

# Evaluation



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



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION



## STEP



# Review the Child Find Report.

Check that any desired filters are selected, then review report as needed.

**Remember: The report will be blank for the current school year until initial data is received.**

## STEP



# Download the necessary files to update the Evaluation data.

- Special Education: [File Layout Example Spreadsheet](#) (XLSX)
- SpecEd.Evaluation [Template \(CSV\)](#)

# MSIS: File Layout Templates

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

[Federal Programs](#)[Finance](#)[MSIS ID](#)[Personnel](#)[Record Removal](#)[Special Education](#)[Student](#)

## Special Education

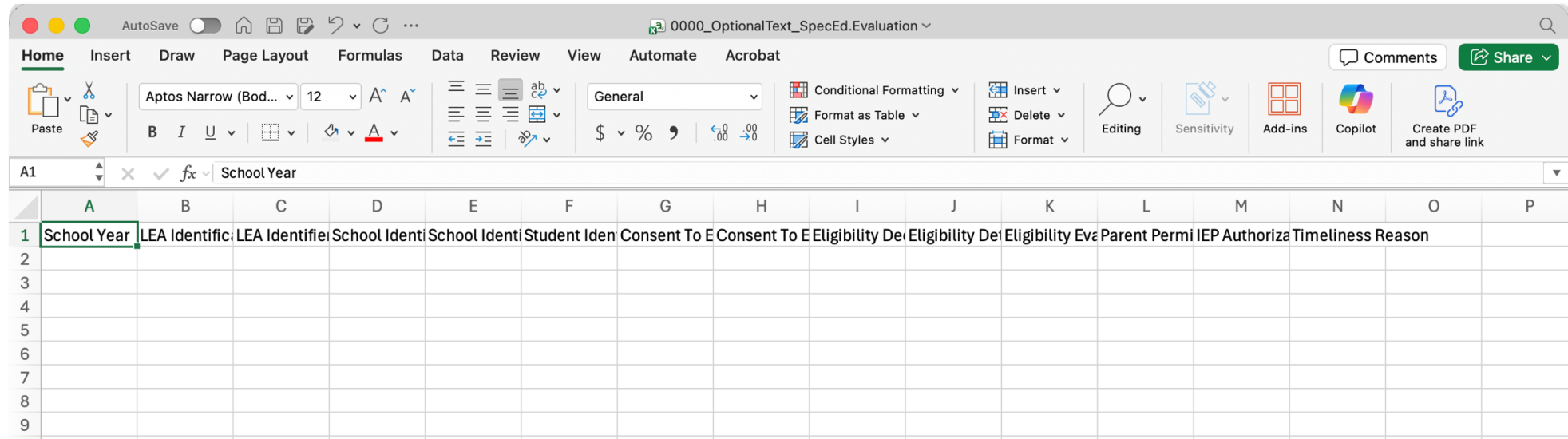
- Special Education: [File Layout Example Spreadsheet \(XLSX\)](#)
  - SpecEd.Accommodations [Template \(CSV\)](#)
  - SpecEd.EarlyLearningOutcomes [Template \(CSV\)](#)
  - SpecEd.Evaluation [Template \(CSV\)](#)
  - SpecEd.IEPData [Template \(CSV\)](#)
  - SpecEd.RelatedServices [Template \(CSV\)](#)
  - SpecEd.StudentRoster [Template \(CSV\)](#)
- Part C to B
  - There is no file template for the Part C to B data. Instead, please view the corresponding Data Entry Download Report in MSIS. Appropriate district staff should export this report, update students' School ID, MSIS ID, Not Eligible Date, and Reason for Removal as applicable, and upload the spreadsheet to MSIS. Remember to remove any rows for students that do not need to be updated before uploading the file.
  - [Part C to B Instructions](#)
  - [Instructions for Formatting Cells – Excel and Sheets](#)
  - [Part C to B Removal Reasons](#)
- Post Secondary Outcomes
  - There is no file template for the Post Secondary Outcomes data. Instead, please view the corresponding Data Entry Download Report in MSIS. Appropriate district staff should export this report, update students' Post Secondary Outcomes as needed, and upload the spreadsheet to MSIS. Remember to remove any rows for students that do not need to be updated before uploading the file.
  - [Instructions for Formatting Cells – Excel and Sheets](#)
  - [Post Secondary Outcomes Mapping](#)

	A	B	C	D	E	F	G	H	I	J
1	School Year	LEA Identification System	LEA Identifier	School Identification System	School Identifier	Student Identifier	Consent To Evaluation Date	Consent To Evaluation	Eligibility Decision	Eligibility Determination Date
2	2026	SEA	4100	SEA	4100-004	123456789	2024-08-02	Yes	Yes	2024-08-28
3	2026	SEA	4100	SEA	4100-004	456789123	2024-08-02	Yes	No	2024-08-15
4	2026	SEA	4100	SEA	4100-004	789456123	2024-08-02	Yes	Yes	2024-11-04
5										
6										
7										
8										
9										

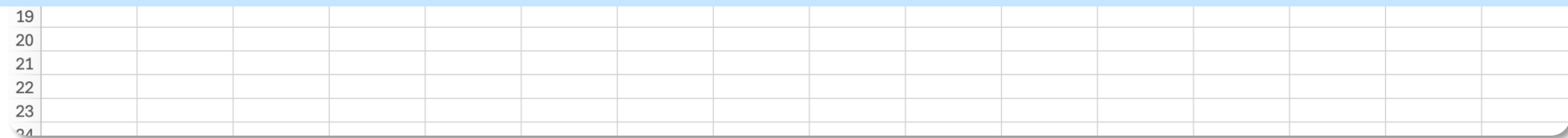
Example spreadsheet provides several rows of example data.

	A	B	C	D	E	F	G	H	I	J
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										

Special Education: [File Layout Example Spreadsheet](#) (XLSX)



**Download the Template (CSV) file and complete the blank template.**



SpecEd.Evaluation [Template \(CSV\)](#)

[mdek12.org/msis/msis-filetemplate/](https://mdek12.org/msis/msis-filetemplate/)

**STEP**

# **Enter information on the spreadsheet.**

Review the following slides for guidelines on completing the spreadsheet.

School Year

LEA Identification System

LEA Identifier

School Identification System

School Identifier

Student Identifier

Consent to Evaluation Date

Consent to Evaluation

Eligibility Decision

Eligibility Determination Date

Eligibility Evaluation Date

Parent Permission to Serve

IEP Authorization Document Type

Timeliness Reason



## School Year

4-digit year

Last year of School  
Year  
(Ex: 2025)

## LEA Identification System

SEA  
For all records

## LEA Identifier

4-digit LEA number  
(0000)

Include leading 0's

School Year

LEA Identification System

LEA Identifier

School Identification System

SEA  
for all records

School Identifier

4-digit LEA number +  
3-digit school number  
(0000-000)

Include leading 0's

Student Identifier

9-digit MSIS ID  
(000000000)

Include leading 0's

School Year

LEA Identification System

LEA Identifier

School Identification System

School Identifier

Student Identifier

Consent to Evaluation Date

mm/dd/yyyy

Include any leading 0s

Consent to Evaluation

Yes  
No

School Year

LEA Identification System

LEA Identifier

School Identification System

School Identifier

Student Identifier

Consent to Evaluation Date

Consent to Evaluation

Eligibility Decision

Yes  
No

Eligibility Determination Date

mm/dd/yyyy

Include any leading 0s

## Eligibility Evaluation Date

Yes  
No  
[Blank]

## Parent Permission to Serve

mm/dd/yyyy  
Include any leading 0s

Eligibility Evaluation Date

Parent Permission to Serve

IEP Authorization Document Type

Placement

\*Optional

Timeliness Reason

1000, 1001, 1002, 1003, 1004, 1005,  
1006, 1007, 1008, 1009, 1010, 1011, or  
9999



DATA DOMAIN MAPPING

DOMAIN: SPECIAL EDUCATION

General Information

All data elements will be collected via API from Special Education package.  
If district does not have a Special Education package, the district will provide data elements via file upload.

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Legacy collection
Local Education Agency Identification System	A coding scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to a local education agency.	"SEA" for all records.	SEA - State Education Agency assigned number	MSD File
Local Education Agency Identifier	A unique number or alphanumeric code assigned to a local education agency by a school system, a state, or other agency or entity.		None	MSD File
School Identification System	A coding scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an institution.	"SEA" for all records.	SEA - State Education Agency assigned number	MSD File
School Identifier	A unique number or alphanumeric code assigned to an institution by a school, school system, a state, or other agency or entity.		None	MSD File
Student Identifier	A unique number or alphanumeric code assigned to a student by a school, school system, a state, or other agency or entity.	MSIS ID	None	MSD File

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set
<b>Indicator 11 Child Find Timeliness Reason</b>	The reason a student's initial evaluation was or was not timely.	Reason evaluation was not completed within timeframe	<b>1000</b> - Parent/guardian repeatedly failed to produce student for evaluation <b>1001</b> - Student moved during process <b>1002</b> - Specific Learning Disability written mutual agreement <b>1003</b> - Accepted out-of-state evaluation <b>1004</b> - Ruled in a prior school year <b>1005</b> - Timeline began in a previous district <b>1006</b> - Professionals needed to complete the evaluation were not available <b>1007</b> - Personnel required to be present for the IEP completion were not available <b>1008</b> - External reports not available <b>1009</b> - Parent/guardian withdrew or refused consent to evaluate <b>1010</b> - Student died <b>1011</b> - Evaluation completed in expected time <b>9999</b> - Other Not Timely

Only enter the **bold** number in the spreadsheet.

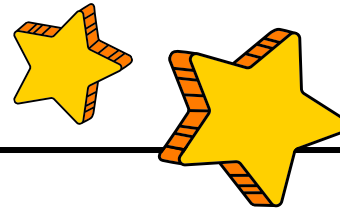
Ex: 1001



1

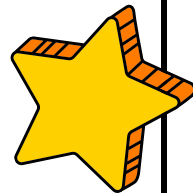


- Open the .csv in Excel.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)



22

## Instructions for Formatting Cells – Excel and Sheets



- 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.)

**STEP**

## **Upload the spreadsheet as a CSV file.**

Files should be saved as

#####SpecEd.Evaluation.csv or


#####\_OptionalText\_SpecEd.Evaluation.csv



# **PERMISSION**

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## Special Education



MISSISSIPPI STUDENT INFORMATION SYSTEM

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

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## 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:**

- Incident.Removal
- KindergartenEntry
- MsisIdRequest
- NonPublicStaff.Assignments
- NonPublicStaff.Employment
- NonPublicStaff.Schedules
- ResidentLEASchool
- SpecEd.Accommodations
- SpecEd.Data.Removal
- SpecEd.Early Learning Outcomes
- SpecEd.Evaluation**
- SpecEd.PartCtoB
- SpecEd.PostSecondary
- SpecEd.RelatedServices
- SpecEd.StudentRoster
- Staff.Assignments
- Staff.Credentials
- Staff.Employment
- Staff.Removal
- SummerActivity

**Save file as listed**

**File Upload**

Choose File | No file chosen



MISSISSIPPI STUDENT INFORMATION SYSTEM

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

### 9920SpecEd.Evaluation.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:**

- Incident.Removal
- KindergartenEntry
- MsisdRequest
- NonPublicStaff.Assignments
- NonPublicStaff.Employment
- NonPublicStaff.Schedules
- ResidentLEASchool
- SpecEd.Accommodations
- SpecEd.Data.Removal
- SpecEd.EarlyLearningOutcomes
- SpecEd.Evaluation
- SpecEd.IEPData
- SpecEd.PartCtoB
- SpecEd.PostSecondary
- SpecEd.RelatedServices
- SpecEd.StudentRoster
- Staff.Assignments
- Staff.Credentials
- Staff.Employment
- Staff.Removal
- SummerActivity

 **9920SpecEd.Evaluation.csv**

 Failed

Invalid file type.

[Try Again](#)

**Files with incorrect file names, file types, or file sizes will fail the initial upload.**

View the error message under the red bar to determine what needs to be changed.

Click “Try Again” to upload a new file.



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:

- Incident.Removal
- KindergartenEntry
- MsisIdRequest
- NonPublicStaff.Assignments
- NonPublicStaff.Employment
- NonPublicStaff.Schedules
- ResidentLEASchool
- SpecEd.Accommodations
- SpecEd.Data.Removal
- SpecEd.EarlyLearningOutcomes
- SpecEd.Evaluation
- SpecEd.IEPData
- SpecEd.PartCtoB
- SpecEd.PostSecondary
- SpecEd.RelatedServices
- SpecEd.StudentRoster
- Staff.Assignments
- Staff.Credentials
- Staff.Employment
- Staff.Removal
- SummerActivity

9920SpecEd.Evaluation.csv

Completed

View Files


Files that pass the initial upload will move to the Submission Status page for processing. Click "View Files" to open the Submission Status page to see if the file contains any errors.

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+ Upload a File



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 Home

 Administration ▾

 Data Submission

Upload a File

Submission Status

Data Quality Dashboard

 Reports ▾

 Data Input ▾

 Provide Feedback
[< Back](#)


## 2521\_three\_SpecialEducation.StudentRoster.csv

Date Uploaded:  
11/16/2024Uploaded By:  
Barbara MSIS District AdminNumber of Records:  
28File Status: Failed
 File validation failed. There were 28 errors in your data that need your attention.

Row ID	LEA ID	School ID	MSIS ID	Error	Resolution
4	2521	2521-008	001234567	The SCD Indicator is blank or invalid.	The SCD Indicator is a required field. Ensure the SCD Indicator is "Yes" or "No" for all records.
4	2521	2521-008	001234567	The LRE Early Childhood is invalid.	The LRE Early Childhood is an optional field. Ensure that only one code is entered for LRE Early Childhood. Acceptable code types are REC09YOTHLOC, REC10YOTHLOC, REC09YSVCS, REC10YSVCS, SC, SS, RF, H or SPL.
5	2521	2521-008	009876543	The SCD Indicator is blank or invalid.	The SCD Indicator is a required field. Ensure the SCD Indicator is "Yes" or "No" for all records.
6	2521	2521-008	002000933	The SCD Indicator is blank or invalid.	The SCD Indicator is a required field. Ensure the SCD Indicator is "Yes" or "No" for all records.
7	2521	2521-008	009001236	The SCD Indicator is blank or invalid.	The SCD Indicator is a required field. Ensure the SCD Indicator is "Yes" or "No" for all records.
8	2521	2521-008	007654321	The SCD Indicator is blank or invalid.	The SCD Indicator is a required field. Ensure the SCD Indicator is "Yes" or "No" for all records.
9	2521	2521-008	002345678	The SCD Indicator is blank or invalid.	The SCD Indicator is a required field. Ensure the SCD Indicator is "Yes" or "No" for all records.

**Row ID =**  
Row on the  
spreadsheet  
with the error.






MISSISSIPPI STUDENT INFORMATION SYSTEM

[Home](#)
[Administration](#)
[Data Submission](#)

[Upload a File](#)
[Submission Status](#)
[Data Quality Dashboard](#)

[Reports](#)
[Data Input](#)
[Provide Feedback](#)


[Barbara MSIS District Admin](#)

[< Back](#)

## 2521\_three\_SpecialEducation

Date Uploaded: 11/16/2024

Uploaded By: Barbara MSIS District Admin

Number of Records: 28

File Status: Failed

! File validation failed. There were 28 errors in your data that need your attention.

Row ID	LEA ID	School ID	MSIS ID	Error	Resolution
4	2521	2521-008	001234567	The SCD Indicator is blank or invalid.	The SCD Indicator is a required field. Ensure the SCD Indicator is "Yes" or "No" for all records.
4	2521	2521-008	001234567	The LRE Early Childhood is invalid.	The LRE Early Childhood is an optional field. Ensure that only one code is entered for LRE Early Childhood. Acceptable code types are REC09YOTHLOC, REC10YOTHLOC, REC09YSVCS, REC10YSVCS, SC, SS, RF, H or SPL.
5	2521	2521-008	009876543	The SCD Indicator is blank or invalid.	The SCD Indicator is a required field. Ensure the SCD Indicator is "Yes" or "No" for all records.
6	2521	2521-008	002000933	The SCD Indicator is blank or invalid.	The SCD Indicator is a required field. Ensure the SCD Indicator is "Yes" or "No" for all records.
7	2521	2521-008	009001236	The SCD Indicator is blank or invalid.	The SCD Indicator is a required field. Ensure the SCD Indicator is "Yes" or "No" for all records.
8	2521	2521-008	007654321	The SCD Indicator is blank or invalid.	The SCD Indicator is a required field. Ensure the SCD Indicator is "Yes" or "No" for all records.
9	2521	2521-008	002345678	The SCD Indicator is blank or invalid.	The SCD Indicator is a required field. Ensure the SCD Indicator is "Yes" or "No" for all records.

Describes the error found in that row and the resolution.

(The error text provides the Column header where the error can be found.)

Make necessary corrections in the csv file and resave.  
Upload the corrected file in MSIS.

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

### Status

Uploaded By

Select...

Enter uploaded by na...

11/15/2025

12/15/2025

Apply Filter

Reset Filter

+ Upload a File

**\*\*IMPORTANT:** Please allow several minutes for recently uploaded files to display in the list below. Files will be in Failed, Pending or Success status. \*\*

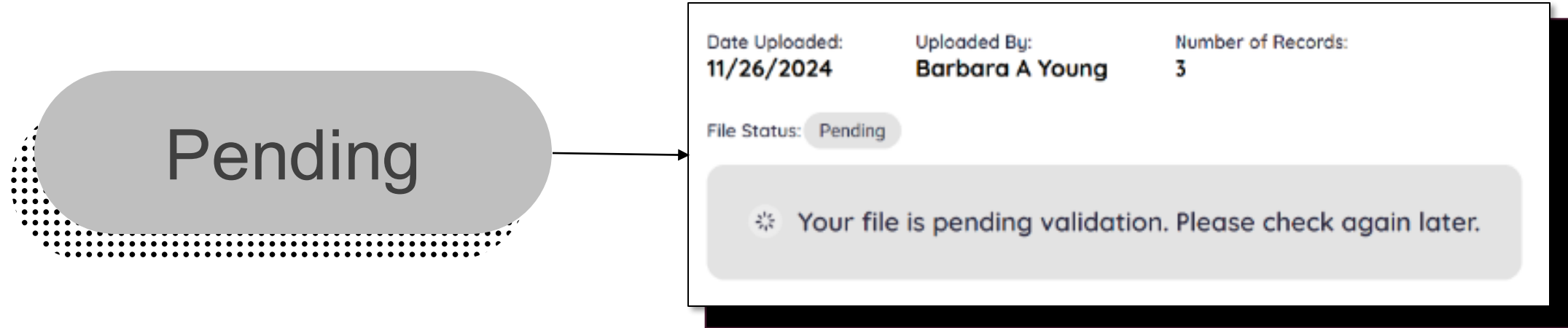
Name	Date & Time (CT)	Uploaded By	Status	Actions
<a href="#">9920SpecEd.Evaluation.csv</a>	12/11/2025, 10:08:04 AM	Banks, Melissa	Failed	
<a href="#">9920Finance.FETS.csv</a>	12/09/2025, 08:42:10 AM	Banks, Melissa	Failed	
<a href="#">9920_JES_GoodCauseExemptions.csv</a>	11/19/2025, 02:15:34 PM	Banks, Melissa	Failed	
<a href="#">9920SummerActivity.csv</a>	10/20/2025, 10:55:28 AM	Banks, Melissa	Failed	
<a href="#">9920_month3_FedProg.Homeless.csv</a>	12/15/2025, 10:08:04 AM	Banks, Melissa	Pending	
<a href="#">9920SpecEd.Evaluation.csv</a>			Pending	
<a href="#">9920SpecEd.Data.Removal.csv</a>			Pending	
<a href="#">9920FedProg.EnglishLeaener.csv</a>			Success	
<a href="#">9920_OWHS_CourseSection.Removal.csv</a>			Success	
<a href="#">9920KindergartenEntry.csv</a>			Success	
<a href="#">9920SpecEd.PartCtoB.csv</a>			Success	
<a href="#">9920_test_Staff.Assignments.csv</a>			Success	
<a href="#">9920_MEHS_Inactive.Enrollments.csv</a>			Success	

Files that do not fail will display with a **Pending status** until the file is processed by MSIS overnight.

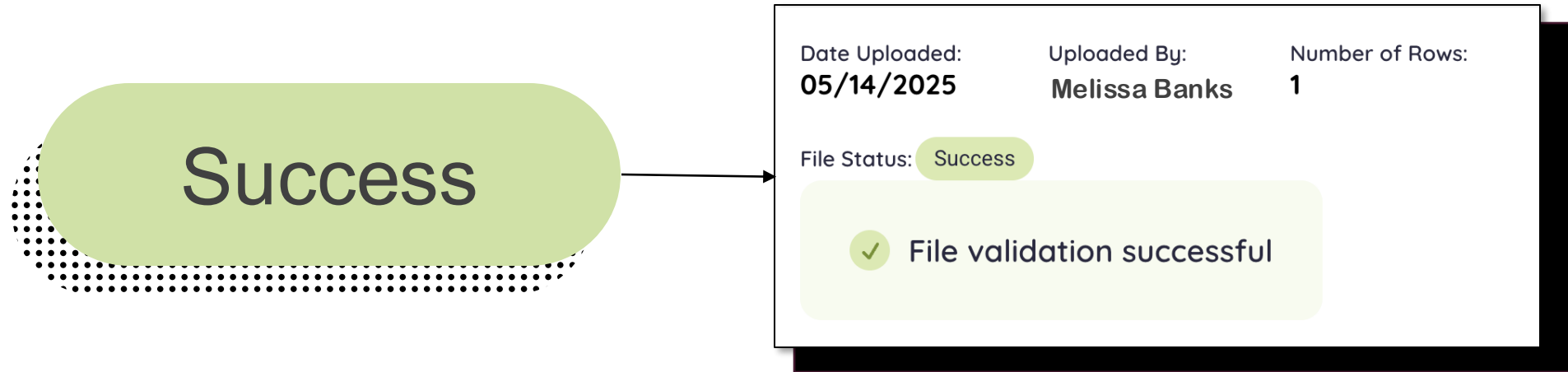
Files that are successfully processed will change to **Success status** and data should be visible on corresponding reports in MSIS.

Files that do not fail will display with a **Pending status** until the file is processed by MSIS overnight.

Files that are successfully processed will change to **Success status** and data should be visible on corresponding reports in MSIS.



**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 reports refresh overnight, review the Child Find Report for accuracy.**

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