

Center for Educational Performance and Information

Michigan Student Data System

Helpful Hints to TSDL Reporting

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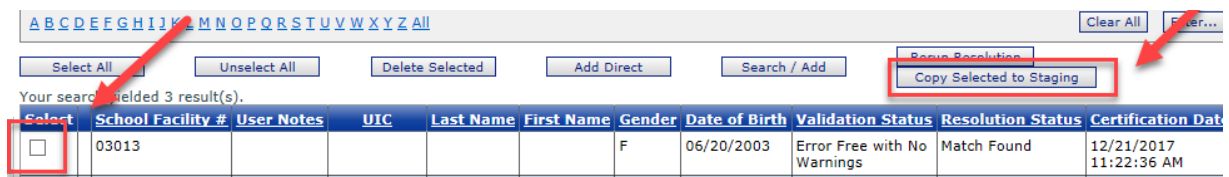
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TSDL Checklist

- ❑ **Report all courses for students you submitted as continuing throughout the school year. (See Question 2)**
- ❑ **Update, add or remove TSDL student courses as needed. (See Question 17)**
 - ✓ **The student course record is grayed in the Migrant TSDL, and I cannot type in the record. How do I update?**

If you have a certified student record in TSDL that needs to be updated, you should check the box in front of the student name and click "Copy Selected to Staging." This will create a non-certified record for the student that you can update. You cannot edit a certified record.



- ❑ **Report migrant students within 10 days for enrolling or exiting the student. (See Question 7)**
 - ✓ **MSIX Course Section ID:** If a student is a migrant, then the MSIX Course Section ID must be submitted.
 - ✓ **MSIX Clock Hours:** If a student is migrant and has not fully completed a course, then the total number of clock hours for that course must be submitted.
 - ✓ **Credits Granted:** If the course was not completed, prorate the credits granted for the period of the student's participation.
 - ✓ **Course Grade:** If the course was not completed, prorate the grade for the period of the student's participation.
 - ✓ **How do we know which students are migrants?** Run the Migrant Student List from the MSDS General Reports. If you have any migrant-specific questions, please contact Michelle Mattson with MDE at 517-241-6974 or MattsonM2@michigan.gov.
- ❑ **Report all Dual Enrollment courses. (See Questions 5, 8, 9, and 14)**
 - ✓ **Course Type "07"** for students taking dual enrollment/post-secondary courses.
 - ✓ When reporting Course Type "07," both **College Credit** and **Credits Granted** must be submitted.
- ❑ **Report all Virtual Student courses. (See Question 10)**
 - ✓ A **Teacher of Record** (Michigan certified teacher) must be assigned and reported for virtual courses.
 - ✓ A **Mentor PIC** is a direct employee of the district who can facilitate the online course. Note: when a teacher is responsible for both the teacher of record and the

mentor roles, their PIC must be reported in both the PIC and Mentor PIC characteristics.

- ✓ Online teachers contracted through Michigan Virtual University, Michigan Online, or other online providers, must be Michigan certified teachers in the grade level and subject area they are instructing. They must be reported in REP and the contracted provider must provide your entity with the teacher data.

□ **Report REP PIC Field: "Teacher of Record" or "Mentor." (See Questions 11 and 12)**

- ✓ Do not use leading zeros.
- ✓ The Teacher of Record must be a Michigan certified teacher.
- ✓ The Teacher of Record must be highly qualified in the subject area.
- ✓ The Teacher of Record may be employed directly by the district or through a contract provider.
- ✓ There can be up to three Teacher of Record PICs reported per student course.
- ✓ A Mentor teacher must be an employee of the district and does not need to be certified or highly qualified, although a teacher of record must be assigned to a course.
- ✓ Refer to the [REP Crosswalk](#) for assistance in matching School Codes for the Exchange of Data codes to the appropriate REP assignment codes.
- ✓ Dual Enrollment courses coded Course Type "07" are not required to have a Teacher of Record.

□ **Report Summer courses. (See Question 15)**

- ✓ **Incomplete (I):** If a student has not received a final grade by the collection deadline, submit "Incomplete" for the completion status. Report the final grade in the following school year's TSDL, indicating the previous school year in the "Academic Year" field.

□ **Report "Specials."**

- ✓ Report teachers of courses such as art, physical education, music, etc., in which these separate courses are reported on a student's academic record.
- ✓ Each course should be reported as a separate course with the applicable teacher of record PIC(s).
- ✓ You can report the teacher as a co-teacher along with the primary instructor if the instruction is considered part of a general inclusive classroom course.

□ **Report Dropout Recovery Courses.**

- ✓ Students enrolled in a dropout recovery program must have their courses reported.
- ✓ These courses must be flagged in the Student Course Component by submitting the Course Funding Program characteristic and selecting code "01" Section 23a Dropout Recovery.

Introduction

This document presents helpful hints to Teacher Student Data Link reporting. Our goal is to provide MSDS users with a helpful resource that can be used when reporting the TSDL Collections. The hints below provide basic information about topic areas that have posed questions in past TSDL reporting.

Helpful Hints

1. What are the TSDL Collections?

The TSDL Collections link students and the teachers who provide instruction to them and is housed in the MSDS. Data reported in the collection reflect each student's performance in classes taken throughout the current academic year. These data are used for Every Student Succeeds Act report cards and to fulfill legislative reporting requirements.

2. What students are required in the TSDL Collection?

All students that were submitted as continuing (District Exit Status "19") in grades K-12 and 14 for your district are required to have all courses reported in the TSDL Collection. This includes nonpublic or homeschooled students taking nonessential elective courses (i.e., shared-time). Students in an Early Childhood (grade 30) school-based setting may also be reported; however, the Michigan Department of Education has not determined whether these data are required at this time.

If a student requiring TSDL submission exits your district during the school year, you are still required to submit applicable student data from the duration of their enrollment.

Students who were enrolled for very brief periods of time, resulting in no course information being posted to their academic records, are not required to be reported.

3. How can I certify my TSDL Collections?

The Migrant TSDL Collection is submitted through an "Ongoing Certification" process, which means a new record can be certified at any time while the collection is open. This can be done by uploading new files to be certified or by manually adding students. If your student is already reported in the TSDL Collection and needs changes or new courses added, you can manually update by checking the box for the student in the staging area and clicking "copy selected to staging." This creates a new record to be submitted and certified.

The General TSDL Collection is submitted through a "Single Certify" (like the general collections) process, which means a new record can be certified once during the reporting window. This can be done by uploading new files to be certified or by manually adding students. During this reporting window, the collection can be

certified and decertified at any time until the certification deadline. Only one student record will be added to Student History.

4. Reporting Migrant Education students

Migrant students in grades 9-12 are required to have coursework submitted in the [Migrant TSDL Collection](#) within 10 days of enrolling or exiting from a district. For all courses reported, you must include all the required characteristics in the Student Course Component. Additionally, you must report credits granted and a course grade. If the course was not fully completed or enrollment is ongoing, course grade and credits granted should be prorated for the period of participation. Once the course is completed or the student is no longer enrolled in the course, update TSDL records with the final course grade and credits granted. To find Migrant-eligible students, run the Migrant Student List from the General Reports.

If you have any Migrant specific questions, please contact Michelle Mattson with MDE at 517-241-6974 or MattsonM2@michigan.gov.

5. Reporting Dual Enrolled students

Any student who is participating in a course for which they may earn postsecondary (college) credits is considered a dual-enrollment participant. Generally, these courses are taught by a postsecondary instructor at an institution of higher education, such as a community college or university. Since postsecondary staff are not reported in REP, reporting a Teacher of Record PIC for dual-enrolled students is not required in TSDL.

Report postsecondary courses with code "07" (Dual Enrollment) in the Course Type characteristic. This includes any postsecondary courses taken by students participating in Early/Middle College or Career and Technical Education.

6. Reporting College Credit and Credits Granted for Dual Enrollment Courses

The "Credits Granted" and "College Credit" characteristics in the Student Course component must be reported as follows for ALL dual enrollment courses:

"Credits Granted" refers to the high school credits a student earns through completion of all or a portion of the course. Report a number from 0.00 to 9.99 representing the secondary (high school) level credit awarded.

"College Credit" refers to the amount of credit hours associated with the course. Report a number from 0 to 25 representing the number of credits assigned to each postsecondary (college) level course the student attempted.

- When reporting dual enrollment courses, use code "07" (Dual Enrollment).
- When the Course Type is "07," the College Credit and Credits Granted characteristics must be submitted.

- When the Course Type is "07" and the Completion Status is "CP," the College Credit characteristic or the Credits Granted characteristic must have a value greater than 0.

7. Reporting Virtual Learning courses

A virtual learning course is one taken through a computer-based or internet-connected environment in which students are separated from their teachers by time, location or both. A virtual course may be offered at a supervised school facility during the day as a scheduled class period or through self-scheduled learning where pupils have some control over the time, location and pace of their education.

For codes and definitions of the different types of Virtual Methods, please see the [MSDS Collections Details Manual](#).

8. Reporting the Teacher of Record

A Teacher of Record must be reported for each of the student's courses, including virtual learning courses. The TOR must be certified and appropriately placed in the subject area. They are responsible for providing instruction and determining grades/evaluating student progress. The TOR may be employed by the student's local district or by the course provider, which may be another district or virtual learning provider, such as [Michigan Virtual](#). Some courses may have more than one TOR. You may report up to three teachers per course record. Only courses identified as dual enrollment (Course Type "07") may be reported without at least one TOR.

To report the TOR, include the teacher's Personnel Identification Code in the PIC characteristic in the course record. PICs are assigned through the Registry of Educational Personnel. Information on PICs and REP is available on the [REP web page](#).

9. Reporting Virtual Course Mentor Teachers

A mentor is a professional employee of the district who monitors the pupil's progress, ensures the pupil has access to needed technology, is available for assistance, and ensures access to the teacher of record. A mentor may also serve as the teacher of record if the mentor meets the definition of a teacher of record.

Mentors should be reported using the Virtual Course Mentor PIC characteristic in the Student Course component for online or virtual courses. If the mentor is simply facilitating and not teaching the online course, they do not need to be certified or appropriately placed in the subject; however, a teacher of record must be assigned to the student/course. NOTE: When a teacher is responsible for both the teacher of record and mentor roles, their PIC must be reported in both the Teacher of Record PIC and Virtual Course Mentor PIC characteristics.

10. Reporting Section 23a dropout recovery participants

Per Public Act 22 and 23 of 2020, courses taken to meet the requirements of Section 23a must be identified. Report these courses with code "01" (Sec 23a Dropout Recovery) in the Course Funding Program characteristic in the Student Course Component.

11. Reporting Advanced Placement 9-12 or International Baccalaureate students grades K-12

For students participating in an advanced/accelerated learning program, such as Advanced Placement or International Baccalaureate, report the appropriate code in the Course Type characteristic.

12. Reporting students taking summer courses

Students who take classes in the summer can be reported in the current school year or the following school year. If a student has not received a final grade by the TSDL certification deadline, report that course with an incomplete (I) completion status. The course must then be resubmitted in the following school year's TSDL Collection with the previous school year in the "Academic Year" characteristic.

13. Entering the Completion Status

Before certifying your collection, please review your Completion Status for all courses. If a course has been entered in TSDL, please make sure the final Completion Status has been selected. For migrant students, all courses reported at any time in the school year with code "OE" need to be updated to show the final status of the courses. Please see the Student Course Component section of the MSDS Collection Details Manual to learn more about the list of values and their descriptions to accurately report the correct Completion Status.

14. Update, add or remove courses in the Migrant TSDL Collection

Update: To effectively update course data in TSDL, the characteristics identifying a unique course MUST match. When a student record is submitted and certified for a unique course, the course information will UPDATE. The characteristics within the Student Course Component that are used to identify a unique course are: UIC, Operating District, Local Course ID, Course Section ID and Academic Year.

Add: If the original student course record submitted and the new record course submitted do not match EXACTLY, the original course will remain unchanged and a new course will be ADDED.

Remove: If the original student course is submitted in error, another record should be submitted with the "ER" (Submitted in Error) completion status. A new Student Course record can be submitted with the corrected information after the submission of the "ER" record. Any course submitted with the "ER" completion status will not be used.

Please Note:

- When multiple records have been reported for a unique course, the data in the most recently certified record will be used for all reporting purposes.
- The above guidance applies to courses that have been certified in the TSDL Collection.
- **Since Migrant TSDL is an ongoing collection, if you upload a new file before certifying courses that already exist in the staging area, the new uploaded file will replace any uncertified courses.**

15. Assigning a unique course

Check your local Student Information System to make sure all individual classes have been assigned a unique Local Course ID and Course Section ID if they have the same associated SCED code. MSDS uses a combination of the UIC, Operating District, Local Course ID, Course Section ID and Academic Year to determine a unique course. Using a generic course ID may result in students being identified in a course that was unintended. Districts should use the National Center for Education Statistics SCED code that best describes the class. If none of the specific course codes are appropriate, each subject area has an "Other" course code that may be used.

16. Additional TSDL Reporting and Contact Information

Additional information on TSDL reporting can be found on the CEPI MSDS [Teacher Student Data Link](#) page in the MSDS Collections Details Manual for the current school year.

CEPI Customer Support is available for general reporting questions at 517-335-0505 x3 or cepi@michigan.gov.

MDE Program Office Contacts are available for specific requirement questions:

- Migrant Education: Michelle Mattson, 517-241-6974, MattsonM3@michigan.gov
- Dual Enrollment: Jeff McNeal, 517-241-6958, McNealJ1@michigan.gov and Ruth Anne Hodges, 517-241-2219, HodgesR3@michigan.gov
- Online/Virtual Learning: Anne-Marie Mapes, 517-335-2775, MapesA@michigan.gov
- Advanced/Accelerated Learning (AP/IB): Jeff McNeal, 517-241-6958, McNealJ1@michigan.gov and Ruth Anne Hodges, 517-241-2219, HodgesR3@michigan.gov
- Shared-Time and Dropout Recovery: Brian Ciloski, 517-241-2209, CiloskiB@michigan.gov
- Early/Middle College: Stacey Stover, 517-281-4287, StoverS@michigan.gov