Center for Educational Performance and Information (CEPI)

Michigan Student Data System (MSDS)

MSDS User Guide for Nonpublic School Users

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What is MSDS?

The Michigan Student Data System (MSDS) is an online application that allows the state to securely collect student data from public and nonpublic schools. MSDS is one of several applications supported by the Center for Educational Performance and Information (CEPI), the state agency responsible for collecting and reporting information from Michigan schools. You can learn more about CEPI and our mission at http://www.mi.gov/cepi/.

What do Nonpublic Schools Need to Report in MSDS?

There are two reasons nonpublic schools might need to submit data in the MSDS.

1. **Direct Certification:** As of the 2008-09 school year, nonpublic schools participating in the National School Lunch Program are required to submit their entire student enrollment, including new enrollees, in the Early Roster Collection. These records are used to generate the Direct Certification Report. MSDS user(s) for each school are responsible for uploading their student roster in MSDS and downloading the Direct Certification Report of students who are certified as being eligible for free lunch and milk.
2. **Validating and Creating UICs for Pre-Identification:** As of the 2014-15 school year, the Michigan Department of Education's (MDE) Division of Accountability Services (DAS) Secure Site began requiring all records submitted for assessment pre-identification to include a Unique Identification Code (UIC). UICs are created in the MSDS.

Requesting Access to MSDS

Schools can have one or more MSDS users. If you believe you already have an MSDS user, but aren't sure who it is, you can contact cepi@michigan.gov and we can send you your school's user list.

Gaining access to MSDS is a two-step process:

1. The first step is to subscribe to the MSDS through your Single Sign-On (SSO) account.

   Note: If you don't have an SSO account, you may register for one at https://sso.state.mi.us/. Click the "Register" button and follow the directions. When you finish registering, you will receive an email with your permanent SSO User ID and a temporary password to use the first time you log in.

   After logging in to the SSO, click "Subscribe to Applications" in the bottom left-hand corner of the screen. You will be taken to a new screen with drop-down menus. Select "CEPI" in the first drop-down and "Michigan Student Data System (MSDS)" from the second. Click "Next." The next page requires you to verify your work phone number and email address. Verify the information and click "Continue." You will be taken to a

subscription page for the application. Review the information and click "Confirm." You will receive a confirmation message (both on the screen and by email) stating your subscription request was submitted successfully.

2. The second step, after you have subscribed to the MSDS, is to complete and submit the appropriate MSDS Security Agreement form to CEPI, signed by the user and the school's lead administrator as listed in the Educational Entity Master.

   The security form is available on the CEPI website at www.michigan.gov/cepi. Click on "Help and Support." On the Help and Support page, click on the "Application Login and Security Forms" bullet point, or scroll down to that section. In the Security Forms and Procedures column, click the "Nonpublic School Users" link for the MSDS security form. Follow the instructions on the security agreement to complete the form and submit it to CEPI for processing.

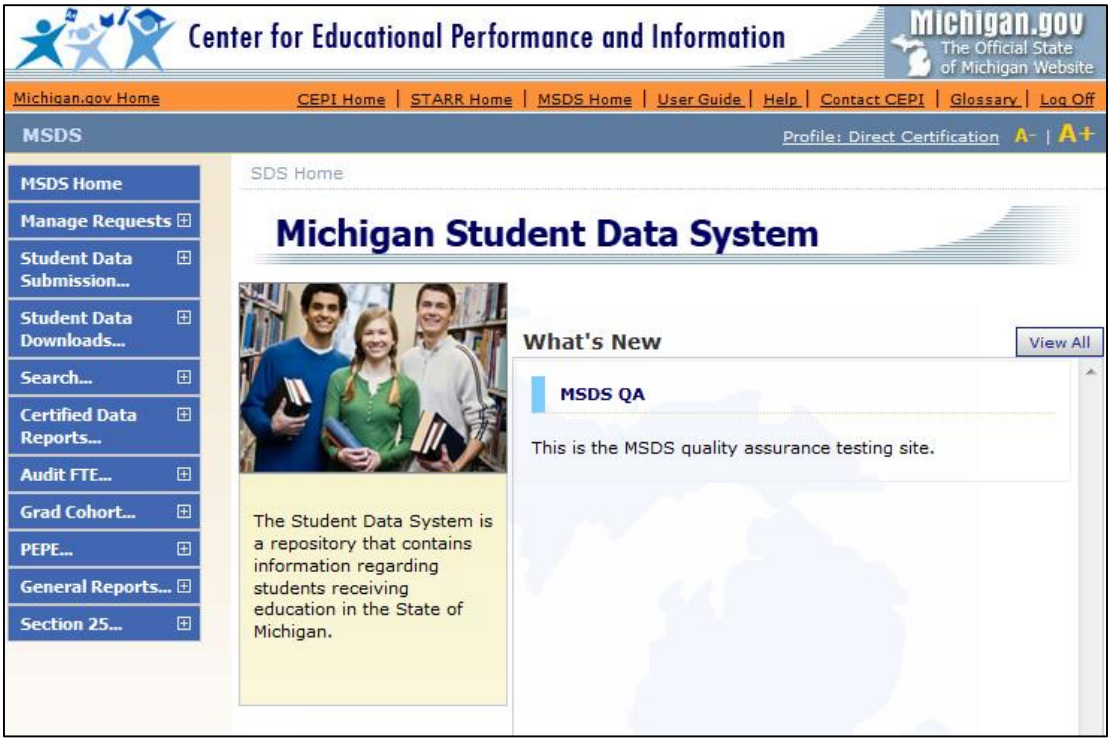
For more information on how to obtain an SSO account and subscribe to applications, please reference the SSO User's Guide located at http://mi.gov/cepi/0,1607,7-113-986_50502---,00.html in the "Security" section of the page.

Logging In to MSDS

To access the MSDS, go to https://sso.state.mi.us/ and enter your SSO user ID and password, then click the login button. On the Application Portal page, click on the "Michigan Student Data System (MSDS)" link to access the application. After clicking on the link, a new window should open up to the MSDS home page.

If the MSDS home page does not come up, please check to make sure that you don't have a pop-up blocker turned on that might be preventing that new window from opening.

MSDS is compatible with Internet Explorer 8. If you are using a newer version of Internet Explorer, you may need to make sure you have compatibility mode turned on in your browser.



What do I Submit?

Direct Certification

If your nonpublic school participates in the National School Lunch Program, then at the beginning of each school year, you must submit your entire student roster in the Early Roster Collection in MSDS. Early Roster data are used to create and update the Direct Certification report throughout the school year. If new students enroll in your school, these students should be added to your MSDS Early Roster Collection at the time of enrollment.

The Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) amended the Richard B. Russell National School Lunch Act to require direct certification of children who are members of households receiving assistance under one of the following programs as eligible for free school meals, without further application, based on information provided in an electronic data file from the Department of Human Services (DHS):

- Supplemental Nutrition Assistance Program (SNAP). Benefits can be extended to other children in the same household.
- Temporary Assistance to Needy Families (TANF). Benefits can be extended to other children in the same household.
- Foster Child program. Benefits cannot be extended to other children in the same household.

Beginning with the 2008-2009 school year, this requirement applied to all public school districts and nonpublic schools participating in the National School Lunch Program.

Creating/Validating UICs

If you will be pre-identifying students in the DAS Secure Site for assessment, you will need UICs for each of the students to be pre-identified. If students already have a UIC, you can search for that UIC in the Secure Site. If your school participates in a shared-time program with a public school district, the district should have UICs for those students.

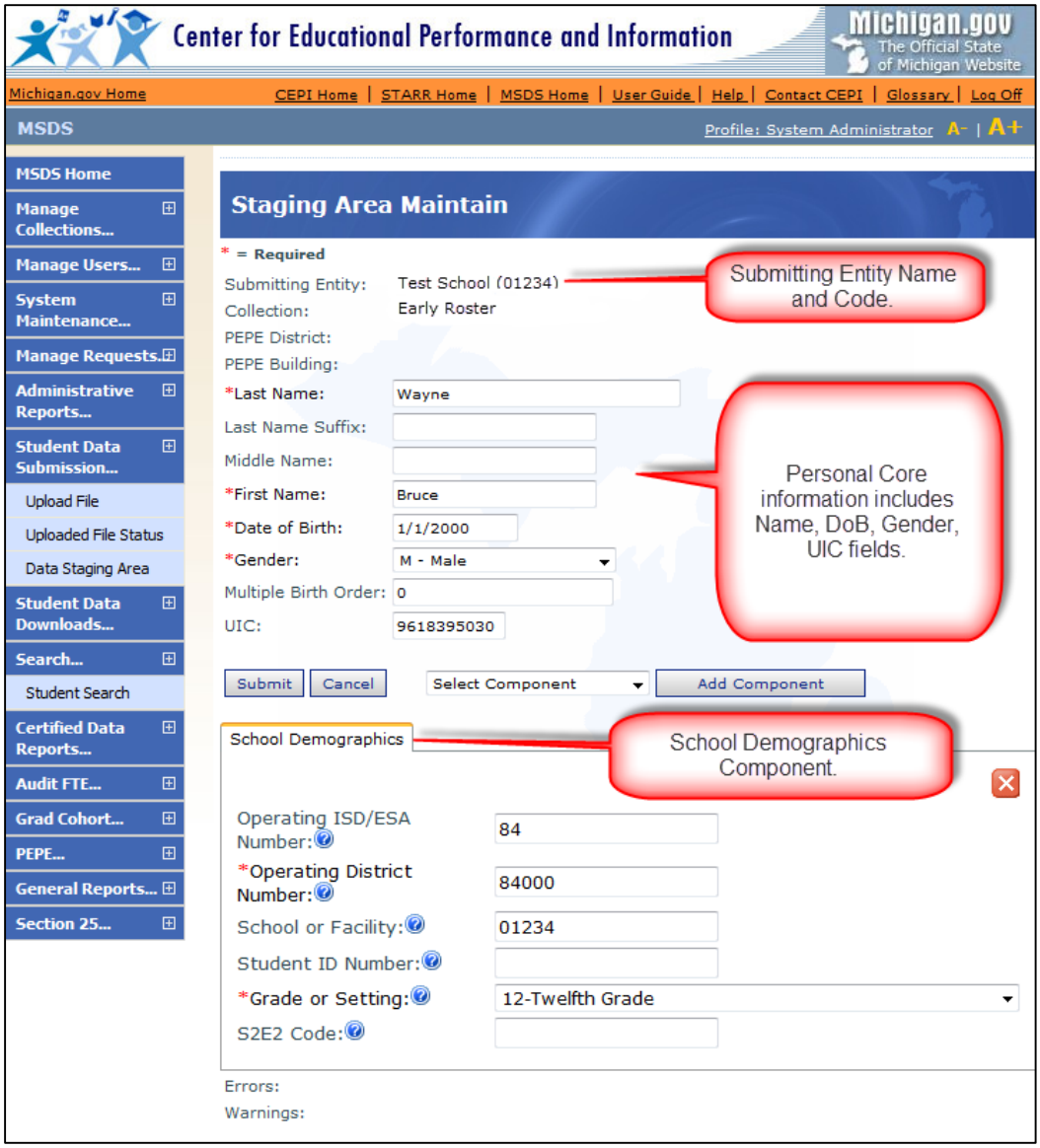
If neither of those options work for you, or if the student does not have a UIC, you will need to use the MSDS to create a UIC for the student. Please see the UIC section later in this manual for step-by-step instructions on validating and creating UICs.

How do I Submit?

There are two ways to submit data to the MSDS:

1. You can manually add student records into the online MSDS system. Most nonpublic school users choose this option.
2. You can upload a properly formatted .xml file with your student data. For more information on the .xml file format for the Early Roster Collection, please visit http://www.michigan.gov/cepi/0,1607,7-113-986_50502_53551---,00.html.

Student records are made up of multiple components, each of which includes both required and optional characteristics (fields). Required fields are marked with a red asterisk (*) in the MSDS.

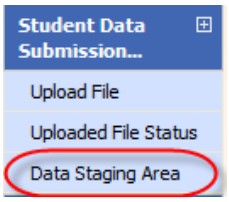


Manually Entering Data

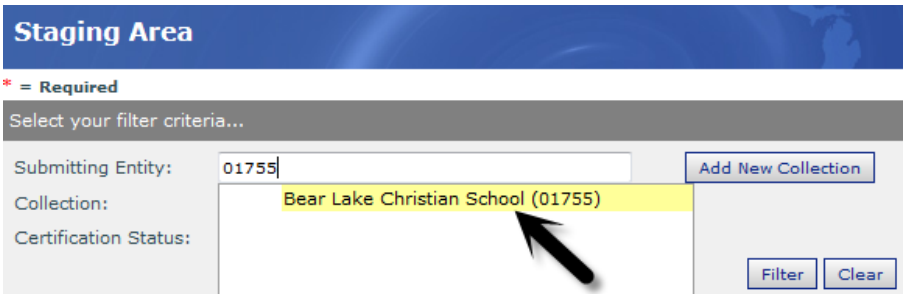
A collection can be added manually from the Staging Area screen. Only those collections the user has permissions for will be accessible in the Collection dropdown list. For this section of the manual, we will be working with the Early Roster Collection. If you are working with the Request for UIC Collection, simply follow the same steps using that collection name.

Create a New Collection

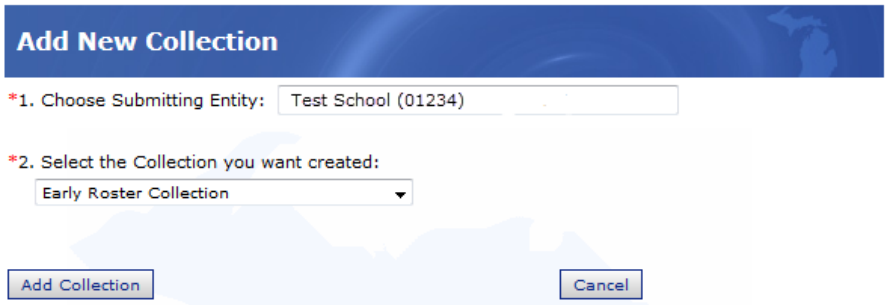
If you do not already have an Early Roster Collection, you will need to create one.



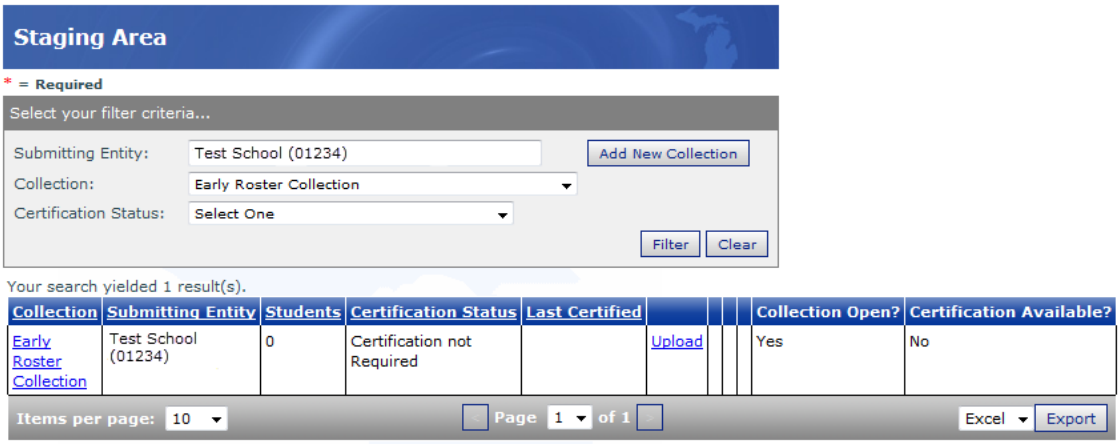
1. To access the Staging Area, log into the MSDS and click "Student Data Submission," on the left navigation bar, then click "Data Staging Area."
2. Enter your Submitting Entity code. This will be your five-digit building code. The Submitting Entity field should automatically pull up your school's name. Click the name to finish populating the field.



3. Click the "Filter" button. If you already have an Early Roster Collection, you will be taken to the Staging Area, where your collection will be listed. (Jump to the next section, on Adding Student Records.) If not, you will get a message saying, "The search criteria that was entered returned no results."
4. If no results were found, click the "Add New Collection" button. On the following screen, make sure the Early Roster collection is selected, then click the "Add Collection" button.

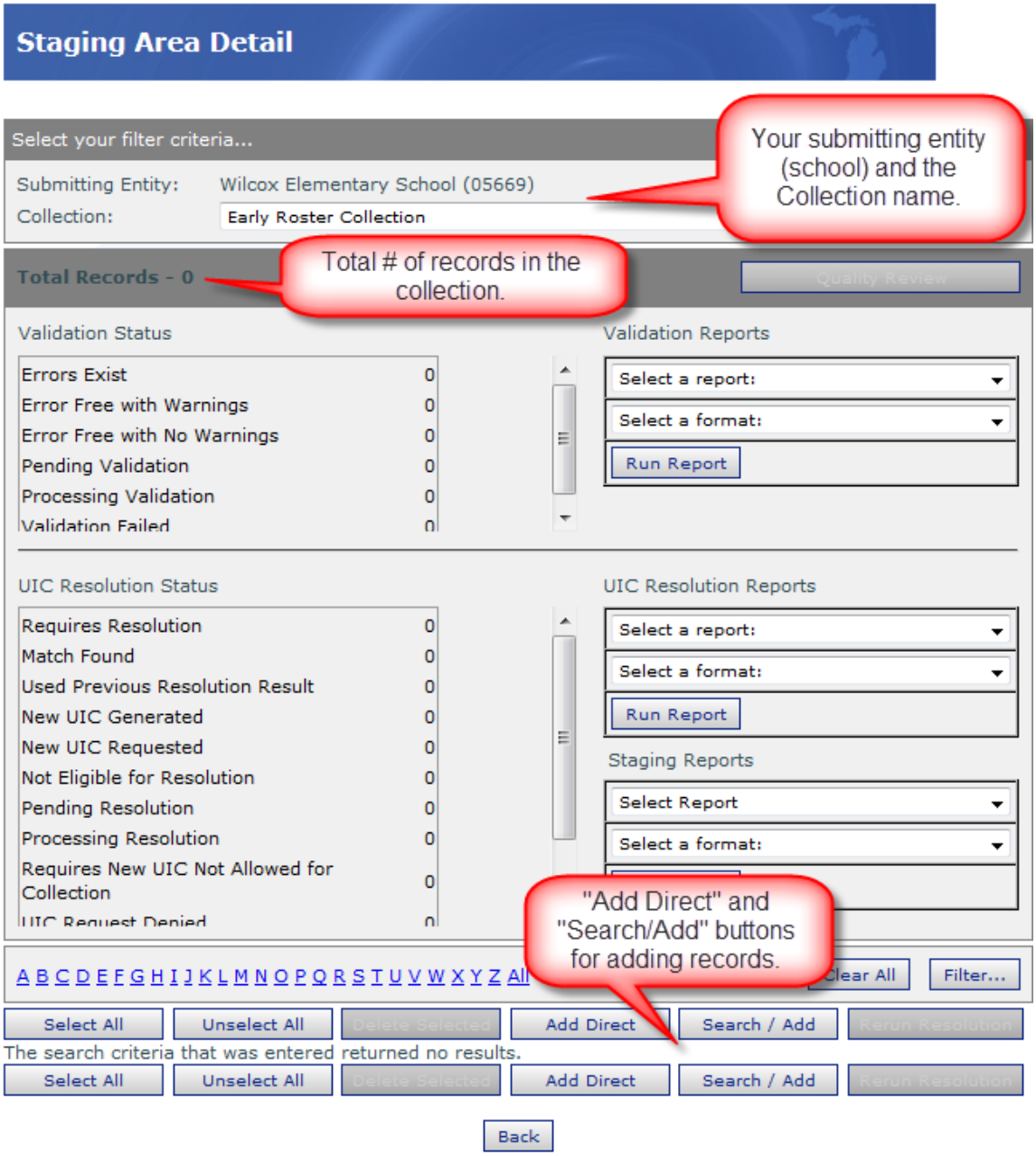


5. You'll be taken to the Staging Area page for your school. Click the Early Roster Collection link on the left side to go to the Staging Area Detail screen, where you can add, delete or edit student data in that collection.

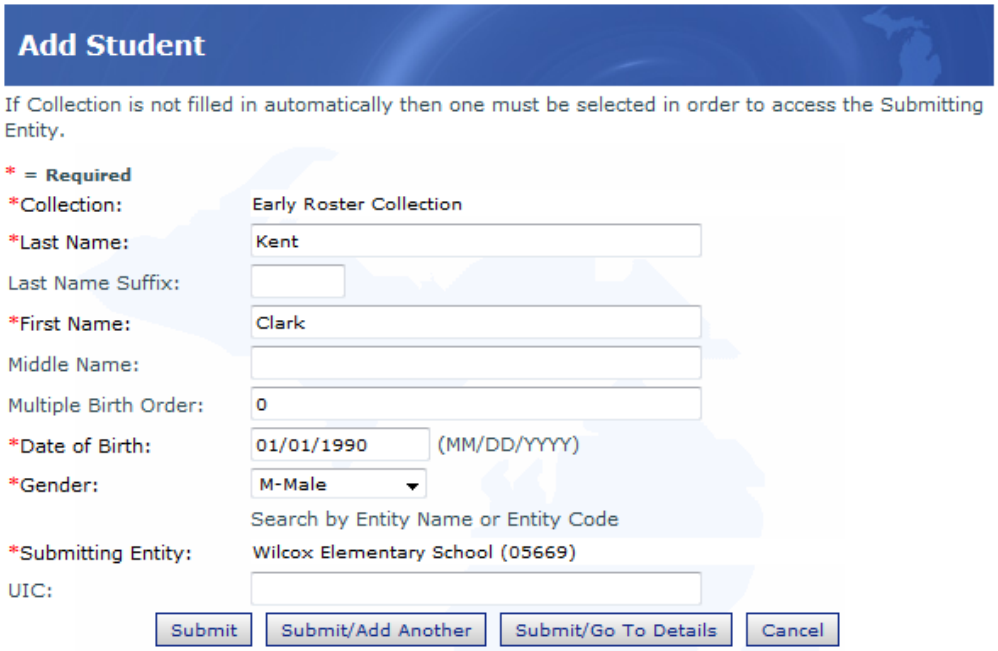


Add Student Records

1. If you are not already in the Staging Area Detail screen, click "Student Data Submission," on the left navigation bar, then click "Data Staging Area." Enter your five-digit building code in the Submitting Entity field. The field should automatically pull up your school's name. Click the name to finish populating the field, then click "Filter." Click on the collection name to open up the Staging Area Detail screen.
2. You should see your school name and code at the top, along with the name of the collection you're working in. Any previously-added records will appear at the bottom of the screen.



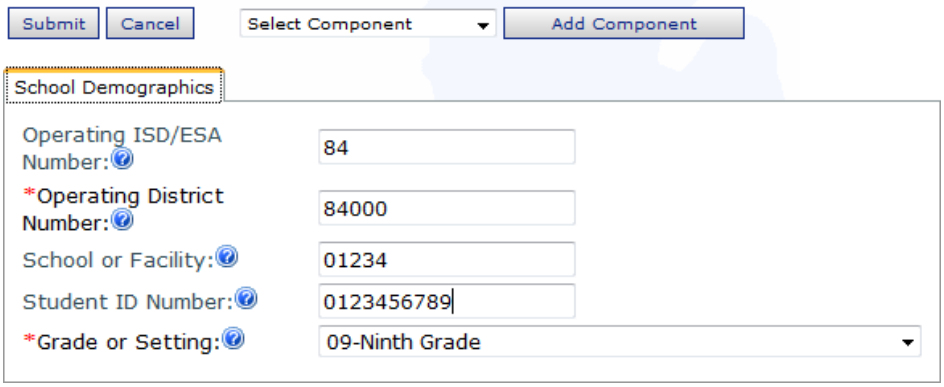
3. To manually add a record, click the "Add Direct" button at the bottom of the screen. Enter the student's Name and Birth Date on the "Add Student" screen.



4. You have three options for submitting the student to the collection.
   a. Click "Submit" to add the bare-bones record and return to the Staging Area Detail screen.
   b. Click "Submit/Add Another" to add the bare-bones record and return to the Add Student screen to submit another record.
   c. Click "Submit/Go To Details" to add additional information to the record. *When adding records for Direct Certification purposes, you will need to add additional School Demographics information.*
5. Open the student's record details in MSDS. This is done automatically if you clicked "Submit/Go To Details" in step 4. Otherwise, from the Staging Area Detail page, you should see your newly added student. Click the student's last name to open up the details.

6. The student detail page in MSDS is called the "Staging Area Maintain" page. You may see error and warning messages at the bottom of a newly created record. Don't panic, we'll be taking care of those next.
7. The School Demographics Component should already be present. If you need to add this or another component, select it from the "Select Component" dropdown, then click "Add Component." For Early Roster and Direct Certification, the School Demographics Component is the only one you need to worry about.

8. Complete the School Demographics information.
   a. For nonpublic schools, the Operating ISD/ESA Number should be 84.
   b. For nonpublic schools, the Operating District Number should be 84000.
   c. Enter your five-digit school code. While this field is not listed as required, you must report a school code for your Early Roster record to be included in Direct Certification matching.
   d. Enter the student's Grade or Setting from the dropdown.
   e. You may enter your school's student identification number if you want, but this is not required.



9. Click "Submit" to save the record and return to the Staging Area Details page. If there are errors or warnings on the record, you will be asked whether you want to return to the student record. All errors must be corrected for the record to be included in Direct Certification matching. Warnings indicate that data may be incorrect. You should review warning messages and make corrections if appropriate, but warning messages will not prevent you from submitting your data.

Bulk File Uploads

If you have a large number of student records you need to submit to MSDS, you may wish to upload a bulk file with all of those records rather than adding them individually.

The MSDS will only accept properly-formatted XML files. Simply entering data in Excel or Access and using the "Save As" function to convert your file to XML format will **not** produce a valid XML file that conforms to the MSDS schema requirements. Most users who upload an MSDS file use their local student information system to export a valid file. You should contact your student information vendor for assistance with this process if you have any questions.

CEPI is unable to support or answer questions about local student information systems.

XML works using "tags" to mark data. Looking at a properly prepared XML file, you might see something like:

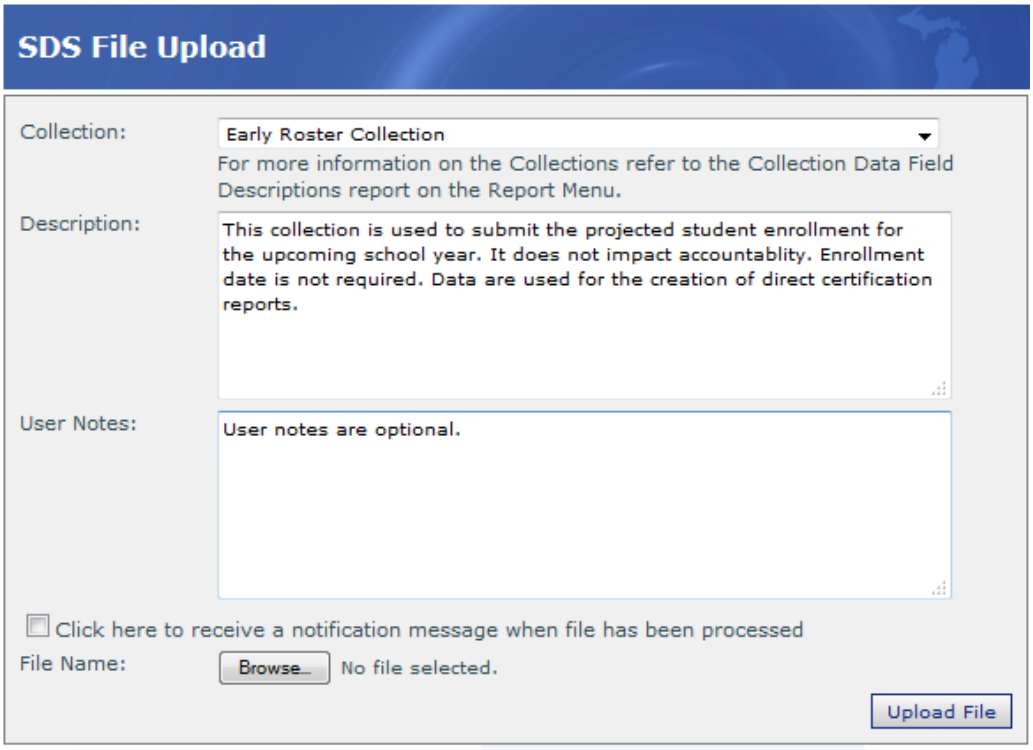
```
<SubmittingEntity>
```

```
        <SubmittingEntityTypeCode>B</SubmittingEntityTypeCode>
        <SubmittingEntityCode>01234</SubmittingEntityCode>
</SubmittingEntity>
<PersonalCore>
        <LastName>Dragonslayer</LastName>
        <FirstName>Jig</FirstName>
        <DateOfBirth>2004-11-6</DateOfBirth>
        <MultipleBirthOrder>0</MultipleBirthOrder>
        <Gender>M</Gender>
</PersonalCore>
```

If you upload a file with invalid XML code into MSDS, that file will fail. Examples of bad XML include empty tags such as <UIC></UIC>, or files that do not conform to the posted XML schema. The Early Roster Collection schema and a sample file are posted on the Early Roster Web page.

Uploading Your File

1. Log into the MSDS and click "Student Data Submission," on the left navigation bar, then click "Upload File" to get to the SDS File Upload screen.
2. Select the collection from the first dropdown. You have the option to enter notes in the "User Notes" section. These notes will show up in the User Notes column of the Staging Area Detail page for all student records in the file.



3. Click the "Browse" button and browse to the upload file on your local computer or network. Select the file, then click "Upload File."
4. The MSDS first checks whether this is a valid XML file. If the process passes and the file validates successfully, the records are then moved into the staging area, and the system validates each individual record, checking for warnings and errors.

> CEPI offers a free XML Validation Tool, which is available for download on the MSDS Web page. Click the "XML Validation Guide" link located in the Resources box, and follow the directions.

Check Your Uploaded File Status

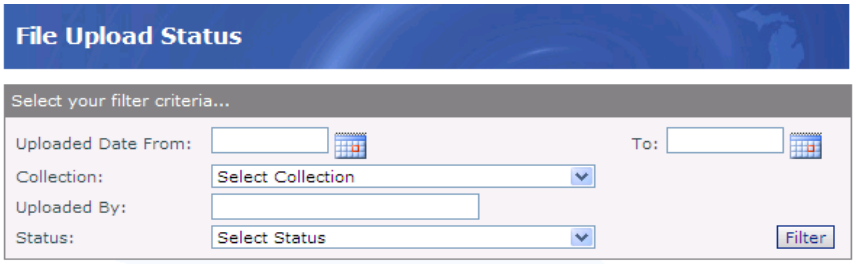
Once you've uploaded your file, you can check the file status to see if it was accepted or rejected. Files can be rejected for various reasons.

File-Level Validation Rules:

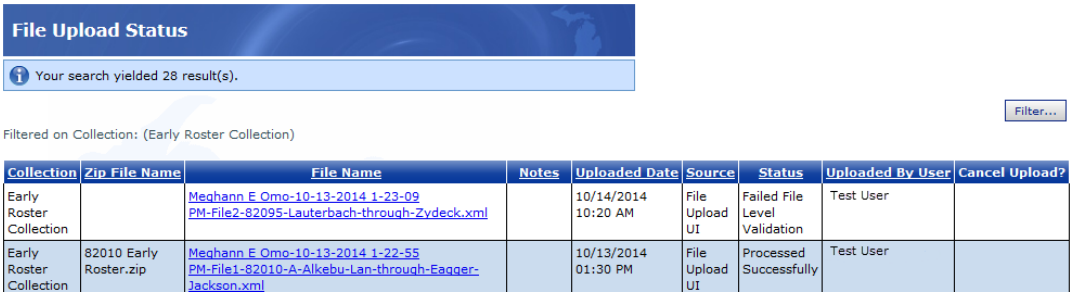
- Each file is compared to the XML schema for the collection selected on the File Upload form. The file must conform to the schema requirements, or else the entire file will be rejected.
- The Submitting Entity Code on each student record is checked against the permissions of the user. If your file contains any records with a submitting entity code you don't have permissions for, the file will be rejected.

You can check the status of your file on the File Upload Status screen. You can also view the errors for any rejected files.

1. Click "Student Data Submission" On the left navigation menu, then click "Uploaded File Status."
2. Select the collection name from the dropdown and click the "Filter" button. (Alternately, you can enter your user name in the "Uploaded By" field to see all files you've uploaded. If you do this, make sure you match the way your user name is listed in your MSDS profile. You can also enter a date range or filter by the status. However, for nonpublic schools, it's often easiest to simply select the collection type and leave the rest of the fields alone.)



3. The File Upload Status screen will show all of the uploaded files that match the selection criteria from step 2.



File Upload Status

Your search yielded 28 result(s).

Filter...

Filtered on Collection: (Early Roster Collection)

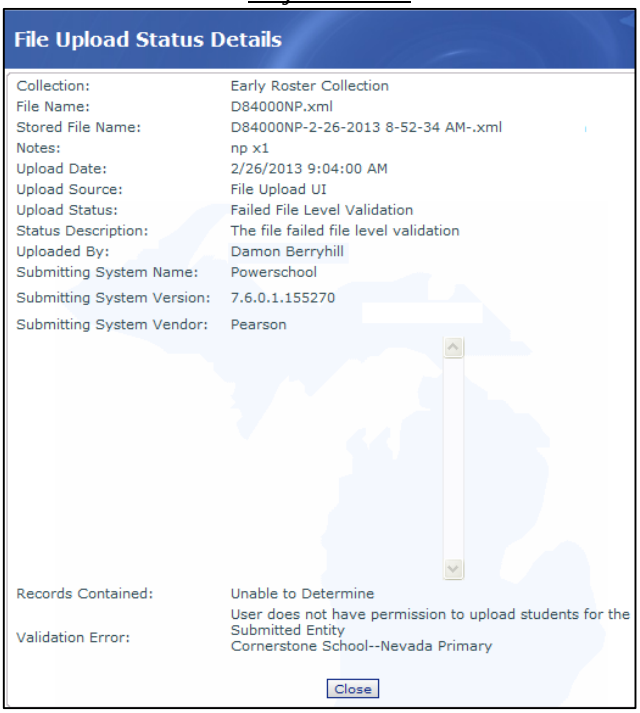
Collection	Zip File Name	File Name	Notes	Uploaded Date	Source	Status	Uploaded By User	Cancel Upload?
Early Roster Collection		Meghann E Omo-10-13-2014 1-23-09 PM-File2-82095-Lauterbach-through-Zydeck.xml		10/14/2014 10:20 AM	File Upload UI	Failed File Level Validation	Test User	
Early Roster Collection	82010 Early Roster.zip	Meghann E Omo-10-13-2014 1-22-55 PM-File1-82010-A-Alkebu-Lan-through-Eagger-Jackson.xml		10/13/2014 01:30 PM	File Upload UI	Processed Successfully	Test User	

4. Possible Status messages include:

   - Processing: the file is currently being processed.
   - Processed Successfully: the file has been processed, and the records are now in your collection staging area.
   - Failed File Level Validation: the file failed.

5. Click a file name to view the Upload Status Details and any error messages for that specific file.

Rejected file

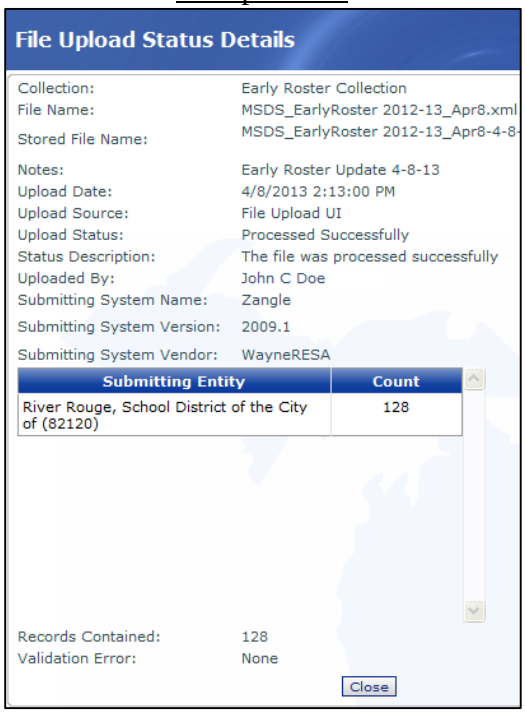


File Upload Status Details

Collection:	Early Roster Collection
File Name:	D84000NP.xml
Stored File Name:	D84000NP-2-26-2013 8-52-34 AM-.xml
Notes:	np x1
Upload Date:	2/26/2013 9:04:00 AM
Upload Source:	File Upload UI
Upload Status:	Failed File Level Validation
Status Description:	The file failed file level validation
Uploaded By:	Damon Berryhill
Submitting System Name:	Powerschool
Submitting System Version:	7.6.0.1.155270
Submitting System Vendor:	Pearson
Records Contained:	Unable to Determine
Validation Error:	User does not have permission to upload students for the Submitted Entity Cornerstone School--Nevada Primary

Close

Accepted file



File Upload Status Details

Collection:	Early Roster Collection
File Name:	MSDS_EarlyRoster 2012-13_Apr8.xml
Stored File Name:	MSDS_EarlyRoster 2012-13_Apr8-4-8-
Notes:	Early Roster Update 4-8-13
Upload Date:	4/8/2013 2:13:00 PM
Upload Source:	File Upload UI
Upload Status:	Processed Successfully
Status Description:	The file was processed successfully
Uploaded By:	John C Doe
Submitting System Name:	Zangle
Submitting System Version:	2009.1
Submitting System Vendor:	WayneRESA

Submitting Entity	Count
River Rouge, School District of the City of (82120)	128

Records Contained:	128
Validation Error:	None

Close

6. Once you have successfully uploaded a file, you should open up the collection in the Data Staging Area to review your submitted records for any record-level errors or warnings.

Direct Certification Report

The Direct Certification Report in MSDS takes error-free student records submitted in the Early Roster collection with building code information, and matches those records against data from the Department of Human Services (DHS).

Matched students are certified as eligible for free school meals and will be listed on your school's Direct Certification Report. The report is refreshed biweekly in August and September. Beginning in October, the report is refreshed monthly. For more information on specific refresh dates, please refer to the Direct Certification Report Timeline located at http://mi.gov/cepi/0,4546,7-113-986_50502_53828---,00.html in the "Direct Certification Help" section of the page.

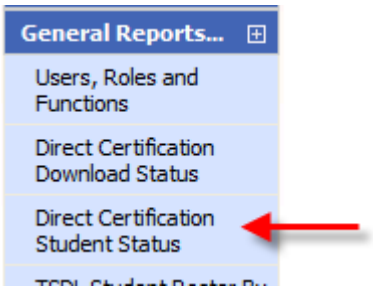
The report displays the following information:

- Total count of students directly certified for your building
- Student demographic information (Student name, Student ID, UIC, DOB and Gender)
- Category in which the student is eligible (S = SNAP, T = TANF, F = Foster Child)
- Date that the student record was matched against DHS

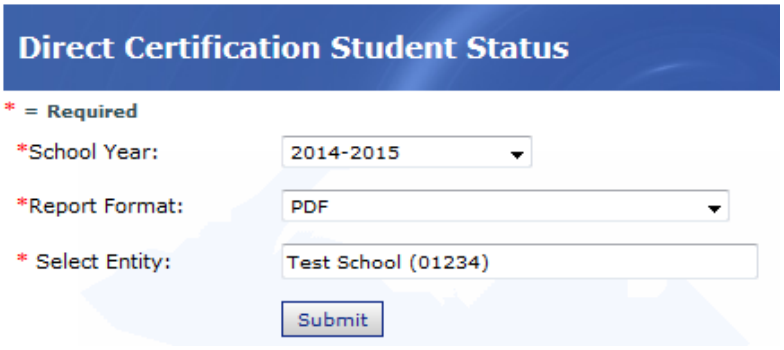
How to Access the Direct Certification Report

Once you have added your error-free student records to the Early Roster Collection, those records will be matched against the DHS data for the next Direct Certification Report refresh. After that refresh date, you can view and download your school's Direct Certification Report from the MSDS.

1. From the left navigation menu, click "General Reports," then click "Direct Certification Student Status."



2. On the Direct Certification Student Status screen, select the school year, your preferred format (CSV or PDF), and enter your entity code, then click the "Submit" button.



Unique Identification Codes (UICs)

UICs are unique state-assigned ten-digit codes used to identify and track student information. Each student is assigned their own UIC in the MSDS. Public schools are required to have UICs for all students.

For nonpublic schools, the rules are a little different. The MDE Division of Accountability Services (DAS) requires UICs for assessment purposes and tracking of assessment tests. When you pre-identify their students for assessment in the DAS Secure Site, you will need UICs for each of the students to be pre-identified. There are several ways to get those UICs.

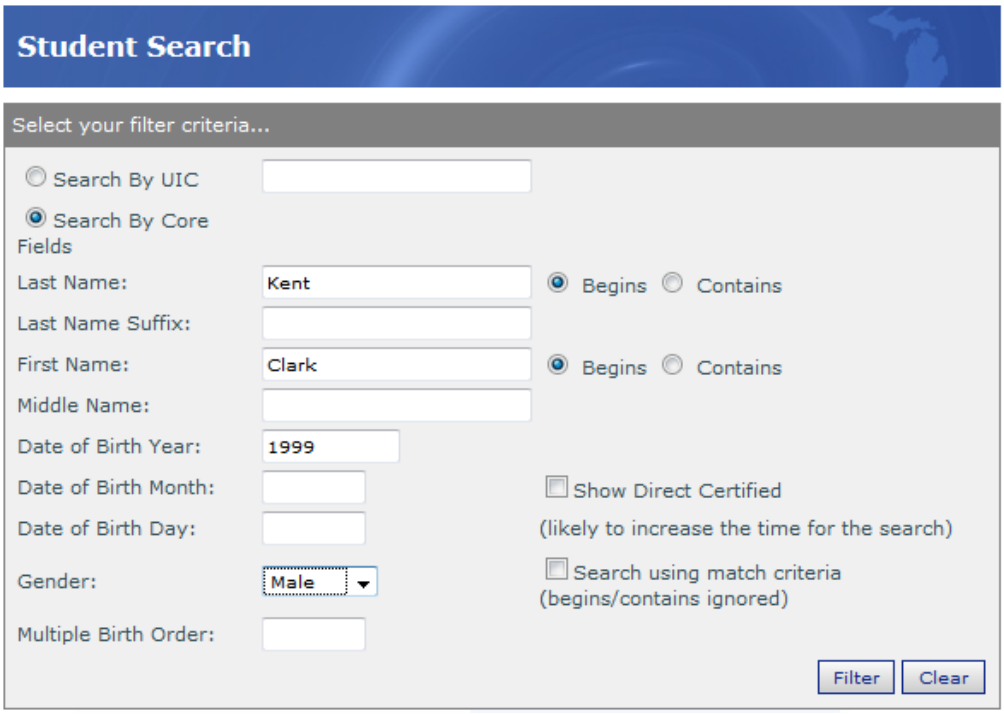
1. The DAS Secure Site has a search function that allows you to enter information about your student and search to see if the student is already in the Secure Site database. If the student already has a UIC, the DAS Secure Site search should allow you to find and copy down the UIC for your records.
2. If you operate a shared-time program with a public school district, the district should have UICs for all students in the program. You can contact the district about getting the UICs for those students.
3. If neither of these options work, you can use the MSDS to get UICs for your students. The MSDS will run your student records through the UIC resolution process, which checks to see if a student is already in the MSDS. If a match is found, the system adds the pre-existing UIC to the student's record. If the student is not in the MSDS, the system will create a new UIC. (Note: there may be some records where the system cannot determine whether or not a pre-existing record is a match. These records will go into Requires Resolution status, which is discussed later in this manual.)

When validating and creating UICs in MSDS, you may have to add student records to a collection. You can use **either** the Early Roster or the Request for UIC Collection for this process. Both collections will allow you to request UICs for your students. Some users may prefer to do everything in a single collection, while others might prefer to keep their submitted records for direct certification (in Early Roster) separate from their records requesting UICs.

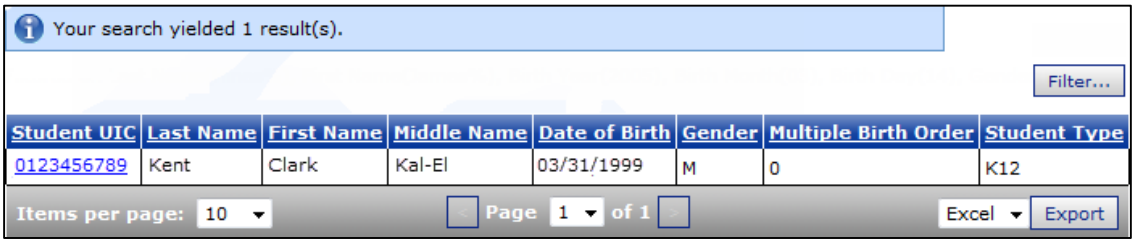
Searching for UICs in MSDS

The easiest way to look up or create a UIC for an individual student in MSDS is to click the "Search…" button on the left-hand navigation menu, then click "Student Search."

On the Student Search screen, select "Search by Core Fields," and enter as much information as you have, then click the "Filter" button.



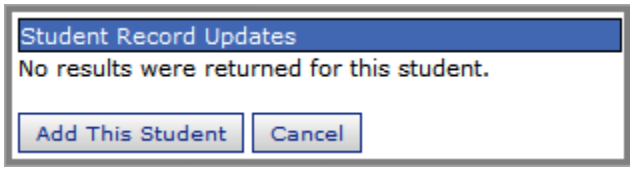
If the student has a UIC in the system, you should receive a screen showing all matches that will look something like this:



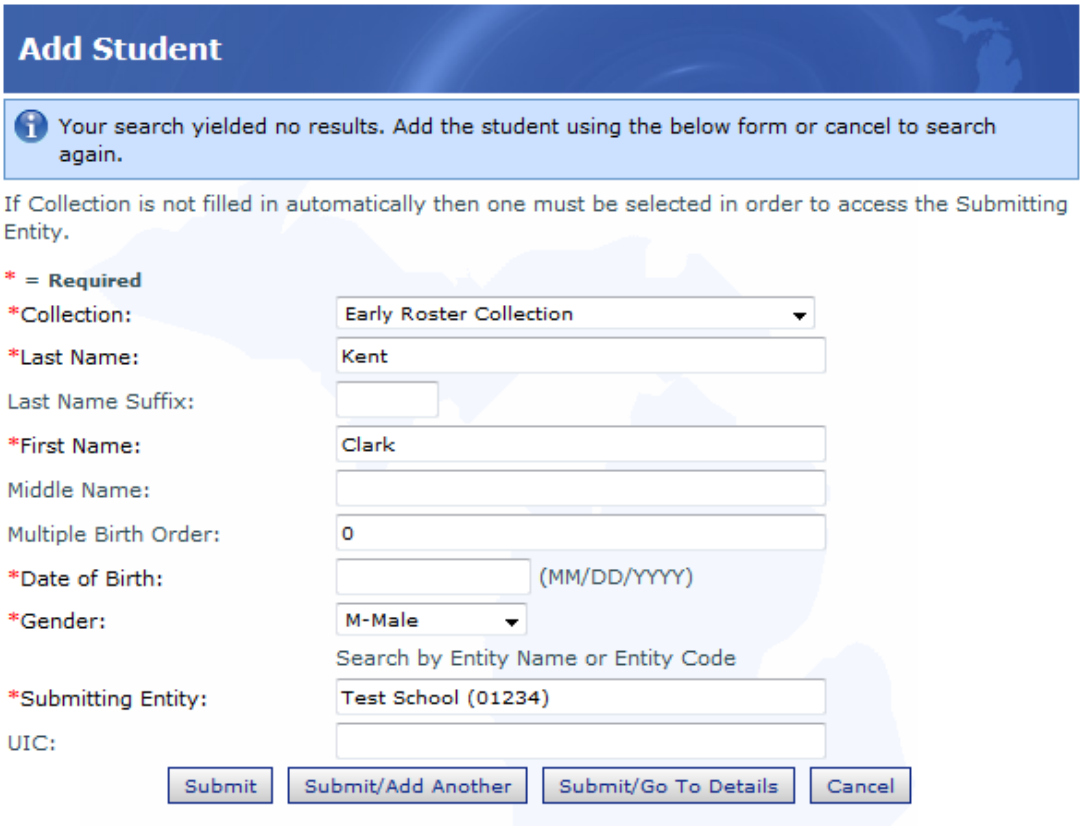
Student UIC	Last Name	First Name	Middle Name	Date of Birth	Gender	Multiple Birth Order	Student Type
0123456789	Kent	Clark	Kal-El	03/31/1999	M	0	K12

Click the link in the "Student UIC" column to view the details for the student and confirm whether or not this is your student. If so, you should copy that UIC into your own system and use that number when pre-identifying the student.

If the student does not currently have a UIC, you will receive a different message:



Click the "Add This Student" button. On the Add Student screen, you will need to complete all required fields (marked by a red asterisk*). For the collection dropdown, you can select either Early Roster or the Request for UIC Collection.



Click "Submit/Go To Details." This will manually add the student to the selected collection and pull up the student's record. In most cases, the system will automatically have assigned a UIC to the student, which you should then copy into your local system and use for that student's records.

If you add the record, but a UIC is not assigned, this probably means the record is in Requires Resolution status, which is discussed below.

Uploading a File for UICs

You can also upload a file to generate multiple UICs. This process works as described in the "Bulk File Upload" section, above. The only differences are:

1. You can upload either a Request for UIC file or an Early Roster file, as long as you upload the correct file into the matching collection. (E.g., if you try to upload an Early Roster file into the Request for UIC Collection, the file will fail.)

2. You can omit the UIC field from your file, as this will be populated by the system after upload.

UIC Resolution

The MSDS performs a UIC matching process on all submitted records, regardless of whether those records are added manually or through a bulk upload file. The system compares the submitted record to its database of students. If a strong match is found, it assigns the correct UIC (assuming the UIC wasn't already included), and the record is given a UIC status of "Match Found."

If there are no matches for a record, the system generates and assigns a new UIC to the record, which is given a UIC status of "New UIC Created."

Occasionally, the system encounters a situation where it is unable to determine whether or not a submitted record matches a preexisting one. For example, if you submit "John Smith, Born 1/1/2000," and the system has a record for "Jonny Smith, born 1/1/2000," this could fall into the range where the system suspects a match but is unable to confirm. These records are not assigned a UIC, and are put into the UIC status of "Requires Resolution."

Nonpublic schools do not have the ability to resolve UICs. **If you need help getting UICs for records in "Requires Resolution" status, please contact DAS at baa@michigan.gov or 877-560-8378**. They will connect you with a UIC resolver at DAS, who will work with you to resolve those records.

For security and privacy reasons, please do not send student names and other identifying information by email.

Downloading Your Data

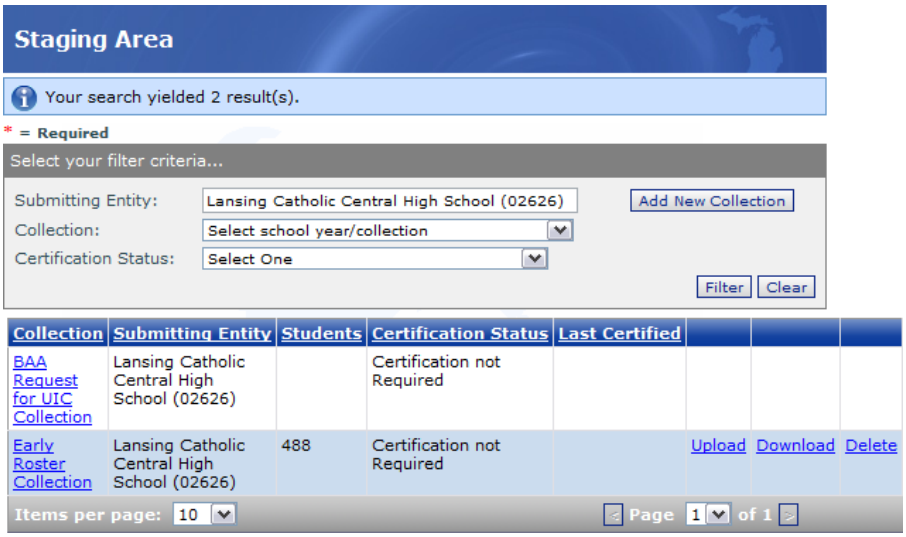
CEPI removes all data from the Early Roster Collection at the end of each school year in order to prepare the system for the new school year. The date of the removal is communicated in advance via email to all nonpublic school users.

We recommend that you download a copy of your Early Roster Collection before the data are removed. If you will need to submit your enrolled students again for direct certification purposes, you can use this file again in the fall for your bulk upload. Keep in mind that if you utilize this option, you will need to (1) enter all newly enrolled students for the next school year and (2) remove all students who have left your school since the previous year.

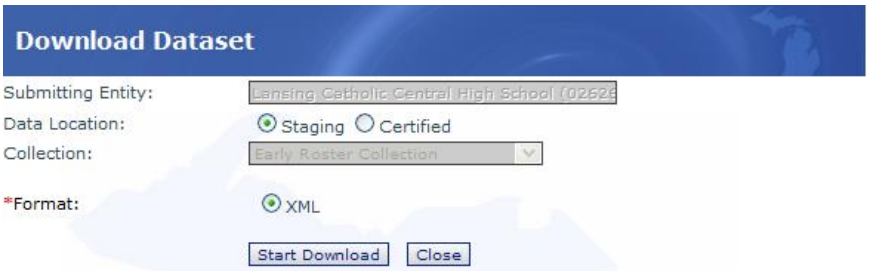
You can do both of these steps online after uploading your file.

Download and Save Your Early Roster Collection

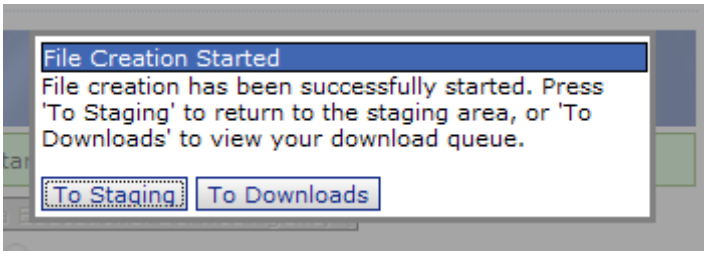
1. From the Data Staging Area, click the "Download" link next to the Early Roster Collection.



2. Select the "Staging" radio button in "Data Location," and then click "Start Download."

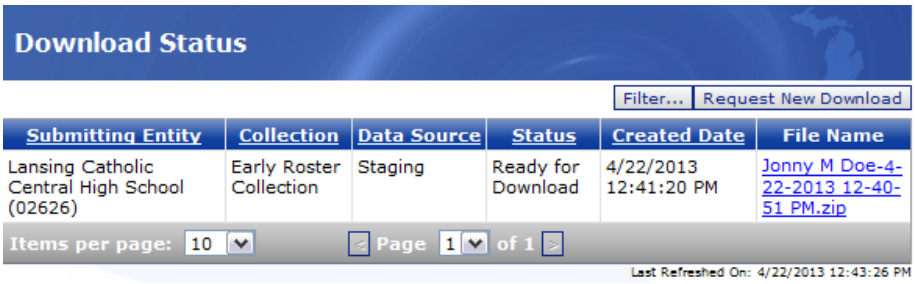


3. A "File Creation Started" pop-up box will appear. Click "To Downloads."



4. When the Status indicates "Ready for Download," click the "File Name" hyperlink. You may need to refresh this screen to update the file status. This is usually done by pressing the F5 key. You can also get to the Download Status screen from the main navigation menu by clicking "Student Data Downloads" and "Download Status."

   Note: Downloads will be in XML format.



5. When prompted, click the "Save" button. To save the file to your local computer.

All downloaded files are zipped. Double-clicking the file should open it in Windows Explorer just like a folder. Depending on your operating system and software, other methods may be better suited to your needs.

Please remember that these files contain confidential student data, and must be stored in a secure location.

For Further Help

You can find MSDS training tools and other support documents on the MSDS Web page. There are also specific Web pages for the Early Roster Collection and the Direct Certification Report.

If you have forgotten your MSDS password, please go to https://sso.state.mi.us/ and enter your user ID, then click "Forgot Password?" A new password will be sent to the email associated with that account.

Questions about assessment and pre-identification should be directed to the DAS at baa@michigan.gov or 877-560-8378.

Questions about the MSDS, including security forms, forgotten logon IDs, and the Direct Certification Report, should be directed to CEPI customer support at cepi@michigan.gov or 517-335-0505, option 3.