Student Roster

mdek12.org





STEP



Review the Special Education Roster 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 Student Roster data.

- Special Education: <u>File Layout Example</u>
 <u>Spreadsheet</u> (XLSX)
- SpecEd.StudentRoster <u>Template (CSV)</u>





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.

Federal Programs	
Finance	
MSIS ID	
Personnel	
Record Removal	
Special Education	
Student	

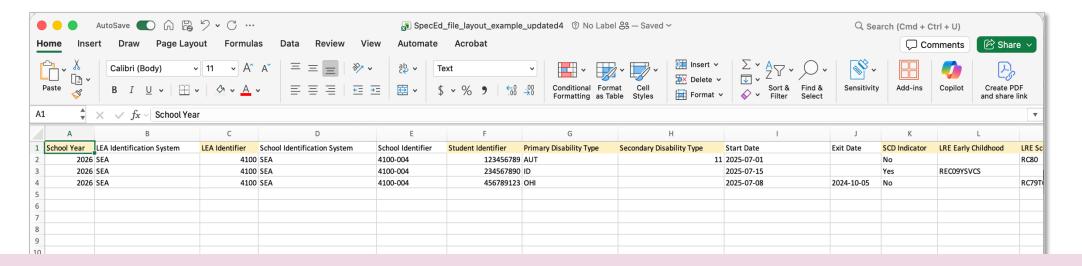
Special Education

- 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)

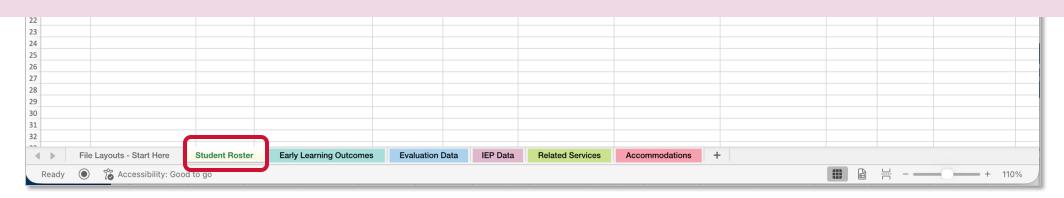
• Part C to

- 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
 - o Post Secondary Outcomes Mapping



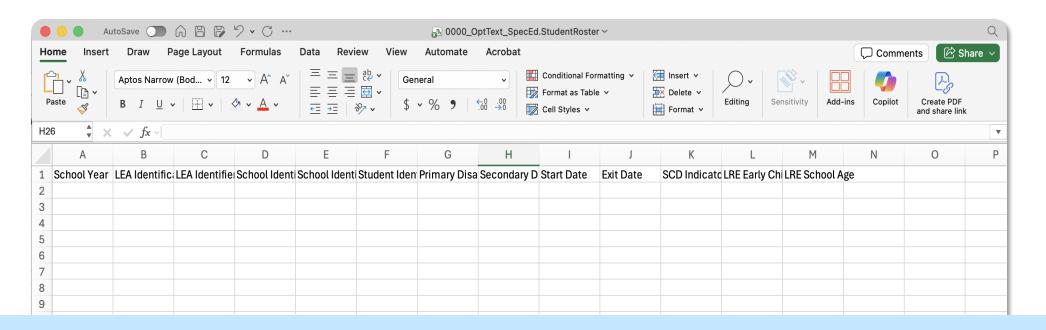


Example spreadsheet provides several rows of example data.

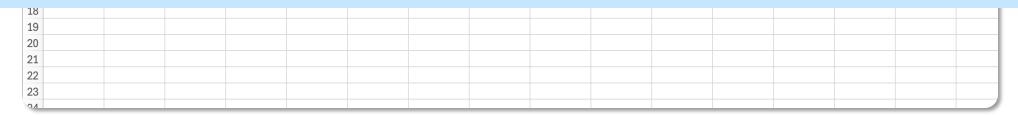


Special Education: File Layout Example Spreadsheet (XLSX)





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



SpecEd.StudentRoster Template (CSV)



STEP



Enter information on the spreadsheet.

Review the following slides for guidelines on completing the spreadsheet.



LEA Identification System

LEA Identifier

School Identification System

School Identifier

Student Identifier

Primary Disability Type

Secondary Disability Type

Exit Date

SCD Indicator

LRE Early Childhood

LRE School Age



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



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 (00000000)

Include leading 0's



LEA Identification System

LEA Identifier

School Identification System

School Identifier

Student Identifier

Primary Disability Type

Review option set on the next slide.

Use 2-3 character code only (Ex: AUT)



Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set
Primary Disability Type	The major or overriding disability condition that best describes a person's impairment.	Primary Eligibility	AUT - Autism DB - Deaf-blindness DD - Developmental delay EMN - Emotional disturbance HI - Hearing impairment ID - Intellectual Disability MD - Multiple disabilities OI - Orthopedic impairment OHI - Other health impairment SLD - Specific learning disability SLI - Speech or language impairment TBI - Traumatic brain injury VI - Visual impairment

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

Ex: DD



LEA Identification System

LEA Identifier

School Identification System

School Identifier

Student Identifier

Primary Disability Type

Review option set on the next slide.

Use 2-3 character code only.
(AUT)

Secondary Disability Type

OPTIONAL

Review option set on the next slide.

Use 2-digit numeric code only (Ex: 09)



Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set
Disability Condition Type	Codes identifying the set of disability conditions.	Secondary Eligibility	 00 - No disability or impairment known or reported 01 - Blindness or Visual Impairment 02 - Cerebral Palsy 03 - Chronic Illness 04 - Deafness or Hearing Impairment 05 - Drug or Alcohol Addiction 06 - Emotionally/Psychologically Disabled: e.g., schizophrenia or depression 07 - Epilepsy or Seizure Disorders 08 - Intellectual Disability 09 - Orthopedic Impairment 10 - Specific learning disability 11 - Speech or Language impairment 99 - Other type of impairment

Only enter the **bold** two-digit number in the spreadsheet.

Ex: 02 (Ensure leading 0's are present.)



Secondary eligibilities are **not require**d for federal reporting and should only be used **if a student has a secondary eligibility.**

This data element has been included as an optional collection to align with the Common Education Data Standards (CEDS) initiative.

If there is no secondary eligibility, districts can use the code **00** (No disability known or reported), **or leave the field blank.**

If a secondary eligibility code is provided in the field, it will be sent to MSIS for reporting.



LEA Identification System

LEA Identifier

School Identification System

School Identifier

Student Identifier

Primary Disability Type

Secondary Disability Type

Exit Date

Date services discontinued.

mm/dd/yyyy Include leading 0's.

SCD Indicator

Yes/No



LRE Early Childhood

REC09YOTHLOC

REC10YOTHLOC

REC09YSVCS

REC10YSVCS

SC

SS

RF

Н

SPL

Review LRE Mapping document on the next slide for definitions. Leave blank if N/A.

LRE School Age

RC80

RC79TO40

RC39

SS

RF

HH

CF

PPPS

Review LRE Mapping document on the next slide for definitions. Leave blank if N/A.



MSIS LEGACY LRE Mapping

LRE | MSIS Educational Environment for Early Childhood

Legacy Code	Definition	MSIS 2.0 Code	Definition
PL	Regular program less than ten (10) hours per week and served in another location	REC09YOTHLOC	Other location regular early childhood program (less than 10 hours)
PJ	Regular program ten (10) or more hours per week and served in another location	REC10YOTHLOC	Other location regular early childhood program (at least 10 hours)
PK	Regular program less than ten (10) hours per week and served in the regular program	REC09YSVCS	Services regular early childhood program (less than 10 hours)
PI	Regular program ten (10) or more hours per week and served in the regular program	REC10YSVCS	Services regular early childhood program (at least10 hours)
PG	Separate Class	SC	Separate special education class
PF	Separate School	ss	Separate school
DE	Decidential Facility	DE	Besidential Feeility

https://www.mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS2/DomainMap/SPED/sped_legacy_mapping.pdf

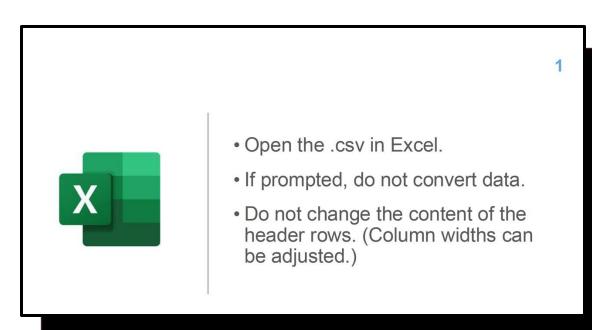


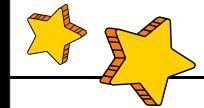
Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set
Indicator 11 Child Find Timeliness Reason	The reason a student's initial evaluation was or was not timely.	Reason evaluation was not completed within timeframe	1000 - Parent/guardian repeatedly failed to produce student for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

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

Ex: 1001







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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.StudentRoster.csv or ##### OptionalText SpecEd.StudentRoster.csv
```

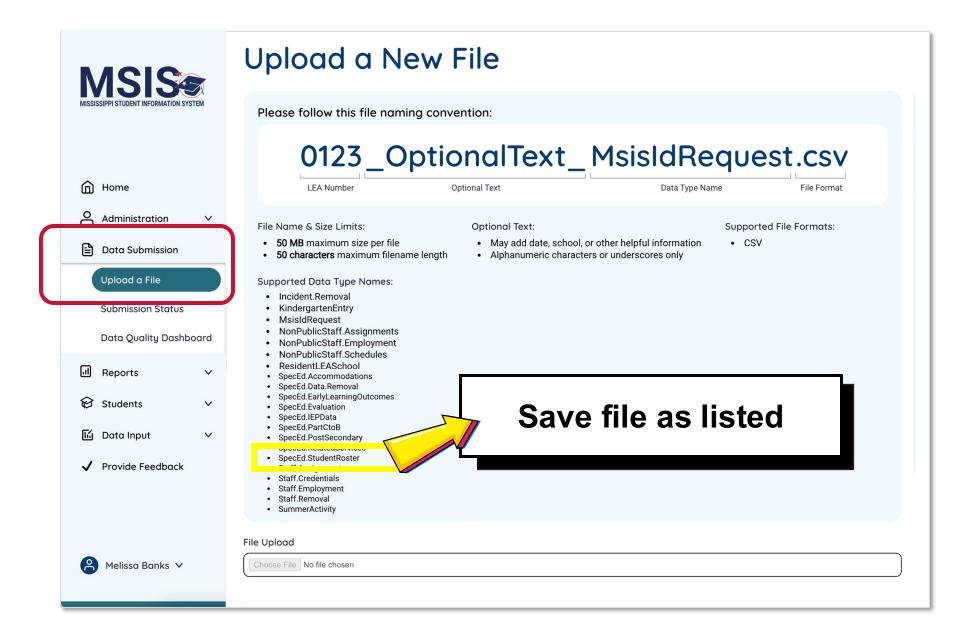




PERMISSION

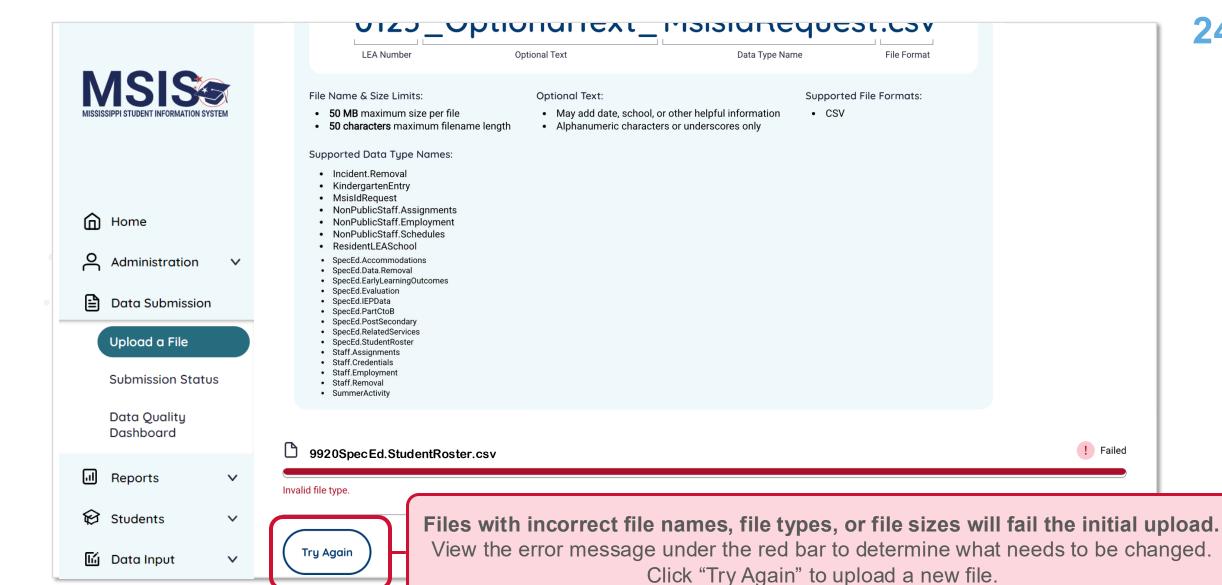
Special Education

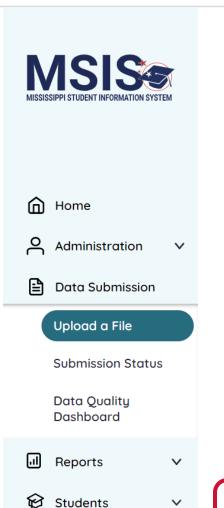












M Data Input

 \vee

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.



Completed

Click on the file name to view the errors in the file.

Uploaded By

Enter uploaded by na...

11/15/2025

Status

Select... V

Upload a File

Submission Status

Data Quality Dashboard

Accreditation

■ Reports Students

✓ Provide Feedback

A Melissa Banks V

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

Apply Filter.

12/15/2025



Reset Filter

+ Upload a File

**IMPORTANT: Please allow several minutes for recently uploaded files t	to display in the list below. Files will be in Failed, Pending or Success	s status. **		
Name	Date & Time (CT)	Uploaded By	Status	Actions
9920SpecEd.StudentRoster.csv	12/11/2025, 10:08:04 AM	Banks, Melissa	Failed	⑪
9920Finance.FETS.csv	12/09/2025, 08:42:10 AM	Banks, Melissa	Failed	⑪
9920 JES GoodCauseExemptions.csv	11/19/2025, 02:15:34 PM	Banks, Melissa	Failed	⑪
9920SummerActivity.csv	10/20/2025, 10:55:28 AM	Banks, Melissa	Failed	⑪
9920 month3 FedProg.Homeless.csv	12/15/2025, 10:08:04 AM	Banks, Melissa	Pending	
9920SpecEd.Evaluation.csv	12/15/2025, 08:42:10 AM	Banks, Melissa	Pending	
9920SpecEd.Data.Removal.csv	11/21/2025, 02:13:40 PM	Banks, Melissa	Pending	
9920FedProg.EnglishLeaener.csv	12/12/2025, 10:55:28 AM	Banks, Melissa	Success	
9920 OWHS CourseSection.Removal.csv	12/09/2025, 12:16:34 PM	Banks, Melissa	Success	
9920KindergartenEntry.csv	12/09/2025, 12:03:30 PM	Banks, Melissa	Success	
9920SpecEd.PartCtoB.csv	12/04/2025, 09:57:27 AM	Banks, Melissa	Success	
9920 test Staff.Assignments.csv	11/20/2025, 08:43:47 AM	Banks, Melissa	Success	
9920 MEHS Inactive.Enrollments.csv	11/20/2025, 08:19:00 AM	Banks, Melissa	Success	





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2521_three_SpecialEducation.StudentRoster.csv

Administration

Data Submission

Upload a File

Submission Status

Data Quality Dashboard

■ Reports

M Data Input

✓ Provide Feedback

Row ID =

Row on the spreadsheet with the error.

Date Uploaded: Uploaded By: Number of Records: 11/16/2024 **Barbara MSIS District Admin**

File Status: Failed

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

Row ID	LEA ID	School ID	MSIS ID	Error	Resolution
1	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.
1	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.
5	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.
3	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.





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2521_three_SpecialEducation

(in Home

Date Uploaded: 11/16/2024

File Status: Failed

Uploaded By: **Barbara MSIS District Admin** Number of Records:



Data Submission

Upload a File

Submission Status

Data Quality Dashboard

■ Reports

M Data Input

✓ Provide Feedback

Barbara MSIS

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.

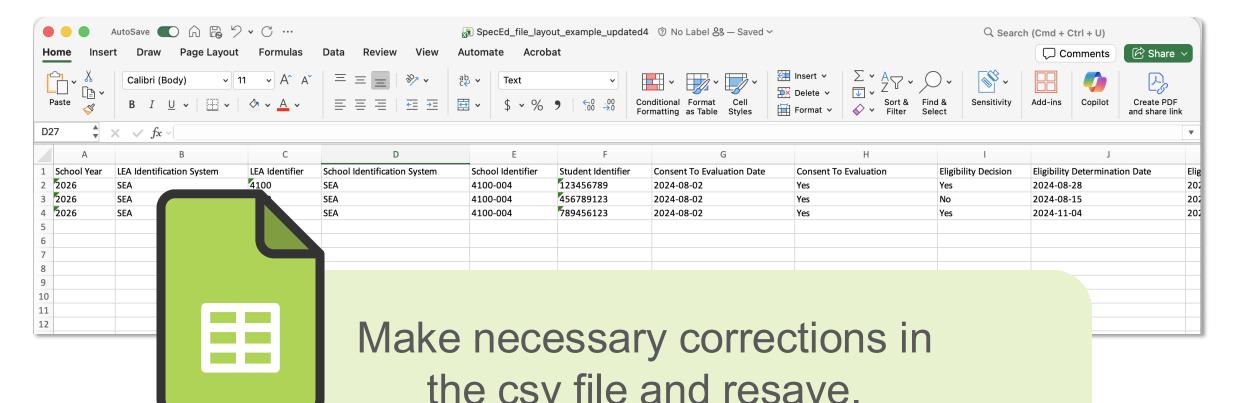
Describes the error found in that

row and the resolution.

(The error text provides the Column header

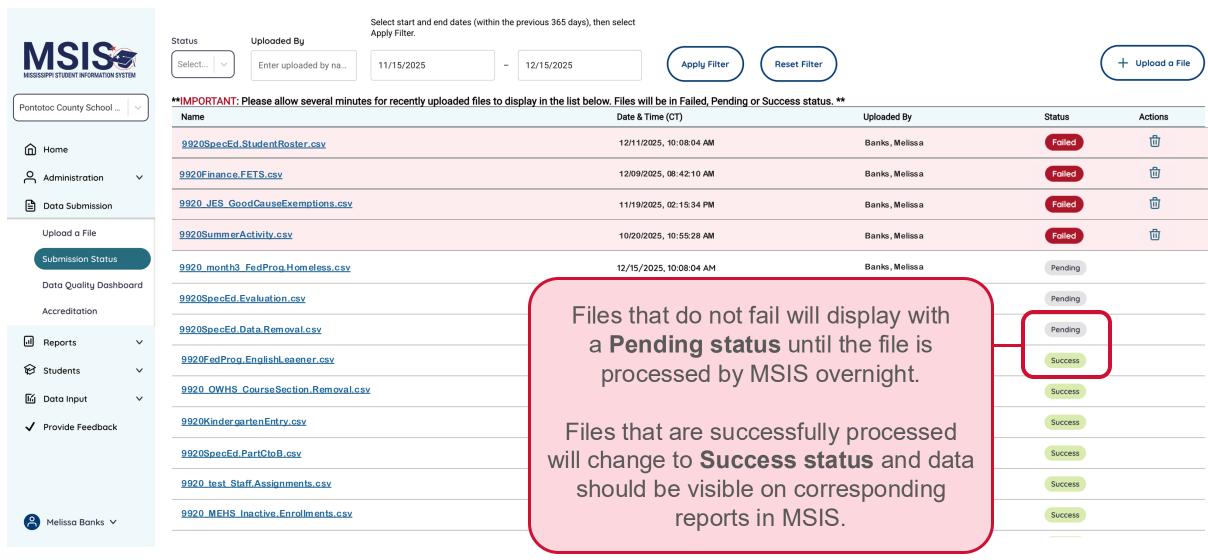
where the error can be found.)



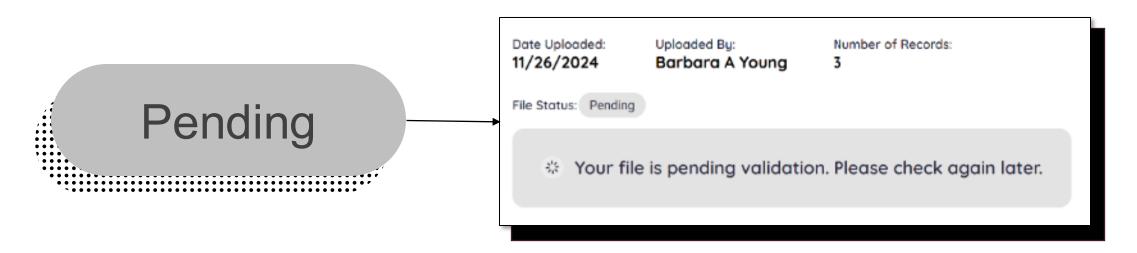


Upload the corrected file in MSIS.



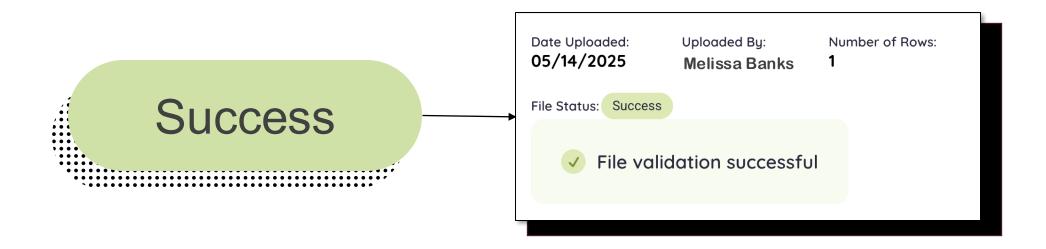






DO NOT upload more than one file that contains the same information while the first file is in **Pending status**.





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







After the reports refresh overnight, review the Special Education Roster Report for accuracy.

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

