



Michigan Student Data System (MSDS) *Spring 2012 General Collection*

Overview

The Center for Educational Performance and Information (CEPI) intends that this document will supplement the MSDS business rule spreadsheets, District User Training Manual and MSDS Collection Detail Manual. Please refer to these documents for more detailed information and instructions. These documents are available through the MSDS section of the CEPI website: www.michigan.gov/cepi.

We have covered the following points in this overview:

1. What is the purpose of the Spring 2012 General Collection?
2. Which students do we report?
3. When do we report?
4. Who can help me?

1. WHAT is the purpose of the Spring 2012 General Collection?

The Spring 2012 General Collection is a membership count, or Full-Time Equivalency (FTE) collection. FTE data are optional for this collection. However, you must submit FTE data when applicable for each student. Report students who are eligible for FTE with the General Education, Special Education or Adult Education component included in their records in order for the applicable FTE to be assigned to the district. If you fail to submit FTE data in the record of a student for whom you claim membership, you will not receive a foundation payment for that student. The Spring 2012 General Collection schema, sample file and a summary of schema changes are available on the [MSDS General Collection](#) section of the CEPI website.

The Spring 2012 General Collection will also be used as the base for enrollment data on the Michigan Department of Education's (MDE) Bureau of Assessment and Accountability (BAA) Secure Site. Data submitted in this collection will be used to update a student's core, demographic and program data for the Michigan Merit Exam, MI-Access and English Language Proficiency Assessment (ELPA). Additional information regarding spring assessments is available on the [BAA website](#).

2. WHICH students do we report?

Report all students enrolled in your district who meet either of the following criteria:

- Are actively enrolled on "count day," the second Wednesday in February (2/8/2012)

- Exited prior to count day but were actively enrolled at some point during the current school year (i.e., enrolled prior to the second Wednesday in February and exited after the first day fall count date of the current school year).

You must report students with disabilities receiving **special education** services with the Special Education Component reflecting their status on the second Wednesday in February. You must also report students who have exited special education since they were last reported in the MSDS with the Special Education Component showing the appropriate exit data. Be sure that your district's special education personnel review these data for accuracy before certifying the collection.

Report any student who has been identified as eligible for **free or reduced-price meals or milk** with the SNE Component included in his/her record. It is only necessary to submit these data for eligible students whom you did not report in your district's Fall 2011 General Collection or Student Record Maintenance Collection.

- Please note: the MSDS will identify students who meet one of the following criteria as **eligible for free milk/meals**, regardless of the presence of the SNE Component:
 - The student is listed on your district's Direct Certification report.
 - The student has been reported by your district as homeless during the current school year.
 - The student has been reported by your district in the Migrant Education Data System as migrant during the current school year.
- The determination of your district's **economically disadvantaged subgroup** is based on students who are identified as eligible for free or reduced-price meals or milk. Therefore, it is imperative that your district's food and nutrition staff, homeless liaison, migrant liaison and assessment coordinator be involved in the review of the **Staging Area reports** for the Spring General Collection data **before** certifying the collection.

You must report the **Attendance** Component for all records you submit for exiting students unless they meet the criteria for exemption.

- Criteria for exemption include the following:
 - Student Residency code = 04, 07, 08, 09, 12, 13 or 15
 - Grade or Setting = 20 or 30
 - District Exit Date on or before September 1 of the current school year

These data are cumulative for each student and MDE uses them in the determination of Adequate Yearly Progress. The data submitted in Days Attended represent the number of days the student actually attended. The data submitted in Total Possible Attendance represent the total possible days that the student could have attended from the first day of school, the date of new enrollment or the beginning of a program.

3. WHEN do we report?

February 1 through March 28 – submit student data into the MSDS

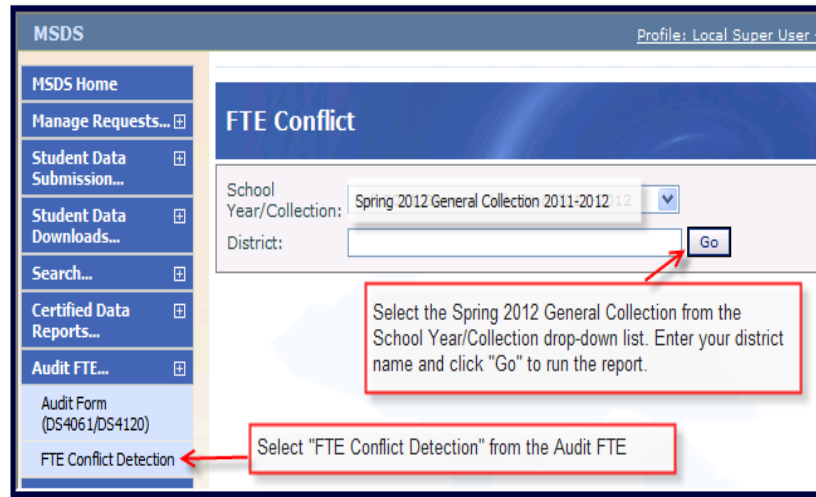
- February 8, 2012 is **count day**. The submission window will be open before count date to allow time for district users to upload their data files, review warning and error messages, and make corrections to student records. *Please note: the Spring 2012 General Collection cannot be certified before the count date.*
- During this period, you may add, edit and delete student records through file upload or online data entry. Michigan law requires that all districts submit data to CEPI no later than five (5) weeks after the legislated count date. For the Spring 2012 General Collection, that date is 3/14/2012.
- All records must contain a valid Unique Identification Code (UIC) and you must complete all UIC Resolution (Resolution Status must be "Match Found" or "New UIC Generated").
- All records must be error-free (Validation Status must be "Error Free with No Warnings" or "Error Free with Warnings").
- Review all records with warnings to be sure the data are correct. *Remember that a warning does not mean that your data are wrong; it is a reminder to confirm that they are accurate. Please do not change accurate data in order to remove warnings from your records.*
- Review all available Staging Area reports for accuracy. District personnel who are best acquainted with the data should review these reports. For example, your district's ELPA coordinator should review the Program Participation Count staging report to confirm the correct English-language learner student count.

- Complete the Quality Review process. Correct any errors and review all warnings to assure data quality. Run Quality Review again and repeat the process until your collection is error-free and all records are confirmed as accurate. (Remember: do not change accurate data in order to remove warnings.)

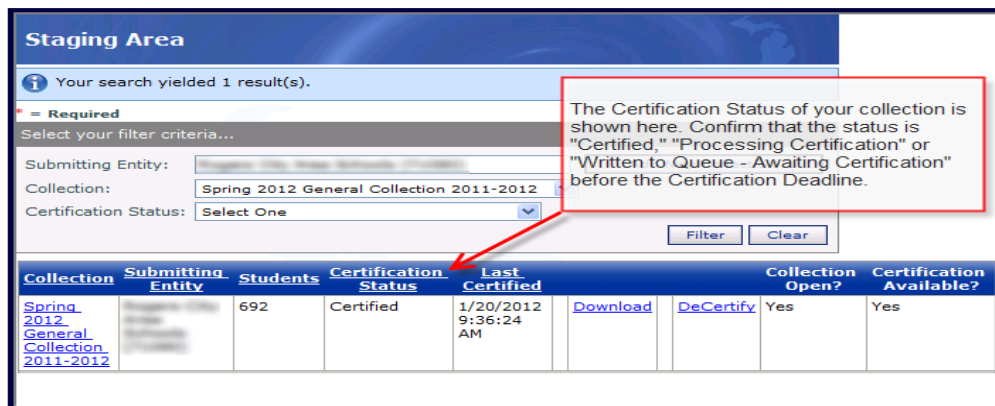
- Certify your district's collection. Note: CEPI will be performing data quality analyses for all data that is certified by the Submission Deadline (3/14/2012). You may decertify to correct data and resolve FTE conflicts until the Certification Deadline (3/28/2012).

March 15 through March 28 – continued review and resolution

- Review the MSDS reports for your district, including the program participation and special education reports, to confirm that you have accurately reported the data.
- Review your district's FTE Conflict Detection report and work to resolve all conflicts. Be sure to notify your district's ISD auditor of any FTE conflicts that you are unable to resolve before the Certification Deadline. For additional instructions on how to use this report, please refer to the [MSDS District User Training Manual](#).



- During this time, you may decertify collections to correct data as needed. Your district's Spring 2012 General Collection must be in "**Certified**," "**Processing Certification**" or "**Written to Queue – Available for Certification**" status by 11:59 p.m. EST on the Certification Deadline (3/28/2012).



4. WHO can help me?

If you have questions about the Michigan Student Data System, please contact the CEPI customer support team. They are available during normal office hours (7:30 a.m.–5 p.m. EST). You can contact them by leaving a voicemail message at 517-335-0505 (select option 3) or by sending an e-mail message to CEPI@michigan.gov. Please refer to the MSDS collection and provide your name, district code and district name (if applicable), your telephone number (including area code and extension), your e-mail address and your specific questions. Please do not include student identifying information, such as student name and date of birth. You may send UIC information as long as you do not include the student name and date of birth.

If you have questions about **special education services or policies**, you may contact the Michigan Department of Education Office of Special Education and Early Intervention Services (OSE-EIS) by calling 517-373-0923.

If you have questions about **spring assessments** and the BAA Secure Site, you may contact the Michigan Department of Education Bureau of Assessment and Accountability by sending an e-mail message to BAA@michigan.gov or by calling 1-877-560-8378.