

Part C to B

MSIS 

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

December 2025



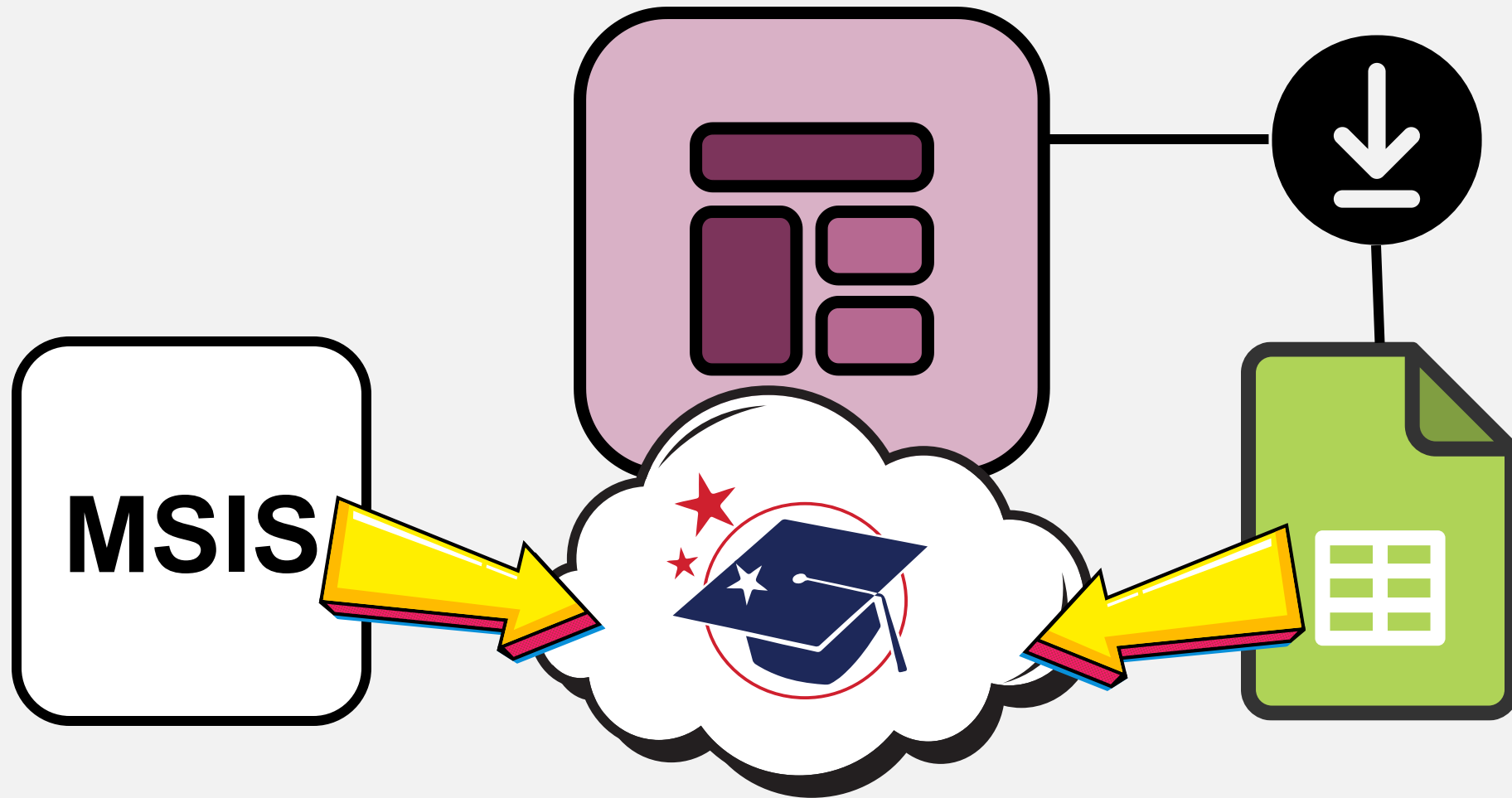


Part C to B

2024-25 SY



Data Entry Download





Welcome

Sign In



msis.mdek12.org





PERMISSION

Special
Education

The screenshot displays the MSIS (Mississippi Student Information System) interface. On the left is a vertical sidebar with the MSIS logo at the top, followed by navigation links: Home, Data Submission, Reports, Data Input, Provide Feedback, and a user profile for Melissa Banks. The 'Reports' link is highlighted with a red box and a red circle containing the number 1. The main content area is titled 'Data Analytics' and contains sub-links: 'Data Entry Download' (highlighted with a red box and a red circle containing the number 2), 'Reports', and 'Certification Reports'. Below these is a 'Special Education' section, which contains two buttons: 'Part C to B' (highlighted with a red box and a red circle containing the number 3) and 'Post Secondary Outcomes'.

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Data Analytics

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

Special Education

[Part C to B](#) [Post Secondary Outcomes](#)

Home

Data Submission

Reports

Data Analytics

Data Input

Provide Feedback

Melissa Banks

LEA

Faulkner City School District

School Year

Current Year

Special Education Part C to B

Last Refresh Date: 12/02/2025

School Year	LEA ID	LEA Name		First Name	Last Name	Birthdate	Received from Part C
2026	9920	Faulkner City Sch		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy
2026	9920	Faulkner City Sch		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy
2026	9920	Faulkner City Sch		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy
2026	9920	Faulkner City Sch		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy
2026	9920	Faulkner City Sch		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy
2026	9920	Faulkner City School District	00000	First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy
2026	9920	Faulkner City School District	00000	First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy
2026	9920	Faulkner City School District	00000	First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy
2026	9920	Faulkner City School District	00000	First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy
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2026	9920	Faulkner City School District	00000	First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy
2026	9920	Faulkner City School District	00000	First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy
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2026	9920	Faulkner City School District	00000	First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy
2026	9920	Faulkner City School District	00000	First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy
2026	9920	Faulkner City School District	00000	First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy
2026	9920	Faulkner City School District	00000	First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy
2026	9920	Faulkner City School District	00000	First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy

Select 2024-25 from the School Year drop-down

LEA

Faulkner City School District

School Year

2024-2025

Special Education Part C to B

Last Refresh Date: 12/02/2025

School Year	LEA ID	LEA Name	School ID	School Name	Health ID	MSIS ID	First Name	Last Name	Birthdate	Received from Part C
2026	9920	Faulkner City School District			00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy
2026	9920	Faulkner City School District			00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy
2026	9920	Faulkner City School District			00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy
2026	9920	Faulkner City School District			00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy
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2026	9920	Faulkner City School District			00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy
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2026	9920	Faulkner City School District			00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy

Last Refresh Date: 12/02/2025

Prepopulates from Health Dept data

Special Education Part C to B

Last Refresh Date: 12/02/2025

Provided via File Upload

Provided via File Upload

STEP



Review Part C to B Report.

STEP

Download the Part C to B Report.

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

LEA

School Year

Faulkner City School District

2024-2025

Special Education Part C to B

Last Refresh Date: 12/02/2025

School ID	School Name	Health ID	MSIS ID	First Name	Last Name	Birthdate	Received from Part C	Not Eligible Date	Reason for Removal
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		

sh Date: 12/02/2025

Part C Not Eligible Date Reason for Removal

25

N Y

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) v

Export Cancel

File will save as an Excel spreadsheet

AutoSave data (40) No Label Search (C)

Home Insert Draw Page Layout Formulas Data Review View Automate Acrobat

Paste Aptos Narrow 12 Custom

J31

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	School Year	LEA ID	LEA Name	School ID	School Name	Health ID	MSIS ID	First Name	Last Name	Birthdate	Received from	Not Eligible Date	Reason for Removal	
2	2026	9920	Faulkner City School District			00000		First Name	Last Name	01/01/2022	02/02/2025			
3	2026	9920	Faulkner City School District			00000		First Name	Last Name	01/01/2022	02/02/2025			
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6	2026	9920	Faulkner City School District			00000		First Name	Last Name	01/01/2022	02/02/2025			
7														
8	LEA is Faulkner City School District – 9920 School Year is 2026													
9														
10														

EXPAND COLUMNS BEFORE YOU BEGIN!

data (40) No Label

Search (Cmd + Ctrl +)

Home Insert Draw Page Layout Formulas Data Review View Automate Acrobat

Paste Aptos Narrow 12 A A Wrap Text General Conditional Formatting Format as Table Cell Styles Insert Delete Format AutoSum Fill Clear Sort & Filter Find & Select Sensitivity Add-ins Copy

M18

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	School Year	LEA ID	LEA Name	School ID	School Name	Health ID	MSIS ID	First Name	Last Name	Birthdate	Received from Part C	Not Eligible Date	Reason for Removal	
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6	2026	9920	Faulkner City School District			00000		First Name	Last Name	01/01/2022	02/02/2025			
7														
8	LEA is Faulkner City School District – 9920 School Year is 2026													
9														
10														
11														

Rows are prepopulated with information
from the Health Department
DO NOT EDIT THESE CELLS!

AutoSave data (40) No Label Search (Cmd + Ctrl +)

Home Insert Draw Page Layout Formulas Data Review View Automate Acrobat

Paste Aptos Narrow 12 A[^] A[^] Wrap Text General Conditional Formatting Format as Table Cell Styles Insert Delete Format AutoSum Fill Clear Sort & Filter Find & Select Sensitivity Add-ins Copies

M18

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	School Year	LEA ID	LEA Name	School ID	School Name	Health ID	MSIS ID	First Name	Last Name	Birthdate	Received from Part C	Not Eligible Date	Reason for Removal	
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6	2026	9920	Faulkner City School District			00000		First Name	Last Name	01/01/2022	02/02/2025			
7														
8	LEA is Faulkner City School District – 9920 School Year is 2026													
9														
10														
11														

District staff complete remaining fields and upload file to MSIS

STEP

Enter additional information on the spreadsheet.

Review the following slides for guidelines on completing the spreadsheet.

LEA Id

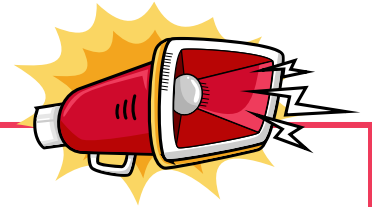
4-digit number
Ensure leading 0's are
present.

Birthdate

mm/dd/yyyy
Ensure leading 0's are present for
the month and day.

Received from Part C

mm/dd/yyyy
Ensure leading 0's are present for
the month and day.

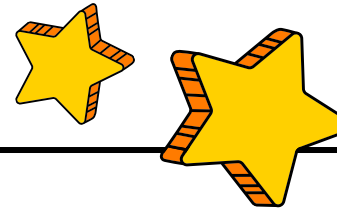


**Only ensure
columns are
formatted
correctly
(ensure leading
0's are present)!
Do not edit data.**

1

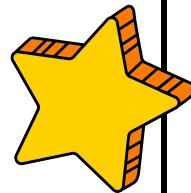


- Open the .csv in Excel.
- If prompted, do not convert data.
- Do not change the content of the header rows. (Column widths can be adjusted.)



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.)

School ID

OPTIONAL

0000-000

4-digit LEA ID – 3-digit
school ID
Ensure leading 0's are
present.

MSIS ID

000000000

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

***Required if the
student received
an IEP and is being
served.**

Not Eligible Date

MM/DD/YYYY

Ensure leading 0's are
present.

***Required if Removal
Reason is 1011**

Reason for Removal

1000 - Parent/guardian refused services

1001 - No permission to test

1002 - Parent/guardian did not respond

1003 - Parent/guardian did not show up

1004 - Parent/guardian deferred to later school year

1005 - Student died

1006 - Service discontinued

***Required for EVERY student not being served.**

1007 - Student moved out of state

1008 - Student enrolled in a University based program

1009 - Student unknown to district

1010 - Referred to Part C after 33 months

1011 - Not eligible

1012 - Timeline began in previous district

1013 - Late notification from Part C to Part B

Use **bold** portion only in the spreadsheet! Ex: 1005

MSIS Part C to B | Removal Reason Mapping

Legacy MSIS Reason	MSIS Code	Definition
Parent Refused Services	1000	Parent/guardian refused services
No permission to test	1001	No permission to test
Parent did not respond	1002	Parent/guardian did not respond
Parent did not show up	1003	Parent/guardian did not show up
Parent wants to delay to later school year	1004	Parent/guardian deferred to later school year
Student is deceased	1005	Student died
Service Discontinued	1006	Service discontinued
Moved out of state	1007	Student moved out of state
Enrolled in University based program	1008	Student enrolled in a University based program
Unknown to District and First Steps	1009	Student unknown to district
Referred to Part C after 33 months	1010	Referred to Part C after 33 months
Not Eligible	1011	Not eligible
	1012	Timeline began in previous district
	1013	Late notification from Part C to Part B

Data Domain
Mapping >
Special Education >
Part C to B Removal
Reason Codes

STEP



Delete the last rows that contain “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

#####SpecEd.PartCtoB.csv or

#####_OptionalText_SpecEd.PartCtoB.csv



PERMISSION

Special Education

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

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

Upload a New File

Please follow this file naming convention:

0123_OptionalText_MsisIdRequest.csv

LEA Number Optional Text Data Type Name File Format

File Name & Size Limits:

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

Optional Text:

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

Supported File Formats:

- CSV

Supported Data Type Names:

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

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
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Supported File Formats:

- CSV

Supported Data Type Names:

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- 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

9920_SpecEd.PartCtoB.csv

Failed

Invalid file type.

Try Again

[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
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Supported File Formats:

- CSV


Supported Data Type Names:

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- SummerActivity

9920_SpecEd.PartCtoB.csv

Completed

[View Files](#)[Upload More Files](#)



MISSISSIPPI STUDENT INFORMATION SYSTEM

Home

Administration





Data Submission

Upload a File

Submission Status

Submission Status

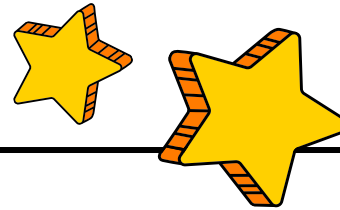
Upload a File

Name	Date & Time (CT)	Uploaded By	Status	Actions
<u>9920_SpecEd.PartCtoB.csv</u>	11/19/2024, 05:33:01 PM	Admin, Barbara MSIS District	Failed	
<u>2521_fourc_SpecialEducation.StudentRoster.csv</u>	11/19/2024, 10:43:22 AM	Admin, Barbara MSIS District	Failed	
<u>2521_two_SummerActivity.csv</u>	11/16/2024, 06:56:14 PM	Admin, Barbara MSIS District	Failed	
<u>2521_fourc_SpecialEducation.StudentRoster.csv</u>	11/16/2024, 06:20:53 PM	Admin, Barbara MSIS District	Failed	

1

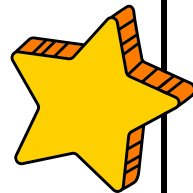


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22

Instructions for Formatting Cells – Excel and Sheets



- Open the .csv in Google Sheets.
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data (40) No Label

Search (Cmd + Ctrl +)

Home Insert Draw Page Layout Formulas Data Review View Automate Acrobat

Paste Aptos Narrow 12 A A Wrap Text General Conditional Formatting Format as Table Cell Styles Insert Delete Format AutoSum Fill Clear Sort & Filter Find & Select Sensitivity Add-ins Copy

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11														
12														
13														
14														
15														
16														
17														
18														



Make necessary corrections in the csv file and resave.

data (40) No Label

Search (Cmd + Ctrl +)

Home Insert Draw Page Layout Formulas Data Review View Automate Acrobat

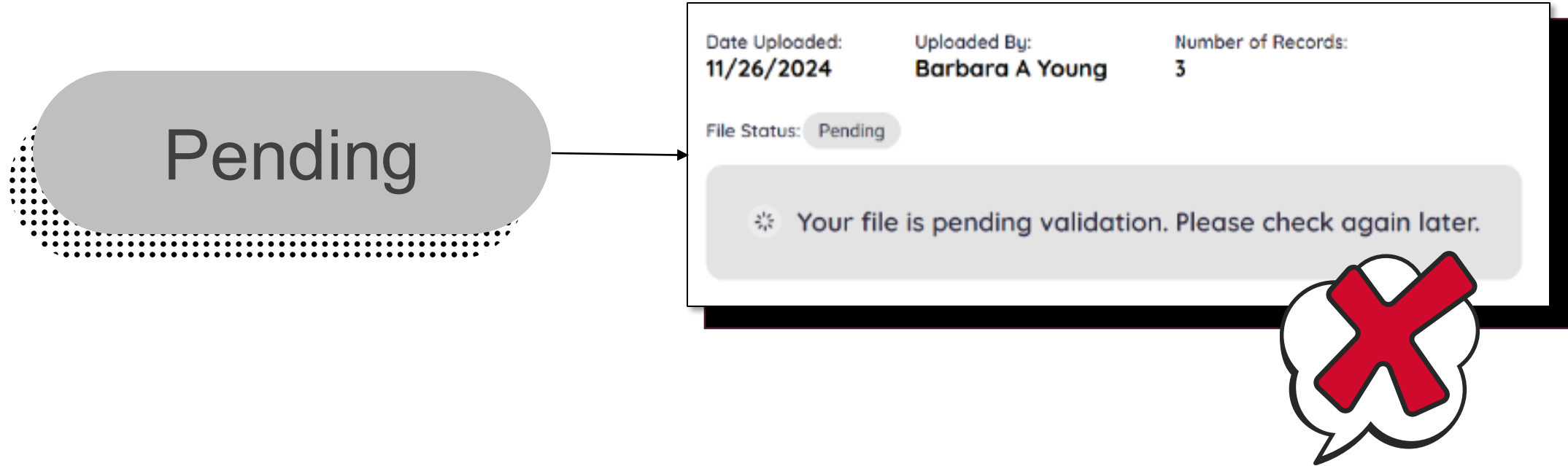
Paste Aptos Narrow 12 A A Wrap Text General Conditional Formatting Format as Table Cell Styles Insert Delete Format AutoSum Fill Clear Sort & Filter Find & Select Sensitivity Add-ins Copy

M18

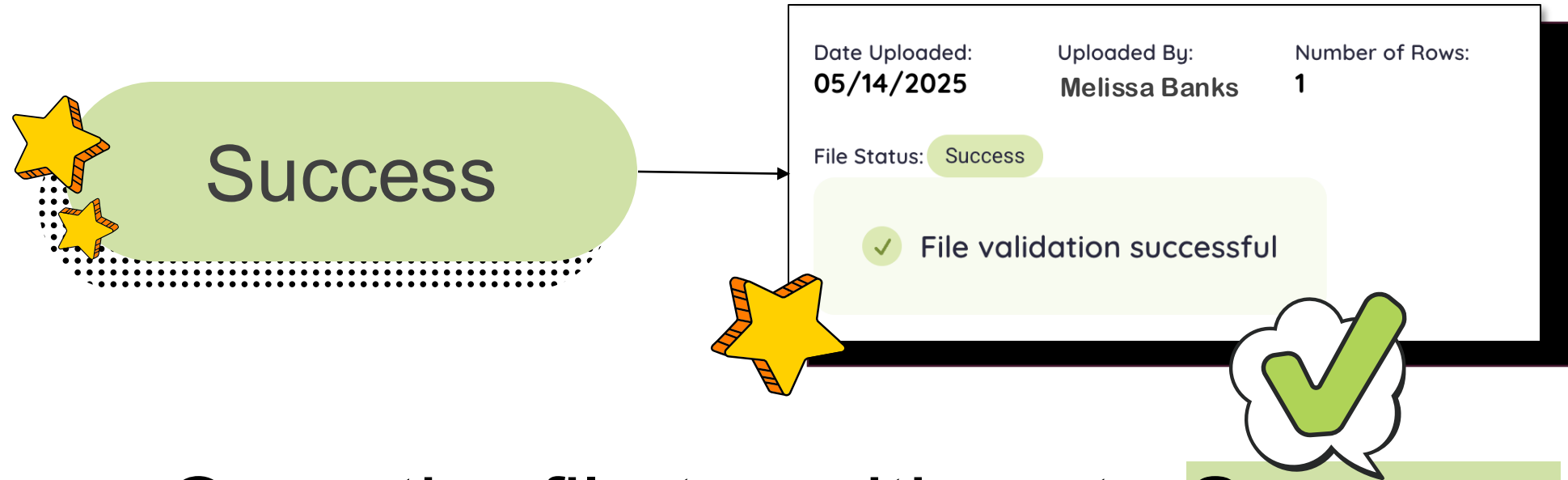
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7														
8														
9														
10														
11														

File
Upload

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 Part C to B Report for accuracy.

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

LEA

Faulkner City School District

▼

School Year

Current Year

▼

Special Education Part C to B

Last Refresh Date: 12/02/2025

[illegible]

LEA

Faulkner City School District

School Year

Current Year

Special Education Part C to B

Last Refresh Date: 12/02/2025

School ID	School Name	Health ID	MSIS ID	First Name	Last Name	Birthdate	Received from Part C	Not Eligible Date	Reason for Removal
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	1011
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		1007
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		1001
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		
School District		00000		First Name	Last Name	mm/dd/yyyy	mm/dd/yyyy		

Repeat as necessary to provide information or update prior uploads



Part C to B

2024-25 SY





**Beginning in
January 2025*

Part C to B

Current School Year



Resources

Contents

MSIS Login

Resource Library

File Layout Templates

Reporting Calendar

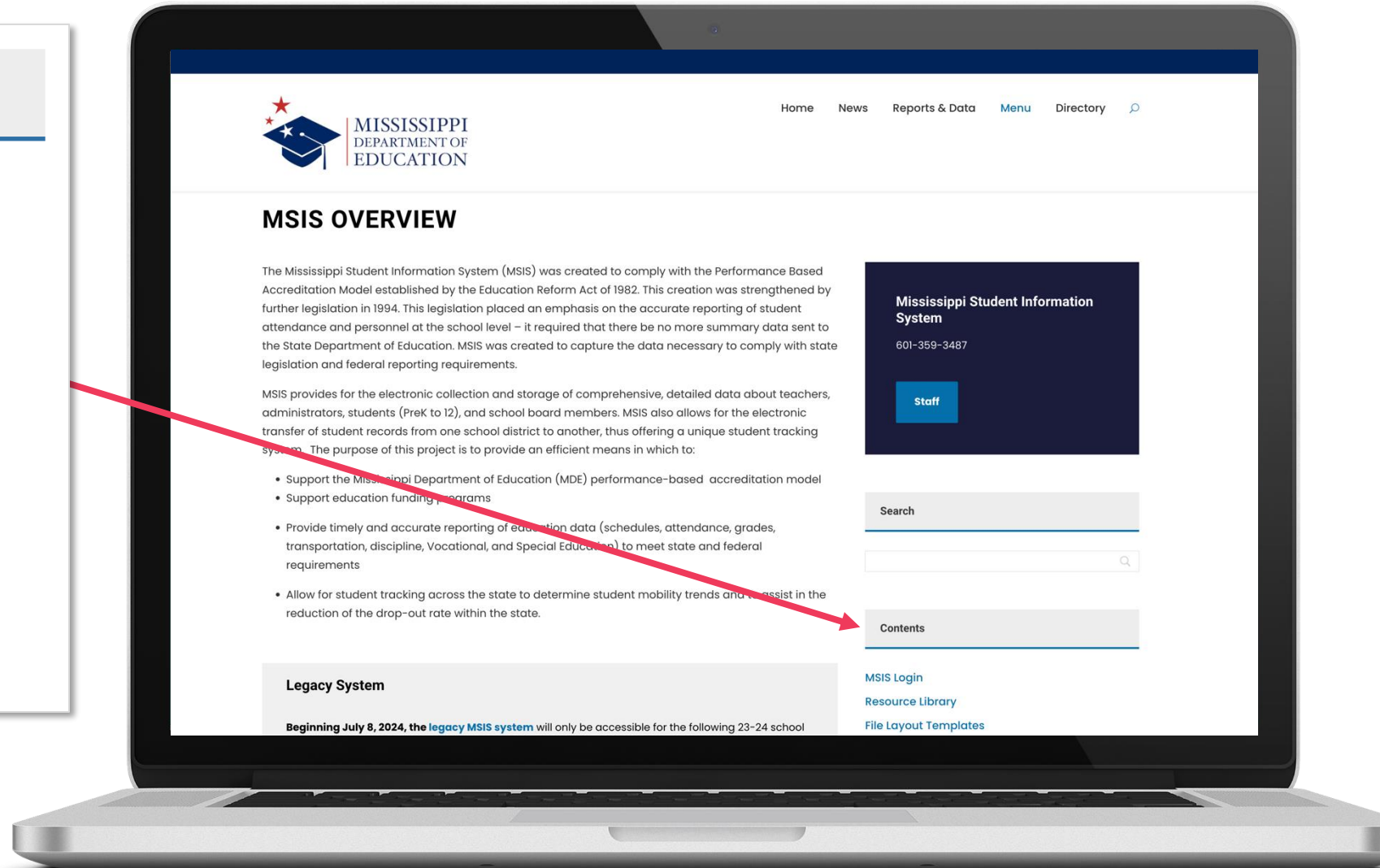
Security Documents

Help Desk

Training

Accreditation Standards

Vendor Resources





MSIS Team

msis2@mdek12.org

mdek12.org



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