Center for Educational Performance and Information (CEPI)

Student Data System (SDS)

Training Manual

Questions?
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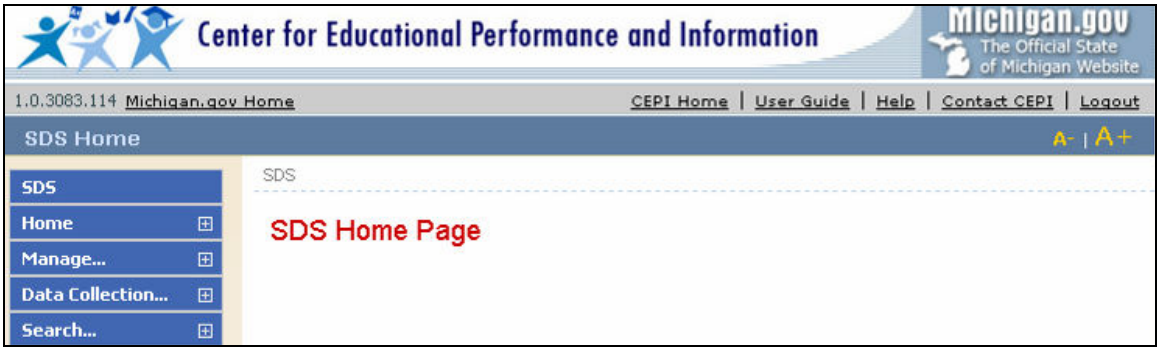
MODULE 1 STUDENT DATA SYSTEM (SDS)

Introduction

The Student Data System (SDS) is a Web based system that will replace the existing Single Record Student Database (SRSD) system. The new system will ensure the secure collection of student record data. It will provide for maintenance of student records through file upload and online entry. Error checking and correction will also be Web-based. Information can now be automatically exchanged with local and other State systems. SDS also provides enhanced reporting on submitted data.



The following is a summary of the most common State SDS user roles. More specific information regarding roles and associated functions can be found in the **Appendix C** section of this manual or the Online Help system of the SDS.

- **System Administrator**

  System Administrator has the capability to edit/view all functions. This role can amend and approve data, add collections as needed and modify the functionality of the SDS system. They also maintain What's New items.

- **Resolvers**

  Resolvers can view staging area detail and summary information, request creation of new UICs and resolve existing UICs. Some users with resolver authority will only be able to view information while others will have the ability to request new UICs.

- **Center for Educational Performance and Information (CEPI) Customer Support**

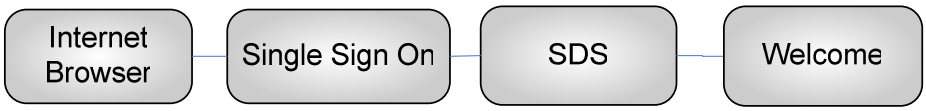
  CEPI customer support services are provided for SDS users. CEPI customer support personnel will edit/add/remove users in the system, and reset passwords – users can also reset their own passwords using Tivoli. CEPI support personnel will have read-only access to any function, data and search capabilities synonymous with the State Administrator.

Unit 1 Getting Started

Introduction

Data submitted by school districts via the Student Data System (SDS) include discrete information about individual students such as age, gender, race and ethnicity, and program participation. This data will be collected via the SDS and used to meet the reporting requirements of the federal *No Child Left Behind Act of 2001*, including the determination of Adequate Yearly Progress (AYP).

Below is a roadmap demonstrating the progression of the screens in this section.



Log In to SDS

Discussion

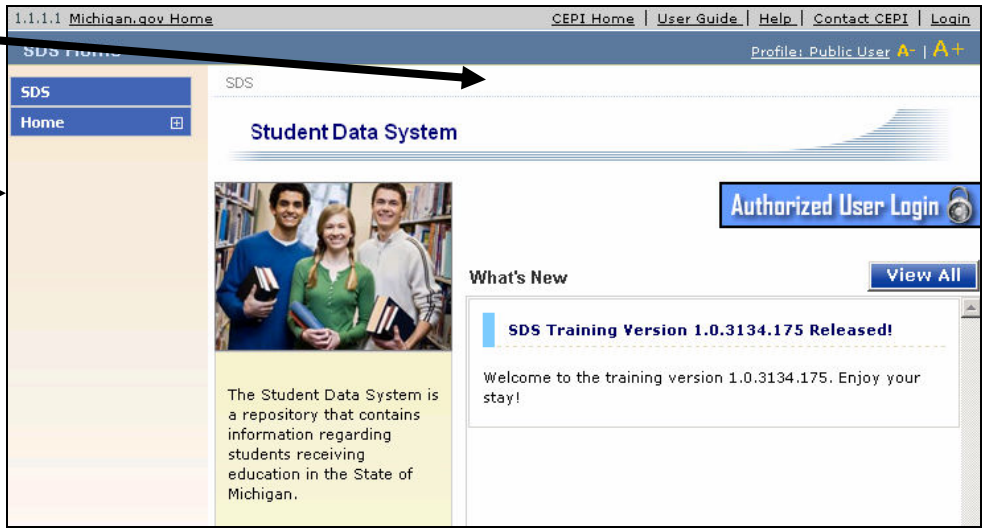
SDS will work best with Microsoft Internet Explorer 5. and higher and Firefox 1.0.X at the minimum and may work with other browsers as well, but functionality is not guaranteed. Access is available to all user roles and the general public. The general public does not need to log in to access the application. The navigational menu on the left side of the screen is role-based. The SDS Login will allow further system access.

Tip

These links are described in detail in the following section.

Tip

To see what is additionally available for each menu item click on that items name in the list.



Tip

For security it is recommended that passwords be changed after the first login.

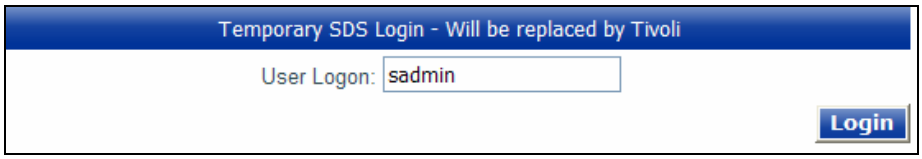
Procedures

1. Open *your* Internet browser
2. Type the SDS URL in the address bar
3. Click the **Authorized User Login** button

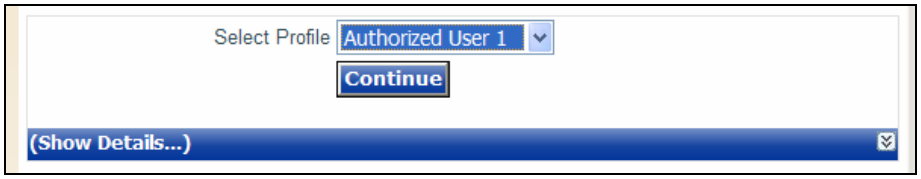
Tip

Based on original user security agreements multiple profiles may be created by the State Administrator.

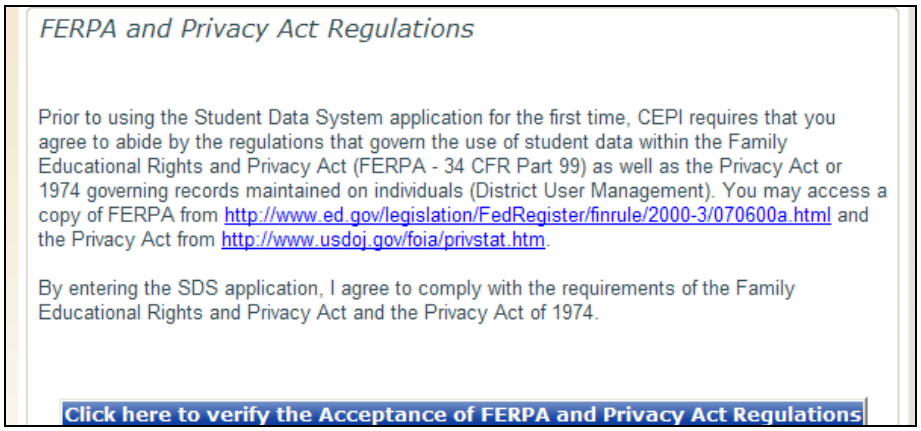
The default profile (the profile most often used) will display first.



4. Enter your User Logon and click the **Login** button
5. Please see the instructions found in **Appendix D** for more information on logging in



6. If more than one profile is available, select the desired profile from the drop down list and click the **Continue** button.



7. If FERPA displays, click the button to verify acceptance.

Navigating the SDS Home Page

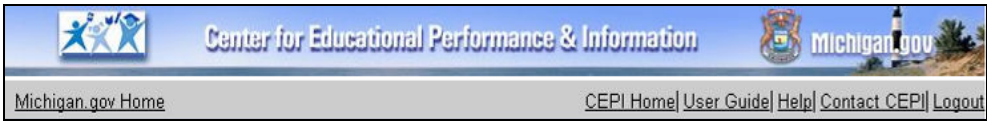
Discussion

The SDS home page 'look' changes per each user role. Various links and menus are available on the SDS home page to help users navigate through the Web pages.

Page Links

Tip

If you arrive on any of the pages mistakenly you can use your browser's **back** button to return to the SDS.



Michigan.gov Home
Displays the official Web page of the State of Michigan.

CEPI Home
Displays CEPI's home page.

User Guide
Displays the User Guide in PDF printable format.

Help
Opens the help system for SDS screens. More information concerning help is available in the Help section of this manual.

Contact CEPI
This link opens a page of information to contact CEPI. This includes the help desk phone number and email address.

Logout
Ends current login session and returns you to the SDS home page. Your access will now be that of a public user.

In addition to the links at the top of the SDS home page there are links available at the bottom of the page. These include:

Student Data System Home
Home Page

Login/Log Off
Returns to the top of the page where the Login button and Logout link are located.

About Us
CEPI's State of Michigan home page.

State Web Sites
State of Michigan Web page that contains links to State of Michigan Web sites.

Accessibility Policy
State of Michigan Web page with information on the State's Accessibility Policy.

Privacy Policy

State of Michigan Web page with information on the State's Privacy Policy.

Link Policy

State of Michigan Web page with information on the State's Terms of Use and Linking Policy.

Security Policy

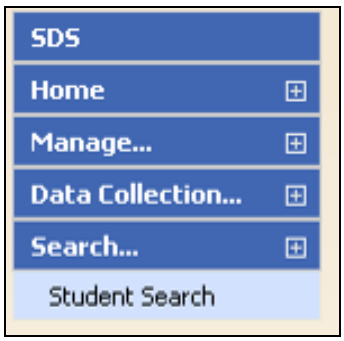
State of Michigan Web page with information on the State's Security Policy.

Menu Items

To use the navigational menu at the left of the screen, click the desired item. If there are further menu options under that item the section will expand.

Tip

Items available vary based on user role.



Using SDS Help
Screen Level

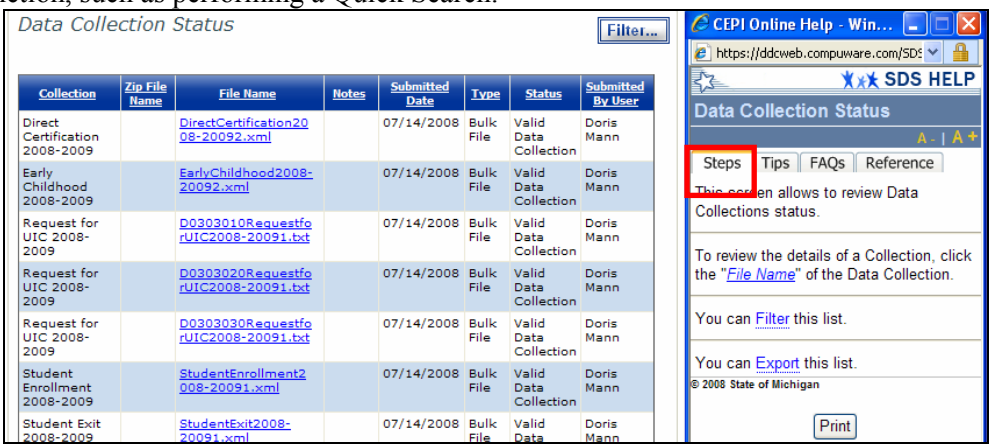
Discussion

In the SDS system, there are several ways to access help. For Screen level, Help is available during transactions in the form of a Help window with content that changes to match the screen. This is called the SDS Online Help System or simply Help. Help is available at the top of all screens.

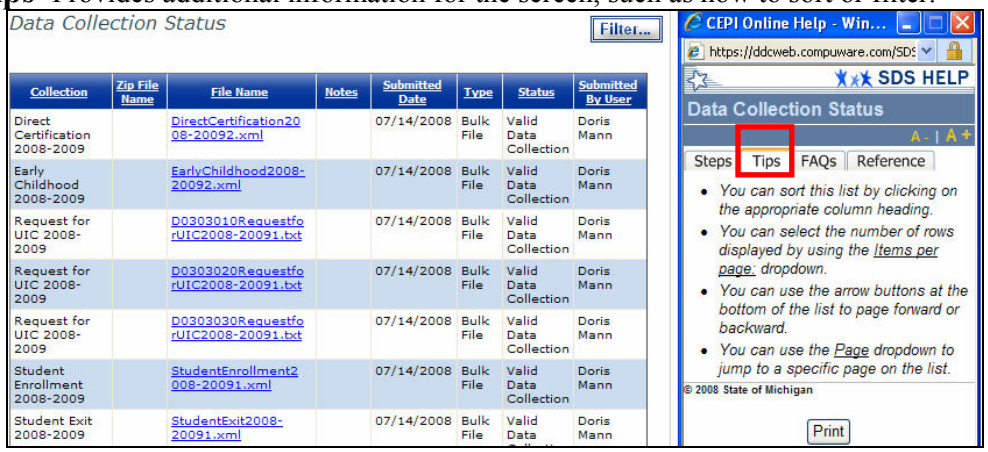
Tip

Using the Help close button does not close the application.

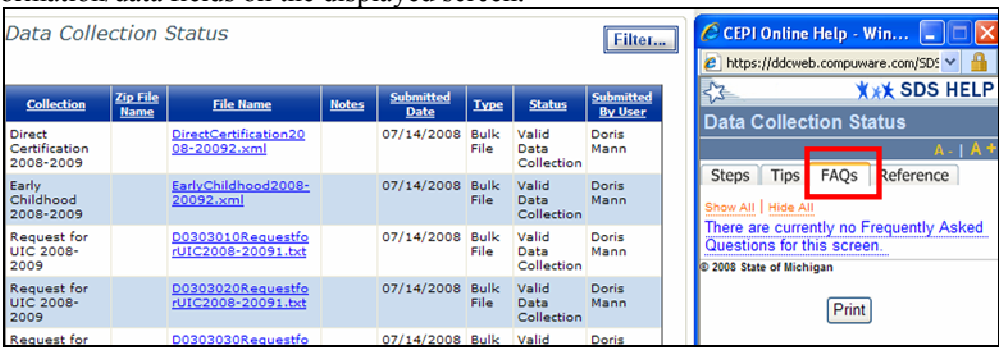
Steps -Shows step-by-step instructions for using the displayed screen for its main function, such as performing a Quick Search.



Tips -Provides additional information for the screen, such as how to sort or filter.

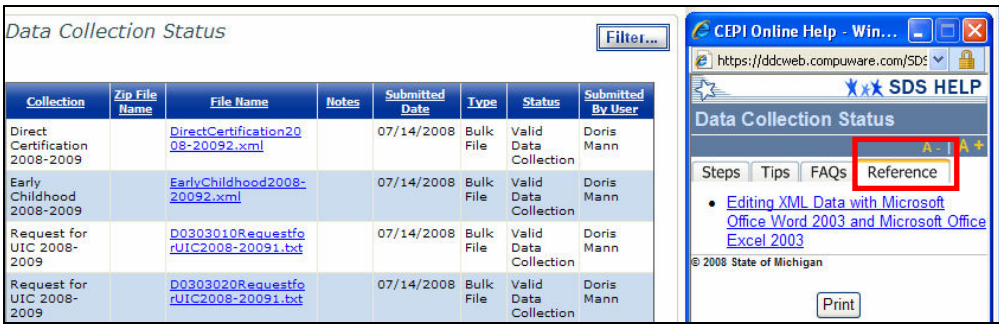


FAQs -Contains Frequently Asked Questions and their answers related to the information/data fields on the displayed screen.



Reference:

Contains links to reference material including the training manual, data field descriptions, and other useful information.



Procedures

1. Click the Help link found in the upper right corner of the screen. This will prompt another window to open which contains help information related to the screen with which you are currently working.

2. Use the tabs described for specific help. To access a tab simply click on it.

3. To close the Help window click the icon in the upper right corner of the screen.

Contact Help Desk

Please email CEPI customer support at cepi@michigan.gov. Email provides written documentation and allows the quickest most efficient method for providing a response. If email is not an option, contact the Help Desk at (517) 335-0505, option 3, and a help ticket will be created.

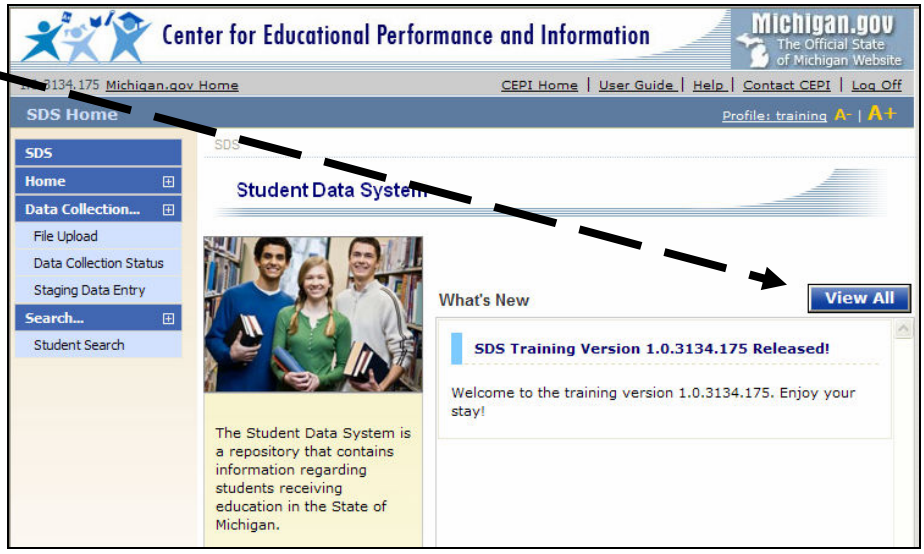
In either case, please include:

- Name
- District code and district name
- The CEPI application name
- Telephone number (including area code and extension)
- Email address
- Specific question(s)

What's New

Discussion

A list of news items will appear on the Home page under the 'What's New' section. Updates, not viewable by the public, can only be accessed after the user has successfully logged in to the SDS application.



Procedures

1. ***What's New*** will appear upon accessing the SDS home page.
2. The information available will be based on user role.

Tip

You can scroll through the 'What's New' items as they appear on the page or you can press the **View All** button to view an expanded version.

Tip

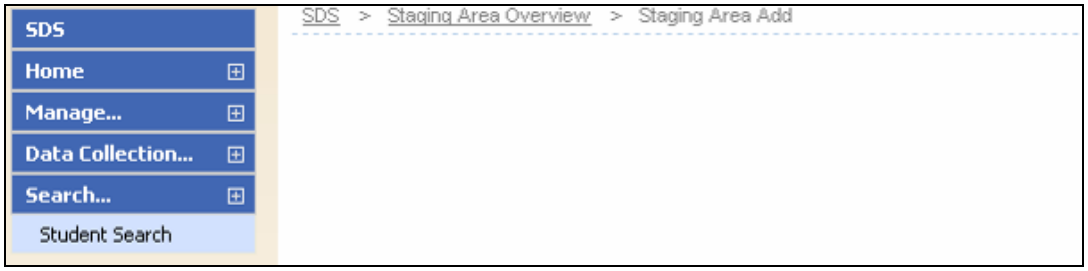
From the View All screen, to return to the original 'What's New' format you can press the **Go Back** button at the bottom of the page.

Unit 2 Searching the SDS

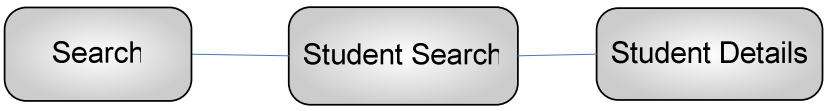
Introduction

SDS provides a student search to view data associated with a particular student. Roles identified by the State Administrator will determine what data can be viewed.

Students moving from district to district may be searched to see if they have a UIC associated already.



Below is a detailed roadmap showing the various levels available within each search menu.



Student Search

Discussion

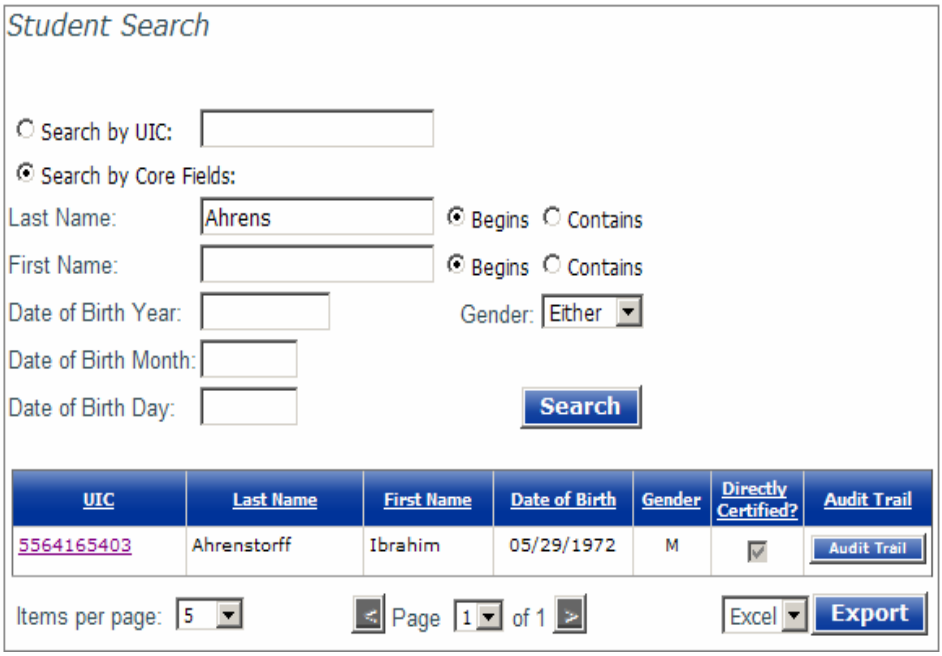
Students can be searched by UIC or by core fields such as name, gender and or Date of Birth. Partial information on the Core Fields can be used, but only a full UIC. Search results will display below the search criteria. Information in the Directly Certified column is viewable if the student has already been reported as enrolled in the user's district and the user role has permission to see supplemental nutrition data.

Tip

The search results list can be sorted by the column headings. The items per page can also be limited in quantities of 5.

Tip

To Export the resulting search list choose the program from the drop down list and then click the **Export** button.



Procedures

1. Choose to search by UIC or search by characteristic.
2. Enter search criteria.
3. Click the **Search** button.
4. Select a student from the search results which appear at the bottom of the screen by clicking on the UIC.

Student Details

Discussion

After a student is selected the detailed information is displayed.

SDS > Student Search > Student Details

Back to Search Results

	Primary
Unique Identification Code (UIC)	8249116248
Student First Name	Dolfay
Student Middle Initial	A
Student Last Name	Aaliyah
Date of Birth	04/30/1987
Gender Code	F
Grade or Setting	12
Student ID Number (Membership)	13850037
Racial/Ethnic Code	000010
Operating Intermediate School District/Educational Service Agency Number	82
Operating District Number	82030
School or Facility	01092
Date of Enrollment	09/08/1993
Date Exited	06/16/2005
District Exit Status	01
Multiple Birth Order	1
FTE in General Education (Membership)	0.00
Adult Education FTE	0.00
Created By	System
Created Date	06/09/2008
Modified By	System
Modified Date	06/09/2008

Tip

To view more information on characteristic that is displayed as a code, hover over the code and a tool tip will appear.

Procedures

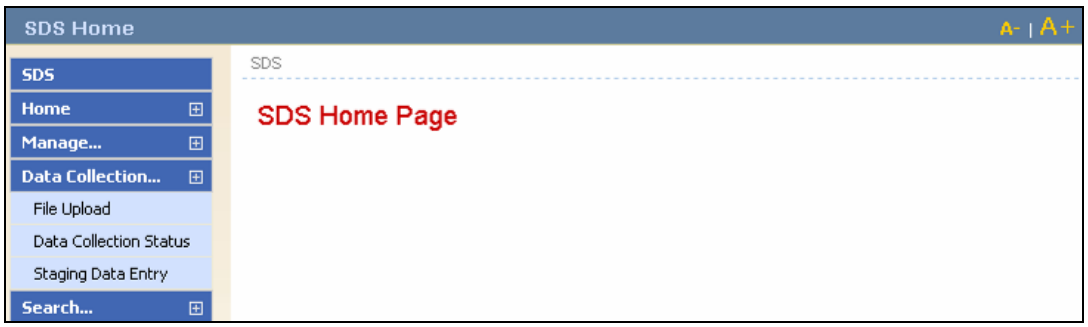
1. After viewing the data click the **Back to Search Results** button.

MODULE 2 Data Collection

Introduction

There are several stages to collecting student data. First the file has to be uploaded so that the system can validate the data. Then the status for each collection can be checked on the Data Collection Status screen. If the data is error free, the data is accepted. The last few steps are to review the data by viewing the associated reports and to then certify the collection.

If any errors or data consistencies are found and need to be corrected or validated they are listed on the Staging Area Overview list. Once the errors or inconsistencies are reviewed and corrected, they can be certified back to the system.



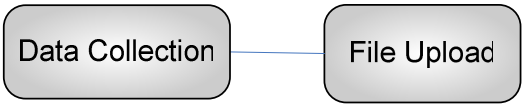
Unit 1 File Upload

Introduction

The first step of the collection process is to upload the data file through the Web server or to add the collection manually. When uploading, the collection and the file name are required to be chosen during the upload process. The speed of the upload is dependent on the computer used to submit the upload request.

Reports of each collection can be downloaded using Excel. These reports will show the characteristic of that collection. Each collection is different because of the characteristics collected.

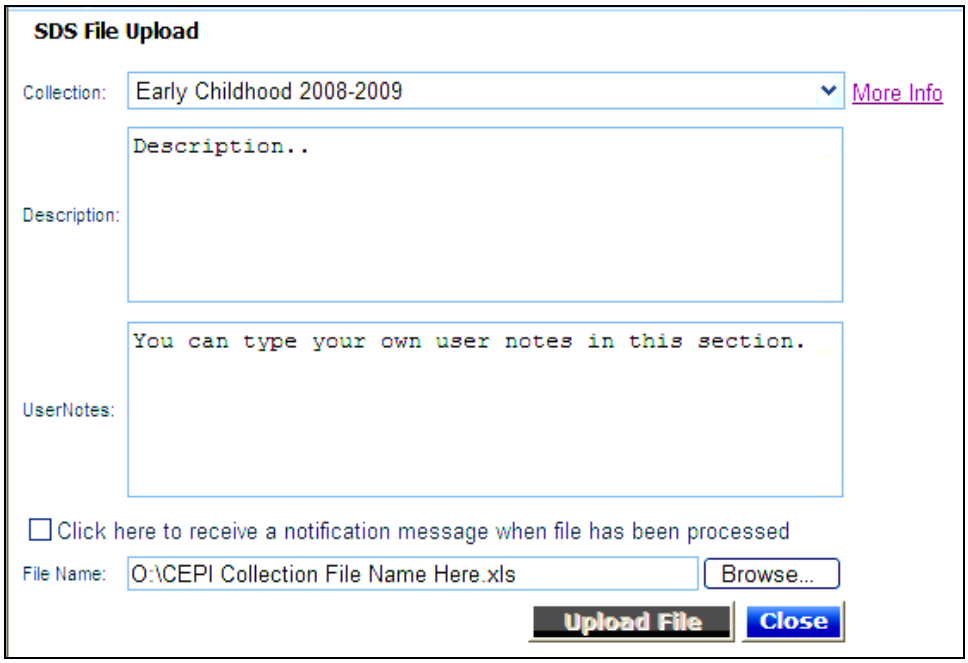
Below is a roadmap showing the upload screen process.



File Upload

Discussion

Once a collection is selected from the available list, the secondary buttons needed to complete the upload request are available. A description of the collection can be displayed, if needed by clicking the More Info link.

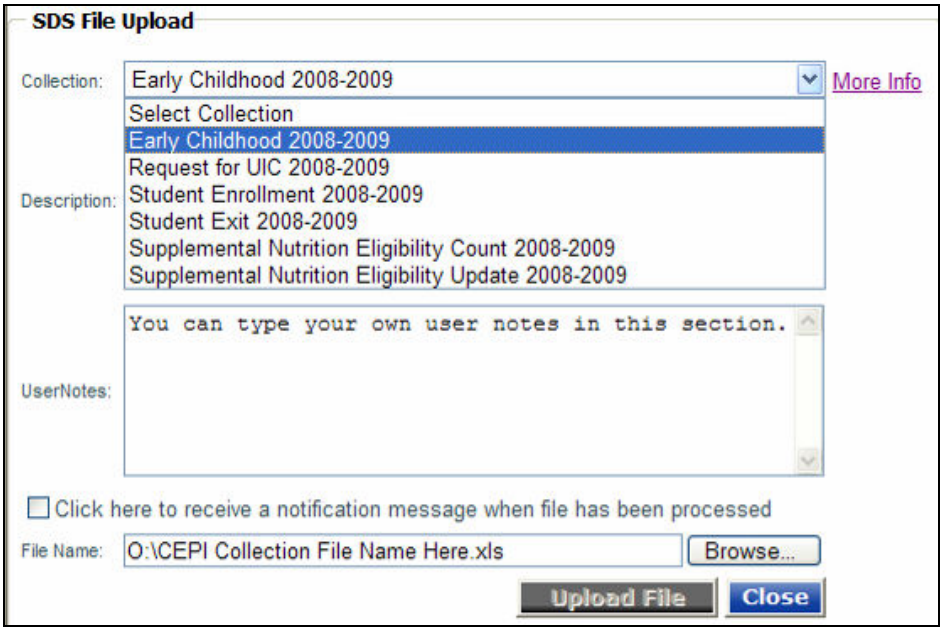


Tip

The Upload File button is not available until the **File Name** has been entered.

Procedures

1. Select a collection from the dropdown list.



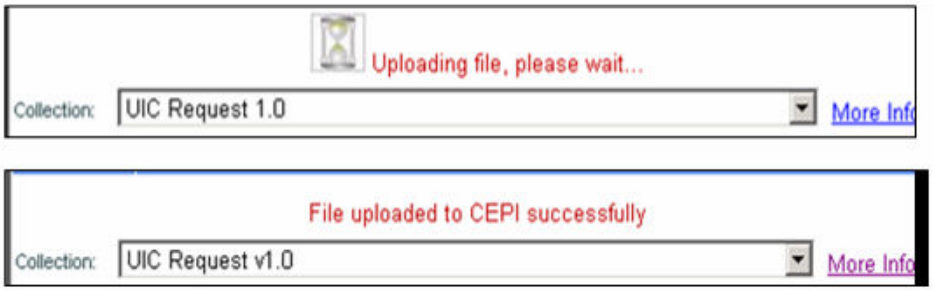
Tip

If the file extension is not allowed for a specified collection, an error message will display.

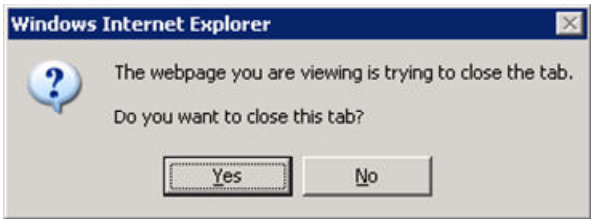
2. Type or **Browse** to find the **File Name**.
3. Click the **Upload File** button.

Tip

An error message will display if there are any inconsistencies with the upload request. Correct the errors listed and upload the file again.

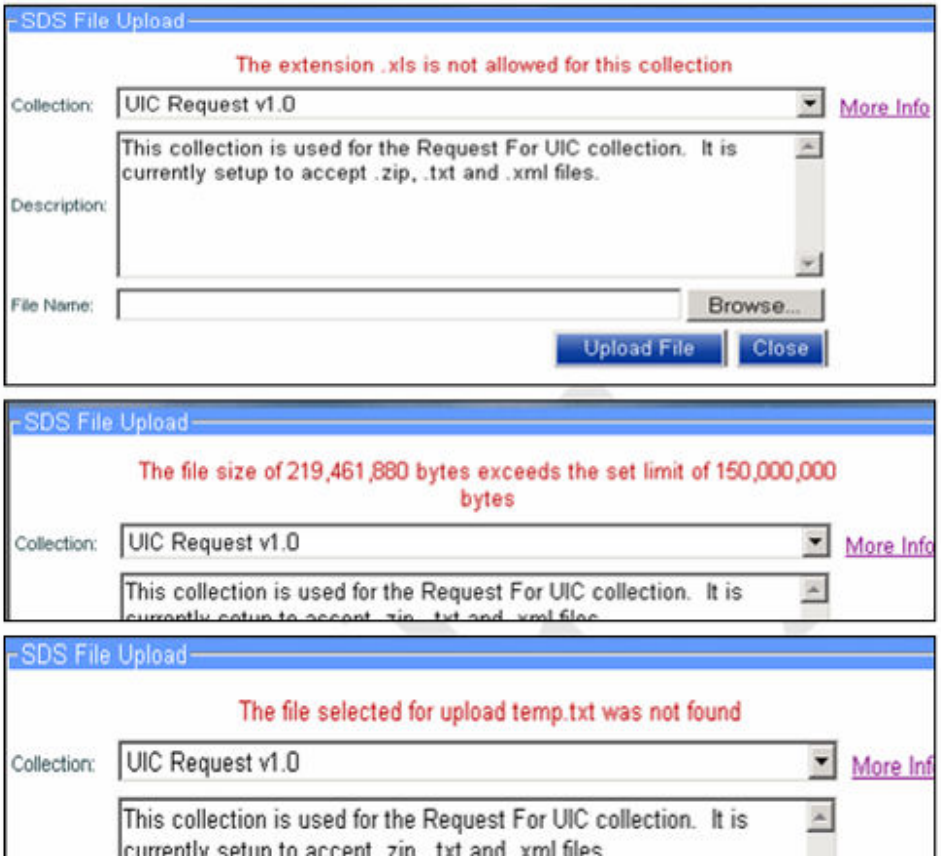


4. Click the **Close** button.



5. Click the **Yes** button to close the dialog box.

SAMPLE ERROR MESSAGES



Unit 2 Data Collection Status

Introduction

Collections can be uploaded to the SDS. If there are multiple files uploaded, the status can be filtered by collection, user or date submitted. After a collection has been uploaded, the status of the file can be checked to see if it was accepted or rejected due to file level validation errors.

Files can be rejected for various reasons. For example, if a user did have permission to upload but because the reported entity does not exist in the submitting entity hierarchy, the system cannot accept the data.

File Level Validation Rules:

1. File received is compared to the XSD file for the Collection selected on the File Upload form. The file must be completely valid when compared to the schema or the entire file is rejected. Further processing of the file is cancelled.
2. The Submitting Entities of the File received are checked against the Profile's permissions for the User that uploaded the file. The entire file is rejected if the user does not have permissions for any of the Submitting Entities in the file. Further processing of the file is cancelled.
3. The Reported Entities of the File Received are checked to determine whether they are in the hierarchy of their associated Submitting Entity. The entire file is rejected if any of the Reported Entity's are not in the hierarchy of their associated Submitting Entities. Further processing of the file as cancelled.

The upload process does not check field level data for errors. Field level or individual record checking is done through the Staging Data Area.

Below is a detailed roadmap showing the screens used for this function.

Data Collection Status

Discussion

Status for all collections submitted will be listed on the Data Collection Status screen. If there are numerous collections listed the list can be filtered or sorted. This list can also be exported. Files are processed immediately, but the word 'Processing' will appear in the Status column until the system completes data validation and UIC matching.

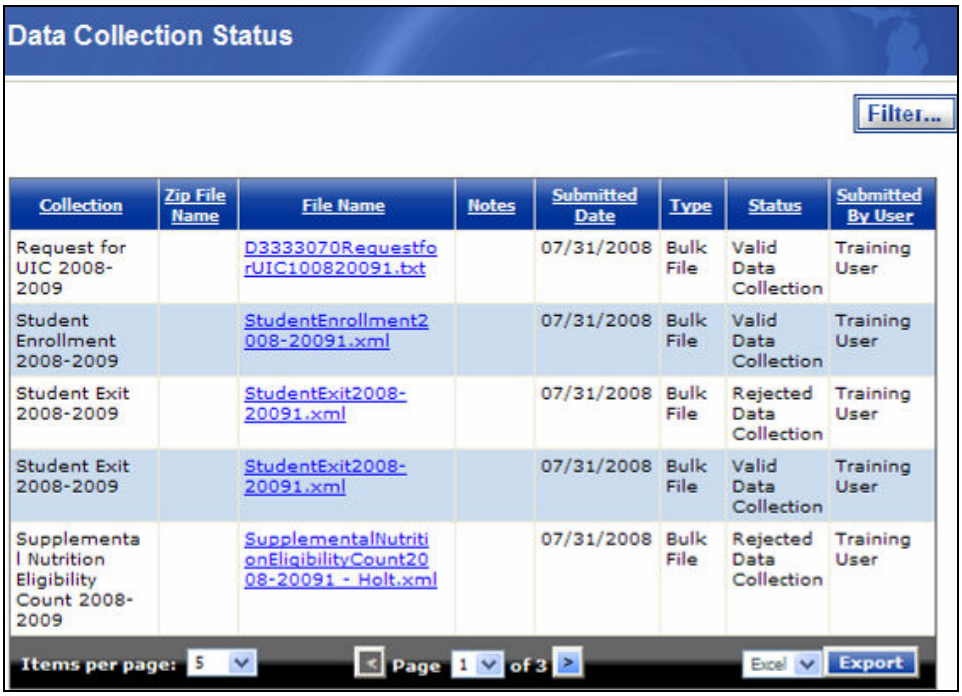
Tip

The search results list can be sorted by the column headings. The items per page can also be limited in quantities of 5.

Tip

To Export the resulting search list choose the program from the drop down list and then click the **Export** button.

Export formats include Excel, XML, CSV, or PDF.

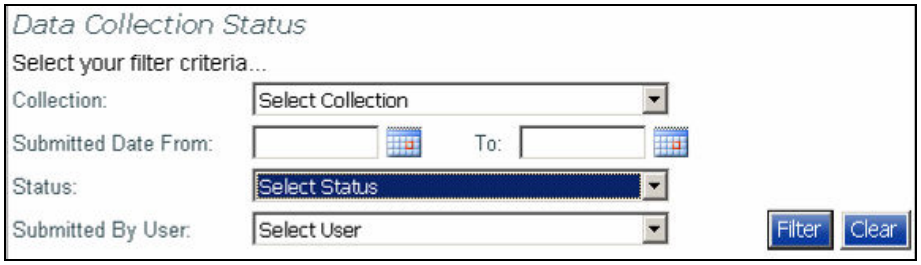


Collection	Zip File Name	File Name	Notes	Submitted Date	Type	Status	Submitted By User
Request for UIC 2008-2009		D3333070RequestforUIC100820091.txt		07/31/2008	Bulk File	Valid Data Collection	Training User
Student Enrollment 2008-2009		StudentEnrollment2008-20091.xml		07/31/2008	Bulk File	Valid Data Collection	Training User
Student Exit 2008-2009		StudentExit2008-20091.xml		07/31/2008	Bulk File	Rejected Data Collection	Training User
Student Exit 2008-2009		StudentExit2008-20091.xml		07/31/2008	Bulk File	Valid Data Collection	Training User
Supplemental Nutrition Eligibility Count 2008-2009		SupplementalNutritionEligibilityCount2008-20091 - Holt.xml		07/31/2008	Bulk File	Rejected Data Collection	Training User

Procedures

1. Click the **File Name** to display that collection's details.

Filter (Option)



1. Select the collection from the drop down list.
2. Enter submission dates, such as **From:** 09/30/2008 **To:** 10/15/2008. The calendar option is available. Check the date for the correct year.
3. Select the collection status:
   - Error Problems processing TXT
   - Error Problems processing XML
   - Passed File Validation
   - Processing Data Collection
   - Unable to copy file from Web server

Tip

If you have chosen the incorrect information click the Clear button to clear the entered contents.

- Valid Data Collection

4. Select the User from the drop down list.
   - Authorized User
   - System Administrator
   - Select the User from the drop down list.
5. Click the **Filter** button.

Data Collection Area Details

Discussion

All information submitted for the collection will be listed on the Data Collection Status Detail screen. The Submitted Status will display the results of the upload such as the file was uploaded successfully or that there were issue's with the upload. The user needs to correct the file validation level issues and re-upload the file. These record level validation errors can be corrected on the Staging Data screens.

Tip

Troubleshooting guidelines are available in Appendix B section of this manual or Online Help.

Data Collection Status Detail

Collection:	Early Childhood 2008-2009
File Name:	EarlyChildhood2008-20092.xml
Stored File Name:	EarlyChildhood2008-20092-8-1-2008 9-58-35 AM-Training User.xml
Notes:	
Submitted Date:	8/1/2008 9:58:37 AM
Submitted Type:	Bulk File
Submitted Status:	Rejected Data Collection
Status Description:	User does not have permission to upload students as the Reported Entity is not in the hierarchy of the Submitted Entity Id Submitted Entity Name: Holt Public Schools (33070)Reported Entity Name: Michigan Department of Human Services (84010)
Submitted By:	Training User
Submitting System Name:	TransfromDatatoXML
Submitting System Version:	1.00
Submitting System Vendor:	Compuware
Records Contained:	Unable to Determine
Validation Error:	None

Close

Procedures

1. Click the desired collection file name.
2. After viewing, click the **Close** button.

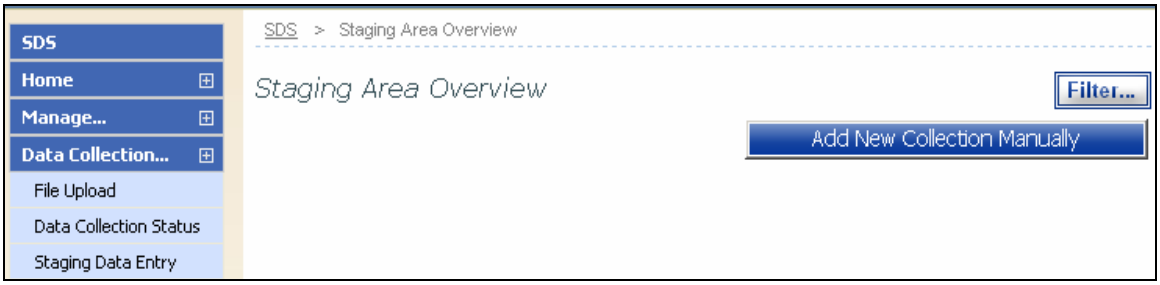
Unit 3 Staging Data Entry

Introduction

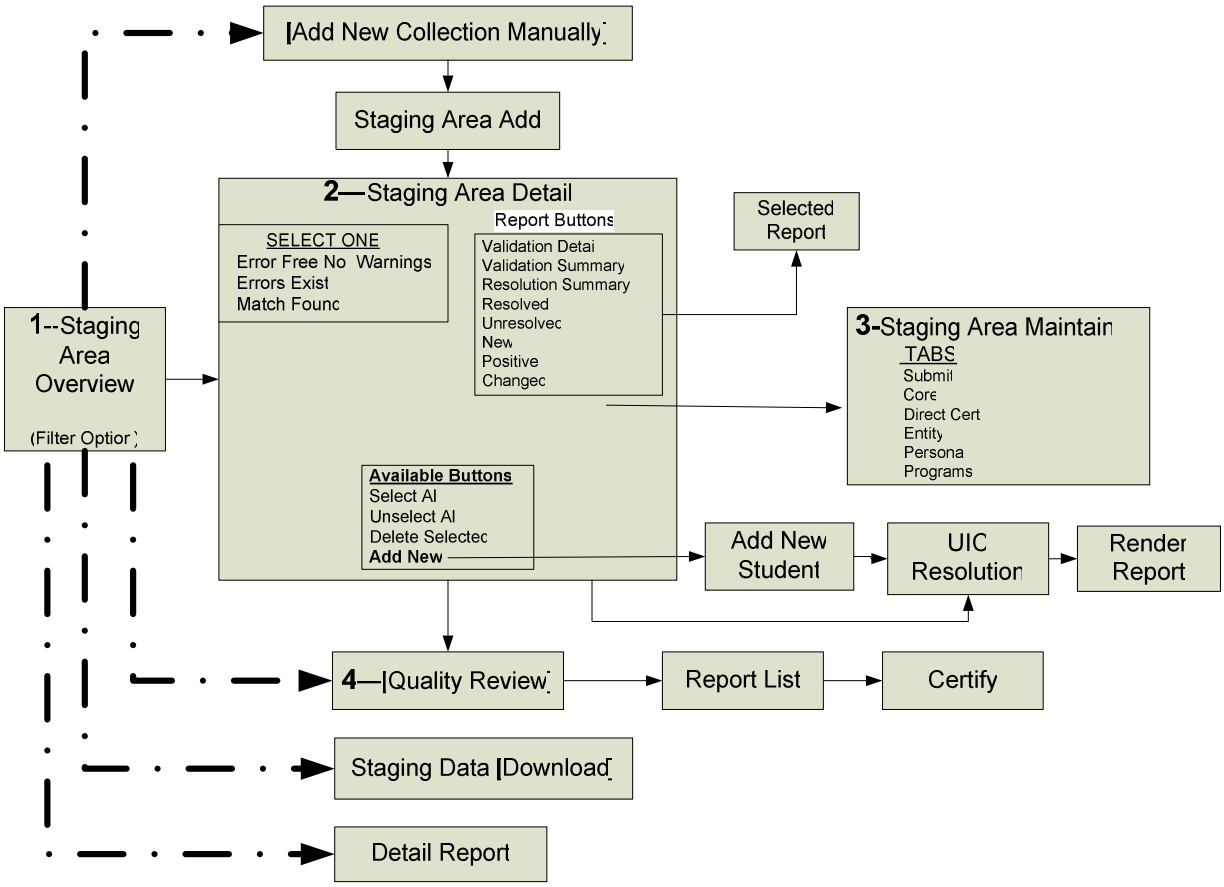
The first step of data validation is to view the collections with errors. If there are no errors, the collection can be certified after viewing all reports for data inconsistencies. If there are errors listed, they must be corrected and then reports should be reviewed. The SDS system will not accept collections with errors. Errors can be corrected locally and the file re-uploaded or corrections can be made manually using the Staging Data Entry section of the SDS.

The second step of data validation after correcting errors is the Quality Review process. If the data is consistent visually and error free it may then be certified. Certifying is the final step of the process. Certifying makes the data unavailable for editing or uploading.

A collection requiring certification is not recognized by the State until it has been certified, however not all collections are certifiable. Collections remain in the Staging Area after certification for report viewing.



Below is a detailed roadmap showing the screen flow for this section.



Staging Area Overview

Discussion

An alphabetical list of collections that a user has permission to view is displayed on the Staging Area Overview screen. If the user role allows editing, then the errors listed can be corrected on subsequent screens. The **Add New Collection Manually** button provides users with an alternative to file upload. See "Add New Collection Manually" for instructions.

Tip

The underlined column headings signify that column can be sorted.

The **Items per page** can be viewed in quantities of 5 or the entire list can be viewed on one page.

Tip

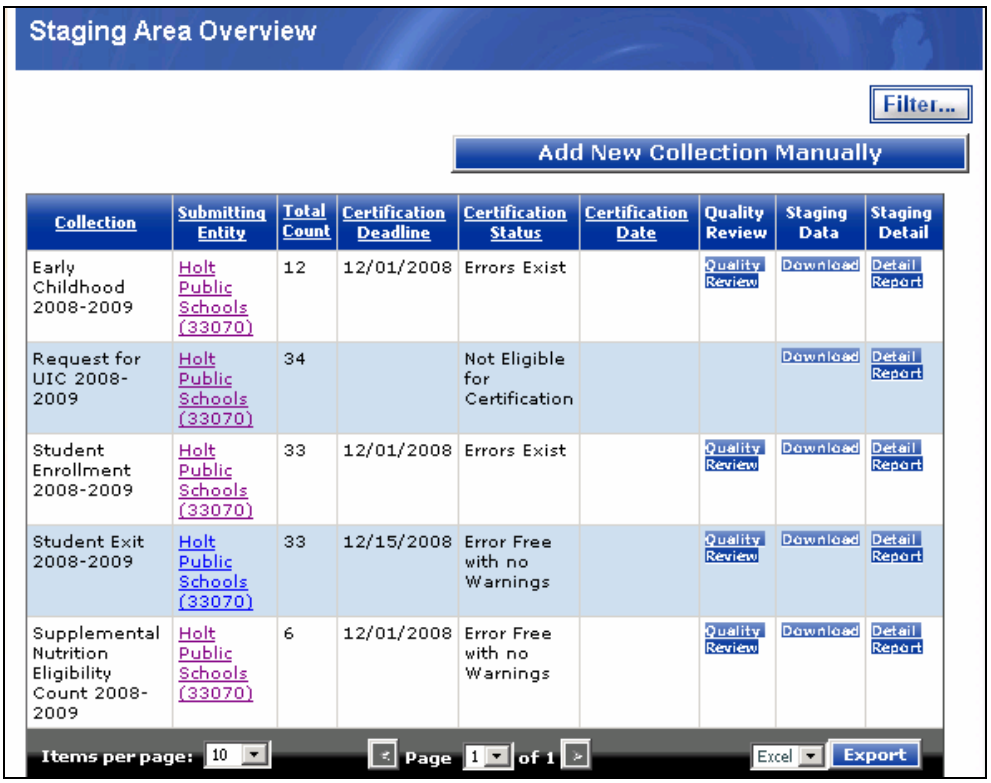
The list can be exported to the file formats available next to the **Export** button.

Tip

The **Filter** feature can reduce the number of collections listed to a more manageable level.

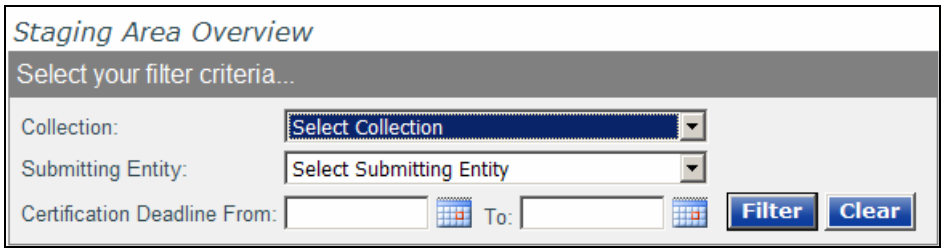
Tip

If errors exist you will not be able to certify the collection.



Collection	Submitting Entity	Total Count	Certification Deadline	Certification Status	Certification Date	Quality Review	Staging Data	Staging Detail
Early Childhood 2008-2009	Holt Public Schools (33070)	12	12/01/2008	Errors Exist		Quality Review	Download	Detail Report
Request for UIC 2008-2009	Holt Public Schools (33070)	34		Not Eligible for Certification			Download	Detail Report
Student Enrollment 2008-2009	Holt Public Schools (33070)	33	12/01/2008	Errors Exist		Quality Review	Download	Detail Report
Student Exit 2008-2009	Holt Public Schools (33070)	33	12/15/2008	Error Free with no Warnings		Quality Review	Download	Detail Report
Supplemental Nutrition Eligibility Count 2008-2009	Holt Public Schools (33070)	6	12/01/2008	Error Free with no Warnings		Quality Review	Download	Detail Report

Filter Option



Procedures

1. For error free collections:
   - See Quality Review section.
2. For collections with errors:
   - Click on the Submitting Entity link to view the ***Staging Area Detail*** for that collection.

Staging Area Detail

Discussion

Information regarding the validation of collection data is available on this page. This section is also available to correct existing errors and certify the collection, depending on user permissions. Warnings are issued when information entered will pass validation checks but falls outside the expected norm. For example, a student reported with a birth date indicating they are 5 years old and but in the 12th grade. Errors are issued when the data is not acceptable and cannot be sent for certification. These must be corrected.

Tip

If, after a file upload, it is discovered that the data contains too many errors to easily correct, the records may be removed and a new file uploaded.

Tip

The information in this section is summary. Click each heading to populate the student section below with students associated with each status.

To view more validation or resolution status links, use the scrolls available.

Tip

Select the first letter of the student's last name to see all students associated with that letter.

Tip

To remove records from a collection:

Select individually or click the **Select All** button, then click the **Delete Selected** button.

Procedures

1. Click on the **Last Name** link of the student under review.

Note: If after an Upload the dataset has been altered to a point that it would be easier to start over, within that collection select and delete all student records. If the old records are not removed before uploading again, the new records will append to the old records. Both the new and old records will be included in the collection.

Staging Maintenance

Discussion

Student information is grouped within each collection. The Staging Maintenance Area can be used to add information to a student record that is not required by the collection. If errors and/or warnings exist in this record, they will be listed at the bottom of the screen. To see more details under each category click the appropriate tab. Information may be changed on all the tabs and the Submit button clicked after each or at the end of edits/updates.

Tip

If you have come to this screen in error, click the **Cancel** button to return to the previous screen.

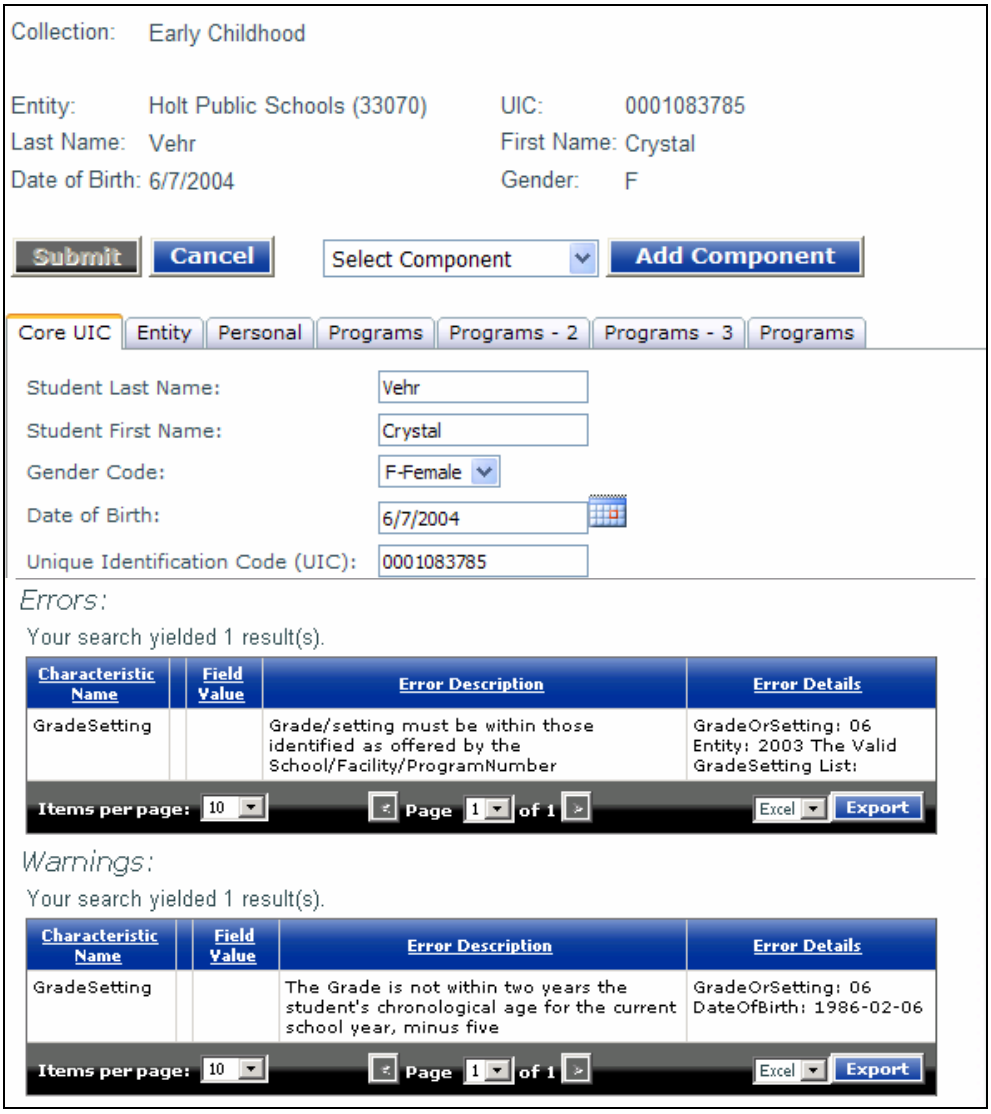
Tip

Some roles have multiple programs or components. These are added by selecting the component from the dropdown list and clicking the **Add Component** button.

Tip

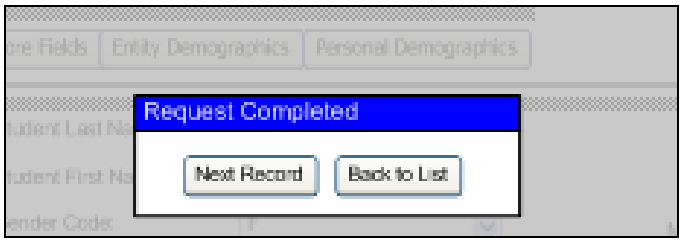
If Core fields are changed clicking the **Submit** will causes the system to validate that data.

If UIC resolution is required follow the same steps from the UIC Resolution section of this unit or use the Online Help.



Procedures

1. Update incorrect or missing information on the appropriate tab.
2. Click the **Submit** button.
3. Select the option from the pop up window.



Staging Area Reports

Discussion

The two sections of reports available in the Staging Area Detail screen are the Validation Reports and the Resolution Reports. The Validation Reports include Detail and Summary reports. The Validation Detail report offers the opportunity to look closely at a student record and any associated errors or warnings. The Validation Summary Report provides the same feature for collections.

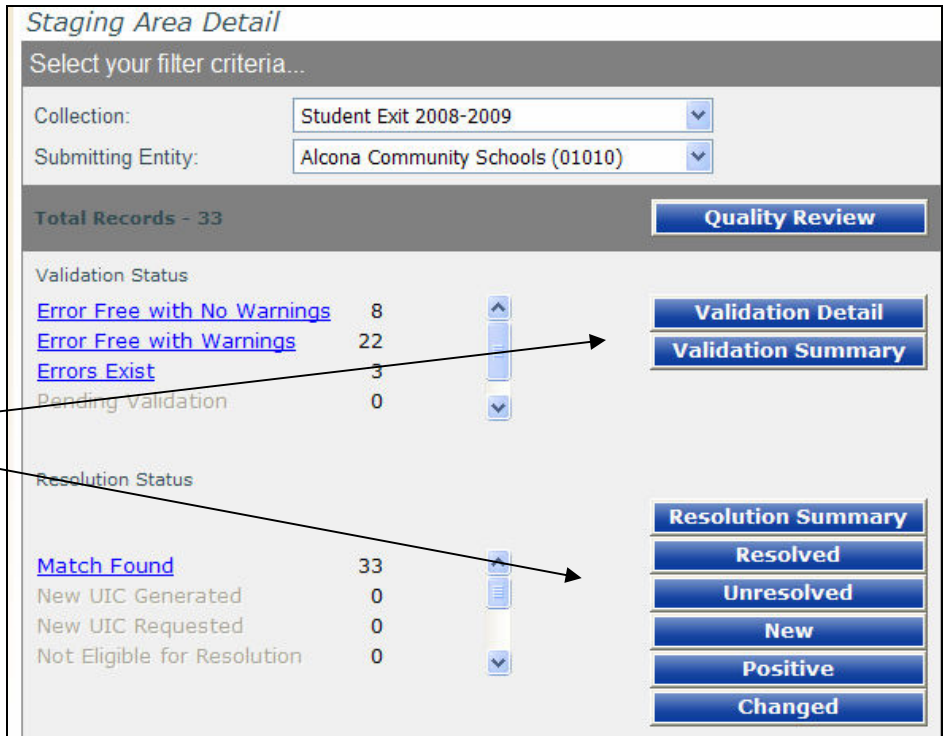
The Resolution Reports include specific UIC information relative to Resolved, Unresolved, New, Positive and Changed UICs. This section also provides a Resolution Summary.

Tip

Roles will determine which reports can be viewed or edited.

Tip

Reports should be reviewed for data consistency before certifying collections.

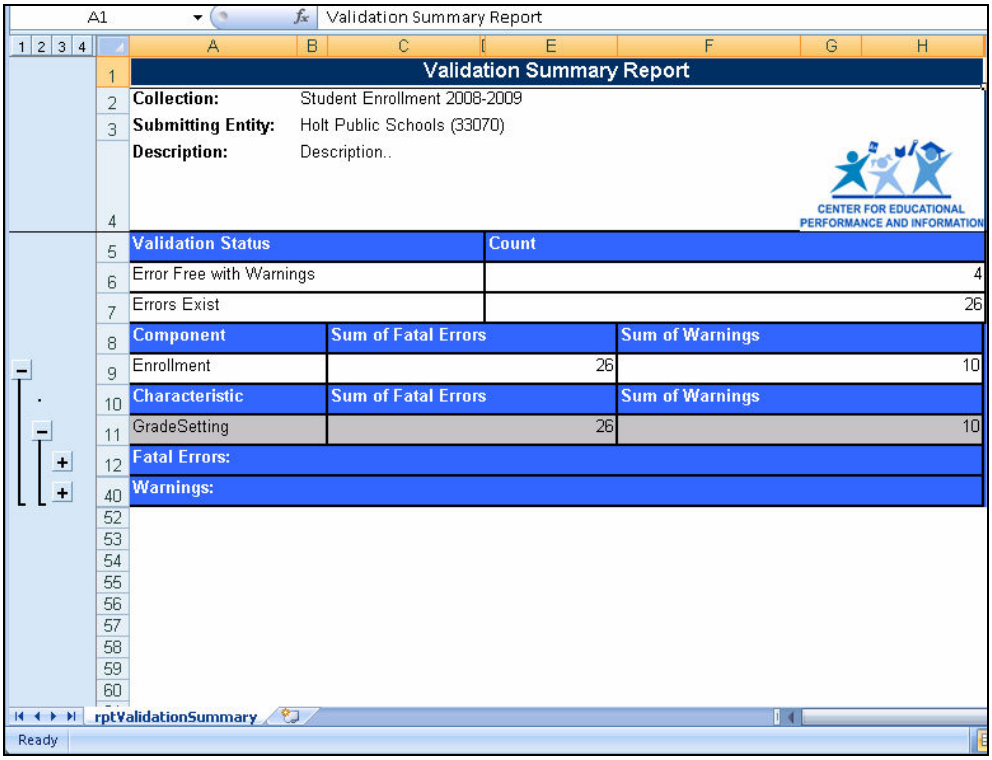


Procedures

1. From the ***Staging Area Detail*** screen, click the button of the report to be generated.
2. Choose to **Open** or **Save** the report and click **OK** using the dialog box.
3. Please wait while the report is being rendered in Excel.
4. Print or save a copy of the report for record keeping purposes.
5. If inconsistent data is found, correct the data and re-run the report.

Tip

Reports export to Excel and have the expanding and collapsing view feature so that more or less details can be seen.



Validation Summary Report

Collection: Student Enrollment 2008-2009
Submitting Entity: Holt Public Schools (33070)
Description: Description..

CENTER FOR EDUCATIONAL PERFORMANCE AND INFORMATION

Validation Status	Count
Error Free with Warnings	4
Errors Exist	26

Component	Sum of Fatal Errors	Sum of Warnings
Enrollment	26	10

Characteristic	Sum of Fatal Errors	Sum of Warnings
GradeSetting	26	10

Fatal Errors:

Warnings:

SAMPLE REPORT – More Samples are included in **Appendix A** of this manual.

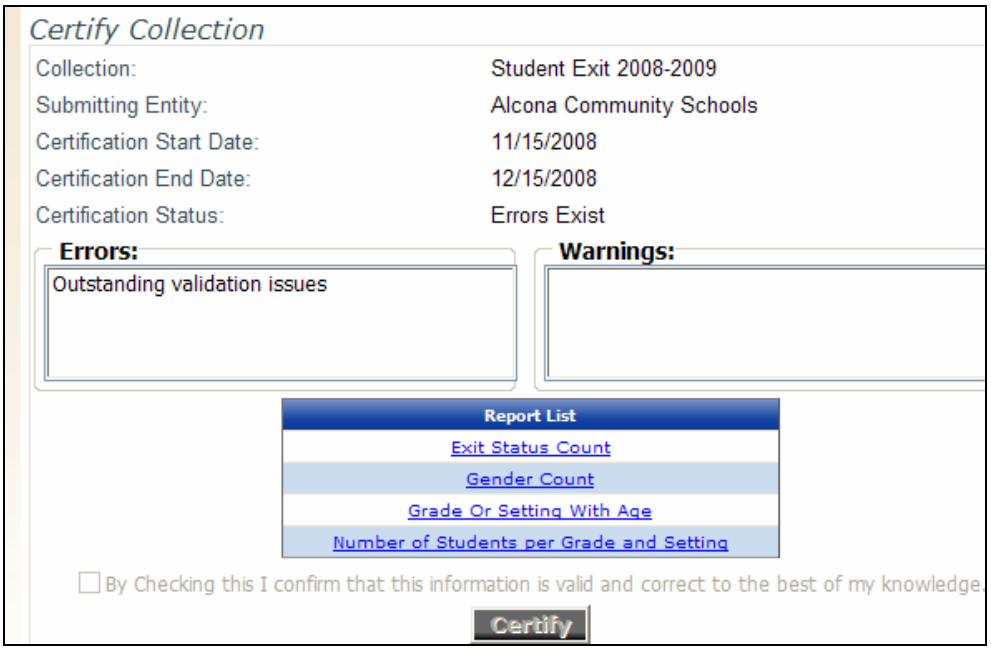
Quality Review

Discussion

Quality review can be done at any time to check the collection data for consistency. If there are no collection errors and after all errors have been corrected the collection can be certified through the Quality Review screen. Warnings do not have to be corrected but should be reviewed to be certain that the data reported accurately represents the entity's student population.

Tip

To be sure the data being reported is correct the associated reports should be reviewed and confirmed prior to certification.

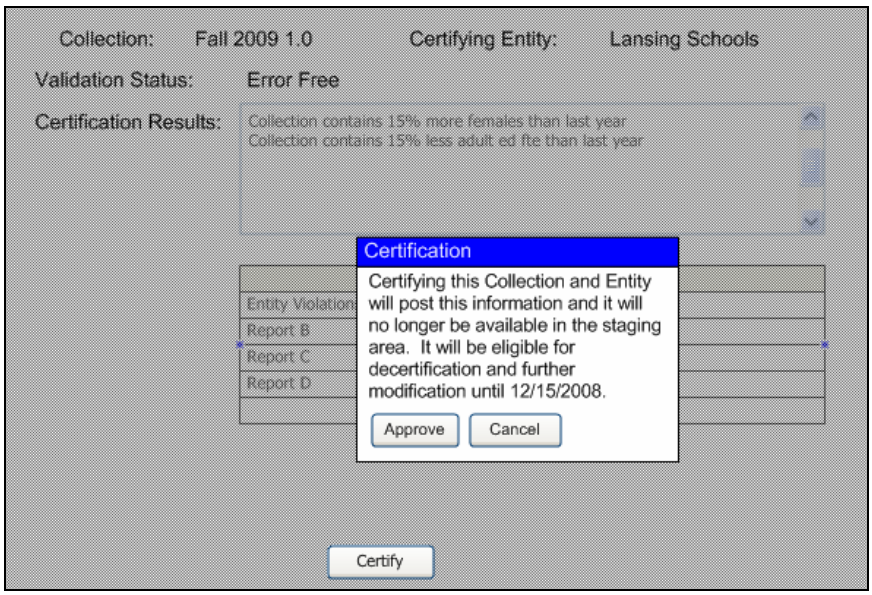


Procedures

1. Click each **Report** link under Report List and to review each report.
2. When review is completed click the **Certify** button.

Tip

If you choose to review the information one more time, click the **Cancel** button.

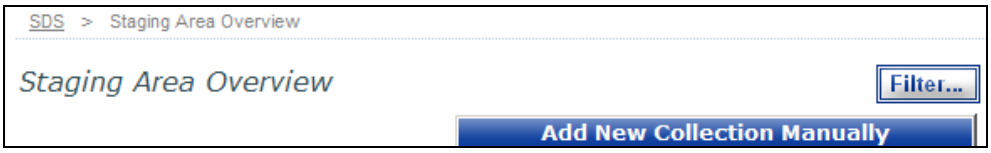


3. Click the **Approve** button.

Add New Collection Manually

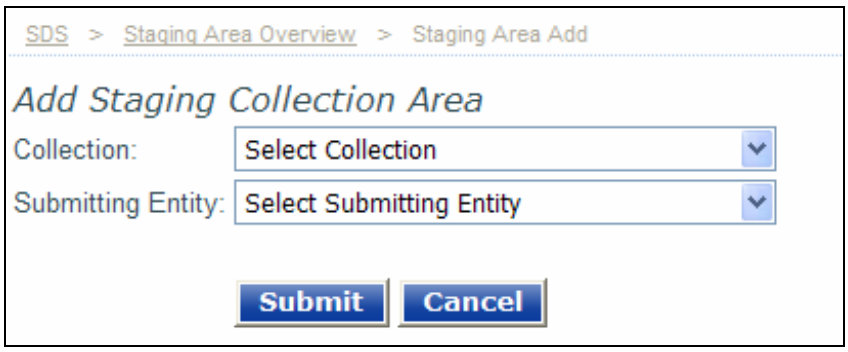
Discussion

A collection can be added manually from the Staging Area Overview screen if necessary. Only those collections the user has permissions for will be accessible in the Submitting Entity drop down list.

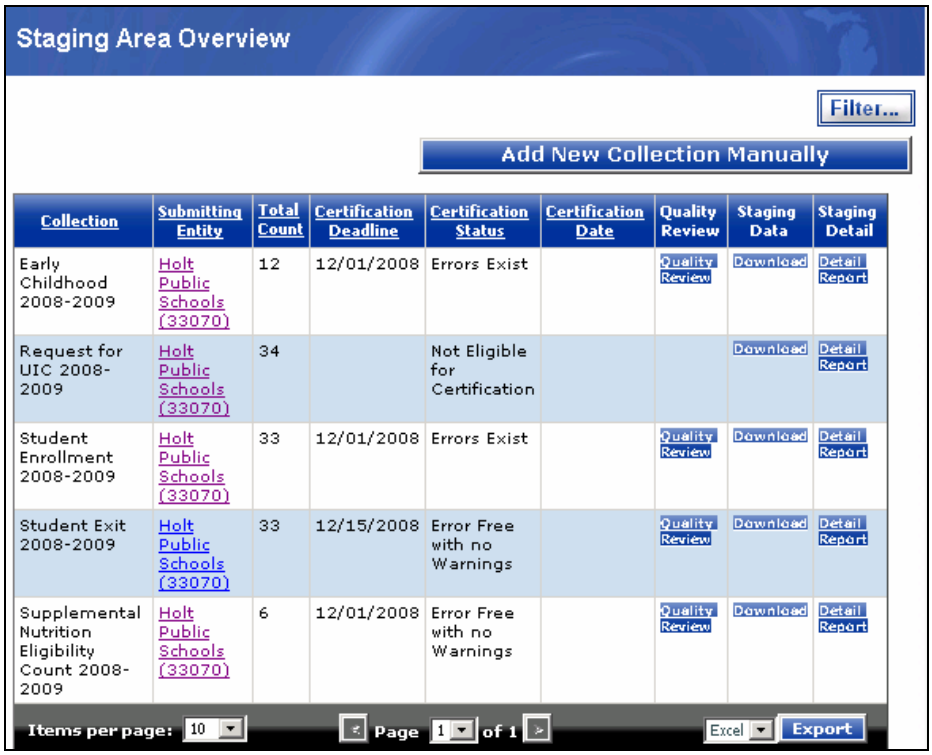


Procedures

1. Click the **Add New Collection Manually** button.



2. Choose the appropriate **Collection** and **Submitting Entity**.
3. Click the **Submit** button. This will place the empty collection in the ***Staging Area Overview*** list.

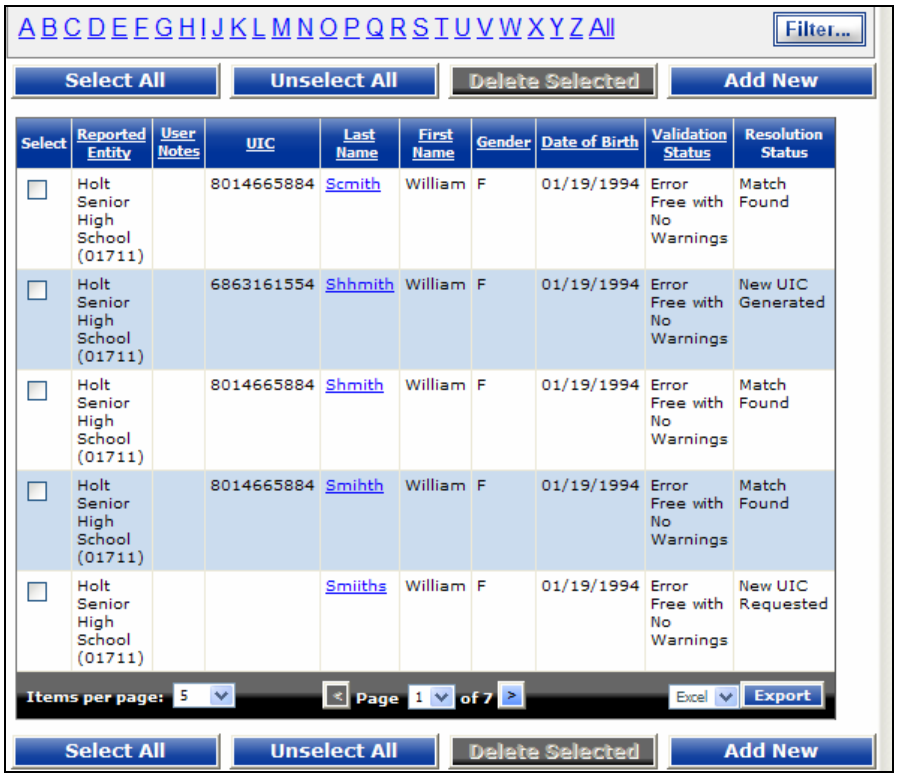


Collection	Submitting Entity	Total Count	Certification Deadline	Certification Status	Certification Date	Quality Review	Staging Data	Staging Detail
Early Childhood 2008-2009	Holt Public Schools (33070)	12	12/01/2008	Errors Exist		Quality Review	Download	Detail Report
Request for UIC 2008-2009	Holt Public Schools (33070)	34		Not Eligible for Certification			Download	Detail Report
Student Enrollment 2008-2009	Holt Public Schools (33070)	33	12/01/2008	Errors Exist		Quality Review	Download	Detail Report
Student Exit 2008-2009	Holt Public Schools (33070)	33	12/15/2008	Error Free with no Warnings		Quality Review	Download	Detail Report
Supplemental Nutrition Eligibility Count 2008-2009	Holt Public Schools (33070)	6	12/01/2008	Error Free with no Warnings		Quality Review	Download	Detail Report

Tip

If this screen has been reached in error click the **Cancel** button.

4. Click the **Submitting Entity** link of the collection to add students to the collection.

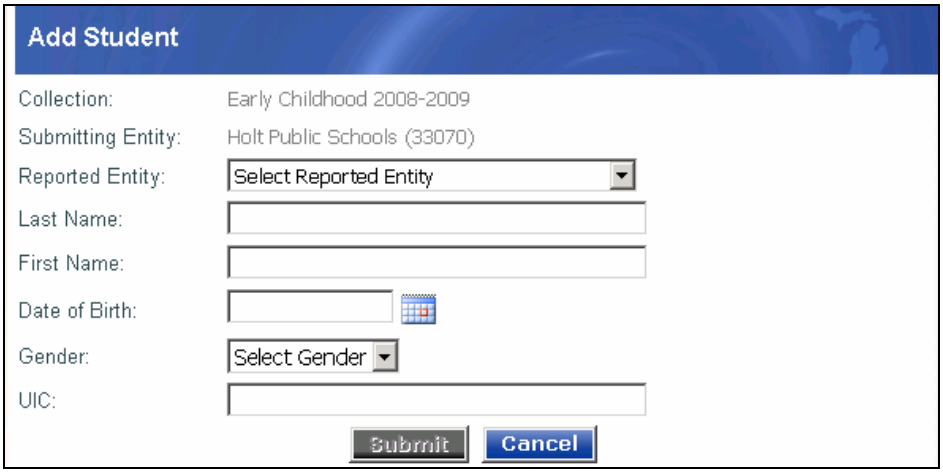


5. Click the **Add New** button.

Student Add

Discussion

The manual addition of collections requires student information to be added on the Add Student screen. Also if a student does not exist in the SDS system or is a new student, a request to add can be made. The system will check UIC information against its internal database for possible matches.



Procedures

1. Enter all known information.
2. Click the **Submit** button. This will display the ***Staging Area Detail*** screen.

Select All | Unselect All | Delete Selected | Add New

Select	Reported Entity	User Notes	UIC	Last Name	First Name	Gender	Date of Birth	Validation Status	Resolution Status
☐	Holt Senior High School (01711)		8014665884	Scmith	William	F	01/19/1994	Error Free with No Warnings	Match Found
☐	Holt Senior High School (01711)		6863161554	Shhmith	William	F	01/19/1994	Error Free with No Warnings	New UIC Generated
☐	Holt Senior High School (01711)		8014665884	Shmith	William	F	01/19/1994	Error Free with No Warnings	Match Found
☐	Holt Senior High School (01711)		8014665884	Smihth	William	F	01/19/1994	Error Free with No Warnings	Match Found
☐	Holt Senior High School (01711)			Smiiths	William	F	01/19/1994	Error Free with No Warnings	New UIC Requested

Items per page: 5 | Page 1 of 7 | Excel | Export

Select All | Unselect All | Delete Selected | Add New

3. Click the student name link. This will display the ***Staging Area Maintenance*** screen.

Submit | Cancel | Select Component | Add Component

Core | Enroll | Personal

Student Last Name: Cuthbertson
Student First Name: Casie
Gender Code: M-Male
Date of Birth: 2/6/1986
Unique Identification Code (UIC): 0000501200

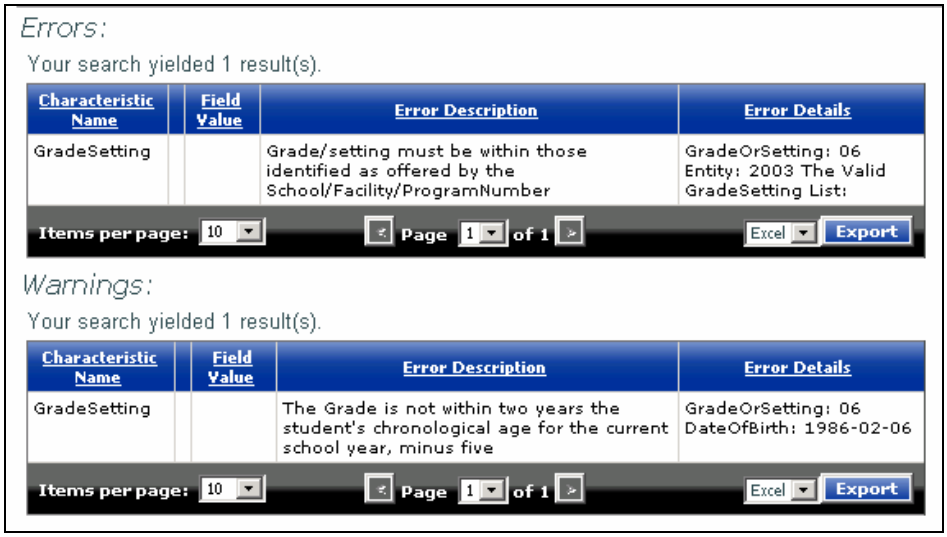
4. Enter known student information on all appropriate tabs. When entering dates slashes or dashes may be used. (Format: MM/DD/YYYY)
5. Click the **Submit** button. The student information will be immediately checked against the UIC Master.
6. If errors or warnings are encountered they will appear below the student information as such. Correct any errors and review all warnings and click the **Submit** button again to refresh the data.

Tip

For collections requiring additional components, for example multiple programs, the **Add Component** button is available. To add a component, select the component from the drop down list and then click the **Add Component** button. Fill in the component (tab) details as necessary.

Tip

A guide to troubleshooting errors and warnings is found in the Appendix B of this manual or in the Online Help.



Errors:

Your search yielded 1 result(s).

Characteristic Name	Field Value	Error Description	Error Details
GradeSetting		Grade/setting must be within those identified as offered by the School/Facility/ProgramNumber	GradeOrSetting: 06 Entity: 2003 The Valid GradeSetting List:

Items per page: 10 Page 1 of 1 Excel Export

Warnings:

Your search yielded 1 result(s).

Characteristic Name	Field Value	Error Description	Error Details
GradeSetting		The Grade is not within two years the student's chronological age for the current school year, minus five	GradeOrSetting: 06 DateOfBirth: 1986-02-06

Items per page: 10 Page 1 of 1 Excel Export

7. If errors are related to the student's UIC the ***UIC Resolution*** screen will be displayed.

8. If there are no errors or warnings to correct the student is added to the collection. Add additional student records as needed. Follow the directions to add a new student.

UIC Resolution

Discussion

Each student is assigned a permanent, unique and secure number that moves with the student from grade to grade and school to school over the course of their academic career. This is the Unique Identification Code (UIC). Resolution is the process of matching student records that may or may not have duplicates based upon the Core Fields (Last Name, First Name, Date of Birth and Gender).

If a submitted record matches 85% or more of this information on a record that is already in the UIC Master, the submitted record is considered a match. If multiple matches are found the UIC must be resolved to a single record. UIC Resolution is intended to ensure that a particular UIC is correctly associated with a particular student. If there is not a UIC in the system, then the matching process is 95%.

Tip

There is no longer automatic generation of UICs-requests are made to the State so that funds are distributed on a timely basis.

There are options for either keeping a submitted record or the record already in the system. If a new UIC is needed requests must be made to the State. To ensure data quality the SDS requires that every record have a UIC. The UIC must be validated by associating the right UIC to the right student for every record prior to certifying.

Tip

For the Request for UIC collections, text files can be used and naming conventions must be followed.

Tip

For contact information of the local UIC Resolver click the **UIC Resolver List** button.

Tip

Highlights indicate fields that are different between the submitted record and the UIC Master Record.

Tip

If these are the same student, please follow the procedures currently in place for the SRSD.

Select	Reported Entity	User Notes	UIC	Last Name	First Name	Gender	Date of Birth	Validation Status	Resolution Status
☐	Holt Public Schools (33070)		0001083785	Vehr	Crystal	F	06/07/2004	Error Free with No Warnings	Requires Resolution
☐	Holt Public Schools (33070)		0016456522	Whignall	Elliott	M	07/14/2006	Error Free with No Warnings	Match Found

Items per page: 10 < Page 2 of 2 > Excel Export

Procedures

1. Choose the **Requires Resolution** link of the student under review from the Student section in the Resolution Status column of the ***Staging Area Detail*** screen.

UIC Resolution

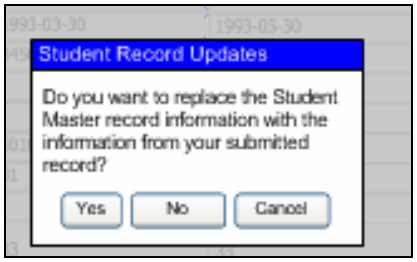
Request New UIC | UIC Resolver List

	Keep this UIC	
Score	Submitted Record	84.32%
Student Last Name	Vehr	Vehrs
Student First Name	Crystal	Chrystal
Gender Code	F	F
Date of Birth	2004-06-07	2004-06-07
Unique Identification Code (UIC)	0001083785	0001083785
Submitting Entity Type Code	D	
Submitting Entity Code	33070	
Resident LEA Number	33070	
Fiscal Entity Code	33070	
Fiscal Entity Type Code	D	
EC Parent 1	Aaberg	
EC Parent 1 Address	1667 Miller Road Flint	
Student Middle Name	A	A
Student ID Number (Membership)	420487346	420487346
Multiple Birth Order	01	1
Racial/Ethnic Code	000010	000010
Resident County Code	25	
Homeless	1	
EC Program	01	

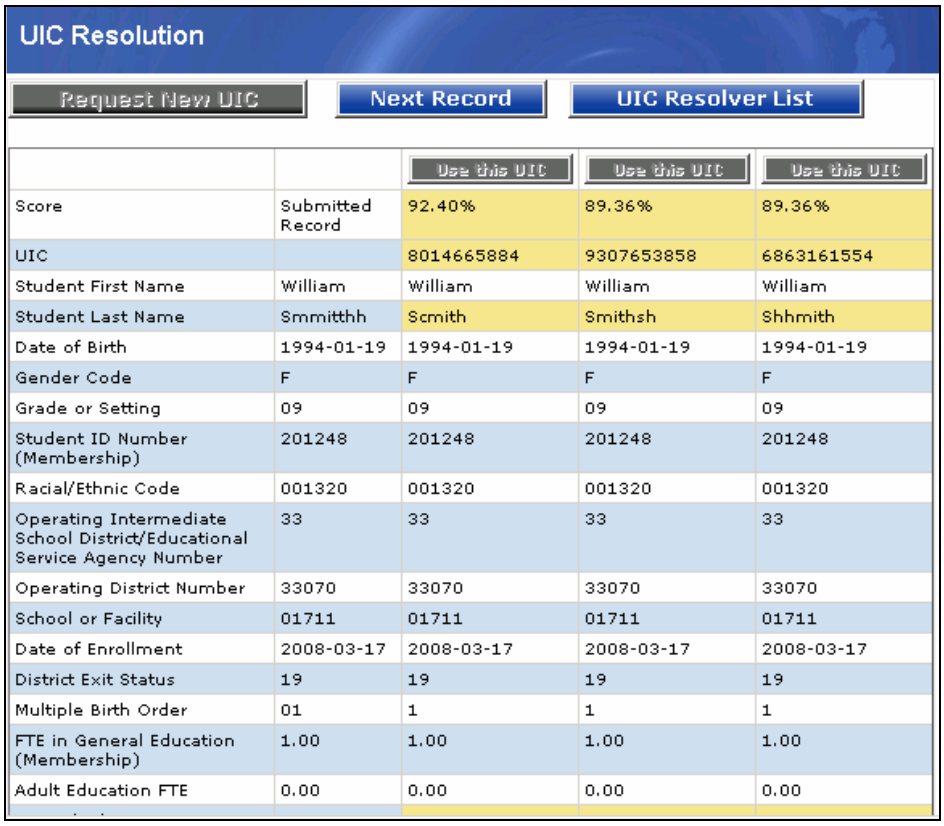
2. Review the student records presented as possible matches. There may only be one match but possibly several matches may appear.
3. For records with one possible match choose whether or not to **Keep this UIC** or **Request New UIC**.
4. If keeping the UIC the system will prompt an update of the current record in the UIC Master.

Tip

More information will be found in the Online Help after system deployment.



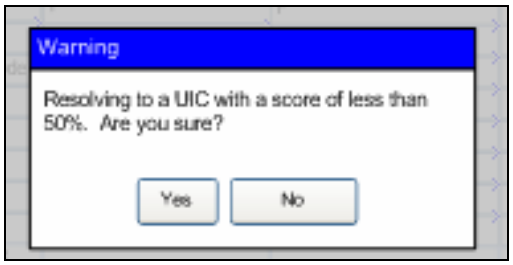
5. For records with more than one possible match choose to Use this UIC for one of the possible matches or **Request New UIC** for the submitted record.



		Use this UIC	Use this UIC	Use this UIC
Score	Submitted Record	92.40%	89.36%	89.36%
UIC		8014665884	9307653858	6863161554
Student First Name	William	William	William	William
Student Last Name	Smmitthh	Scmith	Smithsh	Shhmith
Date of Birth	1994-01-19	1994-01-19	1994-01-19	1994-01-19
Gender Code	F	F	F	F
Grade or Setting	09	09	09	09
Student ID Number (Membership)	201248	201248	201248	201248
Racial/Ethnic Code	001320	001320	001320	001320
Operating Intermediate School District/Educational Service Agency Number	33	33	33	33
Operating District Number	33070	33070	33070	33070
School or Facility	01711	01711	01711	01711
Date of Enrollment	2008-03-17	2008-03-17	2008-03-17	2008-03-17
District Exit Status	19	19	19	19
Multiple Birth Order	01	1	1	1
FTE in General Education (Membership)	1.00	1.00	1.00	1.00
Adult Education FTE	0.00	0.00	0.00	0.00

Note:

Warning messages may appear depending on the record selected.

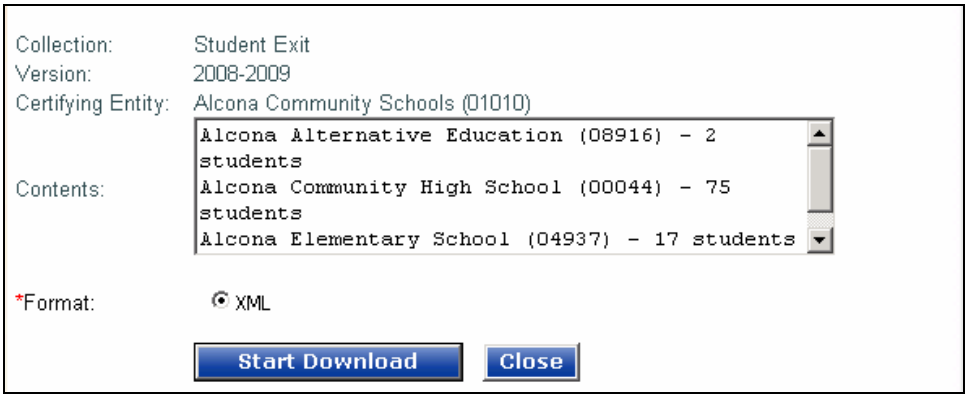


6. Upon resolution choose to continue to the **Next Record** or go **Back to List**.

Download Data Set

Discussion

Another option on the Staging Area Detail Overview screen is to download a data set. This option allows downloading of all files for the selected collection from the Staging Area to the specified local computer.



Procedures

1. Select the format to download using the radio buttons.
2. Click the **Start Download** button.
3. After the file is downloaded click the **Close** button.

Detail Report

Discussion

Another option on the Staging Area Detail Overview screen is to review the Detail Report. This report provides detailed information regarding the collection.

Staging Detail Report

Collection: Student Exit 2008-2009

Submitting Entity: Holt Public Schools (33070)

Description: Staging Detail Description Here

CENTER FOR EDUCATIONAL PERFORMANCE AND INFORMATION

UIC	Last Name	First Name	Date of Birth	Gender
1083785	Vehrs	Chrystal	06/07/2004	F
Validation Status		**Resolution Status**		
Error Free with No Warnings		Match Found		
Component				
Core Fields UIC Required				
Enrollment/Exit Personal Demographics				
Exit				
Submitting Entity				
27114435	Aldape	Brenna	03/07/2006	M
Validation Status		**Resolution Status**		
Error Free with No Warnings		Match Found		
Component				
Core Fields UIC Required				
Enrollment/Exit Personal Demographics				
Exit				

Procedures

1. Click the **Detail Report** link from the Staging Detail column of the ***Staging Area Overview***.
2. After the report is reviewed click the **Close** button or print or save the report.

Appendix A

Sample Reports available on the Staging Area Detail Screen

Validation Detail Report

Collection: Student Enrollment 2008-2009

Submitting Entity: Holt Public Schools (33070)

Description: Validation Detail Description

CENTER FOR EDUCATIONAL PERFORMANCE AND INFORMATION

Validation Status	Count
Error Free with Warnings	4
Errors Exist	26

UIC	Last Name	First Name	Date of Birth	Gender
26073	Domonic	Besarra	11/23/2000	F
166037	Steger	Elliott	06/17/1987	F
288398	Zev	Belmore	08/01/1988	M
Warnings:				**1**
Component	**Characteristic**	**Field Value**	**Error Description**	**Error Details**
Enrollment	GradeSetting	12	The Grade is not within two years the student's chronological age for the current school year, minus five	GradeOrSetting: 12 DateOfBirth: 1988-08-01
316642	Argueta	Garin	10/16/1999	F
Fatal Errors:				**1**
Component	**Characteristic**	**Field Value**	**Error Description**	**Error Details**
Enrollment	GradeSetting	3	Grade/setting must be within those identified as offered by the School/Facility/ProgramNumber	GradeOrSetting: 03 Entity: 2004

Validation Summary Report

Collection: Student Enrollment 2008-2009

Submitting Entity: Holt Public Schools (33070)

Description: Description..

CENTER FOR EDUCATIONAL PERFORMANCE AND INFORMATION

Validation Status	Count
Error Free with Warnings	4
Errors Exist	26

Component	Sum of Fatal Errors	Sum of Warnings
Enrollment	26	10
Characteristic	**Sum of Fatal Errors**	**Sum of Warnings**
GradeSetting	26	10
Fatal Errors:		
Warnings:		

UIC Resolution Summary Report

Collection: Request for UIC 2008-2009
Submitting Entity: Holt Public Schools (33070)
Description: Resolution Summary Description

CENTER FOR EDUCATIONAL PERFORMANCE AND INFORMATION

Entity

Holt Senior High School (01711)

Resolution Status	Count
Match Found	9
New UIC Generated	5
New UIC Requested	3
Requires Resolution	17

Unresolved Possible Matches Report

Collection: Request for UIC 2008-2009
Submitting Entity: Holt Public Schools (33070)
Description: Description..

CENTER FOR EDUCATIONAL PERFORMANCE AND INFORMATION

Entity: Holt Senior High School (01711)

UIC	First Name	Middle Name	Last Name	Date of Birth	Gender	Student ID (Membership)
	William		Smithss	01/19/1994	F	201248
	William		Smithsshh	01/19/1994	F	201248
	William		Smithssshhh	01/19/1994	F	201248
	William		Smitth	01/19/1994	F	201248
	William		Smittth	01/19/1994	F	201248
	William		Smitttth	01/19/1994	F	201248
	William		Smittttth	01/19/1994	F	201248
	William		Smmitthh	01/19/1994	F	201248
	William		Smmmmith	01/19/1994	F	201248
	William		Smmmmmith	01/19/1994	F	201248
	William		Smtith	01/19/1994	F	201248
	William		Smythhhh	01/19/1994	F	201248
	William		Ssmmith	01/19/1994	F	201248
	William		Sssmith	01/19/1994	F	201248
	William		Sssssmith	01/19/1994	F	201248
	William		Sttmith	01/19/1994	F	201248
	William		Sttmtith	01/19/1994	F	201248

rptUnResolvedPossibleMatches

New UICs Created Report

Collection: Request for UIC 2008-2009

Submitting Entity: Holt Public Schools (33070)

Description: Description..

CENTER FOR EDUCATIONAL PERFORMANCE AND INFORMATION

Entity: Holt Senior High School (01711)

UIC	First Name	Middle Name	Last Name	Date of Birth	Gender	Student ID (Membership)
6863161554	William		Shhmith	01/19/1994	F	201248
8014665884	William		Smithh	01/19/1994	F	201248
9307653858	William		Smithsss	01/19/1994	F	201248
2107465161	William		Smmmmmmith	01/19/1994	F	201248
5945191304	William		Ssssmith	01/19/1994	F	201248

Positive Matches Report

Collection: Request for UIC 2008-2009

Submitting Entity: Holt Public Schools (33070)

Description: Description..

CENTER FOR EDUCATIONAL PERFORMANCE AND INFORMATION

Entity: Holt Senior High School (01711)

UIC	First Name	Middle Name	Last Name	Date of Birth	Gender	Student ID (Membership)
8014665884	William		Scmith	01/19/1994	F	201248
8014665884	William		Shmith	01/19/1994	F	201248
8014665884	William		Smihth	01/19/1994	F	201248
9307653858	William		Smiths	01/19/1994	F	201248
9307653858	William		Smithsh	01/19/1994	F	201248
9307653858	William		Smithssss	01/19/1994	F	201248
8014665884	William		Smmith	01/19/1994	F	201248
8014665884	William		Ssmith	01/19/1994	F	201248
8014665884	William		Stmith	01/19/1994	F	201248

Changed UIC Report

Collection: Request for UIC 2008-2009

Submitting Entity: Holt Public Schools (33070)

Description: Description..

CENTER FOR EDUCATIONAL PERFORMANCE AND INFORMATION

Entity: Holt Senior High School (01711)

Submitted UIC	Resolved UIC	Resolved By	First Name	Middle Name	Last Name	Date of Birth	Gender	Student ID (Membership)
	8014665884	System	William		Scmith	01/19/1994	F	201248
	6863161554	System	William		Shhmith	01/19/1994	F	201248
	8014665884	System	William		Shmith	01/19/1994	F	201248
	8014665884	System	William		Smihth	01/19/1994	F	201248
	8014665884	System	William		Smithh	01/19/1994	F	201248
	9307653858	User	William		Smiths	01/19/1994	F	201248
	9307653858	System	William		Smithsh	01/19/1994	F	201248
	9307653858	System	William		Smithsss	01/19/1994	F	201248
	9307653858	System	William		Smithssss	01/19/1994	F	201248
	8014665884	System	William		Smmith	01/19/1994	F	201248
	2107465161	System	William		Smmmm mmith	01/19/1994	F	201248
	8014665884	System	William		Ssmith	01/19/1994	F	201248
	5945191304	System	William		Ssssmith	01/19/1994	F	201248
	8014665884	System	William		Stmith	01/19/1994	F	201248

Appendix B

Validation Error Messages:

This is not a valid UIC Number. Please replace with the Student's Correct UIC or Blank
Date Of Birth Cannot be Greater than Today
Date Of Birth must be within the last hundred years
One position of Racial Ethnic Code must contain 1
Racial Ethnic Code Cannot be all 1s
Racial Ethnic Code cannot be 123456
Operating ISD/ESA number is blank or is not a valid ISA/ESA number.
Student Number cannot be all 0s
Operating District number is blank or is not a valid district number.
ISD and District Number must have a valid combination
School Code is invalid
School Code is not part of the Correct District
School Code is not part of Correct ISD
The Exit Status Code must have a valid Exit Date
The Exit Status Code must have a valid DOB whose age is greater than 25
The Grade is not within two years the student's chronological age for the current school year, minus five
The Grade must have a valid DOB whose age is greater than 16
The Grade must have a valid DOB whose age is less than 8
GradeOrSetting specified cannot have GeneralEd FTE greater than 0.0
The GeneralEdFTE must be 0.00 when age is less than 5
The GeneralEdFTE must be 0.00 when age is more than 20
The sum of GeneralEdFTE and SpecialEdFTE Cannot be greater than 1.00
Date Of Enrollment is earler than DOB
The Exit Date Entered may not be earlier than the Date Of Enrollment

The Date exited cannot be sooner than DOB
MEDS Student ID is invalid
UIC Collected does not match with the student ID
Credits Granted must be greater than zero for grades 9-12
Grade Level to subject Area Code validation failed
Subject Area Code does not match the course Code
GradeToDate and FinalDate both cannot be NULL
The Component Required is missing in the Collection
The Exit Component must have a UIC. It cannot be blank.
The Required Component does not exist in the collection
DCHFoodStampEligibleId does not match with DCHCaseNumber
ECParent1Adddress is required when ECParent1 is populated
ECParent2Adddress is required when ECParent2 is populated
Children must be 4 years old by December 1st of the current school year but not yet 5 years of age to participate in MSRP Program.
Child must be younger than 4 years old as of Dec 1 of current school year to participate in 0-3 Secondary Prevention Act.
Child must be less than 5 years old as of Dec 1 of current school year to participate in Great Parents Great Start Program
ECProgramStartDate Cannot be greater than system date
ECProgramStartDate Must be a date equal to or greater than Date of Birth
ProgramEndDate must be a date equal to or later than ProgramStartDate
ExitReason Required if ProgramExitDate contains a valid date
Parent1 Required for ProgramType
Exit Status must have a valid Grade Or Setting
FTE Cannot be greater than 0.00 for Exit Status other than 19.
Date of Enrollment must contain a valid date if GeneralEdFTE is greater than 0.00
Date of Exit must not contain a date if GeneralEdFTE is greater than 0.00

Head Start children may not be enrolled in a MSRP program
Status of Operating ISD/ESA is not Open-Active
Status of District is not Open-Active
Status of School is not Open-Active
Parent1Phone must be blank when Parent1 is blank
Parent2Phone must be blank when Parent2 is blank
Street Address1 is required as child is not homeless
City is required as child is not homeless
State is required as child is not homeless
Zip Code required as child is not homeless
Child must be less than 3 years old to be enrolled in Early Head Start
If DeliverySchedule is weekly, Days Per Schedule reported must be less than or equal to 7
Child should not have more than 168 hours of service total for a week
UIC Cannot be Secondary
AgreementNumber and SchoolFacilityCode cannot be empty
ECDaysPerWeek Required for Title 1 Preschool, MSRP, and Head Start
ECHoursPerDay Required for Title 1 Preschool, MSRP, and Head Start
Course Type do not match with Grade Level
Agreement Number is invalid
Status of entity is not Open-Active
Grade/setting must be within those identified as offered by the School/Facility/ProgramNumber

Appendix C

Functions and Roles

Old Role	New Role	Functions/Capabilities
SRSD	**SDS**	
UIC Resolution - Edit	Resolver - Request	View staging area summary information & detail information Resolve UICs Core field updates in stage area (UIC Master in 2009) View reports Download staging area data Request Creation of UIC
UIC Resolution - View Non-SRSD - View	Resolver - View	View staging area summary information & detail information View UIC resolution screens View reports
System Maintenance	System Administrator	Edit/View all functions
System Maintenance - View	System Administrator - View	View all functions
User - Management	User - Management	Modify user information
User - View	User - View	View user information
PSA Authorizing Agency	Certify Data - View	View certification reports View staging reports Download certified data Download staging are data View staging area detail View certified data
SRSD Upload	Uploader	Upload data View data collection area status screen View stage area data
None	Resolver - Approval	View staging area summary information & detail information Resolve UICs Core field updates in stage area (UIC Master in 2009) View reports Download staging area data Create UIC
None	DIT Administrator	Edit/View all functions

None	Error Checking	File validation Data corrections in staging area Upload data Online entry View certification reports View staging area reports Download certified data Download staging area data View staging detail
None	Certify Data	Certify data View certification reports View staging reports Decertify data Download certified data Online student correction in staging area View staging area detail View certified data

Appendix D

Center for Educational Performance and Information

Single Sign-On Registration

User Guide

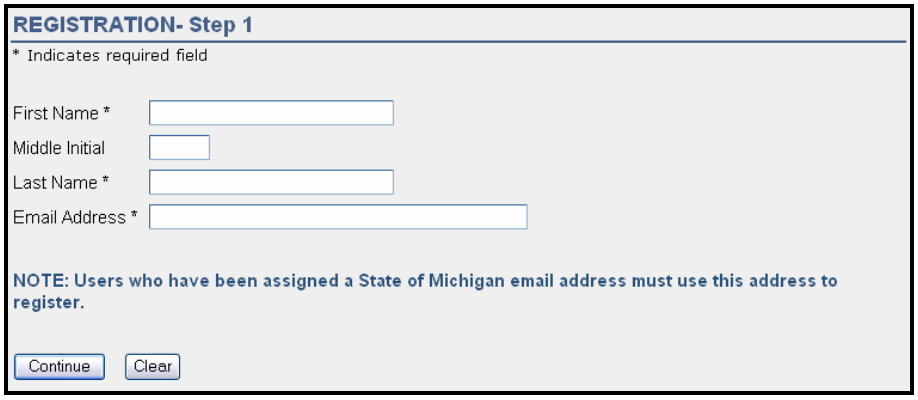
Summer 2008

Single Sign-On Registration

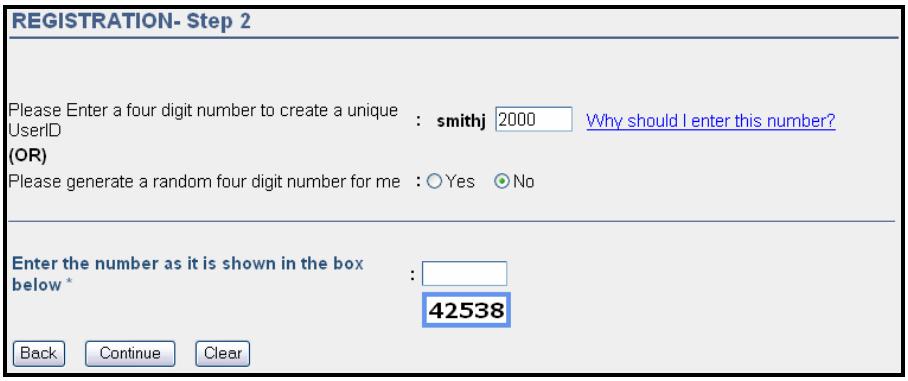
Follow the steps outlined below to obtain a state of Michigan Single Sign-On account.

1. Go to the State of Michigan Single Sign-On (SSO) page at https://sso.state.mi.us. Click on the Register button.

2. Provide your name and valid e-mail address on the next screen. Click the Continue button.



3. Your User ID will be the User's last name & first initial plus the 4-digit number that is entered. Enter the security number as indicated and then click the Continue button.



4. You will be taken to the "User Registration Confirmation" screen. Confirm that the name and email address is correct. This E-mail address is where your User ID and password will be sent. Users should make a note of their User ID and then click the Submit button.

5. You will see a screen that says your request is being processed and you will receive an email within 24 hours. Click the Close button.

The E-mail will come from SSO_Administrator@michigan.gov and be titled "Account Information." You will notice a temporary password. Highlight it and copy it. You will use this temporary password the first time you log in to the SSO.

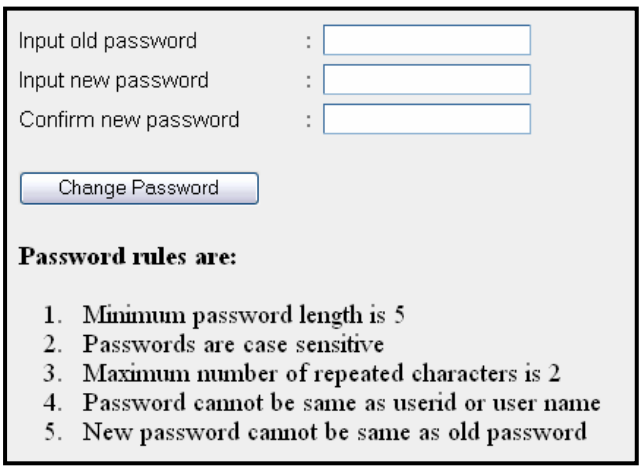
E-mail systems may classify anything coming from SSO_Administrator@michigan.gov as "junk mail" or "spam." If you have not received your user ID and password within 24 hours, e-mail CEPI Customer Support for assistance at CEPI@michigan.gov or phone 517-335-0505, option 3.

Completing the Registration Process

Once you receive your user ID and password, you can log in to the SSO application. The first time you log in to the SSO, you will be taken through the steps necessary to complete your account information. Follow these steps to complete your registration process.

1. Go to the state of Michigan Single Sign-On (SSO) page at https://sso.state.mi.us.

2. Enter the user ID and temporary Password you received. Do not let your computer automatically store this password as you will be changing it shortly.



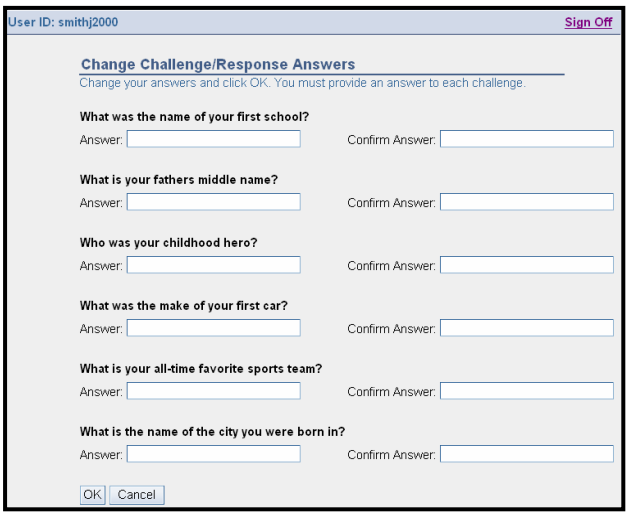
3. You will be prompted to change your password immediately (and every 90 days thereafter). Enter or paste in your temporary (old) password, then type in and confirm a new password.

   Passwords must conform to a certain rules. These rules include:
   - Passwords must be at least 5 characters long.
   - Passwords cannot be the same as userID or user name.
   - Passwords are case sensitive.
   - Passwords cannot be the same as the old password.
   - Passwords cannot have more than two repeated characters.

   When done, click on the Change Password button.

4. You will then be asked to answer and confirm a set of Challenge Response Questions. These questions must be completed in case you forget your password. The answers and the confirmation of the answers are case sensitive. When done Click on the OK button.

   If any of your answers did not match the confirmed answer, you'll receive an error message prompting you to re-enter the answers for that question.

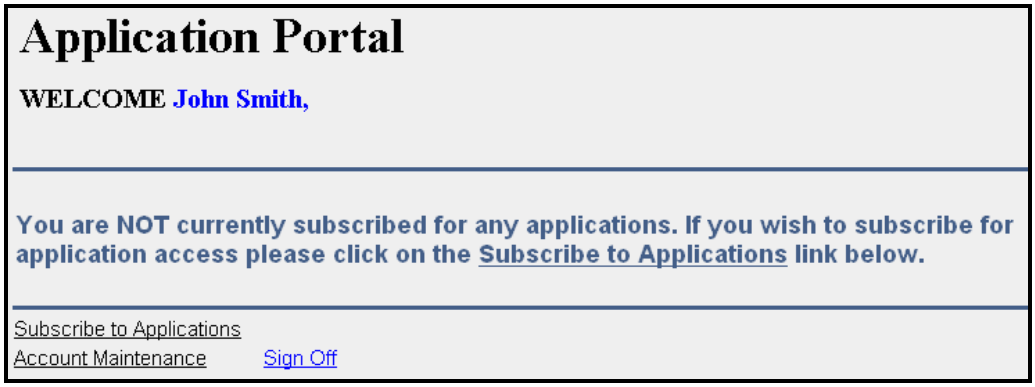


5. When you have successfully completed this you will get a notification saying your answers have been updated. Click OK.

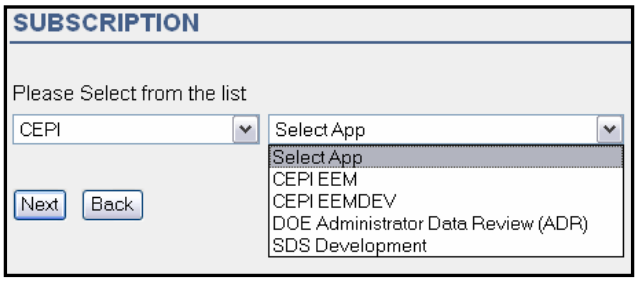
6. You will be brought to the Account Maintenance Screen. Click the **OK** button.

Subscribing to an Application

Subscribing to an application is the final step of the user registration process. Once your account information has been completed, you will be brought to the Application Portal screen.



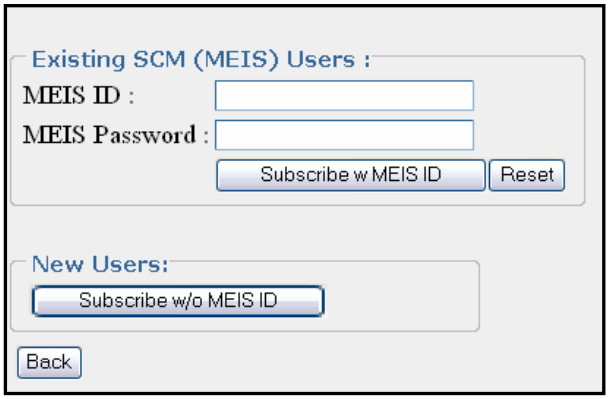
1. To subscribe to an application, click on the "Subscribe to Applications" link in the bottom left-hand corner of the screen.



2. You will be taken to a new screen with drop-down menus. Select the state agency which owns the application in the first drop-down and the desired application from the second drop-down.

3. The user will then be taken to the subscription page for the particular application.

4. **Users with an existing MEIS account** for the application should request permission with this account information. Access will be granted matching what is assigned to the MEIS account. A Security Agreement will not be required.



Users with no MEIS account for the application should click on the Subscribe w/o MEIS ID button. These users will also need to submit a security agreement to CEPI. Access is not granted until the appropriate security agreement has been submitted to and verified by CEPI Customer Support.

5. Review information and click ok.

6. You will receive a confirmation message (both on the screen and in e-mail) stating your subscription request was submitted successfully. You will receive an e-mail once access has been granted by CEPI staff.