

***Office of Special Education – Early
Intervention Service (OSE-EIS)***

***Discipline Data Reports
For MSDS users***

Go to <https://cepi.state.mi.us/msds> for Authorized User login

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June 14, 2010

Instructions to access and read the discipline report in the MSDS

Task 1 – Access the discipline report

Step 1: Click Certified Data Reports to view submenu

Step 2: Click Certified Reports on submenu

Step 3: Enter districts name or code and select LEA from list

Step 4: Select Collection: Fall, Spring, End of Year, or Student Record Maintenance

Step 5: Select Report: Disciplinary Incident and Consequence Summary

Step 6: Select output format: CSV, Excel, or PDF

Step 7: Click View Report button

Task 2 – Read and understand the report

Level 1 is Summary

Levels 2 & 3 add headings

Level 4 shows student detail data and you can differentiate students in special education

Note: In July the design of the report will be enhanced, see slide 9

Select Report and Enter LEA in Steps 1 thru 3

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Certiified Reports

FTE Comparison Report

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* = Required

*Submitting Entity:

View Report

Step 1: Click **Certiified Data Reports**

Step 2: Click **Certiified Reports** on submenu

Step 3: Enter district name or code

Go to <https://cepi.state.mi.us/msds> for Authorized User login

After LEA is entered in step 3,
the rest of the menu appears for steps 4 - 7

Center for Educational Performance and Information

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SDS Home

- Manage Requests... ⊕
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 - Certified Reports
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- Grad Cohort... ⊕
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Certified Reports

* = Required

*Submitting Entity:

*Collection: **Step 4: Select Collection**

*Report: **Step 5: Select Report: Disciplinary Incident and Consequence Summary**

*Format: **Step 6: Select output format: CSV, Excel, or PDF**

Step 7: Click View Report

Looking at the data in Excel: 4 levels of the report

Center for Educational Performance and Information - Michigan Student Data System

Disciplinary Incident and Consequence Summary
Certified Data

Collection: Spring 2010 General Collection 2009-2010
 Entity: Big City Public Schools (99090)
 Description: Disciplinary Incident And Consequence Summary

10	District: Big City Public Schools (99090)	Total	
11	Special Education Students Reported as Expelled	6	
13	District: Big City Public Schools (99090)	Action Total	Incident Total
14	03 Sexual Assault	3	3
15	2 Out-of-School Suspension	2	
16	5 Expulsion	1	
17	04 Robbery	23	23
18	2 Out-of-School Suspension	23	
19	05 Intimidation/Stalking	34	34
20	1 In-School Suspension	1	
21	2 Out-of-School Suspension	33	
22	07 Physical Assault	261	261
23	1 In-School Suspension	2	

rptDisciplinaryIncidentAndConsequenceSummary

Summary includes total count of expelled students in special education

Level 1: Summary Data

1 2 3 4 A B C D E F G H I J K L M N O P Q R

Center for Educational Performance and Information - Michigan Student Data System

Disciplinary Incident and Consequence Summary

Certified Data

Collection: Spring 2010 General Collection 2009-2010

Entity: Big City Public Schools (99090)

Description: Disciplinary Incident And Consequence Summary

46	2 Out-of-School Suspension	10	
47	56 Other	393	393
48	1 In-School Suspension	7	
49	2 Out-of-School Suspension	381	
50	5 Expulsion	5	
51	Total for Big City Public Schools (99090):	800	800

53	Big City Public Schools (99090)		
60		05 Fifth Grade Count:	3
61		Able Elementary (00001) Count:	3
66		11 Eleventh Grade Count:	1
67		Cake High School (00002) Count:	1
74		03 Third Grade Count:	3
78		05 Fifth Grade Count:	1
79		Baker School (10000) Count:	4

1331		06 Sixth Grade Count:	24
1340		07 Seventh Grade Count:	6
1352		08 Eighth Grade Count:	9
1353		Zapper Middle School (11111) Count:	39
1354		Big City Public Schools (99090) Count:	800
1355			

Level 2: School

1	2	3	4	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
-				53	Big City Public Schools (99090)																
+				54	Able Elementary (00001)																
				60																05 Fifth Grade Count:	3
				61																Able Elementary (00001) Count:	3
-				62	Cake High School (00002)																
+				66																11 Eleventh Grade Count:	1
				67																Cake High School (00002) Count:	1
-				68	Baker School (10000)																
+				74																03 Third Grade Count:	3
				78																05 Fifth Grade Count:	1
				79																Baker School (10000) Count:	4

Level 3: Grade

1	2	3	4	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
-				53	Big City Public Schools (99090)																
				54	Able Elementary (00001)																
+				55	05 Fifth Grade																
				60																05 Fifth Grade Count:	3
				61																Able Elementary (00001) Count:	3
-				62	Cake High School (00002)																
+				63	11 Eleventh Grade																
				66																11 Eleventh Grade Count:	1
				67																Cake High School (00002) Count:	1
-				68	Baker School (10000)																
+				69	03 Third Grade																
				74																03 Third Grade Count:	3
+				75	05 Fifth Grade																
				78																05 Fifth Grade Count:	1
				79																Baker School (10000) Count:	4

Level 4: Student Detail

52	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
53	Big City Public Schools (99090)																	
54	Able Elementary (00001)																	
55	05 Fifth Grade																	
56	Last Name	First Name	Middle Name	UIC	Date of Birth	Gender	Special Ed	Incident Type	Disciplinary Action	Length of Action								
57	SCOTT	MIKE	EARL	9999999999	4/13/1998	Male	Yes	07 Physical Assault	2 Out-of-School Suspension	3								
58	LUE	Shaw	VERE	0000000000	1/25/1999	Male	Yes	56 Other	2 Out-of-School Suspension	1								
59	LUE	Shaw	VERE	0000000000	1/25/1999	Male	Yes	04 Robbery	2 Out-of-School Suspension	1								
60										05 Fifth Grade Count:	3							
61										Able Elementary (00001) Count:	3							
62	Cake High School (00002)																	
63	11 Eleventh Grade																	
64	Last Name	First Name	Middle Name	UIC	Date of Birth	Gender	Special Ed	Incident Type	Disciplinary Action	Length of Action								
65	Ackle	Larry	Lee	0000009999	11/19/1992	Male	Yes	56 Other	2 Out-of-School Suspension	1								
66										11 Eleventh Grade Count:	1							
67										Cake High School (00002) Count:	1							

Notes:

On the row with the student name, **Length of Action** counts the number of days for that action

On the row with the grade and school, **Length of Action** provides the total incidents

Mid-July enhancements: More Student Detail

(based on feedback from ISD Special Education Directors)

New Columns:

- 1: Ethnicity
- 2: Incident ID
- 3: Date of Incident

Primary disability code and description listed in Special Ed column

23	Bloomfield Township S/D #7F (32250)										
24	Rapson Elementary School (03152)										
25	02 Second Grade										
26	Last Name	First Name	UIC	Ethnicity	Gender	Special Ed	Incident ID	Date of Incident	Incident Type	Disciplinary Action	Length of Action
26	Skywalker	Luke	7908875535	White	Male	05 - Cognitive Impairment	1234	2010-01-01	43 Loitering	5 Expulsion	5
27	Skywalker	Luke	7908875535	White	Male	05 - Cognitive Impairment	1234	2010-01-01	43 Loitering	1 In-School Suspension	5
28	02 Second Grade Count:										1
29											
30	04 Fourth Grade										
31	Last Name	First Name	UIC	Ethnicity	Gender	Special Ed	Incident ID	Date of Incident	Incident Type	Disciplinary Action	Length of Action
31	Mouse	Mickey	0946424351	MultiRacial*	Male	06 - Emotional Impairment	123	2009-12-12	30 Drugs/Narcotics	4 Unilateral Removal	10
32	Mouse	Mickey	0946424351	MultiRacial*	Male	06 - Emotional Impairment	1234	2009-12-12	31 Use or Possession of Alcohol		
33	04 Fourth Grade Count:										2
34											
35	Rapson Elementary School (03152) Count:										2
36	Bloomfield Township S/D #7F (32250) Count:										2
37											

Note: Middle Name and Date of Birth have been removed