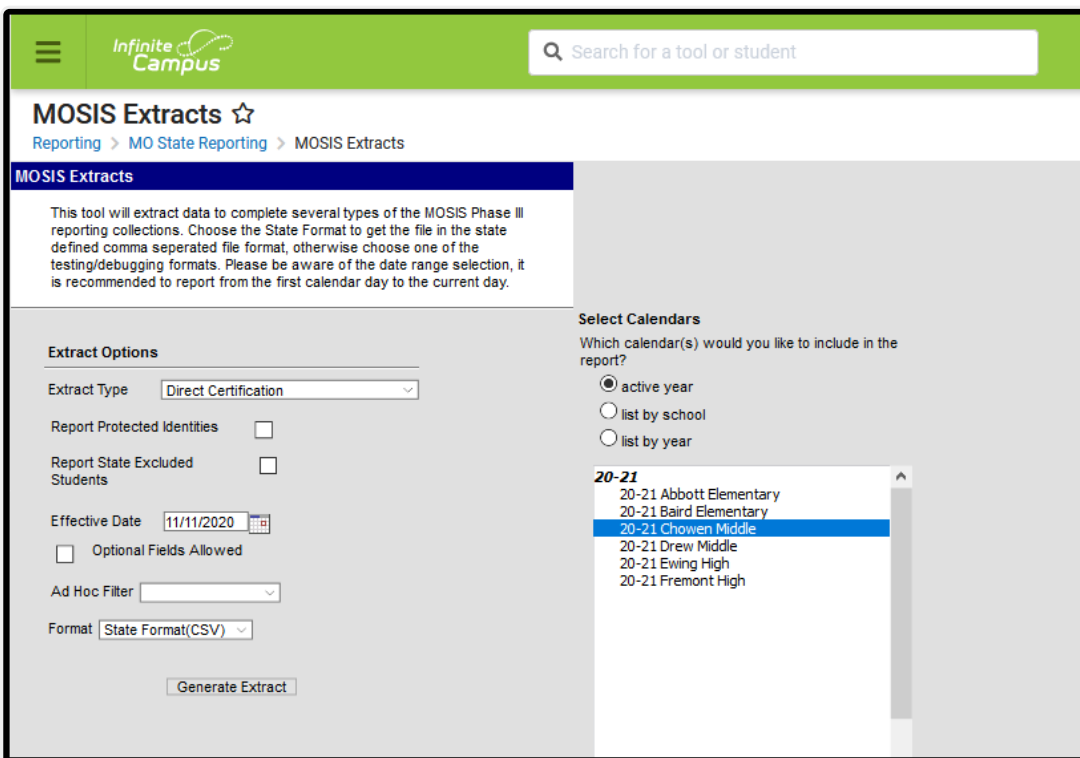# MOSIS Direct Certification - old (Missouri)

Last Modified on 10/21/2024 8:22 am CDT

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
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 *mmddyy* 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: • 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.

Field	Description
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 other 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.

Direct Certification Extract - State Format (CSV)

MOSIS Direct Certification Layout

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

Data Element	Description	Location
Local Student ID *Optional*	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. *Numeric, 20 digits*	Demographics > Person Identifiers > Local Student Number Person.studentNumber
Last Name *Required*	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. *Alphanumeric, 50 characters*	Demographics > Person Information > Last Name Identity.lastName Identities > Protected Identity Information > Legal Last Name Identity.legalLastName
First Name *Required*	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. *Alphanumeric, 30 characters*	Demographics > Person Information > First Name Identity.firstName Identities > Protected Identity Information > Legal First Name Identity.legalFirstName
Middle Name *Optional*	Legal middle Name as it appears on the birth certificate. 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. *Alphanumeric, 30 characters*	Demographics > Person Information > Middle Name Identity.middleName Identities > Protected Identity Information > Legal Middle Name Identity.legalMiddleName

Data Element	Description	Location
Suffix *Optional*	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.** 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. 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. *Alphanumeric, 10 characters*	Demographics > Person Information > Suffix Identity.suffix Identities > Protected Identity Information > Legal Suffix Identity.legalSuffix
Date of Birth *Required*	Reports the student's birth date. *Date field, 10 characters (MM/DD/YYYY)*	Demographics > Person Information > Date of Birth Identity.birthDate
Student Grade Level *Optional*	Reports the student's grade level of enrollment when the Optional Fields Allowed checkbox is marked on the report editor. If the Optional Fields Allowed field is NOT marked, the student's grade level does NOT report. *Alphanumeric, 2 characters*	Enrollments > General Enrollment Information > Grade Enrollment.grade

Data Element	Description	Location
Gender *Optional*	Reports the student's gender when the Optional Fields Allowed checkbox is marked on the report editor. If the Optional Fields Allowed field is NOT marked, the student's gender does NOT report. 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. *Alphabetic, 1 character (M or F)*	Demographics > Person Information > Gender Identity.gender Identities > Protected Identity Information > Legal Gender Identity.legalGender
Race/Ethnicity *Optional*	Reports the student's race/ethnicity **when the Optional Fields Allowed checkbox is marked on the report editor.** If the Optional Fields Allowed field is NOT marked, the student's race/ethnicity does NOT report. *Alphabetic, 1 character*	Demographics > Person Information > Race/Ethnicity Identity.raceEthnicity