

Data Quality

MSIS

October 23, 2020



MISSISSIPPI
DEPARTMENT OF
EDUCATION

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



4

EVERY

School Has Effective Teachers and Leaders



5

EVERY

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



6

EVERY

School and District is Rated "C" or Higher



Data Quality

Purpose

Why is data collected and what is its importance?

- There are Federal and state laws that require data collections.
- Federal and state agencies use data to set policy and guide funding recommendations.
- Data is viewed by stakeholders.

Data Collection

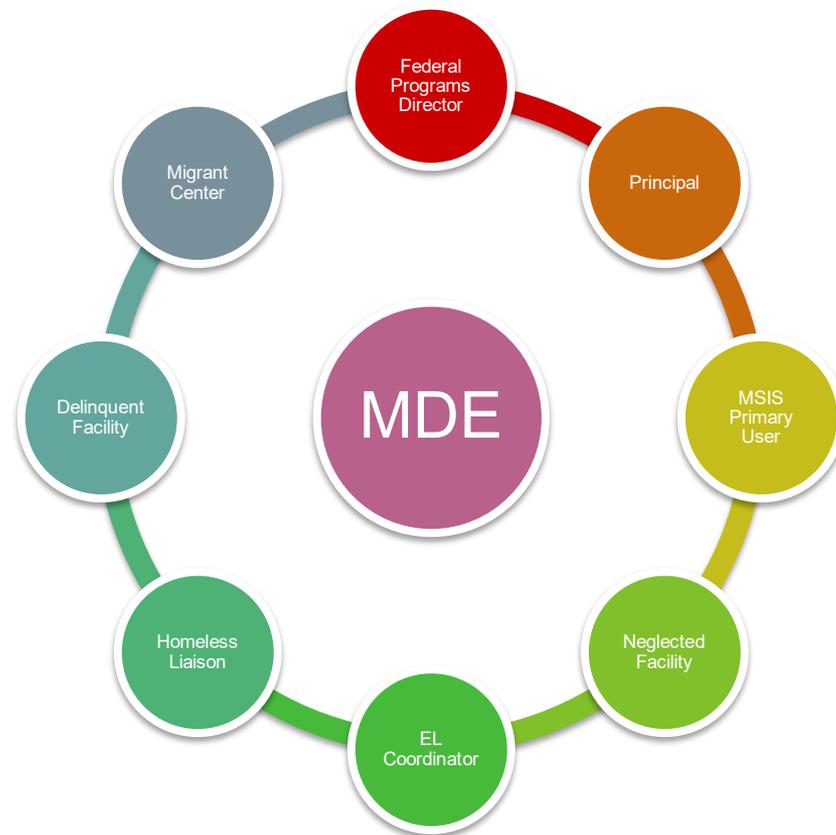
Data Collection Method	Purpose/Use
Surveys	Collects data that is not collected in MSIS
Consolidated State Performance Report (CSPR)	Federal Reporting
MSIS	MS Student Information System(MSIS) provides for the electronic collection and storage of comprehensive detailed data about teachers, administrators, students (Pre-K to 12).

Data Integrity

Expectations of data being collected:

- Accurate
- Complete
- Timely

Collaboration in Data Collection



Student Indicators

School Administrative Packages (SAP) transfers data to MS Student Information System (MSIS)

School Administrative Package - SAP	MS Student Information System - MSIS
<i>EL – English Learners</i> →	<i>EL – English Learners</i>
<i>Immigrant</i> →	<i>Immigrant</i>
<i>Homeless</i> →	<i>Homeless</i>
<i>Neglected or Delinquent</i> →	<i>Neglected or Delinquent</i>
<i>Migrant</i> →	<i>Migrant</i>

Student Indicators

- **All indicators must be verified and marked correctly and every month in MSIS.**

MSIS Holding Area Reports

Validating your data before approving

The screenshot displays the MSIS Main Screen in Production mode. The 'Reports' menu is open, showing a hierarchical list of report categories. The 'Holding Area' category is selected, which has opened a sub-menu containing various report options.

MSIS
Mississippi Student Information System

Reports

- Free Lunch Eligibility
- Student Data**
 - Initial Load Duplicate Students
- Personnel Data
- Monthly Attendance
- Career and Technical Education Data
- Special Education Data
- Financial Data
- District
- Federal Programs
- MS Report Card
- Superintendents Annual
- Personnel Snap Shot

Holding Area

- Student Indicators
- Absences
- CARNEGIE Unit with NO CREDIT
- Vocational Student Indicators
- Student Entries
- Student Withdrawals
- Incidents Disposition
- Student Schedule

MSIS Holding Area Report

Holding Area Student Indicators Report

2020 - 2021

MSIS

September 24, 2020
Thursday, 03:53 PM

Page 1 of 1

MSIS

IMMIGRANT

ID	Last Name	First Name	REPORTING PERIOD	
			1/2020	
				Y
				Y
				Y
				Y
				Y
				Y
				Y
				Y
				Y

END OF REPORT

MSIS Screenshot

Be sure to check all indicators that apply to each student.

Mississippi Student Information System
View Student Record

District	School	MSIS ID	Last Name	First Name	MI	SSN	Birthdate
<input type="text"/>							

[Demographics]

Grade Level	Gender	Race	Grad Year	Graduation Type	Immunization Status	Birth State	Parent/Guardian
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Personal Identifiable Info	Foreign Exchange	P/G Military	P/G Military Type				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
Race	Race	Race	Race				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
Address 1	Address 2	County					
<input type="text"/>	<input type="text"/>	<input type="text"/>					

[Indicators]

District	School	CTE?	Tech Prep?	Sp Ed?	504?	CEIS?	IEP?	LEP?	Gifted Type	Pathway
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>							

[Title I]

Elig?	Read?	Math?	Lang?	Science?	Social?	Support?	Homeless?	Negl/Delq?	Migrant?	Immigrant?	Foster Care?
<input type="checkbox"/>											

Student Indicators are selected in the SAP.

Accessing MSIS (option #1)

MSIS can be accessed in different ways:

1. Go to the MDE web site (<https://www.mdek12.org>)
2. Select the Educators tab, Administrators tab or Services tab.
3. Choose the MSIS (MS Student Information System) link.
4. You will be taken to the MSIS web page.
5. Select “MSIS Log-on” icon as shown.



MSIS Log-On

Accessing MSIS (option #2)

Another way to access MSIS is to:

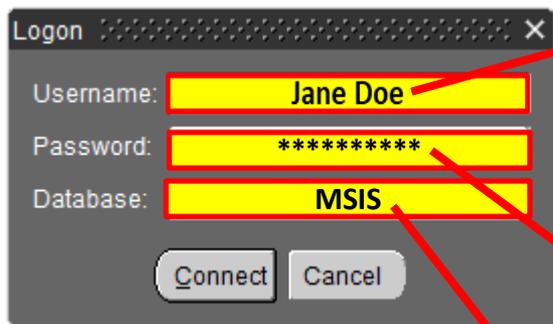
1. 2. Go to the MSIS Information web page,
<https://www.mdek12.org/OTSS/MSIS#>
2. Select “MSIS Log-on” icon as shown below.



MSIS Log-On

Accessing MSIS

Once you get to the MSIS logon box shown below, you will need to enter your MSIS logon credentials and click connect.



Logon

Username: Jane Doe

Password: *****

Database: MSIS

Connect Cancel

Username – Your MSIS Primary Contact will be able to assist you with this.

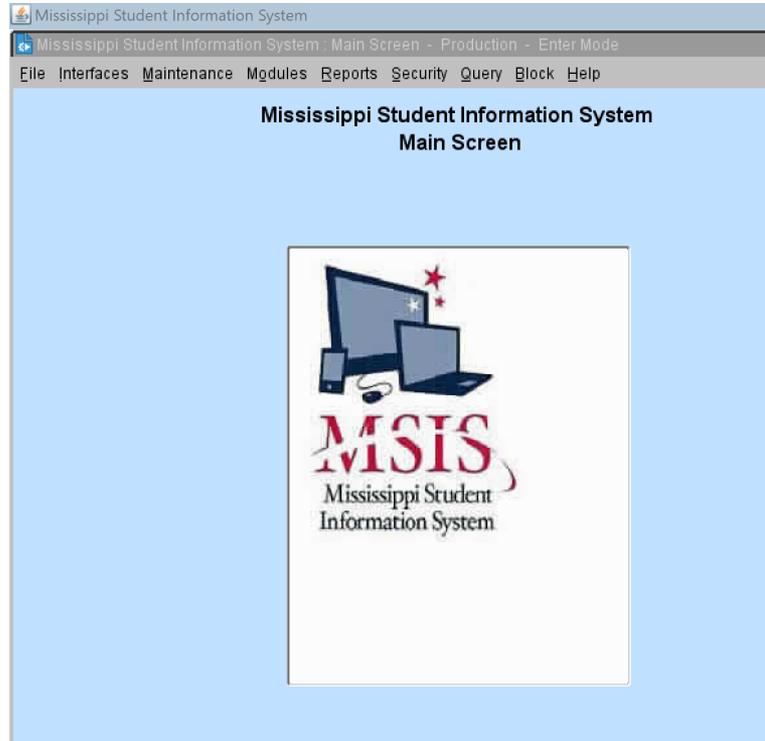
Password – Your MSIS Primary Contact will be able to assist you with this.

Database – always enter **MSIS**

Accessing MSIS

Once connected the window below is displayed. You have now logged into MSIS.

[OFP MSIS User Manual](#)



Homeless Module

MSIS – Homeless Module

Accessing the Homeless Module in MSIS

1. Select **Modules** from the MSIS Main Screen
2. Next select **Federal Programs** from the drop box.
3. Finally select **Homeless** from the Federal Programs drop box.

The screenshot displays the MSIS Main Screen with the following navigation steps highlighted:

- Step 1:** The **Modules** menu item is selected in the top navigation bar.
- Step 2:** The **Federal Programs** option is selected from the dropdown menu.
- Step 3:** The **Homeless** option is selected from the sub-menu.

The background of the screenshot shows the MSIS logo and the text "Mississippi Student Information System".

Homeless

The indicator in SAP is selected as “Y” and the student’s information populates on the homeless screens **after** the district has approved the MSD file sent to MDE.

The student identification starts over in month 1 (by September 30).

Homeless

Students identified as homeless should be reset in SAP to “N” on the date after the district approves the end of year data (Month 9).

Homeless

Each Homeless student must be marked "Title I Homeless" in your SAP for each month they are considered Homeless.

All students identified as "Homeless" retain the identification for the entire school year.

This ensures the students being labeled Homeless in MSIS for those months.

Definition of "Homeless"

- A homeless student is defined as a child or unaccompanied youth who lacks a fixed, regular, **and** adequate nighttime residence.

Definition of "Homeless"

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;

Definition of "Homeless"

- Children and youth who have a primary nighttime *residence* that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

Definition of "Homeless"

- Migratory children (as defined in section 1309 of the Elementary and Secondary Education Act (ESEA) of 1965, as amended) who qualify as **homeless because they are living in circumstances described in this definition.**

Homeless Permitted Values

Shelters - transitional housing

Doubled Up - sharing the housing of other persons due to economic hardship, loss of housing or other reasons (such as domestic violence)

Unsheltered - includes cars, parks, campgrounds, temporary trailers including FEMA trailers, or abandoned buildings

HM – Hotels/motels

Unaccompanied homeless youth - includes a youth not in the physical custody of a parent or guardian.

MSIS – Homeless Module

Mississippi Student Information System - Homeless Students - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Districts **Contact Information** Schools Homeless Services Provided Homeless Barriers

Mississippi Student Information System
Homeless Students

District Name

[Select School Year]
School Year
2020-2021

[Enter Contact Information]

Federal Programs Director Information

First Name Last Name

Position / Title

Telephone Number

E-Mail Address

Homeless Liaison Information

First Name Last Name

Telephone Number

E-Mail Address

Contact Information Tab - Please complete all sections of this screen.

The Federal Programs Director and Homeless Liaison information is required.

MSIS – Homeless Module

Schools Tab - This tab displays all schools in the district.

District Total Monthly Counts - are the number of students identified monthly in the SAP in the entire district as Homeless.

The screenshot displays the 'Mississippi Student Information System - Homeless Students - Production - Enter Mode' interface. The 'Schools' tab is selected and highlighted with an orange box. Below the navigation tabs, the 'Mississippi Student Information System Homeless Students' section is visible. It includes input fields for 'District', 'Name', and 'School' (set to '2020-2021'). A table titled '[District Total Monthly Counts]' is highlighted with an orange box, showing columns for months M1 through M10. Below the table is a '[Select School]' dropdown menu and a large table with multiple rows and columns for data entry.

MSIS – Homeless Module

Homeless Services

- Services that are afforded to the students.
- The chart below outlines the services that can be applied.

File Interfaces Maintenance Modules Reports Security Query Block Help

Districts Contact Information Schools **Homeless Services Provided** Homeless Barriers

Mississippi Student Information System
Homeless Students

School: 4820 ABERDEEN SCHOOL DIST School Year: 2020-2021

Check the appropriate services provided:

MSIS ID	First Name	MI	Last Name	First of Grade	Month of Service	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
						<input type="checkbox"/>																	
						<input type="checkbox"/>																	
						<input type="checkbox"/>																	
						<input type="checkbox"/>																	
						<input type="checkbox"/>																	
						<input type="checkbox"/>																	
						<input type="checkbox"/>																	
						<input type="checkbox"/>																	
						<input type="checkbox"/>																	

Services Provided

- 1 - Addressing needs related to domestic violence
- 2 - Assistance with participation in school programs
- 3 - Before-, after-school, mentoring, summer programs
- 4 - Clothing to meet a school requirement
- 5 - Coordination between schools and agencies
- 6 - Counseling
- 7 - Early childhood programs
- 8 - Emergency assistance related to school attendance
- 9 - Expedited evaluations
- 10 - Obtaining or transferring records necessary for enrollment
- 11 - Parent education related to rights and resources for children
- 12 - Referrals for medical, dental, and other health services
- 13 - Referral to other programs and services
- 14 - School supplies
- 15 - Staff professional development and awareness
- 16 - Transportation
- 17 - Tutoring or other instructional support
- 18 - No services provided

MSIS – Homeless Module

Homeless Barriers Tab

– MANDATORY

- *First Month of Service*
- *Barriers to Success*
- *Living Condition*
- *Unaccompanied Homeless Youth*

Mississippi Student Information System - Homeless Services Provided - Homeless Barriers

District: 4820 ABERDEEN SCHOOL DIST School: School Year: 2020-2021

Check the appropriate Barriers to Success/Living Condition and Unaccompanied Homeless Youth

MSIS ID	First Name	MI Last Name	Grade	First Month of Service							Living Condition	Unaccompanied Homeless Youth
				1	2	3	4	5	6	7		
				<input type="checkbox"/>		<input type="checkbox"/>						
				<input type="checkbox"/>		<input type="checkbox"/>						
				<input type="checkbox"/>		<input type="checkbox"/>						
				<input type="checkbox"/>		<input type="checkbox"/>						
				<input type="checkbox"/>		<input type="checkbox"/>						
				<input type="checkbox"/>		<input type="checkbox"/>						
				<input type="checkbox"/>		<input type="checkbox"/>						
				<input type="checkbox"/>		<input type="checkbox"/>						
				<input type="checkbox"/>		<input type="checkbox"/>						

Barriers to Success
1 - Eligibility for homeless service
2 - Immunizations
3 - Other barriers
4 - Other medical records
5 - School records
6 - School selection
7 - Transportation

MSIS – Homeless Module

First Month of Service

- Enter a number 1-9 for each student (first month of service is the month the student was identified as homeless)

Mississippi Student Information System - Homeless Students - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Districts Contact Information Schools Homeless Services Provided Homeless Barriers

**Mississippi Student Information System
Homeless Students**

District: 4820 ABERDEEN SCHOOL DIST School: School Year: 2020-2021

Check the appropriate Barriers to Success/Living Condition and Unaccompanied Homeless Youth

MSIS ID	First Name	MI Last Name	Grad	First Month of Service	1	2	3	4	5	6	7	Living Condition	Unaccompanied Homeless Youth
					<input type="checkbox"/>		No						
					<input type="checkbox"/>								
					<input type="checkbox"/>								
					<input type="checkbox"/>								
					<input type="checkbox"/>								
					<input type="checkbox"/>								
					<input type="checkbox"/>								
					<input type="checkbox"/>								
					<input type="checkbox"/>								
					<input type="checkbox"/>								

Barriers to Success
1 - Eligibility for homeless service
2 - Immunizations
3 - Other barriers
4 - Other medical records
5 - School records
6 - School selection
7 - Transportation

MSIS – Homeless Module

Barriers to Success

- Check all that is applicable
- Use chart below to correlate barriers to appropriate box checked

The screenshot shows the 'Homeless Barriers' section of the MSIS Homeless Students module. The interface includes a menu bar, navigation tabs, and a form for entering student data. A red box labeled 'Mandatory' points to the 'Barriers to Success' legend, which lists seven categories: 1 - Eligibility for homeless service, 2 - Immunizations, 3 - Other barriers, 4 - Other medical records, 5 - School records, 6 - School selection, and 7 - Transportation. A red arrow points from this legend to a grid of checkboxes in the table below, where each row represents a student and each column represents a barrier category. The table also includes columns for 'Living Condition' and 'Unaccompanied Homeless Youth'.

MSIS ID	First Name	MI Last Name	Grade	First Month of Service	1	2	3	4	5	6	7	Living Condition	Unaccompanied Homeless Youth
					<input type="checkbox"/>		No						
					<input type="checkbox"/>								
					<input type="checkbox"/>								
					<input type="checkbox"/>								
					<input type="checkbox"/>								
					<input type="checkbox"/>								
					<input type="checkbox"/>								
					<input type="checkbox"/>								
					<input type="checkbox"/>								
					<input type="checkbox"/>								

Barriers to Success
1 - Eligibility for homeless service
2 - Immunizations
3 - Other barriers
4 - Other medical records
5 - School records
6 - School selection
7 - Transportation

Mandatory

MSIS-Homeless Module

Living Conditions

- Select appropriate living condition from the dropdown box

Mississippi Student Information System - Homeless Students - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Districts Contact Information Schools Homeless Services Provider Homeless Barriers

Mississippi Student Information System
Homeless Students

District: 4820 ABERDEEN SCHOOL DIST School: 008 ABERDEEN HIGH SCHOOL School Year: 2020-2021

Check the appropriate Barriers to Success/Living Condition and Unaccompanied Homeless Youth

MSIS ID	First Name	MI Last Name	Grade	First Month of Service							Unaccompanied Homeless Youth	
				1	2	3	4	5	6	7		
				<input type="checkbox"/>								
				<input type="checkbox"/>								
				<input type="checkbox"/>								
				<input type="checkbox"/>								
				<input type="checkbox"/>								
				<input type="checkbox"/>								
				<input type="checkbox"/>								
				<input type="checkbox"/>								
				<input type="checkbox"/>								

Barriers to Success
1 - Eligibility for homeless service
2 - Immunizations
3 - Other barriers
4 - Other medical records
5 - School records
6 - School selection
7 - Transportation

Mandatory

DOUBLED-UP
HOTELS-MOTELS
SHELTERS
UNSHELTERED

MSIS – Homeless Module

Unaccompanied Homeless Youth

- Select "Yes" if the student is an unaccompanied homeless youth
- Select "No" if the student is NOT an unaccompanied homeless youth

Mississippi Student Information System - Homeless Students - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Districts Contact Information Schools Homeless Services Provided Homeless Barriers

Mississippi Student Information System
Homeless Students

District: 4820 ABERDEEN SCHOOL DIST School: School Year: 2020-2021

Check the appropriate Barriers to Success/Living Condition and Unaccompanied Homeless Youth

MSIS ID	First Name	MI Last Name	Grade	Service	First Month of							Living Condition	Unaccompanied Homeless Youth
					1	2	3	4	5	6	7		
					<input type="checkbox"/>	No							
					<input type="checkbox"/>								
					<input type="checkbox"/>								
					<input type="checkbox"/>								
					<input type="checkbox"/>								
					<input type="checkbox"/>								
					<input type="checkbox"/>								
					<input type="checkbox"/>								
					<input type="checkbox"/>								

Barriers to Success
1 - Eligibility for homeless service
2 - Immunizations
3 - Other barriers
4 - Other medical records
5 - School records
6 - School selection
7 - Transportation

Mandatory

MSIS – Homeless Module

Special Note:

- A student can deny services but qualify as Homeless due to living conditions.
- If a student has been **misidentified** – make no selections next to their name.
- Unaccompanied homeless youth only refers to homeless students who are not in the physical custody of a parent or guardian.

ELL Module

MSIS – ELL Module

Accessing the ELL Module in MSIS

1. Select **Modules** from the MSIS Main Screen
2. Next select **Federal Programs** from the drop box.
3. Finally select **ELL** from the Federal Programs drop box.

The screenshot displays the MSIS Main Screen interface. The browser title bar reads "Mississippi Student Information System" and the page title is "Mississippi Student Information System: Main Screen - Production - Enter Mode". The menu bar includes "File", "Interfaces", "Maintenance", "Modules", "Reports", "Security", "Query", "Block", and "Help". The "Modules" menu is open, showing a list of options: Student, Personnel, District/School, Calendar, Career and Technical, Special Education, Personnel Snap Shot, FETS, Federal Programs, Homeless, ELL, Foster Care, and Immigrant. Three steps are highlighted with colored boxes and arrows: Step 1 (purple) points to the "Modules" menu; Step 2 (green) points to the "Federal Programs" option; and Step 3 (red) points to the "ELL" option. The MSIS logo is visible in the background.

MSIS – ELL Module

According to ESEA, Title III, Part A, a Limited English Proficient/English Learner is one:

- who is **ages 3 through 21**;
- who is **enrolled or preparing to enroll** in an elementary school or secondary school;
- who **was not born in the United States or whose native language is a language other than English**;
- who is a Native American or Alaska Native, or a native resident of the outlying areas;

MSIS – ELL Module

According to ESEA, Title III, Part A, a Limited English Proficient/English Learner is one:

- who comes from an environment where a **language other than English has had a significant impact on the individual's level of English language proficiency**; or
- who is **migratory, whose native language is a language other than English**, and
- who lives in a **household where English is not the primary language spoken**

MSIS – ELL Module

Contact Information Tab

Please complete all information on this screen.

There are no consortiums operating with the state. Everyone should have “N” in this section.

Mississippi Student Information System : ELL Students - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Districts **Contact Information** Survey Information Schools

Mississippi Student Information System
ELL Students

Select
School Year: 2020-2021 District: Name:

[Enter Coordinator Information]

Federal Coordinator
First Name: Last Name:
Telephone Number:
E-Mail Address:

ELL Coordinator
First Name: Last Name:
Telephone Number:
E-Mail Address:

[Enter Consortium Information]

Consortium: N Fiscal Agent: N Participant: N

LEA are required to provide this information.

MSIS – ELL Module

Survey Information Tab - Please complete all sections of this screen as it applies to the district.

The screenshot shows the 'Survey Information' tab in the MSIS ELL Students module. The interface includes a menu bar with options like 'File', 'Interfaces', 'Maintenance', 'Modules', 'Reports', 'Security', 'Query', 'Block', and 'Help'. Below the menu, there are tabs for 'Districts', 'Contact Information', 'Survey Information', 'Schools', and 'ELL Poster'. The main content area is titled 'Mississippi Student Information System ELL Students' and contains two main sections: '[Enter Professional Development Information]' and '[Enter Instructional Program Information]'. The 'Professional Development' section includes checkboxes for various roles (Administrators, Community-based Organization Personnel, Classroom Teachers, Other Non-Administrative Personnel, Principals, Teachers and Assistant Teachers) and a 'How Many?' input field for each. It also has a text area for 'List other training:' and checkboxes for 'Strategies for LEP Students?', 'Subject Matter Knowledge?', 'ELP Training?', and 'LEP Training?'. The 'Instructional Program' section includes checkboxes for 'Dual Language', 'Two-way Immersion', 'Transitional Bilingual', 'Developmental Bilingual', and 'Heritage Language', along with 'Other Language Provided?' input fields. It also has checkboxes for 'Sheltered English Instruction', 'Structured English Immersion', 'Specially designed Academic instruction delivered in English (SDAIE)', 'Content-based ESL', 'Pull-out ESL', and 'Does Curriculum include ELP standards?'. A 'List Other Programs:' text area is at the bottom. Two callout boxes are present: a yellow one on the left pointing to the 'List Other Programs:' field, and a green one on the right pointing to the 'How Many?' input fields.

The information provided in this section refers to the persons receiving EL professional development

The information provided in this section refers to the EL program(s) provided to students.

List of Instructional Language Programs

- Dual Language
- Two-way Immersion
- Transitional bilingual program
- Developmental bilingual – **(MS doesn't have)**
- Heritage language – **(MS is an English only state)**
- Sheltered English Instruction
- Structured English immersion
- Specially designed academic instruction delivered in English (SDAI)
- Content-based ESL
- Pull-out ESL

List of Instructional Language Programs

- Dual Language
- Two-way Immersion
- Transitional bilingual program
- Developmental bilingual – **(MS doesn't have)**
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- Sheltered English Instruction
- Structured English immersion
- Specially designed academic instruction delivered in English (SDAI)
- Content-based ESL
- Pull-out ESL

Year –

Served- The actual number of years the student receives services.

Monitored- The actual number of years the student has exited the program, however, the maximum number of years is four.

MSIS – ELL Module (Special Note)

LEAs must **reset** the **ELL/LEP/EL/LE student indicator** to **“N”** in the **SAP** after **Month 9 data** district submission is complete.

MSIS – ELL Module (Error in Reporting)

You **cannot remove** a student from the roster screen.

If student has been misidentified:

1. Immediately contact the school in which the student is enrolled and change the LE indicator to “N”.
2. Leave all areas next to the student’s name blank on the roster screen. This will indicate a misidentification and the student will not be reported as LEP/ELL.

Immigrant

Module

MSIS – Immigrant Module

Accessing the Immigrant Module in MSIS

1. Select **Modules** from the MSIS Main Screen
2. Next select **Federal Programs** from the drop box.
3. Finally select **Immigrant** from the Federal Programs drop box.

The screenshot displays the MSIS main screen with the following navigation steps highlighted:

- Step 1:** The **Modules** menu item is selected in the top navigation bar.
- Step 2:** The **Federal Programs** option is selected from the dropdown menu.
- Step 3:** The **Immigrant** option is selected from the sub-menu.

The background shows the MSIS logo and the text "Mississippi Student Information System".

MSIS – Immigrant Module

ESEA Title III, Part A, Section 3301(6) defines Immigrant Children and Youth as individuals who-

- are **ages 3 through 21**;
- were **not born in any state** or U.S. territory;
(Children that are **born out of the United States** or U.S. territory **to parents** or couples that are **US citizens**, born or naturalized, are to be identified as **Immigrant**.)

MSIS – Immigrant Module

ESEA Title III, Part A, Section 3301(6) defines Immigrant Children and Youth as individuals who-

- have **not been attending** one or more schools in any one or more states in America or US Territories for **more than three full academic years**.
- **Note-** Remove immigrant label after 3 consecutive years of attending a school in the US.

MSIS – Immigrant Module

Native Home Language

- The native language at birth or most commonly spoken in the home.
- **If a language spoken is not in the drop-down list, please select the standard language of the home country.**
- Additional information on the language families is contained on the [Enthnologue website](#).



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