

What Every Business Manager Needs to Know

MSIS 

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

MASBO, May 2024



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



2

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



3

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

EVERY School Has Effective Teachers and Leaders

4



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

5



EVERY School and District is Rated “C” or Higher

6





COMPARE

the legacy system and the new MSIS 2.0

EXPLORE

changes to data collection and reporting

REVIEW

data errors and the certification processes



Personnel

MSIS 1.0 vs. MSIS 2.0







Mississippi Student Information System : General / Schedule Employee Entry - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Employee Select District District Info Schedule Salary Special Ed

Mississippi Student Information System
General/Schedule Employee Entry

Last Name	First Name	MI	SSN	Race	Race	Race	Race	Race	Spanish Latin Origin?	Gender	Birthdate	Years of Experience

[Update Employee Information]

Area Code Phone

Address 1

Address 2

City State

Zip -

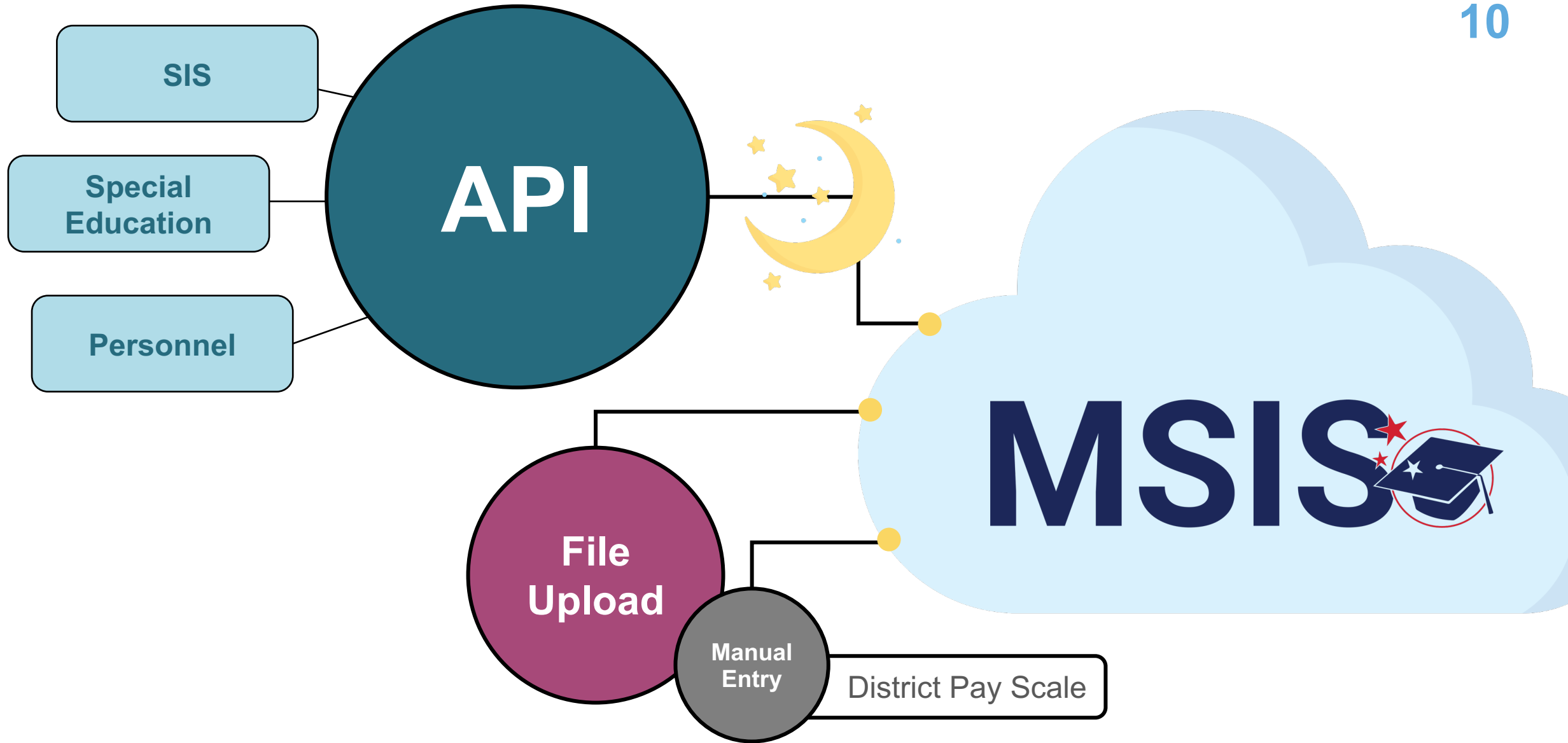








**MSIS 2.0 is
designed to be a
daily reflection of
the data in your
systems.**



Personnel

Vendor	Method for sending data to MSIS
Frontline	District completes manual file export District uploads file to MSIS (Automated file export may be possible at a future date)
Harris/McAleer	District completes manual file export District uploads file to MSIS
Innovak	District completes manual file export District uploads file to MSIS
Integrity/Courage	API nightly
Marathon	Automated file export (API in development)
Tyler Technologies	API nightly
Other Vendors	District completes MDE-provided template District uploads template to MSIS

Personnel includes staff, employment, and assignment data.



Completed



Remaining



N/A



In Progress



Blocked

Personnel

Vendor	In Progress	Test Data Received	Data Validation	Validation Updates	Production Ready	Data – All Districts
Frontline						
Harris/McAleer						
Innovak						
Integrity/Courage						
Marathon						
Tyler Technologies						

Personnel includes staff, employment, and assignment data.



Personnel

Data Collection & Reporting



	A	B	C	D	E	F	G	H
1								
2	<i>This file layout contains example data for 3 employees:</i>							
3	<i>Jane Doe - Teacher with a national board certification, paid with district funds</i>							
4	<i>John Doe - Positive Behavior Specialist and also a Bus Aide, paid with a mixture of Sped and district funds</i>							
5	<i>Robert Smith - Teacher with a national board certification who coaches after school, paid with district funds</i>							
6								
7	Employment - One record for every employee in the district							
8	districtId	4 digit district number, include leading zeros						
9	staffMemberIdentificationSystem	"State" for all records						
10	staffMemberIdentifier	Employee SSN						
11	firstName							
12	middleName							
13	lastOrSurname							
14	generationCodeOrSuffix	Optional						
15	otherStaffMemberIdentificationSystem	Only provide for licensed employees.						
16	otherStaffMemberIdentifier	License number						
17	email	District email address, not personal; r						
18	birthdate							
19	hispanicOrLatinoEthnicity	If Yes, leave race blank						
20	race							
21	sex							

Overview Employment Assignments Credentials +

Ready Accessibility: Good to go



DATA DOMAIN MAPPING

DOMAIN: PERSONNEL Identity

All data elements will be collected via API or file upload from the Personnel package.

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set	Collected from Districts
First Name	The full legal first name given to a person at birth, baptism, or through legal change.		None	Yes
Generation Code or Suffix	An appendage, if any, used to denote a person's generation in his family (e.g., Jr., Sr., III).		None	Yes (Optional)
Last or Surname	The full legal last name borne in common by members of a family.		None	Yes
Middle Name	A full legal middle name given to a person at birth, baptism, or through legal change.		None	Yes (Optional)
Staff Member Identification System	A coding scheme that is used for identification and record-keeping purposes by schools, social services, registry, or other agencies to refer to a staff member.	SSN will be primary identifier.	SSN - Social Security Administration number	Yes
Staff Member Identifier	A unique number or alphanumeric code assigned to a staff member by a school, school system, a		None	Yes

	A	B	C	D	E	F	G	H
1								
2	<i>This file layout contains example data for 3 employees:</i>							
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9	staffMemberIdentificationSystem	"State" for all records						
10	staffMemberIdentifier	Employee SSN						
11	firstName							
12	middleName							
13	lastOrSurname							
14	generationCodeOrSuffix	Optional						
15	otherStaffMemberIdentificationSystem	Only provide for licensed employees. Value "ProfessionalCertificate" for all						
16	otherStaffMemberIdentifier	License number						
17	email	District email address, not personal; required only for instructional staff and district,						
18	birthdate							
19	hispanicOrLatinoEthnicity	If Yes, leave race blank						
20	race							
21	sex							

https://www.mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS2/DomainMap/Personnel/staff_file_upload_layout_example.xlsx

The image displays a web application interface. At the top, there is a table with 12 columns and 12 rows. The header row consists of 12 gray cells, with the 6th cell highlighted in dark blue. Below the header, there are 11 rows of white cells, each preceded by a small gray square icon in the first column. Below the table is a navigation bar with five buttons: 'Overview' (light gray), 'Employment' (yellow), 'Assignments' (teal), 'Credentials' (pink), and a plus sign button (gray). The 'Assignments' button is currently selected.

https://www.mdek12.org/sites/default/files/Offices/MDE/OTSS/MSIS2/DomainMap/Personnel/staff_file_upload_layout_example.xlsx

General overview of the file layout.
Includes instructions for each tab and information about each data element.

Overview

i *Three employee examples are provided for each tab.*



DATA DOMAIN MAPPING

DOMAIN: PERSONNEL

Identity

All data elements will be collected via API or file upload from the Personnel package.

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First Name	The full legal first name given to a person at birth, baptism, or through legal change.		None	Yes
Generation Code or Suffix	An appendage, if any, used to denote a person's generation in his family (e.g., Jr., Sr., III).		None	Yes (Optional)
Last or Surname	The full legal last name borne in common by members of a family.		None	Yes
Middle Name	A full legal middle name given to a person at birth, baptism, or through legal change.		None	Yes (Optional)
Staff Member Identification System	A coding scheme that is used for identification and record-keeping purposes by schools, social services, registry, or other agencies to refer to a staff member.	SSN will be primary identifier.	SSN - Social Security Administration number	Yes
Staff Member Identifier	A unique number or alphanumeric code assigned to a staff member by a school, school system, a		None	Yes

Replaces:
General/Schedule Entry Screens
(Employee, Schedule, Salary tabs)

Employment

i *One record (row) for each employee.*

**Collects employee demographics,
employment dates, and salary information.**

Employment

i *One record (row) for each employee.*

Schedules



Schedules are **not required** for non-instructional staff



Instructional staff schedules will be collected via **API from the SIS**

Email

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set
Electronic Mail Address	The numbers, letters, and symbols used to identify an electronic mail (e-mail) user within the network to which the person or organization belongs.	School/District Email address Collected for Instructional Staff and District/School Administrative Staff only	None

Supplements



No funding code required



Up to 5 supplements per employee

Staff Compensation Annual Supplement

Amount of supplement

2,000

Staff Compensation Annual Supplement Description

Description of supplement

Cheerleading sponsor

Teacher with National Board (\$6,000), Head Football Coach (\$3,000), & Assistant Soccer Coach (\$1,000)

Report all supplements separately	
Staff Compensation Annual Supplement	Staff Compensation Annual Supplement Description
6,000	NBPTS
3,000	Head Coach
1,000	Assistant Coach

OR report supplement categories together (i.e., "coaching")	
Staff Compensation Annual Supplement	Staff Compensation Annual Supplement Description
6,000	NBPTS
3,000	Coaching

Replaces: General/Schedule Entry Screen (District Info tab)

Assignments

i *One record (row) for each employee assignment. Multiple rows per employee are possible.*

Collects Work Area Codes and FTEs.

Assignments

i *One record (row) for each employee assignment. Multiple rows per employee are possible.*

Staff Full Time Equivalencies



Reported in decimals (ex: 50% = .5 FTEs)



Employee FTEs can add up to more than 1



Local Job Category



Work Area Codes



Now available for teachers



Revised Work Area Codes for 24-25SY



	A	B	
1	Code	Work Area Title	Memo/Description
2	700001	Pre-kindergarten Teacher	Teachers of a group or class that is par the year or years preceding kindergart
3	700002	Kindergarten Teacher	Teachers of a group or class that is par the year preceding the first grade.
4	700003	Elementary Teacher	Teachers of general level instruction cl and composed of any span of grades n
5	700004	Secondary Teacher	Teachers of a general level of instructi secondary and composed of any span the elementary grades and ending with
6	700005	Ungraded Teacher	Teachers of classes or programs to wh designation.
7	000141	SUPERVISION OF AGRICULTURE PROGRAMS (SOEP)	
8	000150	SUPERVISOR OF CREDIT BEARING WORK-BASED LEARNING	Teachers with a 917 add-on endorsemen learning.
9	000221	PARENT CENTER COORDINATOR	A licensed professional responsible for coordinating parental involvement and
10	000222	PARENT CENTER AIDE	A paraprofessional who assists the Par the Parent Center.
11	000234	SPECIAL POPULATIONS PERSONNEL	The endorsement of 334 is grandfathe 314 is grandfathered for 1996-1997 sc

Work Area Codes 24-25SY

- Spreadsheet format for easy filtering and sorting
- Blue text indicates updates or changes
- Tab for deactivated codes

**Replaces: General/Schedule
Entry Screen**
(Parts of Schedule tab)

Credentials

i *One record (row) for every National Board Certification. Multiple rows per employee are possible.*

Collects National Board credential information.

(Administrator and Teacher Mississippi Licensure information will be collected via API from MECCA.)

Credentials

i One record (row) for every National Board Certification. Multiple rows per employee are possible.

Credential Definition Identifier

Element Name	Definition	MDE Definition/ Additional Information	MDE Option Set
Credential Definition Identifier	A globally unique identifier by which the creator/owner/provider of a credential recognizes the qualification, achievement, personal or organizational quality, or aspect of an identity in transactions with the external environment.	National Board Certification Type	NBPTS - National Board for Professional Teaching Standards CCC - Certificate of Clinical Competence (issued by American Speech & Hearing Association) NCSC - National Certified School Counselor NCSN - National Certified School Nurse CALT - Certified Academic Language Therapist






Questions?

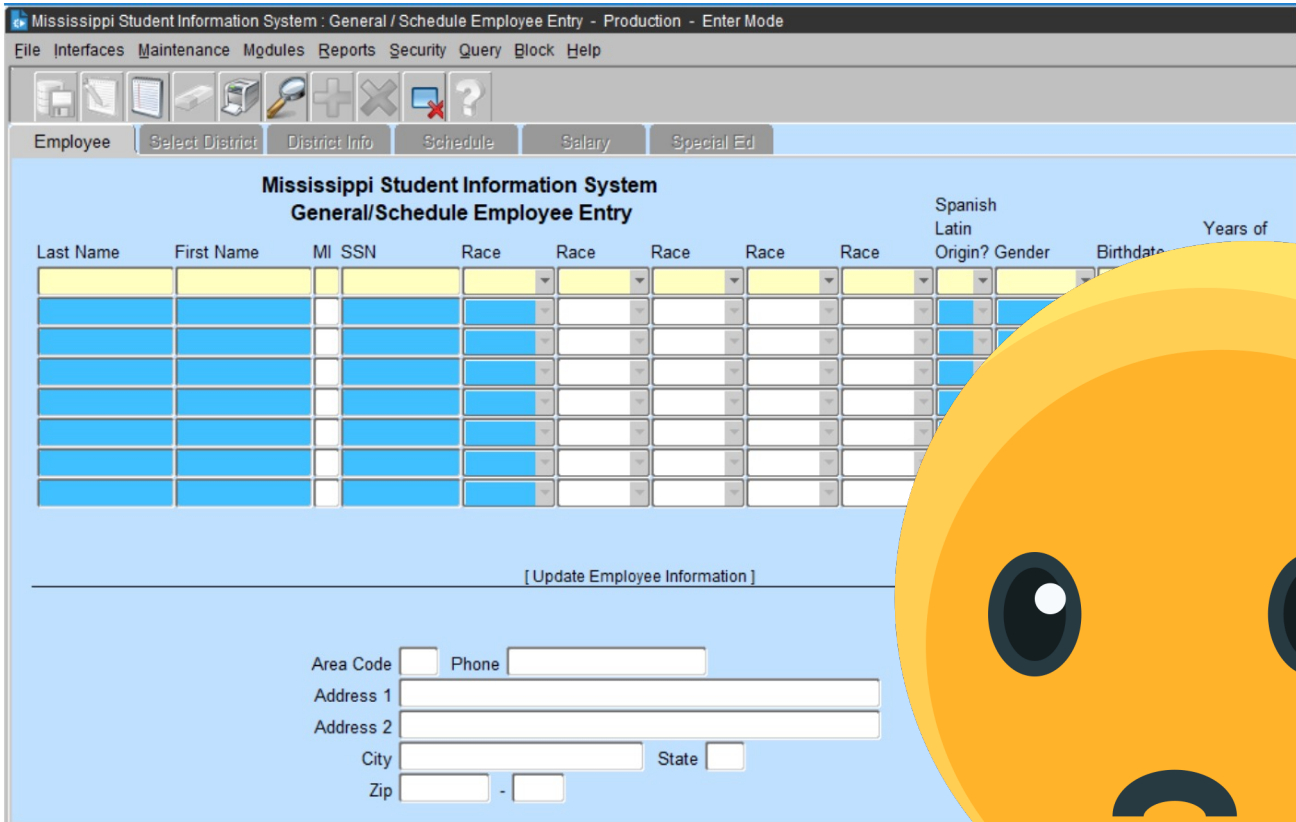


Personnel

Errors & Certification









MSIS Monthly Student Data Transaction Results

District Number: 9999

School Number: 004

Period: 09

Tracking ID: 9999-004-05-26-2006-00147

Transaction Status: FAILURE

Error Status	MSIS ID	SAP Uid	Field Value	Line #
FAILURE	000999999	587999999	200200	147352
	AMOS, TORI			

Field in Error: SAP_TRANS>TR_STUDENT>STUDENT>SCHEDULE>COURSE>CARNEGIE>

Error Reason: CODE NOT FOUND OR IS INACTIVE FOR COURSE 132129

Error Status	MSIS ID	SAP Uid	Field Value	Line #
FAILURE	000999999	587999999	70060	
	SIMPSON, LISA			

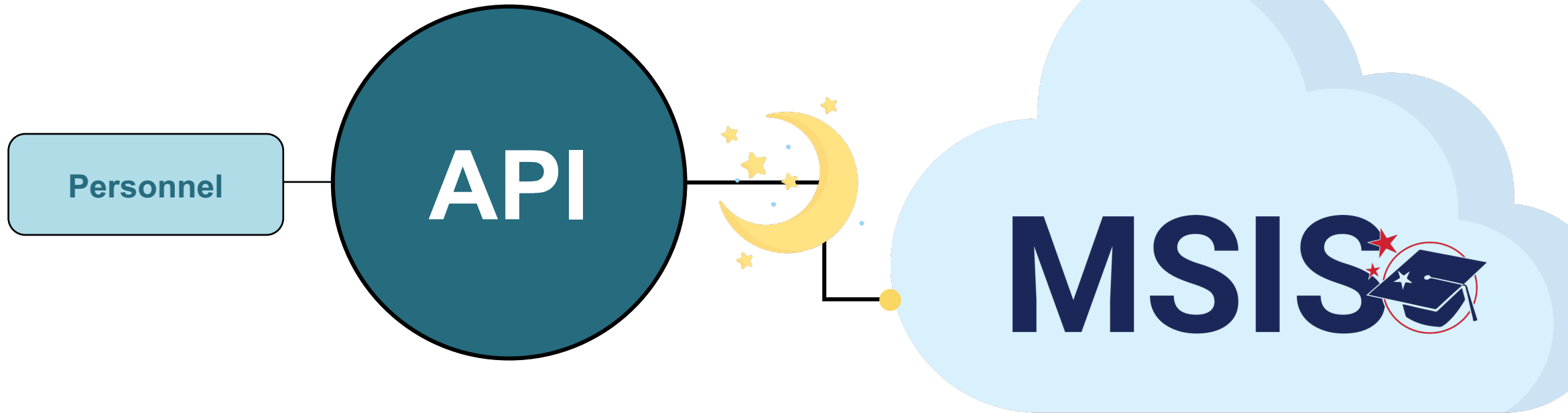
Field in Error: SAP_TRANS>TR_STUDENT>STUDENT>SCHEDULE>COURSE>CREDITS>

Error Reason: MUST BE FORMAT 9.9



1

Data transfers from Personnel package nightly



1a

MSIS Staff or District Business Manager downloads file from Personnel package and uploads it to MSIS



2

MSIS Staff & District Business Manager reviews dashboards and reports daily to check for errors

Application in Development ?

MSIS
MISSISSIPPI STUDENT INFORMATION SYSTEM

Home

Administration

Data Submission

Reports

Data Input

Welcome Melissa Banks

1:52 PM Tuesday, October 10, 2023

No uploaded files

Upload a file

Ownership conflict to review

Review


Your data has errors

Review

Deadlines Up Next

Saturday, December 9, 2023

Personnel Data

 MISSISSIPPI
DEPARTMENT OF
EDUCATION



- Home
- Administration
- Data Submission

Upload a File

Submission Status

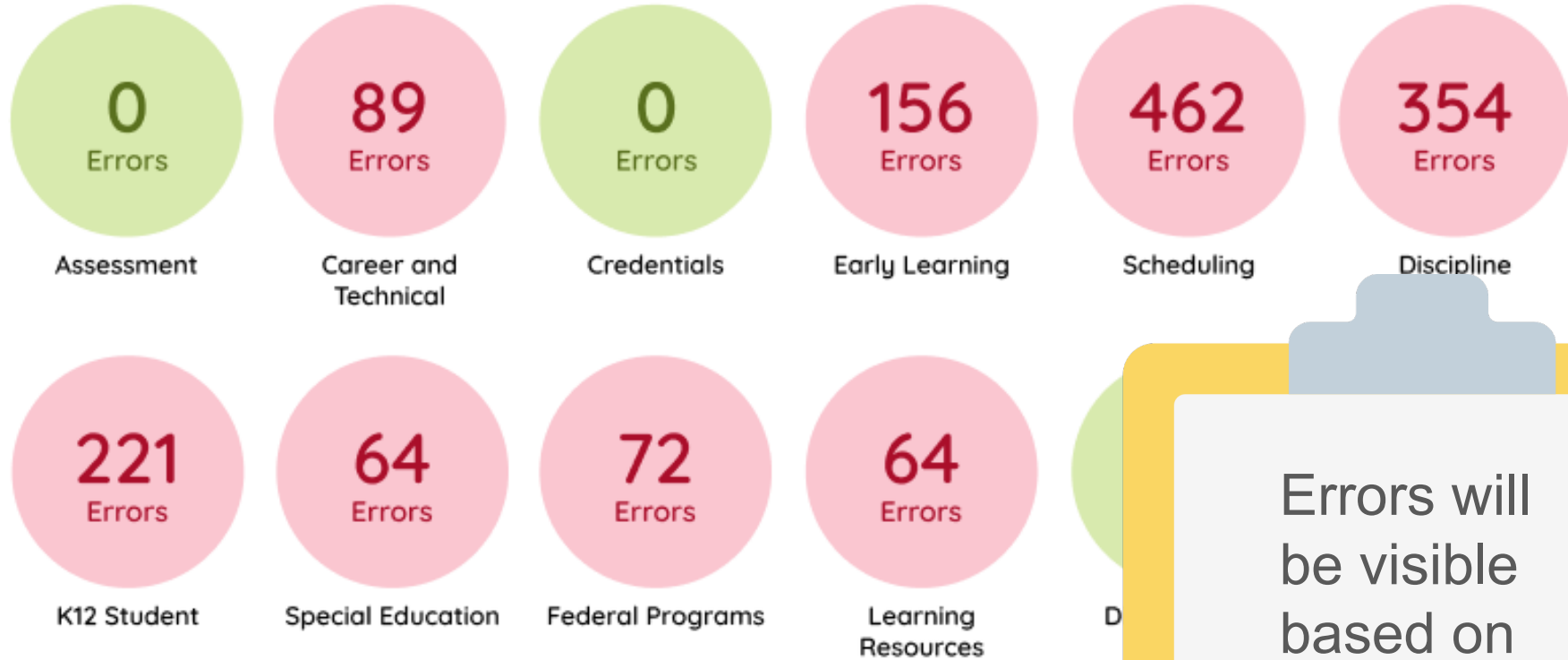
Data Quality Dashboard

- Reports
- Students

✓ Provide Feedback

Melissa Banks

Test District Name



Errors will be visible based on assigned permissions



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

Provide Feedback

Melissa Banks

Enrollment

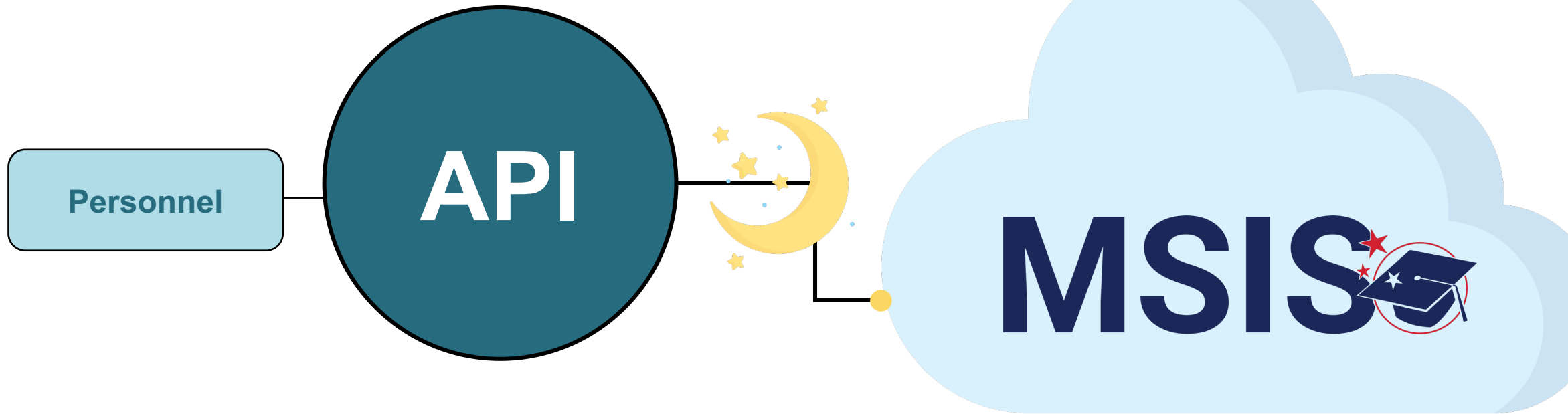
MSIS ID	School Year	Calendar Event	Enrollment Entry Date	Enrollment Exit Date	Description	Resolution
3059018	2023-2024	Other		2022-12-31	Enrollment date must be on an instructional day or regular bell schedule day.	Ensure the enrollment date reported is a regular instructional day on the school calendar in your SIS. Regular day means normal bell schedule and not an early dismissal or late arrival day.
6482888	2023-2024			2023-06-20	Student exit date is outside of the current school year.	Ensure the exit date for the student is during the current school year in your SIS.
9079236	2023-2024	Other		2022-10-23	Enrollment date must be on an instructional day or regular bell schedule day.	Ensure the enrollment date reported is a regular instructional day on the school calendar in your SIS. Regular day means normal bell schedule and not an early dismissal or late arrival day.
3059018	2023-2024		2022-09-01		Student has been reported as deceased and cannot be enrolled.	Verify the student is not reported as deceased in your SIS and update the student record if needed.

3

MSIS Staff/District Business Manager makes corrections in the package

4

Data transfers from the Personnel package nightly



3a

MSIS Staff/District Business Manager makes corrections in the Personnel Package and downloads a new file

4a

MSIS Staff/District Business Manager uploads the new file





Personnel Reports:

- Personnel Summary
- Personnel Listing
- Teacher Schedules
- Accreditation



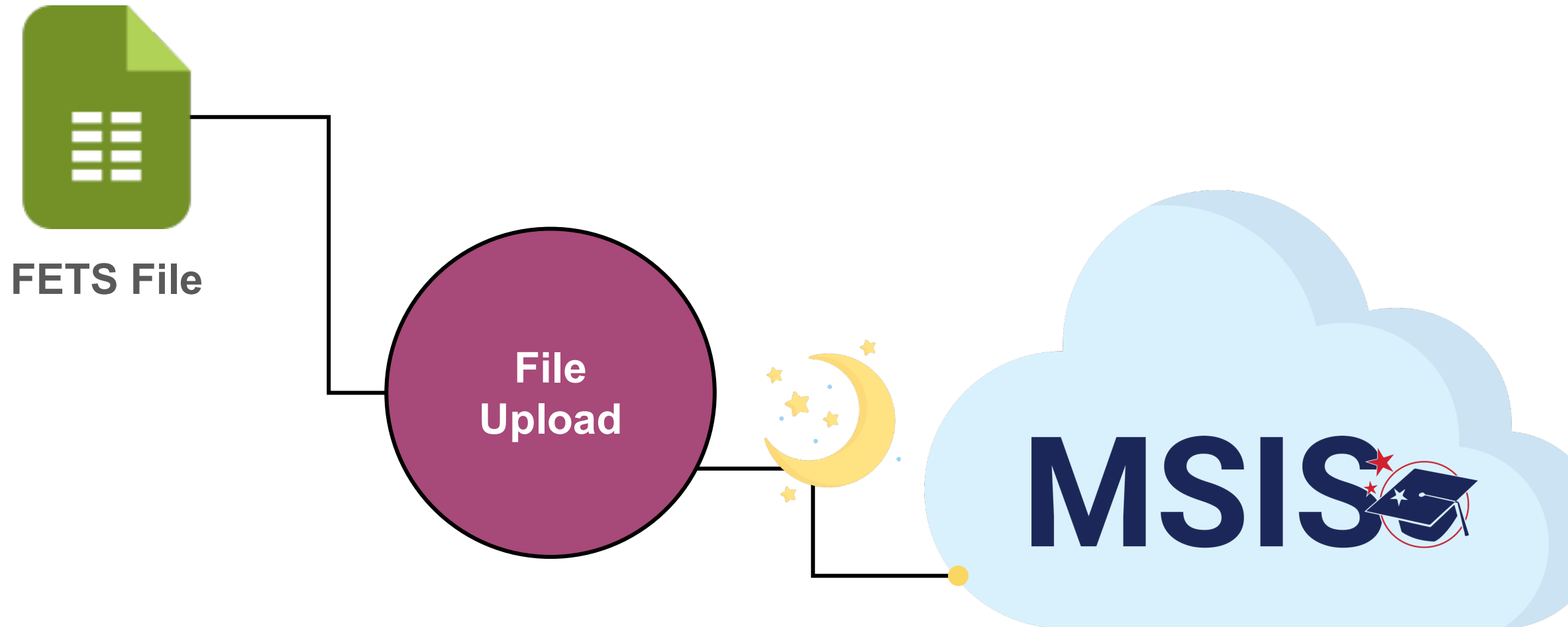
Questions?

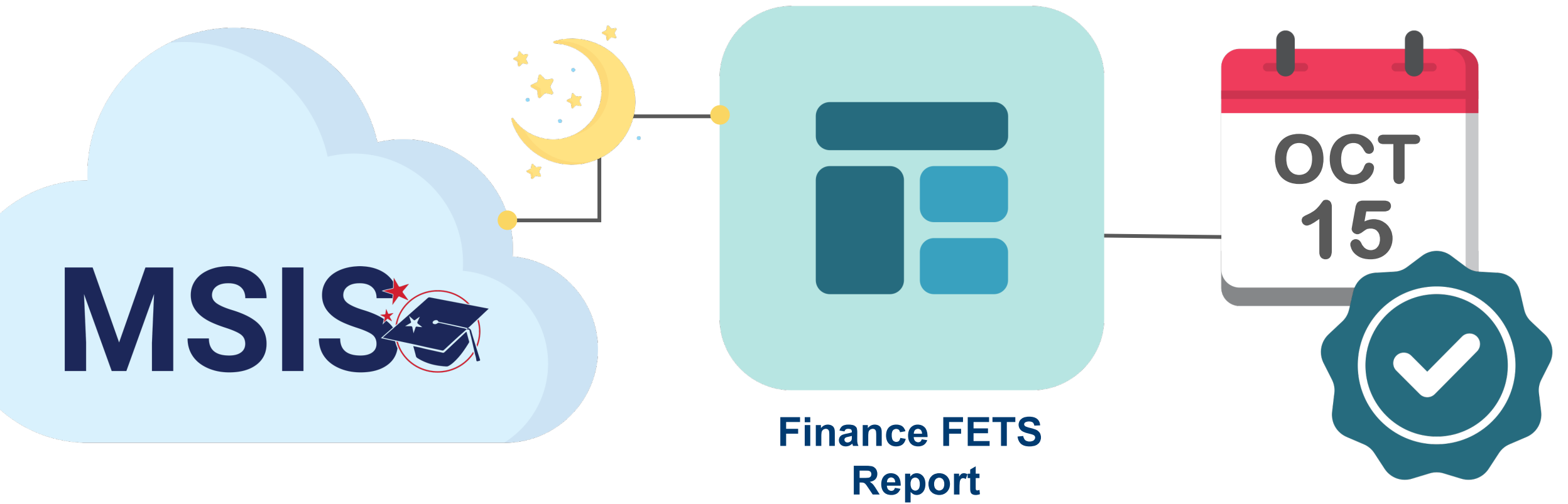


Finance

Data Collection & Reporting



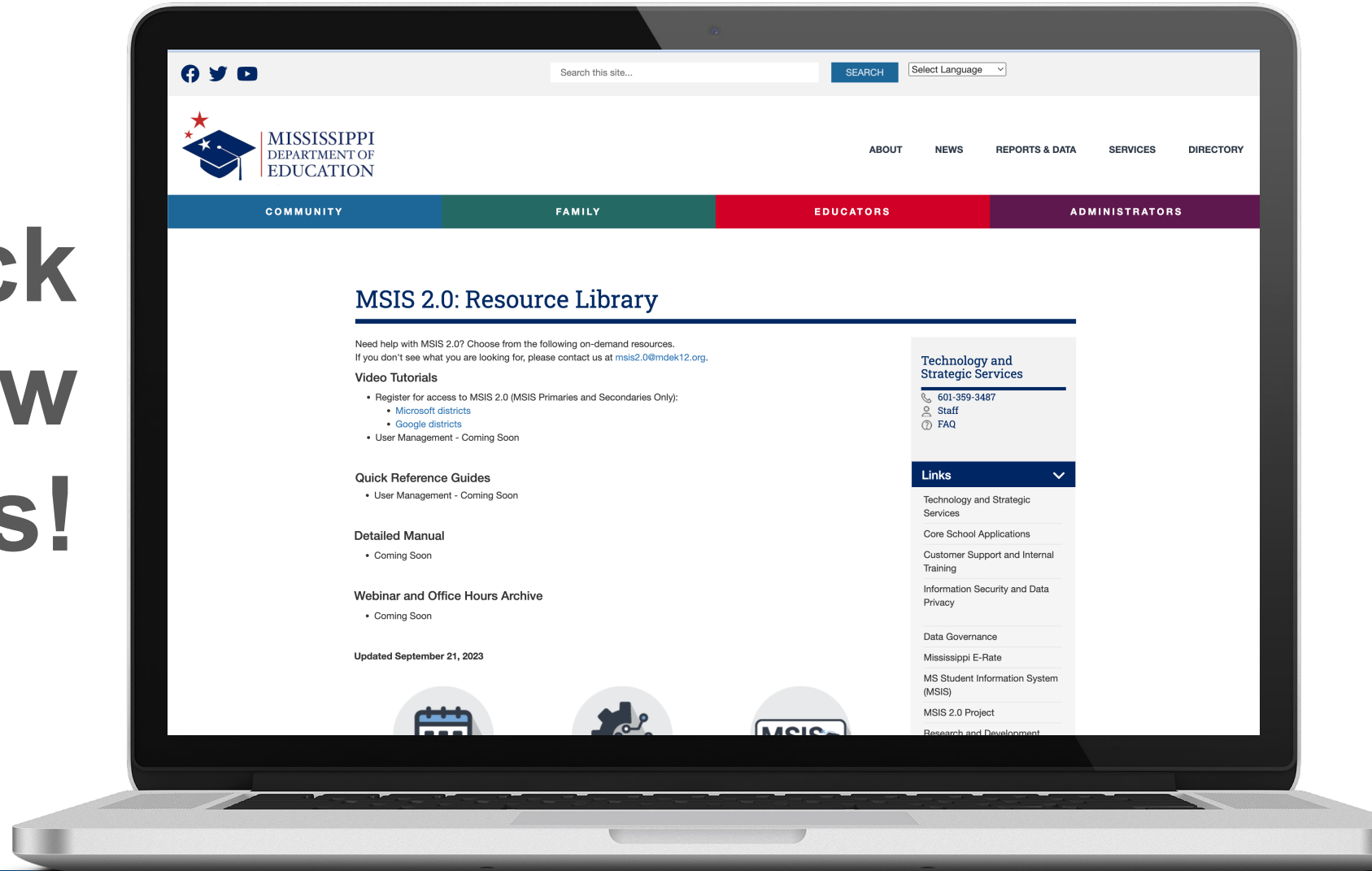






Questions?

Check back
often for new
releases!





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