

Student Pathways How-To Guide for K-12

Overview

The Student Pathways report shows student enrollment and attainment at the postsecondary level with a summary of information about the high school, high school assessments, indicators of remedial courses and degree attainment. Learn more about the Student Pathways Report by reading [About This Report](#).

You can select up to four files to include in your report:

- 1) Basic Student Data File
 - With or Without Sensitive Information
 - Courses
 - Programs and Concentrations
 - Awards, Degrees and Certificates
 - Secondary CTE Program

You can learn more about what's in each file at the [Data File Layout Document](#).

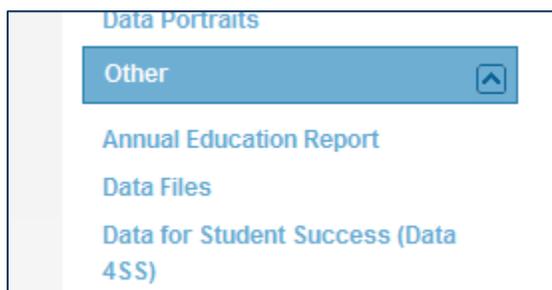
Reports will be provided in Comma Separated Value (.csv) format, which you can open with Excel. Your Excel program may already be configured to do this automatically.

Step-By-Step Guide

1. Go to [MI School Data](#).
2. Log in to the site with your authorized user name and password by clicking **Login** in the upper left corner of the home page.



3. Click on **Data Files** in the left navigation menu.



- Click on the **Student Pathways** tab in the central navigation area. At the top, there are two different perspectives you can use this report from. Select by **LEA**.

K-12 School Data File
College Data Files
Additional K-12 Data Files
Student Pathways

Assessment Data By Teacher

Student Pathways Data File by

LEA
 Michigan College or University

[Student Pathways How to Guide for K-12](#)

Technical Assistance

For definition of the column headers, go to the [Data File Layout Document](#).

For an explanation of how to use the data, go to [About This Report](#).

Terms Of Use

These reports are supplied on the condition that only authorized representatives are able to view and use the data for auditing or evaluating a Federal or State-supported education program, in accordance with the Family Educational Rights and Privacy Act (FERPA). Under FERPA, these restricted use data can only be used for program evaluation purposes.

By accessing any data in a secure report, the user agrees to comply with the requirements of the Family Educational Rights and Privacy Act, the Privacy Act of 1974, the Richard B. Russell National School Lunch Act, as well as the [Secure Report Use Policies](#) as outlined on the www.mischooldata.org website

- Enter your location in the **Find Location** section either by using the **Search by Keyword** functionality or by selecting your location through the ISD/District/School drop-down menus:

Find Location

Selected Location Statewide

ISD

District

School

- In **Report Settings**, enter your email address. If you're an authorized user of MI School Data, your email address will automatically populate. If you want the reports to go to a different address, you can change it.

Report Settings

Email

Required

File Type

- Awards, Degrees, and Certificates
- Basic Student Data File
- Courses
- Programs and Concentrations
- Secondary CTE Programs
- Select/Deselect All

7. Check off each **File Type** that you'd like to receive. With appropriate access, checking **Basic Student Data File** will allow you to also **Include Sensitive Information**, like name of student and high school demographic information.

File Type

- Awards, Degrees, and Certificates
- Basic Student Data File
 - Include Sensitive Information
- Courses
- Programs and Concentrations
- Secondary CTE Programs
- Select/Deselect All

- a. Choose the parameters you'd like to use to refine the report.

- Programs and Concentrations
- Secondary CTE Programs
- Select/Deselect All

Search By

Please select an item ▼

High School Cohort Year

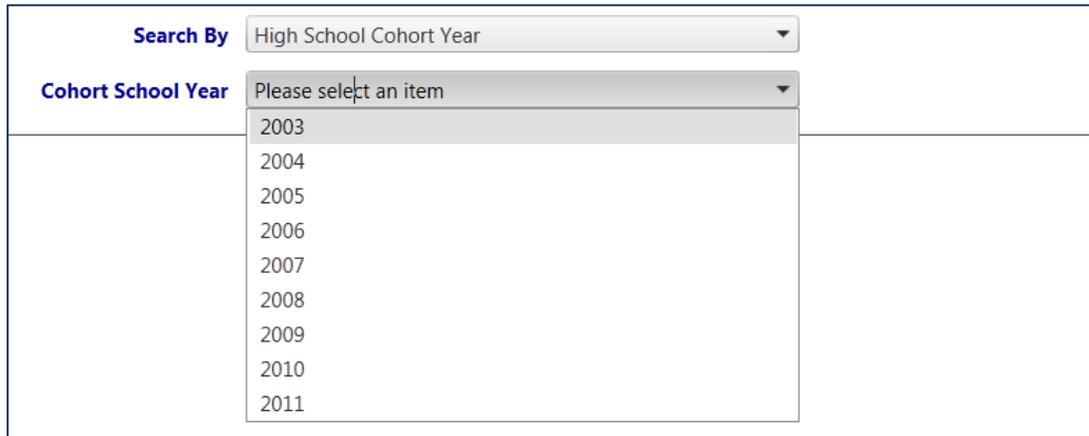
High School Graduation Year

Search for Individual Student

Bulk UIC Upload

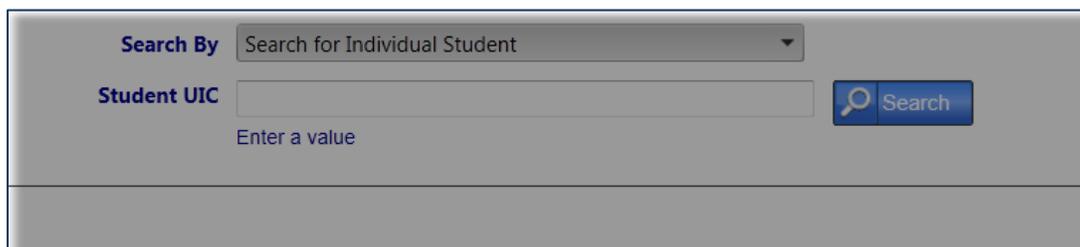
Postsecondary Program CIP Code

If you choose **High School Cohort Year** or **High School Graduation Year**, you'll see another drop-down menu. Choose a school year.



The screenshot shows a search interface with two dropdown menus. The first dropdown, labeled "Search By", is set to "High School Cohort Year". The second dropdown, labeled "Cohort School Year", is currently open and displays a list of years from 2003 to 2011. The text "Please select an item" is visible above the list.

- b. If you choose **Search by Individual Student**, enter the Unique Identification Code (UIC) for that student.



The screenshot shows a search interface with a dropdown menu labeled "Search By" set to "Search for Individual Student". Below it is a text input field labeled "Student UIC" with the placeholder text "Enter a value". To the right of the input field is a blue button with a magnifying glass icon and the text "Search".

- c. If you choose **Bulk UIC Upload**, you can upload a .csv file up to 250 MB with UICs in the first column without column headers.
 - d. If you choose **Postsecondary Program CIP Code**, you can select any students who have ever enrolled in a program in your college or university.
8. Click **Send Results**.
 9. You'll receive an email notification when the file is available for download.

Technical Assistance

For an explanation of how to use the data, go to [About This Report](#).

For a definition of the column headers, go to the [Data File Layout document](#).

For definitions of CIP (Classification of Instructional Programs) codes used in the data file, go to the [National Center for Education Statistics \(NCES\) website](#).

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