

Entering Student Information into the MISi Student Information System

Before you enter student information into the MISi system, please, please CHECK THE APPLICATION CENTER FOR A STN NUMBER! This is done by accessing the Application of the Department of Education at <https://ac.doe.state.in.us/AppCenter/> You will see a blue screen with a white box in the middle in which you are to enter Username and password. Usernames consist of a lowercase letter, then your school number, followed by the lower case letters coe. So, a sample Userid might be f678coe. Many passwords have been changed. They originally consisted of three numbers and a lower case letter. If you do not know the password, and you cannot determine what it is, please call Virginia Kappner and have her obtain a new password for your school. Even if a child has not been formally enrolled in a school program, there might have been some speech evaluation, etc., at which time the student would have been assigned a STN. (A child coming from any accredited Indiana public or private school should already have been assigned a STN number.

Under the designation, Students, in the blue menu on the left, use the mouse on the drop down menu to select Student Records. If the student is not new to the archdiocese, type the name in the blank at the far right of the page.

If the student is new, in the lower left corner, as you look at the screen, find Add. Click on the word. Complete the basic information requested on the page. Make sure that you include the date of birth and the religion of the child. (Omitting either of these things may cause the name to be "caught" as the information is transferred to the DataMine side of MISi, an event which occurs nightly, and the result is that the student will not appear in the class lists and other reports generated through the Report Writer.)

If a student does not have an STN number, one may be created by clicking on Create State ID at the bottom of the page. MISi will assign these in order. If your school has a particular system they wish to follow, it is not a requirement to generate STN numbers through the Create State ID tab.

At the top of the page of student records, there are several tabs. The tab for address should be clicked next, and the information entered. If you click the box under the address. So that you can use that as a mailing address as well, you need not enter the information twice.

The Entitlement tab is for the use of Title I schools. If your school is not a Title I school, there is no need for any kind of data entry.

Under the demographics tab, fill out the language information ONLY if the student is a language minority student. The other important thing on this page is to note those students who are on free or reduced lunch. If they are not, nothing need be done.

For Special Education, the information needs to be entered if it is applicable to the student. This will be the only way that the state will be collecting information for Special Education for our schools this year, so completion is important. (You will need the cooperation of the special education instructor to learn the exceptionality, etc.)

The immunization tab is optional. Schools who wish to do so can add the information to the system. Schools who have another method may use that.

There is also a tab to list Medical Occurrences. You could certainly use that to track incidents, as an additional safeguard, but the use of this tab is not required.

Discipline entries are not required. The opportunity is there; you can utilize it, but there are no requirements or possible reports attached to it. (We do not report suspensions or expulsions to the state.)

The Contact tab is also optional, although of significantly more value than some of the other optional areas. The information there may be used for a number of different purposes during the year.

After the student records are completed, you are ready to enroll the students.

Before you try to assign students to a class, please make sure that all of your staff information is completely entered. **THIS INCLUDES TEACHER ASSIGNMENT!** (To enter the information, in the staff area, there is a tabular area similar to that of the students; the assignment tab is the one on the far right.)

To place students in classes, Assign Teacher is selected from the drop down menu under students. On the screen that appears, the two boxes contain information regarding students on the left and teachers on the right. Choose the grade level, the students and the teacher whose class you wish to populate. You can do the entire class at once; just use the Ctrl key to select multiple student names.

You can also enroll students one at a time, using that same student menu and clicking on enrollment.

The majority of the reports submitted to the state are completed by OCE, using the information that you enter into MISi. For example, the monthly check of STN numbers to be sure that there are no duplications, etc., that is requested by the DOE is completed by OCE.

If you have questions, please feel free to call Virginia Kappner, 317-592-4057, or 317-946-9402.