

Center for Educational Performance and Information (CEPI)

*Michigan Education Information System
(MEIS)*

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

Frequently Asked Questions Version 1.3

Questions?
Contact: 517.335.0505
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Q: What are the role functions for authorized users of the SRSD/UIC?

A: SRSD/UIC Role Functions (Note: Some individuals have more than one role.)

- 1) Resolver (District or School Level)
 - a. Student UIC Resolution (Phase 1)
 - b. Duplicate UIC Confirmation (Phase 2)
 - c. Generate Reports/Download UICs
 - d. Student Search/Create New UIC
 - e. Upload for UIC Request
- 2) SRSD Uploader (ISD Only)
 - a. Upload SRSD data files during regular submission periods
 - b. View SRSD file status
 - c. Upload for UIC request
- 3) ISD FTE Auditor, UIC (View Only) (ISD Only)
 - a. Audit FTEs for ISD
 - b. Generate Reports/Download UICs
 - c. Access (view only) the UIC resolution process for constituent districts including FTE data
 - d. Search for students through the Student Search link within the application.

Q: What are the five main Unique Identification Code (UIC) functions in the SRSD/UIC Application?

A: The five main UIC functions are:

1. Student UIC Resolution (Phase 1)

The purpose of Student UIC Resolution (Phase 1) is to resolve student records that may or may not be duplicates based upon last name, first name, date of birth and gender. Phase 1 lasts for a limited period (several weeks) and ends once Phase 2 is initiated by CEPI.

2. Duplicate UIC Confirmation (Phase 2)

Once Phase 1 is completed, every record will have received a UIC. The purpose of the Duplicate UIC Confirmation process (Phase 2) is then to resolve student records that are receiving the same UIC and may or may not be the same student.

3. Generate Reports/Download UICs

The SRSD/UIC Application allows users to download reports in Portable Document Format (PDF) regarding the status of their UICs, as well as download text file exports which include UICs for import into local student information systems. The downloaded UICs are available once Phase 2 Resolution has been completed by the district and reflect all changes made up to that point.

4. Student Search/Create a New UIC

All users of the SRSD/UIC Application will be able to perform a student search by completing one or more core data fields or providing a known UIC. Users with permissions greater than

"View Only" will also be able to create a new UIC where the search reveals that a UIC does not already exist in the state's SRSD/UIC Master Table.

5. Upload for UIC Request

As an additional option, users may upload batch files for obtaining new UICs (this link on the application is called "Upload for UIC Request"). For example, districts may want to obtain UICs for students identified during Kindergarten Roundup. Files must adhere to a text file format that is specified in "UIC Help" (Upload for UIC Request) accessed through the "UIC Help" link available in the SRSD/UIC Application. Once any resolution is complete, these files may be immediately downloaded from CEPI and the UIC incorporated into the local Student Data Management System.

Alternatively, it is also possible to submit students during regular SRSD submission cycles and leave the UIC field blank. Users must then download a text file, once Phase 2 resolution is complete, to obtain their new UICs.

NOTE: The recommended method for obtaining a large number of UICs is the "Upload for UIC Request" function. **Beginning spring 2006, SRSD submission files containing more than 15 percent blank UICs will be rejected** (does not include kindergarten, early childhood, or Early On[®] participants).

Q: Where can I find the timeline for the SRSD/UIC resolution process?

A: The timeline for SRSD/UIC resolution process can be found at www.michigan.gov/cepi. From the left-side navigation bar, click on MEIS Data Services, and then on Single Record Student Database. Under the "Help and Training Resources" section, click on the "UIC Help" link. The current UIC Timeline is posted in the UIC Help section along with the UIC User's Guide and the UIC FAQs.

Q: What is the UIC Master Table?

A: The UIC Master Table contains one unique entry for every UIC created. The Student Search function displays information that is derived from the UIC Master Table. This information is used to resolve students and is not intended to represent the submitted SRSD record itself. Selected information in the UIC Master Table is updated from the recently submitted record during Phase 1 when you select "Keep this UIC" or "Use this UIC." In Phase 1, the submitted record is the first record that appears on the resolution detail screens, followed by matching records drawn from the UIC Master Table. In Phase 2, the record from UIC Master Table is the first record listed in the resolution detail screen.

Q: What happens in Phase 1, Student UIC Resolution, when I have submitted a record without a UIC?

A: Records submitted with a blank UIC for which a single positive (i.e., exact) match is found on the UIC Master Table are assigned that UIC and will not come up for resolution. Records submitted with a blank UIC for which no single positive (i.e., exact) match nor any possible matches are found is automatically assigned a new UIC.

Scenario #1

You submit a record without a UIC. During Phase 1 Resolution, you discover that the submitted record is actually the same student as a record that is presented to you as a possible match. For

this student, selecting "Use this UIC" from the possible UIC match record will update that record on the UIC Master Table with the information you are currently submitting while utilizing the previously existing UIC for that student.

Scenario #2

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

Q: What will happen if I submit a record without a UIC and do not resolve any of the Phase 1 matches that result?

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

Q: What happens in Phase 1, Student UIC Resolution, when I have submitted records with a UIC?

A: Records submitted with a UIC may be positive matches, possible matches, multiple matches, or have new UICs created, depending upon core fields in the submission.

Scenario #3

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

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

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

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

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

Unlinking UICs – When a resolver chooses to "Use this UIC" in the Match Resolution step of batch processing, he/she is making the decision that two records actually represent only one student. The records are linked and stored in the UIC Master Table under the chosen primary

UIC. However, the records are not deleted and a history of the UICs that have been assigned to this record is maintained in the UIC Master Table.

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

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

Scenario #4

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

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

Scenario #5

You submit a record with a UIC. During Phase 1 Resolution, you discover that the submitted record is actually a different student than a record that is presented to you as a possible match. *The UICs for these students are **different**.*

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

Scenario #6

Use this UIC - You submit a record with a UIC. During Phase 1 Resolution, you discover that the submitted record is actually a different student from a record that is presented to you as a possible match. *The UICs for these students are **the same**.*

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

NOTE: In all the scenarios above, if no resolution is undertaken, the submitted record will be assigned a new UIC at the beginning of Phase 2.

Q: What happens in Phase 2, Duplicate UIC Confirmation?

- A. Duplicate UIC Confirmation is the phase that displays two or more records found to match exactly on the UIC (last name, first name, date of birth, and gender are ignored).

Scenario #7

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

Selecting "Confirm this UIC" simply flags the submitted record as "confirmed" in the submitted batch file so that it does not come up for resolution again. In this case, the record in the UIC Master Table (the first record on the screen) remains untouched. When selecting the "Confirm

this UIC" link, it changes to "Unconfirm" in the event you need to undo this action before you proceed to another action.

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

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

Scenario #8

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

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

Q: How does the system determine which records to update automatically and which to present for resolution?

Beginning with the spring 2005 SRSD submission, the SRSD/UIC Application will run an initial check to determine whether the submitted record and the UIC Master Table record (that is, the record that CEPI currently has on file for that student) match on the following fields:

Field 124: Unique Identification Code (UIC)
Field 3: Operating District Code
Field 17: Local Student ID

As before, submitted records will also be given a score based on how closely the four core fields (Last Name, First Name, Date of Birth, and Gender) match with existing records stored in CEPI's UIC Master Table. Those records that match exactly on UIC, Operating District Code, and Local Student ID AND that have received a matching score of 85 percent or higher (based on the four core fields) will be automatically accepted by the system as a positive match. They will no longer require resolution.

Q: I have student who has recently had a name change. Can I keep his/her original UIC?

A: When a child is submitted with a UIC number and a last name that differs from what is currently located on the UIC Master Table, the system will present this record for resolution during Phase 1. At this time, when the resolver selects to "Keep This UIC" the UIC Master Table will be updated with the submitted last name.

Q: Will resolvers be able to create new UICs for students?

A: Yes. You can "Create a UIC" within the Student UIC Resolution (Phase 1) and within Duplicate UIC Confirmation (Phase 2) processes. This feature can also be executed within the "Student Search" feature of the SRSD/UIC Application. However, you can still submit an SRSD record for a student who does not currently have a UIC (or when the student's UIC is unknown). Leave the UIC field (Field 124) blank. After submission, the system will assign a UIC after verifying that one does not already exist for that student (based on first name, last name, date of birth, and gender).

NOTE: The recommended method for obtaining a large number of UICs is the "Upload for UIC Request" function. Beginning spring 2006, SRSD submission files containing more than 15 percent blank UICs will be rejected (does not include kindergarten, early childhood, or Early On[®] participants).

It is important to exercise caution when creating a new UIC since the student's UIC may already exist in the UIC Master Table. This is why the "Create New UIC" process begins with a search for the student.

When searching for a student, the UIC Application utilizes a partial search method. Therefore, in order to maximize the number of "hits" you obtain and reduce the likelihood of entering a duplicate record, it is recommended that you use the least restrictive information possible. For example, entering "Christopher" for the first name will return only those students who were originally entered as "Christopher." On the other hand, entering "Chris" for first name will return both instances of "Chris" and of "Christopher."

Q: Why is "Create New UIC" available under Student Search?

A: "Create New UIC" is available in Student Search because it is expected that an authorized user would first search for the student prior to creating a new UIC. If a student comes to a school district and the authorized user does not know the UIC, he/she should search for the student. If no UIC is found, s/he is then able to create a new UIC. Unless the student is new to the state or the K-12 school system, the student should already have a UIC.

Q: In Phase 2, we see one UIC assigned to two students at one of our school districts. How did this happen?

A: The most likely explanation is that both students were uploaded with the same UIC - that is the reason it is displaying in the Duplicate UIC Confirmation listing. The correct action at this point is to create a new UIC for the second student's record.

Q: What needs to be done with students who have left our district since count day; that is, they have left the district but have not yet been reported in the SRSD as having exited our district? Do they still need to be resolved?

A: If the student left your district after count day and you see the student displayed in the district to which s/he has transferred, you should leave resolution to the new district. If however, you see a multiple match that you are confident is not your student, you would resolve the student accordingly. In the next submission, report the student as having exited from your district.

Q: Is it possible that a student from my district could be "kidnapped" by a resolver from another district? In other words, could a district resolver mistakenly resolve a student from my district where, for purposes of the UIC Application, that student would suddenly show up in a district other than my own?

A: As an authorized user, in Phase 1 you are restricted to resolving only those records that were uploaded in your own batch file. If you are unsure whether you or another district should be resolving a particular record, it is recommended that you contact your counterpart at the other district.

To facilitate communication between districts, contact information for authorized resolvers is available as a link on the application itself. In addition, the "Created By" and "Modified By" fields will display authorizer information where a record was last modified by a user, or will display the word "system" in cases where the record was automatically created or updated.

Q: Two districts are claiming the same student for 1.00 FTE, so the record shows up on the ISD Auditor View. If districts select "Do not Submit" for one of these records, does it still show up on the auditor view?

A: When a district's "batch" or file is initially processed by the UIC Application, the ISD Auditor View is generated. From that point on, clicking "Do not Submit" will not withdraw a record from the UIC Auditor View. Instead, it flags an incoming record so that it does not eventually get loaded to the warehouse.

Q: What will happen if I do not do Student UIC Resolution (Phase 1)?

A: If a resolver of UICs does not do Student UIC Resolution and s/he submitted a student(s) without a UIC, at the beginning of Phase 2, the SRSD/UIC Application automatically assigns a UIC to that student record. Please refer to the UIC Timeline for the date of this occurrence. If the student previously had a UIC, this means multiple UICs are now assigned to the same individual.

If you do not complete resolution, it is likely that the number of records to resolve will increase with each subsequent submission.

Q: If you do not complete Student UIC Resolution (Phase 1), can you still do Duplicate UIC Confirmation (Phase 2)?

A: Yes. However, it is highly recommended that you do both phases. Failure to fully complete both phases of the resolution process means that potentially unresolved data may be provided in the UIC Reports and Text File Export/Download files. It may also compound the number of records you are required to resolve in future submissions.

Q: What is the timetable for downloading UICs?

A: The UIC Timeline denotes the date for each cycle. Please refer to it for the date of occurrence. These files will reflect the amount of resolution that has or has not been done up to the point of download. The Phase 1 resolution process must be completed before executing a request for a Text File Export/Download. If you have not completed the Duplicate UIC Confirmation process, the UIC data in these exports may be inaccurate, since the Text File Export/Download reflects information held in the UIC Master Table, as current at the time of text file download.

Q: How do I use the Text File Export/Download?

A: The Text File Export/Download files are text files that can be downloaded by your district or ISD. The system generates a text file that includes all the same batch data that was submitted and adds the new 10-character UICs assigned to each record. The UIC appears in the record from position 871 to 880. Downloading this information and using it to prepare for the next submission by importing the most up-to-date UIC information will help to dramatically reduce the number of records that require resolution. Virtually all Student Data Management Systems that accommodate the SRSD also provide the means for updating the UIC. Please refer to your vendor's documentation or contact your vendor customer support.

The records in the Text File Export are formatted exactly the same as the SRSD record that was originally submitted by your district. Again, since school districts and Public School Academies (PSAs) use a variety of vendors for their student information systems, we suggest that the authorized user contact the vendor or ISD for assistance in using these text file exports/downloads.

The Phase 1 resolution process must be completed before executing a request for a Text File Export/Download. If you have not completed the Duplicate UIC Confirmation process, the UIC data in these exports may be inaccurate as the Text File Export/Download reflects information held in the UIC Master Table, current at the time of text file download.

Q: Will only records that did not have UICs be available for downloading?

A: You will have three options. You can download the full file that contains all of your previously submitted student records with new or former UICs, or you may download a file that contains only those records with new UICs. A third choice is to download a file that contains only those records that were 100 percent positive matches (that is, only those records for which a single match was found based on last name, first name, date of birth, and gender).

Q: Are nonSRSD files (the feature called "Upload for UIC Request") available for export?

A: Yes. Once the file has been resolved, it may be downloaded (please see the User's Guide for instructions). The UIC is contained at the end of each record. The structure and format of this file must adhere to the specifications provided in the User's Guide and Online Help. Remember that one can obtain new UICs for groups of students by including these students in the regular SRSD submission with the UIC field (124) left blank. These students are then included in the "New UICs assigned" files available for export.

Q: Will it continue to be possible to submit a blank UIC (Field 124)?

A: At the current time, you may continue to submit a blank in Field 124. However, we recommend that you submit the record with a UIC when you know it. Submitting records with UICs will dramatically reduce the number of records that require resolution.

Beginning spring 2006, SRSD submission files containing more than 15 percent blank UICs will be rejected (does not include kindergarten, early childhood, or Early On[®] participants).

Q: If we submit SRSD data and the data pass Error Check, why would we get data errors in UIC resolution?

A: Checking for data errors is primarily intended for the nonSRSD uploads ("Upload for UIC Request" feature). These files bypass the regular CEPI Error Check process and therefore require basic checking to ensure that valid dates have been submitted, name fields do not contain invalid characters, and so on.

Q: Will ISDs have access to the UICs for their LEAs?

A: ISD auditors will have view-only access to reports of records submitted by their constituent districts to assist in the audit process. They will have the capability of downloading these files.

Q: We now have students who have two (or more) UICs. Which one do I use?

A: It is up to the district to decide which UIC to use. We suggest choosing the UIC with the most correct data in the student record.

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

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

Q: What do I do if I have a set of twins with the same UIC but differing names (or the same name)?

A: In Phase 2, Duplicate UIC Confirmation, you will be given an opportunity to resolve these students. Create a new UIC for one of them.

Q: What do I do if the same student has been assigned more than one UIC? Can we delete extra UICs for students?

A: Multiple UICs for students cannot be deleted. They stay in the UIC Master Table. If you have multiple UICs for a student(s), please consult the Linking UICs Guidelines located in Appendix A of the UIC User's Guides for instructions on how to submit a linking request. When submitting linking requests to CEPI, the core information (Last Name, First Name, Date of Birth, and Gender) associated with each UIC is required. This information can be found by performing a student search. Please see the "Student Search" section of this document for more information.

When the records are linked, you are making the decision that two records actually represent only one student. The records are linked and stored in the UIC Master Table. The records are not deleted, and a history of UICs that have been assigned to this record is maintained in the Master Table. (See UIC Help, Student Information, Unlinking UICs.)

Q: I cannot see my UICs. What is wrong?

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

To upgrade to the most recent version of Internet Explorer, click on:

<http://www.microsoft.com/windows/ie/default.asp>.

For best performance, view the CEPI Web site with a monitor resolution of 800X600 or higher.

Q: I cannot resolve anything in the application. What is wrong?

A: You may not have permissions as a resolver. To check your authorized user permissions, consult the security agreement that you signed. Please send an e-mail message to Help-Desk@michigan.gov, stating your specific question about your role permissions in the SRSD/UIC Application. Include your full name, district code, district name, complete telephone number with area code and extension. The Help Desk staff will create a DIT Remedy Help Desk case for you and check on your permissions.

Q: My district does not have a UIC resolver. What do we do?

A: If your district does not as yet have a designated resolver for the SRSD/UIC Application, please go to the CEPI Web site at www.michigan.gov/cepi. Click on MEIS Data Services. Click on Single Record Student Database. Click on the SRSD/UIC Security Agreements link in the pink box. Please review and discuss the appropriate form with your superintendent. Complete the form with the required signatures and fax it according to the directions.

Q: How can I reduce the number of records I need to resolve in the future?

A: The number of records a district must resolve is typically a reflection of the amount of work done in the previous submission cycle. Districts can minimize the number of records that are returned as multiple and possible matches by first ensuring that they complete Student UIC Resolution (Phase 1) before the published deadline. When a record is submitted without a UIC and no resolution is performed, the system will automatically assign a UIC to this record whether or not one already exists. That means that an additional UIC will be presented as a possible match the next time this record is submitted.

Second, districts can reduce the number of records to be resolved by ensuring they submit a linking UICs request whenever they identify a student having multiple UICs. When UICs are linked, only the UIC chosen as primary is looked at by the system when matching a submitted record against the UIC Master Table.

Third, when you have completed Duplicate UIC Confirmation (Phase 2) and submitted your linking request, download a copy of your text file export file (under UIC Reports in the application). The system generates a text file that includes all the same batch data that was submitted and adds the new 10-character UICs assigned to each record. Districts can use this information to update their student information system. Records submitted with a UIC number, local student ID, and district code that match what CEPI has on file for that student, AND that have a matching score of 85 percent or higher are updated automatically by the system.

Q: We are changing our student information system vendor this summer. Next fall all our student ID numbers will be different. Will this mean that our district will have to resolve every submitted record?

If a record is submitted AND the match score for that record falls between 85 and 94 percent (meaning it is a possible match), then CEPI looks at the student ID and district code. If these match what CEPI currently has on file in the UIC Master Table, then we accept and update the record. We do not require it to be resolved.

The change in student ID means that those records that fall into the possible match category for your district will need to be resolved manually. This is not all records. Only those that fall into the possible match category.

Q: I have questions about the application. I have consulted the UIC Help, the User's Guide, and the FAQs. What do I do next?

A: Please send an e-mail message to Help-Desk@michigan.gov. Note the CEPI application you are using and the specific question about or difficulty with the application. Include your full name, district code, district name, complete telephone number with area code and extension. The Help Desk staff will create a DIT Remedy Help Desk case for you. They will either contact you or forward your DIT Remedy Help Desk case to the appropriate support staff for research and response. You may receive a telephone call or an e-mail response. The e-mail will have the DIT Remedy Help Desk Case identification number.

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