

MOSIS Direct Certification (Missouri)

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[Report Logic](#) | [Report Editor](#) | [Generate the Report](#) | [MOSIS Direct Certification Layout](#)

Classic View: MO State Reporting > MOSIS Extracts > Direct Certification

Search Terms: MOSIS Extract

The Direct Certification Extract reports all enrolled students in a selected calendar who are may be eligible for direct certification for free and reduced meals. Information on this extract is then uploaded into MOSIS. See the [Missouri Department of Elementary and Secondary Education](#) for more information.

The screenshot shows the 'MOSIS Extracts' interface. At the top, there is a search bar and the Infinite Campus logo. Below the logo, the breadcrumb path is 'Reporting > MO State Reporting > MOSIS Extracts'. The main content area is titled 'MOSIS Extracts' and contains a description: 'This tool will extract data to complete several types of the MOSIS Phase III reporting collections. Choose the State Format to get the file in the state defined comma separated file format, otherwise choose one of the testing/debugging formats. Please be aware of the date range selection, it is recommended to report from the first calendar day to the current day.' Below this, there are two columns of options. The left column, 'Extract Options', includes: 'Extract Type' (Direct Certification), 'Report Protected Identities' (checkbox), 'Report State Excluded Students' (checkbox), 'Effective Date' (11/11/2020), 'Optional Fields Allowed' (checkbox), 'Ad Hoc Filter' (dropdown), and 'Format' (State Format(CSV)). The right column, 'Select Calendars', asks 'Which calendar(s) would you like to include in the report?' and has three radio button options: 'active year' (selected), 'list by school', and 'list by year'. Below these options is a list of schools for the 20-21 school year: 20-21 Abbott Elementary, 20-21 Baird Elementary, 20-21 Chowen Middle (highlighted), 20-21 Drew Middle, 20-21 Ewing High, and 20-21 Fremont High. A 'Generate Extract' button is at the bottom.

MOSIS Direct Certification Extract

Report Logic

One record per student is reported for both primary and partial enrollments.

- If the student has more than one enrollment in a selected calendar, only one record reports.
- If the student has enrollments in multiple schools, a record for each school of enrollment reports if that school is one of the selected calendars.

Students do not report when:

- The grade level of enrollment is marked as State Exclude.

- The calendar of enrollment is marked as State Exclude.
- The enrollment is marked as No Show or as State Exclude.

Report Editor

The following table defines the fields available on the report editor.

Field	Description
Extract Type	Selection determines which extract generates. For this report, choose Direct Certification.
Report Protected Identities	When marked, student identity information (last name, first name, etc.) reports from the Protected Identity Information fields.
Report State Excluded Students	When marked, students who meet the report population requirements but their enrollment record is marked as State Exclude report along with all other records. When not marked, students marked as State Exclude on their enrollment record are excluded from the report.
Effective Date	Entered date is used to return students who were enrolled as of that date. The current date is pre-populated, but can be modified by entering a new date in <i>mmdyy</i> format or by using the calendar icon to select a date.
Optional Fields Allowed	When marked, includes the fields in the report layout that are optional. These fields are: <ul style="list-style-type: none"> • Local Student ID • Middle Name • Suffix • Student Grade Level • Gender • Race/Ethnicity
Ad hoc Filter	Selecting an ad hoc filter limits the students reported to only those in the filter.
Format	The extract can be generated in CSV, HTML, Tab Delimited or XML. Use the State Format (CSV) when submitting the extract to the state; use the other formats for testing and data review prior to state submission.
Select Calendars	At least one calendar must be selected in order to generate the extract. Calendars can be chosen by Active Year, School Year or Year.

Generate the Report

1. Select the **Direct Certification** extract as the **Extract Type**.
2. Mark the **Report Protected Identities** checkbox, if desired.

3. Mark the **Report State Excluded Students** checkbox, if desired.
4. Enter the desired **Effective Date**.
5. To include optional fields in the extract, mark the **Optional Fields Allowed** field.
6. If desired, select an **Ad hoc Filter** to return only those students in the filter.
7. Select the desired **Format** in which the extract should generate.
8. Select the desired **Calendar(s)**.
9. Click the **Generate Extract** button. The report will display in the selected format.

	A	B	C	D	E	F	G	H	I	J	K
1	CollectionVersion	StateID	LocalStudentID	LastName	FirstName	MiddleName	Suffix	DateOfBirth	StudentGradeLevel	Gender	Race
2	ALL1.0DirectCert	1234567890	12345	STUDENT	ASTRID	Y		10/14/1995	11	F	
3	ALL1.0DirectCert	2345678901	23456	STUDENT	BART	C		10/26/1993	12	M	
4	ALL1.0DirectCert	3456789012	34567	STUDENT	CONSTANCE	J		11/5/1994	12	M	
5	ALL1.0DirectCert	4567890123	45678	STUDENT	DYLAN			8/21/1994	12	M	
6	ALL1.0DirectCert	5678901234	56789	STUDENT	ELIZA	N		6/17/1996	11	F	
7	ALL1.0DirectCert	6789012345	67890	STUDENT	FITZGERALD	M		1/19/1995	12	F	
8	ALL1.0DirectCert	7890123456	78901	STUDENT	GINGER	L		9/25/1994	12	F	
9	ALL1.0DirectCert	8901234567	89012	STUDENT	HOLDEN	R		2/3/1995	12	M	
10	ALL1.0DirectCert	9012345678	90123	STUDENT	IVY	R		3/31/1995	12	M	

Direct Certification Extract - State Format (CSV)

MOSIS Direct Certification Records:57											
CollectionVersion	StateID	LocalStudentID	LastName	FirstName	MiddleName	Suffix	DateOfBirth	StudentGradeLevel	Gender	Race	Field
ALL1.0DirectCert	1234567890	0000012345	STUDENT	ASTRID	Y		10/14/1995	11	F		
ALL1.0DirectCert	2345678901	0000023456	STUDENT	BART	C		10/26/1993	12	M		
ALL1.0DirectCert	3456789012	0000034567	STUDENT	CONSTANCE	J		11/05/1994	12	M		
ALL1.0DirectCert	4567890123	0000045678	STUDENT	DYLAN			08/21/1994	12	M		
ALL1.0DirectCert	5678901236	0000056789	STUDENT	ELIZA	N		06/17/1996	11	F		
ALL1.0DirectCert	6789012345	0000067890	STUDENT	FITZGERALD	M		01/19/1995	12	F		
ALL1.0DirectCert	7890123456	0000078901	STUDENT	GINGER	L		09/25/1994	12	F		
ALL1.0DirectCert	8901234567	0000089012	STUDENT	HOLDEN	R		02/03/1995	12	M		
ALL1.0DirectCert	9012345678	0000090123	STUDENT	IVY	R		03/31/1995	12	M		

Direct Certification Extract - HTML Format

MODirectCert - Notepad

CollectionVersion	StateID	LocalStudentID	LastName	FirstName	MiddleName	Suffix	DateOfBirth	StudentGradeLevel	Ger
ALL1.0DirectCert	123456789	0000012345	STUDENT	ASTRID	Y		10/14/1995	F	
ALL1.0DirectCert	234567890	0000023456	STUDENT	BART	C		10/26/1993	M	
ALL1.0DirectCert	345678901	0000034567	STUDENT	CONSTANCE	J		11/05/1994	M	
ALL1.0DirectCert	456789012	0000045678	STUDENT	DYLAN			08/21/1994	M	
ALL1.0DirectCert	567890123	0000056789	STUDENT	ELIZA	N		06/17/1996	F	
ALL1.0DirectCert	678901234	0000067890	STUDENT	FITZGERALD	M		01/19/1995	F	
ALL1.0DirectCert	789012345	0000078901	STUDENT	GINGER	L		09/25/1994	F	
ALL1.0DirectCert	890123456	0000089012	STUDENT	HOLDEN	R		02/03/1995	M	
ALL1.0DirectCert	901234567	0000090123	STUDENT	IVY	R		03/31/1995	M	

Direct Certification Extract - Tab Delimited Format

MOSIS Direct Certification Layout

Data Element	Description	Location
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Data Element	Description	Location
Collection Version <i>Required</i>	Reports the name of the extract being generated. Always reports ALL1.0DirectCert. <i>Alphanumeric, 50 characters</i>	N/A
State ID <i>Required</i>	Reports the state-assigned student identification number. <i>Numeric, 10 digits</i>	Census > People > Demographics > Person Identifiers > State Student Number Person.stateID
Local Student ID <i>Optional</i>	Reports the district-assigned student identification number when the Optional Fields Allowed checkbox is marked on the report editor. If the Optional Fields Allowed field is NOT marked, the student's Local Student ID does NOT report. <i>Numeric, 20 digits</i>	Census > People > Demographics > Person Identifiers > Local Student Number Person.studentNumber
Last Name <i>Required</i>	Legal last name as it appears on the student's birth certificate. When the Report Protected Identities checkbox is marked on the report editor, the student's last name reports from the Legal Last Name field if populated. <i>Alphanumeric, 50 characters</i>	Census > People > Demographics > Person Information > Last Name Identity.lastName <hr/> Census > People > Identities > Protected Identity Information > Legal Last Name Identity.legalLastName
First Name <i>Required</i>	Legal first name as it appears on the student's birth certificate. When the Report Protected Identities checkbox is marked on the report editor, the student's first name reports from the Legal First Name field if populated. <i>Alphanumeric, 30 characters</i>	Census > People > Demographics > Person Information > First Name Identity.firstName <hr/> Census > People > Identities > Protected Identity Information > Legal First Name Identity.legalFirstName

Data Element	Description	Location
<p>Middle Name <i>Optional</i></p>	<p>Legal middle Name as it appears on the birth certificate.</p> <p>When the Report Protected Identities checkbox is marked on the report editor, the student's middle name reports from the Legal Middle Name field if populated.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Census > People > Demographics > Person Information > Middle Name</p> <p>Identity.middleName</p> <hr/> <p>Census > People > Identities > Protected Identity Information > Legal Middle Name</p> <p>Identity.legalMiddleName</p>
<p>Suffix <i>Optional</i></p>	<p>Generational indication (Jr., III, etc.) part of the name, if any. Reports the student's assigned generational designation when the Optional Fields Allowed checkbox is marked on the report editor.</p> <p>If the Optional Fields Allowed field is NOT marked, the student's Suffix does NOT report. If the student does NOT have a suffix, this field reports blank.</p> <p>When the Report Protected Identities checkbox is marked on the report editor, the student's middle name reports from the Legal Suffix field if populated.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Census > People > Demographics > Person Information > Suffix</p> <p>Identity.suffix</p> <hr/> <p>Census > People > Identities > Protected Identity Information > Legal Suffix</p> <p>Identity.legalSuffix</p>
<p>Date of Birth <i>Required</i></p>	<p>Reports the student's birth date.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>Census > People > Demographics > Person Information > Date of Birth</p> <p>Identity.birthDate</p>

Data Element	Description	Location
Student Grade Level <i>Optional</i>	<p>Reports the student's grade level of enrollment when the Optional Fields Allowed checkbox is marked on the report editor.</p> <p>If the Optional Fields Allowed field is NOT marked, the student's grade level does NOT report.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Student Information > General > Enrollments > General Enrollment Information > Grade</p> <p>Enrollment.grade</p>
Gender <i>Optional</i>	<p>Reports the student's gender when the Optional Fields Allowed checkbox is marked on the report editor.</p> <p>If the Optional Fields Allowed field is NOT marked, the student's gender does NOT report.</p> <p>When the Report Protected Identities checkbox is marked on the report editor, the student's gender reports from the Legal First Name field if populated.</p> <p><i>Alphabetic, 1 character (M or F)</i></p>	<p>Census > People > Demographics > Person Information > Gender</p> <p>Identity.gender</p> <hr/> <p>Census > People > Identities > Protected Identity Information > Legal Gender</p> <p>Identity.legalGender</p>
Race/Ethnicity <i>Optional</i>	<p>Reports the student's race/ethnicity when the Optional Fields Allowed checkbox is marked on the report editor.</p> <p>If the Optional Fields Allowed field is NOT marked, the student's race/ethnicity does NOT report.</p> <p><i>Alphabetic, 1 character</i></p>	<p>Census > People > Demographics > Person Information > Race/Ethnicity</p> <p>Identity.raceEthnicity</p>