

Center for Educational Performance and Information (CEPI)

*Michigan Education Information System
(MEIS)*

Single Record Student Database/ Unique Identification Code (SRSD/UIC) Application

User's Guide

May 2008

Questions?
E-mail: cepi@michigan.gov
Contact: 517.335.0505



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Recent Changes to User's Guide

Updated – May 2008

1. Updated CEPI contact information.

Important Information

Blank UIC Submission

In order to move closer to identifying each student in Michigan with one unique student identifier, beginning with the Spring 2006 submission, CEPI will no longer accept SRSD (Single Record Student Database) files that contain more than 15 percent blank UICs (Unique Identification Codes). This does not include those records submitted for kindergarten or early childhood. Beginning Spring 2006, files containing 15 percent or more blank UICs will be rejected and, as a result, an FTE will not be reported.

SRSD/UIC resolvers are encouraged to complete the resolution process as required, and then utilize appropriate UIC numbers in future SRSD submissions.

Fall 2006 MEAP and MI-Access Student Demographics

In order to minimize the redundant entry of student level demographic data, the Office of Educational Accountability and Assessment (OEAA) will be obtaining student demographics from the SRSD beginning with the fall 2006 SRSD submission. Questions or concerns regarding the student demographic load of fall 2006 data can be directed to the OEAA office at 877-560-8378 or oeaa@michigan.gov.

FERPA Publication Available Online

The National Center for Education Statistics (NCES) has a new publication available online. The guide was written to help school and local education agency staff to better understand and apply FERPA, a federal law that protects privacy interests of parents and students in student education records.

<http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2006805>

Getting Started

UIC Help Resources

In addition to this User's Guide, there are additional resources available, such as the UIC FAQs and UIC Timelines, to assist users during the resolution process. To access these documents, please go to the CEPI Web site at www.michigan.gov/cepi. Click on "MEIS Data Services" on the left-side navigation bar. Then click on "Single Record Student Database." Under the section titled Help and Training Resources, click on the "UIC Help" link to open a new screen that lists all of the current help documents available. Be sure to check often, as you will always find the most up-to-date information here.

The screenshot shows the Michigan.gov CEPI website. The header includes the CEPI logo and the Michigan.gov logo. The navigation bar contains links for Michigan.gov Home, CEPI Home, CEPI FAQ, Contact CEPI, and Site Map. A search bar is located on the right. The left sidebar lists 'MEIS Data Services' with sub-links for Single Record Student Database, Registry of Educational Personnel, School Infrastructure Database, Financial Information Database, School Code Master, Student Test & Achievement Repository, Educational Forms, Data Systems and Deadlines, About the Center, Education Reports, News, Related Sites, Administrators, and Download Data. The main content area is titled 'SRSD Overview' and includes sections for 'Current SRSD Submission' (with links for New to SRSD?, Accessing the SRSD/UIC Application, Error Check Program SRSD, and Which Students Do We Report?), 'SRSD Data Manual' (with links for Introduction, Data Field Descriptions, Addendum Field 81, Addendum Fields 71 and 72, Addendum Fields 65 and 66, Student Record Layout, and Cycles of Field Submission), and 'Upload SRSD Data to CEPI' (with links for SRSD/UIC Security Agreements, SRSD/UIC Application, and SRSD Upload/Audit Application User's Guide). A 'Help and Training Resources' section is also visible. On the right, there is a 'More State Web Sites' section with 'Quick Links' and a 'UIC Help' sidebar containing links for UIC User's Guide, SRSD/UIC Resolution Simulation, UIC FAQs, UIC Timelines (EOY 2006, Fall 2006, Spring 2007, EOY 2007), Linking UICs Guidelines, The 7 Habits of Highly Successful Resolvers, and District/PSA Resolver List. A red arrow points from the 'UIC Help' link in the 'Help and Training Resources' section to the 'UIC Help' sidebar.

Click here to enter the application.

Click here to download application security agreements.

Application Start-Up and Security

To become an authorized user of the SRSD/UIC Application, you must first obtain an MEIS account. If you do not have an MEIS account, go to www.michigan.gov/meis. Click on the MEIS logo. On the following screen, click on "Create an MEIS Account."

Once you have an MEIS account, you need to download a security agreement for the application. From the SRSD home page, click on the "SRSD/UIC Security Agreements" link in the pink box. If you will be using the application to resolve UIC issues, the form you want is located in the section titled "For LEA/PSA/ISD District Users." If you will be using the application to upload to the SRSD, the form you want is located in the section titled "For Intermediate School District Users Only."

For individuals who are replacing an authorized user, you will need to complete and return a Removal Request Form to have that person's permissions to the SRSD/UIC and any other CEPI application removed.

If you experience problems with your MEIS account or password while you are using the application, please contact the Department of Information Technology (DIT) Client Service Center at 517-335-0505, or by e-mail at Help-Desk@michigan.gov.

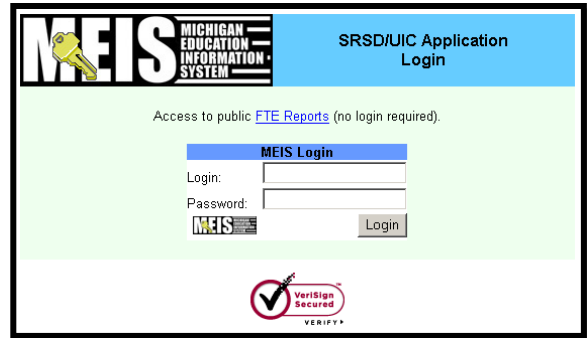
Access the SRSD/UIC Application from the SRSD home page by clicking on the "SRSD/UIC Application" link in the pink box located in the bottom left-hand quadrant of the screen.

MEIS Login Screen. When you click on "SRSD/UIC Application," the following screen will be displayed. The next step is to enter your MEIS login "User Name" and "Password":

To enter your password into the login screen:

1. Click in the Login box.
2. Type your Login User Name.
3. Press the Tab key to go to the Password box or put your cursor in the Password box.
4. Type your password.
5. Click on the Login button.

If you need more information, please contact the DIT Client Service Center at 517-335-0505, or via e-mail at Help-Desk@michigan.gov.



System Logs Out User. The login is needed to establish your identity and allow access rights to the database information. Please remember that your session is tracked. Your login user name and password are valid as long as you have been active on the screen within the last 20 minutes. If your connection has been inactive for a period of 20 minutes, your access authorization ends, and you must log in again.

Entering the application for the first time. During each submission cycle of the SRSD, each authorized user will be reminded to verify that his/her MEIS e-mail settings and personal information are correct. It is important that this information is accurate to ensure that authorized users receive communications sent by CEPI.

Only when the correct e-mail address is shown on the screen should users click on the button to "Verify E-mail Address and Acceptance of FERPA and Privacy Act Regulations."

Center for Educational Performance and Information
Single Record Student Database
CEPI Home

SRSD/UIC Application Account


Name: Walt Whitman

E-mail address:

Please verify the accuracy of your SRSD/UIC application e-mail address. If any changes are necessary, please make the corrections prior to selecting the verification button.

- Your MEIS e-mail address is: waltwhitman@nomail.com

You are not required to have the same address for the SRSD/UIC and MEIS user management systems. This screen updates only your SRSD/UIC application e-mail address.

To update your MEIS e-mail settings and personal information, click on the MEIS logo  on the SRSD login page.

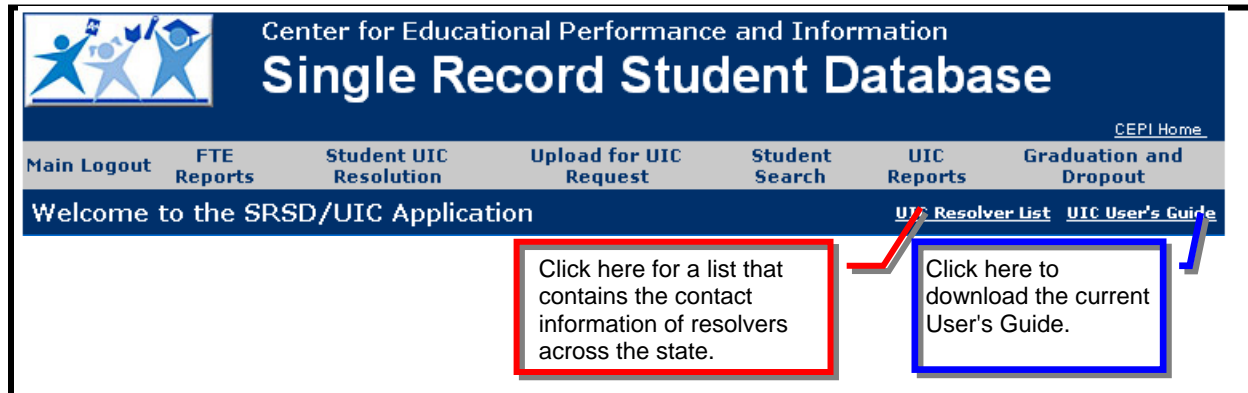
Prior to using the Single Record Student Database/Unique Identification Code application for the first time, CEPI requires that you agree to abide by the regulations that govern the use of student data within the Family Educational Rights and Privacy Act (FERPA - 34 CFR Part 99) as well as the Privacy Act of 1974 governing records maintained on individuals (District User Management). You may access a copy of FERPA from <http://www.ed.gov/legislation/FedRegister/finrule/2000-3/070600a.html> and the Privacy Act from <http://www.usdoj.gov/foia/privstat.htm>.

By entering the SRSD/UIC application, I agree to comply with the requirements of the Family Educational Rights and Privacy Act and the Privacy Act of 1974.

If the e-mail address listed is incorrect, or if your e-mail address changes during the collection, follow these steps to update your address in MEIS:

1. Go to www.michigan.gov/meis.
2. Click on the MEIS logo.
3. Log in to the application.
4. Select "Edit Personal Information."
5. Enter your new e-mail address in the specified field and click 'Save.'

Welcome screen. After logging in, a screen similar to the following will appear. The links that appear in the gray toolbar will depend on your level of access. For example, those who also have permissions to resolve UICs will see related links displayed. Those who do not have FTE Audit permissions will not see the same links, only those links that pertain to their roles. UIC resolvers will see the screen below.



Below the toolbar, users will find links for additional help resources:

1. Click on the "UIC Resolver List" link to open a list containing the contact information of school district resolvers across the state.

NOTE: If the resolver information for a district is not accurate (e.g., a resolver has left the district), please contact the DIT Client Service Center. To update your MEIS e-mail settings and personal information, follow the instructions in the previous section.

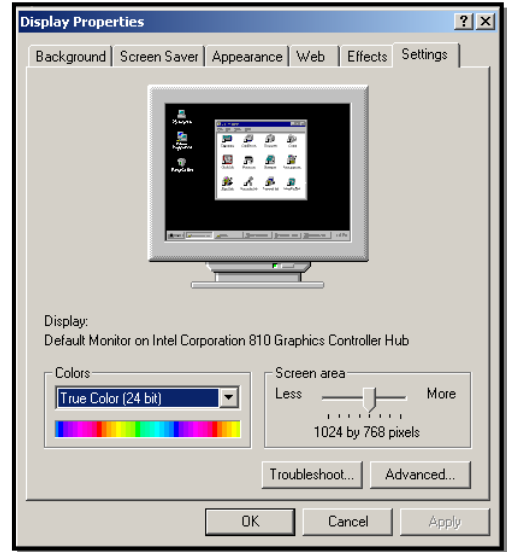
2. Click on the "UIC User's Guide" link to open a new window containing a PDF version of this document. This link is useful for verifying that you have the most current version of the Guide.

Browser and System Suggestions

Internet Explorer (6.0 or higher) is the preferred browser for all CEPI applications. While it is possible to use a Netscape browser to access CEPI applications, please be advised that these applications do not function as well in Netscape as they do in Internet Explorer. For example, many Netscape users report pages format improperly or the appearance of data is not preserved when using the back and forward buttons. The problem is not with the application, but with the functionality built inside the Netscape browser.

To upgrade to the most recent version of Internet Explorer, click on: <http://www.microsoft.com/windows/ie/default.asp>.

For best performance, view the application with a monitor resolution of 800 X 600 or higher.



Windows users can change the resolution of their monitors by going to the START button, selecting SETTINGS, then selecting CONTROL PANEL, and then selecting DISPLAY. You may also place your mouse pointer on the desktop (on the background, not on an icon), click the right mouse button and choose PROPERTIES.

Go to the Desktop Area setting, and slide it over to 800 x 600. It is recommended that you do not try a higher desktop resolution than this until you have read your monitor manual to see what maximum resolution it supports.

Pop-Up Blockers

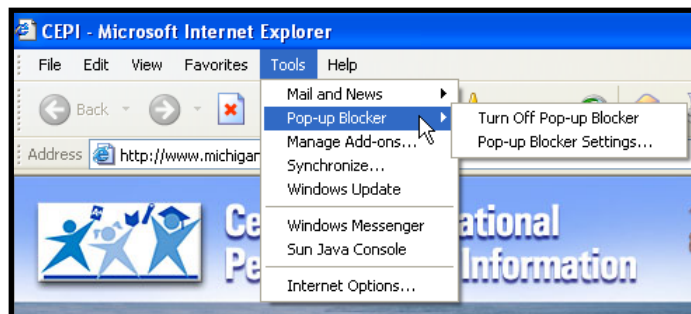
CEPI applications utilize pop-up windows to display information to users. If a pop-up blocker has been installed on your computer, it may prevent these windows from opening. Many pop-up blockers provide a configuration screen to allow pop-ups from certain Web sites. If your blocker does not have this feature, you may want to disable it while accessing CEPI applications.

Given the large number of pop-up blocker packages available, it is impossible to provide instructions for disabling each one. If you are unsure how to configure/disable your blocker, please check with the software vendor or your technical staff.

One of the most common blockers is Microsoft's Service Pack 2, in which pop-up blocking is directly integrated into Internet Explorer. Note that by default, pop-up blocking is enabled.

To locate the pop-up controls in Internet Explorer, select Tools from the toolbar and then Pop-up Blocker.

Click on Turn Off Pop-up Blocker. Once this is done users should be able to view the program. Once finished, you can return to and to re-enable the Pop-Up Blocker.



The 7 Habits of Highly Successful Resolvers

The timeline for UIC resolution spans several months and involves two critical processes: *resolving your records in Phase 1 and Phase 2*; and *updating the UICs in your local student system*. Both of these processes must be included for resolution to be complete. This list breaks these tasks down, and is intended to serve as an aid to resolvers. Specific information regarding each task is located in a corresponding section of the User's Guide. Remember: *the more resolution you do – the fewer records you will be required to resolve in the future*.

<input type="checkbox"/>	1.	Download and familiarize yourself with the timeline for the current submission period. This document is available for download from the UIC Help section of the Web site as discussed in the Getting Started section. Also, ensure that you have the most current version of the UIC User's Guide.
<input type="checkbox"/>	2.	<p>Obtain UICs for students who do not already have them. There are three ways this can be done:</p> <ol style="list-style-type: none"> 1. Perform an Upload for UIC Request. This is a separate upload used primarily when a district has a large number of students who require UICs for the first time, such as kindergarteners. Please refer to the Upload for UIC Request section of the User's Guide. 2. Create New UICs through the Student Search function of the application. This is used when a small number of new UICs are required, such as when an out-of-state student moves into a district between count dates. Please refer to the Student Search section of the User's Guide. 3. Submit these students in the SRSD file without UICs. The system will assign them UICs at the close of Student UIC Resolution. Beginning in spring 2006, files with more than 15 percent blank UICs will not be accepted. (This does not include students in kindergarten, early childhood, or Early On[®].)
<input type="checkbox"/>	3.	Submit your SRSD file to your ISD. The ISD authorized user will then upload it to CEPI.
<input type="checkbox"/>	4.	Perform Student UIC Resolution (Phase 1) as discussed in the Student UIC Resolution section and the Issues Facing Users in Phases 1 and 2 section of the UIC User's Guide. Before beginning, resolvers should download a copy of their "Unresolved Possible Matches" report from the application.
<input type="checkbox"/>	5.	After you have completed Student UIC Resolution (Phase 1), submit a "Linking UICs" request for those students who may have acquired multiple UICs. Be sure to refer to the Linking UICs Guidelines located in Appendix A of the UIC User's Guide.
<input type="checkbox"/>	6.	Perform Duplicate UIC Confirmation (Phase 2) as discussed in the Duplicate UIC Confirmation section and the Issues Facing Users in Phases 1 and 2 section of the UIC User's Guide.
<input type="checkbox"/>	7.	When Text File Exports/Downloads become available (located under "UIC Reports" in the Application), download a copy of your "Export File of all Submitted data with UICs" to update your student information software. Text File Exports are available after all Phase 1 resolution for your district has been completed. Consult your vendor or student information management software manual for assistance with this process. Refer to the UIC Reports section of the UIC User's Guide for more information on this file.

Phase 1 (Student UIC Resolution)

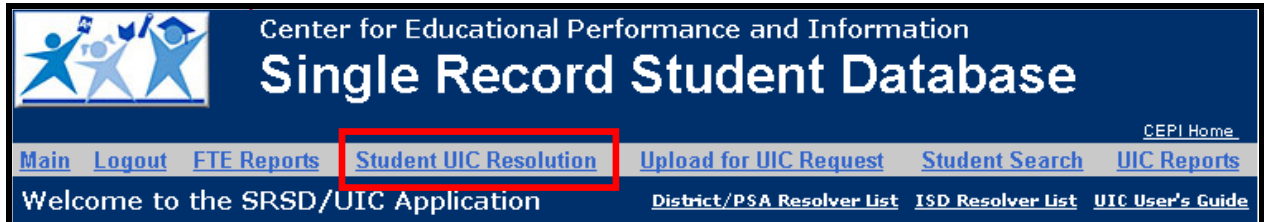
The purpose of Student UIC Resolution (Phase 1) is to resolve student records that may or may not be duplicates based upon Last Name, First Name, Date of Birth, and Gender. Remember: the UIC resolution process does NOT determine "ownership" of a student by a district. UIC resolution is only intended to ensure that a particular UIC is correctly associated with a particular student.

Phase 1 lasts for a limited period (several weeks) and ends once Phase 2 is initiated by CEPI. Please go to www.michigan.gov/cepi. Click on "MEIS Data Services" and then click on "Single Record Student Database" from the left navigation bar. In the section titled "Help and Training Resources," click on "UIC Help" link. A new screen will appear where the UIC Timeline link can be found.

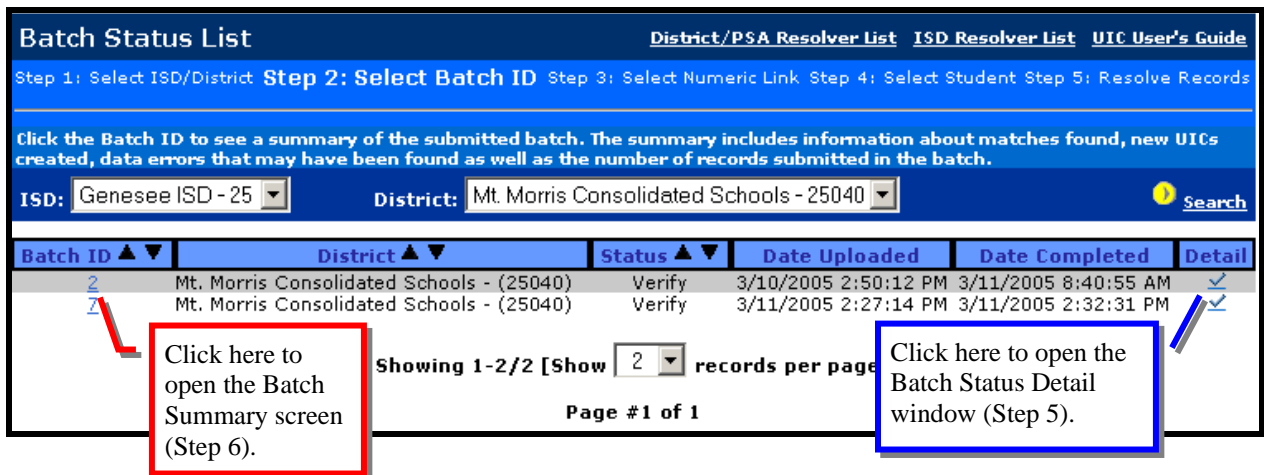
Step 1 – Batch Status List

The process of uploading files consists of several steps. An SRSD file is submitted as part of the regular SRSD submission process. This file is then processed by the UIC Application to search for existing UICs and assign new UICs. The Batch Status List screen is used to view uploaded batches. This is where you will come to view your batch and begin resolving the records in the batch.

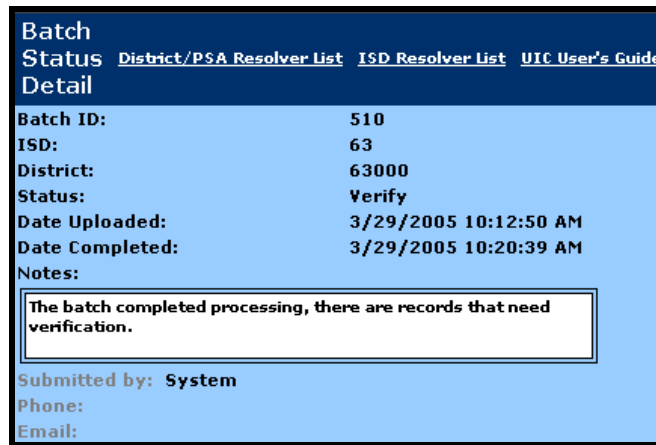
1. Click on "Student UIC Resolution" in the toolbar menu to open the Batch Status List.



2. Select the ISD and District whose batches you wish to view from the drop-down menus. Click the "Search" button.
3. The list of batches is displayed in the Batch Status List.



4. Check to see the status of your batch:
 - Pending - Submitted and waiting to be processed.
 - Processing - Batch is being processed now.
 - Completed - Processing of the batch has been completed, and there is no verification required. This means that all the records in the batch were either new and new UICs were assigned, or all the UICs matched records already in the system.
 - Verify - This is the most common status for batches. It indicates that the batch has finished processing, and that at least one record in the batch needs to be verified and resolved by you.
 - Failed - This batch failed during processing. Information regarding the failure may be obtained through the "detail" link.
5. Sort the columns in ascending or descending order by clicking on arrow icons at the top of a column.
6. Click the "Detail" link to open a window that contains the detailed information about this batch.



7. Click the Batch ID number link to open the Batch Summary screen.

Step 2 – Batch Summary

The Batch Summary screen allows you to view the current status of a batch and also alerts you to any data errors that were found in processing the batch.

The batch displays two numbers for Total Records in Batch. To the right of the divider is the total number of records uploaded. To the left of the divider is the number of uploaded records to which the current user has security access. (The user who uploaded the file may only view those districts to which he or she has been granted access.) These numbers will typically be the same. The percentages on this screen are computed only on those records to which the user has access (i.e., the number to the left of the divider).

Batch Summary		District/PSA Resolver List ISD Resolver List UIC User's Guide
Step 1: Select ISD/District Step 2: Select Batch ID Step 3: Select Numeric Link Step 4: Select Student Step 5: Resolve Records		
Click on the summary numbers to view a list of students for whom new UICs were created, a list of students that fall into the match category or a list of data errors. The summary numbers on this page will be updated as you resolve Multiple Positive Matches or Possible Matches.		
ISD: Genesee ISD - (25) District: Mt. Morris Consolidated Schools - (25040)		Back to list
Batch ID:	2	
Total Records in Batch:	4246/4246	
Batch Status:	Verify	
Process Start Time:	3/11/2005 7:54:25 AM	
Process End Time:	3/11/2005 8:40:55 AM	
New UICs Created:	0	
Positive Matches Found:	3606	84.927%
Multiple Matches Found:	6	0.141%
Possible Matches Found:	634	14.932%
Data Errors:	0	

These are records that require resolution. Click here to view the multiple and possible match screens. These numbers will decrease as you make progress in resolution.

The batch displays the outcome of the system batch processes and shows you how many records from the batch are:

- New UICs Created
- Positive Matches Found
- Multiple Matches Found (more than one positive match)
- Possible Matches Found

The application analyzes the record and categorizes it according to the following types of matches: Positive Matches or Possible Matches.

Positive Matches: In Phase 1, a Positive Match is one where the identification process has determined that there is an exact match between the four core fields (see "core fields") of the record submitted and a record in the UIC Master Table. (See "UIC Master Table" in Glossary.)

Possible Matches: In Phase 1, a Possible Match is one where one or more of the four core fields (see "core fields" in Glossary) is different enough that it warrants inspection to see if it is indeed the same student as a presumed match from the UIC Master Table.

8. Click on the number link to go to the next screen to resolve any discrepancies between records.

If the application found no matches, it assigns a new UIC to a student. The number following New UICs Created is the number of UICs assigned. Click on the number link to see those students listed in the New UICs Created screen. This is provided for the user's information. No resolution is required for these records.

If there is a number following Positive Matches or Possible Matches on the Batch Summary screen, it is the number of matches to the submitted records that the application found within the system. If there were multiple records found that qualified for a Positive Match, those numbers are also listed. Click on the number link to see a list of those matches in the Match List screen.

9. Click on one of the student's names in the Match List screen to see that record in detail in the Match Resolution screen. See "Step 3 – Match List."

Data Errors

If there are data errors, they will appear as the last item in the Batch Summary screen. These data errors will be obvious issues, such as alphabetic characters in a date field or a school code that does not match any in the ISD.

1. Click the Data Errors number link in the Batch Summary screen.
2. The Data Errors screen shows a list of the errors.

3. The error message appears beneath the record describing the error. The error cannot be corrected here, but must be corrected in the source database and resubmitted. If you need to contact the person who submitted this record, click on the "Student Name" link and the Data Errors Detail screen will show the name, phone number and e-mail address of the person who submitted the record.
 - Data Errors Detail: Although data error details cannot be corrected within the program, users may want to view any errors that may cause a batch to stop processing. The Data Errors Detail screen shows the same information as the Data Errors screen, and also shows additional pertinent information that may assist in correcting the error.

Step 3 – Match List

The screen below shows a list of records that have been assigned UICs or that require resolution. The title bar shows the number of issues needing to be resolved.

1. Click the number link in the Batch Summary screen to see the list of records that need resolving.
2. Sort the columns in ascending or descending order by clicking on the arrow icons at the top of a column.
 - At the bottom of the page, users can select the number of records displayed per page. For example, setting the **show records** box below to "100" will display 100 records on one scrollable screen.
3. Click the "Student Name" link to open the Match Resolution screen.

Possible Matches (634) [District/PSA Resolver List](#) [ISD Resolver List](#) [UIC User's Guide](#)

Step 1: Select ISD/District Step 2: Select Batch ID Step 3: Select Numeric Link **Step 4: Select Student** Step 5: Resolve Records

Click on the name of a student to see additional information on that student. This link will enable you to view and resolve Multiple Positive Matches or Possible Matches if there are any for that student. Otherwise, you will be shown more detailed information about the student.

ISD: Genesee ISD - (25) District: Mt. Morris Consolidated Schools - (25040)

Batch ID: 2 [Back to Batch Status List](#) [Back to Batch Summary](#)

UIC ▲ ▼	Student ID ▲ ▼	Student Name ▲	District ▲ ▼	School ▲ ▼	Grade ▲ ▼	Gender
	20040070	Farmer, Phillip J	Mt. Morris Consolidated (25040)	Central Elementary (02631)	03	M
4514514514	20040729	Bradbury, Ray	Mt. Morris Consolidated (25040)	Central Elementary (02631)	04	M
5175175175	20050314	Rand, Ayn	Mt. Morris Consolidated (25040)	Central Elementary (02631)	04	F
0314051235	20051133	Mitchell, Margaret	Mt. Morris Consolidated (25040)	Central Elementary (02631)	02	F
1235791113	20050770	Asimov, Isaac	Mt. Morris Consolidated (25040)	Central Elementary (02631)	03	M

Click here to open the match resolution screen for this student (Item 3).

Showing 6-10/634 [Show records per page]

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[5](#)
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[12](#)
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Step 4 – Match Resolution

TIP: Before you begin resolution, it is recommended that you print the report titled "Unresolved Possible Matches." This can be found under the UIC Reports section in the application.

Matching Strategy. Click the "Student Name" link in the Match List (above) to open the Match Resolution screen. The submitted student record is displayed along with any Possible Matches. The student core fields and helper fields will allow you to determine if a record is a new unique student, or a duplicate of the submitted student.

The system runs an initial check to determine whether the submitted record and the UIC Master Table record match on the fields of UIC, district, and student ID. Submitted records are then compared against

the UIC Master Table and are given a score based on how closely the four core fields (Last Name, First Name, Date of Birth, and Gender) in the submitted batch match the four core fields for records already in the system.

Records that remain questionable (with match scores below 85 percent) are presented for resolution as possible matches. Those records that are determined by the system to be a strong match (match scores 95 percent and above) are automatically accepted as positive matches.

Example: A student who has always attended the same school district has recently been adopted and his/her last name changed. If the student is submitted with the same UIC number, district code, student ID, and core fields (other than last name), the record will be updated automatically. If there is a dramatic difference in any of these fields, the record will be presented for resolution.

There is another layer of helper fields that are displayed visually to assist the user in making decisions about Possible Matches. With the discussed exceptions (UIC, district, and student ID), helper fields are not considered by the system during the automated matching. (See "Helper Fields" in the Glossary.)

1. **Core fields:** Last Name, First Name, Date of Birth, and Gender.
2. **Helper fields:** Ethnicity, Middle Initial, Exit Status, Grade, Multiple Birth Order, Enrollment Date, Exit Date, Student Number, ISD, District, School, and FTE.
3. **Resolution History fields:** These are special helper fields that are generated by the system in order to assist resolvers by providing the resolution history of a record.
 - *Date Created* – refers to the date when a UIC was first created in the system. This date does not change.
 - *Created By* – provides the name and contact information of the user who originally created the UIC record. "System" will be displayed for records created automatically by the system.
 - *Date Modified* – indicates the last date on which a change was made to the record by the system or by a user through the resolution process, i.e., the date on which a user last selected to "Keep" or "Use" that UIC.
 - *Modified By* – provides the name and contact information of the user who last resolved the UIC on the date indicated by the Date Modified field. "System" will be displayed for records updated automatically by the system.

Possible UIC Matches:							Use This UIC	
STEINBECK, JOHN (75.68% Match)								
UIC:	StudentID:	Last Name:	First Name:	M.I.:	Date Of Birth:	Gender:	Ethnicity:	
0448122032	20050329	STEINBECK	JOHN	R	9/22/1988	M	<input type="checkbox"/> American <input type="checkbox"/> Asian American <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input checked="" type="checkbox"/> White <input type="checkbox"/> Hispanic or Latino	
ISD:	District:		School:					
Wayne RESA - (82)	Plymouth-Canton Community Schools - (82100)		Canton High School - (06276)					
Grade:	Gen FTE:	SpecFTE:	AdultFTE:	MultipleBirthOrder:				
11	1.00	0.00	0.00	1				
Enrollment Date:	Exit Date:	Exit Status:	Date Created:	Created By:	Date Modified:	Modified By:	Resolution fields	
8/26/2002	-	19	4/9/2003	System	11/16/2004	John Irving 517-329-2005 jirving@noemail.edu		

The Exit Status, Exit Date, and Enrollment Date fields are now used as points of reference in updating the UIC Master Table. For example, for a submitted record that uniquely matches a record on the UIC Master

Table (that is, that matches the record CEPI currently has on file for that student), the record with the most recent enrollment date, or a record where the exit status indicates that the student has left the K-12 system (e.g., graduated) will automatically update the UIC Master Table. Therefore, districts should continue to focus on the accuracy of the enrollment date and exit status fields, as they are also used for informing the calculation of the graduation and dropout rates.

Above the resolution screen is a series of navigational links. The resolution detail screen is split into sections. Each section represents a record. The first record in Phase 1 is always the record that was submitted with your district's batch, or file, for the current submission. Subsequent records listed are from the UIC Master Table and may or may not have been submitted during the current submission.

Batch ID: 2 [Back to Batch Status List](#) [Back to Batch Summary](#) [Back to Possible Matches](#) [Next Record](#)

Submitted Record:

DEBOER, NICHOLAS J 1 [Keep This UIC](#) 2 [Create New UIC](#)

UIC:	StudentID:	Last Name:	First Name:	M.I.:	Date Of Birth:	Gender:	Ethnicity:
3531150660	1107018	DEBOER	NICHOLAS	J	7/5/1992	M	0 - American Indian or Alaska Native 0 - Asian American 0 - Black or African American 0 - Native Hawaiian or Other Pacific Islander 1 - White 0 - Hispanic or Latino
ISD:		District:		School:			
Kent ISD - (41)		Grandville Public Schools - (41130)		Grandville Middle School - (01462)			
Grade:	Gen FTE:	SpecFTE:	AdultFTE:	MultipleBirthOrder:			
07	1.00	0.00	0.00	1			
Enrollment Date:	Exit Date:	Exit Status:					
6/8/2004	-	19					

Possible UIC Matches:

MC KINNEY, NICHOLAS J (75.68% Match) 3 [Use This UIC](#)

UIC:	StudentID:	Last Name:	First Name:	M.I.:	Date Of Birth:	Gender:	Ethnicity:
3531150660	1107018	MC KINNEY	NICHOLAS	J	7/5/1992	M	0 - American Indian or Alaska Native 0 - Asian American 0 - Black or African American 0 - Native Hawaiian or Other Pacific Islander 1 - White 0 - Hispanic or Latino
ISD:		District:		School:			
Kent ISD - (41)		Grandville (41130) Public Schools -		Prairie View Junior Middle School - (08462)			
Grade:	Gen FTE:	SpecFTE:	AdultFTE:	MultipleBirthOrder:			
06	1.00	0.00	0.00	1			
Enrollment Date:	Exit Date:	Exit Status:	Date Created:	Created By:	Date Modified:	Modified By:	
6/8/2004	-	19	4/9/2003	System	3/21/2005	System	

Possible UIC Matches:

DEBOER, NICHOLAS J (100% Match) [Use This UIC](#)

UIC:	StudentID:	Last Name:	First Name:	M.I.:	Date Of Birth:	Gender:	Ethnicity:
8097746506	1107018	DEBOER	NICHOLAS	J	7/5/1992	M	0 - American Indian or Alaska Native 0 - Asian American 0 - Black or African American 0 - Native Hawaiian or Other Pacific Islander 1 - White 0 - Hispanic or Latino
ISD:		District:		School:			
Kent ISD - (41)		Grandville (41130) Public Schools -		Grandville Middle School - (01462)			
Grade:	Gen FTE:	SpecFTE:	AdultFTE:	MultipleBirthOrder:			
07	1.00	0.00	0.00	1			
Enrollment Date:	Exit Date:	Exit Status:	Date Created:	Created By:	Date Modified:	Modified By:	
6/8/2004	-	19	10/10/2005	LeAnn Szymanski 616-254-6593 lszymanski@gpsk12.net			

Note: You may notice that your student has more than one UIC. If so, unless you have previously downloaded your "Unresolved Possible Matches" report, print the screen. It is critical that these UICs be linked. Resolve the UIC and make a note on your hard copy (printed page) regarding the UIC you have chosen as primary. You can then use these pages for the linking UICs process. It is important to print the screen **before** resolving because the screen will refresh upon making your selection.

1. **Keep This UIC (on submitted record):** This option is only presented for records submitted with a UIC. Select this link if you determine that your submitted record is accurate as submitted and does not correspond to the Possible Match(es) presented. The submitted record will retain the UIC and helper fields as submitted. (In the event that the UIC from the submitted record and a UIC from a Possible Match are the same, selecting **Keep this UIC** will update the helper fields associated with the Possible Match record.)
2. **Create New UIC (on submitted record):** Select this link if you determine that your submitted student is in fact a different student from the student(s) displayed as a Possible Match(es). (See Scenario #2 on page 21.) A new record will be created on the UIC Master Table.
3. **Use This UIC (on UIC match record):** Select this link if you determine that the student you have submitted is the same as a Possible Match record. This will assign the UIC from the record on the UIC Master Table to the record you have submitted in your file. This action will also update the record on the UIC Master Table with the information (i.e., helper fields) from the record you have submitted.

Note on Security: When e-mailing your questions to the Help Desk, please avoid sending personally identifiable student data. Provide a general description of your issue only. Help Desk staff will contact you for more detailed information such as student names, date of birth, and UIC.

Completion of Student UIC Resolution (Phase 1).

Resolution should continue until the number of Possible Matches Found and Multiple Possible Matches Found on the Batch Summary Screen are both zero. The UIC resolver can verify completion by returning to the Batch Status List. If the batch status now shows "Completed," then no other records require resolution in Phase 1. This would be the time to submit a Linking UICs Request for any students you find that have multiple UICs. See the Linking UICs Guidelines in Appendix A of this document.

Batch Status List					
District/PSA Resolver List ISD Resolver List UIC User's Guide					
Step 1: Select ISD/District Step 2: Select Batch ID Step 3: Select Numeric Link Step 4: Select Student Step 5: Resolve Records					
Click the Batch ID to see a summary of the submitted batch. The summary includes information about matches found, new UICs created, data errors that may have been found as well as the number of records submitted in the batch.					
ISD: Macomb ISD - 50		District: Macomb Academy - 50901		Search	
Batch ID ▲▼	District ▲▼	Status ▲▼	Date Uploaded	Date Completed	Detail
248	Macomb Academy - (50901)	Completed	3/24/2005 1:43:10 PM	3/25/2005 3:34:30 AM	✓
Showing 1-1/1 [Show 1 records per page]					
Page #1 of 1					

Phase 2 (Duplicate UIC Confirmation)

Once Phase 1 is completed, every record will have received a UIC. The purpose of the Duplicate UIC Confirmation process (Phase 2) is to confirm student records that have been submitted with the same UIC.

Where Phase 1 is about resolving the UIC for a particular student, in Phase 2 you are no longer resolving UICs. Instead, you are *confirming* them. In other words, you are not resolving whether a particular UIC is the correct UIC for your submitted student; instead you are *confirming* that this particular student is in fact attending your district.

If a student is legitimately in attendance in two different districts, both districts should confirm their submitted record. For example, if a student attends both the ISD and the local district, both the ISD and the local district should confirm their submitted record. Confirmations are recorded by CEPI so that the same student will not need to be confirmed in future submissions (until the student changes schools).

The Duplicate UIC Confirmation screen presents all UICs that have been submitted by more than one district and allows the user to select a UIC to confirm in the Duplicate UIC Confirmation Detail screen.

1. Click on "Duplicate UIC Confirmation" in the toolbar menu to open the Duplicate UIC Confirmation screen.
2. Select your ISD and District from the drop-down list. Click the "Search" button.

Duplicate UIC Confirmation			District/PSA Resolver List	ISD Resolver List	UIC User's Guide
ISD:	Wayne RESA - 82	District:	Grosse Pointe Public Schools - 82055	Search	
Name ▲ ▼	District (Code) ▲ ▼	School (Code) ▲ ▼			
1533001536 2 Users Claiming this UIC. Click UIC to Confirm					
ANNE BOLEYN	Lake Shore Public Schools - (50120)	Lake Shore High School - (02089)			
ANNE BOLEYN	Grosse Pointe Public Schools - (82055)	Grosse Pointe North High School - (05142)			
1536001537 2 Users Claiming this UIC. Click UIC to Confirm					
JANE SEYMOUR	Lake Shore Public Schools - (50120)	Lake Shore High School - (02089)			
JANE SEYMOUR	Grosse Pointe Public Schools - (82055)	Grosse Pointe North High School - (05142)			
Showing 7-8/41 [Show <input type="text" value="2"/> records per page]					
Previous 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 Next					
Page #4 of 21					

3. Click on a UIC to see the record detail in the Duplicate UIC Confirmation Detail screen. *See the example on the following page.*
4. The first record is from the UIC Master Table.¹ The records below this are all those records that have been submitted with this UIC. The yellow highlighted fields show where a record has differing information from the UIC Master Table.

¹ In Phase 1, your submitted record is the criterion against which all other records in the UIC Master Table are compared. Therefore, the top record displayed in Phase 1 is your submitted record, below which appear the UIC Master Table records. In Phase 2, the situation is reversed. The UIC Master Table record for a particular UIC is the criterion against which other submitted records are compared. Therefore, the top record displayed in Phase 2 is the UIC Master Table record, below which appears the submitted records.

You will only be able to confirm UICs for those records that your district is currently claiming as being in your district. Records being confirmed by another district will show either "unconfirmed" (no Phase 2 confirmation has been performed by that district) or "confirmed" (another district has confirmed this record in Duplicate UIC Confirmation).

Because Phase 2 of the UIC resolution process identifies those UICs potentially being confirmed by multiple entities, it is recommended, whenever possible, that district resolvers contact one another to determine if the two records represent the same student and, if not, to determine which district should be responsible for creating a new UIC. If a mutual agreement cannot be reached, the ISD auditors should be contacted to help reach a decision.

If you need the name and contact information for another district's UIC resolver, click on the "District/PSA Resolver List" link located in the application.

BOLEYN, ANNE (UICMaster Information)							
UIC:	StudentID:	Last Name:	First Name:	M.I.:	Date Of Birth:	Gender:	Ethnicity:
1533001536	246808642	BOLEYN	ANNE		3/23/1986	F	0 - American Indian or Alaska Native 0 - Asian American 1 - Black or African American 0 - Native Hawaiian or Other Pacific Islander 0 - White 0 - Hispanic or Latino
ISD:		District:		School:			
Macomb ISD - (50)		Lake Shore Public Schools (Macomb) - (50120)		Lake Shore High School - (02089)			
Grade:	Gen FTE:	SpecFTE:	AdultFTE:	MultipleBirthOrder:			
11	0.31	0.00	0.00	1			
Enrollment Date:	Exit Date:	Exit Status:	Created Date:	Created By:	Date Modified:	Modified By:	
8/20/2004		19	4/9/2003	System	3/25/2005	System	
BOLEYN, ANNE Unconfirmed							
UIC:	StudentID:	Last Name:	First Name:	M.I.:	Date Of Birth:	Gender:	Ethnicity:
1533001536	246808642	BOLEYN	ANNE		3/23/1986	F	0 - American Indian or Alaska Native 0 - Asian American 1 - Black or African American 0 - Native Hawaiian or Other Pacific Islander 0 - White 0 - Hispanic or Latino
ISD:		District:		School:			
Macomb ISD - (50)		Lake Shore Public Schools (Macomb) - (50120)		Lake Shore High School - (02089)			
Grade:	Gen FTE:	SpecFTE:	AdultFTE:	MultipleBirthOrder:			
11	0.31	0.00	0.00	1			
Enrollment Date:	Exit Date:	Exit Status:					
8/20/2004		19					
BOLEYN, ANNE Create New UIC Do Not Submit Confirm This UIC							
UIC:	StudentID:	Last Name:	First Name:	M.I.:	Date Of Birth:	Gender:	Ethnicity:
1533001536	1357997531	BOLYN	ANN		3/23/1986	F	0 - American Indian or Alaska Native 0 - Asian American 1 - Black or African American 0 - Native Hawaiian or Other Pacific Islander 0 - White 0 - Hispanic or Latino
ISD:		District:		School:			
Wayne RESA - (82)		Grosse Pointe Public Schools - (82055)		Grosse Pointe North High School - (05142)			
Grade:	Gen FTE:	SpecFTE:	AdultFTE:	MultipleBirthOrder:			
12	0.26	0.43	0.00	1			
Enrollment Date:	Exit Date:	Exit Status:					
9/14/1998		19					

NOTE: Records that have been resolved in Phase 1, Student UIC Resolution will not appear for confirmation during Phase 2. It should not be assumed that a record from another district marked as "unconfirmed" has also appeared for that other district to confirm.

5. Click on one of these three options to resolve:

- "Confirm This UIC" - Select this option to verify that the submitted record is correct. In other words, the resolver is confirming this student attends his or her district and this is the UIC s/he wants to associate with the submitted record. If two ISDs or districts truly share a child in accordance with State Aid regulations, then they should both confirm the record.

Using "Confirm This UIC" does not change anything on the UIC Master Table (top record displayed). It simply sets a flag on the submitted record indicating that the record has been seen and verified by the district.

When this option is selected the link will change to read, "Unconfirm This UIC." This allows the resolver an opportunity to make a correction if a mistake has been made. Clicking this link will undo the confirmation and cause the previous set of links to appear. **IMPORTANT:** once the resolver leaves that particular screen, the record will no longer appear.

- "Create New UIC" - Select this option to create a new UIC and insert a new record in the UIC Master Table. Do this only if you are certain that your student is a different student than has been submitted by the other district.
- "Do Not Submit" – Select this option only in those rare instances in which a record has been submitted in error. The record is flagged to prevent an incorrect record from being submitted to the data warehouse. **NOTE:** If Districts A and B have both submitted the same UIC and District B selects "Do Not Submit" for its submitted record, the student will no longer be displayed for District A. Since the record was presumably submitted in error by District B, confirmation by District A is no longer necessary.

Selecting "Do Not Submit" marks the submitted record for withdrawal from the SRSD submission process. (**NOTE: FTEs are extracted prior to the UIC resolution process and will therefore not be affected by clicking "Do Not Submit."** If FTEs are involved, these must be adjusted by your ISD Pupil Accounting Auditor. The record will no longer be stored in the data warehouse, however, thus possibly affecting other future calculations, e.g., headcount, graduation, dropout, etc.).

In most cases, resolvers will have no need to use select "Do Not Submit." If you believe that you may have a case where selection is appropriate but are unsure, contact the DIT Client Service Center. A ticket will be created and CEPI staff will help evaluate whether this is the most appropriate option.

Remember that in Phase 2, districts do not technically "resolve" records in a way that updates CEPI's UIC Master Table, as happens in Phase 1. The purpose of resolution in Phase 1 is intended to answer the following question: "What information (name, district, school, exit status) should be associated with this UIC in the UIC Master Table?"

Instead, in Phase 2, where multiple records are submitted with the same UIC, the resolver from each district is simply required to set a flag on his/her submitted record that confirms he or she has viewed this record and that the student with this UIC was indeed submitted by his/her district. This confirmation is then stored with the record in our warehouse. Where two districts have confirmed the same UIC, for example, and the cumulative FTE is 1.00 or less, we know that this is a shared student. Any other situation is suspect.

6. Note to ISD auditors: Once a district has completed Phase 2, the reason that records may continue to be displayed for a district's Duplicate UIC Confirmation and then display for the Duplicate UIC Auditor View is that records that have previously been resolved by a district resolver are no longer displayed for resolution to that resolver. However, so that the information remains available for auditing purposes, these records continue to display in the ISD Auditor View.

Note on Security: When e-mailing your questions to the Help Desk, please avoid sending personally identifiable student data. Provide a general description of your issue only. Help Desk staff will contact you for more detailed information such as student names, dates of birth, and UICs.

Completion of Duplicate UIC Confirmation (Phase 2)

In Phase 2, confirmation should continue until no further records are presented to the resolver under Duplicate UIC Confirmation.

After Phase 2 resolution is completed, go to the UIC Reports function of the application. Use "Text Export" to download a copy of your file for purposes of updating your student management system with the most up-to-date UIC (See the UIC Reports section of this document.). Once the "Text Export" file has been downloaded, virtually all vendors of Student Management Systems that accommodate the SRSD provide automated means of importing the updated UICs. Please review your Student Management System manual or contact your vendor for support.

Issues Facing Users in Phases 1 and 2

PHASE 1 – COMMON SITUATIONS AND AVAILABLE OPTIONS

A record has been submitted and one or more Possible Matches or two or more Positive Matches are found in the UIC Master Table based on Last Name, First Name, Date of Birth, and Gender.

Records submitted without a UIC

NOTE: Records submitted with a blank UIC for which a single Positive (i.e., exact) Match is found on the UIC Master Table are assigned that UIC and will not come up for resolution. Records submitted with a blank UIC for which no single Positive (i.e., exact) Match nor any Possible Matches are found are automatically assigned new UICs.

SCENARIO #1

You submit a record without a UIC. During Phase 1 resolution, you discover that the submitted record is actually the same student as a record that is presented to you as a Possible Match. For this student, selecting "Use this UIC" from the Possible Match record will assign the UIC from the record on the UIC Master Table to the record you have submitted in your file. It will also update the record on the UIC Master Table with the information from the record in your file (that is, the fields from the record you have submitted will replace those same fields in the UIC Master Table).

SCENARIO #2

You submit a record without a UIC. During Phase 1 resolution, you discover that the submitted record is actually a different student from a record that is presented to you as a Possible Match. For this student, selecting "Create a New UIC" will insert a new record in the UIC Master Table and generate a new UIC for the student.

NOTE: If you submit a record without a UIC, and a possible match or multiple positive matches result, and you do not resolve that student, a new UIC will be assigned to that student when Phase 2 is initiated. For this reason, particularly when submitting blank UICs, it is critical that you perform the required resolution.

Example: You submit a record without a UIC. During Phase 1 resolution, you discover that the submitted record is the same student as a record that is presented to you as a Possible Match. This student, however, is no longer enrolled in your district.

For this student, you must either select one of the displayed UICs or create a new one. If you fail to resolve a record submitted with a blank UIC, this will result in the creation of a new UIC at the end of Phase 1 resolution. The result could be an individual student with more than one UIC. Before resolving, it is strongly suggested that you contact the new district and come to an agreeable course of action.

Records submitted with a UIC

SCENARIO #3

You submit a record with a UIC. During Phase 1 resolution, you discover that the submitted record is actually the same student as a record that is presented to you as a Possible Match. *The UICs for these students are different.*

Selecting "Keep this UIC" for the submitted record will update the record associated with the submitted record's UIC in the UIC Master Table with information from the recently submitted record.

Selecting "Use this UIC" for the possible UIC match record will update the record associated with the Possible Match in the UIC Master Table with information from the submitted record.

Linking UICs – In cases such as the above, when a user finds more than one UIC for a student in the district, print the screen. It is critical that these UICs be linked. Resolve the UIC and make note on your hard copy (printed page) regarding the UIC you have chosen as primary. You can then use these pages for the linking UICs process. It is important to print the screen **before** resolving because the screen will refresh upon making your selection.

Please consult the Linking UICs Guidelines located in Appendix A of this document for instructions on how to submit a linking request. When submitting linking requests to CEPI, the core information (Last Name, First Name, Date of Birth, and Gender) associated with each UIC is required. This information can be found by performing a student search. Please see the "Student Search" section of this document for more information.

Unlinking UICs – When a UIC resolver chooses to "Use this UIC" in the Match Resolution step of batch processing, he/she is making the decision that two records actually represent only one student. The records are linked and stored in the UIC Master Table under the chosen primary UIC. However, the records are not deleted and a history of the UICs that have been assigned to this record is maintained in the UIC Master Table.

If a UIC resolver later decides that those two records did indeed represent two unique students, the records can be unlinked so that the students retain the UICs they were originally assigned.

Go to Student Search and search for the record that was linked. When you open the record, the linked record also appears with an option to "Unlink this UIC." Please see the "Student Search" section of this document for more information.

SCENARIO #4

You submit a record with a UIC. During Phase 1 resolution, you discover that the submitted record is actually the same student as a record that is presented to you as a Possible Match. *The UICs for these students are the same.*

In this case, since both UICs are the same, selecting "Keep this UIC" for the submitted record or "Use this UIC" for the possible UIC match record will have the same result. It will update the record associated with that UIC in the UIC Master Table with information from the submitted record.

Example: You submit a record with a UIC. During Phase 1 resolution, you discover that the submitted record is actually the same student as a record that is presented to you as a Possible Match. This student, however, is no longer enrolled in your district.

In this case, the resolver can choose not to resolve the record. No updates will be made to the UIC Master Table if neither district resolves the record. The resolver for the new district should have the same records come up for resolution and will have the responsibility for resolving the records.

SCENARIO #5

You submit a record with a UIC. During Phase 1 resolution, you discover that the submitted record is actually a different student from a record that is presented to you as a Possible Match. *The UICs for these students are different.*

In this case, selecting "Keep this UIC" for the submitted record is the proper choice.

SCENARIO #6

You submit a record with a UIC. During Phase 1 resolution, you discover that the submitted record is actually a different student from a record that is presented to you as a Possible Match. *The UICs for these students are the same.*

In this case, selecting "Create New UIC" for the submitted record is the proper choice.

Following are several examples that incorporate aspects of the previous scenarios.

Example A

Submitted Record:							
SMYTH, DOUG							Keep This UIC Create New UIC
UIC:	StudentID:	Last Name:	First Name:	M.I.:	Date Of Birth:	Gender:	Ethnicity:
4530945309	123581321	SMYTH	DOUG		8/19/1999	M	0 - American Indian or Alaska Native 0 - Asian American 1 - Black or African American 0 - Native Hawaiian or Other Pacific Islander 0 - White 0 - Hispanic or Latino
ISD:	District:	School:					
Macomb ISD - (50)	Mt. Clemens Montessori Academy - (50908)	Mt. Clemens Montessori Academy - (09294)					
Grade:	Gen FTE:	SpecFTE:	AdultFTE:	MultipleBirthOrder:			
00	1.00	0.00	0.00	1			
Enrollment Date:	Exit Date:	Exit Status:					
8/30/2004	-	19					
Possible UIC Matches:							
SMITH, DOUGLASS (88.42% Match)							Use This UIC
UIC:	StudentID:	Last Name:	First Name:	M.I.:	Date Of Birth:	Gender:	Ethnicity:
3090450140	123581321	SMITH	DOUGLASS		8/19/1999	M	0 - American Indian or Alaska Native 0 - Asian American 1 - Black or African American 0 - Native Hawaiian or Other Pacific Islander 0 - White 0 - Hispanic or Latino
ISD:	District:	School:					
Macomb ISD - (50)	Mt. Clemens Montessori Academy - (50908)	Mt. Clemens Montessori Academy - (09294)					
Grade:	Gen FTE:	SpecFTE:	AdultFTE:	MultipleBirthOrder:			
00	0.00	0.00	0.00	1			
Enrollment Date:	Exit Date:	Exit Status:	Date Created:	Created By:	Date Modified:	Modified By:	
8/30/2004	-	19	11/5/2004	System			

You have determined that the submitted record from your district, Doug Smyth (incorrect spelling), is one and the same as student Douglass Smith (correct spelling). Because there was a positive match on the core fields for Doug Smyth, UIC #4530945309 was returned from the UIC Master Table (in the above, there would also be a 100 percent Possible Match record for Doug Smyth shown). You wish to retain #3090450140 as the UIC for this student and correct the first and last name.

Option #1. Selecting **Use this UIC** from the Possible UIC Match record will attach the UIC from Douglass Smith (#3090450140) to the submitted record (solid arrow). The information from the submitted record will then update the selected Possible Match on the UIC Master Table (dashed arrow). That is, the information for Douglass Smith, UIC #3090450140, will be replaced with the incoming information for Doug Smyth. The UIC for Doug Smyth will now be #3090450140.

As a result, although you will have attached UIC #3090450140 to your submitted record, the last name and first name associated with #3090450140 in the UIC Master Table will now be incorrect. In the next submission, you will need to submit the correct spelling of the first and last name along with UIC #3090450140, at which point you should be given another opportunity to resolve the record and correct the spelling on the UIC Master Table. It is important that the UIC for this student in your local student management system be changed to #3090450140 prior to submitting.

Because the record for #4530945309 (Doug Smyth) continues to exist on the UIC Master Table, you must also submit a request to link UIC #4530945309 with UIC #3090450140, designating #3090450140 as the primary UIC (see Linking UICs below).

Option #2. Selecting **Keep This UIC** allows the submitted record to pass through unchanged. You must then submit a request to link #4530945309 and #3090450140, designating #3090450140 as the primary UIC (see "Linking" below). As in Option #1, it is important that the data in your local management system be corrected so that #3090450140 is submitted with the correct spelling in future submissions, or this problem will reproduce itself.

Linking UICs – In cases such as the above, when a user finds more than one UIC for a student in the district, print the screen. It is critical that these UICs be linked. Resolve the UIC and make a note on your hard copy (printed page) regarding the UIC you have chosen as primary. You can then use these pages for the linking UICs process. It is important to print the screen **before** resolving because the screen will refresh upon making your selection.

Please consult the Linking UICs Guidelines located in Appendix A of this document for instructions on how to submit a linking request. When submitting linking requests to CEPI, the core information (Last Name, First Name, Date of Birth, and Gender) associated with each UIC is required. This information can be found by performing a student search. Please see the "Student Search" section of this document for more information.

Example B

Submitted Record:							
CAPOTE, TRUMAN J							Keep This UIC Create New UIC
UIC:	StudentID:	Last Name:	First Name:	M.I.:	Date Of Birth:	Gender:	Ethnicity:
2048233387	10101010	CAPOTE	TRUMAN	J	1/12/1989	M	0 - American Indian or Alaska Native 0 - Asian American 0 - Black or African American 0 - Native Hawaiian or Other Pacific Islander 1 - White 0 - Hispanic or Latino
ISD:	District:	School:					
Macomb ISD - (50)	Fraser Public Schools (50100)	Fraser High School - (01308)					
Grade:	Gen FTE:	SpecFTE:	AdultFTE:	MultipleBirthOrder:			
09	0.77	0.23	0.00	1			
Enrollment Date:	Exit Date:	Exit Status:					
8/31/2004	-	19					
Possible UIC Matches:							
CAPOTEE, TRUMAN (86.47% Match)							Use This UIC
UIC:	StudentID:	Last Name:	First Name:	M.I.:	Date Of Birth:	Gender:	Ethnicity:
6538530737	20052903	CAPOTEE	TRUMAN		1/20/1989	M	0 - American Indian or Alaska Native 0 - Asian American 0 - Black or African American 0 - Native Hawaiian or Other Pacific Islander 1 - White 0 - Hispanic or Latino
ISD:	District:	School:					
Macomb ISD - (50)	Clintondale Community Schools - (50070)	Clintondale Middle School - (05031)					
Grade:	Gen FTE:	SpecFTE:	AdultFTE:	MultipleBirthOrder:			
08	0.00	0.00	0.00	1			
Enrollment Date:	Exit Date:	Exit Status:	Date Created:	Created By:	Date Modified:	Modified By:	
7/17/2003	-	19	4/9/2003	System	7/1/2004	System	
Possible UIC Matches:							
CAPOTE, TRUMAN J (100% Match)							Use This UIC
UIC:	StudentID:	Last Name:	First Name:	M.I.:	Date Of Birth:	Gender:	Ethnicity:
2048233387	10101010	CAPOTE	TRUMAN	J	1/12/1989	M	0 - American Indian or Alaska Native 0 - Asian American 0 - Black or African American 0 - Native Hawaiian or Other Pacific Islander 1 - White 0 - Hispanic or Latino
ISD:	District:	School:					
Macomb ISD - (50)	Fraser Public Schools - (50100)	Fraser High School - (01308)					
Grade:	Gen FTE:	SpecFTE:	AdultFTE:	MultipleBirthOrder:			
09	0.53	0.47	0.00	1			
Enrollment Date:	Exit Date:	Exit Status:	Date Created:	Created By:	Date Modified:	Modified By:	
8/28/2000	-	19	11/16/2004	Arthur Miller amiller@nomail.edu 517-329-2005			

The above situation is triggered by the existence of the second displayed record, Truman Capotee (#6538530737). Had this third record not existed, the UIC Application would have come up with a single 100 percent match for the submitted record from your district, no Possible Matches, and the record would not have come up for resolution. The enrollment date of 8/31/2004 (first record) would have automatically replaced the enrollment date of 8/28/2000 (third record).

Option #1. The first and third records displayed are recognized as the same student while the second record is known to be a different student. In this case, because the UIC for the first and third displayed records are the same, selecting **Keep this UIC** or **Use this UIC** accomplishes the same thing: the information from the submitted record will replace the information for #2048233387 in the UIC Master Table.

Option #2. The second record is verified to be the same student as the other displayed records. Some of the information (such as date of birth, ethnicity, etc.) has been reported incorrectly. Selecting **Use This UIC** from the second record will attach UIC #6538530737 to the submitted record from your district (top record). The information from the submitted record will in turn replace the information for UIC #6538530737 on the UIC Master Table. At this point, the same student will have two different UICs on the UIC Master Table and linking of these UICs should occur.

Print the screen and make a note on the page regarding the UIC you have chosen as primary. You can then use this page for the linking UICs process. Consult the Linking UICs Guidelines located in Appendix A of this document for instructions on how to submit a linking request. When submitting linking requests to CEPI, the core information (Last Name, First Name, Date of Birth, and Gender) associated with each UIC is required. This information can be found by performing a student search. Please see the "Student Search" section of this document for more information.

Example C

Submitted Record:							
MARLOWE, PHILLIP							Keep This UIC Create New UIC
UIC:	StudentID:	Last Name:	First Name:	M.I.:	Date Of Birth:	Gender:	Ethnicity:
0151522505	1313169	MARLOWE	PHILLIP	D	12/30/1998	M	0 - American Indian or Alaska Native 1 - Asian American 0 - Black or African American 0 - Native Hawaiian or Other Pacific Islander 0 - White 2 - Hispanic or Latino
ISD:	District:	School:					
Ottawa Area ISD - (70)	West Ottawa Public School District - (70070)	Pine Creek Elementary School - (07519)					
Grade:	Gen FTE:	Spec FTE:	Adult FTE:	Multiple Birth Order:			
00	1.00	0.00	0.00	1			
Enrollment Date:	Exit Date:	Exit Status:					
9/22/2003	-	19					
Possible UIC Matches:							
CHANDLER, PHILLIP (75.68% Match)							Use This UIC
UIC:	StudentID:	Last Name:	First Name:	M.I.:	Date Of Birth:	Gender:	Ethnicity:
0151522505	1313169	CHANDLER	PHILLIP	D	12/30/1998	M	0 - American Indian or Alaska Native 1 - Asian American 0 - Black or African American 0 - Native Hawaiian or Other Pacific Islander 0 - White 2 - Hispanic or Latino
ISD:	District:	School:					
Ottawa Area ISD - (70)	West Ottawa Public School District - (70070)	Pine Creek Elementary School - (07519)					
Grade:	Gen FTE:	Spec FTE:	Adult FTE:	Multiple Birth Order:			
00	0.00	0.00	0.00	1			
Enrollment Date:	Exit Date:	Exit Status:	Date Created:	Created By:	Date Modified:	Modified By:	
9/22/2003	-	19	11/8/2004	System			

In this example, the submitted record has come up for resolution because the same student has been submitted with two different last names. Because only one UIC exists for this student on the UIC Master Table, it does not matter whether you select **Keep This UIC** from the first record or **Use This UIC** from the second record. Either choice accomplishes the same thing. Information in the submitted record will replace the information currently in the UIC Master Table for UIC #0151522505. [**Create New UIC** would only be used were you to verify that the submitted record is NOT the same student as displayed in the Possible UIC Matches record(s).]

Assuming that Last Name on the submitted record is correct and Last Name on the UIC Master Table is incorrect (as reflected in the Possible UIC Matches record), resolving this record will correct the information on the UIC Master Table. On the other hand, assuming the reverse (the submitted record contains an incorrect Last Name), resolving this record means that the Last Name on the Master Table will now be incorrect. During the next submission cycle, submitting this record with the correct Last Name should bring the record up for resolution once more, at which time selecting either **Keep This UIC** or **Use This UIC** will correct the information on the Master Table.

Example D – Enrollment Date

In this example, you are presented with your submitted record and a possible match, both of which possess the same UIC and have different enrollment dates. You recognize this as the same student who left your district after count day.

The important difference between these two records is the enrollment date. When different districts both use the same UIC to resolve a record, the record with the newer enrollment date, or where the exit status indicates the student has left the K-12 system (e.g., graduated), will be used by the application to update the UIC Master Table.

Submitted Record:							
Faulkner, William Jr.							Keep This UIC Create New UIC
UIC:	StudentID:	Last Name:	First Name:	M.I.:	Date Of Birth:	Gender:	Ethnicity:
1459142337	07061962	Faulkner Jr.	William	J	5/13/1995	M	0 - American Indian or Alaska Native 0 - Asian American 0 - Black or African American 0 - Native Hawaiian or Other Pacific Islander 1 - White 0 - Hispanic or Latino
ISD:	District:		School:				
Ingham ISD - (33)	Lansing Public School District - (33020)		Reo School - (03181)				
Grade:	Gen FTE:	SpecFTE:	AdultFTE:	MultipleBirthOrder:			
03	0.00	0.00	0.00	1			
Enrollment Date:	Exit Date:	Exit Status:					
4/26/1999	11/22/2004	08					
Possible UIC Matches:							
Faulkner, William (92.7% Match)							Use This UIC
UIC:	StudentID:	Last Name:	First Name:	M.I.:	Date Of Birth:	Gender:	Ethnicity:
1459142337	04182005	Faulkner	William	J	5/13/1995	M	0 - American Indian or Alaska Native 0 - Asian American 0 - Black or African American 0 - Native Hawaiian or Other Pacific Islander 1 - White 0 - Hispanic or Latino
ISD:	District:		School:				
Clinton County RESA - (19)	Ovid-Elsie Area Schools - (19120)		E.E. Knight Elementary School - (00985)				
Grade:	Gen FTE:	SpecFTE:	AdultFTE:	MultipleBirthOrder:			
03	1.00	0.00	0.00	1			
Enrollment Date:	Exit Date:	Exit Status:	Date Created:	Created By:	Date Modified:	Modified By:	
12/3/2004	-	19	4/9/2003	System	3/30/2005	System	

In this instance, selecting **Keep This UIC** or **Use This UIC** will result in attaching the history of this student to UIC 1459142337 but will not update the UIC Master Table because the enrollment date of 4/26/1999 is older than the enrollment date of 12/3/2004 for Ovid-Elsie on the possible match. This is intended to ensure that the UIC Master Table reflects the most up-to-date information about a student.

Since the Ovid-Elsie record contains the newer enrollment date, this is the information that is stored in the UIC Master Table and, as a result, displayed when a student search is performed on this UIC. **NOTE:** The information submitted for the record with the older enrollment date, in this case Lansing, will continue to be stored.

The enrollment date should represent the first day a student enrolled in that district. If a student exits the district and then re-enrolls, the date of re-enrollment should be reported. The enrollment date should not change if a student is merely changing buildings within the same district, for example, moving from elementary to junior high. Please refer to the SRSD Data Field Descriptions for more information.

Example E – Low Percentage Match Score

In this scenario, you recognize that an error occurred which resulted in a student being submitted with a UIC that in actuality belongs to a different student. During batch processing, the system generated two possible matches. The first match was based on the core field information and the second match was based on the UIC. Note that the possible match based on the UIC is only a 27 percent match. A score that low is an indication that there is a significant difference between the match and submitted record and close scrutiny is required before resolving.

Submitted Record:							
Thurber, James							Keep This UIC Create New UIC
UIC:	StudentID:	Last Name:	First Name:	M.I.:	Date Of Birth:	Gender:	Ethnicity:
3807062006	7895	Thurber	James		12/8/1989	M	0 - American Indian or Alaska Native 0 - Asian American 1 - Black or African American 0 - Native Hawaiian or Other Pacific Islander 0 - White 0 - Hispanic or Latino
ISD:		District:	School:				
Wayne RESA - (82)		Detroit City School District - (82010)	Mumford High School - (02644)				
Grade:	Gen FTE:	SpecFTE:	AdultFTE:	MultipleBirthOrder:			
11	1.00	0.00	0.00	1			
Enrollment Date:	Exit Date:	Exit Status:					
8/30/2005	-	19					
Possible UIC Matches:							
Thurber, James (95.95 % Match)							Use This UIC
UIC:	StudentID:	Last Name:	First Name:	M.I.:	Date Of Birth:	Gender:	Ethnicity:
0142003255	05561	Thurber	James		12/8/1989	M	0 - American Indian or Alaska Native 0 - Asian American 1 - Black or African American 0 - Native Hawaiian or Other Pacific Islander 0 - White 0 - Hispanic or Latino
ISD:		District:	School:				
Wayne RESA - (82)		Weston Technical Academy - (82943)	Weston Technical Academy - (08641)				
Grade:	Gen FTE:	SpecFTE:	AdultFTE:	MultipleBirthOrder:			
11	0.00	0.00	0.00	1			
Enrollment Date:	Exit Date:	Exit Status:	Date Created:	Created By:	Date Modified:	Modified By:	
8/30/2004	8/24/2005	08	11/3/2005	Charlotte Hayden 313-387-6038 chayden@westonacademy.com	11/20/2005	System	
Possible UIC Matches:							
Mitty, Walter (27.02 % Match)							Use This UIC
UIC:	StudentID:	Last Name:	First Name:	M.I.:	Date Of Birth:	Gender:	Ethnicity:
3807062006	5561	Mitty	Walter		2/8/1989	M	0 - American Indian or Alaska Native 0 - Asian American 1 - Black or African American 0 - Native Hawaiian or Other Pacific Islander 0 - White 0 - Hispanic or Latino
ISD:		District:	School:				
Wayne RESA - (82)		Weston Technical Academy - (82943)	Weston Technical Academy - (08641)				
Grade:	Gen FTE:	SpecFTE:	AdultFTE:	MultipleBirthOrder:			
09	0.00	0.00	0.00	1			
Enrollment Date:	Exit Date:	Exit Status:	Date Created:	Created By:	Date Modified:	Modified By:	
8/30/2004	1/20/2006	08	4/9/2003	System	3/23/2006	System	

It is important in this instance that the resolver chooses to "Use This UIC" on the second record for James Thurber as this is the student's true UIC. Selecting "Use This UIC" will update the UIC Master Table with the information in the submitted record (top record) and UIC 0142003255. Afterwards, the resolver will need to ensure that the correct UIC is located in his/her local student management system to ensure that the student is submitted with the correct UIC in the future

If the resolver were to choose "Keep This UIC" on the top record or "Use This UIC" on the third record, the system would update #3807062006 with the information in the submitted record. As a result, the student Walter Mitty would be removed from the UIC Master Table. Such an error can be corrected but not until the next collection cycle.

Example F – Previously Resolved Low Percentage Match Score

Imagine that in the spring collection cycle a student was submitted with the wrong UIC but the error was not caught until after resolution had been completed. The result was the student was resolved with the incorrect UIC. Now in the end-of-year collection, the resolver has corrected his or her student management system and submitted with the proper UIC for the student. The record comes up for resolution as shown on the screen below.

Submitted Record:							
Finch, Atticus L							Keep This UIC Use This UIC
UIC:	StudentID:	Last Name:	First Name:	M.I.:	Date Of Birth:	Gender:	Ethnicity:
3300106707	71206	Finch	Atticus	L	12/9/1991	M	0 - American Indian or Alaska Native 0 - Asian American 0 - Black or African American 0 - Native Hawaiian or Other Pacific Islander 1 - White 0 - Hispanic or Latino
ISD:	District:		School:				
Kent ISD - (41)	Thornapple Kellogg School District - (08050)		Thornapple Kellogg High School - (04176)				
Grade:	Gen FTE:	SpecFTE:	AdultFTE:	MultipleBirthOrder:			
09	0.00	0.00	0.00	1			
Enrollment Date:	Exit Date:	Exit Status:					
8/23/2005	-	19					
Possible UIC Matches:							
Harper, Lee (0 % Match)							Use This UIC
UIC:	StudentID:	Last Name:	First Name:	M.I.:	Date Of Birth:	Gender:	Ethnicity:
3300106707	06712	Lee	Harper	A	8/4/1989	F	0 - American Indian or Alaska Native 0 - Asian American 0 - Black or African American 0 - Native Hawaiian or Other Pacific Islander 1 - White 0 - Hispanic or Latino
ISD:	District:		School:				
Kent ISD - (41)	Thornapple Kellogg School District - (08050)		Thornapple Kellogg High School - (04176)				
Grade:	Gen FTE:	SpecFTE:	AdultFTE:	MultipleBirthOrder:			
09	0.00	0.00	0.00	1			
Enrollment Date:	Exit Date:	Exit Status:	Date Created:	Created By:	Date Modified:	Modified By:	
8/25/2005	10/31/2005	08	4/9/2003	System	7/12/2006	System	

Remember that the enrollment date is used by the system to determine which record to place in the UIC Master Table. Because the submitted record has an earlier enrollment date (8/23/05) than that on the possible match record (8/25/06), the UIC Master Table will retain Harper Lee for UIC 3300106707.

In order for the UIC Master Table to be updated correctly when you resolve, Department of Information Technology staff will need to manually correct the enrollment date on the possible match record to match the enrollment date on the submitted record. The resolver in this scenario should hold off on resolving the record. Contact CEPI Customer Support at 517-335-0505 or cepi@michigan.gov indicating that he or she may have a case where an enrollment date needs to be manually updated.

When contacting CEPI Customer Support, please avoid providing personally identifiable student data. Provide a general description of your issue only. CEPI Customer Support staff will contact you for more detailed information such as student names, date of birth, and UIC.

After the enrollment date has been changed to reflect the information in the submitted record, the resolver can select "Keep This UIC" and the UIC Master Table will be updated appropriately.

PHASE 2 - COMMON SITUATIONS AND AVAILABLE OPTIONS

Two records in the UIC Master Table are found to match exactly on UIC.

SCENARIO #7

Upon resolution in Phase 2, you discover that two or more records share the same UIC. *You realize that this is the same student.*

Selecting "Confirm this UIC" simply flags the submitted record as confirmed in the submitted batch file so that it does not come up for resolution again. In this case, the record in the UIC master (the first record on the screen) remains untouched. When selecting the "Confirm this UIC" link, it changes to unconfirm in the event you need to undo this action.

Selecting "Create New UIC" would not be a correct choice as it would create a duplicate record on the UIC Master Table for this student.

Selecting "Do Not Submit" would mark the submitted record for withdrawal from the SRSD submission process. *(NOTE: FTE is extracted prior to the UIC resolution process and will therefore not be affected by clicking "Do Not Submit." The record will no longer be stored in the data warehouse, however, thus possibly affecting future calculations, e.g., headcount, graduation, dropout, etc.)*

SCENARIO #8

Upon resolution in Phase 2, you discover that two or more records share the same UIC. *You realize these are different students.*

The correct choice in this instance would be to select "Create New UIC" for the submitted record.

Generate Reports/Download UICs

The SRSD/UIC Application allows users to download reports, in Portable Document Format (PDF), regarding the status of their UICs, as well as to download text file exports of UICs for import into local student information systems. The downloaded UICs will reflect the amount of resolution that a district has completed in Phases 1 and 2 up to the time of download.

1. Click on the "UIC Reports" link in the toolbar menu to open the Report & Criteria Selection screen.

Report and Criteria Selection [District/PSA Resolver List](#) [ISD Resolver List](#) [UIC User's Guide](#)

Please select the report you would like to view by clicking the radio button to the left of the report name. Then select the criteria for your report. Items with red labels are required for report generation. The information viewable on the reports and the options available to you in the criteria selection will be limited to your access level and which ISD and Districts you have access to view information for.

Select Report Submit

PDF List Reports

- Batch Summary Report
- Unresolved Possible Matches
- List of all new UICs
- List of Positive Matches
- List of System Generated UICs
- List of Changed UICs
- List of Linked UICs

Text File Export/Download

- Export file of all submitted data with UICs
- Export file of all new UICs
- Export file of all matched UICs

Select Criteria

ISD	District	Batch - Time uploaded (Batch #)
Allegan ISD - 03	ALL	No Batches Located

2. Click to select either a "PDF List Report" or a "Text File Export/Download."
3. In the Select Criteria section of the screen, choose an ISD from the drop-down list.
4. Select a District from the drop-down list, if necessary.
5. The Batch-Time Uploaded (Batch #) window will show the uploaded batches by batch number and the date and time each one was uploaded. Click to highlight the batch to report on, or highlight "Select All."
6. Click the "Submit" button.

PDF List Reports

Batch Summary: Gives a summary of all the uploaded SRSD Batches for the selected ISD and District. The report can be filtered by district or may be viewed for every district in the ISD, if your permissions allow. The report contains data on the current status of the batch, the date the batch was submitted, and statistics showing the number of duplicate matches found and the number of UICs generated.

Unresolved Possible Matches: This report is presented to the user following Phase 1 and Phase 2 and gives the detail of all Unresolved Possible Matches still existing for that student for the selected ISD, the

selected District, and Batches. The report presents basic data about the student which should allow you to decide whether there is a match with a student already in the system or if this is a new record.

List of All New UICs: Presents a list of all the newly generated UICs created in the batch submission for the selected ISD, District, and BatchID.

List of Positive Matches: This report presents a list of the Positive Matches that the application found in the batch submission for the selected ISD, District, and BatchID.

List of System Generated UICs: When users do not resolve duplicate UICs, the system automatically generates UICs for those records at the initiation of Phase 2. This report presents a list of those UICs that were generated by the application.

List of Changed UICs: This report provides a listing of students that were uploaded with a UIC and matched with a different UIC during the batch processing. Many times, these are cases where a secondary UIC is submitted rather than the primary. Illegitimate UICs, often the result of typographical errors, will also be listed here. In these cases, the resolver should note the assigned UIC and update their student management system accordingly.

List of Linked UICs: Provides a listing of all students in a district who have UICs that are currently linked as either primary or secondary UICs.

Text File Export/Downloads

If the radio buttons for any of these reports do not appear, the report is not yet available. The available date is set by a system administrator in the SRSD/UIC Maintenance screen.

Export File of all Submitted data with UICs: This file may be downloaded from the "UIC Reports section" after all Phase 2 resolution has occurred. The system generates a text file that includes all the same batch data that was submitted and adds the new 10-character UICs assigned to each record. The UIC appears in position 871 to 880.

This file is provided as a means to assist districts in updating their local student management systems with the most up-to-date UIC information, including any modifications to this code that occurred during resolution. Downloading this information and using it to prepare for the next submission by importing the most up-to-date UIC information will help to dramatically reduce the number of records that require resolution. Resolvers should contact their software vendors or local information technology support staff for assistance in importing UICs into their local systems. Typically, UICs are imported from this file by linking on the local student ID number.

Export File of all new UICs: The system generates a text file of all the newly generated UICs.

Export File of all Matched UICs: The system generates a text file of all the positively matched records.

NOTE: The resolution process and any linking requests must be completed before executing a request for a Text File Export/Download. If you have not completed the Duplicate UIC Confirmation process, the UIC data in these exports may be inaccurate, as the Text File Export/Download reflects information held in the UIC Master Table, current at the time of text file download.

If you attempt to open the downloaded file in Microsoft Excel, Excel's default settings will remove the leading zero from any UICs that have a leading zero. Using the "Import Text File" function in Excel (under "Data" menu, "Get External Data"), rather than simply double-clicking on the file itself, will allow you to define the UIC as a text field. (Column headers are not included in the exported file.)

Student Search

All users of the SRSD/UIC application will be able to perform a student search by completing one or more core data fields or providing a known UIC. Users with permissions greater than "View Only" will also be able to create a new UIC when the search reveals that a UIC does not already exist in the UIC Master Table database.

Student Search

The Student Search screen displays various criteria to search for students in the UIC Master Table. A search may be performed by entering a UIC or by entering the student's core information. Any records that are Possible Matches in the search are listed.

1. Click the "Student Search" link to open the Student Search screen.



2. Search by UIC: Enter student's UIC number in the UIC field and click the "Search" button.

A screenshot of the 'Student Search' form. At the top, there are links for 'UIC Resolver List' and 'UIC User's Guide'. Below that is a blue instruction bar: 'Choose to either Search by using partial core field data (First Name, Last Name, Date of Birth or Gender) or by entering a UIC. Click on the Search link once your search parameters have been entered.' Below the instruction bar are three buttons: 'Create New UIC', 'Reset', and 'Search'. The 'Search by UIC' radio button is selected, and the text '1234567890' is entered in the adjacent text box. Below this are fields for 'Search by Core Data': 'Last Name', 'First Name', 'Date of Birth', and 'Gender'. A red rectangular box highlights the 'Search by UIC' text box, and a red callout box with a white background and black border contains the text 'Enter complete 10-digit code here to search by UIC.'

3. Searches can also be performed by any combination of the core fields: First Name, Last Name, Date of Birth, and Gender. Please note that the Date of Birth field is in MM/DD/YYYY format (i.e., 05/09/1986).

Selecting Search Criteria. Users can search by partial information in the Name fields. You may therefore want to begin with a broad search to obtain the greatest likelihood of a hit.

For example, submitting "Christopher" for First Name will return only "Christopher," whereas entering "Chris" will return instances both of "Chris" and of "Christopher."

Note: If you make your search too broad (for example, attempting to search for all females in the state of Michigan) and the system has to return a large number of records, you may get an error message asking you to narrow your search by adding more criteria.

The spelling of a student's name and date of birth can sometimes vary from district to district depending upon how they are entered. For example, some districts do not use certain characters, such as a dash between hyphenated names or apostrophes, whereas other districts will. If your search does not produce the desired results, try performing another broader search utilizing select fields. For example:

- A student, Louis L'Amour, has recently enrolled from another district in Michigan but your search for "L'Amour" produced no results. Another strategy to locate this student is to search by Last Name "L", First Name "Louis", and then sorting the results by Date of Birth. This would locate the student entered with the last name of "LAmour" (no apostrophe).
- A student, James Michener, was recently adopted and has enrolled from another district. You are unsure if he has been entered under his old name or new name. Try performing a search using first one and then the other.

4. Results appear in a list in the lower part of the screen.

Student Search
Click on the UIC link of any record to view the details for that student.

Search by UIC:
 Search by Core Data:

Last Name: First Name:
 Date of Birth: Gender:

Results

UIC ▲▼	Student Name ▲▼	Date of Birth ▲▼	Gender ▲▼	ISD ▲▼	District ▲▼	School ▲▼
1234567890	Marlowe, Christopher	2/26/91	M	63	63260	07548
2345678901	Marlowe, Christine	5/30/95	F	76	76140	02385
3456789012	Marlowe, Chris	2/26/91	M	63	63260	07548

Showing 1-3/11 [Show 3 records per page]
1 2 3 4 Next
Page #1 of 4

- Sort columns in ascending or descending order by clicking the arrow icons at the top of a column.
- Click the UIC number link to open the UIC Details screen with this student's detailed information. The detail reflected here is the information that is stored in the UIC Master Table.

UIC Details
UIC Master Table Detail for **MARLOWE, CHRISTOPHER** [Back to Search](#)

UIC:	LastName:	FirstName:	MI:	DOB:	Gender:	Ethnicity:
3162005914	Marlowe	Christopher		3/22/1991	M	0 - American Indian or Alaska Native 0 - Asian American 1 - Black or African American 0 - Native Hawaiian or Other Pacific Islander 0 - White 0 - Hispanic or Latino
ISD:	District:	School:				
Wayne RESA - (82)	Chandler (82923)	Park Academy - Chandler Park Academy-Haverhill (08454)				
Grade:	MultipleBirthOrder:	Enrollment Date:	Exit Date:	Exit Status:		
07	1	8/23/2004		19		
Date Created:	Created By:	Date Modified:	Modified By:			
4/9/2003	System	11/4/2004	System			

The UIC Details screen shows the student details that are maintained in the UIC Master Table. Find a student record in the UIC Master Table by performing a Student Search and clicking on the UIC number of the student whose detail you wish to see.

You can only view information in this screen. Click on the "Back to Search" button to return to the list of search results.

Linked UICs – In the event that two or more UICs are linked, it will be indicated on the search results screen with the primary UIC listed first. Whenever a student has more than one UIC and these have been appropriately linked, the primary UIC should always be used for this student.

Search by Core Data:

Last Name: First Name:

Date of Birth: Gender:

Results

UIC ▲▼	Student Name ▲▼	Date of Birth ▲▼	Gender ▲▼	ISD ▲▼	District ▲▼	School ▲▼
1357924680	Hemingway, Ernest (Primary)	7/6/1995	M	41	41040	05260
2468013579	Hemingway, Earnest (Secondary)	7/6/1995	M	41	41040	05260

When you click to view the details for a student who has multiple UIC numbers that have been linked, the UIC Details screen will appear with the UIC Master Table information for the UIC selected and, directly below that record, the UIC Master Table information for a UIC record(s) that has been linked to it.

UIC Details

Click 'Unlink this UIC' to detach the secondary UIC connection. For a comparison between a particular secondary UIC and the primary UIC, click on the secondary UIC.

UIC Master Table Detail for [Back to Search](#)

HEMINGWAY, ERNEST L

UIC:	LastName:	FirstName:	MI:	DOB	Gender:	Ethnicity:
1357924680	HEMINGWAY	ERNEST	L	7/6/1995	M	0 - American Indian or Alaska Native 0 - Asian American 0 - Black or African American 0 - Native Hawaiian or Other Pacific Islander 1 - White 0 - Hispanic or Latino
ISD:	District:	School:				
Kent ISD - (41)	Byron Center Public Schools - (41040)	Marshall (05260) Elementary School -				
Grade:	MultipleBirthOrder:	Enrollment Date:	Exit Date:	Exit Status:		
04	1	8/26/2003		19		
Date Created:	Created By:	Date Modified:	Modified By:			
4/9/2003	System	11/2/2004	System			

The UIC below is linked to Primary UIC 1357924680

HEMINGWAY, EARNEST L [Unlink This UIC](#)

UIC:	LastName:	FirstName:	MI:	DOB	Gender:	Ethnicity:
2468013579	HEMINGWAY	EARNEST	L	7/6/1995	M	0 - American Indian or Alaska Native 0 - Asian American 0 - Black or African American 0 - Native Hawaiian or Other Pacific Islander 1 - White 0 - Hispanic or Latino
ISD:	District:	School:				
Kent ISD - (41)	Byron Center Public Schools - (41040)	Marshall (05260) Elementary School -				
Grade:	MultipleBirthOrder:	Enrollment Date:	Exit Date:	Exit Status:		
04	1	8/26/2003		19		
Date Created:	Created By:	Date Modified:	Modified By:			
12/22/2003	System	3/29/2005	Mike Zaleski			

The record for the linked UIC will display a description of the relationship between the UICs:

- Primary UIC – "Below is the Primary UIC for the selected record."
- Secondary UIC – "The UIC below is linked to Primary UIC <UIC Number>."

Clicking on the UIC for the linked record will renew the UIC Details screen with the UIC Master Table information for a different UIC record, if one exists, that is also linked to the record you initially searched for.

Unless UICs have been mistakenly linked, use the indicated primary UIC to update your student management system and for all future submissions. If a secondary UIC is submitted, the business rules of batch processing will follow the linkage and assign the designated primary to the submitted record.

If you find that a UIC number has been mistakenly linked to the wrong student, i.e., you are positive that the UIC numbers belong to two separate individuals, send a message to cepi@michigan.gov stating that you need a help-desk case number created to "Unlink UICs."

Create New UIC

The Student Search screen allows you to search for students in the UIC Master Table and is also the starting point to create a new UIC.

1. Click the "Student Search" link to open the Student Search screen.
2. Click the "Create New UIC" link and the Create New UIC screen displays the search criteria.

3. The first step in creating a new UIC is to enter the required fields and perform a search to ensure that the student is not already in the system. The information in these fields will be retained for the next step when you create a new UIC for this student.

- Click the "Search" link to perform a search for this name in the UIC Master Table. The search results appear along with additional fields to complete the UIC record.

Create New UIC

View the search results. If none of the results match the student, complete the necessary fields and click 'Create New UIC' to generate a new UIC for the student. Please refer to the current SRSD Data Field Descriptions for the business rules for completing the fields in 'Create a New UIC.'

! [Create New UIC](#)

Last Name:	Massinger	First Name:	Phillip	Middle Initial:	
Date of Birth:	9/2/1985	Gender:	Male	Student Number:	<input type="text"/>
Multiple Birth Order:	1	Enrollment Date:	<input type="text"/>	Grade:	<input type="text"/>
ISD:	[Select]				
District:	[Optional]				
School:	[Optional]				
Ethnicity:	<input type="text"/> <ul style="list-style-type: none"> <input type="text"/> American Indian or Alaska Native <input type="text"/> Asian American <input type="text"/> Black or African American <input type="text"/> Native Hawaiian or Other Pacific Islander <input type="text"/> White <input type="text"/> Hispanic or Latino 				

* indicates a required field

Results

UIC ▲▼	Student Name ▲▼	Date of Birth ▲▼	Gender ▲▼	ISD ▲▼	District ▲▼	School ▲▼
1019200400	Phillip Massinger	9/2/1985	M	70	70123	01257
2004101911	Phil Massinger	9/2/1985	M	70	70123	01257
1920041022	Phillip Massinger Jr	9/2/1985	M	82	82456	04567

Showing 1-3/3 [Show records per page]

Page #1 of 1

- Enter any additional fields. Those fields without an asterisk are not required. Although not required, it is suggested that users include an enrollment date whenever possible as this field is now used as a point of reference to update the UIC Master Table.

Create New UIC

Complete all the necessary fields and click 'Create New UIC' to generate a new UIC for the student. Please refer to the current SRSD Data Field Descriptions for the business rules for completing the fields in 'Create a New UIC.'

! [Create New UIC](#)

Last Name:	Massinger	First Name:	Phillip	Middle Initial:	
Date of Birth:	1/1/1995	Gender:	Male	Student Number:	<input type="text" value="123456"/>
Multiple Birth Order:	1	Enrollment Date:	<input type="text" value="03/15/2005"/>	Grade:	<input type="text" value="Fifth Grade"/>
ISD:	Allegan ISD - 03				
District:	Allegan Public Schools - 03030				
School:	Dawson Elementary School - 00881				
Ethnicity:	<input type="text" value="000010"/> <ul style="list-style-type: none"> <input type="text"/> American Indian or Alaska Native <input type="text"/> Asian American <input type="text"/> Black or African American <input type="text"/> Native Hawaiian or Other Pacific Islander <input checked="" type="text"/> White <input type="text"/> Hispanic or Latino 				

* indicates a required field

Use drop-down menus and text boxes to provide additional information for the student's record. When satisfied, click the "Created New UIC" button to complete.

- Click "Create New UIC." The record is added and the screen shows the new UIC master record as it has been added to the UIC Master Table, including the new UIC assigned to this student. **Click "Create New UIC" only if you do not find your student in the search results at the bottom of the screen.** Otherwise, you will be creating additional UICs for the same student.

UIC Details						
New UIC has been Successfully generated for the student						
UIC Master Table Detail for						Back to Search
Massinger, Phillip						
UIC:	LastName:	FirstName:	MI:	DOB	Gender:	Ethnicity:
2341806413	Massinger	Phillip		1/1/1995	M	0 - American Indian or Alaska Native 0 - Asian American 0 - Black or African American 0 - Native Hawaiian or Other Pacific Islander 1 - White 0 - Hispanic or Latino
ISD:	District:	School:				
Allegan ISD - (03)	Allegan Public Schools - (03030)	Dawson Elementary School - (00881)				
Grade:	MultipleBirthOrder:	Enrollment Date:	Exit Date:	Exit Status:		
05	1	3/15/2005				
Date Created:	Created By:	Date Modified:	Modified By:			
3/15/2005						

NOTE: In subsequent submissions, assuming you submit a standard SRSD record for the newly created UIC as part of your regular SRSD submission, the additional fields in the UIC Master Table will automatically be populated with this information (e.g., grade, district, school, and so on).

Upload for UIC Request

As an additional option, users may upload batch files to obtain an existing UIC for any student previously assigned one, or to obtain new UICs. For example, districts may want to obtain UICs for students identified during Kindergarten Roundup. Likewise, districts may have a number of new enrollees in the fall arriving from another school district within Michigan who most likely have existing UICs.

Files must adhere to a fixed-length text file format that is specified in the NonSRSD Batch File Layout located at the end of this section. Alternatively, new UICs for pre-school and kindergarten students may be obtained in bulk by submitting these students during regular SRSD submission cycles and leaving the UIC field blank.

NOTE: As of the spring 2006 submission, CEPI no longer accepts SRSD files that contain more than 15 percent blank UICs. This does not include those records submitted for kindergarten or early childhood.

The nonSRSD file must be fully resolved before a download of this file can occur. A limited period is available for this resolution. For that reason, it is a good idea to check the posted UIC Timeline for "Upload for UIC Request" and make sure that you allow yourself adequate time to resolve the file. Do not try to accomplish an "Upload for UIC Request" with only a few days remaining in the Upload for UIC Request period.

Step 1 – Creating the NonSRSD File

All nonSRSD file uploads must be plain text and conform to the ASCII record layout on the following page; i.e., records must be 122 characters in length, with data variables conforming to the specifications given below. If the file length does not conform to this format, the file will be rejected. Multiple districts can be included in the file so long as you have permissions to resolve for each district. Please note the Upload for UIC Request function will not accept files in ZIP format.

Many vendors have a special file export that accommodates this feature of the application. Check with your vendor or information technology staff for specifics.

File Naming Convention – When you are preparing your file for upload to CEPI please be sure to follow the naming convention for nonSRSD files. File names can be up to 20 characters long. However the first eight characters should conform to the file naming convention:

N<ISD Code><District Code><Optional>.txt

The letter N in position one denotes a nonSRSD file. Positions 2 - 8 denote the ISD Code and District Code respectively.

Positions 9 – 20 are optional and may or may not be used for the district's own purposes. Please note that the characters \ / : * ? & " < > | are illegal and not valid filename characters.

Therefore, ISD "28" and district "28050" would minimally submit a file named "N2828050.txt".

NonSRSD Batch File Layout

All nonSRSD file uploads must be plain text and conform to the following ASCII record layout; i.e., records must be 122 characters in length, with data variables conforming to the specifications given below. If the file length does not conform to this format, the file will be rejected. Please note the Upload for UIC Request function will not accept files in ZIP format.

Start POS	End POS	Field Length	Data Type	Field Name	Data Requirements (see SRSD Field Descriptions for appropriate Codes)
1	2	2	Numeric	ISD Number	State Assigned ISD Number, cannot be blank
3	7	5	Numeric	District Number	State Assigned District Number, cannot be blank
8	12	5	Numeric	School Number	State Assigned School Number, cannot be blank
13	37	25	Alpha	Last Name	
38	52	15	Alpha	First Name	
53	53	1	Alpha	Middle Initial	Can be blank
54	54	1	Alpha	Gender	"M" = Male, "F" = Female, cannot be blank
55	56	2	Numeric	DOB month	Date of birth "01" through "12", cannot be blank (must be two digits)
57	58	2	Numeric	DOB day	Date of birth "01" through "31", cannot be blank (must be two digits)
59	62	4	Numeric	DOB year	Cannot be blank (must be four digits)
63	68	6	Numeric	Ethnicity	Six character representation of student's ethnicity (user SRSD standard) or blank. See SRSD Field Descriptions.
69	70	2	Numeric	Exit Status	Two character exit code for student (from SRSD file format) or blank. See SRSD Field Descriptions.
71	72	2	Numeric	Grade	Two character code for the student's grade or blank. See SRSD Field Descriptions.
73	74	2	Numeric	Multiple Birth Order	Can be blank
75	78	4	Numeric	General Education FTE	Numeric value, from 0.00 to 1.00 or blank
79	82	4	Numeric	Special Education FTE	Numeric value, from 0.00 to 1.00 or blank
83	86	4	Numeric	Adult Education FTE	Numeric value, from 0.00 to 1.00 or blank
87	94	8	Numeric	Enrollment Date	Date Field (MMDDYYYY) or blank
95	102	8	Numeric	Exit Date	Date Field (MMDDYYYY) or blank
103	122	20	AlphaNum	Student Number	Local Student Number, or blank

NOTES: Include as much information as possible in your file. Of particular importance are the enrollment date, exit date, and exit status. Although not required, it is suggested that users include these fields whenever possible, as they are now used as a point of reference to update the UIC Master Table.

When downloading the resolved nonSRSD file, the newly generated UIC will be contained in positions 123-132.

Step 2 – Uploading the NonSRSD File

1. Click the "Upload for UIC Request" link to open the Upload for UIC Request screen.

2. If you wish to upload a new file into the system, first select the correct ISD from the drop-down list, and then select a District from the resulting drop-down list.
3. In the File to Upload field, click the "Browse" button to navigate to wherever you have saved the file on your local computer.
4. Leave the Notification Email field empty as the application does not have the ability to generate e-mail messages.
5. Click the "Submit" button to submit the batch.

Step 3 – Batch Status List

After your file has been uploaded to the application, the NonSRSD Batch Status List screen is used to view your uploaded batches and begin resolving the records in the batch.

1. Click on "Batch Status List" in the bottom blue toolbar to open the Batch Status List.

2. Select the ISD and District whose batches you wish to view from the drop-down menus. Click the "Search" button.
3. The list of batches is displayed in the NonSRSD Batch Status List.

NonSRSD Batch Status List District/PSA Resolver List ISD Resolver List UIC User's Guide

Step 1: Select ISD/District Step 2: Select Batch ID Step 3: Select Numeric Link Step 4: Select Student Step 5: Resolve Records

Click the Batch ID to see a summary of the submitted batch. The summary includes information about matches found, new UICs created, data errors that may have been found as well as the number of records submitted in the batch.

ISD: Clare-Gladwin RESD - 18 District: ANY Batch Upload Search

Batch ID: ▲▼	District: ▲▼	Status: ▲▼	Completed File:	Date Uploaded:	Date Completed:	Detail
1129	ALL District	Verify		9/14/2005 1:35:21 PM	9/14/2005 1:36:37 PM	✓
1171	Creative Learning Academy of Science - 26901	Verify		9/22/2005 3:10:38 PM	9/22/2005 3:12:41 PM	✓
1170	Beaverton Rural Schools - 26010	BadFile		9/22/2005 1:39:53 PM		✓

Click here to view the nonSRSD Batch Summary for each batch.

Click here to view the nonSRSD Batch Detail window.

4. Check to see the status of your batch:

- Verify – This is the most common status for batches. It indicates that the batch has finished processing, and that at least one record in the batch needs to be verified and resolved by you.
- Completed – Processing of the batch has been completed, and there is no verification required. This means that all the records in the batch were either new and new UICs were assigned, or all the UICs matched records already in the system.
- Bad File – Indicates the file did not conform to the record layout. Review the Detail window for specifics. Most commonly this occurs when a file length exceeds the maximum size.
- Failed – This batch failed during processing. Information regarding the failure may be obtained through the "detail" link.

5. Click the Batch ID number link to open the Batch Summary screen.

Step 4 – Batch Summary

The NonSRSD Batch Summary screen allows you to view the current status of a batch and also alerts you to any data errors that were found in the processing of the batch.

NonSRSD Batch Summary District/PSA Resolver List ISD Resolver List UIC User's Guide

Step 1: Select ISD/District Step 2: Select Batch ID Step 3: Select Numeric Link Step 4: Select Student Step 5: Resolve Records

Click on the summary numbers to view a list of students for whom new UICs were created, a list of students that fall into the match category or a list of data errors. The summary numbers on this page will be updated as you resolve Multiple Positive Matches or Possible Matches.

ISD: Van Buren ISD - (80) District: ANY - (0) Batch Upload Back to list

Batch ID:	840
Total Records in Batch:	1112/1112
Batch Status:	Verify
Process Start Time:	9/21/2004 2:58:31 PM
Process End Time:	9/21/2004 4:13:38 PM
NonSRSD New UICs Created:	98 8.81295%
NonSRSD Positive Matches Found:	985 88.57914%
NonSRSD Multiple Matches Found:	9 0.809%
NonSRSD Possible Matches Found:	20 1.799%
NonSRSD Data Errors:	0

These are records that require resolution. Click here to view the multiple and possible match screens. These numbers will decrease as you make progress in resolution.

The summary screen displays the outcome of the system batch processes and shows you how many records from the batch are:

- New UICs Created
- Positive Matches Found
- Multiple Positive Matches Found
- Possible Matches Found

Any multiple or possible matches found will need to be resolved as they would during Student UIC Resolution. Refer to pages 10-14 of the Phase 1: Student UIC Resolution section for details on how to complete this process.

If any records within the batch contain data errors, e.g., invalid school code, incorrect data type, missing required files, etc., they will be indicated as data errors. The presence of data errors will not prevent you from downloading the completed file; the UIC field for these records will remain blank. Errors cannot be corrected through the application. Review the cause of the error, make the necessary correction, and re-upload that specific record. Do not re-upload those records for which you obtained a UIC.

When the Batch Summary screen shows zero for Multiple Matches Found and Possible Matches Found, click the "Back to List" button to return to the Batch Status List screen.

Step 5 – Downloading the Completed File

When resolution is completed, the file status will change from "verify" to "completed." When the file is completed, a link will appear under the Completed File column. Clicking on this link will allow the user to download a copy of the nonSRSD file updated with the new UIC numbers. This file adheres to the nonSRSD batch file format (see the following section). When downloading the resolved nonSRSD file, the newly generated UIC will be contained in positions 123-132.

Batch ID	District	Status	Completed File	Date Uploaded	Date Completed	Detail
840	Gobles Public School District - 80110	Verify		9/21/2004 2:56:59 PM	9/21/2004 4:13:38 PM	Detail
841	Gobles Public School District - 80110	Completed	cUIC.TXT	9/21/2004 2:59:46 PM	9/21/2004 5:17:51 PM	Detail

Note: Files are only available during the current collection cycle. When the application closes for scheduled maintenance prior to the start of a new collection, all nonSRSD batches are deleted. Please refer to the posted UIC timelines for specific scheduled maintenance dates.

Glossary

Core Fields: Refers to fields in a student's record that are used when compared against the UIC Master Table. The fields chosen for this application are First Name, Last Name, Date of Birth and Gender. The fields in the input record are compared against the corresponding fields of the records in the master student database to determine if it is the same student or not. Based on the four core fields, a score is calculated that determines how closely one record matches another. Positive Matches are those records whose scores are identical. Possible Matches are those records whose scores are close but not identical.

Comparison Thresholds: When a record is compared against the UIC Master Table, a score between 0 and 100 is returned, indicating how good a match it is. There are two score thresholds set that determine if the score returned is a Possible Match or a Positive Match. For example, thresholds could be set so that any comparison resulting with a score of 95 or above is considered a Positive Match, while a score of 85 to 95 is considered a Possible Match. In this scenario, any score below 85 is not considered a match at all.

Data Error: This refers to an instance where the mandatory fields are missing or in an incorrect format. For example, a date field might have letters in it.

DeDuplication: This is a process where a set of records from the UIC Master Table is compared against the whole UIC Master Table. The purpose of this is to determine if there is more than one record in the UIC Master Table that is a Positive Match. This could indicate that the record is in the UIC Master Table more than once, and therefore, a duplicate. The resolver of a batch would be the individual performing the resolution process. The execution of the batch would be done by CEPI.

Entities: This term refers to ISDs, Districts, or Schools. These are educational entities and are sometimes referred to as entities, for short.

FTE Auditor Resolution: When UICs have been assigned to all input records, they are compared to see that their FTE rules do not present any possible conflict. All records that have the same UIC are compared, under the assumption that they are the same student but with multiple claims. If the summation of the FTEs conflict with the business rules, then this is presented in a screen that can be accessible by FTE Auditors. They could then make a note of it and use it as a helpful tool when doing their own validation processes, separate from this application.

Helper Fields: This refers to fields in the UIC Master Table that are displayed on the resolution screens to help visually resolve matches. Unlike the core fields, these fields are not used to calculate the score by which a record is determined to be a Possible Match. Helper fields include ethnicity, middle initial, exit status, grade, multiple birth order, enrollment date, exit date, student number, ISD, district, school, and FTE.

Links: Records in the UIC Master Table can be linked to other records. What this means is that if a record was created and assigned a new UIC by mistake, it can be linked to another one. The record itself is not deleted, but during the following batch comparisons, when the linked UIC is entered, it returns the linked records as well.

Matching Strategy/Resolution: The application matches a submitted record against the UIC Master Table in the database. It directly matches the First Name, Last Name, Gender, and Date of Birth fields. Depending on the quality of the match, the comparison is determined to yield no match at all (in which case a new UIC entry is entered in the UIC Master Table), a Positive Match (the information in the UIC Master Table is updated and the UIC retrieved), and a Possible Match. A Possible Match returns the list of records in the UIC Master Table that might match the compared record. A user interface is used to resolve these Possible Matches. Once all the input records have UICs, they are all compared against each other to see if they appear more than once. This could signify duplicate or multiple submissions.

MEIS: Michigan Education Information System. In the context of this document, MEIS is the outside application that controls logging in to the SRSD/UIC Application.

NonSRSD Batches (Upload for UIC Request): This term refers to a batch that is submitted outside of the SRSD submission process. These batches are processed using the same methodology as an SRSD batch, although no updates are made in the UIC Master Table when a Positive Match is made. Batches must be formatted according to the standard NonSRSD Batch File Layout.

Phase 1/Phase 2: SRSD batches are processed in two steps, called Phase 1 and Phase 2. The first step (Phase 1) consists of matching each individual record against the UIC Master Table. During this phase, user intervention may be required to resolve some issues where the match is not quite good enough to be automatically determined a Positive Match, but still good enough to warrant inspection. The second step (Phase 2) happens once all records have been assigned a UIC. It compares all records against each other to check for instances where UICs appear more than once. User intervention is again required to resolve these instances.

Positive Matches: In Phase 1, a Positive Match is one where the identification process has determined that there is an exact match between the four core fields (see "core fields") of the record submitted and a record in the UIC Master Table.

Possible Matches: In Phase 1, a Possible Match represents cases where one or more of the four core fields (see "core fields") is different enough that it warrants inspection to see if it is indeed the same student as a presumed match from the UIC Master Table.

SRSD Batches: SRSD batches are those files that are submitted through the regular SRSD submission three times a year. When no match is found, a new record is created in the UIC Master Table. When a Positive Match is made, the data in the UIC Master Table is updated with the new data from the upload.

Submitted Record: SRSD student record that is submitted as part of an SRSD batch.

System-Generated UIC: A system-generated UIC is one that was not directly created by an upload or by direct user intervention, but by the application. These are generated for all unresolved records at the end of Phase 1 before the initiation of Phase 2. System-generated UICs are flagged as such and will again need to be resolved if submitted on the next upload.

UIC (Unique Identification Code): A 10-digit numeric code assigned to each student.

UIC Master Table: Table in the SRSD/UIC database that contains one unique entry for every UIC created. This is the table that maintains the demographics that drive the unique identifier.

Appendix A: Guidelines for Linking UICs

Guidelines for Linking UICs

Questions arise when the authorized user for a district finds that the same student has apparently been assigned more than one UIC. Multiple UICs may have occurred for two reasons. First, a student may have been submitted with a blank UIC and has come up for resolution in Phase 1. **Failure to resolve these cases may result in new UICs being assigned.** For this reason, it is very important that districts resolve all records presented for resolution.

The second reason multiple UICs may occur is that the UIC Application itself may have automatically interpreted significant differences in the four core fields (last name, first name, date of birth, and gender) as constituting different students, and therefore replaced the current UIC with a new one. **NOTE:** This no longer occurs. These records will be presented for resolution during Phase 1.

It is critical that districts submit a linking request when multiple UICs for the same student are discovered (see WHY IS LINKING UICs IMPORANT? below). Linking requests should be placed only after a district can verify that the same student has multiple UICs.

WHY IS LINKING UICs IMPORTANT?

When a single student is assigned multiple UICs, linking those UICs allows the history of that student to be tied together. For instance, if you search by UIC in the Student Search function of the application, the UIC Details screen in the application displays not only the record for that UIC but any UIC previously linked to it as well.

Linking allows students to be appropriately tracked over time. The ability to accurately track students over time is a central requirement for calculating the dropout/graduation report.

Linking UICs also reduces the efforts of UIC resolvers during Student UIC Resolution (Phase 1). When the system scans the UIC Master Table for possible matches, it will only check the record of the primary UIC of a set that is linked.

HOW DO I DECIDE WHICH UIC TO USE?

CEPI does not select the UIC you use. You, as a district UIC resolver, make the selection. However, in the case of a name change or incorrect data, you may wish to select the UIC with the most current or correct data. You would then use this UIC (also called the "primary" UIC) for future submissions. It is important to use the primary UIC in all subsequent submissions for a particular student. Failure to do so could result in the assignment of even more UIC numbers.

Again, in cases where a district discovers that more than one UIC has been assigned to the same student, it is suggested that the district's UIC resolver request that CEPI link the UICs for this student. The UIC resolver will select one UIC as the primary UIC and mark the other(s) as secondary. **If the UIC chosen as primary is not associated with the school district, your linking request will not be processed.**

WHEN SHOULD I PLACE A LINKING REQUEST?

Although you may place a linking request at any time, it is advisable to place a request after your district's UIC resolver has completed Student UIC Resolution (Phase 1) for the current cycle. Resolution will often clear up an issue that may initially appear to require linking (e.g., updating a UIC Record with the correct date of birth).

Please note that CEPI staff is unable to keep tickets open indefinitely and continue to manage customer support issues effectively. As a result, tickets that have been open for 15 business days with no fax request received by CEPI will be marked "resolved." After that, you will need to contact CEPI (cepi@michigan.gov) to have another ticket created.

WHAT IS THE PROCESS TO SUBMIT A LINKING REQUEST?

To request linking student UICs, the district's UIC resolver should follow the steps below.

Step 1 – Ticket Creation. Send a message to cepi@michigan.gov stating that you need a help-desk case number created to "Link UICs."

Include your full name, district number, district name, and telephone number. Once you have been notified by e-mail that the case has been created, you will have a DIT Remedy Help Desk Case number (e.g., DITHPD000XXXXXX) attached to the message you receive.

Note on Security: Please avoid sending personally identifiable student data in your Help Ticket. Provide a general description of your issue only. If required, CEPI Customer Support staff will contact you for more detailed information such as student names, date of birth, and UIC.

Step 2 – Sending the Request. You may then send CEPI a fax at 517-335-0488 to the attention of the UIC Coordinator. In addition to the students to be linked, please include the DIT Remedy Help Desk Case Number, district number, and district name.

For both the primary and secondary UICs, provide the Student Last Name, First Name, Date of Birth, and Gender as they appear for that UIC. This information can be located by performing a student search by UIC number in the application. Please see the Student Search section of the UIC User's Guide for details.

OPTIONAL: Some districts choose to note on their requests why the UIC may have changed for a student. Whether or not to include this information is at the district's discretion. It is not required.

The purpose of linking is to connect two different UICs. When compiling your linking UICs request, in cases where you see two identical UICs, do not include them as part of your linking request. A primary and a secondary UIC must be different numbers for the same (verified) student in order to require linking.

NOTE: Resolvers who submit linking requests that do not meet the basic requirements stated above will be asked to revise their documentation and re-submit. It is important that the request contain complete information to ensure that UICs are not mistakenly linked.

Step 3 – Processing. Once CEPI receives your fax with the specific UICs to be linked, we will verify your request. Once CEPI has verified your request, we will forward the request to the Department of Information Technology (DIT) for processing. When that has been done, the DIT Remedy Help Desk case will be "resolved," and you will get an e-mail notification.

NOTE: Be sure to save either a hard copy or electronic copy of the linking request for your records.

LINKING REQUEST EXAMPLE



Happy Valley Public Schools

**123 Elementary Lane
Happy Valley, MI 48484
Phone: (517) 123-4567
Fax: (517) 456-0987**

Subject: Linking UICs Request
Help Desk Case Number: DITHPD000777777
District number: 12345
District name: Happy Valley Public Schools

Primary UIC	1122334455	Irving, John	01/10/1980	M
Secondary UIC	2233445566	Steinbeck, John	01/10/1980	M
Primary UIC	4455667788	Highsmith, Patricia	11/22/1990	F
Secondary UIC	5566778899	Highsmith, Patricia	11/22/1990	M
Primary UIC	7788990011	Hamlet, Dashiel	03/15/1985	M
Secondary	8899001122	Hamlett, Dasheil	03/15/1985	M
Primary UIC	7744115599	Rand, Ayn	09/27/1984	F
Secondary UIC	9955114477	Rand, Ayn	09/27/1985	F

Thank you.

Jane Smith

Jane Smith
UIC Resolver