



Preparing for Month 1 MSIS in SAM

- Print the Personnel Accred Report (**State Reporting > Personnel Accred**) in SAM Spectra. Verify that this matches the information entered in Personnel General / Schedule Employee Entry in MSIS.
- Verify that grades selected in **Administration > District/School Setup>School Grade Level Maintenance** are the grades actually taught by the school.
- Verify that student days in the calendar are correct (**Calendar > Schedule Calendars > Edit Existing Calendar**). If days were unexpectedly closed for whatever reason, be sure to edit the calendar before creating MDT and MSD files.
 - **Enrollment > Entry / Exit Registration > Recalc Days Off Roll** is potentially a useful utility if the Calendar has been modified after the beginning of school for any reason.
- Verify that the classification is set correctly for vocational, sped and gifted courses.
- Print the **Scheduling>Reports>School Schedule Info> Schedule Course Detail** to verify course information.
- Run the **Grading>Reports>Framework Detail Report** as a CSV file. Verify that all fields of information are correct. If corrections need to be made, go to **Scheduling>Utilities>Framework Update Utility**.
- Make necessary changes in Scheduling > List Schedule > Course Pool Info.
- Verify that Transmit to State is marked correctly for all infraction and action codes. (Administration > Discipline Admin> Actions Maintenance and Administration >Discipline Admin> Discipline Infractions Maint)
- Verify that Include in ADA is marked correctly for all attendance codes. (Administration > Additional Table Maint > Attendance Code Maint)
- Run the Invalid Data Report (State Reporting > Invalid Data), and correct data as needed:
 - Student Data:
 - Check for students with missing student id
 - Check for student with missing state id
 - Check for students with missing or invalid birth date

- Check for students without a schedule
 - Check for students with missing or invalid residence address
 - Check for students with no parent/guardian/contact
 - Check for students with no emergency contact
 - Check for students with no lives with contact
 - Check for students with no Enrollment Code for the current school year
- **Contact Data:**
 - Check emergency contacts with no phone number
- **Employee Data:**
 - Check for employees with missing or invalid SSN
- **Course Data**
 - Check for frameworks with no instructor
 - Check for frameworks with no period
- Run all error checks on the SPED / Gifted Error Report (SPED > Reports > SPED / Gifted Error Report) and correct data as needed:
 - SPED students with no SPED classes
 - Students in SPED classes NOT tagged as SPED
 - Gifted Students with no Gifted classes
 - Students with Gifted classes not tagged as Gifted
 - 504 Students with no 504 classes
 - Students with 504 classes NOT tagged as 504
 - Students tagged as 504 AND tagged as SPED
 - SPED students also marked with an Active CEIS Indicator
- Mass set Transmit to State (Enrollment > Utilities > Mass Set State Transmit).
- **Verify student enrollment. Ensure that students that are supposed to be enrolled do actually** have a registration code. Ensure that students that have transferred do actually have an exit registration code.
- Verify Student Counts are correct for each grade level using the Enrollment Total report (**Enrollment>Reports>No Child Left Behind>Student Enrollment Breakdown**)
- **No Shows:**
 - Mark students who attended your school on the last day of school last year but have not returned this year as a No Show
 - **Use Enrollment >Entry/Exit Registration>Mass Process No Shows** to mark no show students. No Shows should be used only for students who did not return and have not otherwise withdrawn.

- Run the Entry Student List (Enrollment > Reports >Registration> Entry Student List) to verify that all students with entry codes are actually attending school. There should be no R1 codes in Month 1 MSIS.
- Run the Withdrawal Student List (Enrollment > Reports > Registration > Withdrawal Student List). Students included on this report should be students who attended at least one day this school year.
- Verify that all transportation information is correct for all students.
- Verify that the MAS Report is balanced (State Reporting > MAS Report).
- Create MDT file and send to MSIS (State Reporting > Create State Files > MDT).
- Create MSD file with the Data Check. By using this Data Check, errors can be caught prior to actually submitting the MSD to MSIS. Once all problems have been resolved in the Data Check, send the file to MSIS (State Reporting > MS State Reports > Create State Files > MSD).
- Once the MSD file is successful, print the pre-approved report from MSIS and compare to the MAS report from SAM. If the totals for these two reports match, save the reports for future reference. If the totals do not match, make necessary corrections, and resubmit the MSD file.

MSIS (Mississippi Student Information System) Files

All MSIS files include the district number, school number and reporting period. The district number included in the MSIS files is entered in **Administration > District/ School Setup>District Setup**. The school number is entered in **Administration > District/School Setup>School Setup>Edit School**. The reporting period information is entered in **Calendar > Reporting Date Maintenance > State Reporting Dates**.

MDT (Monthly Days Taught)

The MDT file is submitted to MSIS after noon on the last student day of the month. The MDT file contains the grades taught for the selected school as well as the days taught for the selected reporting period. The MDT file must process successfully before the MSD file will process.

DSD (Daily Student Data)

The DSD file includes information related to discipline and Special Education that must be reported to MSIS on a daily basis. Discipline incidents are included in the DSD if the incident action is suspension or expulsion. Special Education students are included in the DSD file if a change is made in to the SPED status in the student SPED folder. If a daily is not reported, the information will go up in the monthly file.

ISL (Initial Student Load)

The ISL file includes the information required to obtain MSIS ID numbers for kindergarten students. The ISL file includes name, student id, social security number, and date of birth for kindergarten students less than seven years of age with no State ID number entered on the General 1 page in the student folder.

IMT (Initial MSID ID Transaction)

When the ISL file is processed by MSIS, an IMT file is created. The IMT file contains the MSIS ID number for all students included in the ISL file submitted. The IMT file should be copied from MSIS to the desktop so the assigned MSIS ID numbers may be imported into SAM in State Reporting/Import State Files/ISL

MSD (Monthly Student Data)

- The MSD file transmits student information such as MSIS ID number, grade level, race, gender, date of birth, entry and exit codes, attendance, discipline, gifted status, vocational status and information, sped status, emergency contact information, student schedule, etc. to MSIS on a monthly basis. The MSD file may be submitted after the MDT file for the selected month has successfully processed.
- Schedules for teachers are not transmitted in the MSD file. Teacher information such as date of birth, social security number, race, gender, salary, and courses taught is entered through the personnel module in MSIS. The information in Framework Maintenance and the personnel module in MSIS must match.
- A student is included in the MSD file for a specific school if the student is marked Transmit to State for the school and the student is (or was) enrolled during the selected month based on the date range in the State Reporting Dates. If a student is not included in the MSD file, verify that there is an entry for the specific school on the Entry/Exit page in the student folder.
- The following information included in the MSD file is pulled from the General 1 page in the student folder:
 - MSIS ID number is the State ID. This number must be obtained from MSIS. SAM does not generate this number.
 - The Unique ID (UID) in the MSD file is the Student ID
 - Student Last Name
 - Student First Name
 - Student Middle Name
 - Social Security Number (optional)
 - Date of Birth
 - Birth State o Gender
 - Ethnicity
 - Grade Level included in the MSD file is the ADA Grade
 - The Gifted status is based on the student schedule and the Gifted Status field on the General 2 in the student folder. For the Gifted indicator in the MSD file to be marked Y, the Gifted Status field on the General 2 page in the student folder must be something other than the default value of Not Applicable and the student must have a gifted course in the schedule.
 - For a course to be considered a gifted course, the course classification in the current schedule must be gifted. The Local Course Report (Scheduling > Reports > Master Schedule Info > Local Course Detail) should be run to verify the course classification.
 - Please verify students' gifted status via the SPED / Gifted Error Report mentioned earlier in this document.
 - The Vocational Status will be Y in the MSD file if the student is enrolled in a vocational class.

- For a course to be considered a vocational course, the course classification in the current schedule must be vocational. The Local Course Report (Scheduling > Reports > Master Schedule Info > Local Course Detail) should be run to verify the course classification
- If the Vocational Indicator is Y, the following additional vocational indicators are included in MSD file. These indicators will be Y if the item is checked on the Vocational page in the student folder.
 - ACA Passing Indicator
 - IEP Passed
 - Pre-Post Test Indicator
 - Capstone
 - Disabled
 - Disadvantaged
 - Non-Traditional
 - Single Parent
 - Displaced Homemaker
 - Special Populations
 - Ungraded
- The Tech Prep indicator will be Y if Tech Prep is checked on the Vocational Page in the student folder.
- The student's SPED status is Y in the MSD file if the student has a SPED folder in the SPED module with SPED checked in SAM and a SPED course is included in the student's schedule.
 - For a course to be considered a special education course, the course classification in the current schedule must be special education. The Local Course Report (**Scheduling > Reports > Master Schedule Info > Local Course Detail**) should be run to verify the course classification
- A SPED folder is created in the SPED module in SAM (**SPED > Create Student SPED Record**). The State Status must be checked. Other information in the SPED folder is optional.
- The 504 indicator for the student will be Y if the 504 indicator is checked on the General 2 page in the student folder.
- The IEP indicator will be Y if the student is enrolled in a SPED course.
- The LEP indicator will be Y if English Second Language is checked on the At Risk page in the student folder.
- The indicator for the following items will be Y in the MSD file if the item is checked on the At Risk page in the student folder:
 - Title I Reading
 - Title I Math
 - Title I Language
 - Homeless
 - Neglected

- Please keep in mind that if the school itself is marked as “Title I”, then all students enrolled in that school should also be marked with Title I status.
- The MSD file includes only one emergency contact. Because SAM allows the entry of multiple emergency contacts, the emergency contact information included in the MSD file is the topmost contact in the list marked as emergency contact on the Parent Guardian page in the student folder. Last name, first name, address, phone number, and relationship are included in the MSD file.
- The permanent address information in the MSD file is based on the parent/guardian entry marked as Lives With on the Parent Guardian page in the student folder. The parent information included in the MSD file is first name, last name, address, phone number, and county code. If more than one contact is marked Lives With, the first one in the list is included in the MSD file.
- Registration codes are included in the MSD file if the date is within the date range of the month being reported.
 - Entry codes dated within the month for which the MSD file is created will be included in the MSD file. The following entry information found on the Entry/Exit page in the student folder is included in the MSD file
 - The entry date should be the first day the student actually attended school
 - The grade level on the entry code sets the ADA grade level on the General 1 page in the student folder. If the student is in a special program such as self-contained SPED or GED the grade level selected should reflect the special program.
 - Days off roll should be the number of days taught in the month for which the file is created prior to the entry date. The entry date is not included in the days off roll. Should the Days Off Roll need to be recalculated: Enrollment > Entry / Exit Registration > Recalc Days Off Roll.
 - An entry code of R1 can only be used if a student withdraws in a previous month of the current school year with an exit code of D is returning to school. If a D code was entered and the student returns in the same month the student is not really a drop out. The D code should be changed to the appropriate T code and the student should be entered with the appropriate E code.
 - Withdrawal codes dated within the month for which the MSD file is created will be included in the MSD file. The following withdrawal information found on the Entry/Exit page in the student folder is included in the MSD file.
 - The withdrawal date should be the last day the student actually attended school.
 - The withdrawal code should reflect the situation under which the student is withdrawing from the school.
 - The grade level on the withdrawal code will be set to the grade in which the student is currently enrolled.
 - Days off roll should be the number of days taught in the month for which the file is created after the withdrawal date. The withdrawal date is not included in the days off roll.

- The student should not be marked absent on the date of withdrawal
- A student may have more than one registration code within a month. Enter the codes as the registration events occur. The days off roll will be recalculated to reflect the changes
- If a student withdraws with a T code and reenters with an E code, MSIS will record this as an R1. Do not use the R1 code for this situation in SAM.
- The following information related to transportation is included in the MSD file:
 - The Transportation Code determines if the district receives funding for transporting the student. The Transportation Code included in the MSD file is found in the Code field on the General 1 page in the student folder.
 - The Resident District included in the MSD file is the Resident District on the General 1 page in the student folder. This should be based on the student's residence address.
 - The Grade Level included in the transportation information in the MSD file is the ADA Grade on the General 1 page in the student folder.
 - The Days Transported is calculated by adding the days off roll for the selected month and the days absent for the selected month and subtracting this total from the days taught for the month. [Days Taught – (Days Off Roll + Days Absent)]
- The date and status for each absence for the selected month is included in the MSD file. All absences with an attendance code marked Include in ADA in Attendance Code Maintenance (**Administration/Additional Table Maint/Attendance Code Maint**) are included. Attendance Codes with Include in ADA unchecked are not included in the MSD file. This should include codes that are used in attendance to identify students who are not actually absent but are not in the classroom as scheduled. Such codes include In School Suspension, School Activity, etc.
- Attendance Codes are set in Administration > Additional Table Maint > Attendance Code Maint. There are several options for each code included in the Attendance Codes Maint. Attendance Codes must be assigned a Code Type of Absent, Present or Tardy. Codes with Code Type of Present or Tardy are not included in the MSD file. Codes with the Code Type of Absent are included in the MSD file only if Include in ADA is checked.
- Attendance Status Codes are set in **Administration > Lookup Table Maintenance > Attendance Status Codes**. The Status Codes are included in the MSD file for attendance codes marked Include in ADA. If status codes are changed in SAM after the MSD file processes successfully, these changes must also be made in MSIS.
- Attendance Check In/Out Reason Codes are set in **Administration > Lookup Table Maintenance > Attendance Check In/Out Reason**. These codes display in the Reason drop down in Quick Attendance and Check In/Out and are not transmitted to MSIS.
- Discipline:
 - Discipline entries entered in the Discipline Module in SAM will be included in the MSD file if the Infraction Code or Action Code is marked Transmit to State in **Administration > Discipline Admin>Infractions Maintenance and Administration > Discipline Admin>Action Maintenance**. MSIS will not accept

- a discipline entry if a state infraction code is associated with a non-state action code or vice-versa
 - Discipline Action Codes are set in Administration > Discipline Actions Maintenance.
 - Action Codes are set for each school.
 - Action Codes with Transmit To State checked will be included in the MSD file and should have a valid State Code assigned.
 - Discipline Infraction Codes are set in Administration/Discipline Infractions Maint.
 - Infraction Codes are set for each school.
 - Infraction Codes with Transmit To State checked will be included in the MSD file and should have a valid State Code assigned.
 - Incident Codes are set for the district.
 - Discipline Incident Codes are set in Administration > Lookup Table Maintenance > Discipline Incident Type.
 - Incident Codes are not transmitted to MSIS.
- Each active course in the student's schedule is included in the MSD file. The schedule entry includes the state course number, local course number, term code, period, section, and teacher social security number.
 - The state course number included in the MSD file is the state course associated with the course in **Scheduling > Course Maintenance > Local Course List**.
 - The local course number included in the MSD file is the local course number in Scheduling > Framework Maintenance.
 - The term code included in the MSD file is the Term associated with the section of the course in **Framework > Maintenance**.
 - The period included in the MSD file is the period selected in Framework Maintenance. The period must be a two-digit number.
 - The section in the MSD file is the section number assigned in Framework Maintenance.
 - The teacher social security number included in the MSD file is the social security number entered in the Employee Folder for the teacher assigned to the course in Framework Maintenance.
- The Month 9 MSD file must have a promote status and promote date for all students as well as a graduation code for graduating students. Every course in the student schedule must have a final grade.
- CEIS information is also included on the MSIS Month 1 file. Please refer to the CEIS documentation for further information. CEIS information can be found within the Help module under the SPED folder.

SSD (Summer School Data)

SUMMER SCHOOL DATA FILE MUST BE SENT PRIOR TO 1st MONTH SUBMISSION for the new school year. MSIS will not accept SSD files after September 30th.

Remember to include correspondence courses, on-line courses, virtual school courses, and dual credit courses along with summer school courses in the Summer School file (M10) file.

When deciding who to include in your Summer School file, you need to think about what you do to the student's cumulative folder.

For students that did not meet all objectives during the regular school year and they attended an extended school year to meet those objectives (these would be mostly Elementary Students), you would include them in your M9 file as not promoted and with either a failing grade or an I for Incomplete. Then once they finish their extended year, use the "Update Student Grades" screen in MSIS to change their grade to promoted, if they passed.

For students earning credits for courses (grades 8-12) these should be included in the Summer School file, regardless whether they are replacing a failed grade or this is a new course on the student's record. Those courses earning credit are listed each time the student takes the course on the Cumulative folder.

In some cases of Extended Year (especially for SPED and Enrichment), nothing is entered on the Cumulative Folder so these students would not be listed in the Summer School file

- Course information, grades, and credits earned during summer school are sent to MSIS in the SSD file.
- The data included in the SSD file is pulled from the Course History in the student folder. For each student attending summer school, the historical academic session must be added to the student's folder (Course History).
- The SSD file is created based on the Academic Session Name; therefore, it is necessary to use the same name for the academic session for every student manually entered into course history.

MSIS Tips from Central Access

- Every student enrolled (even if only for a day) must have a schedule.
- Do not delete the schedules for withdrawn students.
- Only self-contained special education students should have an ADA grade of 52, 54, 56, or 58.
- To change the grade level for a student in month 1, change the grade on the entry code. Do not use T1/E2 codes to change the grade level for a student in month 1
- After month 1, grade level changes must be made using T1/E2 codes.
- R1 should be used only when reentering a student who dropped out in a previous month during the current year.
- If changes are made to the master schedule in Framework Maintenance, the changes must also be made in the Personnel Module in MSIS.
- Once the MSD file is successful, do not change entry/exit dates for previous dates.
- If the transportation Code on the General 1 page in the student folder is Non-transported, the Transporting District must be Non-transported.
Periods in the student schedules must match the periods in the teacher schedules entered in the personnel module in MSIS. MSIS periods are two digit numbers therefore the periods entered in the bell schedule in SAM must be two digits to match MSIS.
- All discipline codes, infractions, and actions, marked transmit to state must have a valid state discipline code.
- Run and balance the MAS report on a weekly basis.
- Run the invalid data reports and correct errors on a weekly basis.
- Run the SPED and gifted reports and correct errors on a weekly basis.
- All courses marked Report to State in Framework Maintenance must have a grade entered before sending the MSD file for month 9. SAM does not default grades for any courses. If a specific course such as Office Worker is not to be transmitted to MSIS then Report to State must be unchecked for each section in Framework Maintenance.
- All students must have a promote status and promoted date in the month 9 MSD file. This information is set in Enrollment/Utilities/Set Next Year Status. If the promote status is Graduated then a Graduation Code is also required.
The promote status will not be included in the MSD file if the promote date is not within the date range for month 9 in Calendar/Reporting Date Maintenance/State Reporting Dates.
- Students who graduate or otherwise complete in months 1 through 8 must have a promote status, promote date, and graduation code as well as a final grade for all courses in the student's schedule. This is set in Enrollment/Utilities/Set Next Year Status.
Only students in grade 12 can have a C1 code entered in MSIS.
- If the DSD file is not created on the day the incident or change occurred, then the date of the incident or change must be entered in the Date field when creating the DSD file.
- When requesting help with an MSIS error from SAM Support, email the XML file transmitted to MSIS as well as the ERR report from MSIS.