

CTE Placement



Welcome

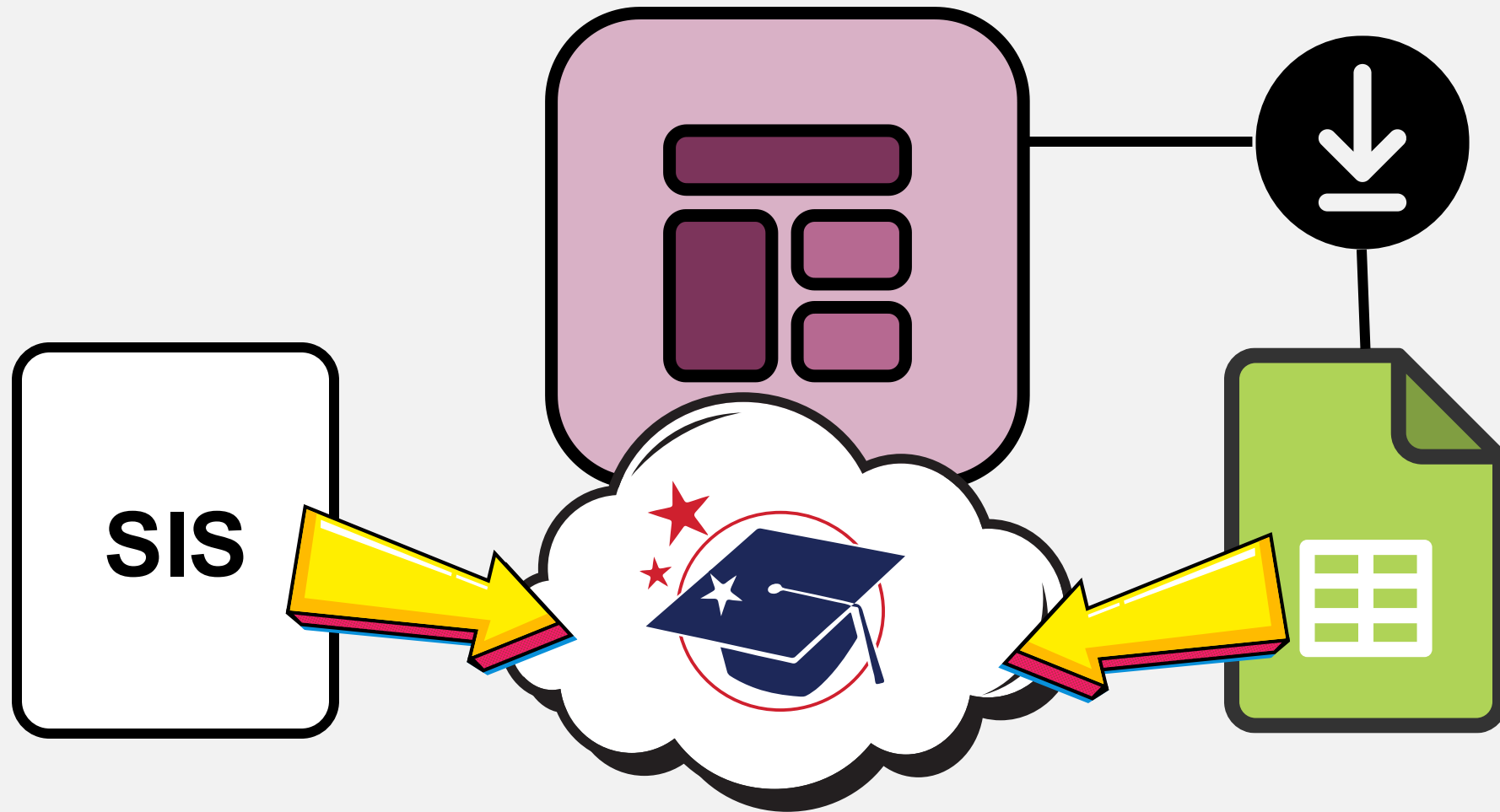
Sign In



msis.mdek12.org



Data Entry Download





PERMISSION

CTE

The screenshot displays the MSIS (Mississippi Student Information System) interface. The left sidebar contains a navigation menu with the following items: Home, Administration, Data Submission, Reports, Data Analytics (highlighted with a red circle and the number 1), Students, Data Input, and Provide Feedback. The main content area is titled "Data Analytics" and features a sub-menu with "Data Entry Download" (highlighted with a red circle and the number 2), Profiles, Reports, and Certification Reports. Below the sub-menu, there is a "CTE" section containing a "CTE Placement" button (highlighted with a red circle and the number 3).

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Data Analytics

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

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

CTE

CTE Placement

LEA

All

School

All

School Year

2024-2025

CTE Placement Report

Last Refresh Date: 9/19/2025

School Year	LEA ID	LEA Name	School ID	School Name	MSIS ID	First Name	Last Name	Grade Level	Placement Code	Placement Description
2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School	000000000	First Name	Last Name	12		
2025	9920	Faulkner City School District	9920-002	Medgar Evers High	000000000	First Name	Last Name	12		
2025	9920	Faulkner City School District	9920-002	Medgar Evers High	000000000	First Name	Last Name	12		
2025	9920	Faulkner City School District	9920-002	Medgar Evers High	000000000	First Name	Last Name	12		
2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School	000000000	First Name	Last Name	12		
2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School	000000000	First Name	Last Name	12		
2025	9920	Faulkner City School District	9920-002	Medgar Evers High	000000000	First Name	Last Name	12		
2025	9920	Faulkner City School District	9920-002	Medgar Evers High	000000000	First Name	Last Name	12		
2025	9920	Faulkner City School District	9920-002	Medgar Evers High	000000000	First Name	Last Name	12		
2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School	000000000	First Name	Last Name	12		
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2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School	000000000	First Name	Last Name	12		

LEA

All

School

All

School Year

2024-2025

CTE Placement Report

Last Refresh Date: 9/19/2025

School Year	LEA ID	LEA Name	School ID	School Name	Level	Placement Code	Placement Description
2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School			
2025	9920	Faulkner City School District	9920-002	Medgar Evers High School			
2025	9920	Faulkner City School District	9920-002	Medgar Evers High School			
2025	9920	Faulkner City School District	9920-002	Medgar Evers High School	000000000	First Name	Last Name 12
2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School	000000000	First Name	Last Name 12
2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School	000000000	First Name	Last Name 12
2025	9920	Faulkner City School District	9920-002	Medgar Evers High School	000000000	First Name	Last Name 12
2025	9920	Faulkner City School District	9920-002	Medgar Evers High School	000000000	First Name	Last Name 12
2025	9920	Faulkner City School District	9920-002	Medgar Evers High School	000000000	First Name	Last Name 12
2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School	000000000	First Name	Last Name 12
2025	9920	Faulkner City School District	9920-002	Medgar Evers High School	000000000	First Name	Last Name 12
2025	9920	Faulkner City School District	9920-002	Medgar Evers High School	000000000	First Name	Last Name 12
2025	9920	Faulkner City School District	9920-002	Medgar Evers High School	000000000	First Name	Last Name 12
2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School	000000000	First Name	Last Name 12
2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School	000000000	First Name	Last Name 12

Filter Report by School

LEA

All

School

All

School Year

2024-2025

CTE Placement Report

Last Refresh Date: 9/19/2025

School Year	LEA ID	LEA Name	School ID	School Name	MSIS ID	First Name	Last
2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School	000000000	First Name	Last
2025	9920	Faulkner City School District	9920-002	Medgar Evers High	000000000	First Name	Last
2025	9920	Faulkner City School District	9920-002	Medgar Evers High	000000000	First Name	Last
2025	9920	Faulkner City School District	9920-002	Medgar Evers High	000000000	First Name	Last
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2025	9920	Faulkner City School District	9920-002	Medgar Evers High	000000000	First Name	Last Name 12
2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School	000000000	First Name	Last Name 12
2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School	000000000	First Name	Last Name 12

Select 2024-2025 from the school year drop-down.

LEA

All

School

All

School Year

2024-2025

CTE Placement Report

Last Refresh Date: 9/19/2025

School Year	LEA ID	LEA Name	School ID	School Name	MSIS ID	First Name	Last Name	Grade Level	Placement Code	Placement Description
2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School	000000000	First Name	Last Name	12		
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2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School	000000000	First Name	Last Name	12		
2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School	000000000	First Name	Last Name	12		

Prepopulates from the SIS based on prior year enrollment information

LEA

All

School

All

School Year

2024-2025

CTE Placement Report

Last Refresh Date: 9/19/2025

School Year	LEA ID	LEA Name	School ID	School Name	MSIS ID	First Name	Last Name	Grade Level	Placement Code	Placement Description
2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School	000000000	First Name	Last Name	12		
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2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School	000000000	First Name	Last Name	12		

Provide via File Upload

LEA

All

School

All

School Year

2024-2025

CTE Placement Report

Last Refresh Date: 9/19/2025

School Year	LEA ID	LEA Name	School ID	School Name	MSIS ID	First Name	Last Name	Grade Level	Placement Code	Placement Description
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2025	9920	Faulkner City School District	9920-002	Medgar Evers High	000000000	First Name				
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2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School	000000000	First Name	Last Name	12		

Populates based on
Placement Code provided

STEP

Review CTE Placement Report.

CTE Concentrators who graduated in the previous school year will populate the report. Districts will provide placement information for all students.

STEP

Download the CTE Placement Report.

Check that any desired filters are selected, then export the report to provide additional information.

LEA

All

School

All

School Year

2024-2025

CTE Placement Report

Last Refresh Date: 9/19/2025

School Year	LEA ID	LEA Name	School ID	School Name	MSIS ID	First Name	Last Name	Grade Level	Placement Code	Placement Description
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2025	9920	Faulkner City School District	9920-002	Medgar Evers High	000000000	First Name	Last Name	12		
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2025	9920	Faulkner City School District	9920-002	Medgar Evers High	000000000	First Name	Last Name	12		
2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School	000000000	First Name	Last Name	12		
2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School	000000000	First Name	Last Name	12		

The image shows a sequence of steps for exporting data from a web application. It starts with a 'School Year' dropdown set to '2024-2025' and a 'Last Refresh Date: 9/19/2025'. A red box highlights a three-dot menu icon. A red arrow points from this icon to a dropdown menu with options: 'Export data', 'Show as a table', 'Spotlight', 'Get insights', 'Sort descending', 'Sort ascending' (which is selected with a checkmark), and 'Sort by'. Another red arrow points from 'Export data' to a modal window titled 'Which data do you want to export?'. This modal has three options: 'Data with current layout' (selected with a radio button), 'Summarized data', and 'Underlying data'. Below these is a 'File format:' section with a dropdown set to '.xlsx (Excel 150,000-row max)'. At the bottom right, a red box highlights the 'Export' button, with a 'Cancel' button next to it.

School Year
2024-2025

Last Refresh Date: 9/19/2025

Level Placement Code Placement Description

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

Which data do you want to export?

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

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

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

☐ Underlying data
Visual does not have aggregates or measures

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

Export Cancel

File will save as an Excel spreadsheet

AutoSave      ...

data (57) ? No

Home Insert Draw Page Layout Formulas Data Review View Automate Acrobat

Paste  Cut  Copy  Format

Aptos Narrow 12                                    

STEP

Enter Placement Code on the spreadsheet.

Review the following slides for guidelines on completing the spreadsheet.

LEA Id

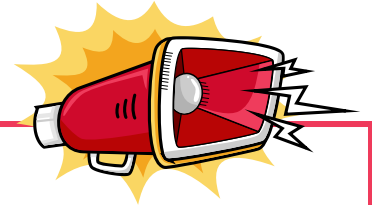
4-digit number
Ensure leading 0's are
present.

School Id

0000-000
Ensure leading 0's are present.
Must have Student permission
to the school.

MSIS Id

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



**Only ensure
leading 0's are
present!**

If the data is
incorrect, it
should be
updated in the
SIS. After the
report has
updated, you can
redownload and
add remaining
information.

1



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

22



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

Instructions for Formatting Cells – Excel and Sheets

Placement Code

1010

1002

9998

9999

1005

1001

1009

Placement Description

Do not have to enter any information.
MSIS will prepopulate based on the
code provided.

MSIS LEGACY CTE Placement Mapping

CTE PLACEMENT | Legacy Placement Description

Legacy Description	Placement Code	Placement Description
Employed – Field Trained Employed – Field Related to Training Employed – Field Not Related to Training	1010	Employment
Military	1002	Military service
Not Employed	9998	Not engaged Perkins Post-Program Placement
Other	9999	Other
Post – Secondary Education	1005	Postsecondary education
Advanced Training	1001	Advanced training
Peace Corps	1009	Peace Corps

Data Domain
Mapping >
CTE >

[CTE Placement
Mapping Guide](#)

STEP



Delete any rows from the file that contain students whose placement information is not being provided at this time.

This will NOT delete students from the report. However, the file upload process will fail if any of the rows are missing placement information.

Be sure to delete ALL information in the row as well as the row itself from the spreadsheet. (No blank rows or columns should remain in the file uploaded to MSIS.)

STEP



Delete the last row that contains “Applied filter” information.

This row is manually added to any file export. Remove the row before uploading the spreadsheet to MSIS.

STEP

Upload the spreadsheet as a CSV file.

Files should be saved as

####CTE.Placement.csv or

####_OptionalText_CTE.Placement.csv



MISSISSIPPI STUDENT INFORMATION SYSTEM

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

Melissa Banks

Upload a New File

Please follow this file naming convention:

0123

OptionalText

MsisIdRequest

.csv

LEA Number

Optional Text

Data Type Name

File Format

File Name & Size Limits:

- 50 MB maximum size per file
- 50 characters maximum filename length

Optional Text:

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

Supported File Formats:

- CSV

Supported Data Type Names:

- AcademicAward.Removal
- CTE.Placement**
- StudentTransfer
- FedProg.EnglishLearner
- FedProg.Homeless
- FedProg.Immigrant
- Finance.BondData
- Finance.FETS
- GoodCauseExemptions
- InactiveEnrollment
- Incident.Removal
- KindergartenEntry
- MsisIdRequest
- NonPublicStaff.Assignments
- NonPublicStaff.Employment
- NonPublicStaff.Schedules
- ResidentLEASchool

Save file as listed

File Upload

Choose File | No file chosen

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

9920_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_MHS_CTE.Placement.csv Failed

Invalid file type.

[Try Again](#)

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

0123_OptionalText_MsisIdRequest.csv

LEA Number

Optional Text

Data Type Name

File Format

File Name & Size Limits:

- **50 MB** maximum size per file
- **50 characters** maximum filename length

Optional Text:

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

Supported File Formats:

- CSV

Supported Data Type Names:

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

 **9920_MHS_CTE.Placement.csv** Completed[View Files](#)[Upload More Files](#)

STEP

Once you have a green success bar on the file upload page, review the submission status page to see the status of the upload.

If file is in failed status, click on the file name to see errors.

Submission Status

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

Status	Uploaded By	06/09/2025 – 07/09/2025		Apply Filter	Reset Filter	+ Upload a File
Select...	Enter uploaded by na...					

Name	Date & Time (CT)	Uploaded By	Status	Actions
9920_MHS_CTE.Placement.csv	06/10/2025, 09:16:43 AM	Banks, Melissa	Failed	
9920_CourseSection.Removal.csv	06/13/2025, 11:20:05 AM	Banks, Melissa	Pending	
9920_MsisIdRequest.csv	06/10/2025, 09:17:40 AM	Banks, Melissa	Success	

Files will be sorted by status.

Failed

File contained errors and 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.

Home

Administration

Data Submission

Upload a File

Submission Status

Data Quality Dashboard

Reports

Students

Data Input

Provide Feedback

Submission Status

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

Status: Uploaded By: –

Name	Date & Time (CT)	Uploaded By	Status	Actions
9920_MHS_CTE.Placement.csv	06/10/2025, 09:16:43 AM	Banks, Melissa	Failed	
9920_CourseSection.Removal.csv	06/13/2025, 11:20:05 AM	Banks, Melissa	Pending	
9920_MsisIdRequest.csv	06/10/2025, 09:17:40 AM	Banks, Melissa	Success	

Click on file name for more information.

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

[< Back](#)

9920_MHS_CTE.Placement.csv

Date Uploaded:
06/10/2025Uploaded By:
Melissa BanksNumber of Rows:
2File Status: **Failed**

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

Row ID	First Name	Last Name	Error	Resolution
1	Sally	Seashore	The MSIS ID is blank or invalid.	The MSIS ID is a required field and must be 9-digits including leading zeros. Ensure the MSIS ID is not blank. Example: 001234567.
2	Tiny	Tim	The Placement Code is blank or invalid.	The Placement Code is required and can only be one of the following: 1001, 1002, 1005, 1009, 1010, 9998, 9999.

**+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.

[< Back](#)

9920_MHS_CTE.Placement.csv

Date Uploaded:
06/10/2025Uploaded By:
Melissa BanksNumber of Rows:
2File Status: **Failed**

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

Row ID	First Name	Last Name	Error	Resolution
1	Sally	Seashore	The MSIS ID is blank or invalid.	The MSIS ID is a required field and must be 9-digits including leading zeros. Ensure the MSIS ID is not blank. Example: 001234567.
2	Tiny	Tim	The Placement Code is blank or invalid.	The Placement Code is required and can only be one of the following: 1001, 1002, 1005, 1009, 1010, 9998, 9999.

Provides the error and the resolution.

1



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

22



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

Instructions for Formatting Cells – Excel and Sheets

AutoSave       ...

Home Insert Draw Page Layout Formulas Data Review View Automate Acrobat

Paste  Cut  Copy  Format

Aptos Narrow 12         Wrap Text  Merge & Center  General  Conditional Formatting  Format as Table  Check Cell

E25    fx

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	School Year	LEA ID	LEA Name	School ID	School Name	MSIS ID	First Name	Last Name	Grade Level	Placement Code	Placement Description		
2	2025	9920	Faulkner City School District	9920-002	Medgar Evers High School	000000000	First Name	Last Name	12				
3	2025	9920	Faulkner City School District	9920-002	Medgar Evers High School	000000000	First Name	Last Name	12				
4	2025	9920	Faulkner City School District	9920-002	Medgar Evers High School	000000000	First Name	Last Name	12				
5	2025	9920	Faulkner City School District	9920-002	Medgar Evers High School	000000000	First Name	Last Name	12				
6	2025	9920	Faulkner City School District	9920-002	Medgar Evers High School	000000000	First Name	Last Name	12				
7	2025	9920	Faulkner City School District	9920-002	Medgar Evers High School	000000000	First Name	Last Name	12				
8	2025	9920	Faulkner City School District	9920-002	Medgar Evers High School	000000000	First Name	Last Name	12				
9													
10													
11													



Make necessary corrections in the csv file and resave.

AutoSave

Home Insert Draw Page Layout Formulas Data Review View Automate Acrobat

Paste Cut Copy Format

Aptos Narrow 12 A A

B I U A

Wrap Text Merge & Center

General

Conditional Formatting Format as Table

Normal Check Cell

E25

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	School Year	LEA ID	LEA Name	School ID	School Name	MSIS ID	First Name	Last Name	Grade Level	Placement Code	Placement Description		
2	2025	9920	Faulkner City School District	9920-002	Medgar Evers High School	000000000	First Name	Last Name	12				
3	2025	9920	Faulkner City School District	9920-002	Medgar Evers High School	000000000	First Name	Last Name	12				
4	2025	9920	Faulkner City School District	9920-002	Medgar Evers High School	000000000	First Name	Last Name	12				
5	2025	9920	Faulkner City School District	9920-002	Medgar Evers High School	00000	First Name	Last Name	12				
6	2025	9920	Faulkner City School District	9920-002	Medgar Evers High School		First Name	Last Name	12				
7	2025	9920	Faulkner City School District	9920-002	Medgar Evers High School		First Name	Last Name	12				
8	2025	9920	Faulkner City School District	9920-002	Medgar Evers High School		First Name	Last Name	12				
9													
10													
11													

File
Upload

MSIS

Submission Status

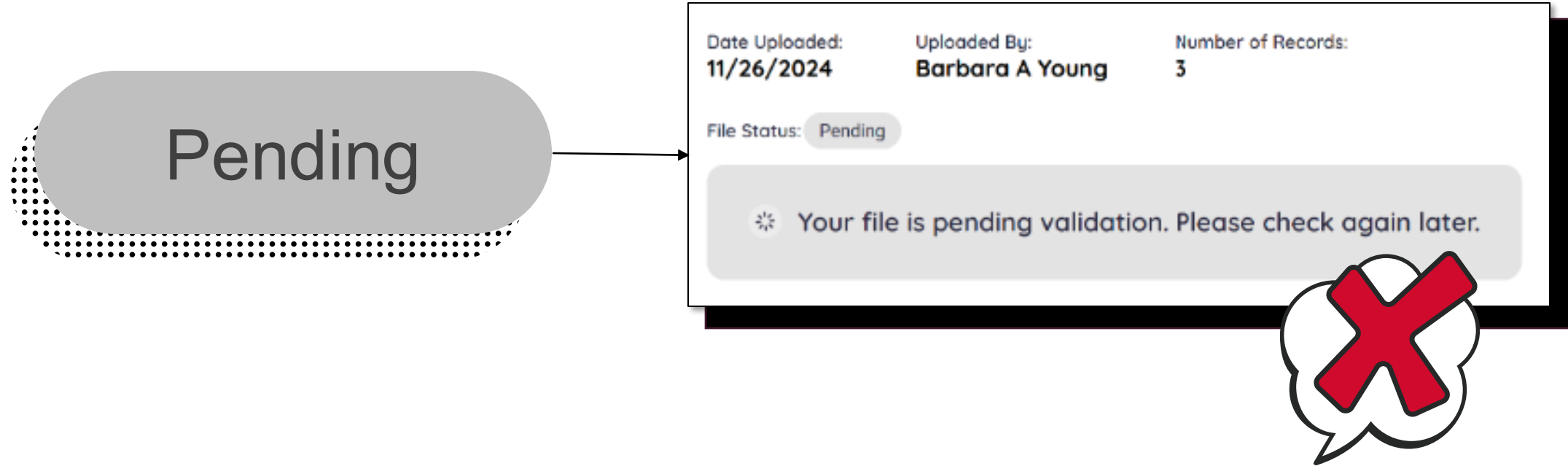
Select start and end dates (within the previous 365 days), then select Apply Filter.

Status: Uploaded By: –

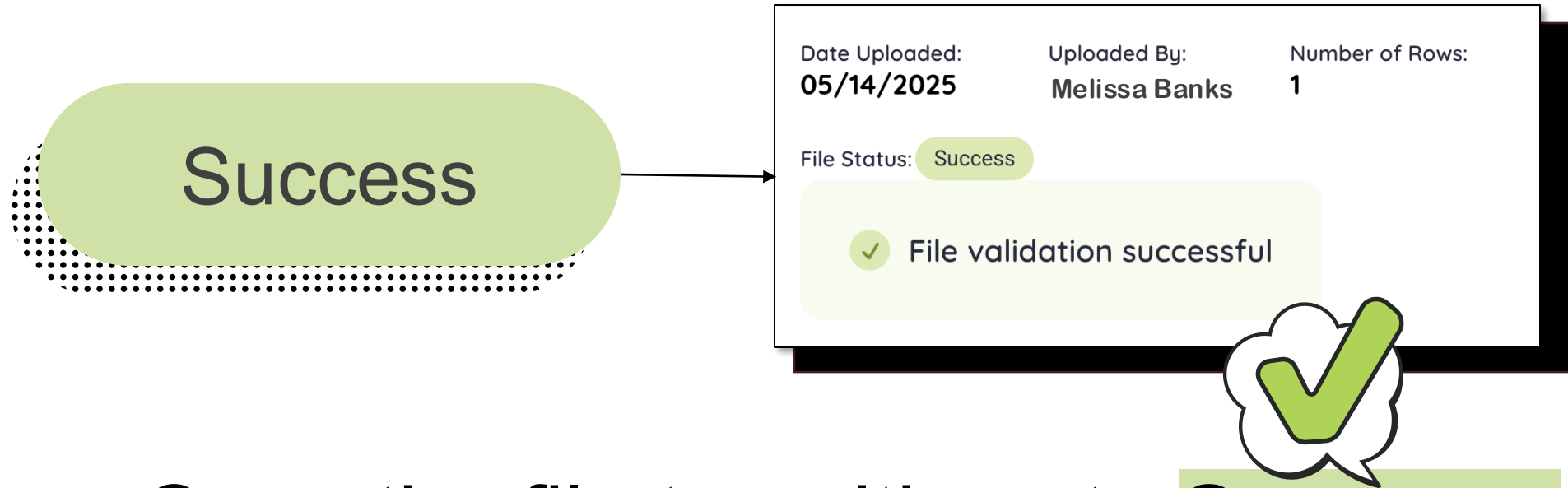
Name	Date & Time (CT)	Uploaded By	Status	Actions
9920_MHS_CTE.Placement.csv	06/10/2025, 09:16:43 AM	Banks, Melissa	Failed	
9920_CourseSection.Removal.csv	06/13/2025, 11:20:05 AM	Banks, Melissa	Pending	
9920_MHS2_CTE.Placement.csv	06/10/2025, 09:17:40 AM	Banks, Melissa	Success	

Files listed as “Success” have passed all validations and will be processed by MSIS that night.

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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.**

STEP

After the report refreshes overnight, review it for accuracy.

Repeat download/upload process as needed to add or update data. Review the refreshed reports the next day.

LEA

All

School

All

School Year

2024-2025

CTE Placement Report

Last Refresh Date: 9/19/2025



School Year	LEA ID	LEA Name	School ID	School Name	MSIS ID	First Name	Last Name	Grade Level	Placement Code	Placement Description
2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School	000000000	First Name	Last Name	12	1002	Military Service
2025	9920	Faulkner City School District	9920-002	Medgar Evers High	000000000	First Name	Last Name	12	1010	Employment
2025	9920	Faulkner City School District	9920-002	Medgar Evers High	000000000	First Name	Last Name	12	1001	Advanced training
2025	9920	Faulkner City School District	9920-002	Medgar Evers High	000000000	First Name	Last Name	12	1010	Employment
2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School	000000000	First Name	Last Name	12	9998	Not engaged in Perkins Post-Program Placement
2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School	000000000	First Name	Last Name	12	1005	Postsecondary education
2025	9920	Faulkner City School District	9920-002	Medgar Evers High	000000000	First Name	Last Name	12	9999	Other
2025	9920	Faulkner City School District	9920-002	Medgar Evers High	000000000	First Name	Last Name	12		
2025	9920	Faulkner City School District	9920-002	Medgar Evers High	000000000	First Name	Last Name	12		
2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School	000000000	First Name	Last Name	12		
2025	9920	Faulkner City School District	9920-002	Medgar Evers High	000000000	First Name	Last Name	12		
2025	9920	Faulkner City School District	9920-002	Medgar Evers High	000000000	First Name	Last Name	12		
2025	9920	Faulkner City School District	9920-002	Medgar Evers High	000000000	First Name	Last Name	12		
2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School	000000000	First Name	Last Name	12		
2025	9920	Faulkner City School District	9920-002	Morgan Freeman High School	000000000	First Name	Last Name	12		

Repeat as necessary to provide all information or update prior uploads



Please try to complete by November 15.

CTE Placement

- CTE Placement Data Entry Download Report
- Provide placement information for all students

MSIS Resources

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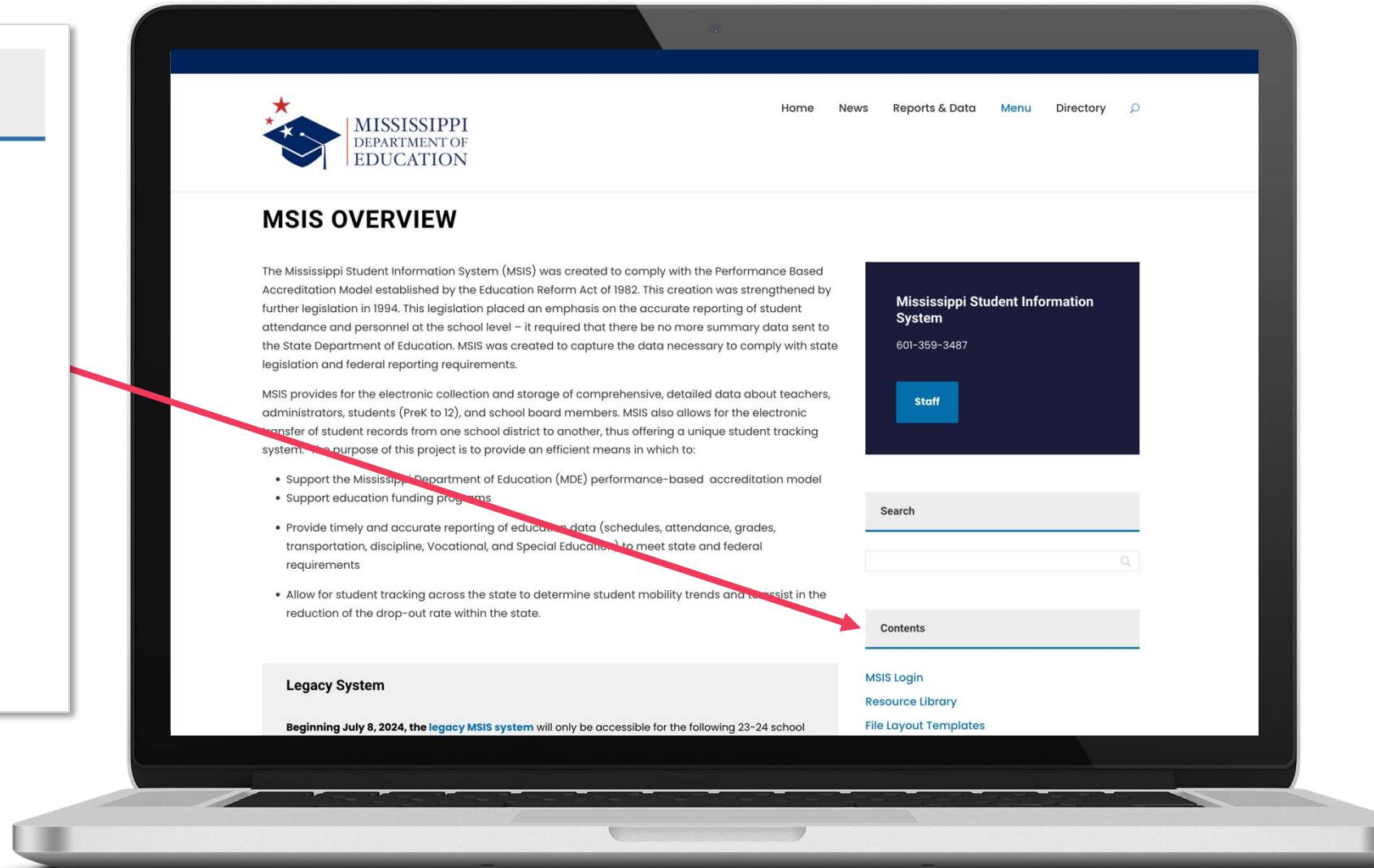
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MSIS Team

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