MISSISSIPPI INSTRUCTIONAL RESOURCE CENTER (MIRC)

BOOK REQUEST MANUAL
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I. THE MIRC PROCESS: AN OVERVIEW

To Receive Braille, Large Print Textbooks, and/or Learning Aids (Blind/Legally Blind):

- The student’s ERF or doctor’s letter must show a visual acuity no better than 20/200 in the best eye after best correction or a visual field no greater than 20 degrees. The ERF or doctor’s letter must be signed and dated by the student’s doctor within the three-year time limit noted above.

- A statement of need for braille textbooks will not suffice unless it contains all information above.

To Receive Large Print Textbooks (Visually Impaired):

- The Eye Report Form (ERF) must show the student’s best corrected distance visual acuity to be no better than 20/70. This information may also be reported in other formats such as letters, a listing of the information, or a statement of need from the student’s optometrist or medical doctor.

- The ERF must not be more than three years old from the first day of school of the current school year.

- If a student’s visual acuity is better than 20/70 in the best eye after correction, a statement of need for large print textbooks from the student’s optometrist or medical doctor is acceptable. If a statement of need is provided, it must be signed by the vision or medical professional and not more than three years old.

The MSIS Book Request Form (BRF) is REQUIRED to receive textbooks:

- An MSIS Book Request Form (BRF) must be filled out completely for each student. Without complete information, the textbooks cannot be ordered. The minimum information includes the name of the school district, the requestor’s name, requestor’s e-mail address, complete school district shipping address, requestor’s phone number, grade level of the textbooks needed for the current school year, book type, student textbook ISBN, complete title of the student’s text, publication date, and publishing company. PLEASE DO NOT USE THE TEACHER’S EDITION FOR ANY OF THIS INFORMATION.
Please read the following IMPORTANT INFORMATION in its entirety:

- The MIRC is a service offered to school districts to help ensure the application of state and federal guidelines regarding the equitable procurement of specialized media for the blind and visually impaired students.

- Check on the availability of a given textbook through the American Printing House for the Blind (APH) by going to www.aph.org and then searching for textbooks under the “Louis” tab. After clicking on the “Louis” tab, follow the instructions on the “Search” page. School districts are advised to take advantage of this service before requesting textbooks.

- Districts may also utilize the NIMAC link on the right side of the APH website. Like “Louis,” this site contains information on the availability of files to produce braille and/or large print textbooks.

- “State-specific” textbooks (e.g. Harcourt Science: MS Edition, McGraw Hill Mathematics: MS Edition) are difficult to obtain in braille and large print format. They are not normally produced in these formats by vendors because they are salable only to that state and then only for that publication year. The MIRC will submit the district’s request(s) to NIMAC so the publisher can make the publishable file available.

- **If the school district modifies a request after orders are processed by MIRC, the cost will be the responsibility of the school district and the modifications will not be ordered by MIRC.** A letter of notification will be sent to the district superintendent with a copy sent to the Bureau Director of State Schools.

- If your district is contacted regarding the unavailability of a textbook and the district elects to send one from its own inventory, it will not be returned by the vendor. In such case, the textbook should be sent to MIRC for processing.

- There are times when textbooks simply are not available in braille or large print. In such case, MIRC will regretfully notify the district contact person. Therefore, requesting textbooks cannot be taken as an assurance they will be provided, though every effort is made to do so.

- It is crucial the order form (BRF) is filled out completely regarding the textbook information. This also includes district contact information. **The MIRC must have the e-mail address and telephone number of an individual who has knowledge of the students and their textbook needs and can be contacted during the summer months.**

- It is our desire at the MIRC to supply all requested textbooks by the first day of school for every visually impaired student in the state. If you would like to discuss your recommendations to improve services, please feel free to e-mail your suggestions or questions to mirc@mdek12.org.
II. INTRODUCTION

MSIS can be accessed in different ways:

1. Go to the MDE web site, http://www.mde.k12.ms.us/, and under “Districts” tab, click on the MS Student Information System MSIS link. You will be taken to the MSIS web page. Click on the link; "MSIS Log-On for (Windows or Mac)" under the Application section.
2. Go straight to the MSIS Information web page, http://www.mde.k12.ms.us/OTSS/MSIS, and then click on the link on the left column, “MSIS Log-On for (Windows or Mac)”.

If you have any questions or need additional information, contact the Mississippi Instructional Resource Center (MIRC) at (601) 984-8226. For technical assistance, send an email to mdeapps@mde.k12.ms.us with Book Request Form in the subject line.

An MSIS Book Request Form (BRF) must be filled out completely for each student. Without complete information, the textbooks cannot be ordered. The minimum information includes the name of the school district, the requestor’s name, requestor’s e-mail address, complete school district shipping address, requestor’s phone number, grade level of the textbooks needed for the current school year, book type, student textbook ISBN, complete title of the student’s text, publication date, and publishing company. PLEASE DO NOT USE THE TEACHER’S EDITION FOR ANY OF THIS INFORMATION. YOU MUST CLICK ON THE GREEN DISK IN THE LEFT CORNER OF THE SCREEN TO SAVE THE ORDER. MIRC WILL NOT RECEIVE IT OTHERWISE.
III. ACCESSING MSIS

To log on to MSIS, go to the MDE home page [http://www.mde.k12.ms.us/](http://www.mde.k12.ms.us/). Under the DISTRICTS tab at the top of the page, select 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 1992. This creation was strengthened by further legislation in 1994. This legislation placed an emphasis on the accurate recording 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-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, and
- allow for student tracking across the state to determine student mobility.
The MSIS launch page will come up. Bookmark the page
https://mdeapp2.mdek12.org/forms/frmservlet?config=msis for easier access to the login screen.

Enter your username, password, and MSIS as the database and then click Connect or press Enter.
IV. MSIS DISTRICT BOOK REQUEST FORM ENTRY

Click on Modules=>District/School=>Book Request Form.
Click on the **Districts** tab. Your assigned district will be highlighted. The District User will have access to only his or her district, and this screen will default to your district number and name.
Click on the **Schools** tab. Select a school on the **Schools** tab by using the up and down arrow keys on the keyboard or performing a query. Click on the school that the student attends. You will not have the schools option if you only have one active school.
Click on the **Students** tab.

1. The screen will be pre-populated with students who have a Special Education Disability Ruling of VI (visually impaired), DB (deaf-blind) or MD (multiple disabilities) as reported to MSIS.
2. To insert a student who does not appear on the form, click the green plus sign.
3. The system will automatically default to the **district number and name that is assigned and the school number and name** you have selected.
4. The “**Data entered in School Year**” option defaults to the current school year, and the “**for Textbooks needed in School Year**” option defaults to the next school year.
5. Enter the student’s **first name, middle name, and last name**.
6. To **Save** the student information click on the **Save icon button** or click on **File from the menu bar and select Save**.
7. The system will automatically create an **MIRC ID** for the student.
8. The **MSIS Student ID** will be left blank.
Click on the Book Request tab.

An MSIS Book Request Form (BRF) must be filled out completely for each student. Without complete information, the textbooks cannot be ordered. The minimum information includes the name of the school district, the requestor’s name, requestor’s e-mail address, complete school district shipping address, requestor’s phone number, grade level of the textbooks needed for the current school year, book type, student textbook ISBN, complete title of the student’s text, publication date, and publishing company. PLEASE DO NOT USE THE TEACHER’S EDITION FOR ANY OF THIS INFORMATION. YOU MUST CLICK ON THE GREEN DISK IN THE LEFT CORNER OF THE SCREEN TO SAVE THE ORDER. MIRC WILL NOT RECEIVE IT OTHERWISE.
The following information is required to be completed by the district personnel. The MIRC must have the e-mail address and telephone number of an individual who has knowledge of the students and their textbook needs and can be contacted during the summer months:

1. Requestor Name - the district contact person
2. Requestor E-mail - the e-mail address for the district contact person
3. Enter Ship to Information - Please include student’s name and the person who will disburse the book.
4. Enter Mailing Address - complete school district shipping address
5. City
6. State - will default to ‘MS’
7. Zip Code – 4-digit zip code at the end is optional
8. Requestor’s phone number - The system automatically defaults the phone number with dashes (ex. 601-359-3487).
9. If the Allow Change indicator is “N”, you will have to contact MIRC for corrections/additions to the student.
10. Braille – checkmark indicates the student primarily uses Braille
11. Large Print - checkmark indicates the student primarily uses large print material
12. Non-Reader - checkmark indicates this student is a non-reader
13. Eye Report date - must not be more than three years old

If you are ordering books, additional required items are:

14. Book Grade Level - the grade level of the textbook being requested for next school year
15. Book Type – indicates the format of the requested book (Braille, Large Print, or E-File)
16. Student Edition ISBN – Must be provided DO NOT USE THE TEACHER’S EDITION FOR ANY OF THIS INFORMATION
17. Title - the complete title of the student text
18. Publication Year - the copyright date and is defaulted to MMDDYYYY (Book cannot be any earlier than 2006)
19. Publisher - the name of the publishing company- Double-click the field for a partial list of publishers or you may enter the publisher.

If you are ordering from American Printing House for the Blind (APH) Catalog, additional required items include:

20. Catalog number – product order number from the most recent catalog or from the APH website
21. Item name or description
22. Requested Date - The Requested Date will automatically default to the current date once the request has been saved.
V. APPENDIX

Passwords

Always make sure that you close the browser when you leave your computer. Never let the computer remember the password for you. Never put the password on a sticky note on your computer. In addition, NEVER share your password with anyone else.

You can change your password in MSIS at any time. Just go to Security, Change User Password. You can only change the Password for your Login Name.
The Password must be at least 8 characters and not longer than 30 characters. The Password must contain at least one non-alpha character. The new password must be at least two characters different from the old password. Passwords will expire 60 days from the date of a change. Passwords not changed 30 days after date of expiration will be locked. Only MDE-MIS will be able to unlock a locked account. Any account will be locked after three failed login attempts and the user will have to contact MDE-MIS to unlock the account.

The Password Reset Policy is:

- User contacts their district’s MSIS Primary Contact or MSIS Secondary Contact
- MSIS Primary Contact or MSIS Secondary Contact contacts MDE-MIS to reset the password by emailing the SSN of the user needing their password reset to the MIS Applications Help Desk at mdeapps@mde.k12.ms.us with the SSN of the user.

On the Change Password screen, enter your old password, then your new password, re-enter the new password and click on OK. You should logout and log back in to be sure the new password works.

MSIS sessions will be logged out after 30 minutes of inactivity.

A session where a “save” has not been executed or a screen change has not occurred is considered an inactive session.

A session where a report is running is NOT considered an inactive session.
If you are entering data but have not saved within the last 30 minutes, then your session will be considered inactive. You would not know the session is inactive until you try to save the data, so it is important to save regularly.

**MSIS Screen Elements**

- **MSIS Menu Bar**
- **Title Bar**
- **MSIS Container Window**
- **Minimize Window**
- **Restore Window/Maximize Window**
- **Close Window**
MSIS Container Window

The window that contains the screens of MSIS. This window will border all screens in MSIS.

MSIS Title Bar

Each screen in MSIS will have the standard system name of Mississippi Student Information System followed by the name of the screen. The screen name listed on the Title Bar will match the selections on the MSIS Menu Bar.

The following items on the Title Bar are standard Window functions that the User should already be familiar with.

- **Minimize Window** – Click on the ⊗ to reduce a window to a button on the taskbar. To restore the window to its previous size and location, click the button on the taskbar.
- **Restore Window** – Click on the ⊕ or double-click the title bar to restore a window to its previous size and location.
- **Maximize Window** – Click on the ≡ or double-click the title bar to enlarge an application window to fill the screen.
- **Close Window** – Click on the X or click on File from the menu bar and select Exit to close the current screen. If User is on the Main Screen, he/she will exit MSIS.

MSIS Menu Bar

All screens in MSIS are accessed from the menu bar. User will click on a menu bar option, then using the mouse; select an entry from the list of options.

**File**

The File option contains selections to allow the User to Save a record, display a List of Values for a field, Run Reports, Print Screens, and Exit the screen. Currently the Clear Form option and Print Setup options are not used in MSIS.

- **Save**

  Allows User to save the changes that have been made to the current record. Click on File from the menu bar and select Save or click on the Save icon button. This option is not enabled for view only
**Edit/Display List**

Allows User to Display a List of Values for a field. Click on File from the menu bar and select Edit, and then select Display List or click on the Display List icon button. Not all fields will have a list of values to choose from. Some entry fields in MSIS will automatically display the list of values upon entry into the field; other entry fields will display a List of Values if the User double-clicks on the entry field. Others will display the list of values when the User enters an invalid value (a value that is not in the list of values) into the field.

**Clear Form**

This option is not currently used in MSIS.

**Run Reports**

Executes the report that the User has requested. Click on File from the menu bar and select Run Report or click on the Run Report icon button.

**Print**

Allows User to print the current screen to the local printer. Click on File from the menu bar and select Print or click on the Print icon button.

**Print Setup**

This option is not currently used in MSIS.

**Exit**

Allows User to close the current screen. To close a screen or exit MSIS (if the User is on the Main Screen), click on File from the menu bar and select Exit or click on Close Window (the X in the upper right corner of the screen).

**Maintenance**

The Maintenance option contains selections for authorized Users to view the MDE Code tables.
<table>
<thead>
<tr>
<th>Modules</th>
<th>The Modules option contains selections for authorized Users to View/Update/Maintain Student, BOOK REQUEST FORM, District/School, Calendar, Special Education, Vocational Education information and FETS.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Reports</th>
<th>The Reports option contains selections for authorized Users to run Student/BOOK REQUEST FORM/School/District/State level reports.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Security</th>
<th>The Security option contains selections for the Security Administrator to set up and maintain Users’ security rights in MSIS and screens for the Data Base Administrator to modify data in MSIS. This option also contains the Change Password selection to allow Users to change their own passwords.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Query</th>
<th>The Query option contains selections for authorized Users to Perform Queries.</th>
</tr>
</thead>
</table>

| Enter | Allows the User to enter a query by putting the screen in query mode. Not all screens have query capabilities. If the screen is not in Query |
mode, click on **Query** from the menu bar and select **Enter** or click on the **Enter Execute** icon button. Enter the query criteria and then execute the query.

**Execute**

Allows the User to execute the query that has been entered. Click on **Query** from the menu bar and select **Execute** or click on the **Enter Execute** icon button.

**Cancel**

Allows the User to cancel query mode on the screen. Click on **Query** from the menu bar and select **Cancel**, or depress the **F4** key on the keyboard, or click on the **close window box**. If the screen is not in query mode, the Cancel option under Query will be disabled.

**MSIS Status Bar**

Near the bottom of every screen above the Window Status Bar, there is an MSIS Status Bar. This will give the User helpful hints or a description of the field that is selected.

**Window Status Bar**

At the bottom of every window, there is a status bar for the window. It displays information about a command or toolbar button, an operation in progress, or the selected record number.

**MSIS Fields**

All screens in MSIS will consist of Mandatory, Optional, or Read-Only fields.

**Mandatory Fields** – All mandatory fields will have a blue background. Data must be entered for mandatory fields, or the User will be prompted with the “Field must be entered” error message. If the User is prompted with the error message, the cursor will default to the mandatory field that the User left blank.

**Optional Fields** – All optional fields will have a white background. The User may choose to enter information into the Optional fields.

**Read-Only Fields** – All read-only fields will have a gray background. The User cannot update or delete any information.

**Selected Row** – A record that is selected by the User will
The MSIS Toolbar is located under the Menu Bar at the top of every screen except the Main Screen. The Run Report icon button only appears on report screens. The icon buttons may be disabled on some of the screens depending on the functionality of the screen and the User’s security access.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Save" /></td>
<td><strong>Save</strong> – saves the changes that have been made to the current record. It is also accessible by clicking on <strong>File</strong> from the menu bar and selecting <strong>Save</strong>. This icon button is not enabled for view only screens.</td>
</tr>
<tr>
<td><img src="image" alt="Display List" /></td>
<td><strong>Display List</strong> – allows User to display a list of values for a field. It is also accessible by clicking on <strong>File</strong> from the menu bar and selecting <strong>Display List</strong>. Not all fields have a list of values to choose from. Some entry fields in MSIS will automatically pop-up the list of values upon entry into the field. Some entry fields can be double-clicked on to get the list of values. Others will display the list of values when the User enters an invalid value (a value that is not in the list of values).</td>
</tr>
<tr>
<td><img src="image" alt="Print" /></td>
<td><strong>Print</strong> – prints the current screen to your local printer. It is also accessible by clicking on <strong>File</strong> from the menu bar and selecting <strong>Print</strong>.</td>
</tr>
<tr>
<td><img src="image" alt="Enter Execute" /></td>
<td><strong>Enter Execute</strong> – allows User to enter and execute a query. If the screen is not already in Query mode, click on the <strong>Enter Execute</strong> icon button or click on <strong>Query</strong> from the menu bar and select <strong>Enter</strong>. Enter the query criteria. Then click on the <strong>Enter Execute</strong> icon button or click on <strong>Query</strong> from the menu bar and select <strong>Execute</strong>.</td>
</tr>
<tr>
<td><img src="image" alt="Insert" /></td>
<td><strong>Insert</strong> – allows User to insert a new entry into the table. It is also accessible by clicking on <strong>Block</strong> from the menu bar, selecting <strong>Record</strong>, and selecting <strong>Insert</strong>. This icon button is not enabled if the screen is view only or if the screen is in query mode.</td>
</tr>
<tr>
<td><img src="image" alt="Delete" /></td>
<td><strong>Delete</strong> – removes the selected record from the system. It is also accessible by clicking on <strong>Block</strong> from the menu bar, selecting <strong>Record</strong>, and selecting <strong>Remove</strong>. This icon button is not enabled if the screen is view only or if the screen is in query mode.</td>
</tr>
<tr>
<td><img src="image" alt="Clear" /></td>
<td><strong>Clear</strong> – clears the current record/row from the screen.</td>
</tr>
<tr>
<td><img src="image" alt="Help" /></td>
<td><strong>Help</strong> – This option is not currently used in MSIS.</td>
</tr>
<tr>
<td><img src="image" alt="Run Report" /></td>
<td><strong>Run Report</strong> – executes the report that the User has requested. It is also accessible by clicking on <strong>File</strong> and selecting <strong>Run Report</strong>.</td>
</tr>
</tbody>
</table>