MSIS-Title III Modules

mdek12.org

Dr. Melissa Levy-Jackson
Title III English Learners and Immigrant State Coordinator

MISSISSIPPI DEPARTMENT OF EDUCATION

October 17, 2023

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

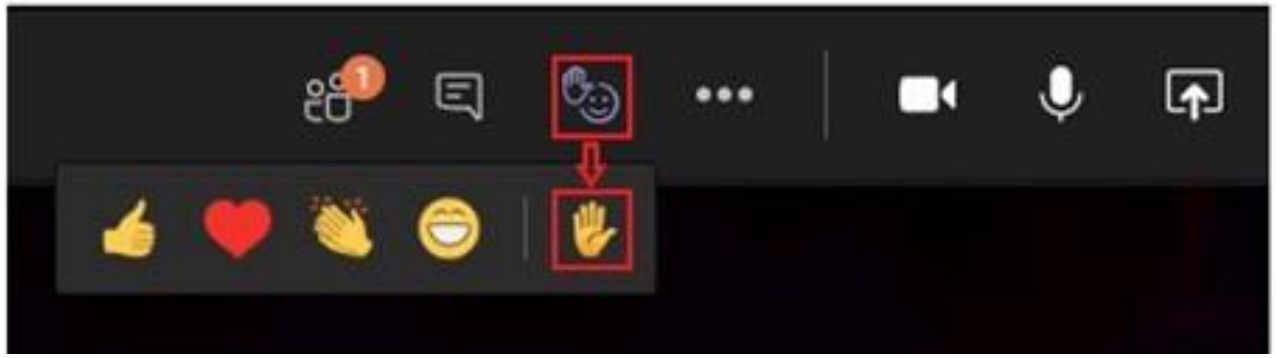
Microsoft
Teams
Reminders
MISSISSIPPI
DEPARTMENT OF
EDUCATION

Microsoft Teams Reminders

- Please mute yourself unless you have a question to reduce background noise
- Please cut the camera off to save bandwidth to reduce technical glitches
- Please ask questions throughout the presentation via chat or “raise hand” feature

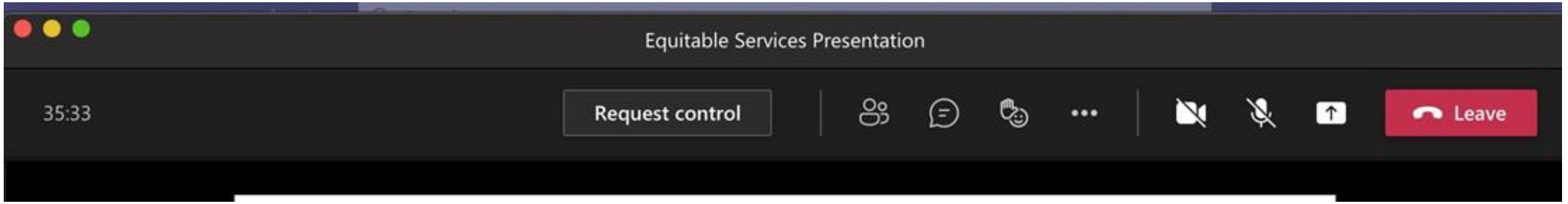
“Raise Hand" Feature

Just select **Show reactions** in the meeting controls, and then choose **Raise your hand** . Everyone in the meeting will see that you've got your hand up.



Microsoft Teams Reminders

"Chat" Feature



- To use the **chat** feature in Teams, simply click the “Chat” icon. The **chat box** will appear on the right. Type your message in the chat box and click the “Send” icon to send your question.

Recordings

- This session will be recorded to increase availability and access to the technical assistance session.
- Recording will be available as a resource.
- Presentation and recording will be updated in MCAPS, MDE Document Library, Technical Assistance Sessions folder.

Session Overview

MISSISSIPPI DEPARTMENT OF EDUCATION

Goal and Objective of Session

- The goal of this session is to provide LEAs specific information to ensure data quality and reporting is accurate.
- Our objective is to help improve EL and Immigrant data entry into MSIS by 100 percent.

Agenda

- English Learners Module
- Immigrants Module
- Questions

English Learners

MISSISSIPPI DEPARTMENT OF EDUCATION

English Leaner (EL) Definition

The Elementary and Secondary Education Act (ESEA) of 1965 defines an EL as:

- 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;

English Learner/EL Definition

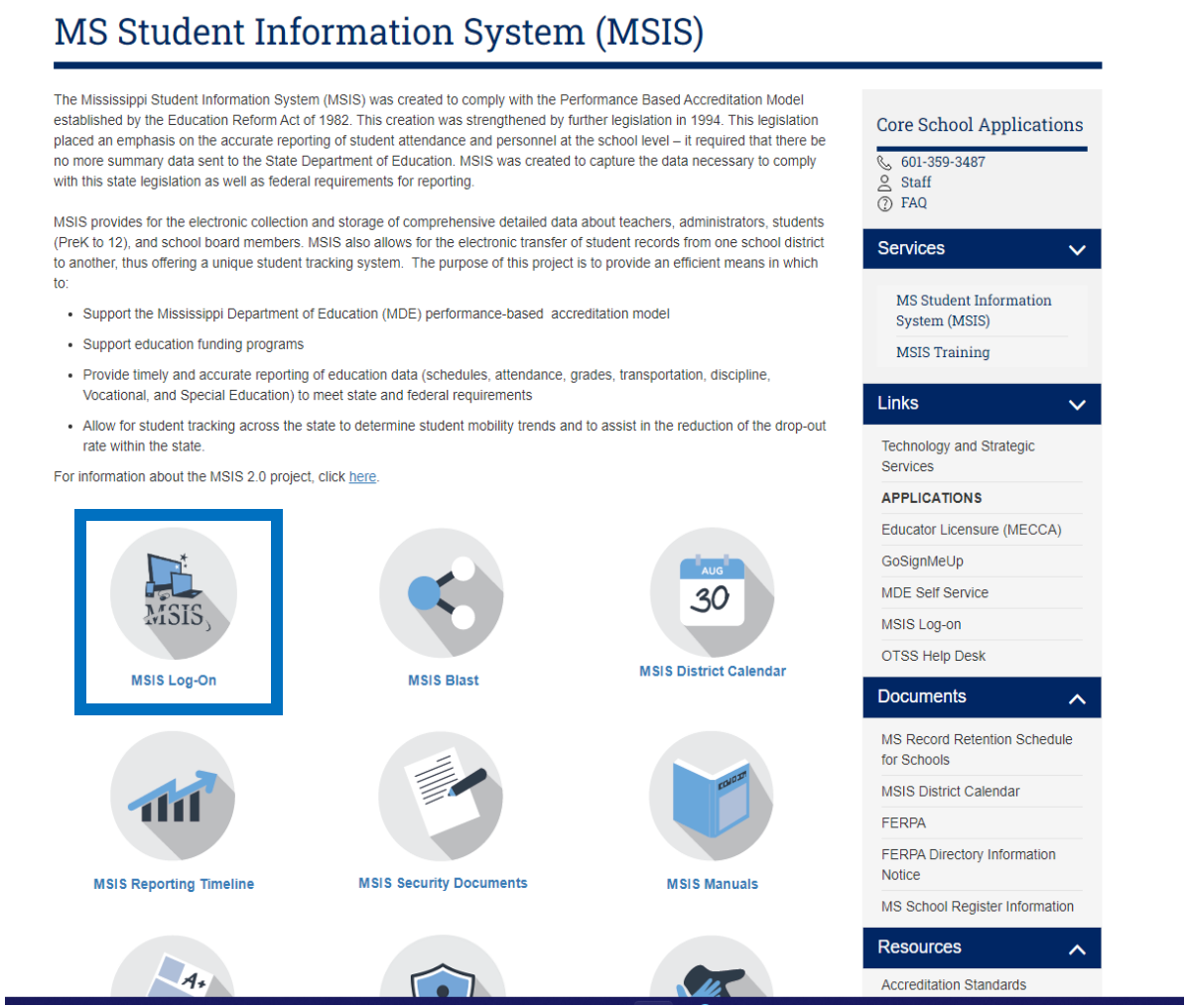
- who is a Native American or Alaska Native, or a native resident of the outlying areas;
- who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency;
- who is migratory, whose native language is a language other than English and who comes from an environment where a language other than English is dominant; and

English Learner/EL Definition

- whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual
  - the ability to meet the challenging State academic standards;
  - the ability to successfully achieve in classrooms where the language of instruction is English; or
  - the opportunity to participate fully in society.

ESEA Sec. 8101(20)

Mississippi Student Information System (MSIS)



MS Student Information System (MSIS)

The Mississippi Student Information System (MSIS) was created to comply with the Performance Based Accreditation Model established by the Education Reform Act of 1982. This creation was strengthened by further legislation in 1994. This legislation placed an emphasis on the accurate reporting of student attendance and personnel at the school level – it required that there be no more summary data sent to the State Department of Education. MSIS was created to capture the data necessary to comply with this state legislation as well as federal requirements for reporting.

MSIS provides for the electronic collection and storage of comprehensive detailed data about teachers, administrators, students (PreK to 12), and school board members. MSIS also allows for the electronic transfer of student records from one school district to another, thus offering a unique student tracking system. The purpose of this project is to provide an efficient means in which to:

- Support the Mississippi Department of Education (MDE) performance-based accreditation model
- Support education funding programs
- Provide timely and accurate reporting of education data (schedules, attendance, grades, transportation, discipline, Vocational, and Special Education) to meet state and federal requirements
- Allow for student tracking across the state to determine student mobility trends and to assist in the reduction of the drop-out rate within the state.

For information about the MSIS 2.0 project, click here.

Core School Applications

601-359-3487
Staff
FAQ

Services

MS Student Information System (MSIS)
MSIS Training

Links

Technology and Strategic Services

APPLICATIONS

Educator Licensure (MECCA)
GoSignMeUp
MDE Self Service
MSIS Log-on
OTSS Help Desk

Documents

MS Record Retention Schedule for Schools
MSIS District Calendar
FERPA
FERPA Directory Information Notice
MS School Register Information

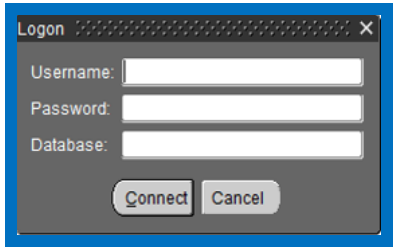
Resources

Accreditation Standards

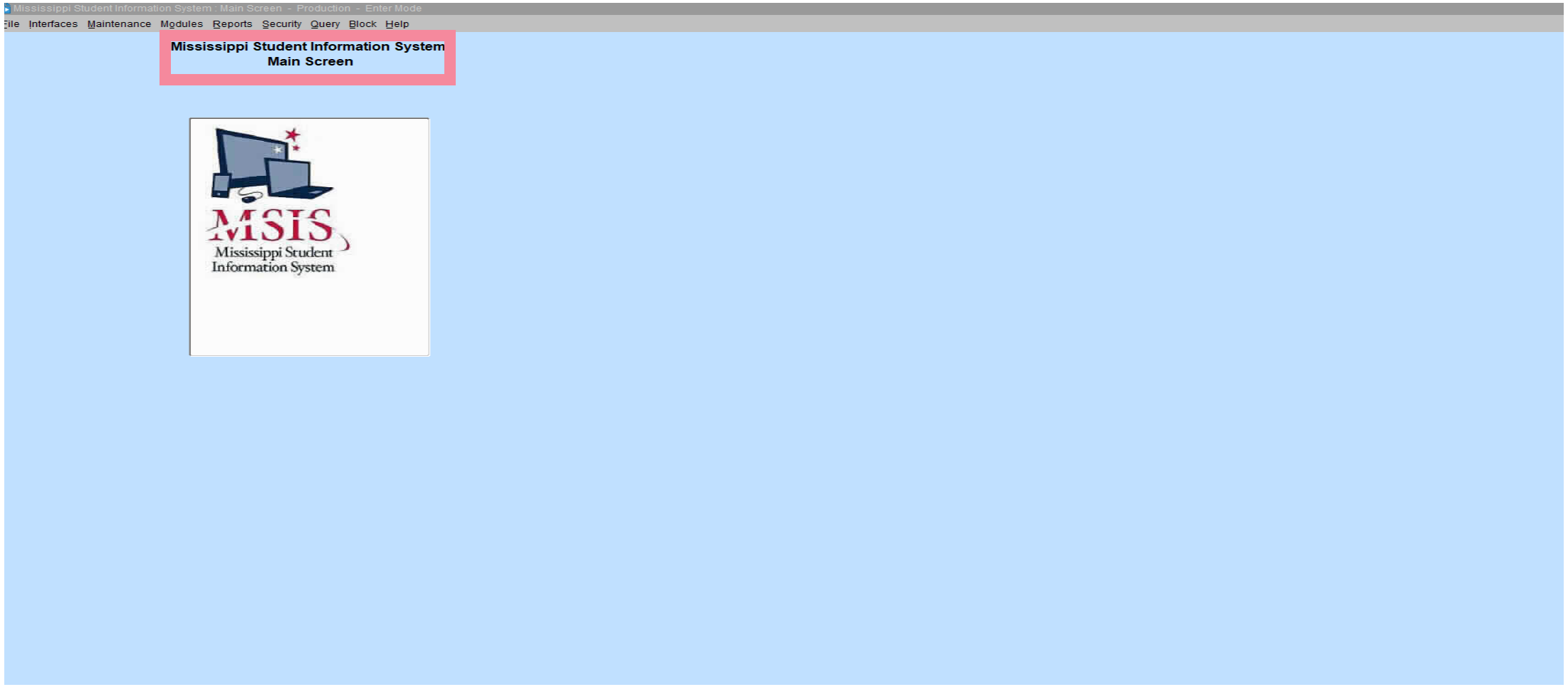
https://www.mdek12.org/OTSS/MSIS

MSIS-Logon Information

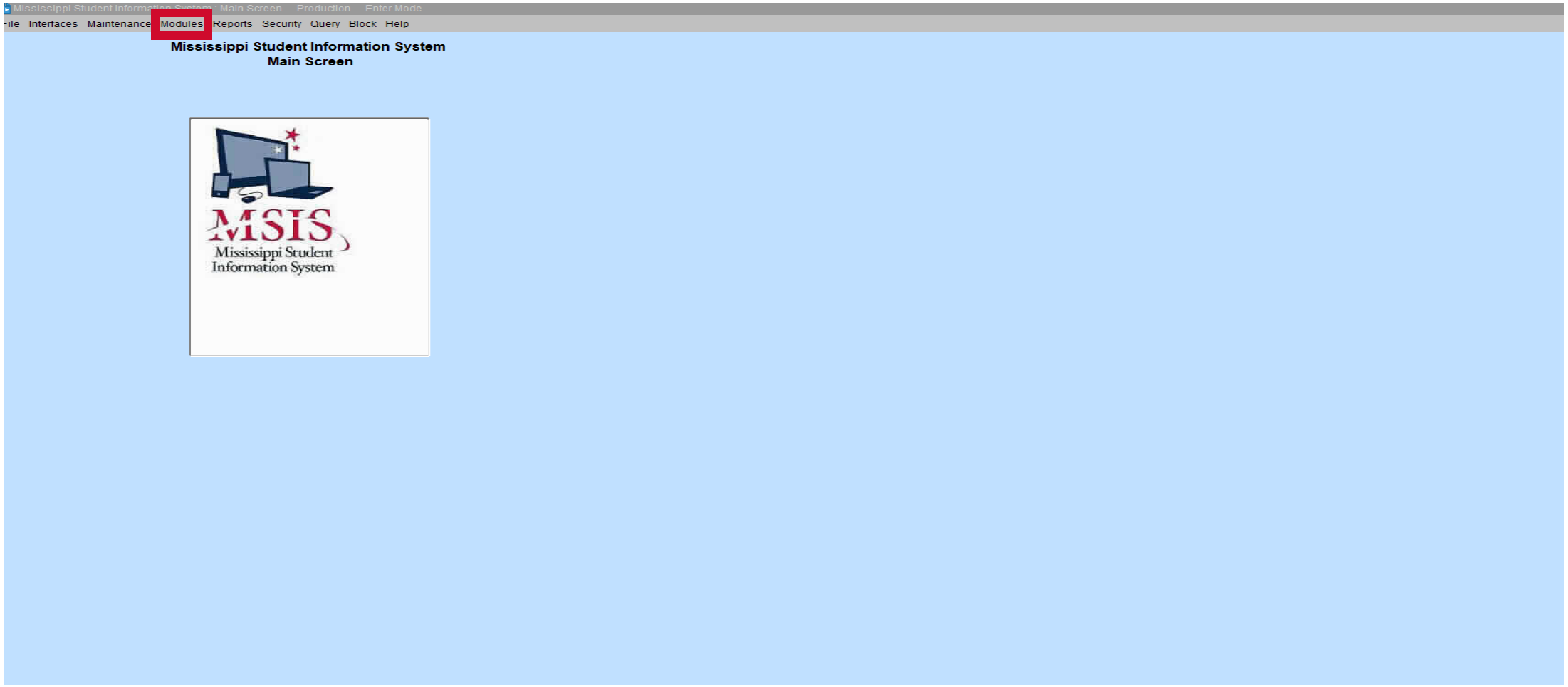
Add username, password, and database-MSIS



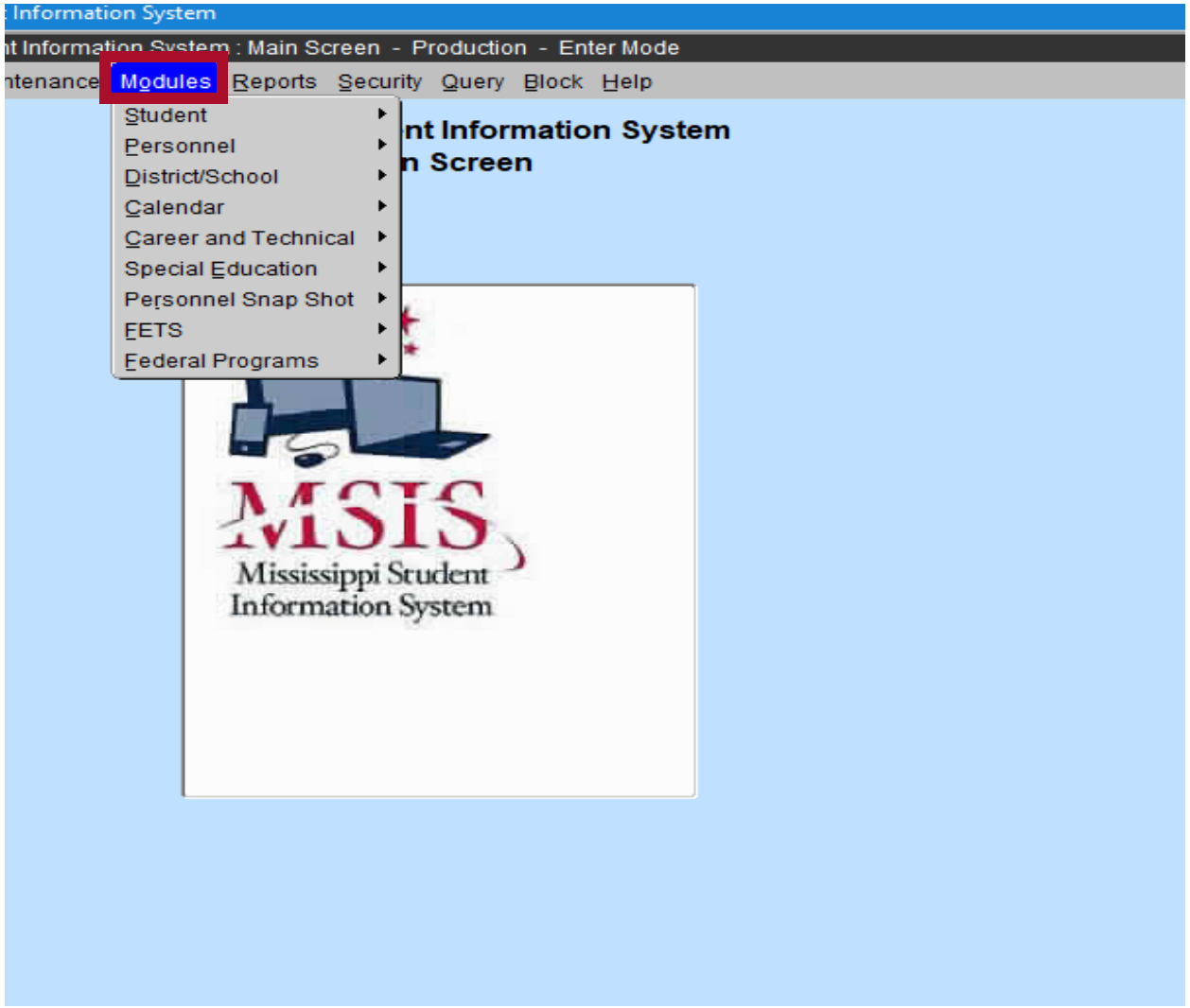
Mississippi Student Information System (MSIS)



MSIS-Modules



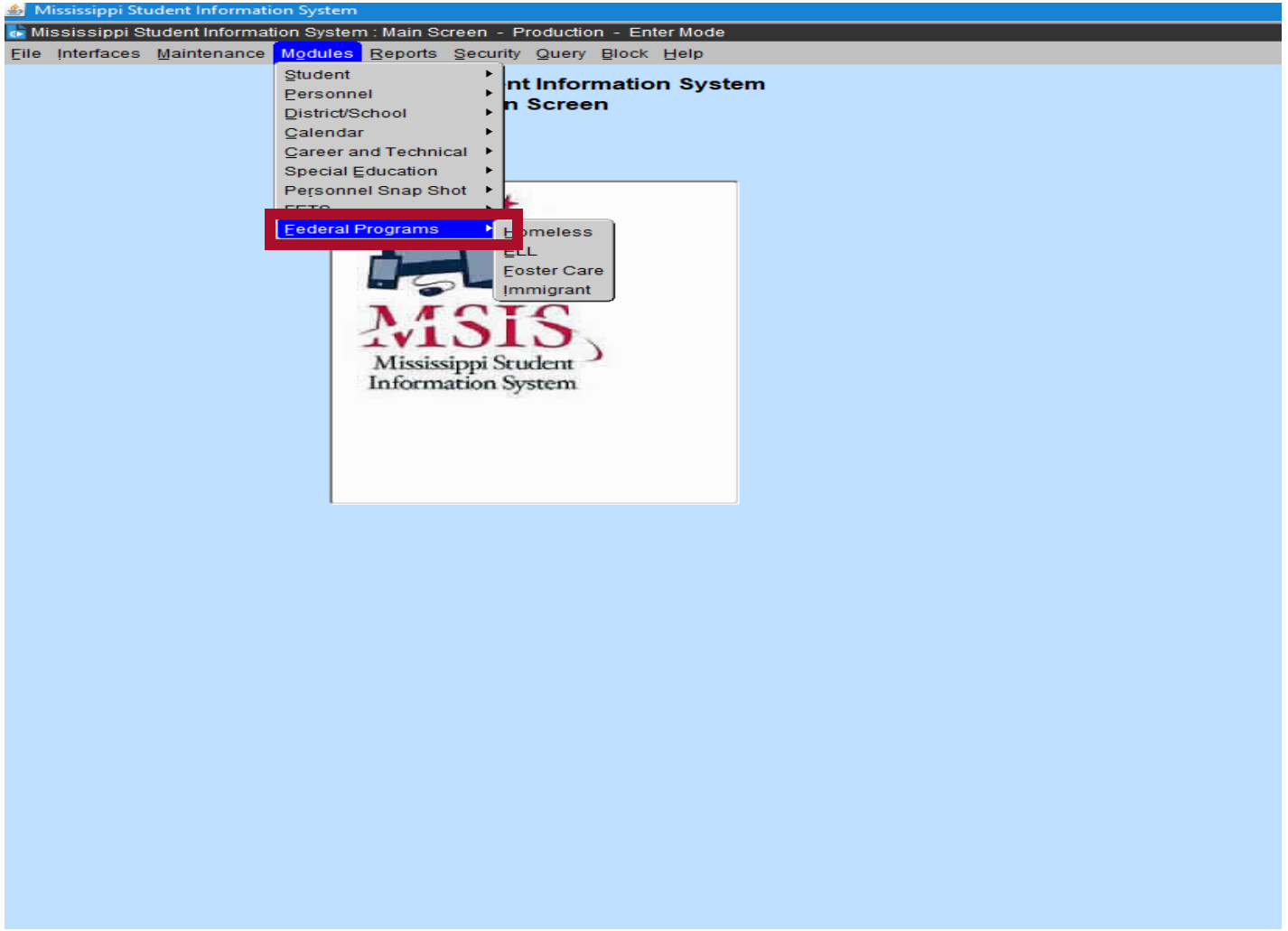
MSIS-Modules



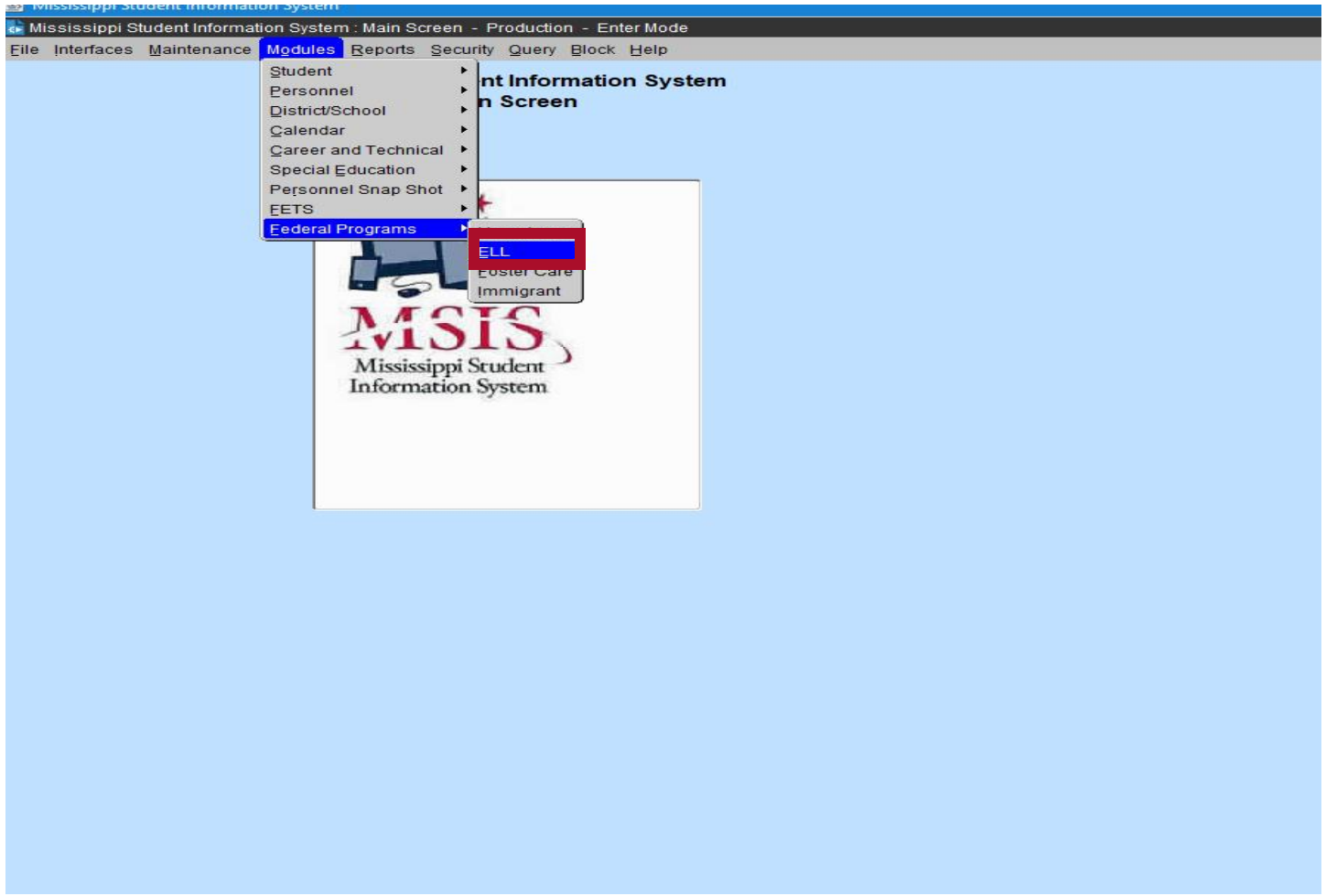
Select Modules

MSIS- Modules-Federal Programs

Select Federal Program

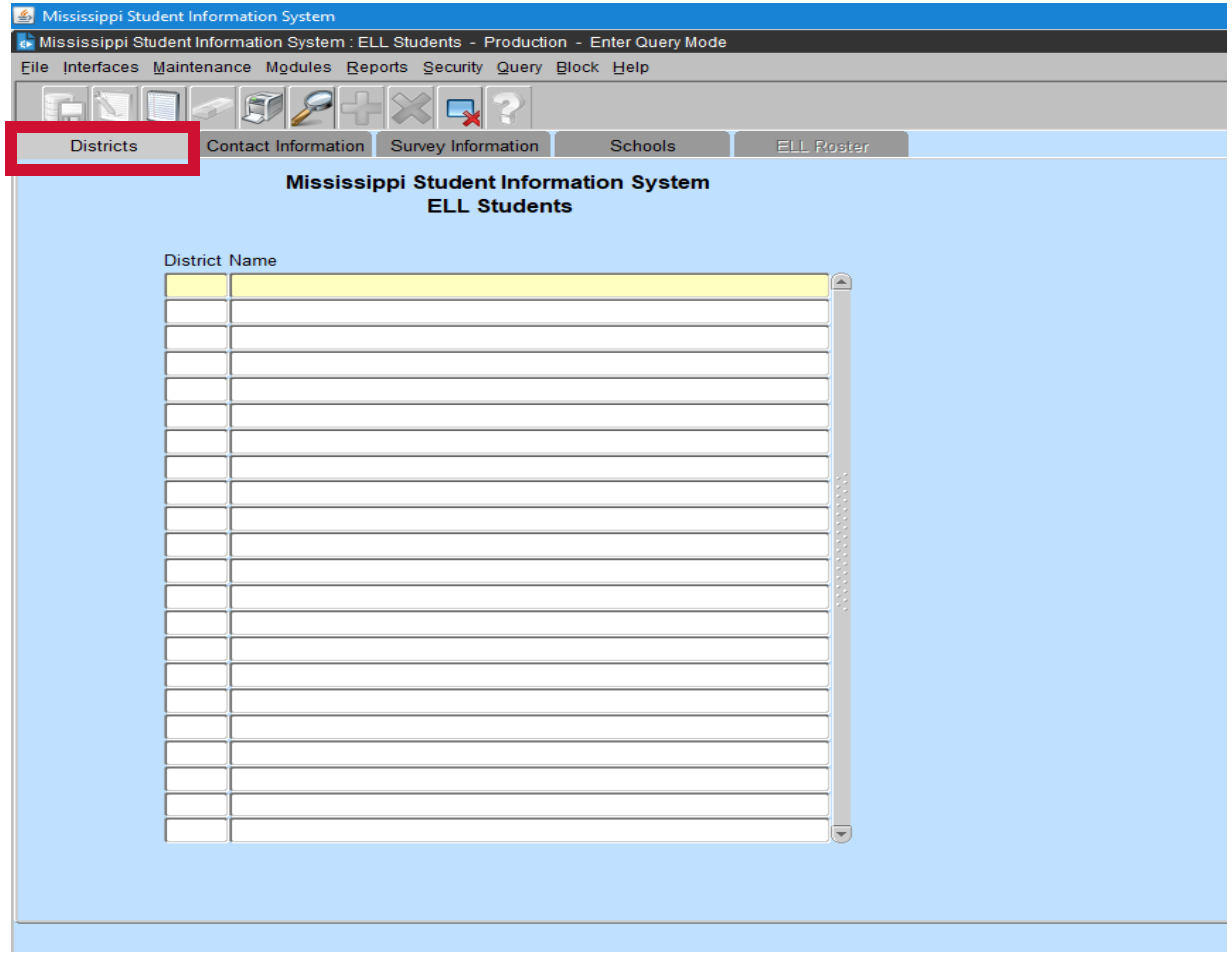


MSIS-Modules-Federal Programs-ELL



Select ELL

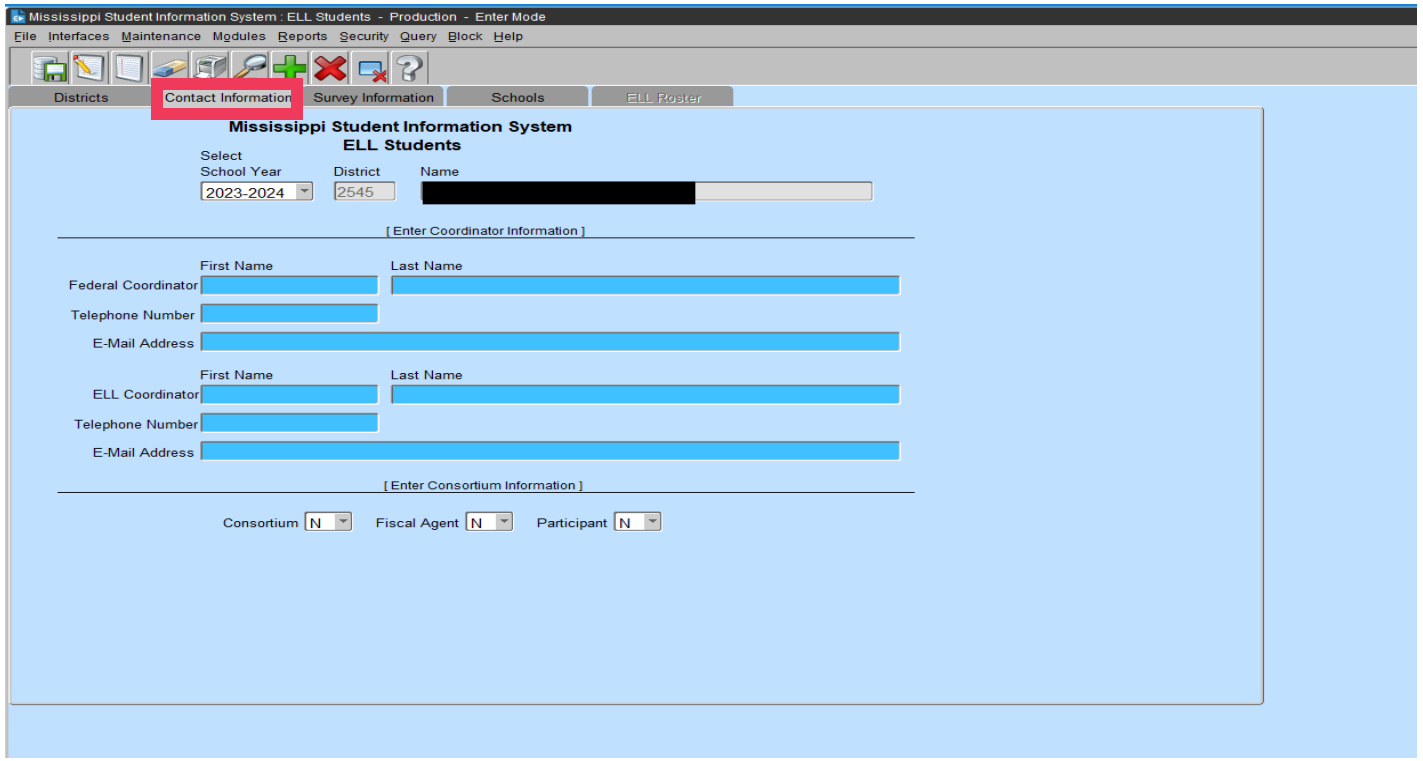
MSIS-ELL-District



Select Your LEA's Name

MSIS- ELL Contact Information

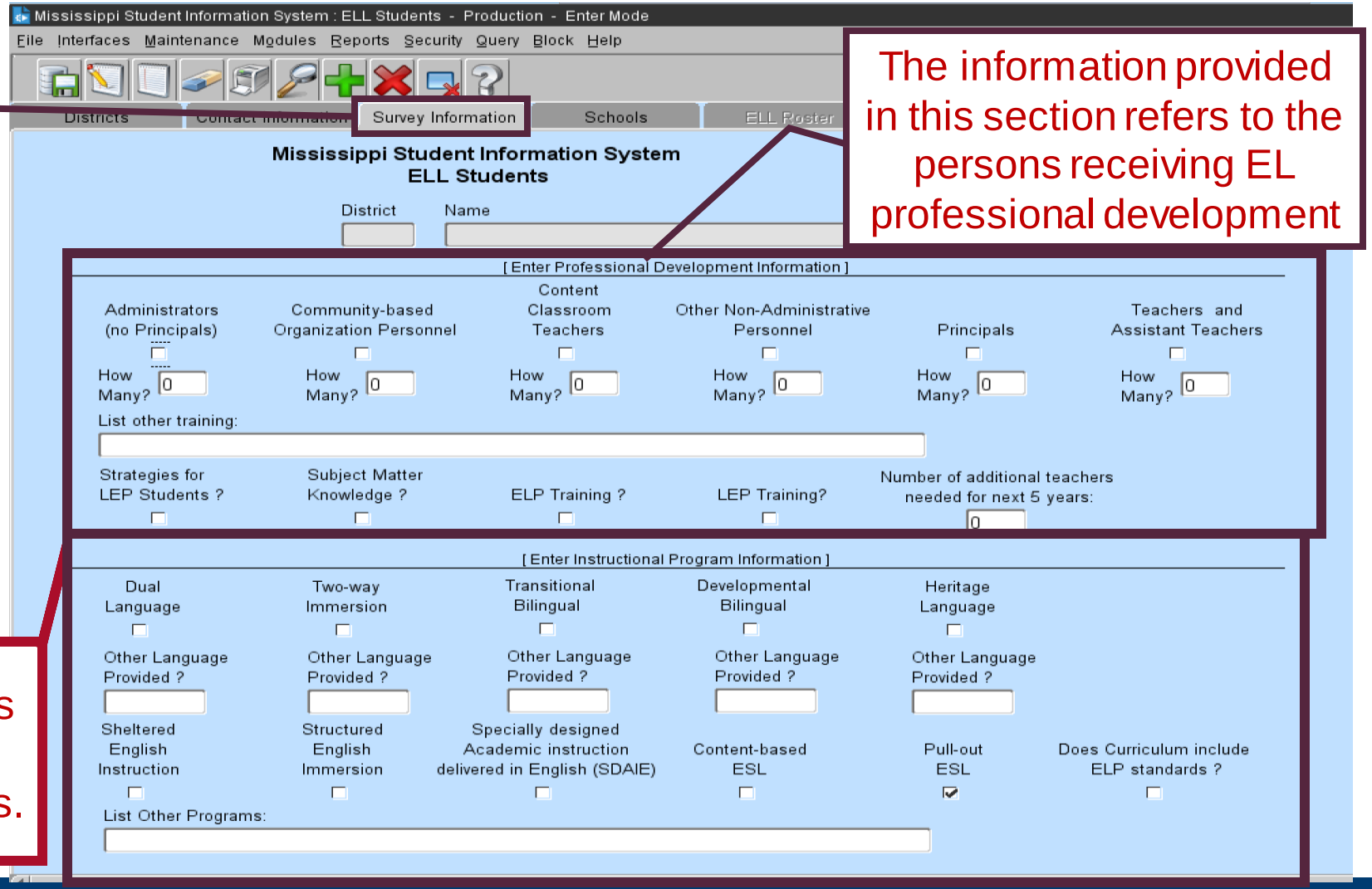
Select Contact Information tab



MSIS – ELL Survey

Survey Information Tab

Please complete all sections of this screen as it applies to the district.



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.

MISSISSIPPI DEPARTMENT OF EDUCATION

Language Instruction Educational Program (LIEP)

Programs that LEAs implement to provide language assistance services to ELs, and these are courses to become proficient in English and a second language by:

- attaining English proficiency, while meeting challenging State academics
- making instructional use of both English and a child's native language

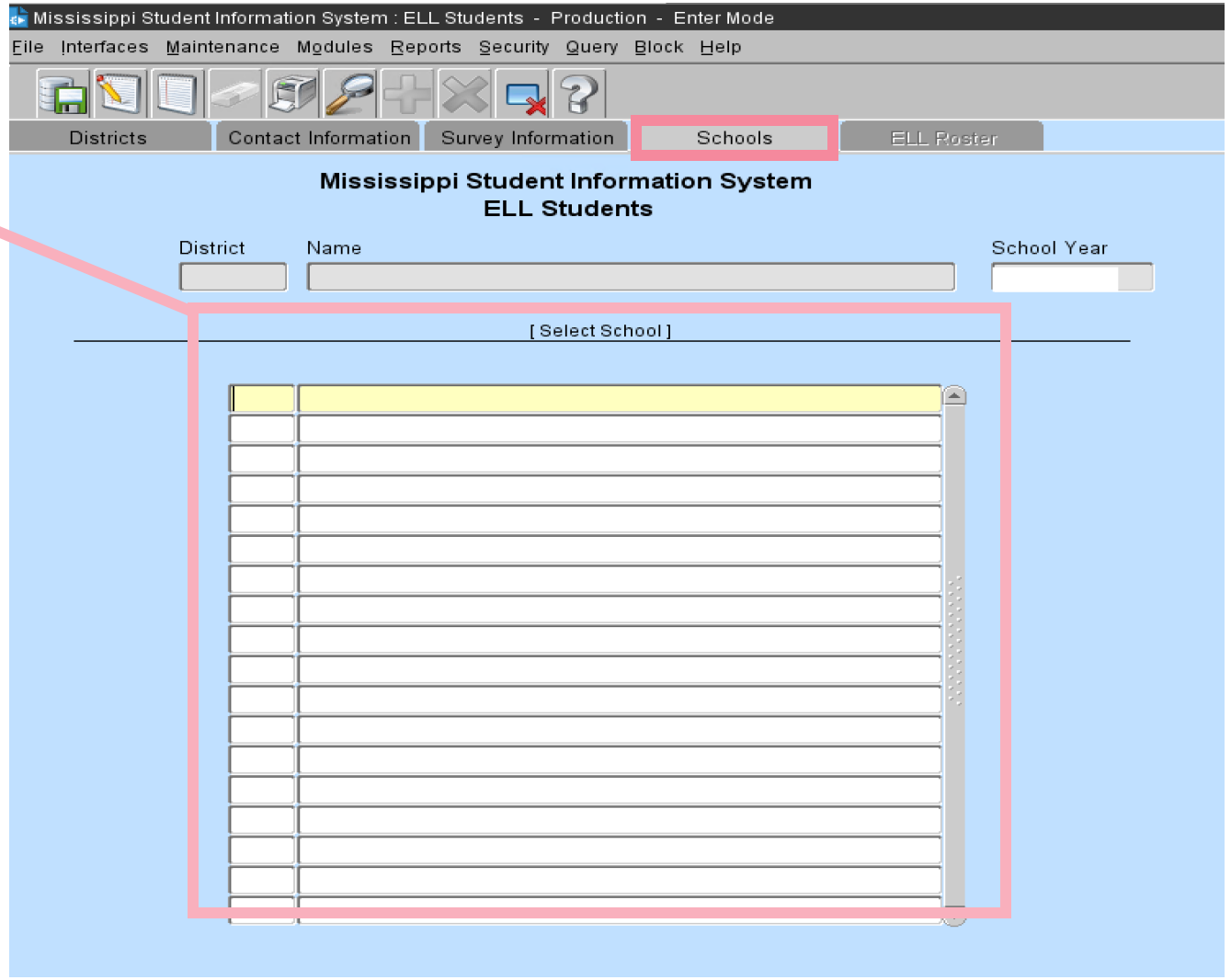
ESEA Section 3201(7)

Examples:
Pull-out, Dual Language, Content-based etc.

MSIS – ELL School

Schools Tab

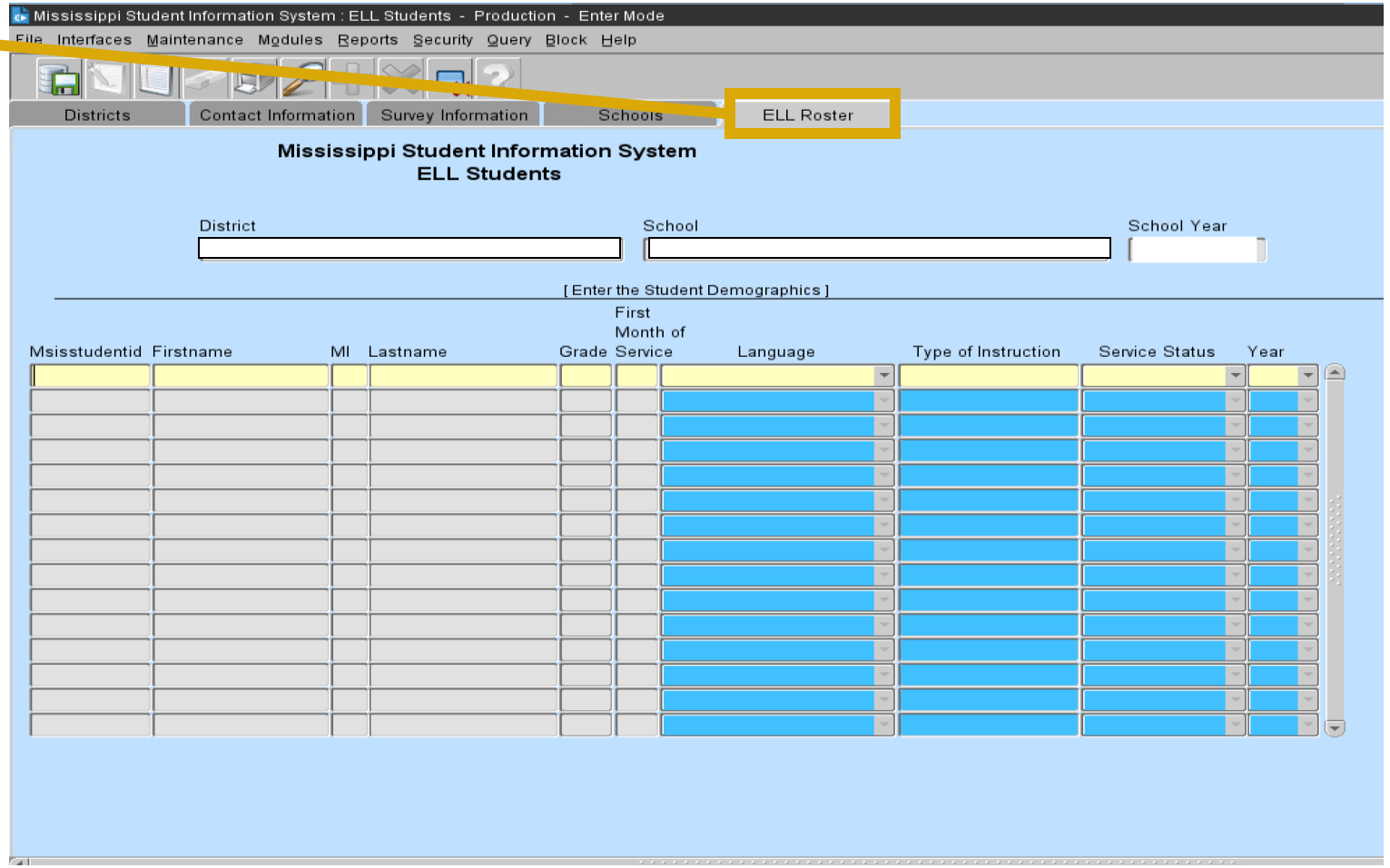
Please select a school within the district.



MSIS – ELL Roster

ELL Roster Tab

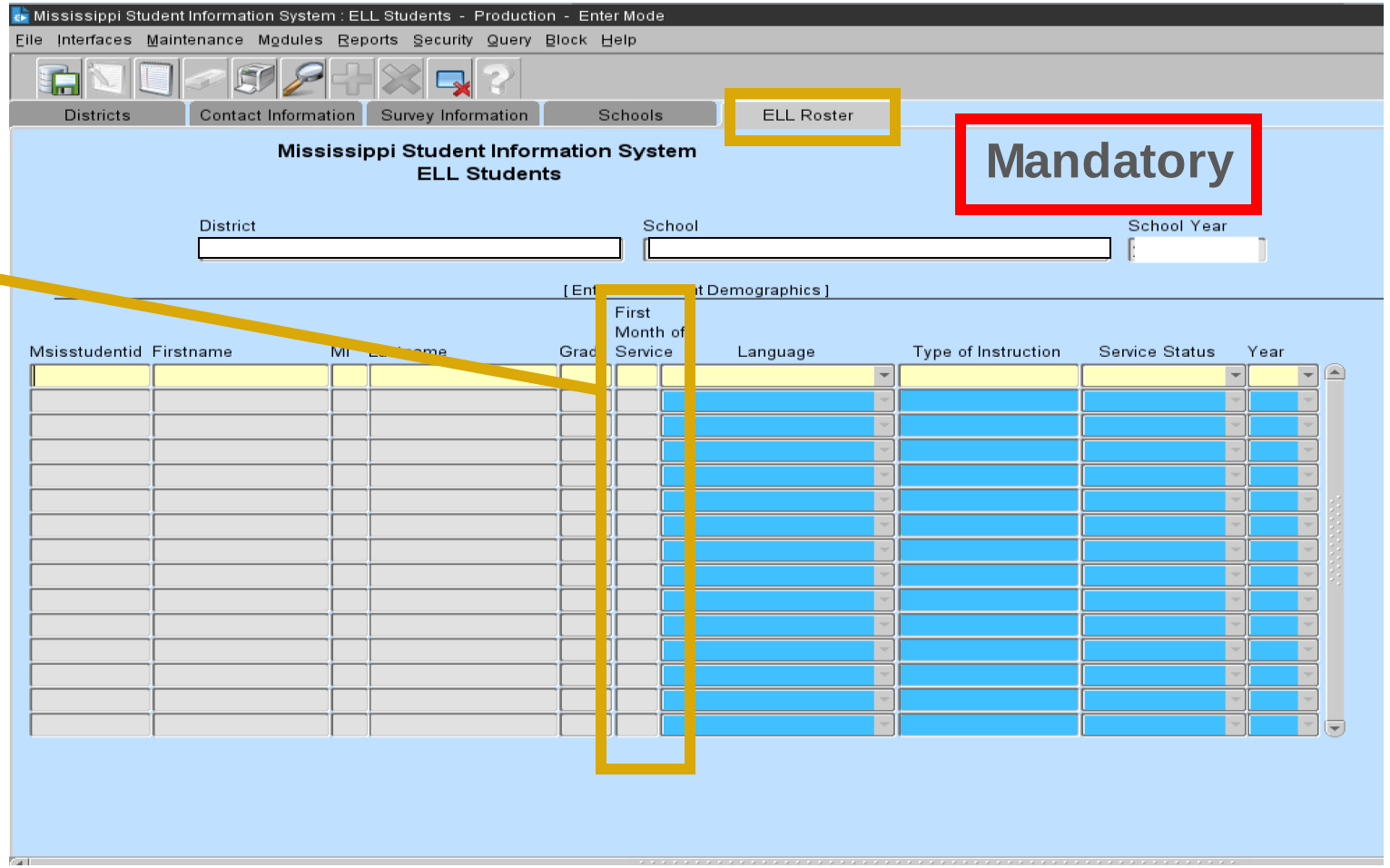
This screen provides students that have been identified through the SAP.



MSIS – ELL Month of Service

First Month of Service

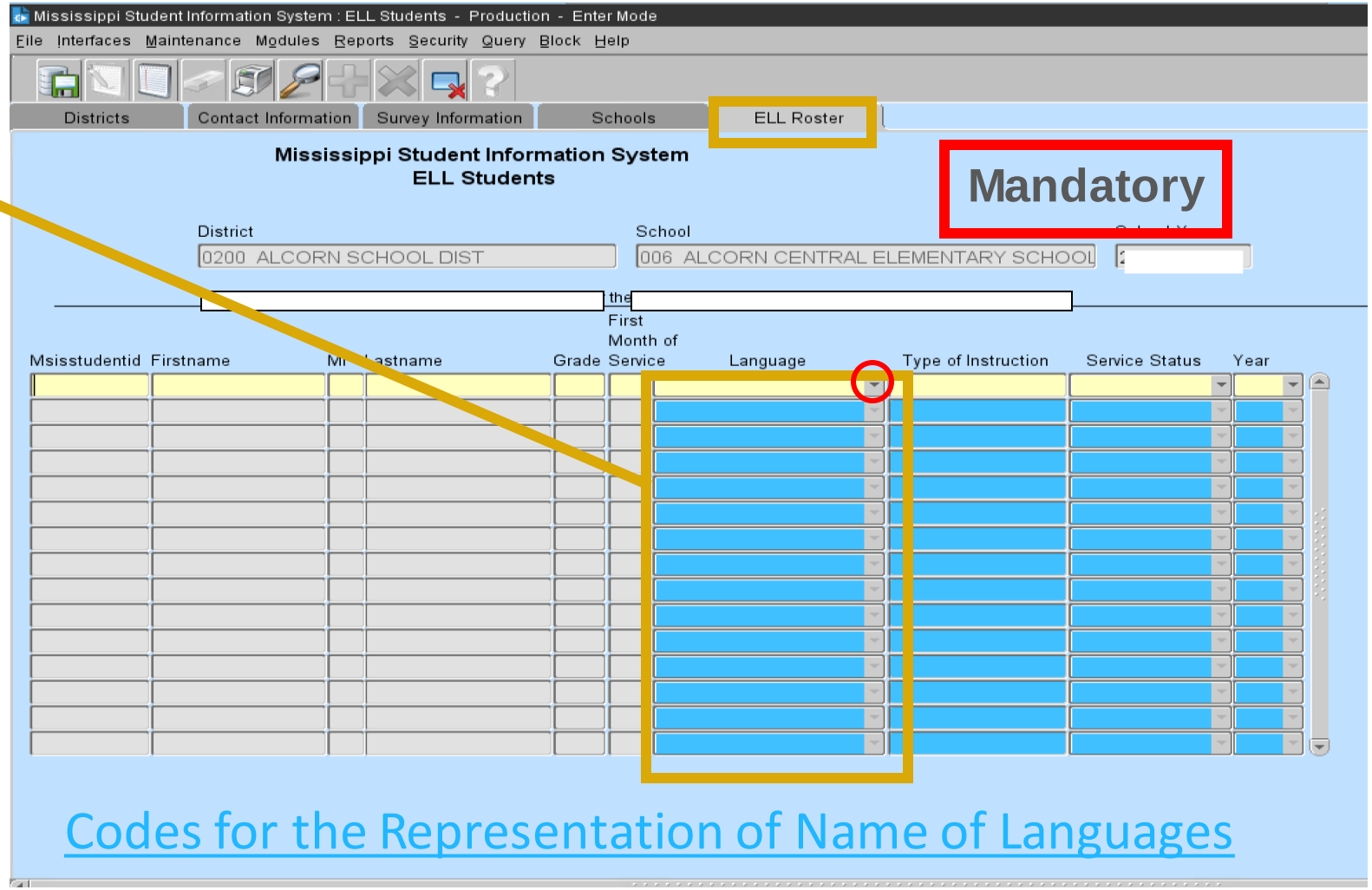
The LEA will indicate the month for the first month of services (Enter 1-9 for first month of service).



MSIS – ELL Language

Language

The LEA will indicate the Native Language or most commonly spoken language in the home.

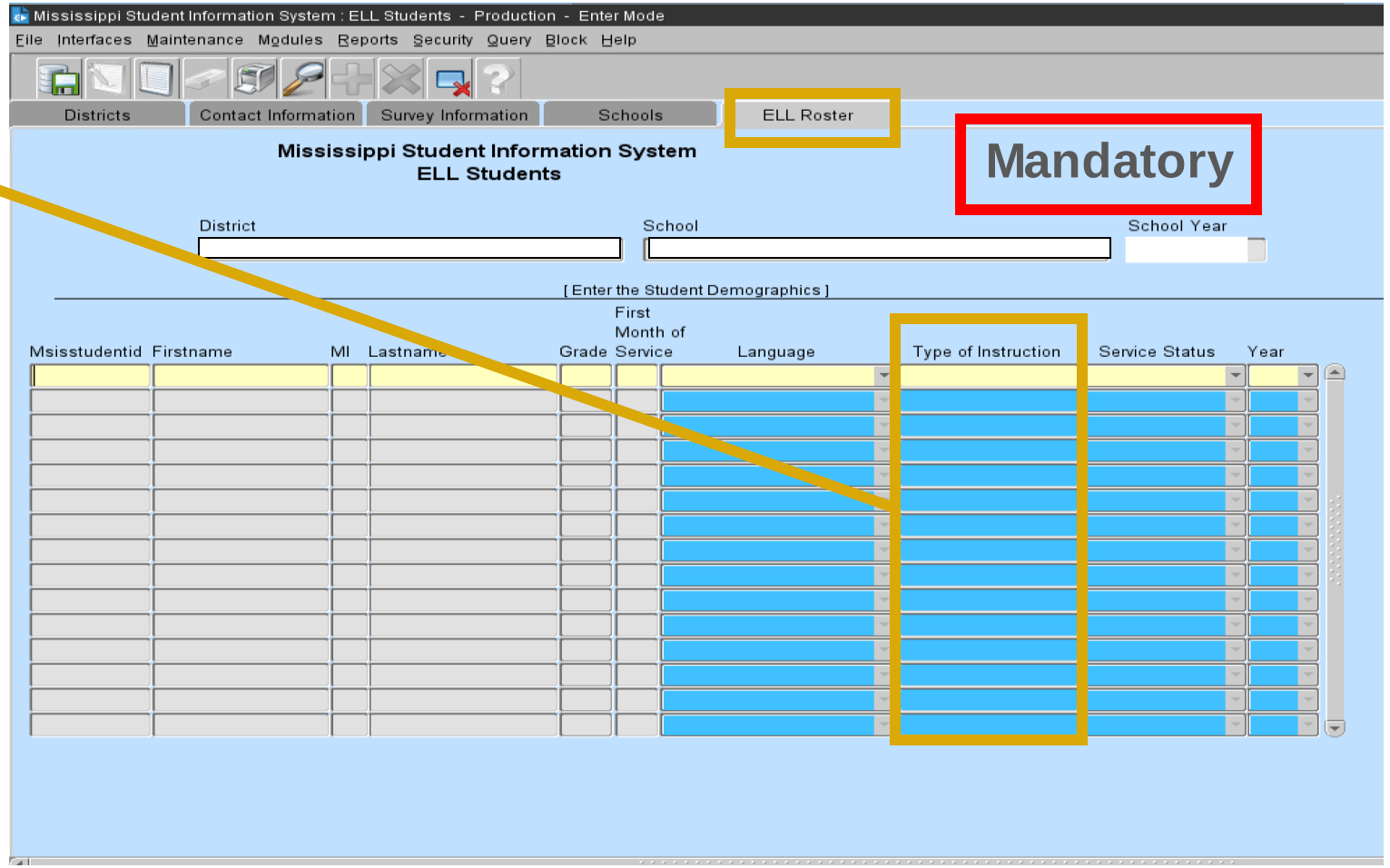


MSIS – ELL Module

Types of Instruction

(ESEA section 3201(7)

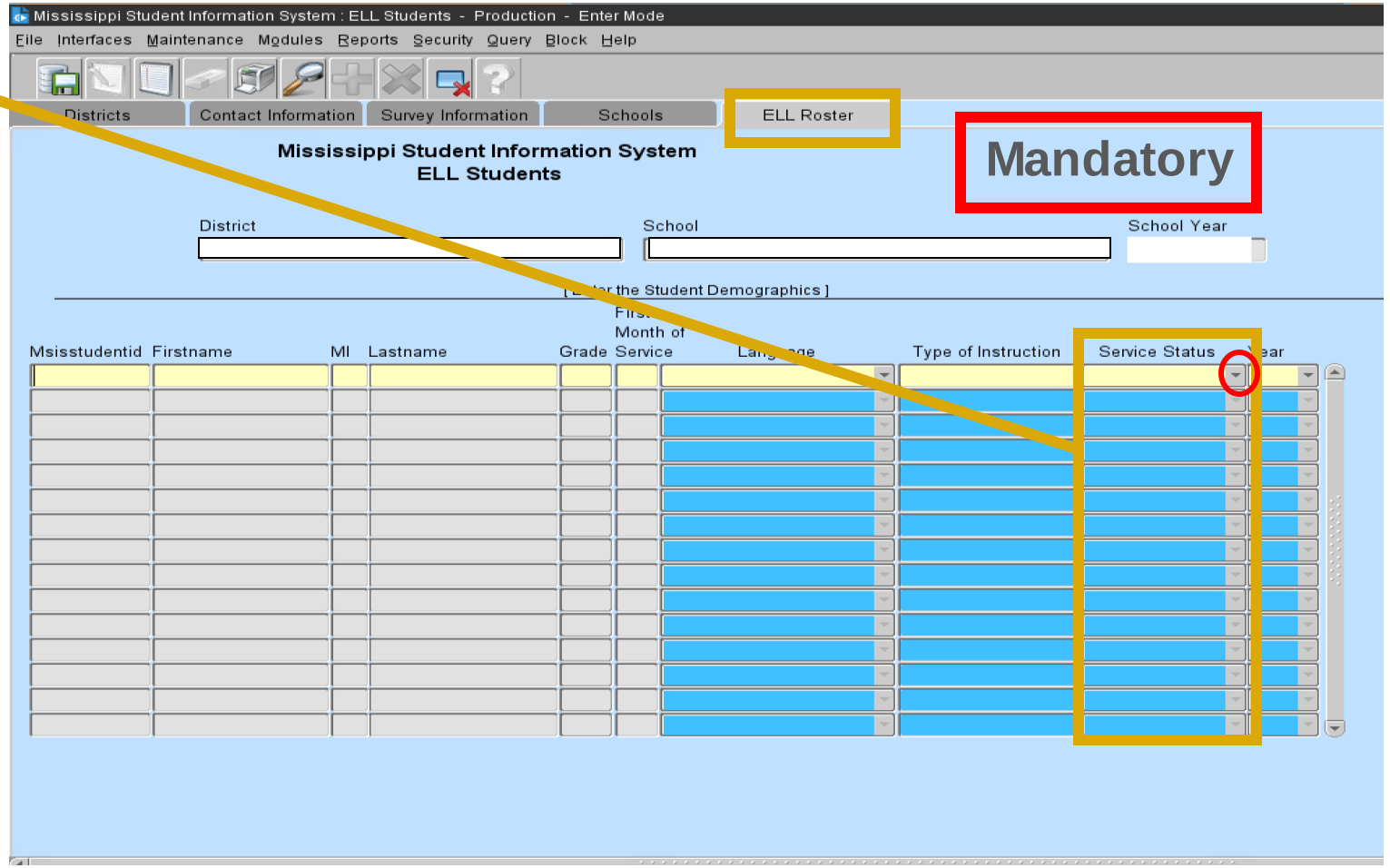
The LEA will provide the type of instructional program that is being implemented for the student.



MSIS – ELL Service Status

Service Status

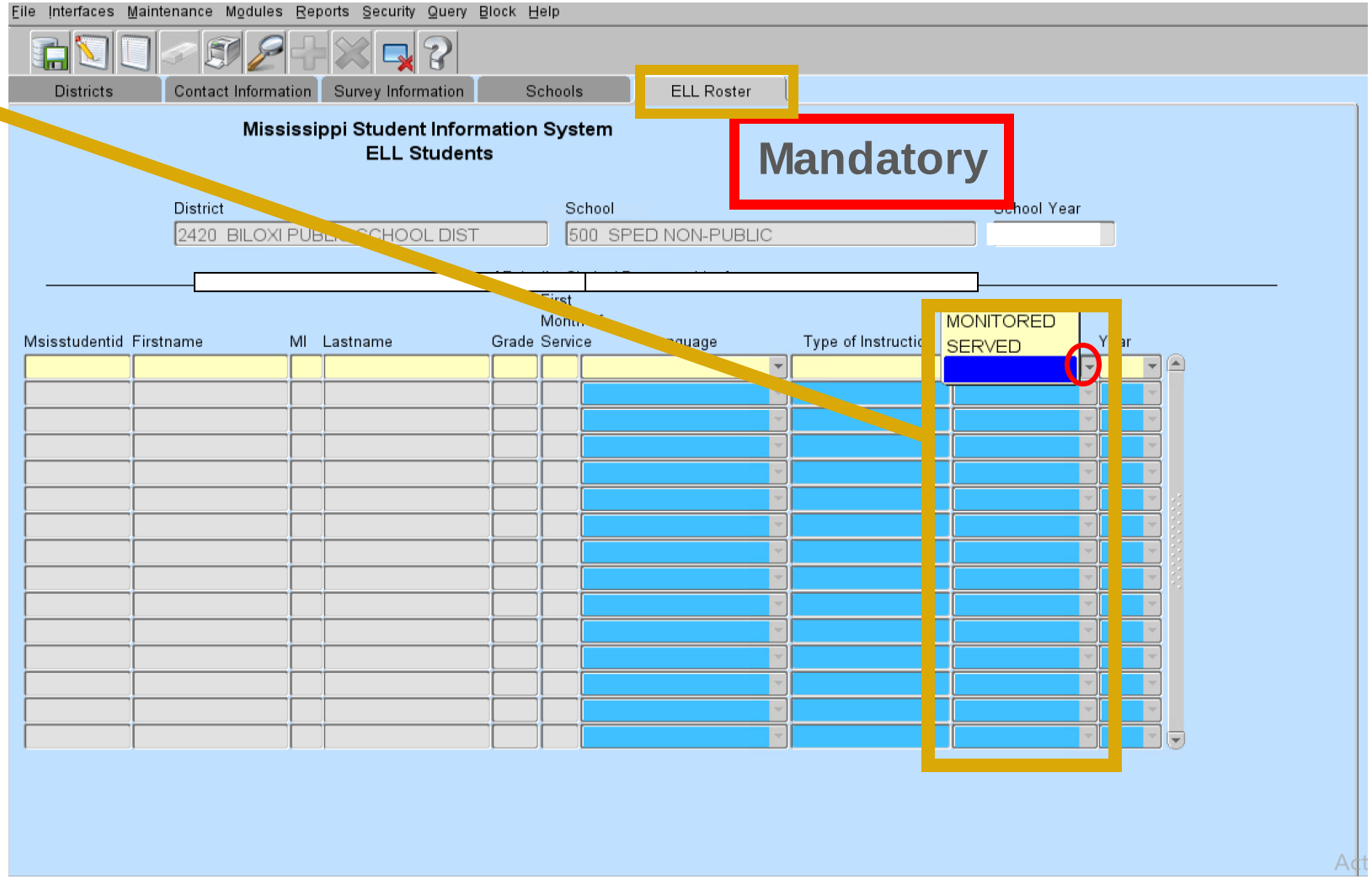
The LEA will indicate the service provided to the student.



MSIS – ELL Module

Service Status

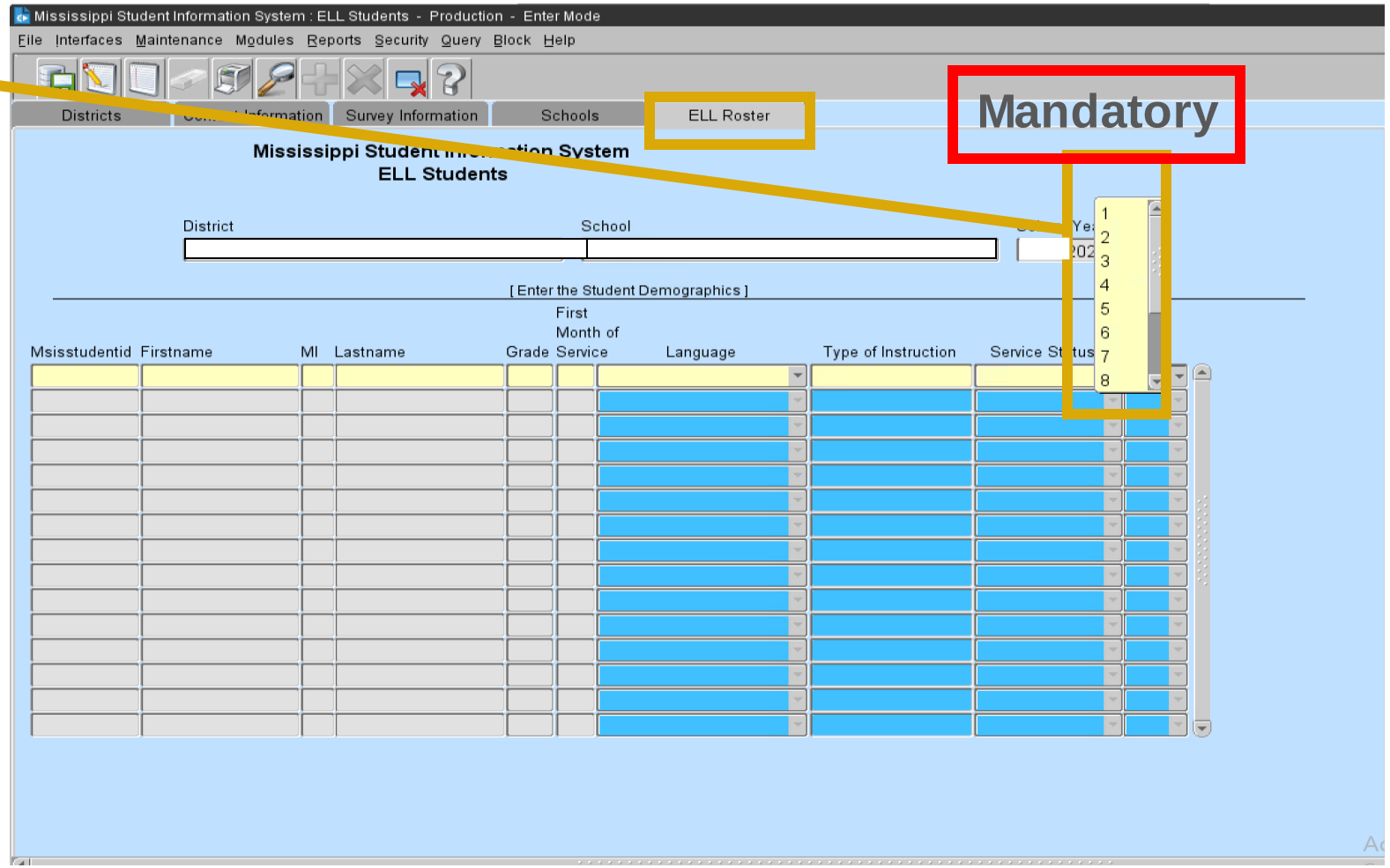
- The LEA will indicate the service provided to the student
- **Monitored:** Student who has exited
- **Served:** Student who is currently served



MSIS – ELL Module

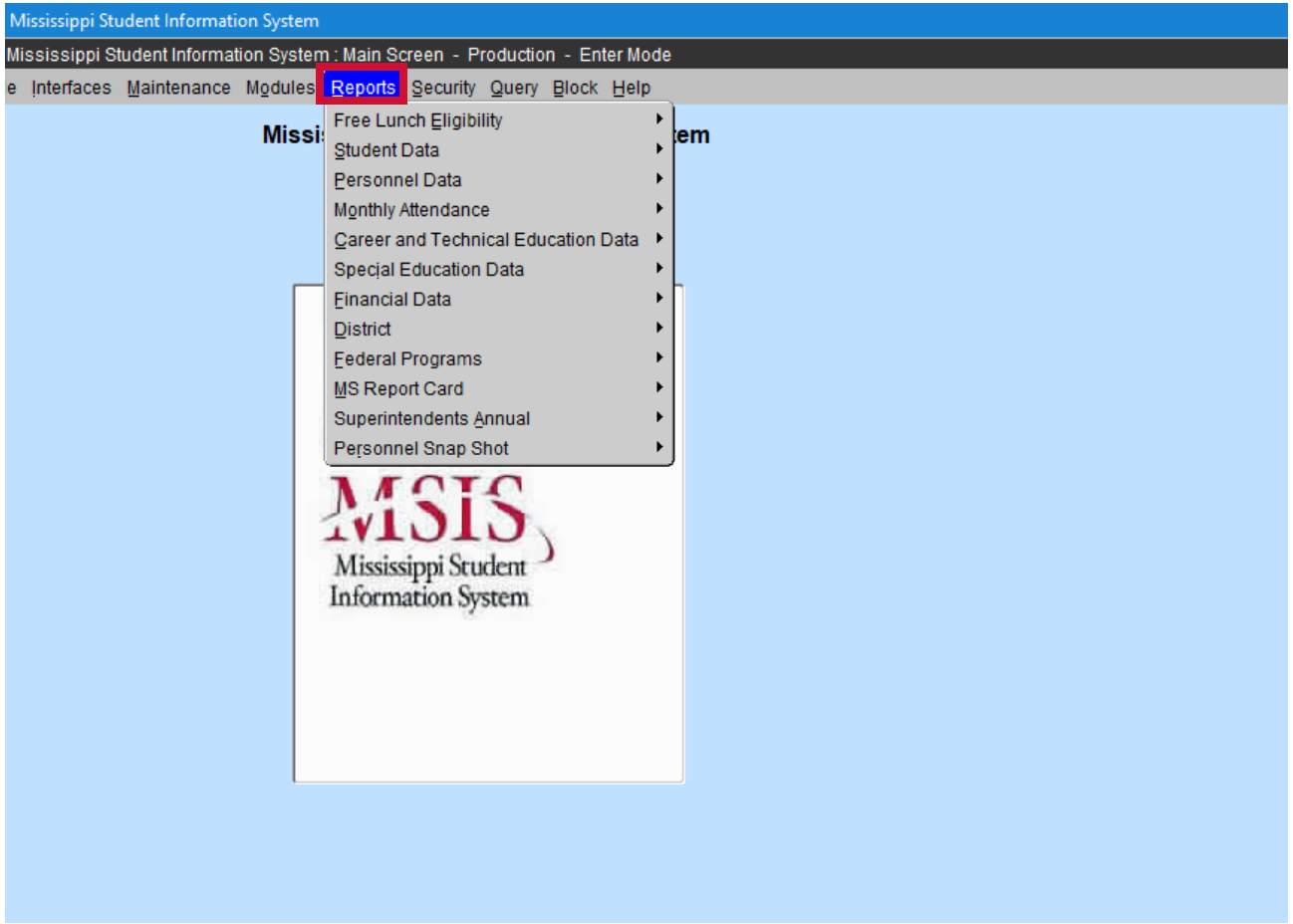
Year

The LEA will indicate the number of year(s) of service for the student.



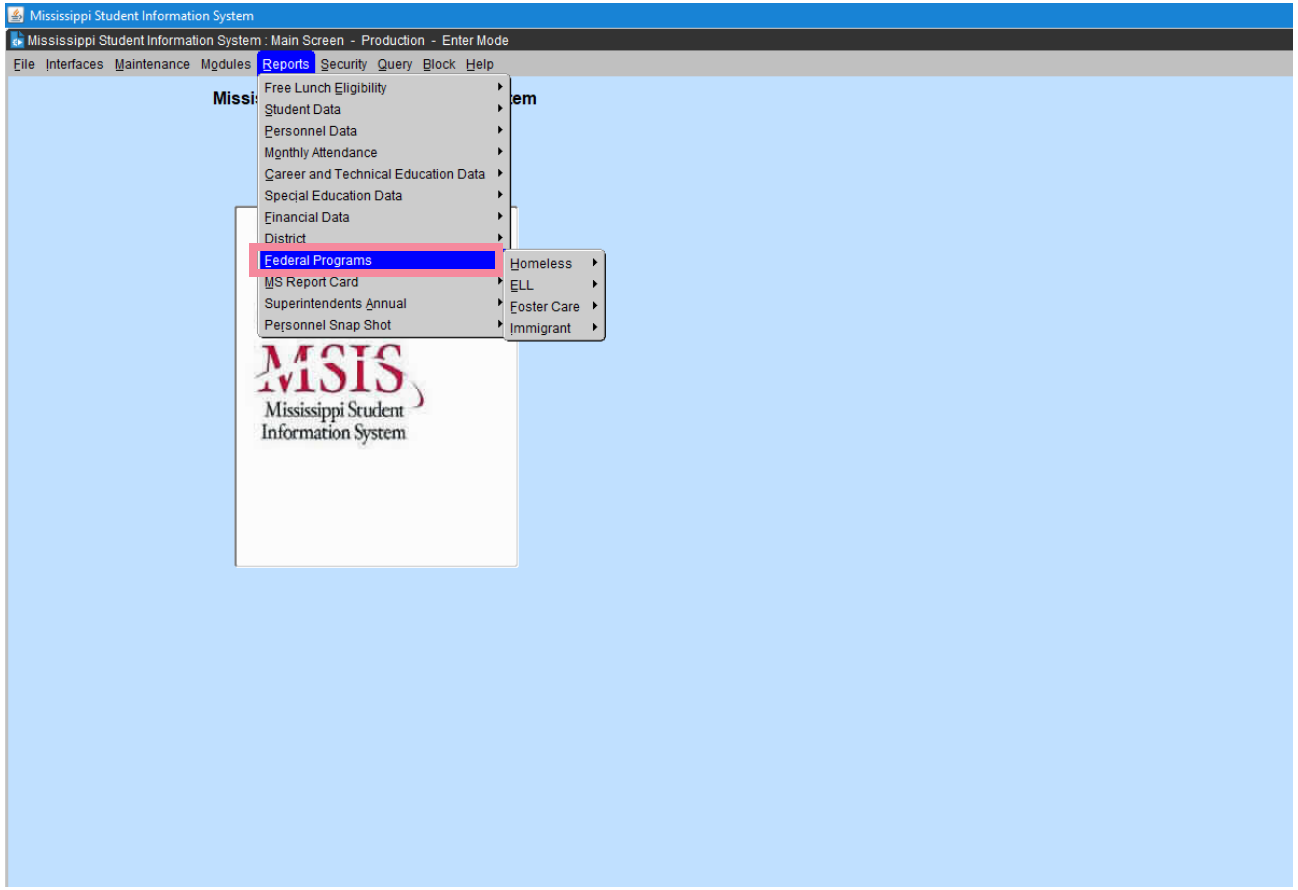
Reports-MSIS

Select Reports



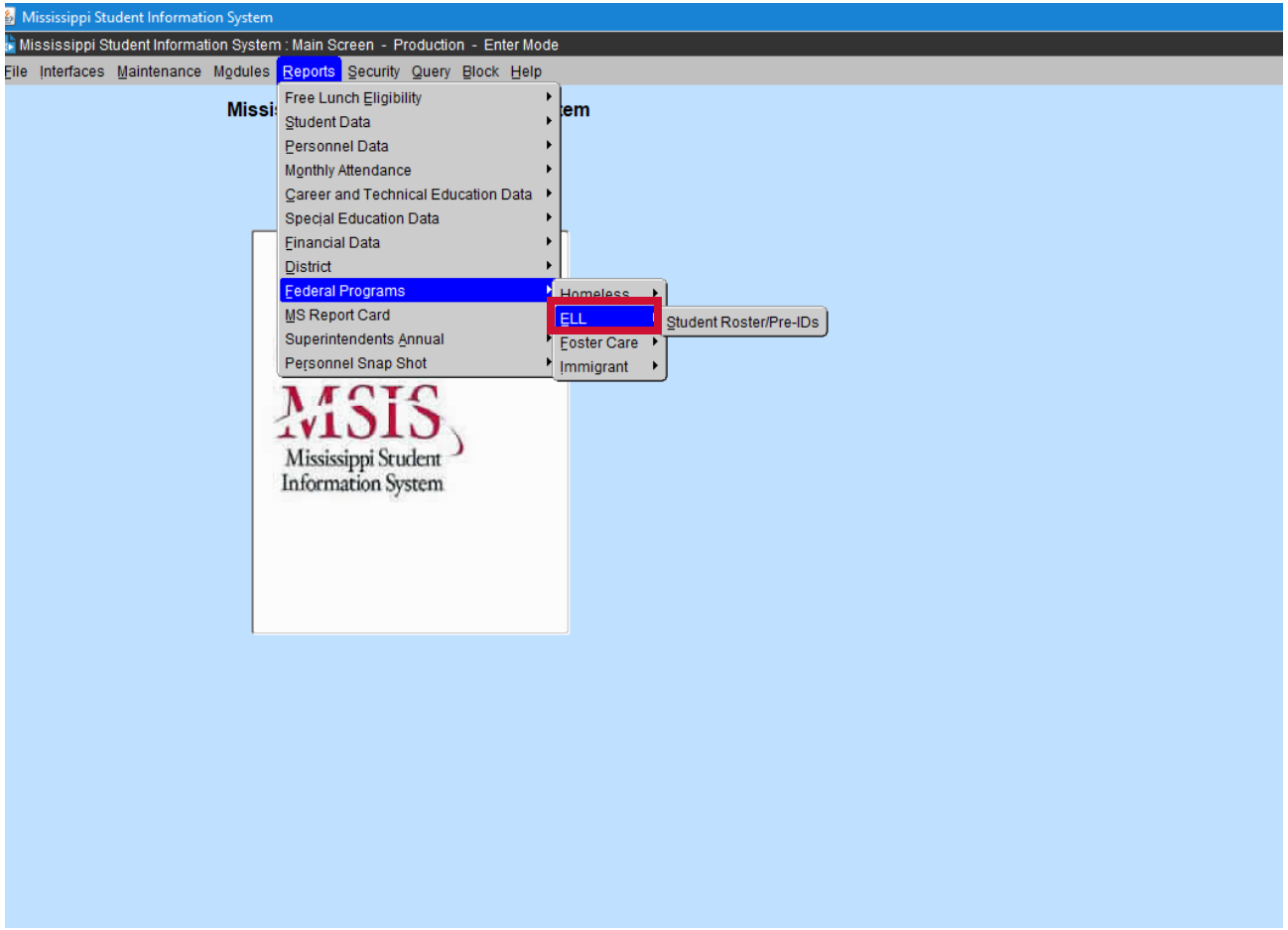
Reports-MSIS

Select Federal Programs

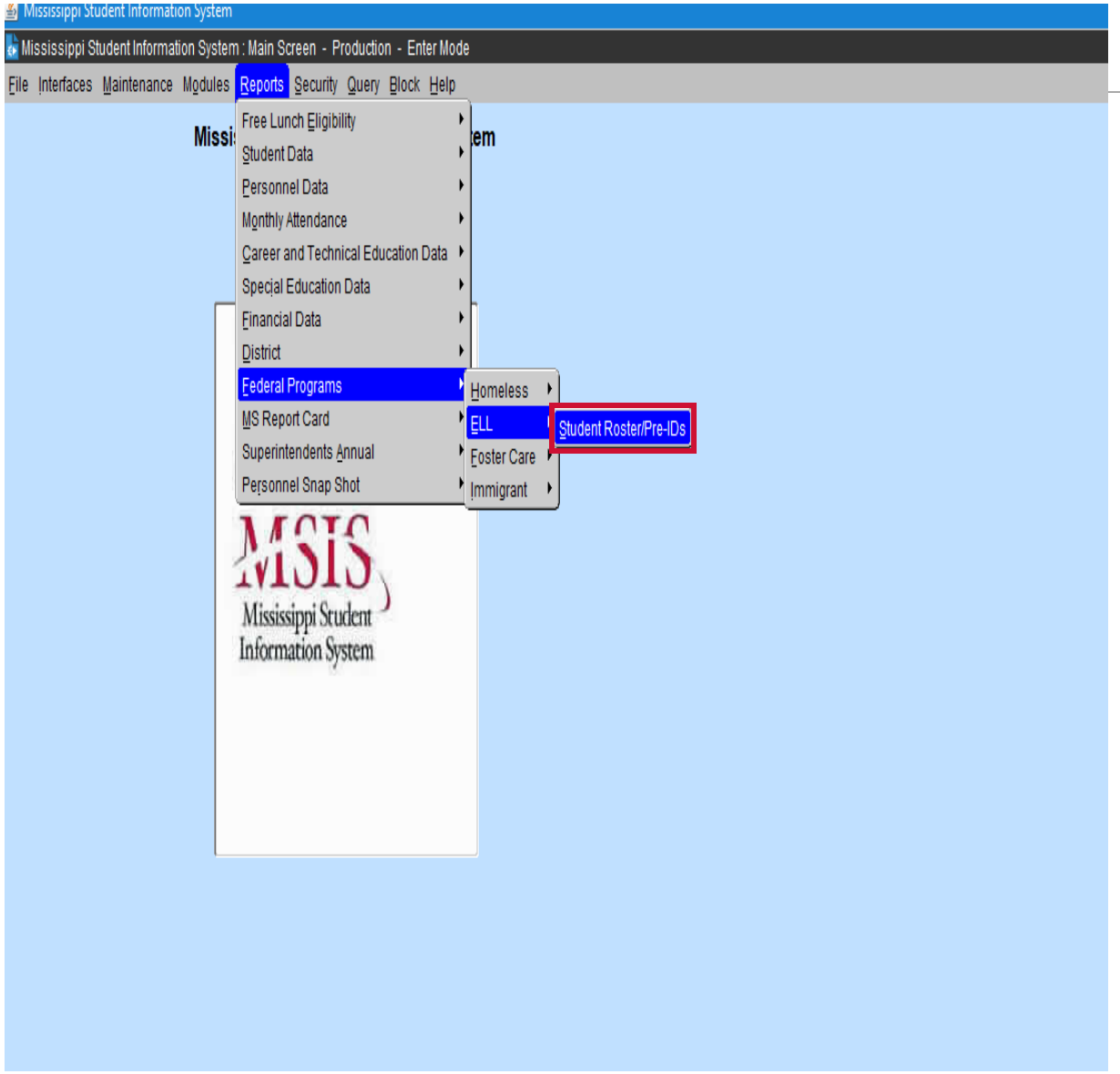


Reports-MSIS

Select ELL

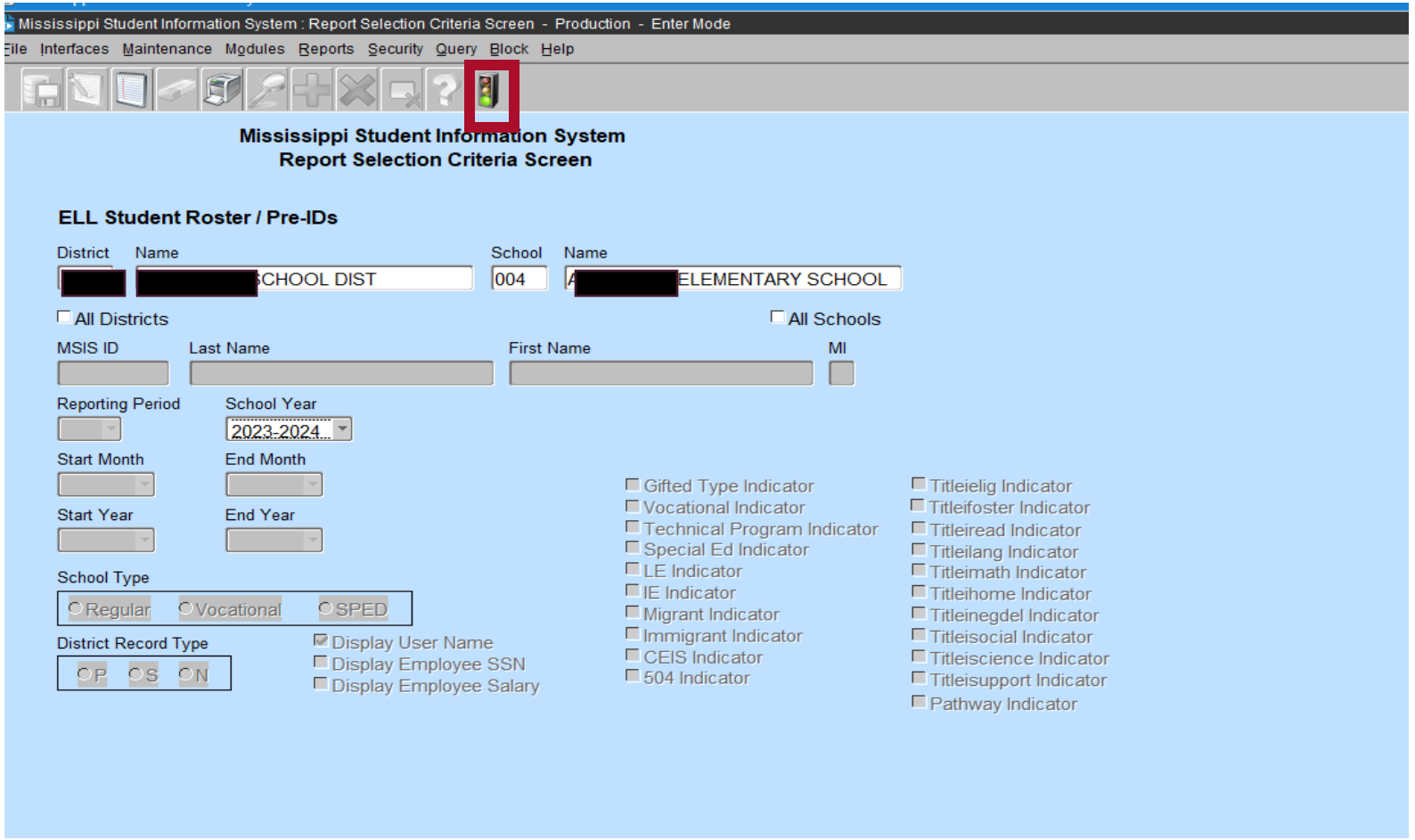


Select Student Roster/Pre-IDs

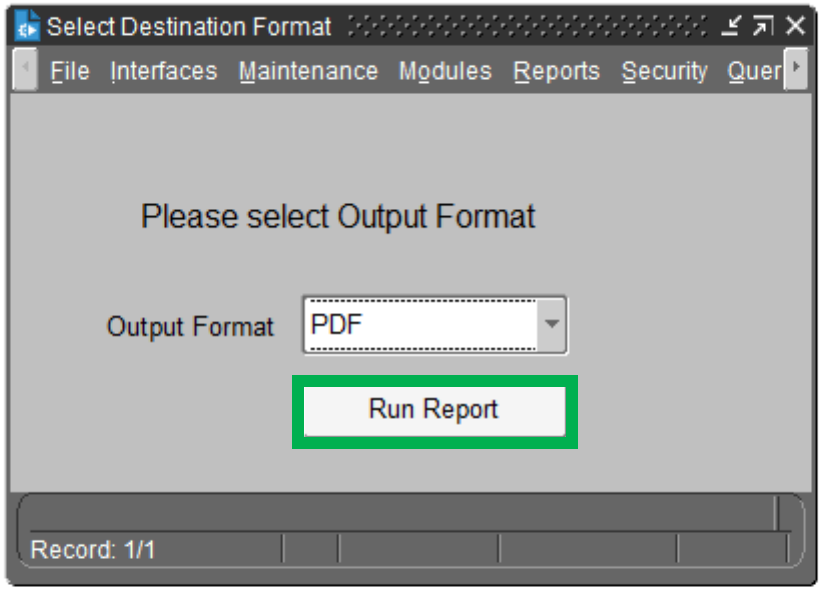


ELL-Run Report

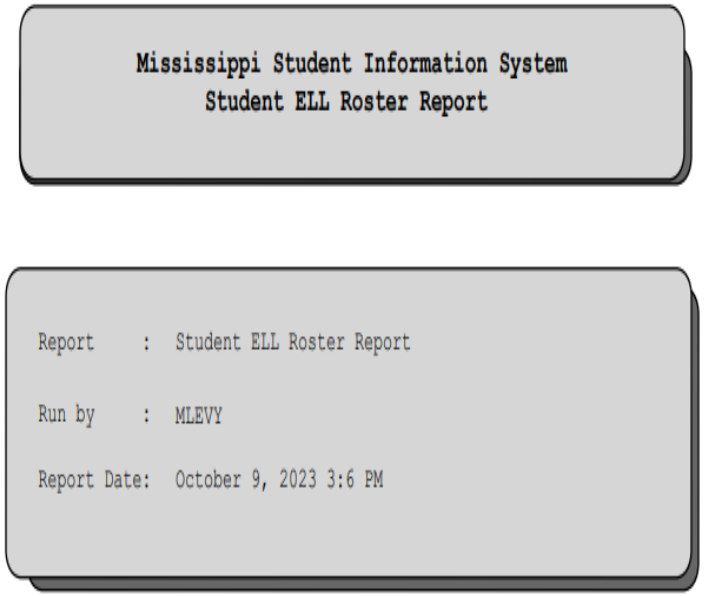
Select Stoplight Icon



ELL-Run Report Format



ELL-PDF Report



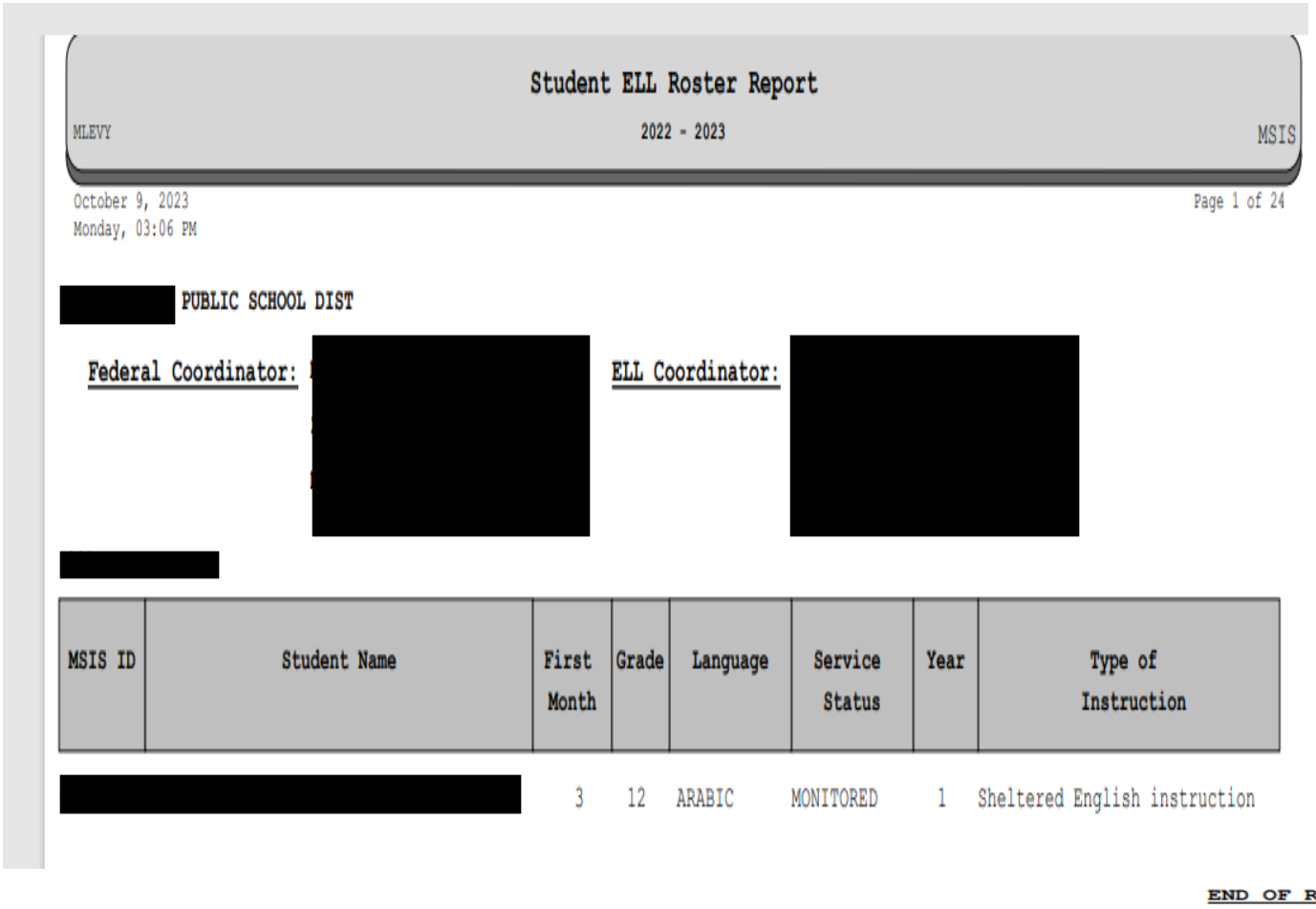
Mississippi Student Information System
Student ELL Roster Report

Report : Student ELL Roster Report

Run by : MLEVY

Report Date: October 9, 2023 3:6 PM

Student ELL Roster Report



Student ELL Roster Report

MLEVY 2022 - 2023 MSIS

October 9, 2023
Monday, 03:06 PM

Page 1 of 24

[redacted] PUBLIC SCHOOL DIST

Federal Coordinator: [redacted]

ELL Coordinator: [redacted]

[redacted]

MSIS ID	Student Name	First Month	Grade	Language	Service Status	Year	Type of Instruction
[redacted]		3	12	ARABIC	MONITORED	1	Sheltered English instruction

END OF REPORT

- **LE Indicator-** Districts that are **SAMS users**, must **mark the LE** (Limited English) indicator and the Title I indicator for those students in your package. (If the district is **not**, please contact your Vendor)
- **Year-** Number of year(s) of service for the student
- **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 that can be selected is four. When the student has **reached year 5**, **remove the "LE" label**.

MSIS – ELL Module- Mandatory

- First Month of Service
- Language
- Type of Instruction
- Service Status
- Year
- ***Note:*** **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 a 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.

MSIS Record Change Documentation

- Check Student-MSIS ID Required
- Request for Change
- Reason for Change
- Explain-if changes have not been made in SAP

MSIS RECORD CHANGE DOCUMENTATION
FOR STATE AUDITOR

School District Name: _____ **District Number:** _____

School Name: _____ **School Number:** _____

Type of Record Change (Check one):
☐ (1) Personnel
☐ (2) Student **(MSIS ID Required)** **Submission Date:** _____

Request Change:

Reason for Change:

***Submission of this document certifies that all requested changes have been made in the District's local school administration package (SAP), if applicable. If changes have not been made in SAP, please explain below. ***

Explain (If applicable):

Superintendent Signature:
(Please sign in blue ink) _____

Primary Contact Signature:
(Please sign in blue ink) _____

Requestor Signature:
and email address
(Please sign in blue ink) _____

Send to:**Mississippi Department Of Education / Office of Technology and Strategic Services – MSIS**
P.O. Box 771,Jackson, Ms 39205, Or Fax: (601) 359-2027

OTSS OFFICE USE ONLY:

Approved By: _____ **Date:** _____
Copy sent to affected Program Office(s): _____
Corrected in MSIS by: _____ **Date:** _____

Immigrants
(No smaller than 54, ensure text is legible over picture and do not type over people’s faces)
MISSISSIPPI
DEPARTMENT OF
EDUCATION

Immigrant Children and Youth (ICY) Definition

Immigrant children and youth are defined as people who:

- are aged 3 through 21
- were not born in the U.S., “State” means the 50 states, the District of Columbia, and the Commonwealth of Puerto Rico (ESEA Sec. 3127)
- children born to U.S. citizens abroad (e.g., children born on a military base overseas) may be considered immigrants if they meet all the criteria in the definition of immigrant
- have **not attended one or more schools in any one or more states** for more than **3 full academic years**

ESEA Section 3201(5)

Immigrant Children and Youth/ICY Definition

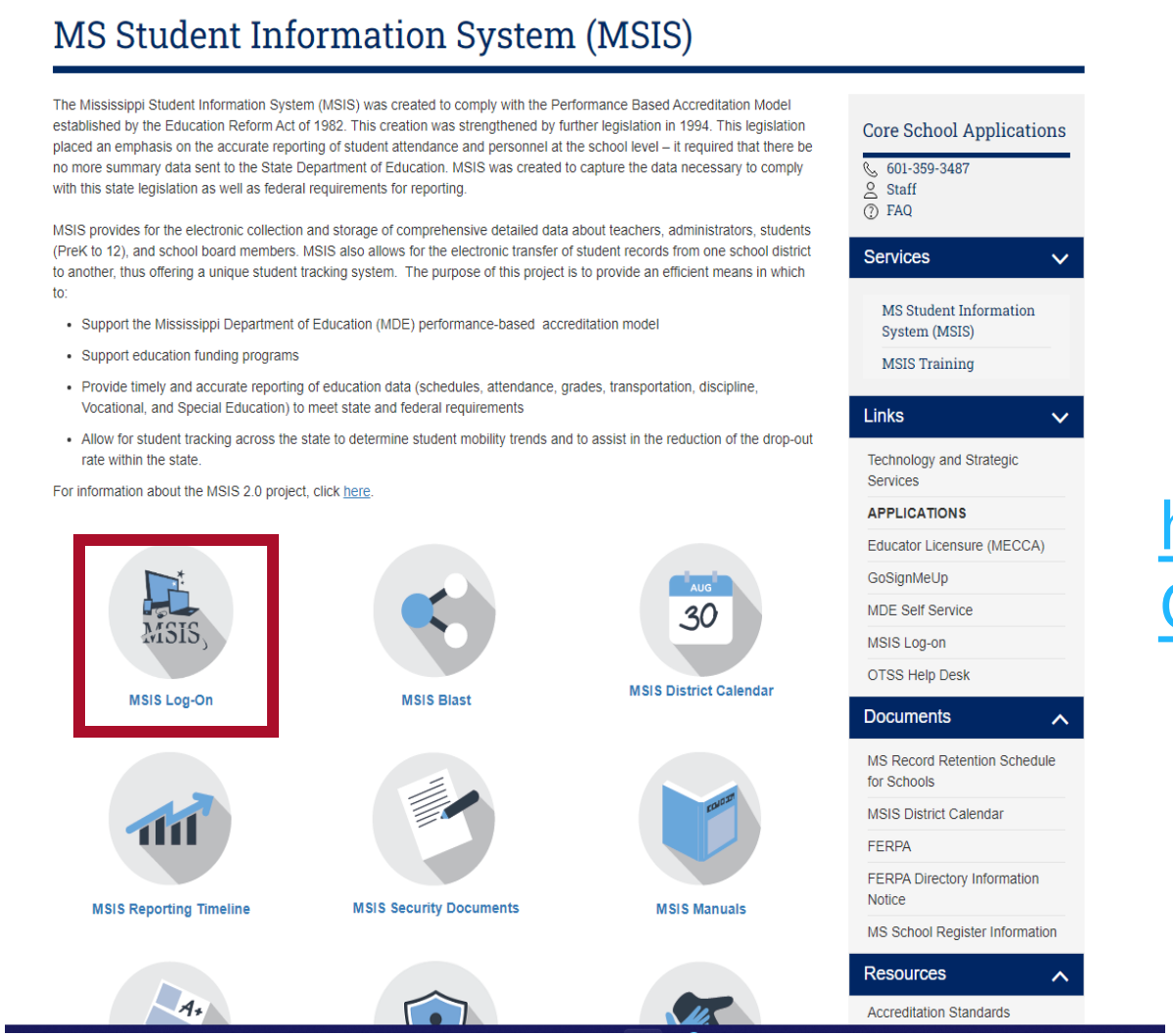
- A full academic year is 12 months of school attendance, kindergarten through 12th grade.
- If a student has been in different schools, different school districts, and even in different states, the number of months that the student has been in school in any one or more states must not add up to a total of more than 3 full academic years.
- ICY students **may or may not** be ELs.

Special Categories of ICY Students

The following students **may be considered** ICY if they **meet** the criteria in the federal **definition** of immigrant children and youth:

- Children of U.S. military personnel
- Children of NATO families
- Children of visiting faculty
- Children who are temporarily residing in the U.S. because of parental employment
- Students on Exchange Visitor (J-1) visas or Exchange High School Student (F-1) visas

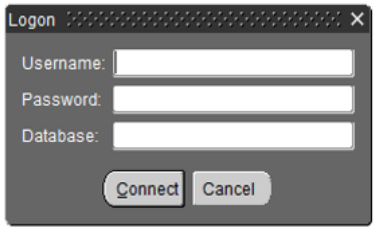
Mississippi Student Information System



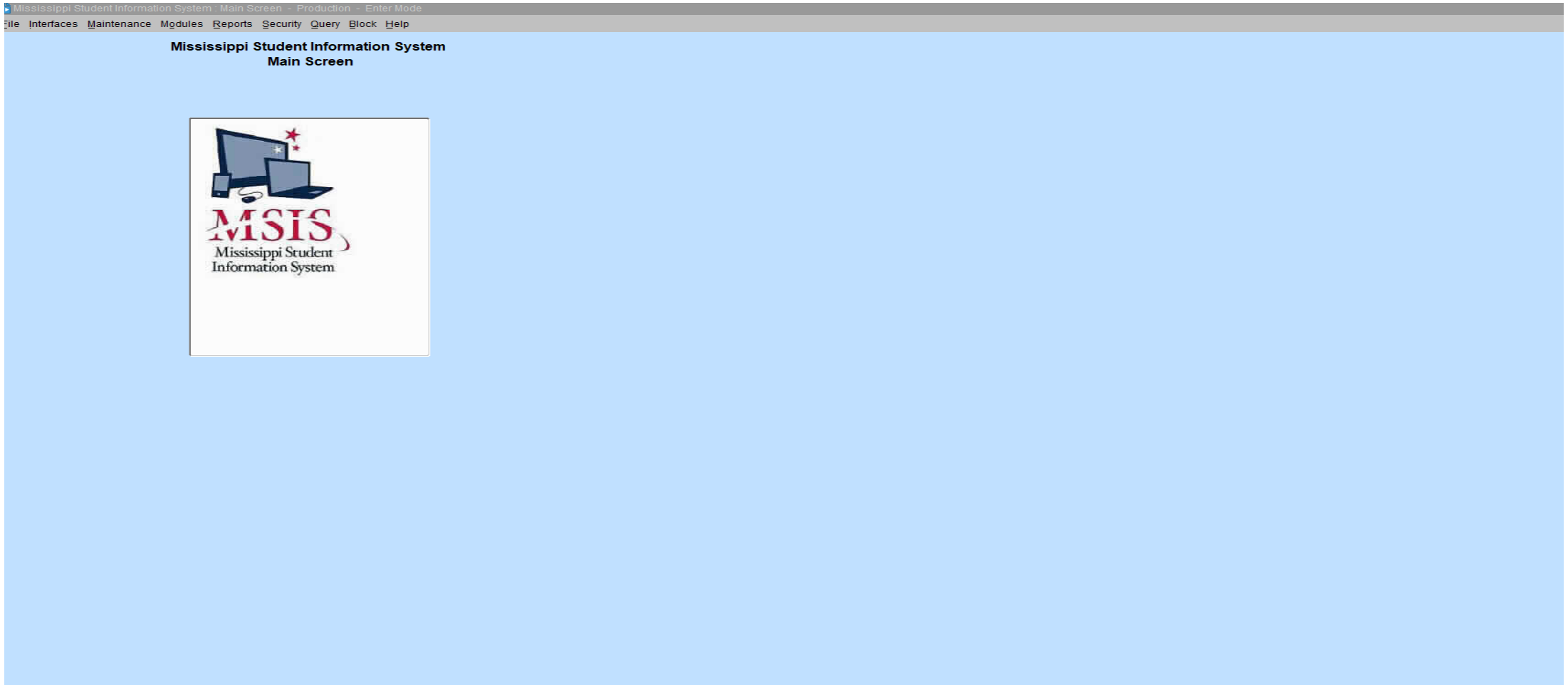
https://www.mdek12.org/OTSS/MSIS

MSIS-Logon Information

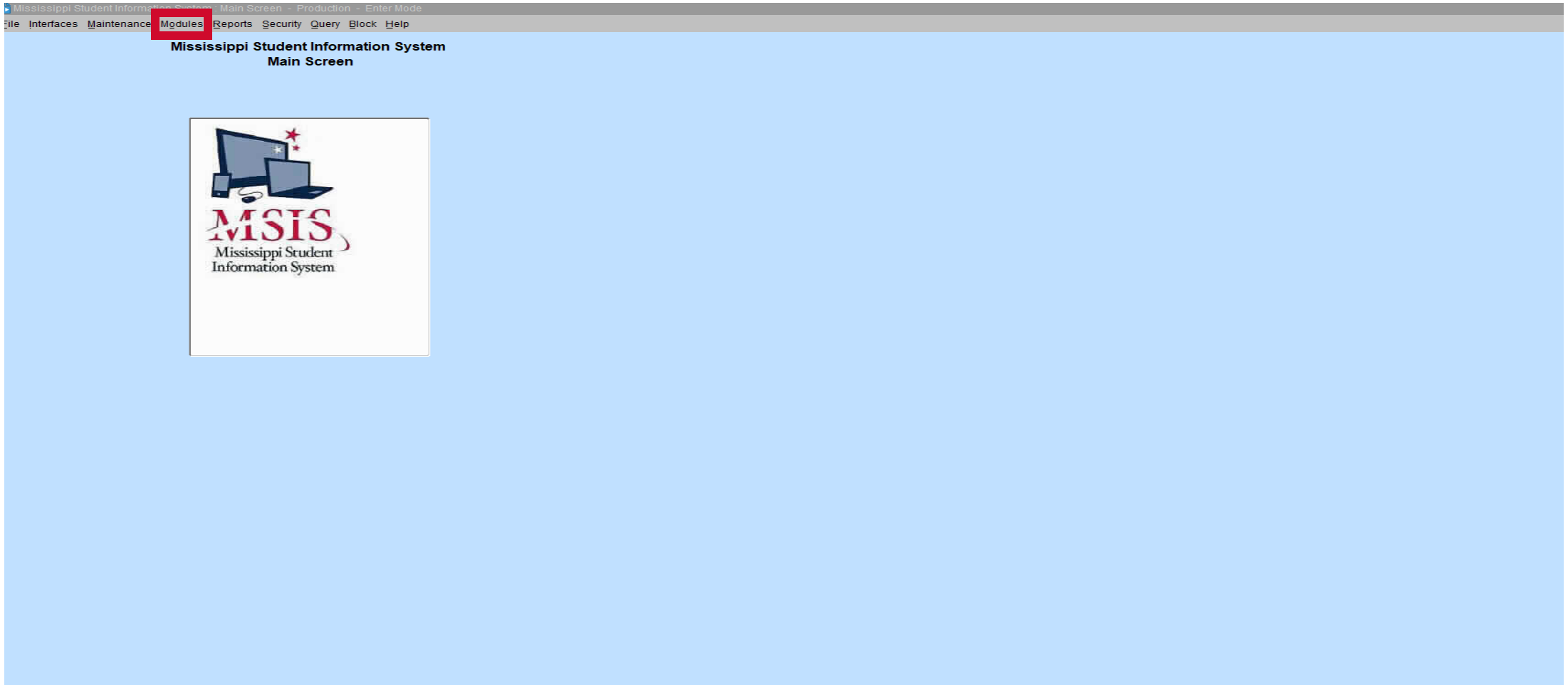
Add username, password, and database-MSIS



Mississippi Student Information System

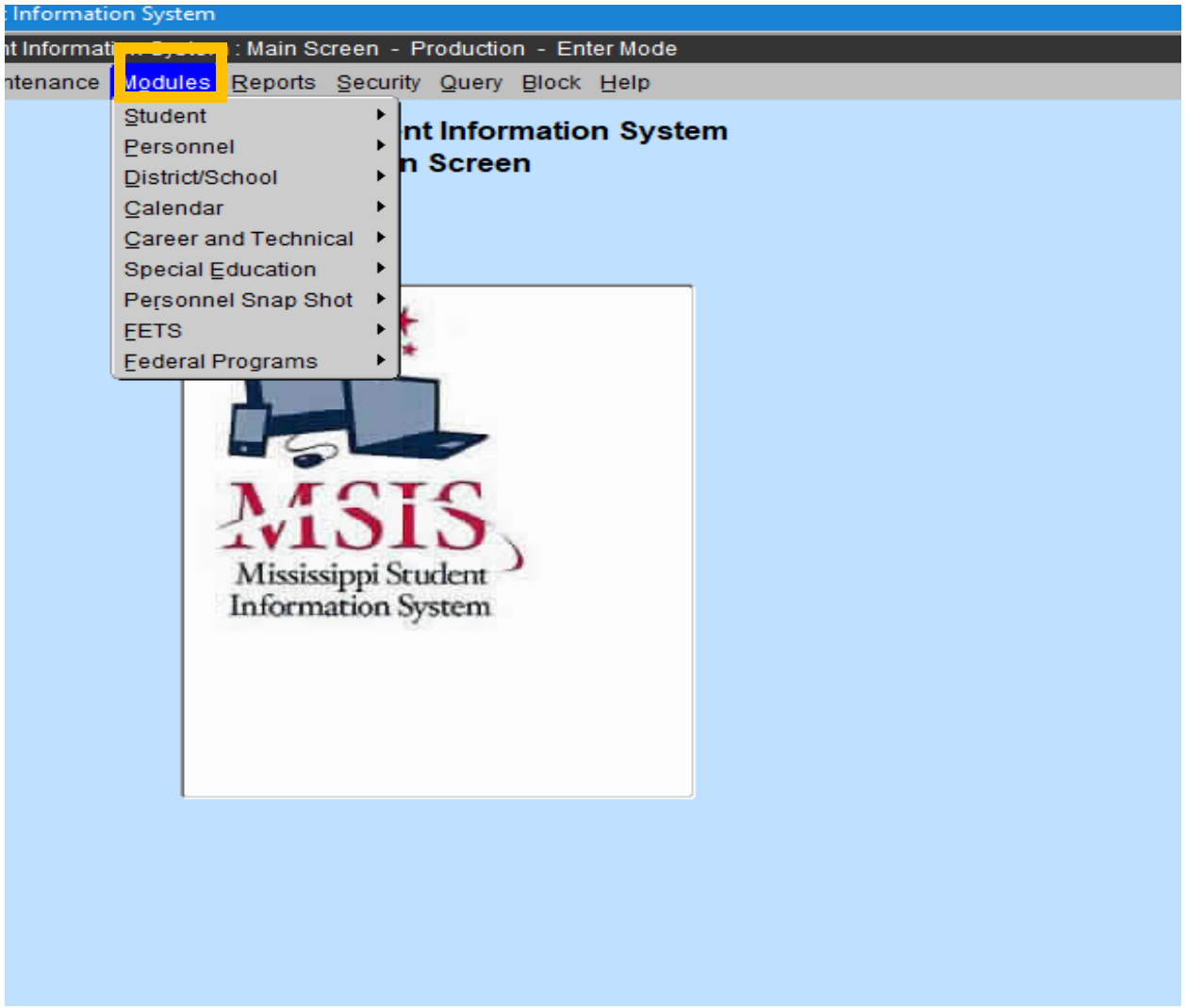


Mississippi Student Information System-Modules



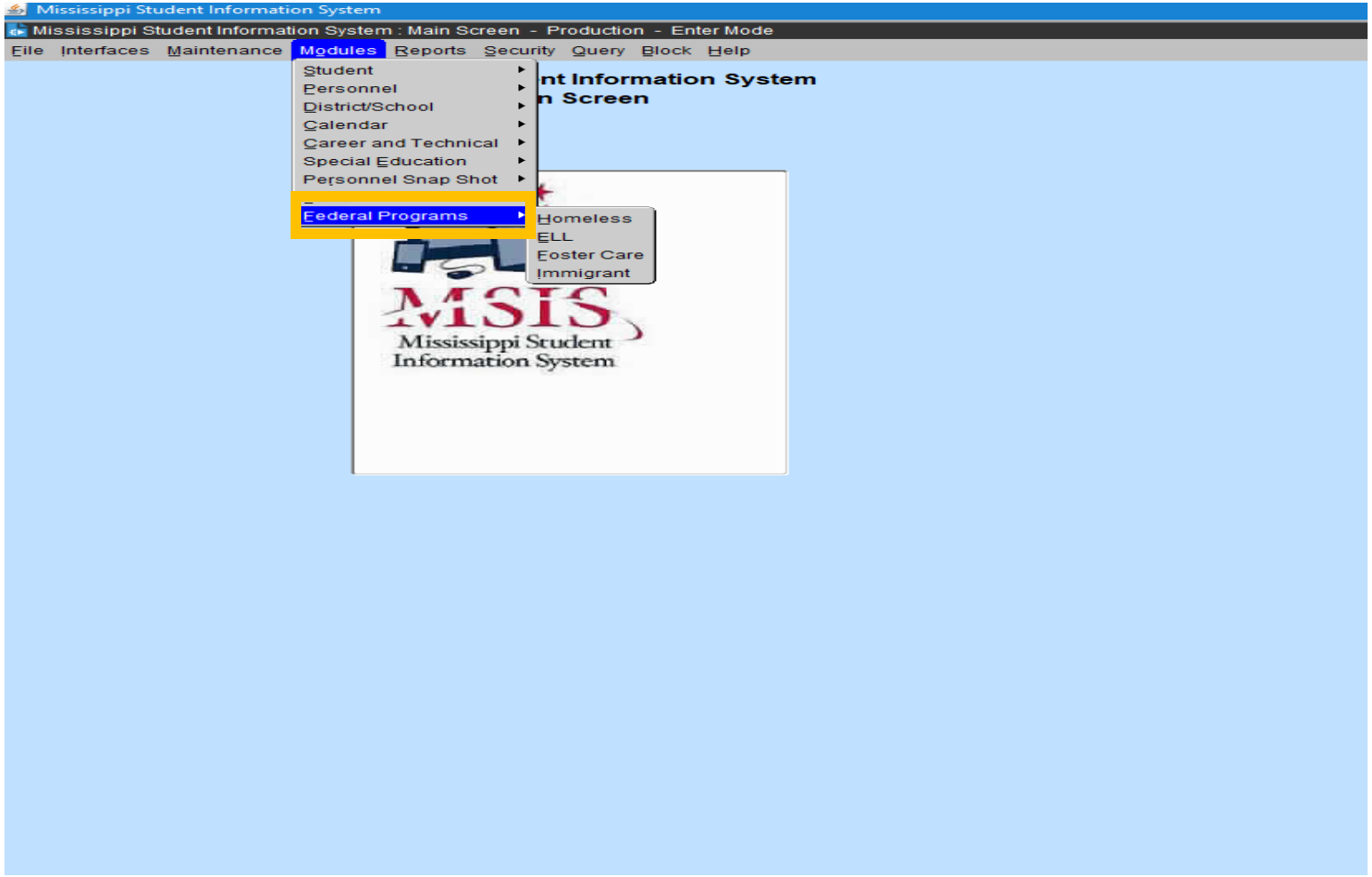
MSIS-Modules

Select Modules



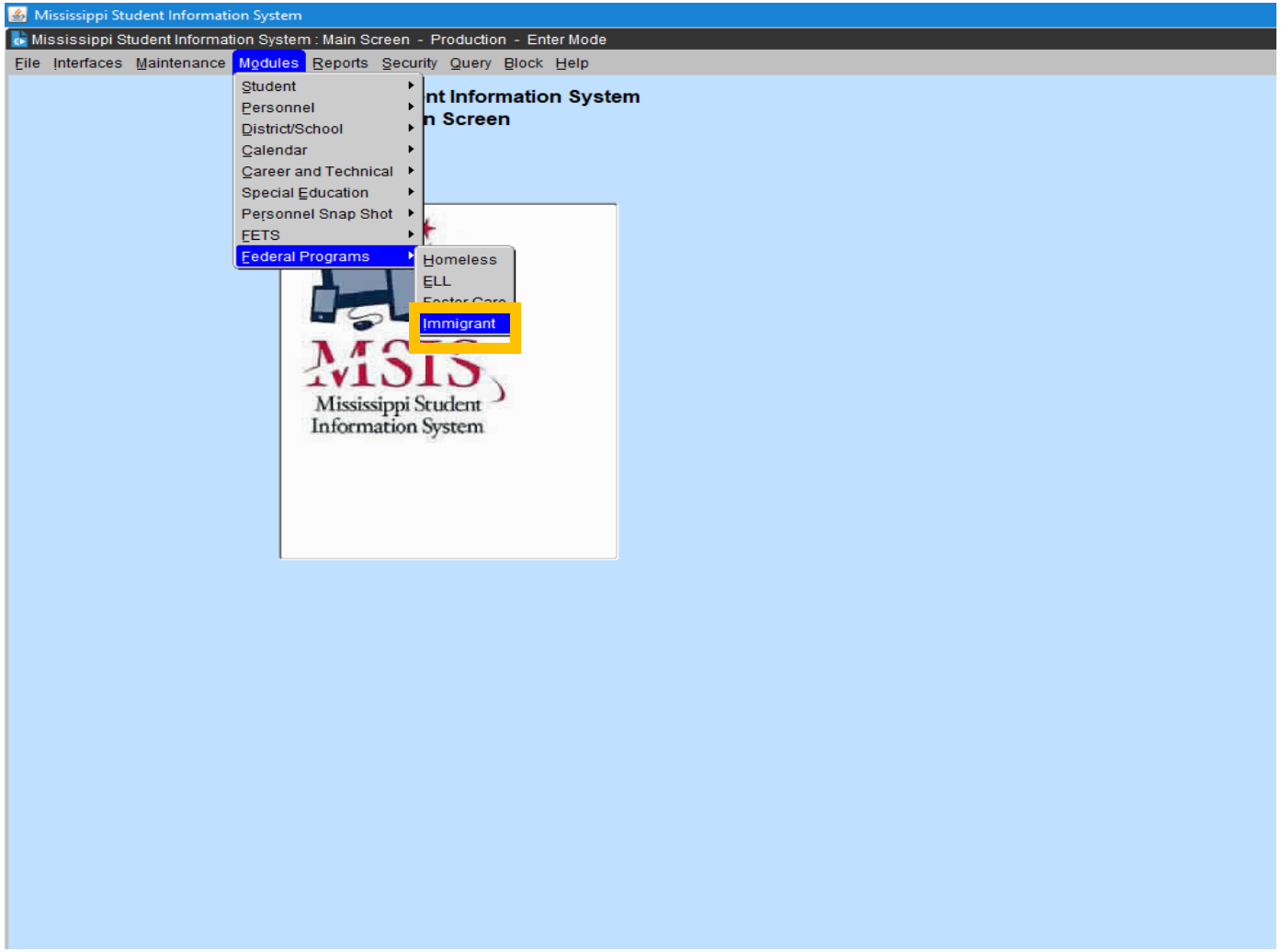
MSIS-Federal Programs

Select Federal Programs



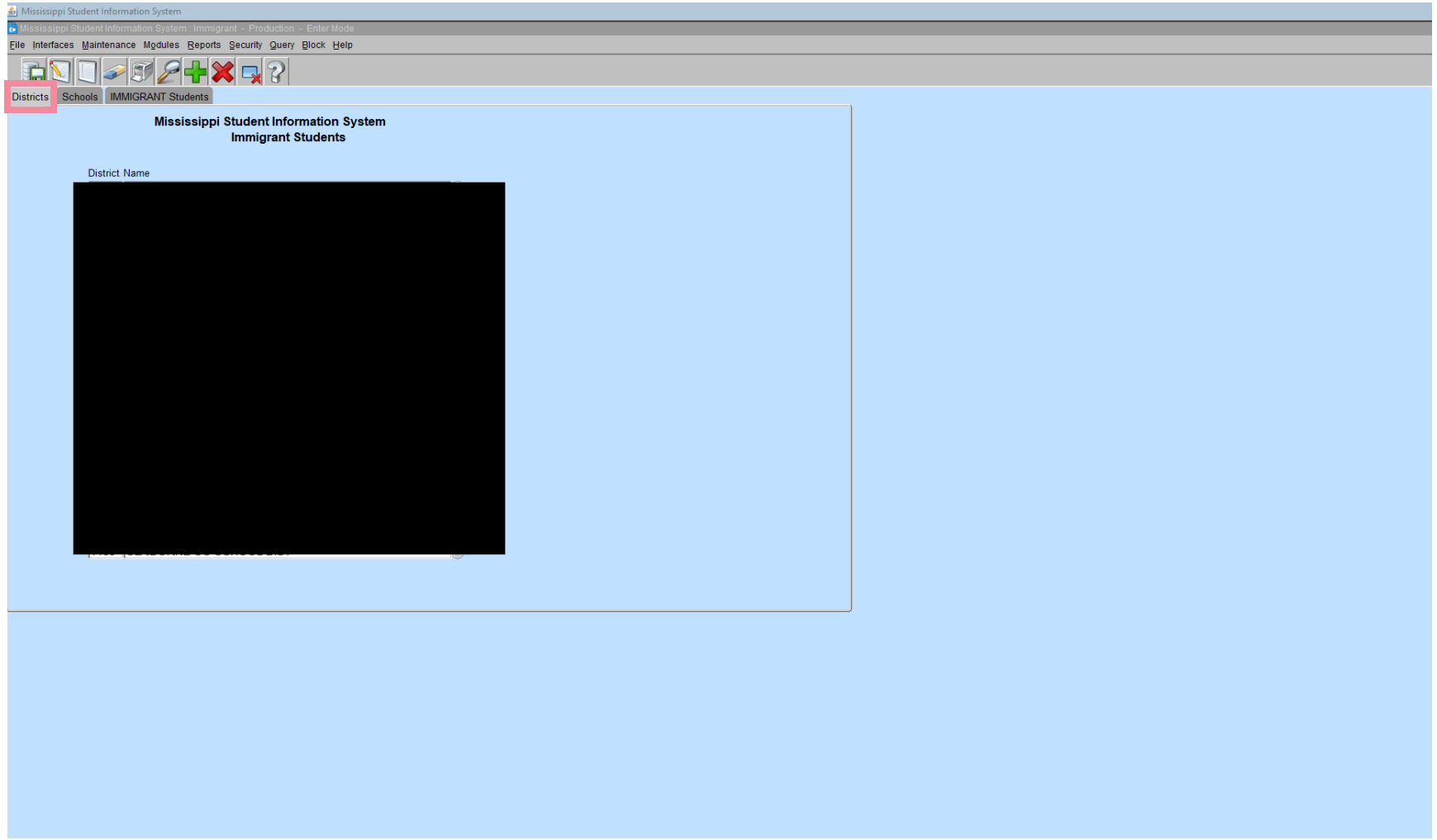
MSIS-Immigrant

Select Immigrant



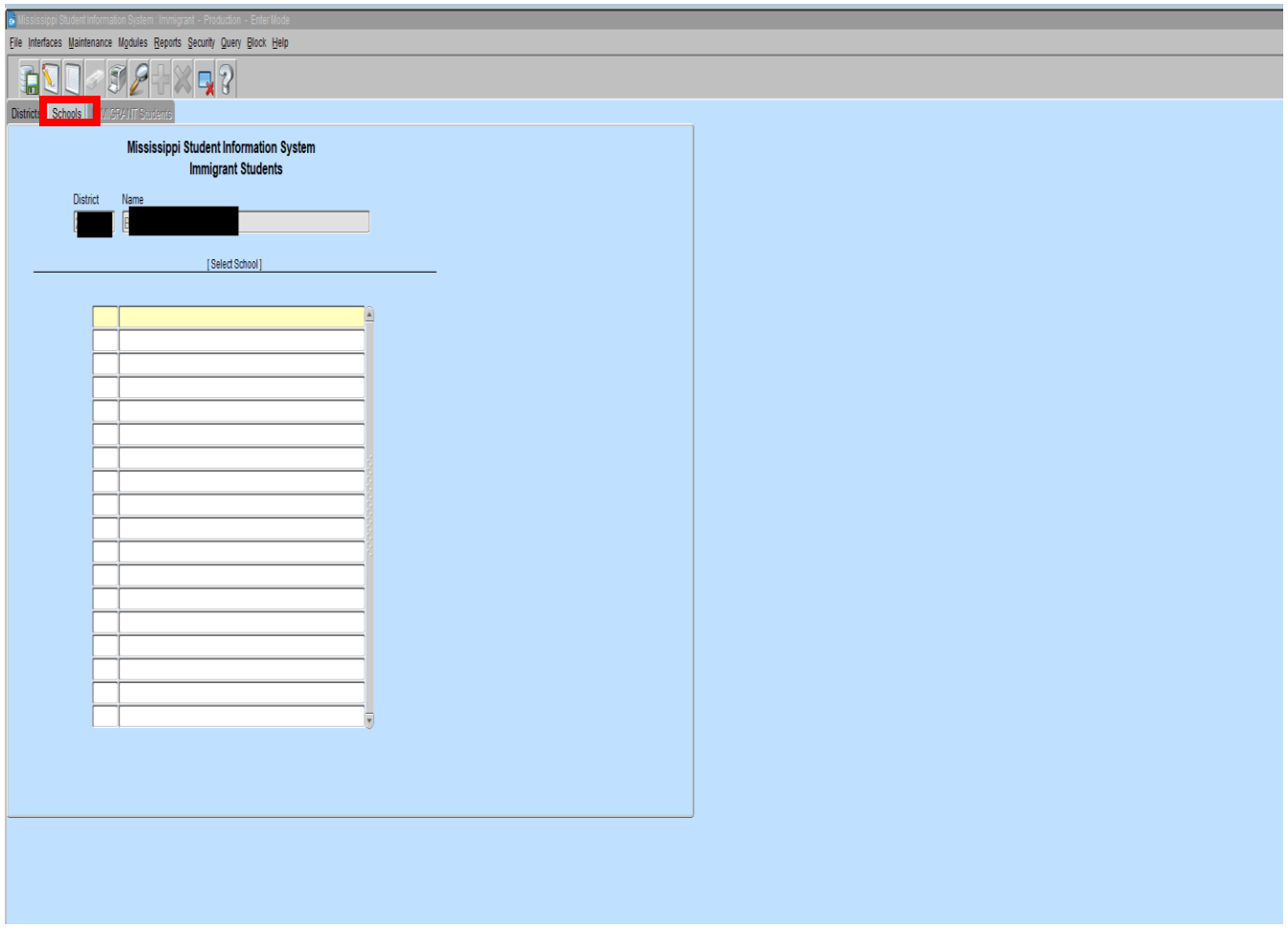
MSIS-Immigrant School District

Select Your LEA's Name



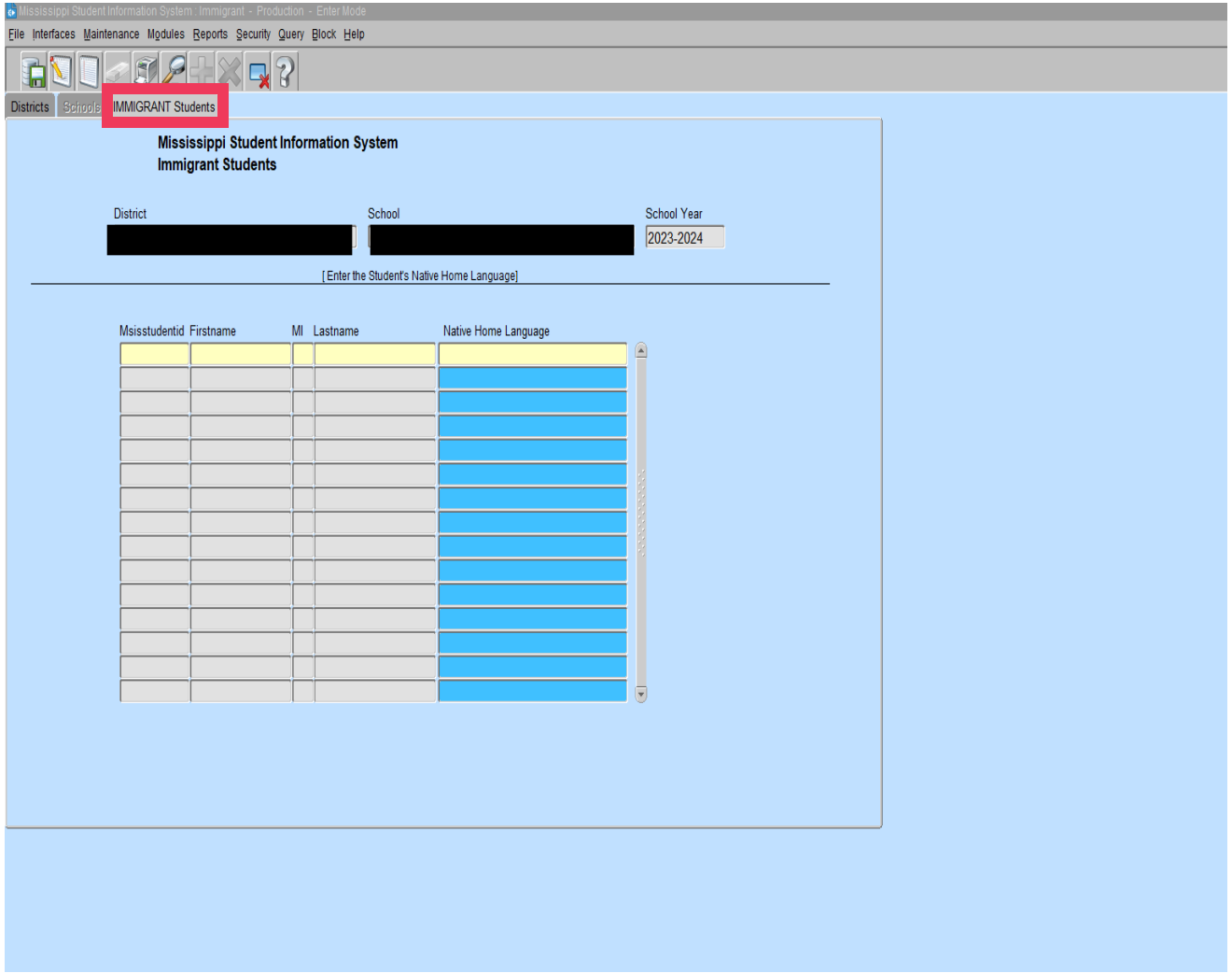
MSIS-Immigrant Schools

Select the School's Name



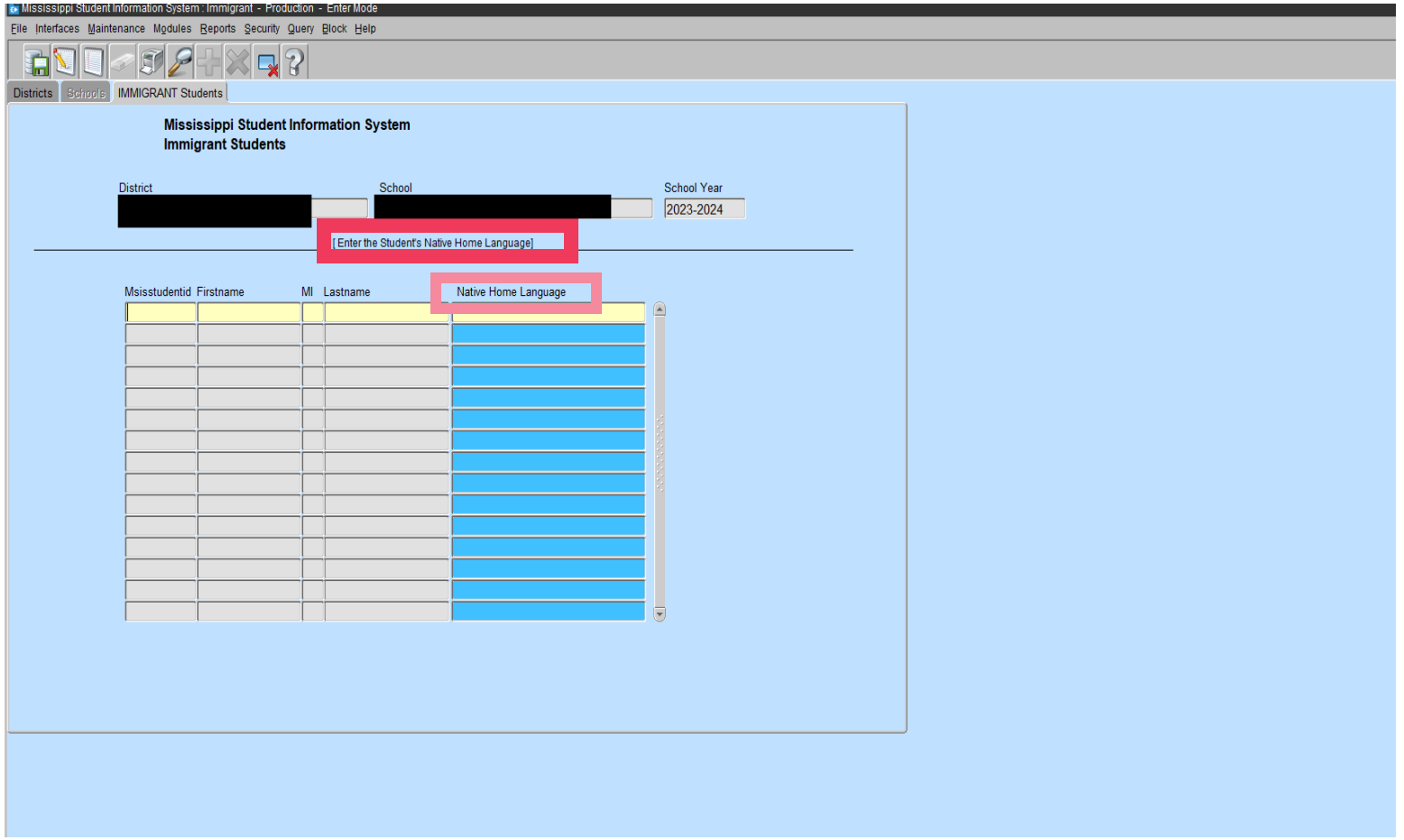
MSIS-Immigrant Students

Select Immigrant Students

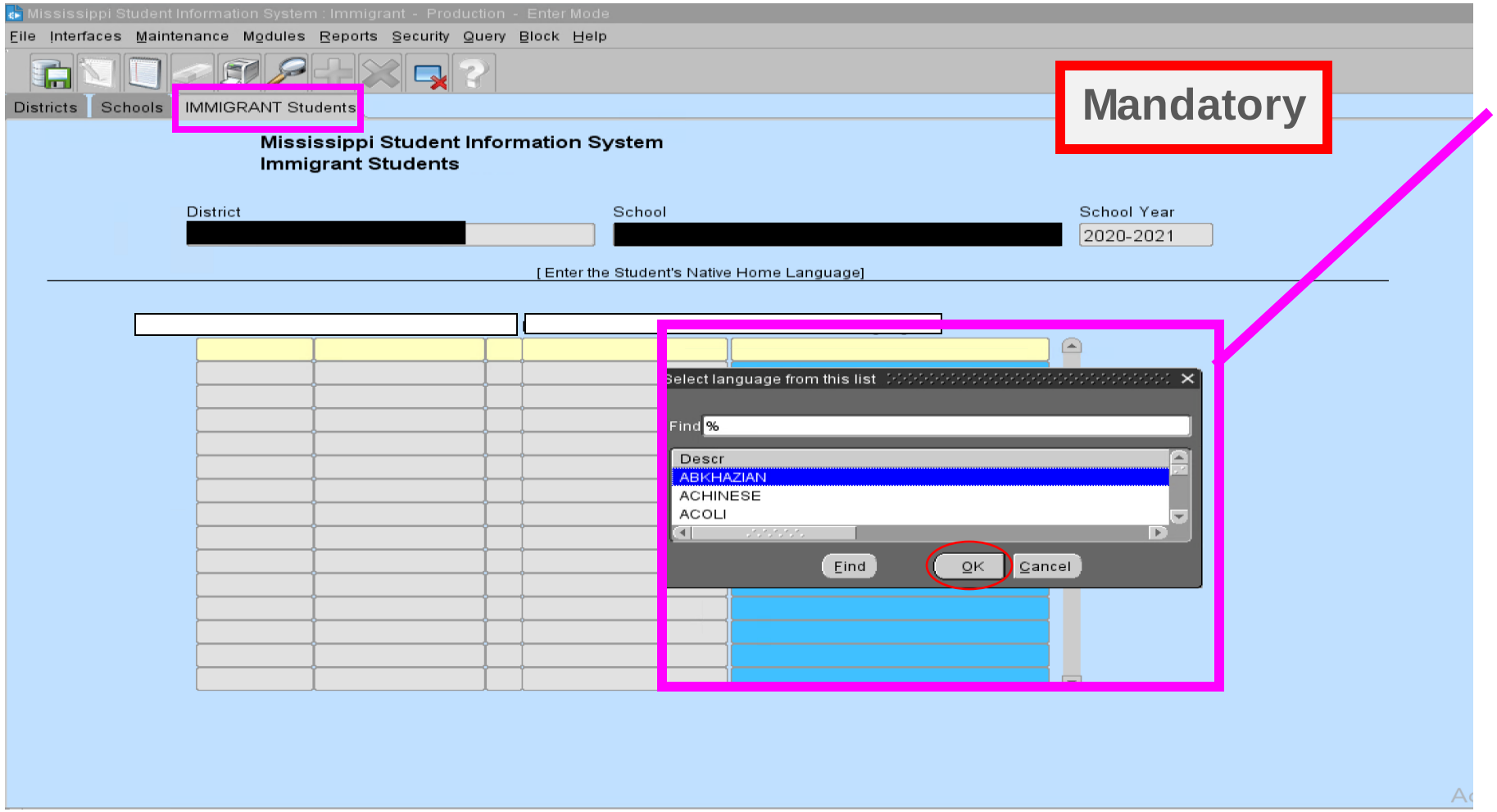


MSIS-Immigrant Students Native Language

Select the Student's Native Home Language



MSIS – Immigrant Module



Immigrant Student Tab

Immigrant student's **Native Home Language** must be entered in this section.

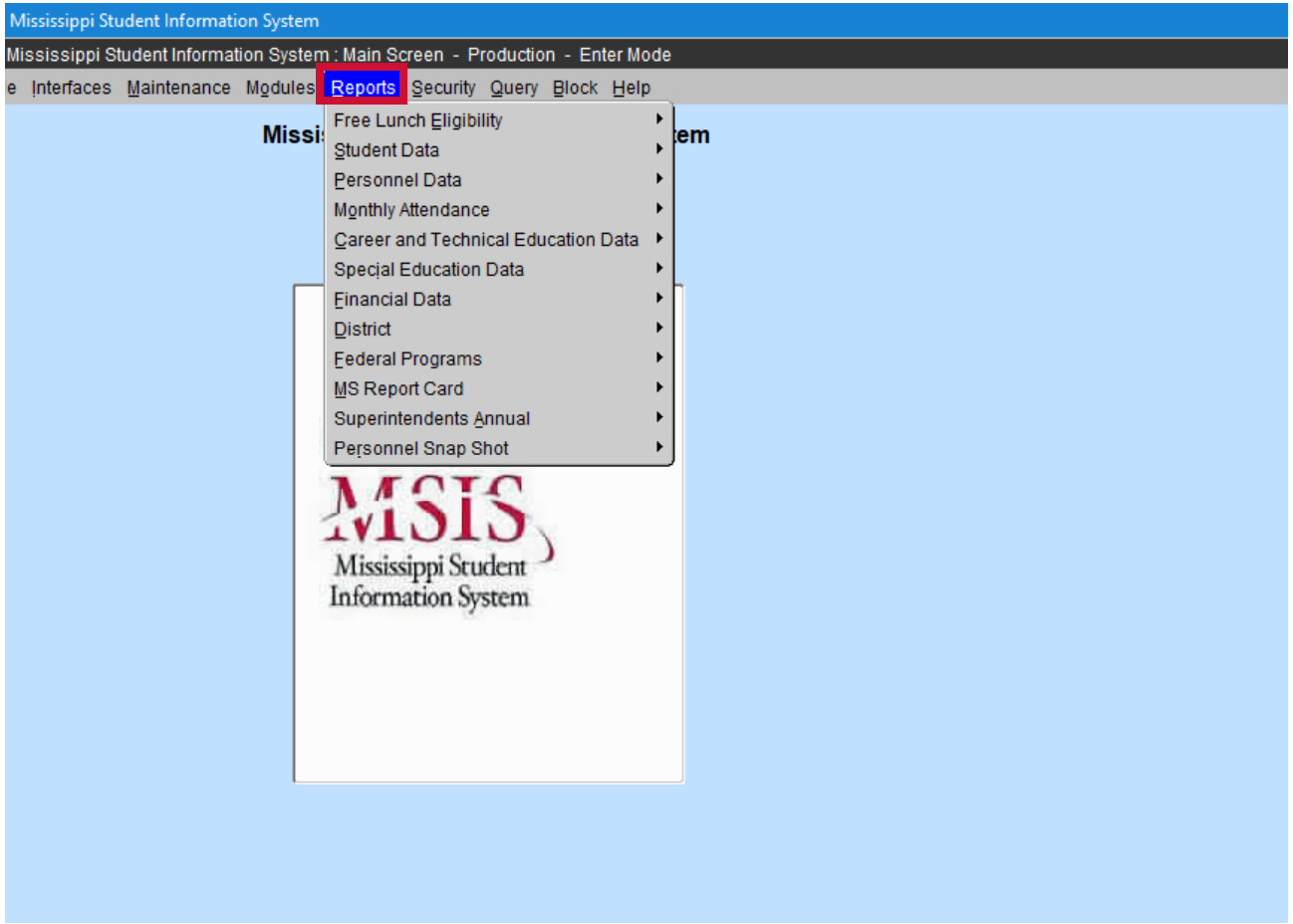
Examples:

Spanish, Arabic Chinese, French etc.

[Codes for the Representation of Name of Languages]

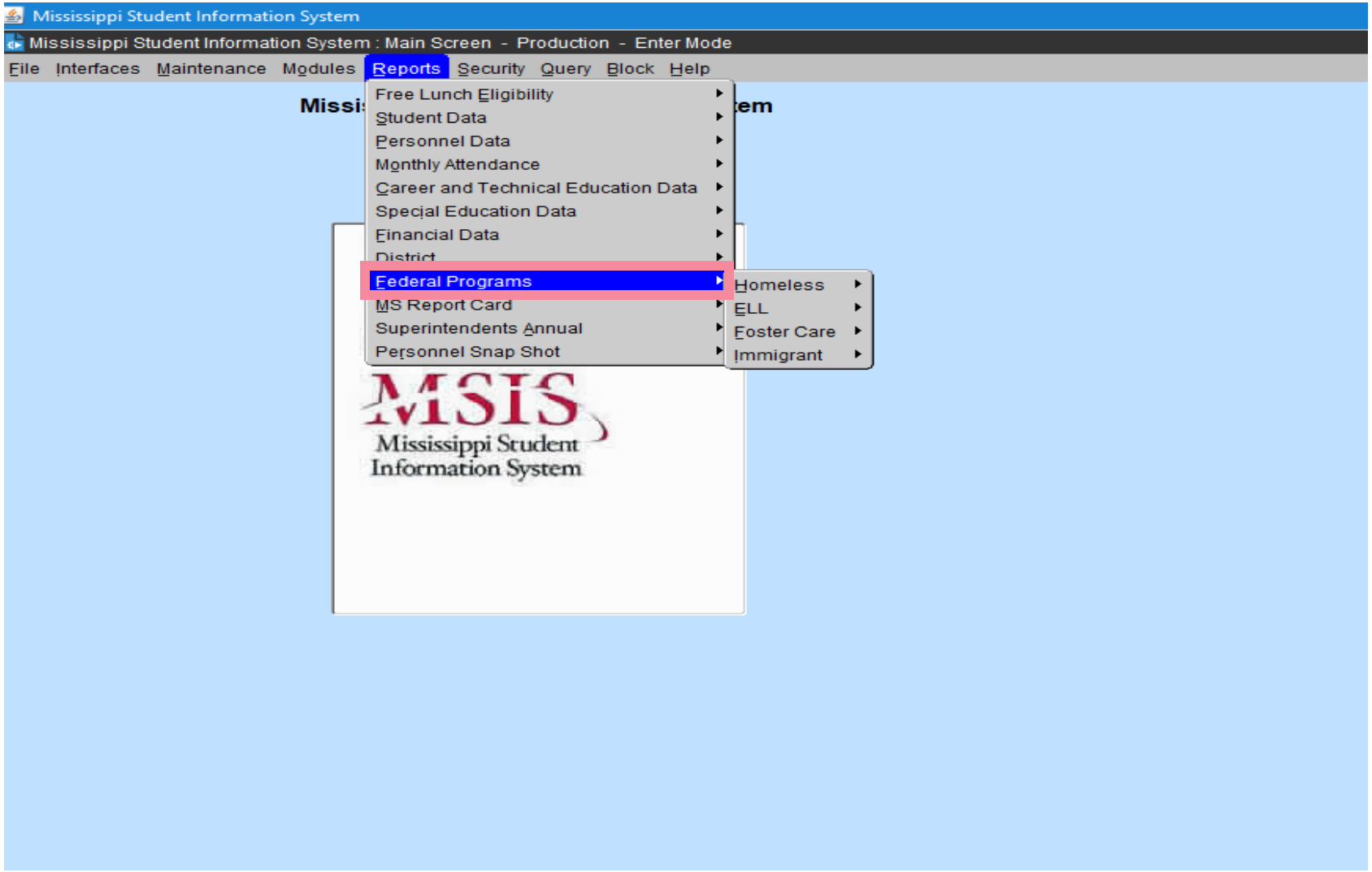
Reports-MSIS

Select Reports



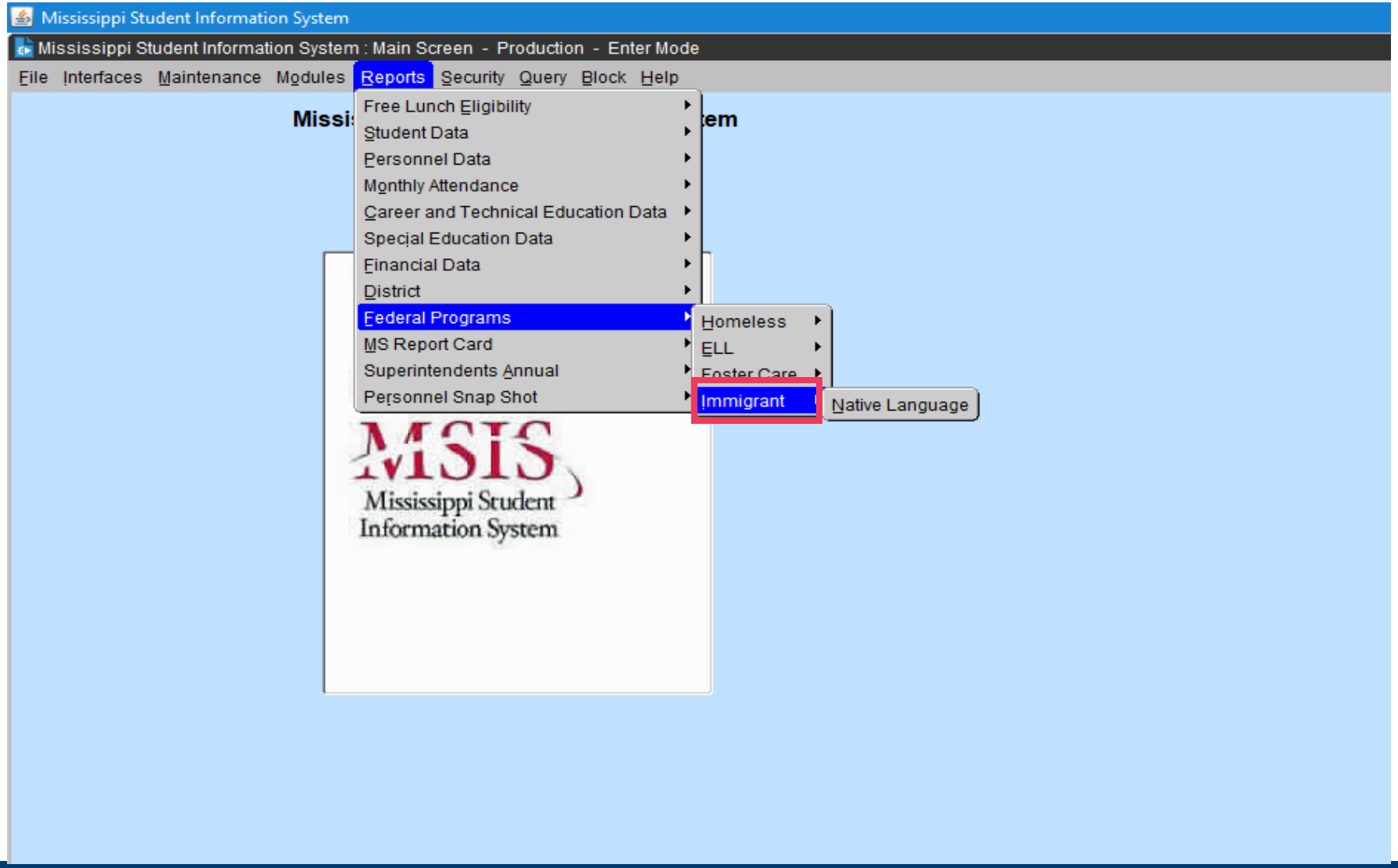
Reports- Federal Programs

Select Federal Programs



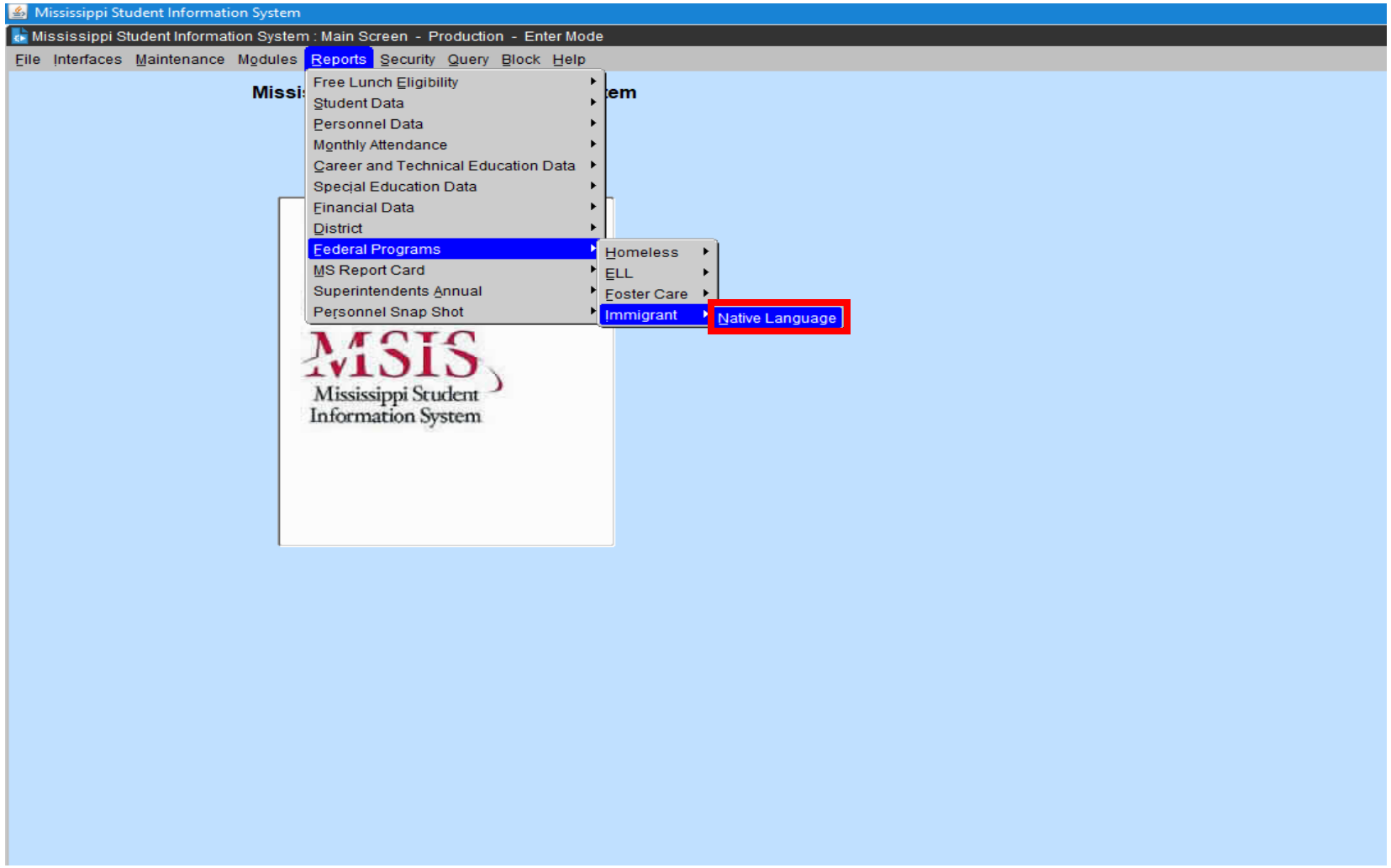
Reports- Immigrants

Select Immigrant



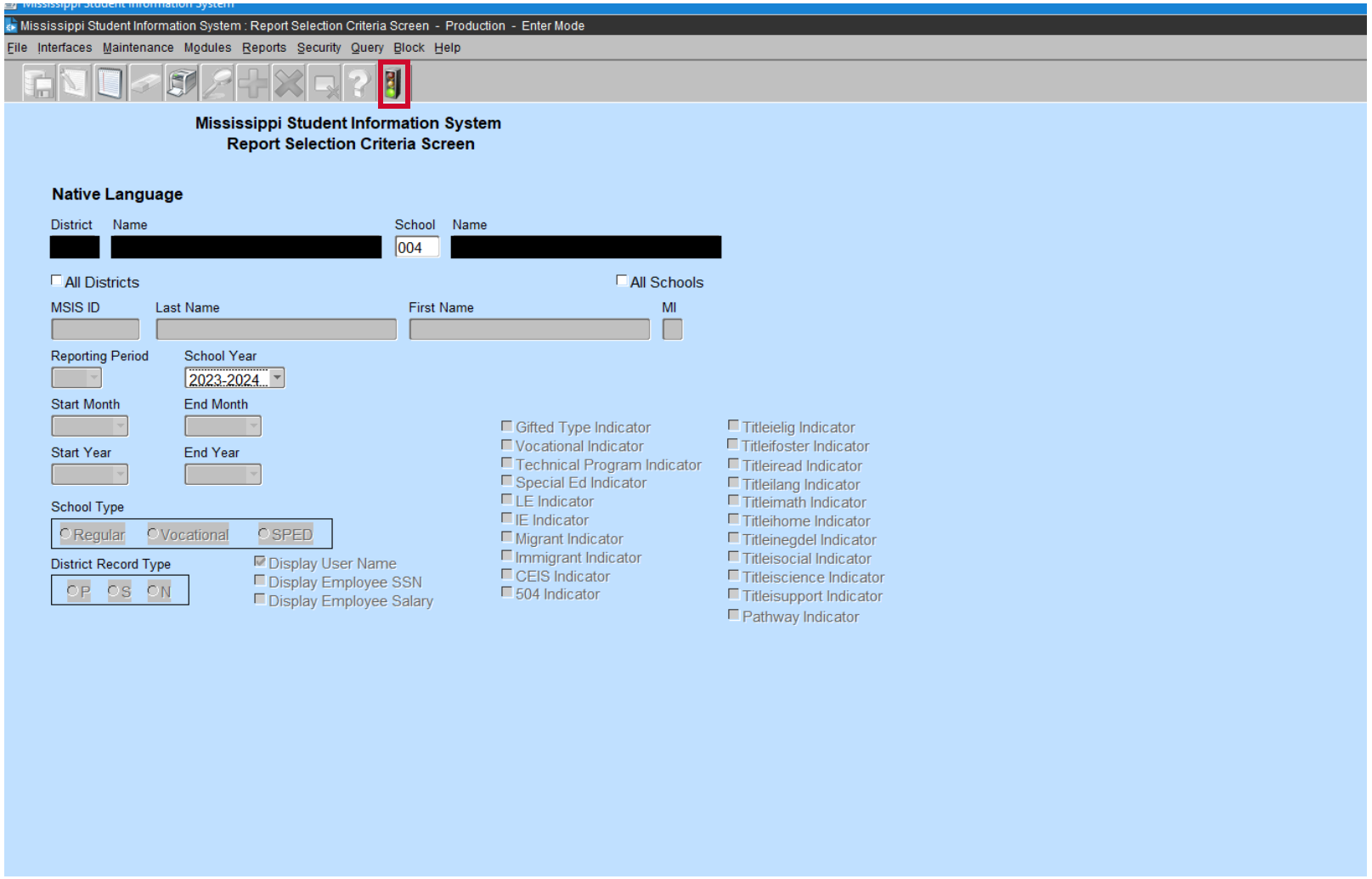
Reports- Native Language

Select Native Language



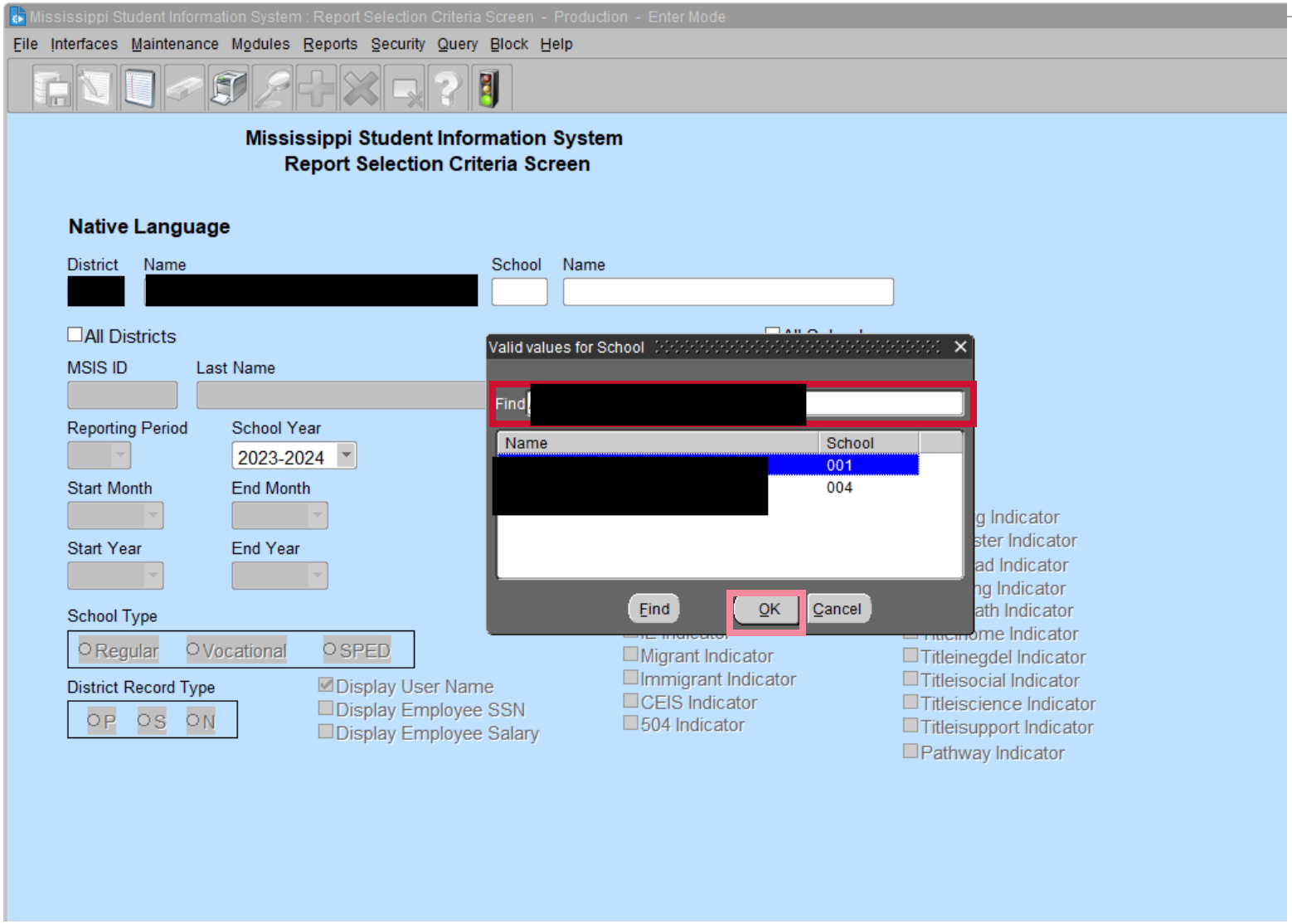
Immigrant Report Selection

Select Stoplight Icon



Report Selection-Native Language

1. Select the School for the Report
2. Then Select Ok



Immigrant Native Language Report

Mississippi Student Information System
Immigant Native Language Report

Report : Immigant Native Language Report

Run by : MLEVY

Report Date: October 9, 2023 3:20 PM

Immigrant Native Language Report

Immigant Native Language Report

MLEVY 2022 - 2023 MSIS

October 9, 2023
Monday, 03:20 PM

[redacted] SCHOOL DIST

[redacted]

MSIS ID	Student Name	Language
[redacted]		SPANISH

END OF REPORT

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 Ethnologue website.
- *Note*: Reset the Immigrant student indicator to “N” in the SAP after Month 9 data district submission is complete.

MSIS Record Change Documentation

- Check Student-MSIS ID Required
- Request for Change
- Reason for Change
- Explain-if changes have not been made in SAP

MSIS RECORD CHANGE DOCUMENTATION
FOR STATE AUDITOR

School District Name: _____ **District Number:** _____

School Name: _____ **School Number:** _____

Type of Record Change (Check one):
☐ (1) Personnel
☐ (2) Student **(MSIS ID Required)** **Submission Date:** _____

Request Change:

Reason for Change:

***Submission of this document certifies that all requested changes have been made in the District's local school administration package (SAP), if applicable. If changes have not been made in SAP, please explain below. ***

Explain (If applicable):

Superintendent Signature:
(Please sign in blue ink) _____

Primary Contact Signature:
(Please sign in blue ink) _____

Requestor Signature:
and email address
(Please sign in blue ink) _____

Send to:**Mississippi Department Of Education / Office of Technology and Strategic Services – MSIS**
P.O. Box 771,Jackson, Ms 39205, Or Fax: (601) 359-2027

OTSS OFFICE USE ONLY:

Approved By: _____ **Date:** _____
Copy sent to affected Program Office(s): _____
Corrected in MSIS by: _____ **Date:** _____

MISSISSIPPI DEPARTMENT OF EDUCATION

Questions

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MISSISSIPPI DEPARTMENT OF EDUCATION