

Center for Educational Performance and Information (CEPI)

Michigan Education Information System
(MEIS)

School Infrastructure Database (SID)

Data Field Descriptions

End-of-Year 2009 Submission

Questions?
e-mail: CEPI@Michigan.gov
Contact: (517) 335-0505



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Information Regarding the End-of-Year (EOY) 2009 SID Submission

Please note the following:

- Changes that have been made to the SID Data Field Descriptions since the previous submission are noted in Arial font with a dashed underline.

2009 SID Submission

Districts' authorized users may complete the SID submission either via the online application or by preparing and uploading a file to the SID Application following the specification in the EOY 2009 SID Data Field Descriptions.

Upload Process Available for EOY 2009 SID Submission

The EOY 2009 SID Data Field Descriptions documentation includes specifications, programming edits and codes necessary for preparing a bulk upload file for the SID submission. SID data may be submitted to CEPI using a comma-delimited file format. This is commonly referred to as a comma separated value (CSV) file. Fields must be submitted as outlined in this version of the EOY 2009 SID Data Field Descriptions. The content and data elements required in the fields remain the same. This version of the EOY 2009 SID Data Field Descriptions includes specifications for preparing a bulk upload file. Additional programming edits have also been added.

An EOY 2009 SID Record Layout has been prepared for use by the districts. The Record Layout provides technical information regarding each field. Be sure to read the Record Layout carefully before submitting your bulk upload file. A copy of the Record Layout can be obtained at www.michigan.gov/cepi. Click on "MEIS Data Services" and then click on the "School Infrastructure Database." The Record Layout is located under the heading SID Data Manual.

Managing your Michigan Education Information System (MEIS) Account

Updating an MEIS Account E-mail Address or Phone Number. It is important for the MEIS user's information to be current. Frequently, e-mail messages are sent to all authorized users of an application. Therefore, it is imperative to keep the e-mail address current in your MEIS account. It is sometimes necessary for the state to contact an authorized user by telephone; therefore, that number must be kept current as well. If an update is necessary for either an e-mail address or a phone number:

- Update an MEIS account at <http://michigan.gov/meis>.
 - Click on the MEIS logo.
 - Log in as an MEIS User.
 - Click on "Edit Personal Information."
 - Click on "Save Changes" to update your account.
 - Click on "Return to the MEIS User Management Main Menu."
 - Log out of MEIS.

Name Change. A name change affects your security access to an application. A user is only allowed to log in as the individual named on the security agreement. If an individual user has a name change, the individual must do the following:

1. Create a new MEIS account at <https://cepi.state.mi.us/MEISPublic>.
2. Complete and submit the appropriate security agreement(s) for the CEPI application(s) for which he/she has authorization. The security agreement for SID is located on the CEPI Web site at www.michigan.gov/cepi. Click on "MEIS Data Services" and then on "School Infrastructure Database." The security agreement may be found under the heading Submit SID Data to CEPI.

Need help with your MEIS account or password?

MEIS Account or Password. If you have any problems with your MEIS account or password while you are using the SID on the MEIS system, please contact the DIT Client Service Center at (517) 335-0505, option 1 or via e-mail at CEPI@michigan.gov.

Security Agreement. After you have established your MEIS account, download the SID Security Agreement from the MEIS Data Services page on the CEPI Web site at www.michigan.gov/cepi. Click on "MEIS Data Services," and then click on "School Infrastructure Database." The Security Agreement is located under the heading, Submit SID Data to CEPI. After submitting the completed and signed form, you will be notified by e-mail when you have access to the SID. After you have security access to the SID, you are ready to begin.

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

State of Michigan Office Contact

Each field listing in the SID Data Field Descriptions contains a state of Michigan office contact. This is the office to which content questions pertaining to a particular field should be directed. As always, for technical assistance with your data submission, please contact CEPI customer support at 517-335-0505, option 3 or CEPI@michigan.gov. Please provide your name, district code, district name, CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific questions.

Index of Page Edits

EOY 2009 SID Data Field Descriptions

For your convenience, a list of the page numbers in the EOY 2009 Data Field Descriptions that contain edits, marked by ~~strike through~~ (no longer in effect) or underlined Arial font (new requirement or clarification), appear below:

Field Number	Field Name	Page No.	Edits/Changes
A	Date of Count	8	EOY 2009 Date of Count is 06/30/2009.
B	School/Facility Number	9	Update to definitions
C	Shared Physical Space – Administrative Unit	12	Updates to field name and definitions
1	School Safety Practices	13	This field is no longer collected and is now a reserved field.
2	School Safety Plan	15	This field is no longer collected and is now a reserved field.
3	School Prevention Program	16	Addition reporting elements
4B	Truancy	22	Updates to definition and reporting requirements.
4C	School Disciplinary Problems-Disciplinary Referrals	23	This field is no longer collected and is now a reserved field.
29	Bus Incident or Accident	49	This field is no longer collected and is now a reserved field
34-42	Dual Enrollment Fields	54-61	Addition of the following statutes: <u>Career and Technical Preparation Act, MCL 388.1903; MCL 388.1907; MCL 388.1911</u>
43	Alternative Services	63	Update to definition

Field A: Date of Count

A value must be submitted in this field in a bulk upload file only.

Submission date: June 30

Field use:

State of Michigan office contact: CEPI customer support, 517-335-0505 or
CEPI@michigan.gov

Field specification: Ten characters, date with slashes

Record type: Date

Database field name: MonthOfCount

SIF tag: <>

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. CCYY represents the year. For example, June 30, 2009 = 06/30/2009. 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:

Programming edits: A value is required in this field when submitting a bulk upload file for the district's SID submission. If this field is left blank or does not contain the current official submission date, a fatal error is reported.

Definition: The official end-of-year SID submission date for the 2008-2009 school year is June 30, 2009 (06/30/2009).

Field B: School/Facility Number

A value must be submitted in this field in a bulk upload file only.

Submission Cycle:	June 30
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:	CEPI customer support, 517-335-0505 or CEPI@michigan.gov
Field specification:	Five characters, right-justified, zero fill, leading zero
Record type:	Integer
Code/format:	Official <u>Educational Entity Master School Code Master</u> (NNNNN)

Dependencies with other fields:

Programming edits: A value is required in this field when submitting a bulk upload file for the district's SID Submission. When the school code is blank or not in the official Educational Entity Master (EEM) School Code Master, a fatal error is reported. The school/facility number reported must be assigned to the reporting district in the Educational Entity Master (EEM) School Code Master.

Definition: These codes are the state-assigned numbers in the Educational Entity Master (EEM) School Code Master. This field also provides the relational link to all the core data sets in the warehouse.

The School Code Master (SCM) EEM numbers are five digits. ~~Prior to the MEIS, the leading zero was not used.~~ You must add a leading zero in front of the EEM SCM numbers for all schools/facilities that have four-digit numbers (e.g., 01234).

Any district-operated school or Unique Education Provider ancillary facility may receive a five-digit number. For requesting an EEM School Code Master number, the following guidelines have been created. These guidelines will help differentiate a school from a program. Send questions or comments regarding this field to CEPI@michigan.gov.

School: Generally, a public school is an administrative unit (not necessarily a physical building) that provides instruction to students. It is operated by a primarily publicly funded education entity (Michigan Department of Education (MDE), Intermediate School District (ISD), Local Education Agency (LEA), Public School Academy (PSA) and has ALL of the following characteristics:

- An administrator (principal) who reports directly to the entity's chief executive officer (i.e., superintendent).
- Teachers responsible for educating a specific set of students.

- Students
- Receives a state-issued Michigan School Report Card. (The Michigan Department of Education annually makes a determination of Adequate Yearly Progress [AYP] for all public elementary, middle schools, and high schools in Michigan. AYP evaluates schools and school districts in the areas of academic achievement, participation in state assessment, graduation rate for high schools, and student attendance for elementary and middle schools.)

School for all other entities (State Agency, Nonpublic, Higher Education, Other) would be defined as: an administrative unit (not necessarily a physical building) that provides instruction to pupils and has the following characteristics:

- Administrator
- Teachers
- Students

Unique Education Provider: A Unique Education Provider is not a school; however, it provides instructional services to children before kindergarten, supplemental instruction, or provides support education for grade levels pre-K through 12, or adult education services. Generally it has:

- Administrator, supervisor, coordinator, or director who reports to a principal or another administrator
- Teachers who may have special endorsements beyond those normally required for Pre-K through 12
- Students select to attend or are referred by another public agency/school
- Students who are not necessarily in full-time attendance
- The location does not administer state assessments: MEAP, MME, MI-Access and/or ELPA, but may administer other state assessments.
- The location does not offer a Michigan Merit diploma (if grades 9-12).

Supplements or is a primary legal entity receiving funds through MDE. (i.e., _____ Nonpublic School, Private School, Other State Agency, Higher Education Institution, Other Recipient of Funds through MDE)

Non-Instructional Ancillary Facility (NIAF): This entity does not provide instruction but is affiliated with the LEA, ISD, PSA, State, or Other and does get an entity code for reporting purposes. Examples: entities serving as a bus garage, transportation center, plant/maintenance facility, administrative support, food service, communications/media, sports/recreation, health services, family/community center, professional training center, agriscience/natural resources center, treatment center.

(Definitions: Michigan Department of Education May, 2008)

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.). An ancillary facility 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 C: Shared Physical Space – Central Administrative Office Unit

A value must be submitted in this field in a bulk upload file only.

Submission Cycle: June 30

Field use:

State of Michigan office contact: CEPI customer support, 517-335-0505 or CEPI@michigan.gov

Field specification: One character

Record type: Integer

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

Dependencies with other fields:

Programming Edits: A value is required in this field when submitting a bulk upload file for the district's SID Submission. If a "1" (central administrative office shares physical space with another school/facility) is reported in this field, the district cannot report data in fields 1 through 44, or a fatal error will be reported. This field must have a value or a fatal error will be reported.

Definition: When a central administrative office shares physical space with another school/facility, the district may report the central administrative office as sharing physical space and report one set of data for the combined shared space. Indicate with a "1" if the central administrative office shares physical space. Indicate with a "0" if the central administrative office does not share physical space. Report "0" for all other schools/facilities.

Code

0	Central administrative office does not share physical space
0	All other school/facilities
1	Central administrative office shares physical space

Field 1: ~~Reserved School Safety Practices~~

This field must be left blank.

Submission date: ~~June 30~~

Field use: ~~Revised School Code, MCL 380.1308; 380.1310a
NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151~~

State of Michigan office contact: ~~Kyle Guerrant; 517-335-0565
Bob Higgins; 517-373-1024~~

Field specification: ~~22 characters~~

Record type: ~~Character~~

Database field name: ~~SIDSftyPrae~~

Code/format: ~~This is a 22-position field (NNNNNNNNNNNNNNNNNNNNNNNNNNNN).
1—Yes
0—No
2—Not Applicable—Items 1 through 19 and 22 only~~

Dependencies with other fields:

Programming edits: For bulk upload files, this field must be left blank or a fatal error will be reported. ~~Items 20 and 21 must have a "1" (Yes) or "0" (No) response or a fatal error will be reported. Items 1 through 19 and 22 are optional. Items 1 through 19 and 22 must have a value of "1" (Yes), "0" (No), or "2" (Not Applicable). These items will be used to provide school safety practice analysis and feedback in conjunction with state offered health and safety surveys.~~

Definition: ~~Indicate with a "1" (Yes), "0" (No), or "2" (Not Applicable) whether the safety practice has been implemented in your school over the past school year. Items 20 and 21 are requirements of the Federal Gun-Free Schools Act Report. For Items 20 and 21, indicate with a "1" (Yes) or "0" (No) whether your school is in compliance with the law. Items 1 through 19 and 22 are no longer required; however, districts are encouraged to report the data. These items must have a value of "1" (Yes), "0" (No), or "2" (Not Applicable).~~

~~—Code
—1—Yes
—0—No
—2—Not applicable~~

~~1—Warning codes used to alert faculty of a critical incident
2—Tactical evacuation route for students or entry routes for emergency support teams~~

- ~~3—Off site staging area for assembly and communication at the onset of critical incident~~
- ~~4—Emergency communication tree or plan~~
- ~~5—Facility blueprints and site plan on file with emergency support team~~
- ~~6—Control access to site during school hours (doors locked or monitored)~~
- ~~7—Control access to grounds during school hours (gates locked or monitored)~~
- ~~8—Students required to pass through metal detectors each day~~
- ~~9—Visitors required to pass through metal detectors~~
- ~~10—Campus closed for most students during lunch~~
- ~~11—Integrated "homeland security in school" practices into school safety plans~~
- ~~12—Random sweeps for weapons~~
- ~~13—Require clear book bags or ban book bags~~
- ~~14—Require students to wear badges or picture IDs~~
- ~~15—Require staff to wear badges or picture IDs~~
- ~~16—Provide staff training in risk assessment~~
- ~~17—Security cameras used to monitor the school~~
- ~~18—Telephones provided in most classrooms~~
- ~~19—Emergency button provided in lavatories~~
- ~~20—In compliance with the state law that requires that a student who brings a firearm to school be expelled for one year~~
- ~~21—In compliance with the Elementary and Secondary Education Act (ESEA), Section 14602 that requires referral to the criminal justice or juvenile delinquency system of any student who brings a firearm to school~~
- ~~22—Schoolwide training in positive behavioral support and interventions~~

Field 2: ~~Reserved School Safety Plan~~

This field must be left blank.

Submission date:	June 30
Field use:	Revised School Code, MCL 380.1308; 380.1310a NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Six character
Record type:	Character
Database field name:	SIDSftyPlan
SIF tag:	⇔
Code/format:	This is a six position field. (AAAAAA)

Dependencies with other fields:

Programming edits: For bulk upload files, this field must be left blank or a fatal error will be reported. Each of the six items listed in this field must have a "1" (Yes) or "0" (No) response or the field submission will not be complete.

Definition: Indicate with a "1" (Yes) or "0" (No) whether your school has a written plan that describes procedures to be observed in each of the critical incidents listed.

Code
1—Yes
0—No

- 1 Shootings
- 2 Riots
- 3 Bomb scares or comparable threats (excluding fire)
- 4 Disaster planning (tornadoes, floods, chemical spill, etc.)
- 5 Hostages
- 6 Lock down

Field 3: School Prevention Program

Submission date: June 30

Field use: Revised School Code, MCL 380.1308; 380.1310a
NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151

State of Michigan office contact: Doug Sheldon, 517-335-4322

Field specification: Twenty-one five characters

Record type: Character

Database field name: SIDPrevProg

SIF tag: <

Code/format: This is a twenty-one five position field
(NNNNNNNNNNNNNNNNNNNNNNNNNN).

Dependencies with other fields:

Programming edits: Each of the twenty-one five items listed in this field must have a "1" (Yes) or "0" (No) response or the field submission will not be complete.

Definition: Indicate with a "1" (Yes) or "0" (No) whether your school conducted any formal programs intended to prevent or reduce violence or drug use over the past school year.

Code
1 Yes
0 No

Items for EOY 2009

- 1 Implemented a violence-prevention curriculum
- 2 Implemented a drug-prevention service
- 3 Conducted community service projects on prevention
- 4 Implemented teacher/staff training on violence/drug prevention
- 5 Conducted public/parent awareness activities on violence/drug prevention
- 6 Prevention Curriculum, Instruction, or Training Programs
- 7 Behavioral Programming or Behavior Modification Programs
- 8 Counseling, Social Work, Psychological, or Therapeutic Programs
- 9 Mentoring, Tutoring, Coaching, Apprenticeship, or other Programs Involving Individual Attention
- 10 Recreational, Enrichment, or Leisure Programs
- 11 Programs Involving Improvements to Instructional Practices

- 12 Programs Involving Improvements to Classroom Organization or Management Practices
- 13 Programs to Change or Maintain the Culture or Climate of the School, to Alter or Maintain Expectations for Student Behavior, or to Secure Student Commitment to Norms
- 14 Programs Focused on Intergroup Relations or Interaction between the School and the Community or Among Groups within the School
- 15 Programs Related to Youths' Roles in Regulating or Responding to Student Conduct
- 16 Programs Involving a School Planning Structure or Process or a Method of Managing Change
- 17 Security or Surveillance Programs
- 18 Programs or Services for Families or Select Family Members
- 19 Programs that Limit Access or Alcohol and Tobacco Products
- 20 Programs that Influence the Culture and Contexts of Alcohol and Tobacco Use
- 21 Programs that Promote Community Awareness and Education about the Health and Safety Risks Associated with Youths' Use of Alcohol and Tobacco

Descriptions

- 1 *Implemented a violence-prevention curriculum*
- 2 *Implemented a drug-prevention service*
- 3 *Conducted community service projects on prevention*
- 4 *Implemented teacher/staff training on violence/drug prevention*
- 5 *Conducted public/parent awareness activities on violence/drug prevention*
- 6 Prevention Curriculum, Instruction, or Training Programs - These programs involve use of Title IV funds to provide the provision of training or instruction to students to prevent or reduce alcohol, tobacco, or other drug (ATOD) use or school crime.
- 7 Behavioral Programming or Behavior Modification Programs - The use of Title IV funds to prevent ATOD use or school crimes. These programs involve tracking of specific behaviors over time, setting behavioral goals, and using feedback or positive or negative reinforcement to decrease undesired behavior or increase desired behavior.
- 8 Counseling, Social Work, Psychological, or Therapeutic Programs - The use of Title IV funds for programs that offer advice or guidance, or the encouragement of communication, insight, and understanding to remedy or prevent mental health or behavior problems or to promote mental or behavioral health development.
- 9 Mentoring, Tutoring, Coaching, Apprenticeship, or Other Programs Involving Individual Attention - The use of Title IV funds for programs that focus on the provision of one-on-one attention to individual students. The interaction of one single student with another individual may be in the form of instruction, coaching, advice, practice, training or other activities as it relates to ATOD use and school crimes.
- 10 Recreational, Enrichment, or Leisure Programs - The use of Title IV funds for programs that focus on the provision of or access, play, amusement, or diversions; exploration of locations or events that are outside of the school and that are outside of the school's curriculum; or activities that provide fun or relaxation as a way to prevent or reduce ATOD use or school crime.

- 11 Programs Involving Improvements to Instructional Practices - The use of Title IV funds for programs that include efforts that are applied to entire classes that involve the adoption or expansion of improved teaching practices to prevent or reduce ATOD use or school crime.
- 12 Programs Involving Improvements to Classroom Organization or Management Practices - The use of Title IV funds for programs that include efforts that applied to entire classes that involve the adoption or expansion of improved methods of managing classroom behavior, transitions, use of time, and grouping as a means of preventing or reducing ATOD use or school crime.
- 13 Programs to Change or Maintain the Culture or Climate of the School, to Alter or Maintain Expectations for Student Behavior, or to Secure Student Commitment to Norms - The use of Title IV funds for programs that include schoolwide efforts aimed at preventing or reducing ATOD use or school crime by establishing efforts to encourage or sustain special school climate or culture through symbols, ceremonies or systematic procedures.
- 14 Programs Focused on Intergroup Relations or Interaction between the School and the Community, or Among Groups within the School - The use of Title IV funds to include efforts to focus on intergroup relations or interaction among groups within the school or between the school and the community as a way to prevent or reduce ATOD use or school crime.
- 15 Programs Related to Youths' Roles in Regulating or Responding to Student Conduct - The use of Title IV funds to prevent ATOD use or school crime, these programs involve formal roles in the school for students in formulating the school's rules or in anticipating or responding to issues related to a student ATOD use or school crime.
- 16 Programs Involving a School Planning Structure or Process or a Method of Managing Change - The use of Title IV funds for programs that focus on the participation of students and others in planning, as a way of preventing ATOD use or school crimes.
- 17 Security or Surveillance Programs - The use of Title IV funds for programs to prevent or reduce ATOD use or school crime, these programs constitute a coordinated set of strategies and are described in an implementation manual or other similar documentation. They involve the application of procedures that make it difficult for intruders to enter the school by guarding or securing entrances and exits; using people or technology to watch entrances, hallways, grounds, and other places for problem behavior.
- 18 Programs or Services for Families or Select Family Members - The use of Title IV funds for programs that involve outreach or the provision of services to families to improve their child management and supervision practices or to provide other family services as a means of preventing or reducing ATOD use or school crimes.
- 19 Programs That Limit Access to Alcohol and Tobacco Products - The use of Title IV funds for programs that seek to limit access to alcohol and tobacco products

- by establishing and enforcing purchase laws, price controls, and restrictions on retail sales and/or sellers.
- 20 Programs That Influence the Culture and Contexts of Alcohol and Tobacco Use - The use of Title IV funds for programs that influence local norms through legal deterrence and controls on advertising and promotions.
- 21 Programs That Promote Community Awareness and Education about the Health and Safety Risks Associated with Youths' Use of Alcohol and Tobacco - The use of Title IV funds for programs that raise awareness among community members of the health and safety risks associated with youth use of alcohol and tobacco. Programs can also promote correction of misconceptions about use.

Field 4A: School Disciplinary Problems - Bullying

Submission date:	June 30
Field use:	Revised School Code, MCL 380.1308 – 380.1311a; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDDiscProb
SIF tag:	<>
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Districts are to report the number of incidents of student bullying that have occurred during the past school year on school property or at a school-sponsored activity.

Position

1 – 4 Student bullying (NNNN)

Bullying – is conduct that meets all of the following criteria:

- Directed at one or more pupils;
- Substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- Adversely affects the ability of a pupil to participate in or benefit from the school district's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress and,

- Based on a pupil's actual or perceived distinguishing characteristic (see below), or is based on an association with another person who has or is perceived to have any of these characteristics.

Harassment or bullying is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts - i.e., Internet, cell phone, personal digital assistant [pda], or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying, whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

Field 4B: School Disciplinary Problems - Truancy

Submission date:	June 30
Field use:	Revised School Code, MCL 380.1308 - 380.1311a; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDDiscProb
SIF tag:	◇
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

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

Position
1 – 4 Truancy (NNNN)

~~An incident of unexcused absence occurs when a student is absent for one or more full school days without an authorized excuse. If a student misses two or more consecutive full school days, it should be counted as one incident unexcused absence. An unexcused absence is defined by local school board policy.~~

Field 4C: Reserved School Disciplinary Problems— Disciplinary Referrals

This field must be left blank.

Submission date:	June 30
Field use:	Revised School Code, MCL 380.1308–380.1311a; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDDiseProb
SIF tag:	⊕
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: For EOY 2009 bulk upload files, this field must be left blank or a fatal error will be reported. ~~A value must be submitted for this field, or a fatal error will be reported.~~

Definition: ~~Districts are to report the number of incidents of disciplinary referrals that have occurred during the past school year on school property or at a school-sponsored activity.~~

Position

~~1–4 Disciplinary referrals (NNNN)~~

Disciplinary Referrals ~~Staff referrals that are made to the school/facility's (building) administrative office that result in an administrative sanction. Administrative sanctions include but are not limited to:~~

- ~~• In-school suspension~~
- ~~• Detention~~
- ~~• Suspension~~
- ~~• Expulsion~~
- ~~• Community service~~

Field 5: Physical Assaults

Submission date:	June 30
Field use:	Revised School Code, MCL 380.1308; 380.1310 - 380.1311a NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrMPhyVio
SIF tag:	<>
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

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

A **physical assault** means intentionally causing or attempting to cause physical harm to another through force or violence as defined in Section 380.1310(3)(b) and 380.1311a (12)(b) of the Michigan Compiled Law (MCL).

Note: If the student was in possession of a weapon, the incident should be reported in **Field 15: Weapons on School Property**.

Field 6: Gang-Related Activity

Submission date:	June 30
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311 Penal Code MCL 750.411t; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrMGngAct
SIF tag:	<>
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of incidents when 911 or law enforcement were called as a result of gang-related activity that occurred on school property or at a school-sponsored activity over the past school year.

Field 7: Illegal Possession

Submission date:	June 30
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311 NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrInPoss
SIF tag:	<>
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of incidents that occurred during the past school year that involved the illegal use, possession or sale of a controlled substance (MCL 333.7104 [2, 3]), prescription drug or narcotic (MCL 333.7107) on school property or at a school-sponsored activity.

Field 8: Trespassers or Intruders

Submission date:	June 30
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311 NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrnTres
SIF tag:	<>
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of incidents when 911 or law enforcement officials were called over the past school year as a result of an intruder or trespasser on school property or at a school-sponsored activity. An intruder or trespasser is defined as one who enters or remains on a public school campus or facility without authorization and with no lawful purpose.

Field 9: Vandalism

Submission date:	June 30
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311 NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrMVand
SIF tag:	<>
Code/format:	This is a four-position field (NNNN).
Dependencies with other fields:	Field 10: Cost of Property Damage

Programming edits: If a value greater than zero "0" is submitted in this field, a value greater than zero "0" must be submitted in Field 10: Cost of Property Damage or a fatal error will be reported.

Definition: Indicate the number of incidents of vandalism or destruction of school property over the past school year. Other property crimes to be reported include, but are not limited to, theft and graffiti. Incidents of arson that result in property damage should be reported in Field 20: Arson.

An incident requiring mandatory reporting involves one of the following: damage in excess of \$100, numerous events of minor damage (less than \$100), or damage that is gang related.

Field 10: Cost of Property Damage

Submission date:	June 30
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311 NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Six characters
Record type:	Integer
Database field name:	SIDCostDamage
SIF tag:	<>
Code/format:	This is a six-position field (NNNNNN).
Dependencies with other fields:	Field 9: Vandalism

Programming edits: If a value greater than zero "0" is submitted in this field, a value greater than zero "0" must be submitted in Field 9: Vandalism.

Definition: Indicate an estimate of the funds needed to repair the vandalism or destruction of school property over the past school year as reported in Field 9: Vandalism. Values should be rounded to the nearest whole number.

Field 11: Reserved

This field must be left blank.

Submission date:

Field use:

State of Michigan office contact:

Field specification:

Record position/type: None

Database field name:

SIF tag:

Code/format:

Dependencies with other fields:

Programming edits: This field must be left blank, or a fatal error will be reported.

Definition: This is a reserved field.

Field 12: Criminal Sexual Conduct

Submission date:	June 30
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311 NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151 MCL 750.520(b)-(e) or (g)
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrSexCond
SIF tag:	◇
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of criminal sexual conduct incidents [(MCL750.520(b)-(e) or (g)] over the past school year that occurred on school property or at a school-sponsored activity. Use the following guidelines when reporting criminal sexual conduct:

To report criminal sexual conduct (CSC), consider the interaction between the victim and the assailant, the assailant's age, gender, contact and the use of force. School staff members to whom a CSC disclosure is reported may view the disclosure through a perception of who a "typical assailant" might be. Rather than assume that the assailant is male, older, and/or stronger than the victim, the reverse may be true. The threat of force may reduce the natural advantage that age, gender, and/or strength might provide to the victim. In addition, the capacity to understand and/or respond should also be considered in terms of cognitive impairment, mental incapacity, and physical helplessness at the time of the incident. As mandated reporters, the school staff

members are required to report any incidences or suspected incidences of CSC. An incidence of CSC includes at least, but is not limited to, the following scenarios.

Examples of CSC which meet the definition of this offense:

- An assailant can be under the age of 13 and may perpetrate an act of CSC on an older victim, even an adult.
- An assailant can be a 15-year-old female and may perpetrate an act of CSC on a male, 16 or older.
- When two 16-year-olds are involved in sexual activity, and one of them is under the influence of alcohol and/or other drugs, the non-using student is perpetrating an act of CSC. When both students are using alcohol and other drugs, CSC may still have occurred.
- When two 16-year-olds are involved in sexual activity, and one of them is cognitively impaired, the student with competent cognitive ability is perpetrating an act of CSC.

Sexual penetration involving a person under the age of 16 is criminal sexual conduct. If further explanation is necessary, please refer to the statute noted in this section.

Sexual touching of a person's intimate parts involving a person under the age of 13 is criminal sexual conduct. Sexual touching of a person's intimate parts involving a person age 13, 14, or 15 is criminal sexual conduct if the actor is five or more years older. A person's intimate parts include the breast, the buttocks, groin, or genital areas and the clothing covering any of these areas.

Note: With regard to sexual touching between two or more students of at least the age of 13 and under the age of 16, please refer to the local district's Department of Human Services and the local district's policy on cooperating with local law enforcement and the local district's Department of Human Services (formerly Family Independence Agency).

Field 13: Hostage

Submission date:	June 30
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; 380.1311a NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDHostage
SIF tag:	<>
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of incidents when a person was unlawfully held by another on school property or at a school-sponsored activity over the past school year.

Field 14: Reserved

Submission date:

Field use:

State of Michigan office contact:

Field specification:

Record position/type:

Database field name:

SIF tag:

Code/format:

Dependencies with other fields:

Programming edits: This field must be left blank, or a fatal error will be reported.

Definition: This is a reserved field.

Field 15: Weapons on School Property

Submission date:	June 30
Field use:	Revised School Code, MCL 380.1308, 380.1310a; 380.1311; 380.1313; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guarrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrMWepSchProp
SIF tag:	<>
Code/format:	This is four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of incidents over the past school year when a person was in possession of a dangerous weapon anywhere on school property or at a school-sponsored activity, including but not limited to buses, cars, and lockers.

The term "dangerous weapon" means a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, and brass knuckles [MCL 380.1313(4)]. The definition of "firearm" in section 380.11 refers to the definition of that term in the federal Gun-Free Schools Act of 1994, which in turn refers to another section of federal law which defines a firearm as:

- Any weapon (including a starter gun) which will, or is designed or may readily be converted to, expel a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm silencer; or
- Any destructive device.

This category should be used when the primary nature or most serious reportable incident is possession of a weapon, not merely incidental to the furtherance of a more serious offense. If the use of a weapon was incidental to some other offense, e.g., robbery, extortion, hostage or homicide, the incident should be reported in that category.

Field 16: Homicide

Submission date:	June 30
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrmdthHom
SIF tag:	<>
Code/format:	This is four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of homicides over the past school year that occurred on school property or at a school-sponsored activity.

Field 17: Drive-By Shooting

Submission date:	June 30
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; 380.1313; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Two characters
Record position/type:	Integer
Database field name:	SIDCrMDrvShoot
SIF tag:	<>
Code/format:	This is a two-position field (NN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of drive-by shootings over the past school year that occurred on school property or at a school-sponsored activity.

Field 18: Bomb Threat

Submission date:	June 30
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; 380.1311a; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrmBmbThrt
SIF tag:	<>
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of bomb threats over the past school year received by phone, e-mail, fax, Internet or any other verbal or written notice.

Field 19: Explosion

Submission date:	June 30
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; 380.1311a; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrMExplo
SIF tag:	<>
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of unlawful explosions over the past school year that occurred on school property or at a school-sponsored activity.

Field 20: Arson

Submission date:	June 30
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrArson
SIF tag:	<>
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of incidents of arson over the past school year that occurred on school property or at a school-sponsored activity.

Arson means the willful or intentional damage or attempt to damage any real or personal property by fire or incendiary device. (See MCL 750.71 to 750.80.)

Field 21: Robbery or Extortion

Submission date:	June 30
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrMRobExtor
SIF tag:	<>
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of incidents of robbery or extortion over the past school year that occurred on school property or at a school-sponsored activity. These are defined as follows:

Armed Robbery: The taking of property from a person by force or threat while armed with a weapon or article representing a weapon.

Unarmed Robbery: The taking of property from a person by force or threat.

Extortion: Threatening another person for the purpose of extorting money or property, or to compel the threatened person to do an act against the threatened person's will.

Field 22: Unauthorized Removal of Student

Submission date:	June 30
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record position/type:	Integer
Database field name:	SIDCrMUnauthRemoveStu
SIF tag:	<>
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of incidents over the past school year when a student was removed from school without authorization. Examples may include a teacher, an administrator, another staff member, another student, or a non-legal guardian who removes a student from school property or a school-sponsored activity without prior approval from the appropriate authority.

Field 23: Threat/Attempt of Suicide

Submission date:	June 30
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrMThrtSuic
SIF tag:	<>
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of incidents over the past school year when an individual threatened or attempted to commit suicide on school property or at a school-sponsored activity. These threats could be in the form of any verbal or written communication.

Field 24: Suicide

Submission date:	June 30
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrmsuieAtmpt
SIF tag:	<>
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of incidents over the past school year when an individual committed suicide on school property or at a school-sponsored activity.

Field 25: Larceny (Theft)

Submission date:	June 30
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	1Integer
Database field name:	SIDCrmlarc
SIF tag:	<>
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of larcenies or thefts that occurred on school property or at a school-sponsored activity over the past school year.

An incident requiring mandatory reporting involves one of the following: theft in excess of \$100 or numerous events of minor theft (less than \$100).

Field 26: Illegal Drug Use or Overdose

Submission date:	June 30
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrmlldrgOver
SIF tag:	<>
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of incidents when 911 or law enforcement officials were called over the past school year as a result of suspected illegal drug use or suspected drug overdose on school property or at a school-sponsored activity.

Field 27: Minor in Possession of Alcoholic Liquor

Submission date:	June 30
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Doug Sheldon 517-335-4322
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrMnrPoss
SIF tag:	<>
Code/format:	This is a four-position field (NNNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Indicate the number of incidents of a minor in possession of alcoholic liquor or when law enforcement officials were called as a result of a minor in possession of alcoholic products on school property or at a school-sponsored activity over the past school year. These are defined as follows:

Alcoholic Liquor: Alcoholic liquor includes any beverage containing 0.05 or more of alcohol by volume (MCL 436.1105). It cannot be possessed by anyone under the age of 21 (Michigan Constitution, Article IV, Section 40 and MCL 436.1703). Beverages with an alcoholic content less than 0.05 by volume, such as non-alcoholic beer, cannot be possessed by anyone under the age of 18 (MCL 750.28).

Field 28: Reserved
This field must be left blank.

Submission date:

Field use:

State of Michigan office contact:

Field specification: Four characters

Record type:

Database field name:

SIF tag: ⇔

Code/format:

Dependencies with other fields:

Programming edits: For EOY 2009 bulk upload files, this field must be left blank, or a fatal error will be reported.

Definition:

Field 29: ~~Reserved Bus Incident or Accident~~

This field must be left blank.

Submission date:	June 30
Field use:	Revised School Code, MCL 380.1308; 380.1310a; 380.1311; NCLB, 20 USC 7112; 20 USC 7116; 20 USC 7151
State of Michigan office contact:	Dwight Simla, 517-241-4657
Field specification:	Four characters
Record type:	Integer
Database field name:	SIDCrmbusIncideAce
SIF tag:	<>
Code/format:	This is a four position field (NNNN).

Dependencies with other fields:

Programming edits: ~~A value must be submitted for~~ This field must be left blank, or a fatal error will be reported.

Definition: ~~Indicate the number of dangerous incidents involving school transportation vehicles that occurred during the past school year.~~

~~Report this field under the central administrative office (00000) or in the school/facility where the central administrative office shares physical space. Report zero "0" in this field for all other schools/facilities.~~

Field 30: Reserved

This field must be left blank.

Submission date:

Field use:

State of Michigan office contact:

Field specification: One character

Record type: Character

Database field name:

SIF tag: <>

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

Dependencies with other fields:

Programming edits: For EOY 2009 bulk upload files this field must be left blank, or a fatal error will be reported.

Field 31: Reserved

This field must be left blank.

Submission date:

Field use:

State of Michigan office contact:

Field specification: One character

Record type: Character

Database field name:

SIF tag: <>

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

Dependencies with other fields:

Programming edits: For EOY 2009 bulk upload files, this field must be left blank, or a fatal error will be reported.

Field 32: Reserved

This field must be left blank.

Submission date:

Field use:

State of Michigan office contact:

Field specification: One character

Record type: Character

Database field name:

SIF tag: ⇔

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

Dependencies with other fields:

Programming edits: For EOY 2009 bulk upload files, this field must be left blank or a fatal error will be reported.

Definition

Field 33: Reserved

This field must be left blank.

Submission date:

Field use:

State of Michigan office contact:

Field specification: One character

Record type: Character

Database field name:

SIF tag: ⇔

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

Dependencies with other fields:

Programming edits: For EOY 2009 bulk upload files, this field must be left blank or a fatal error will be reported.

Field 34: Tuition and Fees

Submission date:	June 30
Field use:	Postsecondary Enrollment Options Act, MCL 388.513; 388.514; 388.517; 388.521; State School Aid Act, MCL 388.1704a; <u>Career and Technical Preparation Act, MCL 388.1903; MCL 388.1907; MCL 388.1911</u>
State of Michigan office contact:	Sam Sinicropi, 517-241-1162; sinicropis@michigan.gov Linda Forward, 517-373-8480
Field specification:	Five characters
Record type:	Integer
Database field name:	SIDDualEnrTuFee
SIF tag:	◇
Code/format:	This is a five-position field (NNNNN).
Dependencies with other fields:	Field 36: 11th-Grade Participants Field 38: 12th-Grade Participants

Programming edits: If a number greater than "0" is submitted in Field 36: 11th-Grade Participants or Field 38: 12th-Grade Participants, a value must be submitted for this field or a fatal error will be reported.

Definition: Record the amount of tuition and fees paid by the district for eligible and participating students. An "eligible student" is a student enrolled in at least one high school class in grade 11 or 12 and who is also enrolled in a postsecondary institution during the district's regular academic year.

Field 35: 11th-Grade Eligible

Submission date:	June 30
Field use:	Postsecondary Enrollment Options Act, MCL 388.513; 388.514; 388.517; 388.521; State School Aid Act, MCL 388.1704a; <u>Career and Technical Preparation Act, MCL 388.1903; MCL 388.1907; MCL 388.1911</u>
State of Michigan office contact:	Sam Sinicropi, 517-241-1162; sinicropis@michigan.gov Linda Forward, 517-373-8480
Field specification:	Three characters
Record type:	Integer
Database field name:	SIDDualEnrElevElig
SIF tag:	<>
Code/format:	This is a three-position field (NNN).
Dependencies with other fields:	Field 36: 11th-Grade Participants

Programming edits: This field must have a value greater than or equal to the value in Field 36: 11th-Grade Participants or a fatal error will be reported.

Definition: Record the number of 11th-grade students eligible to participate. An "eligible student" is a student enrolled in at least one high school class in at least grade 11 who has completed all the sections of the 11th-grade Michigan Merit Examination (MME), the ACT PLAN, or the PSAT.

Field 36: 11th-Grade Participants

Submission date:	June 30
Field use:	Postsecondary Enrollment Options Act, MCL 388.513; 388.514; 388.517; 388.521; State School Aid Act, MCL 388.1704a; <u>Career and Technical Preparation Act, MCL 388.1903; MCL 388.1907; MCL 388.1911</u>
State of Michigan office contact:	Sam Sinicropi, 517-241-1162; sinicropis@michigan.gov Linda Forward, 517-373-8480
Field specification:	Three characters
Record type:	Integer
Database field name:	SIDDualEnrElevPart
SIF tag:	<>
Code/format:	This is a three-position field (NNN).
Dependencies with other fields:	Field 35: 11th Grade Eligible

Programming edits: This field must have a value less than or equal to the value in Field 35: 11th-Grade Eligible or a fatal error will be reported.

Definition: Record the number of participating 11th-grade students for whom tuition and fees were paid. An "eligible student" is a student enrolled in at least one high school class in at least grade 11 who is also enrolled in a postsecondary institution during the district's regular academic year.

Field 37: 12th-Grade Eligible

Submission date:	June 30
Field use:	Postsecondary Enrollment Options Act, MCL 388.513; 388.514; 388.517; 388.521; State School Aid Act, MCL 388.1704a; <u>Career and Technical Preparation Act, MCL 388.1903; MCL 388.1907; MCL 388.1911</u>
State of Michigan office contact:	Sam Sinicropi, 517-241-1162; sinicropis@michigan.gov Linda Forward, 517-373-8480
Field specification:	Three characters
Record type:	Integer
Database field name:	SIDDualEnrTwelvElig
SIF tag:	◇
Code/format:	This is a three-position field (NNN).
Dependencies with other fields:	Field 38: 12th-Grade Participants

Programming edits: This field must have a value greater than or equal to the value submitted in Field 38: 12th-Grade Participants, or a fatal error will be reported.

Definition: Record the number of 12th-Grade students eligible to participate. An "eligible student" is a student enrolled in at least one high school class in at least grade 12 who has completed all the sections Michigan Merit Examination (MME), the ACT PLAN, or the PSAT.

Field 38: 12th-Grade Participants

Submission date:	June 30
Field use:	Postsecondary Enrollment Options Act, MCL 388.513; 388.514; 388.517; 388.521; State School Aid Act, MCL 388.1704a; <u>Career and Technical Preparation Act, MCL 388.1903; MCL 388.1907; MCL 388.1911</u>
State of Michigan office contact:	Sam Sinicropi, 517-241-1162; sinicropis@michigan.gov Linda Forward, 517-373-8480
Field specification:	Three characters
Record type:	Integer
Database field name:	SIDDualEnrTwelvPart
SIF tag:	◇
Code/format:	This is a three-position field (NNN).
Dependencies with other fields:	Field 37: 12th-Grade Eligible

Programming edits: This field must have a value less than or equal to the value in Field 37: 12th-Grade Eligible or a fatal error will be reported.

Definition: Record the number of participating 12th-grade students for whom tuition and fees were paid. An "eligible student" is a student enrolled in at least one high school class in at least grade 12 who is also enrolled in a postsecondary institution during the district's regular academic year.

Field 39: Postsecondary Courses Paid

Submission date:	June 30
Field use:	Postsecondary Enrollment Options Act, MCL 388.513; 388.514; 388.517; 388.521; State School Aid Act, MCL 388.1704a; <u>Career and Technical Preparation Act, MCL 388.1903; MCL 388.1907; MCL 388.1911</u>
State of Michigan office contact:	Sam Sinicropi, 517-241-1162; sinicropis@michigan.gov Linda Forward, 517-373-8480
Field specification:	Three characters
Record type:	Integer
Database field name:	SIDDualEnrPstSecCrsPd
SIF tag:	<>
Code/format:	This is a three-position field (NNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1).

Field 40: Postsecondary Courses-Postsecondary Credit

Submission date:	June 30
Field use:	Postsecondary Enrollment Options Act, MCL 388.513; 388.514; 388.517; 388.521; State School Aid Act, MCL 388.1704a; <u>Career and Technical Preparation Act, MCL 388.1903; MCL 388.1907; MCL 388.1911</u>
State of Michigan office contact:	Sam Sinicropi, 517-241-1162; sinicropis@michigan.gov Linda Forward, 517-373-8480
Field specification:	Three characters
Record type:	Integer
Database field name:	SIDDualEnrPstSecCrsPstSecCred
SIF tag:	◇
Code/format:	This is a three-position field (NNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1) that were granted postsecondary credit.

Field 41: Postsecondary Courses-High School Credit

Submission date:	June 30
Field use:	Postsecondary Enrollment Options Act, MCL 388.513; 388.514; 388.517; 388.521; State School Aid Act, MCL 388.1704a; <u>Career and Technical Preparation Act, MCL 388.1903; MCL 388.1907; MCL 388.1911</u>
State of Michigan office contact:	Sam Sinicropi, 517-241-1162; sinicropis@michigan.gov Linda Forward, 517-373-8480
Field specification:	Three integers
Record type:	Integer
Database field name:	SIDDualEnrPstSecCrsHiSchCred
SIF tag:	<>
Code/format:	This is a three-position field (NNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1) that were granted high school credit.

Field 42: Courses Not Completed

Submission date:	June 30
Field use:	Postsecondary Enrollment Options Act, MCL 388.513; 388.514; 388.517; 388.521; State School Aid Act, MCL 388.1704a; <u>Career and Technical Preparation Act, MCL 388.1903; MCL 388.1907; MCL 388.1911</u>
State of Michigan office contact:	Sam Sinicropi, 517-241-1162; sinicropis@michigan.gov Linda Forward, 517-373-8480
Field specification:	Three characters
Record type:	Integer
Database field name:	SIDDualEnrPstSecCrsNotCmplt
SIF tag:	<>
Code/format:	This is a three-position field (NNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

Definition: Record the total number of postsecondary courses paid for in compliance with State School Aid Section 21b(1) that the students did not complete.

Field 43: Alternative Services for Suspended and Expelled Students

Submission date:	June 30
Field use:	MCL 380.1310 MCL 380.1311 MCL 380.1311a
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Two characters
Record type:	Character
Database field name:	SIDAltSch
SIF tag:	<>
Code/format:	This is a two-position field (N).
Dependencies with other fields:	none

Programming edits: A valid value must be submitted for this field, or a fatal error will be reported. If the entity type of a facility is reported in the Educational Entity Master (EEM) as a "non-instructional ancillary facility" or a "non-school recipient," then Field 43 should be reported with code "02" (The school/facility does not provide services to suspended and/or expelled students.) in the SID. If the primary function of an ancillary facility is reported in the School Code Master as any of the codes listed below, The SCM codes are as follows:

- 01 — Administrative Support
- 02 — Transportation
- 03 — Plant/Facility Maintenance
- 04 — Food Service
- 05 — Communication/Media
- 06 — Sports/Recreation
- 07 — Health Services
- 08 — Family/Community Center
- 09 — Professional Training Center
- 10 — Pre-School/Day Care Center/Head Start
- 17 — Public School Academy Service/Support Center
- 18 — Agriscience and Natural Resources Education Center

Definition: This field compiles information on schools/facilities that will provide services for suspended and expelled students for the upcoming_2009-2010_school_year. A value must be reported in this field by all schools/facilities.

Select the code appropriate for each school/facility in your district.

Code

- 02 The school/facility does not provide services to suspended and/or expelled students.
- 05 The school/facility provides services to suspended and/or expelled students from the home district only.
- 11 The school/facility provides services to suspended and/or expelled students from the home district and other school districts.

Field 44: Students Who Are Victims of Violent Criminal Offenses

Submission date:	June 30
Field use:	State Board of Education Unsafe School Choice Option Policy as required by No Child Left Behind
State of Michigan office contact:	Kyle Guerrant; 517-335-0565 Bob Higgins; 517-373-1024
Field specification:	Three characters
Record type:	Integer
Database field name:	SIDVicVioCrimOff
SIF tag:	<>
Code/format:	This is a three-position field (NNN).

Dependencies with other fields:

Programming edits: A value must be submitted for this field, or a fatal error will be reported.

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

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

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

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

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

Glossary

Alcoholic Liquor	<p>Alcoholic liquor includes any beverage containing 0.05 or more of alcohol by volume (MCL 436.1105). It cannot be possessed by anyone under the age of 21 (Michigan Constitution, Article IV Section 40). Beverages with alcoholic content less than 0.05 by volume, such as non-alcoholic beer, cannot be possessed by anyone under the age of 18 (MCL 436.28).</p> <p>257.1d "Alcoholic liquor" defined. Sec. 1d. "Alcoholic liquor" means any liquid or compound, whether or not medicated, proprietary, patented, and by whatever name called, containing any amount of alcohol including any liquid or compound described in section 105(2) of the Michigan liquor control code of 1998, 1998 PA 58, MCL 436.1105.</p>
Armed Robbery	<p>The taking of property from a person by force or threat while armed with a weapon or article representing a weapon.</p>
Armed Subject, Suspected	<p>An individual who has been suspected of possessing a weapon, but upon investigation of the individual, none was found.</p>
Arson	<p>The willful or intentional damage or attempt to damage any real or personal property by fire or incendiary device. (See MCL 750.71 to 750.80.)</p>
Balanced and Restorative Justice Conferencing (aka Transformative Conferencing)	<p>A transformative conference brings together the people most affected by the wrongdoing: the victim, the offender, and their respective families and/or supporters. The conferencing process gives everyone present an opportunity to discuss what harm has been done, to express how the crime has affected them, and to participate in generating a plan for making things better and/or repairing the harm. The process is run by a trained facilitator, and typically takes from one to three hours.</p>
Bullying	<p>A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students.</p>
Criminal Sexual Conduct (CSC)	<p>Sexual penetration involving a person under the age of 16 is criminal sexual conduct.</p> <p>Sexual touching of a person's intimate parts involving a person under the age of 13 is criminal sexual conduct. Sexual touching of a person's intimate parts involving a person aged 13, 14, or 15 is criminal sexual conduct if the actor is five or more years older. A person's intimate parts include the breast, the buttocks, groin, or genital areas and the clothing covering any of these areas.</p> <p><i>Note:</i> With regard to sexual touching between two or more students of at least the age of 13 and under the age of 16, please refer to the local district's Department of Human Services and the local district's policy on cooperating with local law enforcement and the district's Department of Human Services (formerly Family Independence Agency).</p>
Dirk	<p>A long dagger with a straight blade.</p>
Eligible Student	<p>A student enrolled in at least one high school class in grades 11 or 12 and also enrolled in a postsecondary institution during the district's regular academic year.</p>
Extortion	<p>Threatening another person for the purpose of extorting (to obtain</p>

	from another by coercion or intimidation), money or property, or to compel the threatened person to do an act against the threatened person's will.
Hostage	A person who is unlawfully held.
Intruder/Trespasser	An intruder or trespasser is defined as one who enters or remains on a public school campus or facility without authorization and with no lawful purpose.
Unarmed Robbery	The taking of property from a person by force or threat.
Larceny	The unlawful taking and removing of another's personal property with the intent of permanently depriving the owner; theft. Any of several types of theft (as embezzlement or obtaining another's property by false pretenses) that have been traditionally distinguished from larceny.
Physical Assault	A physical assault means intentionally causing or attempting to cause physical harm to another through force or violence as defined in Section 380.1310(3)(b) and 380.1311a (12)(b) of the Michigan Compiled Laws (MCL).
School Property	Any school/facility owned by the district as well as but not limited to buses, cars, and any vehicle or property owned that is not connected to the main campus of the district.
"At School"	In a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. 380.1308(11)(a).
Stiletto	A small dagger with a tapered blade.
Truancy	If a student is absent without an excuse by the parent/guardian or if the student leaves school or a class without the permission of the teacher or administrator in charge, it will be considered to be an unexcused absence and the student shall be considered truant (absent without permission). If a student misses two or more consecutive days, it should be counted as one incident of truancy.
Violent Criminal Offense	An act that constitutes criminal sexual conduct as defined by MCL 750.520b, 750.520c, 750.520d, 750.520e or 750.520g, or other serious assault constituting a felony violation of MCL 750.81 to 750.90g, or that constitutes an assault and infliction of serious or aggravated injury under MCL 750.81a.
Vandalism	Willful or malicious destruction of public or private property.
Weapon	The term "dangerous weapon" means a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over three inches in length, pocket knife opened by a mechanical device, and brass knuckles [MCL 380.1313(4)]. The definition of firearm in section 380.11 refers to the definition of that term in the federal Gun-Free Schools Act of 1994, which in turn refers to another section of federal law which defines a firearm as: <ul style="list-style-type: none"> • Any weapon (including a starter gun) which will, or is designed or may readily be converted to, expel a projectile by the action of an explosive; • The frame or receiver of any such weapon; • Any firearm muffler or firearm silencer; or • Any destructive device.