



Florida Association of Management Information Systems (FAMIS)

Summer Database Conference June 2026



Master School Identification (MSID) – Introductory Session

Presented by: Pedro Moureu

Agenda

- Housekeeping
- Introduction
- Statute/Rule
- Communication
- Process Overview
- Resources
- Verifications/Updates
- My Florida Schools (MFS)
- Questions
- Contact Us



Housekeeping



❖ FAMIS Sessions

- Handouts are available online.
- Meet us at the Florida Department of Education (FDOE) Lab.
 - FDOE Lab appointment times.



❖ Presentation Parameters

We can assist with the following:

- MSID Terminology
- MSID Administrative Rule
- MSID Assignment/Revocation
- MSID Application
- MSID Management



❖ FAMIS Survey Feedback

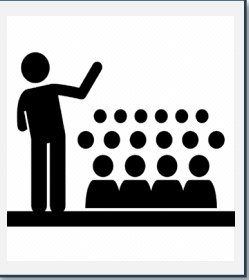
- Provide helpful/constructive feedback.
- Provide the presenter's name in the feedback.
- We would like to hear from all presentation attendees.



❖ General Inquiries

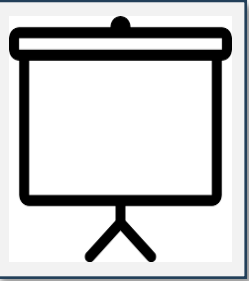
- Reminder: Please send all general inquiries and contact updates to MSID@fldoe.org.

Introduction



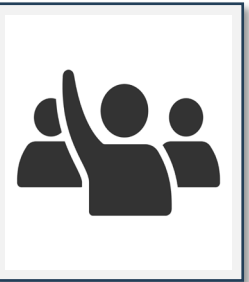
Session Audience:

This session is intended to introduce attendees to the MSID assignment, updates, revocation and closures. This is a great opportunity for new users to review basic and introductory topics related to the MSID process. The session can also serve as a refresher course to existing MSID contacts in the district. We would like to also discuss updates to the MSID application, building enhancement requirements, upcoming changes, current scenarios and upcoming implementation.



General Session Information:

The MSID is a unique number assigned by the FDOE to a public school as part of the statewide comprehensive management information system (CMIS). **Example: District [00] and School [0000], MSID = [00][0000].** The MSID was formally implemented by rule adoption in March of 2014 (Rule 6A-1.0016, Florida Administrative Code (F.A.C.)).



Presentation Questions:

We ask that questions are held until the end of the session. We can clarify content covered during the session but will reserve questions until the end of the presentation to ensure that we are able to cover all the content. We will also be available to take additional questions in the FDOE lab room.

Introductory Cheat Sheet

- The MSID is a unique identifier assigned to public schools in Florida.
- The identifier serves as the authoritative “school key” across the PK-12 educational system.
- The MSID file is used to reference public school numbers and associated information.
- The administrative rule outlines the standardized criteria for school assignment.
- The MSID process is responsible for the issuance, activation, review, inactivation or revocation.
- The MSID is required for use across state data collections and reporting systems.
- MSIDs are assigned to traditional public schools, charter schools, virtual schools, juvenile justice programs, etc.
- The MSID information is publicly accessible via the MSID website and data can be downloaded at any time.
- MSIDs are issued only upon application by the district or charter sponsor.
- Schools must meet the following criteria, provided they are a distinct operational entity:
 - A dedicated principal.
 - Distinct staff and student populations.
 - A separate physical or operational structure.
 - Charter schools must have an approved charter contract.
- **Districts must:**
 - Request activation for the academic year when a school plans to open.
 - Notify FDOE of closures, mergers, or changes.
 - Ensure MSID status aligns with actual operations.



Statute & Administrative Rule

Application for and Issuance and Revocation of MSID Numbers

Florida Statutes: Section 1008.385(2)(a)

Administrative Rule: 6A-1.0016

In 2013 the legislature adopted Section 1008.385(2)(a), Florida Statutes (F.S.), which requires the Commissioner to provide operational definitions for the management information system, including criteria for issuing and revoking master school identification number to support the maintenance of education records to support accountability, to support the distribution of funds and support the preparation and analysis of school district financial reports, and to assist the commissioner in carrying out the duties specified in Sections 1001.10 and 1001.11, F.S.

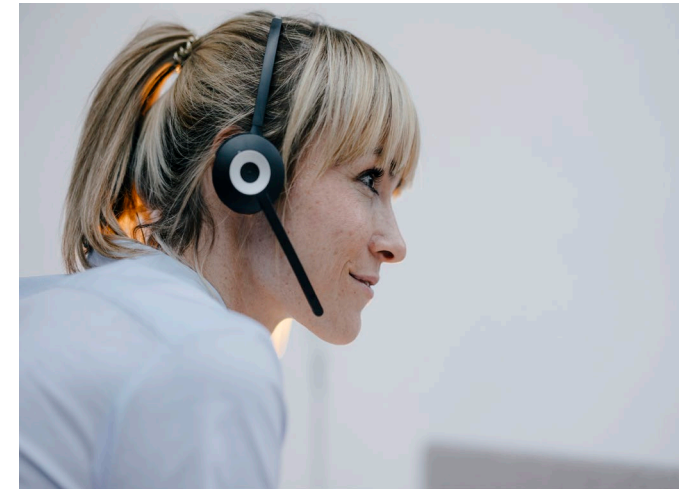
- Outlines the Application and MSID Processes
 - MSID Description
 - MSID Application Timeframes
 - MSID Activation/Inactivation Parameters
 - Department Process Review of Applications
 - Department Notification on Approval/Denial
 - Department Standard/Criteria for Assignment
 - Department Review of Existing MSID Numbers
 - MSID Revocation Process



Communication

- Ensure all e-mails are sent to MSID@fldoe.org.
- Refrain from sending direct emails to agents.
- The appropriate agent will respond and follow-up.
- Do not send or share Personally Identifiable Information (PII) in emails or phone calls.
- We will request additional information as needed.
- Allow 1-3 business days for request follow-up.
- Verify MSID information represented on the MSID file.

- If we provide instructions and they are not followed (after multiple requests), we will suspend email communication and supervisors must contact us to address thereafter. Ex. Sending PII after being previously notified.
- Ensure subject lines in the email reflects the following: MSID [Request Type]
- **Request Types:** Issuance | Activation | Inactivation | Updates
- Ensure that you review your request in detail before submitting to the MSID team.





MSID Processing

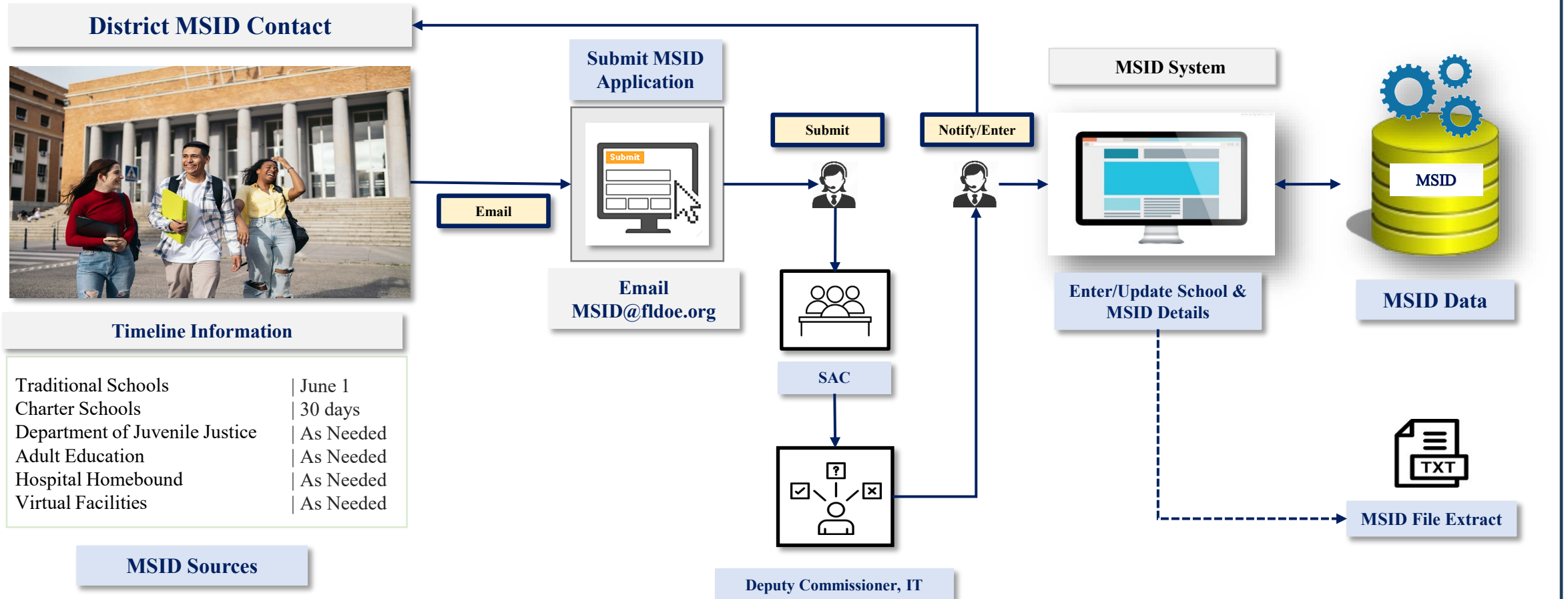


LET'S WALK THROUGH THE MSID
ASSIGNMENT PROCESS

MSID Terminology/Concepts

APPLICATION	MSID	Application Timeframes	Application Submission	School Criteria	SAC	MSID File
STATUS	Issuance	Activation	Updates	Inactivation	Revocation	Expiration
GUIDELINES	Grade Code	School Type	School Function or Setting	Accountability Type	Alternative School	Charter School

MSID Processing Overview



MSID Application

Florida Department of Education Master School Identification (MSID) Application Form

A Master School Identification (MSID) number is a unique number assigned by the Florida Department of Education (FDOE) to a public school as part of the statewide comprehensive management information system for maintaining and reporting education records, enforcing and supporting education accountability, supporting the distribution of funds to school districts and school district financial reports and assisting the Commissioner of Education in carrying out the duties specified in ss. 1001.10, and 1001.11, F.S.

This application is required for the FDOE to consider adding a new school to the MSID file or to change the information of a school already in the MSID file.

Please complete all applicable sections and return the signed application to:

Florida Department of Education
Deputy Commissioner, Division of Accountability, Research and Measurement
Turlington Building, Suite 844
325 West Gaines Street, Tallahassee, Florida 32399

or askelas@fldoe.org.

Section A: General Information

1.	Date of request: Click here to enter a date.
2.	Choose the type of MSID application below: ☐ New Application ☐ Revised/Updated Application
3.	District number: Choose an item.
4.	District name: Choose an item.
5.	School number: Click here to enter for revised/updated application only. <i>(Provide a school number only if requesting a change to any information within the application form. School numbers are assigned by the Department of Education for all new schools.)</i>
6.	School name: Click here to enter.
7.	Contact name: Click here to enter.
8.	Contact phone number: Click here to enter.
9.	Contact email address: Click here to enter.

MSID Application Form
Form Number MSID01, Effective March 2014, Incorporated in Rule 6A-1.0016, F.A.C.

Page 1

Section B: Grade Levels and School Types

20. Grades served (check all that apply):
☐ PK ☐ KG ☐ 01 ☐ 02 ☐ 03 ☐ 04 ☐ 05
☐ 06 ☐ 07 ☐ 08 ☐ 09 ☐ 10 ☐ 11 ☐ 12 ☐ Adult

21. Is the school a charter school?
 s. 1002.33, F.S.
☐ Yes ☐ No
 a. If yes, provide the date that the district school board approved the charter school

FORM: MSID01

Section C: School Facility, Zoning and Population

26. Is this a newly constructed facility?
☐ Yes ☐ No
 a. If this is not a newly constructed facility, describe the facility that this school/program will occupy. [Click here to enter.](#)
 b. What is the physical address of the facility? [Click here to enter.](#)

Section D: Specialized School/Program

37. Is this a magnet school/program? (check one)
☐ Magnet school-wide ☐ Magnet program ☐ Not a magnet school/program
 a. If this is a magnet school/program, what is the magnet specialty? (check one specialty with the majority of student participation)
☐ Academically Talented ☐ Advanced Placement ☐ Career Academy ☐ Criminal Justice ☐ Foreign Language

Section E: Virtual School Numbers

40. Complete this section only when requesting a virtual school number. Select the type of virtual school below and list the provider's name for the Virtual Instruction Program through a contract.
☐ **Virtual Instruction Program** (school number 7001) contracted through a provider approved by the Department of Education under section 1002.45(2), F.S., the Florida Virtual School or a community college

Application Sections

- A. General Information
- B. Grade Levels/School Types
- C. Facility, Zoning & Population
- D. Specialized School/Program
- E. Virtual School Numbers
- F. Alternative Education
- G. Additional Information

FORM: MSID01

Section F: Alternative Education

The following documentation is required for both traditional and charter schools operating as alternative schools. An alternative school is a school that provides dropout prevention and academic intervention services pursuant to s. 1003.53, F.S.

Section G: Additional Information:

46. Provide any additional information you wish the department to consider in assessing the application for a MSID number here.
[Click here to enter.](#)

MSID Application Review

Department Review of Existing MSID Application:

- The department shall notify the district of any missing information and permit the district 15 calendar days to supplement its application.
- The department is authorized to request clarifying information at anytime from the district.
- The department shall notify the district superintendent in writing of the approval or denial of an application.
- The department shall assign a MSID number when a district demonstrates that the proposed school is fully functioning and operating as a distinct entity and that assignment of a MSID number will not undermine school accountability.
- The MSID criteria are reviewed by the department to determine whether the standard for assignment of a MSID number has been met.

MSID Application Timeframes

The Time Frames for Submission of an MSID Application Are:

Submitted Throughout the Year

Department of Juvenile Justice, adult, hospital/homebound and virtual facilities may submit MSID number applications to the department throughout the calendar year.

Prior to June 1st of Opening Year

All other applications shall be submitted to the department no later than June 1, and no earlier than three (3) calendar years prior to the beginning of the school year that the school is scheduled to open.

Within 30 days of Charter Approval

Charter school MSID number applications must be submitted to the department by the district within 30 calendar days of the approval of the charter school application by the district.

An inactive MSID number shall be considered void if the school does not open within three (3) calendar years of the issuance of a MSID number.

School Approval

MSID Application:

Initial Review

Includes review by the MSID team to ensure all application information is populated on the form. Clarifications may also be requested for sections of the application. Incomplete applications will be returned for updates.

School Approval Committee (SAC)

- When an application is received, the request is put on the agenda to be reviewed by the SAC which meets every other week.
- This committee submits recommendations to the department for schools to be given an MSID number before the year the school intends to report.



SAC Members

SAC Members:

The committee is comprised of internal program office team members with expertise in the following areas (including but not limited to):

Meeting Coordination:

- Division of Technology & Innovation

Meeting Attendees:

- Office of Safe Schools
- Charter School Office
- Division of Accountability
- Division of Finance
- Educational Facilities Office
- Division of Public Schools
- Federal Programs Office



MSID Criteria

MSID Criteria:

- a) A school has a principal that is not shared with another school.
- b) At least 50 percent of a school's administrative and teaching staff are not shared with another public school. School administrative staff means principals, assistant principals, curriculum coordinators and deans.
- c) A school has a separate population of students enrolled in the school.
- d) A school has a separate location and facility not shared with another public school.
- e) A school is not a school within a school.
- f) A new or existing facility is populated by a newly formed student body that is created by more than 50 percent from one or more previous school's population.
- a) A student body has not relocated from one school facility to another.
- b) A school is not a program within a school.
- c) A charter school is approved and has an executed contract with the district.
- d) Any other factors regarding a school's student population, administrators, faculty, facility or education programs relevant to the standard for the award of a MSID number as set forth above.

MSID Issuance/Activation

1. MSIDs may be issued or defaulted as inactive prior to school opening.
2. Activation occurs only after the district confirms the school is to be operational just before the school's first reporting year.
3. The district must submit for approval by June 1st (30 days) prior to the opening year (July 1).
4. Activation is a separate, affirmative step and it does not happen automatically.
5. A district (or charter sponsor) must notify FDOE that the school is operational to activate the MSID.
6. Only active MSIDs may be used in:
 1. Student enrollment and survey submissions.
 2. FEFP and financial reporting.
 3. Accountability calculations.
 4. Federal reporting.



MSID Inactivation

1. Inactive MSIDs:
 - Exist in FDOE systems but cannot be used for reporting.
 - Are often assigned to planned or approved future schools.
 - An MSID may remain inactive for up to three years.
2. If the school does not open within the three-year window, the inactive MSID becomes void and can be re-used.
3. An MSID may be inactivated when a school:
 - Permanently closes.
 - Merges with another school.
 - No longer meets MSID eligibility criteria.
4. Inactivation is intentional and controlled and schools are not inactivated automatically without review.
5. Once inactivated:
 - The MSID cannot be reassigned to another school
 - Historical data remains intact and attributable to that MSID



MSID Revocation

Department Review of Existing MSID Numbers:

- The FDOE shall review MSIDs periodically to confirm schools continue to meet criteria.
- MSIDs may be revoked if a school no longer qualifies.
- Districts are responsible for notifying FDOE of changes affecting MSID status.
- Prior to revocation of the number, the district shall be afforded a minimum of 30 calendar days to provide information to the FDOE to support maintaining the MSID number assigned to the school.
- The district superintendent may submit a request to the FDOE for an extension of time.
- The FDOE shall grant a request for an extension of time, not to exceed 45 days.





MSID Resources



ACCESSING THE MSID ONLINE
APPLICATION & GUIDELINES

Accessing MSID Application

The MSID web application is accessible via,
<https://eds.fldoe.org/EDS/MasterSchoolID/index.cfm>

Master School ID 2025 - 2026

Three ways are provided for your entry into this site for reviewing individual schools. If you know the name of the school, you can enter the name and the specific information will be provided. If you are uncertain about the specific school name yet know which district is of interest to you, you may enter by scrolling to the district, highlight that district and click on submit. All schools in the district are provided for you to make a choice. The third way to enter the site is to identify the name of the city/town in which the school is located and all schools with that city as part of the mailing address will be listed.

Click on the following to view a copy of the [Master School ID Application Guidelines](#).

To list all the schools, click *Submit* without specifying anything.

District Number:

School Number:

School:

District:

ALACHUA
BAKER
BAY
BRADFORD
BREVARD

City/Town:

ALACHUA
ALACHUA COUNTY
ALTAMONTE SPRINGS
ALTHA
ALTOONA

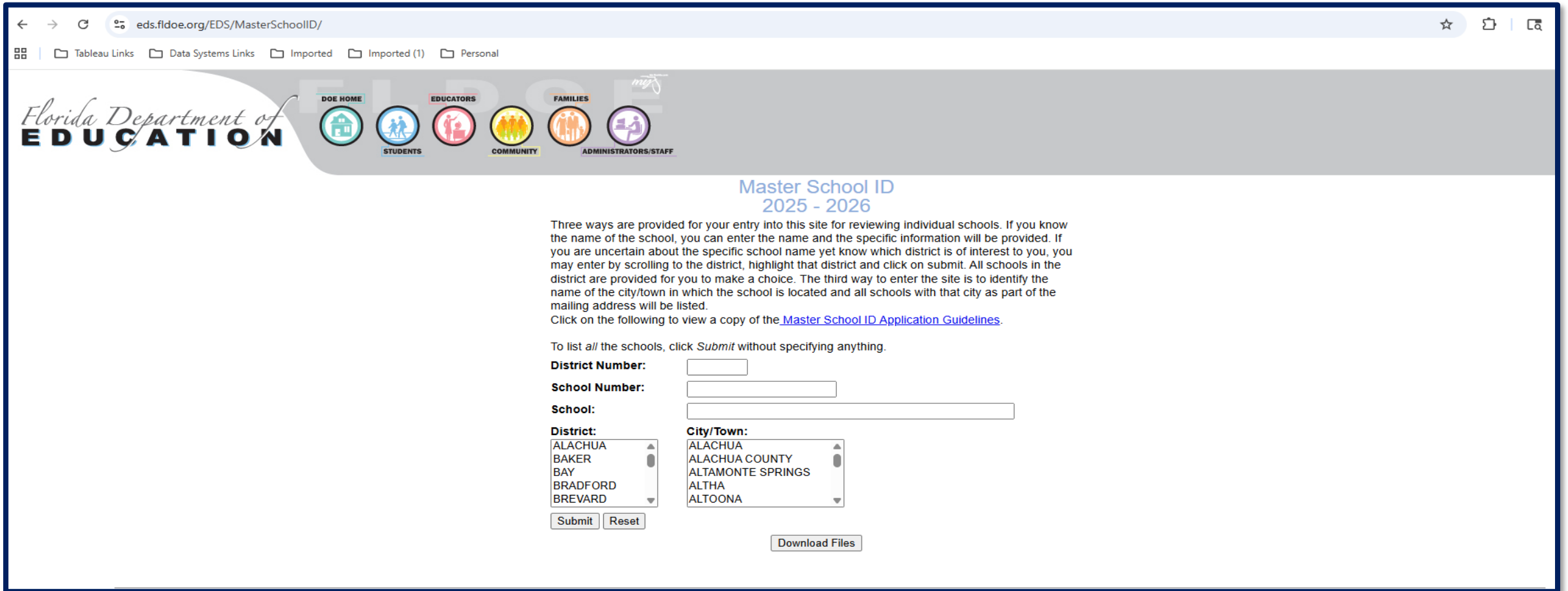
Both internal and external users have access to the information in the MSID web application. FDOE MSID team can login to make updates to the MSID file via the MSID application.

Role Name	User Type	Description
User	All	The data in the application is publicly available
Administrator	Internal FDOE	The Administrators (FDOE personnel) are authorized to manage the application.

Users can download statewide files as needed.

MSID Website

<https://eds.fldoe.org/EDS/MasterSchoolID/>



The screenshot shows a web browser window with the URL eds.fldoe.org/EDS/MasterSchoolID/. The page features the Florida Department of Education logo on the left and a navigation bar with icons for DOE HOME, STUDENTS, EDUCATORS, COMMUNITY, FAMILIES, and ADMINISTRATORS/STAFF. The main content area is titled "Master School ID 2025 - 2026" and contains a paragraph explaining the three ways to enter the site: by school name, by district, or by city/town. Below this, there are input fields for District Number, School Number, and School, along with dropdown menus for District and City/Town. A "Submit" button and a "Reset" button are located below the dropdowns. A "Download Files" button is positioned at the bottom right of the form area.

eds.fldoe.org/EDS/MasterSchoolID/

Florida Department of
EDUCATION

DOE HOME STUDENTS EDUCATORS COMMUNITY FAMILIES ADMINISTRATORS/STAFF

Master School ID 2025 - 2026

Three ways are provided for your entry into this site for reviewing individual schools. If you know the name of the school, you can enter the name and the specific information will be provided. If you are uncertain about the specific school name yet know which district is of interest to you, you may enter by scrolling to the district, highlight that district and click on submit. All schools in the district are provided for you to make a choice. The third way to enter the site is to identify the name of the city/town in which the school is located and all schools with that city as part of the mailing address will be listed.

Click on the following to view a copy of the [Master School ID Application Guidelines](#).

To list *all* the schools, click *Submit* without specifying anything.

District Number:

School Number:

School:

District:
ALACHUA
BAKER
BAY
BRADFORD
BREVARD

City/Town:
ALACHUA
ALACHUA COUNTY
ALTAMONTE SPRINGS
ALTHA
ALTOONA

MSID Guidelines



MASTER SCHOOL IDENTIFICATION (MSID) APPLICATION GUIDELINES

TECHNICAL ASSISTANCE DOCUMENT

Contact Information: MSID@fldoe.org — 850-245-0933

No. FY 2526
July 2025
PK-12 Education Information Services

MSID File Background and Use

The Master School Identification file is maintained by the Florida Department of Education to ensure that the department provides accurate identification and directory information on each Florida public school in the state. This file contains information for all public PK-12 schools, as well as for adult and technical schools operated by district school boards.

Information from this file is used for direct communication to the schools, as well as for reporting data for each school. The MSID file is used to edit all records submitted to the department's student, staff and Finance Automated Database Systems. The MSID provides the basis for accountability reporting including annual school grades. It is the basis for reporting to the U.S. Department of Education (USDE) via the Education Data Exchange Network (EDEN) reporting system, as well as the Consolidated State Performance Report (CSPR). The federally- assigned identification numbers, which are required for certain grant applications and for assignment of E-rate funds, are provided to the FDOE the year following submission of new school information to the USDE.

<https://www.fldoe.org/file/7574/0101172-msid.pdf>

- MSID File Background and User
- Accessing the MSID File
- Activating a School
- School Approval Committee
- Department Review
- Charter Schools | Future Schools | Closed Schools
- Categorizing Schools
- Accountability Type
- Charter School Status
- Southern Association of Colleges & Schools
- Title 1 Status
- School Grade/Improvement Rating
- DJJ Accountability Information
- Magnet Status
- Classical Schools
- Special Use School Numbers



MSID Verifications/Updates



MAKING UPDATES TO THE EXISTING
MSID INFORMATION

MSID Verification

AutoSave Off MSID_Verification (1) Search

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Acrobat SAS

Clipboard Font Alignment Number Styles Cells Editing Sensitivity Add-ins Copilot Create PDF and Share link Share via Outlook Adobe Acrobat

F26 ALACHUA VIRTUAL INSTRUCTION PROGRAM (DISTRICT PROVIDED)

	A	B	C	D	E	F	G	H	I
	DISTRICT	DISTRICT_NAME	SCHOOL	LOCATION_DISTRICT	LOC_DISTRICT_NAME	SCHOOL_NAME_LONG	ACTIVITY_CODE	DATE_OPENED	DATE_C
2	1	ALACHUA	221		1 ALACHUA	A. L. MEBANE MIDDLE SCHOOL	A		
3	1		221						
4	1	ALACHUA	52		1 ALACHUA	A. QUINN JONES CENTER	A		
5	1		52						
6	1	ALACHUA	112		1 ALACHUA	ABRAHAM LINCOLN MIDDLE SCHOOL	A		
7	1		112						
8	1	ALACHUA	400		1 ALACHUA	ADULT EDUCATION PROGRAM	A	7/1/2006	
9	1		400						
10	1	ALACHUA	701		1 ALACHUA	ALACHUA COUNTY JAIL	A		
11	1		701						
12	1	ALACHUA	9001		1 ALACHUA	ALACHUA DISTRICT OFFICE	A		
13	1		9001						
14	1	ALACHUA	161		1 ALACHUA	ALACHUA ELEMENTARY SCHOOL	A		



My Florida Schools (MFS)



FLORIDA'S PUBLIC SCHOOL ONLINE
PORTAL

My Florida Schools



The Online Parent Portal was created to help parents determine the best Early Learning and K-12 education options for their students. Parents can choose to search directly or answer a few questions that will return recommendations based on needs that are important to them.

EARLY LEARNING

K-12

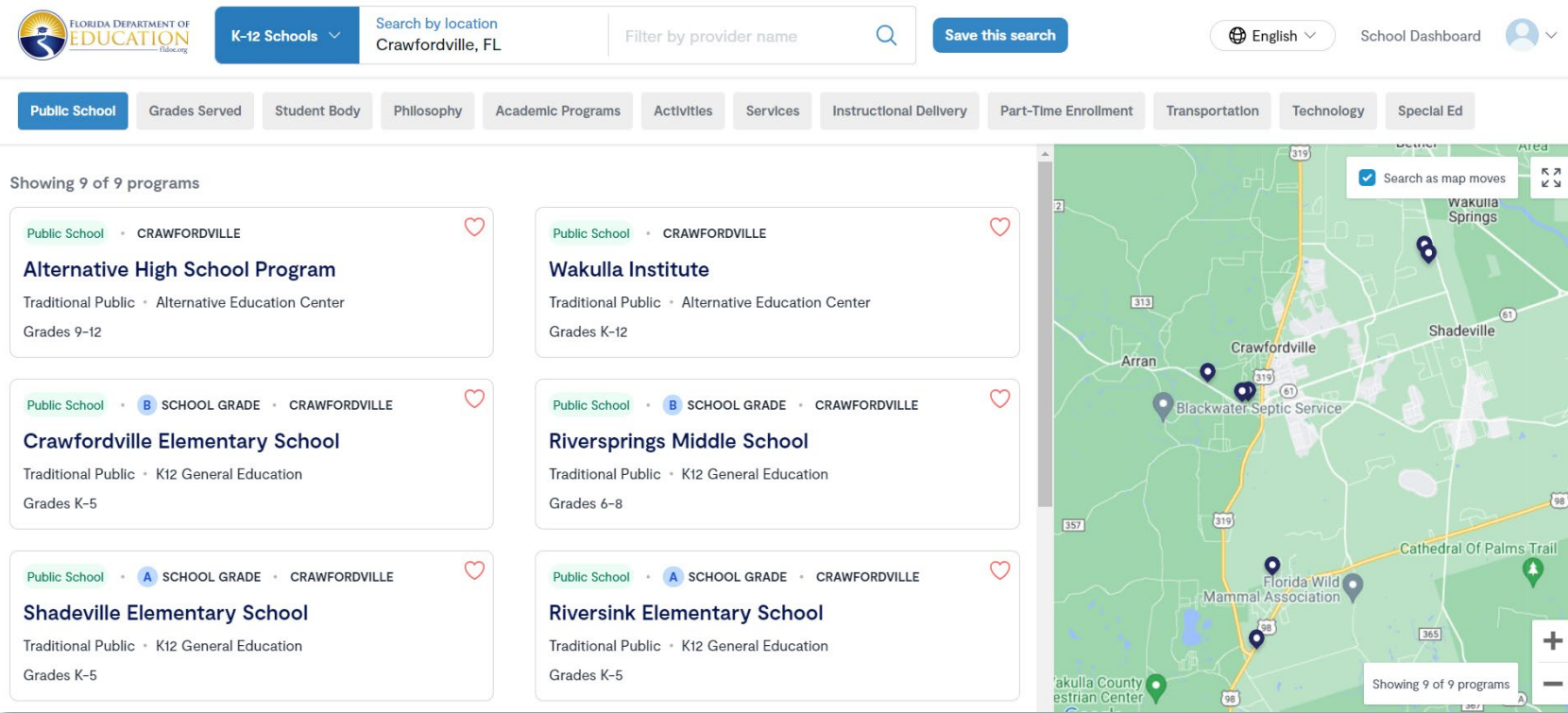
<https://fldoe.wonderschool.com/search>

https://fldoe.wonderschool.com/search?education_level=k12

<https://www.fldoe.org/myfloridaschools/>

System Overview

The **My Florida Schools** online portal enables parents and families to choose the best Early Learning and education options for their student(s). This digital platform will assist with finding schools and providers within geographic proximity and has a search capability that will allow for filtering based on student needs.



The screenshot shows the My Florida Schools online portal interface. At the top, there is a navigation bar with the Florida Department of Education logo, a dropdown menu for "K-12 Schools", a search bar with "Search by location" and "Crawfordville, FL", a "Filter by provider name" field, a "Save this search" button, and a language selector set to "English". Below the navigation bar, there are tabs for "Public School", "Grades Served", "Student Body", "Philosophy", "Academic Programs", "Activities", "Services", "Instructional Delivery", "Part-Time Enrollment", "Transportation", "Technology", and "Special Ed". The main content area displays "Showing 9 of 9 programs" and lists six school profiles in a grid. Each profile includes the school name, type (Public School), location (Crawfordville), and grades served. To the right of the grid is a map showing the location of the schools in Crawfordville, FL, with markers for each school and a search bar for map moves.

<https://www.fldoe.org/myfloridaschools/>

Parents can search for schools based on geographic location.

Schools will have an opportunity to claim and update profiles.

Parents can search for schools based on predefined filters.

K-12 School Profile

Crawfordville Elementary School

Public School Grades K - 5

Basics

 **Public School**
Traditional Public

 **Public School Classification**
K12 General Education

 **Teachers**
Not Provided

 **Total Enrollment**
749

 **Title 1 School**
No

 [Contact school](#)

 [Add to Favorites](#)

 **Location**
(County) – to be implemented
379 Arran Rd
Crawfordville FL, 32327



School Quality

School Grade

B

School Year

2022-23 ▼

 **Contact information**
Phone: 850-926-3641

 **Principal**
Alena Crawford

- 1) The My Florida Schools online portal uses select information from the MSID.
- 2) Users must review all sections of the profile to ensure accuracy.
- 3) There are **editable data**, however, some information is pre-populated by the FDOE based on data provided by the district/school annually.
- 4) For assistance or additional inquiries, please contact MyFloridaSchools@fldoe.org

MSID Quiz Time

APPLICATION	MSID	Application Time Frames	Application Submission	School Criteria	SAC	MSID File
STATUS	Issuance	Activation	Updates	Inactivation	Revocation	Expiration
GUIDELINES	Grade Code	School Type	School Function or Setting	Accountability Type	Alternative School	Charter School



Contact Us

MSID Team
MSID@fldoe.org

Division of Technology & Innovation
Bureau of Technology, Planning & Management



FDOE Lab Sessions

Please come meet us in the FDOE Lab Sessions!

We are available to answer questions and provide assistance.





www.FLDOE.org