

District Timelines

Financial Exchange Transaction System (FETS)

- All district data due no later than October 15

Career and Technical Education

- District changes due last week of every month

Child Nutrition

- Districts must submit and correct student lunch data by mid-November
- Batch Processing of student lunch data files (October-November)

Mississippi Student Information Systems (MSIS)

- Personnel data
- Student-level data
- District-level data
- School Board member data

Student Discipline and Incidents Reports

- Incidents shown under Persistently Dangerous School Category -Report Due within 72 hours (see the Incidents and Dispositions Reportable to MSIS Manual)
- All other discipline and incident reports - Report Due Date: 10th of each calendar month-October through June

JULY and AUGUST

- Summer School Files (SSD files)
- Initial Student Load Transaction files (ISL files)
- District personnel data (Public, Special, and Non-Public)
- District and school demographics
- Access to ACCRED Live Data Reports
- District must enter Pay Scale in MSIS by the last business day in July
- District Post Graduate Plan data

SEPTEMBER

- Districts must submit Summer School Files (SSD files) by 2nd Monday in September
- Graduation Option deadline for Seniors is September 1, 2016
- Good Cause Exemption deadline will be September 15th
- School Board member data is due to be updated no later than September 1st
- Districts must submit Initial Student Load Transaction files (ISL files) by noon September 30th
- Any adjustments to graduates and completers and promotions must be updated on the Update Student Grades screen (Update Promotion tab) by September 30th, prior to Month 01 files being sent to MSIS
- Each school must have MSIS IDs and ownership of all students before submitting the Month 01 file
- Districts should start submitting Month 01 Monthly Days Taught Data Transaction (MDT files) and Monthly Student Data Transaction (MSD files) on September 30th
- Districts must enter and approve personnel data by September 30th (Public, Special, and Non-Public)
- Beginning September 1st Certification update for MSIS is run daily

OCTOBER

- Districts must submit Month 01 MSD files by October 10th
- Incoming August/September Kindergarten student deadline is October 10th
- Districts must continue to update personnel data (Public, Special, and Non-Public)
- Mississippi Adequate Education Program (MAEP) edits are run as districts are approved

NOVEMBER

- Districts must submit Month 02 Monthly Student Data Transaction (MSD files) by November 10th
- Incoming October Kindergarten student deadline is November 10th
- Districts must continue to update personnel data. Districts must approve personnel changes in order for MAEP edits to run at night
- District must update Special Education students using Special Education screens
- MAEP edits are run as districts are approved
- Districts must submit and correct student lunch data by mid-November
- Summer Activity Deadline – 3rd Monday by 12 noon

DECEMBER

- MAEP edits are run as districts are approved
- On December 1st only DSD files are processed, all other files are held until the next day for processing
- Snapshot of December 1 Special Education data is taken
- Districts must submit Month 03 Monthly Student Data Transaction (MSD files) by December 8th
- Incoming November Kindergarten student deadline is December 10th
- District Approval process for Month 04 Monthly Student Data Transaction (MSD files) will not run until the snapshot is taken
- Data for Ed Directory is pulled from MSIS
- All districts (public, non-public, and special) must have all personnel data entered in MSIS no later than noon on December 8th so that the data will be included on the snapshot and Accreditation edits and all year-end personnel reports can run from the snapshot data
- Districts will continue to make updates to personnel in MSIS until the deadline on December 8th at which time the rights to General/Schedule Entry screen are taken away from the districts.
- Access to Special Education Student Update Screen is removed
- Accreditation Edits are run for public, non-public, and special schools

JANUARY

- Access to ACCRED Live Data Reports is removed
- Districts must submit Month 04 Monthly Student Data Transaction (MSD files) by January 13th
- Incoming December Kindergarten student deadline is January 13th
- School Board member data is due to be updated no later than February 1st
- Rights to the General/Schedule Entry screen are restored

FEBRUARY

- Districts must submit Month 05 Monthly Student Data Transaction (MSD files) by February 10th
- Incoming January Kindergarten student deadline is February 10th

MARCH

- Districts must submit Month 06 Monthly Student Data Transaction (MSD files) by March 10th
- Incoming February Kindergarten student deadline is March 10th

APRIL

- Districts must submit Month 07 Monthly Student Data Transaction (MSD files) by April 10th
- Incoming March Kindergarten student deadline is April 10th

MAY

- Districts must submit Month 08 Monthly Student Data Transaction (MSD files) by May 10th
- District must enter next school year's calendar in MSIS District Events by May 30th

JUNE

- Districts must submit Month 09 (10 days after student's last day of school)
- Districts must use the Year End Student Transfer screen to move students from one school to another before records are built for the new school year. Last Day is **June 30.**
- Districts must complete Summer Program Report Entry screen for all schools offering summer programs
- Districts may submit Initial Student Load Transaction files (ISL files) from June 1 to September 30. This is only for students who are under the age of 7 and need MSIS Ids
- Districts must submit Monthly Student Historical File (MSH file) as soon as Month 9 is completed