

Direct Certification

MOSIS Process for School Districts

September 2014



Agenda

- Prior Direct Certification Process
- Current Direct Certification Process
- Using the Current Process
- Accessing Direct Certification through MOSIS
- Direct Certification Reports

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Prior Direct Certification Process

- A list of eligible children based on their zip code was created and made available to Local Education Agencies (LEAs)
- This process was not efficient—it was a 43-step process
- An updated list of eligible children was made available to LEAs only 3 times per year—this list is still available if needed to compare to the current process

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Current Process

- A Federal Grant was awarded to assist with meeting the new USDA Requirement of a 95% direct certification rate
- Goal is to improve the direct certification percentage by making the process less burdensome
- Eligibility has been incorporated into MOSIS
- Allows more targeted delivery of eligibility since districts request eligibility status versus referencing a list
- Students without a match must still complete the school meals application form if they or their family believe they are eligible for free meals

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Using the Current Process

- Create a list of all students currently enrolled
- Upload file to the MOSIS Direct Certification Lookup
- Download Excel report listing eligible students in MOSIS
- Use report to directly certify the appropriate students and manually enroll the others
- Direct Certification Lookup is updated monthly! LEAs must run the report July, October and January each school year. New Lookup file available around the 5th of each month.

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Documentation

- Requesting Access: <http://dese.mo.gov/data-system-management/user-managerlogin-request-forms>
- Layout/Template: <http://dese.mo.gov/data-system-management/core-datamosis/file-layouts-2014-2015>

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File Layout

Item Name	Required	Definition
Collection Version	Required	Collection version should contain this value 'ALL1.0DirectCert'
State ID	Required	State assigned student identifier.
Local Student ID	Optional	Local student id maintained by the district. Allows for data to be associated to local systems from DESE source systems.
Last Name	Required	Legal last name.
First Name	Required	Legal first name.
Middle Name	Optional	Legal middle name.
Suffix	Optional	Legal name suffix. E.g. Jr, Sr
Date of Birth	Required	Date of birth.
SSN	Optional	Social Security Number. Formats allowed (999999999) or (999-99-9999)
Student Grade Level	Optional	Grade level as of the time data is being submitted unless otherwise specified.
Gender	Optional	Gender
Race	Optional	Pre-defined Race / Ethnic code.

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Accessing Direct Certification through MOSIS

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DESE Web Applications



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DESE Secured Web Application Logon

IMPORTANT NOTICE:

- All Systems** - Due to general maintenance, all applications will be unavailable every Monday morning from 12:30 am to 3:30 am.
- Inactive Account** - Received an email concerning your inactive account? If so, please click [HERE](#) for more information.

If you already have a User Name, enter it below. Click [Logon]

User Name:

Password:

To view information available to the general public, Click [View Public Applications]

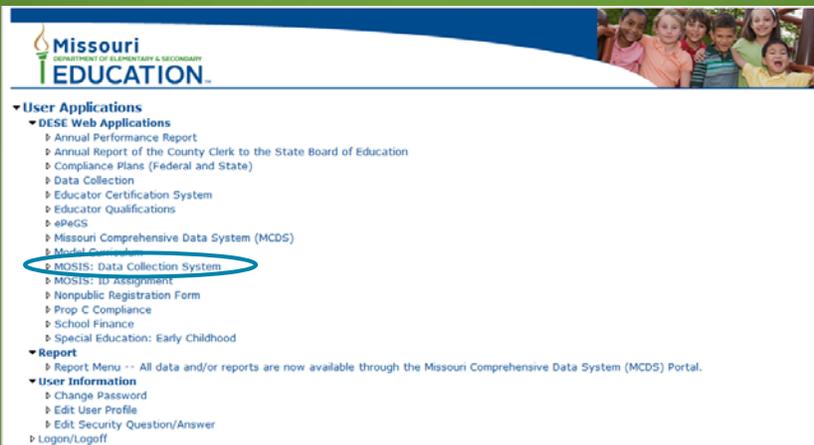
If you do not have a user name and password, Click [Register]

If you forgot your Username/Password, Click [Forgot Username/Password?]

Still having problems logging in to Web Applications? Please send your questions to webapphelp@desse.mo.gov or (573) 751-9821 providing your name, user id, school district name, phone number, and county-district code with your request.

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MOSIS



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MOSIS

- ▼ **User Applications**
 - ▼ **DESE Web Applications**
 - ▶ Annual Performance Report
 - ▶ Annual Report of the County Clerk to the State Board of Education
 - ▶ Compliance Plans (Federal and State)
 - ▶ Data Collection
 - ▶ Educator Certification System
 - ▶ Educator Qualifications
 - ▶ ePegS
 - ▶ Missouri Comprehensive Data System (MCDS)
 - ▶ Model Curriculum
 - ▶ **MOSIS: Data Collection System**
 - ▶ MOSIS: ID Assignment
 - ▶ Nonpublic Registration Form
 - ▶ Prop C Compliance
 - ▶ School Finance
 - ▶ Special Education: Early Childhood
 - ▼ **Report**
 - ▶ Report Menu -- All data and/or reports are now available through the Missouri Comprehensive Data System (MCDS) Portal.
 - ▼ **User Information**
 - ▶ Change Password
 - ▶ Edit User Profile
 - ▶ Edit Security Question/Answer
 - ▶ Logon/Logoff

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User's Agreement


MO Student Information System (MOSIS) Access Request

Missouri Student Information System (MOSIS) – User's Agreement

Individual student information contained in the Missouri Department of Elementary and Secondary Education's MOSIS is collected for the purpose of generating unique student identification numbers. The data are protected by state and federal laws and must be maintained in a confidential manner at all times.

Employees of local school districts or the Missouri Department of Elementary and Secondary Education that have access to records in the MOSIS are required to maintain this information in a confidential manner. The unauthorized access to, modification, deletion or disclosure of information from the MOSIS may compromise the integrity of the system, violate individual student rights of privacy, and/or constitute a criminal act and subject the employer to a loss of federal funds. Unauthorized viewing, reproduction/copying, and/or distribution of any student record or information outside the intended and approved use of the MOSIS is strictly prohibited. Users violating the authorized use of the MOSIS will lose access privileges to the system. Illegal access or misuse of the information may also be punishable by fine and/or imprisonment.

I have received and read the [Missouri Department of Elementary and Secondary Education's Data Access and Management Policy for the Missouri MOSIS](#).

←

MO Department of Elementary and Secondary Education
Send questions to: esdhelp@missouri-state.edu

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Current Submissions – Direct Certification

Welcome to MOSIS Data Collection

Please select a submission

Year: All Cycle: All

Current Submissions

Name	Collection Start Date	Due Date	Trial Name	Trial Date	Submission Status	Cycle	Year
2014 Head Start (Reported by HeadStarts)			Run a Trial			HeadStart	2014
2013 Educator Prep (Reported by Higher Ed Institutions)			Run a Trial			PostSec	2013
2013 Head Start (Reported by HeadStarts)			Run a Trial			HeadStart	2013
Direct Certification Lookup ←			Run a Trial			September	2015
2015 LEPELL Assessment Precode		Nov 14, 2014	Run a Trial			PreCode	2015
2014 Educator Prep (Reported by Higher Ed Institutions)		Oct 31, 2014	Run a Trial			October	2014
2015 October Assignment		Oct 15, 2014	Run a Trial			October	2015
2015 October Educator		Oct 15, 2014	Run a Trial			October	2015
October 2015 Student Core		Oct 15, 2014	Run a Trial			October	2015
2015 EOC FALL Assessment Precode (1st Window)		Sep 19, 2014	Run a Trial			PreCode	2015
2015 All Assessment Pre-Code		Sep 1, 2014	Run a Trial			PreCode	2015
2015 August Student Enrollment and Attendance		Aug 15, 2014	Run a Trial			August	2015

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Run a Trial

Welcome to MOSIS Data Collection

Please select a submission

Year: All Cycle: All

Current Submissions

Name	Collection Start Date	Due Date	Trial Name	Trial Date	Submission Status	Cycle	Year
2014 Head Start (Reported by HeadStarts)			Run a Trial			HeadStart	2014
2013 Educator Prep (Reported by Higher Ed Institutions)			Run a Trial			PostSec	2013
2013 Head Start (Reported by HeadStarts)			Run a Trial			HeadStart	2013
Direct Certification Lookup			Run a Trial			September	2015
2015 LEPELL Assessment Precode		Nov 14, 2014	Run a Trial			PreCode	2015
2014 Educator Prep (Reported by Higher Ed Institutions)		Oct 31, 2014	Run a Trial			October	2014
2015 October Assignment		Oct 15, 2014	Run a Trial			October	2015
2015 October Educator		Oct 15, 2014	Run a Trial			October	2015
October 2015 Student Core		Oct 15, 2014	Run a Trial			October	2015
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2015 All Assessment Pre-Code		Sep 1, 2014	Run a Trial			PreCode	2015
2015 August Student Enrollment and Attendance		Aug 15, 2014	Run a Trial			August	2015

- Choose Run a Trial, or click on Latest Trial or Certified Trial depending on your district's last status for this collection.

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Browse & Import

Home > Direct Certification Lookup > Import Source Data

Please upload your data files. You can upload tab-delimited (.TXT) or comma-separated (.CSV) files. If a file is large, you may zip it first. Uploaded files must be smaller than 20 MB.

Select file to upload (Student):

mailto:replyMOSIS@desse.mo.gov

Choose File to Upload

Look in: My Computer

- Local Disk (C:)
- SP_4_30_14 (D:)
- common on 'ed-desse-14' (H:)
- public on 'ed-desse-entrane' (I:)
- email on 'ed-desse-14b' (M:)
- COCON (O:)
- COCON (Q:)

File name:

Files of type: All Files (*.*)

- After choosing Run a Trial, browse to find your district's file saved on your computer.

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Latest Trial

- If you already had a Latest Trial or Certified Trial, choose the orange New Trial button, and then Upload. It will ask you to Browse to find your file. You may only have one Latest Trial, therefore before it allows you to upload it will ask you if want to save the Latest Trial.

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Import

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Latest Trial



- You do not have to Certify this collection, it will remain in the system until you upload another file.

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Report



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Report

Home > Direct Certification Lookup > Certified Trial

Created 09-05-2014 2:44pm.

Records	Edits	Reports
Students 9,149	Warnings DIR01020 - DateOfBirth does not match MOSIS ID 1 Warning	Edits Summary by Record (MS Excel) Direct Certification Lookup Report (MS Excel) Direct Certification Lookup CSV Report (CSV) Direct Certification Lookup Report - Near Match Students (MS Excel) Direct Certification Lookup CSV Report - Near Match Students (CSV)

[Download](#)

MO Department of Elementary and Secondary Education - Send questions to: usebrplyMOSIS@desse.mo.gov

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Direct Certification Lookup Report

- This report displays students determined to be eligible for Direct Certification with a 94% match rate between the MOSIS ID System and Department of Social Services.

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Direct Certification Lookup Report Near Match Students

- This report displays students with a 88-93% match rate between the MOSIS ID System and Department of Social Services.
- This rate is not a high enough match for the Department to determine if the student is a match to the students uploaded by your district.
- Districts should review this list to determine if the students are a match for your district, if so they may be eligible for Direct Certification.

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Report

Direct Certification Lookup Report

This report displays the lunch program qualification status of the students provide below. This information is provided by Missouri Department of Social Services.

Trial Name: Latest Trial
 Trial Date: 2013-01-07 08:35:30
 User Name: <username>
 Report Date: 2013-01-07 08:35:56
 Report Name: School Lunch: Direct Certification

MOSIS Student ID	Local Student ID	Legal Last Name	Legal First Name	Legal Middle Name	Legal Name Suffix	Date of Birth
<stateid>		<lastname>	<firstname>			<dateofbirth>
<stateid>		<lastname>	<firstname>			<dateofbirth>
<stateid>		<lastname>	<firstname>			<dateofbirth>

Social Security Numb	Student Grade	Leve	Gender	Race/Ethnicity	Soc. Serv. First Name	Soc. Serv. Last Name	Soc. Serv. Middle Nam
					<lastname>	<firstname>	<middlename>
					<lastname>	<firstname>	<middlename>
					<lastname>	<firstname>	<middlename>

Soc. Serv. Date of Bir	Soc. Serv. Last Fou	Student Address	Guardian/Parent Firs	Guardian/Parent Last	SNAP	TANF	Foster
<dateofbirth>	<lastfour>	<address>	<parentFname>	<parentLname>	Y	N	
<dateofbirth>	<lastfour>	<address>	<parentFname>	<parentLname>	Y	N	
<dateofbirth>	<lastfour>	<address>	<parentFname>	<parentLname>	Y	N	
<dateofbirth>	<lastfour>	<address>	<parentFname>	<parentLname>	Y	Y	

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Contact Us

Program Questions:
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573-751-7664

MOSIS Questions:
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Melissa Bardwell 573-751-8271
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