Center for Educational Performance and Information (CEPI)

Michigan Education Information System (MEIS)

Single Record Student Database (SRSD)

Data Field Descriptions

Fall 2005 Submission

Questions?
Contact: 517.335.0505
e-mail: Help-Desk@michigan.gov

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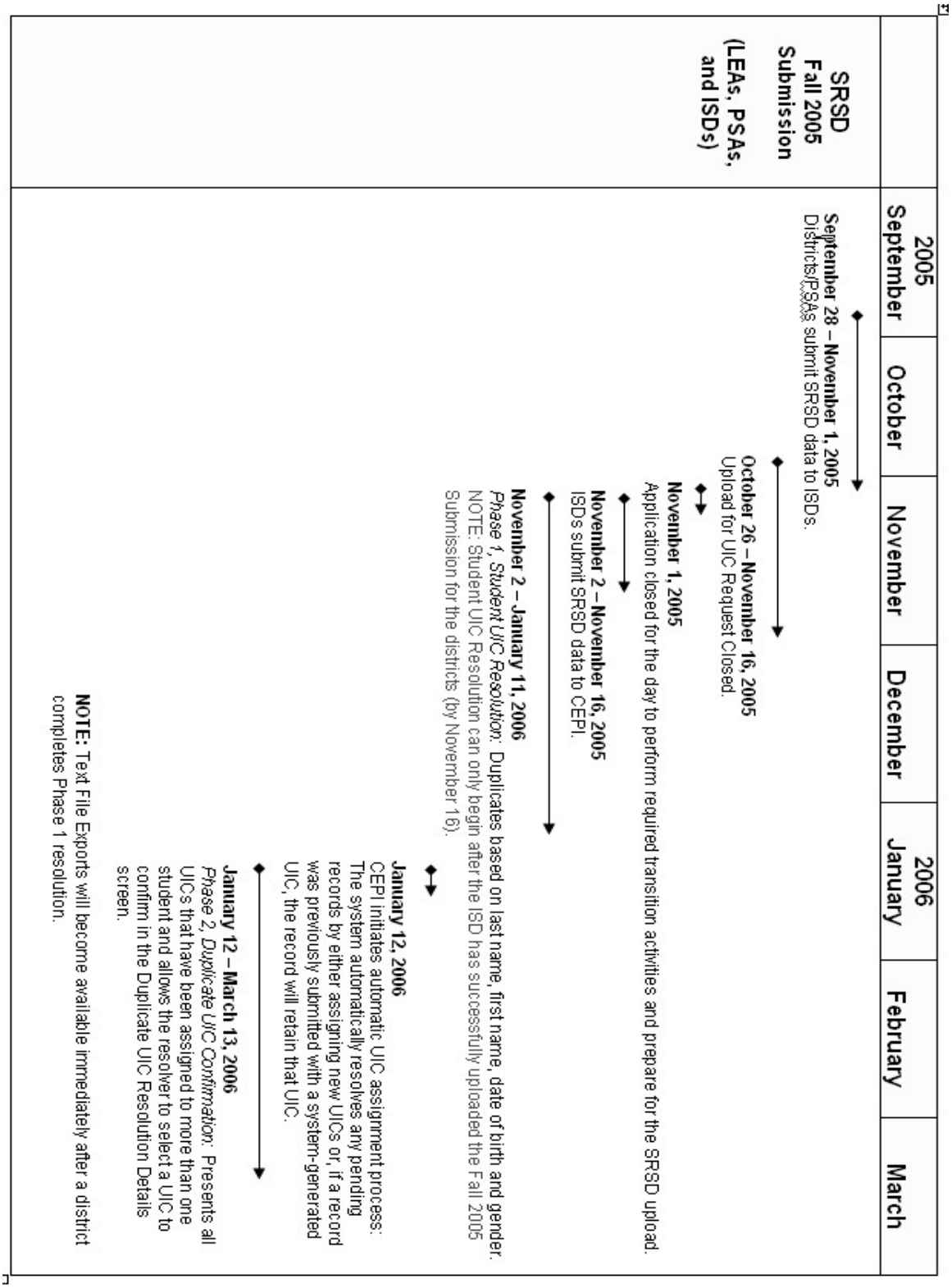
Fall 2005 SRSD/UIC Schedule



STATE OF MICHIGAN OFFICE CONTACT

Each field listing in the SRSD Data Field Descriptions contains a state of Michigan office contact. This is the office to which questions pertaining to a particular field should be directed. As always, for technical assistance with your data submission, please contact the Department of Information and Technology (DIT) Client Service Center at 517-335-0505 or help-desk@mi.gov.

Summary of Major Changes

Information Regarding the Fall 2005 SRSD Submission

GENERAL

- Field 19: Grade or Setting
  - New code: 30 (Early Childhood/Early On).
- Field 23: District Exit Status
  - Definitions for codes 20 and 21, Special Education Completion/Maximum Age
  - Codes 25 and 26 no longer allowed.
  - New code: 30 (Early Childhood/Early On).
- Field 31: Supplemental Nutrition.
  - Fatal Error if blank.

SPECIAL EDUCATION

- Field 36: Primary Disability
  - Definitions: codes 13, 17.
  - New code: 17 (Deaf-Blindness).
  - Elimination of codes 02, 03, 04, 19.
- Field 37: Additional Disability Characteristics
  - Elimination of code 21.
- Field 42: Program Service Code
  - Definitions: codes 192, 193, 194, 270.
- Field 43: Definitions: codes 480, 490, 493.
- Field 44: Primary Educational Setting
  - Elimination of codes 01, 05, 07, 08, 09, 20, and 29.
  - New codes:
    - 10 (Private Special Education School Building)
    - 11 (Outside general education classroom less than 21 percent of the school day)
    - 12 (Outside general education classroom between 21 percent and 60 percent of the school day)
    - 13 (Outside general education classroom greater than 60 percent of the school day)
    - 31 (Home)

        - 33 (Program Designed for Typically Developing Children)
        - 34 (Service Provider Location)
        - 35 (Program Designed for Children with Developmental Delays or Disabilities)
        - 36 (Hospital [inpatient])
        - 37 (Residential Facility)
        - 38 (Other Setting).
- Field 45: Special Education Exit/Completion Reason
    - Definitions: code 22.
    - Elimination of codes 01 – 17, 20, 21, 25, 26.
    - New code: 28 (Student exits special education and exits the district).
- Field 50: Reserved Field (Formerly: Individuals with Disabilities Education Act Headcount Claimant)

LIMITED ENGLISH PROFICIENT

- Field 71: LEP Instructional Program.
    - Title change.
    - New codes: 14 (Other Program), 15 (Refused Services), 16 (No Services Offered).
- Field 76: English Language Proficiency Test
    - New code: 4 (English Reading Comprehension Test)
- Field 77: English Language Proficiency Level.
    - Title Change. "English Language Proficiency Level" (formerly "Test Score").
    - New codes: 000 (Basic – 1A), 001 (Basic – 1B), 002 (Intermediate 2), 003 (Intermediate 3), 004 (Intermediate 4), 005 (Proficient 5).
- Field 78: LEP Exit Reason
    - New code: 54 (Other)
- Field 82: Funding Participation.
    - Addition of position 5 (Locally funded English Acquisition Program).

INDEX OF PAGE EDITS

FALL 2005 SRSD

For your convenience, below is a list of the page numbers in the Spring/EOY 2005 Data Field Descriptions that contain edits, marked by strikethrough or dashed underlined Arial font.

Page(s)	Field	Explanation
14	N/A	Technical Note: Restriction of characters
40-42	19: Grade or Setting	New code: 30 (Early Childhood/Early On Setting) Definitional clarification: alternative education (removed reference to not taking MEAP).
43	19: Grade or Setting	Ungraded settings: statement of policy.
47	21: Attendance	Clarification regarding End-of-Year
48	22: Racial/Ethnic Code	Updated URL.
50 - 52	23: District Exit Status	Definitions: codes 20, 21 (Special Ed Completion/Maximum Age). New code: 30 (Early Childhood/Early On Exits from District). Programming edits. Definitional clarification: code 11 Deleted codes: 25, 26 Clarification regarding End-of-Year
55	24: Exit Date	Clarification regarding End-of-Year
67	29: Program Eligibility/Participation	Forward dependency for LEP (position 6).
71-72	31: Supplemental Nutrition	Fatal Error if blank. Reporting clarification
76-77	34: Homeless	Reporting clarification.
80-81	36: Primary Disability	Definitions: codes 13 (Specific Learning Disability), 15 (Autism Spectrum Disorder). New code: 17 (Deaf-Blindness). Deleted code: 19 (Physical Impairment). Age as of September 1 changed to age as of count date. Link with Field 44 removed. URL for special ed rules provided.
83	37: Additional Disability Characteristics	Delete code: 21 (Deaf-Blindness).
84-85	38: Date of IEP/Placement/Date of Implementation (formerly Date of IEP/Temporary Placement)	Title name change. Definitional change.
86	Field 39: Date of Initial/Redetermination IEP (formerly Date of Initial/Redetermination)	Title change.
88	40: FTE in Section 52 (Membership)	Wording change. (This categorical area represents special education membership).
92-93	42: Program Service Code (Including Membership)	Definitions: codes 192, 193, 194, 270. Wording change.
95, 97	43: Support Services	Definitions: codes 480, 490, 493
98-105	44: Primary Educational Setting	Deleted codes: 01, 05, 07, 20, 29. Definitions: 06, 08, 09. New codes: 10, 11, 12, 13, 31, 33, 34, 35, 36, 37, 38. Programming edits: Age requirements.

Page(s)	Field	Explanation
106-107	45: Special Education Exit/Completion Reason	Deleted codes: 1 – 17, 20, 21, 25, 26. Definition: code 22. New code: 28. Programming edits.
108	Field 46: Special Education Date Exited or Completed	Programming edits.
117	50: Reserved Field	(Formerly: Individuals with Disabilities Education Act Headcount Claimant)
124	53: Early Childhood Exit/Completion reason	Clarification regarding relationship to Field 23: District Exit Status
128	56: Primary Setting for Part C	Clarification: Relationship between Field 44: Primary Educational Setting and Field 56.
133	58: Early On Exit/Completion reason	Clarification regarding relationship to Field 23: District Exit Status
144-146	65: CTE Approved Program	CIP code edits.
148-150	66: CTE Follow-Up Program	CIP code edits.
152	67: Completion Status	Programming edits. (Fatal Error)
162	71: LEP Instructional Program (formerly LEP Enrollment)	Title change. New codes: 14, 15, 16
167	74: Home Country of Refugee	Programming edits. (Fatal Error).
169	76: English Language Proficiency Test	Definitional clarification. (verbiage: from "classify" to "classify or re-classify"). Programming edits. New code: 4 (English Reading Comprehension Test). Link to Home Language Survey.
172-173	77: English Language Proficiency Level (formerly Test Score)	Title change. New codes: 000, 001, 002, 003, 004, 005 Programming edits. Definitional changes.
174	78: LEP Exit Reason	New code: 54 (Other)
177	81: Date of Re-entry into LEP Program	Programming edits.
178-179	82: Funding Participation	New codes: positions 5 (Locally funded LEP Program). Programming edits. Clarify this is multiple position field.
193	84: Date of Qualifying Move	Programming edits.
236	113: Date Expelled	Programming edits.
237	114: Length of Explusion	Clarification of business rules.
243	Field 116: Location of Incident	Programming edits.
244	Field 116: Time of Incident	Programming edits.
246	119: Primary Victim of Incident	Programming edits.
247	120: Follow-Up after Expulsion	Programming edits.

Technical Note: Restriction of Characters

Because of problems created in our applications by special characters such as tilde, umlauts, etc., CEPI has restricted the characters accepted by its applications to the following ASCII decimal codes (see www.asciitable.com for a list of characters).

10 (line feed)
13 (carriage return)
26
32-126

Dropout/Graduation Report and Field 23: Exit Status

As one of the uses of SRSD data is to determine graduation and dropout rates for Michigan high schools, it is important that the data reported is an accurate reflection of each student's current status. Data inaccuracies may result in graduation and dropout rates that are spurious. After careful analysis, the Center for Educational Performance and Information (CEPI) has isolated the most prevalent data quality issues affecting the calculation of graduation and dropout rates. These seem to be associated with the errors in the fields listed below. It is therefore important that districts pay close attention to the accuracy of these fields, ensuring that they are in accord with the definitions that follow:

Field 20: Date of Enrollment

The date of enrollment by definition is the date the student originally enrolled in the district. However, for students who exit and re-enter a district, it is the most recent enrollment date. The date is used to identify new students who transfer into the district. For purposes of the graduation and dropout calculations, the date of enrollment is a key indicator for identifying new students. If a student's enrollment date (SRSD Field 20) is after the previous submission's count date (SRSD Field 123), then the student is considered to be new into the district. If a student has left the district and then returned, use the most recent enrollment date.

Field 23: District Exit Status

The district exit status is used to track student movement in or out of the district. This is used to identify graduates, dropouts and transfers.

Field 24: Date Exited

The date exited is used to identify the timeframe in which student movement in or out of the district takes place.

Field 29: Program Eligibility/Participation

The Program Eligibility/Participation field is used to identify those students omitted from graduation and dropout calculations (e.g., adult education students).

Field 125: Program Eligibility/Participation II

The Program Eligibility/Participation II field is used to identify those students omitted from the calculations (e.g., alternative education students).

Field 1: Operating Intermediate School District/Educational Service Agency Number

Submission Cycle: Fall, spring and end of year

Field use: School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a; NCLB, 20 USC 6311

State of Michigan office contact: DIT Client Service Center, 517-335-0505 or help-desk@mi.gov

Field specification: Two-character, right-justified, zero fill

Record position/type: 001-002, integer

Code/Format:

Official School Code Master (NN)

03	Allegan ISD
04	Alpena-Montmorency-Alcona ESD
08	Barry ISD
09	Bay-Arenac ISD
11	Berrien ISD
12	Branch ISD
13	Calhoun ISD
14	Lewis Cass ISD
15	Charlevoix-Emmet ISD
16	Cheboygan-Otsego-Presque Isle ISD
17	Eastern Upper Peninsula ISD
18	Clare-Gladwin ISD
19	Clinton County RESA
21	Delta-Schoolcraft ISD
22	Dickinson-Iron ISD
23	Eaton ISD
25	Genesee ISD
27	Gogebic-Ontonagon ISD
28	Traverse Bay Area ISD
29	Gratiot-Isabella RESD
30	Hillsdale ISD
31	Copper Country ISD
32	Huron ISD
33	Ingham ISD
34	Ionia ISD
35	Iosco ISD
38	Jackson ISD
39	Kalamazoo Valley ISD
41	Kent County ISD

44	Lapeer ISD
46	Lenawee ISD
47	Livingston ESA
50	Macomb ISD
51	Manistee ISD
52	Marquette-Alger ISD
53	Mason-Lake ISD
54	Mecosta-Osceola ISD
55	Menominee ISD
56	Midland County ESA
58	Monroe ISD
59	Montcalm Area ISD
61	Muskegon Area ISD
62	Newaygo ISD
63	Oakland ISD
64	Oceana ISD
70	Ottawa ISD
72	COOR ISD
73	Saginaw ISD
74	St. Clair ISD
75	St. Joseph ISD
76	Sanilac ISD
78	Shiawassee Regional ESD
79	Tuscola ISD
80	Van Buren ISD
81	Washtenaw ISD
82	Wayne County RESA
83	Wexford-Missaukee ISD
84	State of Michigan agencies (e.g., Family Independence Agency, Corrections, Department of Community Health)

Dependencies with other fields: None

Programming edits: When the ISD code is out of range or blank, a *fatal error* is reported. Note: Single-digit numbers must have a leading zero.

Fatal errors occur when the field is blank or contains an invalid number.

Message: Operating ISD/ESA number is blank or is not a valid ISD/ESA number. Check the School Code Master (http://cepi.state.mi.us/scm) for the correct number.

Warning (none)

Definition: These codes are the state assigned ISD/ESA numbers. Enter into the field the code of the ISD/ESA that has the operating district or program the student is attending. If the student is attending an ISD/ESA outside of the resident ISD/ESA, use the code for the operating ISD/ESA in which the program the student is attending is located.

Common entry errors: Wrong operating district codes in this field.

Field 2: County Code

Submission Cycle: Fall, spring and end of year

Field use: School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a; NCLB, 20 USC 6311

State of Michigan office contact: DIT Client Service Center, 517-335-0505 or help-desk@mi.gov

Field specification: Two-character, right-justified, zero fill

Record position/type: 003-004, integer

Code/format: County Code Numbers

01	Alcona County	32	Huron County
02	Alger County	33	Ingham County
03	Allegan County	34	Ionia County
04	Alpena County	35	Iosco County
05	Antrim County	36	Iron County
06	Arenac County	37	Isabella County
07	Baraga County	38	Jackson County
08	Barry County	39	Kalamazoo County
09	Bay County	40	Kalkaska County
10	Benzie County	41	Kent County
11	Berrien County	42	Keweenaw County
12	Branch County	43	Lake County
13	Calhoun County	44	Lapeer County
14	Cass County	45	Leelanau County
15	Charlevoix County	46	Lenawee County
16	Cheboygan County	47	Livingston County
17	Chippewa County	48	Luce County
18	Clare County	49	Mackinac County
19	Clinton County	50	Macomb County
20	Crawford County	51	Manistee County
21	Delta County	52	Marquette County
22	Dickinson County	53	Mason County
23	Eaton County	54	Mecosta County
24	Emmet County	55	Menominee County
25	Genesee County	56	Midland County
26	Gladwin County	57	Missaukee County
27	Gogebic County	58	Monroe County
28	Grand Traverse County	59	Montcalm County
29	Gratiot County	60	Montmorency County
30	Hillsdale County	61	Muskegon County
31	Houghton County	62	Newaygo County

63	Oakland County	74	St. Clair County
64	Oceana County	75	St. Joseph County
65	Ogemaw County	76	Sanilac County
66	Ontonagon County	77	Schoolcraft County
67	Osceola County	78	Shiawassee County
68	Oscoda County	79	Tuscola County
69	Otsego County	80	Van Buren County
70	Ottawa County	81	Washtenaw County
71	Presque Isle County	82	Wayne County
72	Roscommon County	83	Wexford County
73	Saginaw County		

Dependencies with other fields: None

Programming edits: When the county code is out of range or blank, a *fatal error* is reported. Note: Single-digit numbers must have a leading zero.

Fatal errors occur when the field is blank or contains an invalid number.

Message: County Code number is blank or is not a valid number. Please check the School Code Master (http://cepi.state.mi.us/scm) for the correct number.

Definition: Enter the county code in which the administrative or central office of the district in Field 3: Operating District Number is physically located. For public school academies, report the county code in which the PSA building is physically located.

Send questions or comments regarding this field to help-desk@mi.gov.

Field 3: Operating District Number

Submission Cycle:	Fall, spring and end of year
Field use:	School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a; NCLB, 20 USC 6311
State of Michigan office contact:	DIT Client Service Center, 517-335-0505 or help-desk@mi.gov
Field specification:	Five-character, right-justified, zero fill, leading zero
Record position/type:	005-009, integer
Code/format:	Official School Code Master (NNNNN)
Dependencies with other fields:	Field 1: Operating Intermediate School District/Educational Service Agency Number

Programming edits: When the Local Educational Agency or Intermediate School District code is invalid or blank, a *fatal error* is reported. District numbers are five-character and should contain leading zeros where appropriate. Field 1 (ISD) and Field 3 must be valid combination within the School Code Master.

Message: Operating District number is blank or is not a valid district number. Check the School Code Master (http://cepi.state.mi.us/scm) for the correct number. Note: Four-digit numbers must have a leading zero.

Warning (none)

Definition: This is the state-assigned, five-digit code for the district submitting the student data. It is the district to which any applicable funds (state or federal) will be sent. All students for whom the district receives any state or federal funds should be reported.

Every student record for a single district should have the same operating district number. The operating district may, however, differ from the number in Field 4: Resident LEA Number.

The School Code Master can be found at: http://cepi.state.mi.us/scm.

Common entry errors: Wrong LEA or ISD number; not in the official School Code Master.

Field 4: Resident LEA Number

Submission Cycle:	Fall, spring and end of year
Field use:	School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a; NCLB, 20 USC 6311
State of Michigan office contact:	DIT Client Service Center, 517-335-0505 or help-desk@mi.gov
Field specification:	Five-character, right-justified, zero fill, leading zero
Record position/type:	010-014, integer
Code/format:	Official School Code Master (NNNNN)
Dependencies with other fields:	If Field 5: School or Facility type is Public School Academy (PSA), then Field 4 cannot equal Field 3: Operating District Number. Field 125 (see programming edits below).

Programming edits: The resident LEA number must **not** equal the operating district number for PSA students. Field 4: Resident LEA Number may be left blank when the third position of Field 125 contains "1" (out-of-state student). District numbers are five-character and should contain leading zeros where appropriate.

Fatal errors occur when the field is blank and the third position of Field 125: Program Eligibility/Participation II does not contain a "1" (out-of-state student); or this field contains an invalid district number. For PSAs, this field must contain an actual LEA number. It cannot contain: "00000," an ISD number, a PSA number, nor can it be the same as the Field 3: Operating District Number.

Message: Resident LEA number is blank or is not a valid number. Check the School Code Master (http://cepi.state.mi.us/scm) for the correct number. Also, the resident LEA number must not equal the operating district number for PSA students.

Definition: This is the state-assigned, five-digit code for the district in which the student resides. This number may differ from the operating district if a student is enrolled in multiple districts (with total Full-Time Equivalency (FTE) less than or equal to "1.00"). The two numbers may also differ if a student takes part in schools of choice, charter schools, or certain other programs.

For Public School Academies (PSAs), the resident Local Education Agency (LEA) number is the five-digit code of the public school district in which the student resides. For instance, if a PSA student lives within the boundaries of the Detroit Public Schools, then the resident LEA number is Detroit's five-digit code. In the case of juvenile detention facilities operated by the ISD, the resident LEA number is the district in which the facility is located.

The School Code Master can be found at: http://cepi.state.mi.us/scm.

Common entry errors: Wrong LEA number.

Field 5: School or Facility

Submission Cycle:	Fall, spring and end of year
Field use:	School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a; NCLB, 20 USC 6311
State of Michigan office contact:	DIT Client Service Center, 517-335-0505 or help-desk@mi.gov
Field specification:	Five-character, right-justified, zero fill, leading zero
Record position/type:	015-019, integer
Code/format:	Official School Code Master (NNNNN)
Dependencies with other fields:	Field 3: Operating District

Programming edits: When the school code is blank or not in the official School Code Master, a *fatal error* is reported. Within the School Code Master, the school code must be nested within the the Operating District number (Field 3: Operating District Number) unless it is a non-public school. School numbers are five characters and should contain leading zeros where appropriate.

Any non-public school code number is a legitimate number for any ISD or LEA/PSA. Further, ISDs may report the school code for buildings in any of their constituent districts.

No FTE may be claimed for buildings reported as closed as of the most recent count date.

Michigan School for the Blind (02534) or School for the Deaf (02548) may be reported by any ISD or district.

Fatal errors occur when the School Code Master number is blank, or if the School Code Master number is not an official number for the operating district.

Message: The School Code Master number is either blank or is not an official number for the operating district. Please check the School Code Master (http://cepi.state.mi.us/scm) for the correct number.

Warning (none)

Definition: These codes are the state-assigned numbers in the official School Code Master. *This field is the primary key (i.e., the relational link) to all five core data sets in the MEIS warehouse.* Send questions or comments regarding this field to help-desk@mi.gov.

Schools: For the purposes of the School Code Master, a school is a logical unit (not necessarily a physical building) that generally can be defined by eight characteristics:

- Administrators. A school has one or more administrators or directors, usually called a principal(s) who reports to a district-level superintendent or assistant superintendent.
- Teachers. A school has one or more persons certified to provide K–12 instructions.

- Students. A school has one or more students in grades K–12.
- Curriculum. Instruction is based on a systematic framework or approach according to grade level and content. A school includes a curriculum for one or more grades, usually from kindergarten through twelfth grade. In some cases, schools include specialized curricula for targeted populations of students.
- Hours of instruction. A school satisfies the minimum number of days and clock hours of instruction as required by law.
- Compliance with Michigan Compiled Laws. The administrator of a school is responsible for ensuring the school's compliance with Michigan Compiled Laws. A school complies with or satisfies the regulations and policies, educational and otherwise, of the state of Michigan. It is the school that takes responsibility for implementing federal and state laws as well as local school board policy.
- Membership. A school submits the appropriate data to the central office administration for calculation and submission of pupil membership for State School Aid.
- Assessment. A school administers the Michigan Educational Assessment Program (MEAP) or an alternate assessment at benchmarked grades.

Programs: Programs are different from schools. The following are generally true about a program:
- The primary purpose is education.
- The administrator, supervisor, coordinator, or director reports to a principal or another administrator, usually not to the district superintendent.
- Teachers may have special endorsements beyond those normally required for K–12 education.
- Students are referred by another public agency/school and are expected to enter or return to general education.
- Students are a targeted or special population, expected to remain for a limited duration, and attend on a part-time basis.
- The curriculum may be modified to cover only a selected portion of the standard K–12 curriculum based on the targeted population.
- The location does not administer the MEAP at benchmarked grades.
- The location does not offer a general education diploma (if 9–12).
- The location does not receive school accreditation.

When programs are located in a school, they use the same code as the school. At times, programs may be located in ancillary facilities. For example, preschool programs may be in a previously closed elementary school, an automotive program in a bus compound, or an alternative education program in the wing of a district detention center.

Ancillary Facilities: There are many ancillary facilities that serve a variety of purposes in districts. Ancillary facilities may house instructional programs (e.g., daycare programs in hospitals, alternative education programs in a community center) or they may be non-instructional facilities (e.g., field houses, bus garages, etc.). Ancillary facilities may receive a code.

Facilities called schools are the physical settings where instruction occurs. The physical and administrative boundaries of a school need not be identical. For example, multiple schools may be located in one facility, such as when both elementary and secondary grade levels are located in the same facility. In this example, if administered separately, elementary and secondary levels would be considered separate schools (e.g., K–8, 9–12), each having its own unique School Code Master (SCM) number. When both elementary and secondary levels are administered as a single unit (e.g., K–12), collectively they represent one school and have one SCM number. It is possible that a physical facility itself may not be one building but a cluster of structures connected together with plumbing, sanitary, heating, ventilation, mechanical, electrical, communication and technology systems, or built-in equipment.

Field 6: Student's Last Name

Submission Cycle:	Fall, spring and end of year
Field use:	NCLB, 20 USC 6311
State of Michigan office contact:	DIT Client Service Center, 517-335-0505 or help-desk@mi.gov
Field specification:	25-character, left-justified
Record position/type:	020-044, alpha
Code/format:	Student's last/surname (Smithbbbbbbbbbbbbbbbbbbb) If the student's last name is longer than 25 letters, place the first 25 letters of the student's last name in this field and truncate the remaining characters. If the student's last name is less than 25 letters, place the entire last name in this field padded with blanks. There should be one space between suffixes (Jr., III, etc) and the last name. No commas should appear between the last name and the suffix. Abbreviated suffixes should be used (e.g., 'Jr.' rather than 'Junior') and should be followed by a period.
Dependencies with other fields:	None

Programming edits: If this field is left blank, a *fatal error* will be reported.

Fatal errors occur when the field is blank or the student's last name contains a non-Roman alphabetical or numeric (0-9) character. Note: Apostrophe, dash, period, comma, and space are accepted. Underscores are not accepted.

Message: Student's last name contains a character that is outside acceptable parameters. Please verify that the name is correctly spelled.

Warning (none)

Definition: Always record the student's name as it appears on a birth certificate or legal document presented at time of enrollment.

Common entry errors: Student's last name is spelled incorrectly or differently from the previous data submission.

Field 7: Student's First Name

Submission Cycle:	Fall, spring and end of year
Field use:	NCLB, 20 USC 6311
State of Michigan office contact:	DIT Client Service Center, 517-335-0505 or help-desk@mi.gov
Field specification:	15-character, left-justified
Record position/type:	045-059, alpha
Code/format:	Student's first name (Jamesbbbbbbbbbb) If the student's first name is longer than 15 letters, place the first 15 letters of the student's first name in this field and truncate the remaining characters. If the student's first name is less than 15 letters, place the entire first name in this field padded with blanks.
Dependencies with other fields:	None

Programming edits: If this field is left blank, a *fatal error* is reported.

Fatal errors occur when the field is blank or the student's first name contains a non-Roman alphabetical or numeric (0-9) character. Note: Apostrophe, dash, period, comma, and spaces are accepted. Underscores are not accepted.

Message: Student's first name contains a character that is outside acceptable parameters. Please verify that the name is correctly spelled.

Warning (none)

Definition: A name given at birth, baptism, naming ceremony, or through a legal change. Do **not** use nicknames or abbreviated names.

Common entry errors: Student's first name is spelled incorrectly or differently from the previous data submission.

Field 8: Student's Middle Initial

Submission Cycle:	Fall, spring and end of year
Field use:	NCLB, 20 USC 6311
State of Michigan office contact:	DIT Client Service Center, 517-335-0505 or help-desk@mi.gov
Field specification:	One-character, alpha, space accepted
Record position/type:	060, alpha
Code/format:	Student's middle initial (A)
Dependencies with other fields:	None

Programming edits: Only alphabetic characters (A-Z, a-z) or a space accepted.

Fatal error occurs if character is other than alphabetic or a space.

Definition: If the student does not have a middle initial, fill this field with a space. Many students do not have a middle initial; therefore, the field is frequently blank.

Field 9: Date of Birth

Submission Cycle: Fall, spring and end of year

Field use: NCLB, 20 USC 6311; Individuals with Disabilities Education Act, 20 USC 1400 (PL 105-17 Sec. 618)

State of Michigan office contact: DIT Client Service Center, 517-335-0505 or help-desk@mi.gov

Field specification: 10-character

Record position/type: 061-070, integer with slashes

Code/format: Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be a number between 01 and 31, and CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields: During the error check process, this field may be used to determine student's age eligibility for various programs.

Programming edits: If the birth date is blank, out of range, or not a valid date, a *fatal error* is reported.

Fatal errors occur when the field is left blank, contains an invalid date (e.g., 14/04/2001, 04/38/1957), a future date, or contains invalid date characters (e.g., letters instead of numbers). This date must be within the last 100 years.

Message: Date of birth is blank, out of range, or not a valid date.

Warning (none)

Definition: The date of birth is the date as it appears on a birth certificate or other legal document presented at time of enrollment.

Common entry errors: The entry of the current year instead of the birth year.

Field 10: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved
State of Michigan office contact:	N/A
Field specification:	10-character
Record position/type:	071-080
Code/format:	Pad with blanks
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits:

No fatal error.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Field 11: Gender Code

Submission Cycle:	Fall, spring and end of year
Field use:	NCLB, 20 USC 6311; Individuals with Disabilities Education Act, 20 USC 1400 (PL 105-17 Sec. 618)
State of Michigan office contact:	DIT Client Service Center, 517-335-0505 or help-desk@mi.gov
Field specification:	One-character
Record position/type:	081, alpha
Code/format:	This is a one-position field (A). Not case sensitive. M Male F Female
Dependencies with other fields:	None

Programming edits: If the code is out of range or blank, a *fatal error* is reported.

Fatal errors occur when this field is left blank, or anything other than "M", "m", "F", or "f", is encountered.

Message: Gender is blank or contains an invalid value.

Warning (none)

Definition: Indicate if the student is male or female. Use code M when the student is male. Use code F when the student is female.

Common entry errors: The field is left blank.

Field 12: City or Place of Birth

Submission Cycle:	Fall, spring and end of year
Field use:	Refugee Children School Impact Grant; Immigration and Nationality Act, 8 USC 1101, 8 USC 1401
State of Michigan office contact:	DIT Client Service Center, 517-335-0505 or help-desk@mi.gov
Field specification:	20-character, left-justified
Record position/type:	082-101, alphanumeric
Code/format:	Student's place of birth on birth certificate (TraverseCitybbbbbbbb) If the student's place of birth is longer than 20 letters, place the first 20 letters of the student's place of birth in this field and truncate the remaining characters. If the student's place of birth is less than 20 letters, place the entire name in this field padded with blanks.
Dependencies with other fields:	None

Programming edits: If this field is left blank, a *fatal error* will be reported.

Fatal errors occur when blank.

Message: City or place of birth is missing.

Warning (none)

Definition: Enter the city or place of birth just as it appears on the student's birth certificate. When the city of birth cannot be verified, then the county or township of birth is to be used; when the city, county, or township is not verifiable, then the country of birth is to be used. In many cases the city of birth will be the city where the hospital is located. If the student was adopted, the city or place of adoption is acceptable. For foreign-born students, please use the country only. For example, "France" (correct) not "Paris, France" (incorrect). Consult the ethnologue found in the LEP section of this manual.

The sequence of documentation used to verify place of birth is as follows:
- Birth certificate (certified copy)
- Birth certificate (uncertified copy)
- Baptismal certificate (indicating place of birth)
- Court record
- Government record (passport, military, immigration)
- Doctor or hospital record with sworn statement
- Life insurance policy
- Family record

Common entry errors: City **or** place of birth is spelled incorrectly. When submitting the city, do not submit both city and place (i.e., state and country). For example, submit "Traverse City" (correct) not

"Traverse City, Michigan" (incorrect); "Muskegon" (correct) not "Muskegon, MI" (incorrect). As mentioned above, for foreign born students, please use the country only. For example, "France" (correct) not "Paris, France" (incorrect). Consult the ethnologue found in the LEP section of this manual.

Field 13: Street Address

Submission Cycle: Fall, spring and end of year

Field use: NCLB, 20 USC 6311

State of Michigan office contact: DIT Client Service Center, 517-335-0505 or help-desk@mi.gov

Field specification: 20-character, left-justified

Record position/type: 102-121, alphanumeric

Code/format: Student's Street Address

Dependencies with other fields: Field 34: Homeless

Programming edits: Error check to ensure that the student has a street address, unless the student is reported in Field 34: Homeless.

Fatal errors occur when this field is blank, unless Field 34: Homeless has a value.

Message: Student address is missing.

Definition: This code is the street address where the student lives at the time of reporting or the student's last known street address of residence. The following U.S. postal abbreviations are from the U.S. Zip Code Manual and *may* be used as street designators.

Word	Abbreviation	Word	Abbreviation	Word	Abbreviation
Alley	ALY	Causeway	CSWY	Estates	EST
Annex	ANX	Center	CTR	Expressway	EXPY
Arcade	ARC	Circle	CIR	Extension	EXT
Avenue	AVE	Cliffs	CLFS	Fall	FALL
Bayou	BYU	Club	CLB	Falls	FLS
Beach	BCH	Corner	COR	Ferry	FRY
Bend	BND	Corners	CORS	Field	FLD
Bluff	BLF	Course	CRSE	Fields	FLDS
Bottom	BTM	Court	CT	Flats	FLTS
Boulevard	BLVD	Courts	CTS	Ford	FRD
Branch	BR	Cove	CV	Forest	FRST
Bridge	BRG	Creek	CRK	Forge	FRG
Brook	BRK	Crescent	CRES	Fork	FRK
Burg	BG	Crossing	XING	Forks	FRKS
Bypass	BYP	Dale	DL	Fort	FT
Camp	CP	Dam	DM	Freeway	FWY
Canyon	CYN	Divide	DV	Gardens	GDNS
Cape	CPE	Drive	DR	Gateway	GTWY
Glen	GLN	Mills	MLS	Shoals	SHLS
Green	GRN	Mission	MSN	Shore	SHR
Grove	GRV	Mount	MT	Shores	SHRS
Harbor	HBR	Mountain	MTN	Spring	SPG
Haven	HVN	Neck	NCK	Springs	SPGS
Heights	HTS	Orchard	ORCH	Spur	SPUR
Highway	HWY	Oval	OVAL	Square	SQ

Word	Abbreviation	Word	Abbreviation	Word	Abbreviation
Hill	HL	Park	PARK	Station	STA
Hills	HLS	Parkway	PKWY	Stravenue	STRA
Hollow	HOLW	Pass	PASS	Stream	STRM
Inlet	INLT	Path	PATH	Street	ST
Island	IS	Pike	PIKE	Summit	SMT
Islands	ISS	Pines	PNES	Terrace	TER
Isle	ISLE	Place	PL	Trace	TRCE
Junction	JCT	Plain	PLN	Track	TRAK
Key	KY	Plains	PLNS	Trafficway	TRFY
Knolls	KNLS	Plaza	PLZ	Trail	TRL
Lake	LK	Point	PT	Trailer	TRLR
Lakes	LKS	Port	PRT	Tunnel	TUNL
Landing	LNDG	Prairie	PR	Turnpike	TPKE
Lane	LN	Radial	RADL	Union	UN
Light	LGT	Ranch	RNCH	Valley	VLY
Loaf	LF	Rapids	RPDS	Viaduct	VIA
Locks	LCKS	Rest	RST	View	VW
Lodge	LDG	Ridge	RDG	Village	VLG
Loop	LOOP	River	RIV	Ville	VL
Mall	MALL	Road	RD	Vista	VIS
Manor	MNR	Row	ROW	Walk	WALK
Meadows	MDWS	Run	RUN	Way	WAY
Mill	ML	Shoal	SHL	Wells	WLS

Field 14: Name of City or Town

Submission Cycle:	Fall, spring and end of year
Field use:	NCLB, 20 USC 6311
State of Michigan office contact:	DIT Client Service Center, 517-335-0505 or help-desk@mi.gov
Field specification:	20-character, left-justified
Record position/type:	122-141, alpha
Code/format:	Student's City or Town (AAAAAAAAAAAAAAAAAAAA)
Dependencies with other fields:	Field 34: Homeless

Programming edits: Error check to ensure that the student has a city or town address, unless the student is reported in Field 34: Homeless.

Fatal errors occur when this field is blank, unless Field 34: Homeless has a value.

Message: Student address is missing.

Definition: Indicate the name of the city or town where the student lives at the time of reporting or the student's last known city or town of residence.

Field 15: Zip Code

Submission Cycle:	Fall, spring and end of year
Field use:	NCLB, 20 USC 6311
State of Michigan office contact:	DIT Client Service Center, 517-335-0505 or help-desk@mi.gov
Field specification:	10-character, with dash, left-justified
Record position/type:	142-151, integer
Code/format:	Student's Zip Code (NNNNN-NNNN)
Dependencies with other fields:	Field 34: Homeless

Programming edits: Error check to ensure that the student has a zip code, unless the student is reported in Field 34: Homeless.

Fatal errors occur when this field is blank, unless Field 34: Homeless has a value.

Message: Student address is missing.

Definition: This is the zip code of the location where the student lives at the time of reporting or the last known code of residence. If there is no four-digit code, pad with five blanks (NNNNNbbbbb).

Field 16: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved
State of Michigan office contact:	N/A
Field specification:	One-character
Record position/type:	152
Code/format:	Pad with blanks
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits:

No fatal error.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Field 17: Student ID Number (Membership)

Submission Cycle:	Fall, spring and end of year
Field use:	Used for Deduplication of Records
State of Michigan office contact:	DIT Client Service Center, 517-335-0505 or help-desk@mi.gov
Field specification:	20-character, blanks accepted, left-justified
Record position/type:	153-172, alphanumeric
Code/format:	District student ID number
Dependencies with other fields:	None

Programming edits: None at this time.

No fatal error.

Definition: The student's Social Security number **or** the local district's student ID number may be placed in this field (with leading blanks). This is different from the unique identification code (UIC) in Field 124 generated by the Center for Educational Performance and Information (CEPI) as the student identifier.

Field 18: FTE in General Education (Membership)

Submission Cycle:	Fall and spring
Field use:	School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a; NCLB, 20 USC 6311
State of Michigan office contact:	MDE/State Aid and School Finance/School Aid FTE, JoEllen Wonsey, 517-373-3352 or WonseyJ@michigan.gov
Field specification:	Four-character, decimal, blanks not accepted
Record position/type:	173-176, decimal
Code/format:	0.00 to 1.00 (N.NN) with a default code
Dependencies with other fields:	See programming edits below.

Programming edits: If the field is left blank, is less than 0.00, or greater than 1.00, a *fatal error* is reported. Error check against Field 9: Date of Birth to ensure that 0.00 FTE is being claimed when the student is less than 5 years of age on or before December 1, or 20 or more years of age on September 1; or if the student is in special education (Field 29: Program Eligibility/Participation code "010000000") and over 26 years of age as of September 1.

Fatal errors occur when this field is left blank, greater than 1.00, or less than 0.00. Fatal errors occur when more than 0.00 FTE is being claimed when the student is less than 5 years of age on or before December 1, more than 20 years of age on September 1, or if the student is in special education and more than 26 years of age as of September 1. A fatal error will occur if Field 18 is greater than 0.00 and the student is reported as participating in adult education in Field 29 (eighth position).

If an ISD uses a code of "06", "09", "11", or "14" in Field 30: Student Residency and this field is greater than "0.00" FTE, a fatal error is reported.

Field 18 must be "0.00" when the student is in kindergarten (Field 19: Grade or Setting equals "00") and student residency code (Field 30) is non-public (codes "04" or "08"). A fatal error otherwise. General Education FTE cannot be claimed when Field 19 contains "14" (special education setting) or "20" (adult education setting).

Message: FTE in General Education is blank, less than 0.00 or greater than 1.00, or should not be claimed on this student. Note: Blanks are not accepted for this field. The default is "0.00".

FTE cannot be claimed if the school (Field 5: School or Facility) was closed on or before the count date (Field 123: Date of Count).

FTE cannot be claimed when Field 20: Enrollment Date is later than Field 123: Date of Count.

Warning (none)

Definition: Refer to Section 6 of the current State School Aid Act and the Michigan Department of Education's Pupil Accounting Manual for Full Time Equivalency (FTE) instructions. Enter the FTE in this field. A student's FTE may range from "0.00" to "1.00" (both tenths or hundredths are allowed as long as the district is consistent in the use of either one).

Common entry errors: The field is left blank.

Field 19: Grade or Setting

Submission Cycle: Fall, spring and end of year

Field use: School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a; NCLB, 20 USC 6311

State of Michigan office contact: DIT Client Service Center, 517-335-0505 or help-desk@mi.gov

Field specification: Two-character, leading zero

Record position/type: 177-178, leading zero

Code/format: This is a two-position field.

Grade Level:

00	Kindergarten
01	First Grade
02	Second Grade
03	Third Grade
04	Fourth Grade
05	Fifth Grade
06	Sixth Grade
07	Seventh Grade
08	Eighth Grade
09	Ninth Grade
10	Tenth Grade
11	Eleventh Grade
12	Twelfth Grade

Educational Setting:

13	Alternative Education
14	Special Education
20	Adult Education
30	Early Childhood/Early On

Dependencies with other fields: Field 52: Early Childhood
Field 54: Eligibility Code

Programming edits: . (NOTE: blanks are being phased out for this field. Blanks will produce a warning for Fall 2005. Beginning Spring 2006, blanks will produce a fatal error).

If the code is out of range, a *fatal error* is reported. If the field is blank or code "30" is reported, ensure that either Field 52: Early Childhood Enrollment or Field 54: Eligibility Code contain valid values.

Possible edits at a district level might include comparing grade levels to a valid age. For example, a K-12 student could not be older than 26 (a fatal error); a typical first grader is between ages 5 and 7 (out of range is a warning).

Fatal errors occur when this field is blank or code "30" is used and both Field 52: Early Childhood Enrollment and Field 54: Eligibility Code are blank, out of range, or invalid numbers.

Fatal errors occur if the student's grade is code "14" (Special Education) or code "20" (Adult Education), and Field 18: FTE in General Education is greater than 0.00.

Fatal errors occur when this field contains "30" or is blank, and Field 18: FTE in General Education is greater than 0.00.

Fatal error occurs if Field 19: Grade or Setting equals "13" and Field 125: Program Eligibility/Participation II, first position, does not contain a "1".

Definition: Identify the grade level or the educational setting in which the student is enrolled. As a general rule, students enrolled in K-12 general education are within two years of their chronological age minus five (([chronological age – 5] +/– 2) = grade level). If the student is in a self-contained special educational setting, meaning that special education services are received in the context of an otherwise K-12, general educational setting (see definition below for special educational setting), use the age-appropriate grade placement. For students in a multi-age setting, use the appropriate grade level. For students beyond age appropriate grade level, use the correct educational setting. Do not use code "13" for Alternative Education unless the setting is also ungraded.

For Alternative Education, use Field 19: Grade or Setting to report the appropriate grade level for students currently participating in alternative education and report alternative education status in Field 125: Program Eligibility/Participation II. Use code 13 in Field 19: Grade or Setting only if the alternative educational setting in which the student is currently participating is ungraded. ~~(these are typically settings in which students do not take the MEAP exam).~~

Grade Level:

00 Kindergarten. Any one- or two-year program prior to first grade that meets the membership eligibility requirements of 5 years of age on or before December 1 and is a 549-hour program. If the setting is a developmental/retention kindergarten (DK) for which FTE is being claimed, in addition to being reported in Field 19: Grade or Setting, the student should also be reported in Field 125: Program Eligibility/Participation II, second position. [NOTE: Pre-Kindergarten Early Childhood programs do not include DK. Early Childhood programs are reported in Field 52: Early Childhood Enrollment].

01-12 Grade 1 through Grade 12.

Educational Setting:

13 Alternative Education. This is a public-school, alternative educational setting as defined by the Michigan Department of Education. In general, alternative education:

- Addresses needs of students that typically cannot be met in general education;
- Provides non-traditional curriculum, often consistent with a student's learning style;
- Functions as an adjunct to the general educational curriculum; and/or
- Falls outside of the categories of regular, special, career and technical, or vocational education.

If Field 19: Grade or Setting contains "13", then Field 125: Program Eligibility/Participation II, first position, must also contain a "1".

See " MEAP and MI-Access Assessments for Ungraded Students" in the following section.

14 Special educational setting. A special program where the student could **not** be age-appropriately placed in a grade level. **Note:** If FTE for the student is being claimed in special education as well as general education, then this field must contain a grade level for the special education student (code "14" cannot be used).

20 Adult education. A full-time-equated participant enrolled and attending a Department-approved, adult basic-education program; an English-as-a-second-language program; a general-education, developmental test-preparation program; a job- or employment-related program; or a high school completion program; and who meets the eligibility requirements as defined in Section 107 of the State School Aid Act.

30 Early Childhood/Early On. Code "30" is used to report children receiving Early Childhood or Early On services from the district. This does not include Developmental Kindergarten (see definition under code "00" above).

MEAP and MI-Access Assessments for Ungraded Students

State Board policy, the No Child Left Behind Act, and the Individuals with Disabilities Education Act require that state-level assessments be administered to ALL students in required content areas. District policy determines grade assignments for students. However, when the district identifies a student as ungraded in the Single Record Student Database (such as some programs for students with disabilities and alternative education programs), the state will assign the student to a specific grade based on the following table.

Student Age* in Ungraded Programs	Grade Assignment	Required Content Areas to be Assessed in Academic Year 2004-2005 (MEAP and MI-Access)	Required Content Areas to be Assessed in Academic year 2005-2006 (MEAP and MI-Access)
9	3rd		-English Language Arts -Mathematics
10	4th	-English Language Arts -Mathematics	-English Language Arts -Mathematics
11	5th	-Science** -Social Studies**	-English Language Arts -Mathematics -Science**
12	6th		-English Language Arts -Mathematics -Social Studies**
13	7th	-English Language Arts	-English Language Arts -Mathematics
14	8th	-Mathematics -Science** -Social Studies**	-English Language Arts -Mathematics -Science**
15	9th		-Social Studies**
16	10th		
17	11th	-English Language Arts -Mathematics -Science** -Social Studies**	-English Language Arts -Mathematics -Science** -Social Studies**
18	12th		

* Students must be these ages on or before December 1st of the school year in which the assessment is administered.

** For students with an Individualized Education Plan (IEP) requiring an alternate assessment, the IEP Team will determine how the student is assessed in these content areas until the state develops MI-Access assessments in these content areas.

For questions related to MEAP test administration, please contact the Office of Educational Assessment and Accountability at 517-373-8393 or toll free at 877-560-8378.

Field 20: Date of Enrollment

Submission Cycle: Fall, spring and end of year

Field use: School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a; NCLB, 20 USC 6311

State of Michigan office contact: DIT Client Service Center, 517-335-0505 or help-desk@mi.gov

Field specification: 10-character

Record position/type: 179-188, integer with slashes

Code/format: Month, day and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be a number between 01 and 31, and CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields: Field 9: Date of Birth

Programming edits: If the enrolled date is out of range, blank, or not a real date, a *fatal error* is reported. The enrolled date should precede or be in Field 123: Date of Count if FTE is being claimed.

Fatal errors occur when the field is blank, contains an invalid date (e.g., 14/04/01 or 04/38/57), contains invalid date characters (e.g., letters instead of numbers), or Field 20: Date of Enrollment is earlier than Field 9: Date of Birth.

Fatal errors occur when this date field is greater than Field 123: Date of Count and the FTE in Field 18: FTE in General Education, Field 40: FTE in Section 52, or Field 41: FTE in Section 53, is greater than 0.00.

Note: Date of Enrollment can be later than Field 38: Date of IEP/ Placement/Date of Implementation, Field 39: Date of Initial/Redetermination IEP, or Field 55: Date of IFSP for Part C.

Message: Date of Enrollment is blank, out of range, or not a valid date.

Warning (none)

Definition: The month, day, and year of the first day the student enrolled in that district. If a student exits the district and then re-enrolls, the date of re-enrollment should be reported in this field.

Common entry errors: Reporting the current date in the field rather than the actual enrollment date. Reporting the start of the current school year rather than the actual enrollment date.

Field 21: Attendance

Submission Cycle:	Fall, spring and end of year
Field use:	School Aid Act, MCL 388.1704a; Revised School Code, MCL380.1279, 380.1280, 380.1561; NCLB, 20 USC 6311
State of Michigan office contact:	DIT Client Service Center, 517-335-0505 or help-desk@mi.gov
Field specification:	Seven-character (with slash)
Record position/type:	189-195, integer with slash
Code/format:	Three numbers with a slash followed by three numbers (NNN/NNN). This field may be blank when not required.
Dependencies with other fields:	Field 18: General Education FTE; Field 40: FTE in Section 52; Field 41 FTE in Section 53

Programming edits: The three numbers before the slash cannot be greater than the three numbers after the slash. When an FTE greater than "0.00" is entered in any FTE field (Field 18: FTE in General Education, Field 40: FTE in Section 52, or Field 41: FTE in Section 53), this field must have a value. Actual or possible days attended cannot be a negative number.

Fatal errors occur if the three numbers before the slash are greater than the three numbers after the slash or when Fields 18: FTE in General Education, Field 40: FTE in Section 52, or Field 41: FTE in Section 53 are greater than 0.00 and Field 21: Attendance is blank. "Blank" refers to seven spaces or three spaces followed by a slash followed by three spaces. A fatal error will also occur when Fields 18: FTE in General Education, Field 40: FTE in Section 52, or Field 41: FTE in Section 53 are greater than 0.00 and attendance actual equals "000". In addition to adult education participants, this rule excludes Early Childhood, non-public, juvenile detention, Early Childhood Special Education, Early On, and home-schooled students.

Early Childhood (those students reported in Field 52: Early Childhood Enrollment) and adult education students will pass error check by virtue of the fact that no general education or special education FTE is being claimed. Non-public students are those students reported as "04" or "08" in Field 30: Student Residency. Juvenile detention students are those reported as "09" or "12" in Field 30: Student Residency. Early Childhood Special Education Program students are those reported as code "191" or "270" in Field 42: Program Service Code. Early On students are those reported in the third position of Field 29: Program Eligibility/Participation I. Home-schooled students are those reported as "07" or "15" in Field 30: Student Residency.

Warning (none)

Definition: The three characters before the slash represent the number of days the student actually attended. The three characters after the slash represent the total possible days in attendance from the first day of school, the date of new enrollment, or the beginning of a program (e.g., summer school). (See Field 20: Date of Enrollment for more information on date of enrollment.) For the EOY count day, use the last day of school, not including summer school. **This field does not address instructional days or**

clock hours. For services that are not school-based (e.g., services provided in the home), report how many days out of the days available that the student received services.

Attendance data is not required for the following: Early Childhood, non-public, juvenile detention, adult education, Early Childhood Developmental Delay (formerly PPI), Early Childhood Special Education Program, and Early On.

For example, the end date for the fall SRSD data submission would be the official fall count date in September. For students who enrolled on the first day of school, the possible attendance days would then equal the number of days that students were expected/required to attend between the first day of school and the count date. Using this example, if a student exits the school between count dates, then the possible attendance days would then equal the number of days that students were expected/required to attend between the first day of school and the date that this student exited (Field 24: Date Exited). When a student enrolls after the first day of school, the days preceding the enrollment date are not counted in possible attendance. If a student exits and re-enrolls between count dates, then the total number of days enrolled would be the number of possible days.

Students in the same grades, but different buildings, may have different possible days of attendance. If a student transfers to a different school within the district during the school year, or the student is enrolled in two buildings within the same district, then attendance days should be combined across the different schools for reporting. (This means that attendance in either building would be considered as a day in attendance.) If a student is enrolled in two different districts, then the possible days for each district would equal the expected/required days for each district only.

Attendance for any part of the school day may be counted as a day in attendance. Participation in half-day kindergarten, special education for preprimary-aged students, or any other pupil program is to be reported as a day in attendance. In-school suspensions are considered days in attendance. Expulsions and out-of-school suspensions are considered absences.

For homebound students, each day that services were offered is a possible attendance day. Each day that services were received is an actual attendance day. For example, if the services were offered and received twice a week for a month, the attendance would be reported as "008/008".

This field may be blank when not required.

NOTE: The data populating this field for the End-of-Year SRSD submission should reflect the student's attendance as of the last day of the academic school year

Field 22: Racial/Ethnic Code

Submission Cycle: Fall, spring and end of year

Field use: NCLB, 20 USC 6311; Individuals with Disabilities Education Act, 20 USC 1400 PL 105-17 Sec. 618(i)

State of Michigan office contact: DIT Client Service Center, 517-335-0505 or help-desk@mi.gov

Field specification: Six-character, blanks not accepted

Record position/type: 196-201, integer

Code/format: This is a unique six-position field using any combination of "0" through "6" in the proper position (NNNNNN). Because this is a multiple-occurrence field, the indicator of the code is located by position in the format. The primary racial/ethnic choice is represented with a "1" and the second choice is a "2", etc. For example, a person whose primary racial/ethnic choice is Asian American would receive a code of "010000". If the same person is also White, they would receive the code of "010020". In this example, a person who is primarily of the Hispanic ethnic group and is also of the Black and Asian races, could be coded "032001". If a person is of equal races such as an American Indian and Hispanic, they would be reported as "100001".

For more information on ethnic reporting, please go to the following web site:

~~http://nces.ed.gov/programs/handbook/docs/pdf/Appendices_A.pdf~~

http://nces.ed.gov/programs/handbook/data/pdf/Appendices_A.pdf

100000	American Indian or Alaska Native (first position)
010000	Asian American (second position)
001000	Black or African American (third position)
000100	Native Hawaiian or Other Pacific Islander (fourth position)
000010	White (fifth position)
000001	Hispanic or Latino (sixth position)

Dependencies with other fields: None

Programming edits: Error check to ensure that there is a six-digit code which is not out of range, and at least one of the six digits must be the number "1".

Fatal errors occur when field is blank, or one or more numbers of the six-digit code is larger than 6.

Message: One of the six-digit codes is either blank or invalid.

Warning (none)

Definition: First identify a racial group and then the ethnicity of the student (if Hispanic or Latino). A combination of the following codes with at least one primary and/or one or more secondary choices may be reported.

100000	*American Indian or Alaska Native*. A student having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
010000	*Asian American*. A student having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian sub-continent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
001000	*Black or African American*. A student having origins in any of the black racial groups of Africa.
000100	*Native Hawaiian or Other Pacific Islander*. A student having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
000010	*White*. A student having origins in any of the original peoples of Europe, the Middle East, or North Africa.
000001	*Hispanic or Latino*. An indication that the individual traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.

Field 23: District Exit Status

Submission Cycle: Fall, spring and end of year

Field use: School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a; NCLB, 20 USC 6311

State of Michigan office contact: DIT Client Service Center, 517-335-0505 or help-desk@mi.gov

Field specification: Two-character

Record position/type: 202-203, integer

Code/format: This is a two-position field with a default code that includes why the student left the school district (NN). The default code for this field is "19".

01 Graduated from general education with a diploma
02 Graduated from general education with a diploma and applied to a degree-granting college or university
03 Graduated from an alternative program
04 Graduated from general education and applied to a non-degree-granting institution
05 Completed general education with an equivalency certificate
06 Completed general education with other certificate
07 Dropped out of school
08 Enrolled in another district in Michigan
09 Moved out of state
10 Expelled from the school district (no further services)
11 Enlisted in military or Job Corps
12 Deceased
13 Incarcerated
14 Enrolled in home school
15 Enrolled in non-public school
16 Unknown
17 Placed in a recovery or rehabilitative program
18 Left Adult Education
19 Expected to continue in the same school district
20 Received Special Education certificate of completion and exited the K-12 system
21 Special Education - Reached maximum age and exited the K-12 system
30 Exited Early Childhood or Early On Program

~~25-26 Special Education codes (see Field 45: Exit/Completion Reason)~~

Dependencies with other fields: Field 24: Exit Date

Programming edits: If the exit code is anything other than code '19' (continuing) ~~between 01 - 26 (20-26 are special education codes)~~, a valid date must be submitted in Field 24 (Date Exited). If the status is code "19", then Field 24: Date Exited may be left blank. A fatal error occurs if this field contains "10" (expelled) and Field 113: Date Expelled, is blank.

If the field is out of range, a *fatal error* is reported. Fatal errors occur when this field is blank or out of range. A fatal error occurs if this field contains a single digit either preceded or followed by a blank.

If this field contains "30", then Field 53: Early Childhood Exit Reason, or Field 58: Early On Exit/Completion Reason, must contain a valid code.

Warning (none)

Definition: Use only one code for the reason the student is no longer in the school district. ~~For special education students, codes 20, 21 and 25, 26 in Field 45: Exit/Completion Reason may also be used.~~ If the student has transferred to another school within the same school district, the previous school should report an exit code of "19" and leave Field 24: Date Exited blank. This student should not appear in the previous school's subsequent submissions. If the student has been expelled but continues to receive services, report an exit code of "19" and complete fields 112-120. Use an exit code of "10" (in addition to completing fields 112-120) only for students who are expelled and no longer receive services from the school district.

01 Graduated from general education with a diploma. Used for a student who earned a high school diploma. Includes early graduates who earn a high school diploma. Also include the student with an IEP who met the same graduation requirements as the nondisabled student. Exclude any student who graduated by meeting only IEP requirements.

02 Graduated from general education with a diploma and applied to a degree-granting college or university. Used for a student who graduated with a high school diploma and to the best of the district's knowledge, enrolled in a two- or four-year degree-granting college or university.

03 Graduated from an alternative program. Used for graduates receiving a diploma from an alternative program in a regular high school or a separate building.

04 Graduated from general education and applied to a non-degree-granting institution. Used for a student who graduated and, to the best of the district's knowledge, enrolled in a non-degree-granting institution (e.g., trade, technical, vocational, or business school).

05 Completed general education with an equivalency certificate. Used for a student known to have passed the GED test and to be under 20 years of age.

06 Completed general education with other certificate. Used for a student who completed school with some other type of certificate, such as a certificate of attendance/completion, or a district competency test.

07 Dropped out of school. Used when a student, upon reaching age 16, stopped attending school, and no reason is given. For special education, the student left school before the age of 26 without completing his/her educational program.

When the MEIS reports dropouts to the National Center for Education Statistics on the Common Core of Data (CCD), the following criteria are used:

1. was enrolled in school at some time during the previous school year and was not enrolled on the count date; or
2. was not enrolled the previous school year although expected to be in membership (i.e., was not reported as a dropout); and
3. has not graduated from high school or completed a state- or district-approved educational program; and
4. does not meet any of the following exclusionary conditions:
    - transfer to another public school district, private school, or state- or district-approved education program (code "08", "09", "14" or "15");
    - temporary school-recognized absence because of suspension or illness; or
    - death (code "12").

08 Enrolled in another district. Used when a student moved to another school district in Michigan and is known to be continuing in education. Movement to another district includes moving to state institutions.

09 Moved out of state. Used when a student has moved out of state and is no longer attending a public or private school in Michigan. Used when students and their parents/guardians physically move outside the original district of residence to another state or country. This code should also be used when a foreign exchange student left midyear to return to his/her home country.

10 Permanently expelled from school district. Used when either a general education or a special education student has been permanently expelled from school by official board action. This does not include a special education student on long-term suspension or a student who is placed in an alternate educational setting. A student with this code requires further information located in the expulsion section (fields 112-120).

Students who are expelled for less than the remainder of the current school and continue to receive services should receive a code "19" (expected to continue) with a code in Field 120: Follow-up after Expulsion, of either "3" or "7".

11 Student enlisted into the military or district/national Job Corps. Used when the student left school prior to graduation to enlist in a branch of the U.S. Military.

12 Deceased. Used when a student has passed away.

13 Incarcerated. Used when a student is placed under jurisdiction of juvenile or criminal justice authority.

14 Enrolled in home school. Used when a student receives instruction offered in a home for reasons other than health.

15 Enrolled in non-public school. Used when a student attends a non-public school, such as a parochial school.

16 Unknown. Used when the current status of the student is unknown. For reporting purposes, this student is considered a dropout, unless s/he can be located in another district.

17 Recovery program. Used when the student was placed in a recovery program, rehabilitative program, or under psychiatric care. If the student is still receiving services from the district (either homebound or hospitalized), the student should be reported as code "19" (continuing).

18 Adult education. Participant is no longer enrolled in an Adult Education Program.

19 Expected to continue. Used when the student is expected to continue normal matriculation through the educational system in the same district.

20 Received special education certificate of completion or finished IEP requirements. Received a certificate of completion in lieu of a standard high school diploma. Student exited his/her educational program, that is, high school-equivalent program, by receiving a special education high school diploma, a modified high school diploma, a special education certificate of completion of high school or educational program or some similar document.

21 Special Education Reached maximum age. Student reached the maximum age of 26 for receipt of programs or services and is no longer eligible to attend school.

30 Child has left Early Childhood or Early On program and will not be continuing in the district (NOTE: if the child has left his or her program and will subsequently be entering kindergarten in the district, report as "19", continuing).

Common entry errors: Field is left blank.

NOTE: The data populating this field for the End-of-Year SRSD submission should reflect the student's status as of the last day of the academic school year

Field 24: Date Exited

Submission Cycle: Fall, spring and end of year

Field use: School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a; NCLB, 20 USC 6311

State of Michigan office contact: DIT Client Service Center, 517-335-0505 or help-desk@mi.gov

Field specification: 10-character

Record position/type: 204-213, integer with slashes

Code/format: Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be a number between 01 and 31, and CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields: Field 23: Exit Date; Field 20: Date of Enrollment; Field 9: Date of Birth

Programming edits: If an exit date is not valid, a fatal error is reported. If code "01" through "16" was used in Field 23: District Exit Status, a valid date must occur. If code "19" is reported in Field 23: District Exit Status, Field 24 may be left blank. The exit date may be a future date, but only if codes "01" – "06" are reported in Field 23: Exit Status. Date Exited cannot be less than Field 9: Date of Birth.

The following rule covers students who have exited and then re-enrolled in the district: Field 24: Date Exited may be earlier than Field 20: Date of Enrollment only if Field 23 contains "19" (continuing).

Fatal errors occur when the field is blank and Field 23: District Exit Status contains a value other than "19", contains an invalid date (e.g., 14/04/2001, 04/38/1957), or contains invalid date characters (e.g., letters instead of numbers).

Message: Date Exited is blank, out of range, or not a valid date.

Warning (none)

Definition: The month, day, and year of the first day after the date a student last attended school, graduated, or became known officially to have left the educational setting. Place a date in this field corresponding to the day after the student left school or terminated his/her education program or service.

Common entry errors: Placing a date in the exit field when the student is still enrolled in school.

NOTE: The data populating this field for the End-of-Year SRSD submission should reflect the student's status as of the last day of the academic school year (e.g., if the student is graduating at the end of the academic school year, the date in this field would be the day after the last day of the academic school year).

Field 25: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved field
State of Michigan office contact:	N/A
Field specification:	40-character
Record position/type:	214-253
Code/format:	Pad with blanks
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits: No fatal error.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Field 26: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved field
State of Michigan office contact:	N/A
Field specification:	40-character
Record position/type:	254-293
Code/format:	Pad with blanks
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits: No fatal error.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Field 27: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved field
State of Michigan office contact:	N/A
Field specification:	15-character
Record position/type:	294-308
Code/format:	Pad with blanks
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits: No fatal error.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Field 28: Course Enrollments (Grades 7 through 12)

Submission Cycle: Fall and spring

Field use: NCLB, Strengthening And Improvement Of Elementary And Secondary Schools, 20 USC 6534, 20 USC 6532, 20 USC 7255; Scientific and Advanced-Technology Act of 1992, 42 USC 1862; National Science Foundation Authorization Statute, PL 107-368 Sections 17, 21, 24

State of Michigan office contact: DIT Client Service Center, 517-335-0505 or help-desk@mi.gov

Field specification: Three-character, eight occurrences separated into eight, three-byte sectors, leading zero, blanks accepted in unused sectors

Record position/type: 309-332, integer, right-justified

Code/format: This is a 24-position field (NNNNNNNNNNNNNNNNNNNNNNNN).

010 Remedial Math, G7
011 Math, G7, Regular
012 Math, G7, Accelerated (or Pre-Algebra)
013 Remedial Math, G8
014 Math, G8, Regular
015 Math, G8, Enriched
016 Math, G8, Algebra I (or Integrated Math 1)
017 Review Mathematics - Level 1
018 Review Mathematics - Level 2
019 Review Mathematics - Level 3
020 Review Mathematics - Level 4
021 Informal Mathematics - Level 1
022 Informal Mathematics - Level 2
023 Informal Mathematics - Level 3
024 Formal Mathematics - Level 1
025 Formal Mathematics - Level 2
026 Formal Mathematics - Level 3
027 Formal Mathematics - Level 4
028 Formal Mathematics - Level 5
029 Formal Mathematics - Level 5, AP
030 General Science
031 Life Science
032 Earth Science
033 Physical Science
034 Integrated Science

035 Other Science
036 Biology, 1st Year
037 Biology, 1st Year, Basic/Applied
038 Biology, 2nd Year, AP
039 Biology, 2nd Year, Advanced
040 Biology, 2nd Year, Other
041 Chemistry, 1st Year
042 Chemistry, 1st Year, Basic/Applied
043 Chemistry, 2nd Year, AP
044 Chemistry, 2nd Year, Advanced
045 Physics, 1st Year
046 Physics, 1st Year, Basic/Applied
047 Physics, 2nd Year, AP
048 Physics, 2nd Year, Advanced
049 Earth Science, 1st Year
050 Earth Science, 1st Year, Basic/Applied
051 Earth Science, 2nd Year, Advanced/Other
052 General Science
053 Physical Science
054 Integrated Science
055 Environmental Science
056 Technology (taught as science course)
057 Other Science
058 Computer Science/Computer Prog.
059 Computer Science/Computer Prog. 1
060 Advanced Computer Science Prog. 2
061 Computer Science, AP
062 Integrated Middle-Grade Math (Grades 7 & 8)
063 Integrated Math 1
064 Integrated Math 2
065 Integrated Math 3

Dependencies with other fields: None

Programming edits: This field can be blank if any student is not enrolled in math or science. When used, the variables must be within range.

No fatal errors.

Warning: None.

Definition: This field is used to identify which courses the student is attending at the time of this count.

Mathematics: Grades 7 through 8

010 Course offering a remedial 7th-grade mathematics program; i.e., 7th-grade students taking 6th-grade math or lower. For example, a course with this title: Remedial Math 7.
011 Course covering the regular 7th-grade mathematics program. For example, courses with these titles: Math 7; Exper. Math 7 - SS MCIS.
012 Accelerated or enriched course of mathematics. For example, courses with these titles:

Accelerated Math 7; Pre-Algebra; Introductory Algebra; Honors Math 7; Enriched Math 7.

013 Course offering a remedial 8th-grade mathematics program; i.e., 8th-grade students taking 7th-grade math or lower. For example, a course with this title: Remedial Math 8.

014 Course covering the regular or general 8th-grade mathematics program. For example, courses with these titles: Math 8; Exper. Math 8 - SS MCIS.

015 Content of the course includes some algebra and may be a course for 8th graders called "honors," "enriched," "accelerated," or "pre-algebra". For example, courses with these titles: Pre-Algebra; Accelerated Math 8; Honors Math 8; Enriched Math 8.

016 Same course as Formal Mathematics, Level 1 for grades 9-12 (below). Seventh graders who have been accelerated into an Algebra 1 course should also be included here. For example, courses with these titles: Algebra 1; Beginning Algebra; Elementary Algebra; Integrated Math 1.

Mathematics: Grades 9 through 12

017 Course includes little or no new content over that which was learned in the 7th or 8th grades. Course focuses on arithmetic skills development. For example, courses with these titles: General Math 1; Basic Math; Math 9; Remedial Math; Developmental; H.S. Arithmetic; Math Comp Test; Comprehensive Math; Terminal Math.

018 Course includes little or no new content over that which was learned in the 7th or 8th grades. Course focuses on arithmetic skills development. For example, courses with these titles: General Math 2; Vocational Math; Consumer; Technical; Business; Shop; Math 10; Career Math; Practical Math; Essential Math; Cultural Math.

019 Course includes little or no new content over that which was learned in the 7th or 8th grades. Course focuses on arithmetic skills development. For example, courses with these titles: General Math 3, Math 11; Intermediate Math.

020 Course includes little or no new content over that which was learned in the 7th or 8th grades. Course focuses on arithmetic skills development. For example, courses with these titles: General Math 4; Math 12.

021 Course presents new content from areas of mathematics such as algebra, statistics, or geometry taught at a low level of abstraction. May include prerequisite to Algebra 1. For example, courses with these titles: Pre-Algebra; Introductory Algebra; Basic; Applications; Algebra 1A; Math A; Applied Math 2.

022 Course presents new content from areas of mathematics such as algebra, statistics, or geometry taught at a low level of abstraction. May include prerequisite to Algebra 1. For example, courses with these titles: Basic Geometry; Informal Geometry; Practical Geometry; Applied Math.

023 Course presents new content from areas of mathematics such as algebra, statistics, or geometry taught at a low level of abstraction. May include prerequisite to Algebra 1. For example, courses with these titles: Applied Math 3, 4; Mathematics of Consumer Economics.

024 Courses designed to prepare students for postsecondary education, for study of calculus, and more advanced mathematics. For example, courses with these titles: Algebra 1; Elementary; Beginning; Unified Math 1; Integrated Math 1; Algebra 1B; Math B.

025 Courses designed to prepare students for postsecondary education, for study of calculus, and for more advanced mathematics. For example, courses with these titles: Geometry; Plane Geometry; Solid Geometry; Integrated Math 2; Unified Math 2; Math C.

026 Courses designed to prepare students for postsecondary education, for study of calculus, and for more advanced mathematics. For example, courses with these titles: Algebra 2; Intermediate Algebra; Algebra and Trigonometry; Advanced Algebra; Algebra and Analytic Geometry; Integrated Math 3; Unified Math 3.

027 Courses designed to prepare students for postsecondary education, for study of calculus, and for more advanced mathematics. For example, courses with these titles: Trigonometry; College Algebra; Algebra 3; Pre-Calculus; Analytic/Advanced Geometry; Trigonometry and Analytic/Solid Geometry; Advanced Math Topics; Intro to College Math; Number Theory; Math 4; College Prep Sr. Math; Elementary Functions; Finite Math; Math Analysis; Numerical Analysis; Discrete Math; Probability; Statistics.

028 Courses designed to prepare students for postsecondary education, for study of calculus, and for more advanced mathematics. For example, courses with these titles: Calculus and Analytic Geometry; Calculus; Abstract Algebra; Differential Equations; Multivariate Calculus; Linear Algebra; Theory of Equations; Vectors/Matrix Algebra.

029 Courses designed to prepare students for postsecondary education, for study of calculus, and more advanced mathematics. For example, a course with this title: Advanced Placement Calculus (AB, BC).

Science: Grades 7 and 8

030 A laboratory course that provides an overview of science disciplines in a concrete and experiential manner. For example, a course with this title: General Science 7, 8.

031 A laboratory course that teaches the fundamental concepts of the biological sciences in a concrete and experiential manner. For example, a course with this title: Life Science 7, 8.

032 A laboratory course that teaches the fundamental concepts of earth and space science in a concrete and experiential manner. For example, a course with this title: Earth Science 7, 8.

033 A laboratory course that teaches the fundamental concepts of the physical sciences in a concrete and experiential manner. Example, a course with this title: Physical Science 7, 8.

034 A laboratory course integrating the fundamental concepts of the major disciplines of science in a concrete and experiential manner. For example, courses with these titles: Science I, II; SS & C; Project 2061; Integrated Science 7, 8; Earth/Life/Physical Science 7, 8.

035 A science course that may encompass any of a wide variety of topics that do not easily fall in previous definitions, such as: research topics, Technology, Energy, and Science/Technology/Society. For example, other science courses for grades 7 or 8 listed under the 'Science' category on the state data-collection form.

Science: Grades 9 through 12

036 A first-level laboratory course that uses the knowledge from biological principles and concepts in the context of living systems, to understand their nature, and how they interact. For example, courses with these titles: Biology I; General; College Prep; Regents; Introductory; BSCS I.

037 A first-level laboratory course that uses the knowledge from biological principles and concepts in a concrete manner. For example, courses with these titles: Basic Biology; Applied; Life Science; Biomedical Ed.; Animal Science; Horticulture Science; Bio. Science; Health Science; Nutrition; Man and Disease; Agricultural Science; Fundamentals of Biology.

038 A course which adheres to the College Board guidelines for Advanced Placement Biology. For example, a course with this title: Advanced Placement Biology.

039 A second-level laboratory course which builds on first-level biology. It may broadly cover the field or it may be an in-depth treatment of a single area, such as genetics, human anatomy, microbiology, or physiology. For example, courses with these titles: Biology II; Advanced; College; Psychobiology; Physiology; Anatomy; Microbiology; Genetics; Cell Biology; Embryology; Molecular Biology; Invertebrate/Vertebrate Biology; BSCS II.

040 A second-level laboratory course that specializes in one specific area of biology, such as

botany, zoology, or careers. For example, courses with these titles: Zoology; Botany; Bio-medical Careers; Field Biology; Ecology; Marine Biology; Other Biological Sciences.

041 A first-level laboratory course that employs the concepts and principles of chemistry to understand the composition and properties of substances and the reactions by which substances are produced and/or converted into other substances. For example, courses with these titles: Chemistry I; General; Introductory; Regents.

042 A first-level laboratory course that emphasizes practical chemical applications in a concrete fashion. Chemistry and its applications to science and technology may also be covered. For example, courses with these titles: Applied Chemistry; Consumer Chemistry; Technical Chemistry; Practical Chemistry; Chemistry in the Community.

043 A laboratory course that adheres to the College Board guidelines for Advanced Placement Chemistry. For example, a course with this title: Advanced Placement Chemistry.

044 A second-level laboratory course that builds on the first-year chemistry course. It may be a broad field coverage of chemistry or a more specialized offering in one or more areas of chemistry, such as organic chemistry, biochemistry, or analytical chemistry. For example, courses with these titles: Chemistry II; Advanced; College; Organic; Inorganic; Physical; Biochemistry; Analytical.

045 A first-level laboratory course that uses knowledge of basic physical principles and concepts to understand the characteristics of matter and energy and how they are used in the physical world. For example, courses with these titles: Physics I; General; Regents; Introductory.

046 A first-level laboratory course that uses the principles of physics and applies them to everyday problems and phenomena. For example, courses with these titles: Applied Physics; Electronics; Radiation Physics; Practical Physics; Applied/Conceptual Physics; Electricity.

047 A course that adheres to the College Board guidelines for Advanced Placement Physics. For example, a course with this title: Advanced Placement Physics.

048 A second-level laboratory course that builds on the first level. It may be a broad coverage of the field or a more narrow coverage in a single area, such as nuclear physics. For example, courses with these titles: Physics II, Advanced; College; Nuclear Physics; Atomic Physics.

049 A laboratory course that covers aspects of geology, astronomy, oceanography, and meteorology. This course uses knowledge and concepts in these fields to understand the earth in relationship to the large environment of time and space. For example, courses with these titles: Earth Science; Earth-Space Science; Regents Earth Science; Space Science (courses that are generally taught at grade 9 and at introductory level).

050 A first-level laboratory course that applies concrete practical concepts to everyday environmental problems. For example, courses with these titles: Applied Earth Science; Fundamentals of Earth Science; Soil Science.

051 A second-level laboratory course which builds on the first level. This course may expand basic earth science concepts or extend to more specialized areas such as meteorology, geology, astronomy, or mineralogy. For example, courses with these titles: Advanced Earth Science; Earth Science II; Oceanography; Aquatic Science; Marine Science; Astronomy; Geology; Meteorology (courses that are generally taught at grade 10, 11, or 12 and at higher level than Earth Science, first year).

052 A first-level, broad-based laboratory course covering all major disciplines of science. For example, courses with these titles: General Science; Basic; Introductory; Consumer Science.

053 A laboratory course covering principles of physics and includes topics such as energy, mechanics, and electricity. For example, courses with these titles: Physical Science; Interaction of Matter and Energy; Applied Physical Science.

054 A sequence of laboratory-based science courses where developmentally appropriate concepts of earth, life, and physical science are integrated in thematic units. Science concepts are explored in greater depth than in standard course offerings or in courses called general

science. For example, courses with these titles: Science III; SS & C; Project 2061; Integrated Science 9, 10; Unified; Comprehensive Ideas of Investigations in Science; Life/Physical Science; Earth/Life/Physical Science; Coordinated Science.

055 A laboratory-based science course that explores topics concerning the interactions of humans, other living organisms, and the environment. For example, courses with these titles: Environmental Science; Environmental Education.

056 A laboratory-based course that teaches scientific principles through design and use of tools and instruments in science and to solve practical problems. For example, courses with these titles: Principles of Technology I, II; Science/Technology/Society; Tech. Prep. Science; Biotechnology; Histologic Technology.

057 A science course that may encompass any of a wide variety of topics that do not easily fall into previous definitions. For example, courses with these titles: Science/Math; Engineering; Bioengineering; Special Interests Science; Energy; Research Topics; Laboratory Management; Aerospace Science; Aviation; other science courses for grades 9-12 listed under the 'Science' category on the state data collection form.

Computer Science: Grades 7 through 12

058 Beginning computer-language course where student develops problem-solving skills through the use of a computer language. Does not include general computer education or computer literacy. For example, a course with this title: Introductory Programming (any language).

059 Beginning computer-language course where student develops problem-solving skills through the use of a computer language. Does not include general computer education or computer literacy. For example, courses with these titles: Introductory Programming (any language); Programming I, Computer Language I.

060 Second-level course teaching advanced language skills. For example, courses with these titles: Advanced Programming; Programming 2, Computer Language 2.

061 Course adheres to the basic College Board guidelines for Advanced Placement Computer Science. For example, a course with this title: Advanced Placement Computer Science.

062 Integrated Middle Grades Math, Grade 7-8 - A middle grades math curriculum which integrates content in algebra, geometry, numbers, measurement, statistics, and probability.

063 Integrated Math 1. Integrated Math 1, 2, and 3 represent a three-year core curriculum which integrates the traditional algebra I, algebra II, and geometry courses. An Integrated Mathematics Program I, II, and III typically includes algebra, geometry, probability, statistics, logic, trigonometry, functions, and discrete mathematics.

064 Integrated Math 2 (see above).

065 Integrated Math 3 (see above).

Field 29: Program Eligibility/Participation

Submission Cycle:	Fall, spring and end of year
Field use:	School Aid Act, MCL 388.1619, 388.1625, 388.1631a (Title I), 388.1657, 388.1641, 388.1651a (Special Ed; Early On), 388.1624, 388.1701, 388.1707, 388.1661a (CTE), 388.1657 (Advanced and Accelerated); NCLB, 20 USC 6311 (Title I); Individuals with Disabilities Education Act, 20 USC 1400 (Special Ed; Early On); 20 USC 2342 (CTE)
State of Michigan office contact:	DIT Client Service Center, 517-335-0505 or help-desk@mi.gov
Field specification:	Nine-character field, blanks not accepted
Record position/type:	333-341, Boolean (integer)
Code/format:	This is a unique nine-position field (NNNNNNNNN) with a default code of "0". According to student status, report either a "0" or "1" in the proper position. Because this is a multiple-occurrence field, the indicator of the code is located by position in the format. For example, a special education student would receive a code of "010000000". If the same student were a migrant student in CTE, the code would be "010100100". This allows for multiple occurrences. Title I (first position) Special Education (second position) Early-On® (third position) Career and Technical Preparation (fourth position) Advanced and Accelerated (fifth position) Limited English Proficient (sixth position) Migrant Education (seventh position) Adult Education (eighth position) Section 504 (ninth position)
Dependencies with other fields:	See following section: *Relationship between Field 29: Program Eligibility/Participation and Categorical Fields in the SRSD Error Check Program*

Programming edits: Error check to ensure a valid code is in this field and is not out of range.

Fatal errors occur when this field is blank, or any of the nine-digit codes are out of range.

Message: The nine-digit code contains at least one blank or contains an invalid number.

Warning (none)

Definition: This field is used to identify what type of categorical program/service the student is eligible for and enrolled in.

100000000	Title I. Students reported in this field are either currently participating in a targeted assistance school program or have participated in a targeted assistance school program during the current school year. If the Title I student is receiving programs or services on the count day, you must also report the student in Field 91: TAS Instructional Services and Field 92: TAS Support Services. This is not for students in Title I Schoolwide Programs (SWP).
010000000	Special Education. This student is eligible for special education programs or services and has an IEP.
001000000	Early-On. This infant or toddler is eligible for special education programs or services and has an IFSP/IEP.
000100000	Career and Technical Preparation. Students reported in this field are either currently participating in or have participated in a CTP program during the current school year. If the CTP student participated in a state-approved program on the count day, report the student in Fields 63: Student Population Category through Field 66: CTE Follow-up Program.
000010000	Advanced and Accelerated. Students reported in this field are either currently participating in or have participated in a program during the current school year. Report the student in Fields 69: Program Model and Field 70: Special Program Options.
000001000	Limited English Proficient. This student is eligible for LEP services. For a complete definition of LEP students, please see "Structure for Limited English Proficient Students" preceding Field 71: LEP Enrollment.
000000100	Migrant Education. This student is eligible for migrant education services. The student is younger than 22, who: (1) has not graduated from high school or does not hold a high school equivalency certificate, (2) is a migrant agricultural worker or a migrant fisher, or has a parent, spouse, or guardian who is a migrant agricultural worker or a migrant fisher; (3) has moved within the preceding 36 months to obtain, or to accompany or join a parent, spouse, or guardian to obtain, temporary or seasonal employment in agricultural or fishing work; and (4) has moved from one school district to another. (Sections 1309 and 1115(b)(1)(A) and 34CFR 200.40(c) and (e).)
000000010	Adult Education. This adult participant is eligible for state membership.
000000001	Section 504. This student is considered disabled under Section 504 of the Rehabilitation Act of 1973. Information

on Section 504 is available at
http://www.wrightslaw.com/info/sec504.index.htm

Common entry errors: Leaving the character field blank when student data is contained in one of the categorical program areas in this manual

Relationship between Field 29: Program Eligibility/Participation I and Categorical Fields in the SRSD Error Check Program

Field 29: Program Eligibility/Participation I was originally introduced as a convenient means of identifying those students participating in various categorical programs. For each categorical program, Field 29: Program Eligibility/Participation I is complemented by various fields that report detailed categorical information. The dependency between Field 29: Program Eligibility/Participation I and these other more specific fields varies and is elaborated below.

FORWARD DEPENDENCY: This refers to a dependency in which Field 29: Program Eligibility/Participation I "looks forward" to specific categorical fields. For example, if the second position of Field 29 is triggered (i.e., contains a "1"), the Error Check Program (ECP) "looks forward" to Field 36: Primary Disability and ensures that there is a valid value in that field. If there is not, ECP reports a fatal error.

BACKWARD DEPENDENCY: This refers to a dependency in which specific categorical fields "look backward" to Field 29. For example, if Field 54: Eligibility Code contains a valid value, ECP will "look backward" to Field 29 to ensure that position three is triggered. If position three instead contains a "0", ECP reports a fatal error.

FIELD 29 POSITION	**PROGRAM**	**FORWARD DEPENDENCY**	**BACKWARD DEPENDENCY (all fatal errors)**
1	TITLE I	none	Fields 91 & 92
2	SPEC ED	Field 36 (fatal)	Fields 36, 38 & 40
3	EARLY ON	none	Field 54
4	CTE	none	Fields 63 – 67
5	ADVANCED & ACCELERATED	Fields 69 & 70 (warning)	Fields 69 & 70
6	LEP	~~none~~ Field 71	Fields 71, 81 & 82
7	MIGRANT	Field 89 (fatal)	Fields 84 – 88
8	ADULT ED	none	Fields 98 – 102
9	SECT 504	none	None

Field 30: Student Residency (Membership)

Submission Cycle: Fall and spring

Field use: School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388.1620(5), 388:1625, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a

State of Michigan office contact: MDE/State Aid and School Finance/School Aid FTE, JoEllen Wonsey, 517-373-3352 or WonseyJ@michigan.gov

Field specification: Two-character

Record position/type: 342-343, integer

Code/format: This is a two-position field which indicates the student's residency or non-residency status for membership (NN).

Non-resident

01 Non-K-12 district
02 Section 105 school of choice (within same ISD)
03 Section 105c school of choice (outside contiguous ISD)
04 Non-public school student
05 No cooperative agreement, no release, not exempted
06 All other non-resident students
07 Home-schooled non-resident

Resident:

08 Non-public school student
09 Section 24 juvenile detention facility
10 For new PSAs
11 School for the Deaf/Blind
12 Section 6(4)(d) non-Special Education juvenile detention
13 Emotionally Impaired Special Education Students served by DCH facility
14 All other resident students
15 Home-schooled resident

Dependencies with other fields: Field 18: General Education FTE; Field 40: Section 52; Field 41: Section 53; Field 3: Operating District

Programming edits: Check to ensure that code is not out of range. Check to ensure that when codes "04" or "08" are reported and Field 19: Grade or Setting is coded "00" (Kindergarten) that FTE in Field 18: FTE in General Education is not greater than 0.00.

Fatal errors occur when this field is blank and FTE is being claimed in Field 18: FTE in General Education, Field 40: FTE in Section 52, or Field 41: FTE in Section 53; Field 30: Student Residency contains an invalid value; the number is out of range, or when FTE is being claimed for non-public

kindergarten students. A fatal error occurs if this field contains a single digit either preceded or followed by a blank.

A code of "10" may not be reported when the operating district in Field 3: Operating District Number is a Public School Academy and the submission cycle is fall.

A code of "12" pertains to general education students being educated by the ISD and cannot be used when claiming FTE in Sections 52 or 53 (Field 40 or 41).

A code of "13" pertains to special education students being educated by the ISD and cannot be used when claiming general education FTE (Field 18) or FTE in 53 (Field 41).

Message: Field is either blank, an invalid number, or an out of range number has been entered.

Warning (none)

Definition: For complete explanations of these codes see the *Residency Related Information* in the instruction manual for reporting State Aid FTE count (http://www.michigan.gov/documents/Section-4_41427_7.pdf). Or go to http://www.michigan.gov/mde. Select 'Programs and Offices' then 'State Aid and School Finance' from the left sidebar. Under "Publications," select "Pupil Accounting Manual."

LEA codes:

01 Non-resident pupil from a non-K-12 district enrolled in the operating LEA
02 Non-resident pupil enrolled in the operating LEA under Sec. 105 Schools of Choice
03 Non-resident pupil enrolled in the operating LEA under Sec. 105c Schools of Choice
04 Non-resident, non-public pupil enrolled in the operating LEA and taking non-essential curriculum or advanced placement course
05 Non-resident pupil enrolled in the operating LEA who has not been released by the resident district and is not Sec. 6(6)(g) exempt
06 Non-resident pupil in any other category enrolled in the operating LEA.
07 Home-schooled non-resident enrolled in non-essential curriculum or advanced placement course
08 Resident, non-public pupil attending the operating LEA and taking non-essential curriculum or advanced placement course
09 Pupil enrolled in an approved, on-grounds, juvenile detention facility or child-caring institute
14 All other students receiving services from the district
15 Home-schooled resident enrolled in non-essential curriculum or advanced placement course

PSA codes:

08 Resident, non-public pupil attending the operating LEA and taking non-essential curriculum or advanced placement course
09 Pupil enrolled in an approved on-grounds juvenile detention facility or child-caring institute
10 Pupil counted by a **new** Public School Academy authorized by a local school district, also counted by the authorizing district during the immediately prior supplemental (February) FTE count (new PSA, Fall count only)
14 All other students of the PSA

ISD codes:

06 Non-resident pupil in any other category enrolled in the operating ISD
09 Pupil enrolled in an approved on-grounds juvenile detention facility or child-caring institute
11 School for the Deaf/Blind
12 Section 6(4)(d) non-Special Education juvenile detention
13 Emotionally Impaired served by DCH facility

14 All other students receiving services from the ISD

Field 31: Supplemental Nutrition Eligibility

Submission Cycle: Fall, spring

Field use: School Aid Act, MCL 388.1631a;Revised School Code, MCL 380.1272a, 380.1272b; NCLB, 20 USC 6311; Individuals with Disabilities Education Act, 20 USC 1400 (PL 105-17 Sec. 618); Richard B. Russell National School Lunch Act , 42 USC. 175; Child Nutrition Act of 1966, 42 USC 1771

State of Michigan office contact: MDE/Office of School Improvement, Linda Brown, 517-373-3668 or BrownLQ@michigan.gov

Field specification: One-character ~~(blanks will produce a warning)~~

Record position/type: 344, integer

Code/format: This is a one-position field (N)

1 Student is eligible for free meal/milk program for current school year. Application on file October 31 of current school year and verified by December 31 of current school year.
2 Student is eligible for reduced-price meal program for current school year. Application on file October 31 of current school year and verified by December 31 of current school year.
3 Student is **not** eligible for either free meal/milk program or reduced-price meal program for current school year.
4 Student is eligible for either free meal/milk or reduced-price meal program for current school year **and** application was filed after October 31 of the current school year .

Dependencies with other fields: None

Programming edits: Error check to ensure a valid code is not out of range.

Fatal errors occur when field contains an invalid number.

Message: An out of range number has been entered.

~~Warning (if blank~~). Fatal Error if blank.

Definition: The count is taken at the district in which the student is enrolled, not necessarily the school where the meal is received. The student need not actually receive a meal on the day this count is taken. Free milk or free/reduced-price meal eligibility is used to calculate awards for federal and state grants by the Michigan Department of Education.

See the following web site for disclosure information:

http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2004-08-09.pdf

1 The student has a free meal/milk application on file October 31 of the current school year and the application was verified and adjusted (if necessary) by December 31 of the current school year. Free meal/milk eligibility is used to generate funds for Section 31a and Section 32d State Aid.

2 The student has a reduced-price meal application on file during the month of October of the current school year and the application was verified and adjusted (if necessary) by December 31 of the current school year. This student does not generate funds for Section 31a or Section 32d but may be eligible to receive other services under these programs.

3 The student is not eligible for either free meal/milk program or reduced-price meal program for current school year. This student does not generate funds.

4 Student is eligible for either free meal/milk or the reduced-price meal program for the current school year but the application for this student was filed **after** Oct. 31 of the current school year .

Free meal/milk or reduced-price meal eligibility includes a student who meets all of the following criteria:

- attends a school that participates in the national school lunch, school breakfast, and/or special milk program;
- has applied and is approved as eligible for free or reduced-price meals or free milk;
- is eligible under federal guidelines.

For the fall submission, enter the appropriate code for each student based on applications received for the current school year that are on file and approved as of the submission date.

Field 32: Multiple Birth Order

Submission Cycle: Fall, spring and end of year

Field use: Used in duplicate resolution in cases where all core fields are identical.

State of Michigan office contact: DIT Client Service Center, 517-335-0505 or help-desk@mi.gov

Field specification: Two-character

Record position/type: 345-346, integer

Code/format: This is a two-position field (NN) with a default code of 01.

01 Birth order = 1 (Default) **or** the First in a multiple birth
02 Birth order = 2 or the Second in a multiple birth
03 Birth order = 3 or the Third in a multiple birth
04 Birth order = 4 or the Fourth in a multiple birth
05 Birth order = 5 or the Fifth in a multiple birth
06 Birth order = 6 or the Sixth in a multiple birth
07 Birth order = 7 or the Seventh in a multiple birth
08 Birth order = 8 or the Eighth in a multiple birth

Dependencies with other fields: None

Programming edits: Error check to ensure a valid code is not out of range. If the student is one of a multiple birth, be sure each student from this multiple birth has a different (unique) multiple-birth order number.

Fatal error will occur when this field is blank or contains an invalid number.

Warning (none)

Definition: This field is used to indicate that the student is part of a multiple birth **where siblings share all unique identifying characteristics <u>including first and last name</u>**. This field is not intended to identify every case of twins, triplets, etc in the state. It is only intended to provide some distinguishing data element for cases where the cultural practice is to provide twins (triplets, etc) of the same gender with the same first name. Each student from such a multiple birth is to have a uniquely different number. We recommend using the birth order of the students. This field will be used by the state to "break ties" if two or more students are identified as being duplicates (i.e., they share **all** unique identifying information), yet it is known by the district that these students are not duplicates but instead part of a multiple birth.

Field 33: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	In the future, this line will explain the specific reporting use.
State of Michigan office contact:	N/A
Field specification:	Two-character
Record position/type:	347-348
Code/format:	Pad with blanks
Dependencies with other fields:	In the future, this line will explain the dependencies between this field and others.

Programming edits:

Definition: This field is reserved for future use.

No fatal errors.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Structure for

Homeless Students

Field 34: Homeless

Submission Cycle: Fall, spring and end of year

Field use: School Aid Act, MCL 388.1763a; McKinney-Vento Homeless Assistance Act, 42 USC 11431; NCLB, 20 USC 7824, 20 USC 6311, 20 USC 6315, 20 USC 7112, 20 USC 7251, 20 USC 7824

State of Michigan office contact: MDE/Office of School Improvement, Linda Brown, 517-373-3668 or BrownLQ@michigan.gov

Field specification: One-character

Record position/type: 349, integer

Code/format: The type of temporary residence/shelter the student is in (N).

1 Homeless shelter
2 Youth shelter
3 Victim shelter
4 Doubled-up
5 Motel/hotel
6 Other location
7 Temporary arrangement
8 Unknown

Dependencies with other fields: If Field 13: Street Address, Field 14: Name of City of Town, or Field 15: Zip Code is blank, then this field must contain a valid code.

Programming edits: Error check to ensure a valid code is in this field and not out of range.

No fatal errors.

Warning: A warning is issued when the field contains an invalid value.

Warning message: An invalid number was encountered. Please verify the value is between one and eight inclusive.

Definition: For a student enrolled in your district who lacks a fixed, regular, and adequate residence, identify his/her most frequent primary nighttime residence.

1 Homeless shelter. Student sleeps at night in a shelter for homeless people.

2 Youth shelter. Student sleeps at night in a shelter for runaway/throwaway/homeless youth.

3 Victim shelter. Student sleeps at night in a shelter for victims of domestic violence.

4 Doubled-up. Student sleeps at night in the home of a relative or friend if s/he is 'doubled-up' because of a loss of housing or other similar situation.

5 Motel/hotel. Student sleeps at night in a motel or welfare hotel.

6 Other location. Student sleeps at night in a car, tent, park, abandoned building, or other place not ordinarily used as a sleeping accommodation for human beings.

7 Temporary arrangement. Student sleeps at night in a shelter or other temporary arrangement awaiting institutionalization, adoption, foster care, or other placement.

8 Unknown. Student is homeless and sleeps in an unknown location.

Each homeless student's data in the SRSD should reflect any changes in status that have occurred since the previous submission. A student who is reported as homeless in the fall SRSD, for example, who is no longer homeless in the spring, would not be reported as homeless for the spring submission.

Please note, according to legislation, that the homeless student who becomes "housed" during the school year and therefore no longer meets the requirements for "homeless" in the SRSD, remains eligible for all services until the end of the school year. This would include free lunch eligibility.

If you have additional questions on this issue please contact Mike McGraw at 517-241-8369 or mcgrawm@michigan.gov

Field 35: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	In the future, this line will explain the specific reporting use.
State of Michigan office contact:	N/A
Field specification:	Three-character
Record position/type:	350-352
Code/format:	Pad with blanks
Dependencies with other fields:	In the future, this line will explain the dependencies between this field and others.

Definition: This field is reserved for future use.

Programming edits: No fatal errors.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Structure for

Special Education Students

Field 36: Primary Disability

Submission Cycle: Fall, spring and end of year

Field use: Individuals with Disabilities Education Act, 20 USC 1400 (PL 105-17 Sec. 618)

State of Michigan office contact: MDE/Special Education, Dr. James Nuttall, 517-335-0454 or NuttallJ@michigan.gov

Field specification: Two-character, leading zero

Record position/type: 353-354, integer

Code/format: Category of student as identified on IEP

05	Cognitive Impairment	R340.1705
06	Emotional Impairment	R340.1706
07	Hearing Impairment	R340.1707
08	Visual Impairment	R340.1708
09	Physical Impairment	R340.1709
10	Speech & Language Impairment	R340.1710
11	Early Childhood Developmental Delay	R340.1711
13	~~Learning Disabled~~ Specific Learning Disability	R340.1713
14	Severe Multiple Impairment	R340.1714
15	~~Autistic Impaired~~ Autism Spectrum Disorder	R340.1715
16	Traumatic Brain Injury	R340.1716
17	Deaf-Blindness	R340.1717
~~19~~	~~Physical Impairment~~	~~R340.1709~~
20	Other Health Impairment	R340.1720

Codes "02, 03, 04, and 19" now constitute Fatal Errors. Codes "02, 03, and 04" have been replaced by category "05" (Cognitive Impairment). Category "09", formerly Physically & Otherwise Health Impaired, has been broken into either Physical Impairment (code "09") or Other Health Impairment (code "20").

Dependencies with other fields: Field 29: Program Participation; Field 9: Date of Birth; Field 42: Program Service Code; Field 43: Support Service;

Programming edits: Code "11" (Early Childhood Developmental Delay) is in error if the student's age as of ~~September 1 of the current school year~~ the count date for the current submission (June 30 for End-of-Year) is equal to or greater than 8 years of age. Participation in an Early Childhood Special Education Program (Field 42, code "270") does not mean a student has an Early Childhood Developmental Delay label. It is also recommended that districts examine all students from the age of 0 through 2 years of age against code "06" (Emotionally Impaired) and code "13" (Learning Disabled).

Such primary disability codes for age 0 through 2 are highly suspect. If this field contains a value, then either Field 42: Program Service Code or Field 43: Support Services must contain a value.

~~If Field 29 is reported in the second position (Special Education), and if Field 44: Primary Educational Setting = "05" (Correction, Juvenile Detention or other Facilities for Adjudicated Youth), then this field may be left blank.~~

Fatal errors occur when the field is blank and a number "1" is in the second position of Field 29: Program Eligibility/Participation I, the value is invalid, or the value is out of range. A fatal error occurs if this field contains a single digit either preceded or followed by a blank.

Message: Either Field 29: Program Eligibility/Participation I does not indicate that the student is a special education participant, or Field 36: Primary Disability contains an invalid or out of range code.

Warning: A warning is issued when the student's age is too high for Early Childhood Developmental Delay or too low for EI or LD students.

Warning message: Student's age is too high or too low for this student.

Definition: Primary disability areas are defined in the Michigan Administrative Rules for Special Education. A copy of the rules is available through the following website:

http://www.misd.net/SEMGTService/

In order for students to be counted for special education, they must have a disability code. Do not confuse primary disability with classroom placement.

Field 37: Additional Disability Characteristics

Submission Cycle:	Fall, spring and end of year
Field use:	Individuals with Disabilities Education Act, 20 USC 1400 (PL 105-17 Sec. 618)
State of Michigan office contact:	MDE/Special Education, Dr. James Nuttall, 517-335-0454 or NuttallJ@michigan.gov
Field specification:	Two-character, ~~leading zero~~
Record position/type:	355-356, integer
Code/format:	Category of student as identified on IEP ~~21 Deaf/Blind~~ 22 Legally Blind 24 Deaf
Dependencies with other fields:	Field 29: Program Participation; Field 36: Primary Disability; Field 44: Primary Educational Setting

Programming edits: If used, the code must be within range.

Warning occurs if Field 37 is reported and Field 36: Primary Disability is blank.

Fatal errors occur when the code is out of range or invalid.

Message: An invalid or out of range number has been entered. Note: Field 36: Primary Disability must contain a valid value before data will be accepted in this field.

~~If Field 29 is reported in the second position (Special Education), and if Field 44: Primary Educational Setting equals "05" (Correction, Juvenile Detention or other Facilities for Adjudicated Youth), then this field may be left blank.~~

Definition: These are used to describe additional characteristics relating to the student's primary disability.

~~21 Deaf-blindness: Deaf-blindness means concomitant hearing and visual impairments, the combination of which causes such severe communication and other developmental and educational needs that they cannot be accommodated in special education programs solely for children with deafness or children with blindness.~~

22 Legally blind: Legal blindness means visual acuity of 20/200 or less in the better eye with best correction, a limitation of the field of vision not greater than 20 degrees, or a visual acuity of 20/100 in the better eye with a deteriorating condition.

24 Deafness: Deafness means a hearing impairment that is so severe that the child is impaired in processing linguistic information through hearing, with or without amplification, which adversely affects a child's educational performance.

Field 38: Date of IEP/~~Temporary~~ Placement/Date of Implementation

Submission Cycle: Fall, spring and end of year

Field use: Individuals with Disabilities Education Act, 20 USC 1400 (PL 105-17 Sec. 618)

State of Michigan office contact: MDE/Special Education, Dr. James Nuttall, 517-335-0454 or NuttallJ@michigan.gov

Field specification: 10-character

Record position/type: 357-366, integer with slashes

Code/format: Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be a number between 01 and 31, and CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields: Field 9: Date of Birth; Field 29: Program Participation; Field 36: Primary Disability

Programming edits: Ensure that a date occurs when a Field 36: Primary Disability code exists. When the IEP date is not a valid date, is out of range, or the IEP date is blank, a *fatal error* is reported.

Fatal errors occur when the field contains a valid number and Field 36: Primary Disability is blank, contains an invalid date or an out of range value, or this field is blank and Field 36: Primary Disability contains a valid value. Field 38 cannot be earlier than student's Date of Birth (Field 9: Date of Birth).

Message: An invalid value or out of range number has been entered.

If Field 29 is reported in the second position (Special Education), and if Field 44: Primary Educational Setting equals "05" (Correction, Juvenile Detention or other Facilities for Adjudicated Youth), then this field may be left blank.

Warning: A warning is issued when the Date of IEP is after Field 24: Date Exited.

Warning message: An IEP is usually conducted before a student exits the district.

Definition: The date of the student's most recent Individual Education Program (IEP), or, if a student who currently receives special education programs or services enrolls in a new school, the date the parent consents to placement or implementation of the previouse IEP in the new school. An IEP is required by the U.S. Department of Education in order to qualify students for federal funding.

Districts may count students who are temporarily placed under rule 340.1722e (previous enrollment in special education).

If a student who currently receives special education programs or services enrolls in a new school district, and, with the parent's consent, the new district immediately implements the student's current individualized education program [340.1722e(1)(a)], enter the date of the existing IEP from the prior district.

If a student who currently receives special education programs or services enrolls in a new school district, and, with the parent's consent, the new district immediately places the student in an appropriate program or service and convenes an individualized education program team meeting within 30 school days to develop an individualized education program [340.1722e(1)(b)], enter the date the parent consents to place the student into the program or service in the attending district.

If a student who currently receives special education programs or services enrolls in a new school district and the parent does not provide consent for placement, and the school district implements the student's current individualized education program to the extent possible and an IEP team meeting convenes to develop a new individualized education program [340.1722e(2)], enter the date of the existing IEP from the prior district.

Special Education rules may be accessed at the following web site:

http://www.misd.net/SEMGTService/

~~The date of the temporary placement is reported in the IEP date field.~~ An IEP is required by Michigan Special Education rule R340.1721e to determine a student's eligibility for special education. An IEP is also required in counting students for the Individuals with Disabilities Education Act (IDEA).

Common entry errors: Check that the field is filled with the IEP date, ~~or~~ the date of ~~temporary~~ placement, or the date of implementation of a previous IEP, not the date of entry.

Field 39: Date of Initial/Redetermination IEP

Submission Cycle: Fall, spring and end of year

Field use: Revised Rules for Special Education, R340.1701 – R340.1861; Individuals with Disabilities Education Act, 20 USC 1400 (PL 105-17 Sec. 618)

State of Michigan office contact: MDE/Special Education, Dr. James Nuttall, 517-335-0454 or NuttallJ@michigan.gov

Field specification: 10-character

Record position/type: 367-376, integer with slashes

Code/format: Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be a number between 01 and 31, and CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields: Field 9: Date of Birth; Field 29: Program Participation; Field 36: Primary Disability

Programming edits: Ensure that a date occurs when a Field 36: Primary Disability code exists. When the prior evaluation or re-evaluation date is not a valid date, is out of range, or the date is blank, a *fatal error* is reported.

If Field 29: Program Eligibility/Participation is reported in the second position (Special Education), and if Field 44: Primary Educational Setting equals "05" (Correction, Juvenile Detention or other Facilities for Adjudicated Youth), then this field may be left blank.

Fatal errors occur when the field contains a valid number and Field 36: Primary Disability is blank, contains an invalid date or an out-of-range value, or this field is blank and Field 36: Primary Disability contains a valid value. Field 39 cannot be earlier than student's date of birth (Field 9: Date of Birth).

Message: An invalid value or out-of-range number has been entered.

Warning (none)

Definition: The date of the student's most recent Individual Education Program Team meeting in which the student's eligibility or redetermination of eligibility was established on the IEP.

The date should be the date of the IEP in which the initial/redetermination of eligibility was established and not the date established by the Multidisciplinary Evaluation Team. MET evaluations are no longer required in many cases to establish continued eligibility.

Field 40: FTE in Section 52 (Membership)

Submission Cycle:	Fall and spring
Field use:	School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1651a, 388.1652, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a
State of Michigan office contact:	MDE/Special Education, Dianne Easterling, 517-241-4517 or EasterlingD@michigan.gov
Field specification:	Four-character, with decimal point
Record position/type:	377-380, decimal
Code/format:	"0.00" to "1.00" (N.NN) with a default code of "0.00"
Dependencies with other fields:	Field 9: Date of Birth; Field 18: General Education FTE); Field 29: Program Participation; Field 36: Primary Disability; Field 41: Section 53 FTE; Field 42: Program Service Code

Programming edits: Blanks are accepted only if the student is not in special education (Field 29: Program Eligibility/Participation I, second position). If the student is in special education and FTE is less than "0.00", or greater than "1.00", a *fatal error* is reported. This field, when added to FTE in Field 18: FTE in General Education, cannot exceed "1.00". Check if the student is in a valid program in Field 42: Program Service Code. If they do not have a valid program code (Field 42), no membership can be claimed. If FTE is used in this field, it cannot be used in Field 41: FTE in Section 53. Field 29: Program Participation I must be in second position when this field exceeds 0.00.

If Field 40 is greater than 0.00, student's age (Field 9) must be less than 26 as of September 1 of current school year.

Field 40 cannot exceed 0.00 when student is in Adult Education (Field 29, eighth position).

FTE cannot be claimed in this field if Field 24: Exit Date or Field 46: Date Exited or Completed is prior to Field 123: Date of Count.

FTE cannot be claimed if Field 5: School or Facility was closed on or before Field 123: Date of Count.

FTE cannot be claimed when Field 20: Enrollment Date is later than Field 123: Date of Count.

Fatal errors occur when the field contains a valid value and Field 36: Primary Disability is blank, the value is greater than "1.00" or less than "0.00"; or both Fields 40 and 41 contain valid values greater than zero.

Message: Check for the following: (1) Field 40: FTE in Section 52 (Membership) contains valid data, but Field 36: Primary Disability is blank. (2) FTE in Field 40: FTE in Section 52 (Membership) cannot be greater than "1.00" or less than "0.00". (3) Field 42: Program Service Code (Including Membership) is blank. (4) A value greater than zero has also been reported in Field 41: FTE in Section 53 (Membership).

Definition: This categorical area represents special education membership. ~~the student's source of State Aid reimbursement.~~ All students who do not qualify as a Section 53 student should be listed as Section 52. Enter the special education Full-Time Equivalency (FTE) in this field. A student's FTE may range from "0.00" to "1.00". (Both tenths or hundredths are allowed as long as the district is consistent in the use of either one.) Special education students are reported whether or not they generate a special education FTE.

Refer to Section 6 of the current State School Aid Act and the Department's Pupil Accounting Manual for FTE instructions. For students in a classroom program only, report the FTE in the Special Education classroom.

Field 41: FTE in Section 53 (Membership)

Submission Cycle:	Fall and spring
Field use:	School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1651a, 388.1652, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a
State of Michigan office contact:	MDE/Special Education, Dianne Easterling, 517-241-4517 or EasterlingD@michigan.gov
Field specification:	Four-character, with decimal point
Record position/type:	381-384, decimal
Code/format:	"0.00" to "1.00" (N.NN) with a default code of "0.00"
Dependencies with other fields:	Field 40: FTE in Section 52; Field 24: Date Exited; Field 29: Program Eligibility/Participation I; Field 123: Date of Count

Programming edits: Blanks are accepted only if the student is not in special education (Field 29: Program Eligibility/Participation, second position). If the student is in special education and FTE is less than "0.00", or greater than "1.00", a *fatal error* is reported. Check if the student is in a program in Field 42: Program Service Code (Including Membership) (between codes "110" to "194" or "270"). If they do not have a correct program code, no membership can be claimed. If FTE is used in this field, it cannot be used in Field 40: FTE in Section 52 (Membership).

Fatal errors occur when the field contains a valid value, and Field 36: Primary Disability is blank; or the value is greater than "1.00" or less than "0.00"; or both Field 40: FTE in Section 52 (Membership) and Field 41: FTE in Section 53 (Membership) contain valid values greater than zero.

FTE cannot be claimed in this field if Field 24: Date Exited is prior to Field 123: Date of Count.

If Field 40: FTE in Section 52 (Membership) is greater than 0.00, student's age (Field 9: Date of Birth) must be less than 26 as of September 1 of current school year

Field 40: FTE in Section 52 (Membership) cannot exceed 0.00 when student is in Adult Education (Field 29: Program Eligibility/Participation, eighth position).

FTE cannot be claimed if Field 5: School or Facility was closed on or before Field 123: Date of Count.

FTE cannot be claimed when Field 20: Date of Enrollment is later than Field 123: Date of Count.

Message: Check for the following: (1) Field 41: FTE in Section 53 (Membership) contains valid data, but Field 36: Primary Disability is blank. (2) FTE in Field 41: FTE in Section 53 (Membership) cannot be greater than "1.00" or less than "0.00". (3) Field 42: Program Service Code (Including Membership) is blank. (4) A value greater than zero has also been reported in Field 40: FTE in Section 52 (Membership).

Warning: A warning is issued when this field is blank, and Field 36: Primary Disability contains a valid value.

Warning message: Verify that this student does not generate Section 52 membership FTE.

Definition: This categorical area represents Section 53 Membership:

(a) Pupils assigned to a district or intermediate district through the community placement program of the court or state agency, if the pupil was a resident of another intermediate district at the time the pupil came under the jurisdiction of the court or a state agency.
(b) Pupils who are residents of institutions operated by the Department of Community Health.
(c) Pupils who are former residents of Department of Community Health institutions for the developmentally disabled and are placed in community settings other than the pupil's home.
(d) Pupils enrolled in a Department-approved, on-grounds educational program longer than 180 days, but not longer than 233 days, at a residential child-care institution, if the child-care institution offered in 1991-92 is an on-grounds educational program longer than 180 days but not longer than 233 days.
(e) Pupils placed in a district by a parent for the purpose of seeking a suitable home, if the parent does not reside in the same intermediate district as the district in which the pupil is placed.

Refer to Section 6 of the current State Aid Act and the Department's Pupil Accounting Manual for FTE instructions.

Field 42: Program Service Code ~~(Including Membership)~~

Submission Cycle: Fall, spring and end of year

Field use: Individuals with Disabilities Education Act, 20 USC 1400 (PL 105-17 Sec. 618)

State of Michigan office contact: MDE/Special Education, Dianne Easterling, 517-241-4517 or EasterlingD@michigan.gov

Field specification: Three-character, three occurrences separated into three, three-byte sectors, padded with blanks

Record position/type: 385-393, integer

Code/format: Program services received by a student with disabilities (NNNNNNNNN)

110	Programs for Mild Cognitive Impairment
120	Programs for Moderate Cognitive Impairment
130	Programs for Severe Cognitive Impairment
140	Programs for Emotional Impairment
150	Programs for Learning Disabled
160	Programs for Hearing Impairment
170	Programs for Visual Impairment
180	Programs for Physical or Other Health Impairment
190	Programs for Severe Multiple Impairment
191	Early Childhood Special Education (Classroom) Program
192	~~Classroom Program for Speech and Language Impairment~~ Programs for Severe Language Impairment
193	Programs for ~~Autistic Impairment~~ Autism Spectrum Disorder
194	Elementary or Secondary-Level Resource Program ~~Room, Secondary-Level Resource Room~~
270	Early Childhood Special Education Services ~~Program in Family or Community Setting~~

Dependencies with other fields: Field 36: Primary Disability

Programming edits: A student must have at least one program or support service code in Field 43: Support Services if a Field 36: Primary Disability code exists. If program and support service fields are blank, this is a *fatal error*.

Fatal errors occur when Field 36: Primary Disability contains a valid value, and both Field 42: Program Service Code and Field 43: Support Services are blank. This field must have at least one program code if claiming special education FTE.

Message: Both codes in Field 42: Program Service Code and Field 43: Support Services are blank. A special education student must receive at least one of the listed programs or services.

If Field 29: Program Eligibility/Participation is reported in the second position (Special Education), and if Field 44: Primary Educational Setting equals "05" (Correction, Juvenile Detention or other Facilities for Adjudicated Youth), then this field may be left blank.

Warning (none)

Definition: *The primary program must be listed first (in the left-most position). This first field becomes the program assignment for State Aid membership.* If a student receives more than three services, specify the three that occur most frequently. It is important to put the primary program service in the initial program services field first and then consecutively fill in the following program service fields. This field reports services used in calculating a student's special education FTE and must have a value for a district to receive ~~Section 52 funds~~ state special education reimbursement.

Common entry error: The type of disability is entered rather than the IEP designated program for the student . A student does not have to have an impairment that matches the program assignment. Do not confuse type of disability with the classroom program. For example, a student does **not** have to be diagnosed as ~~PPI to participate in a PPI program~~ Early Childhood Developmentally Delayed to participate in an Early Childhood Special Education program.

Field 43: Support Services

Submission Cycle: Fall, spring and end of year

Field use: Individuals with Disabilities Education Act, 20 USC 1400 (PL 105-17 Sec. 618)

State of Michigan office contact: MDE/Special Education, Dianne Easterling, 517-241-4517 or EasterlingD@michigan.gov

Field specification: Three-character code, five occurrences separated into five, three-byte sectors, padded with blanks

Record position/type: 394-408, integer

Code/format: Support services received by a student with disabilities (NNNNNNNNNNNNNN)

200 Teacher Consultant (T.C.) Autistic Impaired
210 T.C. Mentally Impaired
220 T.C. Emotionally Impaired
230 T.C. Learning Disabled
240 T.C. Hearing Impaired
250 T.C. Visually Impaired
260 T.C. Physically & Otherwise Health Impaired
280 Homebound/Hospitalized
290 Speech and Language Impaired
291 Adaptive Physical Education
310 School Social Worker
320 School Psychologist
360 Occupational Therapy
370 Physical Therapy
383 Music Therapy
390 Art Therapy
400 Audiological Services
406 Interpreter for the Deaf
410 Recreation Service
440 Special Transportation
450 School Health Services

460 Rehabilitation Counseling Services
470 Orientation & Mobility Services
480 ~~Work Study Services~~ Worksite – Based Learning
490 ~~Vocational Education (General Ed.)~~ Community Training/Vocational Education (General Education).
491 Special Needs (Adapted Vocational. Ed.)
492 Individual Vocational Education
493 ~~Special Education Vocational Education~~ Community Training/Vocational Education (Special Education)

Dependencies with other fields: Field 36: Primary Disability

Programming edits: A student must have at least one program code in Field 42: Program Service Code (including Membership) or support service code if a Field 36: Primary Disability code exists. If program and support service fields are blank, this is a *fatal error*.

Fatal errors occur when Field 36: Primary Disability contains a valid value, or when both Field 42: Program Service Code (including Membership) and Field 43: Support Services are blank.

If Field 29: Program Eligibility/Participation is reported in the second position (Special Education), and if Field 44: Primary Educational Setting equals "05" (Correction, Juvenile Detention or other Facilities for Adjudicated Youth), then this field may be left blank.

Message: Both codes in Fields 42: Program Service Code (including Membership) and Field 43: Support Services are blank. A special education student must receive at least one of the listed programs or services.

Warning (none)

Definition: Support services for special education students are numbered "200" to "480". *The primary service must be listed first.* Be sure to use these codes for special education students. To be counted as a special education service, a service must be part of the evaluation or re-evaluation process or included as services to be delivered as part of the student's IEP. It is important to put the primary service first and then consecutively fill in the following support service fields. If a student receives more than five of the above services, specify the five that occur most frequently.

200-260 Teacher Consultant Services. See rule R300.1749.

280 Homebound/Hospitalized

290 Speech- and Language-Impaired Instructional Services. See rule R340.1745.

291 Adaptive Physical Education. Instruction in physical education to special education pupils whose disabilities preclude integration into regular physical education classes.

310 School Social Work Services. See rules R340.1011–R340.1018. To be counted as a special service, the social work service must be listed as a service on the student's IEP.

320 School Psychological Services. See rules R340.1151–R340.1158. To be counted as a special education service, school psychological services must be listed as a service on the student's IEP.

360 Occupational Therapy. Occupational therapy deals with improving, developing, or restoring functions impaired or lost through illness, injury, or deprivation; improving ability to perform tasks for independent functioning when functions are impaired or lost; and preventing, through early intervention, initial or further impairment or loss of function.

370 Physical Therapy. Physical therapy is defined in the Michigan Public Health code under Section 17801. Services are provided by a licensed physical therapist.

383 Music Therapy. Music therapy activities are provided to special education students by a certified music therapist.

390 Art Therapy. Art therapy activities are provided to special education students by a certified art therapist.

400 Audiological Services. Audiological services are services provided by an audiologist to identify students with hearing loss and provide rehabilitation and counseling concerning hearing loss.

406 Interpreter for the Deaf. Services provided by a qualified interpreter who assists the hearing impaired student and school personnel with communication.

410 Recreation Services. Recreation services are the assessment of a handicapped student's leisure functioning, providing therapeutic recreation services, participation in a recreation program in a school designed specifically for handicapped students, or providing leisure education.

440 Special Transportation. Special transportation must be provided in an approved school vehicle in a regular seat, wheelchair, or an approved baby seat. This specifically excludes students who need ambulance service, a medical attendant, or other care outside the responsibility of the schools.

450 School Health Services. School health services must be provided by a qualified school nurse or other qualified person. To be counted as a special education service, the school nurse must be working solely with special education students or the service should be indicated in the student's IEP.

460 Rehabilitation Counseling Services. The student receives counseling services provided by a qualified rehabilitation counseling professional. Such services are intended to explore the effect of the student's disability on employment and other post-school activities which include vocational programs funded by Michigan Rehabilitation Services or the Michigan Commission for the Blind.

470 Orientation and Mobility Services. Orientation and mobility instruction for the visually impaired must be provided by an approved orientation and mobility instructor.

480 ~~Work Study. Work study means on-the-job training, related counseling and follow-up services.~~ Worksite–based Learning. Worksite-based learning means transition services, such as on-the-job training, related counseling and follow-up services. A written agreement plan is required as specified in R340.1733(i).

490 ~~Vocational Education. Programs provided through a general-education, approved, vocational education teacher when vocational education is listed as part of the IEP.~~

Community Training/Vocational Education (General Education). Students who receive vocational training in a community setting or individual vocational training program at a work site with non-handicapped peers.

491 Special Needs. Alteration of a vocational education program is being provided by general education to accommodate different needs of the handicapped student.

492 Individual Vocational Education. Training programs designed to fit the handicapped student's special interests that are generally not available in a general-education vocational program.

493 ~~Special Education Vocational Education. Special training for handicapped students whose disabilities preclude entry into another vocational training program or who may need a prerequisite sequence of skills prior to entry into a vocational program.~~

Community Training/Vocational Education (Special Education). Students who receive vocational training in a community setting or individual vocational training program at a work site primarily with handicapped peers.

Common entry errors: Program service codes placed in this field. The data should not be lower than 200 nor greater than 480.

Field 44: Primary Educational Setting

Submission Cycle: Fall, spring and end of year

Field use: Individuals with Disabilities Education Act, 20 USC 1400 (PL 105-17 Sec. 618)

State of Michigan office contact: MDE/Special Education, Dr. James Nuttall, 517-335-0454 or NuttallJ@michigan.gov

Field specification: Two-character, leading zero

Record position/type: 409-410, integer

Code/format: The setting where the student with disabilities is located.

Codes for Children Ages 6-26 as of the current submission count date (June 30 for End-of-Year).

For codes 02 - 09, placement is outside the general education building.

~~01 General Educational setting~~ (NOTE: code 01 has been broken into codes 11, 12, and 13 below.)
02 Special Education School Building
03 Public Residential Facility
04 Private Residential Facility
~~05 Correction, Juvenile Detention or other Facilities for Adjudicated Youth~~
06 Homebound / Hospitalized
~~07 Hospitalized~~
~~08 Alternative Training/Work Site~~ See Field 43, code 490
~~09 Alternative Education Program~~ See Field 43, code 493
10 Private Special Education School Building

For codes 11 – 13, placement is within the general education building

11 Outside general education classroom less than 21 percent of the school day.
12 Outside general education classroom between 21 percent and 60 percent of the school day.
13 Outside general education classroom greater than 60 percent of the school day.

~~Codes for students ages 5 and under as well as those students in early childhood settings (ages 7 and under as of September 1):~~

Codes for children ages 3-5 years as of the current submission count date (June 30 for End-of-Year).

~~20 Head Start program~~
21 Early Childhood Setting
22 Early Childhood Special Educational setting
23 Home
24 Part-Time Early Childhood/Part-Time Early Childhood Special Educational setting
25 Residential Facility
26 Separate School
27 Itinerant Service Outside the Home
28 Reverse Mainstream Setting
~~29 Michigan School Readiness Program~~

Codes for Children Ages 0-2 Years as of the current submission count date (June 30 for End-of-Year).

31 Home
33 Program Designed for Typically Developing Children
34 Service Provider Location
35 Program Designed for Children with Developmental Delays or Disabilities
36 Hospital (inpatient)
37 Residential Facility
38 Other Setting

Dependencies with other fields: Field 36: Primary Disability

Programming edits: When the field is left blank or is out of range when a Field 36: Primary Disability code exists, a *fatal error* is reported. ~~Students reported using code "20-29" must be 7 years of age or less as of September 1 of the current school year.~~ Students reported using code "21-28" must be 3 to 5 years of age as of the count date for the current submission (June 30 for End-of-Year)..

Fatal errors occur when this field is left blank and a primary disability code is reported, or the value is out of range. ~~or students with codes "20-29" are 8 years of age or older as of September 1 of the current school year.~~ A fatal error occurs if this field contains a single digit either preceded or followed by a blank.

Message: Student must have a primary disability code in Field 36: Primary Disability. ~~Students with codes "20-29" must be 7 years of age or less as of September 1.~~

~~If Field 29: Program Eligibility/Participation is reported in the second position (Special Education), and if Field 44: Primary Educational Setting equals "05" (Correction, Juvenile Detention or other Facilities for Adjudicated Youth), then fields 36, 37, 38, 39, 42, and 43 may be left blank.~~

A warning is issued if codes 21 through 28 are reported and the student is not 3, 4, or 5 years of age as of current count date (June 30 for End of Year).

A warning is issued if codes 31 through 38 are reported and the student is not 2 years of age or younger as of current count date (June 30 for End of Year).

Relationship between Field 44: Primary Educational Setting and Field 56: Primary Setting for Part C. Students eligible for state grants as reported in Field 44, codes 31-38, may or may not be eligible for Early On federal funds, as reported in Field 56, codes 31-38.

Definition: Field 44: Primary Educational Setting is utilized to report on the least restrictive environment (LRE) settings for children and youth participating in special education. The time spent in a primary educational setting is unrelated to Field 40 Section 52 FTE and Field 41: Section 53 FTE. Time spent in a primary educational setting is not related to special education membership.

Codes 02 Through 13

Codes 02 through 13 are for students ages 6-26, using their age as of the count date for the current submission (June 30 for End-of Year).

For purposes of calculating Least Restricted Environment (LRE) time spent within the general education classroom also includes general/special education team teaching arrangements or time in which special education staff comes into the general education classroom to provide services. The times spent for LRE may be different than the time reflected in Field 40: Section 52 FTE or Field 41: Section 53 FTE.

02 **Special Education School Building**. Students who receive special education programs and services at least 50 percent of the time at a public school building in which ONLY handicapped students are educated. This would also include students receiving special education services who attend at least 50 percent or more of the time at a private or parochial school meant ONLY for handicapped students. This includes:

- public day schools for students with disabilities; or
- public day schools for students with disabilities for a portion of the school day (greater than 50 percent) and in regular school buildings for the remainder of the school day.

03 **Public Residential Facility**. A public residential facility includes students with disabilities who receive special education programs and live in public residential facilities during the school week. This may include students with disabilities receiving special education and related services for greater than 50 percent of the school day in public residential facilities. This may also include children placed in:

- public residential schools for students with disabilities; or

- public residential schools for students with disabilities for a portion of the day (greater than 50 percent) and in separate day schools or regular school buildings for the remainder of the school day.

The above includes programs operated by the public schools for handicapped students on the grounds of public residential programs for Department of Community Health facilities, Family Independence Agency facilities or the Michigan Schools for the Deaf and Blind. *Do not include students who receive educational programs at the facility, but do not live there.*

04 **Private Residential Facility.** This includes students with disabilities receiving special education and related services, at public expense, for greater than 50 percent of the school day in private residential facilities. This may include students placed in:

- private residential schools for students with disabilities; or
- private residential schools for students with disabilities for a portion of the day (greater than 50 percent) and in separate day schools or regular school buildings for the remainder of the school day.

06 **Homebound/Hospitalized.** Students with disabilities who receive special education and related services at home or in a hospital facility because of illness. (Use code 23 for preschool students receiving special education services at home.)

10 **Private Special Education School Building :** Private separate day school facilities includes children with disabilities receiving special education and related services, at public expense, at a private separate day school building. This may include children placed in:

- private day schools just for students with disabilities; or
- private day schools just for students with disabilities for greater than 50 percent of the school day.

11 **Outside general education classroom less than 21 percent of the school day**. Special Education student is placed (pulled) OUTSIDE the general education classroom for less than 21 percent of the school day for special education programs and related services.

12 **Outside general education classroom between 21 percent and 60 percent of the school day**. Special education student is placed (pulled) OUTSIDE the general education classroom for at least 21 percent but no more than 60 percent of the school day for special education programs and services. .

13 **Outside general education classroom greater than 60 percent of the school day**. Special education student is placed (pulled) OUTSIDE the general education classroom for more than 60 percent of the school day for special education programs and services.

Home School Students Served by Special Education

For home-schooled students who receive special education and related services provided by the local educational agency, the number of hours outside the general education classroom is the number of hours the youth spends in separate special education environments (e.g. resource rooms, self-contained special education classrooms, separate schools).

Codes 21 Through 28

Codes 21 through 28 are for children ages 3-5, using their age on the count date for the current submission (June 30 for End-of-Year).
Required for students age 3 but not yet 6 who are in "Early Childhood Settings": This includes children who are 3 years of age on or before the count date, but not yet 6 years of age. Identify the place where the majority (over 50 percent) of a child's program takes place.

21 **Early Childhood Setting.** Students who received ALL (100 percent) of their special education and related services in early childhood educational settings designed primarily for children without disabilities. No special education or related services are provided in separate special education settings. This may include, but is not limited to, special education and related services provided in:

- Regular kindergarten classes;
- Public school preschool/prekindergarten programs (i.e., Head Start, Michigan School Readiness Programs, Title I preschool programs, community education preschool programs); (also see Field 52: Early Childhood Enrollment)
- Private preschool programs (i.e., Head Start, Michigan School Readiness Programs, programs offered by private and faith-based providers);
- Programs offered in child care facilities, including both centers and family child care and group family child care homes;
- Home/early childhood combinations; and
- Other combinations of early childhood settings.
  Example: The child attends a preschool program designed for typically developing children where he receives special education services, such as speech therapy and/or teacher consultant services. The child does not attend a special education classroom program.

22 **Early Childhood Special Education Setting**. Students who received all of their special education and related services in educational programs designed primarily for children with disabilities housed in regular school buildings or other community based settings. No special education or related services are provided in early childhood education settings. This may include, but is not limited to special education and related services provided in:

- Special education classrooms in regular school buildings;

- Special education classrooms in child care facilities, hospital facilities on an outpatient basis, or other community-based settings;
- Special education classrooms in trailers or portables outside regular school buildings.

  Example: The child attends an Early Childhood Special Education Program housed in an elementary school building.

23 **Home**. Students receive their special education and related services in the principal residence of the child's family or caregivers.

24 **Part-Time Early Childhood/Part-Time Early Childhood Special Education Setting.** Students who received special education and related services in multiple settings including special education and related services are provided in: (1) the home, (2) educational programs designed primarily for children without disabilities, (3) programs designed primarily for children with disabilities, (4) residential facilities, and (5) separate schools, This may include, but is not limited to special education and related services provided in:

- Home/early childhood special education combinations;
- Head Start, childcare, nursery school facilities or other community-based settings and outside of the general education class combinations;
- Regular kindergarten classes and outside of the general education class combinations;
- Separate school/early childhood combinations;
- Residential facility/early childhood combinations.

25 **Residential Facility.** Students who received all of their special education and related services in publicly or privately operated residential schools or residential medical facilities on an inpatient basis.

26 **Separate School.** Students who received all of their special education and related services in educational programs in public or private day schools specifically for children with disabilities.

27 **Itinerant Service Outside the Home.** Students who received all of their special education and related services at a school, hospital facility on an outpatient basis, or other location for a short period of time (i.e., no more than 3 hours per week). This does not include children receiving services at home. These services may be provided individually or to a small group of children. This may include, but is not limited to speech instruction up to 3 hours per week in a school, hospital, or other community based setting.

28 **Reverse Mainstream Setting.** Students who received all of their special education and related services in educational programs designed primarily for children with disabilities but that includes 50 percent or more children without disabilities.

Codes 31 Through 38

Codes 31 through 38 are for children ages 0-2, using their age on the count date for the current submission (June 30 for End-of-Year).

Required for students from birth but not yet 3 years of age. This includes children from birth but not yet 3 years of age on or before the count date. Identify the place where the majority (over 50 percent) of a child's program takes place. Children are to be counted according to the type of program being received at a location, not the type of location. For example, children in a program designed for children with developmental delays or disabilities operated at a hospital should be counted under "program designed for children with developmental delays or disabilities" (code 35). Children who receive physical therapy at a hospital or on an outpatient basis should be counted under service provider location (code 34). Children who are patients in a hospital should be counted under "hospital" (code 36).

31 **Home**. Services are provided in the principal residence of the child's family or caregivers.

33 **Program Designed for Typically Developing Children.** Services are provided in a program regularly attended by a group of children. Most of the children in this setting do not have disabilities. For example, this includes children served in regular nursery schools and child care centers.

34 **Service Provider Location**. Services are provided at an office, clinic, or hospital where the infant or toddler comes for short periods of time (e.g., 45 minutes) to receive services. These services may be delivered individually or to a small group of children.

35 **Program Designed for Children with Developmental Delays or Disabilities.** This setting refers to an organized program of at least 1 hour in duration provided on a regular basis. The program is usually directed toward the facilitation of one or more developmental areas. Examples include early intervention classrooms/centers and developmental child care programs.

36 **Hospital (inpatient).** Hospital refers to a residential medical facility. Child must be receiving services on an inpatient basis.

37 **Residential Facility.** Residential facility refers to a treatment facility which is not primarily medical in nature, where the infant or toddler currently resides.

38 **Other Setting**. Any service setting not included in the settings or programs listed above. For example, if the only component of the infant's early intervention services is parent counseling during which the child is not present, and the child receives no direct service, count as "other."

Special circumstances to consider for Codes 31-38:

If a child is receiving services in more than one setting, count the child in the setting in which he or she receives the most hours of early intervention service, *i.e., the primary setting*. For example, a toddler who receives 1 hour of home-based service a month and 4 hours of service per month in a clinic (a service provider location) would be counted under the category "service provider location."

If services are delivered to a child and family members, count the child only under the primary setting (as defined above) in which the child is being served.

If services are delivered only to family members, i.e., no services are delivered to a child, count the child as "Other" (code 38).

Field 45: Special Education Exit/Completion Reason

Submission Cycle: Fall, spring and end of year

Field use: School Aid Act, MCL 388.1619; Individuals with Disabilities Education Act, 20 USC 1400 (PL 105-17 Sec. 618)

State of Michigan office contact: MDE/Special Education, Dr. James Nuttall, 517-335-0454 or NuttallJ@michigan.gov

Field specification: Two-character

Record position/type: 411-412, integer

Code/format: This is a two-position field that indicates ~~why~~ the student with disabilities left the setting or program (NN).

~~01-17 See Field 23: District Exit Status for these codes~~
~~20 Received certificate of completion or finished IEP requirements~~
~~21 Reached maximum age~~
22 Student exits special education but remains in the district.
~~25 Enrolled in another district, known to continue in special education~~
~~26 Enrolled in another district, known not to continue in spec. educ.~~
28 Student exits special education and exits the district

Dependencies with other fields: Field 29: Program Participation; Field 46: Special Education Date Exited or Completed

Programming edits: If an exit reason is used, a valid date must occur in Field 46: Date Exited or Completed. Code must not be out of range. ~~When reporting Fields 45 and 46, and Field 46 is earlier than Field 123: Date of Count, no other special education fields need be reported (position two of Field 29: Program Eligibility/Participation must be set to "0" in this scenario).~~

Fatal errors occur when this field is left blank and valid date appears in Field 46: Special Education Date Exited or Completed. A fatal error occurs if this field contains a single digit either preceded or followed by a blank.

If code "22" is reported in this field, Field 23: District Exit Status, must equal "19". A date must be contained in Field 46: Date Exited or Completed. If code "28" is reported in this field, Field 23: District Exit Status must contain a code **other** than "19". If this field contains a valid code, the second position of Field 29: Program Eligibility/Participation must contain a '1' (the Office of Special Education and Early Intervention services requires all special education fields be completed for exiting students – this allows tracking of programs and services at the time the student exited).

Message: Field 46: Special Education Date Exited or Completed contains a valid date and this field is blank.

Warning (none)

Definition: ~~Use this code in addition to the "Exit Status" codes 1-17, 20, or 21 in Field 23: District Exit Status, for~~ The reason the student is no longer in special education since the last submission.

~~01-17 See Field 23: District Exit Status for these codes. Field 23: District Exit Status codes "1-17" can be used in this field when the special education student leaves the district.~~

~~20 Received certificate of completion or finished IEP requirements. Received a certificate of completion in lieu of a standard high school diploma. Student exited his/her educational program, that is, high school-equivalent program, by receiving a special education high school diploma, a modified high school diploma, a special education certificate of completion of high school or educational program or some similar document.~~

~~21 Reached maximum age. Student reached the maximum age of 26 for receipt of programs or services and is no longer eligible to attend school.~~

~~22 Declassified. The student's final IEP determined that the student is no longer eligible for special education services, that is, no longer meets the criteria under Michigan rules for handicapping conditions. The student continues to participate in the local education agency's general education or vocational education programming and no longer requires special education services.~~ Student exits special education and remains in the district. The student no longer has an IEP and is no longer receiving special education services. The student is continuing to receive other services from the district.

~~25 Enrolled in another district, known to continue in special education. Used when a student moved to another district in Michigan and is known to be continuing in special education. Movement to another district includes moving to state institutions.~~

~~26 Enrolled in another district, known not to continue in special education. Used when a student moved to another school district in Michigan and is known to be not continuing in special education. Movement to another district includes moving to state institutions, but not to special education programs.~~

28 Student exits special education and exits the district.

Field 46: Special Education Date Exited or Completed

Submission Cycle: Fall, spring and end of year

Field use: School Aid Act, MCL 388.1619; Individuals with Disabilities Education Act, 20 USC 1400 (PL 105-17 Sec. 618)

State of Michigan office contact: MDE/Special Education, Dr. James Nuttall, 517-335-0454 or NuttallJ@michigan.gov

Field specification: Ten-character

Record position/type: 413-422, integer with slashes

Code/format: Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be a number between 01 and 31, and CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields: Field 29: Program Participation; Field 45: Exit/Completion Reason; Field 9: Date of Birth

Programming edits: If a student is in a special education program, and if codes "01-17" were used in Field 23: District Exit Status, or if ~~codes "20-26"~~ "22" or "28" were used in Field 45: Special Education Exit/Completion Reason, then a valid date must occur.

Fatal errors occur when this field is blank and codes "01-17, 20 or 21" were used in Field 23: District Exit Status, or field is blank and codes ~~20-26~~ "22" or "28" were used in Field 45: Special Education Exit/Completion Reason. Fatal Error if date is prior to student's Field 9: Date of Birth.

~~When reporting Fields 45 and 46, and Field 46 is earlier than Field 123: Date of Count, no other special education fields need be reported (position two of Field 29: Program Eligibility/Participation must be set to "0" in this scenario)~~

Warning (none)

Definition: The month, day, and year of the first day after the date a student last attended school, graduated, or became known officially to have left the educational setting. Place a date in this field when the student left school or terminated his/her special education program or service.

Fields 47a - 47d and Field 48 Instructions on Special Education Disciplinary Action fields

The counts collected in these five fields, Fields 47a – 47d and Field 48, will be reported to the Office of Special Education Programs (OESP) using Table 5 of the reporting documents required under Section 618 of the Individuals with Disabilities Education Act (Individuals with Disabilities Education Act). The counts and appropriate rankings will also be added to the Special Education Data Portraits.

The five fields, 47a: Special Education Disciplinary Action: Number of Removals (Year-To-Date) by Hearing Officer, 47b: Special Education Disciplinary Action: Number of Unilateral Removals (Year-To-Date) Following a Weapons Offense**,** 47c: Special Education Disciplinary Action: Number of Unilateral Removals (Year-To-Date) Following a Drug Offense, 47d: Special Education Disciplinary Action: Number of Individual Out-Of-School Suspensions (Year-To-Date) Greater than 10 Days, and Field 48: Special Education Disciplinary Action: Multiple Short-Term Out-Of-School Suspensions Accumulating to More than 10 Days (Year-To-Date) correspond to the five Method of Removal types in the former SRSD Field 49. For the Federal Table, only an *incident* count is required (not a count of *days*).

A zero or blank indicates that no removal or suspension incidents of that type occurred for the student. For Fields 47a through 47d, a "9" will be interpreted as "9 or more occurrences." The dependencies with other special education fields will only be invoked if a valid non-zero integer is recorded.

A single offense can only be counted once in the five fields 47a - 47d, or Field 48.

For offenses in Fields 47a, b, c, or d (the hearing officer, weapons, drugs, or long-term suspension categories), use the beginning date of the actual removal or suspension to determine the SRSD collection period for which the incident should be reported. For example, suppose a weapons offense incident occurred prior to the fall count date (fourth Wednesday in September) but that the 25-day removal for this incident actually began *after* the fall count date. For the fall count, this student would be reported with a zero (0) in field 47b. For the spring and end-of-year counts, assuming no further suspensions, the student would be reported with a one (1) in field 47b.

For Field 48: Special Education Disciplinary Action: Multiple Short Term Out-Of-School Suspensions Accumulating To More Than 10 Days (Year-to-Date), report a "1" for the SRSD collection period in which the eleventh day of accumulated suspensions actually falls. For example, suppose a student has a five-day suspension in September, then a three-day suspension in December, for a total of eight days. An additional five-day suspension then begins on the day prior to the spring SRSD count date. However, in this scenario, the eleventh day actually falls one day *after* the spring count date, in the end-of-year count. So, Field 48 is reported as "0" for the spring submission while the end-of-year submission reports Field 48 as "1".

If a student exits special education prior to the end of the school year, then include only those incidents that occur while the student is in special education. If the student moves to another district or begins attending another district while on suspension from your district, count the incident in the appropriate category.

If a removal or suspension occurs after the end of the school year, then report the incident in the subsequent fall submission.

Year-to-date is defined as starting on the first official day of school and lasting to the appropriate current count date. *School year* is defined as starting on the first official day of school and lasting to the last official day of school. For the end-of-year submission, *school year* is the same as *year-to-date*.

Example

Fall Count date: September 24th
Spring Count date: February 11th

The student receives three disciplinary removals for the school year as follows and all three fall within the same category (Field 47a: Special Education Disciplinary Action: Number of Removals (Year-To-Date) by Hearing Officer).

	Beginning Date of Removal	Number of Days Removed
Removal #1	September 10	12
Removal #2	October 12	15
Removal #3	February 5	11

Since the *beginning date* of removal #1 fell prior to the fall count date (September 24th), Field 47a: Special Education Disciplinary Action: Number of Removals (Year-To-Date) by Hearing Officer would be reported as "1" for the fall submission. For the spring submission, since the beginning dates for the subsequent two removals both fell prior to the spring count date (February 11th), Field 47a: Special Education Disciplinary Action: Number of Removals (Year-To-Date) by Hearing Officer would report the cumulative number of removals year-to-date, which is now "3". Assuming no further removals, the reported count for Field 47a: Special Education Disciplinary Action: Number of Removals (Year-To-Date) by Hearing Officer for the end-of-year submission would simply be a carry-over of the spring count, or "3".

Relationship to Expulsion Fields 112-120

If completing one of the special education disciplinary infraction fields (Fields 47a – e), there is no longer a requirement to also complete Fields 112 through 120 *unless* the student has been officially expelled from the school district (that is, disciplinary procedures relevant to students without disabilities have been deemed appropriate and applied in this case).

Field47a: Special Education Disciplinary Action: Number of Removals (Year-To-Date) by Hearing Officer

Submission Cycle:	Fall, spring and end of year
Field use:	Individuals with Disabilities Education Act, 20 USC 1400 (PL 105-17 Sec. 615k)
State of Michigan office contact:	MDE/Office of Special Education and Early Intervention Services, Dr. James Nuttall, 517-335-0454 or NuttallJ@michigan.gov
Field specification:	One-character (zero through nine or blank)
Record position/type:	423, integer
Code/format:	Number of times removed by a special education hearing officer, year-to-date
Dependencies with other fields:	Field 36: Primary Disability; Field 38: Date of IEP; Field 29: Program Participation

Programming edits: If a valid non-zero integer occurs in this field, then Field 36: Primary Disability and Field 38: Date of IEP/ Placement/Date of Implementation must contain valid data and Field 29: Program Eligibility/Participation I, 2nd position, must contain "1". A fatal error occurs otherwise.

Definition: Specify the number of times, year-to-date, that the student was removed to an interim alternative educational setting based on special education hearing officer's determination. "9" is interpreted as "9 or more."

Removal by a Hearing Officer
These are instances in which an impartial hearing officer orders the removal of children with disabilities from their current educational placements to appropriate alternative educational settings for not more than 45 days, based on the hearing officer's determination that the public agency has demonstrated by substantial evidence that maintaining the child's current placement is substantially likely to result in injury to the child or others.

Field 47b: Special Education Disciplinary Action: Number of Unilateral Removals (Year-To-Date) Following a Weapons Offense

Submission Cycle:	Fall, spring and end of year
Field use:	Individuals with Disabilities Education Act, 20 USC 1400 (PL 105-17 Sec. 615k)
State of Michigan office contact:	MDE/Office of Special Education and Early Intervention Services, Dr. James Nuttall, 517-335-0454 or NuttallJ@michigan.gov
Field specification:	One-character (zero through nine or blank)
Record position/type:	424, integer
Code/format:	Number of times removed by school personnel to an interim alternative educational setting following a weapons offense, year-to-date.
Dependencies with other fields:	Field 36: Primary Disability; Field 38: Date of IEP/ Placement/Date of Implementation; Field 29: Program Eligibility/Participation

Programming edits: If a valid non-zero integer occurs in this field, then Field 36: Primary Disability and Field 38: Date of IEP/ Placement/Date of Implementation must contain valid data and Field 29: Program Eligibility/Participation, 2nd position, must contain "1". A fatal error occurs otherwise.

Definition: Specify the number of times, year-to-date, that the student was removed by school personnel to an interim alternative educational setting following a weapons offense. "9" is interpreted as "9 or more."

Unilateral Removal – A Weapons Offense
These are instances in which school personnel (not the IEP team) order the removal of children with disabilities from their current educational placements to appropriate interim alternative educational settings for not more than 45 days, where the incidents involve weapons. The IEP team is responsible for determining the interim alternative educational placement. Unilateral removals do NOT include decisions by the IEP team to change a student's placement.

Field 47c: Special Education Disciplinary Action: Number of Unilateral Removals (Year-To-Date) Following a Drug Offense

Submission Cycle:	Fall, spring and end of year
Field use:	Individuals with Disabilities Education Act, 20 USC 1400 (PL 105-17 Sec. 615k)
State of Michigan office contact:	MDE/Office of Special Education and Early Intervention Services, Dr. James Nuttall, 517-335-0454 or NuttallJ@michigan.gov
Field specification:	One-character (zero through nine or blank)
Record position/type:	425, integer
Code/format:	Number of times removed following a drug offense, year-to-date.
Dependencies with other fields:	Field 36: Primary Disability; Field 38: Date of IEP/ Placement/Date of Implementation; Field 29 Program Eligibility/Participation

Programming edits: If a valid non-zero integer occurs in this field, then Field 36: Primary Disability and Field 38: Date of IEP/ Placement/Date of Implementation must contain valid data and 29: Program Eligibility/Participation, 2nd position, must contain "1". A fatal error occurs otherwise.

Definition: Specify the number of times, year-to-date, that the student was removed following a drug offense. "9" is interpreted as "9 or more."

Unilateral Removal – A Drug Offense
These are instances in which school personnel (not the IEP team) order the removal of children with disabilities from their current educational placements to appropriate interim alternative educational settings for not more than 45 days, where the incidents involve the use, possession, sale, or solicitation of drugs. These incidents do not include alcohol or tobacco. The IEP team is responsible for determining the interim alternative educational placement. Unilateral removals do NOT include decisions by the IEP team to change a student's placement.

Field 47d: Special Education Disciplinary Action: Number of Individual Out-Of-School Suspensions (Year-To-Date) Greater than 10 Days

Submission Cycle:	Fall, spring and end of year
Field use:	Individuals with Disabilities Education Act, 20 USC 1400 (PL 105-17 Sec. 615k)
State of Michigan office contact:	MDE/Office of Special Education and Early Intervention Services, Dr. James Nuttall, 517-335-0454 or NuttallJ@michigan.gov
Field specification:	One-character (zero through nine or blank)
Record position/type:	426, integer
Code/format:	Number of separate times, year-to-date, that the student was given an out-of-school suspension for a period exceeding 10 days.
Dependencies with other fields:	Field 36: Primary Disability; Field 38: Date of IEP/ Placement/Date of Implementation; Field 29: Program Eligibility/Participation

Programming edits: If a valid non-zero integer occurs in this field, then Field 36: Primary Disability and Field 38: Date of IEP/Placement/Date of Implementation must contain valid data and Field 29: Program Eligibility/Participation, 2nd position, must contain "1". A fatal error occurs otherwise.

Definition: Specify the number of separate times, year-to-date, that the student was subject to a single, long-term, out-of-school suspension for more than 10 days. "9" is interpreted as "9 or more."

Long-term suspension greater than 10 days
These are instances in which the student was subject to a single long-term, out-of-school suspension for more than 10 days. Include only out-of-school suspensions. A student can have multiple long-term suspensions.

Field 48: Special Education Disciplinary Action: Multiple Short-Term Out-Of-School Suspensions Accumulating to More than 10 Days (Year-To-Date)

Submission Cycle:	Fall, spring and end of year
Field use:	Individuals with Disabilities Education Act, 20 USC 1400 (PL 105-17 Sec. 615k)
State of Michigan office contact:	MDE/Office of Special Education and Early Intervention Services, Dr. James Nuttall, 517-335-0454 or NuttallJ@michigan.gov
Field specification:	One-character (zero, one, or blank)
Record position/type:	427, integer
Code/format:	Record a "1" if the student received multiple short-term out-of-school suspensions that together accumulate to more than 10 days.
Dependencies with other fields:	Field 36: Primary Disability; Field 38: Date of IEP/ Placement/Date of Implementation; Field 29: Program Eligibility/Participation

Programming edits: If a value of "1" occurs in this field, then Field 36: Primary Disability and Field 38: Date of IEP/ Placement/Date of Implementation must contain valid data and Field 29: Program Eligibility/Participation, 2nd position, must contain "1". A fatal error occurs otherwise.

Definition: Record a "1" if the student was subject to multiple (10 days or less) out-of-school suspensions that together accumulate to a total of more than 10 days.

Multiple Short-term out-of-school suspensions:
These are cases in which the student was subject to multiple short-term out-of-school suspensions summing to more than 10 days. Each suspension must be less than or equal to 10 days, otherwise it would be reported in Field 47d: Special Education Disciplinary Action: Number of Individual Out-Of-School Suspensions (Year-To-Date) Greater than 10 Days. Multiple short-term out-of-school suspensions are accumulated and summed for the entire school year. A student can only be counted once in this category, even if additional out-of-school suspensions occur, so the value of Field 48 can only be zero (0) or one (1). An out-of-school suspension for any part of a day is calculated as a full-day suspension.

Field 49: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved field
State of Michigan office contact:	N/A
Field specification:	One-character
Record position/type:	428
Code/format:	Pad this field with blanks
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits:

No fatal error.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Field 50: Reserved Field (Formerly: Individuals with Disabilities Education Act Headcount Claimant)

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved Field
State of Michigan office contact:	N/A
Field specification:	One-character
Record position/type:	429, integer
Code/format:	Pad this field with blanks
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits:

No fatal error.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Field 51: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved field
State of Michigan office contact:	N/A
Field specification:	One-character
Record position/type:	430
Code/format:	Pad this field with blanks
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits: No fatal errors.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Structure for Early Childhood

and Parenting Programs

Field 52: Early Childhood Enrollment

Submission Cycle: Fall, spring and end of year

Field use: School Aid Act, MCL 388.1632b, 388.1632d, 388.1637, 388.1638; 20 USC 6381i

State of Michigan office contact: MDE/Early Childhood, Connie Robinson, 517-241-4291 or RobinsonConnie@michigan.gov

Field specification: 10-character, five occurrences separated into five, two-byte sectors, left-justified, leading zero, padded with blanks

Record position/type: 431-440, integer

Code/format: This is a two-position field that indicates placement (NNNNNNNNNN).

01 Michigan School Readiness Program (MSRP)
02 (code currently retired)
03 Head Start
04 Title I Preschool
05 Tuition-Based Preschool or Child Care
06 Even Start Family Literacy Program
07 0-3 Secondary Prevention
08 ASAP-PIE*
09 (code currently retired)
10 Early Head Start
11 Great Parents Great Start*
99 Other Program

Dependencies with other fields: If Field 52 contains a valid value, Field 19: Grade or Setting may be left blank.

* The Office of Special Education and Early Intervention Services will be extracting the official counts for ASAP-PIE and Great Parents Great Start (GPGS) from the End-Of-Year SRSD. It is not required that ASAP-PIE or GPGS be submitted for Fall or Spring. At End-of-Year, it will be expected that you enter a full school-year's data on all ASAP-PIE and Great Parents Great Start children served for any period during the preceding July through the following June. For questions, please contact the State of Michigan Office Contact listed above.

Programming edits: Check to ensure that code is not out of range.

Fatal errors occur when code is invalid or code is out of range. A fatal error occurs if this field contains a single digit either preceded or followed by a blank.

Message: Check to ensure code is valid and within range.

Warning (none)

Definition: Indicate the early childhood program(s) in which the child is participating. Up to five programs may be entered. Early Childhood programs generally refer to programs intended for children from birth to kindergarten entry (that is, up to but not including kindergarten). Developmental/Retention Kindergarten should be reported in Field 125: Program Eligiblity/Participation II. NOTE: If student is being claimed for FTE, student must also be reported as "00" (kindergarten) in Field 19: Grade or Setting.

01 Michigan School Readiness Program (MSRP). Part-day or home-based services for children the age of 4 by December 1. Preschool-age children in programs for 4-year-olds who may be at risk of school failure. Each child must have two of the 25 identified risk factors; more than 50 percent of the children must be low income. Funded under the State School Aid Act, Section 32d, 37-40 or through a competitive Michigan School Readiness Program grant.

02 (code currently retired)

03 Head Start. Children 3 through 5 years of age served in school districts by local grantees or delegates of the federal Head Start program. Intended to serve children whose family income is at or below federal poverty guidelines.

04 Title I Preschool. Program for children who are not yet age-eligible for kindergarten in districts that provide services utilizing Title I, Part A of ESEA, as long as they follow current rules for preschool services under Title I.

05 Tuition-Based Preschool or Child Care. Children birth to kindergarten entry in a classroom program provided through a regular or community education program. Parents pay tuition to enroll their children; child-care reimbursement may be provided by the Family Independence Agency or scholarships.

06 Even Start Family Literacy Program. Children birth to kindergarten entry in programs that integrate early childhood education, adult literacy or adult basic education, and parenting education into a unified family literacy program. Funding is through Part B (subpart 3) of Title I of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act.

07 0-3 Secondary Prevention Grants. Children receiving services that are designed to foster positive parenting skills, improve parent/child interaction, promote access to needed community services, increase local capacity to serve families at risk, improve school readiness, and support healthy family environments that discourage alcohol, tobacco, and other drug use. Managed by the Children's Trust Fund. Interagency funding, including Section 32c of the State School Aid Act.

08 All Students Achieve Program-Parent Involvement and Education (ASAP-PIE) Grants. Children birth to kindergarten entry in school districts with collaborative community efforts for families to enhance children's school readiness, to reduce/prevent the need for special education programs and services in elementary school, and to foster the maintenance of stable families. Funded under the State School Aid Act, Section 32b.

10 Early Head Start: Children from birth to age three served in school districts by local grantees of the federal Head Start program.

11 Great Parents Great Start. Children birth to age 5 whose parents are receiving intensive parenting services through intermediate school district activities. Funded under the State School Aid Act, Section 32j.

99 Other district-sponsored programs not defined above. A free comprehensive program not operated with state or federal funds.

Field 53: Early Childhood Exit/Completion Reason

Submission Cycle: Fall, spring and end of year

Field use: School Aid Act, MCL 388.1632b, 388.1632d, 388.1637, 388.1638; 20 USC 6381i

State of Michigan office contact: MDE/Early Childhood, Connie Robinson, 517-241-4291 or RobinsonConnie@michigan.gov

Field specification: Three-character, leading zero

Record position/type: 441-443, integer

Code/format: This is a three-position field (NNN) that indicates why the child left the early childhood program If the child was in an early childhood setting in a prior submission and has transferred to another early childhood program for the current submission, report the new program in Field 52: Early Childhood Enrollment and either code "064" or "065" in Field 53. Because this is a three-character field, the codes should have a leading zero, as follows:

063	Normal program completion
064	Parent initiated transfer to another early childhood program before completion of the current program
065	Program initiated transfer to an early childhood *special education* program before completion of the current program
066	Child's behavior does not match program expectations
067	Parent decision to withdraw child
068	Child deceased

Dependencies with other fields: Field 52: Early Childhood Enrollment

Programming edits: A fatal error occurs if a valid value is reported in Field 53: Early Childhood Exit/Completion Reason and Field 52: Early Childhood Enrollment is not reported.

Definition: Primary reason why the child left or completed the early childhood program or service.

063 Used for a child who enrolled and completed regularly scheduled or prescribed program.

064 Parent makes a request to transfer out of one early childhood program and into another early childhood program, e.g., from Head Start to a Michigan School Readiness Program, Early Childhood Special Education, etc. This request results in the child making a transfer prior to completion of the original program.

065 Program staff make a referral for Special Education evaluation, which results in parental consent to transfer the child from the current program into an Early Childhood *Special Education* program.

066 Program staff are not able to accommodate a child with extreme behaviors that may result in injury to other children and staff and/or make program management impossible.

067 Parent withdraws child for any reason. This would include families moving out of the district.

068 Child has died.

NOTE: An exit code in Field 23: District Exit Status is also required if the child has exited the district and is not expected to continue.

Structure for Early-On® Children

Field 54: Eligibility Code

Submission Cycle: Fall, spring and end of year

Field use: Individuals with Disabilities Education Act, PL 105-17 Sec. 618, 615(14)

State of Michigan office contact: MDE/Early On ® Children, 517-241-1521

Field specification: One-character

Record position/type: 444, integer

Code/format: Eligibility of the child as identified on the Individualized Family Service Plan (IFSP) or Individualized Education Plan (IEP).

1 Both Part B and Part C of Individuals with Disabilities Education Act
2 Part B of Individuals with Disabilities Education Act Only
3 Part C of Individuals with Disabilities Education Act Only
4 Neither Part B nor Part C

Dependencies with other fields: If Field 54 contains a valid value, Field 19: Grade or Setting may be left blank.

Programming edits: Ensure that the student is in the third position in the Field 29: Program Eligibility/Participation I. If the eligibility code is out of range or blank, a *fatal error* is reported. Ensure that the age of the child is 3 years or less for codes "1" and "3".

Fatal errors occur when the student is in third position in Field 29: Program Eligibility/Participation I and Field 54: Eligibility Code is blank, the code is invalid or out of range, or the child is older than 3 years for codes "1" and "3".

Message: Check to ensure Field 29: Program Eligibility/Participation is in proper position and, if so, then Field 54: Eligibility Code has not been left blank or does not contain an invalid or out-of-range code. Child must be 3 years or less for codes "1" and "3".

Warning (none)

Definition: Eligibility conditions are defined in Part B and Part C of Individuals with Disabilities Education Act 97. In order for a child to be counted in codes "1" and "3," s/he must have an Individual Family Services Plan (IFSP).

1 Both Part B and Part C of Individuals with Disabilities Education Act. The child is between the ages of birth and 3 years, and has been identified as eligible for services under one of the categories defined in the Michigan Administrative Rules for Special Education and Part C of Individuals with Disabilities Education Act.

2 Part B of Individuals with Disabilities Education Act Only. The child's age is greater than 3 years and s/he is eligible for services under Part B of Individuals with Disabilities Education Act, as defined in the Michigan Administrative Rules for Special Education.

3 Part C of Individuals with Disabilities Education Act Only. The child is between the ages of birth and 3 years and has been identified as eligible for services because of a developmental delay or an established condition which has a high probability of developing a delay, as defined in the Michigan Early-On® (Part C of Individuals with Disabilities Education Act) Eligibility Criteria. The developmental delay has not been identified as meeting the eligibility criteria of Special Education.

4 Neither Part B nor Part C. After evaluation, the child does not qualify under the eligibility criteria of either Part B or Part C.

Field 55: Date of IFSP for Part C

Submission Cycle: Fall, spring and end of year

Field use: Individuals with Disabilities Education Act, PL 105-17 Sec. 618, 615(14)

State of Michigan office contact: MDE/Early On ® Children, , 517-241-1521

Field specification: Ten-character

Record position/type: 445-454, integer with slashes

Code/format: Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be a number between 01 and 31, and CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields: Field 54: Eligibility Code

Programming edits: When a "1" or "3" is entered in Field 54: Eligibility Code and if the IFSP date is out of range, blank, or not a real date, a *fatal error* is reported.

Warning (none)

Definition: The date of the child's most recent Individualized Family Service Plan (IFSP) should be placed in this field. This infant or toddler, birth through age 2, is eligible for Part C of Individuals with Disabilities Education Act, **is not** eligible for special education, and is receiving early intervention services according to an Individualized Family Service Plan (IFSP).

Common entry errors: Check that the field is completed with the IFSP date or the date of temporary placement, not the current date.

Field 56: Primary Setting for Part C

Submission Cycle:	Fall, spring and end of year
Field use:	Individuals with Disabilities Education Act, PL 105-17 Sec. 618, 615(14)
State of Michigan office contact:	MDE/Early On ® Children, 517-241-1521
Field specification:	Two-character
Record position/type:	455-456, integer
Code/format:	The type of setting in which child is receiving services (NN)

31 Home
33 Program Designed for Typically Developing Children
34 Service Provider Location (outpatient)
35 Program Designed for Children with Developmental Delays or Disabilities
36 Hospital (inpatient)
37 Residential Facility
38 Other Setting

Dependencies with other fields: Field 54: Eligibility Code

Programming edits: If a "1" or "3" is entered in Field 54: Eligibility Code and this field is blank, a *fatal error* is reported.

Warning (none)

Relationship between Field 44: Primary Educational Setting and Field 56. Students eligible for state grants as reported in Field 44, codes 31-38, may or may not be eligible for Early On federal funds, as reported in Field 56, codes 31-38.

Definition: The primary setting in which a child between the ages of birth through 2 years is receiving services. *The child is counted according to the type of program being received at a location, not the type of location.*

31 Home. Services are provided in the principal residence of the child's family or caregivers or family day care.

33 Program Designed for Typically Developing Children. Services are provided in a facility regularly attended by a group of children (regular nursery school, preschool, or day care). Most of the children in this setting do not have disabilities. For example, the child is being served in a child-care center.

34 Service Provider Location (outpatient). The child receives services at a center, clinic, or hospital where the infant or toddler comes for short periods of time (e.g.,

45 minutes). These services may be delivered individually or to a small group of children.

35 Program Designed for Children with Developmental Delays or Disabilities. The child is in an organized program of at least one hour in duration provided on a regular basis. The program is usually directed toward the facilitation of one or more developmental areas. Examples include early intervention classrooms/centers and developmental child-care programs.

36 Hospital (inpatient). The child is in a hospital or a residential medical facility. The child must be receiving services on an inpatient basis.

37 Residential Facility. The child is in a residential treatment facility that is not primarily medical in nature, where the infant or toddler currently resides in order to receive early intervention services.

38 Other Setting. The child is receiving a service not included in the settings or programs listed above. For example, if the only component of the infant's early intervention services is parent counseling during which the child is not present, and the child receives no direct service, count as 'other.'

Field 57: Services Provided under Individuals with Disabilities Education Act Part C

Submission Cycle: Fall, spring and end of year

Field use: Individuals with Disabilities Education Act, PL 105-17 Sec. 618, 615(14)

State of Michigan office contact: MDE/Early On ® Children, 517-241-1521

Field specification: Three-character code, six occurrences, separated into six, three-byte sectors, padded with blanks

Record position/type: 457-474, integer

Code/format: Services provided in accordance with a child's Individual Family Services Plan (NNNNNNNNNNNNNNNNNN)

801 Audiology
802 Family Training, Counseling, and Home Visits
803 Health Services
804 Medical Services
805 Nursing Services
806 Nutrition Services
807 Occupational Therapy
808 Physical Therapy
809 Psychological Services
810 Respite Care
811 Transportation
812 Social Work Services
813 Special Instruction
814 Speech & Language Pathology
815 Other Early Intervention Services
816 Assistive Technology Services or Devices
817 Vision Services

Dependencies with other fields: Field 54: Eligibility Code

Programming edits: If a "1" or "3" is entered in Field 54: Eligibility Code and this field is blank, a *fatal error* is reported.

Warning (none)

Definition: Codes "801 to 817" indicate services provided in accordance with the child's Individual Family Services Plan (IFSP).

801 Audiology. Includes identification, evaluation, and referral of children with auditory impairment; provision of auditory training, aural rehabilitation, speech reading and listening device orientation and training; provision of services for prevention of hearing loss;

determination of the child's need for individual amplification, including selecting, fitting, and dispensing appropriate listening and vibrotactile devices, and evaluating the effectiveness of those devices.

802 Family Training, Counseling, and Home Visits. Includes services provided by social workers, psychologists, or other qualified personnel to assist the family in understanding the special needs of the child and enhancing the child's development.

803 Health Services. Includes services necessary to enable a child to benefit from other early intervention services under this part during the time the child is receiving other early intervention services.

804 Medical Services only for Diagnostic or Evaluation Purposes. Includes services provided by a licensed physician to determine a child's developmental status and need for early intervention services.

805 Nursing Services. Includes the assessment of health status for providing nursing care; provision of nursing care to prevent health problems, restore or improve functioning, and promote optimal health and development; and administration of medications, treatments, and regimens prescribed by a licensed physician.

806 Nutrition Services. Includes conducting individual assessment in nutritional history and dietary intake, anthropometric, biochemical, and clinical variables, feeding skills and feeding problems, and food habits and food preferences; developing and monitoring appropriate plans to address nutritional needs; and making referrals to appropriate community resources to carry out nutrition goals.

807 Occupational Therapy. Includes services to address the functional needs of a child related to adaptive development, adaptive behavior and play; and sensory, motor, and postural development. These services are designed to improve the child's functional ability to perform tasks in the home, school, and community settings.

808 Physical Therapy. Includes services to address the promotion of sensorimotor function through enhancement of musculoskeletal status, neurobehavioral organization, perceptual and motor development, cardiopulmonary status, and effective environmental adaptation.

809 Psychological Services. Includes administering psychological and developmental tests and other assessment procedures; interpreting assessment results; obtaining, integrating, and interpreting information about child behavior and child and family conditions related to learning, mental health, and development; and planning and managing a program of psychological services, including psychological counseling for children and parents, family counseling, consultation on child development, parent training, and education programs.

810 Respite Care. Includes temporary child-care services that are short term and nonmedical in nature, provided either in or out of the home. These services are designed to provide temporary relief to the primary caregiver.

811 Transportation and Related Costs. Include the cost of travel (e.g., mileage, or travel by taxi, common carrier, or other means) and other costs (e.g., tools and parking expenses) that are necessary to enable infants and toddlers with disabilities to receive early intervention services.

812 Social Work Services. Include evaluation of a child's living conditions and patterns of parent-child interaction; psychosocial developmental assessment of the child within the family context; identifying, mobilizing, and coordinating community resources and services to enable the child and family to benefit from early intervention services.

813 Special Instruction. Includes the design of learning environments and activities that promote the child's acquisition of skills in a variety of developmental areas, including cognitive processes and social interaction; curriculum planning, including the planned interaction of personnel, materials, and time and space, that leads to achieving the outcomes in the child's IFSP; providing families with information, skills, and support related to enhancing the skill development of the child; and working with the child to enhance the child's development.

814 Speech & Language Pathology. Includes identification of children with communicative or oropharyngeal disorders and delays in development of communication skills, including the diagnosis and appraisal of specific disorders and delays in those skills; referral for medical or other necessary professional services; provision of services for the habilitation, rehabilitation, or prevention of communication or oropharyngeal disorders and delays in development of communication skills.

815 Other Early Intervention Services. Includes early intervention services which are not specified on this report.

816 Assistive Technology Services. Includes services that directly assist a child with a disability in the selection, acquisition, or use of an assistive technology device.

817 Vision Services. Includes evaluation and assessment of visual functioning, including the diagnosis and appraisal of specific visual disorders, delays, and abilities; referral for medical or other necessary services; and communication skills training, orientation and mobility training for all environments, visual training, independent living skills training, and additional training necessary to activate visual motor abilities.

Field 58: Early On® Exit/Completion Reason

Submission Cycle: Fall, spring and end of year

Field use: Individuals with Disabilities Education Act, PL 105-17 Sec. 618, 615(14)

State of Michigan office contact: MDE/Early On® Children, 517-241-1521

Field specification: Two-character, padded with blanks

Record position/type: 475-476, integer

Code/format: This is a two-position field that indicates why the child left (NN).

30 Reached maximum age, eligible for Special Education
31 Reached maximum age, not eligible for Special Education, exited to other programs
32 Reached maximum age, not eligible for Special Education, exited with no referrals
33 Reached maximum age, unknown eligibility for Special Education
34 Ineligible
35 Deceased
36 Moved
37 Withdrawn by parent
38 Unable to contact

Dependencies with other fields: Field 60: Early On Date Exited or Completed

Programming edits: If an exit reason is used, a valid date must occur in Field 60: Early On® Date Exited or Completed. Check to ensure that code is not out of range.

Message: Field 60: Early On® Date Exited or Completed contains a valid date, and this field is blank.

Warning (none)

Definition: Primary reason why the child left or completed the Early-On® program or service.

30 Reached maximum age, eligible for Special Education: The child has reached the maximum age of 3 years and was determined to be eligible for Part B of Individuals with Disabilities Education Act at exit.

31 Reached maximum age, not eligible for Special Education, exited to other programs: Includes all children who reached maximum age for Part C, were determined not eligible for Part B, and were referred to other programs, which may include preschool learning centers and child-care centers, and/or were referred for other services, which may include health and nutrition services, such as WIC.

32 Reached maximum age, not eligible for Special Education, exited with no referrals: Includes all children who reached maximum age for Part C, were determined not eligible for Part B, but were not referred to other programs.

33 Reached maximum age, unknown eligibility for Special Education: Includes all children for whom Part B eligibility has not been made. This category includes all children who were referred for Part B evaluation, but for whom the eligibility determination has not yet been made or reported and children for whom parents did not consent to transition planning.

34 Ineligible: The child is no longer eligible for services. This includes a child who has not reached maximum age for Part C, has successfully completed his/her IFSP, and no longer requires services under Individuals with Disabilities Education Act, Part C or Part B.

35 Deceased: The child died during the reporting period.

36 Moved: The child moved out of the service area during the reporting period.

37 Withdrawn: The child's parents declined all services after an IFSP/IEP was in place or declined to consent to IFSP/IEP services and provided written or verbal indication of withdrawal from services.

38 Unable to contact: Attempts to contact the parent of the child were unsuccessful. This includes a child who has not reached the maximum age of service under Part C, who had an active IFSP, and for whom Part C personnel have been unable to contact or locate the family after repeated, documented attempts. *This also includes any child who exited Part C before reaching the maximum age and who has not been counted in any of the categories above.*

NOTE: An exit code in Field 23: District Exit Status is only required if the child has exited the district and is no longer receiving services.

Field 59: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved field
State of Michigan office contact:	N/A
Field specification:	One-character
Record position/type:	477
Code/format:	Pad with blanks.
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits: No fatal errors.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Field 60: Early On® Date Exited or Completed

Submission Cycle: Fall, spring and end of year

Field use: Individuals with Disabilities Education Act, PL 105-17 Sec. 618, 615(14)

State of Michigan office contact: MDE/Early On® Children, 517-241-1521

Field specification: 10-character

Record position/type: 478-487, integer with slashes

Code/format: Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be a number between 01 and 31, and CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields: Field 58: Early On Exit/Completion Reason

Programming edits: If codes 30-38 are used in Field 58: Early On® Exit/Completion Reason, then a valid date must occur.

Fatal errors occur when this field is blank, and a valid code "30-38" has been entered in Field 58: Early On® Exit/Completion Reason.

Message: Field 58: Exit/Completion Reason used codes "30-38," and this field is blank.

Warning (none)

Definition: The month, day, year of the first day after the date the child last attended school, or became known officially to have left the special educational setting. Place a date in this field when the child left school or terminated his/her education program or service.

Field 61: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved field
State of Michigan office contact:	N/A
Field specification:	Two-character
Record position/type:	488-489
Code/format:	Pad with blanks.
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits: No fatal errors.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Field 62: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved field
State of Michigan office contact:	N/A
Field specification:	Three-character
Record position/type:	490-492
Code/format:	Pad with blanks.
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits: No fatal errors.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Structure for

Students Participating in a State-Approved

Career and Technical Education (CTE) Program

Field 63: Student Population Category

Submission Cycle:	Fall, spring and end of year
Field use:	School Aid Act, MCL 388.1661a; 20 USC 2342
State of Michigan office contact:	DLEG (Department of Labor and Economic Growth / Office of Career and Technical Preparation, Terri Giannola, 517-335-0375 or GiannolaT@michigan.gov
Field specification:	Eight-character
Record position/type:	493-500, Boolean (integer)
Code/format:	This is a unique eight-position field using either a "0" or a "1" in the proper position (NNNNNNNN). Because this is a multiple-occurrence field, the indicator of the code is located by position in the format. For example, a student may be academically disadvantaged and receive a code of "01000000". If the same student was a displaced homemaker, the code would be "01000010". Using this procedure, reporting multiple programs for a student is possible. Regular Career/Technical Education (first position) Academically Disadvantaged (second position) Limited English Proficiency (third position) Disabled (fourth position) Juvenile Offender (fifth position) Single Parent (sixth position) Displaced Homemaker (seventh position) Reserved for future use (eighth position)
Dependencies with other fields:	Field 29: Program Participation; Field 64: Related Work Study; Field 65: CTE Approved Program, Field 66: Follow-up Program; Field 67: Completion Status

Programming edits: Ensure that the student is in the fourth position in the Field 29: Program Eligibility/Participation I. Error check to ensure a valid code is in this field and not out of range. This field can have any number of ones (1s) provided the first position is zero. If the first position is "1," then no other ones "1s" are allowed.

If a valid value is in Field 63: Student Population Category, then either Field 64: Related Work Study or Field 65: CTE Approved Program must be populated: a fatal error occurs otherwise. If a valid value is in this field, then Field 67: Completion Status must have a valid value: a fatal error occurs otherwise. For the End-of-Year, if this field contains a valid value, then Field 66: CTE Follow-up Program must contain a valid value: a fatal error occurs otherwise. A fatal error will occur if a valid number is in the first position and any other position in this field has a valid number.

Warning: A warning is issued when the field is blank, and a number "1" is in the fourth position of Field 29: Program Eligibility/Participation. Warning message: Verify that the student is not in a State-Approved Career and Technical Education Program.

Definition: The definitions of the terms used in this field were taken from the language in the Carl D. Perkins Vocational and Applied Technology Education Act or U.S. Department of Education Regulations. They refer to students participating in a state-approved career and technical education program.

10000000	Regular CTE Student. A 'regular' student is one who does not meet the definitions of one of the special populations groups.
01000000	Academically Disadvantaged. The term refers to individuals whose secondary school grades are below 2.0 on a 4.0 scale, or who fail to attain minimum academic competencies, or who have dropped out of school and are enrolled in an alternative education program for academic reasons.
00100000	LEP. The term 'individual with limited English proficiency' means a secondary school student, or an out-of-school youth, who has limited ability in speaking, reading, writing, or understanding the English language, and (a) whose native language is a language other then English; or (b) who lives in a family or community environment in which a language other than English is the dominant language [20 U.S.C. 2303]. Please see the more detailed definition under "Structure for Limited English Proficient Students" preceding Field 71: LEP Enrollment.
00010000	Disabled. The term 'individual with a disability' means (A) an individual with a physical or mental impairment that substantially limits one or more of the major life activities of such individual; or (B) a record of such an impairment; or (C) being regarded as having such an impairment (as defined in Section 3 of the Americans with Disabilities Act of 1990 [42 U.S.C. 12102]).
00001000	Juvenile Offender. The term refers to youth who have been involved with the juvenile justice system as a result of having committed a crime, are incarcerated in state correctional facilities or are residents of other state-funded residential facilities for juvenile offenders, or have been placed by the courts in a residential facility or a juvenile detention center and who are transitioning back into the community.
00000100	Single Parent. At the secondary level a single parent, including a single pregnant woman, means a student who is age nineteen or below, is without a high school diploma, is unmarried or legally separated from his/her spouse, and has a minor child or children for which the parent has either custody or joint custody.
00000010	Displaced Homemaker. The term "displaced homemaker" means an individual who has (A)(i) worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; (ii) has been dependent on the income of another family member but is no longer supported by that income; or (iii) is a parent whose

	youngest dependent child will become ineligible to receive assistance under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than two years after the date on which the parent applies for assistance under this title; and (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment [10 U.S.C. 2302]. (Displaced homemakers are usually served by postsecondary institutions.)
00000001	Reserved for future use.

Field 64: Related Work Study

Submission Cycle:	Fall, spring and end of year
Field use:	School Aid Act, MCL 388.1661a; 20 USC 2342
State of Michigan office contact:	DLEG (Department of Labor and Economic Growth / Office of Career and Technical Preparation, Terri Giannola, 517-335-0375 or GiannolaT@michigan.gov
Field specification:	One-character
Record position/type:	501, integer
Code/format:	The type of program the student is enrolled in (N). 1 Capstone Experience 2 APPR
Dependencies with other fields:	Field 29: Program Participation; Field 63: Student Population Category

Programming edits: Fatal errors occur when an invalid value is in the field, or this field contains a valid value and Field 63: Student Population Category, does not contain a valid value.

Warning (none)

Definition: Type of program in which the student is participating. This is only for students in an approved CTE program. This does not include work-study students as defined in Michigan's Special Education Administrative Rules.

1 Capstone Experience. A method of vocational career instruction for students who, through written cooperative arrangements between the school and employers, receive instruction, including required academic courses and related vocational and technical instruction by alternation of study in school with a job in the occupational field. The two experiences must be planned and supervised by the school and employer so that each contributes to the student's education and to his or her employability. A student enrolled in a Capstone Experience must have completed at least 50 percent of the CTE wage-earning program.

2 APPR – Apprenticeship. A comprehensive, formal training system that culminates in journeyman status; exposes trainees to a highly skilled occupation through structured training on the job and related theoretical instruction. This program of study must be approved by the U.S. Department of Labor, Bureau of Apprenticeship (29 CFR 29.2).

Field 65: CTE Approved Program

Submission Cycle: Fall and spring

Field use: School Aid Act, MCL 388.1661a; 20 USC 2342

State of Michigan office contact: DLEG (Department of Labor and Economic Growth / Office of Career and Technical Preparation, Terri Giannola, 517-335-0375 or GiannolaT@michigan.gov

Field specification: 10-character, with two decimal points, four occurrences, separated into four, 10-byte sectors

Record position/type: 502-541, integer (with decimal points)

Code/format: (NN.NNNN.NN)

Dependencies with other fields: Field 63: Student Population Category

Programming edits: Fatal errors occur when an invalid value is in the field or the field is blank and Field 64: Related Work Study is blank and a valid value is entered for Field 63: Student Population Category.

Warning (none)

Definition: This field identifies the program and all standardized courses in which a student can be enrolled. Enter the approved CTE program combined Classification of Instructional Program (CIP) Code and Course Code(s) in which the student is enrolled in this field. The following list contains all standardized CIP Codes and Course Codes. Other course codes are acceptable pending approval of CTE consultant. If the course is not a standard course, but is an approved program, use the '00' course code.

CIP Code	***Program Area***	***Course Name***
01.0000.01	Agriculture, Agricultural Operations and Related Sciences	Natural Resources
01.0000.02	Agriculture, Agricultural Operations and Related Sciences	Plant Science
01.0000.03	Agriculture, Agricultural Operations and Related Sciences	Animal Science
01.0000.04	Agriculture, Agricultural Operations and Related Sciences	Business Management/ Marketing
01.0000.05	Agriculture, Agricultural Operations and Related Sciences	Mech Technical
01.0000.06	Agriculture, Agricultural Operations and Related Sciences	Comm & Leadership Development
~~02.0205.00~~	~~Agricultural Mechanics and Equipment/Machinery Technology~~	
03.0000.00	Natural Resources and Conservation	~~Natural Resources~~ (no course name)
~~03.0000.01~~	~~Natural Resources and Conservation~~	~~Natural Resources~~
10.0202.00	Radio & Television Broadcasting Technology	
10.0301.00	Graphics Communications	
11.1000.09	Information Technology	Network Administration

CIP Code	***Program Area***	***Course Name***
11.1000.10	Information Technology	CIW (Webmaster)
11.1000.11	Information Technology	Inform Programming & Software
11.1000.12	Information Technology	Inform Support & Services
12.0400.01	Cosmetology	Cosmetologist
12.0400.02	Cosmetology	Nail Technician
12.9999.01	Personal and Culinary Services	Cooking and Related Culinary Arts (Core)
12.9999.02	Personal and Culinary Services	Restaurant, Culinary, and Catering Management-Manager
12.9999.03	Personal and Culinary Services	Hotel/Motel Administration/ Management
12.9999.04	Personal and Culinary Services	Tourism and Travel Services Management
12.9999.05	Personal and Culinary Services	Food Service Systems Admin Mgmt
13.0000.00	Education General	
15.0403.00	Electro-Mechanical Technology	
15.0607.00	Plastics Engineering Technology/Technician	
15.0612.01	Industrial Production Technology/Technician	Paper Technology
15.0612.02	Industrial Production Technology/Technician	Computer Technology
15.0612.03	Industrial Production Technology/Technician	Chemical Processing Technician
15.0612.05	Industrial Production Technology/Technician	Quality Control Technology
15.0612.06	Industrial Production Technology/Technician	Instrumentation Technology
15.0612.07	Industrial Production Technology/Technician	Robotics Technology
15.1301.01	Drafting and Design Technology	Drafting Technology
15.1301.02	Drafting and Design Technology	CAD Drafting
15.1301.03	Drafting and Design Technology	Architectural Drafting
15.1301.04	Drafting and Design Technology	Civil Drafting
15.1301.05	Drafting and Design Technology	Electrical/Electronics Drafting
15.1301.06	Drafting and Design Technology	Mechanical Drafting
19.0000.02	Family and Consumer Sciences	Parenthood Education
19.0000.03	Family and Consumer Sciences	Personal Living
19.0000.04	Family and Consumer Sciences	Consumer Education
19.0000.06	Family and Consumer Sciences	Essential Health & Living
19.0000.07	Family and Consumer Sciences	Family Living
19.0000.08	Family and Consumer Sciences	Nutritional Education
19.0000.09	Family and Consumer Sciences	Balancing Work & Family
19.0605.00	Home Furnishings Equipment Installers and Consultants	
~~19.0699.00~~	~~Custodial, Housekeeping and Home Services~~	
19.0700.01	(Wage Earning) Child- and Custodial-Care Services	Child Care Provider
19.0700.02	(Wage Earning) Child- and Custodial-Care Services	Adult Development and Aging
43.0100.02	Public Safety/Protective Services	Fire Fighting
43.0100.03	Public Safety/Protective Services	Law Enforcement
43.0100.05	Public Safety/Protective Services	Criminal Justice
43.0100.06	Public Safety/Protective Services	Security and Protective Services
43.0100.07	Public Safety/Protective Services	Corrections

CIP Code	***Program Area***	***Course Name***
46.0000.01	Construction Trades	Comprehensive Construction
46.0000.02	Construction Trades	Masonry
46.0000.03	Construction Trades	Carpentry
46.0000.04	Construction Trades	Electrician
46.0000.05	Construction Trades	Plumbing
46.0000.06	Construction Trades	Painter/Wall Covering
46.0301.01	Elec. & Power Transmission Install	Electrical Transmission Installation and Service
46.0301.02	Elec. & Power Transmission Install	Line Worker
46.0401.00	Building Maintenance	
47.0101.01	Electrical/Electronics Equipment Installation and Repair	Electrical/Electronics Equip. Installation and Repair
47.0101.02	Electrical/Electronics Equipment Installation and Repair	Communications Systems Installation and Repair
47.0101.03	Electrical/Electronics Equipment Installation and Repair	Instrumentation Technology
47.0101.04	Electrical/Electronics Equipment Installation and Repair	Computer Installation and Repair
47.0101.05	Electrical/Electronics Equipment Installation and Repair	Industrial Electronics Technology
47.0101.06	Electrical/Electronics Equipment Installation and Repair	Security System Installation and Repair
47.0106.00	Appliance Installation and Repair Technology	
47.0201.00	Heating, Air Conditioning, Ventilation and Refrigeration	
47.0399.00	Industrial Equipment Maintenance/Repair	
47.0603.01	Collision Repair Technician	Paint/Refinish
47.0603.02	Collision Repair Technician	Structural Anl/Repair
47.0603.03	Collision Repair Technician	Nonstruc Anl/Repair
47.0603.04	Collision Repair Technician	Mech/Elec Compt
~~47.0603.05~~	~~Collision Repair Technician~~	~~Plastics/Adhesives~~
47.0604.01	Automobile Technician	Brakes
47.0604.02	Automobile Technician	Elecl/Tronc Sys
47.0604.03	Automobile Technician	Engine Performance
47.0604.04	Automobile Technician	Suspension/Steering
47.0604.05	Automobile Technician	Automatic Transmission
47.0604.06	Automobile Technician	Engine Repair
47.0604.07	Automobile Technician	Heating/Air Con
47.0604.08	Automobile Technician	Manual Drive/Axles
47.0606.00	Small Engine and Related Equipment Repair	
47.0607.00	Airframe Technology	
47.0608.00	Power Plant Technology (Aircraft)	
47.0613.01	Medium and Heavy Truck Technology	Diesel Engines
47.0613.02	Medium and Heavy Truck Technology	Suspen/Steering
47.0613.03	Medium and Heavy Truck Technology	Brakes
47.0613.04	Medium and Heavy Truck Technology	Elecl/Tronc Sys
47.0613.05	Medium and Heavy Truck Technology	Prevnt Mant/Ins
47.0613.06	Medium and Heavy Truck Technology	Gas Engines
47.0613.07	Medium and Heavy Truck Technology	Drive Train

CIP Code	***Program Area***	***Course Name***
47.0613.08	Medium and Heavy Truck Technology	Heating/Air Con
47.0616.00	Marine Maintenance	
48.0000.00	Precision Production Trades General	
48.0501.00	Machine Tool Operator/Machine Shop	
48.0508.00	Welding, Brazing, & Soldering	
48.0701.01	Woodworking General	Design and Manufacturing
48.0701.02	Woodworking General	Cabinetmaking
49.0101.00	Aeronautics/Aviation/ Aerospace Science and Technology	
50.0101.00	Visual and Performing Arts	
50.0401.00	Visual Communications Technology	
51.0000.02	Health Sciences	Nursing Occuptn
51.0000.03	Health Sciences	Dental Occuptn
51.0000.04	Health Sciences	Medical Office
51.0000.05	Health Sciences	Diagnostic Services
51.0000.06	Health Sciences	Pharmacy
51.0000.07	Health Sciences	Medical Services
51.0000.08	Health Sciences	Emergency Med Services
51.0000.09	Health Sciences	Patient Services
51.0000.10	Health Sciences	Veterinary Sciences
52.0299.01	Business Administration Management and Operations	General Office and Occupations (Core)
52.0299.02	Business Administration Management and Operations	Management Support
52.0299.04	Business Administration Management and Operations	Administrative Office Assistant and Secretarial Science
52.0800.03	Finance and Financial Management Services	Accounting and Business/Management
52.0800.05	Finance and Financial Management Services	Banking and Financial Support Services
52.1999.01	Marketing Sales and Service	Marketing
52.1999.02	Marketing Sales and Service	Entrepreneurship

Common entry errors: An unknown CIP Code.

Field 66: CTE Follow-Up Program

Submission Cycle: End of year

Field use: School Aid Act, MCL 388.1661a; 20 USC 2342

State of Michigan office contact: DLEG (Department of Labor and Economic Growth / Office of Career and Technical Preparation, Terri Giannola, 517-335-0375 or GiannolaT@michigan.gov

Field specification: Ten-character, with two decimal points

Record position/type: 542-551, integer (with decimal point)

Code/format: (NN.NNNN.NN)

Dependencies with other fields: Field 63: Student Population Category; Field 67: Completion Status

Programming edits: Error check to ensure a valid code is in this field and not out of range.

Fatal errors occur when an invalid value is in the field; or, for the End-of-Year submission, this field is blank and Field 63: Student Population Category has a valid value. If this field contains a valid value, then Field 67:Completion Status, must be reported. A fatal error occurs otherwise.

Warning (none)

Definition: This field identifies the CTE program in which the student has participated during the school year and which is most closely aligned with the student's future career goals. This field provides the data used for identifying students to be included in the annual follow-up survey of students who have completed an approved CTE wage-earning program. It also provides the unduplicated program enrollment and completion information required by 20 USC 2342.

CIP Code	***Program Area***	***Course Name***
01.0000.01	Agriculture, Agricultural Operations and Related Sciences	Natural Resources
01.0000.02	Agriculture, Agricultural Operations and Related Sciences	Plant Science
01.0000.03	Agriculture, Agricultural Operations and Related Sciences	Animal Science
01.0000.04	Agriculture, Agricultural Operations and Related Sciences	Business Management/ Marketing
01.0000.05	Agriculture, Agricultural Operations and Related Sciences	Mech Technical
01.0000.06	Agriculture, Agricultural Operations and Related Sciences	Comm & Leadership Development
~~02.0205.00~~	~~Agricultural Mechanics and Equipment/Machinery Technology~~	
03.0000.00	Natural Resources and Conservation	~~Natural Resources~~ (no course name)
~~03.0000.01~~	~~Natural Resources and Conservation~~	~~Natural Resources~~
10.0202.00	Radio & Television Broadcasting Technology	
10.0301.00	Graphics Communications	

CIP Code	***Program Area***	***Course Name***
11.1000.09	Information Technology	Network Administration
11.1000.10	Information Technology	CIW (Webmaster)
11.1000.11	Information Technology	Inform Programming & Software
11.1000.12	Information Technology	Inform Support & Services
12.0400.01	Cosmetology	Cosmetologist
12.0400.02	Cosmetology	Nail Technician
12.9999.01	Personal and Culinary Services	Cooking and Related Culinary Arts (Core)
12.9999.02	Personal and Culinary Services	Restaurant, Culinary, and Catering Management-Manager
12.9999.03	Personal and Culinary Services	Hotel/Motel Administration/ Management
12.9999.04	Personal and Culinary Services	Tourism and Travel Services Management
12.9999.05	Personal and Culinary Services	Food Service Systems Admin Mgmt
13.0000.00	Education General	
15.0403.00	Electro-Mechanical Technology	
15.0607.00	Plastics Engineering Technology/Technician	
15.0612.01	Industrial Production Technology/Technician	Paper Technology
15.0612.02	Industrial Production Technology/Technician	Computer Technology
15.0612.03	Industrial Production Technology/Technician	Chemical Processing Technician
15.0612.05	Industrial Production Technology/Technician	Quality Control Technology
15.0612.06	Industrial Production Technology/Technician	Instrumentation Technology
15.0612.07	Industrial Production Technology/Technician	Robotics Technology
15.1301.01	Drafting and Design Technology	Drafting Technology
15.1301.02	Drafting and Design Technology	CAD Drafting
15.1301.03	Drafting and Design Technology	Architectural Drafting
15.1301.04	Drafting and Design Technology	Civil Drafting
15.1301.05	Drafting and Design Technology	Electrical/Electronics Drafting
15.1301.06	Drafting and Design Technology	Mechanical Drafting
~~19.0000.02~~	~~Family and Consumer Sciences~~	~~Parenthood Education~~
~~19.0000.03~~	~~Family and Consumer Sciences~~	~~Personal Living~~
~~19.0000.04~~	~~Family and Consumer Sciences~~	~~Consumer Education~~
~~19.0000.06~~	~~Family and Consumer Sciences~~	~~Essential Health & Living~~
~~19.0000.07~~	~~Family and Consumer Sciences~~	~~Family Living~~
~~19.0000.08~~	~~Family and Consumer Sciences~~	~~Nutritional Education~~
~~19.0000.09~~	~~Family and Consumer Sciences~~	~~Balancing Work & Family~~
19.0605.00	Home Furnishings Equipment Installers and Consultants	
~~19.0699.00~~	~~Custodial, Housekeeping and Home Services~~	
19.0700.01	(Wage Earning) Child- and Custodial-Care Services	Child Care Provider
19.0700.02	(Wage Earning) Child- and Custodial-Care Services	Adult Development and Aging
43.0100.02	Public Safety/Protective Services	Fire Fighting
43.0100.03	Public Safety/Protective Services	Law Enforcement
43.0100.05	Public Safety/Protective Services	Criminal Justice
43.0100.06	Public Safety/Protective Services	Security and Protective Services

CIP Code	***Program Area***	***Course Name***
43.0100.07	Public Safety/Protective Services	Corrections
46.0000.01	Construction Trades	Comprehensive Construction
46.0000.02	Construction Trades	Masonry
46.0000.03	Construction Trades	Carpentry
46.0000.04	Construction Trades	Electrician
46.0000.05	Construction Trades	Plumbing
46.0000.06	Construction Trades	Painter/Wall Covering
46.0301.01	Elec. & Power Transmission Install	Electrical Transmission Installation and Service
46.0301.02	Elec. & Power Transmission Install	Line Worker
46.0401.00	Building Maintenance	
47.0101.01	Electrical/Electronics Equipment Installation and Repair	Electrical/Electronics Equip. Installation and Repair
47.0101.02	Electrical/Electronics Equipment Installation and Repair	Communications Systems Installation and Repair
47.0101.03	Electrical/Electronics Equipment Installation and Repair	Instrumentation Technology
47.0101.04	Electrical/Electronics Equipment Installation and Repair	Computer Installation and Repair
47.0101.05	Electrical/Electronics Equipment Installation and Repair	Industrial Electronics Technology
47.0101.06	Electrical/Electronics Equipment Installation and Repair	Security System Installation and Repair
47.0106.00	Appliance Installation and Repair Technology	
47.0201.00	Heating, Air Conditioning, Ventilation and Refrigeration	
47.0399.00	Industrial Equipment Maintenance/Repair	
47.0603.01	Collision Repair Technician	Paint/Refinish
47.0603.02	Collision Repair Technician	Structural Anl/Repair
47.0603.03	Collision Repair Technician	Nonstruc Anl/Repair
47.0603.04	Collision Repair Technician	Mech/Elec Compt
~~47.0603.05~~	~~Collision Repair Technician~~	~~Plastics/Adhesives~~
47.0604.01	Automobile Technician	Brakes
47.0604.02	Automobile Technician	Elecl/Tronc Sys
47.0604.03	Automobile Technician	Engine Performance
47.0604.04	Automobile Technician	Suspension/Steering
47.0604.05	Automobile Technician	Automatic Transmission
47.0604.06	Automobile Technician	Engine Repair
47.0604.07	Automobile Technician	Heating/Air Con
47.0604.08	Automobile Technician	Manual Drive/Axles
47.0606.00	Small Engine and Related Equipment Repair	
47.0607.00	Airframe Technology	
47.0608.00	Power Plant Technology (Aircraft)	
47.0613.01	Medium and Heavy Truck Technology	Diesel Engines
47.0613.02	Medium and Heavy Truck Technology	Suspen/Steering
47.0613.03	Medium and Heavy Truck Technology	Brakes
47.0613.04	Medium and Heavy Truck Technology	Elecl/Tronc Sys
47.0613.05	Medium and Heavy Truck Technology	Prevnt Mant/Ins
47.0613.06	Medium and Heavy Truck Technology	Gas Engines

CIP Code	***Program Area***	***Course Name***
47.0613.07	Medium and Heavy Truck Technology	Drive Train
47.0613.08	Medium and Heavy Truck Technology	Heating/Air Con
47.0616.00	Marine Maintenance	
48.0000.00	Precision Production Trades General	
48.0501.00	Machine Tool Operator/Machine Shop	
48.0508.00	Welding, Brazing, & Soldering	
48.0701.01	Woodworking General	Design and Manufacturing
48.0701.02	Woodworking General	Cabinetmaking
49.0101.00	Aeronautics/Aviation/ Aerospace Science and Technology	
50.0101.00	Visual and Performing Arts	
50.0401.00	Visual Communications Technology	
51.0000.02	Health Sciences	Nursing Occuptn
51.0000.03	Health Sciences	Dental Occuptn
51.0000.04	Health Sciences	Medical Office
51.0000.05	Health Sciences	Diagnostic Services
51.0000.06	Health Sciences	Pharmacy
51.0000.07	Health Sciences	Medical Services
51.0000.08	Health Sciences	Emergency Med Services
51.0000.09	Health Sciences	Patient Services
51.0000.10	Health Sciences	Veterinary Sciences
52.0299.01	Business Administration Management and Operations	General Office and Occupations (Core)
52.0299.02	Business Administration Management and Operations	Management Support
52.0299.04	Business Administration Management and Operations	Administrative Office Assistant and Secretarial Science
52.0800.03	Finance and Financial Management Services	Accounting and Business/Management
52.0800.05	Finance and Financial Management Services	Banking and Financial Support Services
52.1999.01	Marketing Sales and Service	Marketing
52.1999.02	Marketing Sales and Service	Entrepreneurship

Field 67: Completion Status

Submission Cycle:	Fall, spring and end of year
Field use:	School Aid Act, MCL 388.1661a; 20 USC 2342
State of Michigan office contact:	DLEG (Department of Labor and Economic Growth / Office of Career and Technical Preparation, Terri Giannola, 517-335-0375 or GiannolaT@michigan.gov
Field specification:	Two-character, padded with blanks
Record position/type:	552-553, integer
Code/format:	This is a two-position field that indicates why the student who was enrolled left the program (NN). 40 Program completed 42 Left program without completion 43 Currently enrolled, has not completed program
Dependencies with other fields:	Field 66: CTE Follow-Up Program; Field 63: Student Population Category

Programming edits: Fatal errors occur when an invalid value is in this field. If a valid value is in Field 63: Student Population Category, then this field must be reported. Fatal error otherwise.

Warning (none)

Definition: Report current completion status. For End-of-Year, select the most appropriate code for the program listed in Field 66: CTE Follow-up Program.

40 Completed Program: A program completer is a student (or participant if the district has adults) who is enrolled in a state-approved career and technical education wage-earning program and has completed a designed instructional program as determined by the local school district.

Using state guidelines, the district concurs with the following:

1) The student completed a sequence of courses or equivalent instructional units in a recognized CTE program.
2) The student's GPA for this sequence of courses/instructional units equals a 2.0 or better.
3) The student is ready to be successful in further training or postsecondary course work related to the student's CTE sequence of courses/instructional units, **or** the student is ready to be successfully employed based on the student's CTE sequence of courses/instructional units.

41 (not used)

42 Left program without completion: Student drops the CTE program or fails to complete all program requirements before leaving the CTE program or exiting school.

43 Currently enrolled, has not completed program: Currently enrolled and has not completed or has not officially left the CTE program and it is anticipated this person will continue.

Field 68: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved field
State of Michigan office contact:	N/A
Field specification:	Four-character
Record position/type:	554-557
Code/format:	Pad with blanks.
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits: No fatal errors.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Structure for Advanced and Accelerated Students
(Formerly Gifted and Talented)

Field 69: Program Model

Submission Cycle:	End of year
Field use:	School Aid Act, MCL 388.1657; Education for the Gifted And/Or Academically Talented Act, MCL 388.1092(b); Jacob K. Javits Gifted and Talented Students Act, 20 USC 7253c
State of Michigan office contact:	MDE/Office of School Improvement/ Advanced and Accelerated, David Mills, 517-373-4213 or MillsD@michigan.gov
Field specification:	Two-character, leading zero
Record position/type:	558-559, integer
Code/format:	This is a two-position field (NN). 01 Cluster Grouping in Regular Classroom 02 Self-Contained Class 03 Regular Class with IEP 04 Pullout Program 05 Resource Center 06 Teacher Consultant Services to Classroom Teacher 07 Academic and Career Counseling 08 Social/Emotional Counseling 09 Specialized School 10 Specialized Activities
Dependencies with other fields:	Field 29: Program Eligibility/Participation

Programming edits: Ensure that the student is in the fifth position in the Field 29: Program Eligibility/Participation I. Error check to ensure a valid code is in this field and not out of range.

A fatal error occurs if this field contains a single digit either preceded or followed by a blank.

Warning (none)

Definition: This is the primary type of advanced and accelerated program in which the student is included. Report those students who participated in one of the following programs at any point during the current school year.

01 Cluster Grouping in Regular Classroom. The student is in a classroom with a group of identified advanced and accelerated students purposefully organized to provide planned differentiated instruction most of the time.

02 Self-Contained Class. The student is in a classroom that consists only of identified advanced and accelerated students purposefully grouped to provide planned differentiated instruction all of the time.

03 Regular Class with IEP. The student is placed in a regular heterogeneous classroom, but with an Individualized Education Program as to how instruction must be differentiated for him/her.

04 Pullout Program. The student is released from his/her regular classroom on a scheduled basis to work with a teacher specializing in education of the gifted.

05 Resource Center. The student is in a location designated for study beyond that which is provided for in the regular classroom.

06 Teacher Consultant Services to Classroom Teacher. The student is receiving services from an educator who specializes in education of the gifted, who visits classrooms and who, upon request, offers appropriate strategies, curricular modifications, and activities for use with gifted students.

07 Academic and Career Counseling. The student receives planned activities, sessions, and policies that assist him/her in planning his/her academic career in school and after high school.

08 Social/Emotional Counseling. The student receives activities, sessions, and policies that assist him/her, when needed, with specific social/emotional needs.

09 Specialized School. The student is enrolled in a specialized academic or performing arts school, sometimes known as "magnet schools." These schools operate within local or intermediate districts.

10 Specialized Activities. Any type of extracurricular activity, during or after school, not defined above.

Field 70: Special Program Options

Submission Cycle: End of year

Field use: School Aid Act, MCL 388.1657; Education for the Gifted And/Or Academically Talented Act, MCL 388.1092(b); Jacob K. Javits Gifted and Talented Students Act, 20 USC 7253c

State of Michigan office contact: MDE/Office of School Improvement/Accelerated and Advanced, David Mills, 517-373-4213 or MillsD@michigan.gov

Field specification: Two-character, three occurrences separated into three, two-byte sectors, right-justified, leading zero

Record position/type: 560-565, integer

Code/format: This is a two-position field (NNNNNN).

01 Seminars
02 Mentorships
03 Advanced Placement
04 Independent Study
05 Flexible Scheduling
06 Special Clubs
07 Course/Grade Acceleration
08 Early Entrance to Kindergarten
09 Career Internship
10 Dual Enrollment
11 Early Graduation
12 Correspondence Course
13 International Baccalaureate
14 Cross-District Cooperative
15 Planned Intervention for Special Populations
16 Options to Support Midwest Talent Search-Identified Students
17 Academic Team Competition
18 Other

Dependencies with other fields: Field 29: Program Eligibility/Participation; Field 69: Program Model

Programming edits: Ensure that the student is in the fifth position in Field 29: Program Eligibility/Participation I. Error check to ensure a valid code is in this field and not out of range.

Fatal errors occur when an invalid value is in the field, or the field is blank and a valid value is in the fifth position of Field 29: Program Eligibility/Participation. If Field 70 contains valid data, then Field 69: Program Model must also contain a valid value. A fatal error occurs if this field contains a single digit either preceded or followed by a blank.

Warning (none)

Definition: This is the educational approach used in the program for the student. List up to three approaches in the order of the amount of time spent in the program by this student.

01 Seminars. The student is involved in planned sessions with a group of supervised students doing research or advanced study on a specific topic.

02 Mentorships. The student is involved in a program which pairs individual students with someone who has advanced skills and experience in a particular discipline and serves as a guide, advisor, counselor, and role model.

03 Advanced Placement. The student is involved in a college-level course provided at a secondary level for which students may receive college credit by examination (administered by the AP Program of the College Board).

04 Independent Study. The student chooses his/her own topic for research and investigation and receives varying degrees of supervision.

05 Flexible Scheduling. The student is involved in an administrative practice designed to allow him/her to access appropriate course work, e.g., travel time to high school for a middle school student, late arrival or early dismissal from classes.

06 Special Clubs. The student is involved in an organized opportunity for advanced and accelerated students during or after school.

07 Course/Grade Acceleration. The student is involved in an administrative practice designed to allow him/her to progress through school grades at a rate faster than the average, e.g., early school entrance, content area acceleration, grade skipping, credit by examination, early graduation, etc.

08 Early Entrance to Kindergarten. The student is admitted to kindergarten prior to normal procedures.

09 Career Internship. The student is placed in a professional setting for a specified period to learn the skills of that profession.

10 Dual Enrollment. The high school student is dual enrolled, taking some college courses at a nearby college/university before graduation from school.

11 Early Graduation. The student completes high school requirements ahead of age-mates and is allowed to graduate at mid-year.

12 Correspondence Course. The student is enrolled in courses taken by correspondence through a college, university or other accredited institution.

13 International Baccalaureate. The student is participating in a rigorous, comprehensive program that enhances and extends the quality of the 11th and 12th grade course offerings. The internationally recognized IB curriculum provides students with a comprehensive background in English, a foreign language, the social sciences, physical and life sciences, mathematics, and the arts.

14 Cross-District Cooperative. The student is involved with a group of students organized from several districts, which meets on a regular basis to provide course

work/experiences beyond the established curriculum, e.g., advanced mathematics courses and creative writing.

15 Planned Intervention for Special Populations. The student is involved in appropriate course work and options for special-needs students, e.g., learning disabled/gifted, highly gifted, bilingual.

16 Options to Support Midwest Talent Search-Identified Students. The student is involved in advanced course work in mathematics and language arts, available for middle school students, dependent upon their SAT/ACT scores.

17 Academic Team Competition. The student is involved in an organized local, regional, state or national contest in a variety of subject areas.

18 Other. The student is involved in an option not described above.

Structure for Limited English Proficient Students

No Child Left Behind legislation requires the tracking of Limited English Proficient Students, whether or not these students are receiving services funded by Title III (federal) or Section 41 (state) funds.

DEFINITION OF LIMITED ENGLISH PROFICIENT
(According to No Child Left Behind)

http://www.ed.gov/legislation/ESEA02/

Title IX General Provisions, Part A Definitions.

Section 9101 (25) Limited English Proficient. The term "limited English proficient," when used with respect to an individual, means an individual:

A. who is aged 3 through 21
B. who is enrolled or preparing to enroll in an elementary school or secondary school;
C.
    a. who was not born in the United States or whose native language is a language other than English;
    b.
        i. who is a Native American or Alaska Native, or a native resident of the outlying areas; and
        ii. who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
    c. who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
D. whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual:
    a. the ability to meet the state's proficient level of achievement on state assessments;
    b. the ability to successfully achieve in classrooms where the language of instruction is English; or
    c. the opportunity to participate fully in society.

Also see http://www.michigan.gov/documents/Revised_State_Manual_2003_64173_7.pdf

Field 71: LEP ~~Enrollment~~ Instructional Program

Submission Cycle: Fall, spring and end of year

Field use: NCLB, 20 USC 6913; 20 USC 6894

State of Michigan office contact: MDE/Field Services/Limited English Proficient Students, Mazin Heiderson, 517-373-4590 or HeidersonM@michigan.gov

Field specification: Two character, leading zero.

Record position/type: 566 - 567, integer

Code/format: The primary type of English Language acquisition program in which the student is currently enrolled (N).

05 Bilingual Dual Language Instruction
06 Bilingual Two-Way Immersion
07 Transitional Bilingual Instruction
08 Bilingual Heritage Language Instruction
09 English As a Second Language (ESL) Instruction
10 Sheltered ESL Instruction
11 Structured English Immersion
12 Content-based English as a Second Language
13 Newcomer Program
14 Other Program
15 Refused Services
16 No Services Offered

Dependencies with other fields: Field 29: Program Participation

Programming edits: Ensure that the student is in the sixth position in Field 29: Program Eligibility/Participation. Error check to ensure a valid code is in this field and not out of range.

Fatal errors occur when an invalid value is in the field, or the field is blank and a valid value is in the sixth position of Field 29: Program Eligibility/Participation.

Warning (none)

Definition: The primary type of English language acquisition program in which the student is currently enrolled.

05 Bilingual Dual Language Instruction. Also known as two-way or developmental, the goal of these bilingual programs is for students to develop language proficiency in two languages by receiving instruction in English and another language in a classroom that is

usually composed of half native English speakers and half native speakers of the other language.

06 Bilingual Two-Way Immersion. Bilingual two-way immersion is a program in which a second language (English) is used along with the student's first language for curriculum instruction during some part of elementary or secondary schooling. The goal of two-way immersion programs is functional competence in both languages.

07 Transitional Bilingual Instruction. This program, also known as early-exit bilingual education, utilizes a student's primary language instruction. The program maintains and develops skills in the primary language and culture while introducing, maintaining, and developing skills in English. The primary purpose of a TBI program is to facilitate the English Language Learner (ELL) student's transition to an all-English instructional program while receiving academic subject instruction in the native language to the extent necessary.

08 Bilingual Heritage Language Instruction. An instructional program that aims to develop fully bilingual and bi-literate students by conducting core curriculum classes in English and in the student's home language.

09 English As a Second Language (ESL) Instruction. A program of techniques, methodology, and special curriculum designed to teach English Language Learner (ELL) students English language skills, which may include listening, speaking, reading, writing, study skills, content vocabulary, and cultural orientation. ESL instruction is usually in English with little use of the native language.

10 Sheltered ESL Instruction. An instructional approach used to make academic instruction in English understandable to English Language Learner (ELL) students. In the sheltered classroom, teachers use physical activities, visual aids, and the environment to teach vocabulary for concept development in mathematics, science, social studies, and other subjects.

11 Structured English Immersion. The goal of this program is acquisition of English language skills so that the English Language Learner (ELL) student can succeed in an English-only mainstream classroom.

12 Content-based English as a second language. This approach makes use of instructional materials, learning tasks, and classroom techniques from academic content areas as the vehicle for developing language, content, cognitive and study skills. English is used as the medium of instruction.

13 Newcomer Program. Newcomer programs are separate, relatively self-contained educational interventions designed to meet the academic and transitional needs of newly arrived immigrants. Typically, students attend these programs before they enter more traditional interventions (e.g., English language development programs, or mainstream classrooms with supplemental ESL instruction).

14 Other Program. Student participates in an LEP program other than one described above.

15 The student is determined to be eligible for LEP services and services have been refused.

16 No LEP Services are offered by the district. **NOTE:** Under Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or national origin, a school district is required by law to take steps to help LEP/ELL students overcome language barriers and to ensure that they can participate meaningfully in the districts' educational programs. A complete discussion of the law and guidance is available at:

http://www.ed.gov/about/offices/list/ocr/ell/index.html.

For more information, please contact the "State of Michigan office contact" listed in this field.

Field 72: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved
State of Michigan office contact:	N/A
Field specification:	One-character
Record position/type:	568
Code/format:	Pad with blanks
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits:

No fatal errors.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Field 73: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved
State of Michigan office contact:	N/A
Field specification:	Two-character
Record position/type:	569-570
Code/format:	Pad with blanks.
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits:

No fatal errors.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Field 74: Home Country of Refugee

Submission Cycle:	Fall, spring and end of year
Field use:	Immigration and Nationality Act, 20 USC 6825, 20 USC 6842
State of Michigan office contact:	MDE/Field Services/Limited English Proficient Students, Mazin Heiderson, 517-373-4590 or HeidersonM@michigan.gov
Field specification:	20-character, left-justified
Record position/type:	571-590, alpha
Code/format:	If the name of the country of origin is longer than 20 letters, place the first 20 letters of the country of origin in this field and truncate the remaining characters. If the country of origin is less than 20 letters, place the entire country of origin in this field padded with blanks.
Dependencies with other fields:	Field 82: Funding Participation

Programming edits: Error check to ensure a valid code is in this field and not out of range. Use of parentheses or other non-alpha characters will cause a *fatal error*. If a "1" appears in the fourth position of Field 82: Funding Participation, then Field 74 must contain a value. Likewise, when reporting Home Country of Refugee in Field 74, then Field 82: Funding Participation must contain a "1" in the fourth position. A fatal error occurs otherwise.

Definition: This field is for participants in the Refugee Children School Impact Grant. This is the country the parents/child fled because of persecution or fear of persecution on the basis of race, religion, nationality, or political opinion. Select the country from the ethnic list at the end of this section.

Field 75: Primary Language

Submission Cycle:	Fall, spring and end of year
Field use:	Immigration and Nationality Act, 20 USC 6825; NCLB 20 USC 6917, 20 USC 6914
State of Michigan office contact:	MDE/Field Services/Limited English Proficient Students, Mazin Heiderson, 517-373-4590 or HeidersonM@michigan.gov
Field specification:	20-character, left-justified
Record position/type:	591-610, alpha
Code/format:	If the name of the primary language is longer than 20 letters, place the first 20 letters of the primary language in this field and truncate the remaining characters. If the primary language is less than 20 letters, place the entire primary language in this field padded with blanks.
Dependencies with other fields:	None

Programming edits: Use of parentheses or other non-alpha characters will cause a *fatal error*. If this field contains a valid value, then the sixth position of Field 29 must contain a "1". A fatal error occurs otherwise.

Warning (none)

Definition: This is the student's primary or home language if a home language survey indicates that the language of the home is not English or the student's primary language is not English. This is a criterion used to determine eligibility for Section 41 and Title III funding. Select the language from the ethnic lists at the end of this section.

Field 76: English Language Proficiency Test

Submission Cycle: Fall, spring and end of year

Field use: NCLB, 20 USC 6311, 20 USC 6951

State of Michigan office contact: MDE/Field Services/Limited English Proficient Students, Mazin Heiderson, 517-373-4590 or HeidersonM@michigan.gov

Field specification: One-character

Record position/type: 611, integer

Code/format: This is a one-position field (N).

2 English Oral Language Proficiency Test
3 Complete battery of English language proficiency tests that includes listening, speaking, reading, and writing.
4 English Reading Comprehension Test

Dependencies with other fields: Field 77: English Language Proficiency Level

Programming edits: If a code is used in this field, a valid value must appear in Field 77: English Language Proficiency Level.

Fatal errors occur when an invalid value is in the field, or the field is blank and Field 77: English Language Proficiency Level contains a valid value.

Fatal errors occur when the field is blank, and Field #29: Program Eligibility Participation is marked LEP (sixth position).

Warning (none)

Definition: Identify the type of test used to classify or reclassify this student. A list of tests used most often appears on the next page.

NOTE: It is assumed that a Home Language Survey has been administered in addition to one of the above measures. The MDE-approved Home Language Survey can be found at

http://www.michigan.gov/documents/Home_language_survey_52531_7.dot

The following is a list of frequently used English Language Proficiency tests. It is provided for your convenience. Please contact the MDE Office of Field Services or the publisher directly for questions regarding these tests.

Test & Publisher	Description	Grade Level	How Administered	Time
Individuals with Disabilities Education Act Oral Language Proficiency Test *Ballard & Tighe Publishers* *P.O. Box 219* *Brea, CA 92822-0219* *(800) 321-4332* *www.ballard-tighe.com*	An oral English language proficiency test that yields level scores (A-F) to chart the student's growth from year to year. Areas assessed include: vocabulary, comprehension, syntax, and verbal expression.	K-12	Individually	15-25 minutes
LAS-O & LAS-R/W Language Assessment Scales – Oral, and Language Assessment Scales – Reading/Writing *CTB /McGraw-Hill* *20 Ryan Ranch Road* *Monterey, CA 93940* *(800) 538-9547* *www.ctb.com*	The LAS-O is a speaking and listening English proficiency test that yields an overall score and competency level as well as instructional diagnostic information. Areas assessed include: vocabulary, listening comprehension, story retelling, and pronunciation. The LAS-R/W are English reading (multiple choice) and writing (performance) proficiency tests. Areas assessed in reading include: vocabulary, synonyms, antonyms, fluency, mechanics & usage, and reading for information. Areas assessed in writing include: sentence completion, writing original sentences, and writing a story.	LAS-O 1-12 LAS-R/W 2-12	Individually Group	15 minutes 90 minutes or less
Woodcock-Muñoz Language Survey (WMLS) *Riverside Publishing* *(Houghton Mifflin Company)* *425 Spring Lake Drive* *Itasca, IL 60143* *(800) 323-9540* *www.riversidepublishing.com*	An English language proficiency test that has an oral language section and a reading/writing section. Screens and measures Cognitive Academic Language Proficiency (CALP). Areas assessed include: picture vocabulary, verbal analogies, letter-word identification, and dictation.	4 years-Adult	Individually	20 minutes

Test & Publisher	Description	Grade Level	How Administered	Time
Bilingual Verbal Ability Tests (BVAT) *Riverside Publishing* *(Houghton Mifflin Company)* *425 Spring Lake Drive* *Itasca, IL 60143* *(800) 323-9540* *www.riversidepublishing.com*	This test is designed to measure bilingual verbal ability, or a combination of Cognitive Academic Language Abilities (CALP) in English and one of 17 other languages. May be administered by one or two individuals. Areas assessed include: picture vocabulary, oral vocabulary, and verbal analogies.	5 years-Adult	Individually	30 minutes

Field 77: ~~Test Score~~ English Language Proficiency Level

Submission Cycle: Fall, spring and end of year

Field use: NCLB, 20 USC 9010

State of Michigan office contact: MDE/Field Services/Limited English Proficient Students, Mazin Heiderson, 517-373-4590 or HeidersonM@michigan.gov

Field specification: Three-character, right-justified, leading zeros, pad with blanks if not reported. Embedded blanks not allowed.

Record position/type: 612-614, integer

Code/format: The English Language proficiency level of the student.

000 Basic –1A
001 Basic – 1B
002 Intermediate 2
003 Intermediate 3
004 Intermediate 4
005 Proficient 5

Dependencies with other fields: Field 76: English Language Proficiency Test

Programming edits: If a code is used in this field, a test must appear in Field 76: English Language Proficiency Test.

Fatal errors occur when this field contains embedded blanks (e.g., "0 0", "01 ", " 01") or the field is blank, and Field 76: English Language Proficiency Test contains a valid value.

Warning (none)

Definition: Indicate the English language proficiency level of this student according to the English Language Proficiency Scale above. Proficiency level is an interpretation based on test results and other objective indicators.

000 Basic – 1A. Students with no formal schooling or interrupted schooling, as well as those from pre-literate societies. These students are unable to communicate at the most minimal level.

001 Basic – 1B. Students at the pre-production and early production stages of English. These students generally respond non-verbally to simple commands and questions. They begin to imitate the verbalization of others by using single words or phrases.

002 Intermediate 2. Students at the speech emergent stage. These students can comprehend short conversation on simple topics. They rely on familiar structures or utterances. They comprehend simple passages, but guess at more complex ones. They can handle simple writing tasks, but make frequent mistakes.

003 Intermediate 3. Students who can understand Standard English in most settings with repetitions and rewording. They can comprehend factual non-technical prose and read literature for pleasure. They can write multi-paragraph compositions and show good control over most frequently used grammatical structures, but errors are still present..

004 Intermediate 4. Students who show adequate daily communication skills. They have difficulty with idioms, figures of speech, and words with multiple meanings. They can read independently, but may have difficulty with abstract and complex structures. They can write for personal and academic purposes with some errors.

005 Proficient 5. Students at this level can successfully participate in all-English coursework without English language development support.

Field 78: LEP Exit Reason

Submission Cycle:	Fall, spring and end of year
Field use:	NCLB, 20 USC 7012
State of Michigan office contact:	MDE/Field Services/Limited English Proficient Students, Mazin Heiderson, 517-373-4590 or HeidersonM@michigan.gov
Field specification:	Two-character
Record position/type:	615-616, integer
Code/format:	This is a two-position field that indicates why the student left (NN). 50 Student scored in the proficient range on the ELP test 51 Student left school 52 Parent Request 53 Student graduated 54 Other
Dependencies with other fields:	Field 79: LEP Date Exited

Programming edits: If an exit reason is used, a valid date must occur in Field 79: Date Exited. Check to ensure that code is not out of range.

Fatal errors occur when an invalid value is in the field, or the field is blank and Field 79: Date Exited contains a valid date.

Warning (none)

Definition: Reason this student left the Limited English Proficiency program or service.

50 On an assessment of English language proficiency, the student scored in the proficient range.

51 The student left school for a reason other than graduation.

52 Parent/guardian Request. The parent/guardian requested that the student be removed.

53 The student graduated from school.

54 Student has left the program in leiu of services provided by other school program, such as special education, for example.

Field 79: LEP Date Exited

Submission Cycle: Fall, spring and end of year

Field use: NCLB, 20 USC 7012

State of Michigan office contact: MDE/Field Services/Limited English Proficient Students, Mazin Heiderson, 517-373-4590 or HeidersonM@michigan.gov

Field specification: 10-character

Record position/type: 617-626, integer with slashes

Code/format: Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be the number of a day between 01 and 31, and CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields: Field 78: LEP Exit Reason

Programming edits: If codes 50-52 were used in the Field 78: Exit Reason, then a valid date must occur.

Fatal errors occur when the field is blank, and a value of 50, 51, or 52 is reported in Field 78: Exit Reason.

Warning (none)

Definition: The month, day, and year that the student was no longer engaged in either a LEP or an ESL program or service.

Field 80: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved
State of Michigan office contact:	N/A
Field specification:	One-character
Record position/type:	627
Code/format:	Pad with blanks.
Dependencies with other fields:	None.

Definition: This field is reserved for future use.

Programming edits: No fatal errors.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Field 81: Date of Re-entry into LEP Program

Submission Cycle: Fall, spring and end of year

Field use: Elementary & Secondary Education Act of 2001 (NCLB), Title III, Sec. 3123; Section 41 Instruction for Pupils of Limited English Speaking Ability; Refugee Children School Impact Grant; Immigration and Nationality Act 3123.

State of Michigan office contact: MDE/Field Services/Limited English Proficient Students, Mazin Heiderson, 517-373-4590 or HeidersonM@michigan.gov

Field specification: 10-character, left-justified

Record position/type: 628-637, integer with slashes

Code/format: Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be the number of a day between 01 and 31, and CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields: Field 29: Program Eligibility/Participation I

Programming edits: ~~If Field 82: Funding Participation contains a "1" in position 1 (Title I LEP Program) or position 3 (Section 41 Pupils of Limited English Ability), Field 81 must contain a valid date. A fatal error will occur otherwise.~~ If this field contains a valid date, Field 82: Funding Participation must contain a "1" in position 1 (Tile I LEP Program) or position 3 (Section 41 Pupils of Limited English Ability). A fatal error occurs otherwise. Ensure that the student is in the sixth position in Field 29: Program Eligibility/Participation. Error check to ensure a valid code is in this field and not out of range. Use of parentheses or other non-alpha characters will cause a fatal error.

Warning (none)

Definition: This student has transitioned out of English language acquisition programs in the last two years, but was reclassified as LEP after transitioning. The reason for the reclassification may be classroom performance, state test performance, teacher recommendation, self-referral, parent request, or other.

Field 82: Funding Participation

Submission Cycle: Fall, spring and end of year

Field use: NCLB, 20 USC 6913; 20 USC 6894; Immigration and Nationality Act, 20 USC 6825, 20 USC 6842

State of Michigan office contact: MDE/Field Services/Limited English Proficient Students, Mazin Heiderson, 517-373-4590 or HeidersonM@michigan.gov

Field specification: Six-character, multiple occurance field, embedded blanks not accepted

Record position/type: 638-643 Boolean (integer)

Code/format: The type of program in which the student is enrolled.

100000	Title III Limited English Proficient Program (first position)
010000	Title III Immigrant Education Program (second position)
001000	Section 41 – Pupils of Limited English Ability (third position)
000100	Refugee Children School Impact Program (fourth position)
000010	Locally funded English Acquisition Program (fifth position)
000001	Reserved for future use (sixth position)

Dependencies with other fields: Field 29: Program Eligibility/Participation; Field 74: Home Country of Refugee; Field 75: Primary Language

Programming edits: If this field contains a "1" in the fourth position (Refugee Children School Impact Program), then a valid value should be contained in Field 74: Home Country of Refugee. Fatal otherwise. If this field contains a "1" in the first (Title III LEP), ~~second, or~~ , third (Section 41 LEP), or fifth (Locally funded LEP) positions, then Field 29: Program Eligibility/Participation must be in the sixth position. A fatal error will occur otherwise. ~~If this field contains a "1" in the first or third position, Field 81: Date of Re-entry into LEP Program must contain a valid date.~~

If this field contains a "1" in the first, second, or third ~~or fourth~~ position, then Field 75: Primary Language should be reported. Warning otherwise.

Definition: The type of funding which the student receives.

100000 **Title III Limited English Proficient Program:** A Federal program under No Child Left Behind that provides instruction and professional development to help Limited English Proficient (LEP) students in the speedy acquisition of English language proficiency, to achieve in core academic subjects, and to meet state standards.

010000 **Title III Immigrant Education Program:** A Federal program under No Child Left Behind that provides immigrant children and youth with high quality instruction that helps them meet challenging state standards, and assists them in their transition into American society.

001000 **Section 41 Instruction for Pupils of Limited English-Speaking Ability (formerly Bilingual Education):** A State program that provides bilingual instruction for limited English-speaking pupils in speaking, reading, writing, or comprehension. The instruction must be conducted or supervised by a teacher with a Michigan bilingual endorsement. It uses two languages, English and the home language, as the means of instruction.

000100 **Refugee Children School Impact Program:** A Federal program under the Immigration and Nationality Act that provides for some of the costs of educating refugee children incurred by local school districts in which significant numbers of refugee children reside. Goals include improvement of resettlement outcomes including English language training and cultural assimilation activities.

000010 **Locally funded English Acquisition Program**. Student participates in a locally funded LEP program that does not receive state or federal funds.

000001 Reserved for future use.

Field 83: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved
State of Michigan office contact:	N/A
Field specification:	Six-character
Record position/type:	644-649
Code/format:	Pad with blanks.
Dependencies with other fields:	None.

Programming edits:

Definition: This field is reserved for future use.

No fatal errors.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Ethnic List of Countries and Languages

The following countries and languages are provided to assist the district in selecting the 'country of origin' and the 'primary language' for students who are not native English speakers. This guide is not definitive. The information in it is based on the *2001 World Almanac and Book of Facts*, World Almanac Books, Mahwah, New Jersey, 2001, and *Ethnologue: Languages of the World 14th edition*, B. Grimes ed., SIL International, Dallas, Texas, 2000. More than 6,800 languages and dialects are referenced in the *Ethnologue*, and it is not possible to list them all. In addition, political boundaries and countries undergo continuous changes.

Items in parentheses under language indicate alternate names for a language or the country's official language. If a language is not listed, consult the online Ethnologue (www.sil.org/ethnologue) or contact the Office of Field Services at (517) 373-6066 for assistance. Use of parentheses or other non-alpha characters will cause a *fatal error.*

Country	Language
Afghanistan	Pashtu, Persian (Farsi, Dari), Turkmen (Turkoman)
Albania	Albanian (Tosk), Greek
Algeria	Arabic (Official), French, Berber
Andorra	Catalan (Official), French, Spanish
Angola	Portuguese (Official), Bantu
Antigua and Barbuda	English (Official)
Argentina	Spanish (Official), English, Italian
Armenia	Armenian
Australia	English (Official), Aboriginal languages
Austria	German (Official)
Azerbaijan	Azeri (Official), Russian, Armenian
Bahamas	English (Official), Bahamian Creole
Bahrain	Arabic (Official), English, Persian, Urdu
Bangladesh	Bengali (Official), English
Barbados	English (Official)
Belarus	Belarusan (Official), Russian
Belgium	Flemish (Dutch), French, German (all Official)
Belize	English (Official), Spanish, Mayan, Garifuna (Carib)
Benin	French (Official), Fon, Yoruba, Basa
Bhutan	Dzongkah (Official), Tibetan, Nepalese
Bolivia	Spanish, Quechua, Aymara (all Official)
Bosnia and Herzegovina	Serbo-Croatian, Bosnian (Official)
Botswana	English (Official), Setswana, Shona, Bemba
Brazil	Portuguese (Official), Spanish, English, French
Brunei	Malay (Official), English, Chinese Mandarin, Bisaya
Bulgaria	Bulgarian (Official)
Burkina Faso	French (Official), Sudanic tribal languages
Burma (see Myanmar)	
Burundi	Kirudi, French (both Official), Swahili
Cambodia	Khmer (Official), French
Cameroon	English, French (both Official), Tiv, Babanki (Kedjom), Luo
Canada	English, French (both Official), Ojebwe (Chippewa, Ottawa), Cree, and other native languages.
Cape Verde	Portuguese (Official), Crioulo
Central African Republic	French (Official), Sangho (National), Arabic, Hunsa, Swahili

Country	Language
Chad	French, Arabic (both Official), Sara, Sango
Chile	Spanish (Official)
China	Chinese Mandarin (Putonghua) (Official), Cantonese (Yue), Wu, Hakka, Xiang, Gan, Minbei, Minnan (Taiwanese)
Colombia	Spanish (Official)
Comoros	Arabic, French, Swahili (Comorian) (all Official)
Congo (formerly Zaire)	French (Official)
Congo Republic	French (Official), Lingala, Kikongo
Costa Rica	Spanish (Official)
Cote d'Ivoire	French (Official), Dioula
Croatia	Serbo-Croatian (Croatian) (Official)
Cuba	Spanish (Official)
Cyprus	Greek, Turkish, English
Czech Republic	Czech, Slovak
Denmark & Greenland	Danish, Faroese
Djibouti	French, Arabic (both Official)
Dominica	English (Official), French patois
Dominican Republic	Spanish (Official)
Ecuador	Spanish (Official), Quechua, Amerindian
Egypt	Arabic (Official), English, French, Greek
El Salvador	Spanish (Official)
Equatorial Guinea	Spanish, French (both Official), Fang, Bubi
Eritrea	Tigrinya, Tigre, Kunama, Afar, Amharic, Arabic
Estonia	Estonian (Official), Russian
Ethiopia	Amharic (Official), Tigrinya, Oromo
Fiji	English (Official), Minnan (Fijianese), Hindustani
Finland	Finnish, Swedish (both Official)
France	French (Official)
Gabon	French (Official), Bantu
Gambia	English (Official), Mandinka, Wolof, Fula
Georgia	Georgian (Official), Russian
Germany	German (Official)
Ghana	English (Official), Akan, Moshi-Dagomba, Ewe, Ga
Greece	Greek (Official), English, French
Grenada	English (Official), French patois
Guatemala	Spanish (Official), Mayan
Guinea	French (Official)
Guinea-Bissau	Portuguese (Official), Crioulo
Guyana	English (Official), Amerindian dialects
Haiti	Haitian Creole, French (both Official)
Honduras	Spanish (Official)
Hungary	Hungarian (Magyar official)
Iceland	Icelandic (Islenska, official)
India	Hindi (Official), English (assoc. Official), Marathi, Konkoni, Kannada, Tamil, Telegu, Marwari (Marwadi), Gujarati, Oriya
Indonesia	Bahasa Indonesian (Official), English, Dutch, Javanese
Iran	Persian (Farsi, Iranian) (Official), Turkic, Kurdish, Luri
Iraq	Arabic (Official), Kurdish, Chaldean, Assyrian

Country	Language
Ireland	English, Irish (Gaelic) (both Official)
Israel	Hebrew (Official), Arabic, English
Italy	Italian (Official), German, French, Slovene
Jamaica	English (Official), Jamaican Creole
Japan	Japanese (Official)
Jordan	Arabic (Official), English
Kazakhstan	Kazakh, Russian (both Official)
Kenya	Swahili, English (both Official), Oromo, Gusii (Kisii), Luo
Kiribati	English (Official), Gilbertese
Korea, North	Korean (Official)
Korea, South	Korean (Official)
Kuwait	Arabic (Official), English
Kyrgyzstan	Kyrgyz, Russian (both Official)
Laos	Lao (Official), French, English, Mien
Latvia	Lettish (Official), Lithuanian, Russian
Lebanon	Arabic (Official), French, English, Armenian
Lesotho	English, Sesotho (both Official)
Liberia	English (Official), Grebo, Kru, Liberian Pidgin, Via
Libya	Arabic (Official), Italian, English
Liechtenstein	German (Official), Alemannic dialect
Lithuania	Lithuanian (Official), Polish, Russian
Luxembourg	French, German, Luxembourgian, English
Macedonia	Macedonian (Official), Albanian, Serbo-Croatian
Madagascar	Malagasy, French (both Official)
Malawi	English, Chichewa (both Official)
Malaysia	Malay (Official), English, Chinese Mandarin, Bisaya
Maldives	Maldivian (Official), English
Mali	French (Official), Bambara
Malta	Maltese, English (both Official)
Marshall Islands	English (Official), Marshallese, Japanese
Mauritania	Arabic, Wolof (both Official), Pular (Fulani), Soninke
Mauritius	English (Official), French, Mauritius Creole, Hindi, Bojpoori
Mexico	Spanish (Official), Mayan
Micronesia	English (Official), Trukese, Pohnpeian, Yapese
Moldova	Romanian (Moldovan) (Official), Russian
Monaco	French (Official), English, Italian, Monegasque
Mongolia	Khalkha Mongol (Official)
Morocco (Western Sahara)	Arabic (Official), Berber
Mozambique	Portuguese (Official)
Myanmar (formerly Burma)	Burmese (Official)
Namibia	Afrikaans, English (Official), German
Nauru	Nauruan (Official), English
Nepal	Nepali (Official)
Netherlands	Dutch (Official)
New Zealand	English (Official), Maori
Nicaragua	Spanish (Official)
Niger	French (Official), Hausa, Djerma
Nigeria	English (Official), Hausa, Yoruba, Ibo, Tiv, Efik, Isoko
Norway	Norwegian (Official)

Country	Language
Oman	Arabic (Official)
Pakistan	Urdu, English (both Official), Punjabi, Sindhi, Pashtu
Palau	English (Official), Palauan, Sonorolese, Angaur, Japanese, Tobi
Panama	Spanish (Official), English
Papua New Guinea	English (Official), Motu
Paraguay	Spanish (Official), Guarani
Peru	Spanish, Quechua (both Official)
Philippines	Tagalog (Pilipino), English (both Official), Pampangan (Pampango)
Poland	Polish (Official)
Portugal	Portuguese (Official)
Qatar	Arabic (Official), English
Romania	Romanian (Official), Hungarian, German
Russia	Russian (Official)
Rwanda	French, Kinyarwanda, English (all Official)
Saint Kitts and Nevis	English (Official)
Saint Lucia	English (Official), French patois
Saint Vincent and Grenadines	English (Official), French patois
Samoa (formerly Western Samoa)	Samoan, English (both Official)
San Marino	Italian
Sao Tome and Principe	Portuguese (Official)
Saudi Arabia	Arabic (Official)
Senegal	French (Official), Wolof, Pulaar, Diola, Mandingo
Seychelles	English, French (both Official), Seychelles Creole
Sierra Leone	English (Official), Mende, Temne, Krio
Singapore	Chinese Mandarin, Malay, Tamil, English (all Official)
Slovakia	Slovak (Official), Hungarian
Slovenia	Slovenian (Official), Serbo-Croatian
Solomon Islands	English (Official), Melanesian, Polynesian Languages
Somalia	Somali (Official), Arabic, Italian, English
South Africa	11 official languages including Afrikaans, Zulu, English, Ndebele, Sotho (Sepedi), Xhosa, Swati (Swazi), Venda, Fanakalo
Spain	Spanish (Official), Catalan, Galician, Basque
Sri Lanka	Sinhala (Official), Tamil, English
Sudan	Arabic (Official), Nubian, Ta Bedawie, Kelo
Suriname	Dutch (Official), Sranang Tongo, English, Hindustani
Swaziland	Swati (Swazi, Siswati), English, (both Official)
Sweden	Swedish
Switzerland	German, French, Italian, Romansch (all Official)
Syria	Arabic (Official), Kurdish, Armenian, Syriac
Taiwan	Chinese Mandarin (Official), Minnan (Taiwanese)
Tajikistan	Takik (Official), Russian
Tanzania	Swahili, English (both Official), Bemba, Luo
Thailand	Thai (Official), Hmong, English
Togo	French (Official), Ewe, Mina, Kabre
Tonga	Tongan, English (both official)
Trinidad and Tobago	English (Official), Hindi, French, Spanish

Country	**Language**
Tunisia	Arabic (Official), French
Turkey	Turkish (Official), Kurdish, Arabic, Syriac
Turkmenistan	Turkmen (Official), Russian, Uzbek
Tuvalu	Tuvaluan, English
Uganda	English (Official), Luganda, Swahili
Ukraine	Ukrainian, Russian
United Arab Emirates	Arabic (Official), Persian, English, Hindi, Urdu
United Kingdom (Britain)	English, Welsh, Scottish, Gaelic
United States (USA)	English, Spanish, Italian, French, Ojibwa, Cherokee, Mandan
Uruguay	Spanish
Uzbekistan	Uzbek, Russian
Vanuatu	French, English, Bislama (all Official)
Vatican City (The Holy See)	Italian, Latin
Venezuela	Spanish, Portuguese, Italian
Vietnam	Vietnamese (Official), French, Chinese, Hmong, English
Western Samoa (see Samoa)	
Yemen	Arabic
Yugoslavia	Serbo-Croatian (Serbian) (Official), Albanian
Zaire (See Congo)	
Zambia	English (Official), Shona, Bemba
Zimbabwe	English (Official), Shona, Ndebele
Other	Other

Alphabetical Listing of Languages

Language Name	Alternate Name or Spelling
Aboriginal Languages	Australian Aboriginal Languages
Afar	
Afrikaans	
Akan	
Albanian	Tosk
Alemannic dialect	
Amerindian	
Amharic	
Angaur	
Arabic	
Armenian	
Assyrian	
Aymara	
Azeri	
Babanki	Kedjom
Bahamain Creole	
Bahasa Indonesian	
Bambara	
Bantu	
Basa	
Basque	
Belarusan	
Bemba	
Bengali	
Berber	
Bisaya	
Bislama	
Bojpoori	
Bosnian	See Serbo-Croatian
Bubi	
Bulgarian	
Burmese	
Catalan	
Cantonese	Yue
Carib	See Garifuna
Catalan	
Chaldean	
Cherokee	
Chichewa	
Chinese Mandarin	Putonghua
Chippewa	See Ojibwa
Comorian	See Swahili
Cree	
Croatian	See Serbo-Croatian
Crioulo	
Czech	

Language Name	**Alternate Name or Spelling**
Danish	
Dari	See Persian
Diola	
Dioula	
Djerma	
Dutch	See Flemish
Dzongkah	
Efik	
English	
Estonian	
Ewe	
Fanakalo	
Fang	
Faroese	
Farsi	See Persian
Fijianese	Minnan
Finnish	
Flemish	Dutch
Fon	
French	
French Patois	
Fula	
Fulani	See Pular
Ga	
Gaelic	See Irish
Galician	
Gan	
Garifuna	Carib
Grebo	
Georgian	
German	
Gilbertese	
Greek	
Guarani	
Gujarati	
Gusii	Kisii
Haitian Creole	
Hakka	
Hausa	
Hebrew	
Hindi	
Hindustani	
Hmong	
Hungarian	Magyar
Hunsa	
Ibo	
Icelandic	Islenska
Iranian	See Persian

Language Name	**Alternate Name or Spelling**
Irish	See Gaelic
Islenska	See Icelandic
Isoko	
Italian	
Jamaican Creole	
Japanese	
Javanese	
Kabre	
Kannada	
Kazakh	
Kedjom	See Babanki
Kelo	
Khalkha Mongol	
Khmer	
Kikongo	
Kinyarwanda	
Kirudi	
Kisii	See Gusii
Konkoni	
Korean	
Krio	
Kru	
Kunama	
Kurdish	
Kyrgyz	
Latin	
Lao	
Lettish	
Liberian Pidgin	
Lingala	
Lithuanian	
Luganda	
Luo	
Luri	
Luxembourgian	
Macedonian	
Magyar	See Hungarian
Malagasy	
Malay	
Maldivian	
Maltese	
Mandan	
Mandingo	
Mandinka	
Maori	
Marathi	
Marshallese	
Marwadi	See Marwari

Language Name	**Alternate Name or Spelling**
Marwari	Marwadi
Mauritius Creole	
Mayan	
Melanesian	
Mende	
Mina	
Minbei	
Minnan	Taiwanese, Fijianese
Moldovan	See Romanian
Monegasque	
Moshi-Dagomba	
Motu	
Napali	
Nauruan	
Ndebele	
Nepalese	
Norwegian	
Nubian	
Ojibwa	Chippewa, Ottawa
Oriya	
Oromo	
Ottawa	See Ojebwe
Palauan	
Pampangan	Pampango
Pampango	See Pampangan
Pashtu	
Persian	Dari, Farsi, Iranian
Pilipino	See Tagalog
Pohnpeian	
Polish	
Polynesian Languages	
Portuguese	
Pulaar	
Pular	See Fulani
Punjabi	
Putonghua	See Chinese Mandarin
Quechua	
Romanian	Moldovan
Romansch	
Russian	
Samoan	
Sangho	
Sango	
Sara	
Scottish	
Sepedi	See Sotho
Serbian	See Serbo-Croatian
Serbo-Croatian	Bosnian, Croatian, Serbian

Language Name	Alternate Name or Spelling
Sesotho	
Setswana	
Seychelles Creole	
Shona	
Sindhi	
Sinhala	
Siswati	See Swati
Slovak	
Slovene	
Slovenian	
Somali	
Soninke	
Sonorolese	
Sotho	Sepedi
Spanish	
Sranang	
Sudanic Tribal Languages	
Swahili	Comorian
Swati	Siswati, Swazi
Swazi	See Swati
Swedish	
Syriac	
Ta Bedawie	
Tagalog	Pilipino
Taiwanese	See Minnan
Takik	
Tamil	
Telegu	
Temne	
Thai	
Tibetan	
Tigre	
Tigrinya	
Tiv	
Tobi	
Tongan	
Tongo	
Tosk	See Albanian
Trukese	
Turkic	
Turkish	
Turkmen	Turkoman
Turkoman	See Turkmen
Tuvaluan	
Ukrainian	
Urdu	
Uzbek	
Vai	

Language Name	**Alternate Name or Spelling**
Venda	
Vietnamese	
Welsh	
Wolof	
Wu	
Xhosa	
Xiang	
Yapese	
Yue ----------	See Cantonese
Yoruba	
Zulu	

Structure for Migrant Students

Field 84: Date of Qualifying Move

Submission Cycle: Fall, spring and end of year

Field use: School Aid Act, MCL 388.1606; NCLB, 20 USC 6394, 20 USC 6399

State of Michigan office contact: MDE/Office of School Improvement/Migrant Students, Linda Forward, 517-373-4001 or ForwardL@michigan.gov

Field specification: 10-character

Record position/type: 650-659, integer with slashes

Code/format: Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be the number of a day between 01 and 31, and CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields: Field 29: Program Eligibility/Participation

Programming edits: If a "1" is in the seventh position in Field 29: Program Eligibility/Participation, then this field must contain a valid date.

Fatal errors occur when the field contains an invalid date, and a valid value is in the seventh position of Field 29: Program Eligibility/Participation. Cannot be before student's date of birth. Cannot be a future date (relative to system clock).

Warning (none)

Definition: The month, day, and year of the move that qualifies the student for migrant education services.

This student is eligible for migrant education services. The student is younger than 22, and: (1) has not graduated from high school or does not hold a high school equivalency certificate; (2) is a migrant agricultural worker or a migrant fisher or has a parent, spouse, or guardian who is a migrant agricultural worker or a migrant fisher; (3) has moved within the preceding 36 months to obtain, or to accompany or join a parent, spouse, or guardian to obtain, temporary or seasonal employment in agricultural or fishing

work; and (4) has moved from one school district to another. (Sections 1309 and 1115(b)(1)(A) and 34CFR 200.40(c) and (e)).

Field 85: Regular Term Instructional Services

Submission Cycle: Fall

Field use: School Aid Act, MCL 388.1606; NCLB, 20 USC 1070, 20 USC 6315

State of Michigan office contact: MDE/Office of School Improvement/Migrant Students, Linda Forward, 517-373-4001 or ForwardL@michigan.gov

Field specification: Seven-character

Record position/type: 660-666, Boolean (integer)

Code/format: This is a unique seven-position field using either a "0" or "1" in the proper position (NNNNNNN). Because this is a multiple-occurrence field, the indicator of the code is located by position in the format. For example, a student receiving ESL instruction would receive a code of "0100000". If the same student were also receiving instruction in science, the code would be "0101000". This allows for multiple occurrences.

For students enrolled in migrant instructional sessions.

1000000	Reading/Language Arts (first position)
0100000	English (ESL) for LEP Students (second position)
0010000	Mathematics (third position)
0001000	Science (fourth position)
0000100	Social Studies (fifth position)
0000010	Vocational/Career (sixth position)
0000001	Other (seventh position)

Dependencies with other fields: Field 29: Program Participation

Programming edits: Ensure that the student is in the seventh position in Field 29: Program Eligibility/Participation. Error check to ensure a valid code is in this field and not out of range.

Fatal errors occur when the field contains an invalid value, or contains a valid value and zero is in the seventh position of Field 29: Program Eligibility/Participation.

Warning (none)

Definition: This is the student's instructional service during the regular term. Include only those instructional services provided in whole or in part with Migrant Education Program (MEP) funds. Do not count the number of service interventions per student, such as the number of tutorial sessions in a given subject.

Field 86: Regular Term Support Services

Submission Cycle: Fall

Field use: School Aid Act, MCL 388.1606; NCLB, 20 USC 1070, 20 USC 6315

State of Michigan office contact: MDE/Office of School Improvement/Migrant Students, Linda Forward, 517-373-4001 or ForwardL@michigan.gov

Field specification: Eight-character

Record position/type: 667-674, Boolean (integer)

Code/format: This is a unique eight-position field using either a "0" or "1" in the proper position (NNNNNNNN). Because this is a multiple-occurrence field, the indicator of the code is located by position in the format. For example, a migrant student receiving health and dental services would be assigned a code of "00011000". This allows for multiple occurrences.

For students receiving migrant support services.

10000000	Supporting Guidance/Counseling (first position)
01000000	Social Work, Outreach/Advocacy (second position)
00100000	Prevention Education (third position)
00010000	Health (fourth position)
00001000	Dental (fifth position)
00000100	Eye Care (sixth position)
00000010	Pupil Transportation (seventh position)
00000001	Other (eighth position)

Dependencies with other fields: Field 29: Program Participation

Programming edits: Ensure that the student is in the seventh position in Field 29: Program Eligibility/Participation. Error check to ensure a valid code is in this field and is not out of range.

Fatal errors occur when the field contains an invalid value, or contains a valid value and zero is in the seventh position of Field 29: Program Eligibility/Participation.

Warning (none)

Definition: This is the student's type of support service during the regular term. Include only those support services provided in whole or in part with Migrant Education Program (MEP) funds. Do not count the number of service interventions per student, such as the number of guidance sessions or doctor visits per student.

Field 87: Summer Term/Intersession Instructional Services

Submission Cycle: Fall

Field use: School Aid Act, MCL 388.1606; NCLB, 20 USC 6315

State of Michigan office contact: MDE/Office of School Improvement/Migrant Students, Linda Forward, 517-373-4001 or ForwardL@michigan.gov

Field specification: Seven-character

Record position/type: 675-681, Boolean (integer)

Code/format: This is a unique seven-position field using either a "0" or "1" in the proper position (NNNNNNN). Because this is a multiple-occurrence field, the indicator of the code is located by position in the format. For example, a student receiving ESL instruction would receive a code of "0100000". If the same student were also receiving instruction in science, the code would be "0101000". This allows for multiple occurrences.

For students enrolled in migrant summer services.

1000000	Reading/Language Arts (first position)
0100000	English (ESL) for LEP Students (second position)
0010000	Mathematics (third position)
0001000	Science (fourth position)
0000100	Social Studies (fifth position)
0000010	Vocational/Career (sixth position)
0000001	Other (seventh position)

Dependencies with other fields: Field 29: Program Participation

Programming edits: Ensure that the student is in the seventh position in Field 29: Program Eligibility/Participation. Error check to ensure a valid code is in this field and not out of range.

Fatal errors occur when the field contains an invalid value, or contains a valid value and zero is in the seventh position of Field 29: Program Eligibility/Participation.

Warning (none)

Definition: This is the student's instructional service during the summer term, intersessions, or home-based instruction. Include only those instructional services provided in whole or in part with MEP funds. Do not count the number of service interventions per student, such as the number of tutorial sessions in a given subject.

Field 88: Summer Term/Intersession Support Services

Submission Cycle: Fall

Field use: School Aid Act, MCL 388.1606; NCLB, 20 USC 6315

State of Michigan office contact: MDE/Office of School Improvement/Migrant Students, Linda Forward, 517-373-4001 or ForwardL@michigan.gov

Field specification: Eight-character

Record position/type: 682-689, Boolean (integer)

Code/format: This is a unique eight-position field using either a "0" or "1" in the proper position (NNNNNNNN). Because this is a multiple-occurrence field, the indicator of the code is located by position in the format. For example, a migrant student receiving health and dental services would be assigned a code of "00011000". This allows for multiple occurrences.

For students receiving migrant support services.

10000000	Supporting Guidance/Counseling (first position)
01000000	Social Work, Outreach/Advocacy (second position)
00100000	Prevention Education (third position)
00010000	Health (fourth position)
00001000	Dental (fifth position)
00000100	Eye Care (sixth position)
00000010	Pupil Transportation (seventh position)
00000001	Other (eighth position)

Dependencies with other fields: Field 29: Program Participation

Programming edits: Ensure that the student is in the seventh position in Field 29: Program Eligibility/Participation. Error check to ensure a valid code is in this field and not out of range.

Fatal errors occur when the field contains an invalid value, or contains a valid value and zero is in the seventh position of Field 29: Program Eligibility/Participation.

Warning (none)

Definition: This is the student's instructional service during the summer term, intersessions, or home-based instruction. Include only those instructional services provided in whole or in part with MEP funds. Do not count the number of service interventions per student, such as the number of tutorial sessions in a given subject.

Field 89: Funding for Service/Program

Submission Cycle:	Fall
Field use:	School Aid Act, MCL 388.1606; NCLB, 20 USC 6315
State of Michigan office contact:	MDE/Office of School Improvement/Migrant Students, Linda Forward, 517-373-4001 or ForwardL@michigan.gov
Field specification:	One-character
Record position/type:	690, integer
Code/format:	This is a one-position field (N). 1 Title I Part A 2 Title I Part C 3 Both
Dependencies with other fields:	Field 29: Program Participation

Programming edits: Error check to ensure a valid code is not out of range.

Fatal errors occur when an invalid value is in the field.

Warning (none)

Definition: Indicate the type of funding used for the program/service this student is receiving.

1 Title I Part A. Student is in a service/program fully or partially supported with Title I Part A funds.

2 Title I Part C. Student is in a service/program fully or partially supported with Title I Part C funds.

3 Both. Student is in a service/program fully or partially supported with both Title I funding sources.

Field 90: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved field
State of Michigan office contact:	N/A
Field specification:	Two-character
Record position/type:	691-692
Code/format:	Pad with blanks.
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits: No fatal errors.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Structure for Title I Students in

Targeted Assistance Schools Programs

(excluding Schoolwide Programs)

Field 91: TAS Instructional Services

Submission Cycle: Fall, spring and end of year

Field use: NCLB, 20 USC 6315

State of Michigan office contact: MDE/Office of School Improvement/Title I Students, Linda Brown, 517-373-3668 or BrownLQ@michigan.gov

Field specification: Seven-character

Record position/type: 693-699, Boolean (integer)

Code/format: This is a unique seven-position field using either a "0" or "1" in the proper position (NNNNNNN). Because this is a multiple-occurrence field, the indicator of the code is located by position in the format. For example, a student receiving instruction in English (ESL) for LEP students would receive a code of "0100000". If the same student were also receiving instruction in science, the code would be "0101000". This allows for multiple occurrences.

For students enrolled in instructional services.

1000000	Reading/Language Arts (first position)
0100000	English (ESL) for LEP Students (second position)
0010000	Mathematics (third position)
0001000	Science (fourth position)
0000100	Social Studies (fifth position)
0000010	Vocational/Career (sixth position)
0000001	Other (seventh position)

Dependencies with other fields: Field 29: Program Participation

Programming edits: Ensure that the student is in the first position in Field 29: Program Eligibility/Participation. Error check to ensure a valid code is in this field and not out of range.

Fatal errors occur when the field contains an invalid value.

Warning: A warning is issued when the field is blank, and a number "1" is in the first position of Field 29: Program Eligibility/Participation.

Warning message: Verify that the student is not in a Title I (TAS) Program.

Definition: This is the Title I instructional service received by the student in a Targeted Assistance Schools program. Include only those instructional services provided in whole or in part with Title I funds. Schoolwide programs (SWP) are collected via the School Infrastructure Database (SID).

Field 92: TAS Support Services

Submission Cycle: Fall, spring and end of year

Field use: NCLB, 20 USC 6315

State of Michigan office contact: MDE/Office of School Improvement/Title I Students, Linda Brown, 517-373-3668 or BrownLQ@michigan.gov

Field specification: Eight-character

Record position/type: 700-707, Boolean (integer)

Code/format: This is a unique eight-position field using either a "0" or "1" in the proper position (NNNNNNNN). Because this is a multiple-occurrence field, the indicator of the code is located by position in the format. For example, a student receiving health and dental services would be assigned a code of "00011000". This allows for multiple occurrences.

For students receiving support services.

10000000	Supporting Guidance/Counseling (first position)
01000000	Social Work, Outreach/Advocacy (second position)
00100000	Prevention Education (third position)
00010000	Health (fourth position)
00001000	Dental (fifth position)
00000100	Eye Care (sixth position)
00000010	Pupil Transportation (seventh position)
00000001	Other (eighth position)

Dependencies with other fields: Field 29: Program Participation

Programming edits: Ensure that the student is in the first position in Field 29: Program Eligibility/Participation. Error check to ensure a valid code is in this field and not out of range.

Fatal errors occur when the field contains an invalid value.

Warning: A warning is issued when the field is blank, and a number "1" is in the first position of Field 29: Program Eligibility/Participation.

Warning message: Verify that the student is not in a Title I (TAS) Program.

Definition: This is the Title I support service received by the student in a Targeted Assistance Schools program. Include only those support services provided in whole or in part with Title I funds.

Field 93: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved field
State of Michigan office contact:	N/A
Field specification:	One-character
Record position/type:	708
Code/format:	Pad with blanks.
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits: No fatal errors.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Structure for At-Risk Students

(Section 31a)

Field 94: Instructional Services for At-Risk Students (Section 31a)

Submission Cycle:	Fall, spring and end of year
Field use:	School Aid Act, MCL 388.1631a; NCLB, 20 USC 6362
State of Michigan office contact:	MDE/Office of School Improvement/At-Risk Students, Linda Brown, 517-373-3668 or BrownLQ@michigan.gov
Field specification:	Two-character, leading zero, six occurrences separated into two, two-byte sectors, padded with blanks
Record position/type:	709-720, integer
Code/format:	The Section 31a instructional service the at-risk pupil is receiving. (NNNNNNNNNNNN)
Dependencies with other fields:	None

Programming edits: Error check to ensure a valid code is in this field and not out of range.

Fatal errors occur when an invalid value is in the field. A fatal error occurs if this field contains a single digit either preceded or followed by a blank.

Warning (none)

Definition: Identify up to six instructional services provided to the at-risk student with Section 31a funds. At-risk students are those who meet the Section 31a eligibility criteria and receive services funded by Section 31a (see State School Aid Act, section 388.1631a, paragraph 15).

01	Adult Education
02	Alternative Education Programs
03	Bilingual/ESL Instructional Programs
04	Certified Teachers: Language Arts
05	Certified Teachers: Math
06	Certified Teachers: Science
07	Certified Teachers: Social Studies
08	Computer Assisted Instruction (Technology)
09	Extended Day
10	Extended Year/Summer Programs
11	Help One Student to Succeed (HOSTS)
12	Higher Order Thinking Skills (HOTS)
13	Kindergarten, Full Day/1st-Grade Alternative Programs
14	Operation Graduation/Dropout Prevention Programs
15	Paraprofessionals
16	Reading Recovery
17	Reduced Class Size (K-6 only)

18 Saturday Programs
19 School-to-Work Programs
20 Study Skills
21 Teen Pregnancy Instructional Programs
22 Test-Taking Skills (MEAP, etc.)
23 Tutoring Programs
24 Volunteer Tutoring (excluding HOSTS and Extended Day Tutoring)
25 Other

Field 95: Support Services for At-Risk Students (Section 31a)

Submission Cycle:	Fall, spring and end of year
Field use:	School Aid Act, MCL 388.1631a; NCLB, 20 USC 6362
State of Michigan office contact:	MDE/Office of School Improvement/At-Risk Students, Linda Brown, 517-373-3668 or BrownLQ@michigan.gov
Field specification:	Two-character, leading zero, four occurrences separated into two, two-byte sectors, padded with blanks
Record position/type:	721-728, integer
Code/format:	The Section 31a support service the at-risk pupil is receiving. (NNNNNNNN)
Dependencies with other fields:	None

Programming edits: Error check to ensure there is a valid code and the code is not out of range. Fatal errors occur when an invalid value is in the field, or when code "02" is used. A fatal error occurs if this field contains a single digit either preceded or followed by a blank.

Warning (none)

Definition: Identify up to four support services provided to the at-risk student. At-risk students are those who meet the Section 31a eligibility criteria and receive services funded by Section 31a (see State School Aid Act, section 388.1631a, paragraph 15).

01	Breakfast Program
02	Code retired
03	Behavior Management and Training Programs
04	Counseling Services
05	Home/School Liaison Programs
06	Mentoring Programs
07	Nursing/Mental Health/Health Services
08	Police Officer Awareness/Liaisons
09	Social Work Services
10	Student Management and Training Programs
11	Teen Parenting Programs
12	Transportation
13	Other

Field 96: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved field
State of Michigan office contact:	N/A
Field specification:	One-character
Record position/type:	729
Code/format:	Fill with blank.
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits: No fatal errors.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Field 97: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved field
State of Michigan office contact:	N/A
Field specification:	One-character
Record position/type:	730
Code/format:	Pad with blanks.
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits: No fatal errors.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Structure for Adult Education Participants

Field 98: Adult Education Participant Funding

Submission Cycle:	Fall, spring and end of year
Field use:	School Aid Act, MCL 388.1707
State of Michigan office contact:	Department of Labor and Economic Growth/Adult Education, Dean Smith, 517-335-0386 or SmithD20@michigan.gov
Field specification:	One-character
Record position/type:	731, integer
Code/format:	Categories of funding for participant (N) 1 Participant is state funded only for adult education. 2 Participant is both state **and** federally funded for adult education.
Dependencies with other fields:	Field 29: Program Participation

Programming edits: Ensure that the participant is in the eighth position in Field 29: Program Eligibility/Participation. Error check to ensure a valid code is in this field and not out of range.

Fatal errors occur when the field contains an invalid number, or is blank and a valid value is in the eighth position of Field 29: Program Eligibility/Participation.

Warning (none)

Definition: The participant in adult education is funded through a state, or a state and federal funding source(s).

Field 99: Adult Education FTE in July (State Membership)

Submission Cycle: Fall

Field use: School Aid Act, MCL 388.1707

State of Michigan office contact: Department of Labor and Economic Growth/Adult Education, Dean Smith, 517-335-0386 or SmithD20@michigan.gov

Field specification: Five-character, three occurrences, separated into three, five-byte sectors, blanks accepted

Record position/type: 732-746, decimal

Code/format: The structure consists of a one-digit code followed by a four-digit FTE number (NN.NNNN.NNNN.NN).

1 Adult Basic Education (ABE) followed by FTE
2 English as a Second Language (ESL) followed by FTE
3 General Education Development Preparation (GED) followed by FTE
4 High School Completion (HSC) followed by FTE
5 Job or Employment Training followed by FTE
6 Michigan Career and Technical Institute (MCTI) followed by FTE
7 Participants permanently expelled under School Code Act 380.1311 or 380.1311A

Dependencies with other fields: Field 29: Program Participation I; See "Dependencies between Adult Education FTE Fields and Field 109: Diploma/GED Status" at the end of this field.

Programming edits: If the field is less than 0.00, or greater than 1.00, or when the one-digit program code is out of range (including "0") without an FTE, a *fatal error* is reported.

Fatal errors occur when the field contains values less than "0.0" or greater than "1.0"; or the field is blank, Field 29: Program Eligibility/Participation has a valid value in the eighth position, and the count cycle is fall.

Warning (none)

Definition: Indicate the participant's program and FTE level(s). The first digit identifies the program of the participant. The next four digits are the FTE that the participant spends in each program area. A participant's FTE may be proportionally reported under a maximum of three of any of the program categories. For example, a participant in an adult basic education program "1" with "0.60" FTE would be coded as "10.60". The eligible student is participating in one of the following adult education programs:

Adult Basic Education (ABE) eligibility. The participant must be 20 years of age or older by September 1 and must not hold a high school diploma or general education development certificate.

The participant is determined, by appropriate assessment, to be below ninth-grade level in reading, mathematics, or both, or lack basic English proficiency. The participant must be tested prior to enrollment and after each 90 hours of attendance with a Michigan Department of Education-approved test.

Such a participant may be counted until the participant is at or above ninth-grade level in reading and mathematics, or until the individual fails to progress on two successive assessments after having completed 450 hours of instruction.

English as a Second Language (ESL) eligibility. The participant is determined, by appropriate assessment, to lack basic English proficiency. The participant must be tested prior to enrollment and after each 90 hours of attendance with a Department-approved test. A person with a GED or a high school diploma can be enrolled in ESL as a participant at any age.

Such a participant may be counted until the individual tests as having basic English proficiency or until the individual fails to show progress on two successive assessments after having completed 450 hours of instruction.

General Education Development Preparation (GED Prep) eligibility. The participant must be 20 years of age or older by September 1, and must not hold a high school diploma or a GED certificate. The participant must be tested every 90 hours of attendance.

Such a participant may be counted until the individual passes the general education development exam or until the individual fails to show progress in two successive tests used to determine readiness to take the GED exam after having completed 450 hours of instruction.

High School Completion (HSC) eligibility. The participant must not already hold a high school diploma. The individual must be 20 years of age by September 1. Participants 18 and older with a GED may be enrolled.

Such a participant may be counted until s/he earns a high school diploma or until the participant fails to earn credit for two successive semesters or terms in which the participant is enrolled after having completed 900 hours of instruction.

Job or Employment Training Referred by Employer eligibility. The participant must be less than 20 years of age on September 1, must hold a high school diploma or General Education Development certificate, must not be attending an institute of higher education and must be referred by his/her employer.

The participant must be in need of remedial mathematics and/or communication art skills and must be assessed every 90 hours of attendance by an appropriate assessment instrument.

Such a participant may be counted until the participant achieves the requisite skills as determined by appropriate assessment instruments or until the participant fails to show progress on two successive assessments after having completed 450 hours of instruction.

Michigan Career and Technical Institute (MCTI). The participant is less than 20 years of age as of September 1 and is enrolled in the Michigan Career and Technical Institute (MCTI).

Participants permanently expelled under School Code Act 380.1311 or 380.1311a. Effective July 25, 2002, under Public Act 521, a school district may enroll 16- to 19-year-olds in the adult education program, and count them as participants, if the district can show that these individuals were expelled under the State Mandated Expulsion (Revised School Code 380.1311 or 380.1311a) and there is no alternative education program available to these individuals. The individual must be at least 16 years of age but less than 20 on September 1 of the current school year. The individual must not hold a G.E.D. certificate or a high school diploma.

Common entry errors: Rounding to whole numbers.

Dependencies between Adult Education FTE Fields and Field 109: Diploma/GED Status

FTE CODE (Fields 99 - 102)	**Age as of Sept 1**	**Field 109: Diploma/GED Status**
1 or 3	> 19	3
2	< 20	1 or 2
2	>= 20	1, 2, or 3
4	< 20	1
4	>= 20	1 or 3
5	< 20	1 or 2
6	< 20	1 or 2 (operating district code must = 08010)
7	>= 16 but < 20 on Sept 1	3 and either Field 113: Date Expelled must be reported or Field 23: Exit Status = 10

Field 100: Adult Education FTE in September (State Membership)

Submission Cycle:	Fall
Field use:	School Aid Act, MCL 388.1707
State of Michigan office contact:	Department of Labor and Economic Growth/Adult Education, Dean Smith, 517-335-0386 or SmithD20@michigan.gov
Field specification:	Five-character, three occurrences, separated into three, five-byte sectors, blanks accepted
Record position/type:	747-761, decimal
Code/format:	The structure consists of a one-digit code followed by a four-digit FTE number (NN.NN). 1 Adult Basic Education (ABE) followed by FTE 2 English as a Second Language (ESL) followed by FTE 3 General Education Development Preparation (GED) followed by FTE 4 High School Completion (HSC) followed by FTE 5 Job or Employment Training followed by FTE 6 Michigan Career and Technical Institute (MCTI) followed by FTE 7 Participants permanently expelled under School Code Act 380.1311 or 380.1311A
Dependencies with other fields:	Field 29: Program Participation; See '"Dependencies between Adult Education FTE Fields and Field 109: Diploma/GED Status" at the end of this field.

Programming edits: If the field is less than 0.00, or greater than 1.00, or when the one-digit program code is out of range (including "0") without an FTE, a *fatal error* is reported.

Fatal errors occur when the field contains values less than 0.0 or greater than 1.0; or the field is blank, Field 29: Program Eligibility/Participation has a valid value in the eighth position, and the count cycle is fall.

Warning (none)

Definition: Indicate the participant's program and FTE level(s). The first digit identifies the program of the participant. The next four digits are the FTE that the participant spends in each program area. A pupil's FTE may be proportionally reported under a maximum of three of any of the program categories. For example, a participant in an adult basic education program ("1") with "0.60" FTE would be coded as "10.60". The eligible student is participating in one of the following adult education programs:

Adult Basic Education (ABE) eligibility. The participant must be 20 years of age or older by September 1 and must not hold a high school diploma or general education development certificate.

The participant is determined, by appropriate assessment, to be below ninth-grade level in reading, mathematics, or both, or lack basic English proficiency. The participant must be tested prior to enrollment and after each 90 hours of attendance with a Michigan Department of Education-approved test.

Such a participant may be counted until the participant is at or above ninth grade level in reading and mathematics, or until the individual fails to progress on two successive assessments after having completed 450 hours of instruction.

English as a Second Language (ESL) eligibility. The participant is determined, by appropriate assessment, to lack basic English proficiency. The participant must be tested prior to enrollment and after each 90 hours of attendance with a Department-approved test. A person with a GED or a high school diploma can be enrolled in ESL as a participant at any age.

Such a participant may be counted until the individual tests as having basic English proficiency or until the individual fails to show progress on two successive assessments after having completed 450 hours of instruction.

General Education Development Preparation (GED Prep) eligibility. The participant must be 20 years of age or older by September 1, and must not hold a high school diploma or a GED certificate. The participant must be tested every 90 hours of attendance.

Such a participant may be counted until the individual passes the general education development exam or until the individual fails to show progress in two successive tests used to determine readiness to take the GED exam after having completed 450 hours of instruction.

High School Completion (HSC) eligibility. The participant must not already hold a high school diploma. The individual must be 20 years of age by September 1. Participants 18 and older with a GED may be enrolled.

Such a participant may be counted until s/he earns a high school diploma or until the participant fails to earn credit for two successive semesters or terms in which the participant is enrolled after having completed 900 hours of instruction.

Job or Employment Training Referred by Employer eligibility. The participant must be less than 20 years of age on September 1, must hold a high school diploma or General Education Development certificate, must not be attending an institute of higher education and must be referred by his/her employer.

The participant must be in need of remedial mathematics and/or communication art skills and must be assessed every 90 hours of attendance by an appropriate assessment instrument.

Such a participant may be counted until the participant achieves the requisite skills as determined by appropriate assessment instruments or until the participant fails to show progress on two successive assessments after having completed 450 hours of instruction.

Michigan Career and Technical Institute (MCTI). The participant is less than 20 years of age as of September 1 and is enrolled in the Michigan Career and Technical Institute (MCTI).

Participants permanently expelled under School Code Act 380.1311 or 380.1311a. Effective July 25, 2002, under Public Act 521, a school district may enroll 16- to 19-year-olds in the adult education program, and count them as participants, if the district can show that these individuals were expelled under the State Mandated Expulsion (Revised School Code 380.1311 or 380.1311a) and there is no alternative education program available to these individuals. The individual must be at least 16 years of age but less than 20 on September 1 of the current school year. The individual must not hold a G.E.D. certificate or a high school diploma.

Common entry errors: Rounding to whole numbers.

Dependencies between Adult Education FTE Fields and Field 109: Diploma/GED Status

FTE CODE (Fields 99 - 102)	**Age as of Sept 1**	**Field 109: Diploma/GED Status**
1 or 3	> 19	3
2	< 20	1 or 2
2	>= 20	1, 2, or 3
4	< 20	1
4	>= 20	1 or 3
5	< 20	1 or 2
6	< 20	1 or 2 (operating district code must = 08010)
7	>= 16 but < 20 on Sept 1	3 and either Field 113: Date Expelled must be reported or Field 23 (Exit Status) = 10

Field 101: Adult Education FTE in February (State Membership)

Submission Cycle:	Spring
Field use:	School Aid Act, MCL 388.1707
State of Michigan office contact:	Department of Labor and Economic Growth/Adult Education, Dean Smith, 517-335-0386 or SmithD20@michigan.gov
Field specification:	Five-character, three occurrences, separated into three, five-byte sectors, blanks accepted
Record position/type:	762-776, decimal
Code/format:	The structure consists of a one-digit code followed by a four-digit FTE number (NN.NN). 1 Adult Basic Education (ABE) followed by FTE 2 English as a Second Language (ESL) followed by FTE 3 General Education Development Preparation (GED) followed by FTE 4 High School Completion (HSC) followed by FTE 5 Job or Employment Training followed by FTE 6 Michigan Career and Technical Institute (MCTI) followed by FTE 7 Participants permanently expelled under School Code Act 380.1311 or 380.1311A
Dependencies with other fields:	Field 29: Program Participation; See '"Dependencies between Adult Education FTE Fields and Field 109: Diploma/GED Status" at the end of this field.

Programming edits: If the field is less than 0.00, or greater than 1.00, or when the one-digit program code is out of range (including "0") without an FTE, a *fatal error* is reported.

Fatal errors occur when the field contains values less than 0.0 or greater than 1.0; or the field is blank, Field 29: Program Eligibility/Participation has a valid value in the eighth position, and the count cycle is spring.

Warning (none)

Definition: Indicate the participant's program and FTE level(s). The first digit identifies the program of the participant. The next four digits are the FTE that the participant spends in each program area. A pupil's FTE may be proportionally reported under a maximum of three of any of the program categories. For example, a participant in an adult basic education program ("1") with "0.60" FTE would be coded as "10.60". The eligible student is participating in one of the following adult education programs:

Adult Basic Education (ABE) eligibility. The participant must be 20 years of age or older by September 1 and must not hold a high school diploma or general education development certificate.

The participant is determined, by appropriate assessment, to be below ninth-grade level in reading, mathematics, or both, or lack basic English proficiency. The participant must be tested prior to enrollment and after each 90 hours of attendance with a Michigan Department of Education-approved test.

Such a participant may be counted until the participant is at or above ninth-grade level in reading and mathematics, or until the individual fails to progress on two successive assessments after having completed 450 hours of instruction.

English as a Second Language (ESL) eligibility. The participant is determined, by appropriate assessment, to lack basic English proficiency. The participant must be tested prior to enrollment and after each 90 hours of attendance with a Department-approved test. A person with a GED or a high school diploma can be enrolled in ESL as a participant at any age.

Such a participant may be counted until the individual tests as having basic English proficiency or until the individual fails to show progress on two successive assessments after having completed 450 hours of instruction.

General Education Development Preparation (GED Prep) eligibility. The participant must be 20 years of age or older by September 1, and must not hold a high school diploma or a GED certificate. The participant must be tested every 90 hours of attendance.

Such a participant may be counted until the individual passes the general education development exam or until the individual fails to show progress in two successive tests used to determine readiness to take the GED exam after having completed 450 hours of instruction.

High School Completion (HSC) eligibility. The participant must not already hold a high school diploma. The individual must be 20 years of age by September 1. Participants 18 and older with a GED may be enrolled.

Such a participant may be counted until s/he earns a high school diploma or until the participant fails to earn credit for two successive semesters or terms in which the participant is enrolled after having completed 900 hours of instruction.

Job or Employment Training Referred by Employer eligibility. The participant must be less than 20 years of age on September 1, must hold a high school diploma or General Education Development certificate, must not be attending an institute of higher education and must be referred by his/her employer.

The participant must be in need of remedial mathematics and/or communication art skills and must be assessed every 90 hours of attendance by an appropriate assessment instrument.

Such a participant may be counted until the participant achieves the requisite skills as determined by appropriate assessment instruments or until the participant fails to show progress on two successive assessments after having completed 450 hours of instruction.

Michigan Career and Technical Institute (MCTI). The participant is less than 20 years of age as of September 1 and is enrolled in the Michigan Career and Technical Institute (MCTI).

Participants permanently expelled under School Code Act 380.1311 or 380.1311a. Effective July 25, 2002, under Public Act 521, a school district may enroll 16- to 19-year-olds in the adult education program, and count them as participants, if the district can show that these individuals were expelled under the State Mandated Expulsion (Revised School Code 380.1311 or 380.1311a) and there is no alternative education program available to these individuals. The individual must be at least 16 years of age but less than 20 on September 1 of the current school year. The individual must not hold a G.E.D. certificate or a high school diploma.

Common entry errors: Rounding to whole numbers.

Dependencies between Adult Education FTE Fields and Field 109: Diploma/GED Status

FTE CODE (Fields 99 102)	**Age as of Sept 1**	**Field 109: Diploma/GED Status**
1 or 3	> 19	3
2	< 20	1 or 2
2	>= 20	1, 2, or 3
4	< 20	1
4	>= 20	1 or 3
5	< 20	1 or 2
6	< 20	1 or 2 (operating district code must = 08010)
7	>= 16 but < 20 on Sept 1	3 and either Field 113: Date Expelled must be reported or Field 23 (Exit Status) = 10

Field 102: Adult Education FTE in April (State Membership)

Submission Cycle: End of year

Field use: School Aid Act, MCL 388.1707

State of Michigan office contact: Department of Labor and Economic Growth/Adult Education, Dean Smith, 517-335-0386 or SmithD20@michigan.gov

Field specification: Five-character, three occurrences, separated into three, five-byte sectors, blanks accepted

Record position/type: 777-791, decimal

Code/format: The structure consists of a one-digit code followed by a four-digit FTE number (NN.NN).

1 Adult Basic Education (ABE) followed by FTE
2 English as a Second Language (ESL) followed by FTE
3 General Education Development Preparation (GED) followed by FTE
4 High School Completion (HSC) followed by FTE
5 Job or Employment Training followed by FTE
6 Michigan Career and Technical Institute (MCTI) followed by FTE
7 Participants permanently expelled under School Code Act 380.1311 or 380.1311A

Dependencies with other fields: Field 29: Program Participation. See '"Dependencies between Adult Education FTE Fields and Field 109: Diploma/GED Status" at the end of this field.

Programming edits: If the field is less than 0.00, or greater than 1.00, or when the one-digit program code is out of range (including "0") without an FTE, a *fatal error* is reported.

Fatal errors occur when the field contains values less than 0.0 or greater than 1.0; or the field is blank, Field 29: Program Eligibility/Participation has a valid value in the eighth position, and the count cycle is end-of-year (EOY).

Warning (none)

Definition: Indicate the participant's program and FTE level(s). The first digit identifies the program of the participant. The next four digits are the FTE that the participant spends in each program area. A pupil's FTE may be proportionally reported under a maximum of three of any of the program categories. For example, a participant in an adult basic education program "1" with ".60" FTE would be coded as "10.60". The eligible student is participating in one of the following adult education programs:

Adult Basic Education (ABE) eligibility. The participant must be 20 years of age or older by September 1 and must not hold a high school diploma or general education development certificate.

The participant is determined, by appropriate assessment, to be below ninth-grade level in reading, mathematics, or both, or lack basic English proficiency. The participant must be tested prior to enrollment and after each 90 hours of attendance with a Michigan Department of Education-approved test.

Such a participant may be counted until the participant is at or above ninth-grade level in reading and mathematics, or until the individual fails to progress on two successive assessments after having completed 450 hours of instruction.

English as a Second Language (ESL) eligibility. The participant is determined, by appropriate assessment, to lack basic English proficiency. The participant must be tested prior to enrollment and after each 90 hours of attendance with a Department-approved test. A person with a GED or a high school diploma can be enrolled in ESL as a participant at any age.

Such a participant may be counted until the individual tests as having basic English proficiency or until the individual fails to show progress on two successive assessments after having completed 450 hours of instruction.

General Education Development Preparation (GED Prep) eligibility. The participant must be 20 years of age or older by September 1, and must not hold a high school diploma or a GED certificate. The participant must be tested every 90 hours of attendance.

Such a participant may be counted until the individual passes the general education development exam or until the individual fails to show progress in two successive tests used to determine readiness to take the GED exam after having completed 450 hours of instruction.

High School Completion (HSC) eligibility. The participant must not already hold a high school diploma. The individual must be 20 years of age by September 1. Participants 18 and older with a GED may be enrolled.

Such a participant may be counted until s/he earns a high school diploma or until the participant fails to earn credit for two successive semesters or terms in which the participant is enrolled after having completed 900 hours of instruction.

Job or Employment Training Referred by Employer eligibility. The participant must be less than 20 years of age on September 1, must hold a high school diploma or General Education Development certificate, must not be attending an institute of higher education and must be referred by his/her employer.

The participant must be in need of remedial mathematics and/or communication art skills and must be assessed every 90 hours of attendance by an appropriate assessment instrument.

Such a participant may be counted until the participant achieves the requisite skills as determined by appropriate assessment instruments or until the participant fails to show progress on two successive assessments after having completed 450 hours of instruction.

Michigan Career and Technical Institute (MCTI). The participant is less than 20 years of age as of September 1 and is enrolled in the Michigan Career and Technical Institute (MCTI).

Participants permanently expelled under School Code Act 380.1311 or 380.1311a. Effective July 25, 2002, under Public Act 521, a school district may enroll 16- to 19-year-olds in the adult education program, and count them as participants, if the district can show that these individuals were expelled under the State Mandated Expulsion (Revised School Code 380.1311 or 380.1311a) and there is no alternative education program available to these individuals. The individual must be at least 16 years of age but less than 20 on September 1 of the current school year. The individual must not hold a G.E.D. certificate or a high school diploma.

*Common entry errors***:** Rounding to whole numbers.

Dependencies between Adult Education FTE Fields and Field 109: Diploma/GED Status

FTE CODE (Fields 99 102)	**Age as of Sept 1**	**Field 109: Diploma/GED Status**
1 or 3	> 19	3
2	< 20	1 or 2
2	>= 20	1, 2, or 3
4	< 20	1
4	>= 20	1 or 3
5	< 20	1 or 2
6	< 20	1 or 2 (operating district code must = 08010)
7	>= 16 but < 20 on Sept 1	3 and either Field 113: Date Expelled must be reported or Field 23 (Exit Status) = 10

Field 103: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved field
State of Michigan office contact:	N/A
Field specification:	Four-character
Record position/type:	792-795
Code/format:	Pad this field with blanks
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits: No fatal errors.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Field 104: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved field
State of Michigan office contact:	N/A
Field specification:	Four-character
Record position/type:	796-799
Code/format:	Pad this field with blanks
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits: No fatal errors.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Field 105: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved field
State of Michigan office contact:	N/A
Field specification:	Four-character
Record position/type:	800-803
Code/format:	Pad this field with blanks
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits: No fatal errors.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Field 106: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved field
State of Michigan office contact:	N/A
Field specification:	Four-character
Record position/type:	804-807
Code/format:	Pad this field with blanks
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits: No fatal errors.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Field 107: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved field
State of Michigan office contact:	N/A
Field specification:	Four-character
Record position/type:	808-811
Code/format:	Pad this field with blanks
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits: No fatal errors.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Field 108: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved field
State of Michigan office contact:	N/A
Field specification:	Four-character
Record position/type:	812-815
Code/format:	Pad this field with blanks
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits: No fatal errors.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Field 109: Diploma/GED Status (State Membership)

Submission Cycle:	Fall, spring and end of year
Field use:	School Aid Act, MCL 388.1707
State of Michigan office contact:	Department of Labor and Economic Growth/Adult Education, Dean Smith, 517-335-0386 or SmithD20@michigan.gov
Field specification:	One-character, fill with blanks
Record position/type:	816, integer
Code/format:	For participant enrolled in adult education programs (N) 1 With GED 2 With diploma 3 Neither GED or diploma
Dependencies with other fields:	Fields 99 – 102: Adult Education FTE

Programming edits: Error check to ensure that the code is not out of range.

Fatal errors occur when the field contains an invalid value.

Warning (none)

Definition: Participant is enrolled and attending a Department-approved program and the participant:

1 has received a General Education Development (GED) certificate, or

2 has received a high school diploma, or

3 has not received a GED and has not graduated from high school.

Field 110: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved field
State of Michigan office contact:	N/A
Field specification:	Two-character
Record position/type:	817-818
Code/format:	Pad this field with blanks
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits: No fatal errors.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Field 111: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved field
State of Michigan office contact:	N/A
Field specification:	Four-character
Record position/type:	819-822
Code/format:	Pad this field with blanks
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits: No fatal errors.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Structure for Student Expulsion

Definition of Expulsion for Purposes of SRSD Reporting. Expulsion of students from the school district refers to students who have been officially removed by board action from the formal educational setting because of any of the codes listed in Field 115: Incident Type. This would include students placed in an Alternative Educational Setting, for example, as well as those for whom the district continues to provide education services within the home. Such placements are reported in Field 120: Follow-Up After Expulsion.

Expulsion and Exit Codes: Students who are expelled from education in the school district and continue to receive services from the district are not reported as having exited the district. Students who continue to receive services are reported in Field 23: District Exit Status as code "19" (expected to continue in the same school district). Field 24: Exit Date would remain blank. This situation will require that Field 120: Follow-up after Expulsion contain code "3" (placed in alternative school) or code "7" (instructional services in the home).

If completing the special education disciplinary infraction fields (Fields 47a – d or 48), there is no longer a requirement to also complete Fields 112 through 120. This is true unless the student has been officially expelled from the school district, that is, disciplinary procedures relevant to students without disabilities have been deemed appropriate and applied in this case.

Field 112: Date Incident Occurred

Submission Cycle: Fall, spring and end of year

Field use: Revised School Code, MCL 380.1277, 380.1277a, 380.1308, 380.1310a; Safe and Drug Free Schools and Communities Act, 20 USC 7112, 20 USC 7151, 20 USC 7912

State of Michigan office contact: DIT Client Service Center, 517-335-0505 or help-desk@mi.gov

Field specification: 10-character

Record position/type: 823-832, integer with slashes

Code/format: Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be a number between 01 and 31, and CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields: Field 23: Exit Status; Field 113: Date Expelled.

Programming edits: Error check to ensure a valid date is in this field and not out of range. If this field is blank and Field 113: Date Expelled contains a valid date, a fatal error will occur.

Definition: The date used in this field is the day the incident that led to the expulsion occurred.

Common entry errors: The entry of the current date instead of the date the incident occurred.

Field 113: Date Expelled

Submission Cycle: Fall, spring and end of year

Field use: Revised School Code, MCL 380.1277, 380.1277a, 380.1308, 380.1310a; Safe and Drug Free Schools and Communities Act, 20 USC 7112, 20 USC 7151, 20 USC 7912

State of Michigan office contact: DIT Client Service Center, 517-335-0505 or help-desk@mi.gov

Field specification: 10-character

Record position/type: 833-842, integer with slashes

Code/format: Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be a number between 01 and 31, and CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields: Field 23: District Exit Status; Field 112 through Field 117, Field 119, Field 120: Follow-up after Expulsion.

Programming edits: Fatal errors occur when an invalid date is in the field; the field is blank, and Field 23: District Exit Status contains the value "10"; or when this field is reported and any of the following fields are blank: 112, 114, 115, 116, 117, 119, 120. ~~or when this field is blank and Fields 112: Date Incident Occurred and Fields 114: Length of Expulsion through 120: Follow-Up after Expulsion contain valid data.~~

Note: See programming edits for Field 120 : Follow-up after Explusion, for reporting expelled students who have since re-enrolled in the district.

Definition: The date the school board, its designee or hearing officer took action to expel the student from the district. For students with disabilities, expulsion also means an exclusion for more than 10 days (long-term suspension) or for multiple short-term suspensions summing to more than 10 days from his or her educational program, class, transportation, or any aspect of programs or services identified in a student's IEP.

Common entry errors: The entry of the current date instead of the actual date the student was expelled.

Field 114: Length of Expulsion

Submission Cycle:	Fall, spring and end of year
Field use:	Revised School Code, MCL 380.1277, 380.1277a, 380.1308, 380.1310a; Safe and Drug Free Schools and Communities Act, 20 USC 7112, 20 USC 7151, 20 USC 7912
State of Michigan office contact:	DIT Client Service Center, 517-335-0505 or help-desk@mi.gov
Field specification:	Three-character, leading zero when ~~necessary~~ reported, padded with blanks when not reported.
Record position/type:	843-845, integer, right-justified
Code/format:	This is a three-position field (NNN). The actual number of school/instructional days the student will not be in an educational setting.
Dependencies with other fields:	Field 113: Date Expelled

Programming edits: The number cannot be greater than "185", unless it is the number "888". ~~If this field is used, Field 113: Date Expelled must also contain data.~~ If Field 113: Date Expelled, contains a valid date, this field must be reported. A fatal error occurs otherwise.

Fatal errors occur when a value is greater than "185" (with the exception of the number "888"); or this field is blank, and Field 113: Date Expelled has a valid date.

Message: A value is recorded that is greater than is allowed or value is missing.

Warning (none)

Definition: The length of expulsion is the amount of time in instructional days that the student will be out of school because of the expulsion (i.e., the period of time in days for which the student was expelled). Use "888" if the expulsion was permanent. Use "185" if the expulsion was for a full school year.

Field 115: Incident Type

Submission Cycle: Fall, spring and end of year

Field use: Revised School Code, MCL 380.1277, 380.1277a, 380.1308, 380.1310a; Safe and Drug Free Schools and Communities Act, 20 USC 7112, 20 USC 7151, 20 USC 7912

State of Michigan office contact: DIT Client Service Center, 517-335-0505 or help-desk@mi.gov

Field specification: Two-character, leading zero

Record position/type: 846-847, integer

Code/format: The primary occurrence that led to the student being expelled (NN):

Violence
01 Homicide
02 Kidnapping
03 Sexual Assault
04 Robbery
05 Intimidation/Stalking
06 Verbal Assault
07 Physical Assault
08 Aggravated/Felonious Assault
09 Sexual Harassment

Dangerous Weapons
20 Handgun
21 Rifle/Shotgun
22 Other Firearms
23 Other Dangerous Weapons

Prohibited Substances
30 Drugs/Narcotics
31 Use/Possession of Alcohol

Prohibited Behaviors
40 Burglary
41 Larceny/Theft
42 False Alarm
43 Loitering
44 Bomb Threat
45 Truancy
46 Trespassing
47 Breaking and Entering
48 Extortion
49 Graffiti
50 Gambling
51 Refusal to Identify Self

52 Disruption of the Education Process/Student Protest Demonstration
53 Fraud or Bribery
54 Damage to Property
55 Arson
56 Other Behaviors

Bias Incidents
70 Religion
71 Disability
72 Racial/Ethnic Intimidation
73 Sexual Orientation

Dependencies with other fields: Field 113: Date Expelled

Programming edits: If Field 113: Date Expelled contains a valid date, then Field 115 must contain valid data. If code "54" (Damage to Property) is used, then Field 118: Estimated Cost of Property Damage must be populated. A fatal error occurs if this field contains a single digit either preceded or followed by a blank.

Message: Invalid value encountered, or value is missing.

Warning (none)

Definition: The primary and most recent reason that led to the expulsion of the student:

Violence - Unjust or unwarranted exercise of force, usually with the accompaniment of vehemence, outrage, or fury.

01 Homicide - The killing of one human being by another.

02 Kidnapping - The unlawful seizure, transportation, and/or detention of a person against her/his will, or of a minor without the consent of his/her custodial parent(s) or legal guardian.

03 Sexual Assault- Any sexual act directed against another person, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent. Force or coercion can be used or threatened. Use of authority can be a form of coercion. These incidents are further defined in Sections 750.520b to 750.520e and 750.520g of the Michigan Compiled Laws.

04 Robbery - The taking or attempting to take anything of value under confrontational circumstances from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

05 Intimidation/Stalking - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

06 Verbal Assault - A verbal assault such as name-calling, racial or ethnic slurs, or derogatory statements addressed to others designed to precipitate disruption, incite violence, or impede the school program, as defined by school board policy or Section 1311a(2) of the MCL.

07 Physical Assault - Intentionally causing or attempting to cause physical harm to another through force in violence as defined in Section 380.1310(3)(b) and 380.1311a(12)(b) of the MCL.

08 Aggravated/Felonious Assault - An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

09 Sexual Harassment - Unwanted, repeated, verbal or physical sexual actions, gestures, or verbal or written comments of a sexual nature which are offensive and objectionable to the recipient, cause discomfort or humiliation and interfere with school performance.

Dangerous Weapons - The violation of laws, ordinances or district policy prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, or other deadly weapons.

20 Handgun - Use or possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand.

21 Rifle/Shotgun - Use of a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder, and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of or a single projectile.

22 Other Firearms - Use of a firearm other than a handgun or a rifle/shotgun, including any weapon converted to expel a projectile; any explosive, incendiary, poison gas, bomb, grenade, rocket/missile, mine, or similar device as defined in the Gun-Free Schools Act.

23 Other Dangerous Weapons - Use of a dagger, dirk, stiletto, knife with blade over three inches in length, pocket knife opened by mechanical device, iron bar or brass knuckles as defined in Section 380.1313 of the MCL.

Prohibited Substances

30 Drugs/Narcotics - The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. Does not include tobacco.

31 Use or Possession of Alcohol - Unlawful purchasing, manufacturing, transporting, selling, using or possessing intoxicating alcoholic beverages.

Prohibited Behaviors

40 Burglary - Unlawful entry into a building or other structure, with the intent to commit a crime.

41 Larceny/Theft - The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

42 False Alarm - The act of initiating a fire alarm or initiating report warning of a fire or other catastrophe without just cause.

43 Loitering - The act of being in or about any school building, or in specifically restricted area of a school building at unauthorized times or without the specific authorization of the school personnel.

44 Bomb or Similar Threat - The act of making a bomb or similar threat directed at a school building, other school property or a school-related event as defined in Section 380.1311a(2) of the MCL.

45 Truancy - The act of unauthorized absence from school or classes for a specified period as outlined in the district's attendance policy.

46 Trespassing - To enter or remain on a public school campus or facility without authorization and with no lawful purpose for entry.

47 Breaking and Entering - Unlawful entry into a building or other structure. This applies to school buildings or activities related to school functions.

48 Extortion - To unlawfully obtain money, property or any other thing of value, either tangible or intangible, through the use or threat of force, misuse of authority, threat of criminal prosecution, threat of destruction of reputation or social standing or through other coercive means.

49 Graffiti - The willful or malicious defacement of any public or private property, real or personal, without the consent of the owner or person having custody or control.

50 Gambling - The accepting, recording, or registering of bets, or carrying on a game or any other lottery, or playing any game of chance, for money or other item of value.

51 Refusal to Identify Self - Refusing to show identification card and/or give correct name when requested to do so by school personnel.

52 Disruption of the Education Process/Student Protest Demonstration - Student protest, demonstration or behavior which seriously disrupts any school activity or the orderly and safe operation of the school.

53 Fraud or Bribery - The intentional use of deceit, a trick or some dishonest means to deprive another of money, property or a legal right. The giving, offering, promising or requesting a commission, gift, or gratuity to another person with intent to influence action.

54 Damage to Property - The willful or malicious destruction, damage, injury, or disfigurement or defacement of any public or private property, real or personal, without the consent of the owner or person having custody or control.

55 Arson - To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device as defined in Sections 750.71 to 750.80 of the Michigan Compiled Laws.

56 Other behaviors that result in expulsion.

Bias Incidents - Many of the above offenses/infractions or behaviors indicate a motivation by the student to commit the offense because of his/her bias against a racial, religious, ethnic/national-origin, or sexual-orientation group. Such an act requires sufficient objective facts to conclude that the offender's actions were motivated, in whole or in part, by a bias listed below:

70 Religion

71 Disability

72 Racial/Ethnic Intimidation

73 Sexual Orientation

Field 116: Location of Incident

Submission Cycle:	Fall, spring and end of year
Field use:	Revised School Code, MCL 380.1277, 380.1277a, 380.1308, 380.1310a; Safe and Drug Free Schools and Communities Act, 20 USC 7112, 20 USC 7151, 20 USC 7912
State of Michigan office contact:	DIT Client Service Center, 517-335-0505 or help-desk@mi.gov
Field specification:	One-character, fill with blank
Record position/type:	848, integer
Code/format:	This is a one-position field (N). 1 On school grounds 2 On a school vehicle 3 A school-related function outside of school property 4 A non-school-related function 5 Other
Dependencies with other fields:	Field 113: Date Expelled

Programming edits: Error check to ensure a valid code is not out of range. If Field 113: Date Expelled, contains a valid date, this field must be reported. Fatal error otherwise. ~~If this field is used, Field 113: Date Expelled must also contain a valid date.~~

Warning (none)

Definition: Enter the location of the incident that precipitated the expulsion.

1 On school grounds. A location in a school building or within the boundaries of school property.

2 A location on a school bus or other school-related vehicle.

3 A school-related function outside of school property. Any location beyond school boundaries where the school still has responsibility for the student (e.g., on a field trip or at an athletic event).

4 A non-school-related function. A function held at a non-school facility with school knowledge (e.g., a senior class picnic or prom dance).

5 Other

Field 117: Time of Incident

Submission Cycle:	Fall, spring and end of year
Field use:	Revised School Code, MCL 380.1277, 380.1277a, 380.1308, 380.1310a; Safe and Drug Free Schools and Communities Act, 20 USC 7112, 20 USC 7151, 20 USC 7912
State of Michigan office contact:	DIT Client Service Center, 517-335-0505 or help-desk@mi.gov
Field specification:	One-character
Record position/type:	849, integer
Code/format:	The time that the incident occurred: 1 During school hours 2 Outside school hours
Dependencies with other fields:	Field 113: Date Expelled

Programming edits: Fatal errors occur when an invalid value is in the field. If Field 113: Date Expelled, contains a valid date, this field must be reported. Fatal error otherwise. ~~or the field is blank and Field 113: Date Expelled has a valid date.~~

Message: Invalid value encountered, or value is missing.

Warning (none)

Definition: Indicate whether the incident occurred before, during, or after school hours.

Field 118: Estimated Cost of Property Damage

Submission Cycle: Fall, spring and end of year

Field use:

State of Michigan office contact: DIT Client Service Center, 517-335-0505 or help-desk@mi.gov

Field specification: Five-character, right-justified, no comma

Record position/type: 850-854, integer

Code/format: This is a five-position field (NNNNN).

Dependencies with other fields: Field 115: Incident Type

Programming edits: Fatal errors occur when a value less than zero is reported, if the field is blank and Field 115: Incident Type contains the code "54," or the field is blank and Field 113: Date Expelled, has a valid date.

Message: A valid amount is expected. Verify that Field 115: Incident Type is correct, or the value is greater than zero.

Warning (none)

Definition: Indicate the estimated or actual cost of out-of-pocket expense to repair or replace the damaged property as required in MCL 380.1310a(2). The five-digit field is used for costs up to $99,999.

Field 119: Primary Victim of Incident

Submission Cycle: Fall, spring and end of year

Field use: Revised School Code, MCL 380.1277, 380.1277a, 380.1308, 380.1310a; Safe and Drug Free Schools and Communities Act, 20 USC 7112, 20 USC 7151, 20 USC 7912

State of Michigan office contact: DIT Client Service Center, 517-335-0505 or help-desk@mi.gov

Field specification: Two-character, leading zero

Record position/type: 855-856, integer

Code/format: The person to whom the incident was directed (NN)

01 Another student
02 Teacher
03 Administrator
04 Other district staff
05 School-based law enforcement
06 Contractor or non-school personnel
07 School volunteer
08 No victim

Dependencies with other fields: Field 113: Date Expelled

Programming edits: Error check to ensure a valid code is not out of range. If Field 113: Date Expelled, contains a valid date, this field must be reported. A fatal error occurs otherwise. ~~If this field is used, Field 113: Date Expelled must also contain a valid date.~~

Fatal errors occur when an invalid value is in the field, or the field is blank and Field 113: Date Expelled has a valid date. A fatal error occurs if this field contains a single digit either preceded or followed by a blank.

Message: Invalid value encountered, or value is missing.

Warning (none)

Definition: Indicate who the primary victim of the incident was.

Field 120: Follow-Up after Expulsion

Submission Cycle: Fall, spring and end of year

Field use: Revised School Code, MCL 380.1277, 380.1277a, 380.1308, 380.1310a; Safe and Drug Free Schools and Communities Act, 20 USC 7112, 20 USC 7151, 20 USC 7912

State of Michigan office contact: DIT Client Service Center, 517-335-0505 or help-desk@mi.gov

Field specification: One-character

Record position/type: 857, integer

Code/format: The activity occurring as a result of the expulsion (N).

1 Referred to Community Mental Health
2 Student expelled with no education services
3 Placed in alternative school for expelled students
4 Referred to Family Independence Agency
5 Placed in strict discipline academy - MCL 380.1311(3)
6 Referred to court
7 Instructional services to the student at home
8 No referral
9 Other

Dependencies with other fields: Field 113: Date Expelled; Field 23: Exit Status

Programming edits: ~~If this field is used, Field 113: Date Expelled must also contain a valid date.~~ If Field 113: Date Expelled, contains a valid date, this field must be reported. A fatal error occurs otherwise. When reporting codes "1", "2", "4", "5", "6", "8", or "9", Field 23: District Exit Status must be set to code "10" unless Field 113: Expulsion Date is prior to Field 20: Enrollment Date, then Field 23: Exit Status must be "19" (continuing). No exit date should be reported in Field #24: Date Exited. *NOTE: This is to allow the reporting of expelled students who have subsequently re-enrolled.*

When reporting codes "3" or "7", Field 23: District Exit Status must be set to code "19" (expected to continue). No exit date should be reported in Field 24: Date Exited.

Warning (none)

Definition: In addition to a referral to a law enforcement agency (as required in statute) indicate what activity was taken as a result of the expulsion.

1. Referred to Community Mental Health.

2. Student expelled with no education services.

3. Placed in alternative school for expelled students. The student has not been expelled from the district and continues to receive services in an alternate setting. Field 23: District Exit Status, should indicate that the student continues to receive services from the district (code "19").

4. Referred to Family Independence Agency.

5. Placed in strict discipline academy - MCL 380.1311(3).

6. Referred to court.

7. Instructional services to the student at home. Field 23: District Exit Status should indicate that the student continues to receive services from the district (code "19").

8. No referral.

9. Other.

Field 121: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved field
State of Michigan office contact:	N/A
Field specification:	Two-character
Record position/type:	858-859
Code/format:	Pad with blanks
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits: No fatal errors.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Structure for Single Record Submission

Field 122: Reserved Field

Submission Cycle:	Fall, spring and end of year
Field use:	Reserved field
State of Michigan office contact:	N/A
Field specification:	One-character
Record position/type:	860
Code/format:	Pad with blanks
Dependencies with other fields:	None

Definition: This field is reserved for future use.

Programming edits: No fatal errors.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

Field 123: Date of Count

Submission Cycle: Fall, spring and end of year

Field use: Required in order to associate a given student record to a specific time period.

State of Michigan office contact: DIT Client Service Center, 517-335-0505 or help-desk@mi.gov

Field specification: 10-character

Record position/type: 861-870, integer with slashes

Code/format: Month, day, and year (MM/DD/CCYY)

This field has a default code. All dates must appear in the following manner: DD must be the number of a day between 01 and 31, and CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Dependencies with other fields: None

Programming edits: There must be a date in this field. Error check to ensure that the date is not out of range, blank, or invalid. If so, a *fatal error* is reported.

Fatal errors occur when an invalid date is in the field.

Message: Check to ensure that the date is not out of range, missing, or not a valid date.

Warning (none)

Definition: Use the count date (4th Wednesday in September, 2nd Wednesday in February) or the submission date for EOY (typically the last business day of the school year – i.e. the last business day in the month of June) in this field. When revising a student record, use the same count date as the original record you are correcting.

Field 124: UIC

Submission Cycle:	Fall, spring and end of year
Field use:	NCLB, 20 USC 6311
State of Michigan office contact:	DIT Client Service Center, 517-335-0505 or help-desk@mi.gov
Field specification:	Ten-character, integer
Record position/type:	871-880, integer
Dependencies with other fields:	None

Programming edits: Error check to ensure that the UIC is valid.

Fatal errors occur when an invalid number or alpha character is used.

Message: This is not a valid UIC number. Please replace with the student's correct UIC or blanks.

Warning (none)

Definition: This field contains the Unique Identification Code (UIC) produced by the Michigan Education Information System (MEIS).

Field 125: Program Eligibility/Participation II

Submission Cycle: Fall, spring and end of year

Field use: School Aid Act, MCL 388.1624 (Alternative Education); R340.3(d) (Out of State Students); NCLB, 20 USC 6311 (identifying foreign exchange students for omission from AYP calculations).

State of Michigan office contact: DIT Client Service Center, 517-335-0505 or help-desk@mi.gov

Field specification: 20-character field, blanks not accepted

Record position/type: 881-900, Boolean (integer)

Code/Format: This is a unique twenty-position field (NNNNNNNNNNNNNNNN) with a default code of "00000000000000000000." According to student status, report either a "0" or "1" in the proper position. Because this is a multiple-occurrence field, the indicator of the code is located by position in the format. For example, an alternative education student would receive a code of "10000000000000000000." This field will allow for multiple occurrences.

Alternative Education (first position)
Developmental/Retention Kindergarten (second position)
Out-of-State (third position)
21st Century Community Learning Center Program (21st CCLC) (fourth position)
International Student (fifth position)
reserved for future use (sixth position)
reserved for future use (seventh position)
reserved for future use (eighth position)
reserved for future use (ninth position)
reserved for future use (tenth position)
reserved for future use (eleventh position)
reserved for future use (twelfth position)
reserved for future use (thirteenth position)
reserved for future use (fourteenth position)
reserved for future use (fifteenth position)
reserved for future use (sixteenth position)
reserved for future use (seventeenth position)
reserved for future use (eighteenth position)
reserved for future use (nineteenth position)
reserved for future use (twentieth position)

Dependencies with other fields: If Field 19: Grade or Setting = "13", Field 125 must contain "1" in the first position.
If Field 125 contains "1" in the third position, Field 4: Resident LEA may be blank.

Programming edits: Error check to ensure a valid code is in this field and is not out of range.

Fatal errors occur when field is blank, or any of the twenty-digit codes are out of range. Fatal errors occur if Field 125: Program Eligiblity/Participation II is in the third position (out-of-state student) and the FTE reported in either Field 18: FTE in General Education, or Field 40: FTE in Section 52, or Field 41: FTE in Section 53 is greater than 0.00.

Message: The twenty-digit code contains at least one blank or contains an invalid number.

Warning (none)

Definition: This field is used to identify what type of categorical program/service for which the student is eligible and enrolled.

10000000000000000000	Alternative Education (first position). Student is currently participating in an alternative education program. ~~OR this student has participated in alternative education for some period since the previous submission.~~ For alternative education, use Field 19: Grade or Setting to report the appropriate grade level for students currently participating in alternative education **and** report alternative education status in Field 125: Program Participation/Eligibility II. Use code "13" in Field 19: Grade or Setting only if the alternative educational setting in which the student is currently participating is ungraded ~~(these are typically settings in which students do not take the MEAP exam)~~.
01000000000000000000	Developmental/Retention Kindergarten (second position). Student is in a Developmental/Retention Kindergarten program.
00100000000000000000	Out-of-State (third position). Student attends the district from a state or a province other than Michigan. Field 4: Resident LEA Number may be left blank when the third position of Field 125 contains "1". No FTE may be claimed in Field 18: FTE in General Education (Membership) or Field 40: FTE in Section 52 (Membership) or Field 41: FTE in Section 53 (Membership).
00010000000000000000	21st Century Community Learning Center Program (21st CCLC) (fourth position). Student participated in at least 30 sessions of an after-school or summer program funded through a 21st CCLC grant. For questions, please contact the Office of Early Childhood Education and Family Services at 517.373.8483.
00001000000000000000	Foreign Student (fifth position). Student is a foreign student participating in an international student exchange program.
00000100000000000000	Reserved for future use.

00000010000000000000	Reserved for future use.
00000001000000000000	Reserved for future use.
00000000100000000000	Reserved for future use.
00000000010000000000	Reserved for future use.
00000000001000000000	Reserved for future use.
00000000000100000000	Reserved for future use.
00000000000010000000	Reserved for future use.
00000000000001000000	Reserved for future use.
00000000000000100000	Reserved for future use.
00000000000000010000	Reserved for future use.
00000000000000001000	Reserved for future use.
00000000000000000100	Reserved for future use.
00000000000000000010	Reserved for future use.
00000000000000000001	Reserved for future use.