

Early Childhood Staging and Certified Reports

In the Michigan Student Data System (MSDS) application, reports are available to help ensure your submitted data are accurate prior to the certification deadline. The reports are available in three formats (CSV, Excel and PDF, and one in drilldown) for data in the Data Staging Area as well as under Certified Reports.

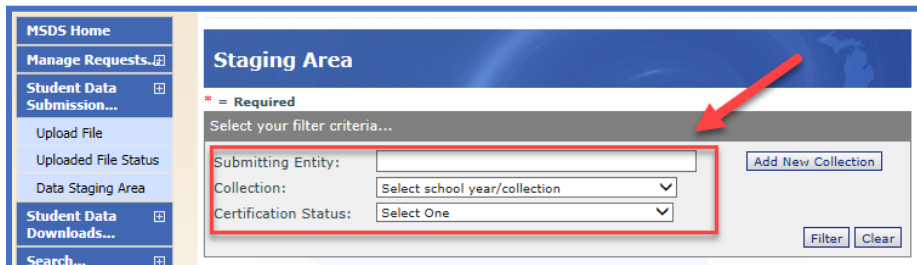
For a complete list of MSDS reports, locations and descriptions, and the collections each report applies to, visit the Center for Educational Performance and Information (CEPI) website. From the home page, select CEPI Applications, then Michigan Student Data System, and under the Help and Training section of that page, the link is called [MSDS Reports List](#).

To use **staging reports**:

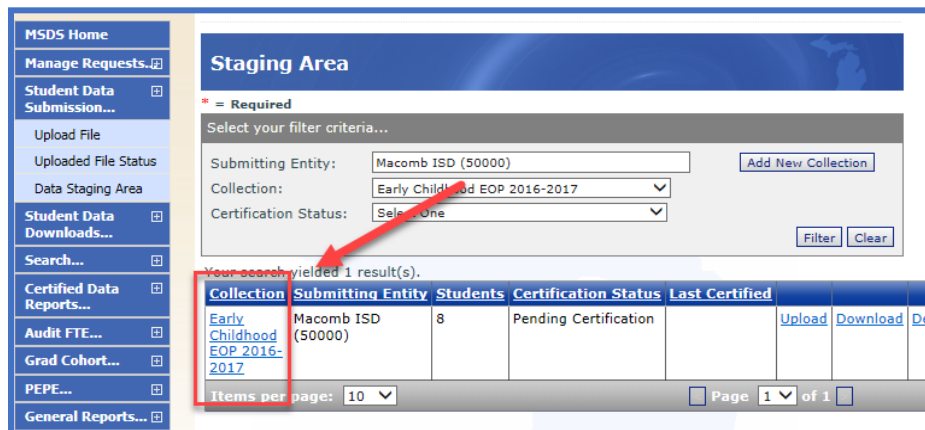
1. Select Data Staging Area from the Student Data Submission menu.



2. Enter your submitting entity code, select the current collection, and click Filter.



3. Select your uncertified collection.



- The reports tabs will be in the light gray box above your student list. Choose the report and format, then click the Run Report button.

The screenshot shows the 'Staging Area Detail' page. On the left is a navigation menu with options like 'MSDS Home', 'Manage Requests', 'Student Data Submission...', 'Student Data Downloads...', 'Search...', 'Certified Data Reports...', 'Audit FTE...', 'Grad Cohort...', 'PEPE...', 'General Reports...', and 'Section 25e...'. The main content area is titled 'Staging Area Detail' and includes a 'Select your filter criteria...' section with 'Submitting Entity: Macomb ISD (50000)' and 'Collection: Early Childhood EOP 2016-2017'. Below this, there are sections for 'Validation Status' and 'UIC Resolution Status', each with a list of items and counts. To the right, there are 'Validation Reports' and 'UIC Resolution Reports' sections, each with a 'Select a report:' dropdown, a 'Select a format:' dropdown, and a 'Run Report' button. A red box highlights the 'Staging Reports' section, which also has these three elements. A red arrow points to the 'Run Report' button in the 'Staging Reports' section.

- Running the report may take a minute or two. When your report is ready, you will receive a yellow pop-up at the bottom of your screen where you will have the option to open or save the report.

To use **certified reports**:

- Select Certified Reports from the Certified Data Reports menu.

The screenshot shows the 'MSDS Home' page. On the left is a navigation menu with options like 'MSDS Home', 'Manage Requests', 'Student Data Submission...', 'Student Data Downloads...', 'Search...', 'Certified Data Reports...', 'Audit FTE...', 'Grad Cohort...', and 'PEPE...'. The 'Certified Data Reports...' menu item is expanded, showing 'Certified Reports' highlighted with a red box. The main content area is titled 'SDS Home' and features a 'Michigan Student Data' banner with a photo of three students. Below the banner, there is a 'What's New' section with a 'SID Data' sub-section. A red arrow points from the 'Certified Reports' box in the menu to the 'Certified Reports' option in the main content area.

- Enter your submitting entity code, select the desired collection, and choose the report and format (these boxes will appear as you fill in the information). Click the "View Report" button.

The screenshot shows the MSDS Home interface. On the left is a navigation menu with items: MSDS Home, Manage Requests..., Student Data Submission..., Student Data Downloads..., Search..., Certified Data Reports..., Certified Reports, FTE Comparison Report, Student Roster Report, and Audit FTE... On the right is the 'Certified Reports' section. A red box highlights a form with the following fields: '* Submitting Entity:' (text input with 'Macomb ISD (50000)'), '* Collection:' (dropdown menu with 'Early Childhood EOP 2016-2017'), '* Report:' (dropdown menu with 'Early Childhood Student List'), and '* Format:' (dropdown menu with 'EXCEL'). A 'View Report' button is located below the form. A red arrow points from the 'Student Data Downloads...' menu item to the form area.

3. Running the report may take a minute or two. When your report is ready, you will receive a yellow pop-up at the bottom of your screen where you will have the option to open or save the report.