Michigan Student Data System (MSDS)

District User Training Manual

Questions?
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Module 1 – Unit 1

MSDS Introduction

Introduction

The Center for Educational Performance and Information (CEPI), Michigan Department of Education (MDE), and local school districts have worked together to develop the Michigan Student Data System (MSDS) as the application districts use for state and federal student data reporting. Data collected in this system are vital to district success.

This Web-based system ensures the secure collection of student record data. It provides for maintenance of student records through file upload and online entry. Error checking and correction are also Web-based. MSDS also provides enhanced reporting on submitted data.

The MSDS provides additional levels of rights, enabling districts to distribute or centralize their work. This additional granularity provides flexibility for districts to determine where additional MSDS users are required.
Getting Started

Introduction

Data submitted by school districts via the MSDS include discrete information about individual students such as age, gender, race and ethnicity, and program participation. These data are collected via the MSDS and used to meet the reporting requirements of the federal *No Child Left Behind Act of 2001*, including the determination of Adequate Yearly Progress (AYP).

Log In to MSDS

Discussion

MSDS will work with Internet Explorer 6.0, but works best with Internet Explorer 7.0 or above. The application also works with Firefox 1.0 at the minimum, with 3.0 and higher providing better functionality. The application may work with other browsers as well, but functionality is not guaranteed. Internet Explorer is the preferred browser for all CEPI applications.

Access is available to all user roles and the general public. The general public does not need to log in to access the application. The navigational menu on the left side of the screen is role-based, meaning the menu options will depend on the user’s role.

Please refer to the [Single Sign-On User’s Guide](#) for instructions on how to access the MSDS. To locate this document, go to [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on *CEPI Applications* on the left sidebar. At the next screen, click on *Michigan Student Data System* on the left sidebar. At the next screen, under “Security,” click on *Single Sign-On User’s Guide*.

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**Tip**

To see what is additionally available for each menu item click on that item’s name in the list.

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**Tip**

- Based on original user security agreements, multiple profiles may be created by the State Administrator. What does this mean?
  - The default profile (the profile most often used) will display first.
  - If more than one profile is available, you do not have to log out to change profiles. Simply click the *Profile* link at the top of the page which displays the profile name. This will allow for the selection of another profile.
Procedures

1. Open your Internet browser (Internet Explorer, Firefox, etc.).
2. Follow the instructions found in the Single Sign-On User’s Guide.
3. If more than one profile is available, select the desired profile from the drop-down list and click the Continue button.
4. If FERPA displays, review the regulations and verify your agreement to comply with the requirements by clicking the button at the bottom of the agreement.

Navigating the MSDS Home Page

Discussion

The MSDS home page “look” changes per each user role. Various links and menus are available on the MSDS home page for all users to navigate through the Web pages.

Page Links

The following links are found just below CEPI’s logo at the top of the page:

1. Michigan.gov Home
   Displays the official Web page of the State of Michigan. (This link is also available at the bottom of the Web page.)

2. CEPI Home
   Displays CEPI’s home page.
(3) **MSDS Home**
Links the user back to the MSDS website. (This link is also available at the bottom of the Web page as Student Data System Home.)

(4) **User Guide**
Displays the MSDS Training Manual in PDF format.

(5) **Help**
Opens the help system for individual MSDS screens. More information concerning help is available in the Help section of this manual. (This link is also available at the bottom of the Web page.)

(6) **Contact CEPI**
This link opens a Web page indicating how you can contact CEPI’s customer support team. It includes the help desk phone number and e-mail address. (This link is also available at the bottom of the Web page.)

(7) **Glossary**
This opens a reference document that describes the terms unique to CEPI.

(8) **Log Off**
Ends current login session. (This link is also available at the bottom of the Web page.)

In addition to the links at the top of the MSDS home page, there are links available at the bottom of the page. These include:

<table>
<thead>
<tr>
<th>1</th>
<th>About Us</th>
<th>CEPI’s State of Michigan home page.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Accessibility Policy</td>
<td>State of Michigan Web page with information on the State’s Accessibility Policy.</td>
</tr>
<tr>
<td>4</td>
<td>Privacy Policy</td>
<td>State of Michigan Web page with information on the State’s Privacy Policy.</td>
</tr>
<tr>
<td>5</td>
<td>Link Policy</td>
<td>State of Michigan Web page with information on the State’s Terms of Use and Linking Policy.</td>
</tr>
</tbody>
</table>
Menu Items
To use the navigational menu at the left of the MSDS screen, click the desired item. Any menu item with the + will expand to display further options.

Tip
Items available in these screens vary based on user role.

Using MSDS Help - Screen Level
Discussion
In the MSDS system, there are several ways to access Help. At the screen level, Help is available during transactions in the form of a Help window with content that changes to match the screen. Help is available at the top of all screens.

Steps: Shows step-by-step instructions for using Help on a displayed screen, such as Student Search.

Tips: Provides additional information for the screen, such as how to sort or filter.
FAQs: Contains Frequently Asked Questions and their answers related to the information/data fields on the displayed screen.

Reference: Contains links to reference material including the training manual, data field descriptions and other useful information.

Procedures

1. Click the Help link found in the upper right corner of the screen. This will prompt another window to open which contains help information related to the screen with which you are currently working.

2. Use the tabs described in the previous section for specific help. To access a tab simply click on it.

3. To close the Help window click the icon in the upper right corner of the screen.
Using MSDS Help - Characteristic Level

Discussion

Characteristic Level Help is available to provide information related to any characteristic that has a question mark icon displayed to the right of it. This is most common in the Staging Area.

![Character Level Help Screenshot]

Procedures

1. Click the question mark icon appearing to the right of any characteristic.
2. A window will open describing the field in greater detail. This window will include:
   - The characteristic Label that is used on the screen.
   - The characteristic Name.
   - The characteristic Data Type.
   - A description of the characteristic.
   - Instructions related to the characteristic.
   - The permissions that you, as a user, have for working with this characteristic.

Other Help

If you still are having difficulties after using the help in MSDS, you can go to the MSDS website and review the manuals connected with the collection you are working on. If you are unable to find the solution to your difficulty, you can then contact CEPI Customer Support for more information. Please e-mail CEPI customer support at cepi@michigan.gov. E-mail provides written documentation and allows the quickest, most efficient method for receiving a response. If e-mail is not an option, contact them via telephone at (517) 335-0505, option 3. In either case, please include:
   - Name
   - District code and district name
   - CEPI application name
   - Telephone number (including area code and extension)
   - E-mail address
   - Specific question(s)

Please do not include student identifying information, such as student name and date of birth. You may send UIC information as long as you do not include the student name and date of birth.
What’s New

Discussion

A list of new items will appear on the Home page under the “What’s New” section. Updates, not viewable by the public, can only be accessed after the user has successfully logged in to the MSDS application.

Examples of “What’s New” information include collection timelines as well as any updates to the system.

Procedures

1. “What’s New” will appear upon accessing the MSDS home page.
2. To view all the items in the “What’s New” section, click on the View All button.

The information available will be based on user role.
Module 1 - Unit 2

Searching the MSDS

Introduction

MSDS provides a student record search function to view data associated with a particular student. The user’s role will determine what data that user can view.

Records for students moving from district to district may be searched to see if the students already have UICs assigned. Student Search also has a feature that helps a user determine if a student has been directly certified to receive free school meals.

NOTE: Only users with the supplemental nutrition role will be able to view direct certification information.

Student Search

Discussion

Student records can be searched by UIC or by core fields such as name, gender and date of birth. Partial information on the name fields can be entered. UIC searches require entering the entire UIC. Users are also able to search using the match criteria. (See Student Search using Matching Criteria further down in this document.) Search results will display on a new screen. Information in the Directly Certified column is viewable if the user has permission to see supplemental nutrition data.

Procedures

1. Choose to search by UIC or other Core Fields.
2. Enter search criteria.
3. Click the Filter button.
4. Your search results will be returned.

Note: You must check the “Show Direct Certified” checkbox in the search criteria to see that column in the search results. If there is a check in the Directly Certified column, the student is directly certified and therefore eligible for free school meals. Data in the “Directly Certified?” column will only appear if the user has been authorized to view supplemental nutrition data.

Tip

The search results list can be sorted by the column headings. The items per page can also be limited to quantities as small as 5.
Student Details

Discussion

From the search results, select a student by clicking on the UIC link. After a student is selected the detailed information is displayed.

<table>
<thead>
<tr>
<th>Student Details</th>
<th>Back to Search Results</th>
<th>View Student History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unique Identification Code (UIC)</td>
<td>7727916969</td>
<td></td>
</tr>
<tr>
<td>Student First Name</td>
<td>JOHN</td>
<td></td>
</tr>
<tr>
<td>Student Middle Initial</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Last Name</td>
<td>DOE</td>
<td></td>
</tr>
<tr>
<td>Student Suffix</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>01/01/1994</td>
<td></td>
</tr>
<tr>
<td>Gender Code</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Grade or Setting</td>
<td>08</td>
<td></td>
</tr>
<tr>
<td>Student ID Number (Membership)</td>
<td>0001</td>
<td></td>
</tr>
<tr>
<td>Racial/Ethnic Code</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Operating District Number</td>
<td>22300</td>
<td></td>
</tr>
<tr>
<td>School of Facility</td>
<td>01110</td>
<td></td>
</tr>
<tr>
<td>FiscalEntityTypeCodes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FiscalEntityCode</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Enrollment</td>
<td>08/30/2004</td>
<td></td>
</tr>
<tr>
<td>Date Exited</td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Exit Status</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>Multiple Birth Order</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Created By</td>
<td>System</td>
<td></td>
</tr>
<tr>
<td>Created Date</td>
<td>07/23/2009</td>
<td></td>
</tr>
<tr>
<td>Modified By</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modified Date</td>
<td>06/21/2010</td>
<td></td>
</tr>
<tr>
<td>Approved By</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved Date</td>
<td>06/21/2010</td>
<td></td>
</tr>
</tbody>
</table>

Procedures

1. After viewing the data, click the Back to Search Results button, or you can view the student history by clicking the View Student History button. This information is covered below.

Student History

Discussion

The MSDS keeps track of student history based on UIC. Depending on a user’s rights in the MSDS, the Student History area can be used for the following tasks:

- Review Personal Educating Primary Entity (PEPE) information (See the PEPE unit for more details)
- Review Cohort information (See the Grad Cohort unit for more details)
- Request a change to PEPE, under the Action drop-down (See the PEPE unit for more details)
- Request to link UICs, under the Action drop-down (See the Linking unit for more details)
User permissions will determine what information is enabled or disabled, but all information is viewable.

If your district is the PEPE for this student, clicking on the Collection Name link will take you to the Student History Collection Details page where you can view all data on the student record. Tabs under the listed information will provide you with additional data, including programs, curriculum, discipline and more.
Search Yielding No Results:

If your search for a student did not yield any results, the following message displays.

Choosing the “Add This Student” button will take you to the Add Student page.

The following are some tips when manually adding a student to a collection through the Student Search function in the MSDS:

- Choose the “Request for UIC” collection and enter the submitting entity and any other student information that you wish to submit (middle name/middle initial).
- Once the student’s information is submitted, you have the following options:
  - **Submit** – submits the student record to the Request for UIC staging area for the submitting entity that was entered on the “Add Student” form, then takes the user back to Staging Area Detail.
  - **Submit/Add Another** – submits the student record to the Request for UIC staging area for the submitting entity that was entered on the “Add Student” form, then takes the user back to Student Search.
  - **Submit/Go To Details** – submits the student record to the Request for UIC staging area for the submitting entity that was entered on the “Add Student” form, then takes the user to the Request for UIC staging area for the submitting entity that was entered on the “Add Student” form.
  - **Cancel** – does not submit the student’s record and takes the user back to Student Search.
- Once the student’s record is submitted, the system goes through UIC Matching to determine the student’s UIC. You should go to the staging area to review the status of the student’s record.

**Student Search using Matching Criteria**

**Discussion**

Users also have the ability to search using the matching criteria. This is the same UIC matching process that all records are processed through when submitted into the staging area. Searching using the matching criteria could return results back to the user that would not be returned performing a standard search, due to the system searching for exactly what you have entered rather than looking for close matches. Searching using the matching criteria uses additional system resources. Therefore, it is only run when selected by the user and may take additional time to return results.

**Procedures**

1. Enter the core fields you wish to search by. Last Name, First Name, Date of Birth Year, Date of Birth Month, Date of Birth Day and Gender are required.
2. Check the “Search using match criteria box” and click the **Filter** button.

Searching for Johnny using the match criteria returns a record for John Doe. This is because Johnny is a synonym for John. Searching for Johnny using the standard search would not have returned a record for John.
Module 2 – Unit 1
Data Collection

Introduction

The collection of student data is streamlined in the MSDS. There are a small number of required steps. If using the file upload feature, the first step is that the file has to be uploaded so the system can validate the data. Another path is to create a collection manually in the staging area and then add the student records. For the steps to do this, please see the “Add New Collection” section of Module 2 Unit 3: Data Staging Area. After the upload of a collection file, the status for each upload can be checked by clicking on Uploaded File Status (1). If the file processes successfully, the data move into the staging area where field-level validation and UIC matching are performed. If any errors or data inconsistencies are found, they are listed on the Staging Area Detail (2) screen. Once the errors or inconsistencies are reviewed and corrected, the last steps are to review the data by viewing the associated reports and to then certify the collection.

It is important to note how validation occurs in the MSDS. Validation is a three-step process.

1. **File-Level Validation** (File Upload) – Although this happens when the file is uploaded, ideally the user should validate the file offline prior to uploading. System performance is directly related to the number of files that are uploaded that do not pass file-level validation. Many users have had success using an XML Validation Tool. Please note that an XML Validation Tool will only inform the user if the file passes file-level validation. File-level validation ensures that the file meets the schema.

2. **Field-Level Validation** (Staging Area) – Once a file is uploaded and passes file-level validation, the system processes field-level validation. Once a file is accepted, it is loaded into the staging area. Field-level validation may result in field-level errors/warnings.

3. **Collection-Level Validation** (Quality Review) – Once errors/warnings are corrected in the staging area, Quality Review should be run. Quality Review is the final step prior to certification. This process checks the entire file for duplicate students as well as historical data.

Upload File

Introduction

The first step of the collection process is to upload the data file or to add the collection manually. The collection and the file name are required fields on the MSDS File Upload screen. The speed of the upload depends on the computer used to submit the upload request among other factors such as file size and connection speeds.
Discussion

Once a collection is selected from the available list, the other fields and buttons will become available when the cursor is moved off of the Collection drop-down. This is to conform to ADA standards.

Tip

Only XML files are accepted.

Procedures

1. Select a collection from the drop-down list.

2. Add any user notes specific to the file, if applicable. Adding notes to the MSDS File Upload screen allows for easier filtering once the records have been added to the Staging Area.

3. Click the Browse button to choose the file to upload. Click on the File Name you wish to upload and click Open.
4. Click the **Upload File** button. The system will show a timer to indicate that the file upload is in process.

Depending on the rate of transfer, the progress of your file upload may show at the top of the page.

Receiving the message that your file “uploaded successfully” does not mean it passed file-level validation; you must check the status of the file using Uploaded File Status, explained in the following unit.

**Sample Error Messages received during the File Upload Process:**

An error message will display if there are any inconsistencies with the upload request, such as the wrong file type. Correct the error and upload the file again.
Append and Replace

Discussion

If the same submitting entity uploads data for the same student (core fields match 100% with the same district and school/facility) and for the same collection, the MSDS will Append and Replace the data on the student record. In other words, if a user uploads a record for a student, and then later uploads additional components for that student, those components will be added to the student record in the Staging Area. Any components that are uploaded that already exist for that student in the Staging Area will be replaced by the uploaded components. Any component that already exists for a student in the Staging Area that is not included in a subsequent upload will remain in the student’s record with the exception of the Teacher Student Data Link (TSDL) uploads. TSDL uploaded submissions will replace any data for a student with the same UIC and same building already loaded into MSDS.

The characteristics used to determine duplicate student records are: First Name, Last Name, Date of Birth, Gender, Unique Identification Code (UIC) and School Facility Number. If there is an exact match on these fields, the new data replace and/or append to the existing record. If the core data characteristics do not match, a new record will be created in the staging area. This is separate from the UIC Matching/Resolution process.

What follows are examples of common scenarios for the “Append and Replace” process:

Ann Arbor Public Schools uploads a file for John Q. Doe.

1. Ann Arbor Public Schools submits multiple records for John Q. Doe in the same file where:
   The UIC, Last Name, First Name, Date of Birth, Gender, Operating District and School Facility Number are the same.
   The file will fail file-level validation and will not be loaded to Ann Arbor Public Schools’ Staging Area. This file would fail even if the two records contained different components.

2. Ann Arbor Public Schools submits two records for John Q. Doe in the same file. The records submitted have different school/facility codes:
   The UIC, Last Name, First Name, Date of Birth, Gender and Operating District are the same but one of the records has a different School Facility Number.
   Two records will display for this student in the Staging Area. Two records would display for this student if there were any differences between the UIC, Last Name, First Name, Date of Birth, Gender, Operating District or School Facility Number between two records in the same file.

3. Ann Arbor Public Schools submits multiple records for John Q. Doe in the same file with different components where:
   Both records in the file contain the same UIC, Last Name, First Name, Date of Birth, Gender, Operating District and School Facility Number but different components.
The file will fail file-level validation and will not be loaded to the Staging Area. As previously stated, duplicate student records are determined by the UIC, Last Name, First Name, Date of Birth, Gender, Operating District and School Facility Number. Since the student is listed twice in the same file, even though with different components, the file will fail validation. Assuming both components should be included for the student, one of the records in the file should be updated to include all appropriate data and the other record(s) should be deleted.

4. Ann Arbor Public Schools submits John Q. Doe in different files with different components in the files:

   Assume a student record for John Q. Doe is submitted in two different files with the same UIC, Last Name, First Name, Date of Birth, Gender, Operating District and School Facility Number but different components. The first file components include: School Demographics, Personal Demographics, FTE and LEP. The second file components include: School Demographics, Personal Demographics, FTE and Special Education. LEP is NOT included in this second file.

   One record will display for this student in the Staging Area. The student’s School Demographics, Personal Demographics and FTE components will all be replaced by the data that was uploaded in the second file. The Special Education Component from the second upload file will be added to this student’s record in the Staging Area. The LEP Component from the first file upload will remain in this student’s record in the Staging Area.

5. Ann Arbor Public Schools uploads a record for John Q. Doe in different files with different FTE data.

   Assume a student record is uploaded in two different files with the same UIC, Last Name, First Name, Date of Birth, Gender, Operating District and School Facility Number. The first file components include: School Demographics, Personal Demographics, and FTE (General Ed FTE = .50). The second file is uploaded with the only difference being that a Special Education and Program Participation Components have been added and the FTE Component now displays a Section 52 FTE of .50 and no General Ed FTE.

   One record will display for this student in the Staging Area. The School Demographics and Personal Demographics Components will be replaced with data submitted from the last file uploaded. The Program Participation and Special Education Components will be added to the student’s record in the Staging Area. The FTE Component from the last file uploaded will completely overwrite the previous data. Therefore the FTE Component will only display the Section 52 FTE of .50.

   Important: Two different records would display for this student in the Staging Area if ANY of the following characteristics/fields were different between the two files uploaded: UIC, Last Name, First Name, Date of Birth, Gender, Operating District and School Facility Number. One record would contain the School Demographics, Personal Demographics and FTE Component with General Ed FTE = .50 from the first file upload data. The second record would contain the School Demographics, Personal Demographics,
Special Education Component, Program Participation Component and FTE Component with Section 52 FTE of .50 from the second file uploaded.

**Note:** The append/replace process is automated upon file upload. The staging area is organized by the submitting entity and collection. If the same student is submitted by different districts (submitting entities) within the same collection, this same student’s record will appear in two different staging areas. In this case, records uploaded or changed by one submitting entity would have no effect on the other submitting entity’s student data.
Module 2 - Unit 2

Uploaded File Status

Introduction

Uploading a file to the MSDS is one of the ways data can be submitted. If there are multiple files uploaded, the list can be filtered by collection, upload date or status. After a file has been uploaded, the status of the file can be checked to see if it was accepted or rejected due to file-level validation errors. Files can be rejected for various reasons.

File-Level Validation Rules:

1. Each file is compared to the XSD schema for the collection selected on the File Upload form. The file must be completely valid when compared to the schema or the entire file is rejected. If rejected, further processing of the file is cancelled.

2. The Submitting Entities of the file received are checked against the permissions for the User who uploaded the file. The entire file is rejected if the user does not have permissions for any one of the Submitting Entities in the file. Further processing of the file is cancelled.

3. Entities within the uploaded file are checked to determine whether they are in the hierarchy of their associated Submitting Entity. The entire file is rejected if any of these entities are not in the hierarchy of their associated Submitting Entities. Further processing of the file is cancelled.

The upload process does not check field-level data for errors. Field-level or individual record checking is completed once the records have been loaded into the Data Staging Area.

Uploaded File Status

Discussion

The status for all files the user has submitted will be listed on the File Upload Status screen, which is accessed by clicking on Uploaded File Status. The list can be filtered, sorted and exported. Files are processed in order of first in, first out. The word “Processing” will appear in the Status column until the system completes data validation and UIC matching. A file’s final status will display as Processed Successfully or Failed File Level Validation. Users will need to refresh the screen to view status changes.

Procedures

1. Select the collection from the drop-down list.
2. Users may enter uploaded dates, such as **Uploaded Date From:** 09/30/2010 **To:** 10/15/2010. The calendar option is also available. Check the date for the correct year.

3. You may select the collection status. Available Status options include:
   - **Completed Bulk UIC Resolution:** The data in the Staging Area have been processed through bulk resolution.
   - **Completed Detailed UIC Resolution:** The data in the Staging Area have been processed through detailed resolution.
   - **Completed Field Level Validation:** The data in the Staging Area have been successfully validated.
   - **Completed Load Data Collection:** The XML file was successfully loaded to the Data Collection area.
   - **Completed Load Staging Area:** The data have been loaded to the Staging Area successfully.
   - **Failed Bulk UIC Resolution:** There has been an error with the processing of this file, which needs to be reported to CEPI.
   - **Failed Detailed UIC Resolution:** There has been an error with the processing of this file, which needs to be reported to CEPI.
   - **Failed Field Level Validation:** There has been an error with the processing of this file, which needs to be reported to CEPI.
   - **Failed File Level Validation:** The file-level validation failed. The validation issues will be listed on the File Upload Details form.
   - **Failed Load Data Collection:** There has been an error with the processing of this file, which needs to be reported to CEPI.
   - **Failed Load Staging Area:** There has been an error with the processing of this file, which needs to be reported to CEPI.
   - **Max Retry Exceeded – Removed from Queue:** There has been an error with the processing of this file, which needs to be reported to CEPI.
   - **Passed File Level Validation:** The file passed the file-level validation checks.
   - **Problems Processing TXT file:** MSDS does not accept files with the TXT extension. Please upload an appropriate file type.
   - **Problems Processing ZIP file:** The ZIP file uploaded was corrupt or contained invalid file types.
   - **Processed Successfully:** The data in the Staging Area have been processed successfully.
   - **Processing Bulk UIC Resolution:** The data in the Staging Area are being processed for Bulk UIC Resolution (100% match).
   - **Processing Detailed UIC Resolution:** The data in the Staging Area are being processed for UIC Resolution.
   - **Processing Field Level Validation:** The data in the Staging Area are being processed for field-level validation.
   - **Processing File Level Validation:** The file is being processed for schema issues, required UIC, duplicate students and other file-level validation issues.
   - **Processing Load Data Collection:** The XML file is being loaded to the Data Collection area.
• **Processing Load Staging Area:** The data are being loaded from the Data Collection area and consolidated in the Staging Area.

• **Upload Failed:** Something occurred between the client and the Web server. This message would not be expected except in catastrophic situations such as a hard drive failure at the State of Michigan.

• **Uploaded Successfully:** File was uploaded to the server.

• **Written to Queue – Available for Processing:** The file was accepted and is waiting in the queue for processing.

4. Clicking the Filter button will bring up a list of recently uploaded files.

![File Upload Status](image)

The File Upload Status screen now shows data for all files that the current user has uploaded, plus any files that may have been uploaded by a different user and made it to the staging area for which the user has access to the submitting entity.
Module 2 - Unit 3
Data Staging Area

Introduction

The first step of data validation is to review the field-level errors. If there are no errors, the collection can be certified. To ensure consistencies between data in your local software system and the MSDS, errors can be corrected locally and the file re-uploaded. Corrections can also be made manually using the Staging Area Detail screen of the MSDS, after which the corrected data can be downloaded from MSDS and imported into your local student management system.

The second step of data validation is reviewing reports. There are many reports available in the Staging Area to assist with error corrections. Please review Module 3 Unit 6 for more information on the reports that are available in the MSDS.

The third step of data validation (after correcting errors and reviewing reports) is the Quality Review process. If the data are error-free and correct to the best of the user’s knowledge, the collection may be certified. Certifying is the final step of the process. Certifying officially submits the data to the State and, while the data remain in the Staging Area, they are unavailable for editing or deletion. It is recommended that users run all reports and download the dataset prior to completing the certification process. A collection requiring certification is not recognized by the State until it has been certified; however, not all collections require certification. Once certified, a collection that only allows for a “single” certification will no longer accept files for upload. Collections with a certification type of “single” can be decertified at any time prior to the certification end date.

Certification Types:

1. Certification Not Required
   Collections with this Collection Certification Type do not use the Quality Review process and therefore are not certified.

2. Single Certification
   Collections with this Collection Certification Type use the Quality Review process. After certification, records remain in the staging area, but no further changes will be allowed.

3. Ongoing Certification
   Collections with this Collection Certification Type use the Quality Review process. After certification, records remain in the staging area, but no further changes will be allowed to those certified records. Users can add/modify/certify additional records to the staging area.
Data Staging Area

Discussion

It is required that you select at least one criterion to filter on in the Staging Area. After filtering by Submitting Entity, a list of collections that you have permission to view is displayed on the Staging Area screen. If your role allows editing, then errors in collections can be corrected on subsequent screens. The Add New Collection button provides an alternative to file upload. See the “Add New Collection” section for more information.

Your filtered results will have the following link options:

1. **Collection Link**
   
   For all collection types, this link will display if there is a staging area for that collection.

2. **Upload Link**

   For all collection types, this link will display if the collection is open.

3. **Download Link**

   For all collection types, this link will display if there is data in the staging area.

4. **Delete Link**

   a. For single certification collections, this link will display if there is data in the staging area and the collection is open.
   
   b. For collections that do not require certification, this link will always display.
   
   c. For ongoing certification collection, this link will display if there is data in the staging area that has not been certified and the collection is open.

5. **Certify/Decertify Links**

   a. For single certification collections, the Certify link will display if the current date is on or after the Certification start date. The Decertify link will display if the current date is on or before the Certification end date.
   
   b. The Certify and Decertify links will not display for collections that do not require certification.
   
   c. For ongoing collections, the Certify link will display if there is data in the staging area that has not been certified and the collection is open. The Decertify link will never display.

Procedures

Select Student Data Submission on the left-hand side.

1. Choose Data Staging Area
2. Enter your filter criteria and click the Filter button.
3. Click on a Collection name link to view the Staging Area Detail for that collection.

Tip

The Staging Area allows districts to view their data by collection.
Certification Status (which is displayed on the Staging Area screen) is changed only when a user clicks the Certify link on the Staging Area grid or the Quality Review button on the Staging Area Detail screen. Clearing up validation errors does not change the Certification Status until the Quality Review/Certify process is run again. Certification status messages can be found in the Quality Review section of this unit.

## Staging Area Detail

### Discussion

The Staging Area Detail screen allows users to correct errors on records and certify the collection, depending on user permissions. The Staging Area Detail screen displays for single certification collections (such as Fall General Collection) or collections where certification is not required (such as Early Roster). Errors are issued when the data are not acceptable, and must be corrected before a collection can be certified. Warnings are issued when information passes validation checks, but falls outside the expected norm. For example, a warning will generate if a student is reported with a birth date indicating s/he is 5 years old but in the 12th grade. The Certification Date column will display the date and time the records were certified. This column will be blank for any records that have not yet been certified.

<table>
<thead>
<tr>
<th>Status Message</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Errors Exist</td>
<td>Field-level validation errors must be fixed before certification.</td>
</tr>
<tr>
<td>Error Free with Warnings</td>
<td>Field-level validation errors should be reviewed to determine if changes are warranted.</td>
</tr>
<tr>
<td>Error Free with No Warnings</td>
<td>No field-level validation errors or warnings exist for the record</td>
</tr>
<tr>
<td>Pending Validation</td>
<td>The record has not gone through field-level validation.</td>
</tr>
<tr>
<td>Processing Validation</td>
<td>The record is currently being processed for field-level validation.</td>
</tr>
<tr>
<td>Processing Failed</td>
<td>Processing of the record failed and should be reported to CEPI.</td>
</tr>
</tbody>
</table>

### Procedures

To review/fix record-level validation errors or to review/fix warning messages, click on the Last Name link of the student under review. To resolve UICs, click on the Requires Resolution link. Information concerning each student will follow.
Note: If student records are added, deleted or updated in MSDS using the online method, then those changes should also be made in your local student software system to ensure that your local system and the MSDS contain the same data for all your students.

Note: If student records in MSDS have been altered to a point that it would be easier to start over, you can do the following: Within the collection, select all student records, (if necessary, change the items per page, as only those records displayed on the page will be selected), and then click Delete Selected. You may need to repeat this process until all records you wish to remove have been deleted. If you wish to delete all records from a collection and a large number of records exist, it is easier to delete them all at once by going to the Staging Area screen and clicking the Delete link to the right of the given collection name. In this case, the collection placeholder will remain, but all student records will be removed.

Note: Data can also be updated through another file upload. If student records are NOT removed from the Staging Area, a subsequent upload will only work correctly if the data uploaded are for the same district and school, the same collection, and the student’s UIC, Last Name, First Name, Middle Name/Middle Initial, Last Name Suffix, Date of Birth, Gender, and Multiple Birth Order are a 100% match. If records are not removed from the Staging Area before another file for the same collection is uploaded, records will follow the Append/Replace guidelines (see Module 2 Unit 2), which in some cases could result in multiple records displaying for the same student in your Staging Area.
UIC Resolution Status

Discussion

The MSDS application matches every submitted record against the Student Master Record table. The fields used for matching include the First Name, Last Name, Date of Birth and Gender fields. The MSDS may also use the UIC and the middle name/middle initial fields for matching if they are provided in the submitted record. The fields in the submitted record are compared against the corresponding fields in the Student Master Record table to determine if it is the same student. Based on the fields used for matching, a score is calculated that determines how closely the submitted record matches a record(s) in the Student Master Record table. The calculated score determines if a record requires resolution. Records that require resolution necessitate user intervention to determine which UIC should be associated with a student’s record. If no match is found, the system automatically creates a new UIC. See Module 2 Unit 4 for procedures in resolving UIC issues. The table below lists possible field-level validation messages for a student record in a collection:

<table>
<thead>
<tr>
<th>Status Message</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Resolution</td>
<td>The record is ready for UIC Resolution.</td>
</tr>
<tr>
<td>Match Found</td>
<td>A match was found for the record in the Student Master.</td>
</tr>
<tr>
<td>Requires Resolution</td>
<td>Multiple choices for matching were found for this record and will require resolution.</td>
</tr>
<tr>
<td>Not Eligible for Resolution</td>
<td>The record requires resolution but the collection does not allow for it.</td>
</tr>
<tr>
<td>New UIC Generated</td>
<td>No matches were found for the record, and a new UIC was generated.</td>
</tr>
<tr>
<td>New UIC Requested</td>
<td>The record required resolution, and the resolver has requested a new UIC.</td>
</tr>
<tr>
<td>No Match</td>
<td>On the resolution screen, the user chose “No Match.” The possible matches presented were not the student.</td>
</tr>
<tr>
<td>Processing Resolution</td>
<td>The record is being processed for UIC resolution.</td>
</tr>
<tr>
<td>Used Previous Resolution Result</td>
<td>The record was previously resolved for this collection and submitting entity.</td>
</tr>
<tr>
<td>Requires New UIC Not Allowed for Collection</td>
<td>No matches were found for the record, and a new UIC was required, but the collection does not allow it.</td>
</tr>
<tr>
<td>UIC Request Denied</td>
<td>The request for a new UIC was rejected on the Manage Request for UIC form.</td>
</tr>
<tr>
<td>UIC Resolution Failed</td>
<td>The UIC Resolution process failed. Select the records that failed and click on “Rerun Resolution.” If the process fails again, please contact CEPI.</td>
</tr>
</tbody>
</table>
Quality Review – Certify Collection

Discussion

Quality review can be done at any time. It is important to note that new errors could display during the Quality Review process. This is because the Staging Area is looking at field-level validation while the Quality Review process is looking at collection-level validation. After all errors have been corrected, the collection can be certified through the Quality Review screen. Warnings do not have to be corrected but should be reviewed to be certain that the data reported accurately represents the entity’s student population.

The table below shows the collection-level validation errors that may appear during Quality Review:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>This User Profile is Not Authorized For Certification</td>
<td>The person attempting to certify the collection does not have the Certifier Role in MSDS and cannot certify the collection.</td>
</tr>
<tr>
<td>Collection Certification Open – Warnings Exist</td>
<td>Quality Review is complete, and records with Warnings exist.</td>
</tr>
<tr>
<td>Collection Certification Open – Errors Exist</td>
<td>Quality Review is complete, and records with Errors exist.</td>
</tr>
<tr>
<td>Collection Certification Open</td>
<td>There are no errors or warnings in the collection, and it is ready to be certified.</td>
</tr>
</tbody>
</table>

Procedures

1. From the Staging Area Detail screen, click the Quality Review button. Or from the Staging Area screen, click on the Certify link.
2. Choose whether to proceed by clicking OK or Cancel.
3. Download the dataset for review.
   **Note:** You may also wish to retain this dataset for your records. If no further changes are made to this collection prior to certification, it is a complete copy of your submission to the State. Remember that this file contains personal student information and that wherever the data are stored, it must be secure.
4. When review is completed, check the confirmation box and click the Certify button.
   **Note:** Data Certification is a FINAL STEP in the collection process. The State does not recognize data as submitted until the collection has been certified.
5. Click the Approve button.
   **Note:** You do not have to return to the Staging Area to continue certifying other collections.

The following table represents possible Certification Status Validation Messages for a collection:

<table>
<thead>
<tr>
<th>Status Message</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified</td>
<td>The staging area was certified and is closed for further changes.</td>
</tr>
<tr>
<td>Certification not Required</td>
<td>The collection is not available for Certification.</td>
</tr>
<tr>
<td>Certified – Ongoing</td>
<td>The staging area was certified and the collection allows for new enrollments, changes, exits and certification of updated data.</td>
</tr>
<tr>
<td>Errors Exist</td>
<td>The staging area was processed through Quality Review/Certification and errors were found.</td>
</tr>
<tr>
<td>Error Free with No Warnings</td>
<td>The staging area was processed through Quality Review/Certification and no errors or warnings were found.</td>
</tr>
<tr>
<td>Error Free with Warnings</td>
<td>The staging area was processed through Quality Review/Certification and warnings were found.</td>
</tr>
<tr>
<td>Failed Quality Review</td>
<td>The Quality Review process failed due to an unexpected issue. Please contact CEPI customer support.</td>
</tr>
<tr>
<td>Pending Certification</td>
<td>The staging area is available for certification.</td>
</tr>
<tr>
<td>Processing Certification</td>
<td>The staging area is currently undergoing the Certification process.</td>
</tr>
<tr>
<td>Processing Quality Review</td>
<td>The staging area is currently undergoing the Quality Review process.</td>
</tr>
<tr>
<td>Written to Queue – Available for Certification</td>
<td>The collection has been placed in a queue and will be processed for certification in the order received.</td>
</tr>
</tbody>
</table>
Note: The Certification Status is different from a Staging Area’s Validation Status. Errors and warnings at the field level are displayed under the Validation Status heading on the Staging Area Detail screen. The Certification Status message is based on whether there are errors or warnings on the Certify Collection screen subsequent to clicking Certify on the Staging Area screen or clicking Quality Review on the Staging Area Detail screen.

Note: Once a collection has been certified, the Staging Area Detail screen is updated to Certified Data Detail. The certification date and time will display next to each record. The Delete Selected, Add Direct, Search/Add and Rerun Resolution buttons will be disabled.

**Ongoing Certification Detail**

**Discussion**

The Ongoing Certification Detail screen allows users to correct errors on records and certify the collection, depending on user permissions. The Ongoing Certification Detail screen displays for ongoing collections like the Student Record Maintenance Collection.

Once records are certified, they will remain in the staging area. Users may continue to view the records that have been certified. However, records that have been certified may not be edited or deleted. Reports that are available on the Ongoing Certification Detail screen (Validation, UIC and Staging reports) will include records that have been certified and records that have not been certified.

The Quality Review and Certification processes are the same as single certification collections. Once records have been certified, they will be included in the Certified Reports.

The Certification Date column will display the date and time the records were certified. This column will be blank for any records that have not yet been certified.

**Copy Selected to Staging**

**Discussion**

Once records are certified, they will remain on the Certified Data Detail screen. If users need to resubmit students who were previously submitted in an ongoing collection, they may use the Copy Selected to Staging button. This button is only available for ongoing collections like the Student Record Maintenance Collection.
Procedures

1. On the Ongoing Certification Detail screen, select the certified records that you wish to copy back into the staging area by checking the box to the left of each record.
2. Click on the Copy Selected to Staging button.
3. Click on the Last Name link for each student and make all appropriate changes (such as the As of Date, program exit information, etc.).

Rerun Resolution

Discussion

Users can be working in multiple collection staging areas at any one time. If a record is resolved in one collection, it is not automatically resolved in another collection. Therefore, the system allows users to select records that they wish to rerun resolution on. For more information on UIC Resolution, please see Module 2 Unit 4 of this training manual.

Procedures

1. Select the records that you wish to rerun resolution on by checking the box to the left of each record.
2. Click the Rerun Resolution button.
3. UIC Resolution will run on the selected records and the Resolution Status will update accordingly.

Decertify Collection

Discussion

Once certified, a “single-certification” collection (not an ongoing collection) can be decertified if the collection requires the input of more data, changes to data or the removal of inaccurate data. This decertification process will be available until the certification end date.
Procedures

1. **Filter** for the certified collection.
2. Click the Decertify link.
   
   ![Decertification Screen]

3. Press **OK** if you wish to decertify this collection and **Cancel** if you do not wish to continue.

   **Note:** Decertifying does not delete/remove records from the collection. It simply removes the status of the collection’s official submission to the State.

   Once decertified, the collection will again be open for file upload, manual addition or deletion of records, editing of records and certification.

   **Note:** A collection that has been decertified must go through Quality Review and the certification process again for it to be considered officially submitted to the State.

Add New Collection

Discussion

A collection can be added manually from the *Staging Area* screen if necessary. Only those collections the user has permissions for will be accessible in the Collection drop-down list.

Procedures

1. Enter the Submitting Entity.
2. Click the **Add New Collection** button.
3. On the *Add New Collection* screen, choose the desired collection from the drop-down list.
4. Press the **Add Collection** button. The collection for the entity will be added to the list in the *Staging Area*.
5. The *Staging Area* page will load, allowing you to access your new collection. The staging area for the collection that was added will be empty.
6. Click the collection name link to add student data to the collection. The collection is empty until student records are manually added or a file is uploaded to the collection).
7. You may click the **Add Direct** button or the **Search/Add** button to manually place students in the collection. Directions follow for each.

### Student Add Direct Discussion

The manual addition allows student information to be manually entered instead of uploaded in a file. Core fields (denoted by a red asterisk “*”) are required. The UIC is required on all collections except the Request for UIC and Early Roster collections.

### Procedures

1. Click on the **Add Direct** button from the *Staging Area Detail* screen.

2. Enter all required information. Characteristics that are marked with a red asterisk are required.

3. Once the information for the student has been entered, choose one of the following options:
   a. Click the **Submit** button to display the *Staging Area Detail* screen.
   b. Click the **Submit/Add Another** button to submit this student to the collection and add another student record.
   c. Click the **Submit/Go To Details** button to fill in additional component and characteristic/field data for the student.

4. Once the record has been added to the *Staging Area Detail* screen, click the student’s last name link. This will display the *Staging Area Maintain* screen.
5. Enter known student information on all appropriate tabs. The asterisks indicate what information is required for the chosen collection. When entering dates, slashes or dashes may be used. (Format: MM/DD/YYYY)

6. Click the Submit button.

7. Any errors or warnings will appear below the student information. Correct all errors. Review warnings and make pertinent corrections, then click the Submit button again to refresh the data.

---

**Student Search/Add Procedures**

1. Click on the Search/Add button from the Staging Area Detail screen.

2. The Student Search screen will load. Student records can be searched by UIC or by core fields such as name, gender and date of birth.

3. If you would like to add the student to the Staging Area, click on the Select Student button from the search results.
4. The Add Student screen is displayed with the information from Student Search. Choose one of the following options:
   a. Click the Submit button to display the Staging Area Detail screen.
   b. Click the Submit/Add Another button to submit this student to the collection and add another student record.
   c. Click the Submit/Go To Details button to fill in additional component and characteristic/field data for the student.
Download Dataset from Staging Area

Discussion

Another option on the Staging Area screen is to download a dataset. This option allows for all data currently in a collection’s Staging Area to be downloaded to the specified local computer.

<table>
<thead>
<tr>
<th>Status Message</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>The download request is in the processing queue.</td>
</tr>
<tr>
<td>File Generation In Progress</td>
<td>The file is being created for download.</td>
</tr>
<tr>
<td>Ready for Download</td>
<td>The file has been created and is ready for download.</td>
</tr>
<tr>
<td>File Generation Failed</td>
<td>An error occurred during file creation. If you receive this message, try to download again and then contact CEPI customer support if it fails again.</td>
</tr>
</tbody>
</table>

Procedures

1. Click the Download link next to the collection you wish to download. The Download Dataset screen will display.

2. Downloads from the Staging Area are only available in XML format. The Data Location will populate appropriately based on whether or not the data are certified. Click the Start Download button. You will be prompted to go back to the Staging Area or to Downloads.

3. Click on the To Downloads button.

4. The Download Status screen will list all of your previous downloads and their status. The system will generate the file in

Last updated: 10/22/2012
the background allowing you to continue using the MSDS while you wait for the file to be created. The Download Status screen automatically refreshes every two minutes.

5. Once the file is ready for download, the file link will be active and you can click the link to download your file. You can also download files that were previously generated without having to wait for the system to recreate the file.

6. Click on the file name from Download Status screen to download your file.

7. All downloads are zipped. You will be prompted to Open or Save the data download. If you are using Windows XP or later, simply double-clicking the file will open it in Windows Explorer just like a folder. Other software programs (such as WinZip or FreeZip) may be better suited to your needs.

**Note:** For collections with more than 20,000 records, the zip file will be broken into 10 separate files by first letter of the students’ last name.

### Student Data Downloads

#### Discussion

Datasets may also be downloaded from the Student Data Downloads menu.

#### Procedures

1. From the Download Status screen click the **Request New Download** button.

2. Enter the submitting entity.

3. Select whether you want a dataset of your current staging or certified data.

4. The collection drop-down will appear. Only collections that are available for download will display in the drop-down. Select the collection.

5. The XML format will automatically display. XML is the only download option available.

6. Click **Start Download** to proceed with the data download.

7. When you download a dataset, it generates the file in the background so you’re free to continue using the MSDS while you wait for the file to be created.

8. The Download Status screen, accessible from the Student Data Downloads menu, lists all of your previous downloads and their status (file generation in progress, ready for download, etc.). This screen automatically refreshes every two minutes.
9. Once the file is ready for download, the file link will be active and you can click the link to download your file. You can also download files that were previously generated without having to wait for the system to recreate the file.

8. Click on the file name from Download Status screen to download your file.

   **Note:** All downloads are zipped. You will be prompted to Open or Save the data download. If you are using Windows XP or later, simply double-clicking the file will open it in Windows Explorer just like a folder. Other software programs (such as WinZip or FreeZip) may be better suited to your needs.
Module 2 - Unit 4  
UIC Resolution

Introduction

Each student is assigned a permanent, unique and secure number that moves with the student from grade to grade and school to school over the course of their academic career. This is the Unique Identification Code (UIC). UIC Resolution is the process of ensuring that each student is correctly associated with a particular UIC. To ensure quality data, the MSDS requires that every record have a valid UIC prior to certifying.

It is important to note that nonpublic school users who are submitting student records in the Early Roster Collection for the purpose of Direct Certification do not have permission to resolve UICs. Nonpublic school users can add students to their Early Roster Collection, and the system will find a match or create a new UIC if no match is found. However, if the system finds a possible match and the record requires resolution, a nonpublic user does not have permission to resolve that record or request creation of a new UIC. Therefore, nonpublic users should have the family of the student who does not have a UIC assigned complete the Free and Reduced Price School Meals Family Application.

Discussion

The MSDS application matches every submitted record against the Student Master Record table. The fields used for matching include the First Name, Last Name, Date of Birth and Gender fields. The MSDS may also use the UIC and the middle name/middle initial fields for matching if they are provided in the submitted record. The fields in the submitted record are compared against the corresponding fields in the Student Master Record table to determine if it is the same student. Based on the fields used for matching, a score is calculated that determines how closely the submitted record matches a record(s) in the Student Master Record table. The calculated score determines if a record requires resolution. Records that require resolution necessitate user intervention to determine which UIC should be associated with a student’s record. If no match is found, the system automatically creates a new UIC.

When records require resolution, the user has the following options:

- **Keep This UIC**: The user can choose to keep the UIC of the submitted record.
- **Use This UIC**: The user can choose to use a different UIC than what was provided on the submitted record.
- **Request New UIC**: The user can choose to request a new UIC.

Procedures

1. Choose the Requires Resolution link of the student under review from the Student section in the Resolution Status column of the Staging Area Detail screen.
2. Review the student records presented as possible matches. All possible matches will appear. This could be a single match or several.

3. Determine which UIC should be associated with the student and select **Keep this UIC** or **Use this UIC**. The UIC that is selected is now associated with the student’s record in the staging area.

4. When selecting **Keep this UIC** or **Use this UIC**, the user will be prompted (if they are a PEPE or no PEPE is assigned) to update the Student Master Record. Selecting **Yes** updates the Student Master Record of the UIC selected in step 3 with the information from the submitted record. Selecting **No** does not update the Student Master Record but still associates the selected UIC with the student’s record in the staging area. The user will then be prompted if they would like to update the staging record with data from the Student Master Record.

**Note:** If there is a PEPE assigned to the student and the submitting entity is not the PEPE, then the user will only be prompted to update the staging area with data from the Student Master record.

**Note:** Warning messages may appear depending on the record selected.
5. Upon resolution choose to continue to the Next Record or go Back to List.

6. For records where none of the UICs presented are the correct UIC for the student, select Request New UIC.

7. When a new UIC is requested, a justification is required. The following form will appear to be filled out and submitted:

8. Requests of this nature are placed in a queue for the MSDS UIC lead to review. The request will be approved or denied based on the information submitted in the request. You may review your request and the status of your request on the Manage Requests for UIC screen. See Module 3 Unit 1 for more information on how to navigate to this screen.
Module 2 - Unit 5
UIC Linking/Unlinking and Requesting to Split Student History

Introduction
The MSDS application allows the linking of students’ records when it has been discovered that a student has been assigned two UICs. Linking UICs merges multiple records and the history associated with those records. When linking has occurred in error, users are able to request through CEPI to unlink UICs and the splitting of the records’ history.

Requesting to Link UICs

Discussion
Users may find that the same student has been assigned more than one UIC. When this occurs, it is important that the user requests that those UICs be linked. Linking UICs allows the history of those student records to be tied together. Linking also allows students to be appropriately tracked over time. The ability to accurately track students over time is the central requirement for calculating the graduation and dropout rate. Linking also reduces the burden on UIC Resolvers, as the system only matches against the primary UIC of a linked set of UICs. A system administrator will review and approve/deny every linking request based on the information provided in the request. For more information on how to review your linking request once it has been submitted, please see Module 3 Unit 1.

Users can request to link UICs from the Student History screen. This screen is accessed from several screens, including the Student Details, FTE Conflict Detection and UIC Resolution screens.
Procedures

1. From the Student History screen, select **Request to Link** from the Action dropdown list.
2. Click the **Go** button.

The Student Link Request form allows users to request to link up to six UICs.

3. Enter each UIC you wish to link in the UIC column.
4. Choose the radio button for the primary UIC.
5. Add a reason for the linking request in the Justification text box.
6. Click the **Validate All** button to confirm that you are requesting to link valid UICs.
7. Click the **Submit Request** button.
8. Linking requests are placed in a queue for the MSDS UIC lead to review. The request will be approved or denied based on the information submitted in the request. You may review your request and the status of your request on the Manage Linking Requests screen. See Module 3 Unit 1 for more information on how to navigate to this screen.

Requesting to Unlink UICs

Discussion

Occasionally, UICs are linked and later determined that the UICs belong to two different students. If this situation occurs, users should request to unlink the UICs and split the history of those records. Splitting the history of two previously linked UICs assigns the appropriate history record to the correct UIC.

If you determine that UICs have been linked in error, please contact CEPI customer support at **CEPI@michigan.gov** or call (517) 335-0505 and select option 3. Please provide your name, telephone number (including area code and extension), district code and district name (if applicable), along with the UICs and the reason why you believe these UICs have been linked in error. CEPI will send an e-mail once the UICs have been unlinked.
Module 3 – Unit 1
Managing Data

Manage Requests

Introduction
The MSDS allows users to request changes to student records. Requests submitted by users are reviewed and approved/denied by a System Administrator based on the information provided in the request.

Manage Requests for UIC

Discussion
Each student in the MSDS is assigned a UIC. UIC Resolution is the process of ensuring that each student is correctly associated with a particular UIC. During UIC Resolution, users may determine that none of the possible matches returned by the system are the correct UIC for their student. Therefore, users will need to request a new UIC for their student. For more information on UIC Resolution, please see Module 2 Unit 4.

When a request for a new UIC is submitted it will display under the Manage Requests for UIC menu. The System Administrator reviews these requests on a daily basis and approves/denies based on the information provided in the request. If your request is approved, a new UIC is created. The new UIC is assigned to the student’s record and can be viewed on this screen or in the staging area in the collection that the user requested the new UIC.

Procedures
1. Choose Manage Requests for UIC from the Manage Requests menu.
2. Choose one or more of the criteria below to locate the desired student(s) and then click the Filter button.
3. Once your filter results have been returned, you may click on the **Details** button to review your request. This will bring up the UIC Resolution screen for that student.

4. Use the **Back** and **Next** buttons to move to the next request.

**Notes:**

- Once the System Administrator has approved or denied your request, the Details button is disabled.

- Requests will remain in a new status until the System Administrator has reviewed and approved or denied your request.

- You will need to filter the list to review the status of your requests. Approved or denied requests are no longer removed from the list. They remain in the list to allow users to track previous UIC requests.

**Manage Linking Requests**

**Discussion**

Users may find that the same student has been assigned more than one UIC. When this occurs, it is important that the user requests that those UICs be linked. Linking UICs allows the history of those student records to be tied together. Linking also allows students to be appropriately tracked over time. The ability to accurately track students over time is the central requirement for calculating the graduation and dropout rate. Linking also reduces the burden on UIC Resolvers, as the system only matches against the primary UIC of a linked set of UICs. The System Administrator will review and approve/deny every linking request based on the information provided in the request. For more information on how to request to link UICs, please see Module 2 Unit 6.

**Procedures**

1. Choose **Manage Linking Request** from the **Manage Requests** menu.

2. Choose one or more of the criteria below to locate the desired student(s) and then click the **Filter** button.

3. Once your filter results have been returned, you may review your requests to see if they have been approved or denied by...
the System Administrator. Approved/denied status is shown in the bottom right hand corner of each request.

**Resubmitting Denied Linking Requests**

**Discussion**

You may resubmit a denied request with more information. Once a request has been denied, the Resubmit button is activated.

**Procedures**

1. Add additional information in the Request Justification text box.
2. Click on the Resubmit button.
3. Resubmitting will produce a success message near the top of the screen in green.

**Filtering Linking Requests**

**Discussion**

You are also able to filter your requests by clicking on the Filter button at any time. Filtering allows you to view your linking requests that have been approved or denied.
Procedures
1. From the Link Request Summary page, click on the Filter button.
2. Enter the fields you would like to filter.
3. Click the Filter button.

Manage PEPE Changes

Discussion
Users may find that the PEPE district or PEPE building for a student is incorrect. The Manage PEPE Changes screen will display those students for whom a PEPE change has already been submitted. This screen allows users to review the status of their requests. The System Administrator will review and approve/deny every PEPE change request based on the information provided in the request. For more information on how to request a change to a student’s PEPE, please see Module 3 Unit 2.

NOTE: The Manage PEPE Change link is only available from mid-July to mid-September.

Procedures
1. From the PEPE Change Summary screen, click on the Filter button.
2. Enter the fields you would like to filter.
3. Click the Filter button.
4. Once your filter results have been returned, you may review your requests to see if they have been approved or denied by the System Administrator. Approved/denied status is shown in the bottom right hand corner of each request.
Manage Cohort Requests

Discussion
There are a few instances where a student’s cohort year may be incorrect. The MSDS allows users to request a cohort year change to individual students at certain times of the year. For more information on how to request a change to a student’s cohort year, please see Module 3 Unit 4.

Procedures
1. From the Cohort Request Summary screen, click on the Filter button.
2. Enter the fields you would like to filter.
3. Click the Filter button.
4. Once your filter results have been returned, you may review your requests to see if they have been approved or denied by the System Administrator. Approved/denied status is shown in the bottom right hand corner of each request.
Module 3 - Unit 2
Primary Education Providing Entity (PEPE)

Introduction

The PEPE process identifies the Primary Education Providing Entity for each public school student submitted in the MSDS and is used in assigning accountability for graduation cohort and Adequate Yearly Progress (AYP) determinations.

Students that are submitted with nonpublic or homeschool residency codes are not assigned a PEPE.

Only an authorized user for the district that is identified as the Primary Education Providing Entity (PEPE) for a student can update that student's master record data (Personal Core characteristics). For students who do not have an assigned PEPE, any user may update the master record.

CEPI determines PEPE based on the fall, spring and end-of-year (EOY) general collections and the SRM Collection in the MSDS. For the general collections, the process to update PEPE is run after the collection closes (not when the district certifies). For the SRM Collection, PEPE is updated upon the collection being certified.

Below are the rules used to determine how PEPE is assigned to each public school student:

- If a student is reported as continuing (exit status "19") by only one entity for a given MSDS collection cycle, then that district and building becomes the PEPE.
- If a student is reported in multiple entities in a collection, the entity which reported the greater proportion of full-time equated (FTE) membership is the PEPE.
- If the exit status for a student equals 01, 02, 03, 04, 05, 06, 20, 21, 40 or 41, this is considered a terminating exit status, and PEPE is assigned to the entity in which the terminating exit status was reported.
- If the exit status for a student equals any exit code other than those referenced above, PEPE remains with the last entity that reported the student as continuing.
- When both a Unique Education Provider (UEP) and a school report a student, the school will be the PEPE for the student. **However, if only a UEP (e.g., Career and Technical Education entities and Michigan Math/Science Center buildings) reports a student, it will be the PEPE for the student.**
- If a PEPE district and building cannot be determined, the record goes into "resolution" within the MSDS, and a System Administrator will determine PEPE. CEPI will utilize the previously accountable district/building's code until a new PEPE can be assigned.
PEPE Reports

Discussion

District level users can produce reports concerning accountability or a summary of changes.

These reports are available for users to determine the PEPE status for their students submitted in a particular collection.

The following reports are available:

**PEPE Resolution Required:** This report lists students for whom the MSDS could not determine a PEPE district or PEPE building. The state-level MSDS PEPE lead will need to determine which entity should be assigned as the PEPE.

**Submitted Records without PEPE Assigned:** This report lists students who have not been assigned a PEPE.

Procedures

1. Choose PEPE from the navigational menu, then PEPE Reports.
2. Choose a report, format and collection from the drop-down lists.
3. Enter a district code or district name. The system will automatically display districts which match entered text. If more than one district name is displayed, select the appropriate district.
4. Click the View Report button.

Request PEPE Change

Discussion

There may be times when the data do not reflect the correct accountable entity for a student, such as for students with equally split full-time equivalency (FTE). The best way to update the PEPE for a student is for the district claiming PEPE to certify a continuing record for the student through the SRM Collection. During the Graduation Rate Appeals Window, requests may also be made to change PEPE assignments through the online Student History screen.

When a user determines that the PEPE for a student needs to be updated, the user can request a PEPE change in the MSDS. PEPE changes can be requested through the Student History screen. Requests to change PEPE are approved/denied by a System Administrator.
NOTE: The Request PEPE Change feature is only available during the Graduation Rate Appeals window (mid-July to mid-September).

Procedures
1. From the Student History screen, select Request PEPE Change from the Action drop-down.
2. Click the Go button.
3. Enter the district and/or building you are requesting the student’s PEPE to be changed to.
4. Enter your justification for the change.
5. Click the Submit Request button.

Requests are placed in a queue that the MSDS PEPE lead reviews and approves or denies based on the information submitted in the request. You may review your request and the status of your request on the Manage PEPE Changes screen. See Module 3 Unit 1 for more information on how to navigate to this screen.
If you receive an error message, it will also provide you with a reason for the error.

Once you have provided all required information, you will see a success message in green.

View the summary of change requests by filtering on the appropriate fields.
Module 3 - Unit 3
Audit FTE and Audit Narrative

Introduction
Student full-time equivalency (FTE) data are collected during the Fall and Spring General Collections as defined according to the State School Aid Act. The FTE data submitted in those two collections must be audited and adjusted as necessary. The purpose of the audit is to ensure that the correct FTE is being claimed when school districts submit student records. The MSDS and audit processes produce a publicly available FTE report known as the unaudited DS4061 or the audited DS4120. This report displays the FTE counts grouped by various categories. During the audit process, these initial numbers are reviewed and confirmed by intermediate school district (ISD) auditors. Each school district is desk audited each year; buildings within the school district are audited once in either a two-year or four-year period.

For more information on pupil membership audits, please reference the Michigan Department of Education (MDE) Pupil Auditing Manual (http://www.michigan.gov/mde/0,1607,7-140-6530_9091_48553---,00.html) or contact Naomi Krefman (517-335-6858 or krefmanN@michigan.gov) in the MDE Office of Audits.

The MSDS allows users to resolve FTE conflicts and adjust FTE counts.

FTE Conflict Detection

Discussion
The FTE Conflict Detection feature operates on both staging and certified data and detects instances where a single student (UIC) is reported with more than 1.00 FTE. This feature will identify each student (UIC) where the total General Education and Special Education FTE exceeds 1.00 as reported by all districts. If the district wishes to make changes to the data they would be either routed to the appropriate student record in the staging area, or (if the collection has been certified) they must de-certify and resubmit the collection.

FTE conflicts occur for two reasons:

1. Type 1: Two different students are using the same UIC. This conflict can be resolved by changing the UIC for one of the students or requesting a new UIC.

2. Type 2: A single student is submitted by multiple districts for a total of more than 1.0 FTE. This conflict can only be resolved by adjusting the submitted student record (prior to the collection closing), or via an audit adjustment (after the collection has closed).

Type 1 Conflicts: UIC
A Request New UIC button is available on the FTE Conflict Detection screen. This button will be available even after the collection closes. As with the normal Request for UIC process, the user must provide detailed justification as to why a new UIC is required and submit the request. Once the request is approved by CEPI, a new UIC will be generated and the conflict will be removed from the
screen. The new UIC will be changed on the submitted record and will be reflected in the staging and certified data reports.

Users will also need to request that the student history be split so that each student record is associated with the correct UIC. This is done by sending an e-mail to CEPI Customer Support at cepi@michigan.gov, with “Student History Split Request” in the subject line. Please provide the incorrect UIC that was used and the new UIC that was created.

If the student in conflict that was submitted with the incorrect UIC already has an existing UIC, please do not request a new UIC for the student. The request will be denied. Please send an e-mail to CEPI Customer Support at cepi@michigan.gov, with “Student History Split Request” in the subject line, and provide the two UICs that need the history records split.

Users will also need to update their local student information system with the new UIC. This step is critical to ensure that the same conflict does not reappear in a future collection.

**Type 2 Conflicts: FTE**

The conflict resolution window will be available from count day through the seventh Wednesday after count. Users may continue to decertify and resolve any FTE conflicts while the collection is still open.

It is important to note that there is not a penalty for unresolved FTE conflicts. If you have remaining conflicts after the collection closes, please take the following actions:

1. Discuss any remaining FTE conflicts with your ISD auditor.
2. Determine with your auditor if the conflict requires the issuance of a new UIC (Type 1 Conflict above). If so, you can request the new UIC directly from the FTE Conflict Detection screen.
3. If the FTE conflict is the result of a single student (UIC) being reported with more than 1.00 FTE with another district, you need to resolve the issue with your ISD auditor, including providing any necessary documentation to verify enrollment.

There is a nightly process that populates this form. As more districts submit their data, more students may be listed as having an FTE conflict with another district. Therefore, users will want to review this form frequently for any new conflicts that have occurred due to another district submitting data.
Procedures

1. Choose Audit FTE from the navigational menu, then FTE Conflict Detection.
2. Choose a school year and collection from the dropdown list.
3. Enter a district code or district name. The system will automatically display districts which match entered text. If more than one district name is displayed, select the appropriate district.
4. Click the Go button.

When a district does not have any FTE Conflicts, the following screen will display:

Should you find FTE conflicts, the list will display each student reported by the selected district who was also reported for the same collection by another district(s), and for whom the total FTE reported by all districts exceeds 1.00. This is the definition of an FTE conflict. Clicking on the UIC link opens Student History and allows you to take one of two actions:

1. Request PEPE Change (Further instructions in Module 3 Unit 2)
2. Request to Link (Further instructions in Module 2 Unit 6)

If the Adjust button is active on this screen, clicking the button will load the data staging area, where changes to the record can be made to resolve the conflict. The Adjust button is disabled after the district certifies the collection or after the collection close date. If you would like to resolve the conflict after the data have been certified, you will need to decertify the collection first. The conflict resolution window will be available from count day through the seventh Wednesday after count day. You may continue to decertify and resolve any FTE conflicts while the collection is still open.

For Type 1 Conflicts where two different students are using the same UIC, click the Request New UIC button to resolve the conflict. This button is available even after the collection closes. As with the normal Request for UIC process, the user must provide detailed justification as to why a new UIC is required and submit the request. Once the request is approved by CEPI, a new UIC will be generated and the conflict will be removed from the screen. The new UIC will be changed on the submitted record and will be reflected in the staging and certified data reports.

The Claim check box is used to notify auditors that the districts cannot resolve the conflict and the auditors must make the decision as to where the FTE will go. This should only be checked AFTER all attempts were made between the two districts to resolve the conflict. The Claim check box is available from count day through the seventh Wednesday after count day.
Audit Form (DS4061/DS4120)

Discussion

The audit form displays district FTE counts for each applicable collection, grouped by various categories. During the audit process, the FTE counts submitted by districts are reviewed and confirmed by ISD auditors. The form is populated with data for the current general collection the day after the district certifies. All general collections dating back to Fall 1999 are available on this form. Authorized ISD auditors (and State-level auditors) can access this form with the purpose of modifying FTE counts within the time constraints and business rules for the audit processes. ISD auditors can alter FTE counts only for districts associated with the ISD. (State auditors can alter FTE counts for all districts throughout the state.) The form will be available for adjusting upon completion of the collection closeout process.

ISD auditors can alter FTE counts for the Fall and Spring General collections through November 15 of the following school year. (State auditors can alter FTE counts through November 15 of the two subsequent school years.) After November 15 of the two subsequent school years, FTE counts cannot be directly updated using the MSDS user interface.

Procedures

1. Choose Audit FTE from the navigational menu, then Audit Form.
2. Choose a school year and collection from the first dropdown list.
3. Enter a district code or district name. The system will automatically display districts which match the entered text. If more than one district name is displayed, select the appropriate district.
4. Click the Go button.

The heading is displayed as DS4061 if the audit form has not been set to audited status by an ISD auditor. The heading will be displayed as DS4120 if the form has been set to audited status by an ISD auditor.

Authorized ISD auditors can make changes to any cell which is enabled (not grayed out). If there are no errors in the data, the auditor can save the form as a DS4120 (audited) or keep the form as a DS4061 (unaudited). To save changes to the form, click the Save button. If the Save button is not visible, the user does not have permission to update the Audit Form, the district is not associated with the ISD to which the auditor has access or the date restrictions (above) do not allow update access.
If “Save as DS4120” is chosen, the form will be changed to a status of DS4120 (audited). If “Save as DS4061” is selected, the data will be saved and the form will remain in DS4061 (unaudited) status.

If the auditor attempts to leave the audit form prior to saving changes, the following popup window will display. Choose Cancel to stay on the form and save changes, or click OK to leave the page and discard changes.

![Popup Window](image)

The form must be in unaudited (DS4061) status to be modified. Once the form has been changed to a status of DS4120 (audited), the data cannot be changed. If the form is in DS4120 status and the user has update access, a Re-open button is displayed. To alter FTE counts, click the Re-open button and the form will be changed to a status of DS4061 (unaudited). Changes can then be made as indicated above.

![FTE Count - DS4120](image)

**Recalculating after changes:**

If a change is made on the Audit Narrative, the Recalculate button allows those changes to be reflected on the Audit form.

![Recalculate Button](image)
Resetting the form:

The **Reset Forms** button resets all adjustments made to the audit form **AND** all adjustments made in Sections III and IV of the Audit Narrative. This includes all student-level changes. Data will be returned to the baseline unaudited count. This procedure cannot be reversed once performed.

The audit form window displays district information in tabular form. The number of tabs varies by entity type: five for PSA districts, eight for ISD districts and nine for LEA districts. The bottom of the form displays the name of the user who last updated/audited the form.

The possible tabs are described in detail on the following pages.

**Special Ed tab**

**Discussion**

This tab is available for ISD, LEA and PSA districts. However, Non-Resident Section 52 is not updateable for PSA districts and should contain zeros based on certified student data. Each individual row is totaled across and each column is totaled down. The data are grouped into the various Program Service Codes (110 through 270). The values in the Resident Sec52 and Non-Resident Sec52 cells depend on the values reported in Student Residency characteristic from the Membership component. Non-Resident codes are 01-07; Resident Codes are 08-15. The values in the Sec53a cells are the sum of the Section 53 FTE characteristic from the Special Education component.
General Ed tab

Discussion

This tab is available for LEA districts and PSA districts only.

The FTE w/o Graded Alt Ed column is populated for students in Grade/Setting 00-12 who do not have a Program Eligibility Participation code of 9220 (Alternative Education).

The FTE Graded Alt Ed Only column is populated for students in Grade/Setting 00-12 who have a Program Eligibility Participation code of 9220 (Alternative Education).

NOTE: Beginning with the Fall 2007 General Collection, the “Alternative Education” row is no longer being populated. Prior to this collection, this row would populate for students coded with a grade or setting of ‘13’.
Additional Information tab

Discussion

The data displayed in this tab vary depending on the entity type.

LEA District:

1. Non-public resident of district: students submitted with residency codes 08 or 15.
2. Non-resident pupils without release: students submitted with residency code 05.
3. Special Ed and General Ed FTE (Section 24): students submitted with residency code 09.

PSA District:

1. This row is populated for students submitted with a Student Residency code of 10
   [Student is counted by a new public school academy authorized by a local school district, and
   is also counted by the authorizing district during the immediately prior supplemental (Spring)
   FTE count.]
2. This row is a manually populated field where the auditor enters the new grade levels being
   offered.
ISD District:

<table>
<thead>
<tr>
<th>Category</th>
<th>FTE Count</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emotionally Impaired Students Served by the Department of Community Health</td>
<td>1</td>
<td>8.00</td>
</tr>
<tr>
<td>Non-Special Education Juvenile Detention Facilities and Child-Caring Facilities</td>
<td>2</td>
<td>0.00</td>
</tr>
<tr>
<td>Special Education FTE (section 24)</td>
<td>3</td>
<td>113.25</td>
</tr>
<tr>
<td>Total Special Education students in ISD Programs</td>
<td>4</td>
<td>541.98</td>
</tr>
</tbody>
</table>

1. Emotionally Impaired Students Served by the Department of Community Health: Total of Special Ed Section 52 FTE where the Student Residency code is 13.
2. Non-Special Ed Juvenile Detention Facilities and Child-Caring Facilities: Total of General Ed FTE where the Student Residency code is 12.
3. Special Education FTE (section 24): Total of Special Ed Section 52 FTE where the Student Residency code is 09.
4. Total Special Education students in ISD Programs: This is the total of Special Ed FTE from the Special Ed tab and is not updateable.

Residency Information tab

Discussion

The data displayed in this tab vary depending on the entity type (LEA or ISD). This tab does not exist for PSA districts, as they cannot have non-resident students

LEA District:

1. Non-K-12 District: Students with Student Residency code 01.
2. Section 105/105c Schools of Choice: Students with Student Residency code 02 or 03.
3. Non-Public Non-Resident: Students with Student Residency code 04 or 07.
4. All Other: Students with Student Residency code 06.
ISD District:

1. Section 53 ISD Operated Program: Total of all Section 53 FTE.
2. Section 52 ISD Operated Program: Total of all Section 52 FTE where the Student Residency code is NOT 11 or 13.
3. School for the Deaf, Blind: All students with Student Residency code 11.
5. Emotionally Impaired Students Served by DCH: All students with Student Residency code 13.
Updating Residency Information

Procedures

To change the Residency Related information, locate the district in the Residency Information tab and change the applicable FTE counts. If a district is not displayed, click the **Add New** button to add a new district code.

A pop-up window will appear prompting for the information to be added. The fields on the window will vary depending on the entity type.

**LEA Display:**

![LEA Display](image1)

**ISD Display:**

![ISD Display](image2)

The Resident District dropdown is populated with entities coded as LEA Districts in EEM. As changes are made, the totals are recalculated. The **Save** button stores the data and the form is closed. The **Cancel** button closes the form without updating any data. Resident district is required. Additionally, one of the numeric fields must contain a value greater than 0.
Adult Ed tab

Discussion

For the Fall General Collection, the Adult Ed tabs reflect the July submission period and the September submission period. For the Spring General Collection, the Adult Ed tabs reflect the Adult Ed February and Adult Ed April submission periods. The Adult Ed April tab is not populated with data and must be manually entered by the auditor.

The counts are based on various combinations of program code, age and diploma status. Age is calculated as of September 1 of the school year.

<table>
<thead>
<tr>
<th>Description</th>
<th>Column a</th>
<th>Column b</th>
<th>Column c</th>
<th>Column d</th>
<th>Column e</th>
<th>Column f</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Basic Education (ABE)</td>
<td>6.97</td>
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<td>0.00</td>
<td>0.00</td>
<td>5.97</td>
<td>0.00</td>
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<tr>
<td>General Education Development (GED)</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>High School Completion (HSC)</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Job or Employment Training</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Michigan Career and Technical Institute (MCTI)</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Participants permanently expelled under School Code Act 380.1311 or 380.1311A</td>
<td>21.39</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Row 1: Adult Basic Education
Column f: Sum of Adult Ed FTE for Program 3311, Diploma Status “3”, and age > 19

Row 2: English as a Second Language:
Column a: Sum of Adult Ed FTE for Program 3312, Diploma Status “1”, age < 20
Column b: Sum of Adult Ed FTE for Program 3312, Diploma Status “2”, age < 20
Column d: Sum of Adult Ed FTE for Program 3312, Diploma Status “1”, age > 19
Column e: Sum of Adult Ed FTE for Program 3312, Diploma Status “2”, age > 19
Column f: Sum of Adult Ed FTE for Program 3312, Diploma Status “3”, age > 19

Row 3: General Education Development
Column f: Sum of Adult Ed FTE for Program 3313, Diploma Status “3”, age > 19

Row 4: High School Completion
Column a: Sum of Adult Ed FTE for Program 3314, Diploma Status “1”, age < 20
Column d: Sum of Adult Ed FTE for Program 3314, Diploma Status “1”, age > 19
Column f: Sum of Adult Ed FTE for Program 3314, Diploma Status “3”, age > 19

Row 5: Job referral-Remedial Reading/Math
Column a: Sum of Adult Ed FTE for Program 3315, Diploma Status “1”, age < 20
Column b: Sum of Adult Ed FTE for Program 3315, Diploma Status “2”, age < 20
Row 6: Michigan Career and Technical Institute (District 08010 – Delton-Kellogg only)
Column a: Sum of Adult Ed FTE for Program 3316, Diploma Status “1”, age < 20
Column b: Sum of Adult Ed FTE for Program 3316, Diploma Status “2”, age < 20

Row 7: Permanently Expelled from School
Column c: Sum of Adult Ed FTE for Program 3317, Diploma Status “3”, age < 20

Summary tab
Discussion
All fields on this form are read-only and are calculated using fields that exist on the previous tabs.

LEA and PSA Display (Note: Adult Ed totals will always display 0.00 for PSAs)

<table>
<thead>
<tr>
<th>Total Adult Ed Participants this Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>February Participants for Spring 2009 General</td>
</tr>
<tr>
<td>April Participants for Spring 2009 General</td>
</tr>
<tr>
<td>Total Adult Education Count for Spring 2009 General</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summary of Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Special Education</td>
</tr>
<tr>
<td>Subtract: Non Resident Special Education without Release Form</td>
</tr>
<tr>
<td>Total Adjusted Special Education Count</td>
</tr>
<tr>
<td>K-12 Pupils</td>
</tr>
<tr>
<td>Subtract: Non Resident General Education without Release Form</td>
</tr>
<tr>
<td>Total Adjusted K-12 Membership Count</td>
</tr>
<tr>
<td>Total Adjusted K-12 &amp; Special Education FTE</td>
</tr>
</tbody>
</table>

ISD Display

<table>
<thead>
<tr>
<th>Total Adult Ed Participants this Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>February Participants for Spring 2009 General</td>
</tr>
<tr>
<td>April Participants for Spring 2009 General</td>
</tr>
<tr>
<td>Total Adult Education Count for Spring 2009 General</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summary of Membership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Special Education</td>
</tr>
<tr>
<td>Total Adjusted Special Education Count</td>
</tr>
<tr>
<td>K-12 Pupils</td>
</tr>
<tr>
<td>Total Adjusted K-12 Membership Count</td>
</tr>
<tr>
<td>Total Adjusted K-12 &amp; Special Education FTE</td>
</tr>
</tbody>
</table>
Students – Gen & Spec Ed tab

Discussion

This tab is available to ISD, LEA, and PSA entity types. It is NOT available for the public. This tab provides auditors with the ability to make FTE adjustments at the student level. On each detail line, the check box can be toggled on or off for a more fine selection capability. The “Select All” or “Deselect All” links can be used to select all students (filtered, not limited to current display) or deselecting all students. If a student is submitted with zero FTE, the student will NOT appear in this list. If a student is submitted with FTE greater than zero and the auditor changes him/her to zero FTE, then the student WILL remain on the list.

Filter Options:
Mass Change Student Records

Procedures

1. Choose one of the following:
   a. Select the appropriate students using the filter options and/or the select boxes, OR
   b. To apply a change to all students, leave all boxes unchecked and clear any filters.

2. Click the **Mass Change** button located above the student list.

3. The Mass Change form is displayed, and the number of affected students is displayed on the form.
   a. Select whether the FTE change is per student or distributed evenly over the selected students.
   b. Select the FTE Type.
   c. Enter the FTE Change (either per student or the amount to be distributed over the selected students). For negative values, enter a minus sign ( - ) before the number.
   d. Enter a finding (optional).
   e. Enter the building that the change applies to (optional).
   f. Enter a comment (optional).
   g. Click the **Save** button.

   **NOTE:** If the amount of change will set FTE for any student below 0.00 or greater than 1.00, an error message will appear. Repeat the previous steps until the error no longer appears.

   h. If no errors exist, the Mass Change form is closed and the data is saved.

   **NOTE:** Although optional, information entered in the Finding, Building and Comment fields will propogate to the audit narrative.

Students – Ad Ed tab

Discussion

This tab operates identically to the “Students – Gen&Spec Ed” tab and lists students containing at least one Adult Ed component. Because of the complexity with Adult Ed programs, the mass change feature is not available for this tab.
Filter Options for Students – Adult Ed tab:

Printing the Audit Form

Procedures
Click the Print button to print the Audit form. The report displays the Audit Form in PDF and each tab will print on a separate page.
Audit Narrative

Discussion

The Audit Narrative, in compliance with the Pupil Auditing Manual, will present the results of the current audit. These results include whether a desk audit or field audit was performed, the date of the audit, percent of FTE audited, general and specific findings, recommendations and legal references. The report also contains the specifics of FTE changes.

The narrative is available upon completion of the collection closeout process. You must have the “Audit Narrative – View” role to view the audit narrative. To make changes to the narrative, you must have the “Audit Narrative” role. Updates to the Audit Narrative Form are made exclusively by auditors.

It is recommended the application be used in one of the two following manners depending on your approach to the audit:

1. Conduct the audit first and complete the narrative later.
   With this approach, you can enter adjustments directly on the Audit Form. Only mass adjustments entered via the student detail page will populate as findings in Section III of the narrative. All adjustments are reflected in Section II of the narrative, and the narrative cannot be certified until it is in balance with the Audit Form.

2. Complete the narrative while conducting the audit.
   With this approach, you make your audit adjustments starting from the Audit Narrative. As you enter findings in Section III, these changes will automatically update the Audit Form. When you are finished and all adjustments are in balance in Section II, you will need to go back into the Audit Form and save it as audited (DS4120). You can also use Section III to pre-fill the student FTE adjustment page of the narrative by entering the adjustments on each student line. Entering all adjustments on the narrative will ensure that the narrative is always in balance with the Audit Form.

To access the Audit Narrative, choose Audit FTE from the navigational menu, then Audit Narrative. Choose a school year and collection from the dropdown list, and then click the Go button.

The Audit Narrative displays in a tabbed format. Each tab is described on the following pages.
Section I – Introduction

Discussion

This tab begins with an explanation of the purpose of the audit. Any additional information deemed appropriate and necessary about the audit findings should be added to the Additional Comments box. This Comments box is for Auditors only.

The Building Status table is displayed with the following headings:

- **Building**: lists all buildings within the selected district.
- **Date Of Prior Field Audit**: displays date if previously field audited or can be manually entered if blank.
- **Audit Type**: The type of audit being performed. The options are Desk, Field or Both.
- **Adjustment**: This total is populated from total specific finding FTE for each building.
- **Auditor**: Drop-down listing of all users with an active Auditor profile. By default, this field will populate with the currently logged-in auditor.
- **The Audit Hours and Percent Tested of Pop I, II and III are manually-entered columns.**
Section II – Results
Discussion

The results displayed show the differences between the unaudited DS4061 and the audited DS4120. Results are displayed in four columns and reflect the counts on the DS4061 and Section III of the Audit Narrative. The display label across the top indicates if the audit is in balance or out of balance.

- **Unaudited Count (DS4061):** The initial audit sum for the district without taking into account any adjustments.
- **Audited Count (DS4120):** The audited totals including all adjustments.
- **Findings:** The total of all findings reported in the narrative.
- **Audit Difference:** The difference between the Unaudited Count and Audited Count columns (the net audit change made in the DS4061/DS4120) and the Findings column (the audit narrative total).
  - If all differences are zero, then the form is in balance and the audit can be certified as complete.
  - If the differences are less than or greater than zero, an “Out of Balance” status message appears in red above the tab title “II. Results.” Adjustments to the findings in Section III and/or to the Audit Form are required.

The Refresh button allows the auditor to update this tab with any new findings that were entered in Section III or with changes that were made directly on the Audit Form.
Section III – Specific Findings

Discussion
This tab allows the auditor to enter the specific findings from the audit. Mass changes from the Audit Form will also be reflected. The rows can be re-ordered using the arrow buttons at the beginning of each row. The Refresh button will update this tab with any new findings created via the Mass Change feature in the Audit Form. If changes are made to this tab while the Audit Form is in DS4120 status, the user will be prompted to re-open the form.

- Building: The specific building the finding will be entered for. Only entities hierarchically under the ISD/District will be listed.
- Audit Type: Available options are Desk, Field or Both.
- Finding: This drop down contains the code and a brief description of each specific finding. A complete description of the findings can be found in the Pupil Auditing manual.
- Pupils: This field will populate based on the selections in the Students button, but can also be entered/modified by the auditor.
- FTE: Amount of FTE being adjusted for the building. For negative values, a minus sign (-) should be used.
- FTE Type: The type of FTE being adjusted. Available options are General Ed, Special Ed, Adult Ed, and General & Special Ed. NOTE: The “General & Special Ed” type is not recommended as it is not capable of properly updating the Section II tab.
- Students button: Clicking this button will display a list of students for the auditor to modify directly. The format is the same as the student detail from the audit form and is limited to students selected in the building chosen from the drop-down.
- Comments: Clicking on the hyperlink will open a pop-up window with the following information about the finding:
  o Finding Code
  o Finding Short Name
  o Description
  o Legal Reference
  o Comments: This is the only editable field on the popup and is editable by auditors only.
- Save button: Saves the information updated in the row.
• **Delete** button: Deletes the row. The user will be prompted to confirm deletion of the row. Both the save and delete buttons will result in immediate updates to the audit narrative.

• **Copy** button: Clicking this button will produce a duplicate of the finding, which is helpful when similar findings need to be entered.

### Update Individual Student Records

**Procedures**

1. Select a building from the dropdown list.
2. Select the Audit Type.
3. Select a finding.
4. Enter the number of Pupils affected.
5. Enter the total FTE to adjust for this finding. For negative values, enter a minus sign (-) before the number.
6. Select the FTE Type.
7. Click the **Students** button. A popup window will display with the “Students – Gen&Spec Ed” and “Students – Ad Ed” tabs. Only students from the selected building will display.
   a. Select the students affected using the filter options and/or the select boxes.
   b. Adjust the FTE for each individual student and click the **Save** button.
   c. Click the **Close** button on the Student Details page.
8. Click the Comments hyperlink. (If a comment does not exist, click the word “None.”)
   a. A popup window will appear. Enter comments and click the **Save** button.
   b. Comments are saved and the window will close. The comment will appear in the findings grid.
9. Click the **Save** button for the row just entered.
10. Click the Section II tab and click the **Refresh** button. The Audited Count (DS4120) and Findings columns will be updated based on the information entered in Section III.

### Mass Change Student Records

**Procedures**

1. Select a building from the dropdown list.
2. Click the **Students** button.
3. Choose one of the following:
   a. Select the appropriate students using the filter options and/or the select boxes, OR
   b. To apply a change to all students, leave all boxes unchecked and clear any filters.
4. Click the **Mass Change** button located above the student list.
5. The Mass Change form is displayed, and the number of affected students is displayed on the form.
   a. Select whether the FTE change is per student or distributed evenly over the selected students.
   b. Select the FTE Type.
   c. Enter the FTE Change (either per student or the amount to be distributed over the selected students). For negative values, enter a minus sign (-) before the number.
d. Enter a finding (optional).

e. The Building dropdown list is pre-populated with the building selected for the finding.

f. Enter a comment (optional).

g. Click the Save button.

**NOTE**: If the amount of change will set FTE for any student below 0.00 or greater than 1.00, an error message will appear. Repeat the previous steps until the error no longer appears.

h. If no errors exist, the Mass Change form is closed and the data is saved.

6. The Student Details – Gen & Spec Ed reflects the change made. Click the Close button on the Student Details page.

7. Click the Refresh button on the Section III tab. The following confirmation message is displayed. Click OK to proceed.

8. The following columns will be populated with the information from the Mass Change form:

   a. Audit Type
   b. Finding (if a finding was selected)
   c. Pupils
   d. FTE - the total amount of FTE adjustment (not the amount per student)
   e. Comments (if comments were added)

9. Select the FTE Type.

10. Click the Save button at the end of the row.

11. Click the Section II tab and click the Refresh button. The Finding column will be updated to reflect the findings added to Section III.

**Delete a Finding**

**Procedures**

1. Click the Delete button on the desired row. The following message will display.

   Choose one of the following:
   a. Click the OK button to confirm deletion. The grid will be refreshed and the finding will be removed.
   b. Click the Cancel button to cancel deletion.
2. Click the Section II tab and click the **Refresh** button.  
   **NOTE:** If the Audit Form is in DS4120 status, changes to the Section III tab may require the Audit Form to be re-opened. Once the Audit Form has been re-opened, a note at the bottom of the page will remind the auditor to re-certify the DS4061. The auditor will need to return to the audit form and resave it as a DS4120 once the audit is complete.

   **NOTE:** The DS4061 has been re-opened, please remember to re-certify.

### Section IV – General Findings

This tab is similar in design to the Section III tab. However, it is only used to enter general findings for the building or district. The columns operate exactly the same as the Section III tab.

<table>
<thead>
<tr>
<th>Building</th>
<th>Audit Type</th>
<th>Finding</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flint City School District (25010)</td>
<td>Desk</td>
<td>G37 - Alpha List &amp; SRSD</td>
<td>None</td>
</tr>
<tr>
<td>Flint City School District (23010)</td>
<td>Desk</td>
<td>G38 - Alpha List &amp; SRSD - Special Education</td>
<td>None</td>
</tr>
</tbody>
</table>

**Procedures**

1. Select a building from the dropdown list (required)
2. Select an Audit Type from the dropdown list
3. Select a Finding from the dropdown list (required)
4. Click on the Comments link (if a comment does not exist, click the word “None.”)
   a. A popup window will appear. Enter comments and click the **Save** button.
   b. Comments are saved and the window will close. The comment will appear in the findings grid.
5. Click the **Save** button.
Section V – Appeal Process

Discussion

This tab allows the auditor to enter appeal process information for the district in the first editable box. The second portion of the appeal page is set up by the System Administrator and cannot be edited by the Auditor.

Procedures

If necessary, make any changes within the text box and click on the Save button.

Certifying the Audit Narrative and Viewing the Report

The View Report button displays the Audit Narrative Report in PDF. The student-level data will appear on the report if the “Include Student Detail” box is checked.

To certify the Audit Narrative, click the Certify as Complete button. The button will only be available if the data in the Section II tab are in balance. If the data are not in balance, the button will be grayed out.

Once the narrative is certified, it will no longer be editable. The Certify as Complete button will change to a Re-Open button. If further changes are needed, click the Re-Open button and the narrative will be available for editing.
Module 3 - Unit 4

Cohort

Introduction

In order to comply with The No Child left Behind (NCLB) Act of 2001 and the Michigan Department of Education (MDE) Consolidated State Accountability Workbook, the State of Michigan has moved to an accountability system for high schools in which a graduation rate includes only 'on-time' graduates who earn diplomas in four years. This calculation aligns with the guidelines provided by the National Governors Association (NGA) Graduation Counts Compact and the United States Department of Education (USED).

The four-year adjusted cohort graduation rate is calculated by tracking individual students from the time they were enrolled as first-time ninth-graders with a four-year expected completion rate. The formula accounts for students who leave school and return later, for students retained in a grade who stay in school, and for students who transferred into and out of the public school system. Students included in building rates must have been reported to the state for two or more count days. Students included in district rates must have been reported to the state for one or more count days.

For more information about how the graduation rates are calculated, please reference the Cohort Methodology document on the CEPI Graduation and Dropout Review Web page: http://www.michigan.gov/cepi/0,4546,7-113-986_50502_56418---,00.html. This Web page also includes FAQs and the current Graduation and Dropout Review timeline.

Cohort Student List

Discussion

Students are placed in a cohort when they are first identified as ninth graders. Students entering the district after ninth grade will be assigned a cohort year according to the grade in which they are placed. Students in educational setting “14” must be at least 14 years old and are placed in a cohort using a computed grade (age minus 5).
Procedures

1. From the Grad Cohort menu, choose Cohort Student List.
2. You are required to select a cohort year from the dropdown list and an entity. A default value is provided for the year. Additionally, you have the option of searching for a student using any of the following fields: Last Name, First Name, UIC, Cohort Status and Exit Status.
3. Click the Submit button.

If there is no cohort reporting information, your search will yield 0 results and you will receive this message in blue under the screen title. If you believe you received this message in error, check your search criteria and try again.
Request a Cohort Year Change

Discussion

There are a few instances where a student’s cohort year may be incorrect. The MSDS allows users to request a cohort year change for individual students.

Procedures

1. Go to the Student Search screen.
2. Search for the student that you would like to request a cohort year change. Users may search by the student’s UIC or by their core field information (first name, last name, date of birth, gender, etc.).
3. When the search results are returned, click on the student’s UIC.
4. On the Student Details screen, click on the View Student History button.
5. From the Student History screen, select Cohort Year Change Request from the Action dropdown.
6. Click Go.
7. Enter the correct cohort year for the student along with a justification.
8. Click the Submit Request button.
9. The request is placed in a queue for the MSDS Cohort lead to review. The request will be approved or denied based on the information submitted. You may review your request and the status of your request on the Manage Cohort Requests screen. See Module 3 Unit 1 for more information on how to navigate to this screen.
Request a Cohort Change

First Name: John
Last Name: Doe
UIC: 1111111111
Date of Birth: 01/01/1994
Gender: M
PEPE District: Warren Consolidated Schools (50230)
Current Cohort Year: 2012
Requested Cohort Year: 2013
Justification: Student was mis-reported in the 9th grade. Correct cohort year is 2013.

Submit Request  Cancel
Module 3 - Unit 5

Direct Certification

Introduction
The Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) amended the Richard B. Russell National School Lunch Act to require direct certification. Each local educational agency (LEA) must directly certify children who are members of households receiving assistance under the Food Stamp Program as eligible for free school meals, without further application, based on information provided in an electronic data file from the Department of Human Services (DHS).

Data from DHS are matched with student enrollment data as reported by school districts in the previous year End-of-Year (EOY) General Collection and current year Early Roster, SRM, Fall and Spring General Collections in the MSDS. Matched students will be certified as eligible for free school meals and listed on the Direct Certification Student Status report. Each LEA must then notify these households that the children, as directly certified, are eligible for free benefits and no further application is necessary. For more information, please refer to the Eligibility Guidance for School Meals Manual at http://www.fns.usda.gov/cnd/Guidance/default.htm.

To find out more information about the Direct Certification Report, please visit the CEPI Direct Certification Web page.

Direct Certification Student Status Report

Discussion
The report is initially released for a school year in early August and will include matched students reported as continuing in your district during the previous EOY collection as well as matched students submitted through the Early Roster collection. Subsequent refreshes of the Direct Certification Report will match data from DHS with student data reported in the Early Roster, Student Record Maintenance, Fall General and Spring General collections in the MSDS. The report is refreshed bi-weekly in August and September. Beginning in October, the report is refreshed monthly. For more information on specific refresh dates, please refer to the Direct Certification Timeline on the CEPI Direct Certification Web page.

Users with the Supplemental Nutrition role will have the ability to download a list of students for a particular entity who are eligible for free school meals. The report can be saved as a PDF or CSV file. The CSV file allows users to import data to local student information or food service systems.

The report will display the following information:
- Total count of students directly certified for each building, including a district total
- Student demographic information (Student name, Student ID, UIC, DOB and Gender)
- Category in which the student was eligible under
- Date that the student record was matched against DHS
- Date the the student exited the district (if applicable)
Procedures

1. Choose Direct Certification Student Status from the General Reports menu.
2. Choose School Year from the dropdown.
3. Choose a Report Format from the dropdown.
4. Enter the entity’s name or number.
5. Click the Submit button.

District Direct Certification Download Status

Discussion

This report allows users to view which districts have downloaded or have not downloaded the Direct Certification Student Status Report.

Procedures

1. Choose District Direct Certification Download Status from the General Reports menu.
2. Choose a School Year from the dropdown.
3. Choose whether or not to display only districts that have not downloaded the report.
4. Choose a Report Format from the dropdown.
5. Click the Submit button.
Module 3 - Unit 6
MSDS Reports

Introduction

The MSDS has a variety of reports that are generated from data already in the system and provide users with the opportunity to view and analyze the data.

The Data Staging Area contains reports for uncertified data or for collections that do not require certification. These reports reflect data from records that are error-free.

Reports based on the certified data are available under the Certified Data Reports menu option. Additional reports are available that are not related to a particular collection, such as Direct Certification, FTE Audit, Grad Cohort and PEPE. Some reports are only available to users with appropriate permissions. For example, the Direct Certification Student Status report is only available to users with the Supplemental Nutrition role.

Reports are available in PDF, Excel and CSV formats. Some reports also have an additional drill-down format that can be used to access student-level detail.

For a full list of available reports, click on the link below to access the MSDS Reports List spreadsheet. This spreadsheet contains two tabs. The “Report List” tab provides the location and the collection(s) that pertain to each report. The “Report Details” tab provides a brief description of each report, recommendations on how the report should be used and any additional comments. http://www.michigan.gov/documents/cepi/MSDS_reports_380930_7.xls
Staging Area Reports

Discussion

In the Data Staging Area, the reports are separated into three categories:

1. **Validation Reports**: these reports allow you to view a complete list of errors and warnings for the selected collection.
2. **UIC Resolution Reports**: these reports allow you to view students that have a particular UIC Resolution status.
3. **Staging Reports**: the list of reports varies based on the selected collection, and allow you to verify the data submitted in that particular collection. These reports should be compared with reports in your student information to confirm the data are accurate.

Additional notes:

- Only uncertified, error-free records (with or without warnings) are included in the Staging Reports. Records that contain errors will not appear.
- Once the data are certified, staging area reports will no longer display data. The report must be run from the Certified Data Reports menu. Instructions can be found on the next page.
- For more information on how to access the Data Staging area, please refer to the Data Staging Area training module (Module 2 Unit 3).

Procedures

1. Select a report from the dropdown list.
2. Select a report format.
3. Click the **Run Report** button.
Certified Reports

Procedures

1. From the Certified Data Reports menu, choose Certified Reports.
2. Type the name or code of the Submitting Entity.
3. Select the desired collection from the dropdown list.
   NOTE: Only collections with certified data will appear in this list.
4. Select the desired report from the dropdown list.
5. Select the desired report format from the dropdown list.
6. Click the **View Report** button.
Drill-down Reports (beta)

Discussion

CEPI has released a new feature to various summary reports that allows users to view student-level detail. This feature is in beta mode, which means that we are still working to make the feature as efficient as possible. However, we feel this reporting capability is too valuable to delay its release.

The drill-down option has been added to the following reports:
- 12th Grade Graduate Summary
- Exit Status Count
- Gender/Race/Ethnicity Count
- Primary Disability Count
- Program Participation Count
- Residency Status Count
- Students with Submitted Test Types

Procedures

1. While selecting a report in either the Staging Area or the Certified Reports menu, choose the Drill-Down format and run the report as shown below.

Data Staging Area

Certified Reports menu

2. The report will display as follows:
3. By default, the report will display the total district-level count. Click the sign next to the district name to “drill down” to the building-level details.

<table>
<thead>
<tr>
<th>District</th>
<th>Exit Status (Codes 01-21, 30, 40-42)</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEPI Public Schools (00000)</td>
<td></td>
<td>2609</td>
</tr>
<tr>
<td>CEPI High School (00001)</td>
<td></td>
<td>395</td>
</tr>
<tr>
<td>CEPI Middle School (00002)</td>
<td></td>
<td>318</td>
</tr>
<tr>
<td>CEPI Elementary School (00003)</td>
<td></td>
<td>696</td>
</tr>
<tr>
<td>CEPI Adult Education (00004)</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

4. Next, click the sign next to a building to “drill down” further to the next level in the report.

<table>
<thead>
<tr>
<th>District</th>
<th>Exit Status (Codes 01-21, 30, 40-42)</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEPI Public Schools (00000)</td>
<td></td>
<td>2609</td>
</tr>
<tr>
<td>CEPI High School (00001)</td>
<td></td>
<td>395</td>
</tr>
<tr>
<td>07 Dropped out of school</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>08 Enrolled in another public school district in Michigan</td>
<td></td>
<td>34</td>
</tr>
<tr>
<td>09 Moved out of state</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>19 Expected to continue in the same school district</td>
<td></td>
<td>355</td>
</tr>
<tr>
<td>CEPI Middle School (00002)</td>
<td></td>
<td>318</td>
</tr>
</tbody>
</table>

5. Continue clicking the sign until you’ve reached the student-level detail.

<table>
<thead>
<tr>
<th>District</th>
<th>Exit Status (Codes 01-21, 30, 40-42)</th>
<th>Count</th>
</tr>
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<td>355</td>
</tr>
</tbody>
</table>
Printing the drill-down report

Currently, the printer icon is not functional. We expect this to be corrected when the final version of the drill-down feature is released. In the meantime, please follow the steps below.

NOTE: The steps below are designed for Microsoft Excel 2010. For older versions of Excel, refer to the Microsoft Help resources or contact your local technical support for assistance.

1. Click the Export icon from the toolbar and choose Excel as shown below.

2. When prompted, choose Open or Save. If “Save” is chosen, select a location to save the file, and then locate and open the file.

NOTE: If “Open” is chosen, the file will automatically open in Excel, but in a read-only format by default. Click the “Enable Editing” button to make the spreadsheet editable.

3. In the upper left-hand corner, click the highest number shown (in this example, “5”) to completely expand all student-level detail.
4. Click on the File menu, and choose Print. Change the settings to “Landscape Orientation” and “Fit All Columns on One Page” as shown below.

5. Finally, click on the Print button.