Center for Educational Performance and Information

School Infrastructure Database

Data Field Descriptions

End-of-Year 2026

Last Reviewed: 9/5/2025

Questions:
Email: cepi@michigan.gov
Phone: 517-335-0505 x3

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Information Regarding the End-of-Year 2026 SID Submission

District authorized users may complete the SID submission either via the online application or by preparing and uploading a file to the SID Application following the specifications in the EOY 2026 SID Data Field Descriptions and the EOY 2026 SID Record Layout.

Managing Your MILogin Account

Email address and phone number. It is important for MILogin users to keep their information current. CEPI sends email messages to all application users. Because it is sometimes necessary for CEPI to contact an authorized user by telephone, users' phone numbers must be kept current as well. Update account information at the MILogin page. Information on how to maintain your MILogin account, please see the MILogin User Guide.

Security Agreement

After you have established a MILogin account, download the CEPI Security Agreement from the CEPI website. Click on "PreK-12 Applications," then "School Infrastructure Database." Click on the CEPI/District/ISD/PSA User Application Security Form link to download the form. After submitting the completed and signed form, you will be notified by email when you have access SID. After you have security access to SID, you are ready to begin.

A district may have more than one authorized user for the SID; however, each user must have a MILogin account and submit a separate security agreement.

Help and Resources

Each field listed in the SID Data Field Descriptions contains a State of Michigan office contact. This is the office to which content questions pertaining to a particular field should be directed.

If you have questions not covered by this manual and our other posted support material, or need technical assistance with your data submission, please contact CEPI customer support at 517-335-0505 x3 or cepi@michigan.gov. Please provide your name, district code, district name, CEPI application name, your telephone number (including area code and extension), your email address, and your specific questions.

Index of Changes

Changes to Current Submission

Legislative changes and other issues occasionally require us to update a manual during a submission. If that happens, any changes will be noted here, allowing you to print new copies of just the affected pages. For your convenience, a list of the page numbers that contain edits, marked by ~~strikethrough~~ (no longer in effect) or underlined Arial font (new requirement or clarification), appears below:

Field Number	Page Number(s)	Edits/Changes

Field A: Date of Count

Definition:
The official end-of-year SID submission date for the 2025-26 school year is June 30, 2026.

Field Use:
School Aid Act, MCL 388.1619, 380.1310a, 380.1310b

Specification:
A value must be submitted in this field in bulk upload file only
Ten characters, date with slashes

System Field Name:
MonthOfCount

Instructions:
Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be the number of a day between 01 and 31. CCYY represents the year. For example, June 30, 2026 = 06/30/2026. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Programming Edits:
A value is required in this field when submitting a bulk upload file for the district's SID submission. If this field is left blank or does not contain the current official submission date, a fatal error is reported.

If you have questions about this field, please contact:
CEPI customer support, cepi@michigan.gov or 517-335-0505 x3.

Field B: School/Facility Number

Definition:
These codes are the state-assigned numbers in the EEM. The EEM numbers are five digits. You must add a leading zero in front of the EEM numbers for all schools/facilities that have four-digit numbers (e.g., 01234). SID data must be reported for all open Schools, Unique Education Providers and Facilitates. Zeros may be reported if no incidents occur at that building.

Field Use:
School Aid Act, MCL 388.1606, 388.1619, 388.1701, 388:1705, 388.1706, 388.1709

Specification:
A value must be submitted in this field in bulk upload file only

- Integer; Official Educational Entity Master (NNNNN)

Instructions:
This field also provides the relational link to all the core data sets in the warehouse.

- Any district-operated School or Unique Education Provider may receive a five-digit number. For requesting an EEM number, the following guidelines have been created. These guidelines will help differentiate a school from a program. Send questions or comments regarding this field to cepi@michigan.gov.
- For clarifications on entity types within the EEM, please see the EEM Glossary for School, Unique Education Provider, Shared Educational Entity/Specialized Shared Educational Entity, and Non-Instructional Ancillary Facilities.

Programming Edits:
A value is required in this field when submitting a bulk upload file for the district's SID Submission. When the school code is blank or not in the official Educational Entity Master, a fatal error is reported. The school/facility number reported must be assigned to the reporting district in the EEM.

If you have questions about this field, please contact:
CEPI customer support, cepi@michigan.gov or 517-335-0505 x3

Field C: Shared Physical Space-Central Administrative Unit

Definition:
When a central administrative office shares physical space with another school/facility, the district may report the central administrative office as sharing physical space and report one set of data for the combined shared space.

Field Use:
School Aid Act, MCL 388.1606, 388.1619, 388.1701, 388:1705, 388.1706, 388.1709

Specification:
A value must be submitted in this field in bulk upload file only

- This is a one-position field (N)

Instructions:
Indicate with a "1" if the central administrative office shares physical space.
Indicate with a "0" if the central administrative office does not share physical space.
Report "0" for all other schools/facilities.

Programming Edits:
A value is required in this field when submitting a bulk upload file for the district's SID Submission. If a "1" (central administrative office shares physical space with another school/facility) is reported in this field, the district cannot report data in fields 1 through 44, or a fatal error will be reported. This field must have a value or a fatal error will be reported.

Codes	Description
0	Central administrative office does not share physical space
0	All other school/facilities
1	Central administrative office shares physical space

If you have questions about this field, please contact:
CEPI customer support, cepi@michigan.gov or 517-335-0505 x3

Fields 1-3: Reserved

Definition:
This is a reserved field.

Field Use:

Specification:

System Field Name:

Instructions:

Programming Edits:
For bulk upload files, this field must be left blank or a fatal error will be reported.

Field 4A: School Disciplinary Problems- Bullying (REQUIRED)

Definition:
"Bullying" means any written, verbal, or physical act, or any electronic communication (including "Cyberbullying"), that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of one or more pupils.
- Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Field Use:
Matt Epling Safe School Law (MCL 380.1310b)

Specification:

- Required field
- Four-position field (NNNN)
- Integer

Instructions:
Indicate the number of incidents of bullying between a student and another person(s). These incidents must have occurred over the past school year at school or at a school-sponsored activity. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "At school" includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the school district or public school academy.

Programming Edits:
A value must be submitted for this field, or a fatal error will be reported.

If you have questions about this field, please contact:
CEPI customer support, cepi@michigan.gov or 517-335-0505 x3

Fields 4B-43: Reserved

Definition:
This is a reserved field.

Field Use:

Specification:

System Field Name:

Instructions:

Programming Edits:
For bulk upload files, this field must be left blank or a fatal error will be reported.

Field 44: Students Who Are Victims of Violent Criminal Offenses (REQUIRED)

Definition:
An act that constitutes criminal sexual conduct as defined by MCL 750.520b, 750.520c, 750.520d, 750.520e or 750.520g, or other serious assault constituting a felony violation of MCL 750.81 to 750.90g, or that constitutes an assault and infliction of serious or aggravated injury under MCL 750.81a.

Field Use:
State Board of Education Unsafe School Choice Option Policy as required by the Every Student Succeeds Act

Specification:
- Required field
- Three-position integer field (NNN)

Instructions:
Indicate the number of students who have been victims of violent criminal offenses on school property or at a school-sponsored activity over the past school year. A student shall be considered to be a victim of a violent criminal offense when anyone has made an official written complaint to law enforcement officials and to school officials of the student's school district residence that the student has been the victim of a violent criminal offense that occurred at school.

The written complaint to school officials and law enforcement officials is sufficient. The complaint need not be investigated by a law enforcement agency to be counted. (The student, or his or her parent or legal guardian should provide school officials with the date the alleged incident occurred and the law enforcement agency's complaint or incident number.)

As used in the Statewide Safe School Choice Policy, "violent criminal offense" means an act that constitutes criminal sexual conduct as defined by MCL 750.520b, 750.520c, 750.520d, 750.520e or 750.520g, or other serious assault constituting a felony violation of MCL 750.81 to 750.90g, or that constitutes an assault and infliction of serious or aggravated injury under MCL 750.81a

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

In the event an act or transaction has multiple complainants (victims), the act should be counted only once. In the event that a student is the complainant of multiple acts that are not part of the same transaction, each act must be counted.

Programming Edits:
A value must be submitted for this field, or a fatal error will be reported.

If you have questions about this field, please contact:
Aimee Alaniz, alaniza1@michigan.gov
CEPI customer support, cepi@michigan.gov or 517-335-0505 x3

Fields 45-49: Reserved

Definition:
This is a reserved field.

Field Use:

Specification:

System Field Name:

Instructions:

Programming Edits:
For bulk upload files, this field must be left blank or a fatal error will be reported.

Field 51: Instances of Administration of an Epinephrine Auto-Injector to a Pupil in a School Year (REQUIRED)

Definition:
An Epinephrine auto-injector is a handheld medical device for injecting a measured dose or doses of epinephrine (adrenaline). It is most often used for the treatment of an anaphylactic reaction, a serious allergic reaction.

Field Use:
MCL 380.1179a

Specification:
- Required field
- Three-position field (NNN)
- Integer

Instructions:
Indicate the number of instances epinephrine auto-injectors were administered to a pupil at school. This count should include all instances of administration, including individuals with or without a previously known allergy, and those using personal or school stock of epinephrine auto-injector.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "At school" includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the school district or public school academy.

Programming Edits:
A value must be submitted for this field, or a fatal error will be reported.

If you have questions about this field, please contact:
Aimee Alaniz, alaniza1@michigan.gov
CEPI customer support, cepi@michigan.gov or 517-335-0505 x3

Field 52: Pupils Who Were Administered an Epinephrine Auto-Injector Not Known to be Severely Allergic (REQUIRED)

Definition:
An Epinephrine auto-injector is a handheld medical device for injecting a measured dose or doses of epinephrine (adrenaline). It is most often used for the treatment of an anaphylaxis, a serious allergic reaction.

Field Use:
MCL 380.1179a

Specification:
- Required field
- Three-position field (NNN)
- Integer

Instructions:
Indicate the number of instances epinephrine auto-injectors were administered to a pupil at school who was not previously known to have a severe allergy.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "At school" includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the school district or public school academy.

Programming Edits:
A value must be submitted for this field, or a fatal error will be reported.

If you have questions about this field, please contact:
Aimee Alaniz, alaniza1@michigan.gov
CEPI customer support, cepi@michigan.gov or 517-335-0505 x3

Field 53: Pupils Who Were Administered an Epinephrine Auto-Injector Using the School's Stock (REQUIRED)

Definition:
An Epinephrine auto-injector is a handheld medical device for injecting a measured dose or doses of epinephrine (adrenaline). It is most often used for the treatment of an anaphylaxis, a serious allergic reaction. This count should include administration to pupils using the school's stock of epinephrine. This should include those with or without a previously known severe allergy.

Field Use:
MCL 380.1179a

Specification:
- Required field
- Three-position field (NNN)
- Integer

Instructions:
Indicate the number of instances epinephrine auto-injectors were administered to a pupil at school using the school's stock of epinephrine auto-injector(s). This count should include all instances of administration, including individuals with or without a previously known allergy.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "At school" includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the school district or public school academy.

Programming Edits:
A value must be submitted for this field, or a fatal error will be reported.

If you have questions about this field, please contact:
Aimee Alaniz, alaniza1@michigan.gov
CEPI customer support, cepi@michigan.gov or 517-335-0505 x3