Center for Educational Performance and Information (CEPI)

Michigan Education Information System (MEIS)

School Infrastructure Database (SID)

Application User's Guide

End-of-Year 2015 Submission

Questions?
Phone: 517-335-0505, option 3
Email: CEPI@michigan.gov
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Introduction

This guide is intended for all users of the School Infrastructure Database (SID). The SID Data Field Descriptions and any addenda posted to the SID Web page should be used with this User's Guide. This guide explains the process of using the SID Application, as well as how to properly enter and submit data via the SID Online Application and/or the bulk upload process.

General Information

What Data Are Entered Into the SID?
Data submitted by school districts via the SID include information about safety practices and incidences of crime in public schools, dual enrollment and instructional computers.

When Are the SID Data Due?
Your district's SID submission is due to CEPI by 11:59 p.m. on June 30, 2015.

Application Startup and Security

Authorized User – Your MEIS Account

The SID Application is available to authorized users only. To become a SID authorized user, you must first obtain an MEIS account. You may use the same MEIS account number for all MEIS applications. A separate security agreement is required for each MEIS application.

Questions concerning your MEIS account and CEPI applications can be directed to CEPI customer support at CEPI@michigan.gov or by phone at 517-335-0505, option 3.

Create your MEIS Account

To create your MEIS account number and password, go to the MEIS website at: https://cepi.state.mi.us/MEIS/login.aspx. The following screen will appear:

Follow the directions on this page to obtain your MEIS account or to update your MEIS account information.
Need Help With Your MEIS Account or Password?

MEIS Account or Password

If you have any problems remembering your MEIS login ID or password for the SID, please visit https://cepi.state.mi.us/MEIS/login.aspx. If you are still unable to log in, please contact CEPI customer support at CEPI@michigan.gov or by phone at 517-335-0505, option 3.

Updating an MEIS Account Email address or Phone Number

It is important for the MEIS user information to be current. Email messages are sent to all authorized users of an application. Therefore, it is imperative for all MEIS users to keep their email addresses current in their MEIS accounts. Because it is sometimes necessary for an individual from the state to contact an authorized user by telephone, each authorized user's phone number must be kept current as well. To update your email address or phone number, please do the following:

Go to: https://cepi.state.mi.us/MEIS/login.aspx
a. Log in as a MEIS User.
b. Click on "View/Update User Profile."
c. Click "Edit," make changes, and then click on "Update."
d. Click on "Return to the MEIS Main Menu."
e. Log out of MEIS.

Security agreement

After you have established your MEIS account, the next step is to download the SID Security Agreement from the CEPI website, at www.michigan.gov/cepi. Click on "CEPI Applications," and then click on "School Infrastructure Database." The Security Agreement is located under the heading, Submit SID Data to CEPI. After you have security access to the SID, you are ready to begin.

Note: A district may have more than one authorized user for the SID; however, each user must have an MEIS account number and submit a separate SID Security Agreement.

Submit SID Data to CEPI

- SID Security Agreement
- SID Application

SID Content Information

The SID Data Field Descriptions contains a state of Michigan office contact for fields when appropriate. Questions pertaining to particular field content should be directed to the office contact.

For questions regarding SID content or technical assistance questions concerning your data submission, please contact CEPI customer support at CEPI@michigan.gov or 517-335-0505, option 3. Please provide your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), your email address and your specific questions.
Detailed Information about the SID

Please visit the CEPI website at www.michigan.gov/cepi. Click on "CEPI Applications," and then click on "School Infrastructure Database." Refer to the items listed under SID Help.

SID Help and Resources

- EOY 2015 SID FAQs PDF
- EOY 2015 SID Short Form Worksheet PDF
- EOY 2015 SID Long Form Worksheet PDF
- EOY 2015 SID User's Guide PDF
- Dual Enrollment FAQs PDF

SID Data Field Descriptions

A copy of the SID Data Field Descriptions may be obtained from the CEPI website at www.michigan.gov/cepi. Click on "CEPI Applications," and then click on "School Infrastructure Database." The SID Data Field Descriptions can be found under the heading, SID Data Manual. Be sure to check the website for any addenda that may be posted throughout the submission period.

SID Data Manual

- EOY 2015 SID Data Field Descriptions PDF
- EOY 2015 SID Record Layout PDF

SID Online Application

Accessing the SID Online Application

The SID may be accessed through the CEPI website at www.michigan.gov/cepi. Click on "CEPI Applications," and then click on "School Infrastructure Database." Click on "SID Application" under the heading, Submit SID Data to CEPI.
Submit SID Data to CEPI

- SID Security Agreement
- SID Application

Help at Your Fingertips

Help aids are available at your fingertips as you work through the application. Users will find hyperlinks to current versions of the SID Frequently Asked Questions (FAQs), User's Guide, Data Field Descriptions and any addenda that have been posted for the current submission.

MEIS Login Screen

After you click on the SID Application link, the following screen will be displayed. Enter your MEIS user name and password:

If you need more information, or if you have entered your user name and password correctly and access to the application is denied, please contact CEPI customer support at CEPI@michigan.gov or by phone at 517-335-0505, option 3.

System Logs Out User

Please remember that your session is tracked. Your user name and password are valid as long as you have been active on the screen within the last 20 minutes. If your connection has been inactive for a period of 20 minutes, your access authorization ends, and you must log in again. Any pending information you have entered will be lost and must be re-entered when you log in again. Be sure to click on "Save Data for this School/Facility" frequently to save your submission. The following screen will appear when you are logged out of the SID Application because of inactivity:
SID Welcome Screen/SID Main Menu

The Welcome page in the SID contains general information about the SID data submission. It also contains a list of the district(s) to which you have access for data submission purposes. A separate security agreement is required for each district. If you should have access to a district and it is missing from the list, submit a security agreement for the district in order to gain access. If schools/facilities are missing from the school/facility list, verify that the Educational Entity Master (EEM) information is up to date for that district. The Welcome Screen contains a link to the security agreement form.
The Red "x"(✘), the Green Check Mark (✔) and the Report Icon

Each school/facility listed has a red "x" (✘) following the name of the school/facility. The red "x" (✘) indicates that the submission is not complete. After a field has been completed and saved, a green check mark (✔) will appear to the left of the field on the submission screen. After all fields have been submitted for a school/facility, a green check mark (✔) will appear next to the school/facility name on the Welcome Screen. When all schools/facilities listed for your district have green check marks (✔), your district's submission is complete. To review the data your district has submitted, click on the report icon to the left of the school/facility's name.

Data must be submitted for each field, even if there were no reportable incidents. Some fields in the SID require a "Yes" or "No" response. Some fields require a numeric response. If a school/facility has no reportable incidents, report a value of zero ("0") when a numeric entry is required. Blank fields will be considered incomplete, except for the optional fields.

The Red "X"(✘)

The red "x" (✘) indicates that the field submission is not complete.

The Green Check Mark (✔)

The green check mark (✔) indicates that the field submission is complete.

School/facility Submission Complete

<table>
<thead>
<tr>
<th>East Lansing School District</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Donley Elementary School</td>
<td>✔</td>
</tr>
<tr>
<td>East Lansing High School</td>
<td>✔</td>
</tr>
<tr>
<td>East Lansing School District Central Administrative Office</td>
<td>✔</td>
</tr>
<tr>
<td>Glencairn School</td>
<td>✔</td>
</tr>
<tr>
<td>MacDonald Middle School</td>
<td>✘</td>
</tr>
</tbody>
</table>

The green check mark (✔) indicates that the school's submission is complete for all the fields in the SID.

The red "x" (✘) indicates that the school's submission is not complete for all fields in the SID.

Click on report icon to review data submission.
Beginning Your SID Submission

Welcome Screen

Click on the school/facility or administrative unit on the Welcome to the School Infrastructure Database screen to view the submission screen.

Verifying of the Educational Entity Master (EEM)

When a school/facility is selected from the district list, the EEM Verification page will appear. Please have your EEM authorized user verify that the EEM information is accurate and up to date. The data entry form will be displayed after you click on one of the three selections, as illustrated below.

During each submission cycle of the SID, each district will be reminded to verify that its information is accurate and up to date. The EEM authorized user for your district should verify that the information about your district and schools/facilities is correct prior to each submission. After verification, you may proceed to submit your data. The following message will appear on the screen the first time the SID authorized user attempts to access each one of the district's schools/facilities in the SID Application each submission cycle:

After the authorized user for the district has completed the EEM verification, click on "Continue to the SID".
If you have verified that all of your EEM data are correct for all schools/facilities in your district, you may check the box at the bottom of the screen that says, "Arrangements have been made to have my EEM data updated." After doing so, you will not see the EEM Verification page again for the district.

**Administrative Unit - Sharing Space**

If an administrative unit shares physical space with another school/facility, the district user may report the administrative unit in this manner and only report one set of data for the combined shared space. When the user clicks on the administrative unit, the following screen will appear. If the district's administrative office does share space with another school/facility, click on the button shown. The administrative unit will then be marked with a green check mark as complete.

---

The following screen will appear when you click on the "administrative office shares space" button:

---

The central administrative office has been successfully marked as sharing space with another physical building within your district.

Return to the SID Main Menu
The following screen will appear the next time the user clicks on the administrative unit:

Shared Space Marked in Error

If the district user marks the administrative unit as sharing space in error, he or she should simply click the "administrative office does not share space" button. The administrative unit will now be marked with a red "x" and the district will be required to submit data for the administrative unit.
"Logout" Before a School/Facility Submission is Complete

Before you exit a field, be sure to click "Save Data for this School/Facility" at the bottom of the submission screen before you click on "Logout," so that all data entered will be saved. If you need to end the submission session, simply click on the word "Logout" at the top or bottom of the submission screen.

Submission Screen

When you click a school/facility or the administrative unit name, the online submission screen will appear. All fields appear on one screen. District users may complete the submission one field at a time, if desired. However, be sure to save your data before you exit the SID Application each time.

All required fields will be have a red "*" after the name of the field.

A printable work form is also available for your use by clicking on "Printable Form" as shown above.
Submit to Database

District users may submit data to the database after the completion of each field, if desired. As indicated previously, the "Save Data for this School/Facility" button appears at the bottom of the submission screen. If a valid value is submitted, the field will be saved when the "Save Data for this School/Facility" button is clicked. If an invalid value is reported, an error message will appear (see sample at the bottom of this page).

Click the "Save Data for this School/Facility" bar to submit your data.

The following screen will appear if the submission is completed for the field:

After you have saved the field submission, you may click on "Return to the SID Main Menu" to obtain access to a school/facility for further submission.

Error Message for Incomplete Data Submission

If the data submitted is invalid for a field, the following message will appear when the user clicks on the "Save Data for this School/Facility" button. Click on "Return to the Submission form to correct the errors," so that the field submission can be completed. All data that were submitted will still appear on the submission screen. After the data entry is completed, click on the "Save Data for this School/facility" bar again to submit the data to the database.
Reserved Fields:

When a specific data element is no longer required to be submitted, the field becomes reserved. Data submission reminders for reserved fields:

Online Submission Form
The field will no longer appear on the submission form.

Bulk Upload Submission
The reserved fields must be separated by a comma and should not contain any data.

Section One: Crime & Safety

Field 1: Reserved Field

Field 2: Reserved Field

Field 3: Reserved Field

Field 4A: Reserved Field

Field 4B: School Disciplinary Problems - Truancy

Definition: District users are to report the number of students who were truant during the past school year. A student is considered truant when he or she has accumulated ten or more full days of unexcused absences in a school year. A student should be counted as truant only once in a given school year after he or she has accumulated 10 or more full days of unexcused absences. An unexcused absence is defined by local school board policy.

Field 5: Physical Assaults

The Comprehensive School Health and Safety Programs Unit of the Michigan Department of Education has clarified the definition in Field 5: Physical Assaults to include only those incidents reported to law enforcement.

Definition: Indicate the number of incidents of physical assaults between a student and another person(s) that were reported to law enforcement officials. These incidents must have occurred over the past school year on school property or at a school-sponsored activity.

Note: If the student was in possession of a weapon, the incident should be reported in Field 15: Weapons on School Property.
Enter number of incidents in the box located on the right.

NOTE: If a school/facility has no reportable incidents, report a value of zero ('0') when a numeric entry is required.

Fields 6 Through 28 (Field 29 is a Reserved Field)

Enter the number of incidents in each field as illustrated in Field 5 above. Remember, each field must be completed for your district. If the school/facility has no reportable incidents, report zero. Be sure to use the "0" key and not a capital letter "O" when reporting your data.

Be sure to save your submission. You must click on the "Save Data for this School/Facility" button found at the end of the submission screen.
Section Two: Dual Enrollment

This section of the SID requires data submission for dual enrollment.

Fields 34 Through 42

Each field in this section is numeric. If there are no reportable data for a field, report zero ("0"). Blank fields will be considered incomplete, and will remain marked with red "X's." The following illustrates the format for these fields:

After the dual enrollment data are entered, click on the box "Save Data for this School/Facility" to submit the data to the database.
Section Three: Students Who Are Victims of Violent Criminal Offenses

Field 43: Reserved Field

Field 44: Students Who Are Victims of Violent Criminal Offenses

**Definition:** Indicate the number of students who have been victims of violent criminal offenses on school property or at a school-sponsored activity over the past school year. A student shall be considered to be a victim of a violent criminal offense when the student or his or her parent or legal guardian has made an official written complaint to law enforcement officials and to school officials of the student's school district residence that the student has been the victim of a violent criminal offense that occurred at school.

The written complaint to school officials and law enforcement officials is sufficient. The complaint need not be investigated by a law enforcement agency to be counted. (The student or his or her parent or legal guardian should provide school officials with the date the alleged incident occurred and the law enforcement agency's complaint or incident number.)

As used in the Statewide Safe School Choice Policy, "violent criminal offense" means an act that constitutes criminal sexual conduct as defined by MCL 750.520b, 750.520c, 750.520d, 750.520e or 750.520g, or other serious assault constituting a felony violation of MCL 750.81 to 750.90g, or that constitutes an assault and infliction of serious or aggravated injury under MCL750.81a.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

In the event an act or transaction has multiple complainants (victims), the act should be counted only once. In the event that a student is the complainant of multiple acts that are not part of the same transaction, each act must be counted.

**ADDITIONAL DATA REQUIREMENTS**

(44) Students Who Are Victims of Violent Criminal Offenses

Indicate the number of students who have been victims of violent criminal offenses on school property or at school-sponsored activities during the past school year.

Section Four: Reports – School/Facility and District Level

The SID Application has two types of reports available for district use: School/Facility and District Submission Summary. The school/facility reports provide a summary of the data submitted by the district user for each school/facility in the district. The District Submission Summary Report provides a summary of data submitted for all of a district's schools/facilities. The district-level report includes summary data for fields 4A through 47. Each district user is encouraged to print copies of all of the available reports when the district's submission is completed.

School/Facility Reports

At any time during the SID submission, a summary report is available that provides documentation of the submission for each school/facility. Click on the icon next to the school/facility name on the Welcome
Screen to view the summary report. **Users are encouraged to print and save a copy of this report.** Each school/facility in the district has a separate report.

<table>
<thead>
<tr>
<th>School/Facility</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Happy Valley Elementary School</td>
<td>✔</td>
</tr>
<tr>
<td>Happy Valley High School</td>
<td>✔</td>
</tr>
<tr>
<td>Happy Valley Middle School</td>
<td>✔</td>
</tr>
<tr>
<td>Happy Valley Public Schools</td>
<td>✔</td>
</tr>
</tbody>
</table>

The following illustrates a portion the school/facility report. The summary report includes each field reported, followed by the data submitted for that field. Each field is populated in this report after the completion of the field data.

### District Submission Summary Report

At any time during the submission, a district user may review a district summary report of all the data submitted for all schools/facilities within the district. Access to the report is available on the SID Main Menu. Click on the link as illustrated below to open the report:
Welcome to the School Infrastructure Database

The "SID Data Submission" section below indicates the district(s), school(s), and administrative unit(s) for which you are an authorized user. If you are the authorized user for multiple districts, schools, facilities, and administrative units, one district is listed when you log in to the SID Application. To access either districts for which you are an authorized user, select the district from the drop-down menu.

If there are districts missing from your list, please submit a security agreement for the district.

If schools/facilities are missing from the list for a district, verify that the School Code Master is up to date for that district.

<table>
<thead>
<tr>
<th>Current District: Happy Valley Public Schools</th>
<th>Set/Change District:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Happy Valley Public Schools</td>
<td>Set</td>
</tr>
</tbody>
</table>

Reports

View the District Submission Summary Report of all your schools/facilities in your district for the current SID data collection.

- District Submission Summary Report

Click here to access the report.

---

Report sample:

<table>
<thead>
<tr>
<th>Field</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field 1</td>
<td>1500</td>
</tr>
<tr>
<td>Field 2</td>
<td>1500</td>
</tr>
<tr>
<td>Field 3</td>
<td>1500</td>
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<tr>
<td>Field 4</td>
<td>1500</td>
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<td>Field 5</td>
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<td>Field 7</td>
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<td>Field 40</td>
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<td>Field 41</td>
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<tr>
<td>Field 42</td>
<td>1500</td>
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<tr>
<td>Field 43</td>
<td>1500</td>
</tr>
<tr>
<td>Field 44</td>
<td>1500</td>
</tr>
</tbody>
</table>
To print a copy of the report, click on the printer icon at the top of the page:

Section Five: Bulk Upload

Districts have two choices for data submission:

1. Online Application
2. Bulk Upload Application

Districts may either submit data online by school/facility or via the bulk upload process. If a district submits the SID data via the online application, it is not necessary to submit a bulk upload file. The bulk upload application allows a district to upload all schools/facilities within the district in one file. Districts may submit multiple files throughout the submission.

Bulk Submission/Update SID Data

For instructions on the creation of a SID upload file, refer to the EOY 2015 SID Data Field Descriptions and the 2015 SID Record Layout at www.michigan.gov/cepi. Click on "CEPI Application" and then click on the "School Infrastructure Database." The documents are located under the heading SID Data Manual.

The link to the Bulk Upload Application is located on the SID Main Menu as illustrated below:
The following screen will appear when you click on the "SID Bulk Submission" link:

The bulk submission file must be formatted as described in the EOY 2015 SID Record Layout and the EOY 2015 SID Data Field Descriptions. Please note that all reserved fields must be separated by a comma and should not contain any data. When the file is ready to be uploaded to CEPI, the district user may do so through the SID Application Bulk Upload link as illustrated above. All files submitted as a bulk upload must end with .csv. Files submitted with any other extension will be rejected. When submitting a file, be sure to enter your complete email address and the path and file name to upload. Use the Browse button to locate the file on your computer. Click on . After submitting the file, please wait while the file is processed.

**Bulk Submission File Upload Results**

After the file has been submitted via the SID Bulk Upload Application, a File Upload Results report will appear on your screen. If the report does not contain any error messages, all records in the file were processed correctly. If errors are found in the upload file, correct the errors in the file and upload the file again. A sample of error messages is shown here:

Be sure to verify that all schools/facilities have been properly reported and that each school/facility has a green check mark on the SID Main Menu. Print or save a copy of the reports for each individual school/facility and the district summary report. See Section 4: Reports, for further information.
Data Quality Initiative

Prior to the beginning of each submission cycle for the SID, an analysis will be completed of the previous submission's data to help ensure the accuracy of data submitted by districts. Email messages will be sent to districts when possible anomalies are discovered. Examples of possible anomalies that could be reported to districts are:

1. Questionable Number of Occurrences of a Type of Incident
   Physical Assaults
   • 485 Elementary School
   • 618 Middle School
   • 720 High School
   Bullying
   • 4234 Middle School
   • 3362 Career Technical Center
   • 1037 Rural High School

2. Vandalism and Cost of Property Damage
   • 200 Incidents; $200
   • 2 Incidents; $850,000
   • 1 Incident; $140,000

3. Dual Enrollment
   • Elementary schools with eligible 11th and 12th grade students and participants

During the EOY 2015 data submission, CEPI will analyze the data submitted by districts and inform districts when possible anomalies occur. Districts are encouraged to finish the SID submission early so that the district can take advantage of this service. The snapshot of the data will be taken during the first week of June. The data quality initiative will help ensure that accurate data is reflected in all state and federal reports for your respective districts.

Using the Reports to Improve Your Data Quality

Review the district and school/facility-level reports to ensure the accuracy of the data reported. Review the reports by asking these types of questions:

1. Are the numbers of incidents reported in the fields reflective of each school/facility for your district?
2. Does your district offer services for expelled and suspended students?
3. Are the dual enrollment counts accurate for the 11th and 12th grade eligible and participating students?

Take the time to review your school/facility reports so that your district's data accurately reflects the number of incidents occurring with each school/facility.