MSIS POLICY

The Jackson Public School District will provide timely, accurate and reliable data to the Mississippi Student Information System (MSIS) that is in compliance with the data collection requirements as specified in MS Code 37-37-7. The superintendent of schools (or his/her designee) shall be responsible for developing and implementing district procedures that follow the guidelines as set forth in the booklet titled "Data Collection Policy and Procedural Guidelines."

MINIMUM STANDARDS

In accordance with 37-37-7, the Auditor's Office will use the following Minimum Standards when auditing schools:

1. Deadline for entering data
2. Who may enter data in the school package
3. Who may enter data into MSIS at the school level
4. Who may enter data into MSIS at the district level
5. Length of time student data is stored
6. Where data is stored
7. Method of data backup
8. Format in which records are stored (printouts, diskettes, etc.)
9. Policies requiring accurate data
10. Procedures outlining who is responsible for collecting missing and incomplete data
11. Procedures to check accuracy of data entered in the school package and MSIS
12. Required regular training for appropriate personnel
13. Backup paper copies if/when requested

This board directs the superintendent (or his/her designee) to ensure that appropriate procedures as required by the above minimum standards are implemented and maintained by well trained personnel.