Center for Educational Performance and Information

Michigan Student Data System District User Guide

Last Updated: 11/25/2024

Questions:
Email: cepi@michigan.gov

Contents

Introduction

The Center for Educational Performance and Information, Michigan Department of Education, and local school districts worked together to develop the Michigan Student Data System as the application districts use for state and federal student data reporting. Data collected in this system are vital to district success.

This web-based system ensures the secure collection of student record data, providing for maintenance of student records through file upload and online entry, error checking and data correction, as well as enhanced reporting on submitted data.

MSDS provides multiple levels of permissions, enabling districts to distribute or centralize their work and providing flexibility for districts to determine where additional MSDS users are required. Access is available to authorized users and the public. Public users can access full-time equivalency data via the Audit Form (DS4061/DS4120), which is described in this document. All other functions are restricted to district authorized users.

This guide is designed for public school users of MSDS. For nonpublic school users, please refer to the MSDS Nonpublic User Guide.

The Collections

Within MSDS, there are many different collections. Each collection serves a different purpose but is still related and intertwined with other collections in MSDS and other applications. Following is a brief overview of MSDS collections. The Michigan Student Data System web page has links to additional information regarding each of the collections.

Single Certification Collections:

Collections with a certification deadline, with the certification window closing on a specific date.

- **General Collection**

  This collection occurs three times per year: Fall, Spring and End of Year. These collections contain the bulk of all student data and are used for pupil membership counts, federal special education child counts, federal supplemental nutrition eligibility, school aid funding, and multiple federal and state reporting needs. Collection deadlines are set by state legislation.

- **Early Childhood Collection**

  Like the general collection, this collection occurs three times per year: Fall, Spring and End of Program. These collections contain data for birth to school age children participating in early childhood learning programs such as Great Start Readiness Programs, Head Start, GSRP/Head Start blends, or other early childhood learning programs. See the Early Childhood Collections FAQ for more information.

- **General Teacher Student Data Link Collection**

  The General TSDL Collection links non-migrant students, courses, and teachers together. The collection is open during the end of the school year similarly to the EOY General collection. The data reported reflects each student's performance throughout the academic school year and is used for Every Student Succeeds Act report cards and existing legislative reports. See Helpful Hints to TSDL Reporting for additional information.

Ongoing Certification Collections:

Collections that are open throughout the school year, in which certification can occur at any time.

- **Student Record Maintenance Collection**

  This collection is used throughout the school year to update student record data between collections. It can be used to update exit statuses, change the Primary Education Providing Entity, submit enrollment records for new students, change student demographics, update program participation and other student level data, and is the collection where section 23a and 25a claims are submitted. Additional information is available in the MSDS Student Record Maintenance Collection Overview.

- **Migrant Teacher Student Data Link Collection**

  The Migrant TSDL Collection links migrant students, courses and teachers. The data reported reflect each student's performance throughout the academic school year and are used for Every Student Succeeds Act report cards, existing legislative reports, and required federal reporting. See Helpful Hints to TSDL Reporting for additional information.

Certification Not Applicable Collections:

Collections that do not require certification.

- **Early Roster Collection**

  This collection is used by public districts to submit their projected student enrollment for the coming school year. CEPI uses these data with the EOY General Collection to create the initial Direct Certification Report. See the Direct Certification FAQs for more information.

- **Nonpublic School Student Roster Collection**

  This collection is exclusively for nonpublic schools. Nonpublic schools participating in the National School Lunch Program are required to submit their entire student enrollment, including new enrollees and existing students. These data are used to update the direct certification report of children who are automatically certified for free school meals. See the MSDS User Guide for Nonpublic School Users for more information on nonpublic school reporting.

- **Request for UIC Collection**

  This collection is used to obtain and manage Unique Identification Codes for students and is used when a district needs to create or retrieve UICs and is unable to do so with an open General Collection. The Request for Unique Identification Code Process Manual has additional information on this collection.

Help, Resources and Communication

To receive important communications and updates from CEPI, please subscribe to our GovDelivery mailing list. Existing subscribers can also make preference and profile updates using the same link.

Each MSDS collection has its own XML schemas, sample files and additional resources. They can be found on CEPI's MSDS web page by clicking the desired collection on menu.

The MSDS Collection Details Manual in the Manuals section provides guidance for all components and characteristics in MSDS. It is separated into sections which cover component descriptions, characteristic descriptions and appendix documents.

If you have questions not covered by our posted support materials, please contact the customer support team at 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.

Navigating MSDS

Your Account

To become an authorized user of MSDS, you must do the following:

1. Request access to the application through your MiLogin account.
2. Send the appropriate security agreement form (public school or nonpublic school users) to CEPI, signed by yourself and the district lead administrator. These forms are posted on CEPI's Security Forms web page.

You will receive access to the application when both above steps have been completed and verified by CEPI. For more detailed information, please refer to the MiLogin User Guide posted in the Manuals section of CEPI's MSDS web page.

Changing Your Password

To change your MiLogin password:

1. Go to MiLogin (https://milogintp.michigan.gov)
2. Enter your MiLogin ID and password (password is case sensitive)
3. Click on "Account Maintenance"
4. Click on "Change My Password"
5. Note: After you create a MiLogin account, only you can update the account information. If your email address or telephone number changes, be sure to log in to the MiLogin site and edit your account. If you do not remember your password, please go to the login page and click the "Forgot your Password" link.

For more detailed information, please refer to the MiLogin User Guide posted in the Manuals section of CEPI's MSDS web page.

Logging In to MSDS

To access MSDS, go to MiLogin, enter your MiLogin user ID and password, and then click the login button. Once logged in, click on the Michigan Student Data System link to access the application. After clicking on the link, a new window should open to the MSDS home page.

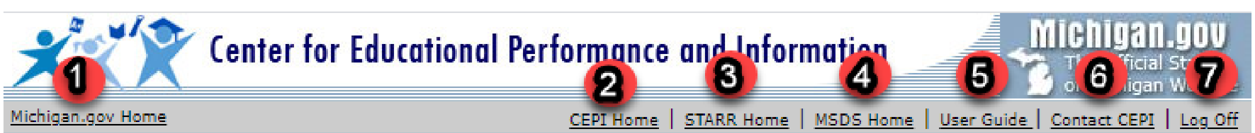
If the MSDS home page does not open, ensure that a pop-up blocker is **not** turned on, as this will prevent the page from loading.

When logging into MSDS for the first time (or every 90 days), a FERPA message will display. Review the regulations and verify the agreement to comply with the requirements by clicking the button at the bottom of the agreement.

Navigating the MSDS Home Page

Various links and menus are available on the MSDS home page for all users to navigate through the web pages. To use the navigational menu at the left of the MSDS screen, click the desired item. Any menu item with the + will expand to display further options. Items available in the menus and submenus vary based on the user's permissions.

Some menus and functionality are limited to users with appropriate permissions. For example, only users with an ISD Auditor role may access the Audit Narrative.

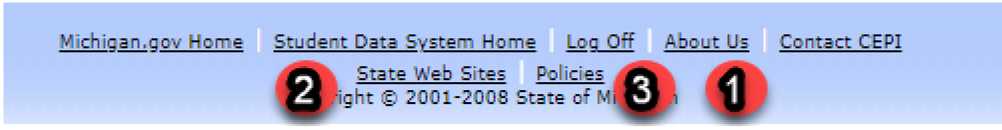


Page Links

The following links are found just below CEPI's logo at the top of the page:

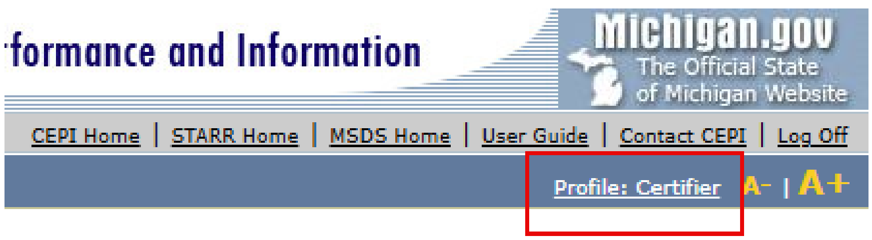
(1) **Michigan.gov Home:** Displays the official web page of the State of Michigan
(2) **CEPI Home:** Displays CEPI's home page
(3) **STARR Home:** Displays the STARR home page
(4) **MSDS Home:** Links the user back to the CEPI MSDS web page
(5) **User Guide:** Displays the MSDS District User Training Guide
(6) **Contact CEPI:** Opens a web page indicating how you can contact CEPI's customer support team, including the phone number and email address
(7) **Log Off:** Ends current login session

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



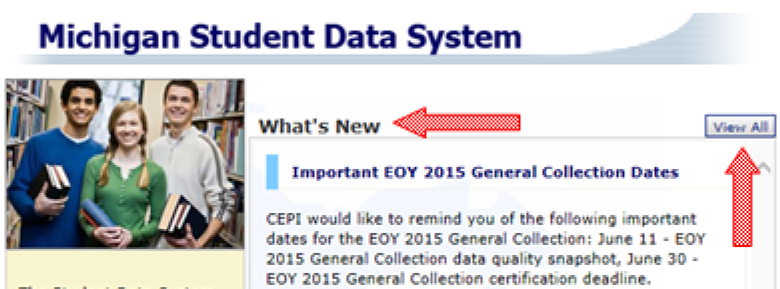
(1) **About Us:** CEPI's State of Michigan home page
(2) **State Web Sites:** State of Michigan web page that contains links to State of Michigan websites
(3) **Policies:** State of Michigan web page with information on the State's policies

Depending on the access given to each user, multiple profiles may have been created. If more than one profile is available, it is not necessary to log out to change profiles. Click the Profile link at the top of the page. This will allow for the selection of another profile.



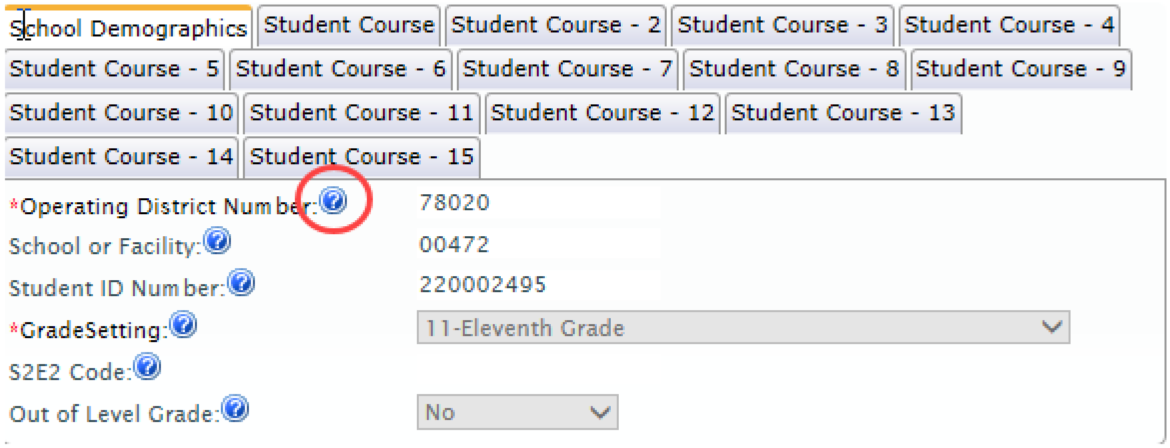
What's New

A list of important news will appear on the Home page under the What's New section. Updates pertaining only to authorized users will appear after the user has successfully logged in to MSDS. Examples of What's New information include collection timelines as well as any updates to the system. To view all the items in the What's New section, click on the "View All" button.



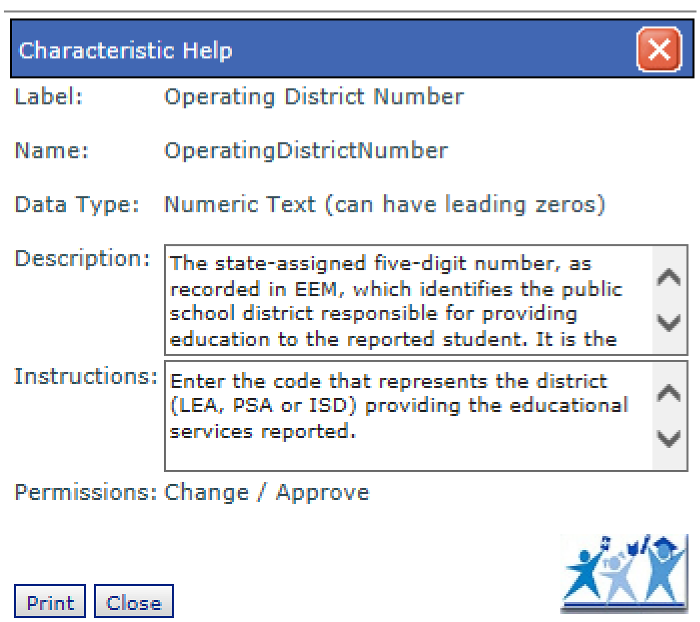
Using MSDS Help - Characteristic Level

Characteristic Level Help is available for any characteristic that has a question mark icon displayed to the right of it. This is most common in the Data Staging Area. To access the help section for a characteristic, click the question mark icon.



A window will open describing the characteristic in greater detail. This window will include:

- The characteristic Label that is used on the screen
- The characteristic Name
- The characteristic Data Type
- A description of the characteristic
- Instructions related to the characteristic
- The permissions that you, as a user, have for working with this characteristic

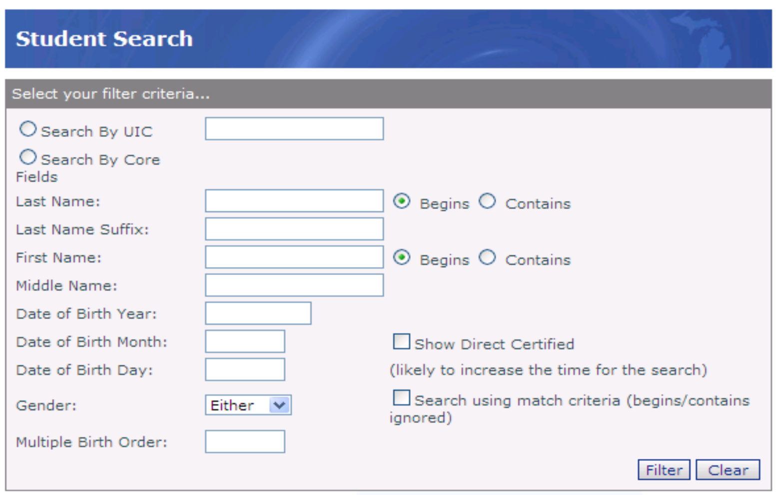


Student Search

Student records can be searched by UIC or by core fields such as name, gender and date of birth. Users can also search using match criteria, as well as view Direct Certification information (available to users with the supplemental nutrition role only).

Search by UIC or Core Fields

1. Enter a student's full 10-digit UIC or enter the student's core fields (name, date of birth, gender). When searching by core fields, partial information may be entered in the name fields. This partial search is recommended if a student's name could easily be misspelled. Additionally, select the Begins or Contains options for the first name and last names. For example, searching for "Jones" using the Contains option would display any student with Jones anywhere in their name (such as Smith-Jones). Click the "Clear" button or clear the fields manually to clear and start a new search, then restart Step 1.
2. Once the search criteria are entered, click "Filter" or press the Enter key.



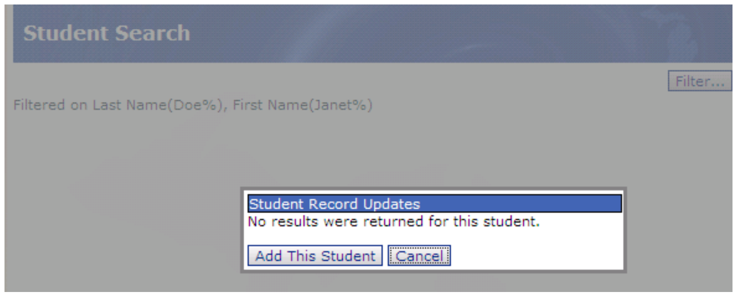
3. The search results will be returned.

Once the results are displayed, perform one of the following actions:

- Click the UIC hyperlink to access the Student Details page for this student
- Perform another student search by clicking on the Filter button (or click the Student Search menu item)

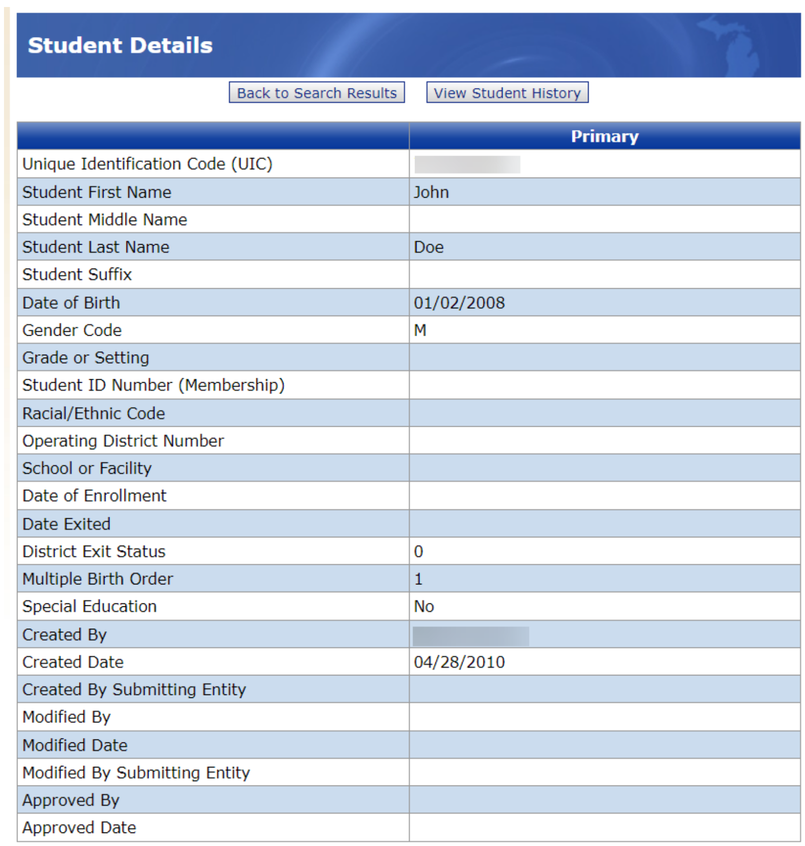
Search Yielding No Results

If the search for a student did not yield any results, the following message will display. Click the "Cancel" button and try another search or click the "Add This Student" button to add a student to MSDS. For more information on adding students, please see the Adding New Students section of this manual.



Student Details

This page contains basic information on the searched student, including demographics, where the student was last reported, and when the student record was created and last updated.



Student Details

Back to Search Results | View Student History

	Primary
Unique Identification Code (UIC)	
Student First Name	John
Student Middle Name	
Student Last Name	Doe
Student Suffix	
Date of Birth	01/02/2008
Gender Code	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
Multiple Birth Order	1
Special Education	No
Created By	
Created Date	04/28/2010
Created By Submitting Entity	
Modified By	
Modified Date	
Modified By Submitting Entity	
Approved By	
Approved Date	

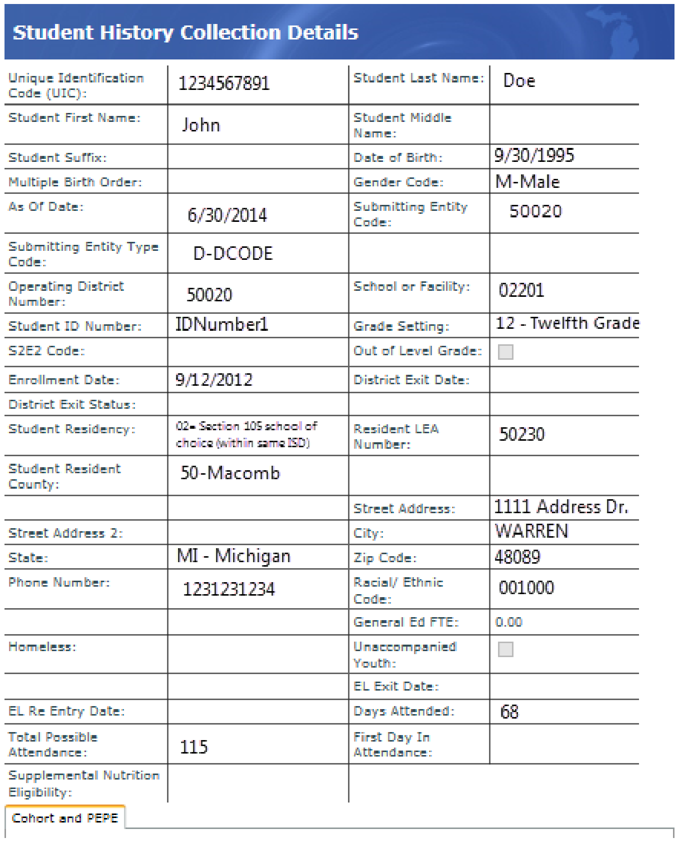
After viewing the data, either view the student history by clicking the "View Student History" button or click the "Back to Search Results" button.

Student History

MSDS keeps track of all student history for each UIC going back to the 2002-03 school year. At the top of the screen, basic demographic data, PEPE district/building and Cohort Status/Year are displayed.

Below the Action dropdown, each collection for which the student has been submitted will display. If your district is the PEPE for this student, each collection will have a hyperlink that will take you to the Student History Collection Details page to view all data on the student record for that collection. If your district is not the PEPE but has submitted data for the student in the past, only those collections will contain a hyperlink.

Clicking on the collection links will provide additional data including programs, curriculum, discipline and more.



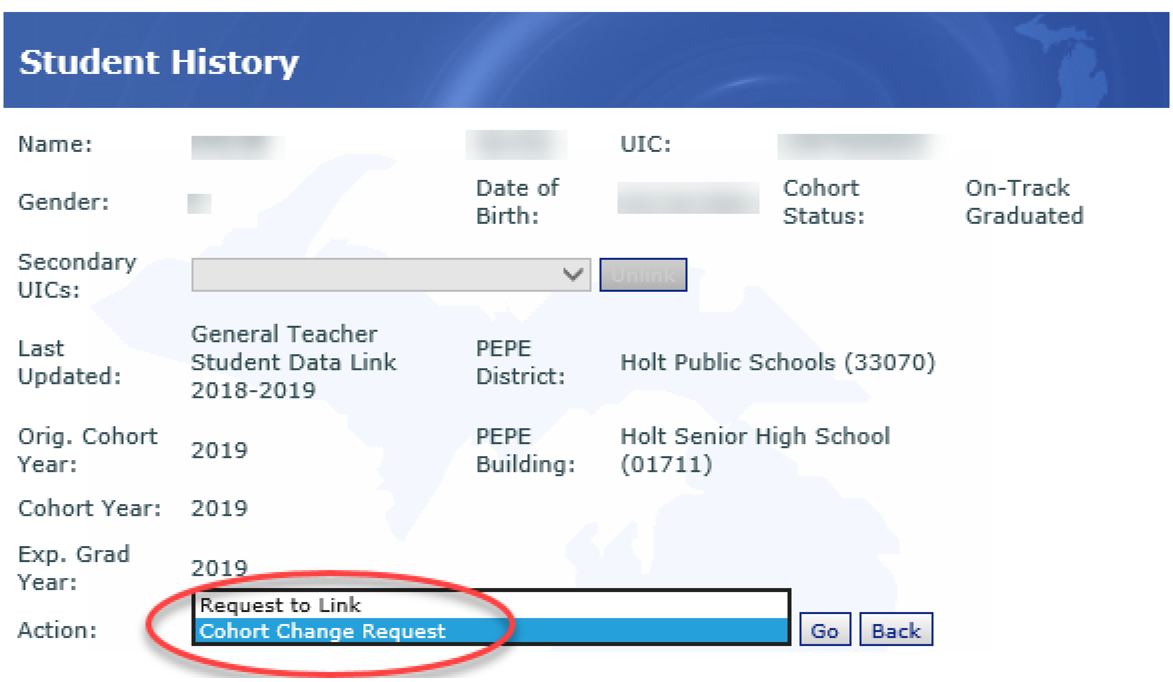
Student History Collection Details

Unique Identification Code (UIC):	1234567891	Student Last Name:	Doe
Student First Name:	John	Student Middle Name:	
Student Suffix:		Date of Birth:	9/30/1995
Multiple Birth Order:		Gender Code:	M-Male
As Of Date:	6/30/2014	Submitting Entity Code:	50020
Submitting Entity Type Code:	D-DCODE		
Operating District Number:	50020	School or Facility:	02201
Student ID Number:	IDNumber1	Grade Setting:	12 - Twelfth Grade
S2E2 Code:		Out of Level Grade:	
Enrollment Date:	9/12/2012	District Exit Date:	
District Exit Status:			
Student Residency:	02- Section 105 school of choice (within same ISD)	Resident LEA Number:	50230
Student Resident County:	50-Macomb		
		Street Address:	1111 Address Dr.
Street Address 2:		City:	WARREN
State:	MI - Michigan	Zip Code:	48089
Phone Number:	1231231234	Racial/ Ethnic Code:	001000
		General Ed FTE:	0.00
Homeless:		Unaccompanied Youth:	
		EL Exit Date:	
EL Re Entry Date:		Days Attended:	68
Total Possible Attendance:	115	First Day In Attendance:	
Supplemental Nutrition Eligibility:			

Cohort and PEPE

Actions in Student History

Under the Action dropdown, users may request to link UICs or submit a cohort change request.

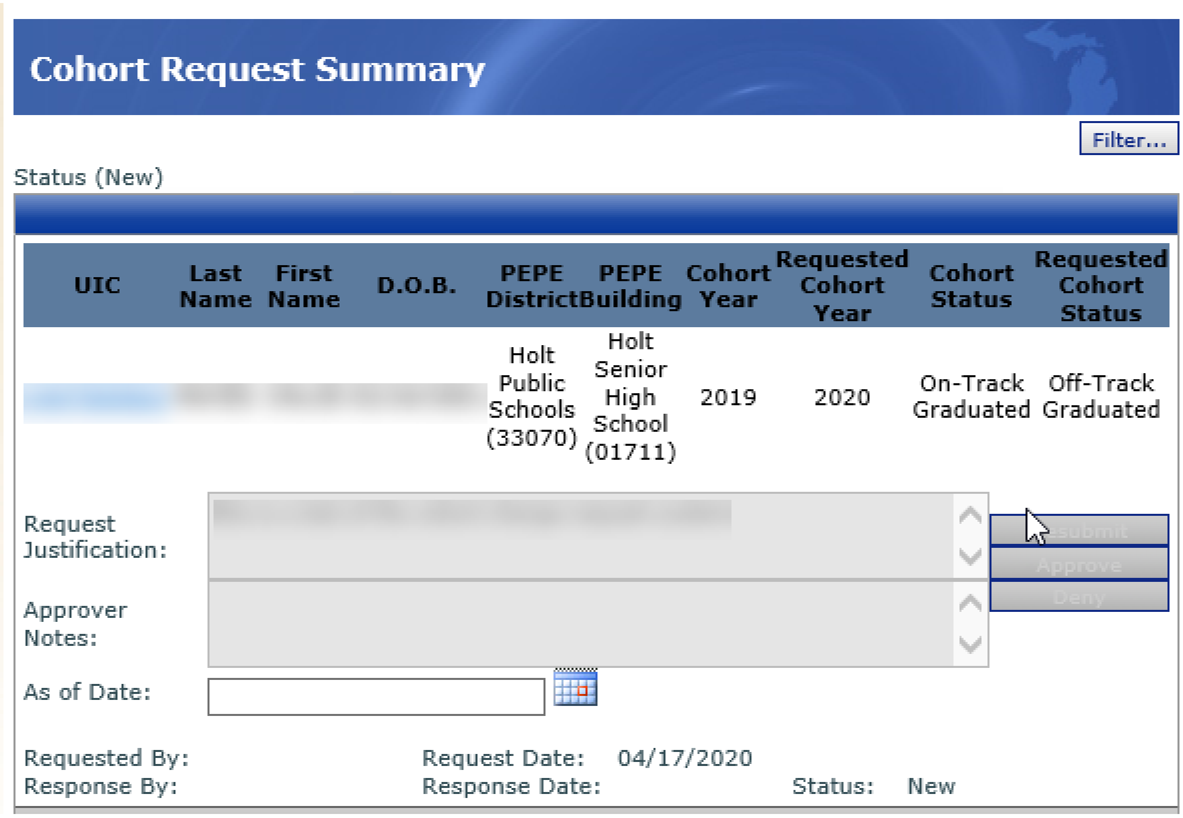


- **Request to Link**

Users may request to link two UICs together if the same student has two or more UICs. For more information on this feature, please see the UIC Linking/Unlinking section of this manual.

- **Cohort Change Request**

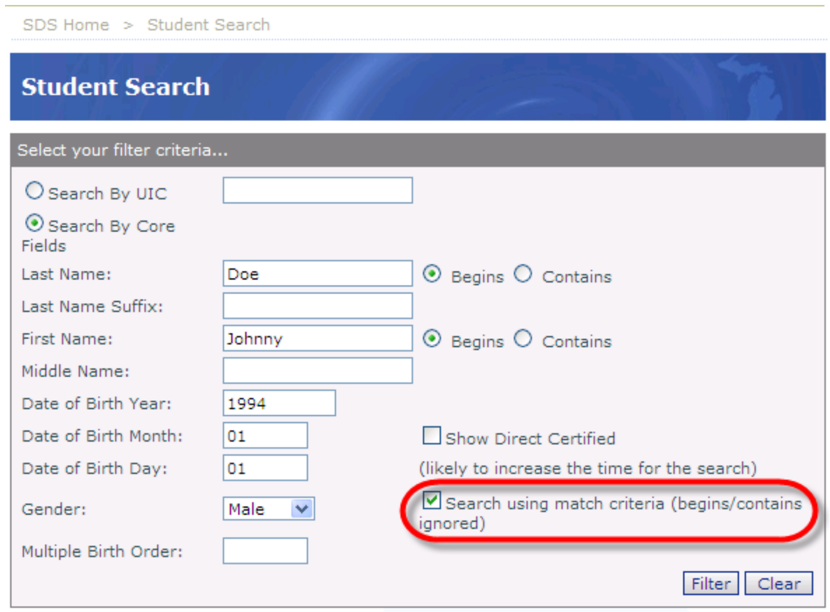
A cohort change request should only be submitted if a student has an incorrect cohort year. Additional information about cohorts and graduation reporting can be found in the MSDS District User Guide to Reporting and Reviewing Graduation and Dropout Information.



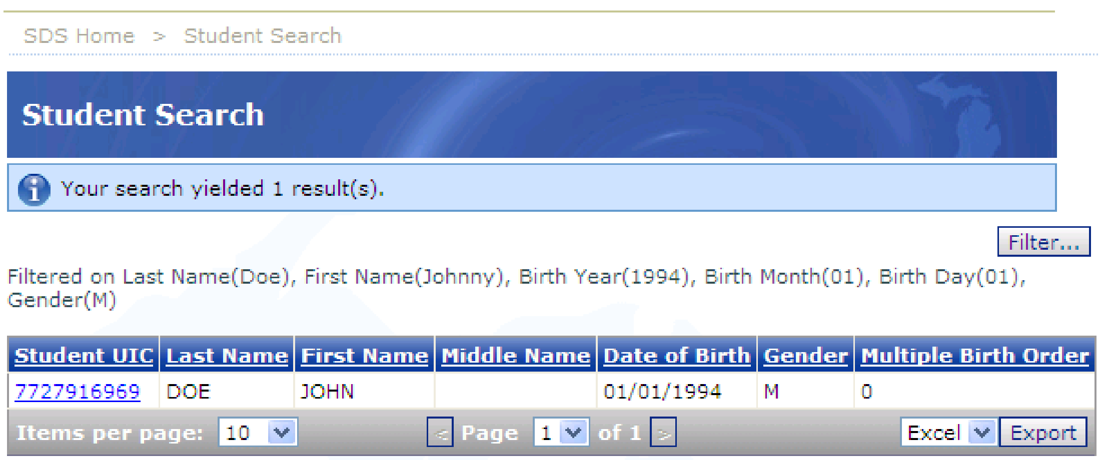
Student Search using Matching Criteria

Users can also search using the same UIC matching process that all records are processed through when submitted into the staging area. When performing a standard search, the system only returns results that are an exact match to the core fields that have been entered. Conversely, searching using the matching criteria may return results that are both exact matches and close matches (see example below). As this feature uses additional system resources, it is only run when selected by the user and may take additional time to return results.

To use this feature, enter the Last Name, First Name, Date of Birth Year, Date of Birth Month, Date of Birth Day and Gender. Next, check the Search Using Match Criteria Box and then click the "Filter" button.



Searching for "Johnny" using the match criteria returns a record for John Doe. This is because Johnny is a synonym for John. Searching for Johnny using the standard search would not have returned a record for John.



Uploading Data

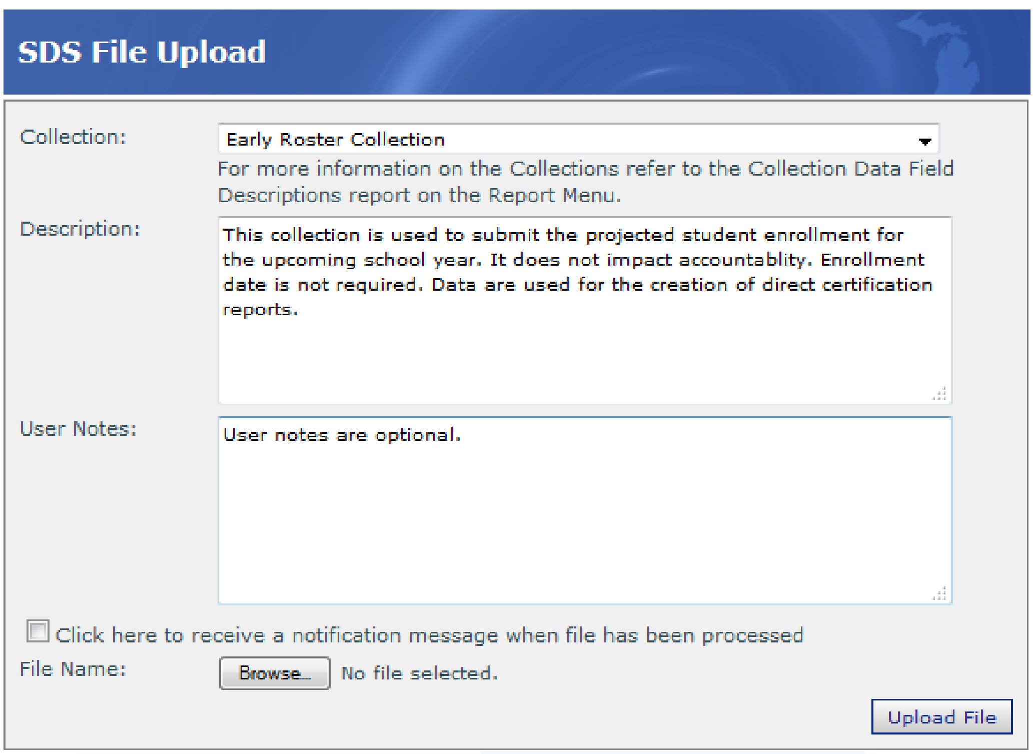
To submit student data in MSDS, either a file must be uploaded, or a collection must be manually created and then student records added. This unit provides instructions on how to upload a file. For more information on how to create a collection please refer to the Data Staging Area section of this manual.

MSDS will only accept properly formatted XML files. Simply saving data in Excel or Access to an XML format will **not** produce a valid XML file that conforms to the MSDS schema requirements. Most users who upload an MSDS file use their local student information system to export a valid file. Contact your student information vendor for assistance with this process if you have any questions.

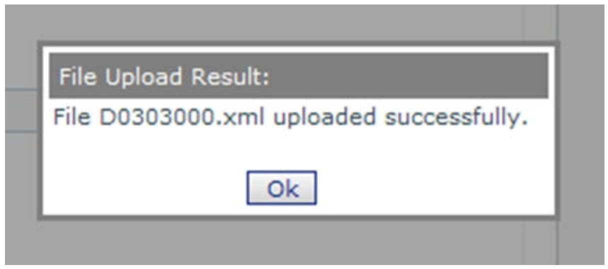
CEPI is unable to support or answer questions about local student information systems.

Uploading Your File

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



3. Click the “Browse” button to the upload file on your local computer or network. Select the file, then click “Upload File.”
4. Once the file has finished uploading, you will receive an Uploaded Successfully message like the one below. This message does NOT mean your file passed file-level validation; you must check the status of the file using Uploaded File Status, explained further below.



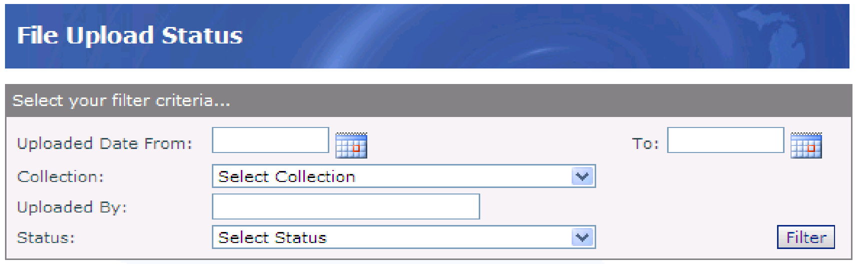
Check the Uploaded File Status

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

- Each file is compared to the XML schema for the collection selected on the File Upload form. The file must conform to the schema requirements, or else the entire file will be rejected.
- The Submitting Entity Code on each student record is checked against the permissions of the user. If your file contains any records with a submitting entity code you do not have permissions for, the file will be rejected.
- Only one combination of UIC, Last Name, First Name, Date of Birth, Gender, Operating District and School Facility Number may be submitted within the same upload file. If multiples exist, the file will be rejected.
- If the collection you are working with has already been certified, the collection must be decertified before additional files may be uploaded.

Check the status of the file on the File Upload Status screen. Any errors or rejected files can also be reviewed.

1. Click “Student Data Submission” on the left navigation menu, then click “Uploaded File Status.”
2. Select the collection name from the dropdown, then click “Filter.” (Alternately, you can enter your user name in the Uploaded By field to see all files you have uploaded. Ensure you match the way your user name is listed in your MSDS profile. You can also enter a date range or filter by the status; however, it is often easiest to simply select the collection type and leave the rest of the fields alone.)



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

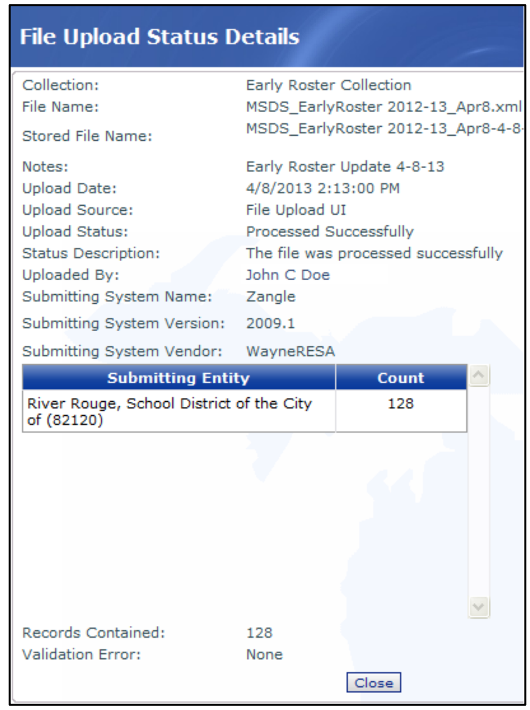
Collection	Zip File Name	File Name	Notes	Uploaded Date	Source	Status	Uploaded By User	Cancel Upload?
Early Roster Collection		Meghann E Omo-10-13-2014 1-23-09 PM-File2-82095-Lauterbach-through-Zydeck.xml		10/14/2014 10:20 AM	File Upload UI	Failed File Level Validation	Test User	
Early Roster Collection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

4. Possible Status messages include:
   - Written to Queue – Available for processing: One or more files are being processed ahead of this one. Files are processed in the order received.
   - Processing: file is currently processing.
   - Processed Successfully: file has been processed and the records are now in your collection staging area.
   - Failed File Level Validation: the file failed.
   - A full list of messages can be found in Appendix A.

5. Click a file name to view the Upload Status Details and any error messages for that specific file. Additional information on upload errors can be found in Understanding and Correcting MSDS File Upload Errors.

Rejected file

Accepted file



6. Once the file is successfully uploaded, open the collection in the Data Staging Area to review the submitted records for any record-level errors or warnings.

Append and Replace

With the exception of the General TSDL and Early Childhood collections (see note below), if the same submitting entity uploads data for the same student for a particular collection, MSDS will Append and Replace the data on the student record. For example, if a user uploads a record for a student, and then later uploads additional components for the same student, those components will be added to the student record in the Staging Area. Any components that already exist for that student in the Staging Area will be replaced by the uploaded components. Any component that already exists for a student in the Staging Area that is not included in a subsequent upload will remain in the student's record.

The characteristics used to determine a unique student record are as follows:

- Submitting Entity
- Unique Identification Code
- School Facility Number

If an exact match exists, the new data will replace and/or append to the existing record. If one or more of the above characteristics are different, a new record will be created in the staging area. Below are examples of common scenarios for the Append and Replace process.

Bayside Public Schools (77010) has already uploaded a student with the following information:

- Submitting Entity: 77010
- UIC: 1231231234
- School Facility Number: 06336
- Components: School Demographics, Personal Demographics, Enrollment, Membership, General Ed FTE, English Learner

Scenario 1: Bayside Public Schools uploads a file for the same UIC with a different School Facility Number:

> Two records will display for this student in the Data Staging Area. If any differences exist between the UIC, Last Name, First Name, Date of Birth, Gender or School Facility Number, an additional record will be created.

Scenario 2: Bayside Public Schools uploads a file for the same UIC with the same School Facility Number, but the English Learner Component is excluded:

> One record will display for this student in the Data Staging Area. The student's School Demographics, Personal Demographics, Enrollment, Membership and General Ed FTE components will all be replaced by the data that was uploaded in the file. The English Learner Component will remain in this student's record in the Staging Area.

Scenario 3: In the current record, the student's reported General Ed FTE is 0.5. Bayside Public Schools uploads a subsequent record for the same UIC with the same School Facility Number. The General Ed FTE Component and characteristic is reported with 0, the Special Education Component has been added and the Section 52 FTE characteristic is reported with 0.50.

> One record will display for this student in the Data Staging Area. The School Demographics, Personal Demographics, Enrollment, Membership, and English Learner Components will be replaced with data submitted from the uploaded file. The Special Education Component will be added to the student's record in the Staging Area. The General Ed FTE Component from the uploaded file will overwrite the previous data and display a General Ed FTE value of 0.

Notes:

- The append/replace process is automated upon file upload. Each submitting entity has its own data staging area for a particular collection. Therefore if the same student is submitted by different districts (submitting entities) within the same collection, this same student's record will appear in two different staging areas. Records uploaded or changed by one submitting entity would have no effect on the other submitting entity's student data.
- The Migrant TSDL Collection uses different append/replace rules to determine a unique course. For more information, please refer to the TSDL Helpful Hints Guide.

- The append/replace function works differently for the General TSDL and Early Childhood collections. All data for a UIC are replaced with data from a new upload file. To append data to a record in these collections, the upload file needs to include all applicable data for that UIC. Alternatively, corrections and additions to a record can be added manually in the data staging area. Run the applicable reports in MSDS prior to certification to confirm data appear as expected.

Data Staging Area

Once a file is successfully uploaded it should be reviewed for field-level errors. Records that have errors must be corrected and UIC resolution must also be completed before a collection can be certified. All warnings should be reviewed also to assure that the data are correct. The system generates warnings when the data are outside of the expected parameters for the characteristic but may still be correct. Warnings will not prevent a collection from being certified.

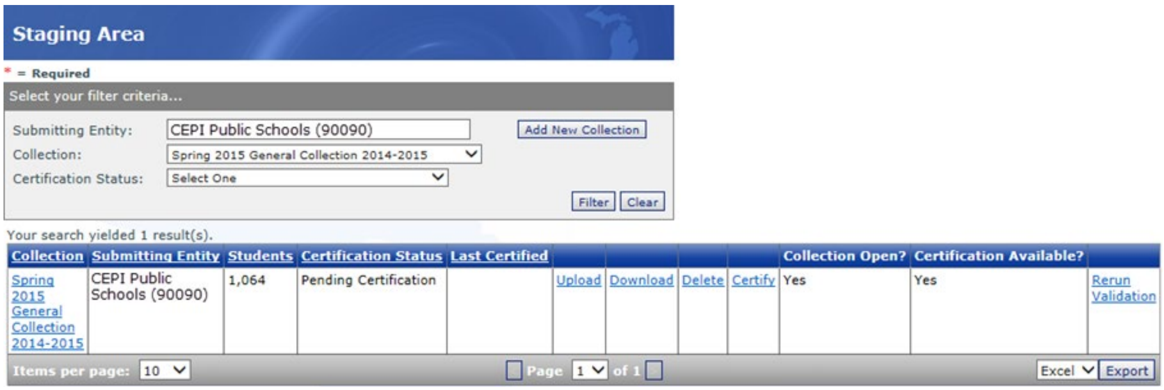
To ensure consistencies between data in the local student information system and MSDS, errors can be corrected locally and the file re-uploaded. Corrections can also be made manually in the data staging area, after which the corrected data can be downloaded from MSDS and imported into the local student information system.

Once all the student records within the collection are error-free, review the reports provided by MSDS to confirm that the data are accurate. See the MSDS Reports section of this manual for information on the reports that are available. District superintendents may choose to have several different people review the data. For example, the special education director and the Title I coordinator might confirm that the data in the reports are correct for their respective programs and services.

Finally, run the Quality Review process. If the data are error-free and correct to the best of the user's knowledge, the collection may be certified. Certifying officially submits the data to the State on behalf of the district's superintendent. While the data remain in the Staging Area, they are unavailable for editing or deletion. It is recommended that users run all reports and download the dataset prior to completing the certification process. A collection requiring certification is not recognized by the State until it has been certified; however, not all collections require certification.

Accessing the Data Staging Area

1. From the Student Data Submission menu, choose Data Staging Area.
2. Enter district name or code for the Submitting Entity.
3. Choose the desired collection from the Collection dropdown. The certification status may be selected but is normally left blank.
4. Click the "Filter" button.



5. If the desired collection is listed, click on the collection name hyperlink to proceed to the staging area detail page. If not listed, a message saying, "The search criteria that was entered returned no results" will appear. Please refer to the Add New Collection section for instructions on how to manually create a new collection.

   Filtered results can have the following link options:

   - **Collection:** This link will display if there is a staging area for that collection. Click the link to open the Staging Area Detail screen for that collection.
   - **Upload:** This link will display while the collection is open. Click the link to upload data for this collection. See the Uploading Data section for instructions.
   - **Download:** This link will display if there is data in the staging area. Click the link to download an XML file of the data in your staging area.
   - **Delete:** Click this link to delete all data from the staging area for this collection. For single certification collections, this link will display if there is data in the staging area and the collection is open. For ongoing collections, this link will display if there are uncertified records in the staging area and the collection is open. For collections that do not require certification, this link will always display.
   - **Certify:** This link allows users to run the quality review process and certify their data, and will display when the collection is open, certification is available, and at least one record in the staging area is not certified. This link does not display for collections that do not require certification.
   - **Decertify:** This link allows users to decertify the collection and make further changes prior to the collection certification deadline. This link will only display for single certification collections.

- **Rerun Validation:** Clicking this link will rerun field-level validation for this collection*. Only use this option when directed by CEPI Customer Support.*

Certification Status (which is displayed on the Staging Area screen) is changed only when a user clicks the Certify link on the Staging Area grid or the Quality Review button on the Staging Area Detail screen. Clearing up validation errors does not change the Certification Status until the Quality Review/Certify process is run again. Certification status messages can be found in Appendix B.

Staging Area Detail

The Staging Area Detail screen allows users to correct errors on records and certify the collection, depending on user permissions. The Staging Area Detail screen displays for single certification collections (such as Fall General Collection) or collections where certification is not required (such as Early Roster). Errors are issued when the data are not acceptable and must be corrected before a collection can be certified. Warnings are issued when information passes validation checks but falls outside the expected norm. For example, a warning will generate if a student is reported with a birth date indicating they are 5 years old but in the 5th grade. The Certification Date column will display the date and time the records were certified. This column will be blank for any records that have not yet been certified. The table below lists possible field-level validation messages for a student record in a collection.

Status Message	Description
Errors Exist	Field-level validation errors must be fixed before certification.
Error Free with Warnings	Field-level validation warnings should be reviewed to determine if changes are warranted.
Error Free with No Warnings	No field-level validation errors or warnings exist for the record.
Pending Validation	The record has not gone through field-level validation.
Processing Validation	The record is currently being processed for field-level validation.
Processing Failed	Processing of the record failed. Please contact CEPI.

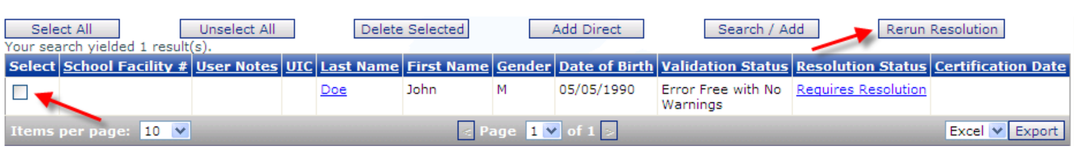
To review/fix record-level validation errors or warning messages, click the hyperlink on the desired student's last name. To resolve UICs, click on the "Requires Resolution" link. Information concerning each student will follow.

Notes:

- If student records are modified directly in MSDS, those changes should also be made in the local student software system to ensure that the local system and MSDS contain the same data for all students.
- If student records in MSDS have been altered to a point that it would be easier to start over, go back to the Staging Area screen and click the Delete link to the right of the given collection name. In this case, the collection placeholder will remain, but all student records will be removed.
- Data can also be updated through another file upload. If student records are NOT removed from the Staging Area, a subsequent upload will only work correctly if the data uploaded are for the same district, school facility, collection, and the student's UIC. If records are not removed from the Staging Area before another file for the same collection is uploaded, records will follow the Append/Replace guidelines, which in some cases could result in multiple records displaying for the same students in the Staging Area.

Rerun Resolution

Users can work in multiple collection staging areas at any one time. If a record is resolved in one collection, it is not automatically resolved in another collection. Therefore, the system allows users to select records that they wish to rerun resolution on. For more information on UIC Resolution, please refer to the UIC Resolution section of this user guide.



1. Select the records to rerun resolution on by checking the box to the left of each record
2. Click the "Rerun Resolution" button
3. UIC Resolution will run on the selected records and the Resolution Status will update accordingly

Quality Review – Certify Collection

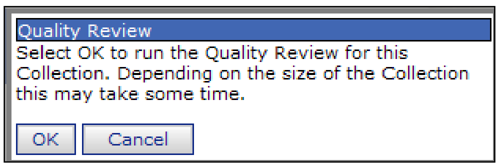
After all field-level errors have been corrected, the collection can be certified through the Quality Review screen. Warnings do not have to be corrected if the data are accurate.

It is important to note that new errors could display during the Quality Review process. This is because the Staging Area is looking at **field**-level validation while the Quality Review process is looking at **collection**-level validation and performs checks that may cross collections and submitting entities.

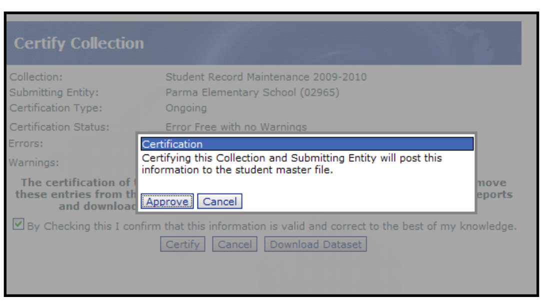
To run the Quality Review process, do the following:

1. From the Staging Area Detail screen, click the "Quality Review" button, or from the Staging Area screen, click on the Certify link.

2. Choose whether to proceed by clicking OK or Cancel.



3. Once the process completes, the dataset can be downloaded. This option is also available after certification. If no further changes are made to this collection prior to certification, it is a complete copy of the submission to the State. *This file contains personally identifiable information and must be saved in a secure location.*
4. Choose one of the following:
    a. If there are certification-level errors, these must be addressed before certification can occur. The list of errors and warnings can be exported by clicking the Export button. Warnings should also be reviewed, as they could indicate a problem with the submission. However, they will not prevent certification.
    b. If no certification-level errors are received and the collection is ready to be certified, check the confirmation box and click the "Certify" button.



Note: **Certification is the FINAL STEP in the collection process**. The State does not recognize data as submitted until the collection has been certified. When a user clicks the certify button, they are certifying data on behalf of the district's lead administrator.

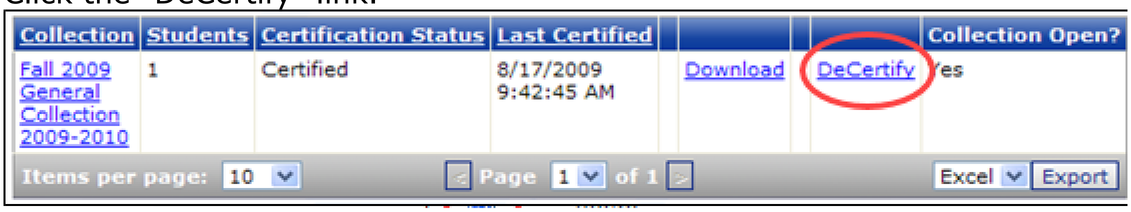
5. Click the "Approve" button to finish the certification process.

Once a collection has been certified, the Staging Area Detail screen is updated to Certified Data Detail. The certification date and time will display next to each record. The Delete Selected, Add Direct, Search/Add and Rerun Resolution buttons will be disabled.

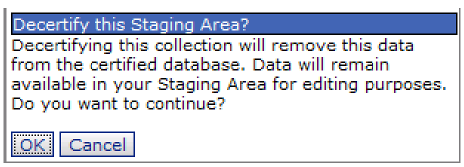
Decertify Collection

Once certified, a single certification collection (General, Early Childhood, and General TSDL collections) can be decertified if the collection requires the input of more data, changes to data or the removal of inaccurate data. This decertification process will be available until the collection certification deadline.

1. To decertify a collection, Filter for the certified collection.
2. Click the "DeCertify" link.



3. Click "OK" to decertify this collection or "Cancel" to abort.



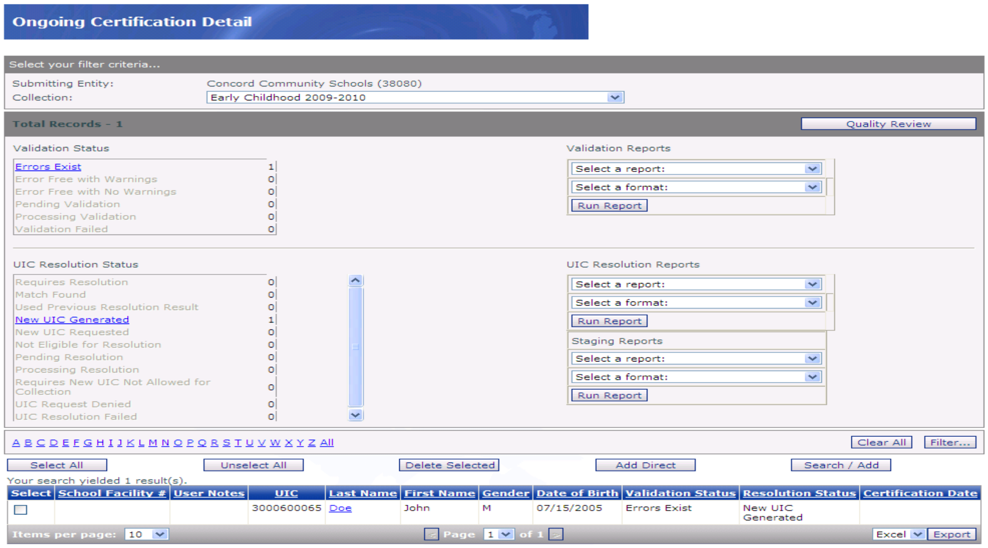
Notes:

- Clicking "DeCertify" does not delete/remove records from the collection. It simply removes the status of the collection's official submission to the State.
- Once decertified, the collection will again be open for file upload, manual addition or deletion of records, editing of records, and certification.
- A collection that has been decertified must go through Quality Review and the certification process again for it to be considered officially submitted to the State.

Ongoing Certification (SRM/Migrant TSDL)

The Ongoing Certification Detail screen is a modified version of the Staging Area Detail screen and displays for ongoing collections only (Student Record Maintenance and Migrant Teacher Student Data Link).

Once records are certified, they will remain in the staging area. While users may continue to view the records that have been certified, these records may not be edited or deleted. Reports that are available on the Ongoing Certification Detail screen (Validation, UIC and Staging reports) will include records that have been certified and records that have not been certified.



The Quality Review and Certification processes are the same as single certification collections. Once records have been certified, they will be included in the Certified Reports. The Certification Date column will display the date and time the records were certified. This column will be blank for any records that have not yet been certified.

Copy Selected to Staging

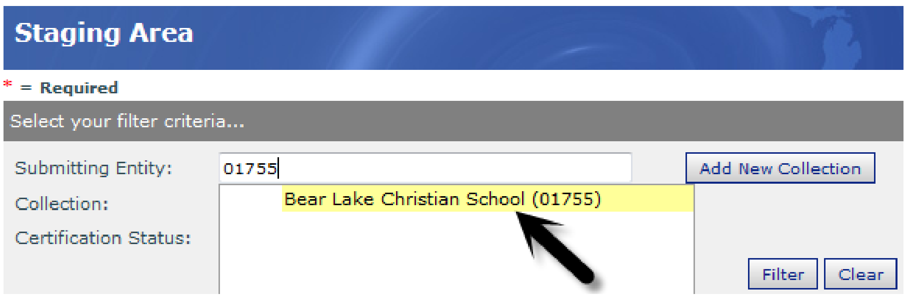
If users need to resubmit students who were previously submitted in an ongoing collection, they may use the “Copy Selected to Staging” button. This button is only available for ongoing collections.

1. On the Ongoing Certification Detail screen, select the certified records to copy back into the staging area by checking the box to the left of each record.
2. Click on the “Copy Selected to Staging” button.
3. Click on the Last Name link for each student and make all appropriate changes (such as the As of Date, program exit information, etc.).

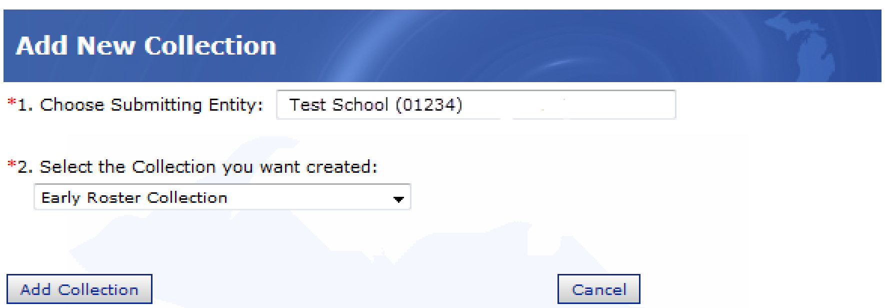
Add New Collection

A collection can be added manually from the Staging Area screen. Only those collections the user has permissions for will be accessible in the Collection dropdown list. This feature is primarily for users who intend on manually entering data instead of uploading a file. For users that upload a file for a collection, that collection will be automatically created upon the first uploaded file.

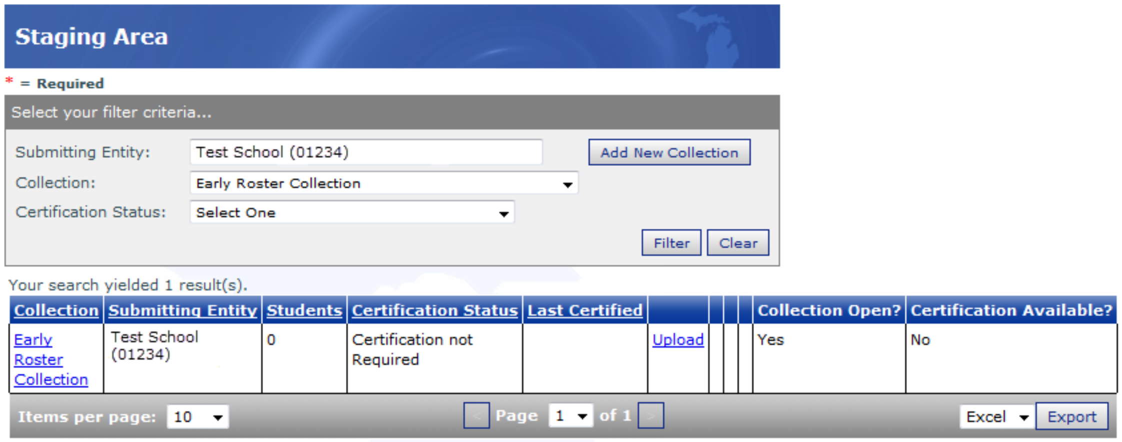
1. From the data staging area, enter the Submitting Entity code. The Submitting Entity field should automatically pull up the school's name. Click the name to finish populating the field.



2. Click the "Filter" button. If the desired collection is not listed, click the "Add New Collection" button. On the following screen choose the collection to create and then click the "Add Collection" button.



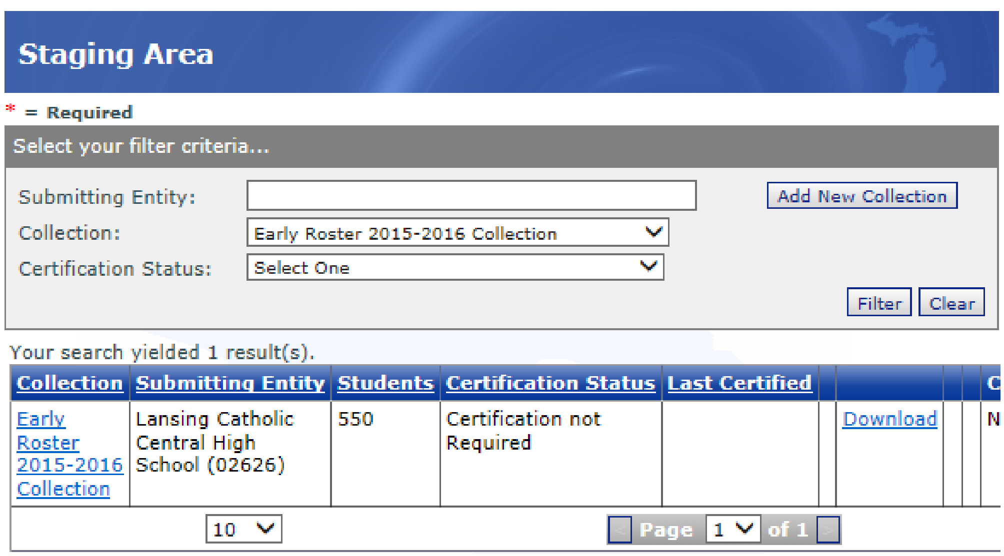
3. In the Staging Area page for your entity, click the collection name hyperlink on the left side to go to the Staging Area Detail screen. Student data in that collection can then be added, deleted or edited. For more information on the Add Direct and Search/Add features, please refer to the Adding New Students section of this manual.



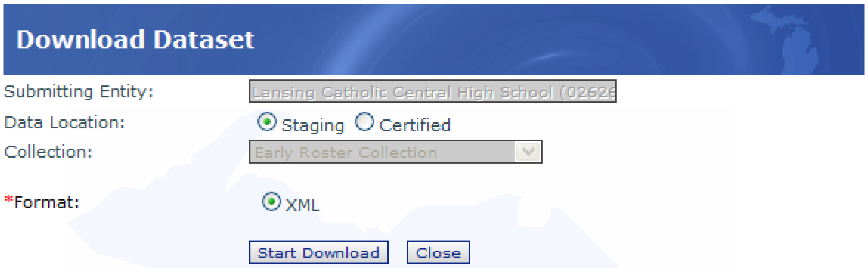
Downloading Your Data

After a collection is certified, it is important to download and save a copy of the collection. *These files contain confidential student data and must be stored in a secure location.* MSDS will only store the current and previous year's collections in the system; all other collections are annually archived and removed.

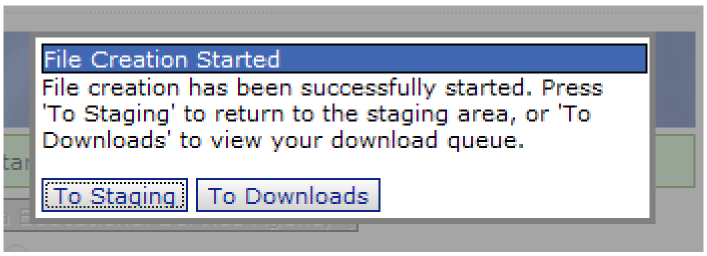
1. From the Data Staging Area, click the Download link next to the desired collection.



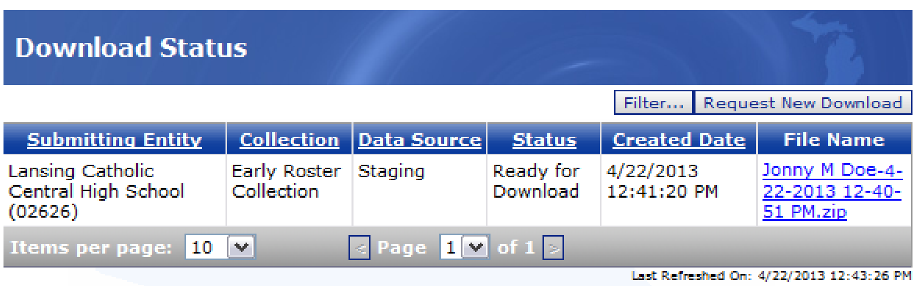
2. Downloads from the Staging Area are only available in XML format. The Data Location will populate appropriately based on whether the data are certified. Click the "Start Download" button.



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



4. When the Status indicates "Ready for Download," click the File Name hyperlink. The screen may need to be refreshed to be updated. Press F5 on the keyboard to refresh. The Download Status Screen can also be navigated to from the main navigation menu by clicking Student Data Downloads and Download Status.



5. When prompted click the "Save" button and select the secure location for the file to be saved.

All downloaded files are zipped. Double-clicking the file will open it in Windows Explorer. Depending on the operating system and software, other methods may be better suited. *Remember that these files contain confidential student data and must be stored in a secure location.*

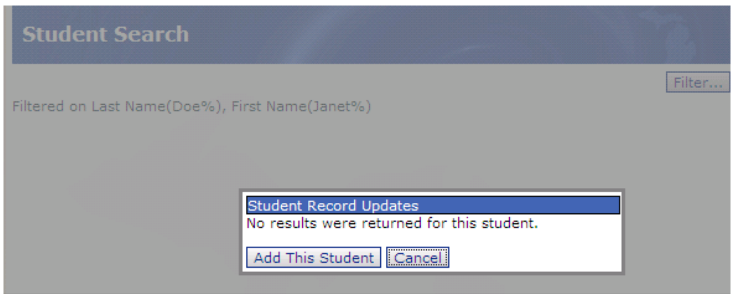
Adding New Students

MSDS provides multiple ways of adding a student online in the system:

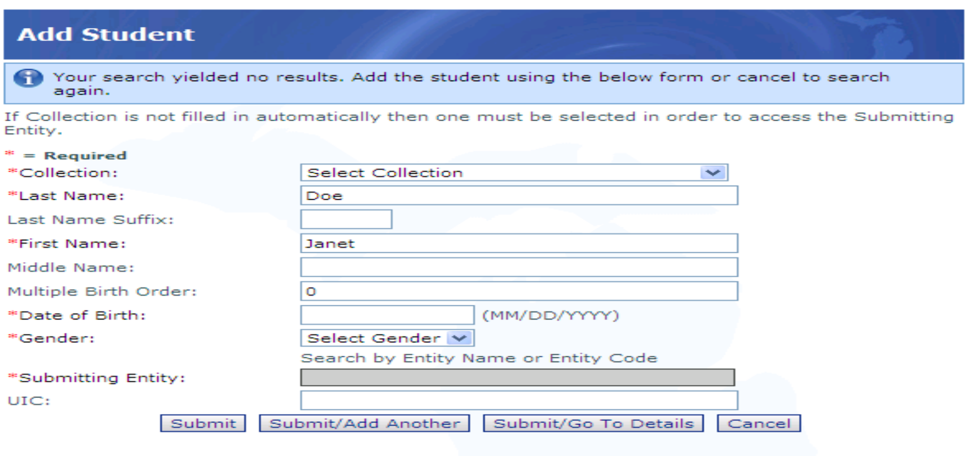
- Student Search
- Staging Area Add Direct
- Staging Area Search/Add

Student Search

If a search for a student via the Student Search screen did not yield any results, the following message will display.



Click the "Add This Student" button to add a student to MSDS.



Consider the following tips when manually adding a student to a collection through the Student Search function in MSDS:

- Select "Request for UIC Collection" from the dropdown list as the Collection.
- Enter all required information (characteristics that are marked with a red asterisk are required).
- Provide middle name (though not required, it is vital information that can prevent the need for UIC Resolution).
- Use the Multiple Birth Order field for all twins/triplets/etc. Assign a number (1 for the first born, 2 for the second born, etc.) to the students as this field

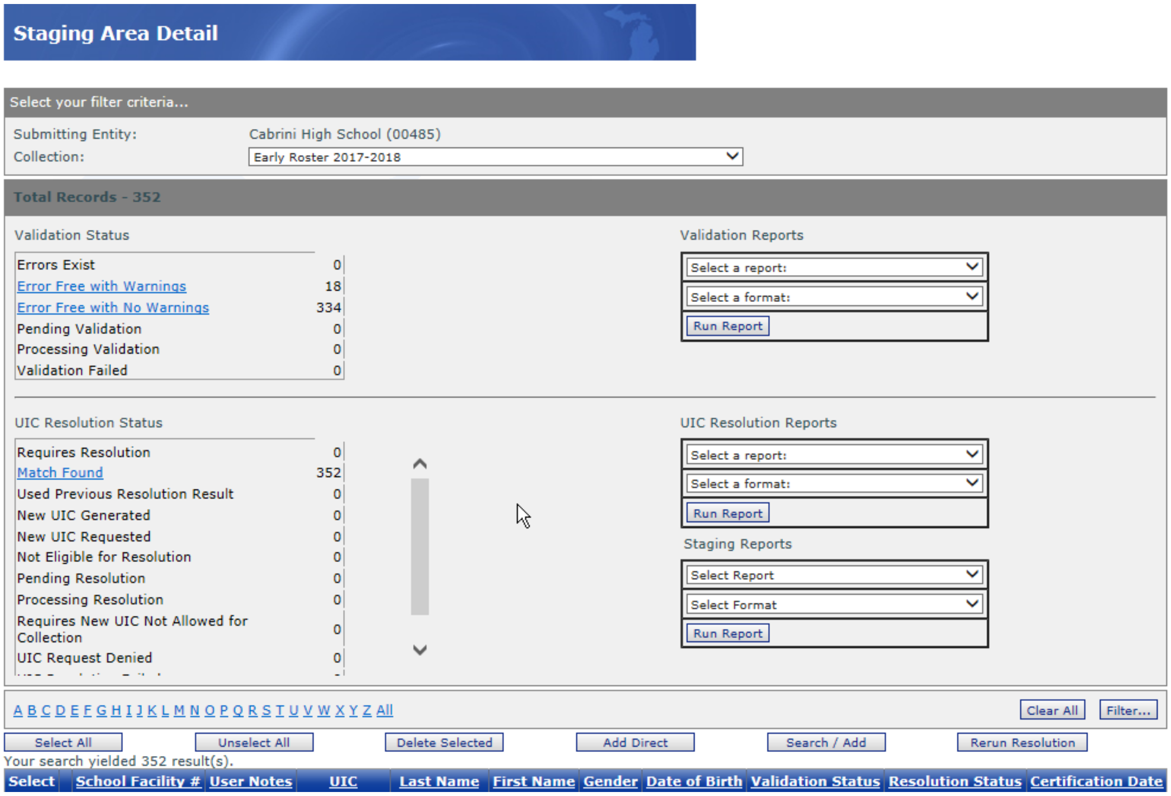
can prevent the need for UIC Resolution, especially if the siblings share similar first names.

- Enter the Submitting Entity code or name (the system will guess the entity name as it is entered). For more information on entity codes, please search CEPI's Education Entity Master application. If the code is valid, MSDS will display the institution's full name.
- For the Request for UIC Collection, the UIC field can be left blank.
- Once the student's information is submitted, the options are:
  - **Submit:** Submits the student record to the Request for UIC staging area for the submitting entity that was entered on the Add Student form, and then takes the user back to Staging Area Detail.
  - **Submit/Add Another:** Submits the student record to the Request for UIC staging area for the submitting entity that was entered on the Add Student form, and then takes the user back to Student Search.
  - **Submit/Go To Details:** Submits the student record to the Request for UIC staging area for the submitting entity that was entered on the Add Student form, and then takes the user to the Request for UIC staging area for the submitting entity that was entered on the Add Student form.
  - **Cancel:** Does not submit the student's record and takes the user back to Student Search.
- Once the student's record is submitted, the system goes through UIC Matching to determine the student's UIC. Navigate to the staging area to review the status of the student's record. If the system finds potential matches to the submitted core information, UIC Resolution will be required. If the system finds no potential matches, the staging area will confirm that the student received a new UIC.

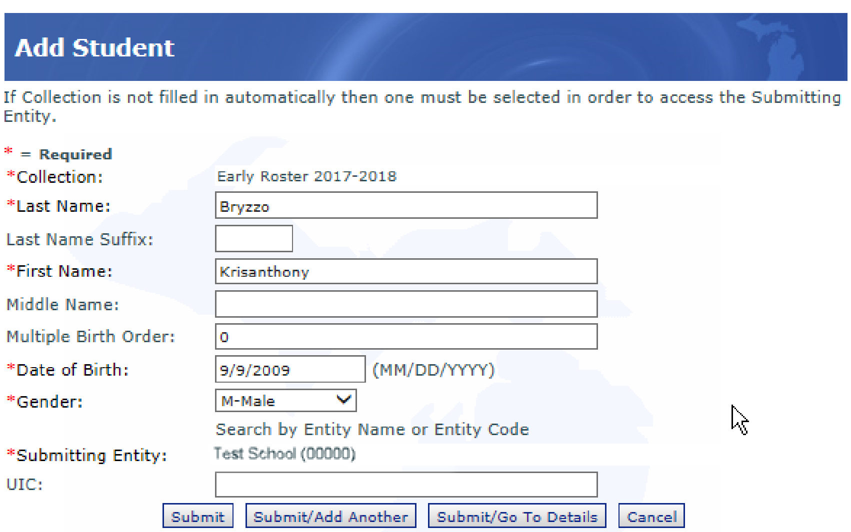
Staging Area – Add Direct

Student information can be manually entered in a staging area instead of uploaded in a file. This feature is best suited for situations where users are unsure if a UIC exists for the student.

1. From the Staging Area Detail page, click the "Add Direct" button.



2. Enter all required information. Characteristics that are marked with a red asterisk are required.
    - While middle name is not a required field, it is information that could prevent the need for UIC Resolution.
    - Use the Multiple Birth Order field for all twins/triplets/etc. Assign a number (1 for the first born, 2 for the second born, etc.) to the students as this field can prevent the need for UIC Resolution, especially if the siblings share similar first names.



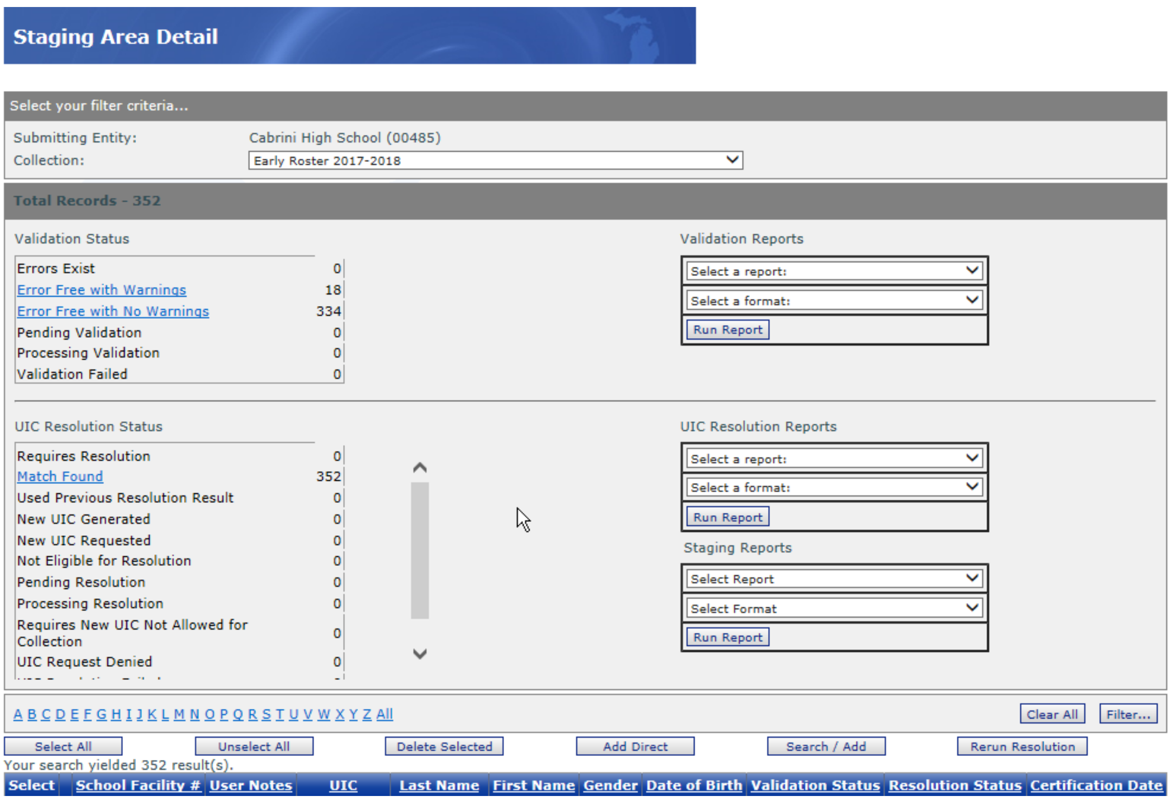
3. Once the information for the student has been entered, choose one of the following options:

a. Click the "Submit" button to display the Staging Area Detail screen.
b. Click the "Submit/Add Another" button to submit this student to the collection and add another student record.
c. Click the "Submit/Go To Details" button to fill in additional component and characteristic data for the student.

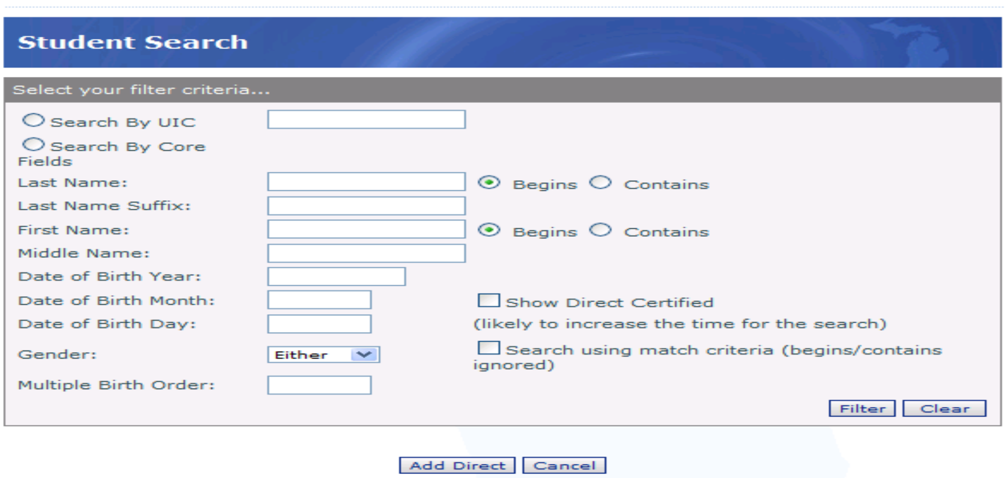
Staging Area – Search/Add

Student information can be manually entered in a staging area instead of uploaded in a file. This feature is best suited for situations where the student already exists in MSDS (i.e., a UIC has been assigned).

1. Click on the "Search/Add" button from the Staging Area Detail screen.

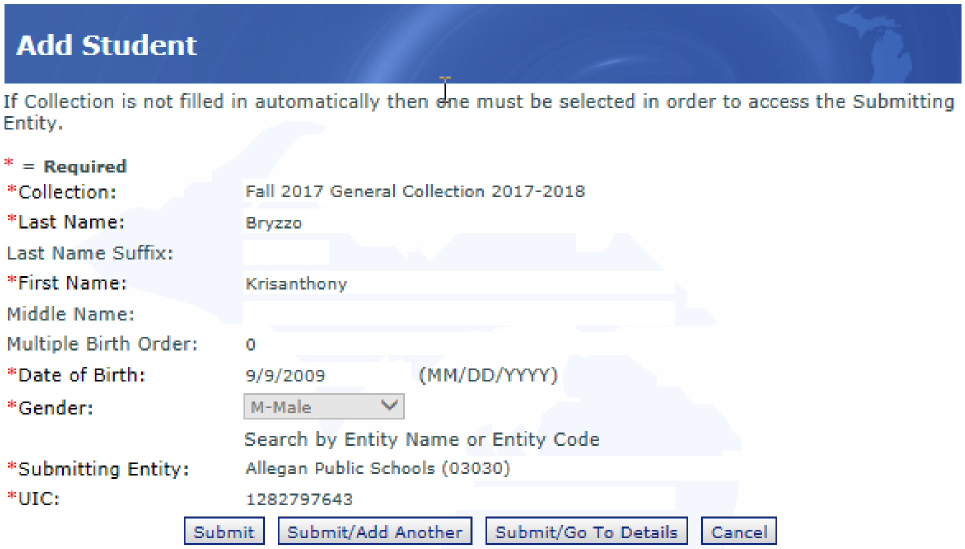


2. The Student Search screen will load. Student records can be searched by UIC or by core fields such as name, gender and date of birth. Enter the criteria and then click "Filter."



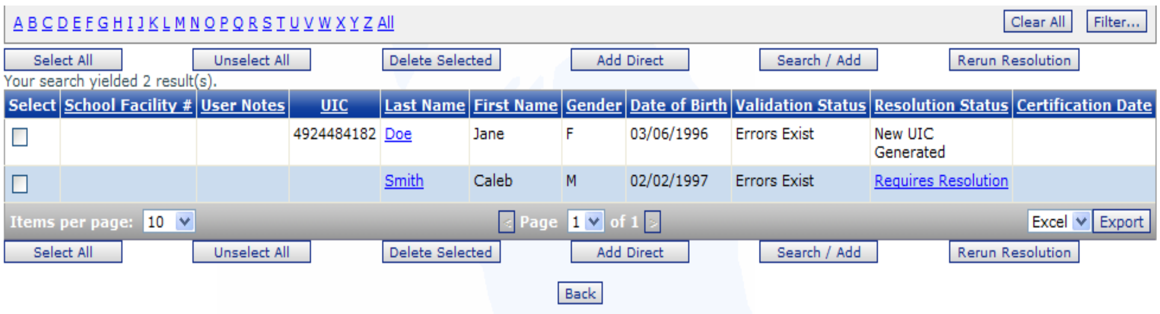
If the desired student has been located, click the "Select Student" button from the search results.

4. The Add Student screen is displayed with the information from Student Search. Choose one of the following options:
    a. Click the "Submit" button to display the Staging Area Detail screen.
    b. Click the "Submit/Add Another" button to submit this student to the collection and add another student record.
    c. Click the "Submit/Go To Details" button to fill in additional component and characteristic/field data for the student.

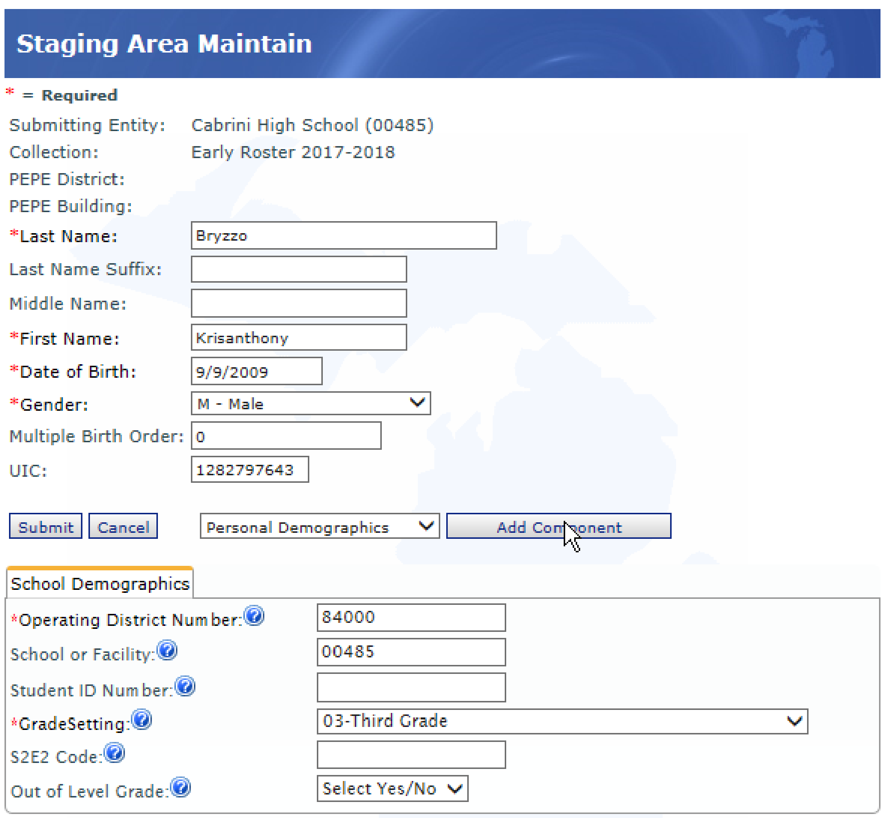

Add Student
If Collection is not filled in automatically then one must be selected in order to access the Submitting Entity.
* = Required
*Collection: Fall 2017 General Collection 2017-2018
*Last Name: Bryzzo
Last Name Suffix:
*First Name: Krisanthony
Middle Name:
Multiple Birth Order: 0
*Date of Birth: 9/9/2009 (MM/DD/YYYY)
*Gender: M-Male
Search by Entity Name or Entity Code
*Submitting Entity: Allegan Public Schools (03030)
*UIC: 1282797643
Submit
Submit/Add Another
Submit/Go To Details
Cancel

Additional Student Data

Once the record has been added to the Staging Area Detail screen, click the student's last name hyperlink to enter any additional data for that student.



Enter any pertinent student information on all appropriate component tabs. The asterisks indicate what information is required for the chosen collection. However, additional data may be necessary when applicable to the student. Please verify that the student's core information is correct and up to date. If additional components need to be added, select the desired component from the dropdown and then click "Add Component."



Click the "Submit" button to save the student's record. Any errors or warnings will appear below the student information. Correct all errors. Review warnings and make pertinent corrections, then click the "Submit" button again to refresh the data.

Errors:

Component	Characteristic	Error Description	Error Details
School Demographics	School or Facility	School Facility Number is required for all General collections, SRM, TSDL, and Early Roster except when Exit Status = 00 or when the EarlyOn component is submitted. (253.285.5)	The collection is the EarlyRoster and School or Facility is blank.

Items per page: 10 Page 1 of 1 Excel Export

Warnings:

UIC Resolution

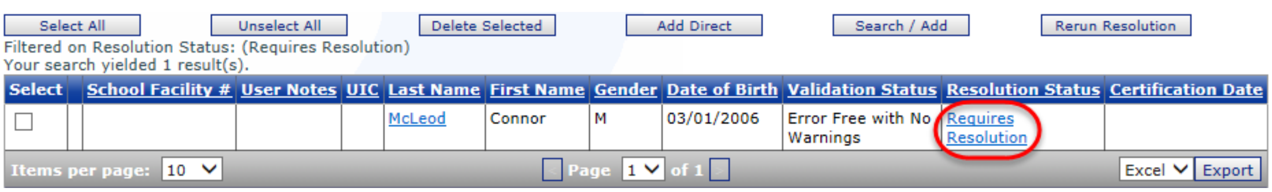
Each student is assigned a permanent, unique and secure number that moves with the student from grade to grade and school to school over the course of their academic career. This is the Unique Identification Code. UIC Resolution is the process of ensuring that each student is correctly associated with a particular UIC. To ensure quality data, MSDS requires that every record have a valid UIC prior to certifying.

MSDS matches every submitted record against the Student Master Record in the UIC system. The fields used for matching include the First Name, Last Name, Date of Birth and Gender. MSDS may also use the UIC and the middle name fields for matching if they are provided in the submitted record. The fields in the submitted record are compared against the corresponding fields in the Student Master Record to determine if it is the same student. Based on the fields used for matching, a score is calculated that determines how closely the submitted record matches a record(s) in the Student Master Record table. The calculated score determines if a record requires resolution. Records that require resolution need user intervention to determine which UIC should be associated with a student's record. If no match is found, the system automatically creates a new UIC.

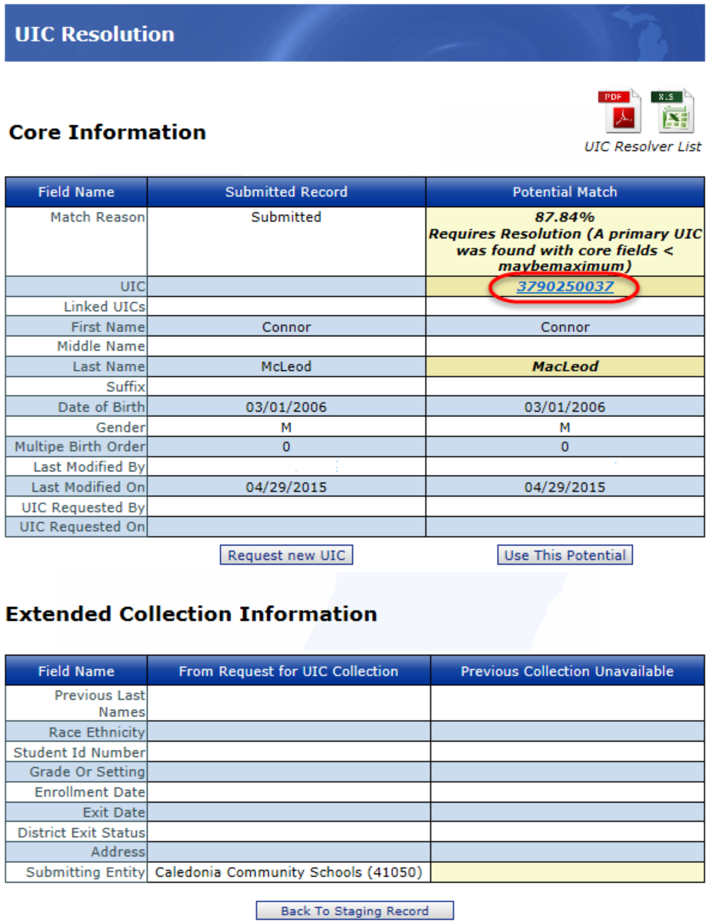
When records require resolution, the user has the following options:

- **Use This Potential:** The user can choose a potential match if the submitted record (even if the details are different) refers to the same student.
- **Request New UIC:** The user can request a new UIC if the submitted record genuinely refers to a new student.

From the Staging Area Detail screen, click the "Requires Resolution" hyperlink of the student under review in the Resolution Status column.



Review the student records presented as possible matches. All possible matches will appear to the right of the submitted record. This could be a single match or several.



UIC Resolution

Core Information

UIC Resolver List

Field Name	Submitted Record	Potential Match
Match Reason	Submitted	***87.84%*** ***Requires Resolution (A primary UIC was found with core fields < maybemaximum)***
UIC		3790250037
Linked UICs		
First Name	Connor	Connor
Middle Name		
Last Name	McLeod	***MacLeod***
Suffix		
Date of Birth	03/01/2006	03/01/2006
Gender	M	M
Multipe Birth Order	0	0
Last Modified By		
Last Modified On	04/29/2015	04/29/2015
UIC Requested By		
UIC Requested On		

Request new UIC | Use This Potential

Extended Collection Information

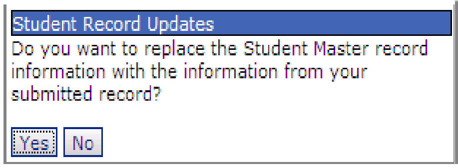
Field Name	From Request for UIC Collection	Previous Collection Unavailable
Previous Last Names		
Race Ethnicity		
Student Id Number		
Grade Or Setting		
Enrollment Date		
Exit Date		
District Exit Status		
Address		
Submitting Entity	Caledonia Community Schools (41050)	

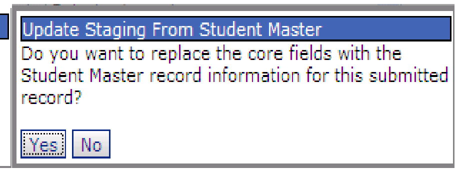
Back To Staging Record

Choose one of the following:

A. **One of the listed students is the same as the submitted student.** Determine which UIC should be associated with the student and select Use this Potential. The UIC that is selected is now associated with the student's record in the staging area.

The user will be prompted (if the user's district is the PEPE or no PEPE is assigned) to update the Student Master Record. Selecting "Yes" updates the Student Master Record of the UIC selected with the information from the submitted record. Selecting "No" does not update the Student Master Record but still associates the selected UIC with the student's record in the staging area. The user will then be prompted if they would like to update the staging record with data from the Student Master Record.

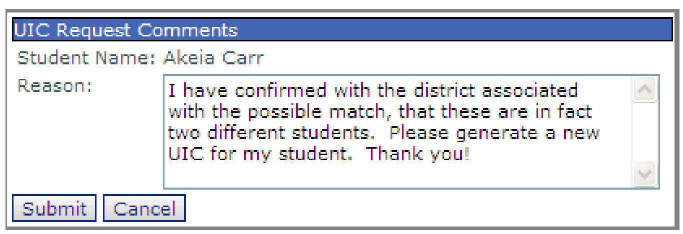




Notes:

- If there is a PEPE assigned to the student and the submitting entity is not the PEPE, then the user will only be prompted to update the staging area with data from the Student Master Record.
- If a UIC that has a "score" below 50% is chosen, a warning message will appear. Please confirm this is the correct student.

B. **None of the listed students are the same student.** For records where none of the UICs presented are the correct UIC for the student, select "Request New UIC." When a new UIC is requested, a justification is required. Fill out the justification screen (shown below) and then click "Submit." Be as detailed as possible when submitting a request, explaining any work done previously to research this student.

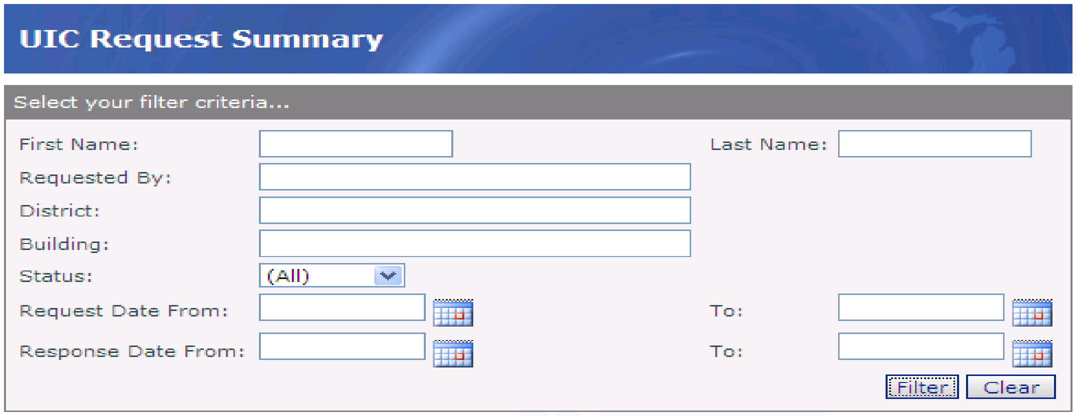


The request will be placed in a queue for the MSDS UIC administrators to review. The request will be approved or denied based on the information submitted in the request. Review the status of the request on the Manage Requests for UIC screen (instructions below).

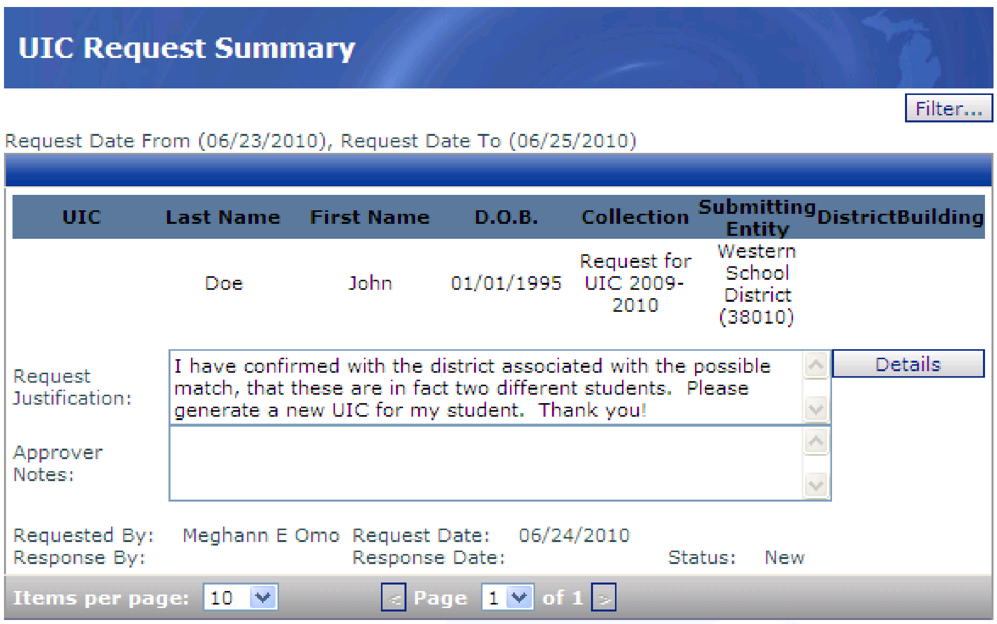
Manage Requests for UIC

When a request for a new UIC is submitted, it will display under the Manage Requests for UIC menu. If the request is approved by CEPI, a new UIC is created. The new UIC is assigned to the student's record and can be viewed on this screen or in the staging area in the collection that the user requested the new UIC.

1. Choose "Manage Requests for UIC" from the Manage Requests menu.
2. Choose one or more of the criteria below to locate the desired student(s) and then click the "Filter" button.



3. Once the filter results have been returned, click on the "Details" button to review the request. This will bring up the UIC Resolution screen for that student.



Notes:

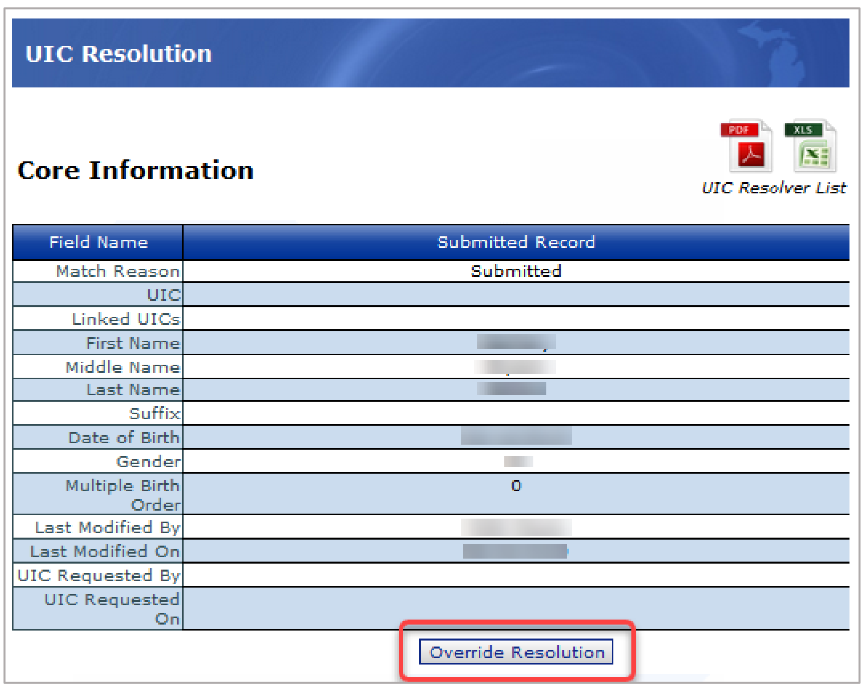
- Once the MSDS UIC administrator has approved or denied the request, the "Details" button is disabled.
- Requests will remain in a New status until the MSDS UIC administrator has approved or denied the request.
- Filter the list to review the status of your requests. Approved or denied requests remain in the list to allow users to track previous UIC requests.
- If the request is denied, review the notes as to why the request was denied and, if necessary, resubmit the request and provide updated justification. Contact CEPI customer support with any additional questions.

Requesting New UIC with Override Resolution

While managing UICs, you may notice times when the UIC matching rules assign an existing UIC to your student when the rules should have created a new UIC. This may happen when the names or dates of birth of the submitted record are nearly the same as the match found. Often these are identified when the FTE Conflict Report displays a UIC used by more than one entity.

When an incorrect UIC is assigned to your student, you should use the following steps to Override Resolution.

1. From the left navigation bar, click Student Data Submission > Data Staging Area.
2. Click into an open collection or enter the IHE Request for UIC Collection.
3. Find your student and click the Match Found hyperlink.



4. In the middle of the UIC Resolution screen, click “Override Resolution,” as shown in the screen shot below.
5. When the screen refreshes, a potential match will be presented on the right and your submitted record will be on the left.
6. Click “Request New UIC” and a window will pop up asking for UIC Request Justification. Enter a comment that will help the System Administrator understand the need for a new UIC. Click “Request New UIC.”
7. In the Staging Area Detail, the Resolution status will be “New UIC Requested.” When the System Administrator receives the request, it will be evaluated.

If approved, the status in the Staging Area Detail will be changed to New UIC Generated.

UIC Linking/Unlinking

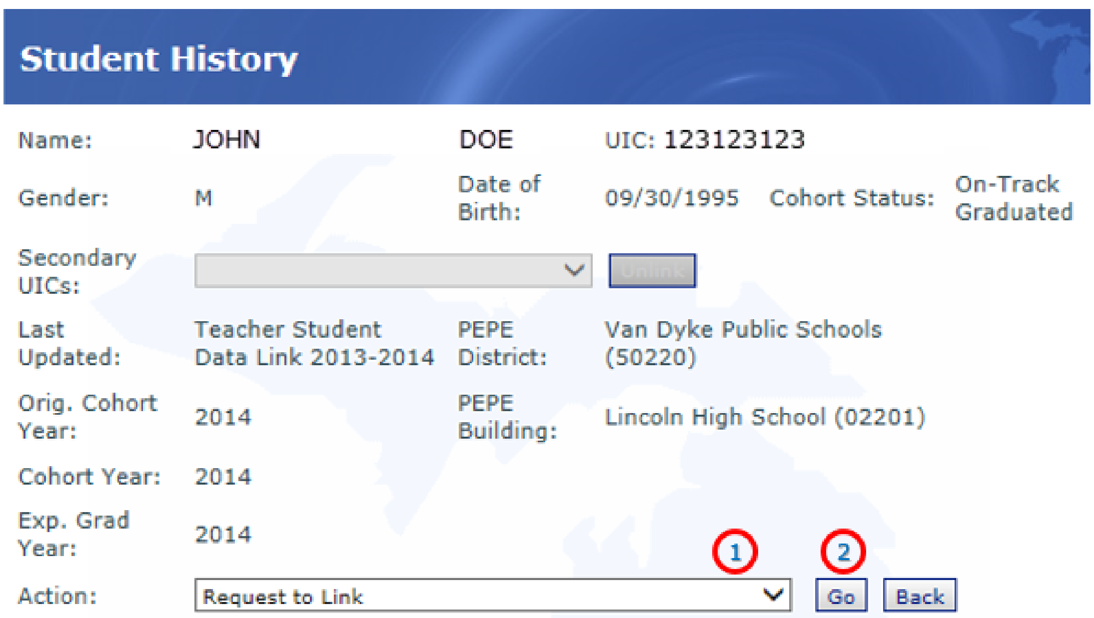
MSDS allows linking of student records when it has been discovered that a student has been assigned multiple UICs. Linking UICs will merge multiple records and the history associated with those records. When linking has occurred in error, users are able to request (through CEPI) to unlink UICs and split the student record history.

Requesting to Link UICs

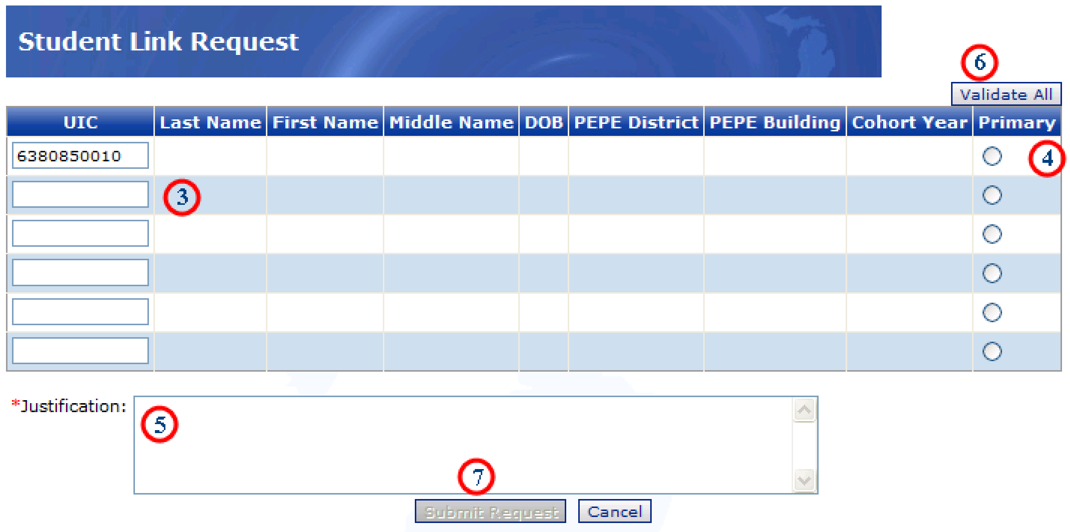
When users find that the same student has been assigned more than one UIC, it is important that the user requests that those UICs be linked. Linking UICs allows the history of those student records to be merged together. Linking also allows students to be tracked over time. The ability to accurately track students is critical for many reasons, including calculating graduation and dropout rates. Linking also reduces the burden on UIC Resolvers, as the system only matches against the primary UIC of a linked set of UICs.

When possible, it is best to link UICs prior to fall certification to ensure that fall FTE is associated with the correct UIC. This is particularly important if the student moves to a new district between fall and spring and the new district submits a Section 25e claim. If a student is linked after fall and was reported under one UIC at fall and another with a 25e claim in SRM, MSDS will not find fall FTE associated with the new UIC and will produce an error for the claim.

Users can request to link UICs from the Student History screen, which can be accessed from several screens, including Student Details, FTE Conflict Detection and UIC Resolution.



1. From the Student History screen, select "Request to Link" from the Action dropdown list.
2. Click the "Go" button. The Student Link Request form allows users to request to link up to six UICs.



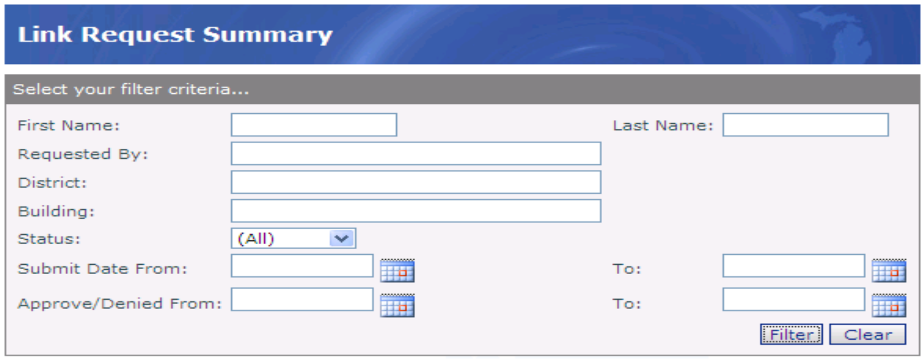
3. Enter each UIC to link in the UIC column.
4. Choose the radio button for the primary UIC.
5. Add a reason for the linking request in the Justification text box.
6. Click the "Validate All" button to confirm the request to link valid UICs.
7. Click the "Submit Request" button.

Note for step 4: because the UIC system only matches against the primary UIC of a linked set of UICs, the student record with the most recent, accurate information must be chosen as the primary UIC. This is important when name information has changed significantly, since the UIC system may not match correctly and instead create another new (duplicate) UIC. Update the Student Master Record Details for a UIC before attempting to link UICs if the desired primary UIC does not have the most recent student information.

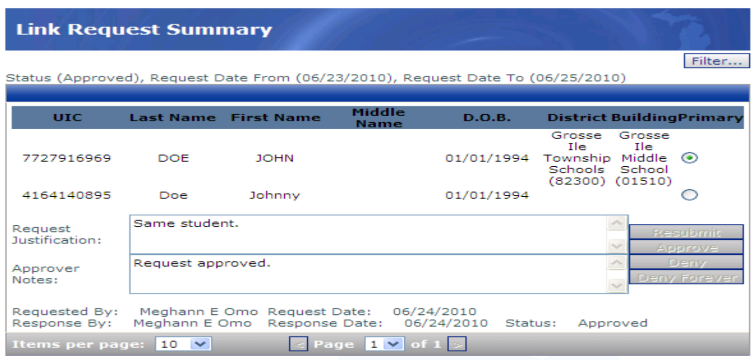
Linking requests are placed in a queue for the MSDS UIC lead to review. The request will be approved or denied based on the information submitted in the request. Review the status of the request on the Manage Linking Requests screen (instructions below).

Manage Linking Requests

1. Choose Manage Linking Request from the Manage Requests menu.
2. Choose one or more of the criteria below to locate the desired student(s) and then click the "Filter" button. Filtering allows viewing of linking requests that have been approved or denied.



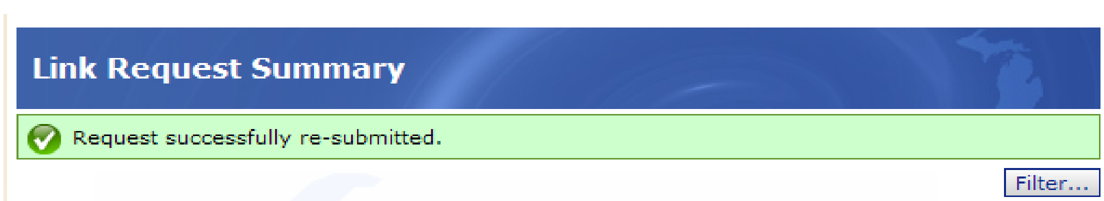
3. Once the filter results have been returned, review the requests to see if they have been approved or denied by the MSDS UIC administrators. Approved/denied status is shown in the bottom right-hand corner of each request.



Resubmitting Denied Linking Requests

If a linking request is denied, the "Resubmit" button is activated. A denied request may be resubmitted with additional information necessary for CEPI to approve the request.

1. Add additional information in the Request Justification text box.
2. Click the "Resubmit" button.
3. Resubmitting will produce a success message near the top of the screen.



Requesting to Unlink UICs

Occasionally, UICs are linked and it is later determined that the UICs belong to two different students. If this situation occurs, users should request to unlink the UICs and split the history of those records. Splitting the history of two previously linked UICs assigns the appropriate history record to the correct UIC.

If you have determined that UICs have been linked in error, please contact CEPI customer support. Provide your name, telephone number (including area code and extension), district code and district name (if applicable), along with the UICs and the reasons why you believe these UICs have been linked in error. CEPI will send an email once the UICs have been unlinked.

Primary Education Providing Entity

CEPI identifies the PEPE for each public school student submitted in MSDS. PEPE is used in assigning accountability for graduation cohort, student assessments, and accountability scorecard determinations.

Students who are submitted with nonpublic or homeschool residency codes are not assigned a PEPE.

Only an authorized user for a student's PEPE district can update that student's master record data (Personal Core characteristics). For students who do not have an assigned PEPE, any user may update the master record.

CEPI determines PEPE based on the Fall, Spring and End-of-Year General collections and the SRM Collection in MSDS. For the general collections, the process to update PEPE is run after the collection closes (not when the district certifies). For the SRM Collection, PEPE is updated upon the collection being certified.

Below are the rules used to determine how PEPE is assigned to each public school student:

- If a student is reported as continuing (exit status 19) by only one entity for a given MSDS collection cycle, then that district and building becomes the PEPE.
- If a student is reported in multiple entities in a collection, the entity that reported the greater proportion of full-time equated membership is the PEPE.
- If the student is reported with a graduating exit status (01, 02, 03, 04, 40, 41) or completer exit status (05, 06, 20, 21), this is considered a terminating exit status, and PEPE is assigned to the entity that reported the terminating exit status.
- If the exit status for a student equals any exit code other than those referenced above, PEPE remains with the last entity that reported the student as continuing.
- When both a Unique Education Provider and a school report a student, the school will be the PEPE for the student. However, if only a UEP (e.g., Career and Technical Education entities and Michigan Math/Science Center buildings) reports a student, it will be the PEPE for the student.
- If a PEPE district and building cannot be determined, the record goes into resolution within MSDS and a System Administrator will determine PEPE. CEPI will utilize the previously accountable district/building's code until a new PEPE can be assigned.

Audit FTE

Student full-time equivalency data are collected during the Fall and Spring General collections as defined by the State School Aid Act. The FTE data submitted in those two collections must be audited and adjusted as necessary. The EOY General Collection is not a membership collection. FTE data may be included in the EOY Collection; however, MDE will not use the data to determine State Aid Foundation payments. In cases where students are submitted by multiple districts, CEPI will use FTE data as part of assigning PEPE.

The purpose of the audit is to ensure that the correct FTE is being claimed when school districts submit student records. MSDS and audit processes produce a publicly available FTE report known as the unaudited DS4061 or the audited DS4120. This report displays FTE counts grouped by various categories. During the audit process, these initial numbers are reviewed and confirmed by intermediate school district auditors. Each school district is desk audited each year; buildings within the school district are audited once in either a two-year or four-year period.

This section of the manual describes functions for local district pupil accounting staff. Please see the MSDS Auditor User Guide for pupil accounting auditor functions.

FTE Conflict Detection

The FTE Conflict Detection feature operates on both staging and certified data and detects instances where a single student (UIC) contains an FTE conflict. An FTE conflict is defined by a student (UIC) having a total General Education and Special Education FTE exceeding 1.00, or for homeschool/nonpublic students, a total of more than 0.75 FTE as reported by all districts. If the district wishes to make changes to the data, they would be either routed to the appropriate student record in the staging area, or (if the collection has been certified) they must decertify, update the records, and then recertify the collection.

This page is refreshed every day via nightly processing. As more districts submit their data, more students may be listed as having an FTE conflict with another district. Therefore, users will want to review this form frequently for any new conflicts that have occurred due to another district submitting data.

FTE conflicts occur for two reasons:

UIC Conflicts

UIC Conflicts occur when two different students are using the same UIC. This can be resolved by changing the UIC for one of the students or requesting a new UIC. See the UIC Resolution section for guidance.

FTE greater than 1.0 (0.75 for Shared Time Students)

FTE conflicts occur when a single student is submitted by multiple districts for a total of more than 1.0 FTE, or for homeschool/nonpublic students, a total of more than 0.75 FTE. This conflict can only be resolved by adjusting the submitted student record (prior to the collection closing), or via an audit adjustment (after the collection has closed). The conflict resolution window is available from the count day for the associated general collection through the collection's close date. District users may continue to decertify and resolve any FTE conflicts while the collection is still open. The two districts should work together to reach a solution.

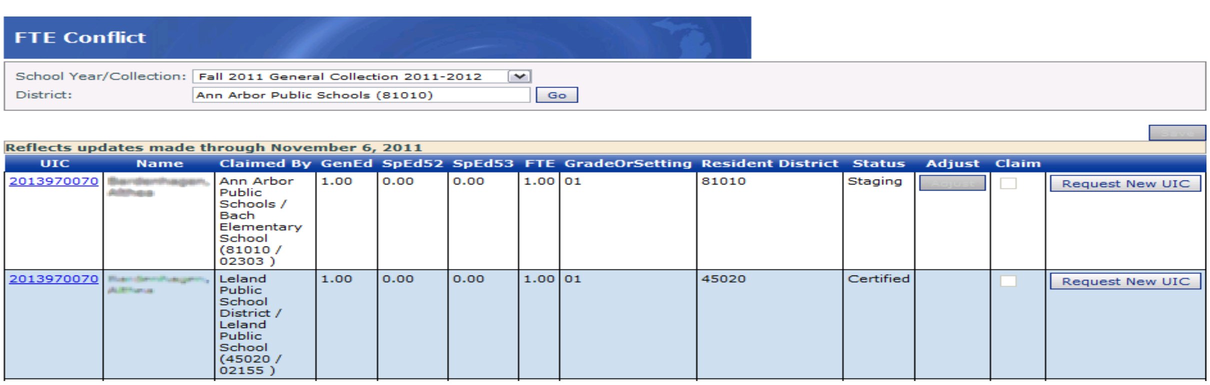
After the collection closes

It is important to note that there is not a penalty for unresolved FTE conflicts. If you have remaining conflicts after the collection closes, please take the following actions:

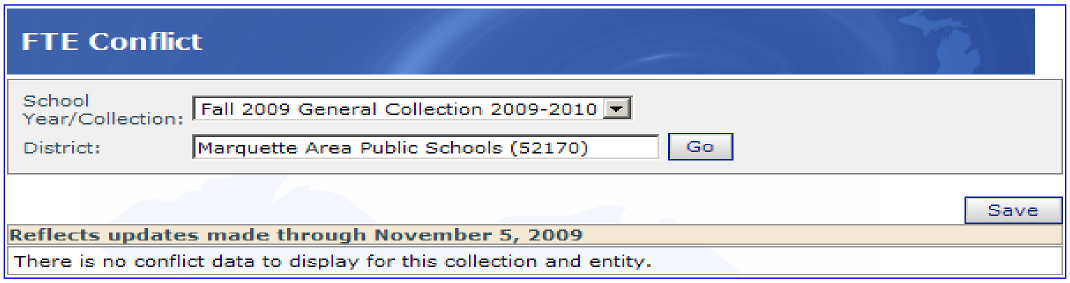
1. Discuss any remaining FTE conflicts with your ISD auditor.
2. Determine with your auditor if the conflict requires the issuance of a new UIC. If so, use the Request for UIC Collection to request a new UIC.
3. If the FTE conflict is the result of a single student (UIC) being reported with more than 1.00 FTE (or 0.75 FTE for homeschool/nonpublic students) with another district, provide any necessary documentation to your auditor to verify enrollment. The auditor will work with both districts (and other auditors if necessary) to reach a solution.

Accessing the FTE Conflict Detection Screen

1. Choose "Audit FTE" from the navigational menu, then "FTE Conflict Detection".
2. Choose a school year and collection from the dropdown list.
3. Enter a district code or district name. The system will automatically display districts which match entered text. If more than one district name is displayed, select the appropriate district.
4. Click the "Go" button.



When a district does not have any FTE Conflicts, the following screen will display:



If FTE conflicts are found, the list will display each student reported by the selected district who was also reported for the same collection by another district(s), and for whom the total FTE reported by all districts causing the FTE conflict. Clicking on the UIC link opens the Student History screen.

If the "Adjust" button is active on this screen, clicking the button will load the data staging area, where changes to the record can be made to resolve the conflict. The Adjust button is disabled after the district certifies the collection or after the collection close date. To resolve the conflict after the data are certified, you will need to decertify the collection first. As a reminder, the conflict resolution window is available from count day through the general collection certification deadline. You may continue to decertify and resolve any FTE conflicts while the collection is still open.

For situations where two different students are using the same UIC, click the "Request New UIC" button to resolve the conflict. This button is only available prior to the collection certification deadline. As with the normal Request for UIC process, the user must provide detailed justification as to why a new UIC is required and submit the request. If approved by CEPI, a new UIC will be generated and the conflict will be removed from the screen. The new UIC will be changed on the submitted record and be reflected in the staging and certified data reports. See the Manage Requests for UIC section of this guide for details.

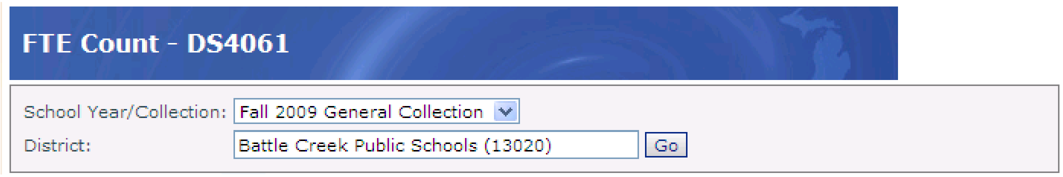
The "Claim" check box is used to notify auditors that the districts cannot resolve the conflict and the auditors must make the decision as to where the FTE will go. This should only be checked AFTER all attempts were made between the two districts to resolve the conflict. The Claim check box is available from the count day for the associated general collection through the collection certification deadline.

Audit Form (DS4061/DS4120)

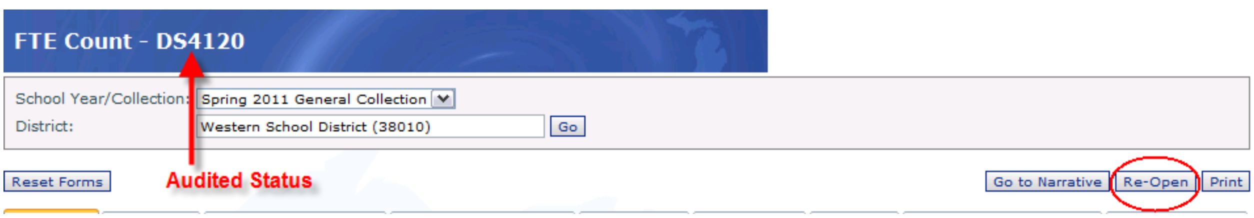
The audit form displays district FTE counts for each applicable collection, grouped by various categories. During the audit process, the FTE counts submitted by districts are reviewed and confirmed by ISD auditors. The form is populated with data for the current general collection the day after the district certifies. All general collections dating back to Fall 1999 are available on this form.

1. Choose "Audit FTE" from the navigational menu, then "Audit Form."

2. Choose a school year and collection from the first dropdown list.
3. Enter a district code or district name. The system will automatically display districts which match the entered text. If more than one district name is displayed, select the appropriate district.
4. Click the "Go" button.



The heading is displayed as DS4061 if the audit form has not been set to audited status by an ISD auditor. The heading will be displayed as DS4120 if the form has been set to audited status by an ISD auditor.



The audit form window displays district information in tabular form. The number of tabs varies by entity type: five for PSA districts, five for ISD districts and six for LEA districts. For collections prior to Fall 2016, two additional adult education tabs display for ISD and LEA districts. The bottom of the form displays the name of the user who last updated/audited the form.

The possible tabs are described in detail on the following pages.

Special Ed Tab

This tab is available for ISD, LEA and PSA districts. However, Non-Resident Section 52 will always contain zeros for PSAs as they do not have non-residents. Each individual row is totaled across, and each column is totaled down. The data are grouped into the various Program Service Codes (110 through 270). Only the primary program code for a student is used in the calculation. The values in the Resident Sec52 and Non-Resident Sec52 columns depend on the values reported in Student Residency characteristic from the Membership component. Non-Resident codes are 01-07; Resident Codes are 08-15. The values in the Sec53a column are the sum of the Section 53 FTE characteristic from the Special Education component.

Special Ed | General Ed | Additional Information | Residency Information | Adult Ed FEB | Adult Ed APR | Summary | Students - Gen&Spec Ed | Students - Ad Ed

Special Education

ACCT	Description	Sec53a	Resident Sec52	Non-Resident Sec52	Total
110	Programs for Mild Cognitive Impairment	1.00	117.63	2.00	**120.63**
120	Programs for Moderate Cognitive Impairment	0.00	5.67	0.63	**6.30**
130	Programs for Severe Cognitive Impairment	0.00	0.00	0.00	**0.00**
140	Programs for Emotional Impairment	0.00	25.05	1.00	**26.05**
150	Programs for Learning Disabled	0.00	0.00	0.00	**0.00**
160	Programs for Hearing Impairment	0.00	6.73	8.72	**15.45**
170	Programs for Visual Impairment	0.00	0.00	0.00	**0.00**
180	Programs for Physical or Other Health Impairment	0.00	12.71	0.00	**12.71**
190	Programs for Severe Multiple Impairment	0.00	0.00	0.00	**0.00**
191	Early Childhood Special Education (Classroom) Program	0.00	57.57	0.00	**57.57**
192	Programs for Severe Language Impairment	0.00	10.00	0.00	**10.00**
193	Programs for Autism Spectrum Disorder	0.00	0.00	0.00	**0.00**
194	Elementary or Secondary-Level Resource Program	0.00	141.01	0.25	**141.26**
270	Early Childhood Special Education Services	0.00	0.00	16.00	**16.00**
	Special Education Total	**1.00**	**376.37**	**28.60**	**405.97**

General Ed Tab

This tab calculates General Ed FTE for each grade or setting and is available for LEA districts and PSA districts only.

The FTE w/o Graded Alt Ed column is populated for students in Grade/Setting 00-12 who **do not have** a Program Eligibility Participation code of 9220 (Alternative Education).

The FTE Graded Alt Ed Only column is populated for students in Grade/Setting 00-12 who **have** a Program Eligibility Participation code of 9220 (Alternative Education).

The Alternative Education row is only populated for collections prior to the Fall 2007 General Collection for students coded with a grade or setting of 13.

The Special Education Transition row is populated beginning with the Fall 2012 Collection for students coded with a grade or setting of 14. While these students typically only receive special education transition services, General Ed FTE may be claimed if they are enrolled in courses counting toward a high school diploma.

Reset Forms | Go to Narrative | Recalculate | Save | Prin

Special Ed | General Ed | Additional Information | Residency Information | Adult Ed JULY | Adult Ed SEP | Summary | Students - Gen&Spec Ed | Students - Ad Ec

K-12 Pupil Membership (FTE) in General Education

Grade	FTE w/o Graded Alt Ed	FTE Graded Alt Ed Only	Total
Kindergarten	101.00	0.00	**101.00**
First Grade	83.36	0.00	**83.36**
Second Grade	84.56	0.00	**84.56**
Third Grade	76.27	0.00	**76.27**
Fourth Grade	89.43	0.00	**89.43**
Fifth Grade	72.04	0.00	**72.04**
Sixth Grade	93.58	0.00	**93.58**
Seventh Grade	99.31	1.00	**100.31**
Eighth Grade	102.56	0.00	**102.56**
Ninth Grade	263.17	4.00	**267.17**
Tenth Grade	373.44	17.10	**390.54**
Eleventh Grade	245.75	44.93	**290.68**
Twelfth Grade	322.49	44.21	**366.70**
Special Education Transition	0.00	0.00	**0.00**
Alternative Education	0.00	0.00	**0.00**
Total General Ed	**2006.96**	**111.24**	**2118.20**

Additional Information Tab

The data displayed in this tab vary, depending on the entity type.

LEA District:

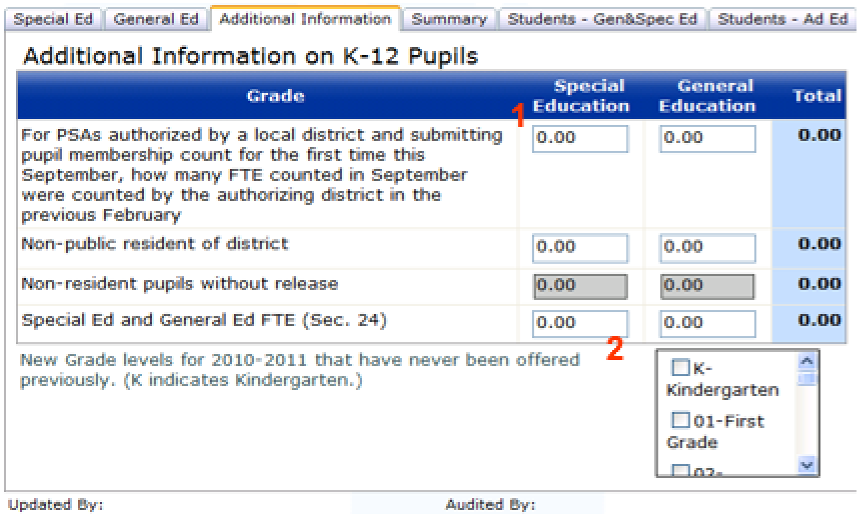
Special Ed | General Ed | Additional Information | Residency Information | Summary | Students - Gen&Spec Ed

Full Time Equivalency Counts

Grade	Special Education	General Education	Total
Non-public resident of district	0.00	0.00	0.00
Non-resident pupils without release	0.00	0.00	0.00
Special Ed and General Ed FTE (Sec. 24)	0.00	0.00	0.00

1. Non-public resident of district: students submitted with residency codes 08 or 15.
2. Non-resident pupils without release: students submitted with residency code 05.
3. Special Ed and General Ed FTE (Section 24): students submitted with residency code 09.

PSA District:



Special Ed | General Ed | Additional Information | Summary | Students - Gen&Spec Ed | Students - Ad Ed

Additional Information on K-12 Pupils

Grade	Special Education	General Education	Total
For PSAs authorized by a local district and submitting pupil membership count for the first time this September, how many FTE counted in September were counted by the authorizing district in the previous February	0.00	0.00	0.00
Non-public resident of district	0.00	0.00	0.00
Non-resident pupils without release	0.00	0.00	0.00
Special Ed and General Ed FTE (Sec. 24)	0.00	0.00	0.00

New Grade levels for 2010-2011 that have never been offered previously. (K indicates Kindergarten.)

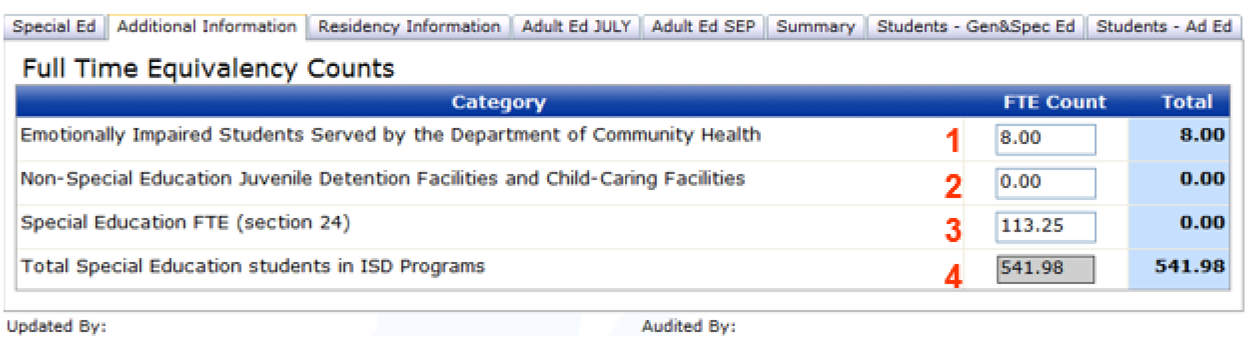
K-Kindergarten
01-First Grade
02-

Updated By: Audited By:

PSAs have two additional rows for the Fall General Collection only:

1. This row is populated for students submitted with a Student Residency code of 10 [Student is counted by a new public school academy authorized by a local school district, and is also counted by the authorizing district during the immediately prior supplemental (Spring) FTE count.]
2. This row is a manually populated field where the auditor enters the new grade levels being offered.

ISD District:



Special Ed | Additional Information | Residency Information | Adult Ed JULY | Adult Ed SEP | Summary | Students - Gen&Spec Ed | Students - Ad Ed

Full Time Equivalency Counts

Category		FTE Count	Total
Emotionally Impaired Students Served by the Department of Community Health	1	8.00	8.00
Non-Special Education Juvenile Detention Facilities and Child-Caring Facilities	2	0.00	0.00
Special Education FTE (section 24)	3	113.25	0.00
Total Special Education students in ISD Programs	4	541.98	541.98

Updated By: Audited By:

1. Emotionally Impaired Students Served by the Department of Community Health: Total of Special Ed Section 52 FTE where the Student Residency code is 13.
2. Non-Special Ed Juvenile Detention Facilities and Child-Caring Facilities: Total of General Ed FTE where the Student Residency code is 12.
3. Special Education FTE (Section 24): Total of Special Ed Section 52 FTE where the Student Residency code is 09.

4. Total Special Education students in ISD Programs: This is the total of Special Ed FTE from the Special Ed tab.

Residency Information tab

The data displayed in this tab vary depending on the entity type (LEA or ISD). This tab does not exist for PSA districts, as they cannot have non-resident students. Section 53a students will not appear on this tab for LEAs as they are considered residents.

LEA District:


Recalculate | Save | Print

Special Ed | General Ed | Additional Information | Residency Information | Adult Ed JULY | Adult Ed SEP | Summary | Students - Gen&Spec Ed | Students - Ad Ed

Residency Related Information 1 2 3 4 Add New

District	Non K-12 District		Section 105/105C Schools Of Choice		Non-Public Non-Resident		All Other		Total
	Spec. Ed	Gen. Ed	Spec.Ed	Gen. Ed	Spec. Ed	Gen. Ed	Spec. Ed	Gen. Ed	Total
13010 Albion Public Schools	0.00	0.00	0.00	29.00	0.00	0.00	0.00	0.00	29.00
13080 Homer Community Schools	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
30030 Jonesville Community Schools	0.00	0.00	0.46	0.54	0.00	0.00	0.00	0.00	1.00

1. Non K-12 District: Students with Student Residency code 01.
2. Section 105/105c Schools of Choice: Students with Student Residency code 02 or 03.
3. Non-Public Non-Resident: Students with Student Residency code 04 or 07.
4. All Other: Students with Student Residency code 06.

ISD District:


Recalculate | Save | Print

Special Ed | Additional Information | Residency Information | Adult Ed JULY | Adult Ed SEP | Summary | Students - Gen&Spec Ed | Students - Ad Ed

Residency Related Information 1 2 3 4 5 Add New

District	Section 53 ISD Operated Program	Section 52 ISD Operated Program	School for the Deaf, Blind	Non-SpecEd Juv. Detention Facility or Child Caring Institute	Emotionally Impaired Students Served By DCH	Total
38010 Western School District	0.00	31.36	0.00	0.00	0.00	31.36
38020 Vandercook Lake Public Schools	0.00	13.60	0.00	0.00	0.00	13.60
38040 Columbia School District	0.00	29.93	0.00	0.00	0.00	29.93
38050 Grass Lake Community Schools	0.00	9.26	0.00	0.00	0.00	9.26
38080 Concord Community Schools	0.00	5.00	0.00	0.00	0.00	5.00

1. Section 53 ISD Operated Program: Total of all Section 53 FTE.

2. Section 52 ISD Operated Program: Total of all Section 52 FTE where the Student Residency code is NOT 11 or 13.
3. School for the Deaf, Blind: All students with Student Residency code 11.
4. Non-SpecEd Juv. Detention Facility or Child Caring Institute: All students with Student Residency code 12.
5. Emotionally Impaired Students Served by DCH: All students with Student Residency code 13.

Summary Tab

All fields on this form are read-only and are calculated using fields that exist on the previous tabs.

LEA and PSA Display

Special Ed | General Ed | Additional Information | Residency Information | Summary | Students - Gen&Spec Ed

Summary of Membership

Total Special Education	303.68
Subtract: Non Resident Special Education without Release Form	0.00
Total Adjusted Special Education Count	303.68
K-12 Pupils	4942.35
Subtract: Non Resident General Education without Release Form	0.00
Total Adjusted K-12 Membership Count	4942.35
Total Adjusted K-12 & Special Education FTE	5246.03

Section 25 Net Adjustments

Special Education Section 25 Adjustments	0.00
General Education Section 25 Adjustments	0.00
Total Section 25 Adjustments	0.00

ISD Display

Special Ed | Additional Information | Residency Information | Summary

Summary of Membership

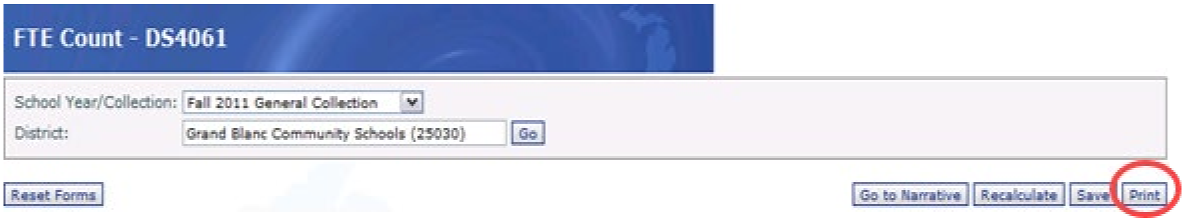
Total Special Education	197.88
Total Adjusted Special Education Count	197.88
K-12 Pupils	0.00
Total Adjusted K-12 Membership Count	0.00
Total Adjusted K-12 & Special Education FTE	197.88

Section 25 Net Adjustments

Special Education Section 25 Adjustments	0.00
General Education Section 25 Adjustments	0.00
Total Section 25 Adjustments	0.00

Printing the Audit Form

Click the "Print" button to print the Audit form. The report displays the Audit Form in PDF, and each tab will print on a separate page.

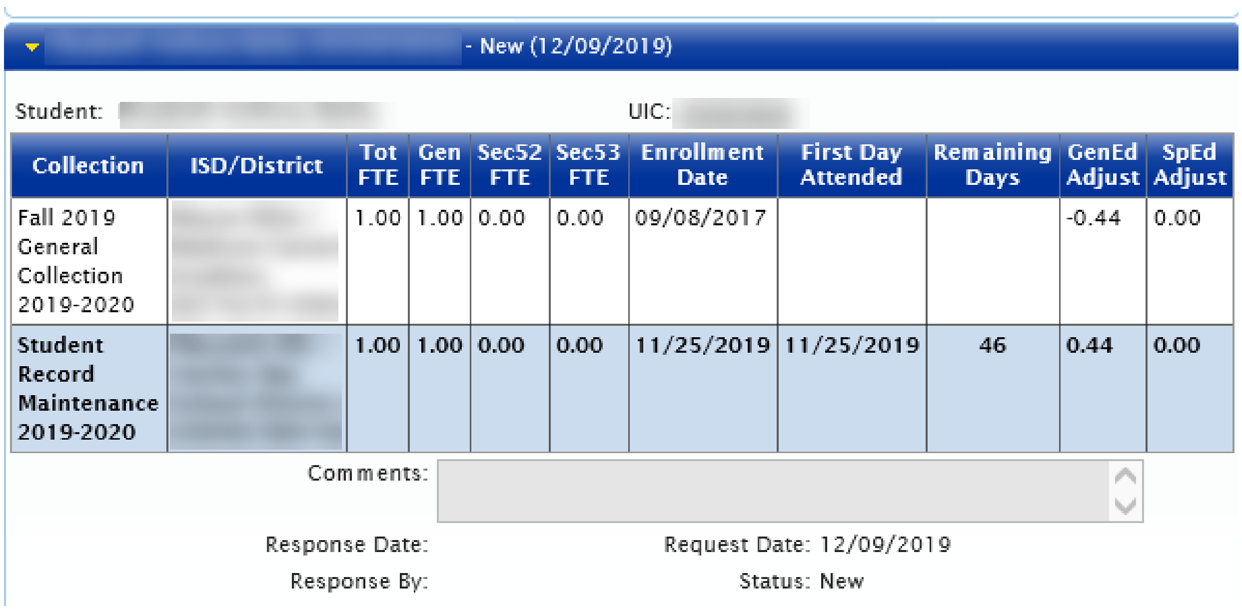


Section 25e

Section 25e claims allow school districts to claim pro-rated FTE for pupils that transfer between fall and spring count day. Claims are submitted via the Student Record Maintenance Collection. For more information, please refer to the [MSDS Section 25e User Guide](#).

Manage Section 25e Requests

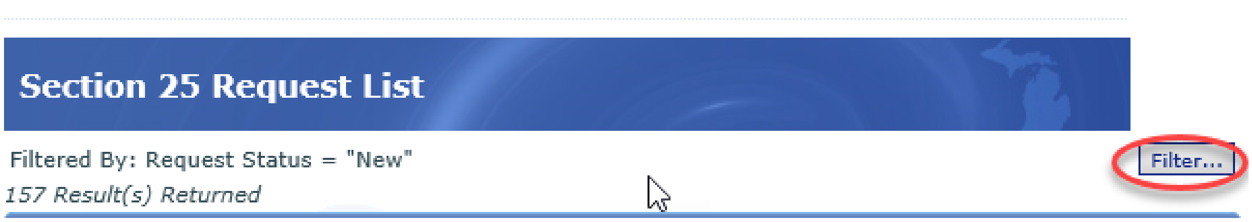
Once an SRM Collection containing Section 25e requests is certified, the requests will appear in the Manage Section 25e Requests area on the side menu. The request for the submitting district will be in bold. The screen includes a breakdown of FTE data, enrollment and attendance data, days remaining in the school year, and the system-calculated FTE amount to be adjusted. District users can view requests they have submitted in a read-only format.



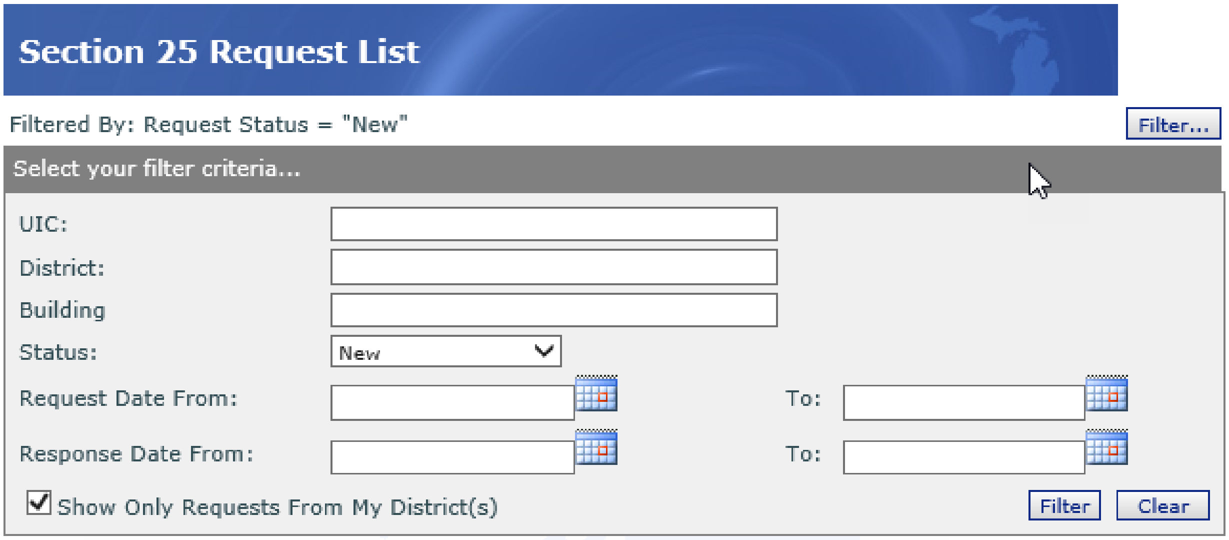
Collection	ISD/District	Tot FTE	Gen FTE	Sec52 FTE	Sec53 FTE	Enrollment Date	First Day Attended	Remaining Days	GenEd Adjust	SpEd Adjust
Fall 2019 General Collection 2019-2020	[illegible]	1.00	1.00	0.00	0.00	09/08/2017			-0.44	0.00
Student Record Maintenance 2019-2020	[illegible]	1.00	1.00	0.00	0.00	11/25/2019	11/25/2019	46	0.44	0.00

Filtering Requests

Requests are ordered by request date, which is the certification date of the SRM record. To filter the requests, click the “Filter” button to open the menu.

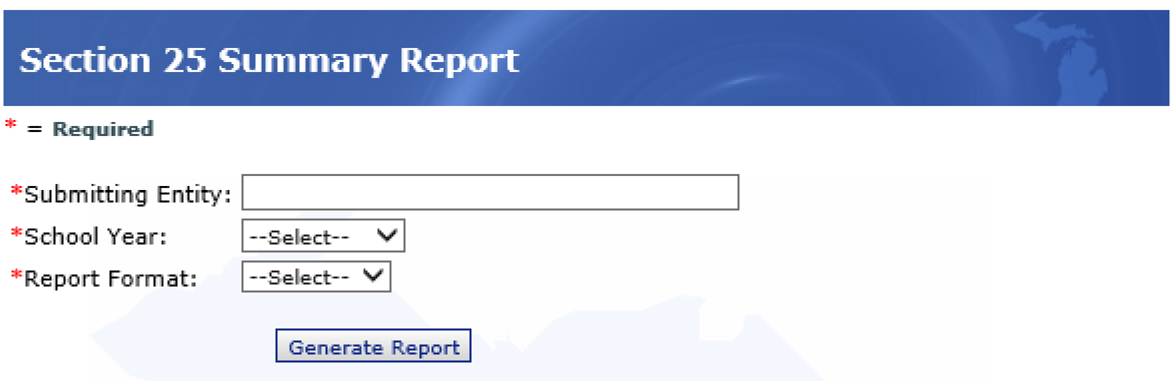


Users can filter the requests by UIC, status and date. The Show Only Requests from My District button functions only for auditors with access to multiple districts.



Section 25e Summary Report

This report contains a list of cumulative Section 25e request submitted between the fall and spring count dates. Requests submitted by the district as well as requests for students claimed against it will appear. Select the entity, year and format to generate the report.



MSDS Reports

MSDS has a variety of reports that are generated from data already in the system and provide users with the opportunity to view and analyze the data.

The Data Staging Area contains reports for uncertified data or for collections that do not require certification. These reports reflect data from records that are error-free. Many of these reports are available after certification in the Certified Data Reports menu.

Reports for data that are not collection-specific, including Direct Certification, FTE Audit, Grad Cohort and PEPE, are located in General Reports.

Some reports require specific permissions to access the data. Examples include the Direct Certification Student Status Report and the Student tab in the Economically Disadvantaged Report, both of which require the Supplemental Nutrition role.

Reports are available in PDF, Excel and CSV formats. Some reports also have an additional drill-down format that can be used to access student-level detail.

For a full list of available reports, go to the MSDS Reports List spreadsheet. The Report List tab provides the location and the collection(s) that pertain to each report. The Report Details tab provides a brief description of each report, recommendations on how the report should be used, fields included, and any additional comments.

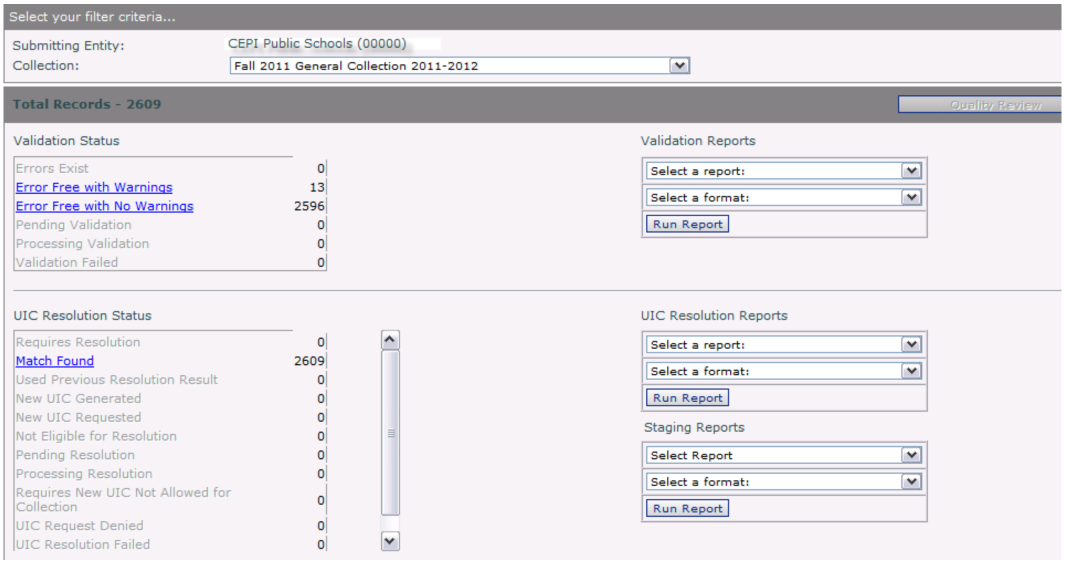
Staging Area Reports

In the Data Staging Area, reports are separated into three categories:

1. **Validation Reports:** These reports allow you to view a complete list of errors and warnings for the selected collection.
2. **UIC Resolution Reports:** These reports allow you to view students that have a UIC Resolution status.
3. **Staging Reports:** The list of reports varies based on the selected collection and allow you to verify the data submitted in that collection. These reports should be compared with reports in your student information system to confirm the data are accurate.

Additional notes:

- Only uncertified, error-free records (with or without warnings) are included in the Staging Reports. Records that contain errors or require UIC resolution will not appear.
- Once the data are certified, reports must be run from the Certified Data Reports menu (see next section).
- For more information on how to access the Data Staging area, please refer to Data Staging Area section of this manual.



1. Select a report from the dropdown list.
2. Select a report format.
3. Click "Run Report."

Certified Reports

1. From the Certified Data Reports menu, choose "Certified Reports."
2. Type the name or code of the "Submitting Entity."
3. Select the desired collection from the dropdown list.
   NOTE: Only collections with certified data will appear in this list.
4. Select the desired report from the dropdown list.
5. Select the desired report format.
6. Click the "View Report" button.

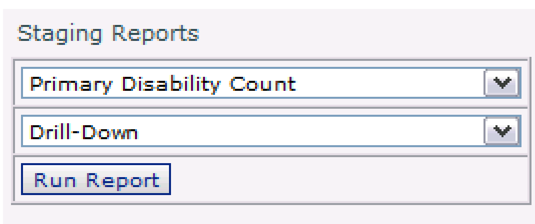
Drill-down Reports

The following summary reports contain a drill-down option that allows users to view student-level detail:

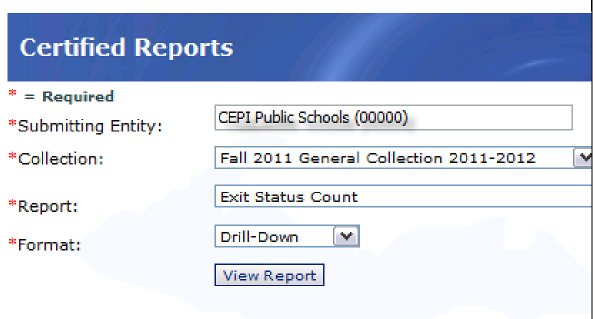
- Early Childhood Gender/Race/Ethnicity Count
- Exit Status Count
- Gender/Race/Ethnicity Count
- Primary Disability Count
- Program Participation Count
- Residency Status Count

1. While selecting a report in either the Staging Area or the Certified Reports menu, choose the "Drill-Down" format and run the report as shown below.

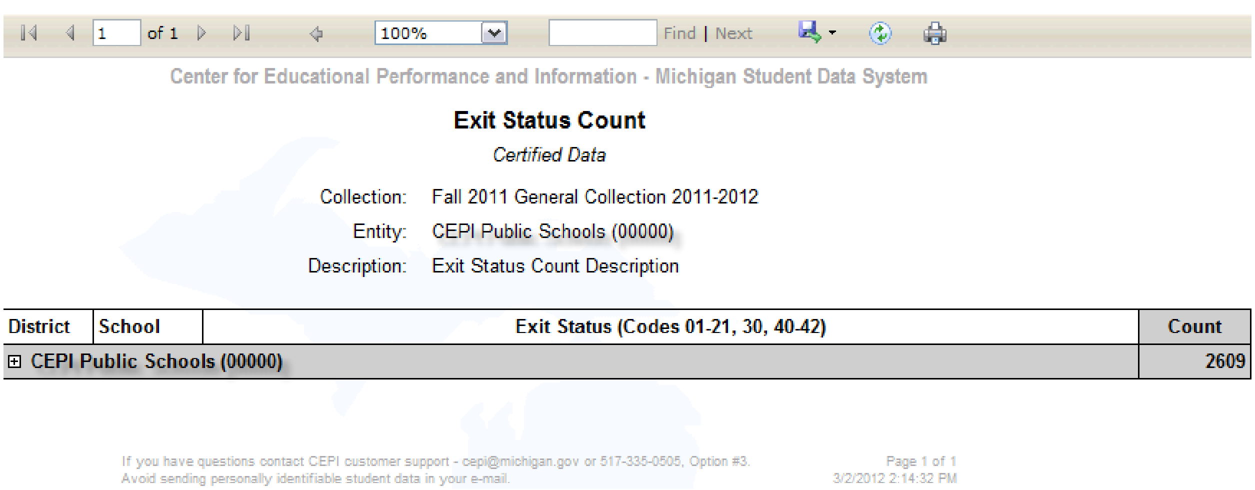
Data Staging Area



Certified Reports menu



2. The report will display as follows:



3. By default, the report will display the total district-level count. Click the + sign next to the district name to drill down to the building-level details.

District	School	Exit Status (Codes 01-21, 30, 40-42)	Count
⊟ CEPI Public Schools (00000)			2609
	⊞ CEPI High School (00001)		395
	⊞ CEPI Middle School (00002)		318
	⊞ CEPI Elementary School (00003)		696
	⊞ CEPI Adult Education (00004)		3

4. Next, click the + sign next to a building to drill down further to the next level in the report.

District	School	Exit Status (Codes 01-21, 30, 40-42)	Count
⊟ CEPI Public Schools (00000)			2609
	⊟ CEPI High School (00001)		395
		⊞ 07 Dropped out of school	4
		⊞ 08 Enrolled in another public school district in Michigan	34
		⊞ 09 Moved out of state	2
		⊞ 19 Expected to continue in the same school district	355
	⊞ CEPI Middle School (00002)		318

5. Continue clicking the + sign until you reach student-level detail.

District	School	Exit Status (Codes 01-21, 30, 40-42)	Count
⊟ CEPI Public Schools (00000)			2609
	⊟ CEPI High School (00001)		395
		⊟ 07 Dropped out of school	4

Last Name	First Name	Gender	DOB	UIC	Local Student ID	Grade	Exit Date
FALLON	JAMES	M	08/28/1991	0123456789	005744	12	2011-09-07
GARLOW	WESLEY	M	06/17/1994	1234567890	001366	12	2011-09-19
MONTANA	HANNAH	F	04/19/1996	2345678901	007455	10	2011-09-30
WITTEN	JASON	M	10/25/1993	3456789012	000805	12	2011-10-04

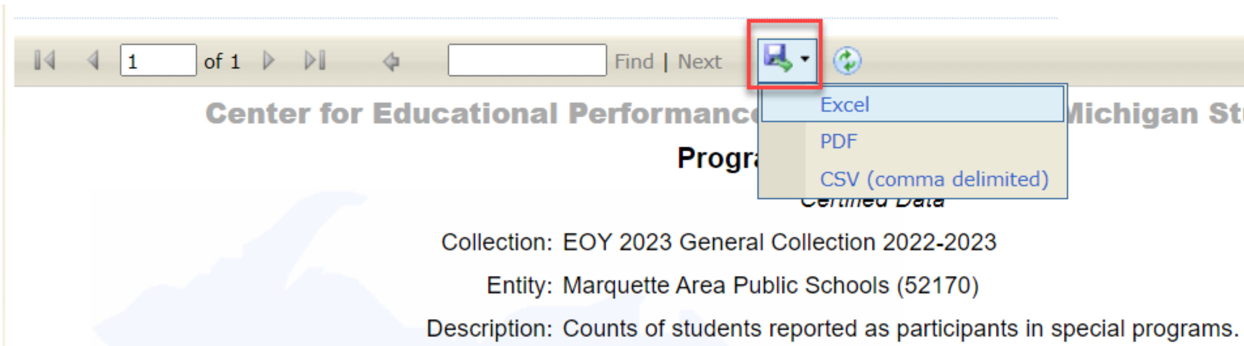
District	School	Exit Status (Codes 01-21, 30, 40-42)	Count
		⊞ 08 Enrolled in another public school district in Michigan	34
		⊞ 09 Moved out of state	2
		⊞ 19 Expected to continue in the same school district	355

Printing the drill-down report

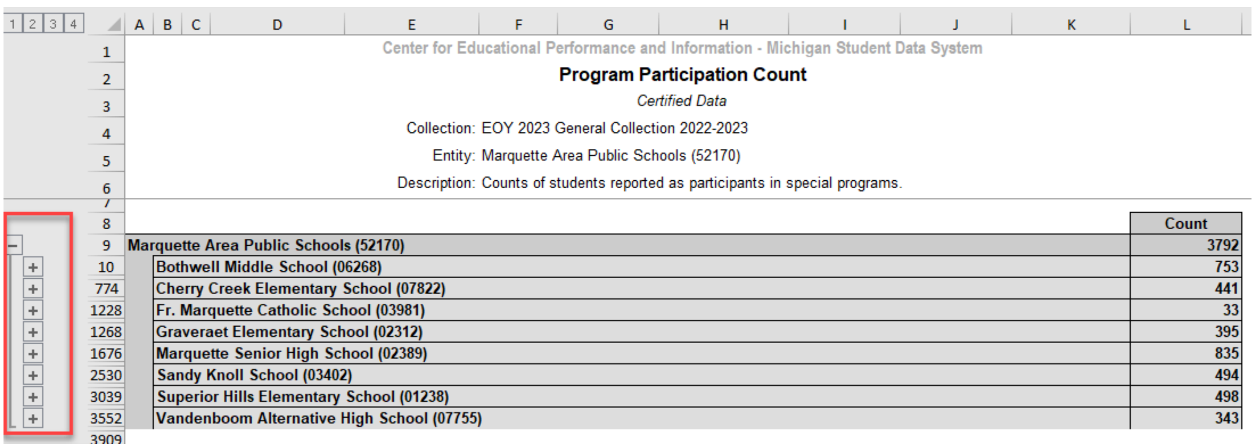
It is not possible to print drill-down reports directly from MSDS, but the file can be exported and printed from Excel.

NOTE: The steps below are designed for Microsoft Excel 365.

Click the Export icon from the toolbar and choose Excel or CSV (comma delimited) format.

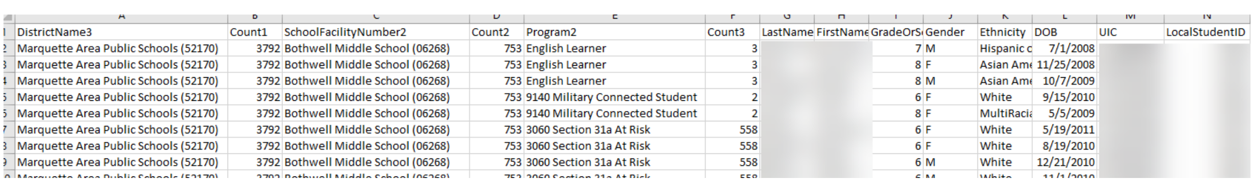


For the Excel version, click the + buttons to expand.



Row		Count
9	Marquette Area Public Schools (52170)	3792
10	Bothwell Middle School (06268)	753
774	Cherry Creek Elementary School (07822)	441
1228	Fr. Marquette Catholic School (03981)	33
1268	Graveraet Elementary School (02312)	395
1676	Marquette Senior High School (02389)	835
2530	Sandy Knoll School (03402)	494
3039	Superior Hills Elementary School (01238)	498
3552	Vandenboom Alternative High School (07755)	343

The CSV format exports fully expanded with columns for District, Building and Program, as well as Last and First Name, Grade, Gender, Ethnicity, DOB, UIC and Local ID.



DistrictName3	Count1	SchoolFacilityNumber2	Count2	Program2	Count3	LastName	FirstName	GradeOrS	Gender	Ethnicity	DOB	UIC	LocalStudentID
Marquette Area Public Schools (52170)	3792	Bothwell Middle School (06268)	753	English Learner	3			7	M	Hispanic c	7/1/2008		
Marquette Area Public Schools (52170)	3792	Bothwell Middle School (06268)	753	English Learner	3			8	F	Asian Ame	11/25/2008		
Marquette Area Public Schools (52170)	3792	Bothwell Middle School (06268)	753	English Learner	3			8	M	Asian Ame	10/7/2009		
Marquette Area Public Schools (52170)	3792	Bothwell Middle School (06268)	753	9140 Military Connected Student	2			6	F	White	9/15/2010		
Marquette Area Public Schools (52170)	3792	Bothwell Middle School (06268)	753	9140 Military Connected Student	2			8	F	MultiRaci	5/5/2009		
Marquette Area Public Schools (52170)	3792	Bothwell Middle School (06268)	753	3060 Section 31a At Risk	558			6	F	White	5/19/2011		
Marquette Area Public Schools (52170)	3792	Bothwell Middle School (06268)	753	3060 Section 31a At Risk	558			6	F	White	8/19/2010		
Marquette Area Public Schools (52170)	3792	Bothwell Middle School (06268)	753	3060 Section 31a At Risk	558			6	M	White	12/21/2010		

Appendix A: File Upload Status Descriptions

The following are possible file status options when viewing the Uploaded File Status screen:

Status Message	Description
Completed Bulk UIC Resolution	The data in the Staging Area have been processed through bulk resolution.
Completed Detailed UIC Resolution	The data in the Staging Area have been processed through detailed resolution.
Completed Field Level Validation	The data in the Staging Area have been successfully validated.
Completed Load Data Collection	The XML file was successfully loaded to the Data Collection area.
Completed Load Staging Area	The data have been loaded to the Staging Area successfully.
Failed Bulk UIC Resolution	An unexpected error has occurred. Please contact CEPI customer support.
Failed Detailed UIC Resolution	An unexpected error has occurred. Please contact CEPI customer support.
Failed Field Level Validation	An unexpected error has occurred. Please contact CEPI customer support.
Failed File Level Validation	The file-level validation failed. The validation issues will be listed on the File Upload Details form.
Failed Load Data Collection	An unexpected error has occurred. Please contact CEPI customer support.
Failed Load Staging Area	An unexpected error has occurred. Please contact CEPI customer support.
Max Retry Exceeded – Removed from Queue	An unexpected error has occurred. Please contact CEPI customer support.
Passed File Level Validation	The file passed the file-level validation checks.
Problems Processing TXT file	MSDS does not accept files with the TXT extension. Please upload an appropriate file type.
Problems Processing ZIP file	The ZIP file uploaded was corrupt or contained invalid file types.
Processed Successfully	The data in the Staging Area have been processed successfully.

Status Message	Description
Processing Bulk UIC Resolution	The data in the Staging Area are being processed for Bulk UIC Resolution (100% match).
Processing Detailed UIC Resolution	The data in the Staging Area are being processed for UIC Resolution.
Processing Field Level Validation	The data in the Staging Area are being processed for field-level validation.
Processing File Level Validation	The file is being processed for schema issues, required UIC, duplicate students and other file-level validation issues.
Processing Load Data Collection	The XML file is being loaded to the Data Collection area.
Processing Load Staging Area	The data are being loaded from the Data Collection area and consolidated in the Staging Area.
Upload Failed	An unexpected error has occurred. Please contact CEPI customer support.
Uploaded Successfully	File was uploaded to the server.
Written to Queue – Available for Processing	The file was accepted and is waiting in the queue for processing.

Appendix B: Certification Status Validation Messages

The following table represents possible **Certification Status** Validation Messages for a collection:

Status Message	Description
Certified	The staging area was certified and is closed for further changes.
Certification not Required	The collection is not available for Certification.
Certified – Ongoing	The staging area was certified, and the collection allows for new enrollments, changes, exits and certification of updated data.
Errors Exist	The staging area was processed through Quality Review/Certification and errors were found.
Error Free with No Warnings	The staging area was processed through Quality Review/Certification and no errors or warnings were found.
Error Free with Warnings	The staging area was processed through Quality Review/Certification and warnings were found.
Failed Quality Review	The Quality Review process failed due to an unexpected issue. Please try running quality review again. If the issue persists, please contact CEPI customer support.
Pending Certification	The staging area is available for certification.
Processing Certification	The staging area is currently undergoing the Certification process.
Processing Quality Review	The staging area is currently undergoing the Quality Review process.
Written to Queue – Available for Certification	The collection has been placed in a queue and will be processed for certification in the order received.

Note: The Certification Status is different from a Staging Area's Validation Status. Errors and warnings at the field level are displayed under the Validation Status heading on the Staging Area Detail screen. The Certification Status message is based on whether there are errors or warnings on the Certify Collection screen subsequent to clicking Certify on the Staging Area screen or clicking Quality Review on the Staging Area Detail screen.

Appendix C: UIC Resolution Status Messages

The table below lists possible **field-level validation** messages for a student record in a collection:

Status Message	Description
Pending Resolution	The record is ready for UIC Resolution.
Match Found	A match was found for the record in the Student Master.
Requires Resolution	Multiple choices for matching were found for this record and require resolution.
Not Eligible for Resolution	The record requires resolution, yet the collection does not allow for it.
New UIC Generated	No matches were found for the record, and a new UIC was generated.
New UIC Requested	The record required resolution, and the resolver has requested a new UIC.
No Match	On the resolution screen, the user chose No Match. The possible matches presented were not the student.
Processing Resolution	The record is being processed for UIC resolution.
Used Previous Resolution Result	The record was previously resolved for this collection and submitting entity.
Requires New UIC Not Allowed for Collection	No matches were found for the record, and a new UIC was required, yet the collection does not allow it.
UIC Request Denied	The request for a new UIC was rejected on the Manage Request for UIC form.
UIC Resolution Failed	The UIC Resolution process failed. Select the records that failed and click on "Rerun Resolution." If the process fails again, please contact CEPI.