

# Center for Educational Performance and Information

## K-12 Request for Unique Identification Code User Guide

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**Questions:**

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## **Introduction**

This guide is for authorized users of the Michigan Student Data System. The purpose of this guide is to offer a comprehensive overview of the process for requesting Unique Identification Codes. This guide provides instruction on how to:

- Upload student information and request UICs
- Obtain reports that list UICs for submitted students
- Understand the outcomes of submitted student records that match to existing MSDS records
- Request student record linking and unlinking

For additional guidance, users should also review the current addenda on the [MSDS web page](#).

While the Request for UIC collections do not have open and close dates, UICs are intrinsically linked to other MSDS collections that do have deadlines. Please refer to the [CEPI calendar](#) for more information.

CEPI application users can also subscribe to updates for all applications on the [CEPI Newsletters web page](#).

## **Overview of the Request for UIC Process**

As a preliminary step in the MSDS data submission process, authorized users must match each student in a collection with a distinct 10-digit identifier known as the UIC. The MSDS then takes this UIC request and tries to match (or assign) UICs for each student record a user submits.

The UIC is a vital piece of information. It links records across multiple school districts and time periods to a single student. In short, the UIC underpins all collection efforts and makes it possible to analyze educational outcomes for students as they progress through the school system.

There are two procedures for requesting a student UIC:

- Single request for student UIC.
- Submission of a batch file with multiple requests for student UICs.

Whenever student information is submitted to MSDS, it updates or produces a new Student Master Record. The Student Master Record consists of the following fields:

- UIC
- First Name
- Middle Name
- Last Name
- Last Name Suffix
  - E.g., "Jr.," "III," etc.
- Multiple Birth Order
  - This numeric field is used to differentiate twins/triplets/etc. with similar core information.
  - The eldest sibling is assigned "1," the next oldest "2," etc.
- Date of Birth
- Gender

Student Master Records are static and individual fields cannot be edited once information is submitted. To update a student's Master Record, a new Single Request or Batch File must be submitted. Once edits are submitted, the student's core information will match and resolution will be required, with approval from a UIC State Administrator, to update a Master Record. For more information on student records matching and resolution, please refer to the "Other Request Outcomes" section of this guide.

## **Help and Resources**

If you have questions not covered by this manual and our other posted support material, please contact our customer support team at [cepi@michigan.gov](mailto:cepi@michigan.gov). Email allows us to better research and respond to your questions, but if email is not an option, you can call us at 517-335-0505 x3.

# Single Request for Student UIC

To look up or create a UIC for an individual student, log into MSDS using MiLogin. For more information on using MiLogin, please refer to the [MiLogin User Guide](#). After logging into MSDS:

1. Click "Search..." and then click "Student Search."

The screenshot shows the Michigan Student Data System (MSDS) website. At the top, there is a navigation bar with links for Michigan.gov Home, CEPI Home, STARR Home, MSDS Home, User Guide, Help, Contact CEPI, Glossary, and Log Off. Below this is a blue header with the text "MSDS" and "A- | A+". The main content area is divided into a sidebar and a main section. The sidebar contains a menu of options: MSDS Home, Manage Requests..., Student Data Submission..., Student Data Downloads..., Search..., Student Search (highlighted with a yellow box and a yellow arrow), Certified Data Reports..., Audit FTE..., Grad Cohort..., PEPE..., General Reports..., and Section 25e... The main section features the title "Michigan Student Data System" and a "What's New" section with a "View All" link. Below the title, there is a text box that reads: "The Student Data System is a repository that contains information regarding students receiving education in the State of Michigan." At the bottom of the page, there is a footer with links for Michigan.gov Home, Student Data System Home, Log Off, Help, About Us, and Contact CEPI, along with the text "State Web Sites | Policies" and "Copyright © 2001-2008 State of Michigan".

2. From the Student Search page:
  - a. Enter the student's Personal Core information.

- b. Click "Filter" to search for the student.

**Student Search**

Select your filter criteria...

Search By UIC

Search By Core Fields

**A** Last Name:   Begins  Contains

Last Name Suffix:

First Name:   Begins  Contains

Middle Name:

Date of Birth Year:

Date of Birth Month:   Show Direct Certified

Date of Birth Day:  (likely to increase the time for the search)

Gender:   Search using match criteria (begins/contains ignored)

Multiple Birth Order:

**B**

3. MSDS will run a search based on the information entered. If the application cannot find the student based on the information provided, a new record can be added. From the Add Student page:
  - a. Select a collection to add a new student.
    - i. For Non-IHE users: Select "Request for UIC Collection."
    - ii. For IHE users: Select "IHE Request for UIC Collection."

- b. Enter the five-digit Submitting Entity code (EC entities may have nine-digit codes). Please refer to Appendix A at the end of this guide to learn more about using entity codes from the Educational Entity Master.
  - c. Core information for the student must be entered. Fields with an asterisk are required. Refer to the following suggestions when adding student information from this page:
    - i. The student’s name must match their birth certificate.
    - ii. While the middle name field is not required, it helps differentiate your student from other students who have similar core information. Consider the following examples:
      1. When this guide was written, there were 52 student records with the name “Caitlin Smith” in MSDS. Some of these records have no middle name and have the same birth date but are different students. If any of these students had middle names entered into the system, they could be more easily differentiated from the others.
      2. There are several hundred thousand student records with the last name “Johnson” in MSDS, many of which have the same birth date. To avoid resolution, which will be discussed later in this guide, a middle name is critical to differentiate your student and reduce the amount of work needed to obtain UICs.
  - d. When all student information is entered, click “Submit/Go To Details.”
4. MSDS will display the UIC assignment results for the student.
  5. Click “Submit” to finalize.

## Staging Area Maintain

\* = Required

Submitting Entity: Northeast Michigan Community Service Agency (040000001)

Collection: Request for UIC Collection

PEPE District:

PEPE Building:

\*Last Name:

Last Name Suffix:

Middle Name:

\*First Name:

\*Date of Birth:

\*Gender:

Multiple Birth Order:

UIC:   **A**

**B**

Errors:

Warnings:

- If you now search for the same student (steps 1 and 2 above), MSDS will find and report the student details.

## Student Search

 Your search yielded 1 result(s).

Filtered on Last Name(Sam%), First Name(Yosemite%), Birth Year(2014), Birth Month(03), Birth Day(28), Gender (M)

Student UIC	Last Name	First Name	Middle Name	Date of Birth	Gender	Multiple Birth Order	Student Type
<a href="#">2564944896</a>	Sam	Yosemite		03/28/2014	M	0	K12

Items per page:  Page  of

## **Multiple Requests for Student UICs**

Please refer to the “Bulk Upload Instructions” guide on the [MSDS Request for UIC web page](#) for more information on how to upload multiple UIC requests.

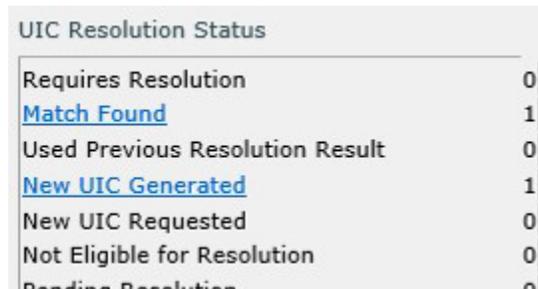
## Request Outcomes

The previous sections included examples of uploaded students that did not already have a record or UIC in MSDS.

This section demonstrates how requests for UICs are handled when a record for a student may already exist. To begin, the processing of a student record with a "Match Found" will be explained.

### "Match found"

The "UIC Resolution Status" in the staging area provides a quick summary of all students uploaded:



UIC Resolution Status	
Requires Resolution	0
<a href="#">Match Found</a>	1
Used Previous Resolution Result	0
<a href="#">New UIC Generated</a>	1
New UIC Requested	0
Not Eligible for Resolution	0
Pending Resolution	0

One student was found in MSDS (indicated by "Match Found"), while the other had a new UIC generated. Click either underlined status to filter the results and see the students with that status. This feature is helpful for larger collections to quickly reference students' statuses.

The student results read as follows:

UIC	Last Name	First Name	Gender	Date of Birth	Validation Status	Resolution Status
6289406325	<a href="#">Bunny</a>	Honey	F	02/15/2012	Error Free with No Warnings	<a href="#">Match Found</a>
1731637297	<a href="#">Dawg</a>	Barnyard	M	04/13/2012	Error Free with No Warnings	New UIC Generated

From a user's perspective, the distinction between these results may or may not be important because a separate student UIC was returned in both cases. If an incorrect match was returned for a student, please contact CEPI Customer Support to request that the match be overridden.

### "Requires Resolution"

For a variety of reasons, students move into, across and out of the Michigan public education system.

Consider the following scenario: Rockford Public Schools has incoming students that require UICs for reporting purposes. A user from the entity submits to the Request for UIC Collection.

**Staging Area Detail**

Select your filter criteria...

Submitting Entity: Rockford Public Schools (41210)  
Collection: Request for UIC Collection

**Total Records - 3**

Validation Status		Validation Reports	
Errors Exist	0	Select a report:	
Error Free with Warnings	0	Select a format:	
<a href="#">Error Free with No Warnings</a>	3	Run Report	
Pending Validation	0		
Processing Validation	0		
Validation Failed	0		

UIC Resolution Status		UIC Resolution Reports	
<a href="#">Requires Resolution</a>	2	Select a report:	
Match Found	0	Select a format:	
Used Previous Resolution Result	0	Run Report	
<a href="#">New UIC Generated</a>	1		
New UIC Requested	0		
Not Eligible for Resolution	0		
Pending Resolution	0		
Processing Resolution	0		
Requires New UIC Not Allowed for Collection	0		
UIC Request Denied	0		

Staging Reports

Select Report:   
 Select Format:   
 Run Report

ABCDEF GHIJKL MNOPQRST UVWXYZ All Clear All Filter...

Select All Unselect All Delete Selected Add Direct Search / Add Rerun Resolution

Your search yielded 3 result(s).

Select	School Facility #	User Notes	UIC	Last Name	First Name	Gender	Date of Birth	Validation Status	Resolution Status	Certification Date
<input type="checkbox"/>				<a href="#">Bunny</a>	Bugs	M	12/20/2012	Error Free with No Warnings	<a href="#">Requires Resolution</a>	
<input type="checkbox"/>			7835491231	<a href="#">Fudd</a>	Elmer	M	01/10/2012	Error Free with No Warnings	New UIC Generated	
<input type="checkbox"/>				<a href="#">LePew</a>	Pepe	M	10/26/2012	Error Free with No Warnings	<a href="#">Requires Resolution</a>	

Items per page: 10 Page 1 of 1 Excel Export

Select All Unselect All Delete Selected Add Direct Search / Add Rerun Resolution

Back

The UIC Resolution Status provides a summary of the matching results.

UIC Resolution Status	
<a href="#">Requires Resolution</a>	2
Match Found	0
Used Previous Resolution Result	0
<a href="#">New UIC Generated</a>	1

Two student records show a "Requires Resolution" status. The UIC system has found at least one possible match in MSDS for each submitted student, but any potential matches fall into a range of uncertainty. Because the UIC system cannot make a decision, intervention by the user is required.

Request for UIC Process Manual

Click "Requires Resolution" for any student with that status.

UIC	Last Name	First Name	Gender	Date of Birth	Validation Status	Resolution Status
	<a href="#">Bunny</a>	Bugs	M	12/20/2012	Error Free with No Warnings	<a href="#">Requires Resolution</a> 

MSDS will display the UIC Resolution window. This window lets users review submitted student information (on the left side of the pane) and student record(s) (displayed on the left) submitted by other entities. Student records returned in this window were determined by the UIC system to be potential matches.

Consider the information provided for the submitted student and potential matches to make a determination.

Field Name	Submitted Record	Potential Match
Match Reason	Submitted	<b>91.89% Requires Resolution (A primary UIC was found with core fields &lt; maybemaximum)</b>
UIC		<a href="#">1860419804</a>
Linked UICs		
First Name	Bugs	Bugs
Middle Name	L.	
Last Name	Bunny	Bunny
Suffix		
Date of Birth	12/20/2012	<b>12/25/2012</b>
Gender	M	M
Multiple Birth Order	0	0
Last Modified By	Jack Drew	Jack Drew
Last Modified On	02/16/2017	02/16/2017
UIC Requested By		
UIC Requested On		

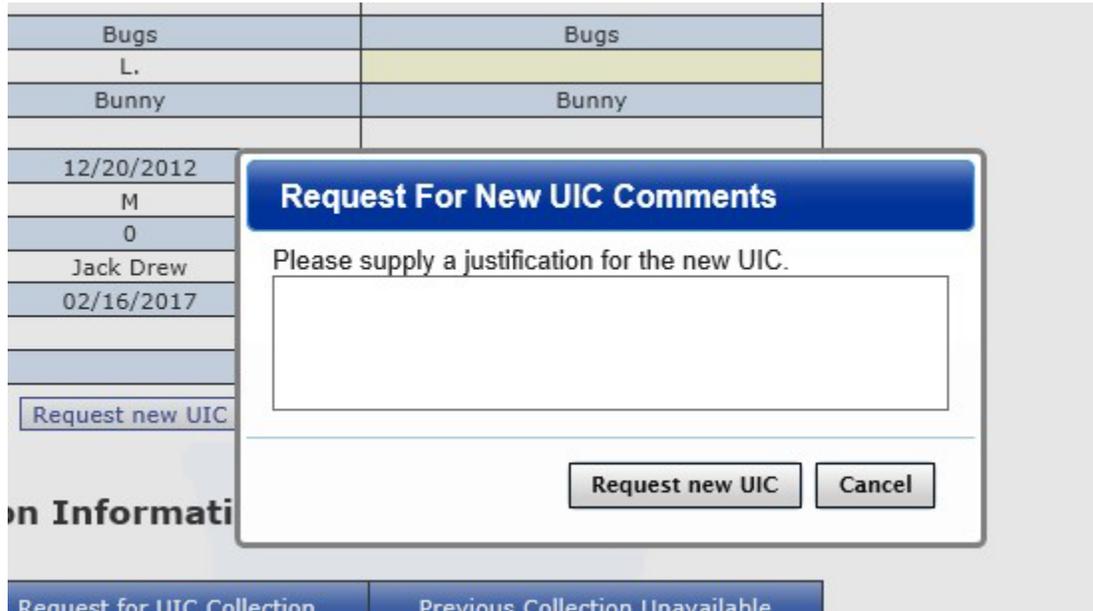
Two key fields are different in this example: Middle Name and Date of Birth. The submitted student has a middle name listed as the initial "L." and a birth date of 12/20/2012 that are different that of the potential match. If the students are not the same, click "Request new UIC."

Request for UIC Process Manual

First Name	Bugs
Middle Name	L.
Last Name	Bunny
Suffix	
Date of Birth	12/20/2012
Gender	M
Multiple Birth Order	0
Last Modified By	Jack Drew
Last Modified On	02/16/2017
UIC Requested By	
UIC Requested On	

Request new UIC 

A message box will appear prompting an explanation as to why the students are different.



Bugs	Bugs
L.	
Bunny	Bunny
12/20/2012	
M	
0	
Jack Drew	
02/16/2017	
Request new UIC	

**Request For New UIC Comments**

Please supply a justification for the new UIC.

Request new UIC Cancel

**Please provide a complete justification that details why the students are different.** The State Administrator who processes requests for new UICs sees the same information in resolution. A helpful justification does not simple:

- List the core fields that are different.
- State that "the students are not the same."

Official documentation should be referenced in most justifications. These official details confirm that core fields are either different or incorrect for potential matches (potential matches are sometimes the same but have incorrect data entered).

Helpful justifications should provide contextual information, such as:

- Relocation (e.g., "The student has just moved to Michigan from another state.")
  - First-time entry into public education (e.g., "The student was previously home schooled" or "The student previously attended a parochial school.")
  - Multiple Birth Order (e.g., "The student is a twin.")
  - Legal Name Change (e.g., "These students are not the same because my student has since been married and has a different last name" or "These students are the same because the potential match has my student's maiden name.")
- 



*Administrator*

**The following screenshots are what a state administrator sees for manual resolution. MSDS users will not be able to access these views. They are shown here to explain how CEPI handles new Requests for UICs.**

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## Request for UIC Process Manual

The screenshot shows the MSDS UIC Request Summary page. The page title is "UIC Request Summary" and it is filtered by "Status = 'New'". The search results show 2 results. The first request is for a student named Bunny Bugs, submitted by Jack Drew on 02/16/2017, with a status of Pending. The request justification is: "I have verified the student's Date of Birth and Middle Name using official documents (birth certificate). The submitted information is correct. This is a different student." The second request is for a student named LePew Pepe, also submitted by Jack Drew on 02/16/2017, with a status of Pending. The request justification is: "Dunno. student has a different last name, dob. pls create new uic." Both requests are for a "Request for UIC Collection" at Rockford Public Schools (41210).

UIC	Last Name	First Name	D.O.B.
	Bunny	Bugs	12/20/2012
Collection:	Request for UIC Collection		
Submitting Entity:	Rockford Public Schools (41210)		
District:			
Building:			
Request Justification:	I have verified the student's Date of Birth and Middle Name using official documents (birth certificate). The submitted information is correct. This is a different student.		
Approver Notes:			
Requested By:	Jack Drew	Request Date:	02/16/2017
Response By:		Response Date:	
		Status:	Pending
<a href="#">Details</a>			
UIC	Last Name	First Name	D.O.B.
	LePew	Pepe	10/26/2012
Collection:	Request for UIC Collection		
Submitting Entity:	Rockford Public Schools (41210)		
District:			
Building:			
Request Justification:	Dunno. student has a different last name, dob. pls create new uic.		
Approver Notes:			
Requested By:	Jack Drew	Request Date:	02/16/2017
Response By:		Response Date:	
		Status:	Pending
<a href="#">Details</a>			

Items per page: 10 Page 1 of 1

This is the New Request Summary, essentially the queue where requests are displayed in the order they were submitted. To simplify matters, only the two requests are shown.

UIC Request Summary information includes:

- Submitted personal core information
- Submitting Entity information
- Request Justification
- Name of the user who requested the UIC and the Request Date
- Request status

## Request for UIC Process Manual

**UIC Resolution**

**i** This record has a related request for new UIC. The request is currently pending approval.

Request For New UIC details

Requested By	Jack Drew on 02/16/2017
Justification	I have verified the student's Date of Birth and Middle Name using official documents (birth certificate). The submitted information is correct. This is a different student.
Approval Status	Pending

### Core Information



Field Name	Submitted Record	Potential Match
Match Reason	Submitted	<b>91.89% Requires Resolution (A primary UIC was found with core fields &lt; maybemaximum)</b>
UIC		<b><u>1860419804</u></b>
Linked UICs		
First Name	Bugs	Bugs
Middle Name	L.	
Last Name	Bunny	Bunny
Suffix		
Date of Birth	12/20/2012	<b>12/25/2012</b>
Gender	M	M
Multiple Birth Order	0	0
Last Modified By	Jack Drew	Jack Drew
Last Modified On	02/16/2017	02/16/2017
UIC Requested By		
UIC Requested On		

### Extended Collection Information

Field Name	From Request for UIC Collection	Previous Collection Unavailable
Previous Last Names		
Race Ethnicity		
Student Id Number		
Grade Or Setting		
Enrollment Date		
Exit Date		
District Exit Status		
Address		
Submitting Entity	Rockford Public Schools (41210)	

The Details include the Request Justification again, but the main screen is virtually identical to what MSDS users see.

Because the administrative and user views are similar, it is easy to understand why a justification with contextual information is helpful. It is the district administrator's shared knowledge of the student combined with the CEPI administrator's system privileges that makes resolution possible.

Request for UIC Process Manual

Request For New UIC details	
Requested By	Jack Drew on 02/16/2017
Justification	I have verified the student's Date of Birth and Middle Name using official documents (birth certificate). The submitted information is correct. This is a different student.
Approval Status	Pending

In this case, the justification guides the state administrator who approves the request and creates a new UIC for the submitted student.

SDS Home > Student Search

### Student Search

 Your search yielded 4 result(s).

Filtered on Last Name(bunny%)

Student UIC	Last Name	First Name	Middle Name	Date of Birth	Gender
<a href="#">0857152465</a>	Bunny	Lola		02/15/2012	F
<a href="#">1860419804</a>	Bunny	Bugs		12/25/2012	M
<a href="#">6289406325</a>	Bunny	Honey		02/15/2012	F
<a href="#">9287596264</a>	Bunny	Bugs	L.	12/20/2012	M

Items per page: 10  Page 1  of 1

A quick Student Search reveals there are separate UICs for the submitted student ("Bugs L. Bunny") and the potential match ("Bugs Bunny").

Back at the UIC Request Summary screen, there is one request remaining.

### UIC Request Summary

Filtered By: Status = "New" [Filter...](#)

Your search yielded 1 result(s).

UIC	Last Name	First Name	D.O.B.
	LePew	Pepe	10/26/2012

Collection: Request for UIC Collection  
Submitting Entity: Rockford Public Schools (41210)  
District:  
Building:

Request Justification:

Approver Notes:

Requested By: Jack Drew      Request Date: 02/16/2017      Status: Pending  
Response By:                      Response Date:                      [Details](#)

Items per page: 10  Page 1  of 1

The state administrator can view the request details.

## UIC Resolution

**i** This record has a related request for new UIC.  
The request is currently pending approval.

Request For New UIC details	
Requested By	Jack Drew on 02/16/2017
Justification	Dunno. student has a different last name, dob. pls create new uic.
Approval Status	Pending

Approve\Create

Deny



UIC Resolver List

## Core Information

Field Name	Submitted Record	Potential Match
Match Reason	Submitted	<b>94.59%</b> <b>Requires Resolution (A primary UIC was found with core fields &lt; maybemaximum)</b>
UIC		<a href="#">4781308206</a>
Linked UICs		
First Name	Pepe	Pepe
Middle Name		
Last Name	LePew	<b>Le Pew</b>
Suffix		
Date of Birth	10/26/2012	<b>10/27/2012</b>
Gender	M	M
Multiple Birth Order	0	0
Last Modified By	Jack Drew	Jack Drew
Last Modified On	02/16/2017	02/16/2017
UIC Requested By		
UIC Requested On		

Create New UIC

Use This Potential

## Extended Collection Information

Field Name	From Request for UIC Collection	Previous Collection Unavailable
Previous Last Names		
Race Ethnicity		
Student Id Number		
Grade Or Setting		
Enrollment Date		
Exit Date		
District Exit Status		
Address		
Submitting Entity	Rockford Public Schools (41210)	

With the justification providing no guidance and variation in two fields, the task of manual resolution is more difficult. Are both records valid?

Request for UIC Process Manual

Request For New UIC details	
Requested By	Jack Drew on 02/16/2017
Justification	Dunno. student has a different last name, dob. pls create new uic.
Approval Status	Pending

Pepe	Pepe
LePew	<b>Le Pew</b>
10/26/2012	<b>10/27/2012</b>
M	M

The state administrator denies the request.

Request For New UIC details

7

ent last name, dob. pls create new

ite

The district administrator needs to provide more information.

**Denial Reason**

Please supply a reason for denying this Request for new UIC

Please resubmit the request after you see official documents verifying the submitted student details are accurate. Thank you.



User

**From the MSDS user view**

After the state administrator resolves requests for new UICs, the unfiltered results for all three student requests would appear as:

- Assignment of two new UICs
- One request was denied

UIC	Last Name	First Name	Gender	Date of Birth	Validation Status	Resolution Status
9287596264	<a href="#">Bunny</a>	Bugs	M	12/20/2012	Error Free with No Warnings	New UIC Generated
7835491231	<a href="#">Fudd</a>	Elmer	M	01/10/2012	Error Free with No Warnings	New UIC Generated
	<a href="#">LePew</a>	Pepe	M	10/26/2012	Error Free with No Warnings	<a href="#">UIC Request Denied</a>

The MSDS user will want to understand why the request was denied. To view the request response, click on the underlined UIC Request Denied status.

	<a href="#">LePew</a>	Pepe	M	10/26/2012	Error Free with No Warnings	<a href="#">UIC Request Denied</a>
--	-----------------------	------	---	------------	-----------------------------	------------------------------------



UIC Resolution	
<p><b>i</b> This record has a related request for new UIC. It was previously Denied.</p>	
Request For New UIC details	
Requested By	Jack Drew on 02/16/2017
Justification	Dunno. student has a different last name, dob. pls create new uic.
Approval Status	Denied
Response By	Jack Drew on 02/16/2017
Response Reason	Please resubmit the request after you see official documents verifying the submitted student details are accurate. Thank you.

### Core Information



Field Name	Submitted Record	Potential Match
Match Reason	Submitted	<b>94.59%</b> <b>Requires Resolution (A primary UIC was found with core fields &lt; maybemaximum)</b>
UIC		<a href="#"><b>4781308206</b></a>
Linked UICs		
First Name	Pepe	Pepe
Middle Name		
Last Name	LePew	<b>Le Pew</b>
Suffix		
Date of Birth	10/26/2012	<b>10/27/2012</b>
Gender	M	M
Multiple Birth Order	0	0
Last Modified By	Jack Drew	Jack Drew
Last Modified On	02/16/2017	02/16/2017
UIC Requested By		
UIC Requested On		

[Request new UIC](#)

[Use This Potential](#)

The MSDS user now has a choice to make: either accept the potential match as the same student, or request a new UIC again.

To match the records, click "Use This Potential."

Request for UIC Process Manual

Pepe
LePew
10/26/2012
M
0
Jack Drew
02/16/2017

Request new UIC



Pepe	Pepe
LePew	<b>Le Pew</b>
10/26/2012	<b>10/27/2012</b>
M	M
0	0
Jack Drew	Jack Drew
02/16/2017	02/16/2017

Request new UIC

Use This Potential



To apply again for a new UIC, click "Request new UIC."

**Request For New UIC Comments**

Please supply a justification for the new UIC.

After viewing a birth certificate, it appears the student dob matches the potential match dob. But the parent insists the submitted last name is spelt correctly. This is a different student.

Request new UIC    Cancel

MSDS will prompt the user to provide new comments that should address the state administrator's denial response.

## Submission Guidelines

This section clarifies what information helps CEPI with the Resolution process. In particular, there are three guidelines, or “golden rules,” to remember.

### **1. State the nature of each request clearly.**

What may seem obvious to you may not be obvious to others. Are you:

1. Seeking a new UIC?
2. Updating the student’s personal information in the Master Record?

These are distinctly different reasons for submitting a UIC request. Therefore, if you submit a request and it requires resolution, please indicate in your justification what you are seeking. It can be as simple as:

- “Student needs a new UIC”
- “I’m updating the student record”

### **2. Validate the student details using formal documentation and indicate you did this.**

You should be reviewing some form of formal documentation when you enroll a student. This verification step is important for establishing the identity of the student, as well as the student’s legal name and date of birth.

It’s helpful for CEPI staff to know you did verify a student’s details. But the only way they can know this is if you communicate that you did in the justification. You could write:

- “I’ve seen the birth certificate and the submission details are correct”
- “Formal document indicates the name/date of birth is...”

### **3. Provide any other information that informs the resolution decision.**

Other information includes details about the student like:

- Has moved to Michigan from out of state
- Was previously home schooled
- Was enrolled in the past at a nonpublic school
- Is a twin
- Has transferred from another Michigan school district
- Has changed legal names

Educational staff learn these details during interactions with the student and/or family members. Including this information with a request is very helpful for CEPI staff when they resolve records.

## Submission Example

To understand why it is important to follow these guidelines, consider the following records for a submitted student and a potential match.

Field Name	Submitted Record	Potential Match
Match Reason	Submitted	<b>91.35%</b> <i>Requires Resolution (A primary UIC was found with core fields &lt; maybemaximum)</i>
UIC		<u><a href="#">5300391961</a></u>
Linked UICs		
First Name	Ralph	<b>Ralf</b>
Middle Name		
Last Name	Wolf	Wolf
Suffix		
Date of Birth	08/02/2012	08/02/2012
Gender	M	M
Multiple Birth Order	0	0
Last Modified By	Trevor Youngquist	<b>Jack Drew</b>
Last Modified On		
UIC Requested By		
UIC Requested On		

Request new UIC

Use This Potential

With no additional meaningful information, will CEPI staff know if these records represent the same student?

The answer is, "No." CEPI staff won't know what to do. Either record could be inaccurate, or both could be correct. We simply don't know. Does the requester want a new UIC? Or are they submitting a match so the Master Record will be updated with correct information?

Fortunately, the district administrator has given a full explanation and followed all three guidelines. After seeing formal documentation, they're trying to update the record, and they telling CEPI this is a transfer student.

Request For New UIC details	
Requested By	Trevor Youngquist on 07/24/2017
Justification	I need to update this record. I've checked the birth certificate and the submitted first name is correct. This student has just transferred to our district.
Approval Status	Pending

*Request for UIC Process Manual*

This narrative makes sense and CEPI staff will feel more confident about matching the records since the district administrator reported checking the first name with a birth certificate.

After selecting the potential match, the Master Record is updated so the new details are retained for the student. We can see this by running a Student Search query.

Student UIC	Last Name	First Name
<a href="#">5300391961</a>	Wolf	Ralph

Items per page: 10 ▼

## Duplicate UICs

The following section describes how two UICs can be linked to the same student. Users may discover that two UICs exist for a student that contain sequential educational history. These UICs can be linked to the same student. Users may also discover that two UICs are already linked but do not describe the same student.

## Linking UICs

If duplicate UIC records are found, a request to link the related student records can be submitted from within MSDS. Consider the following scenario:

	Primary	Primary
Unique Identification Code (UIC)	5591180390	8204454920
Student First Name	Duck	Daffy
Student Middle Initial		
Student Last Name	Dodgers	Duck
Student Suffix		
Date of Birth	01/04/2014	01/04/2014
Gender Code	M	M
Grade or Setting		
Student ID Number (Membership)		
Racial/Ethnic Code		
Operating District Number		
School or Facility		
Date of Enrollment		
Date Exited		
District Exit Status	0	0
Multiple Birth Order	0	0
Created By	Jack Drew	Jack Drew
Created Date	08/07/2017	04/10/2017
Created By Submitting Entity		
Modified By		
Modified Date		
Modified By Submitting Entity		
Approved By		
Approved Date		

These two students exist in MSDS. Accessed from the "Student Search" feature, the Student Details page displays the following information.

Previous collection submissions can provide clues to potential student matches, such as gaps in collection records, prior district enrollments, and personal core information.

Before submitting a request to link two students:

1. Investigate as much as you can, with this question in mind: why are these students the same?

- a. If you're confident you know the answer – perhaps because you or someone you work with accidentally created the duplicate UIC – then move to the next step.
  - b. But if you know your entity wasn't the reason behind the duplicate UIC, try to learn where the student came from. Can the student's legal guardian help? Also consider outreach to the entity where the student was previously enrolled.
2. Once you have enough understanding about the duplicate UIC, search for either of the student records. Bring up the Student Details and click the "View Student History" button.

Student Details	
<a href="#">Back to Search Results</a> <a href="#">View Student History</a>	
Primary	
Unique Identification Code (UIC)	8204454920
Student First Name	Daffy
Student Middle Initial	
Student Last Name	Duck
Student Suffix	
Date of Birth	01/04/2014

3. Once the Student History appears, click the Go button next to the Action dropdown list with the value set (by default) to "Request to Link":

**Student History**

Name: Daffy Duck UIC: 8204454920  
Gender: M Date of Birth: 01/04/2014 Cohort Status:  
Secondary UICs:    
Last Updated: PEPE District:  
Orig. Cohort Year: PEPE Building:  
Cohort Year:  
Exp. Grad Year:  
Action:

4. MSDS will display the Student Link Request page. You will need to:
- a. Enter the UIC of the student record you want to join this record with.

**Student Link Request**

UIC	Last Name	First Name	Middle Name	DOB	PEPE District	PEPE Building	Cohort Year	Primary
8204454920								<input type="radio"/>
								<input type="radio"/>
								<input type="radio"/>
								<input type="radio"/>
								<input type="radio"/>
								<input type="radio"/>

\*Justification:

b. Click the radio button for the record you want to designate as the Primary UIC (i.e., the main UIC to be used moving forward).

**Student Link Request**

UIC	Last Name	First Name	Middle Name	DOB	PEPE District	PEPE Building	Cohort Year	Primary
8204454920								<input type="radio"/>
5591180390								<input checked="" type="radio"/>
								<input type="radio"/>
								<input type="radio"/>
								<input type="radio"/>
								<input type="radio"/>

\*Justification:

**CEPI staff strongly encourage you to use the UIC with the most recent name information as the primary. If you don't want to use this UIC, then you should first update the student name details of the UIC you want to use. Then, after this has been done, you can attempt to link UICs.**

c. Next, click "Validate All"

**Student Link Request**

Validate All 

UIC	Last Name	First Name	Middle Name	DOB	PEPE District	PEPE Building	Cohort Year	Primary
8204454920								<input type="radio"/>
5591180390								<input checked="" type="radio"/>
								<input type="radio"/>
								<input type="radio"/>
								<input type="radio"/>
								<input type="radio"/>

\*Justification:

MSDS will present student details for both UICs so you can ensure you are linking the correct UICs.

**Student Link Request**

Clear

UIC	Last Name	First Name	Middle Name	DOB	PEPE District	PEPE Building	Cohort Year	Primary
8204454920	Duck	Daffy		01/04/2014				<input type="radio"/>
5591180390	Dodgers	Duck		01/04/2014				<input checked="" type="radio"/>

\*Justification:

d. Lastly, enter a justification for the UIC linking request.

**Student Link Request**

Clear

UIC	Last Name	First Name	Middle Name	DOB	PEPE District	PEPE Building	Cohort Year	Primary
8204454920	Duck	Daffy		01/04/2014				<input type="radio"/>
5591180390	Dodgers	Duck		01/04/2014				<input checked="" type="radio"/>

\*Justification:

**d**

It's important that you provide a detailed explanation for the request. If the justification is clear, this saves CEPI staff the time and effort of reaching out to you to better understand the request. At a minimum, you should describe:

- How you discovered these UICs are the same
- What steps you've taken to verify the UICs are the same

\*Justification: District staff went ahead and created this UIC before they realized the student changed his name. I've spoken with the parents and verified the legal documentation. Please go ahead and link these UICs.

5. Click the Submit Request button to finalize.

**Student Link Request** Clear

UIC	Last Name	First Name	Middle Name	DOB	PEPE District	PEPE Building	Cohort Year	Primary
8204454920	Duck	Daffy		01/04/2014				<input type="radio"/>
5591180390	Dodgers	Duck		01/04/2014				<input checked="" type="radio"/>

\*Justification: District staff went ahead and created this UIC before they realized the student changed his name. I've spoken with the parents and verified the legal documentation. Please go ahead and link these UICs.

The MSDS will confirm submission of the request.

**Student Link Request**

✓ Student Link request submitted successfully.

UIC	Last Name	First Name	Middle Name	DOB	PEPE District	PEPE Building	Cohort Year	Primary
8204454920	Duck	Daffy		01/04/2014				<input type="radio"/>
5591180390	Dodgers	Duck		01/04/2014				<input checked="" type="radio"/>

\*Justification: District staff went ahead and created this UIC before they realized the student changed his name. I've spoken with the parents and verified the legal documentation. Please go ahead and link these UICs.

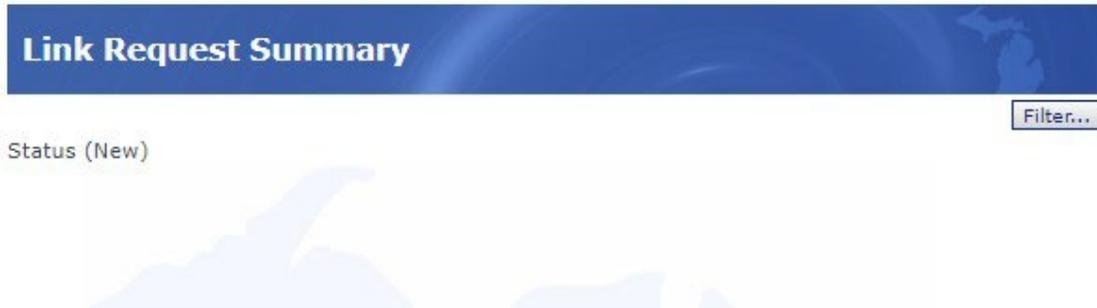
6. To review a request and its current status, expand the "Manage Requests..." menu and then click "Manage Linking Requests."



The MSDS will then display requests submitted. Notice the “New” status. The state administrator must review this request.



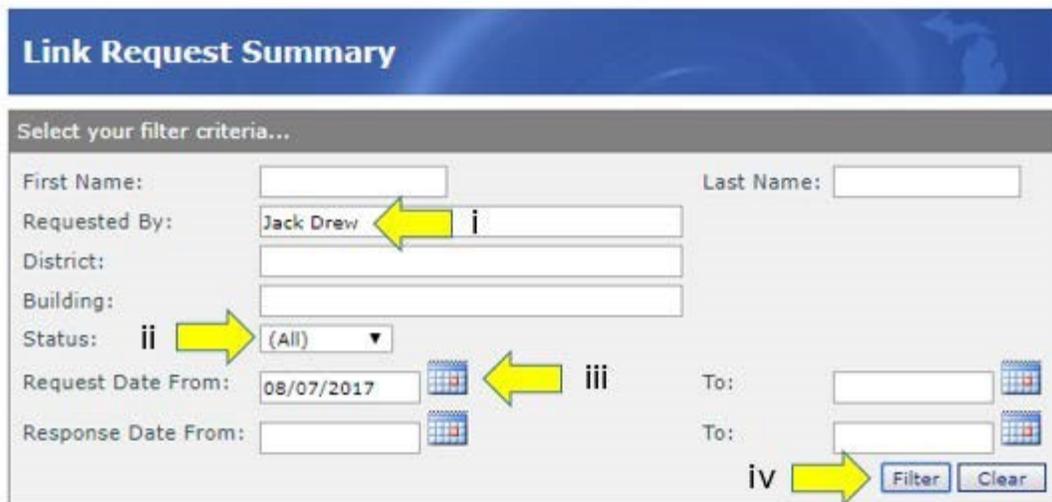
Once CEPI staff have reviewed the request and made a decision to either Approve or Deny it, the status will change. This means that when you select to view the request queue again, nothing appears.



7. To review all requests, click "Filter"



8. The Link Request Summary page will reappear. Enter the following search criteria:
- a. Your full name (not your username) in the Requested By: text field.
  - a. Use the calendar icon to set the Request Date From: field. If the day you submitted isn't the current day, then you should also set the (Request Date) To: field to reduce the number of results.
  - b. Use the dropdown Status list to select All.
  - c. Click the Filter button.



The results include two requests with the same submitted information. The oldest request (i.e., the first) is displayed at the bottom of the list and, for

the purposes of illustration, has "Denied" Status. The most recent request is displayed at the top of the list with "Approved" Status.

### Link Request Summary

Filter...

Requested By (Jack Drew), Request Date From (08/07/2017)

UIC	Last Name	First Name	Middle Name	D.O.B.	DistrictBuildingPrimary
<a href="#">5591180390</a>	Dodgers	Duck		01/04/2014	<input checked="" type="radio"/>
<a href="#">8204454920</a>	Duck	Daffy		01/04/2014	<input type="radio"/>

Request Justification: District staff went ahead and created this UIC before they realized the student changed his name. I've spoken with the parents and verified the legal documentation. Please go ahead and link these UICs.

Approver Notes:

Requested By: Jack Drew      Request Date: 08/07/2017  
Response By: Jack Drew      Response Date: 08/07/2017      Status: **Approved**

UIC	Last Name	First Name	Middle Name	D.O.B.	DistrictBuildingPrimary
<a href="#">5591180390</a>	Dodgers	Duck		01/04/2014	<input checked="" type="radio"/>
<a href="#">8204454920</a>	Duck	Daffy		01/04/2014	<input type="radio"/>

Request Justification: District staff went ahead and created this UIC before they realized the student changed his name. I've spoken with the parents and verified the legal documentation. Please go ahead and link these UICs.

Approver Notes:

Requested By: Jack Drew      Request Date: 08/07/2017  
Response By: Jack Drew      Response Date: 08/07/2017      Status: **Denied**

Items per page: 10 ▼      Page 1 ▼ of 1

9. After a linking request has been submitted and approved, a search for this student will show the UICs have indeed been linked. Both the Primary and Secondary UIC will be displayed, with the Primary UIC listed first.

Request for UIC Process Manual

**Student Search**

Your search yielded 1 result(s).

Filtered on Last Name(Dodgers%), First Name(Duck%)

Student UIC	Last Name	First Name	Middle Name	Date of Birth	Gender	Multiple Birth Order	Student Type
<a href="#">5591180390</a> 8204454920	Dodgers	Duck		01/04/2014	M	0	K12

Items per page: 10 Page 1 of 1 Excel Export

Click the UIC to view the Student Details. You will now see all the linked records for the student displayed next to each other, with the Primary UIC record listed on the leftmost side.

For each non-Primary UIC record, MSDS will highlight fields with data different from the Primary UIC record.

**Student Details**

[Back to Search Results](#) [View Student History](#)

	Primary	Secondary
Unique Identification Code (UIC)	5591180390	8204454920
Student First Name	Duck	Daffy
Student Middle Initial		
Student Last Name	Dodgers	Duck
Student Suffix		
Date of Birth	01/04/2014	01/04/2014
Gender Code	M	M
Grade or Setting		
Student ID Number (Membership)		
Racial/Ethnic Code		
Operating District Number		
School or Facility		
Date of Enrollment		
Date Exited		
District Exit Status	0	0
Multiple Birth Order	0	0
Created By	Jack Drew	Jack Drew
Created Date	08/07/2017	04/10/2017
Created By Submitting Entity		
Modified By	Jack Drew	Jack Drew
Modified Date	08/07/2017	08/07/2017
Modified By Submitting Entity		
Approved By		
Approved Date		

If there were any Student History records associated with the UICs before linking, MSDS will have combined them into a single Student History.

## Unlinking UICs

There is sometimes a need to separate or “unlink” UICs. There is an administrative function for unlinking UICs, but it is unavailable to MSDS users. If linked UICs are found that refer to different students, please contact CEPI Customer Support to provide details for the state administrator.



The screenshot shows a 'Student Search' interface. A message states 'Your search yielded 1 result(s)'. Below this, it says 'Filtered on Last Name(Dodgers%), First Name(Duck%)'. A table displays one result with the following data:

Student UIC	Last Name	First Name	Middle Name	Date of Birth	Gender	Multiple Birth Order	Student Type
5591180390 8204454920	Dodgers	Duck		01/04/2014	M	0	K12

At the bottom of the table, there are controls for 'Items per page: 10', 'Page 1 of 1', and buttons for 'Excel' and 'Export'. A yellow arrow points to the UIC field, and a mouse cursor is over the table row.

After CEPI unlinks the UICs, the MSDS will report the UICs as separate records, each with its own Student History.



This screenshot shows the 'Student Search' interface with the same search criteria as the previous image. The table now displays only one record:

Student UIC	Last Name	First Name	Middle Name	Date of Birth	Gender	Multiple Birth Order	Student Type
5591180390	Dodgers	Duck		01/04/2014	M	0	K12

The controls at the bottom remain the same: 'Items per page: 10', 'Page 1 of 1', and 'Excel' and 'Export' buttons.



This screenshot shows the 'Student Search' interface with updated search criteria: 'Filtered on Last Name(Duck%), First Name(Daffy%), Birth Year(2014)'. The table displays one record:

Student UIC	Last Name	First Name	Middle Name	Date of Birth	Gender	Multiple Birth Order	Student Type
8204454920	Duck	Daffy		01/04/2014	M	0	K12

The controls at the bottom are consistent: 'Items per page: 10', 'Page 1 of 1', and 'Excel' and 'Export' buttons.

## Appendix A: Using Entity Codes from the EEM

The Educational Entity Master is CEPI's directory of all educational entities in the State of Michigan. Each entity in the EEM is assigned a unique code. These codes are typically five digits. Early Childhood entities may have nine-digit codes. To locate an entity code:

1. Navigate to the [Education Entity Master web page](#)
2. Click "Go to EEM" from the web page.

### Educational Entity Master (EEM)

CEPI maintains the state of Michigan's database of educational entity information, the Educational Entity Master (EEM). EEM data are used for mandated data submissions to the state and federal government and are critical to fulfilling the requirements of No Child Left Behind and Education YES! The EEM is the link among all educational data collections for the state of Michigan. If your district's data in the EEM are not accurate, it may be difficult to submit student, personnel, finance and safety data to CEPI.

- [EEM Security Form](#)
- [Other Non-School Recipient \(ONSR\) Security Agreement](#)
- See the [CEPI Calendar Page](#) for our master calendar of deadlines and collection dates



The screenshot shows the Michigan.gov website with the Educational Entity Master (EEM) search page. The search bar contains the text "Wayne" and a "Go" button. A dropdown menu is open, displaying a list of search results for "Wayne". The results include:

- Wayne RES (82000)
- Wayne-Westland Community School District (82160)
- Wayne Gray Elementary School (05539)
- Wayne Elementary School (04406)
- N.W. Wayne Trainable Center (04907)
- W. Wayne Skill Center (02501)
- Wayne Memorial High School (04407)
- Wayne State University (04408)
- Wayne County Community College (05916)
- Wayne Coop Nursery Inc (00384)

The page also features a "What's New" section with a "Welcome to the" message and a link to the "EEM Web Page".

3. Search for an entity using the search bar. The search bar will attempt to predict the name of the entity as it is typed.

- Entity codes for any entity will display in the second column of the "Search Results" page. Locate the code for your entity.

**Search Results**

Your search yielded 378 result(s). Filter...

EEM-Search for Wayne+RESA+(82000)

Name	Entity Code	Parent	Type	County	City	Match Ranking
<a href="#">Wayne RESA</a>	82000		ISD District	Wayne	WAYNE	1
<a href="#">A &amp; W DAY CARE CENTER</a>	820000271	Detroit Public Schools Community District	Other Non-School Recipient	Wayne	DETROIT	6
<a href="#">ABC World of Learning Center</a>	820000231		Other Non-School Recipient		DETROIT	6
<a href="#">Academy for Business and Technology</a>	82921	Wayne RESA	PSA District	Wayne	MELVINDALE	6
<a href="#">ACADEMY OF EXCELLENCE INC</a>	820000144	Detroit City School District	Other Non-School Recipient	Wayne		6
<a href="#">Academy of Inkster</a>	82961	Wayne RESA	PSA District	Wayne	INKSTER	6
<a href="#">Academy of International Studies</a>	82738	Wayne RESA	PSA District	Wayne	Hamtramck	6
<a href="#">Academy of Westland</a>	82912	Wayne RESA	PSA District	Wayne	WESTLAND	6
<a href="#">ACE Academy (SDA)</a>	82998	Wayne RESA	PSA District	Wayne	HIGHLAND PARK	6
<a href="#">Achieve Charter Academy</a>	82717	Wayne RESA	PSA District	Wayne	CANTON	6

Items per page: 10 < Page 1 of 38 > Excel Export