for MSIS using their organization credentials.

Do **NOT** register with both a Microsoft and Google account.

Reach out to your Technology Director if you are unsure if your district is Microsoft or Google.



**Users** register for MSIS using their organization credentials.

You **CANNOT**  
register on behalf  
of another user!

**Users** register for MSIS using their organization credentials.

Disabling a user's account in the **ORGANIZATION'S TENANT** means they can no longer access MSIS.



**Users will see a “Welcome to MSIS 2.0” screen until appropriate access and permissions have been assigned.**

## NEW MSIS Primaries or Secondaries





**NEW Other**  
**MSIS Users**

## NEW MSIS Users

### COMPLETE

Non-Public School User  
Security Profile Form and  
Oath of Confidentiality



### SUBMIT

forms to  
[mdeapps@mdek12.org](mailto:mdeapps@mdek12.org)



The image shows a 'USER SECURITY PROFILE' form for non-public schools. It includes fields for school name, district number, user request type, employee details, and a permissions table. The form is partially obscured by a larger, lighter version of itself.

**USER SECURITY PROFILE**  
NON-PUBLIC SCHOOLS

Use this form to request Non-Public School MSIS access and permissions from OTSS.

Non-Public School Name: \_\_\_\_\_ District Number: \_\_\_\_\_

Type of User Request: ☐ New ☐ Modify ☐ Delete Requested effective date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Please indicate the permissions required:

Data Permissions	
<input type="checkbox"/> Non-Public School access to upload files and view errors and reports	<input type="checkbox"/> Certify Personnel Data
<input type="checkbox"/> Accreditation data	
<input type="checkbox"/> Personnel data	
<input type="checkbox"/> Course Section data	

Organization/School Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Organization/School MSIS Primary Signature \_\_\_\_\_ Date \_\_\_\_\_

Send completed form to: [mdeapps@mdek12.org](mailto:mdeapps@mdek12.org)

OTSS Office Use Only

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

- **Complete the MSIS User Security Profile Form** to add or modify a user's permissions.
- **Complete** the Oath of Confidentiality.
- **Submit** all forms to [mdeapps@mdek12.org](mailto:mdeapps@mdek12.org).



## NEW MSIS Users

### COMPLETE

Non-Public School User  
Security Profile Form and  
Oath of Confidentiality

### REGISTER

for access to MSIS using  
organization credentials



### SUBMIT

forms to  
[mdeapps@mdek12.org](mailto:mdeapps@mdek12.org)

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



**Users** will register for MSIS using their organization credentials.

Video tutorials for:

- Microsoft districts
- Google districts



**Users will see a “Welcome to MSIS 2.0” screen until appropriate access and permissions have been assigned.**

## NEW MSIS Users

### COMPLETE

Non-Public School User  
Security Profile Form and  
Oath of Confidentiality

### REGISTER

for access to MSIS using  
organization credentials

### SUBMIT

forms to  
[mdeapps@mdek12.org](mailto:mdeapps@mdek12.org)

### MDE

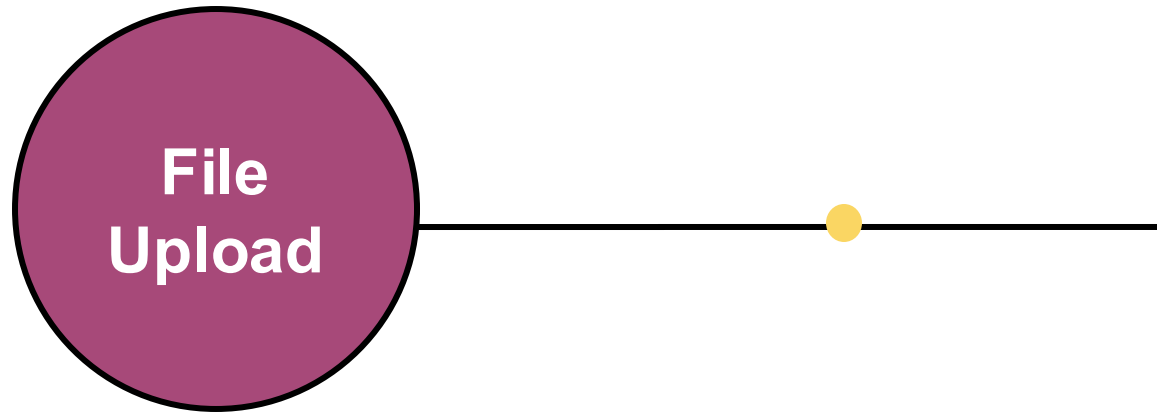
assigns appropriate  
permissions





# Data Collection







# Basic Navigation



Navigation\*

User name  
and log out

Upload files

Actions needed

Upcoming  
deadlines

*\*Options may differ  
based on permissions*

## Permissions

# Accreditation Personnel Student

Community College users will not need Accreditation permission

# Permissions

Define what data users can:

**View**

**Upload**

**Certify\***

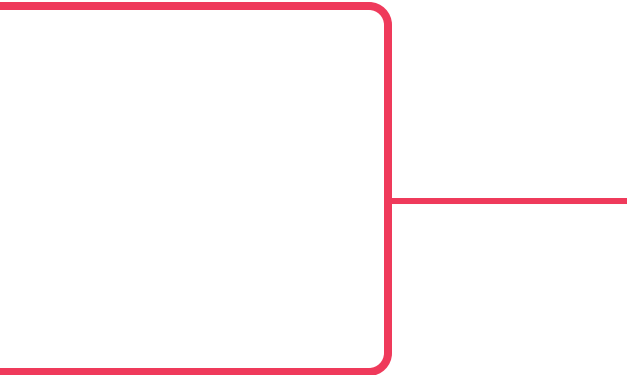
\*Special certification permission must be assigned

Community College users will not certify data

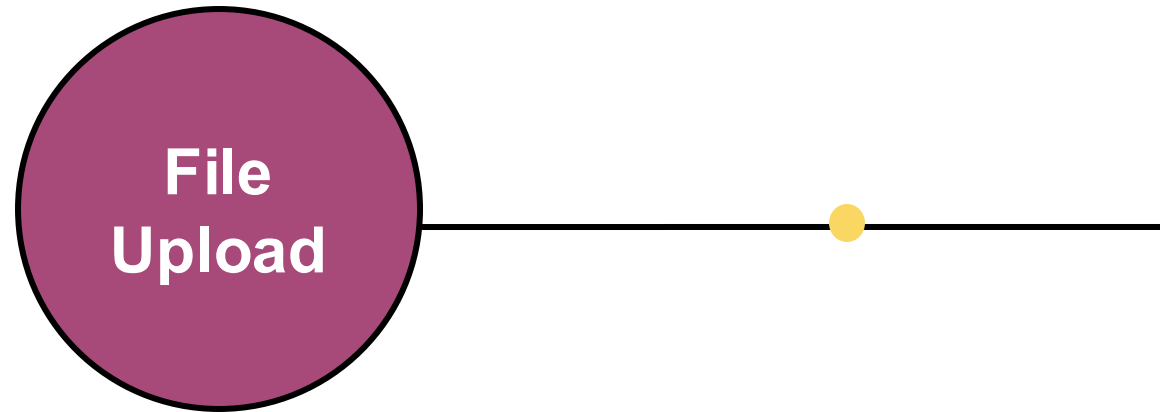
LEFT-HAND NAVIGATION:

# Data Submission





**Information about the  
data collected & processed  
by MSIS**





**Upload files to be processed**  
**Permission: Various**



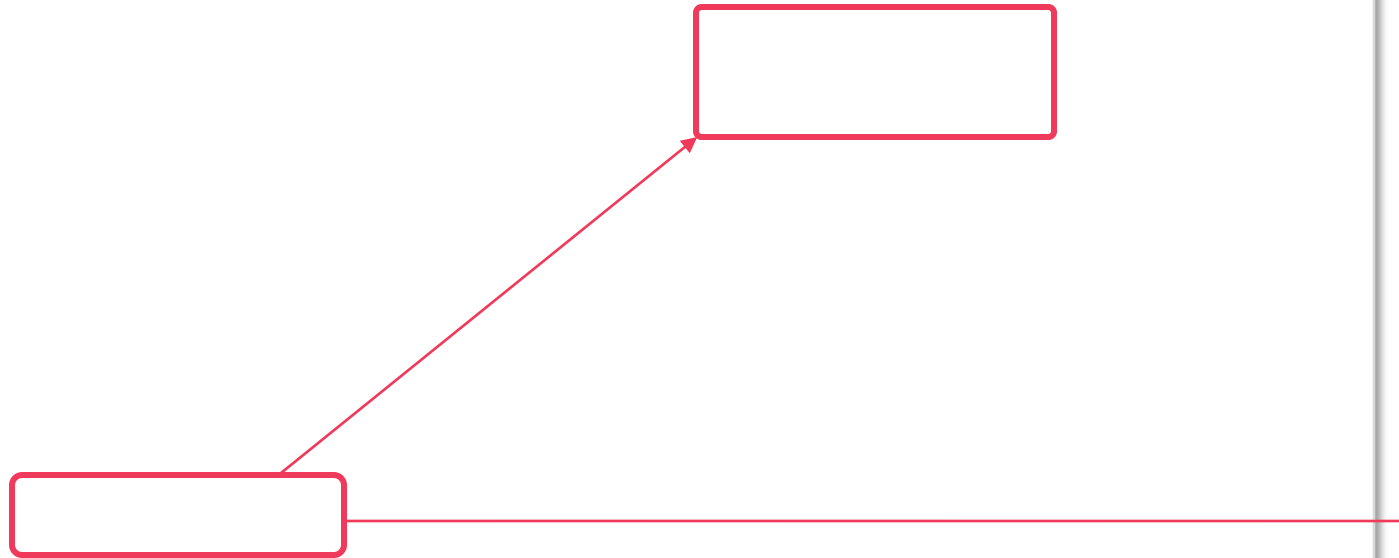




Naming convention  
for all files.

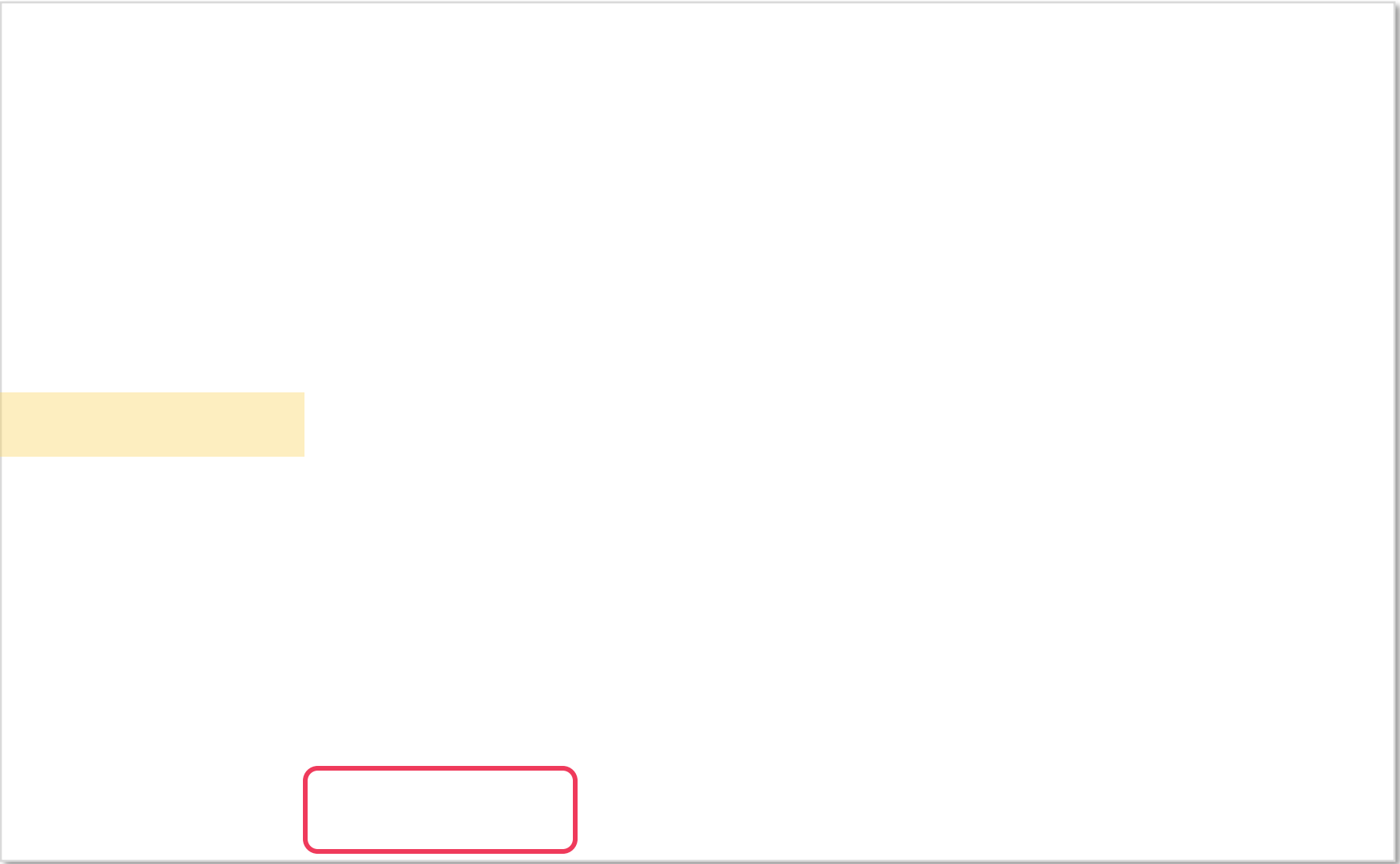


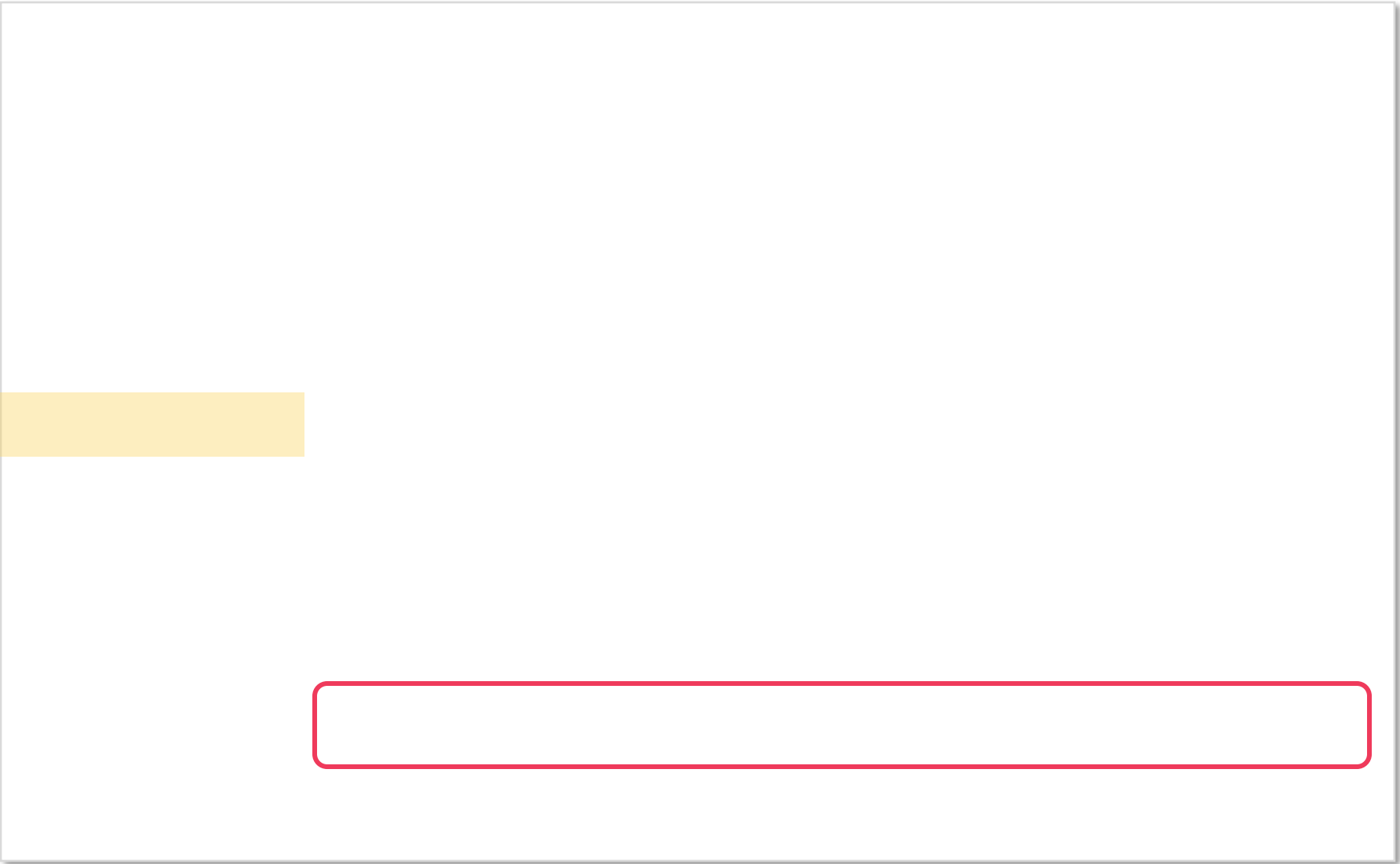
Other important  
information about file  
name, size, and format.

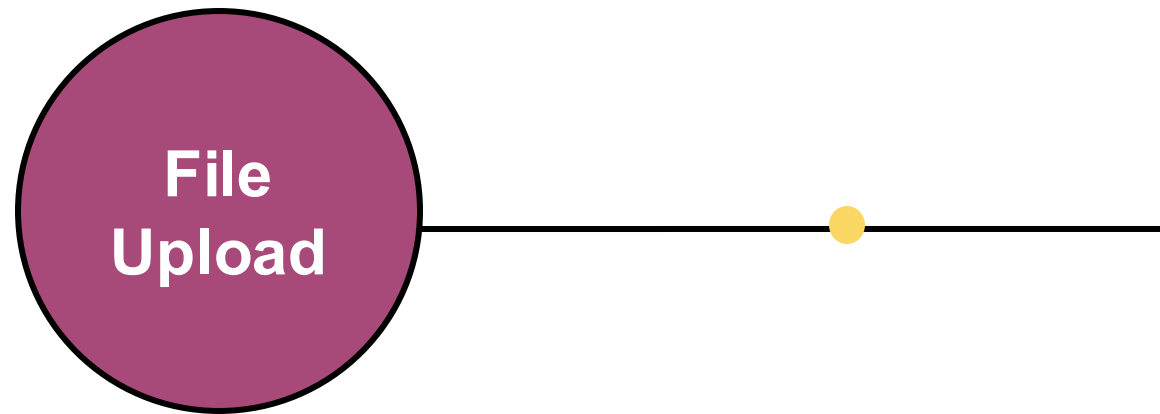


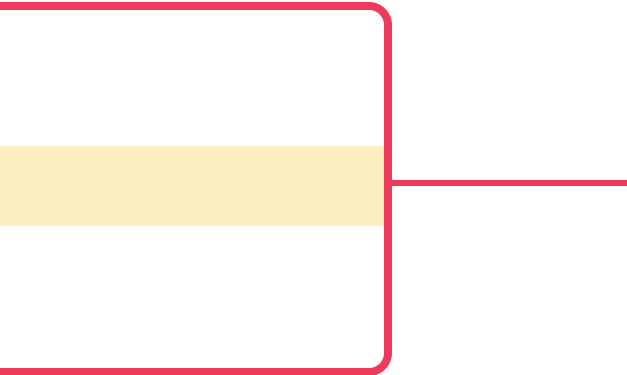
### Approved Data Type Names

**Users will only see the Data Type Names for files they have permission to upload.** If a user does not have permission to upload a file, they will receive an error when attempting to upload the file.





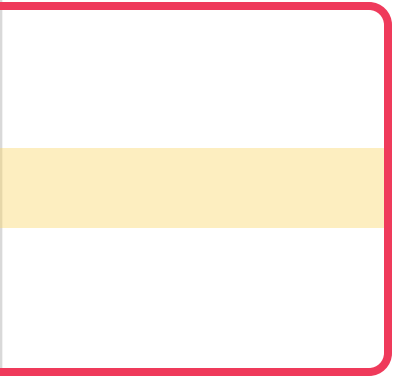




**View the status of uploaded files,  
including any errors in the files  
that have been uploaded**

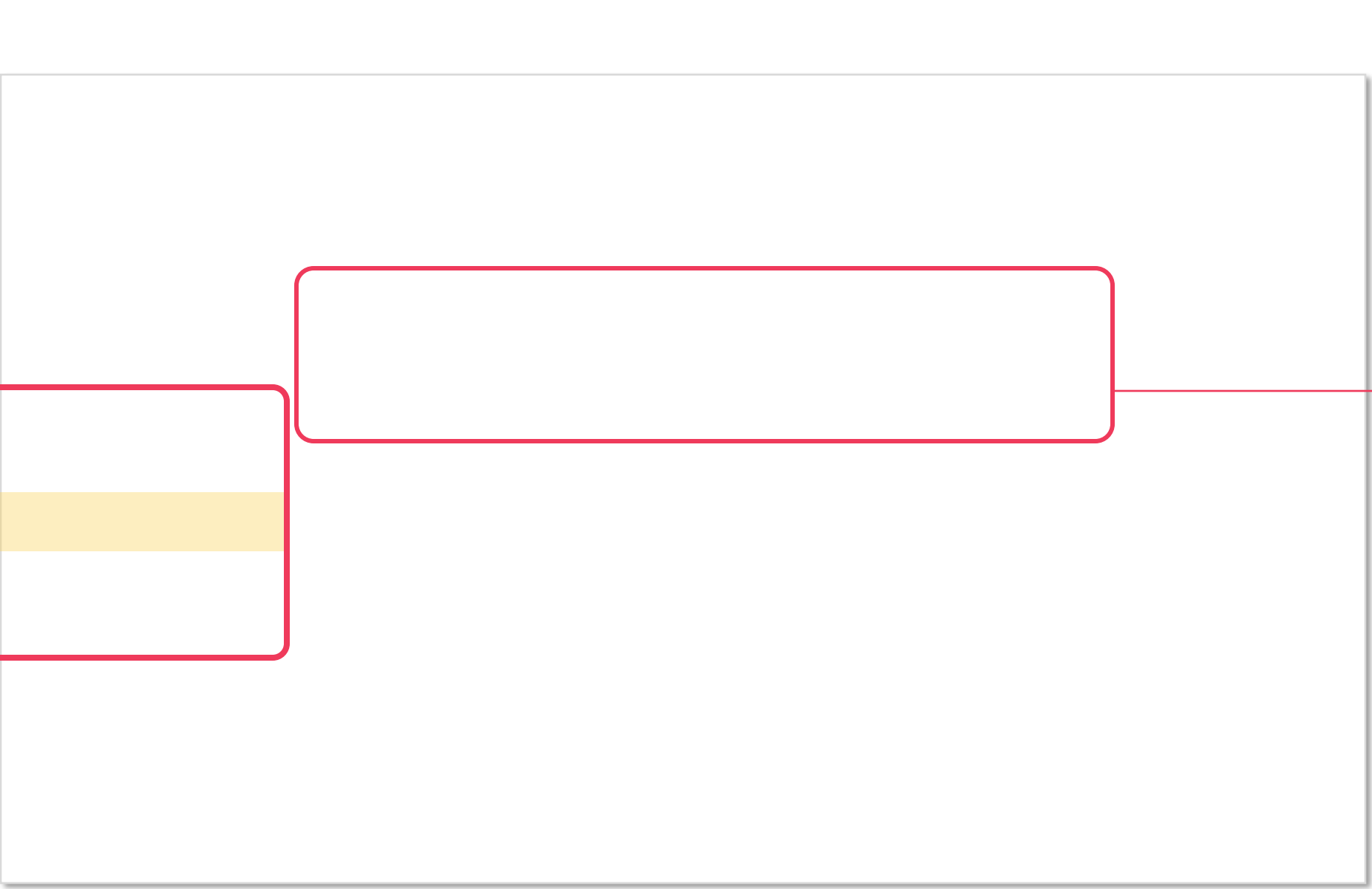
**Permission: Various**





A diagram of a web form interface. On the left, a vertical list of items is shown, with the second item highlighted in yellow. A red rounded rectangle is drawn around this list. To the right of the list is a large, empty white rectangular area. Above this area is a red rounded rectangle. A red arrow points from the right side of this rectangle to a callout box on the right. The callout box contains the text 'Filter through list of uploaded files.'

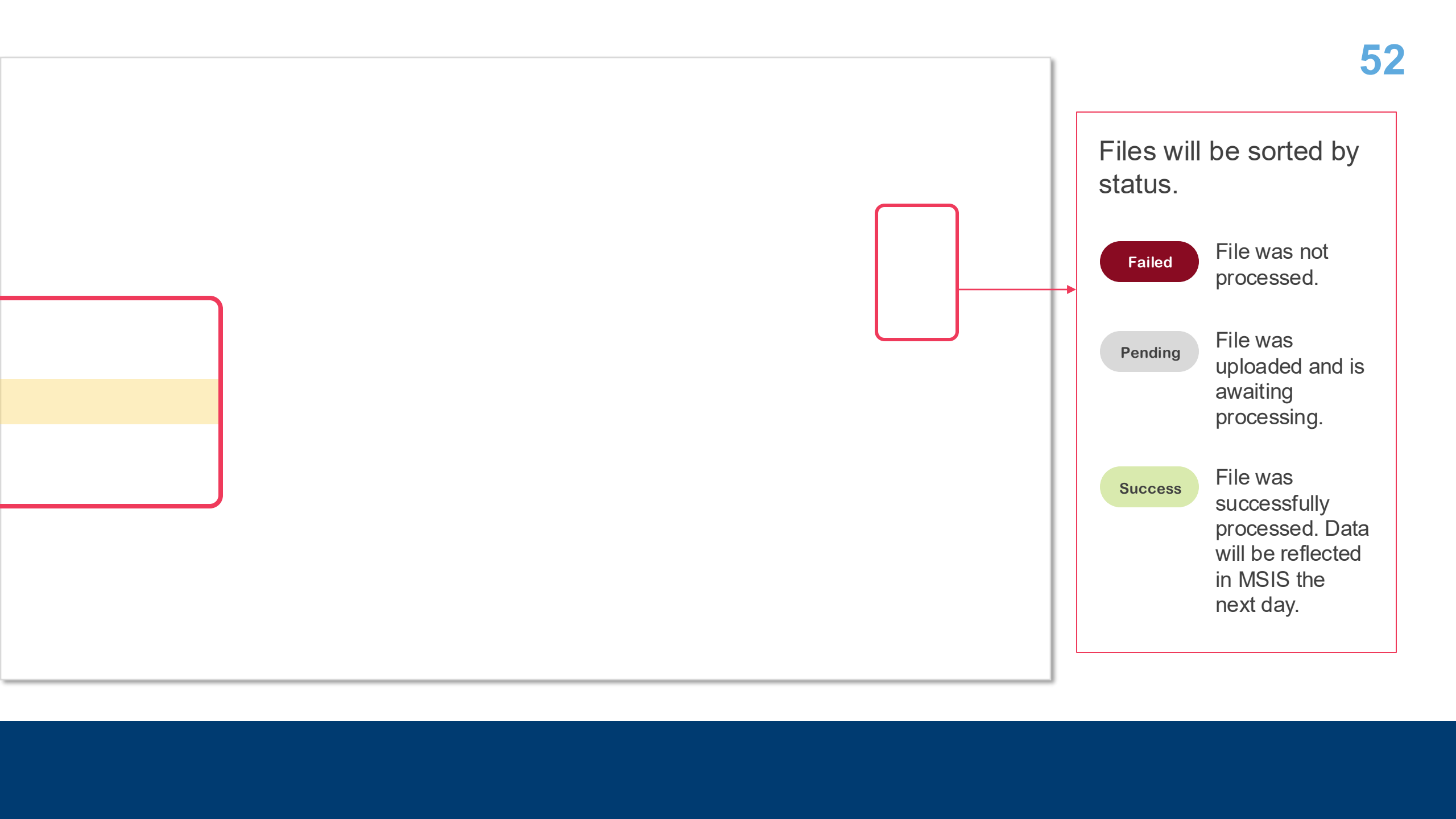
Filter through list of  
uploaded files.



The diagram shows a large rectangular area representing a file upload interface. On the left side, there is a vertical sidebar with a yellow highlight on one of its sections. A red rounded rectangle is positioned in the center of the main area. A red arrow points from the right side of this rectangle to a text box on the right. The text box is divided into two sections: a white top section and a pink bottom section.

File name, date & time of upload, and the user who uploaded the file will be displayed.

**Users will only see files listed that they have permission to upload. (Permissions based on data domain and assigned schools.)**



Files will be sorted by status.

**Failed**

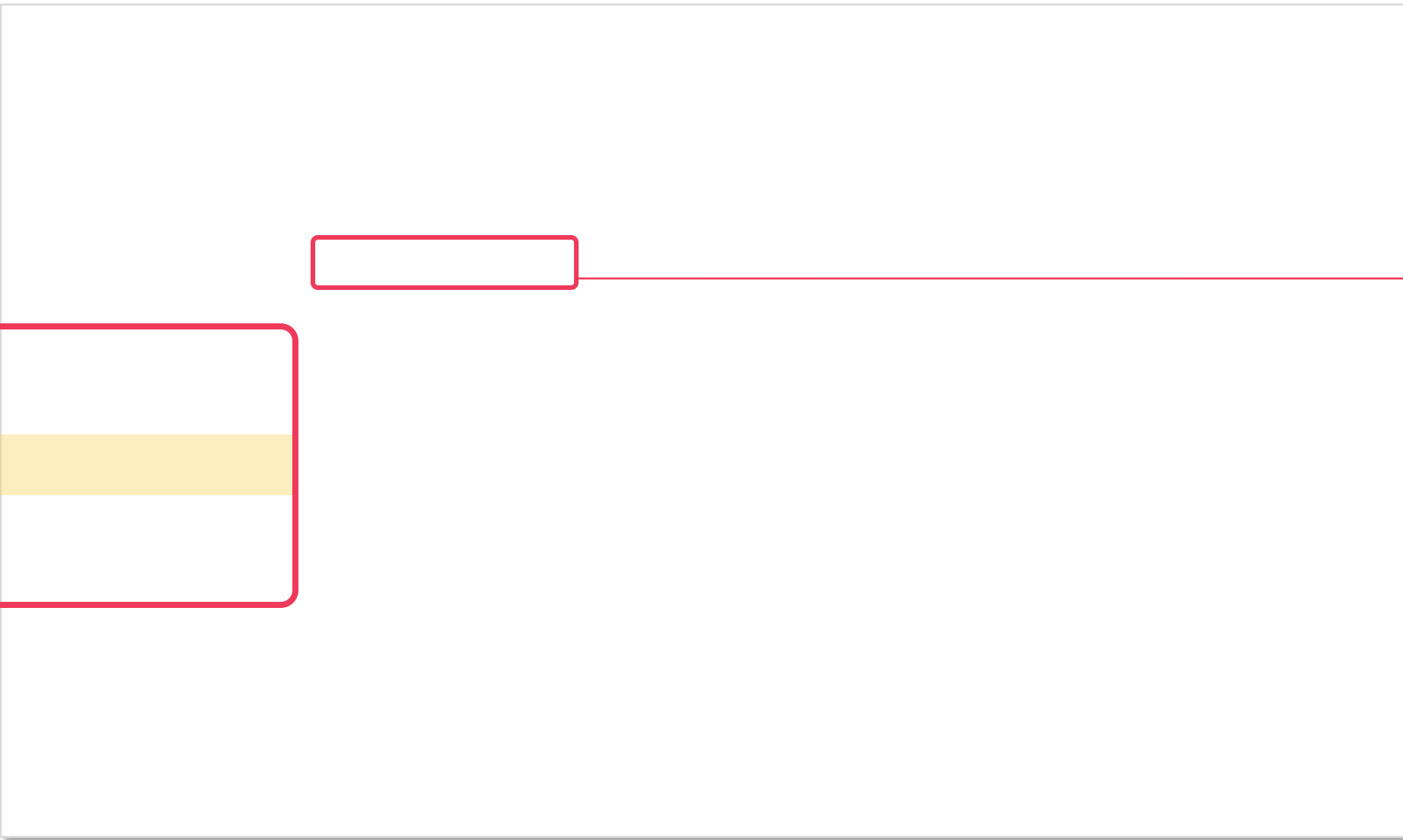
File was not processed.

**Pending**

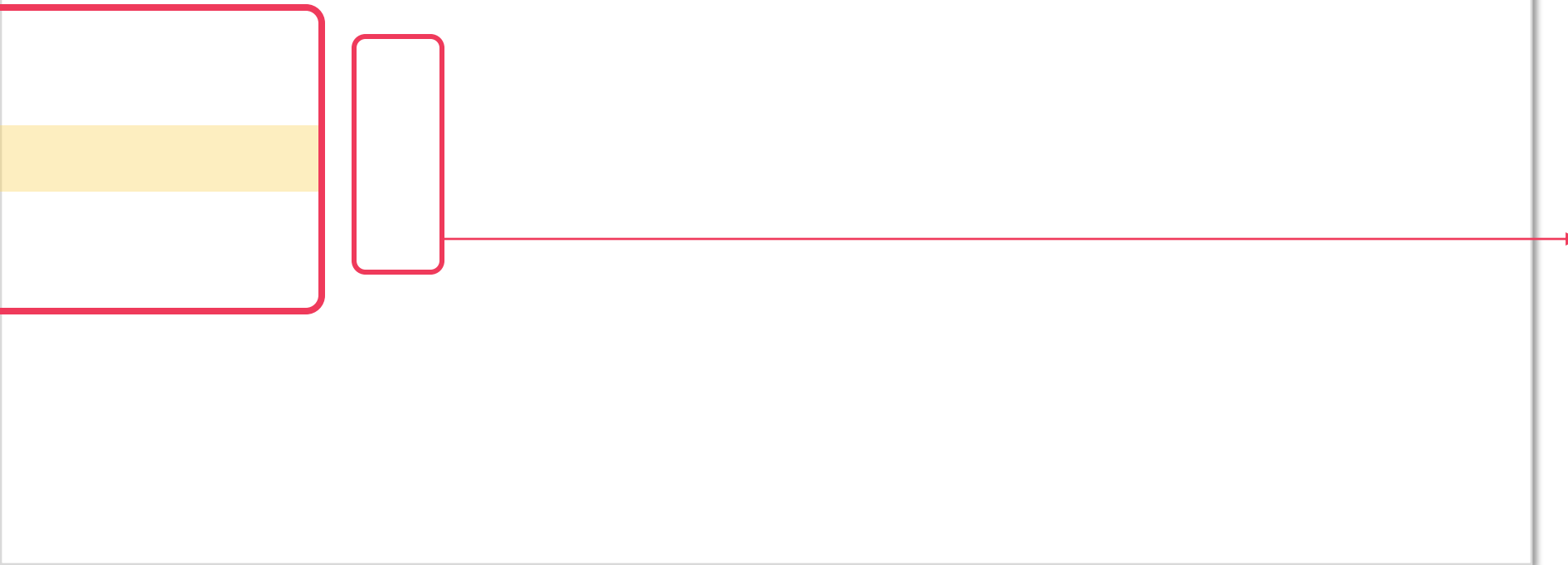
File was uploaded and is awaiting processing.

**Success**

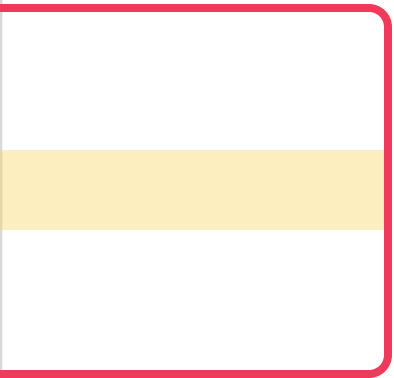
File was successfully processed. Data will be reflected in MSIS the next day.



Click on file name for more information.



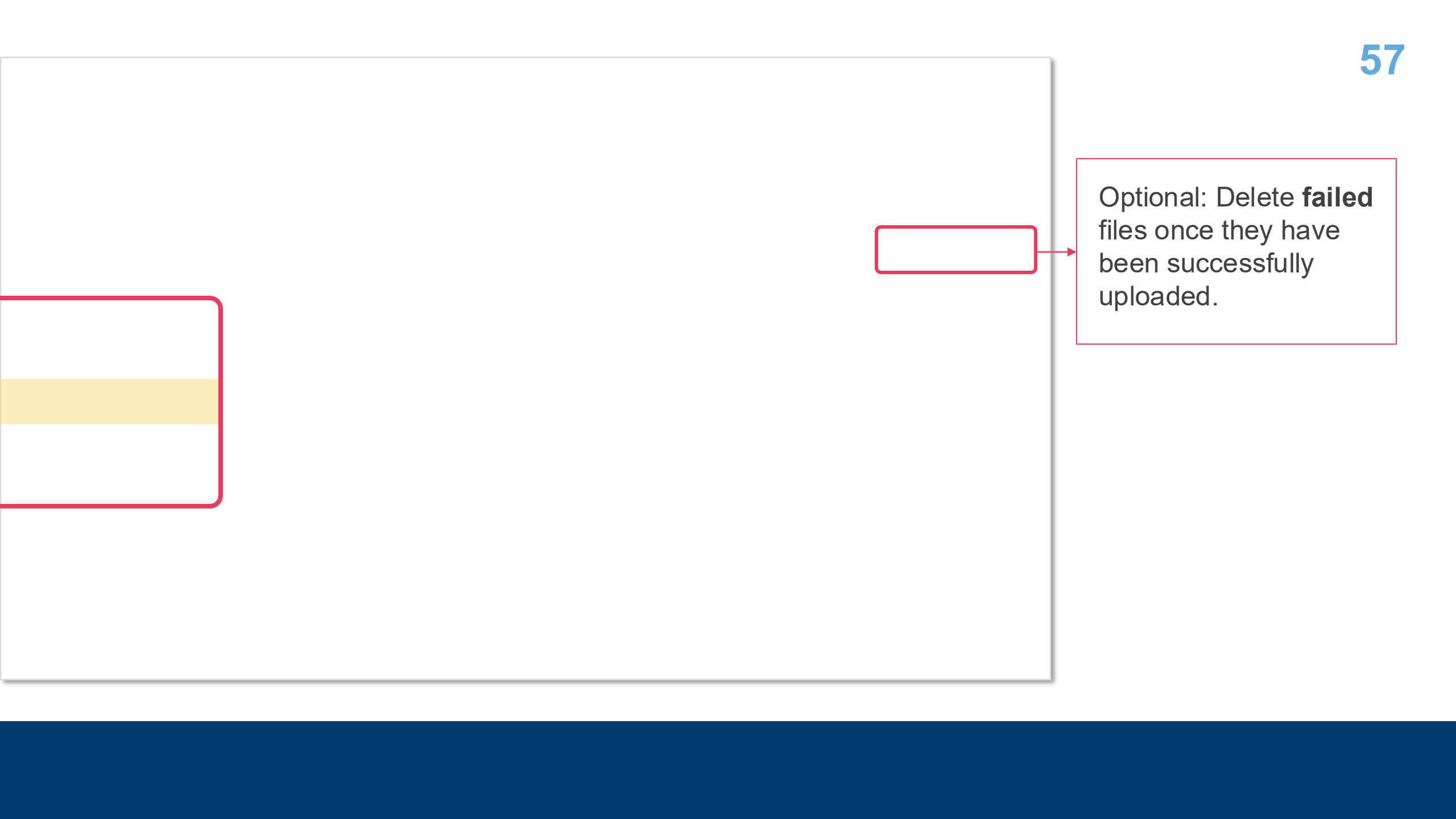
**+1 to the  
Row ID to find the  
corresponding row in  
your spreadsheet.**  
The system counts the  
header row as "0"  
but on the spreadsheet  
the header row is 1.



Provides the error  
and the resolution.

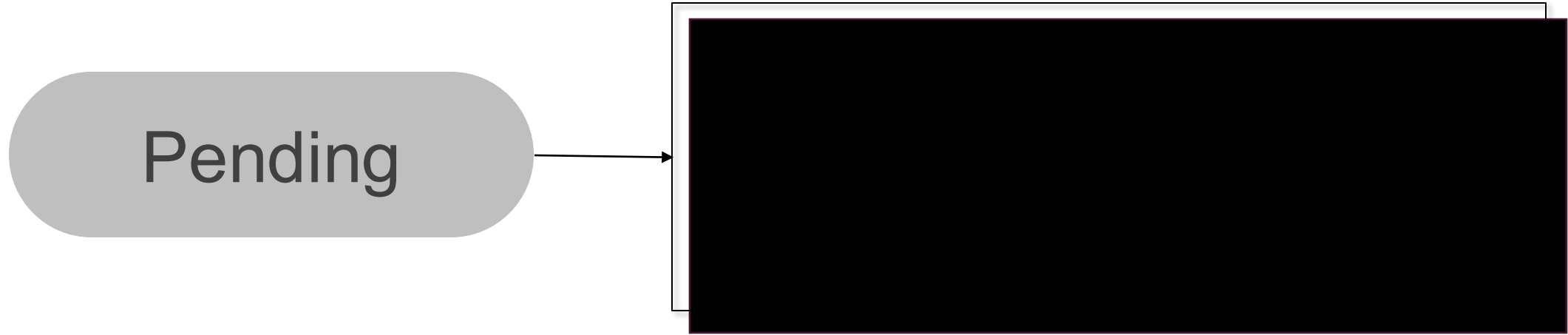
Make necessary corrections in the csv file and reupload.



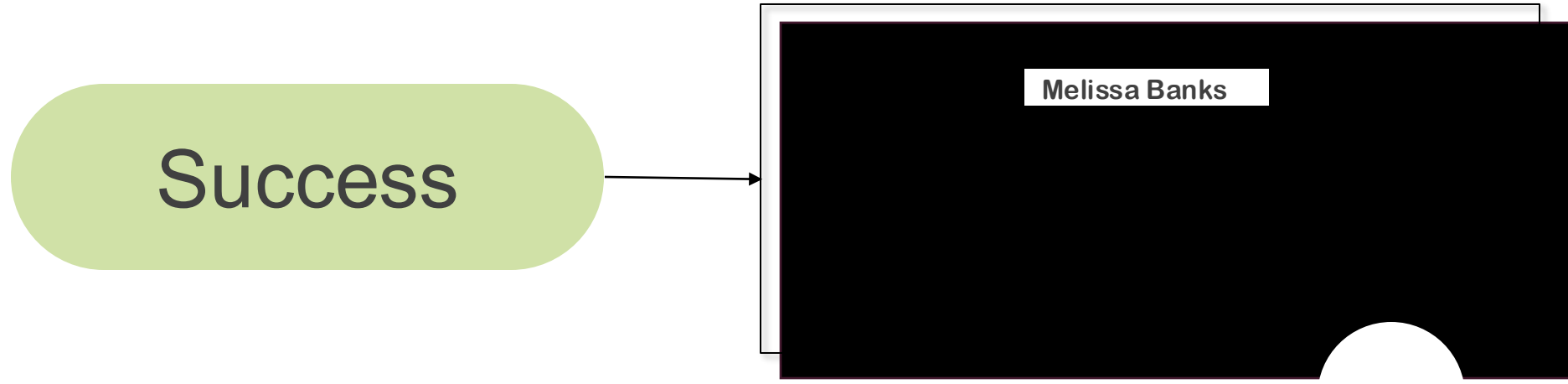


The diagram shows a large white rectangular area representing a workspace. On the left side, there is a red-outlined rectangle containing a yellow horizontal bar. On the right side, there is a smaller red-outlined rectangle. A red arrow points from this rectangle to a callout box on the right. The callout box has a red border and contains text about deleting failed files.

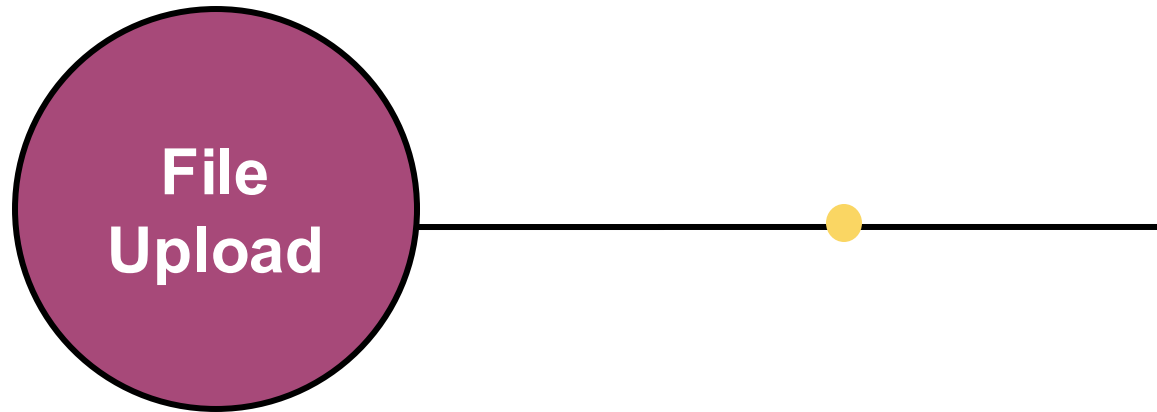
Optional: Delete **failed** files once they have been successfully uploaded.



**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**.





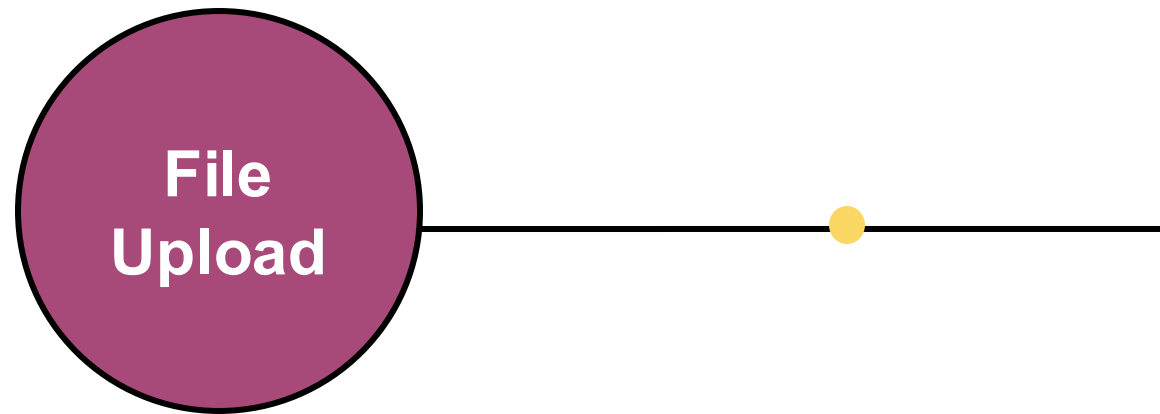
Q&A

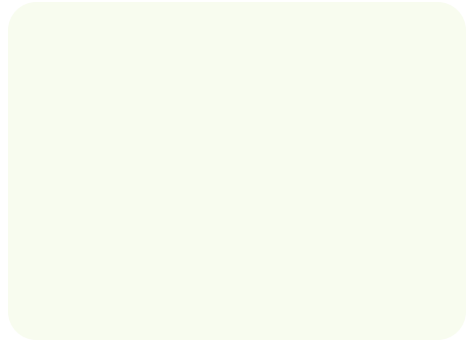


**View errors and warnings for any data that has been processed**


(API, file upload, or manual entry)

**Permission: Various**







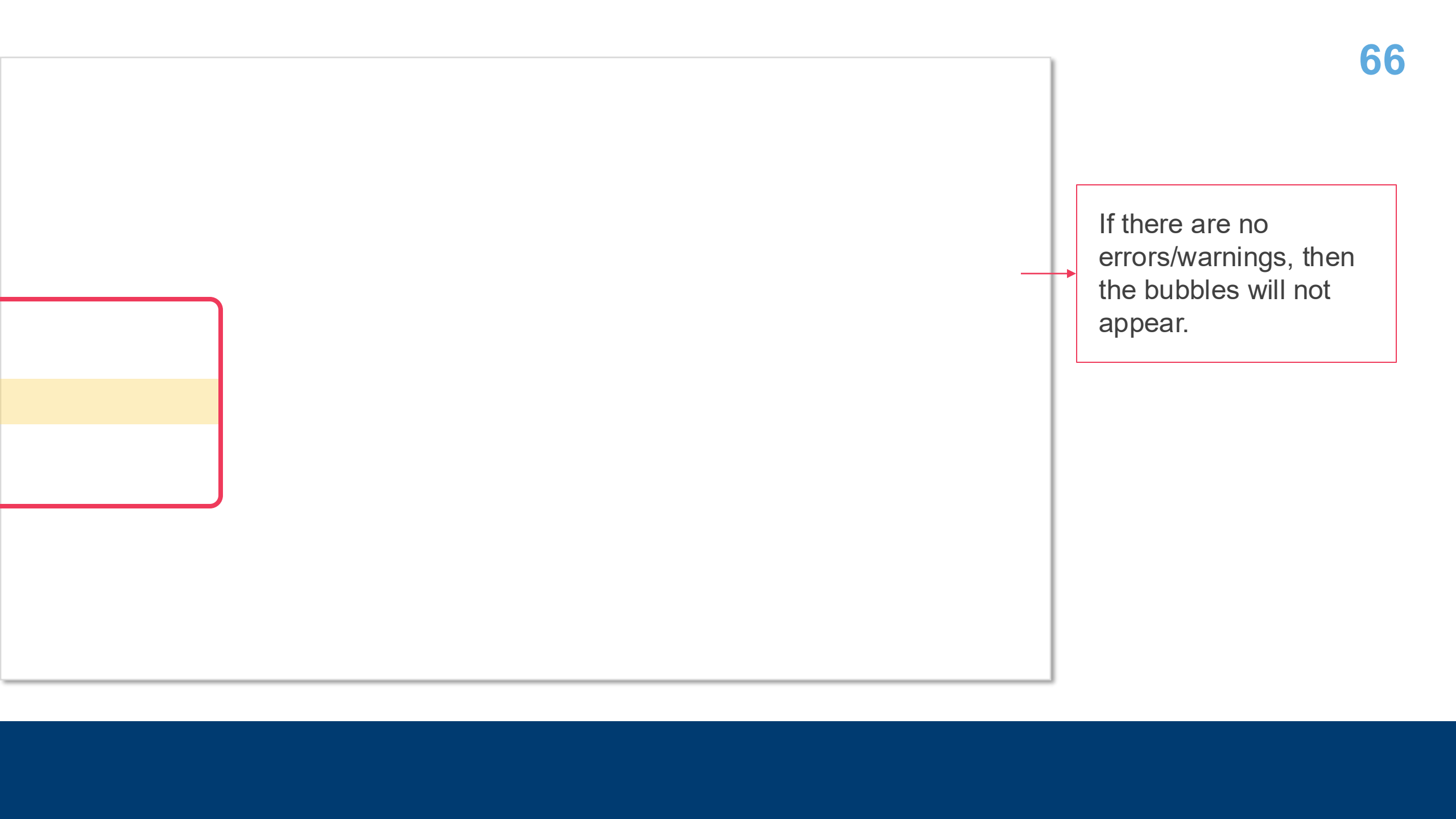


Bubbles are visible  
based on permissions

Personnel

Student:

- Attendance
- Academic Record
- Enrollment
- **Course Section**
- Student Demographics



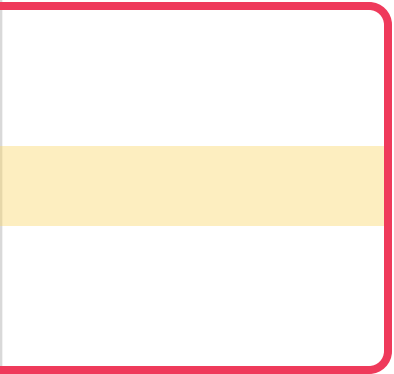
If there are no errors/warnings, then the bubbles will not appear.

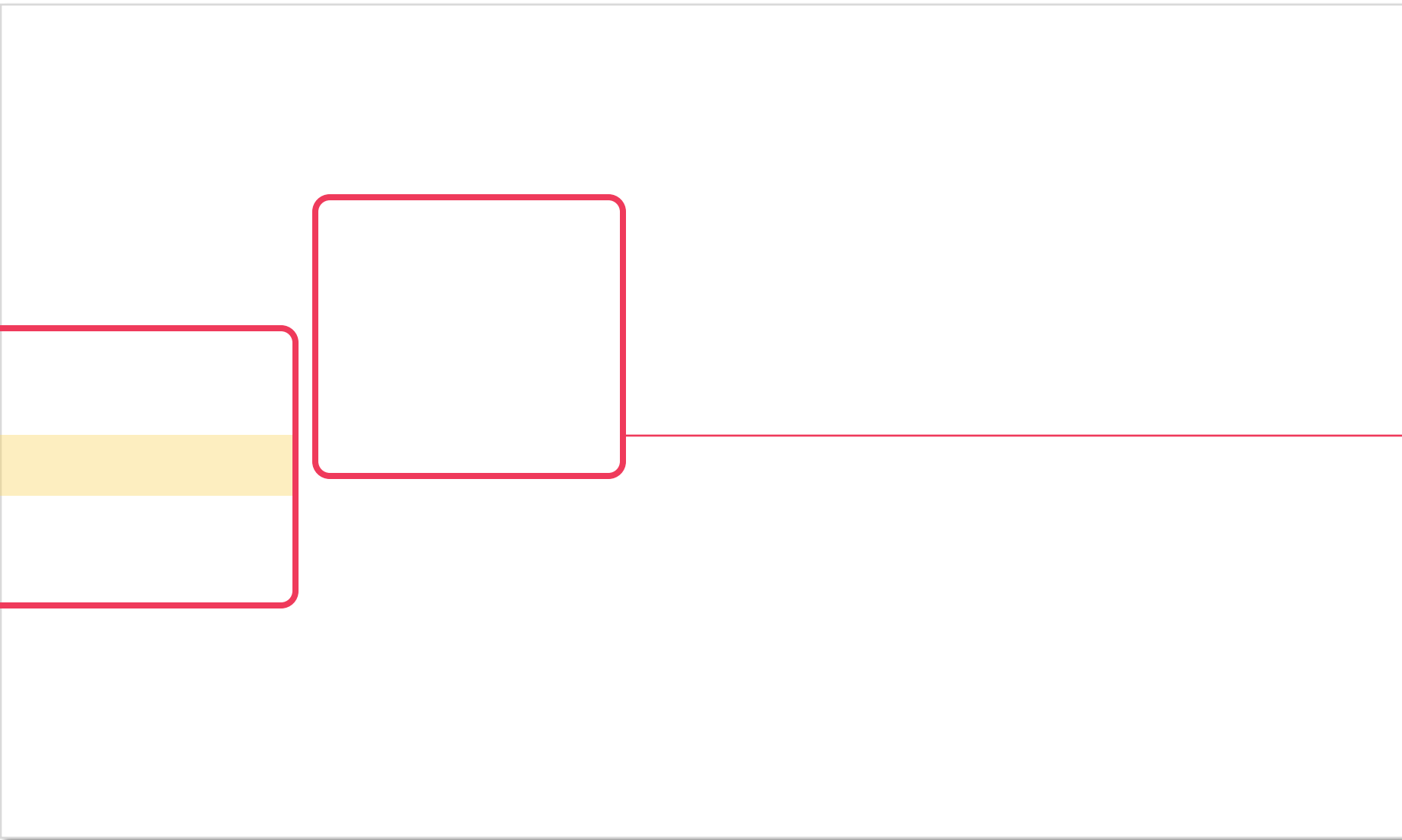


**msis.mdek12.org**



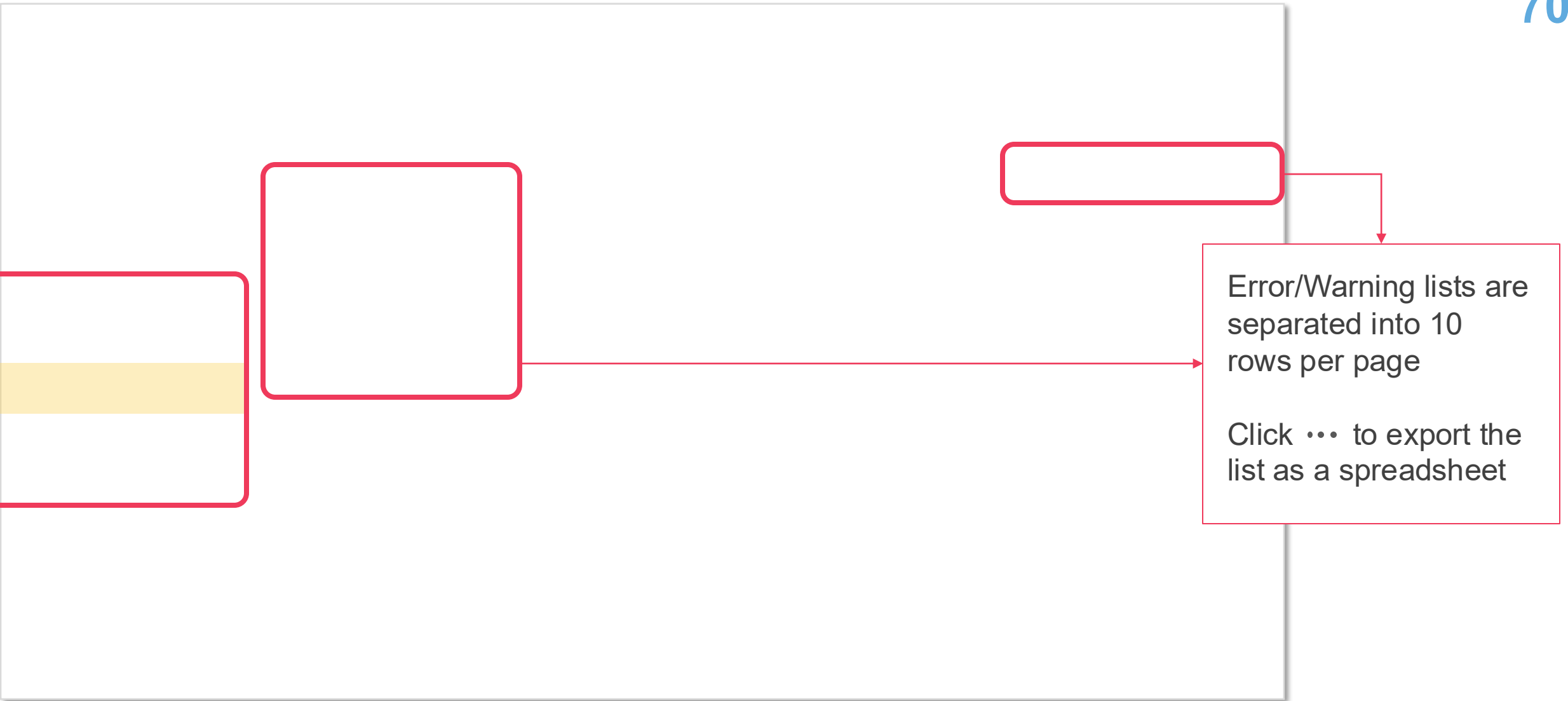
Filter errors and warnings by certification data collections.

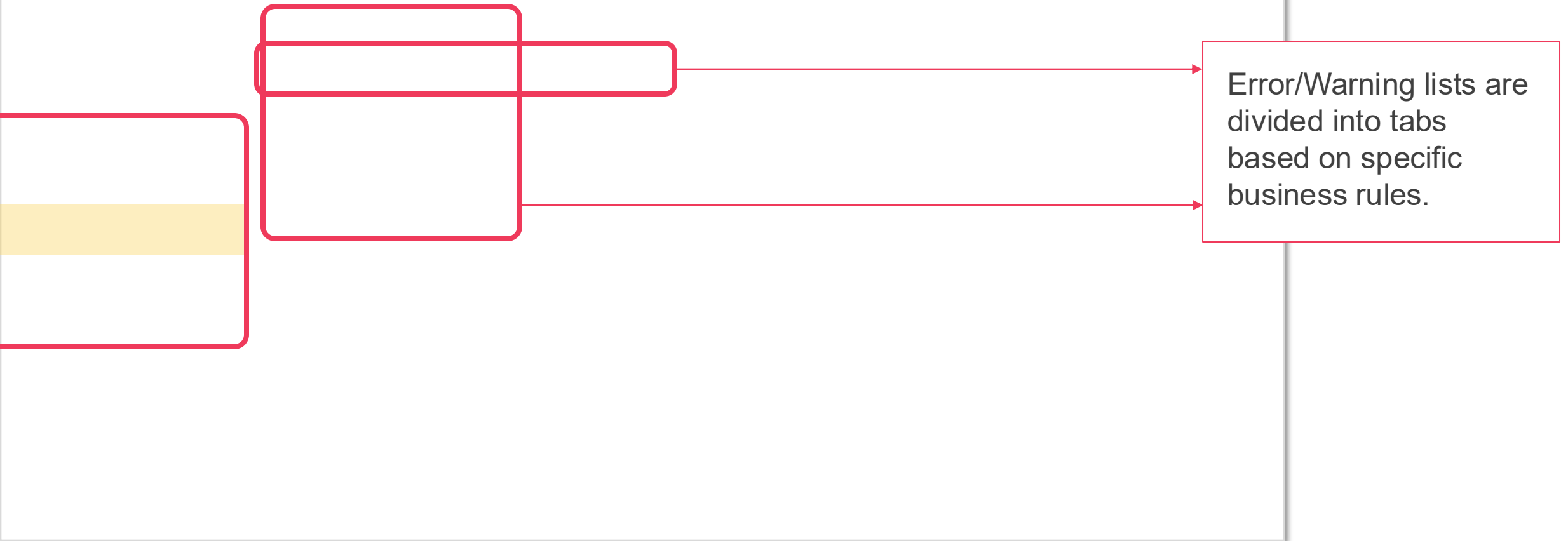


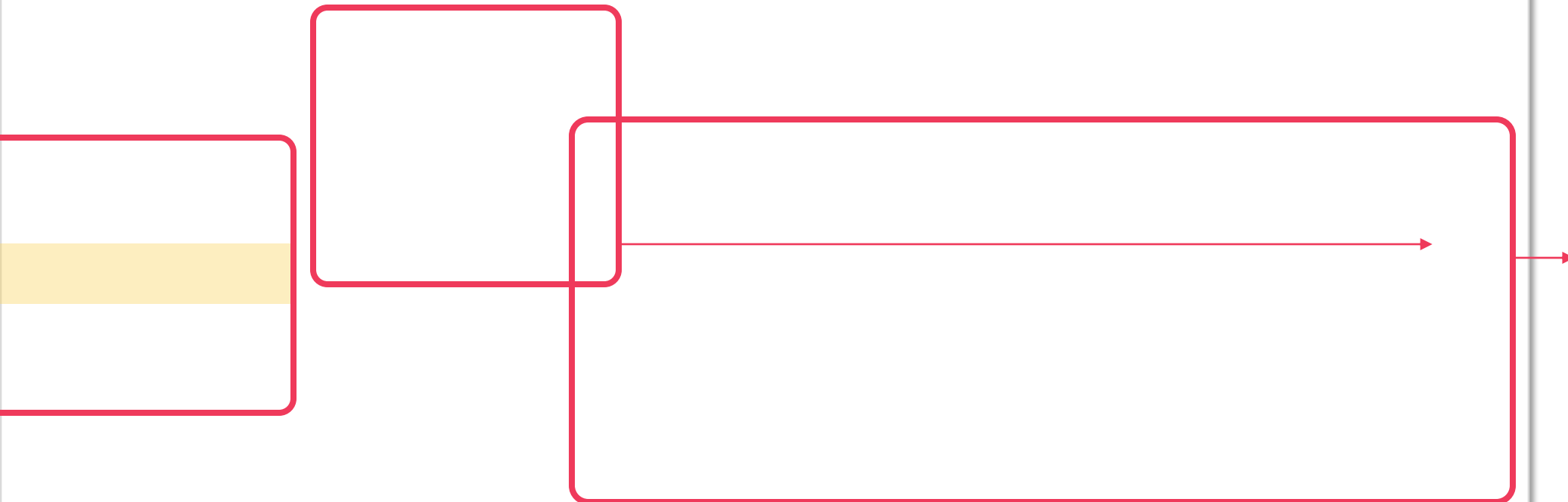


Errors and warnings  
will be split into  
separate bubbles.

Click on the bubble to  
see more details.



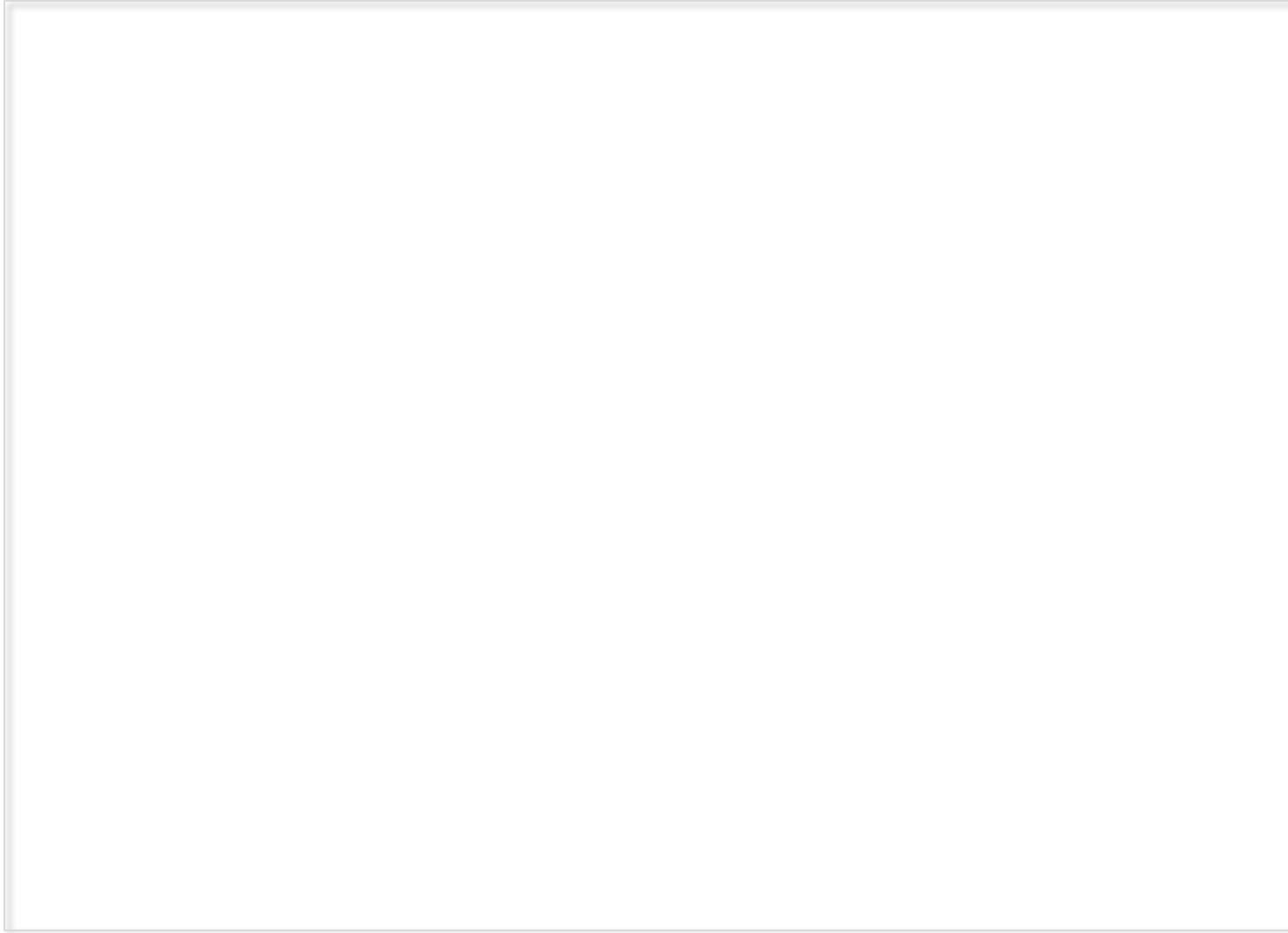


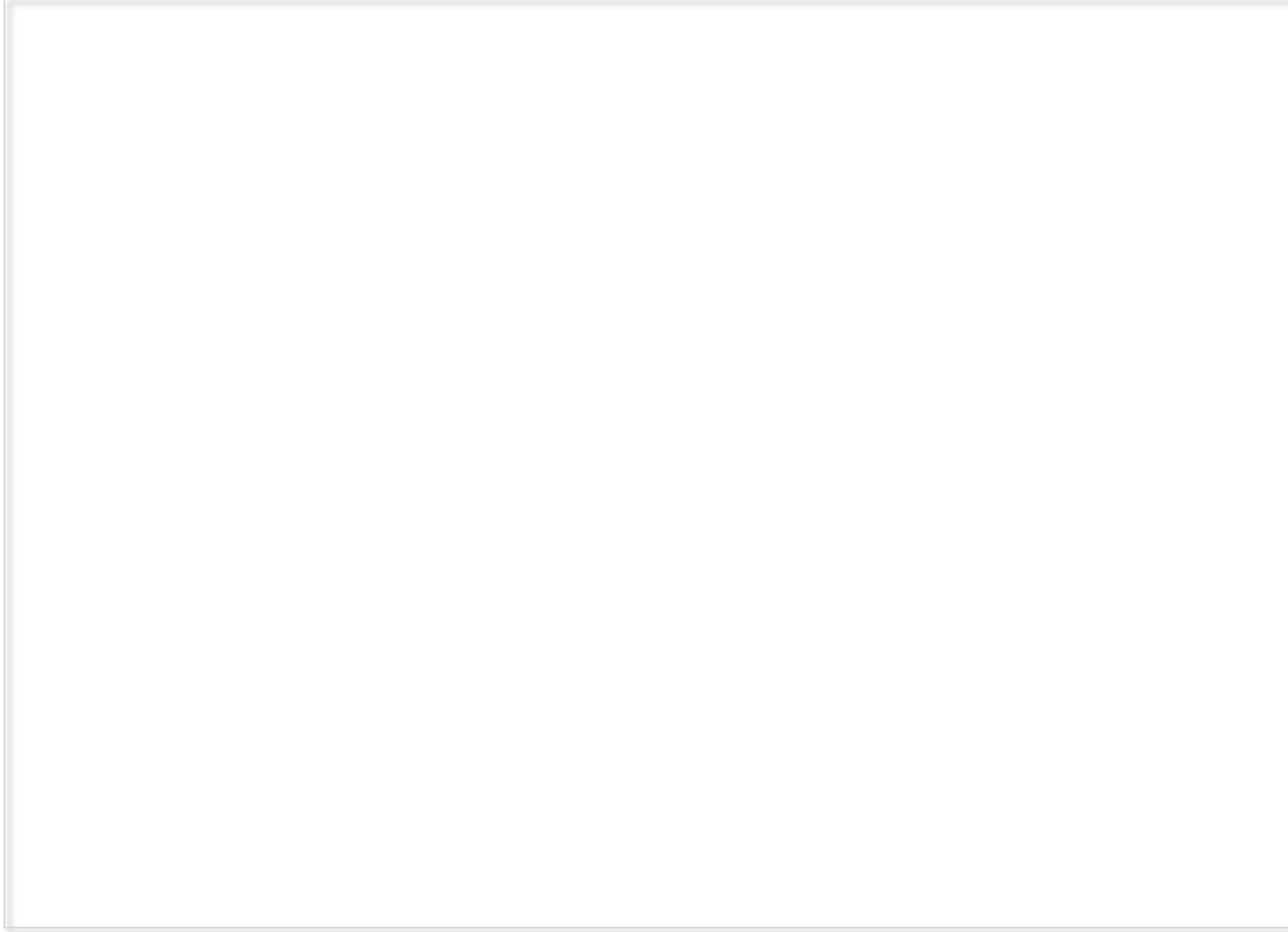


**Carefully review ALL information provided** (including missing information).

Compare the provided information with your data source to determine how to correct the issue.





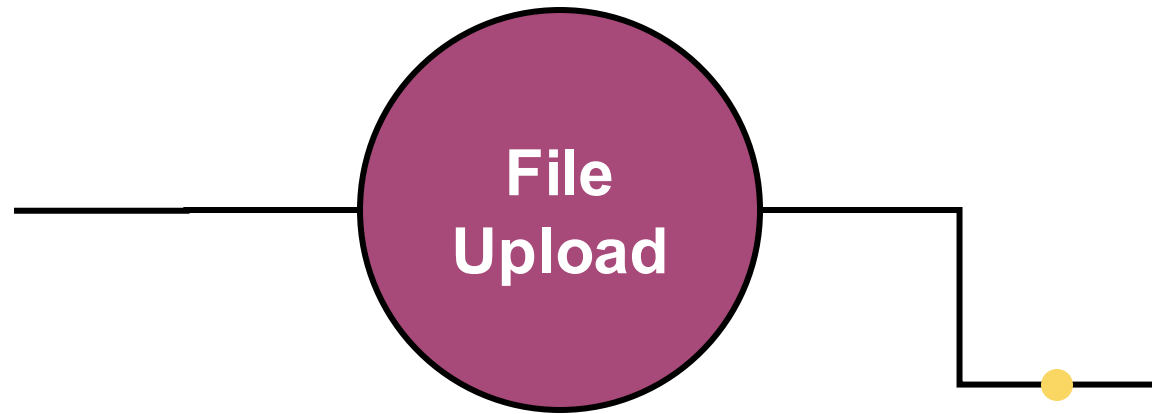


## Data Quality Dashboard

**Errors:** data **CANNOT** be certified until errors are resolved in the SIS or new data is uploaded

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

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







## **View Accreditation edits**

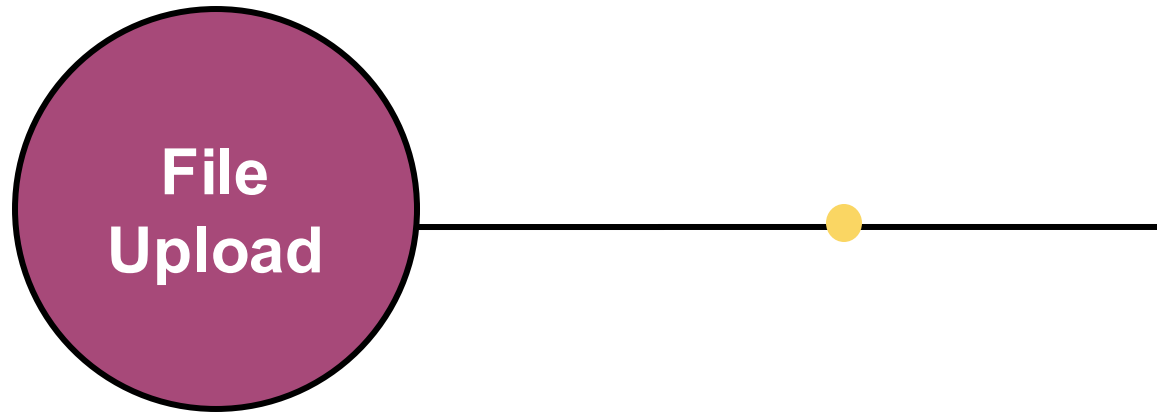
(based on Personnel and Course Section data)

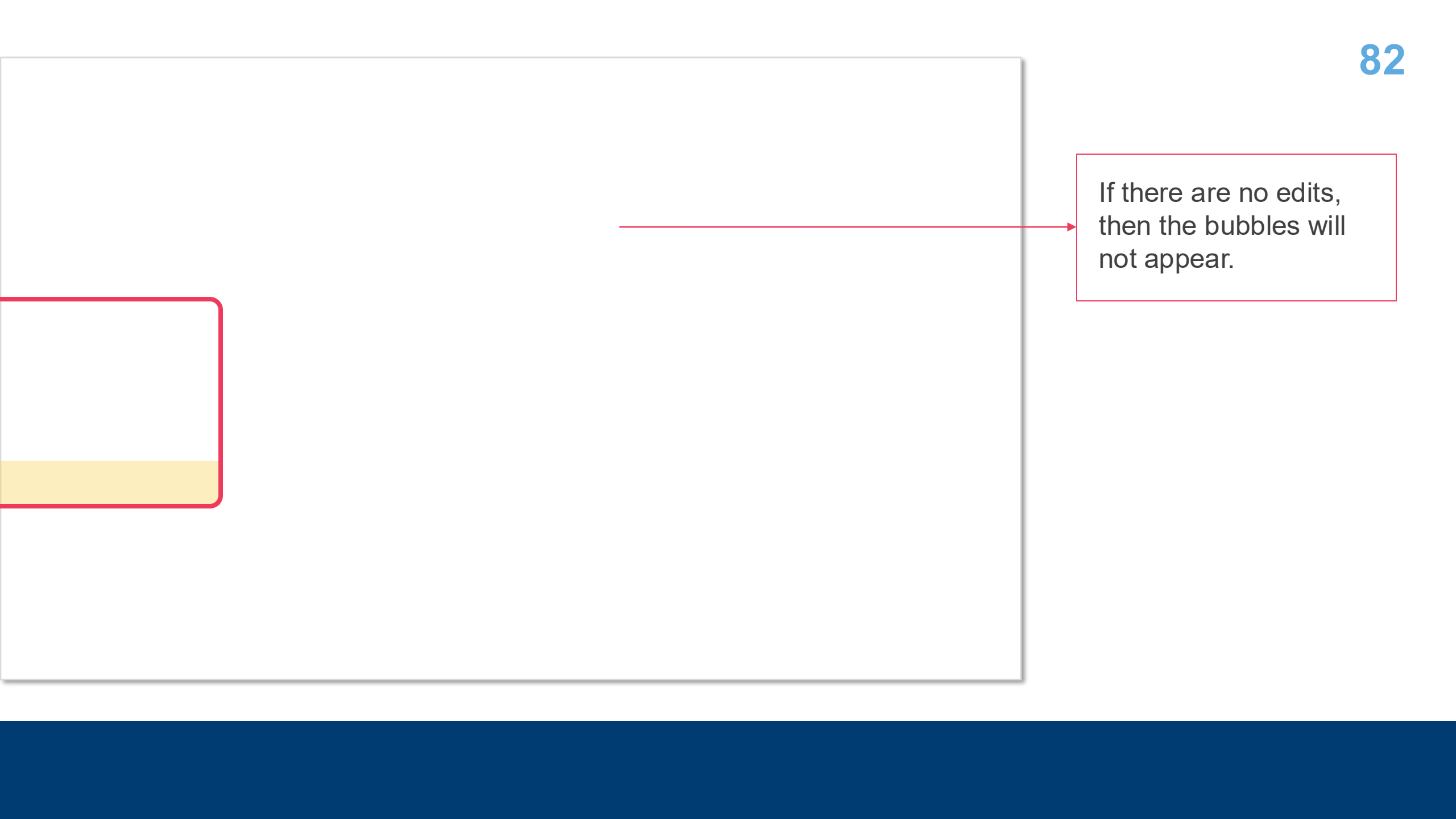
**Permission: Accreditation**

**Community Colleges**  
**DO NOT need**  
**Accreditation**  
**permission**

**Non-Public Schools**  
**MUST monitor**  
**Accreditation edits**







The diagram shows a large white rectangular area representing a document editor. On the left side, there is a vertical red line. To its right, a yellow horizontal bar is visible, representing a selection. A red arrow points from the right side of the yellow bar towards the right edge of the main white area. On the far right, there is a red-bordered box containing text.

If there are no edits,  
then the bubbles will  
not appear.

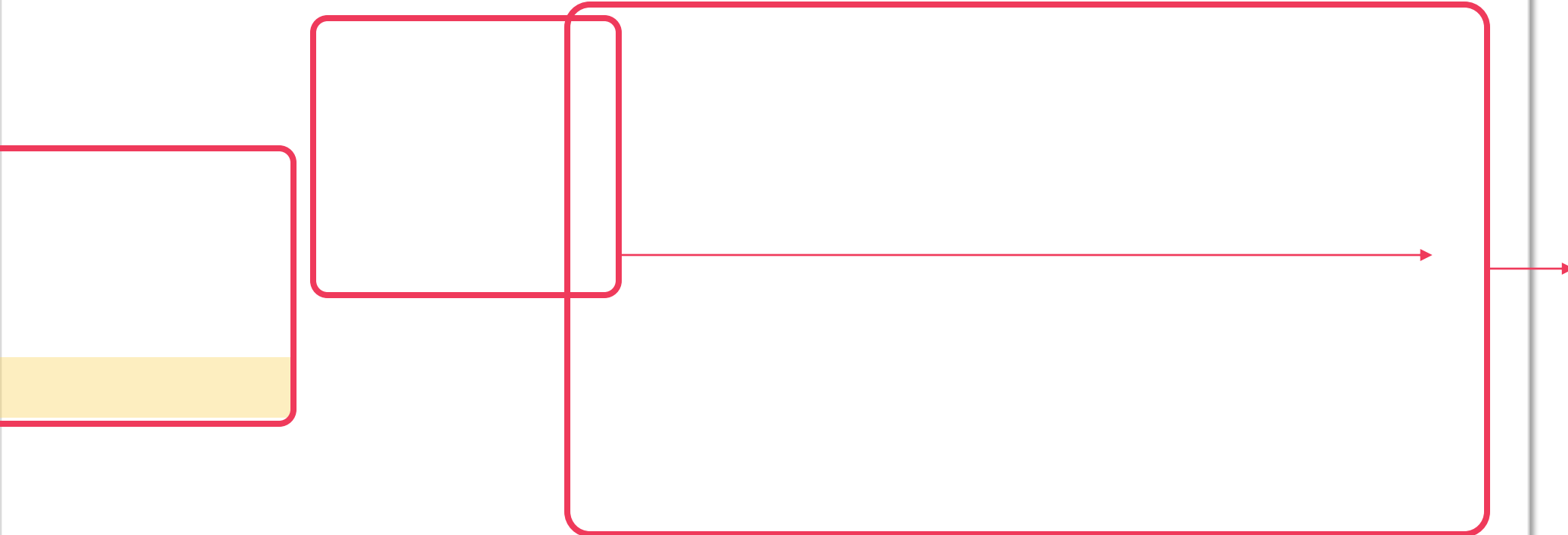


**msis.mdek12.org**



Edit list is divided into tabs based on specific Accountability rules.





**Carefully review ALL information provided** (including missing information).

Compare the provided information with your SIS or Personnel package to determine how to correct the issue (if possible)

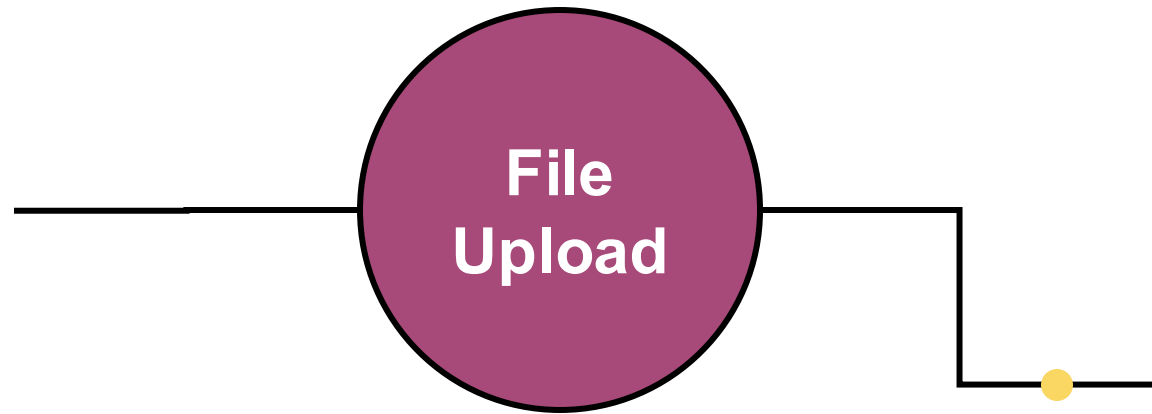


## ACCREDITATION DASHBOARD: NONPUBLIC PERSONNEL

Tab Name	Rule Description	Resolution	Additional Information
<b>24.5 Core Course Load</b>	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.	
<b>24.2 Grades 1-4 Class Load</b>	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.	
<b>24.4 Grades 5-12 Class Load</b>	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.	
<b>24.1 Kindergarten Class Load</b>	Standard 24.1 - The student teacher ratios exceed 22 to 1 kindergarten students. If a full-time assistant teacher is employed, 27 kindergarten students may be enrolled.	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 assistant teacher is also assigned.	
<b>Elementary Teacher Planning Minutes</b>	Standard 20.2 - Instructional planning time for elementary teachers must be at least 150 minutes per week, excluding lunch period.	Ensure instructional planning time for elementary teachers is at least 150 minutes per week and does not include lunch period.	Checks Instructor of Record courses only. Checks courses active in first Semester (Full School Year, Semester or Trimester 1, or Quarter 1 and 2). Includes teachers with at least 3 courses on schedule. The planning period minutes are multiplied by 5 to determine weekly minutes. Part-time teachers are excluded from this check.

Updated January 27, 2025

1







**Accreditation edits that can be corrected should be cleared BEFORE certifying Personnel data**

**DEC**  
**1-10**

**DECEMBER**

---

Personnel  
Certification



Q&A

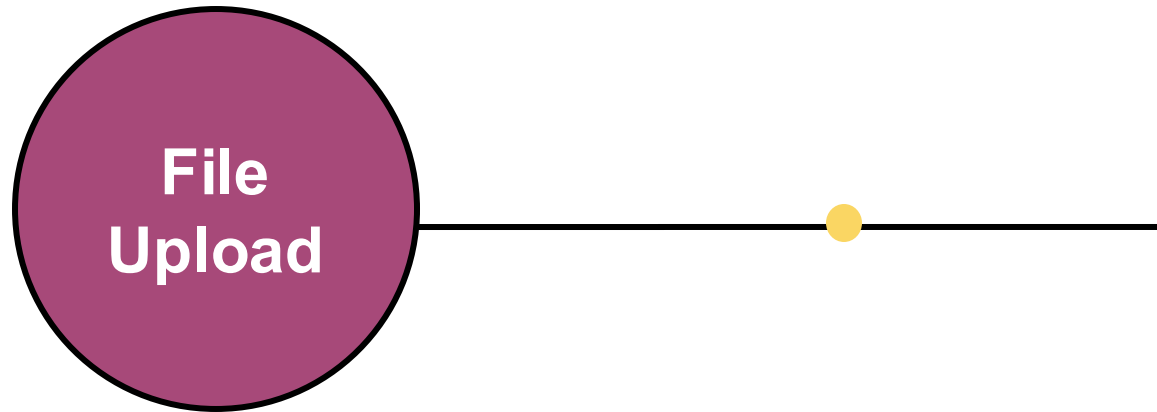
# LEFT-HAND NAVIGATION:

# Reports



A red decorative element consisting of a horizontal line that turns into a rounded rectangle on the left side.

**Variety of reports that display  
processed data**



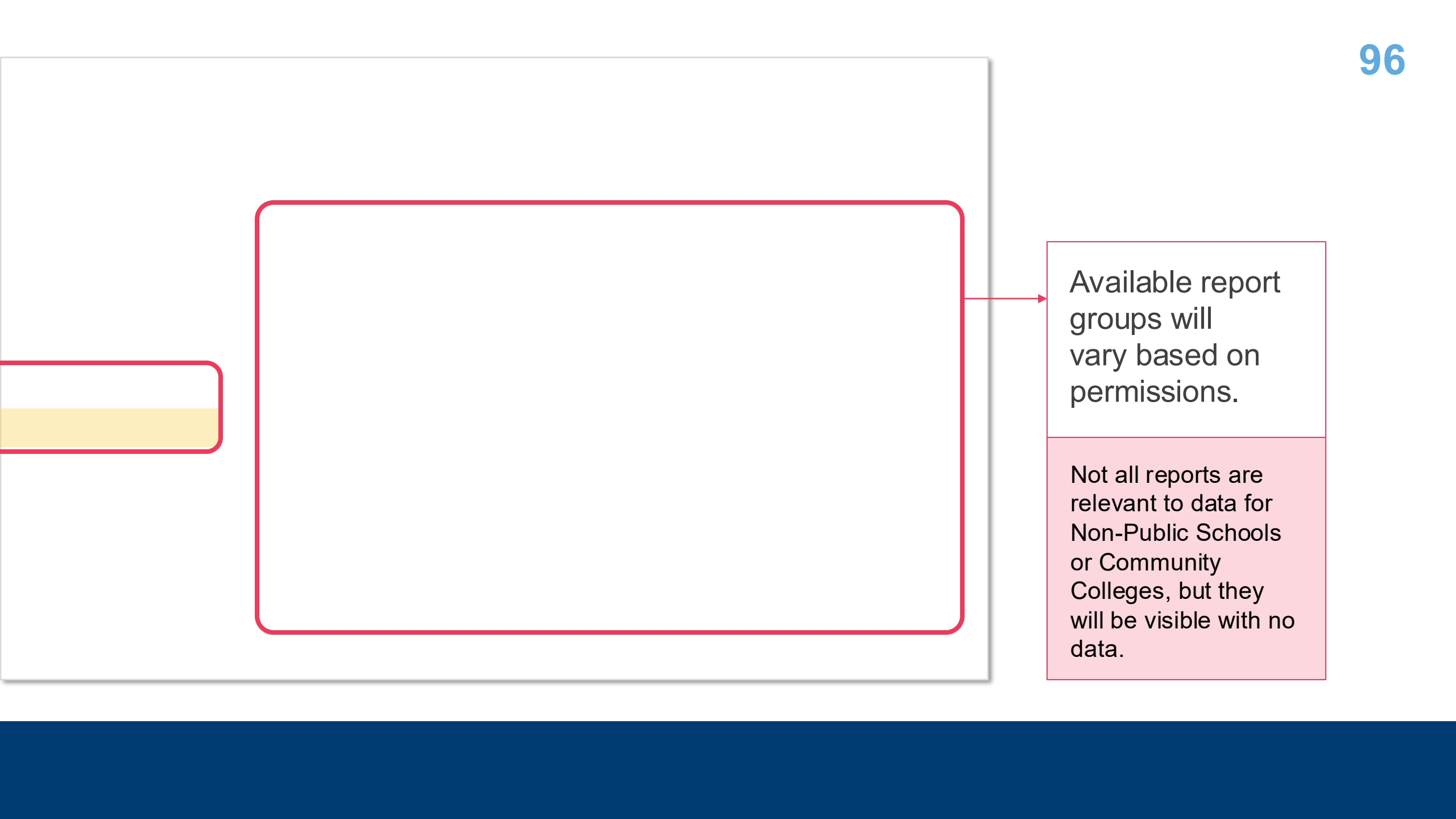


**Variety of reports that can be sorted, filtered, and exported for further analysis**

**Permission: Various**



Available tabs  
at the top will  
vary based on  
permissions.



The diagram shows a large white rectangular area with a red border, representing a report interface. To its left is a smaller yellow rectangular area, also with a red border. A red arrow points from the right side of the large white box to a callout box on the right. The callout box has a white top half and a pink bottom half, both with red borders. The top half contains the text 'Available report groups will vary based on permissions.' and the bottom half contains the text 'Not all reports are relevant to data for Non-Public Schools or Community Colleges, but they will be visible with no data.'

Available report groups will vary based on permissions.

Not all reports are relevant to data for Non-Public Schools or Community Colleges, but they will be visible with no data.







Report filters\*

*\*School filter may differ  
based on permissions*

Report name

Column headers

Data rows

More options



## Report filters

Each tabular report has a variety of filters with drop-down menus containing filter options.

### Select more than one filter option:

- Click the down arrow to expand the filter options.
- CTRL or CMD + click on each desired option.

### Clear selected filter options:

- Hover just above the top right corner of the filter drop-down. An eraser should appear.
- Click the eraser to clear the selected options for that filter.

*NOTE: Available filters may differ based on the report selected. Filter options may differ based on user permissions.*



**Sort columns**

Columns can be sorted in ascending or descending order.

- Hover over the column heading.
- A black arrow will appear.
- Click the arrow [▲] to sort the column in ascending order.
- Click the arrow again [▼] to sort the column in descending order.

**Table data**

Hover over a cell. The cell and row will turn grey to help identify where you are in the table.

- Click on any cell in a row to select that row.
- Selected rows will have a solid vertical line next to the first cell in the row.
- Right-click to copy the cell value or the entire selected row.
- CTRL or CMD + click on the desired rows.



Q&A

# LEFT-HAND NAVIGATION:

# Data Input







**Contains all manual input  
screens**

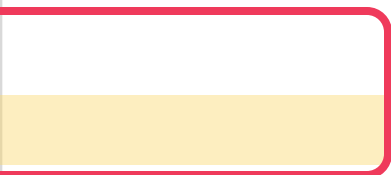


**Provide information regarding  
assigned district and schools**

**Permission: Various**



Available tabs  
at the top will  
vary based on  
permissions.





Q&A

**LEFT-HAND NAVIGATION:**

**Provide Feedback**





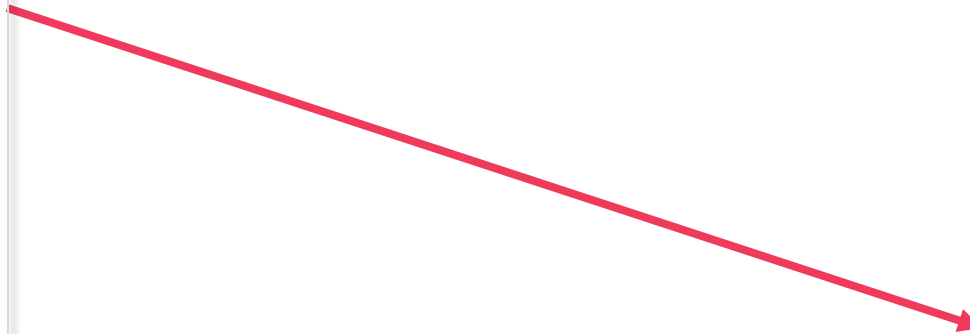
**Give us your feedback!**  
Permission: All users



# MSIS Resources







<a href="#">Detailed manual, Guidance and FAQs</a>
<a href="#">Webinar Archive</a>
<a href="#">Data Domain Mapping</a>
<a href="#">Data Quality Dashboard</a>

If you have questions about these resources or recommendations for future resources, please contact us at [msis2@mdek12.org](mailto:msis2@mdek12.org).

*Last Updated: August 26, 2025*

**Non-Public Schools**

**Data Domain Mapping:**

- [Personnel](#)
- [Course Section](#)
- [24-25SY Work Area Codes Catalog](#)
- [24-25SY Course Code Search Portal](#)
- [Accreditation Dashboard Edits](#)
- Find blank file upload templates on the [File Layouts Templates](#) page under the Non-Public Schools Personnel collapsible menu

**Webinar Archive:**

- January 23: Personnel Reports & Certification ([Slide deck](#) and [Recording](#))
- December 18: MSIS Personnel File Upload (webinar): [Slide Deck](#) and [Recording](#)
- December 17: MSIS Personnel File Upload (in-person): [Slide deck](#)
- September 17, MSIS & Personnel Overview ([Slide deck](#) and [Recording](#))

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# MSIS Team

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

mdek12.org

