Center for Educational Performance and Information

MSDS FAQs

Last Updated: 2/24/2023

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GENERAL INFORMATION

1. I have never used the Michigan Student Data System before. What do I do?

Please visit the MSDS web page for basic information and the security form you will need to submit to gain access to MSDS.

2. I have gained access to the MSDS application. Now what do I do?

The MSDS web page contains many resources to assist you in submitting data. Review the *MSDS District User Guide*, *MSDS Collection Details Manual* and *MSDS Collection Component Matrix*.

3. When is my collection due?

MSDS collection dates can be found on the CEPI calendar page.

DATA SUBMISSION

4. How do I update a student's name, date of birth, gender, etc.?

There are a couple of ways to update a student's demographic information:

1. Submit the updated information with the student's record in your Fall/Spring/End-of-Year General Collection or your Student Record Maintenance Collection. Student records are updated after the collection has been certified and the collection close process has been completed.
2. The primary education providing entity district can update the name, date of birth or gender in the Request for UIC Collection. This is done by doing a search for your student, selecting the student, and clicking "submit and go to details." Make sure to update and save the record.

5. I am trying to update my students' information for assessment purposes. I've added several records to my Student Record Maintenance Collection, but the changes are not reflected in the MDE Secure Site.

First, check your SRM Collection in MSDS to make sure you certified the collection once the students and their changes were added. Once certification is verified, click

on each student's record to make sure your records included the corrections you meant to submit. If your student record is correct in the MSDS and you don't feel the Office of Educational Assessment and Accountability has current information, call 1-877-560-8378 x3 or email accountability@michigan.gov for assistance. For more information on OEAA and their deadlines, visit the MDE Assessment and Accountability web page.

6. Is it possible to totally delete a collection? I have not yet certified. If so, how do I do this?

For single certification collections, the staging area overview has a link labeled "Delete." Click this link to delete all records in the collection. The collection must have records uploaded and be in an uncertified status for the link to be present. The delete option is not available for ongoing certification collections. For information about single certification and ongoing certification collections, see the MSDS District User Guide.

7. I am trying to resubmit my certified collection. Do I need to decertify before I send the corrected version?

If the collection is still open, you must decertify the collection before uploading your corrected data. In the data staging area, you should see a "decertify" link next to the collection name.

If the collection is closed, you cannot decertify or update your data. If you discover a problem with your data after the collection closes, please contact CEPI customer support at cepi@michigan.gov immediately for assistance.

WORKING WITH UICs

8. My request for a new UIC was denied. How can I get this student a new UIC?

When submitting a request for a new UIC, CEPI looks at the justification to try to understand where the student came from and why the student does not already have a UIC. Review the notes as to why the request was denied and, if necessary, resubmit the request and provide updated justification.

Examples of good justification are "Student was home-schooled," "Student is a new kindergartener," or "Student moved to Michigan from out-of-state."

9. I am linking UICs. Which UIC should be the primary UIC?

Instructions for linking UICs are found in the MSDS District User Guide. Submit the UIC with the most recent, continuing record as the primary UIC. Linking requests will be approved or denied based on the information submitted in the request.

10. I searched for a student and the student does not come up. But when I request a UIC, it says "record already exists." How do I correct this?

It is likely the student has already been added to your Request for UIC Collection but requires resolution.

In the Request for UIC Collection staging area, locate the student and click "Requires Resolution" in the Resolution Status column. Confirm whether the possible match record is the same as the submitted student. If so, use that UIC. If they are different students, click the "Request New UIC" button. Please note that if you request a new UIC, the request must be approved by the state. If a student was submitted multiple times, please delete the redundant records.

11. Can I delete a UIC that I accidentally created for a student who already had one?

Unfortunately, we cannot delete UICs, and the UICs must be linked. Instructions for linking UICs can be found in the MSDS District User Guide.

FILE UPLOADS

12. How do I upload a collection?

Information can be found in the Uploading Data section of the MSDS District User Guide.

13. Why do I have a "Failed File Level Validation" error on my uploaded file?

Since your file has not made it into the staging area, CEPI cannot see your data. To see your upload error(s), click "Student Data Submission," then "Uploaded File Status." Click on the file name to read the error(s) that need to be corrected. You can review the Understanding and Correcting MSDS File Upload Errors document for assistance. If you prepared your file through a student information system, you may also want to contact your vendor.

For additional troubleshooting, go to the MSDS web page, click on the collection, then check your XML file against the sample file.

Examples of common errors:

1. The 'ZipCode' element is invalid - The value '48328'' is invalid according to its datatype

   'ZipCodeType' - The pattern constraint failed.

In this example there is an extra apostrophe in the zip code (highlighted), which is causing the error.

2. The 'UIC' element is invalid - The value '' is invalid according to its datatype 'UICType' - The Pattern constraint failed.

   Any time there is an ('') it means you have reported a blank/empty field. Your file likely contains one or more empty fields that look like: <UIC></UIC>

14. My file uploaded successfully, and I corrected my errors in the staging area. When I click "Quality Review," I receive additional errors. Why are these new errors popping up in my quality review?

There are 3 types of validations:

Schema/File Upload – Uploaded files must pass very basic rules to upload successfully (e.g., a file will fail if a required characteristic is not included). This error is called "failed file level validation error."

Field/Record Level – Records you would see in the staging area for your collection, after successfully uploading your file. Most of the business rules in the Collection Component Matrix are field/record errors. For instance, a student reported with a continuing exit status (19) and an exit date would trigger an error message for those fields.

Quality Review/Certification – These rules are the first items listed in the Collection Component Matrix tables. The Quality Review process looks beyond just the Staging Area of the current collection to determine if there are any problems.

Example: A student who was reported with the Special Education Component and no exit data in the Fall General Collection but was reported without any Special Ed. information in the Spring General Collection could trigger a quality review error.

REPORTS

15. What do the different reports in MSDS include?

The MSDS Report List identifies reports that can be run in the MSDS. It gives the details of the different reports, the location of the reports, what collection(s) each report is available for and what students are included.

16. I am trying to run a report from the staging area. I have certified my collection. Why won't my report come up?

Once a collection is certified, you can only run certified reports from the "Certified Reports" area. When a collection has not yet been certified, you can run the report from the "Staging Reports" area. For more information about MSDS reports, refer to the MSDS Report List.

17. How do I find the direct certification report?

Authorized MSDS users with the Supplemental Nutrition role can view the direct certification report. Log into MSDS and click "General Reports" on the left side of the screen. Click on the Direct Certification Student Status link and select the School Year from the drop-down box. Select either the CSV or PDF report format from the drop-down box. Type in your entity code and click Submit.

18. I certified my collection today and I am trying to run my DS 4061. Why won't it come up?

The DS4061 Audit Form is available for viewing and printing the day after a district certifies their collection.