

Center for Educational Performance and Information

IHE Request for UIC FAQ

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Questions:

Email: cepi@michigan.gov

Phone: 517-335-0505 x3



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Frequently Asked Questions

What is a UIC?

All Michigan PK-12 public school and some private school students have a state-assigned ten-digit Unique Identification Code. This code is included with the respective student's data for state reporting purposes.

UICs were first assigned in 2002. Students who graduated from high school prior to 2002, as well as private school and homeschool students who did not take state testing or receive services from a public school, may not have UICs.

Postsecondary institutions are required to obtain a UIC for each enrolled student. It is essential that Postsecondary institutions use existing UICs for students who previously attended a Michigan public school or Early Childhood program to maintain data lineage.

When should I acquire a UIC for a student?

It is best practice to obtain UICs at the time of enrollment. Using the IHE Request for UIC Collection to obtain UICs early will lessen the amount of UIC Resolution required for your STARR submission and ensure that a student's UIC is associated with their scholarship and grants data.

What Is the IHE Request for UIC Collection?

The IHE Request for UIC Collection lets authorized staff members at Institutions of Higher Education upload records with student enrollment information to the Michigan Student Data System to acquire state-assigned UICs. A UIC is needed for each enrolled postsecondary student in order for CEPI to create a student-level P-20 education data connection.

The authorized IHE staff member will upload an XML file with the necessary student information or manually add a student record to match against the records in the MSDS UIC master table. If an existing UIC is found, that UIC will be associated with the student record; if no match is found, a new UIC will be created for the student. If a possible match exists, the results are presented to the user to decide which UIC should be used for the student. A file with UICs can then be downloaded for the IHE to import into its local student information system.

Authorized users can also use the Student Search function in MSDS to look up existing UICs using either complete or partial core demographic fields (first name, last name, date of birth and gender).

What is MSDS?

MSDS is a web-based system that collects student-level data about Michigan's PK-12 public school students. In addition, MSDS houses the IHE Request for UIC

Collection and the STARR Collection. MSDS is also where UICs are assigned to students.

Why is the IHE Request for UIC Collection Needed?

Before student academic record data can be uploaded to the STARR, each enrolled student must have a UIC.

Transcripts are currently sent electronically from high schools to IHEs from a transcript exchange service provided by Parchment. Each of these transcripts (for public school students) contains a UIC.

The IHE Request for UIC Collection lets postsecondary institutions acquire UICs for currently enrolled students who do not have UICs. This collection can also be used to validate UICs and update student demographic information.

What Are the Steps My Institution Needs to Take to Acquire UICs?

1. Request access to MSDS through the State of Michigan [MiLogin](#) application. For more information, please review the [MiLogin User Guide](#).
2. Complete an MSDS IHE security from the [CEPI Postsecondary Applications web page](#). This security form *is to be completed by the individual(s)* who need access to MSDS. The form must be signed by the registrar of your institution. Typical users may be persons involved in the technology group, admissions or registrar's offices. Access should be limited to persons who are uploading the files or using the Student Search function to perform single student UIC lookups. Only authorized users may upload and download files/reports in MSDS and use the student search. Once this form is completed and submitted to CEPI, the user(s) are granted access to MSDS.
3. Review documentation on the [IHE Request for UIC web page](#), such as the User Guide, XML Schema, Collection Components and Frequently Asked Questions.
4. Create the XML file for upload to MSDS and ensure that it meets the XML schema specifications (using CEPI's provided schema, sample schema and XML Validation Guide).
5. Upload the XML file for all enrolled students needing a UIC.
6. Resolve any records that require resolution. Review records with errors and/or warnings and review the reports.
7. Once processing is completed, download a file containing the UICs to import into your local student information system.

How Do I Locate My Entity Code?

The IHE entity code is a required component in an IHE Request for UIC XML data file. If you do not know your entity code, please follow these steps:

1. Go to the [Educational Entity Master](#). Enter your institution's name in the EEM-Search box. Click Go.

2. Your search will bring up the desired entity information in the Entity Code column. The entity code is a five-digit code and may include a leading zero. Please do not cut off the leading zero, as it is a required digit in the code.

What Student Data Elements Are Needed to Obtain a UIC?

The required characteristics needed to assign a UIC are:

- First Name
- Last Name
- Date of Birth
- Gender

These data elements are included in the Personal Core Component.

What Is the Current Collection Window for Acquiring UICs?

The IHE Request for UIC Collection is open year-round, except during maintenance windows, which will be communicated ahead of time by CEPI.

What Are the Matching Criteria?

MSDS uses the following core fields for matching:

- Last Name
- First Name
- Date of Birth
- Gender

MSDS also uses the following optional fields in the matching logic if supplied:

- Last Name Suffix
- Middle Initial/Middle Name
- Multiple Birth Order

When records are uploaded to MSDS, the UIC matching process compares the first name, last name, DOB and gender against all records stored in MSDS. MSDS also uses the UIC, Last Name Suffix and the Middle Name/Middle Initial fields for matching if those fields are provided in the submitted record.

Submitted records are first checked to determine if a 100 percent match exists. If so, the record is flagged as "match found" and the UIC is added to the submitted record. If a 100 percent match is not found, records are processed through additional checks and a process called Soundex (a phonetic algorithm for indexing names by sound, as pronounced in English), which scores the records. Based on the scoring rules, the record will have one of the following statuses: a) Match Found, b) Requires Resolution or c) New UIC Generated

Scoring Rules for Match Found:

- Single record with a score of ≥ 95 percent

Scoring Rules for Requires Resolution:

- More than one record with a score of ≥ 95 percent
- One or more records with a score of ≥ 85 but ≤ 94 percent

Scoring Rules for New UIC Generated:

- No records with a score of ≥ 85 percent

How Do I Acquire a UIC for a Student Where the Record Does Not Contain Gender?

Because national and/or state laws may prohibit an institution from requiring gender to be collected on certain admissions documents, not all your student records may have this information. However, at this time, all IHE Request for UIC files uploaded to MSDS must include the Gender field to perform a UIC match.

For students you do not have gender data for, or for whom you have a value that is not M or F, there will be an Unreportable Gender Indicator field in STARR for these students for the 2023-24 school year. Please see the [STARR Data Manual](#) for more information on the Unreportable Gender Indicator.

How do I Transfer a UIC from MSDS into My Local Student Information System?

It is highly recommended that you include the local StudentIdNumber in the uploaded file. This characteristic is included in the IHE Entity Demographics component. The downloaded file generated by MSDS will contain the UIC. To import the UICs into your local system, match on the StudentIdNumber.

In addition, there are UIC Reports in the Data Staging Area that can be used to update your SIS, such as the List of New UICs Created report, List of Changed UICs report, and the UIC Resolution Detail report.

What is UIC Resolution?

MSDS compares the fields in the submitted record to the corresponding fields of records in the Student Master Record Table to determine if it is the same student. Based on the [Matching Criteria](#), a score is calculated that determines if a record requires resolution, meaning the record has one or more potential matches and the user must manually determine which UIC should be associated with a student's record.

Where Can I Get More Information on UIC Resolution?

For more information on UIC resolution, view the "UIC Resolution" section of the [IHE Request for UIC Collection User Guide](#).

How do I Update the Demographics of a UIC?

To make demographic updates to a UIC, submit the student with the updated demographic information and the UIC to the IHE Request for UIC Collection. Depending on how much the updated demographic information differs from what is currently on the master record, the update will either occur immediately or the record will fall into the Requires Resolution category. In the case of the latter, selecting "Use this Potential Match" will allow the update to occur.

Is MSDS the Only Place I Can Get UICs?

Michigan high schools currently send electronic transcripts to postsecondary institutions using the Parchment service. The Parchment transcript contains the UIC for each student. When your institution receives this UIC, we advise you to include it in the student's record. This way, you don't need to request a UIC from MSDS. UICs are validated with your STARR submission to ensure that each UIC is still correct for each student.

Do I Need to Put the UIC on My Transcript?

It is essential the UIC follow the student from institution to institution.

Placing the UIC on the student's transcript will save the receiving institution time and effort by not having to upload that record into MSDS to acquire the UIC. This also ensures that duplicate UICs are not created for the same student when demographic information changes (e.g., student's last name changes).

Who Do I Contact If I Need UIC and/or IHE Request for UIC Collection Help?

Please visit the [IHE Request for UIC web page](#) for the most up-to-date information on the IHE Request for UIC Collection. If you have questions, please email CEPI customer support at cepi@michigan.gov or call 517-335-0505 and follow the prompts. Please provide your name, telephone number (including area code and extension) and school name, along with your message.

Who Do I Contact for XML Help?

The [World Wide Web Consortium](#) is the ultimate authority on XML data types. All collection schemas reference the W3C definitions for the base data types. Please reference the W3C and review the appropriate collection schema on the [IHE Request for UIC web page](#) to ensure a valid file submission.

Because each local student information system is different, CEPI cannot provide technical support for exporting data from your student information system.

Do I Need to Get UICs for Students Enrolled in My Institution but Attending in Another State/Country or Attending an Off-Campus Program?

A UIC is required for all students you include in your Integrated Postsecondary Education Data System (IPEDS) reporting: students who are either attending one of your Michigan centers or in an online program. You do not need to report students attending centers in other states or countries.

Will I Always Need to Upload All Enrolled Students in the IHE Request for UIC Collection to Get UICs?

No. Only upload those student records for whom you do not have a UIC. From that point on, all you need to do is upload records for those new students who did not have a UIC included on their transcript when they entered your institution.

There may be scenarios where you want to upload a student record for which you already have a UIC, such as if you want to validate if the UIC is correct or need to update the demographic information on the master record.

What is the Student Search Feature in MSDS?

Student records can be searched in MSDS by UIC or by the core fields (last name, first name, date of birth and/or gender). Partial information on the name fields can also be entered. UIC searches require entering the entire UIC. The Student Search function is useful when you need to acquire only a few UICs. This feature is explained in detail in the [IHE Request for UIC Collection User Guide](#).

What Do I Do with the UIC Field on the Transcript Our Institution Receives?

All postsecondary institutions that receive the UIC on a student transcript should store this field in their student information system. UICs are included in e-Transcript for those students who currently have one.

Can I Test UIC Assignment by Adding a Fake Record to My IHE Request for UIC Collection?

No. Fake students should not be added to MSDS under any circumstance. All UIC master records in CEPI's database are used for comparison during the UIC matching process. Adding fake students would put the integrity of CEPI data at risk. If you have questions regarding how the UIC matching and assignment process works, please review the materials on the [IHE Request for UIC web page](#).