

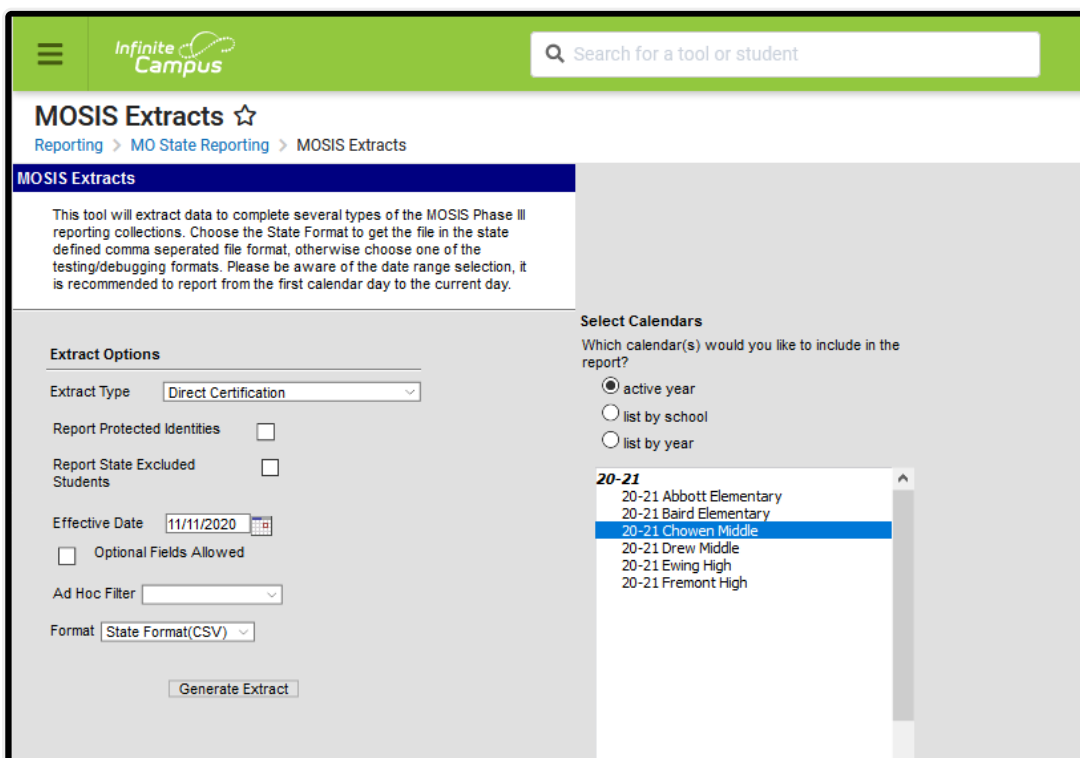
# MOSIS Direct Certification - old (Missouri)

Last Modified on 12/14/2025 8:45 pm CST

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

Tool Search: 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.



*MOSIS Direct Certification Extract*

**Read** - Access and generate MOSIS Direct Certification.

**Write** - N/A

**Add** - N/A

**Delete** - N/A

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

## 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
<b>Extract Type</b>	Selection determines which extract generates. For this report, choose Direct Certification.
<b>Report Protected Identities</b>	When marked, student identity information (last name, first name, etc.) reports from the Protected Identity Information fields.
<b>Report State Excluded Students</b>	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.
<b>Effective Date</b>	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.
<b>Optional Fields Allowed</b>	When marked, includes the fields in the report layout that are optional. These fields are: <ul style="list-style-type: none"> <li>• Local Student ID</li> <li>• Middle Name</li> <li>• Suffix</li> <li>• Student Grade Level</li> <li>• Gender</li> <li>• Race/Ethnicity</li> </ul>
<b>Ad hoc Filter</b>	Selecting an ad hoc filter limits the students reported to only those in the filter.

Field	Description
<b>Format</b>	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.
<b>Select Calendars</b>	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 Layout

Data Element	Description	Location
<b>Collection Version</b> <i>Required</i>	Reports the name of the extract being generated. Always reports ALL1.0DirectCert.  <i>Alphanumeric, 50 characters</i>	N/A
<b>State ID</b> <i>Required</i>	Reports the state-assigned student identification number.  <i>Numeric, 10 digits</i>	Demographics > Person Identifiers > State Student Number  Person.stateID

Data Element	Description	Location
<b>Local Student ID</b> <i>Optional</i>	<p>Reports the district-assigned student identification number <b>when the Optional Fields Allowed checkbox is marked on the report editor.</b></p> <p>If the Optional Fields Allowed field is NOT marked, the student's Local Student ID does NOT report.</p> <p><i>Numeric, 20 digits</i></p>	<p>Demographics &gt; Person Identifiers &gt; Local Student Number</p> <p>Person.studentNumber</p>
<b>Last Name</b> <i>Required</i>	<p>Legal last name as it appears on the student's birth certificate.</p> <p>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.</p> <p><i>Alphanumeric, 50 characters</i></p>	<p>Demographics &gt; Person Information &gt; Last Name</p> <p>Identity.lastName</p> <hr/> <p>Identities &gt; Protected Identity Information &gt; Legal Last Name</p> <p>Identity.legalLastName</p>
<b>First Name</b> <i>Required</i>	<p>Legal first name as it appears on the student's birth certificate.</p> <p>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.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Demographics &gt; Person Information &gt; First Name</p> <p>Identity.firstName</p> <hr/> <p>Identities &gt; Protected Identity Information &gt; Legal First Name</p> <p>Identity.legalFirstName</p>
<b>Middle Name</b> <i>Optional</i>	<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>Demographics &gt; Person Information &gt; Middle Name</p> <p>Identity.middleName</p> <hr/> <p>Identities &gt; Protected Identity Information &gt; Legal Middle Name</p> <p>Identity.legalMiddleName</p>

Data Element	Description	Location
<b>Suffix</b> <i>Optional</i>	<p>Generational indication (Jr., III, etc.) part of the name, if any. Reports the student's assigned generational designation <b>when the Optional Fields Allowed checkbox is marked on the report editor.</b></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>Demographics &gt; Person Information &gt; Suffix</p> <p>Identity.suffix</p> <hr/> <p>Identities &gt; Protected Identity Information &gt; Legal Suffix</p> <p>Identity.legalSuffix</p>
<b>Date of Birth</b> <i>Required</i>	<p>Reports the student's birth date.</p> <p><i>Date field, 10 characters (MM/DD/YYYY)</i></p>	<p>Demographics &gt; Person Information &gt; Date of Birth</p> <p>Identity.birthDate</p>
<b>Student Grade Level</b> <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>Enrollments &gt; General Enrollment Information &gt; Grade</p> <p>Enrollment.grade</p>

Data Element	Description	Location
<b>Gender</b> <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>Demographics &gt; Person Information &gt; Gender</p> <p>Identity.gender</p> <hr/> <p>Identities &gt; Protected Identity Information &gt; Legal Gender</p> <p>Identity.legalGender</p>
<b>Race/Ethnicity</b> <i>Optional</i>	<p>Reports the student's race/ethnicity <b>when the Optional Fields Allowed checkbox is marked on the report editor.</b></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>Demographics &gt; Person Information &gt; Race/Ethnicity</p> <p>Identity.raceEthnicity</p>