

# Center for Educational Performance and Information

## Michigan Student Data System

### Collection Details Manual Version 2.0

2020-21 School Year

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**Questions:**

Email: [CEPI@michigan.gov](mailto:CEPI@michigan.gov)

Phone: 517-335-0505 x3



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## Introduction

The Michigan Student Data System is one of several data collection systems managed by CEPI and is used to collect student-level data for state and federal reporting, as well as for funding allocations. MSDS interacts with other State of Michigan data applications to improve consistency, accountability, and to reduce data duplication.

The MSDS is extremely flexible, allowing users to develop data reporting procedures for their individual situations. With that flexibility comes a large set of reports and data quality tools. As the MSDS is a web-based application, there is nothing to download or install.

One of the driving forces behind the MSDS is the capability to collect more detailed and complex student data. By using an XML file structure, the MSDS can collect multi-valued data for students. For example, if a special education student has more than one occurrence of discipline, multiple Discipline Components can be reported. We have also standardized codes to allow better connectivity to other state and federal systems.

We have designed this document as a guide to the components and characteristics used in MSDS collections. We will release new versions or addendums with any necessary updates as needed. The **Index of Revisions** section will list all revisions or addendums we publish during the current school year.

We recommend that users regularly refer to the [CEPI website](http://www.michigan.gov/cepi) (www.michigan.gov/cepi) and updated postings of this document for the most current information about specific collection and data requirements. We also recommend that users watch the “What’s New” section on the MSDS home page and read the CEPI Announcement emails that are sent to the authorized users of each application. You will find information about available services and instructions for subscribing on the [CEPI Applications page](#) of the CEPI website. Training materials, information about system security, recent communications and links to individual data collections are available on the [MSDS web page](#).

## Data Use

CEPI only collects data required by federal and/or state law. Please see [How Your Data Are Used](#) for additional information, including matrices listing individual data elements and how those elements support federal and state reporting requirements.

Each year, CEPI facilitates a series of data definition review sessions with various state agencies to capture any necessary modifications to CEPI data collections. Public Acts [532](#) and [533](#) of 2016 prohibit CEPI and the Michigan Department of Education from adding new collections or modifying existing collections unless required by state and/or federal laws. Therefore, any modifications are thoroughly vetted to ensure that they are supported by a federal and/or state mandate.

## Your Account

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

1. Request access to the application through your MILogin account.
2. Send the appropriate security agreement form (Public schools and Nonpublic schools) to CEPI, signed by yourself and the district lead administrator. These forms are posted in CEPI's [Application Security Forms](#) webpage.

You will receive access to the application when both of the 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) (<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](#).

## Help and Resources

Each MSDS collection contains help and training documents specific to that collection, XML schemas and sample files. These resources can be found by going to CEPI's [MSDS web page](#) and clicking one of the collections on the left-hand side.

The [MSDS District User Training Manual](#) provides details about MSDS file requirements and general instructions for using the application. You can access the Training Manual through the MSDS by clicking the "User Guide" link at the top of the MSDS application, or by going directly to [https://www.michigan.gov/cepi/0,4546,7-113-986\\_50502-225003--,00.html](https://www.michigan.gov/cepi/0,4546,7-113-986_50502-225003--,00.html).

If you have questions related to the content of the data (for example, "I don't know which student residency code applies to my situation," or "Is this student eligible for FTE?") please contact the appropriate State of Michigan person as noted in the specific characteristic.

If you have questions not covered by this manual and our other posted support material, please contact our customer support team at [CEPI@michigan.gov](mailto: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.

## **Business Rule Documents**

Business rule documents are available through CEPI's MSDS Collection Component Matrix web page. A link to this page can be found in the Technical Material section of CEPI's [MSDS web page](#). These documents, which are available in PDF or Excel format, contain information about the schema requirements, accepted values, validation rules, certification rules, version history, and collection notes. Below is a description of the format used in the Excel spreadsheet.

### **Sheet1 (Introduction):**

This sheet is an introduction to the component spreadsheet and provides a brief description of the component and an explanation of the contents. The component's status for each MSDS collection is also shown. Components may be required, conditionally required, optional or not allowed.

### **Sheet2 (Schema):**

This sheet provides the name and description of each characteristic in this component. The Required column displays TRUE if a characteristic is required at the schema level. Remember, a characteristic that is not required by the schema may still be required by business rules detailed on Sheet4 (Validation Rules).

### **Sheet3 (List of Values):**

This sheet will show the allowed values for characteristics with the "List of Values" data type from Sheet2 (Schema).

### **Sheet4 (Validation Rules):**

This sheet specifies rules that are enforced at the record level. These rules will result in errors or warnings during the validation process that occurs when the data are moved into the collection staging area.

### **Sheet5 (Version History):**

This sheet contains any changes made to the business rules.

### **Sheet6 (Help):**

This sheet is included on all spreadsheets. It includes important definitions and directions about using the spreadsheets.

## Index of Revisions

### Revisions in the current school year

Legislative changes and other issues occasionally require this manual to be updated during the school year. If that happens, any changes will be noted here, allowing you to print pages of affected changes.

Section	Page Number(s)	Edits/Changes
Attendance	11	Added information for attendance reporting while the Extended COVID-19 Learning Plan is in place.
Gender	240	Updated definition to match USED
Personal Demographics	252, 253	Name changes for Address Line 1 and Address Line 2 to clarify how the data should be reported.
Student Course	341	New Course Funding Program characteristic.
Student Course	353	Change allowable max value for the College Credit characteristic to 25.

### Revisions from the prior school year

The following section lists new changes since the last posting of the previous school year's manual.

Section	Page Number(s)	Edits/Changes
Assessment	9	Component is being retired.
Early On Services	125-128	New Component
Title III English Learner (EL) and Immigrant	180, 188	Added information regarding EL Auto Exit to Component and LEP Exit Date characteristic
Membership	196	New "Tuition Funded Enrollment" characteristic.
Special Education	307	New enumeration, Behavioral Support, within Support Services characteristic
Student Course	342	Eligible64bCourse Characteristic is being retired.
Student Course	348	Changed Characteristic Name from "PIC" to "Teacher of Record PIC".

*MSDS Collection Details*

<b>Section</b>	<b>Page Number(s)</b>	<b>Edits/Changes</b>
Student Course	351	Changed Characteristic Name from "Mentor PIC" to "Virtual Course Mentor PIC".
Third Grade Retention Decision	361	New Component.

## **Assessment - Retired**

The Assessment Component has been retired and is no longer available in the Early Roster Collection. Pre-identification for Fall Michigan assessments only occurs in the Office of Educational Assessment and Accountability (OEAA) Secure Site.

For additional information about assessments and pre-identification requirements, please refer to the OEAA [Secure Site Student Assessment Secure Site Training website](#).

## Attendance

### Component Overview

The Attendance Component is used to collect data related to the student’s possible and actual attendance for the current school year.

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Maximum Occurrences
Days Attended	Whole Number	1	Required	No	1
Total Possible Attendance*	Whole Number	2	Required	No	1

\* The spelling error identified in the schemas will not be corrected. The characteristic labels in the user interface have been corrected. We are continuing to evaluate options and will keep you informed if we find an acceptable solution. Please keep in mind that XML requires using the exact name specified.

### What Counts as Attendance?

Count attendance for a student who is present for at least 50% of the school day as a day in attendance. Report participation in half-day kindergarten, special education for preprimary-aged students (3-5 years of age) or any other pupil program as a day in attendance.

### Fall, Spring and SRM Collections

In these collections, you are required to submit the Attendance Component when a student has exited the district (District Exit Status not equal to "19" or "00" in the Enrollment Component) after the start of the current school year (District Exit Date after September 1 of the current school year). The system will generate a record-level error when you submit an exiting student without an Attendance Component, unless the student meets one of the criteria for exemption listed at the end of this section.

## **End-of-Year General Collection**

You are required to submit the Attendance Component for all students reported in the EOY General Collection who do not meet one of the criteria for exemption listed at the end of this section. Remember that attendance data are cumulative for the entire school year, not only for the reporting period. Failure to include this component will result in record-level errors.

### **How do I report attendance for?**

- **When the extended COVID-19 Learning Plan is in place**

Two 2-way interactions per week are required throughout the school year. Because schools are required to provide the equivalent of 180 days of instructional content, days attended and days possible for student attendance should be based upon the method the school is using to demonstrate the instructional content. A school having 2 two-way interactions during a week will constitute the student having been in attendance for 5 school days.

Example calculation for days possible using the 2 two-way interactions per week:

- Rosa Parks High School has 36 weeks of school scheduled for 2020-21. A student participates for 34 out of the 36 weeks.
- $34 \times 5 = 170$  days attended
- $36 \times 5 = 180$  days possible

- **Suspended or Expelled Students**

Suspensions do not end a student's enrollment in the district. Therefore, consider the days suspended as out-of-school absences and do not count them as Days Attended. Include days that school is in session during a student's out-of-school suspension in the Total Possible Attendance. Treat attendance for in-school suspensions as any other school day.

Expulsions may or may not result in the student's enrollment ending with the district. If the enrollment ends, then the student no longer has any possible days of attendance. The days expelled for these students are then not absences. If an expelled student is still enrolled in the district, report the attendance data appropriately depending on the type of education services the student is receiving.

- **Homebound/Hospitalized students**

Include each day that services were offered as part of Total Possible Attendance. Include each day that services were received in Days Attended.

- **Students who attend multiple buildings**

If a student transfers to a different school within the district during the school year, combine the attendance days across the different schools for reporting.

(This means you would consider attendance in either building as a day in attendance.)

For students who simultaneously attend two or more buildings within a district, you may either submit one record and combine the attendance as noted above, or you may submit a separate record for each building. (NOTE: Refer to the Append/Replace section of the [MSDS District User Training Manual](#) for more information about submitting multiple records for a student within the district.)

If a student is enrolled simultaneously in two different districts, then the Total Possible Attendance would reflect the possible days for each district only.

- **Students taking 100% virtual courses**

For Total Possible Attendance, report the number of scheduled check-ins between the student and the mentor teacher. For Days Attended, report the number of those check-ins that the student met or connected with the teacher. This meeting does not have to be face-to-face, but it must show two-way communication between the teacher and student (such as by telephone or electronic communication).

- **Students with a mix of virtual and non-virtual courses**

For students who have a mix of brick-and-mortar and virtual courses, count attendance for at least 50% of the day OR a scheduled check-in as a day in attendance. For example, if a student is in attendance for at least 50% of his/her brick-and-mortar courses during a school day, it can be counted as a day in attendance regardless of attendance in the virtual courses. Likewise, if a student does not attend at least 50% of his/her brick-and-mortar courses, but makes at least one scheduled check-in appointment for a virtual course during the day, it can be counted as a day in attendance.

### **Exempt Students**

You are not required to report the Attendance Component for students who meet one of the following criteria:

- **Adult education participant** – The student is reported in grade “20” (Adult Education) in the Grade or Setting characteristic in the School Demographics Component.
- **Early childhood participant** – The student is reported in grade “30” (Early childhood) in the Grade or Setting characteristic in the School Demographics Component. This includes children with disabilities participating in early childhood special education programs or services or *Early On* services.
- **Nonpublic student** – The student is reported with code “04” (Non-resident nonpublic school student) or “08” (resident nonpublic school student) in the Student Residency characteristic in the Membership Component.
- **Juvenile detention student** – The student is reported with either code “09” (Section 24 juvenile detention facility) or “12” [Section 6(4)(d) non-special

education juvenile detention] in the Student Residency characteristic in the Membership Component.

- **Home-schooled student** – The student is reported with either code “07” (Home-schooled non-resident) or “15” (Home-schooled resident) in the Student Residency characteristic in the Membership Component.
- **Student with an emotional impairment receiving special education programs/services served by a Department of Health and Human Services facility** – The student is reported with code “13” (Students with emotional impairments who are served by DHHS) in the Student Residency characteristic in the Membership Component.
- **Student exiting the district prior to the start of the current school year** – The student is reported with a District Exit Date of September 1 of the current school year or earlier.

## Days Attended

### Characteristic – Attendance Component

#### Characteristic System Name

DaysAttended

#### Definition

The total number of days that the student actually attended or received educational services. (NOTE: This characteristic does not address instructional days or clock hours.)

#### Use

These data are used in part for determination of Accountability Scorecard results.

#### Citation

State School Aid Act, MCL 380.1279, 380.1280, 380.1561; ESSA, 20 USC 6311

#### Specification

Whole number (integer) data type, format: NNN

- Minimum length: 1
- Maximum length: 3
- Minimum value: 0 (leading zeros not accepted)
- Maximum value: 365

#### Instructions

- Enter the whole number (0-365) that represents the number of days that the student actually attended class or received educational services.
- If you enter anything other than a whole number between 0 and 365, the system will generate a file-level error and the file will be rejected upon upload.
- You are required to submit this characteristic when you report the Attendance Component.
- You must submit a value less than or equal to the number submitted in the Total Possible Attendance characteristic.

#### Characteristic Tips

- Attendance data are cumulative for the school year, starting with the first through the last day the student attends.
- **Special note for exiting students in the fall who were reported at the end-of-year as expected to continue:** If your local SIS requires you to enter an exit date that is later than September 1, you may submit an Attendance Component showing the student had both zero days possible and attended, as long as the exit date is prior to the fall count date. You should report attendance data this way **only** when the student did not attend during the current school year.

**If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Total Possible Attendance

### Characteristic – Attendance Component

#### Characteristic System Name

TotalPossibleAttendance

*(CEPI is aware of the incorrect spelling. The characteristic labels in the user interface are correct. Because XML requires using the exact name specified, we do not plan on correcting the spelling so that SIS vendors are not required to make changes.)*

#### Definition

The total number of days that education services were available to the student. This is a cumulative number, from the first day the student could have attended (the first day of the school year, the date of new enrollment, or the beginning of a program) through the last day of attendance (last day of school year, enrollment or program). For additional information about enrollment, refer to the Enrollment Date characteristic in the Enrollment Component. (NOTE: This characteristic does not address instructional days or clock hours.)

Days where educational services are not available to students, such as weekends, holidays, or other scheduled days off, should not be used in your district's calculation of possible attendance.

#### Use

These data are used in part for determination of Accountability Scorecard results.

#### Citation

State School Aid Act, MCL380.1279, 380.1280, 380.1561; ESSA, 20 USC 6311

#### Specification

Whole number (integer) data type, format: NNN

- Minimum length: 1
- Maximum length: 3
- Minimum value: 0 (leading zeros not accepted)
- Maximum value: 365

#### Instructions

- Enter the whole number (0-365) that represents the number of days that education services were available to the student.
- If you enter anything other than a whole number, 0 through 365, the system will generate a file-level error and the file will be rejected upon upload.
- You are required to submit this characteristic when you report the Attendance Component.
- The number must be equal to or greater than the number submitted in the Days Attended characteristic.

### *MSDS Collection Details*

- The number must be greater than zero when you report a currently enrolled student (Exit Status "19 – expected to continue").
- The number cannot be greater than the number of calendar days during the student's period of enrollment in the district. For example:
  - Fall and Spring General Collections: cannot exceed the student's enrollment date (or July 1, whichever is later) and the count date (or district exit date, whichever comes first).
  - SRM Collection: cannot exceed the student's enrollment date (or July 1, whichever is later) and the As of Date characteristic in the SRM Component.
  - EOY General Collection: cannot exceed the student's enrollment date (or July 1, whichever is later) and June 30 (or district exit date, whichever comes first).

#### **Characteristic Tip**

- Attendance data are cumulative for the school year, starting with the first day a student could attend through the last day the student could attend.
- **Special note for exiting students in the fall who were last reported as expected to continue:** If your local SIS requires you to enter an exit date that is later than September 1, you may submit an Attendance Component showing the student had both zero days possible and attended, as long as the exit date is prior to the fall count date. You should report attendance data this way **only** when the student did not attend during the current school year.

#### **If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Discipline

### Component Overview

The Discipline Component is used to report all discipline data. Any incidents resulting in an expulsion are required to be submitted for all students (general education and special education). For students with an active IEP, all suspension incidents resulting in the student's removal from his/her usual education setting for one half of the school day or longer must be reported. Multiple incidents should be reported using multiple instances of this component.

Due to findings by the U.S. Department of Education, Office for Civil Rights, and the U.S. Department of Justice, Civil Rights Division, the State of Michigan passed Public Acts 360-366 of 2016. These Acts amended the State School Aid Act to require school officials, before suspending or expelling a student, to consider several situation-specific factors, including whether a lesser intervention or restorative practices would address the student's violation or behavior.

Under the current law, MDE cannot require districts to submit suspension data for students without an IEP. MDE will continue to encourage all districts to voluntarily submit this important data for all students so Michigan can focus all levels of the education system on improving school climate and equitable access to high-quality learning environments. MDE will also continue to report data provided by participating districts on its website for transparency purposes and to use this data in collaboration with partners to offer targeted supports to participating districts. MDE will not take adverse action if a district chooses not to submit suspension data for students without an IEP.

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Max Occurrences
Incident ID	Free-form Text	1	Required	No	1
Date of Incident	Date	2	Required	No	1
Incident Type	List of Values	3	Required	Yes	Unbounded*
Serious Bodily Injury	Yes/No	4	Optional	No	1
Sexual Assault	Yes/No	5	Optional	No	1
Initial Consequence Type	List of Values	6	Required	No	1

MSDS Collection Details

<b>Name</b>	<b>Data Type</b>	<b>Sequence</b>	<b>System Expectation</b>	<b>Multi-valued</b>	<b>Max Occurrences</b>
Initial Days	Decimal Number	7	Required	No	1
Initial Start Date	Date	8	Required	No	1
Secondary Consequence Type	List of Values	9	Conditional	No	1
Secondary Days	Decimal Number	10	Conditional	No	1
Secondary Start Date	Date	11	Conditional	No	1
Other Consequence Type	List of Values	12	Conditional	No	1
Other Days	Decimal Number	13	Conditional	No	1
Other Start Date	Date	14	Conditional	No	1
Follow Up	List of Values	15	Conditional	Yes	Unbounded*

\*The schema rules allow the file to be uploaded with unlimited (unbounded) occurrences for this characteristic; however, errors will generate for any record containing more than one occurrence of each code on the value list.

MSDS Collection Details

School Demographics	Personal Demographics	Enrollment	Membership	GeneralEdFTE	Discipline	Special Education
						
*Incident ID:	<input type="text" value="1112-003"/>					
*DateOfIncident:	<input type="text" value="9/20/2011"/> 					
*Incident Type:	<input type="text" value="56-Other"/> 					
Serious Bodily Injury:	<input type="text" value="Select Yes/No"/> 					
Sexual Assault:	<input type="text" value="Select Yes/No"/> 					
*Initial Consequence Type:	<input type="text" value="1-In-School Suspension"/> 					
*Initial Days:	<input type="text" value="0.5"/>					
*Initial Start Date:	<input type="text" value="9/20/2011"/> 					
Secondary Consequence Type:	<input type="text" value="2-Out-Of-School Suspension"/> 					
Secondary Days:	<input type="text" value="2.0"/>					
SecondaryStartDate:	<input type="text" value="9/21/2011"/> 					
Other Consequence Type:	<input type="text" value="Please Select"/> 					
Other Days:	<input type="text"/>					
Other Start Date:	<input type="text"/> 					
FollowUp:	<input type="checkbox"/> 20-Placed in an alternative education school					
	<input checked="" type="checkbox"/> 21-Instructional services at home					
	<input type="checkbox"/> 22-Instructional services in community/non-school location					
	<input type="checkbox"/> 23-Education provided by another district or agency (DHS, CMH, DCH)					

## Incident ID

### *Characteristic – Discipline Component*

#### **Characteristic System Name**

IncidentID

#### **Definition**

Identifier assigned by the operating district to the precipitating incident.

#### **Use**

These data are used for federal and state reporting requirements, including the Gun Free Schools Report, IDEA reporting, the identification of persistently dangerous schools, and the Parent Transparency Dashboard.

#### **Citation**

State School Aid Act, MCL 380.1277, 380.1277a, 380.1308, 380.1310a; ESSA 1111(g)(1)(C); Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446 Sec. 1415(k))

#### **Specification**

Free Form Text; accepts both alpha and numeric characters.

- Minimum length: 1
- Maximum length: 10

#### **Instructions**

- Enter the assigned identifier that represents the event/behavioral incident that resulted in this disciplinary action.
- This characteristic is required when the Discipline Component is reported.

#### **Characteristic Tip**

- Incident ID codes must be unique for the school year within the entity reported in School Facility Number for the associated date (Date of Incident) and type of incident (Incident Type). Additionally, the Incident ID field is not case sensitive; thus "b" equals a "B".
- If an Incident ID code is reported more than once for a student in the same school year and in the same School Facility Number, MDE will use the last reported data for reporting purposes.

#### **If you have questions about this characteristic, please contact:**

Mary Teachout, MDE School Health and Safety in the Office of Health and Nutrition Services at [TeachoutM@michigan.gov](mailto:TeachoutM@michigan.gov) or 517-241-7092

Marci VanHorn, MDE Office of Special Education at [VanHornM1@michigan.gov](mailto:VanHornM1@michigan.gov) or 517-241-7076

## Date of Incident

### Characteristic – Discipline Component

#### Characteristic System Name

DateOfIncident

#### Definition

The date that the incident resulting in disciplinary action occurred (not the date the consequence was assigned).

#### Use

These data are used for federal and state reporting requirements, including the Gun Free Schools Report, IDEA reporting, the identification of persistently dangerous schools, and the Parent Transparency Dashboard.

#### Citation

State School Aid Act, MCL 380.1277, 380.1277a, 380.1308, 380.1310a; ESSA 1111(g)(1)(C); Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446 Sec. 1415(k))

#### Specification

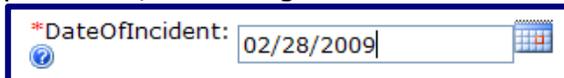
Date (only); CCYY-MM-DD

#### Instructions

- The date reported must follow standard date format:
  - XML format is CCYY-MM-DD Sample:

```
<DateOfIncident>2009-02-28</DateOfIncident>
```

- The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats. However, if you encounter problems, switching to the recommended format should resolve them.



\*DateOfIncident:  

- This characteristic is required when the Discipline Component is reported.
- The date reported for this incident must fall within the student's period of enrollment with the Operating District.
- If you enter anything other than a date in this characteristic, the system will generate a file-level error and reject the file upon upload.

#### Characteristic Tip

- This is not the date the consequence was assigned but the date that the incident actually occurred.

**If you have questions about this characteristic, please contact:**

Mary Teachout, MDE School Health and Safety in the Office of Health and Nutrition Services at [TeachoutM@michigan.gov](mailto:TeachoutM@michigan.gov) or 517-241-7092

Marci VanHorn, MDE Office of Special Education at [VanHornM1@michigan.gov](mailto:VanHornM1@michigan.gov) or 517-241-7076

## Incident Type

### Characteristic – Discipline Component

#### Characteristic System Name

IncidentType

#### Definition

The nature of the event or behavioral incident that precipitated the reported disciplinary action.

#### Use

These data are used for federal and state reporting requirements, including the Gun Free Schools Report, IDEA reporting, the identification of persistently dangerous schools, and the Parent Transparency Dashboard.

#### Citation

State School Aid Act, MCL 380.1277, 380.1277a, 380.1308, 380.1310a; Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446 Sec. 1415(k))

#### Specification

List of values (Choose from list).

Code	Text	Description
20	Firearm Possession - Handgun	Use or possession of a firearm that has a short stock and is designed to be held and fired by the use of a single hand.
21	Firearm Possession - Rifle/Shotgun	Use of a weapon designed or redesigned, made or remade, and intended to be fired from the shoulder, and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of or a single projectile.
22	Firearm Possession - Other than Handgun, Rifle or Shotgun	Use of a firearm other than a handgun or a rifle/shotgun, including any weapon converted to expel a projectile, any explosive, incendiary, poison gas, bomb, grenade, rocket/missile, mine or similar device as defined in the Gun-Free Schools Act.
23	Other Weapon Possession	Use of a dagger, dirk, stiletto, knife with blade over three inches in length (NOTE: For students with an active IEP the blade measurement is two and one-half inches or longer), pocket knife opened by mechanical device, iron bar or brass knuckles as defined in Section 380.1313 of the MCL.

Code	Text	Description
30	Illicit Drug	<p>Possession or use of marijuana, hashish or other cannabinoids on school grounds.</p> <p>Possession or use of other illicit drugs on school grounds.</p> <p>Being under the influence of marijuana or illicit drugs on school grounds.</p> <p>Possession or use of prescription drugs that the student does not have a prescription for.</p> <p>Inappropriate use of medication on school grounds.</p> <p>Trafficking or possession for sale of marijuana or other illicit drugs on school grounds.</p> <p><b>Do not report tobacco or alcohol-related incidents using this code.</b></p>
31	Alcohol	<p>Possession or use of alcohol on school grounds.</p> <p>Being under the influence of alcohol on school grounds.</p>
44	Bomb or Similar Threat	Any threat (verbal, written or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning or causing damage to a school building or school property, or to harm students or staff.
55	Arson	To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device as defined in Sections 750.71 to 750.80 of the Michigan Compiled Laws.
56	Other	Behaviors not covered by another code that result in disciplinary action.
60	Physical Violence with injury	Injury in which one or more students, school personnel or other persons on school grounds require professional medical attention. Examples include stab or bullet wounds, concussions, fractured or broken bones, or cuts requiring stitches.
61	Physical Violence without injury	Confrontation, tussle or physical aggression that does not result in injury.
62	Tobacco	Tobacco possession or use on school grounds.

**Instructions**

- Enter/choose the code(s) that best represents the nature of the incident being reported. In cases where the incident contains more than one discipline reason – for example, weapons possession and violent incident with physical injury –

select both codes within the Incident Type. Only one of each Incident Type code may be reported for a given incident.

- If you enter anything other than one of the codes listed, the system will reject the file upon upload.
- This characteristic is required when the Discipline Component is reported.

**If you have questions about this characteristic, please contact:**

Mary Teachout, MDE School Health and Safety in the Office of Health and Nutrition Services at [TeachoutM@michigan.gov](mailto:TeachoutM@michigan.gov) or 517-241-7092

Marci VanHorn, MDE Office of Special Education at [VanHornM1@michigan.gov](mailto:VanHornM1@michigan.gov) or 517-241-7076

## Serious Bodily Injury

### Characteristic – Discipline Component

#### Characteristic System Name

SeriousBodilyInjury

#### Definition

Indicate if the Incident Type involved physical violence with injury and the injury inflicted meets the definition of Serious Bodily Injury per the United States Code paragraph (3) of subsection (h) of section 1365 of title 18:

“(3) the term 'serious bodily injury' means bodily injury which involves—  
(A) a substantial risk of death;  
(B) extreme physical pain;  
(C) protracted and obvious disfigurement; or  
(D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.”

#### Use

These data are used for federal and state reporting requirements, including the Gun Free Schools Report, IDEA reporting, the identification of persistently dangerous schools, and the Parent Transparency Dashboard.

#### Citation

State School Aid Act, MCL 380.1277, 380.1277a, 380.1308, 380.1310a;  
Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446 Sec. 1415(k))

#### Specification

Boolean (true, false, 1, 0) (XML)

- Yes/No (online entry)

#### Instructions

- When the code reported in Incident Type is “60” (Physical Violence with injury) report a value (true, false, 1, 0, Yes/No) for this characteristic.
- This characteristic is not allowed when the code reported in Incident Type is **not** “60”; an error will occur if this characteristic is reported as part of an incident with any other Incident Type.

#### If you have questions about this characteristic, please contact:

Mary Teachout, MDE School Health and Safety in the Office of Health and Nutrition Services at [TeachoutM@michigan.gov](mailto:TeachoutM@michigan.gov) or 517-241-7092

Marci VanHorn, MDE Office of Special Education at [VanHornM1@michigan.gov](mailto:VanHornM1@michigan.gov) or 517-241-7076

## Sexual Assault

### *Characteristic – Discipline Component*

#### **Characteristic System Name**

SexualAssault

#### **Definition**

Indicate if an incident of physical violence involved oral, anal or vaginal penetration forcibly or against the person's will, or where the victim is incapable of giving consent. Includes rape, fondling, indecent liberties, child molestation and sodomy.

#### **Use**

These data are used for federal and state reporting requirements, including the Gun Free Schools Report, IDEA reporting, the identification of persistently dangerous schools, and the Parent Transparency Dashboard.

#### **Citation**

Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446 Sec. 1415(k))

#### **Specification**

Boolean (true, false, 1, 0) (XML)

- Yes/No (online entry)

#### **Instructions**

- When the code reported in Incident Type is "60" (Physical Violence with injury) or "61" (Physical Violence without injury), report a value (true, false, 1, 0, Yes/No) for this characteristic.
- This characteristic is not allowed when the code reported in Incident Type is **not** "60" (Physical Violence with injury) or "61" (Physical Violence without injury); an error will occur if this characteristic is reported as part of an incident with any other Incident Type.

#### **Characteristic Tip**

- It is not necessary to report this characteristic with No/False when an incident of Physical Violence with or without injury is reported and did not involve sexual assault. You are only required to report this characteristic when sexual assault has occurred.

#### **If you have questions about this characteristic, please contact:**

Mary Teachout, MDE School Health and Safety in the Office of Health and Nutrition Services at [TeachoutM@michigan.gov](mailto:TeachoutM@michigan.gov) or 517-241-7092

Marci VanHorn, MDE Office of Special Education at [VanHornM1@michigan.gov](mailto:VanHornM1@michigan.gov) or 517-241-7076

## Initial Consequence

### *Characteristic – Discipline Component*

**Characteristic System Name**

InitialConsequence

**Definition**

The type of discipline that was assigned to the student as a result of the event/behavioral incident reported.

**Use**

These data are used for federal and state reporting requirements, including the Gun Free Schools Report, IDEA reporting, the identification of persistently dangerous schools, and the Parent Transparency Dashboard.

**Citation**

State School Aid Act, MCL 380.1277, 380.1277a, 380.1308, 380.1310a; Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446 Sec. 1415(k))

**Specification**

List of values (Choose from list).

Code	Text	Description
1	In-School Suspension	Instances in which a student is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means a school staff member is physically in the same location as students under its supervision.
2	Out-of-School Suspension	Instances in which a child is temporarily removed from his/her regular school for disciplinary purposes to another setting (e.g., home, behavior center). For students with disabilities receiving special education programs or services, this includes both removals in which no IEP services are provided because the removal is 10 days or less and removals in which the child continues to receive services according to his/her IEP. Suspensions must be less than 60 days in duration.

Code	Text	Description
3	Removal By Hearing Officer	(Special education participants only) Instances in which an impartial hearing officer orders the removal of a child with disabilities from his/her current educational placement to an appropriate alternative educational setting for not more than 45 school days based on the hearing officer's determination that maintaining the child's current placement is substantially likely to result in injury to the child or others. The IEP team is responsible for determining the interim alternative educational setting.
4	Unilateral Removal	(Special education participants only) Instances in which school personnel (not the IEP team) order the removal of children with disabilities from their current educational placement to an appropriate interim alternative educational setting for not more than 45 school days. The IEP team is responsible for determining the interim alternative educational setting. Unilateral removals do not include decisions by the IEP team to change a student's placement.
5	Expulsion	Instances in which the local educational agency removes a child from his/her regular school for disciplinary purposes for the remainder of the school year or longer in accordance with local educational agency policy. Include removals resulting from violations of the Gun-Free Schools Act that are modified to less than one year (365 days). Expulsions may be reported when the duration of days removed are 60 or more.

**Instructions**

- Enter/choose the code that represents the disciplinary action being reported.
- This characteristic is required when the Discipline Component is reported.
- Codes "3" and "4" may only be reported for students with disabilities receiving special education programs or services.

**Characteristic Tip**

- Disciplinary actions other than the five types listed in the MSDS are not reported. It is up to each district to determine when an action falls into one of the categories listed.

**If you have questions about this characteristic, please contact:**

Mary Teachout, MDE School Health and Safety in the Office of Health and Nutrition Services at [TeachoutM@michigan.gov](mailto:TeachoutM@michigan.gov) or 517-241-7092

Marci VanHorn, MDE Office of Special Education at [VanHornM1@michigan.gov](mailto:VanHornM1@michigan.gov) or 517-241-7076

## Initial Days

### *Characteristic – Discipline Component*

#### **Characteristic System Name**

InitialDays

#### **Definition**

The number of days assigned for the Initial Consequence.

#### **Use**

These data are used for federal and state reporting requirements, including the Gun Free Schools Report, IDEA reporting, the identification of persistently dangerous schools, and the Parent Transparency Dashboard.

#### **Citation**

State School Aid Act, MCL 380.1277, 380.1277a, 380.1308, 380.1310a; Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446 Sec. 1415(k))

#### **Specification**

Decimal number data type with a fixed length format: NNN.N

- Minimum value: 0.5
- Maximum value: 888.0

#### **Instructions**

- This characteristic is required when the Discipline Component is reported.
- If you enter anything other than a decimal or whole number in this characteristic, the system will generate a file-level error and the file will be rejected upon upload.
- When the student has been expelled (Initial Consequence = "5") then the Initial Days must be less than or equal to 185, or for permanently expelled students, report a value of "888" (Initial Days < = 185 or = "888").
- When the student is not being expelled (Initial Consequence = "5") then the Initial Days must be at least 0.5 and less than or equal to 185. (>=0.5 and <= 185)
- When a student with disabilities receiving special education programs or services is reported as being removed by a hearing officer or having a unilateral removal (Initial Consequence = "3" or "4") then this characteristic must be less than or equal to 45 (Initial Days < = 45).

#### **If you have questions about this characteristic, please contact:**

Mary Teachout, MDE School Health and Safety in the Office of Health and Nutrition Services at [TeachoutM@michigan.gov](mailto:TeachoutM@michigan.gov) or 517-241-7092

Marci VanHorn, MDE Office of Special Education at [VanHornM1@michigan.gov](mailto:VanHornM1@michigan.gov) or 517-241-7076

## Initial Start Date

### Characteristic – Discipline Component

#### Characteristic System Name

InitialStartDate

#### Definition

This is the first day the student began serving the Initial Consequence (not the date the consequence was assigned).

#### Use

These data are used for federal and state reporting requirements, including the Gun Free Schools Report, IDEA reporting, the identification of persistently dangerous schools, and the Parent Transparency Dashboard.

#### Citation

State School Aid Act, MCL 380.1277, 380.1277a, 380.1308, 380.1310a;  
Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446 Sec. 1415(k))

#### Specification

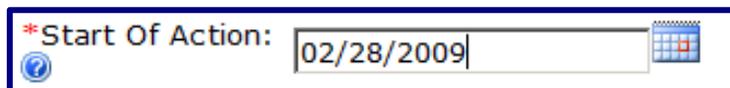
Date (only); CCYY-MM-DD

#### Instructions

- The date reported must follow standard date format:
  - XML format is CCYY-MM-DD Sample:

```
<StartOfAction>2009-02-28</StartOfAction>
```

- The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats, however if you encounter problems switching to the recommended format should resolve them.



\*Start Of Action:  

- This characteristic is required when the Discipline Component is reported.
- If you enter anything other than a date in this characteristic, the system will generate a file-level error and reject the file upon upload.
- The date reported in this characteristic must be on or after the student's date of enrollment in the operating district (Initial Start Date >= District Enrollment Date).

- When the student is exiting the operating district, the date reported in this characteristic must be before the student's date of exit (Initial Start Date < District Exit Date).
- When a student with disabilities receiving special education programs or services is reported with Initial Consequence "3" or "4", then the date reported in this characteristic must be before the student's Special Education Exit Date (Initial Start Date < Special Education Exit Date).
- The date reported in this characteristic must be equal to or after the Date of Incident reported (Initial Start Date => Date of Incident).

**Characteristic Tip**

- Do not report the date the consequence was assigned; rather, the first day the student began serving this consequence.

**If you have questions about this characteristic, please contact:**

Mary Teachout, MDE School Health and Safety in the Office of Health and Nutrition Services at [TeachoutM@michigan.gov](mailto:TeachoutM@michigan.gov) or 517-241-7092

Marci VanHorn, MDE Office of Special Education at [VanHornM1@michigan.gov](mailto:VanHornM1@michigan.gov) or 517-241-7076

## Secondary Consequence

### Characteristic – Discipline Component

#### Characteristic System Name

SecondaryConsequence

#### Definition

When a second consequence is assigned as a result of the event/behavioral incident reported, indicate the type of discipline that was assigned to the student.

#### Use

These data are used for federal and state reporting requirements, including the Gun Free Schools Report, IDEA reporting, the identification of persistently dangerous schools, and the Parent Transparency Dashboard.

#### Citation

State School Aid Act, MCL 380.1277, 380.1277a, 380.1308, 380.1310a;  
Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446 Sec. 1415(k))

#### Specification

List of values (Choose from list).

Code	Text	Description
1	In-School Suspension	Instances in which a student is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means a school staff member is physically in the same location as students under its supervision.
2	Out-of-School Suspension	Instances in which a child is temporarily removed from his/her regular school for disciplinary purposes to another setting (e.g., home, behavior center). For students with disabilities receiving special education programs or services, this includes both removals in which no IEP services are provided because the removal is 10 days or less and removals in which the child continues to receive services according to his/her IEP

Code	Text	Description
3	Removal By Hearing Officer	(Special education participants only) Instances in which an impartial hearing officer orders the removal of a child with disabilities from his/her current educational placement to an appropriate alternative educational setting for not more than 45 school days based on the hearing officer's determination that maintaining the child's current placement is substantially likely to result in injury to the child or others. The IEP team is responsible for determining the interim alternative educational setting.
4	Unilateral Removal	(Special education participants only) Instances in which school personnel (not the IEP team) order the removal of children with disabilities from their current educational placement to an appropriate interim alternative educational setting for not more than 45 school days. The IEP team is responsible for determining the interim alternative educational setting. Unilateral removals do not include decisions by the IEP team to change a student's placement.
5	Expulsion	Instances in which the local educational agency removes a child from his/her regular school for disciplinary purposes for the remainder of the school year or longer in accordance with local educational agency policy. Include removals resulting from violations of the Gun-Free Schools Act that are modified to less than one year (365 days).

**Instructions**

- When this characteristic is reported, Initial Consequence is also required. Enter/choose the code that represents the disciplinary action being reported.
- Codes "3" and "4" may only be reported for students with disabilities receiving special education programs or services.

**If you have questions about this characteristic, please contact:**

Mary Teachout, MDE School Health and Safety in the Office of Health and Nutrition Services at [TeachoutM@michigan.gov](mailto:TeachoutM@michigan.gov) or 517-241-7092

Marci VanHorn, MDE Office of Special Education at [VanHornM1@michigan.gov](mailto:VanHornM1@michigan.gov) or 517-241-7076

## Secondary Days

### *Characteristic – Discipline Component*

#### **Characteristic System Name**

SecondaryDays

#### **Definition**

The number of days assigned for the Secondary Consequence.

#### **Use**

These data are used for federal and state reporting requirements, including the Gun Free Schools Report, IDEA reporting, the identification of persistently dangerous schools, and the Parent Transparency Dashboard.

#### **Citation**

State School Aid Act, MCL 380.1277, 380.1277a, 380.1308, 380.1310a; Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446 Sec. 1415(k))

#### **Specification**

Decimal number data type with a fixed length format: NNN.N

- Minimum value: 0.5
- Maximum value: 888.0

#### **Instructions**

- This characteristic is required when the Secondary Consequence characteristic is reported.
- This characteristic is not allowed if the Secondary Consequence characteristic is not reported.
- If you enter anything other than a decimal or whole number in this characteristic, the system will generate a file-level error and the file will be rejected upon upload.
- When the student has been expelled (Initial Consequence = "5") then the Initial Days must be less than or equal to 185, or for permanently expelled students, report a value of "888" (Initial Days  $\leq$  185 or = "888").
- When the student is not being expelled (Initial Consequence = "5") then the Initial Days must be at least 0.5 and less than or equal to 185. ( $\geq$ 0.5 and  $\leq$  185)
- When a student with disabilities receiving special education programs or services is reported as being removed by a hearing officer or having a unilateral removal (Secondary Consequence = "3" or "4") then this characteristic must be less than or equal to 45 (Secondary Days  $\leq$  45).

**Characteristic Tip**

- This characteristic must contain a value of at least 0.5 to 185 or must equal 888. Values greater than 185 and less than 888, or values greater than 888 are not accepted.

**If you have questions about this characteristic, please contact:**

Mary Teachout, MDE School Health and Safety in the Office of Health and Nutrition Services at [TeachoutM@michigan.gov](mailto:TeachoutM@michigan.gov) or 517-241-7092

Marci VanHorn, MDE Office of Special Education at [VanHornM1@michigan.gov](mailto:VanHornM1@michigan.gov) or 517-241-7076

## Secondary Start Date

### Characteristic – Discipline Component

#### Characteristic System Name

SecondaryStartDate

#### Definition

This is the first day the student began serving the Secondary Consequence (not the date the consequence was assigned).

#### Use

These data are used for federal and state reporting requirements, including the Gun Free Schools Report, IDEA reporting, the identification of persistently dangerous schools, and the Parent Transparency Dashboard.

#### Citation

State School Aid Act, MCL 380.1277, 380.1277a, 380.1308, 380.1310a; Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446 Sec. 1415(k))

#### Specification

Date (only); CCYY-MM-DD

#### Instructions

- The date reported must follow standard date format:
  - XML format is CCYY-MM-DD Sample:

```
<StartOfAction>2009-02-28</StartOfAction>
```
  - The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats, however if you encounter problems switching to the recommended format should resolve them.

\*Start Of Action:  
- This characteristic is required when the Secondary Consequence characteristic is reported.
- This characteristic is not allowed when the Secondary Consequence characteristic is not reported.
- If you enter anything other than a date in this characteristic, the system will generate a file-level error and reject the file upon upload.
- The date reported in this characteristic must be after the Initial Start Date. (Secondary Start Date cannot equal Initial Start Date.)
- The date reported in this characteristic must be on or after the student's date of enrollment in the operating district (Secondary Start Date >= District Enrollment Date).

*MSDS Collection Details*

- When the student is exiting the operating district, the date reported in this characteristic must be before the student's date of exit (Secondary Start Date < District Exit Date).
- When a student with disabilities receiving special education programs or services is reported with Secondary Consequence "3" or "4", then the date reported in this characteristic must be before the student's Special Education Exit Date (Initial Start Date < Special Education Exit Date).
- The date reported in this characteristic must be equal to or after the Date of Incident reported (Secondary Start Date => Date of Incident).

**If you have questions about this characteristic, please contact:**

Mary Teachout, MDE School Health and Safety in the Office of Health and Nutrition Services at [TeachoutM@michigan.gov](mailto:TeachoutM@michigan.gov) or 517-241-7092

Marci VanHorn, MDE Office of Special Education at [VanHornM1@michigan.gov](mailto:VanHornM1@michigan.gov) or 517-241-7076

## Other Consequence

### Characteristic – Discipline Component

#### Characteristic System Name

OtherConsequence

#### Definition

When a third consequence is assigned as a result of the event/behavioral incident reported, indicate the type of discipline that was assigned to the student.

#### Use

These data are used for federal and state reporting requirements, including the Gun Free Schools Report, IDEA reporting, the identification of persistently dangerous schools, and the Parent Transparency Dashboard.

#### Citation

State School Aid Act, MCL 380.1277, 380.1277a, 380.1308, 380.1310a; Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446 Sec. 1415(k))

#### Specification

List of values (Choose from list).

Code	Text	Description
1	In-School Suspension	Instances in which a student is temporarily removed from his/her regular classroom(s) for disciplinary purposes but remains under the direct supervision of school personnel. Direct supervision means a school staff member is physically in the same location as students under its supervision.
2	Out-of-School Suspension	Instances in which a child is temporarily removed from his/her regular school for disciplinary purposes to another setting (e.g. home, behavior center). For students with disabilities receiving special education programs or services, this includes both removals in which no IEP services are provided because the removal is 10 days or less and removals in which the child continues to receive services according to his/her IEP.

Code	Text	Description
3	Removal By Hearing Officer	(Special education participants only) Instances in which an impartial hearing officer orders the removal of a child with disabilities from his/her current educational placement to an appropriate alternative educational setting for not more than 45 school days based on the hearing officer's determination that maintaining the child's current placement is substantially likely to result in injury to the child or others. The IEP team is responsible for determining the interim alternative educational setting.
4	Unilateral Removal	(Special education participants only) Instances in which school personnel (not the IEP team) order the removal of children with disabilities from their current educational placement to an appropriate interim alternative educational setting for not more than 45 school days. The IEP team is responsible for determining the interim alternative educational setting. Unilateral removals do not include decisions by the IEP team to change a student's placement.
5	Expulsion	Instances in which the local educational agency removes a child from his/her regular school for disciplinary purposes for the remainder of the school year or longer in accordance with local educational agency policy. Include removals resulting from violations of the Gun-Free Schools Act that are modified to less than one year (365 days).

**Instructions**

- When this characteristic is reported, Secondary Consequence is also required. Enter/choose the code that represents the disciplinary action being reported.
- Codes "3" and "4" may only be reported for students with disabilities receiving special education programs or services.

**If you have questions about this characteristic, please contact:**

Mary Teachout, MDE School Health and Safety in the Office of Health and Nutrition Services at [TeachoutM@michigan.gov](mailto:TeachoutM@michigan.gov) or 517-241-7092

Marci VanHorn, MDE Office of Special Education at [VanHornM1@michigan.gov](mailto:VanHornM1@michigan.gov) or 517-241-7076

## Other Days

### *Characteristic – Discipline Component*

#### **Characteristic System Name**

OtherDays

#### **Definition**

The number of days assigned for the Other Consequence.

#### **Use**

These data are used for federal and state reporting requirements, including the Gun Free Schools Report, IDEA reporting, the identification of persistently dangerous schools, and the Parent Transparency Dashboard.

#### **Citation**

State School Aid Act, MCL 380.1277, 380.1277a, 380.1308, 380.1310a; Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446 Sec. 1415(k))

#### **Specification**

Decimal number data type with a fixed length format: NNN.N

- Minimum value: 0.5
- Maximum value: 888.0

#### **Instructions**

- This characteristic is required when the Other Consequence characteristic is reported.
- This characteristic is not allowed if the Other Consequence characteristic is not reported.
- The date reported in this characteristic must be after the Initial Start Date and Secondary Start Date (Other Start Date cannot equal Initial Start Date or Secondary Start Date).
- If you enter anything other than a decimal or whole number, the system will generate a file-level error and reject the file upon upload.
- When the student has been expelled (Initial Consequence = "5") then the Initial Days must be less than or equal to 185, or for permanently expelled students, report a value of "888" (Initial Days < = 185 or = "888").
- When the student is not being expelled (Initial Consequence = "5") then the Initial Days must be at least 0.5 and less than or equal to 185. (>=0.5 and <= 185)
- When a student with disabilities receiving special education programs or services is reported as being removed by a hearing officer or having a unilateral removal (Other Consequence = "3" or "4") then this characteristic must be less than or equal to 45 (Other Days < = 45).

**Characteristic Tip**

- This characteristic must contain a value of at least 0.5 to 185 or must equal 888. Values greater than 185 and less than or greater than 888 are not accepted.

**If you have questions about this characteristic, please contact:**

Mary Teachout, MDE School Health and Safety in the Office of Health and Nutrition Services at [TeachoutM@michigan.gov](mailto:TeachoutM@michigan.gov) or 517-241-7092

Marci VanHorn, MDE Office of Special Education at [VanHornM1@michigan.gov](mailto:VanHornM1@michigan.gov) or 517-241-7076

## Other Start Date

### Characteristic – Discipline Component

#### Characteristic System Name

OtherStartDate

#### Definition

This is the first day the student began serving the Other Consequence (not the date the consequence was assigned).

#### Use

These data are used for federal and state reporting requirements, including the Gun Free Schools Report, IDEA reporting, the identification of persistently dangerous schools, and the Parent Transparency Dashboard.

#### Citation

State School Aid Act, MCL 380.1277, 380.1277a, 380.1308, 380.1310a;  
Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446 Sec. 1415(k))

#### Specification

Date (only); CCYY-MM-DD

#### Instructions

- The date reported must follow standard date format:
  - XML format is CCYY-MM-DD Sample:

`<StartOfAction>2009-02-28</StartOfAction>`
  - The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats, however if you encounter problems switching to the recommended format should resolve them.

\*Start Of Action:  
- This characteristic is required when the Other Consequence characteristic is reported.
- This characteristic is not allowed when the Other Consequence characteristic is not reported.
- If you enter anything other than a date in this characteristic, the system will generate a file-level error and reject the file upon upload.
- The date reported in this characteristic must be on or after the student's date of enrollment in the operating district (Other Start Date >= District Enrollment Date).
- When the student is exiting the operating district, the date reported in this characteristic must be before the student's date of exit (Other Start Date < District Exit Date).

- When a student with disabilities receiving special education programs or services is reported with Other Consequence "3" or "4", then the date reported in this characteristic must be before the student's Special Education Exit Date (Initial Start Date < Special Education Exit Date).
- The date reported in this characteristic must be equal to or after the Date of Incident reported (Other Start Date => Date of Incident).

**If you have questions about this characteristic, please contact:**

Mary Teachout, MDE School Health and Safety in the Office of Health and Nutrition Services at [TeachoutM@michigan.gov](mailto:TeachoutM@michigan.gov) or 517-241-7092

Marci VanHorn, MDE Office of Special Education at [VanHornM1@michigan.gov](mailto:VanHornM1@michigan.gov) or 517-241-7076

## Follow Up

### Characteristic – Discipline Component

#### Characteristic System Name

FollowUp

#### Definition

The follow-up and/or educational services provided to the student after the start of the disciplinary action(s) being reported.

#### Use

These data are used for federal and state reporting requirements, including the Gun Free Schools Report, IDEA reporting, the identification of persistently dangerous schools, and the Parent Transparency Dashboard.

#### Citation

State School Aid Act, MCL 380.1311b; Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446 Sec. 1415(k))

#### Specification

List of values (Choose from list).

Code	Text	Description
20	Placed in an alternative education school	The student was placed in another school or alternative education program within the district.
21	Instructional services at home	The district provided education services provided to the student at his/her home.
22	Instructional services in community/n on-school location	The district provided education services provided to the student in a location other than his/her home or a location operated by the district.
23	Education provided by another district or agency	The student was referred to another public or nonpublic school or service agency (e.g., DCH, DHS, CMH) for educational services.
24	Placed in a strict discipline academy	The student was placed in a strict discipline academy as defined in MCL 380.1311(3).

Code	Text	Description
25	No education services provided	The district did not provide any further educational services.
26	Other Educational Service Referral	The student was referred to an educational service not covered by another code.

**Instructions**

- Enter/choose the code or codes that represent the type of referral or educational services being provided to the student.
- A maximum of seven occurrences (one per code type) of this characteristic can be submitted within the Discipline Component. [NOTE: The schema rules allow the file to be uploaded with unlimited (unbounded) occurrences for this characteristic; however, validation business rules will generate record-level errors for any record containing more than the number listed.]
- Report the code representing the primary educational service first, followed by the codes for any other educational services provided to the student. (Online entry: click on the star to identify the primary option code).
- This characteristic is required when the student is reported as expelled (Initial Consequence, Secondary Consequence or Other Consequence = "5").
- This characteristic is required to contain at least one valid code when a student with disabilities receives special education programs or services (record includes the Special Education Component with a valid code in Primary Disability) and the total length of all consequences for this incident is greater than 10 days (Initial Days + Secondary Days + Other Days > 10).
- When determining the number of days the student with an IEP was suspended or expelled, it is not necessary for the consequence length to be more than 10 consecutive days (i.e., days can be cumulative throughout the school year).

**If you have questions about this characteristic, please contact:**

Mary Teachout, MDE School Health and Safety in the Office of Health and Nutrition Services at [TeachoutM@michigan.gov](mailto:TeachoutM@michigan.gov) or 517-241-7092

Marci VanHorn, MDE Office of Special Education at [VanHornM1@michigan.gov](mailto:VanHornM1@michigan.gov) or 517-241-7076

## Early Childhood Programs

### Component Overview

CEPI uses the Early Childhood Programs Component to collect data related to the student’s participation in early childhood programs or services. You are required to report this component when the student is identified as participating in or on a wait list for the Great Start Readiness Program, GSRP/Head Start Blend, Sec. 32p Early Childhood, or Section 32p(4) Home Visitation programs. It is a federal expectation that children participating in a Head Start, Early Head Start or Early Head Start-Child Care Partnership program be reported. MDE’s Office of Great Start encourages you to report students participating in any other early childhood programs to assist in longitudinal program evaluations, although this is not a requirement.

In addition to the Early Childhood Programs Component, records reported in this collection must include the following components if the children reported are also receiving or eligible for these services:

- Homeless Demographics
- Program Participation (immigrant “9130” value only)
- Seclusion and Restraint
- SNE

Please refer to the applicable component details for additional information.

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Max. Occurrences
Fiscal Entity Type Code	List of Values	1	Required	No	1
Fiscal Entity Code	Free-form Text	2	Required	No	1
Fiscal Entity Code 2	Free-form Text	3	Conditional	No	1
School Facility Number	Numeric Text	4	Conditional	No	1
Provider License Number	Text	5	Conditional	No	1
EC Comment	Free-form Text	6	Optional	No	1
EC Program	List of Values	7	Required	No	1

Name	Data Type	Sequence	System Expectation	Multi-valued	Max. Occurrences
EC Program Start Date	Date	8	Required	No	1
EC Delivery Method	List of Values	9	Required	No	1
EC Delivery Schedule	List of Values	10	Conditional	No	1
Federal Poverty Level Quintile	List of Values	11	Conditional	No	1
Additional Eligibility Factors	List of Values	12	Conditional	Yes	Unbounded (up to 7 per student) *
Qualifying Factors	List of Values	13	Conditional	Yes	Unbounded (up to 4 per student) *
EC Program End Date	Date	14	Conditional	No	1
EC Program Exit Reason	List of Values	15	Conditional	No	1

\*The schema rules allow the file to be uploaded with unlimited (unbounded) occurrences for this characteristic; however, validation business rules will generate record-level errors for any record containing more than the number listed.

**When Is This Component Required?**

Early Childhood has three collection periods throughout the year (Fall, Spring, and End of Program). Reporting requirements vary by program and collection. You must report the Early Childhood Programs Component when a student is identified as participating in or on a wait list for the Great Start Readiness Program, or participating in GSRP/Head Start Blend Program, Sec. 32p Early Childhood, and/or Section 32p(4) Home Visitation.

Program Type	Fall	Spring	End of Program
Great Start Readiness Program	<b>R</b>	<b>R</b>	<b>R</b>
GSRP/Head Start Blend	<b>R</b>	<b>R</b>	<b>R</b>
Head Start	O	O	O
Title I Preschool or Services	O	O	O
Early Head Start	O	O	O
Sec. 32p, Early Childhood	O	O	<b>R</b>

*MSDS Collection Details*

<b>Program Type</b>	<b>Fall</b>	<b>Spring</b>	<b>End of Program</b>
Section 32p(4) Home Visitation	O	O	<b>R</b>
Early Head Start – Child Care Partnership	O	O	O
GSRP – Wait List	O	<b>R</b>	O

**R = Required; O = Optional**

## Fiscal Entity Type Code

*Characteristic – Early Childhood Programs Component*

### Characteristic System Name

FiscalEntityTypeCode

### Definition

The category to which the fiscal entity belongs within EEM.

### Use

MDE use these data for compliance, federal and state reporting requirements.

### Citation

State School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a; ESSA, 20 USC 6311

### Specification

List of values (choose from list)

Code	Text	Description
A	Agreement Number	The entity is identified in EEM as a grantee or other non-school recipient
D	District	The entity is identified in EEM as a LEA, PSA or ISD school district.

### Instructions

- Choose/enter the code indicating the entity type, as identified in EEM, of the entity receiving the funding directly from the state to provide programs and/or services for the student/child reported.
- For Great Start Readiness Programs, the value reported in this characteristic must be "D".
- You are required to submit this characteristic when you submit the EC Programs Component.

### Characteristic Tips

- If the fiscal entity has a district code and agreement number, use the district code.
- A different Fiscal Entity Type Code may be entered in each EC Programs Component reported for a given student.
- Based on legislation, the Fiscal Entity Type Code for GSRP programs will always be "D" and an ISD should be listed as the fiscal agent (formula or competitive grantee programs). The ISD may or may not be the Fiscal Agent for other (non-GSRP) programs.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Fiscal Entity Code

### *Characteristic – Early Childhood Programs Component*

#### **Characteristic System Name**

FiscalEntityCode

#### **Definition**

The state-assigned code identifying the entity receiving funding directly from the state to provide programs and/or services to the student/child reported. The fiscal entity may or may not be directly providing the services to the student/child. This code must be either a five-digit entity code for a school district or a nine-digit agreement number for an organization, as identified by the Fiscal Entity Type Code and by the EEM.

#### **Use**

MDE use these data for compliance, federal and state reporting requirements.

#### **Citation**

State School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a; ESSA, 20 USC 6311

#### **Specification**

Free-form text; accepts both alpha and numeric characters.

- Minimum length: 5
- Maximum length: 9

#### **Instructions**

- Enter the code indicating the entity, as identified in EEM, receiving the funding directly from the state to provide programs and/or services for the student/child reported. For GSRP programs this is always the ISD.
- When the characteristic Fiscal Entity Type Code contains the code "A", the Fiscal Entity Code must contain a code with up to nine digits. Submit leading zeros when applicable.
- When the characteristic Fiscal Entity Type Code contains the code "D", the Fiscal Entity Code must contain a five-digit code. Submit leading zeros when applicable.
- The code you report must be valid in the EEM within the category indicated in the Fiscal Entity Type Code characteristic.
- The entity must be identified as "open-active" or "closed-pending" within EEM for the time period being reported.
- You are required to report this characteristic when you submit the EC Programs Component.

**Characteristic Tips**

- Report the code for the entity receiving the funds directly from the state, even when that entity chooses to subcontract the running of the program(s) or the providing of early childhood services to another entity/agency.
- A different Fiscal Entity Code may be entered in each Programs component reported for a given student.
- Based on legislation, the Fiscal Entity Type Code for GSRP programs will always be "D" and an ISD should be listed as the fiscal agent (formula or competitive grantee programs). The ISD may or may not be the Fiscal Agent for other (non-GSRP) programs.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Fiscal Entity Code 2

*Characteristic – Early Childhood Programs Component*

### Characteristic System Name

FiscalEntityCode2

### Definition

Fiscal Entity Code 2 identifies the second funding source for blended programs.

### Use

To ensure fiscal entities for blended programs are accurately identified on student records for reporting.

### Citation

School Aid Act, MCL 388.1632d (13) and (17a), MCL 388.1639 (3)

### Specification

Free-form text; accepts both alpha and numeric characters.

- Minimum length: 5
- Maximum length: 9

### Instructions

- Enter the code indicating the entity, as identified in EEM, receiving funds to provide programs and/or services for the second part of the blend.
- If the fiscal entity for both programs is the same, report the Fiscal Entity Code only and leave Fiscal Entity Code 2 blank. An error will display if the same code is reported in both characteristics.
- The characteristic can only be reported on records indicating an EC Program of "02" (GSRP/Head Start Blend).
- The entity must be identified as "open-active" or "closed-pending" within EEM for the time period reported.

### Characteristic Tips

- Report the code for the entity directly receiving the funds, even when that entity chooses to subcontract the provision of the program(s) or services to another entity/agency.
- A different Fiscal Entity Code 2 may be entered in each EC Programs component for a given student.

### If you have questions about this characteristic, please contact:

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## School Facility Number

*Characteristic – Early Childhood Programs Component*

### Characteristic System Name

SchoolFacilityNumber

### Definition

The five-digit code as assigned to the building in the official Educational Entity Master.

Refer to the Educational Entity Master glossary for definitions. The glossary is located in the upper right corner of the [EEM web page](https://www.michigan.gov/eem) (<https://www.michigan.gov/eem>).

### Use

MDE use these data for compliance, federal and state reporting requirements.

### Citation

State School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a; ESSA, 20 USC 6311

### Specification

Numeric Text (can have leading zeros); Format: NNNNN

- Minimum length: 5
- Maximum length: 5

### Instructions

- Required when the early childhood program or service you reported in the EC Programs Component is provided by a public school district in a school building.
  - Report the five-digit EEM code for the building where the child receives the program or service.
  - If the location is not identified in EEM, (e.g., services provided in a home or community setting), enter the five-digit EEM code for the building that is reported as the assignment in the Registry of Educational Personnel for the primary district personnel providing the program or service.
- The value must contain a valid ISD, LEA, or PSA School or UEP from the EEM. Otherwise, the system will generate a record-level error.
- The identified school/facility must have been identified as "open/active" in the EEM for the time period of enrollment or the system will generate a record-level error. (Must have an EEM open date equal to or before the EC Program Start Date, and when an EEM closed date is reported, the date must be after the EC Program End Date.)
- You must submit a valid code in this characteristic when the student record also includes the SNE Component (Supplemental Nutrition Eligibility) unless the child

is reported in a program affiliated with Head Start. If services are provided in a school building, the School/Facility number should still be reported.

- Required when you report a school-based Delivery Method, otherwise the system will generate a record-level error.
- Do not submit blanks, as they are unacceptable in an XML file upload. If you submit this characteristic with a student record, it must contain a valid code. You may leave the characteristic blank when you enter it through the online form unless you are required to submit it by another business rule.

**Characteristic Tip**

- Include the School/Facility Number when the early childhood programs or services are provided in a school building.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Provider License Number

*Characteristic – Early Childhood Programs Component*

### Characteristic System Name

ProviderLicenseNumber

### Definition

The license number assigned to the location a child receives (or received) early childhood services. License numbers are alphanumeric codes that are unique to each provider. Licensed providers are assigned an 11-digit (2 letters, 9 numbers) code by the Michigan Department of Licensing and Regulatory Affairs (LARA). Tribal programs not licensed by the state are assigned a 14-digit (7 letters, 7 numbers) code by the Early Childhood Investment Corporation (ECIC).

### Use

Users input their assigned license number to add detail on the location where a child is receiving services. This characteristic is used for longitudinal tracking of children receiving services. Entities can utilize this characteristic to provide a finer granularity of where a child is receiving services.

### Citation

State School Aid Act, 388.1619 (Sec. 19)(1), 388.1694a (Sec. 94a)(b), 388.1632d (Sec. 32d)(4)(j)

### Specification

Text-free form; accepts both alpha and numeric characters.

- Minimum length: 1
- Maximum length: 20

### Instructions

- Input the assigned license number into the characteristic for each student.
- This characteristic is required to be submitted for children participating in a GSRP or GSRP/Head Start Blend. It is also required for children participating in the Head Start program when the delivery method is school based, or community based. The characteristic can be optionally reported for other programs. Report each provider license number that the child is served under in separate EC Programs components.
- Provider license numbers must be in the format of 2 letters followed by 9 numbers or begin with "tribal".
- Users will receive an error in Quality Review when a provider license number submitted is not valid based on licensing data provided by the Department of Licensing and Regulatory Affairs (LARA).

### Characteristic Tips

- LARA has a tool that allows users to search for the license number of individual programs. This tool is the [Statewide Search for Child Care Centers and Homes](#).
- Tribal programs can find their provider license number by contacting the ECIC.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

For questions regarding a specific provider license number:

- Providers licensed by the state, contact: LARA Child Care Division at 866-685-0006
- Tribal programs not licensed by the state, contact: Sheila Allen, ECIC at [sallen@ecic4kids.org](mailto:sallen@ecic4kids.org) or 517-816-4341

## Early Childhood Comment

### *Characteristic – Early Childhood Programs Component*

#### **Characteristic System Name**

ECComment

#### **Definition**

This characteristic provides users the option of adding a comment to distinguish a child for their own records. This characteristic is optional.

#### **Use**

Users can input text and numbers in this field if they need to distinguish a child's record with more detail than is provided in the other characteristics. MDE do not use these data for reporting purposes.

#### **Citation**

None. This is an optional characteristic added at the request of districts to assist with identification of students attending multiple program sites with the same fiscal entity.

#### **Specification**

Text-free form; accepts both alpha and numeric characters.

- Minimum length: 1
- Maximum length: 50

#### **Instructions**

- Input up to 50 characters to add a distinguishing characteristic to the child's record for user purposes.

#### **Characteristic Tip**

- This field might be used by an Intermediate School District to distinguish where a child in a non-school setting is receiving services. ISDs may decide to enter the EEM Agreement number or community-based organization's name.

#### **If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Early Childhood Program

### Characteristic – Early Childhood Programs Component

**Characteristic System Name**

ECProgram

**Definition**

The early childhood program or service provided to the child.

**Use**

MDE use these data to determine program compliance and funding, and for the EDEN preschool headcount submission, as well as for the National Institute for Early Education Research.

**Citation**

State School Aid Act, MCL 388.1632d(4), 388.1632p(4), Head Start Program Performance Standards, §1302.53(b)(3)

**Specification**

List of values (choose from list)

Code	Text	Description
01	Great Start Readiness Program	Great Start Readiness Programs are center-based preschool services for children who may be at risk of school failure. Children must be less than 5 years old on September 1 and greater than or equal to 4 years old on December 1 of the current school year. Each child must have at least one of the identified risk factors; at least 90% of the children must live with families having an income that is equal to or less than 250% of the federal poverty level. This program is funded under the State School Aid Act, Section 32d.
02	GSRP/Head Start Blend	A district contracted with a Head Start agency to serve children enrolled in Head Start with a school-day program and blending Head Start funds with a part-day GSRP allocation. All Head Start and GSRP policies and regulations apply to the blended program. Children are concurrently enrolled in both programs and must attend for the full day.

Code	Text	Description
03	Head Start	Children 3 through 5 years of age are served in school districts by local grantees or delegates of the federal Head Start program. Intended to serve children whose family income is at or below federal poverty guidelines, and in some cases up to 130% of the poverty guidelines.
04	Title I Preschool	Children who are not yet age-eligible for kindergarten are served in districts that provide services utilizing Title I, Part A of the Elementary and Secondary Education Act, if they follow current rules for preschool services under Title I.
10	Early Head Start	Children from birth to age 3 are served in school districts by local grantees of the federal Head Start program.
18	Section 32p Early Childhood	Children from birth to age 8 who are receiving early childhood services under Section 32p.
19	Section 32p(4) Home Visitation	Children birth to age 6 or kindergarten entry, who are experiencing factors that place the children at risk of not achieving success in school, being served in home visiting programs.
20	Early Head Start – Child Care Partnership	Children from birth to age 3 who are receiving services where Early Head Start grantees partner with family child care homes and child care centers to implement Early Head Start in those settings.
21	GSRP – Wait List	Children who are eligible for the Great Start Readiness Program and as of the Early Childhood Collection Spring reporting end date are waiting for an available slot to open.

**Instructions**

- Choose/enter the code that represents the early childhood program or service you wish to report.
- Report this characteristic when you submit the EC Programs Component.

**Program-Specific Business Rules**

- **Great Start Readiness Program:**
  - A child eligible for GSRP must be less than 5 years of age on September 1 of the current school year and greater than or equal to 4

years of age on December 1 of the current school year. The child may only be in one GSRP program at a time statewide.

- A child in a school-day GSRP program cannot receive a partial day in any other funded classroom program (Head Start, Title I, Special Education full FTE). The blended GSRP/Head Start (school-day) is recorded as program code "02".
  - Report the EC Delivery Method (school or community), the EC Delivery Schedule (part/school day and days per week) and the Federal Poverty Level Quintile characteristics.
  - The child should be exited by the end of the program year. Children who meet the age eligibility requirements to enroll in GSRP for a second year should be exited no later than the EOP EC Collection and if re-enrolled the next program year, be submitted in the Fall EC Collection with a new program start date.
  - ISDs are responsible for ensuring GSRP data are reported. GSRP programs must work with their ISD to determine which entity will report this program information in MSDS.
  - Children dually enrolled in GSRP and Head Start should only be reported in the GSRP/Head Start Blend program (program code "02"). They should not be served or reported in separate GSRP and Head Start programs (GSRP program code "01" and Head Start program code "03").
  - An ISD must be reported as the fiscal entity for this program.
  - The Provider License Number, Additional Eligibility Factors, and Qualifying Factors characteristics must be submitted for children participating in a GSRP program. Report each provider license number that the child is served under in separate EC Program components.
- **GSRP/Head Start Blend:**
- Funding for the child's services must be received from both GSRP and Head Start.
  - The child must be less than 5 years of age on September 1 of the current school year and greater than or equal to 4 years of age on December 1 of the current school year.
  - The child may only be in one GSRP program at a time statewide.
  - Report the EC Delivery Method (school or community), the EC Delivery Schedule (part/school day and days per week) and the Federal Poverty Level Quintile characteristics.
  - The child must be exited by the end of the program year.
  - ISDs are responsible for ensuring GSRP data are reported. GSRP programs must work with their ISD to determine which entity will report this program information in MSDS.

- A warning will display if a child in this program is reported in a (separate) Head Start program at the same time.
- An ISD must be reported as the fiscal entity for this program.
- When the Head Start funding source is different than the GSRP funding source, the Head Start fiscal entity should be reported in Fiscal Entity Code 2.
- The Provider License Number, Additional Eligibility Factors, and Qualifying Factors characteristics must be submitted for children participating in a GSRP/Head Start Blend program. Report each provider license number that the child is served under in separate EC Program components.
- **Head Start:**
  - A child in a Head Start program cannot be enrolled in a separate GSRP at the same time. Children dually enrolled in GSRP and Head Start should only be reported in the GSRP/Head Start Blend program (program code "02"). They should not be served or reported in separate GSRP and Head Start programs (GSRP program code "01" and Head Start program code "03").
  - Report the delivery method (school, community or home based) and the delivery schedule (part or full day and days per week).
  - A warning will display if a child in this program is reported with an age of 6 years or greater on or after September 1 of the current school year.
  - The Provider License Number must be submitted for children participating in a Head Start program when the delivery method is school based, or community based. Report each provider license number that the child is served under in separate EC Program components.
- **Title I Preschool or Services:**
  - No program-specific business rules apply.
- **Early Head Start:**
  - Children participating in Early Head Start are generally under 3 years of age. Children 3 or older may participate in some situations, such as the child will be transitioning to Head Start.
- **Sec. 32p, Early Childhood:**
  - A warning will display if a child is 8 years of age or older as of November 1 of the current school year.
  - An error will display if an ISD is not reported as the Submitting Entity.
  - Children who exit this program after the EOP EC Collection Reporting Period should be reported in the Fall Early Childhood Collection with the applicable program exit data.

▪ **Section 32p(4) Home Visitation:**

- An error will display if a child in this program is reported with an age of 6 years or greater on September 1 of the current school year.
- An error will display if a child is reported with an EC Program End Date greater than the child's 6th birthday.
- An error will display if an ISD is not reported as the Submitting Entity.
- An error will display if a child in this program is reported with an EC Delivery Method other than "Home Based."

▪ **Early Head Start – Child Care Partnership:**

- Only entities identified by MDE should submit records for students in an Early Head Start - Child Care Partnership program in an Early Childhood Collection. For the list of entities, contact the MDE Office of Great Start.

▪ **GSRP – Wait List:**

- A child eligible for GSRP must be less than 5 years of age on September 1 of the current school year and greater than or equal to 4 years of age on December 1 of the current school year.
- An ISD must be reported as the fiscal entity for this program.
- The following characteristics must be reported when this program option is selected: EC Delivery Method "4" (None – Wait List), Federal Poverty Level Quintile, Additional Eligibility Factors, and Qualifying Factors.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Early Childhood Program Start Date

*Characteristic – Early Childhood Programs Component*

### Characteristic System Name

ECProgramStartDate

### Definition

The date (month, day and year) the child first participated in a program or received services through the early childhood program reported.

### Use

MDE use these data for grant compliance and for federal and state reporting requirements.

### Citation

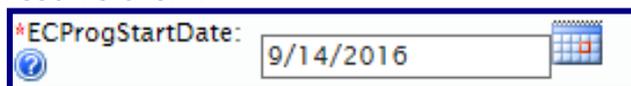
State School Aid Act, MCL 388.1632b, 388.1632d, 388.1637, 388.1638; 20 USC 6381i

### Specification

Date (only); CCYY-MM-DD

### Instructions

- The date reported must follow standard date format:
  - XML format is CCYY-MM-DD. Sample:  
  
<ECProgramStartDate>**2016-09-14**<ECProgramStartDate>
  - The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats; however, if you encounter problems, switching to the recommended format should resolve them.

A screenshot of a web-based data entry form. The field is labeled with a red asterisk and the text '\*ECProgStartDate:'. To the left of the input box is a blue circular help icon. The input box contains the date '9/14/2016'. To the right of the input box is a small calendar icon.

- You are required to report this characteristic when you report the EC Programs Component.
- If you enter anything other than a date in this characteristic, the system will generate a file-level error and reject the file upon upload.
- The date you report in this characteristic must be equal to or after the child's Date of Birth AND must be equal to or before the system date (the current date). The system will generate a record-level error if either rule is not followed.
- The date you report must be equal to or after the open date for the Fiscal Entity as recorded in EEM. The date must also be before the reported closed date in EEM if the Fiscal Entity is closed. [EC Program Start Date >= Fiscal Entity open date AND (if entity is closed) < Fiscal Entity closed date]

**Characteristic Tip**

- Include a student who receives services during this early childhood program year and who exits prior to October 1 in your Fall Early Childhood Collection.
- A child who meets the age eligibility requirement to enroll in GSRP for a second year should be reported with a new program start date in the Fall EC Collection.
- For children identified as waitlisted for the GSRP program, this date is the date they were placed on the wait list.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Early Childhood Delivery Method

*Characteristic – Early Childhood Programs Component*

### Characteristic System Name

ECDeliveryMethod

### Definition

The primary location where the child attends the reported program or receives early childhood services.

### Use

MDE use these data to determine program compliance, funding and for federal reporting.

### Citation

State School Aid Act, MCL 388.1632b, 388.1632d, 388.1637, 388.1638; 20 USC 6381i

### Specification

List of values (choose from list)

Code	Text	Description
1	School Based	Programs and/or services are provided within a facility identified in EEM as a school or LEA unique educational provider.
2	Community Based	Programs and/or services are provided in a facility identified in EEM as an ONSR or a facility not listed in EEM.
3	Home Based	Programs and/or services are provided within the child's home.
4	None – Wait List	Child is on GSRP Wait List

### Instructions

- When code "1" (School Based) is reported in this characteristic, the School Facility Code must be reported.
- Delivery Method "3" (Home Based) may not be reported for children participating in GSRP or GSRP/Head Start Blended programs.
- You are required to submit this characteristic when you submit the EC Programs component.
- Delivery Method "3" (Home Based) must be reported for children participating in a 32p(4) Home Visitation program.
- Delivery Method "4" (None – Wait List) may only be reported for program "21" (GSRP – Wait List)

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Early Childhood Delivery Schedule

*Characteristic – Early Childhood Programs Component*

### Characteristic System Name

ECDeliverySchedule

### Definition

The primary schedule followed by the child for this program or service.

### Use

MDE use these data to determine program compliance, funding and for EDEN preschool headcount submission, as well as for the National Institute for Early Education Research.

### Citation

State School Aid Act, MCL 388.1632d(4), 388.1632/(4)

### Specification

List of values (choose from list)

Code	Text	Description
01	Part-Day 4 Days Per Week	Program operates a minimum of 3 hours per day, for a minimum of four days per week.
02	Part-Day 5 Days Per Week	Program operates 3 hours per day, five days per week.
05	School-Day 4 Days Per Week	Program operates for at least the same length of day as the local school district's/PSA's first grade program, for a minimum of four days per week, 30 weeks per year.
06	School-Day 5 Days Per Week	Program operates for at least the same length of day as the local school district's/PSA's first grade program, for five days per week, 30 weeks per year.
07	Served by Family Child-Care Center	Services provided through a contracted, independent, licensed, family child-care provider of Head Start Services (may only be reported for Head Start, Early Head Start, or Early Head Start-Child Care Partnership programs).

Code	Text	Description
08	Other	Program has a district-sponsored delivery system not defined above (may not be reported for GSRP).

**Instructions**

- You are required to report this characteristic when the associated early childhood program is Great Start Readiness Program, GSRP/Head Start Blend or Head Start (EC Program = "01", "02" or "03").
- Only submit code "08" when the EC Program is a code other than "01" (GSRP), otherwise the system will generate an error.
- When the EC Program code is reported as "02" (GSRP/Head Start Blend), you may only submit delivery schedule code "05" or "06". Otherwise the system will generate an error.
- You may only submit code "07" when the EC Program code is reported as "03" (Head Start), "10" (Early Head Start), or "20" (Early Head Start-Child Care Partnership) otherwise the system will generate an error.
- Do not submit blanks, as they are unacceptable in an XML file upload. If you submit this characteristic with a student record, it must contain a code. You may leave the characteristic blank when you enter it through the online form unless you are required to submit it by another business rule.

**Characteristic Tip**

- Do not complete this characteristic if your program's schedule is not one of the available choices.
- The delivery schedule for children in the GSRP/Head Start Blended program is school-day. However, the GSRP portion of the grant funding is part-day (the other part of the day is funded by Head Start).

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Federal Poverty Level Quintile

*Characteristic – Early Childhood Programs Component*

### Characteristic System Name

FederalPovertyLevelQuintile

### Definition

The Federal Poverty Level quintile that a child qualifies for a Great Start Readiness Program or GSRP/Head Start Blend program. CEPI will NOT be collecting any specific income data. The federal term for this characteristic is “poverty guidelines.”

### Use

MDE uses these data to determine program compliance, program evaluation and for legislative reporting.

### Citation

State School Aid Act, MCL 388.1632d (5)(b), 388.1639; Public Act 249

### Specification

List of values (choose from list)

Code	Text	Description
01	0% to 50% FPL	The family is at 0% - 50% of the Federal Poverty Level.
02	51% to 100% FPL	The family is at 51% - 100% of the Federal Poverty Level.
03	101% to 150% FPL	The family is at 101% - 150% of the Federal Poverty Level.
04	151% to 200% FPL	The family is at 151% - 200% of the Federal Poverty Level.
05	201% to 250% FPL	The family is at 201% - 250% of the Federal Poverty Level.
06	251% to 300% FPL	The family is at 251% - 300% of the Federal Poverty Level.
07	301% FPL and above	The family is at 301% or greater of the Federal Poverty Level.

### Instructions

- Per MDE, a child who has a Qualifying Factor at time of enrollment of “Homeless” or “Foster Care” must be reported with code “01”. For all other children, including those with an eligibility risk factor of IEP recommending placement in an inclusive preschool setting, choose the code that best represents the Federal Poverty Level quintile the child belongs to at time of enrollment.

- You are required to report this characteristic when the associated early childhood program is Great Start Readiness Program or GSRP/Head Start Blend (EC Program = "01", "02" or "21"). This characteristic can optionally be reported for all other EC Programs.
- The income levels for each quintile vary. Please consult the [MDE GSRP Implementation Manual](#), specifically the Eligibility section (and the corresponding resources), for more details on reporting this for children participating in a GSRP.
- Do not submit blanks, as they are unacceptable in an XML file upload. If you submit this characteristic with a student record, it must contain a code. You may leave the characteristic blank when you enter it through the online form unless you are required to submit it by another business rule.

**Characteristic Tip**

- You may report this characteristic for all programs; however, you are only required to report it for Great Start Readiness Program, GSRP/Head Start Blend, and GSRP – Wait List programs.
- FPLQ reported in the MSDS should remain the same throughout the year.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Additional Eligibility Factors

### Characteristic – Early Childhood Programs Component

#### Characteristic System Name

AdditionalEligibilityFactor

#### Definition

Additional factors used to determine a child’s eligibility for a Great Start Readiness Program, along with income information collected in the Federal Poverty Level Quintile characteristic. For more information, reference the [MDE GSRP Implementation Manual](#).

#### Use

MDE uses these data to determine program compliance, program evaluation and for legislative reporting.

#### Citation

State School Aid Act, MCL 388.1632d (5)(b), 388.1639

#### Specification

List of values (choose from list)

Code	Text	Description
02	Diagnosed disability or identified developmental delay	Child is eligible for special education services or child’s developmental progress is less than that expected for his/her chronological age, or chronic health issues cause development or learning problems.
03	Severe or challenging behavior	Child has been expelled from preschool or child care center.
04	Primary and/or home language other than English	English is not spoken in the child’s home; English is not the child’s first language.
05	Parent/guardian with low educational attainment	Parent has not graduated from high school or is illiterate.
06	Abuse/neglect of the child or parent	Domestic, sexual, or physical abuse of child or parent; child neglect issues. Child Protective Services report.

MSDS Collection Details

Code	Text	Description
07	Environmental risk	Parental loss due to death, divorce, incarceration, military service, or absence; sibling issues; teen parent; homeless or without stable housing; residence in a high-risk neighborhood; or prenatal or postnatal exposure to toxic substances.
08	None	The child had no additional factors (02-07).

**Instructions**

- Report all additional factors used to determine the child’s eligibility for GSRP. If no factor in addition to income applies, report code “08” None.
- Report this characteristic when the associated early childhood program is Great Start Readiness Program or GSRP/Head Start Blend or GSRP – Wait List (EC Program = “01”, “02” or “21”). This characteristic cannot be reported for any other EC Programs.
- If the value “None” is selected, no other values can be selected.
- Do not submit blanks, as they are unacceptable in an XML file upload. If you submit this characteristic with a student record, it must contain a code. You may leave the characteristic blank when you enter it through the online form unless you are required to submit it by another business rule.

**Characteristic Tip**

- The value(s) reported in the MSDS should remain the same throughout the year.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Qualifying Factors

### Characteristic – Early Childhood Programs Component

#### Characteristic System Name

QualifyingFactor

#### Definition

A list of qualifying factors considered at the time child eligibility was determined for a Great Start Readiness Program. Qualifying factors are those which automatically prioritize a child for enrollment. For more information, reference the [MDE GSRP Implementation Manual](#).

#### Use

MDE uses these data to determine program compliance, program evaluation and for legislative reporting.

#### Citation

State School Aid Act, MCL 388.1632d (5)(b), 388.1639

#### Specification

List of values (choose from list)

Code	Text	Description
A	Homeless	The child was experiencing homelessness
B	Foster Care	The child was in foster care
C	Qualifying IEP	The child had an individualized education plan recommending placement in an inclusive preschool setting
D	None	The child had no qualifying factors (A-C)

#### Instructions

- Check all qualifying factors that applied at the time child eligibility was determined for a Great Start Readiness Program or “none” if none applied.
- Report this characteristic when the associated early childhood program is Great Start Readiness Program or GSRP/Head Start Blend or GSRP – Wait List (EC Program = “01”, “02” or “21”). This characteristic cannot be reported for any other EC Programs.
- When the value “None” is selected, no other values can be additionally reported.
- When the Qualifying Factors characteristic is reported with a value of “Homeless” and/or “Foster Care”, the Federal Poverty Level Quintile reported must be 0 – 50% FPL.
- When a child is reported with a value of “Homeless”, then the “Environmental risk” value must be selected in the Additional Eligibility Factors characteristic.

### *MSDS Collection Details*

- When a child is reported with a value of “Qualifying IEP”, then the “Diagnosed disability or identified developmental delay” value must be selected in the Additional Eligibility Factors characteristic.
- Do not submit blanks, as they are unacceptable in an XML file upload. If you submit this characteristic with a student record, it must contain a code. You may leave the characteristic blank when you enter it through the online form, unless you are required to submit it by another business rule.

#### **Characteristic Tip**

- The value(s) reported in the MSDS should remain the same throughout the year.

#### **If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Early Childhood Program End Date

*Characteristic – Early Childhood Programs Component*

### Characteristic System Name

ECProgramEndDate

### Definition

The day after (month, day and year) the child last participated in a program or received services through the early childhood program reported.

### Use

MDE use these data for grant compliance, and for federal and state reporting requirements.

### Citation

State School Aid Act, MCL 388.1632b, 388.1632d, 388.1637, 388.1638; 20 USC 6381i

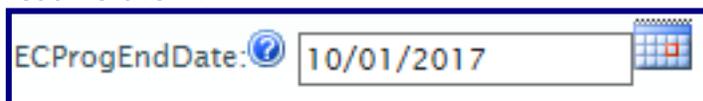
### Specification

Date (only); CCYY-MM-DD

### Instructions

- The date reported must follow standard date format:
  - XML format is CCYY-MM-DD. Sample:  

```
<ECProgramEndDate>2017-10-01</ECProgramEndDate>
```
  - The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats; however, if you encounter problems, switching to the recommended format should resolve them.



- Report this characteristic in the Early Childhood End-of-Program collection for all children submitted in GSRP or GSRP/Head Start Blend programs. Children meeting the GSRP age eligibility requirements to attend for a second year must reapply, and therefore should be reported with new program start dates in the Fall Early Childhood Collection.
- Report this characteristic when you submit a valid code in the EC Program Exit Reason characteristic.
- Report this characteristic when the reported Fiscal Entity is closed in EEM.
- If you enter anything other than a date in this characteristic, the system will generate a file-level error and reject the file upon upload.
- The date contained in this characteristic must be equal to or after the date you reported in the EC Program Start Date for this program, or the system will generate a record-level error.

- Report children in the EOP EC Collection with program exit dates through mid-September. Children exiting programs after mid-September should be reported in the Fall Early Childhood Collection.
- The date you report must be equal to or after the open date for the Fiscal Entity as recorded in EEM. The date must also be before the reported closed date in EEM if the Fiscal Entity is closed. [EC Program End Date  $\geq$  Fiscal Entity open date AND (if entity is closed)  $<$  Fiscal Entity closed date]
- For the Fall and Spring early childhood collections this characteristic must be on or before the last day of the reporting period for that collection. Program exits that occur after these collections' reporting periods have ended should be submitted in the next Early Childhood Collection.
- Do not submit blanks, as they are unacceptable in an XML file upload. If you submit this characteristic with a student record it must contain a code. You may leave the characteristic blank when you enter it through the online form unless it is required by another business rule.

**Characteristic Tip**

- If a child is no longer receiving services but is reported in the Early Childhood collections without exit information, CEPI assumes that the child is still actively receiving services. It is important to include exit information to provide an accurate account of the services received by the child.
- Include a student who receives services during this early childhood program year and who exit prior to October 1 in your Fall Early Childhood Collection.
- Report Program End Dates in the reporting period in which the exit occurred.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Early Childhood Program Exit Reason

*Characteristic – Early Childhood Programs Component*

### Characteristic System Name

ECProgramExitReason

### Definition

The primary reason for the child leaving the reported early childhood program or service.

### Use

MDE use these data for grant compliance and federal and state reporting requirements.

### Citation

State School Aid Act, MCL 388.1632b, 388.1632d, 388.1637, 388.1638; 20 USC 6381i

### Specification

List of values (choose from list)

Code	Text	Description
063	Program Completed	A child who enrolled and completed a regularly scheduled or prescribed program. This code applies to children who successfully completed the program OR who have "aged out" of the program or the program has reached the end of the school/program year.
064	Parent Initiated Transfer	Parent makes a request to transfer out of one early childhood program and into another early childhood program (e.g., from Head Start to a Great Start Readiness Program or Early Childhood Special Education). This request results in the child making a transfer prior to completion of the original program.
065	Program Initiated Transfer	Program staff makes a referral to another early childhood program which results in parental consent to transfer the child from the current program into a different early childhood program (e.g., special education referral).
066	Child's Behavior Does Not Meet Expectations	Program staff is not able to accommodate a child with extreme behaviors that may result in injury to other children and staff and/or make program management impossible (e.g., expulsion).

Code	Text	Description
067	Parent Withdrew Child	Parent withdraws child for any reason. (e.g., move from district, no information on subsequent program, etc.)
068	Death of Child	The child has died.
069	Program Termination	The program has closed and is no longer providing services (e.g., license expired, lack of enrollment, insufficient funds, staffing issues, building condemned).
999	Other Reason or Reason Unknown / Un-determined	The child left for a reason other than those above or the reason is unknown.

**Instructions**

- Choose/enter the code that best represents the reason the child is no longer participating in the early childhood program or service.
- Report this characteristic when you report a valid date in the characteristic EC Program Exit Date.
- Do not report blanks, as they are unacceptable in an XML file upload. If you submit this characteristic with a student record it must contain a code. You may leave the characteristic blank when you enter it through the online form unless you are required to submit it by another business rule.

**Characteristic Tip**

- Provide a program exit reason whenever you report a child as no longer receiving services.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Early Childhood Special Education Assessment

### Component Overview

The Early Childhood Special Education Assessment Component is used to collect the enrollment and exit assessment scores for children two and one-half through six years one month of age with disabilities who receive special education programming or services.

For further information regarding policy guidance of this component, please refer to MDE's

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Max. Occurrences
Assessment Tool	List of Values	1	Required	No	1
Other Tool Comments	Free form text	2	Conditional	No	1
Entry Assessment Date	Date	3	Conditional	No	1
Exit Assessment Date	Date	4	Conditional	No	1
Outcome 1A	List of Values	5	Required	No	1
Outcome 1B	Yes/No	6	Conditional	No	1
Outcome 2A	List of Values	7	Required	No	1
Outcome 2B	Yes/No	8	Conditional	No	1
Outcome 3A	List of Values	9	Required	No	1
Outcome 3B	Yes/No	10	Conditional	No	1

School Demographics	Personal Demographics	Enrollment	Membership	Assessment	Special Education
					
* Assessment Tool:		03-Battelle SCREENER			
Other Tool Comments:					
Entry Assessment Date:		8/15/2010			
Exit Assessment Date:					
* Outcome 1A:		2-Between Not Yet and Emerging			
Outcome 1B:		Select Yes/No			
* Outcome 2A:		1-Not Yet			
Outcome 2B:		Select Yes/No			
* Outcome 3A:		3-Emerging			
Outcome 3B:		Select Yes/No			

**When Is This Component Required?**

You must report the Early Childhood Special Education Assessment Component when completing either an entrance or exit assessment of a child (between two and one-half and six years one month of age) with disabilities receiving special education programming or services through your district. For more information about early childhood special education services and assessment tools, please visit the [Michigan Office of Great Start](#) web page.

MSDS will allow this component to be submitted twice per record. If you choose to report entry and exit assessment data in the same collection period, two components must be submitted. One component must contain the Entry Assessment Date and associated data, and the other component must contain the Exit Assessment Date and associated data.

## Assessment Tool

*Characteristic – Early Childhood Special Education Assessment Component*

### Characteristic System Name

AssessmentTool

### Definition

The method of determining the child's level of functioning within the three areas assessed. Children are assessed at the initiation of special education service and when they either exit from early childhood special education or when they begin kindergarten or within thirty (30) days of their sixth birthday.

### Use

These data are used to report to USED for the Part B State Performance Plan (SPP), Indicator 7, Preschool Outcomes.

### Citation

Individuals with Disabilities Education Act, 20 U.S.C. 1416 (b)(B)

### Specification

List of values (choose from list)

Code	Text	Description
01	Assessment, Evaluation and Programming Systems	A criterion-referenced assessment tool developed for use by direct service personnel and specialists to assess and evaluate the skills and abilities of infants and young children who are at risk and who have disabilities.
02	Battelle Developmental Inventory-FULL	A standardized assessment battery for children from birth through seven years. Test administrators use three approaches to obtain information about each child: structured questions in a one-on-one setting, observation of normal activities in a child's natural environment, and parent interview.
03	Battelle - SCREENER	An abbreviated version of the Battelle Developmental Inventory.
04	BRIGANCE Inventory of Early Development-II	A criterion-referenced and a standardized assessment for children birth to seven years.
05	Carolina Curriculum for Preschoolers with Special Needs	The Carolina Curriculum for Preschoolers with Special Needs assessment and curriculum are integrated. That is, teachers individualize the curriculum based on each child's assessment results.

MSDS Collection Details

Code	Text	Description
06	Preschool Child Observation Record	An observation-based assessment instrument for children aged 30 months to six years. It is designed to measure children's progress in all early childhood programs.
07	Creative Curriculum Development Continuum for Ages 3-5	Based on teacher's observations, documentation of their observations, and samples of children's work.
08	Learning Accomplishment Profile – Third Edition	A criterion-referenced assessment tool that provides a systematic method for observing individual development of the functioning of children in the 36 to 72-month age range.
19	Teaching Strategies Gold	An assessment tool available to teachers that enables them to increase the effectiveness of their assessments while having more time to spend with children.
20	COR Advantage	A birth-to-kindergarten assessment that assists teachers in supporting children at every developmental level – including children who are English Language Learners and those with special needs.
21	BRIGANCE IED-III	A criterion-referenced and standardized assessment for children birth through seven years.

The codes listed below are for assessment tools used by Part C Early Childhood Programs at program exit, that it can be used instead of the regular entrance assessments for those children who transition from Part C to Part B. They may not be reported when a date is included in the Exit Assessment Date characteristic.

Code	Text
09	Part C Exit Tool: AEPS
10	Part C Exit Tool: Battelle
11	Part C Exit Tool: Bayley
12	Part C Exit Tool: Brigance
13	Part C Exit Tool: Carolina
14	Part C Exit Tool: EIDP
15	Part C Exit Tool: E-LAP
16	Part C Exit Tool: HELP

Code	Text
17	Part C Exit Tool: IDA
18	Part C Exit Tool: Other

**Instructions**

- Choose/enter the code that best identifies the assessment tool used to evaluate the child.
- If you submit code "18" in this characteristic you must also submit the Other Tool Comments characteristic.
- If you submit a code other than "18" in this characteristic, the Other Tool Comments characteristic cannot be reported.
- Record must not include the Exit Assessment Date characteristic when you submit codes "09" – "18".
- Record must not include Outcome 1B, Outcome 2B or Outcome 3B when you submit codes "09" – "18".
- Report this characteristic when the Early Childhood Special Education Assessment Component is submitted.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

MDE Office of Special Education at [MDE-OSE@michigan.gov](mailto:MDE-OSE@michigan.gov) or 1-888-320-8384

## Other Tool Comments

*Characteristic – Early Childhood Special Education Assessment Component*

### Characteristic System Name

OtherToolComments

### Definition

The description of the type of assessment tool used, when it is not one of those in the list of values provided in the Assessment Tool characteristic.

### Use

These data are used to report to USED for the Part B State Performance Plan, Indicator 7, Preschool Outcomes.

### Citation

Individuals with Disabilities Education Act, 20 U.S.C. 1416 (b)(B)

### Specification

Text-free form; accepts both alpha and numeric characters

- Maximum length: 25

### Instructions

- This characteristic is required if you submit code "18" in the Assessment Tool characteristic.
- This record may not be submitted if the value reported in Assessment Tool is not "18".

### If you have questions about this characteristic, please contact:

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

MDE Office of Special Education at [MDE-OSE@michigan.gov](mailto:MDE-OSE@michigan.gov) or 1-888-320-8384

## Entry Assessment Date

*Characteristic – Early Childhood Special Education Assessment Component*

### Characteristic System Name

EntryAssessmentDate

### Definition

The month, day and year of the first day when the child was assessed for entry into the early childhood special education program.

### Use

These data are used to report to USED for the Part B State Performance Plan Indicator 7, Preschool Outcomes.

### Citation

Individuals with Disabilities Education Act, 20 U.S.C. 1416 (b)(B)

### Specification

Date (only); CCYY-MM-DD

### Instructions

- The date reported must follow standard date format:
  - XML format is CCYY-MM-DD. Sample:  

```
<EntryAssessmentDate>2010-01-07</ExitAssessmentDate>
```
  - The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats; however, if you encounter problems, switching to the recommended format should resolve them.



\*Entry Assessment Date:  

- If you enter anything other than a date in this characteristic, the system will generate a file-level error and reject the file upon upload.
- This date must be the same as or after the student's Date of Birth (Entry Assessment Date > = Date of Birth).
- The date submitted must be the same as or prior to the system date (may not be a future date).
- The child's age as of the date reported in this characteristic should be equal to or older than two and one-half (2 1/2) years, and equal to or younger than five and one-half (5 1/2) years. A warning will occur otherwise.
- When this characteristic is submitted, the Exit Assessment Date must be blank within the same component.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

MDE Office of Special Education at [MDE-OSE@michigan.gov](mailto:MDE-OSE@michigan.gov) or 1-888-320-8384

## Exit Assessment Date

*Characteristic – Early Childhood Special Education Assessment Component*

### Characteristic System Name

ExitAssessmentDate

### Definition

The month, day and year of the first day when the child was assessed upon his/her exit from early childhood special education.

### Use

These data are used to report to USED for the Part B State Performance Plan Indicator 7, Preschool Outcomes.

### Citation

Individuals with Disabilities Education Act, 20 U.S.C. 1416 (b)(B)

### Specification

Date (only); CCYY-MM-DD

### Instructions

- The date reported must follow standard date format:
  - XML format is CCYY-MM-DD. Sample:  
  
<ExitAssessmentDate>2010-01-07</ExitAssessmentDate>
  - The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats; however, if you encounter problems, switching to the recommended format should resolve them.



Exit Assessment Date:  

- If you enter anything other than a date in this characteristic, the system will generate a file-level error and reject the file upon upload.
- This date must be the same as or after the student's Date of Birth (Exit Assessment Date > = Date of Birth).
- The date submitted must be the same as or prior to the system date (may not be a future date).
- This date must be after the date reported in Entry Assessment Date (Exit Assessment Date > Entry Assessment Date).
- The child's age as of the date reported in this characteristic should be equal to or older than three (3) years, and equal to or younger than six years one month [Exit Assessment Date must not be later than thirty (30) days past the child's sixth birthday]. A warning will occur otherwise.
- This characteristic must contain a valid date when the value reported in Grade Or Setting in the School Demographics component is not "30".
- A value must be reported in Outcome 1B, Outcome 2B and Outcome 3B when this characteristic is submitted.

*MSDS Collection Details*

- When this characteristic is submitted, the Entry Assessment Date must be blank within the same component.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

MDE Office of Special Education at [MDE-OSE@michigan.gov](mailto:MDE-OSE@michigan.gov) or 1-888-320-8384

**Outcome 1A**

*Characteristic – Early Childhood Special Education Assessment Component*

**Characteristic System Name**

Outcome1A

**Definition**

Positive social-emotional skills (including social relations): Report to what extent the child shows age-appropriate functioning, across a variety of settings and situations.

Examples: Relating with adults; relating with other children; following rules related to groups or interacting with others; personal and social adjustment; and contribution and citizenship.

**Use**

These data are used to report to USED for the Part B State Performance Plan, Indicator 7, Preschool Outcomes.

**Citation**

Individuals with Disabilities Education Act, 20 U.S.C. 1416 (b)(B)

**Specification**

List of values (choose from list)

Code	Text	Description
1	Not Yet	Child does not yet show functioning expected of a child his/her age in any situation. Child's functioning might be described as that of a much younger child.
2	Between Not Yet and Emerging	Child exceeds the description for Not Yet but does not meet the criteria for Emerging.
3	Emerging	Child does not yet show functioning expected of a child his/her age in any situation. Child demonstrates behavior and emerging skills upon which to build age-appropriate functioning. Function might be described as that of a younger child.
4	Between Emerging and Somewhat	Child exceeds the description for Emerging but does not meet the criteria for Somewhat.

Code	Text	Description
5	Somewhat	Child shows functioning expected of a child his/her age some of the time and/or in some situations. Child's behaviors and skills include a mix of age-appropriate and below age-appropriate functioning. Functioning might be described as that of a slightly younger child.
6	Between Somewhat and Completely	Child shows functioning expected of a child his/her age most of the time and/or in most situations. Child's behaviors and skills are considered mostly appropriate for his/her age but there are some concerns about his/her functioning in this outcome area.
7	Completely	Child consistently shows functioning expected of a child his/her age in all or nearly all situations. Child's behaviors and skills are considered appropriate for his/her age. There are no concerns about this child's functioning in this outcome area.

**Instructions**

- Choose/enter the code that best identifies the child's level of functioning for this outcome area as determined by the assessment being reported (Entry or Exit).
- Report this characteristic when the Early Childhood Special Education Assessment Component is submitted.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

MDE Office of Special Education at [MDE-OSE@michigan.gov](mailto:MDE-OSE@michigan.gov) or 1-888-320-8384

## Outcome 1B

*Characteristic – Early Childhood Special Education Assessment Component*

### Characteristic System Name

Outcome1B

### Definition

Indication of the child's acquisition of new skills or behaviors related to positive social-emotional skills (including positive social relationships) since his/her last assessment.

### Use

These data are used to report to USED for the Part B State Performance Plan, Indicator 7, Preschool Outcomes.

### Citation

Individuals with Disabilities Education Act, 20 U.S.C. 1416 (b)(B)

### Specification

Boolean (true, false, 1, 0) (XML)

- Yes/No (online entry) – Default value is “No”

### Instructions

- Choose/Enter the code ([1, 0], [Yes/No], [true/false]) which indicates the child's acquisition of new skills or behaviors since his/her last assessment, related to this outcome.
- Errors will occur when anything other than a Boolean value (true/false or 0/1) is submitted in this characteristic within the XML file. (Online form must select “Yes” or “No”)
- This characteristic may only be reported when the characteristic Exit Assessment Date contains a valid date.

### If you have questions about this characteristic, please contact:

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

MDE Office of Special Education at [MDE-OSE@michigan.gov](mailto:MDE-OSE@michigan.gov) or 1-888-320-8384

## Outcome 2A

*Characteristic – Early Childhood Special Education Assessment Component*

### Characteristic System Name

Outcome2A

### Definition

Acquiring and Using Knowledge and Skills: Report to what extent the child shows age-appropriate functioning, across a variety of settings and situations.

Examples: Thinking, reasoning, remembering, and problem-solving; understanding symbols; understanding the physical and social worlds; and pre-academic and Functional literacy.

### Use

These data are used to report to USED for the Part B State Performance Plan, Indicator 7, Preschool Outcomes.

### Citation

Individuals with Disabilities Education Act, 20 U.S.C. 1416 (b)(B)

### Specification

List of values (choose from list)

Code	Text	Description
1	Not Yet	Child does not yet show functioning expected of a child his/her age in any situation. Child's functioning might be described as that of a much younger child.
2	Between Not Yet and Emerging	Child exceeds the description for Not Yet but does not meet the criteria for Emerging.
3	Emerging	Child does not yet show functioning expected of a child his/her age in any situation. Child demonstrates behavior and emerging skills upon which to build age-appropriate functioning. Function might be described as that of a younger child.
4	Between Emerging and Somewhat	Child exceeds the description for Emerging but does not meet the criteria for Somewhat.
5	Somewhat	Child shows functioning expected of a child his/her age some of the time and/or in some situations. Child's behaviors and skills include a mix of age-appropriate and below age-appropriate functioning. Functioning might be described as that of a slightly younger child.

Code	Text	Description
6	Between Somewhat and Completely	Child shows functioning expected of a child his/her age most of the time and/or in most situations. Child's behaviors and skills are considered mostly appropriate for his/her age but there are some concerns about his/her functioning in this outcome area.
7	Completely	Child consistently shows functioning expected of a child his/her age in all or nearly all situations. Child's behaviors and skills are considered appropriate for his/her age. There are no concerns about this child's functioning in this outcome area.

**Instructions**

- Choose/enter the code that best identifies the child's level of functioning for this outcome area as determined by the assessment being reported (Entry or Exit).
- This characteristic is required when the Early Childhood Special Education Assessment Component is submitted.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

MDE Office of Special Education at [MDE-OSE@michigan.gov](mailto:MDE-OSE@michigan.gov) or 1-888-320-8384

## Outcome 2B

### Characteristic System Name

Outcome2B

### Definition

Indication of the child's acquisition of new skills or behaviors related to acquiring and using knowledge and skills since his/her last assessment.

### Use

These data are used to report to USED for the Part B State Performance Plan, Indicator 7, Preschool Outcomes.

### Citation

Individuals with Disabilities Education Act, 20 U.S.C. 1416 (b)(B)

### Specification

Boolean (true, false, 1, 0) (XML)

- Yes/No (online entry) – Default value is “No”

### Instructions

- Choose/Enter the code ([1, 0], [Yes/No], [true/false]) which indicates the child's acquisition of new skills or behaviors since his/her last assessment, related to this outcome.
- Errors will occur when anything other than a Boolean value (true/false or 0/1) is submitted in this characteristic within the XML file. (Online form must select “Yes” or “No”)
- This characteristic may only be reported when the characteristic Exit Assessment Date contains a valid date.

### If you have questions about this characteristic, please contact:

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

MDE Office of Special Education at [MDE-OSE@michigan.gov](mailto:MDE-OSE@michigan.gov) or 1-888-320-8384

## Outcome 3A

*Characteristic – Early Childhood Special Education Assessment Component*

### Characteristic System Name

Outcome3A

### Definition

Taking Appropriate Action to Meet Needs: Report to what extent the child shows age-appropriate functioning, across a variety of settings and situations.

### Use

These data are used to report to USED for the Part B State Performance Plan, Indicator 7, Preschool Outcomes.

### Citation

Individuals with Disabilities Education Act, 20 U.S.C. 1416 (b)(B)

### Specification

List of values (choose from list)

Code	Text	Description
1	Not Yet	Child does not yet show functioning expected of a child his/her age in any situation. Child's functioning might be described as that of a much younger child.
2	Between Not Yet and Emerging	Child exceeds the description for Not Yet but does not meet the criteria for Emerging.
3	Emerging	Child does not yet show functioning expected of a child his/her age in any situation. Child demonstrates behavior and emerging skills upon which to build age-appropriate functioning. Function might be described as that of a younger child.
4	Between Emerging and Somewhat	Child exceeds the description for Emerging but does not meet the criteria for Somewhat.
5	Somewhat	Child shows functioning expected of a child his/her age some of the time and/or in some situations. Child's behaviors and skills include a mix of age-appropriate and below age-appropriate functioning. Functioning might be described as that of a slightly younger child.

Code	Text	Description
6	Between Somewhat and Completely	Child shows functioning expected of a child his/her age most of the time and/or in most situations. Child's behaviors and skills are considered mostly appropriate for his/her age but there are some concerns about his/her functioning in this outcome area.
7	Completely	Child consistently shows functioning expected of a child his/her age in all or nearly all situations. Child's behaviors and skills are considered appropriate for his/her age. There are no concerns about this child's functioning in this outcome area.

**Instructions**

- Choose/enter the code that best identifies the child's level of functioning for this outcome area as determined by the assessment being reported (Entry or Exit).
- This characteristic is required when the Early Childhood Special Education Assessment Component is submitted.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

MDE Office of Special Education at [MDE-OSE@michigan.gov](mailto:MDE-OSE@michigan.gov) or 1-888-320-8384

## Outcome 3B

*Characteristic – Early Childhood Special Education Assessment Component*

### Characteristic System Name

Outcome3B

### Definition

Indication of the child's acquisition of new skills or behaviors related to taking appropriate action to meet needs since his/her last assessment.

### Use

These data are used to report to USED for the Part B State Performance Plan, Indicator 7, Preschool Outcomes.

### Citation

Individuals with Disabilities Education Act, 20 U.S.C. 1416 (b)(B)

### Specification

Boolean (true, false, 1, 0) (XML)

- Yes/No (online entry) – Default value is “No”

### Instructions

- Choose/Enter the code ([1, 0], [Yes/No], [true/false]) which indicates the child's acquisition of new skills or behaviors since his/her last assessment, related to this outcome.
- Errors will occur when anything other than a Boolean value (true/false or 0/1) is submitted in this characteristic within the XML file. (Online form must select “Yes” or “No”)
- This characteristic may only be reported when the characteristic Exit Assessment Date contains a valid date.

### If you have questions about this characteristic, please contact:

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

MDE Office of Special Education at [MDE-OSE@michigan.gov](mailto:MDE-OSE@michigan.gov) or 1-888-320-8384

## Early On

### Component Overview

The Early On Component is used to collect data in the general collections related to children who are receiving *Early On*. These services may or may not also include special education services. Data collected include the type of services provided to the child, the setting where services are provided, the type of agency coordinating the services, the date of the current Individualized Family Service Plan, and the timely start of services and program exit information when applicable.

There are five components specifically related to *Early On* reporting in MSDS. Each of these components is covered in its own section of this manual.

- Early On Component
- Early On Services Component
- Initial IFSP Component
- Part C Assessment Component
- Part B Referral Component

The Special Education Component must also be reported for *Early On* children who are also receiving Michigan Mandatory special education services.

For further information regarding policy guidance of this component, please refer to MDE's [Early On Michigan](#) website.

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Max. Occurrences
Service Coord Agency	List of Values	1	Required	No	1
Primary Service Setting	List of Values	2	Required	No	1
Service Code	List of Values	3	Required	Yes	1
Current IFSP Date	Date	4	Required	No	1
Timely Start of Service	List of Values	5	Required	No	1
Eligibility Reason	List of Values	6	Optional	Yes	1

Name	Data Type	Sequence	System Expectation	Multi-valued	Max. Occurrences
Part C Exit Reason	List of Values	7	Optional	No	1
Part C Exit Date	Date	8	Optional	No	1
Transition IFSP	List of Values	9	Optional	No	1
Transition Conference	List of Values	10	Optional	No	1

**Who is responsible for reporting *Early On* data in MSDS?**

ISD personnel are responsible for reporting *Early On* data in the MSDS. ISD personnel need to work closely with *Early On* program personnel to ensure accurate reporting. Non-ISD staff must work with their local ISD to get the data reported in MSDS. Children receiving special education services are also reported with the Special Education Component. The Special Education Component may be reported in the ISD record along with the *Early On* Component or in a separate record reported by an LEA.

**When Is This Component Required?**

This component may only be submitted for *Early On* children under the age of 3 who are currently receiving services under an IFSP or for those children who have exited Part C since the last data collection.

## Service Coordination Agency

*Characteristic – Early On Component*

### Characteristic System Name

ServiceCoordAgency

### Definition

The type of agency that is providing service coordination for this child through Part C.

### Use

MDE use these data for compliance, federal and state reporting requirements.

### Citation

Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446) Sec. 1418 and Sec. 1435(a)(5)(14)

### Specification

List of values (choose from list)

Code	Text	Description
DHS	Human Services	Department of Human Services.
ED	Education	Local and intermediate school districts.
HO	Hospital/Medical facility	Any private or public hospital or medical facility.
MH	Mental Health	Department of Community Health, Mental Health Services.
OTH	Other	Any agency type not listed in the categories provided herein.
PH	Public Health	Department of Community Health, Public Health Services.
UKN	Unknown	Used for referrals generated from unknown sources.

### Instructions

- Choose/enter the code indicating the type of agency coordinating the *Early On* services for the child.
- Submit this characteristic when you submit the Early On Component.

### If you have questions about this characteristic, please contact:

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Primary Service Setting

*Characteristic – Early On Component*

### Characteristic System Name

PrimaryServiceSetting

### Definition

The environment in which the majority of the services are being provided to the child.

### Use

MDE use these data for compliance, federal and state reporting requirements.

### Citation

Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446) Sec. 1416(b)(2), Sec. 1418(a), and Sec. 1442

### Specification

List of values (choose from list)

Code	Text	Description
31	Home	Early intervention services are provided primarily in the principal residence of the child's family or caregivers.
38	Other	Early intervention services are provided primarily in a setting that is not home or community-based. These settings include, but are not limited to, services provided in a hospital, residential facility, clinic and EI center/class for children with disabilities.
41	Community-based	Early intervention services are provided primarily in a setting where children without disabilities typically are found. These settings include, but are not limited to, child care centers (including family day care), preschools, regular nursery schools, early childhood center, libraries, grocery stores, parks, restaurants and community centers (e.g., YMCA, Boys and Girls Clubs).

**Instructions**

- Choose/enter the code indicating the environment in which the majority of the child's services are being provided.
- Submit this characteristic when you submit the Early On Component.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

**Service Code**

*This characteristic is now collected in the Early On Services Component*

## Current IFSP Date

*Characteristic – Early On Component*

### Characteristic System Name

CurrentIFSPDate

### Definition

The date of the child's most recent individualized family service plan.

### Use

MDE use these data for compliance, federal and state reporting requirements.

### Citation

Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446) Sec. 1418 and Sec.1431

### Specification

Date (only); CCYY-MM-DD

### Instructions

- Enter the date of the most recent IFSP for this student.
- The date reported must follow standard date format:
  - XML format is CCYY-MM-DD. Sample:  
  
<CurrentIFSPDate>2012-03-15</CurrentIFSPDate>
  - The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats; however, if you encounter problems, switching to the recommended format should resolve them.
- Submit this characteristic when you submit the Early On Component.
- The date reported must be on or before the Pupil Membership Count Day in the respective Fall and Spring general collections, or on or before June 30 in the EOY General Collection, or a record level error will occur.

### Characteristic Tip

- If the current IFSP is the child's initial IFSP, the Initial IFSP Component must also be submitted. See the Initial IFSP Component for further details.

### If you have questions about this characteristic, please contact:

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Timely Start of Service

### Characteristic – Early On Component

#### Characteristic System Name

TimelyStartOfService

#### Definition

Indicate the service start status for the services identified on the child’s IFSP.

#### Use

MDE use these data for compliance, federal and state reporting requirements. Used in federal IDEA Part C Indicator 1 reporting.

#### Citation

34CFR 303.310(b), 34CFR 303.342(e) and Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446) Sec. 1416(b)(2) and Sec.1442

#### Specification

List of values (choose from list)

Code	Text	Description
1	Timely New Services	All new services were started within 30 calendar days from when a parent/guardian consented to the provision of each early intervention service.
4	No New Services	No new services were started in this period.
5	Untimely: Provider Availability	At least one new service was started late due to provider availability. This could be due to illness, provider’s schedule, or a shortage of providers available.
6	Untimely: Provider Lack of Training or Knowledge or Timeliness or Requirements	At least one new service was started late due to the provider being uncertain regarding timeliness or requirements. Provider may not have been informed one was necessary within required timeframes.
7	Untimely: Other Provider Reason	At least one new service was started late due to some other provider related reason.

Code	Text	Description
8	Untimely with Acceptable Reason: Child or parent unavailable due to illness, hospitalization or death	At least one service was started late due to one of these valid reasons.
9	Untimely with Acceptable Reason: Child or parent unavailable due to family schedule	At least one service was started late due to a valid reason, such as the family was on vacation or the parents work schedule.
10	Untimely with Acceptable Reason: Child or parent unavailable due to parent cancelled appointment or was a no show	At least one service was started late due to either of these valid reasons.
11	Untimely with Acceptable Reason: Unable to contact family	At least one service was started late due to multiple, documented unsuccessful attempts to contact the family.
12	Untimely with Acceptable Reason: Family Moved	At least one service was late due to the family moved.
13	Untimely with Acceptable Reason: Parent did not provide consent for services	At least one service was late due to the parent not providing consent for services.
14	Untimely with Acceptable Reason: Other child or parent reason	At least one new service was started late due to some other valid reason.

**Instructions**

- Choose/enter the code indicating the timeliness of the start of services being reported.
- Submit this characteristic when you submit the Early On Component.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Eligibility Reason

### Characteristic – Early On Component

#### Characteristic System Name

EligibilityReason

#### Definition

The area of developmental delay or the established condition identified on the child's IFSP by which the child's eligibility was determined.

#### Use

MDE use these data for compliance, federal and state reporting requirements.

#### Citation

34CFR Part 303 - § 303.21(a) Infant or toddler with a disability.

Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446) Sec. 1416(b)(2)

[MDE's Early On State Plan](#) – On page 30, eligibility determination may be determined as established condition or developmental delay:

#### Specification

List of values (choose from list)

Code	Text	Description
01	Developmental Delay - Cognitive	Experiencing developmental delay, as measured by appropriate diagnostic instruments and procedures in the area of cognitive development.
02	Developmental Delay - Adaptive	Experiencing developmental delay, as measured by appropriate diagnostic instruments and procedures in the area of adaptive development.
03	Developmental Delay - Communication	Experiencing developmental delay, as measured by appropriate diagnostic instruments and procedures in the area of communication development.

Code	Text	Description
04	Developmental Delay - Physical	Experiencing developmental delay, as measured by appropriate diagnostic instruments and procedures in the area of physical development.
05	Developmental Delay - Social Emotional	Experiencing developmental delay, as measured by appropriate diagnostic instruments and procedures in the area of social or emotional development.

Code	Text (Established Condition codes, please refer to the <a href="#">Early On Michigan Established Conditions list</a> )
06	Established Condition - Congenital Anomalies
07	Established Condition - Chromosomal Anomalies
08	Established Condition - Infectious Conditions
09	Established Condition - Endocrine/Metabolic Disorders
10	Established Condition - Other Disorders/Diseases - Neurological Disorders
11	Established Condition - Other Disorders/Diseases - Vision Impairment
12	Established Condition - Hearing Deficiency
13	Established Condition - Other Fetal/Placental Anomalies
14	Established Condition - Exposures Affecting Fetus/Child - Prenatal
15	Established Condition - Exposures Affecting Fetus/Child - Postnatal
16	Established Condition - Chronic Illness - Very Low Birth Weight
17	Established Condition - Chronic Illness - Small for Gestational Age
18	Established Condition - Chronic Illness - Other
19	Established Condition - Developmental Delay - Autism Spectrum Disorder
20	Established Condition - Developmental Delay - Other
21	Established Condition - Mental Health Conditions
22	Eligible under MARSE

**Instructions**

- Choose/enter the code(s) indicating the Eligibility Reason a child was found eligible for Early On.

*MSDS Collection Details*

- Report this characteristic when an Initial IFSP has been conducted and determined a child is found eligible for Early On.
- This characteristic should be submitted if there is an updated eligibility reason found.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Part C Exit Reason

*Characteristic – Early On Component*

### Characteristic System Name

PartCExitReason

### Definition

The reason given for a child discontinuing services through Part C.

### Use

MDE use these data for compliance, federal and state reporting requirements.

### Citation

Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446)  
Sec.1418, Sec.1431, and Sec.1442

### Specification

List of values (choose from list)

Code	Description	Text
30	Age 2 ½ - 3, Part B eligible	The child has reached age 2 ½ - 3, and is <i>eligible for IDEA, Part B. Part B Eligible</i> refers to a child who has been determined according to State and Federal criteria to have a disability that requires <i>special education and related services</i> and who is receiving services according to an <i>individualized education plan</i> . (This requires a referral to Special Education, Parental Consent for Evaluation and an IEP determining eligibility.)
31	Age 3, Not Part B eligible w/referral	The child has reached age 3, was evaluated and determined not eligible for Part B, and was referred to other programs, which may include preschool learning centers, Head Start (but not receiving Part B services), and child care centers, and/or were referred for other services, which may include health and nutrition services, such as WIC.
32	Age 3, Not Part B eligible w/o referral	The child has reached age 3, was evaluated and determined not eligible for Part B, and was NOT referred to other programs.

Code	Description	Text
33	Age 3, Part B eligibility not determined	The child has reached age 3 and Part B eligibility has not been determined. (An IEP has not been held to determine eligibility.) This includes children: <ul style="list-style-type: none"> <li>• who were referred for Part B evaluation, but for whom the eligibility determination has not yet been made or reported (IEP was not held before the third birthday);</li> <li>• for whom parents did not consent to transition planning. (Parent did not consent to evaluation for Part B eligibility); or</li> <li>• who have reached age 3 and exited without a referral to Part B.</li> </ul>
34	Completion of IFSP	The infant or toddler with disabilities has successfully completed their IFSP prior to reaching age three and no longer requires services under IDEA Part C.
35	Deceased	The child died prior to reaching age 3.
36	Moved within state	The child moved from the service area prior to age 3 and is KNOWN to be continuing with Part C services in the new location within the state.
37	Withdrawn	Parents declined all services after an IFSP was in place, or parents declined to consent to ISFP services and provided written or verbal indication of withdrawal from services (prior to the child's third birthday).
38	Unable to contact	Attempts to contact the parent and/or child were unsuccessful. Include any child under the age of 3 who had an active IFSP, and for whom Part C personnel have been unable to contact or locate the family or child after repeated, documented attempts. Include any child who has not completed their IFSP and exited Part C before reaching age 3. <i>Use this to report exits other than those given, including when a child moves from the service area and is not known to be continuing in Part C services.</i>
39	Moved out of state	The child moved out of state before his/her third birthday. Do not use for children who have moved within the state (i.e., from one service area to another).

### Instructions

- Choose/enter the code that best describes the reason the child is no longer receiving Part C services.
- When this characteristic is reported, a valid date must also be reported in the Part C Exit Date characteristic.

*MSDS Collection Details*

- When code 30 is submitted, the Part B Referral Component must also be reported.
- When code 35 is submitted, the child can only be reported with a District Exit Status of 12 (Deceased) in the Enrollment Component.
- When code 36 is submitted, the child cannot be reported with a District Exit Status of 19 (Expected to continue in the same school district) in the Enrollment Component.
- When code 39 is submitted, the child can only be reported with a District Exit Status of 09 (Moved out of state) in the Enrollment Component.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Part C Exit Date

### Characteristic – Early On Component

#### Characteristic System Name

PartCExitDate

#### Definition

The date on which the child ceased receiving Part C services, which must occur no later than the child's third birthday.

#### Use

MDE use these data for compliance, federal and state reporting requirements.

#### Citation

Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446) Sec. 1418 and Sec. 1431

#### Specification

Date (only); CCYY-MM-DD

#### Instructions

- Enter the date the child ceases to receive Part C services.
- The date reported must follow standard date format:
  - XML format is CCYY-MM-DD. Sample:  
  
<PartCExitDate>2012-08-14</PartCExitDate>
  - The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats; however, if you encounter problems, switching to the recommended format should resolve them.
- A valid exit reason must also be reported in the Part C Exit Reason characteristic.
- The date reported must be on or after the Current IFSP Date.
- The date reported must be on or before Count Day/As Of date.
- A record level error will occur if children are age 3 or older on count day in the Fall or Spring general collections and this characteristic is not reported.
- This characteristic must be reported in the EOY General Collection for children age 3 or older on June 30 or a record level error will occur.
- This characteristic must be reported when the Early On Component is submitted and the child is reported as exiting the district (i.e., District Exit Date in the Enrollment Component is reported).
- When the Early On Component is submitted and this characteristic is blank, the child's Grade or Setting must be reported as "30".
- When this characteristic is reported, the child's age must be 3 or younger on the date reported for Part C Exit Date.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

**Transition IFSP**

*Characteristic – Early On Component*

**Characteristic System Name**

TransitionIFSP

**Definition**

Indicate if the transition plan in the IFSP was completed within the required timeframe (at least 90 days but not more than nine months prior to the toddler’s third birthday).

**Use**

MDE use these data for state compliance and federal reporting requirements. Required for Part C Indicator 8A federal reporting

**Citation**

34CFR 303.209(d)(2)

**Specification**

List of values (Choose from list).

<b>Code</b>	<b>Text</b>	<b>Description</b>
01	Timely	Must be written at least 90 calendar days but not more than nine months prior to the child’s third birthday.
04	Untimely: Provider Availability	The service coordinator or person(s) directly involved in conducting the evaluations and/or assessments was not available to participate in the IFSP meeting to write the transition plan.
05	Untimely: Provider Lack of Training or Knowledge or Timeliness/Requirements	Provider was uncertain regarding transition timeline and/or requirements. Provider may not have been informed about required timelines.
06	Untimely: Other Provider Reason	Untimely due to other provider reason, such as: Transition plan was not written during an IFSP meeting or it was not held when the child was between 27 and 33 months.

Code	Text	Description
07	Untimely with Acceptable Reason: Child or parent unavailable due to illness, hospitalization, or death	Transition plan was untimely because child or parent was unavailable due to illness, hospitalization, or death and is well documented and noted as an exceptional family circumstance.
08	Untimely with Acceptable Reason: Child or parent unavailable due to family schedule	Transition plan was untimely due to a valid reason, such as the family was on vacation or the parents work schedule and is well documented and noted as an exceptional family circumstance.
09	Untimely with Acceptable Reason: Child or parent unavailable due to parent cancelled appointment or was a no show	Transition plan was untimely due to a valid reason such as the child or parent was unavailable because parent cancelled appointment or was a no show. In either instance, it should be well documented and noted as an exceptional family circumstance.
10	Untimely with Acceptable Reason: Unable to contact family.	Transition plan was untimely because provider was unable to contact family. Multiple attempts to contact the family should be well documented and noted as an exceptional family circumstance.
11	Untimely with Acceptable Reason: Family Moved	Transition plan was untimely because the family moved and the provider was unable to contact family. Multiple attempts to contact the family should be well documented and noted as an exceptional family circumstance.
12	Untimely with Acceptable Reason: Other child or parent reason	Transition plan was untimely because of other child or parent reason. The reason should be well documented and noted as an exceptional family circumstance.

**Instructions**

- Enter the appropriate code that indicates if the transition IFSP was completed within the required timeframe.
- When this characteristic is reported in the Fall or Spring general collections, the child must be 2 or older on the respective Fall and Spring Count Days.

*MSDS Collection Details*

- When this characteristic is reported in the EOY General Collection, the child must be 2 or older on June 30.
- When this characteristic is submitted in the SRM Collection, the child must be 4 or younger on the As Of Date. The transition conference should be held on or before the child is 2 years 9 months. The rule is set to allow reporting of late (untimely) transition conference.
- An error will display if a child older than 2 years 3 months on the Part C Exit Date whose initial IFSP is prior to 2 years 9 months is not submitted with a transition IFSP.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Transition Conference

*Characteristic – Early On Component*

### Characteristic System Name

TransitionConference

### Definition

Indicate if the transition IFSP conference was held within the required timeframe (at least 90 days but not more than nine months prior to the toddler’s third birthday).

### Use

MDE use these data for state compliance and federal reporting requirements. Required for Part C Indicator 8A federal reporting

### Citation

34CFR 303.209(c)(1)

### Specification

List of values (Choose from list).

Code	Text	Description
01	Timely	Held at least 90 calendar days but not more than 9 months prior to the child’s third birthday.
04	Untimely: Provider Availability	The Service Coordinator, a representative of the lead agency or a representative of the LEA was not available to attend the conference.
05	Untimely: Provider Lack of Training or Knowledge or Timeliness/Requirements	Provider was uncertain regarding, or had a misunderstanding of, transition timeline and/or requirements.
06	Untimely: Other Provider Reason	Untimely due to other provider reason, such as: Untimely due to other provider reason, such as: Transition plan was not written during an IFSP meeting or it was not held when the child was between 27 and 33 months.

Code	Text	Description
07	Untimely with Acceptable Reason: Child or parent unavailable due to illness, hospitalization, or death	Transition conference was untimely because parent was unavailable due to illness, hospitalization, or death and is well documented and noted as an exceptional family circumstance.
08	Untimely with Acceptable Reason: Child or parent unavailable due to family schedule	Transition conference was untimely due to a valid reason, such as the family was on vacation or the parents work schedule and is well documented and noted as an exceptional family circumstance.
09	Untimely with Acceptable Reason: Child or parent unavailable due to parent cancelled appointment or was a no show	Transition conference was untimely due to a valid reason such as the parent was unavailable because parent cancelled appointment or was a no show. In either instance, it should be well documented and noted as an exceptional family circumstance.
10	Untimely with Acceptable Reason: Unable to contact family	Transition conference was untimely because provider was unable to contact family. Multiple attempts to contact the family should be well documented and noted as an exceptional family circumstance.
11	Untimely with Acceptable Reason: Family Moved	Transition conference was untimely because the family moved and the provider was unable to contact family. Multiple attempts to contact the family should be well documented and noted as an exceptional family circumstance.
12	Untimely with Acceptable Reason: Other child or parent reason	Transition conference was untimely because of other child or parent reason. The reason should be well documented and noted as an exceptional family circumstance.
13	Parent did not provide approval for Conference	Parent did not provide approval to have a conference.

**Instructions**

- Enter the appropriate code that indicates if the transition IFSP conference was held within the required timeframe.

### *MSDS Collection Details*

- When this characteristic is submitted in the Fall or Spring general collections, the child must be 4 or younger on the respective Fall and Spring Count Days. The transition conference should be held on or before the child is 2 years 9 months. This rule is set to allow reporting of late (untimely) transition conferences.
- When this characteristic is submitted in the EOY General Collection, the child must be 4 or younger on June 30. The transition conference should be held on or before the child is 2 years 9 months. The rule is set to allow reporting of late (untimely) transition conferences.
- When this characteristic is submitted in the SRM Collection, the child must be 4 or younger on the As Of Date. The transition conference should be held on or before the child is 2 years 9 months. The rule is set to allow reporting of late (untimely) transition conferences
- A warning will display when this characteristic is blank, and the child is older than 2 years 9 months, and the Special Education Component is reported.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Early On Services

### Component Overview

The Early On Services Component is used to collect the types of services, the length of time services were provided, and the frequency of services delivered to children receiving *Early On* programs or services.

The component may be reported 5 times to capture each service code a child is receiving services under.

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Max. Occurrences
Service Code	List of Values	1	Required	No	1
Length in Minutes	Numerical	2	Required	No	1
Frequency of Service	Numerical	3	Required	No	1

### When Is This Component Required?

This component is required in each collection that a child is reported with the Early On component.

## Service Code

*Characteristic – Early On Services Component*

### Characteristic System Name

ServiceCode

### Definition

These codes describe the type of services provided through Part C.

### Use

MDE use these data for compliance, federal and state reporting requirements.

### Citation

Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446) Sec. 1418 and Sec.1431, State School Aid Act, MCL 388.1654d.

### Specification

List of values (choose from list)

Code	Text	Description
801	Audiology	Identification of children with auditory impairment
802	Family Training, Counseling and Home Visits	Services provided, as appropriate, by social workers, psychologists, and other qualified personnel to assist the family of a child eligible under this part in understanding the special needs of the child and enhancing the child's development.
803	Health Services	Services necessary to enable a child to benefit from the other early intervention services under this part during the time that the child is receiving the other early intervention services. The term <b>includes</b> such services as: <ol style="list-style-type: none"> <li>1. Clean intermittent catheterization, tracheotomy care, tube feeding, the changing of dressings or colostomy collection bags, and other health services; and</li> <li>2. Consultation by physicians with other service providers concerning the special health care needs of eligible children that will need to be addressed in the course of providing other early intervention services.</li> </ol>
804	Medical Services	Only for diagnostic or evaluation purposes means services provided by a licensed physician to determine a child's developmental status and need for early intervention services.

Code	Text	Description
805	Nursing Services	<ol style="list-style-type: none"> <li>1. The assessment of health status for the purpose of providing nursing care, including the identification of patterns of human response to actual or potential health problems;</li> <li>2. Provision of nursing care to prevent health problems, restore or improve functioning, and promote optimal health and development; and</li> <li>3. Administration of medications, treatments and regimens prescribed by a licensed physician.</li> </ol>
806	Nutrition Services	Assessing, developing and monitoring appropriate plans to address the nutritional needs of children eligible under this part.
807	Occupational Therapy	Services to address the functional needs of a child related to adaptive development, adaptive behavior and play, and sensory, motor, and postural development.
808	Physical Therapy	Services to address the promotion of sensorimotor function through enhancement of musculoskeletal status, neurobehavioral organization, perceptual and motor development, cardiopulmonary status, and effective environmental adaptation.
809	Psychological Services	Assessing, planning and managing a program of psychological services, including psychological counseling for children and parents, family counseling, consultation on child development, parent training, and education programs.
811	Transportation	Travel (e.g., mileage or travel by taxi, common carrier, or other means) and other costs (e.g., tolls and parking expenses) that are necessary to enable a child eligible under this part and the child's family to receive early intervention services.
812	Social Work Services	Supportive services provided by a social worker unique to each family's situation. Those supports can include emotional support, identifying and coordinating community resources, parent education, counseling and crisis intervention.
813	Special Instruction	Design and application of learning environments and activities that promote the child's acquisition of skills in a variety of developmental areas, including cognitive processes and social interaction.

Code	Text	Description
814	Speech-Language Pathology	Identification & provision of services for children with communication or language disorders and delays in development of communication skills.
816	Assistive Technology	Assistive technology service means a service that directly assists a child with a disability in the selection, acquisition or use of an assistive technology device. ( <i>Assistive technology device means any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of children with disabilities.</i> )
817	Vision Services	Identification, evaluation, assessment and assistance with services for children found with visual functioning disorders.
818	Service Coordination	Assistance and services provided by a service coordinator to a child eligible under this part and the child's family that are in addition to the functions and activities included under Sec. 303.23.
819	Sign Language and Cued Language	Teaching sign language, cued language, and auditory/oral language, providing oral transliteration services (such as amplification), and providing sign and cued language interpretation.

**Instructions**

- Choose/enter the code indicating the Part C services provided to the child.
- The component may be reported 5 times to capture each service code a child is receiving services under.
- Submit this characteristic when you submit the Early On Services Component.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Length in Minutes

*Characteristic – Early On Services Component*

### **Characteristic System Name**

LengthInMinutes

### **Definition**

The total minutes of services provided during the collection cycle.

### **Use**

MDE use these data for compliance, federal and state reporting requirements.

### **Citation**

Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446) Sec. 1418 and Sec.1431, State School Aid Act, MCL 388.1654d.

### **Specification**

Whole number (integer) data type, format: NNN

- Minimum length: 1
- Maximum length: 6
- Minimum value: 0 (leading zeros not accepted)
- Maximum value: 500,000

### **Instructions**

- Enter the total number of minutes the child received services for the Service code selected during the collection cycle.
- Submit this characteristic when you submit the Early On Services Component.

### **If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Frequency of Services

### *Characteristic – Early On Services Component*

#### **Characteristic System Name**

FrequencyOfService

#### **Definition**

The number of Early On service contacts within the collection cycle.

#### **Use**

MDE use these data for compliance, federal and state reporting requirements.

#### **Citation**

Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446) Sec. 1418 and Sec.1431, State School Aid Act, MCL 388.1654d.

#### **Specification**

Whole number (integer) data type, format: NNN

- Minimum length: 1
- Maximum length: 3
- Minimum value: 0 (leading zeros not accepted)
- Maximum value: 500

#### **Instructions**

- Enter the number of service visits a child received during the collection cycle.
- Submit this characteristic when you submit the Early On Services Component.

#### **If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Early Reading Deficiency

### Component Overview

Section 35a of the State School Aid Act provides funding to districts for additional instructional time to pupils in grades K-3 who have been identified as needing additional supports and interventions in order to be reading at grade level by the end of grade 3.

The Early Reading Deficiency Component is being used to collect growth data for students identified with a reading deficiency. MDE interprets growth as identifying whether a student still has reading deficiencies by the end of the school year if they were identified with a deficiency at the beginning of the school year. This Component will also be used to identify what additional services are being provided to pupils with reading deficiencies. For more information, please visit the following link: [18-19 Section 35a\(5\) Additional Instructional Time grant](#).

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Maximum Occurrences
Reading Deficiency Identified	Yes/No	1	Required	No	1
Reading Deficiency Continuation	Yes/No	2	Conditional	No	1
Reading Deficiency Activities	List of Values	3	Conditional	Yes	Unbounded (1 per code)*

\*The schema rules allow the file to be uploaded with unlimited (unbounded) occurrences for this characteristic; however, validation business rules will generate record-level errors for any record containing more than the number listed.

### **When Is this Component Required?**

If your district received the Section 35a Additional Instructional Time Grant, then you are required to report the Early Reading Deficiency Component for all K-3 students.

### **Fall, Spring and SRM Collections**

In these collections, you must submit the Early Reading Deficiency Component when a student has exited the district (District Exit Status not equal to "19" or "00" in the Enrollment Component) after the start of the current school year (District Exit Date after September 1 of the current school year), otherwise the system will generate a record-

level error unless the student meets one of the criteria for exemption listed at the end of this section.

### **End-of-Year General Collection**

You are required to submit the Early Reading Deficiency Component for all K-3 students reported in the EOY General Collection who do not meet one of the criteria for exemption listed at the end of this section.

### **Exempt Students**

You are not required to report the Early Reading Deficiency Component for students who meet one of the following criteria:

- **Nonpublic student** – The student is reported with code “04” (Non-resident nonpublic school student) or “08” (resident nonpublic school student) in the Student Residency characteristic in the Membership Component.
- **Home-schooled student** – The student is reported with either code “07” (Home-schooled non-resident) or “15” (Home-schooled resident) in the Student Residency characteristic in the Membership Component.

## Reading Deficiency Identified

*Characteristic – Early Reading Deficiency Component*

### Characteristic System Name

ReadingDeficiencyIdentified

### Definition

A reading deficiency was identified during the current school year.

### Use

These data are used for state reporting to determine if a student had a reading deficiency any time during the school year.

### Citation

State School Aid Act Section 388.1635a(6)

### Specification

Boolean (true, false, 1, 0) (XML)

- Yes/No (online entry)

### Instructions

- If Reading Deficiency Identified = 'Yes', then the Reading Deficiency Continuation and Reading Deficiency Activities characteristics must be submitted.
- If Reading Deficiency Identified = 'No', then the Reading Deficiency Continuation characteristic cannot = 'Yes'.

### If you have questions about this characteristic, please contact:

MDE Early Literacy in the Office of Educational Supports at [MDE-EarlyLiteracy@michigan.gov](mailto:MDE-EarlyLiteracy@michigan.gov).

## Reading Deficiency Continuation

*Characteristic – Early Reading Deficiency Component*

### Characteristic System Name

ReadingDeficiencyContinuation

### Definition

A reading deficiency still exists at the end of the school year.

### Use

These data are used for state reporting to determine if a student still has a reading deficiency at the end of the school year.

### Citation

State School Aid Act Section 388.1635a(6)

### Specification

Boolean (true, false, 1, 0) (XML)

- Yes/No (online entry)

### Instructions

- Reading Deficiency Continuation is required to be submitted if the Reading Deficiency Identified characteristic = 'Yes'.

### If you have questions about this characteristic, please contact:

MDE Early Literacy in the Office of Educational Supports at [MDE-EarlyLiteracy@michigan.gov](mailto:MDE-EarlyLiteracy@michigan.gov).

## Reading Deficiency Activities

*Characteristic – Early Reading Deficiency Component*

### Characteristic System Name

ReadingDeficiencyActivities

### Definition

The type of additional instructional time related activities delivered to the student.

### Use

These data are used for state reporting to determine what additional instructional time grant related activities are delivered to students with reading deficiencies.

### Citation

State School Aid Act Section 388.1635a(6)

### Specification

List of values (choose from list)

Code	Text	Description
01	Before School	Additional instruction was provided before school.
02	During School	Additional instruction was provided during school.
03	After School	Additional instruction was provided after school.
04	Summer Program	Additional instruction was provided during a summer program.
05	Other Allowable Grant Activities	Allocated funding was used for other allowable grant activities.
06	Read at Home Plan	Provided parents, legal guardians, or other providers of care for the pupil with a "Read at Home" plan.

### Instructions

- Choose/enter the code that represents the additional instructional time grant related activity that a pupil received.
- If you submit anything other than one of the codes listed in this characteristic or submit multiple occurrences of the same code in the same student record, the system will generate a file-level error and will reject the file upon upload.
- This characteristic must be submitted if the Reading Deficiency Identified characteristic = 'Yes'.

**If you have questions about this characteristic, please contact:**

MDE Early Literacy in the Office of Educational Supports at [MDE-EarlyLiteracy@michigan.gov](mailto:MDE-EarlyLiteracy@michigan.gov).

## Enrollment

### Component Overview

The data collected in the Enrollment Component indicate the student's current enrollment status with the operating district.

There are dependencies between characteristics in the Enrollment Component and:

- Discipline Component - Initial/Secondary/Other Consequence characteristics
- Early On Component – Current IFSP Date and Part C Exit Date characteristics
- General Ed FTE Component – General Ed FTE characteristic
- Initial IEP Component – Result of Initial IEP characteristic
- Personal Core Component - Date of Birth characteristics
- School Demographics Component - Operating District, School Facility Number, Grade or Setting characteristics
- Special Education Component - Section 52 FTE, Section 53 FTE characteristics

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Max Occurrences
Enrollment Date	Date (only)	1	Conditional	No	1
Exit Status	List of Values	2	Required	No	1
Exit Date	Date (only)	3	Conditional	No	1

School Demographics | Personal Demographics | **Enrollment** | Membership | GeneralEdFTE

Date of Enrollment: 12/9/2002

\*District Exit Status: 19-Expected to continue in the same school district

District Exit Date:

### When Is This Component Required?

You are required to submit the Enrollment Component when you submit student data through any of the three General Collections and the Student Record Maintenance

Collection. This component may also be submitted as an optional component within the Request for UIC Collection.

### **Reporting Exited Students**

Please remember that **simply not reporting students does not remove them from your district's enrollment roster. Neither does reporting students with exit information in a non-certified collection, such as Request for UIC.** To officially exit a student from your district, the student exit data must be included in the certified data for one of the three General Collections (Fall, Spring or End-of-Year) or certified through the Student Record Maintenance Collection. Only certified data will update the student's official enrollment status.

Failing to exit students through a certified MSDS collection can significantly impact your district's assessment rosters, attendance data, and graduation and dropout rates, and school accountability index.

## Enrollment Date

### Characteristic – Enrollment Component

#### Characteristic System Name

EnrollmentDate

#### Definition

The month, day and year of the first day a student participated in education programs and/or services with the reported operating district.

#### Use

MDE use these data for validating membership, assigning accountability and for ESSA.

#### Citation

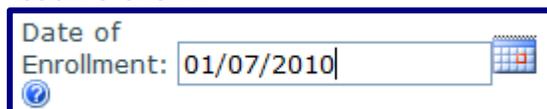
State School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a; ESSA, 20 USC 6311

#### Specification

Date (only); CCYY-MM-DD

#### Instructions

- The date reported must follow standard date format:  
XML format is CCYY-MM-DD. Sample:  
  
<EnrollmentDate>2010-01-07</EnrollmentDate>
- The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats; however, if you encounter problems, switching to the recommended format should resolve them.



The screenshot shows a web form with a label "Date of Enrollment:" followed by a text input field containing the date "01/07/2010". To the right of the input field is a small calendar icon. The entire form area is enclosed in a blue border.

- If you enter anything other than a date in this characteristic, the system will generate a file-level error and reject the file upon upload.
- This date must be on or after the student's Date of Birth (Enrollment Date > = Date of Birth).
- For General Collections, this date must be on or prior to the collection count date. For the SRM Collection, this date must be on or prior to the As of Date.
- This date must be on or prior to the system date (may not be a future date).
- This date must be on or after the open date and (if the entity is closed) earlier than the close date for the Operating District in EEM.  
(EEM district open date = < Enrollment Date < EEM district close date)
- You must submit a valid date in this characteristic unless the code reported in District Exit Status is "00".

**Characteristic Tips**

- If a student exits the district and then reenrolls, report the date of reenrollment. The date should not change if a student changes buildings within the same district (for example, moving from elementary to junior high, or from junior high to high school).
- For Early On children not already enrolled in the district, use the initial IFSP date as the enrollment date.

**If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## District Exit Status

### Characteristic – Enrollment Component

#### Characteristic System Name

ExitStatus

#### Definition

The student's current enrollment status with the operating district or primary reason the student is no longer enrolled in the school district.

#### Use

MDE and CEPI use these data for determining membership, assigning accountability and Primary Education Providing Entity (PEPE), graduation and dropout rate calculations, and ESSA, Perkins and IDEA reporting.

#### Citation

State School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a; ESSA, 20 USC 6311; Carl D Perkins Career and Technical Education Act of 2006. Section 113 (CTE); Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446). Sec. 1414

#### Specification

List of values (choose from list)

Code	Text	Description
00	Not Enrolled	Student is served but not enrolled in your district. When this code is reported the record may only contain these components: Submitting Entity, Personal Core, School Demographics, Personal Demographics, Enrollment, Membership and Initial IEP.
01	Graduated from general education with a high school diploma	Student earned a high school diploma. Includes the following: <ul style="list-style-type: none"> <li>- Early graduates who earn high school diplomas.</li> <li>- Students with an IEP who met the Michigan Merit Curriculum graduation requirements. Exclude any students who met IEP requirements but did not receive a high school diploma.</li> </ul>

MSDS Collection Details

Code	Text	Description
02	Graduated from general education with a high school diploma and applied to a degree-granting college or university	Student earned a high school diploma and, to the best of the district's knowledge, enrolled in a two- or four-year degree-granting college or university.
03	Graduated from an alternative program with a high school diploma	Student earned a diploma from an alternative program in a regular high school or a separate building.
04	Graduated from general education with a high school diploma and applied to a non-degree granting institution.	Student earned a diploma and, to the best of the district's knowledge, enrolled in a non-degree-granting institution (e.g., trade, technical, vocational or business school).
05	Completed general education with an equivalency certificate	Student passed the GED or HSE examination.
06	Completed general education with other certificate	Student completed school with some other type of certificate, such as a certificate of attendance/completion or a district competency test.
07	Dropped out of school	<ul style="list-style-type: none"> <li>- The student, upon reaching age 16, stopped attending school and no reason was given, OR</li> <li>- Student with an IEP left school before reaching age 26 as of September 1 of the current school year without completing his/her educational program.</li> </ul>

Code	Text	Description
08	Enrolled in another public school district in Michigan	Student moved to another public school district in Michigan and is known to be continuing in education. This code is also used for students who withdraw from a district to attend a public in-state cyber school or virtual school. Movement to another district includes moving to state institutions, except when the student is incarcerated (see code "13"). The student's residency may or may not change districts. NOTE: Movement is referring to the student's enrollment, not necessarily his/her home address.
09	Moved out of state	Student physically moved outside the original district of residence to another state or country. Includes foreign exchange students returning to their home country.
10	Expelled from the school district (no further services)	Student has been expelled from school by official board action and is no longer received services by the school district. This does pertain to the following: <ul style="list-style-type: none"> <li>- Students with an IEP receiving special education programs/services on long-term suspension</li> <li>- Students placed in an alternate educational setting within the district.</li> <li>- Students expelled for less than the remainder of the current school year and continue to receive services. Report these students with code "19" (expected to continue).</li> </ul>
11	Enlisted in military or Job Corps prior to graduation	Prior to graduation, the student left the school district to enlist in a branch of the U.S. Military.
12	Deceased	The student has passed away.
13	Adjudicated	The student is placed under jurisdiction of a juvenile or criminal justice authority. The student may continue to receive educational services from a PSA-, LEA- or ISD-run program. NOTE: If the student is placed in a facility where the educational program is run by the current district, the student's exit status should be entered as "19" (expected to continue).

MSDS Collection Details

Code	Text	Description
14	Enrolled in home school	Student has withdrawn from the district and receives instruction offered in a home for reasons other than health. This code is also used for students who withdraw from a district to attend an out-of-state cyber school or virtual school. An out-of-state cyber school or virtual school is not a registered school in Michigan. This can be confirmed by checking to see if the school exists in the Educational Entity Master.
15	Enrolled in nonpublic school	Student has withdrawn from the district to attend a nonpublic school, such as a parochial school. This code is also used for students who withdraw from a district to attend a nonpublic in-state cyber school or virtual school. It is also used for nonpublic students who have been taking non-core classes from the district, who are no longer receiving services, and are continuing in their nonpublic setting. NOTE: This code should not be used for students transferring to a Public School Academy. Use code "08".
16	Unknown	The current status of the student is unknown. For graduation/dropout reporting purposes, this student is considered a dropout, unless s/he can be located in another district.
17	Placed in a recovery or rehabilitative program	Student was placed in a recovery program, rehabilitative program or under psychiatric care. The student may continue to receive educational services from a PSA-, LEA- or ISD-run program. NOTE: If the student is placed in a facility where the educational program is run by the current district, (either homebound or hospitalized), the student should be reported as code "19" (expected to continue).
18	Left adult education	Participant is no longer enrolled in an adult education program.
19	Expected to continue in the same school district	The student is expected to continue normal matriculation through the educational system in the same district.

Code	Text	Description
20	Special education - Received certificate of completion and exited the K-12 system	Student exited his/her educational program by receiving a modified high school diploma, a certificate of completion of high school or educational program, or some similar document. NOTE: Student must be identified as a special education participant with a valid code in the Primary Disability characteristic in the Special Education Component.
21	Special education - Reached maximum age and exited the K-12 system	Student reached age 26 as of September 1 of the current school year and is no longer eligible to attend school. NOTE: The student must be identified as eligible for special education programs/services with a valid code in the Primary Disability characteristic in the Special Education Component.
30	Exited early childhood or <i>Early On</i> program/service	Child has left early childhood or <i>Early On</i> program/service and will not be continuing in the district. NOTE: If the child has left his or her program and will subsequently be entering kindergarten in the district, report as "19" (expected to continue).
40	Graduated from a Middle College with both a high school diploma and an associate degree or other advanced certificate	Student has completed the requirements to earn both a high school diploma and a post-secondary degree or certificate through an established early/middle college program. NOTE: Students reported with this code must be identified as early/middle college participants with the Program Eligibility Participation characteristic in the Program Participation Component.
41	Graduated from a Middle College with only a high school diploma	Student has completed the requirements for a high school diploma, but did not earn a post-secondary degree or certificate through an established early/middle college program. NOTE: Students reported with this code must be identified as early/middle college participants with a Program Eligibility Participation characteristic in the Program Participation Component.

Code	Text	Description
42	Graduated from another district	Shared student has exited the reporting district and has been issued a high school diploma from a different district. NOTE: This code should only be used when another district is responsible for the graduation of the student. If no other district reports this student as graduating, the student will appear as a dropout on the reporting district's graduation/dropout report.

**Instructions**

- Choose/enter the code that best represents the student's status within the educating district on the legislated count day or the date reported in the As Of Date characteristic in the Student Record Maintenance Component. (NOTE: For the EOY General Collection, report the student's status on the last day of school.)
- You are required to submit this characteristic when you submit the Enrollment Component.
- If you report this characteristic with code "00" (Not enrolled):
  - Do not submit the Enrollment Date.
  - Do not include any components in the record other than Enrollment, School Demographics, Initial IEP, Personal Core, Personal Demographics, Membership and Submitting Entity.
  - The Initial IEP Component must be submitted with code "2" (found not eligible) or "3" (found eligible, services refused) in the Results Of Initial IEP characteristic (Fall and Spring collections only). Code "1" (found eligible) may be reported in the EOY collection if services will not begin until the following school year.
- If you report this characteristic with code "10" (Expelled), you must report at least one Discipline Component with code "5" (Expulsion) in one of the Initial/Secondary/Other Consequence characteristics.
- If you report this characteristic with code "18", then Grade or Setting must contain code "20" (Adult Education).
- If you report this characteristic with code "19" or "00", then District Exit Date must be blank.
- If you report this characteristic with a code other than "19" or "00", then District Exit Date must contain a valid date.
- If the sum of General Ed. FTE, Section 52 FTE, and Section 53 FTE is greater than 0.00, then this characteristic must contain code "19." (FTE data are reported in the General Ed. FTE and Special Education components.)
- If you report this characteristic with code "19," the student cannot have a cohort status of "graduated."
- If you report this characteristic with code "19," the student cannot have a cohort status of "GED Completer" unless s/he is receiving Special Education services (reported with the Special Education Component).

- If you report this characteristic with code "20" or "21", you must also report the Special Education Component with a valid code reported in the Primary Disability characteristic (Only students participating in special education programs or services may be reported with code "20" or "21".)
- If you report this characteristic with code "21", then the student must be 25 years old or older on September 1 of the current school year.
- If you report this characteristic with code "30", then Grade or Setting you reported must contain code "30" (Early Childhood/*Early On*).
- If you report this characteristic with code "01", "02", "03", "04", "40", "41", or "42", then the Grade or Setting reported must be "09", "10", "11", "12", "14", or "20"; otherwise, an error will occur. (Students reported with a District Exit Status code indicating graduation must be reported in a high school grade, special education transition, or adult education.)
- If you report this characteristic with code "01", "02", "03", "04", "05", "06", "07", "11", "40", "41", or "42", then the student's age should be 16 years of age or older; otherwise, a warning will occur. (It is unusual for a student who is less than 16 years of age to be reported with this exit status.)
- If you submit the Program Participation Component and District Exit Status contains code "40" or "41", then one of the Program Eligibility Participation characteristics must be "3500" (Early/Middle College).

### **Characteristic Tips**

- Report students with code "19" (expected to continue) unless they are no longer participating in any educational services or programs provided by the district.
- To officially exit a student from your district, the student exit data must be included in the certified data for one of the three General Collections (Fall, Spring or EOY) or certified through the Student Record Maintenance Collection. Only certified data will update the student's official enrollment status.
- If the student has been expelled but continues to receive services, report an exit code of "19". Use an exit code of "10" only for students who are expelled and no longer receive services from the school district. In both of these expulsion scenarios, also complete the appropriate characteristics in the Disciplinary Incident and Disciplinary Consequence components.
- NOTE: If the student has transferred to another school or facility building within the same school district, the District Exit Status should remain "19" (expected to continue).

### **If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

For questions related to **students with disabilities receiving special education programs/services**, contact MDE Office of Special Education at [www.michigan.gov/ose-eis](http://www.michigan.gov/ose-eis) or 888-320-8384.

*MSDS Collection Details*

For questions about **children birth through 5 years old**, contact the MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004.

For questions about **adult education**, contact Sandy Thelen, Workforce Development Agency at [thelens@michigan.gov](mailto:thelens@michigan.gov) or 517-373-3395.

## District Exit Date

### Characteristic – Enrollment Component

#### Characteristic System Name

ExitDate

#### Definition

The month, day and year of the first day after the date a student last attended school, graduated or became known officially to have left the district's educational setting.

#### Use

MDE and CEPI use these data for graduation cohort calculations, PEPE determination, and for ESSA and IDEA reporting.

#### Citation

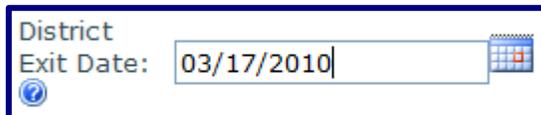
State School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a; ESSA, 20 USC 6311

#### Specification

Date (only); CCYY-MM-DD

#### Instructions

- The date reported must follow standard date format:  
XML format is CCYY-MM-DD. Sample:  
  
<ExitDate>2010-03-17</ExitDate>
- The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats; however, if you encounter problems, switching to the recommended format should resolve them.



A screenshot of a web form. The form has a label 'District Exit Date:' followed by a text input field containing '03/17/2010'. To the right of the input field is a calendar icon. The entire form area is enclosed in a blue border.

- Enter the date that corresponds to the day after the student left the district or terminated his/her education program or service.
- If you enter anything other than a date in this characteristic, the system will generate a file-level error and reject the file upon upload.
- The date reported must be after the date reported in the Enrollment Date characteristic (Exit Date > Enrollment Date).
- The date reported must be after the open date and (if the entity is closed) earlier than the close date for the Operating District in EEM (EEM district open date < Exit Date < EEM district closed date).
- If the District Exit Status characteristic does not contain code "19" or "00", then this characteristic must contain a valid date or an error will occur.

- If District Exit Status contains the code "19" or "00", then the District Exit Date must be blank or an error will occur.
- If the District Exit Status contains code "01", "02", "03", "04", "05", "06", "40", "41", or "42", then the District Exit Date may be a future date within the current school year. Otherwise, the District Exit Date must be before or the same as the current system date or an error will be generated.
- For the Fall and Spring General Collections, the date reported must be on or before the collection count date. For the EOY General Collection, the date must be on or before June 30. (Report exits that occur after these dates in the next General Collection or SRM Collection.)
- If District Exit Date contains a valid date, then you must report the Attendance Component unless the student record meets one of the following criteria:
  - The Student Residency characteristic contains code "04", "07", "08", "09", "12", "13" or "15".
  - The code reported in the characteristic Grade Or Setting is "20" or "30".
  - The date reported in this characteristic is on or before September 1 of the current school year.
  - The characteristic Program Eligibility Participation contains code "9229" and the sum of Section 52 FTE and Section 53 FTE is not greater than 0.00.

**Characteristic Tip**

- For the EOY General Collection, this date should reflect the student's status as of the last day of the academic school year (e.g., if the student is graduating at the end of the academic school year, the date in this field would be the day after the last day of the academic school year).

**If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## General Education FTE

### Component Overview

The General Education FTE Component is the vehicle for claiming membership in general education for a student enrolled in your district. You must report students who are eligible for general education FTE with the General Education FTE Component in order for the applicable FTE to be assigned to the district. **If you fail to submit the FTE data in the record of a student for whom you are claiming membership, you will receive no foundation payment for that student.**

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Max. Occurrences
General Education FTE	Decimal Number	1	Optional	No	1

### When Is This Component Required?

General Education FTE is an optional component. However, you must submit the data when applicable for each student. **If you fail to submit General Education FTE in the record of a student for whom you are claiming general education membership, you will receive no foundation payment for that student.**

**NOTE:** Only report the total amount of FTE eligible to be claimed for the general education services received by the student in the General Education FTE Component. Special Education FTE (Section 52 and Section 53) must be reported in the Special Education Component.

Reminder: **OPTIONAL** does **not** mean you do not have to report the data when they are applicable to the student. It means that the **MSDS application** cannot determine when or for which students you are **required** to report the data. Each reporting entity is responsible for identifying when it must report the data, based on program requirements.

### Total FTE

You may submit FTE in the General Education FTE Component for general education and in the Special Education Component for special education services; however, the total reported FTE for a full-time student may not be greater than 1.00. Shared time students (reported with residency codes 04, 07, 08, and 15) cannot exceed a total of .75 FTE.

Early Middle College students may be counted for a total of more than 1.0 FTE if they are enrolled for more than the minimal number of instructional days and hours. Since MSDS does not allow FTE greater than 1.0 to be reported, the additional FTE must be added by districts' ISD auditors.

The auditors will need to add the FTE via an aggregate level (not student level) adjustment in the audit form and narrative after the collection has been certified. In the audit narrative, auditors should use the specific finding prescribed by MDE, enter the number of pupils affected, total FTE change, and put the affected UICs in the comments.

### **Out-Of-State Students**

Students who are not residents of the State of Michigan for FTE membership should still be reported if they are being served by your district. Report these students with the code "9110" in the Program Eligibility Participation characteristic and omit the Resident LEA Number characteristic. FTE cannot be claimed.

## General Education FTE

*Characteristic – General Education FTE Component*

### Characteristic System Name

GeneralEdFTE

### Definition

The full-time equivalency for which the student receives educational programs and/or services from the operating district. FTE is an individual pupil's pro rata share of membership.

For more detailed FTE information, please refer to the [Michigan Pupil Accounting Manual](#) and Section 6 of the [State School Aid Act](#).

### Use

MDE uses these data for state school aid foundation payments.

### Citation

State School Aid Act, MCL 388.1606(4), 388.1606(6), 188.1606(8) 388.1606a, 388.1606b, 388.1618, 388.1619, 388:1625, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a; ESSA, 20 USC 6311

### Specification

Decimal number data type with a fixed length format: N.NN

- Minimum value: 0.00
- Maximum value: 1.00

### Instructions

- If you enter anything other than a decimal number, the system will generate a file-level error and reject the file upon upload.
- Report the total amount of eligible FTE for **general education services received by the student** in this characteristic. Special Education FTE must be reported in the Special Education Component (Section 52 FTE and Section 53 FTE characteristics).
- **For students not reported with residency codes 04, 07, 08, or 15, the** reported value must be equal to or greater than zero but not greater than 1.00 (General Ed FTE = > 0.00 and = < 1.00).
- **For students reported with residency codes 04, 07, 08, or 15, the** reported value must be equal to or greater than zero but not greater than .75 (General Ed FTE = > 0.00 and = < .75).
- If the reported value is greater than zero (General Ed FTE > 0.00), the student must meet one of the following **age requirements**:
  - **Less than twenty years of age** (age < 20) as of September 1 of the current school year **AND five years of age or older** (age >= 5) as of December 1 of the current school year; OR

- **Less than twenty-two years of age** (age < 22) as of September 1 of the current school year. The student must be reported with Program Eligibility Participation code "9222" (Eligible under Sec. 6(4)(l)(ii) special counting provision); OR
- **Less than twenty-six years of age** (age < 26) as of September 1 of the current school year **AND five years of age or older** (age >= 5) as of December 1 of the current school year. The student must be reported with a valid code in Primary Disability in the Special Education Component.
- If the reported value is greater than 0.00, then the Enrollment Date must be the same as or prior to the legislated membership count date.
- If the reported value is greater than zero, you must submit a valid code in the Resident LEA Number characteristic in the Personal Demographics Component.
- The reported value in this characteristic **cannot be greater than zero (0.00)** in the following conditions:
  - If the reported Grade or Setting is "20" or "30". (Adult Ed and Early Childhood participants cannot be reported for General Ed FTE.)
  - If the reported code in District Exit Status is not "19". (Only students continuing in your district can be reported for General Ed FTE.)
  - If the operating district is an ISD (as identified in EEM) and the reported code in Student Residency is NOT "12". (Only students attending an ISD for the purposes of section 6(4) (d) non-special education juvenile detention can be reported for General Ed FTE.)
  - If the reported school or facility closed (according to EEM) prior to the legislated count date. (Only students attending an open school as of the count date can be reported for General Ed FTE.)
  - If the reported school or facility opened (according to EEM) after the legislated count date. (Only students attending an open school as of the count date can be reported for General Ed FTE.)
  - If the reported enrollment date is after the legislated count date. (Only students enrolled as of the count date can be reported for General Ed FTE.)
  - If the reported exit date is prior to the legislated count date. (Only students enrolled as of the count date can be reported for General Ed FTE.)
  - If the student's Cohort status is "Graduate". (Students who have obtained a high school diploma cannot be reported for General Ed FTE.)
- A warning will occur when the student's cohort status is "Other Completer" and the FTE reported is greater than 0.00.
- The default value for online entry is "0.00".

**If you have questions about this characteristic, please contact:**

Brian Ciloski, MDE Office of Financial Management at [CiloskiB@michigan.gov](mailto:CiloskiB@michigan.gov) or 517-241-2209.

## Homeless Demographics

### Component Overview

The Homeless Demographics Component is used to collect data about students who experience a period of homelessness during the current school year. A homeless-identified student is one who meets the USED criteria for homelessness for any period of time within the school year. The student becomes eligible for all homeless services for the entire school year even if the living situation changes during the school year.

All homeless-identified students are categorically eligible for free meals and will be included in your district's supplemental nutrition count used to determine the economically disadvantaged subgroup. Please refer to the SNE Component details for additional information.

ESSA increases resources for homeless students by expanding the availability and use of Title I funds, and also increases the authorized funding level for the McKinney-Vento Act's Education for Homeless Children and Youth program.

For further information regarding policy guidance of this component, please refer to [MDE's homelessness guidance and information](#).

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Max. Occurrences
Primary Nighttime Residence (Homeless)	List of Values	1	Required	No	1
Unaccompanied Youth	Yes/No	2	Required	No	1

The screenshot shows a web interface with several tabs: School Demographics, Personal Demographics, Enrollment, Membership, GeneralEdFTE, SNE, and Homeless Demographics. The Homeless Demographics tab is selected. Below the tabs, there are two required fields:

- \*Homeless: (with a help icon) - A dropdown menu with the text "Please Select" and a downward arrow.
- \*Unaccompanied Youth: (with a help icon) - A dropdown menu with the text "Select Yes/No" and a downward arrow.

### When Is This Component Required?

You are required to report the Homeless Demographics Component when a student has been identified as homeless. You may submit the component through any of the

three General (Fall, Spring and EOY), SRM or Early Childhood collections. Once you have reported the student as homeless the student will be identified as homeless and eligible for services for the full school year even if the student moves or becomes permanently housed during the year. Additionally, if a homeless student who was originally reported as homeless later meets the criteria of an unaccompanied youth later in the school year, you must submit a record containing a positive value ("True", "1" or "Yes") in the characteristic Unaccompanied Homeless Youth.

### **Supplemental Nutrition Eligibility**

Students who are identified as being homeless are eligible for free milk and/or meals through the Child Nutrition Program.

**NOTE:** *CEPI will identify students who have been identified as **homeless** during the current school year as **eligible for free milk/meals**, even if you do not include the SNE Component on their records. These students are included in your district's **economically disadvantaged subgroup**. Therefore, it is imperative that your district's homeless liaison be involved in the review of the **Staging Area Reports** before certifying the collection.*

## Primary Nighttime Residence (Homeless)

### Characteristic – Homeless Demographics Component

#### Characteristic System Name

Homeless

#### Definition

The primary nighttime residence of a student identified as homeless.

According to the McKinney-Vento Act, individuals who lack a fixed, regular and adequate residence are considered homeless. A fixed residence is one that is stationary, permanent and not subject to change. A regular residence is one that is used on a regular (e.g., nightly) basis. An adequate residence is one that is sufficient for meeting both the physical and psychological needs typically met in home environments.

#### Use

MDE use these data for federal and state reporting requirements and grant allocations.

#### Citation

State School Aid Act, MCL 388.1763a; McKinney-Vento Homeless Assistance Act, 42 USC 11431; ESEA, 20 USC 7824, 20 USC 6311, 20 USC 6315, 20 USC 7112, 20 USC 7251

#### Specification

List of values (choose from list)

Code	Text	Description
10	Shelters	Supervised publicly or privately operated facilities designed to provide temporary living accommodations. (NOTE: Youth shelters and victim shelters are now included within this category.)
11	Transitional housing	Temporary accommodations for homeless individuals and families provided as a step toward permanent housing. Residents of transitional housing continue to be considered homeless until they move into permanent housing.
13	Doubled-Up	Sharing the housing of other persons because of the loss of housing, economic hardship or a similar reason. This classification requires a case-by-case determination; the determining factor is whether the accommodation is a "fixed, regular and adequate nighttime residence."

Code	Text	Description
14	Hotel/Motel	A hotel is a building or commercial establishment where people pay for lodging. A motel is a hotel intended to provide short-term lodging for traveling motorists, usually situated close to a highway and having rooms accessible from the parking area.
15	Unsheltered	Includes cars, parks, campgrounds, temporary trailers, abandoned buildings and substandard housing. Substandard housing may be determined by local building codes, community norms and/or as a case-by-case determination as to whether the accommodation is a "fixed, regular and adequate nighttime residence. (NOTE: Because Federal Emergency Management Agency (FEMA) trailers are considered temporary trailers, the primary nighttime residence category for FEMA trailers would be "Unsheltered.")

**Instructions**

- Choose/enter the code which best represents the nighttime residence of the student at the time he or she was first identified as homeless within your district during a given school year.
- You are required to submit this characteristic when you submit the Homeless Component.

**If you have questions about this characteristic, please contact:**

MDE Office of Educational Supports, Homeless Education Consultant or State McKinney-Vento Coordinator at 517-241-6974.

## Unaccompanied Youth Status

### *Characteristic – Homeless Demographics Component*

#### **Characteristic System Name**

UnaccompaniedYouth

#### **Definition**

The student's status as an unaccompanied youth under the McKinney-Vento Act. An unaccompanied youth is an individual under age 18 who is not in the physical custody of a legal parent or guardian and who fits the McKinney-Vento definition of homeless.

#### **Use**

MDE use these data for federal and state reporting requirements.

#### **Citation**

State School Aid Act, MCL 388.1763a; McKinney-Vento Homeless Assistance Act, 42 USC 11431; ESEA, 20 USC 7824, 20 USC 6311, 20 USC 6315, 20 USC 7112, 20 USC 7251,

#### **Specification**

Boolean (true, false, 1, 0) (XML)

- Yes/No (online entry) – Default value is “No”

#### **Instructions**

- Choose/enter the code which indicates if the homeless-identified student within your district is an unaccompanied youth, under the McKinney-Vento Act.
- You are required to submit this characteristic when you submit the Homeless Component.

#### **Characteristic Tip**

- Once the homeless-identified student has met the criteria to be identified as an unaccompanied youth, his or her status for this characteristic remains “Yes” for the current school year.

#### **If you have questions about this characteristic, please contact:**

MDE Office of Educational Supports, Homeless Education Consultant or State McKinney-Vento Coordinator at 517-241-6974.

## Initial IEP

### Component Overview

The Initial IEP Component is used to collect data about a child/student for whom parental consent for an initial evaluation has been obtained and who is not currently receiving special education programs and/or services under an IEP. This component is also used to capture the initial evaluation of a parentally placed nonpublic child/student who is being evaluated to determine if they are eligible to receive special education programs and/or services under a NonPublic Service Plan.

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Max. Occurrences
Date of Parental Consent	Date	1	Conditional	No	1
Initial IEP Completion Date	Date	2	Conditional	No	1
Timeliness of Initial IEP	List of Values	3	Conditional	No	1
Result of Initial IEP	List of Values	4	Conditional	No	1
Days Beyond Timeline	Whole Number	5	Conditional	No	1
Part C Transition Timeliness	List of Values	6	Conditional	No	1

### **When Is This Component Required?**

You are required to submit the Initial IEP Component when any of the following apply:

- A district is in receipt of parental consent for an initial evaluation of a student not currently eligible for special education programs and/or services under IDEA Part B and is at least two years, six months old, and less than 26 years old. This is an initial IEP.
- A district is in receipt of parental consent for an initial evaluation of a child between the ages of two years, six months old and three years, who is transitioning out of Part C/Michigan early childhood special education under an IFSP. This is an initial IEP.
- A district is in receipt of parental consent for an initial evaluation of a student who was previously found ineligible. This is an initial IEP.

*MSDS Collection Details*

- A district is in receipt of parental consent for an initial evaluation of a student who was previously exited from special education. This is an initial IEP.
- A district is in receipt of parental consent for an initial evaluation, the child is found eligible but the parent refuses to give consent for special education programs and/or services.
- A district is in receipt of parental consent for an initial evaluation prior to June 30 but the Initial IEP will not be completed until after June 30.
- A district enrolls an eligible student with an IEP who transferred from another state. This is reported in the MSDS as an initial IEP.

## Date of Parental Consent

### Characteristic – Initial IEP Component

#### Characteristic System Name

DateOfParentalConsent

#### Definition

The date on which the entity received the signed Parental Consent to Evaluate form. It is the beginning of the timeline for completion of the initial IEP.

#### Use

MDE use these data for IDEA reporting, including the Annual Performance Report submitted to USED.

#### Citation

Michigan's Administrative Rules for Special Education, R 340.1721b.

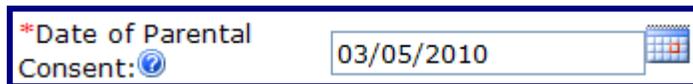
#### Specification

Date (only); CCYY-MM-DD

#### Instructions

- The reported date must follow standard date format:
  - XML format is CCYY-MM-DD. Sample:  

```
<DateOfParentalConsent>2010-03-05</DateOfParentalConsent>
```
  - The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats; however, if you encounter problems, switching to the recommended format should resolve them.



\*Date of Parental Consent:  

- Report this characteristic when you report the Initial IEP Component and the code reported in Timeliness Of Initial IEP is not "22".
- If the student has had a previous initial IEP, report a date that is after the date of the previous initial IEP parental consent date.
- If the student has been exited from special education, report a date that is after the most recent special education exit date.
- The reported date must be equal to or after the student's date of birth.
- The reported date cannot be a future date.

#### If you have questions about this characteristic, please contact:

MDE Office of Special Education at [MDE-OSE@michigan.gov](mailto:MDE-OSE@michigan.gov) or 1-888-320-8384.

## Initial IEP Completion Date

### Characteristic – Initial IEP Component

#### Characteristic System Name

InitialIEPCompletionDate

#### Definition

The completion of an initial individualized education program is the date on the notice of the offer of a free appropriate public education.

#### Use

These data are used to confirm the date an initial IEP was completed (date on the notice of the offer of a FAPE) and special education eligibility was determined. This is necessary for accurate data reporting in areas such as discipline and transitioning from a Part C IFSP to a Part B IEP.

#### Citation

Individuals with Disabilities Act A regulations at 34 CFR §§ 300.301 and 300.323; Michigan Administrative Rules for Special Education R 340.1721b.

#### Specification

Date (only); CCYY-MM-DD

#### Instructions

- The reported date must follow standard date format:
  - XML format is CCYY-MM-DD. Sample:

```
<InitialIEPCompletionDate>2010-03-05</InitialIEPCompletionDate>
```

- The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats; however, if you encounter problems, switching to the recommended format should resolve them.



- If a student who is not currently eligible for special education programs and/or services is evaluated for special education eligibility, this date must be reported.
- If the student moved in from out of state and the Timeliness Of Initial IEP is "22", use the date of the student's IEP in the other state.
- The date reported in this characteristic must occur on or after the student's Date of Birth (Personal Core Component). An error will be generated if the date submitted is before the student's birth date (Initial IEP Completion Date >= Date of Birth).
- If the Initial IEP Completion Date is later than the child's third birthday, Part C Transition Timeliness cannot be reported as timely (code "50").

*MSDS Collection Details*

- The date reported in this characteristic must occur prior to the student reaching 26 years of age as of September 1 of the current school year (Initial IEP Completion Date < 26 years of age on September 1).
- Blanks are not accepted in an XML file upload. If the Initial IEP Component is submitted with a student record, this characteristic must contain a date.

**If you have questions about this characteristic, please contact:**

MDE Office of Special Education at [MDE-OSE@michigan.gov](mailto:MDE-OSE@michigan.gov) or 1-888-320-8384.

## Timeliness of Initial IEP

### Characteristic – Initial IEP Component

#### Characteristic System Name

TimelinessOfInitialIEP

#### Definition

The timeliness status for the evaluation of eligibility.

#### Use

MDE use these data for IDEA reporting, including the Annual Performance Report submitted to USED.

#### Citation

Michigan's Administrative Rules for Special Education, R 340.1721b; Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446). Sec. 1414

#### Specification

List of values (choose from list)

#### Use these codes when an initial IEP was completed within the required timeline:

Code	Text	Description
11	IEP completed within 30 school days	The evaluation was completed within the allocated 30 school days.
12	IEP completed within extended timeline	The evaluation was completed within the agreed-upon written timeline extension.
22	Child moved into Michigan from another state with a current IEP	The IEP from the previous state was implemented while conducting a review of the existing evaluation or convening an IEP team meeting within 30 school days.

#### Use these codes when an initial IEP was completed, but not within the required timeline:

Code	Text	Description
13	IEP Not Timely: Parent did not make child available	The child's parent(s) or guardian(s) did not make the child available for evaluation during the timeline.

Code	Text	Description
14	IEP Not Timely: Timeline began in previous district	The child enrolled in the district after the 30-school-day timeline began and prior to a determination of eligibility by the previous district.
15	IEP Not Timely: Personnel not available for Evaluation	Evaluation personnel not available to complete the evaluation within the 30-school-day timeline or agreed-upon written extension.
16	IEP Not Timely: Personnel not available for IEP	District staff not available to complete the IEP within the 30-school-day timeline or agreed-upon written extension.
17	IEP Not Timely: External reports not available	Doctors, hospitals, etc., did not respond with legally required reports needed for certification of impairment.

**Use these codes when an initial IEP will never be completed:**

Code	Text	Description
18	IEP Not Completed: Student died	Because of the death of student, evaluation and/or initial IEP will not be completed.
19	IEP Not Completed: Parent withdrew or refused consent to evaluate.	The child's parent(s) or guardian(s) revoked or refused consent to evaluate.
20	IEP Not Completed: Parent did not make child available	The district made an attempt to evaluate the child, but his/her parent(s) or guardian(s) did not make the child available for evaluation.
21	IEP Not Completed: Student moved	The child moved from the district and was unavailable for the completion of the evaluation and initial IEP.

**Instructions**

- Choose/enter the code that best represents the timeliness status for the evaluation of eligibility for the student.
- If you enter anything other than one of the codes listed, the system will generate a file-level error and will reject the file upon upload.
- Submit this characteristic in the reporting period during which the evaluation and IEP were completed.

*MSDS Collection Details*

- When you report data in the characteristics ResultOfInitialIEP or DaysBeyondTimeline, you must also submit a valid code in TimelinessOfInitialIEP.
- When you report code "22", you must submit the characteristic Result of Initial IEP with code "1".
- When you report code "22", you are not required to report the Date of Parental Consent characteristic.

**If you have questions about this characteristic, please contact:**

MDE Office of Special Education at [MDE-OSE@michigan.gov](mailto:MDE-OSE@michigan.gov) or 1-888-320-8384.

## Result of Initial IEP

### Characteristic – Initial IEP Component

#### Characteristic System Name

ResultOfInitialIEP

#### Definition

The outcome of the initial IEP determining if the student is eligible or ineligible for special education programs and services.

#### Use

MDE use these data for IDEA reporting, including the Annual Performance Report submitted to USED.

#### Citation

Revised Rules for Special Education, R340.1721b; Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446). Sec. 614

#### Specification

List of values (choose from list)

Code	Text	Description
1	Student was found eligible	The student was evaluated and found eligible for special education programs and/or services.
2	Student was found not eligible	The student was evaluated and found not eligible for special education programs and/or services.
3	Student was found eligible, services refused	The student was evaluated and found eligible for special education programs and/or services; however, the parent or guardian refused special education programs and services.

#### Instructions

- Choose/enter the code that best represents the results of the student's evaluation of eligibility for special education programs and/or services.
- If you report code "2" or "3" in this characteristic and Special Education has previously been reported or is currently being reported with a value in the Primary Disability characteristic in the Special Education Component, you must exit the student from Special Education.
- Submit this characteristic in the reporting period during which the evaluation and IEP were completed.
- If the characteristic Timeliness of Initial IEP contains code "11", "12", "13", "14", "15", "16", "17" or "22", then this characteristic must contain a valid code.

- If the characteristic Timeliness of Initial IEP contains code "22", then this characteristic must contain code "1".
- If the characteristic Timeliness of Initial IEP contains code "18", "19", "20" or "21", do not submit this characteristic in the XML file or, in the online entry form, leave it blank.

**Characteristic Tip**

- Only report the Result of Initial IEP if an evaluation and IEP are completed.

**If you have questions about this characteristic, please contact:**

MDE Office of Special Education at [MDE-OSE@michigan.gov](mailto:MDE-OSE@michigan.gov) or 1-888-320-8384.

## Days Beyond Timeline

*Characteristic – Initial IEP Component*

### Characteristic System Name

DaysBeyondTimeline

### Definition

The number of calendar days that the evaluation and completion of the initial IEP went beyond the 30 school-day timeline or agreed-upon written extension.

### Use

MDE use these data for IDEA reporting, including the Annual Performance Report submitted to USED.

### Citation

Michigan Administrative Rules for Special Education, R340.1721b; Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446), Sec. 614

### Specification

Whole number (integer) data type, format: NNN

- Maximum length: 3
- Minimum value: 0
- Maximum value: 365

### Instructions

- Enter the whole number (0-365) that represents the number of calendar days that the evaluation and completion of the initial IEP went beyond the 30 school-day timeline or agreed-upon written extension.
- If you enter anything other than a whole number, 0 through 365, the system will generate a file-level error and will reject the file upon upload.
- If the Timeliness of Initial IEP characteristic contains code "13", "14", "15", "16" or "17", then this characteristic must contain a value greater than zero.
- If the Timeliness of Initial IEP characteristic contains code "11", "12", "18", "19", "20", "21" or "22", do not submit this characteristic in the XML file or in the online entry form; leave the characteristic blank.

### Characteristic Tip

- Only report the Days Beyond Timeline characteristic if an evaluation and IEP are completed beyond the 30 school-day or written agreed-upon timeline.

### If you have questions about this characteristic, please contact:

MDE Office of Special Education at [MDE-OSE@michigan.gov](mailto:MDE-OSE@michigan.gov) or 1-888-320-8384.

## Part C Transition Timeliness

### Characteristic – Initial IEP Component

#### Characteristic System Name

PartCTransitionTimeliness

#### Definition

Indicates the timeliness of the IEP by the child's third birthday for all children referred by Part C as potentially eligible for Part B.

#### Use

MDE use these data for IDEA reporting, including the Annual Performance Report submitted to USED.

#### Citation

Michigan Administrative Rules for Special Education, R340.1722a and R340.1721c; Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446), Sec. 614

#### Specification

List of values (choose from list)

Code	Description
50	IEP held on or before the child's third birthday
53	IEP held after the child's third birthday: Parent did not make child available
54	IEP held after the child's third birthday: Timeline began in previous district
55	IEP held after the child's third birthday: Personnel not available for evaluation
56	IEP held after the child's third birthday: Personnel not available for IEP
57	IEP held after the child's third birthday: External reports not available
61	IEP held after the child's third birthday: Late Notification from Part C to Part B LEA
62	IEP held after the child's third birthday: Late referral to Part C

#### Instructions

- Choose/enter the code that best represents the timeliness status for the IEP being held.
- If you enter anything other than one of the codes listed, the system will generate a file-level error and will reject the file upon upload.

*MSDS Collection Details*

- If the student's age is greater than 4 years on count day, then do not submit this characteristic in the XML file or in the online entry form; leave the characteristic blank.
- If the characteristic Part C Transition Timeliness contains code "50", the Initial IEP Completion Date must be on or before the child's third birthday.
- If the characteristic Timeliness of Initial IEP contains code "18", "19", "20", "21" or "22", then do not submit this characteristic in the XML file or in the online entry form; leave the characteristic blank.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Initial IFSP

### Component Overview

The Initial IFSP Component is used to collect data about children from birth to age 3 who are receiving early intervention services which may or may not include special education services. An Individualized Family Service Plan is developed by parents and early intervention service providers to meet the special needs of young children, birth to age 3.

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Max. Occurrences
Referral Date	Date	1	Required	No	1
Referral Agency	List of Values	2	Conditional	No	1
IFSP Timeliness	List of Values	3	Required	No	1
Result of Initial IFSP	List of Values	4	Required	No	1
Initial IFSP Date	Date	5	Required	No	1

The screenshot shows a software interface with several tabs: School Demographics, Personal Demographics, Enrollment, Membership, Special Education, Early On, and Initial IFSP. The 'Initial IFSP' tab is active. The form contains the following fields:

- \*Referral Date: 06/13/2012
- Referral Agency: ED-Education
- \*IFSP Timeliness: 01-Timely
- \*Result of Initial IFSP: 02-Eligible for both Part C and Special Ed - Special Ed services refused
- \* Initial IFSP Date: 08/15/2012

### When Is This Component Required?

The Initial IFSP Component must be reported when a child age zero to 3, who isn't participating in early intervention or special education services, is determined to be eligible for early intervention services and the parent(s) have provided signed consent for services. A new Initial IFSP Component is required if a child exits Part C and is referred back for services at a later date.

## Referral Date

*Characteristic – Initial IFSP Component*

### Characteristic System Name

ReferralDate

### Definition

The date the lead agency or EIS provider receives the referral of the child.

### Use

MDE use these data for ESSA and IDEA reporting, including the Annual Performance Report submitted to USED.

### Citation

34CFR 303.21(a)

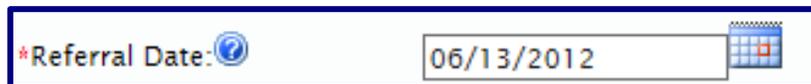
### Specification

Date (only); CCYY-MM-DD

### Instructions

- The reported date must follow standard date format:
  - XML format is CCYY-MM-DD. Sample:  

```
<ReferralDate>2010-03-05</ReferralDate>
```
  - The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats; however, if you encounter problems, switching to the recommended format should resolve them.



A screenshot of a web form field. The label is '\*Referral Date:' followed by a blue question mark icon. The input field contains the date '06/13/2012'. To the right of the input field is a small calendar icon.

- You are required to report this characteristic when you report the Initial IFSP Component.
- This characteristic may not be reported for children older than 3 years of age on the date of referral, as they are not eligible for Part C services.
- The Referral Date must be prior to the Collection Certification As of Date
- The Referral Date cannot be a future date.
- The Referral Date must be greater than or equal to the child's date of birth.

### If you have questions about this characteristic, please contact:

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Referral Agency

*Characteristic – Initial IFSP Component*

**Characteristic System Name**

ReferralAgency

**Definition**

The type of agency that notified the responsible agency the child may potentially be eligible for Part C services.

**Use**

MDE use these data for ESSA and IDEA reporting, including the Annual Performance Report submitted to USED.

**Citation**

34CFR 303.303(c)

**Specification**

List of values (choose from list)

Code	Description
DHS	Human Services
ED	Education
FAM	Family Member/Parent
HO	Hospital/Medical Facility
MH	Mental Health
OTH	Other
PH	Public Health
PHY	Physician
UKN	Unknown

**Instructions**

- Choose/enter the code that best represents the referring agency.
- If you enter anything other than one of the codes listed, the system will generate a file-level error and will reject the file upon upload.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Timeliness of IFSP

### Characteristic – Initial IFSP Component

#### Characteristic System Name

IFSPTimeliness

#### Definition

Indicate if the IFSP was completed within the required timeline.

#### Use

MDE use these data for ESSA and IDEA reporting, including the Annual Performance Report submitted to USED.

#### Citation

34CFR 303.342(a); 303.310

#### Specification

List of values (choose from list)

Code	Description
01	Timely
05	Untimely: Personnel Availability
06	Untimely: Personnel Lack of Training or Knowledge of Timeliness or Requirements
07	Untimely: Other Personnel Reason
08	Untimely with Acceptable Reason: Child or parent unavailable due to illness, hospitalization, or death
09	Untimely with Acceptable Reason: Child or parent unavailable due to family schedule
10	Untimely with Acceptable Reason: Child or parent unavailable due to parent cancelled appointment or was a no show
11	Untimely with Acceptable Reason: Unable to contact family
12	Untimely with Acceptable Reason: Family Moved
14	Untimely with Acceptable Reason: Other child or parent reason

#### Instructions

- The Initial IFSP must be completed within 45 days of the referral. If the difference between the Referral Date and the Initial IFSP date is greater than 45 calendar days, you may not report this characteristic with "01" (Timely).

#### If you have questions about this characteristic, please contact:

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Result of Initial IFSP

### Characteristic – Initial IFSP Component

**Characteristic System Name**

ResultofInitialIFSP

**Definition**

Indicate the results of the eligibility determination.

**Use**

MDE use these data for ESSA and IDEA reporting, including the Annual Performance Report submitted to USED.

**Citation**

34CFR 303.321(c)

**Specification**

List of values (choose from list)

Code	Description
01	Eligible for both Part C and Special Ed
02	Eligible for Both Part C and Special Ed – Special Ed services refused
03	Eligible for Part C Only
04	Eligible for Both Part C and Special Ed – Part C services declined

**Instructions**

- Choose/enter the code that best describes the results of the initial IFSP.
- If code "01" or "04" is submitted in this characteristic, the Special Education Component must also be submitted.
- If you enter anything other than one of the codes listed, the system will generate a file-level error and will reject the file upon upload.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Initial IFSP Date

*Characteristic – Initial IFSP Component*

### Characteristic System Name

InitialIFSPDate

### Definition

The date of the child's initial Individualized Family Service Plan.

### Use

MDE use these data for ESSA and IDEA reporting, including the Annual Performance Report submitted to USED.

### Citation

34CFR 303.10(a) and 34 CFR 303.342(a)

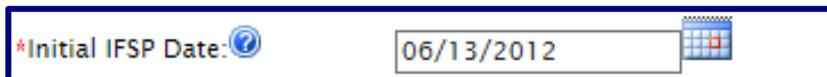
### Specification

Date (only); CCYY-MM-DD

### Instructions

- The reported date must follow standard date format:
  - XML format is CCYY-MM-DD. Sample:  

```
<InitialIFSPDate>2013-09-01</InitialIFSPDate>
```
  - The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats; however, if you encounter problems, switching to the recommended format should resolve them.



A screenshot of a web form field. The label is '\*Initial IFSP Date:' followed by a blue question mark icon. The input field contains the date '06/13/2012' and has a calendar icon to its right. The entire field is enclosed in a blue border.

- You are required to report this characteristic when you report the Initial IFSP Component.
- The Initial IFSP Date must be on or before the Collection Certification As of Date.
- The Initial IFSP Date must be on or after the child's date of birth.
- The Initial IFSP Date must be on or after the Referral Date.
- The Initial IFSP Date must be on or before the Current IFSP Date reported in the Early On Component.

### If you have questions about this characteristic, please contact:

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Title III English Learner (EL) and Immigrant

### Component Overview

*NOTE: This component was originally named LEP. It has been renamed at the request of MDE's Office of Educational Supports in order to clarify that more data are being collected than just EL programming. The system name and XML tags have remained "LEP" so that software vendors did not need to make changes.*

CEPI collects data in this component about students who have been identified as English language learners.

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Max. Occurrences
LEP Instructional Program	List of Values	1	Required	Yes	Unbounded (1 per code)*
Primary Language	List of Values	2	Required	No	1
Home Language	List of Values	3	Conditional	Yes	Unbounded
LEP Exit Date	Date	4	Conditional	No	1
LEP Re-Entry Date	Date	5	Optional	No	1

\*The schema rules allow users to upload the file with unlimited (unbounded) occurrences for this characteristic; however, errors will generate for any record where the same code is reported more than once.

### **When Is This Component Required?**

This component is required when a student has been identified as EL and is eligible for services and to ensure eligibility for Title III funding. EL students remain EL until they either test proficient on the WIDA assessment or they graduate. They may be exited from EL once either of those conditions are met.

When an English Learner student is also identified as Immigrant and is eligible to receive Immigrant services, they must also be reported with code 9130 in the Program Participation Component.

**English Learner WIDA proficient exits**

Upon completion of the MSDS EOY General collection, the State of Michigan will automatically exit WIDA proficient students in grades 3-12 with an EL Exit date of June 30 of the current school year.

Manual exits will still be required for EL students in grades K-2 and for migrant students that tested proficient in another state.

The EL section of this student record in the XML file would look similar to this:

```

<LEP>
<LEPInstructionalProgram>13</LEPInstructionalProgram>
<PrimaryLanguage>chk</PrimaryLanguage>
<HomeLanguage>eng</HomeLanguage>
<LEPExitDate>2011-09-15</LEPExitDate>

```

**Language Codes**

MSDS utilizes the three-character (alphabetic) language codes provided in the [ISO 639-2 Codes for the Representation of Language Names](#)

([https://www.loc.gov/standards/iso639-2/php/code\\_list.php](https://www.loc.gov/standards/iso639-2/php/code_list.php)). These are the codes used by USED for reporting.

**Definition of English Learner**

[Every Student Succeeds Act Title IX General Provisions, Part A Definitions Section 9101 \(25\)](#)

**Definition of Immigrant**

[Every Student Succeeds Act](#) the definition for immigrants is located in [Title III Part C, Section 3301\(6\)](#)

## LEP Instructional Program

*Characteristic – Title III EL and Immigrant Component*

### Characteristic System Name

LEPInstructionalProgram

### Definition

The English-language acquisition program(s) in which the student is currently enrolled.

### Use

MDE use these data for federal and state reporting requirements and grant allocations.

### Citation

ESSA, 20 USC 6913; 20 USC 6894

### Specification

List of values (choose from list)

Code	Text	Description
04	Sheltered Instruction Observation Protocol (SIOP)	The SIOP program type uses instructional strategies connected to eight components that address the linguistic and academic needs of English learners.
05	Two Way Bilingual Dual-Language Instruction	In a Two-Way Bilingual Education program type, a balanced group of native majority language speakers and the native minority language speakers are integrated for instruction, and the subject matter is conducted in the minority and the majority <b>languages</b> with the goal of developing high levels of bilingualism for all students
07	Transitional Bilingual Instruction	In a TBI program type, the goal is to prepare students to enter the mainstream English classrooms by providing a portion of instruction in the child's native language in order to support English language and curriculum instruction. Instruction is provided in the first language to build literacy and achievement in the content areas while teaching English.
09	English As a Second Language (ESL) Instruction	An ESL program type utilizes techniques, methodology, and special curriculum designed to teach English learners in all four domains and in comprehension. ESL instruction frequently includes the use of the native language.

Code	Text	Description
10	Sheltered Instruction	An instructional approach used to make academic instruction in English understandable to English language learners. In the sheltered classroom, teachers use sensory supports (visual, graphic, interactive), physical activities, and the environment to teach vocabulary for concept development in language arts, mathematics, science, social studies and other subjects
13	Newcomer Program	Newcomer programs are separate, relatively self-contained educational interventions designed to meet the academic and transitional needs of newly arrived immigrants.
15	Refused Services	The student is LEP eligible but is not receiving services because services have been refused.
16	No Services Offered	No EL services are offered by the district. NOTE: Under Title VI of the Civil Rights Act of 1964, a school district is required by law to take steps to help English Learners overcome language barriers and ensure that they can participate meaningfully in the districts' educational programs.

**Instructions**

- Choose/enter the code that best represents the program in which the student participates.
- You are required to submit at least one occurrence of this characteristic when you submit the Title III English Learner (EL) and Immigrant Component.
- If you include multiple occurrences of this characteristic with the record, the first code listed in the XML file will be identified as the primary program. Primary values are indicated with a yellow star in the online form.

**Characteristic Tip**

- When a student participates in multiple EL programs, indicate the primary program by reporting it first in your XML file or by selecting the star beside it in the online entry form.
- If a student is eligible for EL services but does not participate, report this characteristic with code 15 (refused services).

**If you have questions about this characteristic, please contact:**

MDE Office of Educational Supports, Special Populations Unit at [mde-el@michigan.gov](mailto:mde-el@michigan.gov) or 517-241-6974.

## Primary Language

*Characteristic – Title III EL and Immigrant Component*

### Characteristic System Name

PrimaryLanguage

### Definition

The child's native or first language. The student's primary or native language indicated on the home language survey.

### Use

MDE use these data for federal and state reporting requirements and grant allocations.

### Citation

Immigration and Nationality Act, 20 USC 6825; ESEA 20 USC 6917, 20 USC 6914

### Specification

List of values (choose from list)

Use the three-character (alphabetic) language codes provided in the [ISO 639-2 Codes for the Representation of Language Names](https://www.loc.gov/standards/iso639-2/php/code_list.php) ([https://www.loc.gov/standards/iso639-2/php/code\\_list.php](https://www.loc.gov/standards/iso639-2/php/code_list.php)). These are the codes used by USED for reporting.

Some languages are not included on this list. Please follow the directions below for reporting languages that do not appear on the ISO 639-2 listing of language codes.

- Collective language codes are provided for languages where a relatively small number of documents exist or are expected to be written, recorded or created. The word "languages" as part of a language name in the ISO 639-2 indicates that this is a collective language code. Do not use a collective language code when an individual language code is available.
- When a student's language is not included on the ISO list of permitted codes, please code the language as: "mis" [Miscellaneous Language (Uncoded)].
- Only use the code "und" (Undetermined) when the native language is unknown or truly cannot be determined.

### Instructions

- Choose/enter the code that best represents the student's primary or native language, which should be a language other than English
- If you select English as the student's primary (native) language, you must select another language in the Home Language characteristic other than English or you will receive an error.

- If you enter anything other than one of the codes included in the list of language codes provided in the *ISO 639-2 Codes for the Representation of Language Names* list, the system will generate a file-level error and reject the file upon upload.

**If you have questions about this characteristic, please contact:**

MDE Office of Educational Supports, Special Populations Unit at [mde-el@michigan.gov](mailto:mde-el@michigan.gov)  
or 517-241-6974.

## Home Language

*Characteristic – Title III EL and Immigrant Component*

### Characteristic System Name

HomeLanguage

### Definition

The most often used language(s) in the home or the language(s) primarily spoken by those in the home.

### Use

MDE use these data for federal and state reporting requirements and grant allocations.

### Citation

Immigration and Nationality Act, 20 USC 6825; ESSA 20 USC 6917, 20 USC 6914

### Specification

List of values (choose from list)

Use the three-character (alphabetic) language codes provided in the [ISO 639-2 Codes for the Representation of Language Names](https://www.loc.gov/standards/iso639-2/php/code_list.php) ([https://www.loc.gov/standards/iso639-2/php/code\\_list.php](https://www.loc.gov/standards/iso639-2/php/code_list.php)). These are the codes used by USED for reporting.

There are a number of languages that are not included on this list. Please follow the directions below for reporting languages that do not appear on the ISO 639-2 listing of language codes.

- Collective language codes are provided for languages where a relatively small number of documents exist or are expected to be written, recorded or created. The word “languages” as part of a language name in the ISO 639-2 indicates that this is a collective language code. Do not use a collective language code when an individual language code is available.
- When a student's language is not included on the ISO list of permitted codes, please code the language as: “mis” [Miscellaneous Language (Uncoded)].
- Only use the code “und” (Undetermined) when the home language is unknown or truly cannot be determined.

### Instructions

- Choose/enter the code that best represents the language spoken in the student's home.
- If you enter anything other than one of the codes included in the list of language codes provided in the ISO 639-2 Codes for the Representation of Language Names list, the system will generate a file-level error and reject the file upon upload.

- You are required to submit at least one occurrence of this characteristic when you submit the Title III English Learner (EL) and Immigrant Component.
- When English is the student's primary (native) language, you are required to report the student's home language, other than English, in this characteristic.
- You may only submit a maximum of three language codes per student record.

**Characteristic Tip**

- The home language spoken in the home may not be the primary language (native language) spoken by the student. This characteristic allows up to three languages to be reported.

**If you have questions about this characteristic, please contact:**

MDE Office of Educational Supports, Special Populations Unit at [mde-el@michigan.gov](mailto:mde-el@michigan.gov)

or 517-241-6974.

## LEP Exit Date

*Characteristic – Title III EL and Immigrant Component*

### Characteristic System Name

LEPExitDate

### Definition

The date (month, day and year) that the student was no longer engaged in either an EL or an ESL program or service.

### Use

MDE use these data for federal and state reporting requirements and grant allocations.

### Citation

ESSA, 20 USC 7012; Perkins IV (P.L. 109-270)

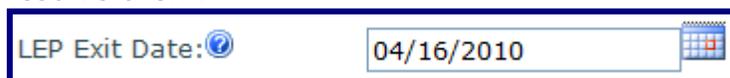
### Specification

Date (only); CCYY-MM-DD

### Instructions

- The reported date must follow standard date format:
  - XML format is CCYY-MM-DD. Sample:  

```
<LEPExitDate>2010-04-16</LEPExitDate>
```
  - The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats; however, if you encounter problems, switching to the recommended format should resolve them.



A screenshot of a data entry form. The label 'LEP Exit Date:' is followed by a blue circular icon. To the right is a text input field containing the date '04/16/2010'. A small calendar icon is visible to the right of the input field. The entire area is enclosed in a blue border.

- If you enter anything other than a date in this characteristic, the system will generate a file-level error and reject the file upon upload.
- You may not submit a future date in this characteristic.

### English Learner WIDA proficient exits

Upon completion of the MSDS EOY General collection, the State of Michigan will automatically exit WIDA proficient students in grades 3-12 with an EL Exit date of June 30 of the current school year.

Manual exits will still be required for EL students in grades K-2 and for migrant students that tested proficient in another state.

**If you have questions about this characteristic, please contact:**

MDE Office of Educational Supports, Special Populations Unit at [mde-el@michigan.gov](mailto:mde-el@michigan.gov)

or 517-241-6974.

## LEP Re-Entry Date

*Characteristic – Title III EL and Immigrant Component*

### Characteristic System Name

LEPReEntryDate

### Definition

The date (month, day and year) that the student became re-enrolled in either an EL or an ESL program or service. This student has transitioned out of English-language acquisition programs in the last two years, but was reclassified as EL after transitioning. The reason for the reclassification may be classroom performance, state test performance, teacher recommendation, self-referral, parent request or other.

### Use

MDE use these data for federal and state reporting requirements and grant allocations. locally funded English Acquisition Program.

### Citation

Elementary and Secondary Education Act of 2001 (ESSA), Title III, Sec. 3123; Immigration and Nationality Act 3123; Perkins IV (P.L. 109-270)

### Specification

Date (only); CCYY-MM-DD

### Instructions

- The date reported must follow standard date format:
  - XML format is CCYY-MM-DD. Sample:

```
<LEPReEntryDate>2010-04-16</LEPReEntryDate>
```

- The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats; however, if you encounter problems, switching to the recommended format should resolve them.

A screenshot of a data entry field. The label 'LEP ReEntry Date:' is followed by a blue circular icon containing a white calendar symbol. To the right of the icon is a white rectangular input box with a thin border.

- You may not submit a future date in this characteristic.
- If the student was previously exited from EL and it is determined later that they need further EL services, they can be resubmitted but must be reported with a LEP Re-Entry Date. If no re-entry date is reported, an error will occur.
- The Re-Entry Date must be after the previously reported EL Exit Date.

### If you have questions about this characteristic, please contact:

MDE Office of Educational Supports, Special Populations Unit at [mde-el@michigan.gov](mailto:mde-el@michigan.gov)

or 517-241-6974.

## Membership

### Component Overview

The data collected in the Membership Component are used for the determination of residency and eligibility for FTE.

There are dependencies between characteristics in the Membership component and:

- School Demographics Component – Operating District Number characteristic
- Personal Demographics Component – Resident LEA Number characteristic
- General Education FTE Component – General Ed FTE characteristic
- Special Education Component – Section 52 FTE and Section 53 FTE characteristics

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Max Occurrences
Student Residency	List of Values	1	Required	No	1
Tuition Funded Enrollment	Yes/No	2	Optional	No	1

The screenshot shows a navigation bar with tabs for School Demographics, Personal Demographics, Enrollment, and Membership. The Membership tab is active. Below the tabs, there are two input fields:
 

- \*StudentResidency: A dropdown menu with the text "Please Select" and a downward arrow.
- Tuition Funded Enrollment: A dropdown menu with the text "Select Yes/No" and a downward arrow.

### When Is This Component Required?

You are required to submit the Membership Component when you submit student data through the Student Record Maintenance or any of the three General Collections. It is not allowed to be submitted in any other collection.

## Student Residency

### Characteristic – Membership Component

#### Characteristic System Name

StudentResidency

#### Definition

The student's residency related to the geographic boundaries of the district and/or residency requirements outlined in the Pupil Residency section of the MDE Pupil Accounting Manual.

For more detailed explanations of residency, see the Residency Related Information section of MDE's [Pupil Accounting Manual](https://www.michigan.gov/mde/0,1607,7-140-6530_6605-22360--,00.html).  
([https://www.michigan.gov/mde/0,1607,7-140-6530\\_6605-22360--,00.html](https://www.michigan.gov/mde/0,1607,7-140-6530_6605-22360--,00.html))

#### Use

MDE uses these data for compensation calculations and ESSA and IDEA reporting. The data are also used for public reporting on the Non-Resident Report on the MISchoolData website.

#### Citation

State School Aid Act, MCL 388.1606(4), 388.1606(6), 388.1606a, 388.1606b, 388.1620(5), 388.1624, 388:1625, 388.1701, 388:1705, 388.1705c, 388.1709, 388.1763a, 388.1766b; 20 USC 2342 (CTE)

#### Specification

List of values (choose from list)

Non-Resident Codes – Use when the student's residence is located outside of the operating district's geographic boundaries.

Code	Text	Description
01	Non-K-12 district	Student who lives outside of the operating district, whose resident district does not offer all grade levels, kindergarten through twelve. (LEA districts only)
02	Section 105 school of choice (within same ISD)	Student is a resident of another district within the same ISD as the operating district and meets all the requirements of Schools of Choice 105. (LEA districts only)
03	Section 105c school of choice (outside same ISD)	Student is a resident of a district within another ISD that is contiguous to the ISD to which the operating district belongs, and meets all the requirements of Schools of Choice 105. (LEA districts only)

MSDS Collection Details

Code	Text	Description
04	Nonpublic school student (non-resident)	Student who lives outside of the operating district but is enrolled in a private or parochial school district, taking a non-essential curriculum or advanced placement course through the operating district.
05	No cooperative agreement, no release, not exempted	Student who lives outside of the operating district who has not been released by the resident district and is not Sec. 6(6) (g) exempt. (LEA districts only)
06	All other non-resident students	Student does not fall into any other non-resident category. (LEA and ISD districts only)
07	Home-schooled non-resident	Student who lives outside of the operating district who is being educated through a home-school program, taking a non-essential curriculum or advanced placement course through the operating district. (LEA and ISD districts only)

Resident Codes – Use when the student's residence is located within the operating district's geographic boundaries.

Code	Text	Description
08	Nonpublic school student (resident)	Student who is enrolled in a private or parochial school district, taking a non-essential curriculum or advanced placement course through the operating district.
09	Section 24 juvenile detention facility	Student resides in an approved, on-grounds juvenile detention facility or child-care institute.
10	For new PSAs (fall only)	Student is counted by a new public school academy <b>authorized by a local school district</b> , and is also counted by the authorizing district during the immediately prior supplemental (Spring) FTE count. (PSA districts only)
11	School for the Deaf	Student is being educated by the Michigan School for the Deaf. (ISD districts only)

Code	Text	Description
12	Section 6(4)(d) non-special education juvenile detention	Student placed by a court or state agency in an on-grounds child-care institution or a juvenile detention facility under Section 24 and being educated by the ISD. (ISD districts only)
13	Students with emotional impairments who are served by DHHS facility	Student resides in a DCH-licensed facility. (ISD districts only)
14	All other resident students	Student does not fall into any other resident category.
15	Home-schooled resident	Student being educated through a home-school program, taking non-essential curriculum or advanced placement course through the operating district.

### Instructions

- Choose/enter the code that best represents the student's residency status within the educating district on the legislated count date or the date reported in the As Of Date characteristic in the Student Record Maintenance Component.
- If you report a code other than those allowed for that entity type, an error will be generated.
- LEA-type district business rules:
  - If this characteristic contains code "01"–"07" (non-resident codes), then the code submitted in Resident LEA Number in the Personal Demographics Component **cannot be the same** as the code in Operating District. (Operating District <> Resident LEA Number)
  - If this characteristic contains code "08", "09", "14" or "15" (resident codes), then the code submitted in Resident LEA Number in the Personal Demographics Component **must be the same** as the code in Operating District. (Operating District = Resident LEA Number)
- ISD-type district business rules:
  - If the code submitted in Resident LEA Number in the Personal Demographics Component **is a constituent district to the ISD** ("belongs within" relationship according to EEM), then the characteristic must be reported with codes "08", "09", "11", "12", "13", "14" or "15" (resident codes).
  - If the code submitted in Resident LEA Number in the Personal Demographics Component **is not a constituent district to the ISD** ("belongs within" relationship according to EEM), then the characteristic must be reported with codes "04", "06" or "07" (non-resident codes).

- If the value reported in the Section 53 FTE characteristic (Special Education Component) is greater than 0, this characteristic cannot be reported with code "09".
- When this characteristic is reported with "04", "07", "08", or "15", the total FTE (General and Special Ed) cannot be greater than 0.75.
- You are required to submit this characteristic when the Membership Component is reported.
- If School Emphasis in EEM is Reportable Program and Grade Setting is 00, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, or 12, Student Residency must be 04, 07, 08 or 15.

**Characteristic Tip**

- The Student Residency code may impact the foundation amount allowed for the student. Please consult the Pupil Accounting Manual for detailed information about residency.

**If you have questions about this characteristic, please contact:**

Brian Ciloski, MDE Office of State Aid and School Finance at [CiloskiB@michigan.gov](mailto:CiloskiB@michigan.gov) or 517-373-3352

For questions specific to public school academies, please contact Jill Thompson, MDE Office of Education Improvement and Innovation at [ThompsonJ17@michigan.gov](mailto:ThompsonJ17@michigan.gov) or 517-241-6964.

## Tuition Funded Enrollment

### *New Characteristic – Membership Component*

**Characteristic System Name**

TuitionFundedEnrollment

**Definition**

A charge or fee is required to be paid by the student's family in order to attend the public school.

**Use**

CEPI and MDE will use these data for legislative reporting requirements. Specific metrics have not yet been determined.

**Citation**

Section 101 (1) of the State School Aid Act.

**Specification**

Boolean (true, false, 1, 0) (XML)

- Yes/No (online entry) – Default value is "No"

**Instructions**

- Choose whether a charge/fee was paid by the student's family for the student to attend a public K-12 school.
- This characteristic does not apply to the following:
  - Dual-enrollment tuition and fees.
  - Charges/fees paid between the resident district and enrolling district.

**If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Part B Referral

### Component Overview

The Part B Referral Component is used to collect State Education Agency and Local Education Agency notification information as well as parent demographics for children who are transitioning from Part C Early On & MMSE and who are potentially eligible for Part B Special Education. It is required to be reported for children between the ages of 2 years 3 months and 2 years 9 months submitted with an Early On Component and a Special Education Component.

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Max. Occurrences
SEA Notification	Yes/No	1	Required	No	1
LEA Notification	Yes/No	2	Required	No	1
Parent Last Name	Name	3	Required	No	1
Parent First Name	Name	4	Required	No	1
Parent Street Address	Free-Form Text	5	Optional	No	1
Parent Street Address 2	Free-Form Text	6	Optional	No	1
Parent City	Address	7	Optional	No	1
Parent State	List of Values	8	Optional	No	1
Parent Zip Code	Text	9	Optional	No	1
Parent Phone Number	Numeric	10	Optional	No	1
Parent Address Unknown	Yes/No	11	Conditional	No	1
Parent Phone Unknown	Yes/No	12	Conditional	No	1

### When Is This Component Required?

The Part B Referral Component is required for records submitted with an Early On Component and a Special Education Component between the ages of 2 years 3 months and 2 years 9 months. ISD staff should work with their local districts providing the special education services to ensure the ISD has the necessary data to submit.

## SEA Notification

### *Characteristic – Part B Referral Component*

#### **Characteristic System Name**

SEANotification

#### **Definition**

Part C Indicator 8 B: Notification to the SEA must occur at least 90 days prior to the toddler's third birthday for toddlers potentially eligible for Part B preschool services.

#### **Use**

MDE use these data for federal and state reporting requirements.

#### **Citation**

34CFR 303.209(b)(1)

#### **Specification**

Boolean (true, false, 1, 0) (XML)

- Yes/No (online entry) – Default value is “No”

#### **Instructions**

- Choose/Enter the code ([1, 0], [Yes/No], [true/false]) which indicates the SEA notification occurred at least 90 days prior to the toddler's third birthday.
- You are required to submit this characteristic when you submit the Part B Referral Component.

#### **If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## LEA Notification

### Characteristic – Part B Referral Component

#### Characteristic System Name

LEANotification

#### Definition

Part C Indicator 8 B: Notification to the LEA where the toddler resides must occur at least 90 days prior to the toddler's third birthday for toddlers potentially eligible for Part B preschool services.

#### Use

MDE use these data for federal and state reporting requirements.

#### Citation

34CFR 303.209(b)(1)

#### Specification

Boolean (true, false, 1, 0) (XML)

- Yes/No (online entry) – Default value is “No”

#### Instructions

- Choose/Enter the code ([1, 2], [Yes/No], [true/false]) which indicates the LEA notification where the toddler resides occurred at least 90 days prior to the toddler's third birthday.
- You are required to submit this characteristic when you submit the Part B Referral Component.

#### If you have questions about this characteristic, please contact:

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Parent Last Name

### Characteristic – Part B Referral Component

#### Characteristic System Name

ParentLastName

#### Definition

The parent's last name, family name or surname. This may be another adult who is a primary care giver for the child and who will be able to answer survey questions related to *Early On* program participation.

#### Use

MDE use these data to meet federal reporting requirements.

#### Citation

34CFR 303.401(d) and 34CFR 303.209(b)

#### Specification

Names (letters, apostrophes, commas, hyphens, periods)

- Minimum length: 1
- Maximum length: 50

#### Instructions

- Enter the parent's complete legal last name.
- When a parent has only a **single name**, that name should be reported as the last name and the first name should be reported as "FNU" (First Name Unknown).
- Do not report spaces for the first and last characters in this characteristic (trim spaces from beginning and end of name). The system will generate an error otherwise.
- If you enter anything other than letters with the listed punctuation marks, the system will generate a file-level error and reject the file upon upload.
- You are required to submit this characteristic when you submit the Part B Referral Component.

#### If you have questions about this characteristic, please contact:

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Parent First Name

### Characteristic – Part B Referral Component

#### Characteristic System Name

ParentFirstName

#### Definition

The parent's first name. Do **not** use nicknames or abbreviated names.

#### Use

MDE use these data to meet federal reporting requirements.

#### Citation

34CFR 303.401(d) and 34CFR 303.209(b)

#### Specification

Names (letters, apostrophes, commas, hyphens, periods)

- Minimum length: 1
- Maximum length: 50

#### Instructions

- Enter the parent's complete first name.
- When a parent has only a **single name**, that name should be reported as the last name and the first name should be reported as "FNU" (First Name Unknown).
- Do not report spaces for the first and last characters in this characteristic (trim spaces from beginning and end of name). The system will generate an error otherwise.
- If you enter anything other than letters with the listed punctuation marks, the system will generate a file-level error and reject the file upon upload.
- You are required to submit this characteristic when you submit the Part B Referral Component.

#### If you have questions about this characteristic, please contact:

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Parent Street Address

### Characteristic – Part B Referral Component

#### Characteristic System Name

ParentStreetAddress

#### Definition

The number and name of the location of the parent's primary address. Refer to the [USPS website](#) for a list of abbreviations that may be used as street designators. This may be a Post Office Box if no other parent address is available.

#### Use

MDE use these data to meet federal reporting requirements.

#### Citation

34CFR 303.401(d) and 34CFR 303.209(b)

#### Specification

Free-Form Text

- Minimum length: 1
- Maximum length: 100

#### Instructions

- Enter the street name and house/building number of the parent's primary address at the time of reporting or as it was last known. A Post Office Box may be reported if no other street address is available for the parent.
- Report this characteristic unless the parent does not have an address at which he/she can receive mail.
- Submit this characteristic when you submit the Part B Referral Component and the parent has an address at which he/she can receive mail.
- If this characteristic is not reported, the Parent Address Unknown characteristic must be reported as "Yes".

#### Characteristic Tip

- When a parent has a mailing address different from his/her street address, report the mailing address in the characteristic Parent Street Address 2.

#### If you have questions about this characteristic, please contact:

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Parent Street Address 2

### Characteristic – Part B Referral Component

#### Characteristic System Name

ParentStreetAddress2

#### Definition

The mailing address or additional street address information such as apartment or lot number, for the parent's primary residence. Refer to the [USPS website](#) for a list of abbreviations that may be used as street designators.

#### Use

MDE use these data to meet federal reporting requirements.

#### Citation

34CFR 303.401(d) and 34CFR 303.209(b)

#### Specification

Free-Form Text

- Minimum length: 0
- Maximum length: 100

#### Instructions

- If different from the Parent Street Address, enter the mailing address or report additional information for the street address of the parent's primary address.
- Report if the parent is not homeless and the parent's mailing address is different from the Parent Street Address.

#### Characteristic Tip

- Use this characteristic to report additional information about the parent's mailing or street address.

#### If you have questions about this characteristic, please contact:

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Parent City

### Characteristic – Part B Referral Component

#### Characteristic System Name

ParentCity

#### Definition

The name of the city or town where the parent lives at the time of reporting or the parent's last known city or town of residence.

#### Use

MDE use these data to meet federal reporting requirements.

#### Citation

34CFR 303.401(d) and 34CFR 303.209(b)

#### Specification

Text (numbers and letters)

- Minimum length: 1
- Maximum length: 50

#### Instructions

- Enter the name of the city or town where the parent's primary address is located at the time of reporting or as it was last known.
- The entry must not begin or end with spaces or blanks.
- Submit this characteristic when you submit the Part B Referral Component and the parent has an address at which he/she can receive mail.
- If this characteristic is not reported, the Parent Address Unknown characteristic must be reported as "Yes".

#### **If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Parent State

### Characteristic – Part B Referral Component

#### Characteristic System Name

ParentState

#### Definition

The two-character alphabetic code that represents the state where the student's parent(s) lives at the time of reporting or the parent(s) last known city or town of residence.

#### Use

MDE use these data to meet federal reporting requirements.

#### Citation

34CFR 303.401(d) and 34CFR 303.209(b)

#### Specification

List of values (choose from list)

- [Refer to USPS State Abbreviations](#)

#### Instructions

- Choose/enter the code that represents the state where the parent lives.
- If you enter anything other than one of the codes included on the USPS State Abbreviations list, the system will generate a file-level error and will reject the file upon upload.
- Submit this characteristic when you submit the Part B Referral Component and the parent has an address at which he/she can receive mail.
- If this characteristic is not reported, the Parent Address Unknown characteristic must be reported as "Yes".

#### If you have questions about this characteristic, please contact:

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Parent ZIP Code

### Characteristic – Part B Referral Component

#### Characteristic System Name

ParentZipCode

#### Definition

The five- or nine-digit ZIP code of the location where the student's parent(s) lives at the time of reporting or the last known code of residence. Refer to the [USPS website](#) for additional information about ZIP codes and to access or look up a code.

#### Use

MDE use these data to meet federal reporting requirements.

#### Citation

34CFR 303.401(d) and 34CFR 303.209(b)

#### Specification

Text (numbers and letters); Format: NNNNN-NNNN or NNNNN

- Refer to [USPS website](#)
- Minimum length: 5
- Maximum length: 10

#### Instructions

- Enter the five- or nine-digit (ZIP + 4<sup>®</sup>) ZIP code for the student's primary address.
- Submit this characteristic when you submit the Part B Referral Component and the parent has an address at which he/she can receive mail.
- If this characteristic is not reported, the Parent Address Unknown characteristic must be reported as "Yes".

#### If you have questions about this characteristic, please contact:

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Parent Phone Number

### *Characteristic – Part B Referral Component*

#### **Characteristic System Name**

ParentPhoneNumber

#### **Definition**

The parent(s) or guardian(s) primary telephone number.

#### **Use**

MDE use these data for ESSA and IDEA reporting.

#### **Citation**

34CFR 303.401(d) and 34CFR 303.209(b)

#### **Specification**

Free-Form Text

- Minimum length: 1
- Maximum length: 10

#### **Instructions**

- The preferred format for reporting is: NNNNNNNNNN.
- Submit this characteristic when you submit the Part B Referral Component and the parent has telephone number at which he/she can receive calls.
- If this characteristic is not reported, the Parent Phone Unknown characteristic must be reported as "Yes".

#### **If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Parent Address Unknown

*Characteristic – Part B Referral Component*

### Characteristic System Name

ParentAddressUnknown

### Definition

The parent does not have an address at which he/she can receive mail.

### Use

MDE use these data to meet federal reporting requirements.

### Citation

34CFR 303.401(d) and 34CFR 303.209(b)

### Specification

Boolean (true, false, 1, 0) (XML)

- Yes/No (online entry) – Default value is “No”

### Instructions

- If the parent's full address information (street address, city, state, zip code) is not reported, this characteristic value must be “yes”.

### If you have questions about this characteristic, please contact:

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Parent Phone Unknown

*Characteristic – Part B Referral Component*

### **Characteristic System Name**

ParentPhoneUnknown

### **Definition**

The parent does not have a telephone number where he/she can receive calls.

### **Use**

MDE use these data to meet federal reporting requirements.

### **Citation**

34CFR 303.401(d) and 34CFR 303.209(b)

### **Specification**

Boolean (true, false, 1, 0) (XML)

- Yes/No (online entry) – Default value is “No”

### **Instructions**

- If the Parent Phone Number characteristic is not submitted, this characteristic value must be “yes”.
- If you enter anything other than one of the codes listed, the system will generate a file-level error and reject the file upon upload.

### **If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Part C Assessment Component

### Component Overview

The Part C Assessment Component is used to collect the entry, exit and annual child outcomes assessment data for *Early On* children.

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Max. Occurrences
Data Source	List of Values	1	Required	No	1
Other Source Comments	Text (free form)	2	Optional	No	1
Assessment Date	Date	3	Required	No	1
Assessment Type	List of Values	4	Required	No	1
Parent Input	List of Values	5	Required	No	1
Parent Input Date	Date	6	Optional	No	1
Social Relationships	List of Values	7	Required	No	1
New Social Relationships	Boolean (Yes/No)	8	Optional	No	1
Knowledge Skills	List of Values	9	Required	No	1
New Knowledge Skills	Boolean (Yes/No)	10	Optional	No	1
Actions	List of Values	11	Required	No	1
New Actions	Boolean (Yes/No)	12	Optional	No	1

**When Is This Component Required?**

You must report the Part C Assessment Component when completing an entrance, exit or annual child outcomes assessment for an *Early On* child.

The entry rating should be based on recent data describing the child's development, collected within 90 days after the referral date.

An annual child outcomes rating should be based on recent data describing the child's development, which was collected within 90 days of the annual date (45 days before or 45 days after the annual IFSP).

The exit child outcomes rating should be based on recent data describing the child's development, which was collected within 90 days prior to the exit date.

Outcomes assessments must be completed for all children enrolled in Early On for at least six continuous months. If a child older than 2 ½ years of age enters Early On, a child outcomes assessment does not need to be completed.

This component may be submitted up to three times for each student record. Errors will occur if this component is submitted more than three times.

**Data Source**

*Characteristic – Part C Assessment Component*

**Characteristic System Name**

DataSource

**Definition**

The comprehensive assessment tool used when completing the child's assessment.

**Use**

MDE use these data for federal and state reporting requirements.

**Citation**

Individuals with Disabilities Education Act, 20 U.S.C. 1416(a)(3)(A) and 1442

**Specification**

List of values (choose from list)

Code	Text	Description
A	AEPS	A criterion-referenced assessment tool developed for use by direct service personnel and specialists to assess and evaluate the skills and abilities of infants and young children who are at risk and who have disabilities.
B	E-LAP	Provides a systematic method for observing the skill development of children functioning in the birth to 36-month age-range. The purpose of this criterion-referenced assessment is to assist teachers, clinicians and parents in assessing individual development.
C	HELP	A flexible curriculum-based assessment process that includes a variety of assessment and intervention materials. It can be used to complement standardized instruments to support "informed clinical opinion" requirements.
D	EIDP	A developmental assessment for children from birth to 36 months, designed for a team to use in planning intervention. It is not specifically diagnostic, but provides a range of development.
E	Brigance	A criterion-referenced and standardized assessment for children birth to seven years. The IED-II is used to identify present levels of performance, identify goals and objectives for IFSP development, guide instructional planning, and monitor ongoing progress.

Code	Text	Description
F	Other	An assessment tool other than A-J herein.
G	Carolina	For use with young children from birth to 5 years old who have mild to severe disabilities. This system helps professionals to evaluate a child's progress in five developmental areas (personal/social, communication, cognition, fine and gross motor) and encourage children's development through teaching activities
H	IDA	A comprehensive, multidisciplinary, family-centered process designed to improve early identification of children birth to three years of age who are developmentally at risk.
I	Battelle	A standardized assessment battery for children from birth through seven years. Test administrators use three approaches to obtain information about each child: structured questions in a one-on-one setting, observation of normal activities in a child's natural environment, and parent interview.
J	Bayley	An individually administered assessment that measures the developmental functioning of infants and children 1 to 42 months old. The measure presents children with situations and tasks designed to produce an observable set of behavioral responses.

**Instructions**

- Choose/enter the code that best identifies the assessment tool used to evaluate the child.
- If you enter anything other than one of the codes listed, the system will generate a file-level error and reject the file upon upload.
- If you submit code "F" in this characteristic you must also submit the Other Source Comments characteristic.
- If you submit a code other than "F" in this characteristic, the Other Source Comments characteristic cannot be reported.
- You are required to report this characteristic when the Part C Assessment Component is submitted.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Other Source Comments

### *Characteristic – Part C Assessment Component*

**Characteristic System Name**

OtherSourceComments

**Definition**

The description of the type of assessment tool used when it is not one of those in the list of values provided in the Data Source characteristic.

**Use**

MDE use these data for federal and state reporting requirements.

**Citation**

Individuals with Disabilities Education Act, 20 U.S.C. 1416(a)(3)(A) and 1442

**Specification**

Text-free form; accepts both alpha and numeric characters

- Maximum length: 25

**Instructions**

- This characteristic is required if you submit code "F" in the Data Source characteristic.
- This characteristic may not be submitted if the value reported in Data Source is not "F".

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Assessment Date

*Characteristic – Part C Assessment Component*

### Characteristic System Name

AssessmentDate

### Definition

The date on which the assessment occurred.

### Use

MDE use these data for federal and state reporting requirements.

### Citation

Individuals with Disabilities Education Act, 20 U.S.C. 1416(a)(3)(A) and 1442

### Specification

Date (only); CCYY-MM-DD

### Instructions

- The date reported must follow standard date format:  
XML format is CCYY-MM-DD. Sample:

<AssessmentDate>**2010-07-01**</AssessmentDate>

- The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats; however, if you encounter problems, switching to the recommended format should resolve them.

Assessment Date:  

- If you enter anything other than a date in this characteristic, the system will generate a file-level error and reject the file upon upload.
- This date must be the same as or after the student's Date of Birth (Assessment Date > = Date of Birth).
- This date must be on or before the Collection Certification As of Date.
- You are required to report this characteristic when the Part C Assessment Component is submitted.

### If you have questions about this characteristic, please contact:

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Assessment Type

### Characteristic – Part C Assessment Component

#### Characteristic System Name

AssessmentType

#### Definition

Part C child outcomes assessments are required to be completed when the child enters Part C services, annually while the child is receiving services, and upon exit from Part C. This characteristic indicates the assessment reason (entry, annual or exit).

#### Use

MDE use these data for federal and state reporting requirements.

#### Citation

Individuals with Disabilities Education Act, 20 U.S.C. 1416(a)(3)(A) and 1442

#### Specification

List of values (choose from list)

Code	Text	Description
01	Entrance	Entrance assessment taken when the child enters Part C services
02	Annual	Annual assessment taken while the child is receiving services
03	Exit	Exit assessment taken upon exit from Part C services

#### Instructions

- Choose/enter the code that best identifies the reason (entrance, annual or exit) for the child outcomes assessment being reported.
- When the reported Referral Date in the Initial IFSP Component is more than 90 days prior to the collection count date, SRM As of Date, or June 30 (whichever applies), Assessment Type "01" (Entrance) is expected.
- When the reported Part C Exit Date is more than 6 months after the Enrollment Date, Assessment Type "03" (Exit) is expected.
- This characteristic is required when the Part C Assessment Component is submitted.

#### If you have questions about this characteristic, please contact:

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Parent Input

### Characteristic – Part C Assessment Component

#### Characteristic System Name

ParentInput

#### Definition

Indicates the parent input about the child outcomes rating.

#### Use

MDE use these data for federal and state reporting requirements.

#### Citation

Individuals with Disabilities Education Act, 20 U.S.C. 1416(a)(3)(A) and 1442

#### Specification

List of values (choose from list)

Code	Text	Description
A	Meeting(s)	Parent input about the child outcomes rating was gathered and incorporated into the rating as a result of a conversation during an IFSP meeting, annual review and/or exit meeting.
B	Collected Separately	Parent input about the child outcomes rating was gathered and incorporated into the rating as a result of a conversation that took place outside of an IFSP, annual or exit meeting.
C	Incorporated in assessment	Parent input about the child's development was gathered during the assessment process and subsequently incorporated into the child outcomes rating, but there were no discussions specific to the child outcomes rating.
D	Not included	No parent input was included in determining the child outcomes rating.

#### Instructions

- Choose/enter the code that best identifies the input received from the parent or guardian.
- If you enter anything other than one of the codes listed, the system will generate a file-level error and reject the file upon upload.
- If you submit code "A" or "B" in this characteristic, you must also submit the Parent Input Date characteristic.

*MSDS Collection Details*

- If you submit code "D" in this characteristic, the Parent Input Date characteristic cannot be reported.
- You are required to report this characteristic when the Part C Assessment Component is submitted.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Parent Input Date

*Characteristic – Part C Assessment Component*

### Characteristic System Name

ParentInputDate

### Definition

The date on which the parent/guardian input regarding the child outcomes rating was collected.

### Use

MDE use these data for federal and state reporting requirements.

### Citation

Individuals with Disabilities Education Act, 20 U.S.C. 1416(a)(3)(A) and 1442

### Specification

Date (only); CCYY-MM-DD

### Instructions

- The date reported must follow standard date format:
  - XML format is CCYY-MM-DD. Sample:

< ParentInputDate>**2010-07-01**</ParentInputDate>

- The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats; however, if you encounter problems, switching to the recommended format should

resolve them.

Parent Input Date: 

07/01/2010 

- This date must be the same as or after the child's Date of Birth (Parent Input Date > = Date of Birth).
- You are required to report this characteristic when the Parent Input characteristic is submitted with code "A" or "B".
- This characteristic may not be reported when the Parent Input characteristic is submitted with code "D".
- Reported date must be on or before the Collection Certification As of Date.
- When this characteristic is reported and the Parent Input characteristic is submitted with code "C", the Parent Input Date must be the same as the Assessment Date.

### If you have questions about this characteristic, please contact:

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Social Relationships

*Characteristic – Part C Assessment Component*

### Characteristic System Name

SocialRelationships

### Definition

The child's assessment rating for positive social relationships.

### Use

MDE use these data for federal and state reporting requirements.

### Citation

Individuals with Disabilities Education Act, 20 U.S.C. 1416(a)(3)(A) and 1442

### Specification

List of values (choose from list)

Code	Text	Description
1	Not Yet	Child does not yet show functioning expected of a child his/her age in any situation. Child's skills and behaviors also do not yet include any immediate foundational skills upon which to build age appropriate functioning. Child's functioning might be described as that of a much younger child.
2	Between Not Yet and Emerging	Some of the foundational skills are there, though not all the immediate foundational skills.
3	Emerging	Child does not yet show functioning expected of a child his/her age in any situation. Child's behavior and skills include immediate foundational skills upon which to build age appropriate functioning. Functioning might be described as that of a younger child.
4	Between Emerging and Somewhat	Immediate foundational skills are in place, and child has demonstrated age appropriate skills once or twice, perhaps not deliberately.
5	Somewhat	Child shows functioning expected of a child his/her age some of the time and/or in some situations. Child's functioning is a mix of age appropriate and not appropriate functioning. Functioning might be described as that of a slightly younger child.

Code	Text	Description
6	Between Somewhat and Completely	Child's functioning generally is considered appropriate for his/her age but there are some concerns about his/her functioning in this outcome area.
7	Completely	Child shows functioning expected for his/her age in all or nearly all everyday situations that are part of the child's life. Functioning is considered appropriate for his/her age. No one has any concerns about this child's functioning in this outcome area.

**Instructions**

- Choose/enter the code that best identifies the rating for positive social relationships.
- If you enter anything other than one of the codes listed, the system will generate a file-level error and reject the file upon upload.
- You are required to report this characteristic when the Part C Assessment Component is submitted.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## **New Social Relationships**

### *Characteristic – Part C Assessment Component*

#### **Characteristic System Name**

NewSocialRelationships

#### **Definition**

When reporting an annual or exit assessment, providers must indicate if the child has shown any new skill or behaviors related to positive social relationships.

#### **Use**

MDE use these data for federal and state reporting requirements.

#### **Citation**

Individuals with Disabilities Education Act, 20 U.S.C. 1416(a)(3)(A) and 1442

#### **Specification**

Boolean (true, false, 1, 0) (XML)

- Yes/No (online entry) – Default value is “No”

#### **Instructions**

- Choose/Enter the code ([1, 0], [Yes/No], [true/false]) which indicates the child's acquisition of new skills or behaviors since his/her last assessment.
- Errors will occur when anything other than a Boolean value (true/false or 0/1) is submitted in this characteristic within the XML file. (Online form must select “Yes” or “No”)
- This characteristic must be reported when the Assessment Type characteristic is reported with code “02” or “03”. Errors will occur when the Assessment Type characteristic is reported with code “01”.

#### **If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Knowledge Skills

### Characteristic – Part C Assessment Component

#### Characteristic System Name

KnowledgeSkills

#### Definition

The child's assessment rating for acquisition and use of knowledge and skills.

#### Use

MDE use these data for federal and state reporting requirements.

#### Citation

Individuals with Disabilities Education Act, 20 U.S.C. 1416(a)(3)(A) and 1442

#### Specification

List of values (choose from list)

Code	Text	Description
1	Not Yet	Child does not yet show functioning expected of a child his/her age in any situation. Child's skills and behaviors also do not yet include any immediate foundational skills upon which to build age appropriate functioning. Child's functioning might be described as that of a much younger child.
2	Between Not Yet and Emerging	Some of the foundational skills are there, though not all the immediate foundational skills.
3	Emerging	Child does not yet show functioning expected of a child his/her age in any situation. Child's behavior and skills include immediate foundational skills upon which to build age appropriate functioning. Functioning might be described as that of a younger child.
4	Between Emerging and Somewhat	Immediate foundational skills are in place, and child has demonstrated age appropriate skills once or twice, perhaps not deliberately.
5	Somewhat	Child shows functioning expected of a child his/her age some of the time and/or in some situations. Child's functioning is a mix of age appropriate and not appropriate functioning. Functioning might be described as that of a slightly younger child.

Code	Text	Description
6	Between Somewhat and Completely	Child's functioning generally is considered appropriate for his/her age but there are some concerns about his/her functioning in this outcome area.
7	Completely	Child shows functioning expected for his/her age in all or nearly all everyday situations that are part of the child's life. Functioning is considered appropriate for his/her age. No one has any concerns about this child's functioning in this outcome area.

**Instructions**

- Choose/enter the code that best identifies the rating for acquisition and use of knowledge and skills since the child's last assessment.
- If you enter anything other than one of the codes listed, the system will generate a file-level error and reject the file upon upload.
- You are required to report this characteristic when the Part C Assessment Component is submitted.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## **New Knowledge Skills**

### *Characteristic – Part C Assessment Component*

#### **Characteristic System Name**

NewKnowledgeSkills

#### **Definition**

When reporting an annual or exit assessment, providers must indicate if the child has shown any new skill or behavior related to acquisition and use of knowledge and skills.

#### **Use**

MDE use these data for federal and state reporting requirements.

#### **Citation**

Individuals with Disabilities Education Act, 20 U.S.C. 1416(a)(3)(A) and 1442

#### **Specification**

Boolean (true, false, 1, 0) (XML)

- Yes/No (online entry) – Default value is “No”

#### **Instructions**

- Choose/Enter the code ([1, 0], [Yes/No], [true/false]) which indicates the child's acquisition of new skills or behaviors since his/her last assessment.
- Errors will occur when anything other than a Boolean value (true/false or 0/1) is submitted in this characteristic within the XML file. (Online form must select “Yes” or “No”)
- This characteristic must be reported when the Assessment Type characteristic is reported with code '02" or "03". Errors will occur when the Assessment Type characteristic is reported with code "01".

#### **If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Actions

### Characteristic – Part C Assessment Component

#### Characteristic System Name

Actions

#### Definition

The child's assessment rating on the ability to take appropriate actions to meet his/her needs.

#### Use

MDE use these data for federal and state reporting requirements.

#### Citation

Individuals with Disabilities Education Act, 20 U.S.C. 1416(a)(3)(A) and 1442

#### Specification

List of values (choose from list)

Code	Text	Description
1	Not Yet	Child does not yet show functioning expected of a child his/her age in any situation. Child's skills and behaviors also do not yet include any immediate foundational skills upon which to build age appropriate functioning. Child's functioning might be described as that of a much younger child.
2	Between Not Yet and Emerging	Some of the foundational skills are there, though not all the immediate foundational skills.
3	Emerging	Child does not yet show functioning expected of a child his/her age in any situation. Child's behavior and skills include immediate foundational skills upon which to build age appropriate functioning. Functioning might be described as that of a younger child.
4	Between Emerging and Somewhat	Immediate foundational skills are in place, and child has demonstrated age appropriate skills once or twice, perhaps not deliberately.
5	Somewhat	Child shows functioning expected of a child his/her age some of the time and/or in some situations. Child's functioning is a mix of age appropriate and not appropriate functioning. Functioning might be described as that of a slightly younger child.

Code	Text	Description
6	Between Somewhat and Completely	Child's functioning generally is considered appropriate for his/her age but there are some concerns about his/her functioning in this outcome area.
7	Completely	Child shows functioning expected for his/her age in all or nearly all everyday situations that are part of the child's life. Functioning is considered appropriate for his/her age. No one has any concerns about this child's functioning in this outcome area.

**Instructions**

- Choose/enter the rating that best identifies the child's ability to take appropriate actions to meet his or her needs.
- If you enter anything other than one of the codes listed, the system will generate a file-level error and reject the file upon upload.
- You are required to report this characteristic when the Part C Assessment Component is submitted.

**If you have questions about this characteristic, please contact:**

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## New Actions

### Characteristic – Part C Assessment Component

#### Characteristic System Name

NewActions

#### Definition

When reporting an annual or exit assessment, providers must indicate if the child has shown any new skill or behaviors related to taking action to meet his/her needs.

#### Use

MDE use these data for federal and state reporting requirements.

#### Citation

Individuals with Disabilities Education Act, 20 U.S.C. 1416(a)(3)(A) and 1442

#### Specification

Boolean (true, false, 1, 0) (XML)

- Yes/No (online entry) – Default value is “No”

#### Instructions

- Choose/Enter the code ([1,0], [Yes/No], [true/false]), which indicates the child's acquisition of new skills or behaviors since his/her last assessment.
- Errors will occur when anything other than a Boolean value (true/false or 0/1) is submitted in this characteristic within the XML file. (Online form must select “Yes” or “No”)
- This characteristic must be reported when the Assessment Type characteristic is reported with code “02” or “03”. Errors will occur when the Assessment Type characteristic is reported with code “01”.

#### If you have questions about this characteristic, please contact:

MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Personal Core

### Component Overview

The Personal Core Component contains data essential to the identification of a student. These are data that rarely, if ever, change and are considered the student's "core" data. The MSDS student master record, which is created when the UIC is assigned to the student, contains the data submitted in this component. Only an authorized user for the student's Primary Education Providing Entity can update that student's master record data. For students who do not have an assigned PEPE, a user for any district in which the student is enrolled may update the master record.

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Max. Occurrences
Unique Identification Code	Numeric	1	Conditional	No	1
Last Name	Names	2	Required	No	1
First Name	Names	3	Required	No	1
Middle Name	Names	4	Optional	No	1
Student Suffix	Free-Form Text	5	Optional	No	1
Date of Birth	Date	6	Required	No	1
Multiple Birth Order	Whole Number	7	Optional	No	1
Gender	Value List	8	Required	No	1

Personal Core data are shown at the top section of the "Staging Area Maintain" screen rather than on a tab like the other components. This is so that the student's core information, along with the entity and collection information, remains visible when you are viewing any other component.

**\* = Required**

Submitting Entity: St. Louis Public Schools (29100)  
Collection: Fall 2011 General Collection 2011-2012  
PEPE District: St. Louis Public Schools (29100)  
PEPE Building: Eugene M. Nikkari Elementary (05688)

\*Last Name:

Last Name Suffix:

Middle Name:

\*First Name:

\*Date of Birth:

\*Gender:  ▼

Multiple Birth Order:

\*UIC:

▼

**When Is This Component Required?**

You are required to submit the Personal Core Component for all MSDS data collections.

## Unique Identification Code

*Characteristic – Personal Core Component*

### Characteristic System Name

UIC

### Definition

A unique ten-digit number assigned by CEPI to an individual.

### Use

The UIC is essential to the identification and tracking of student data over time. MDE and CEPI use these data for provided reporting services, federal data requirements (e.g., ESSA, CCD, program eligibility data and enrollment demographics), outcome measures (e.g., assessments, graduation, attendance, discipline), and State School Aid payments.

### Citation

ESSA, 20 USC 6311; Perkins IV (P.L. 109-270); State School Aid Act, MCL 388.1619(3), 388.1694a(1), 388.1694a(6)

### Specification

Numeric Text (can have leading zeros)

- Minimum length: 10
- Maximum length: 10

### Instructions

- Enter the ten-digit numeric identification code assigned to the student. You are required to enter leading zeros, when appropriate.
- You are required to submit this characteristic when you submit the Personal Core Component
- When a student has more than one UIC and they have been linked, report the primary UIC only. The system will not accept secondary UICs.
- If you enter anything other than numerals (0-9), the system will generate a file-level error and reject the file upon upload.
- This characteristic is optional when you submit it as part of the Early Roster or Request for UIC collections.

### Characteristic Tip

- Validating student UICs prior to the Fall General Collection and updating your SIS to contain the correct UIC for each student will decrease the time needed for completing your submission by minimizing resolution.

### If you have questions about this characteristic, please contact:

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Last Name

### Characteristic – Personal Core Component

#### Characteristic System Name

LastName

#### Definition

The student's last name, family name, or surname as it appears on his/her birth certificate or other legal documentation.

#### Use

MDE and CEPI use these data for student identification, as well as for feeding other state data systems such as assessment and CTEIS.

#### Citation

ESSA, 20 USC 6311; Perkins IV (P.L. 109-270)

#### Specification

Names (letters, apostrophes, commas, hyphens, periods)

- Minimum length: 1
- Maximum length: 50

#### Instructions

- Enter the student's complete legal last name.
- When a student has only a **single name**, that name should be reported as the last name, and the first name should be reported as "FNU" (First Name Unknown).
- Do not report spaces for the first and last characters in this characteristic (trim spaces from beginning and end of name). The system will generate an error otherwise.
- If you enter anything other than letters with the listed punctuation marks, the system will generate a file-level error and reject the file upon upload.
- You are required to submit this characteristic when you submit the Personal Core Component.

#### Characteristic Tip

- While a student may change their name or request to be called something other than their legal name, the name as reported on their birth certificate or other official/legal documentation is required for identification and enrollment purposes. For more information, please refer to Section 1 of the [MDE Pupil Accounting Manual](#).

#### If you have questions about this characteristic, please contact:

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## First Name

### *Characteristic – Personal Core Component*

#### **Characteristic System Name**

FirstName

#### **Definition**

A name given at birth, baptism, naming ceremony, or through a legal change. Always record the student's name as it appears on a birth certificate or legal document presented at the time of enrollment. Please refer to the [Pupil Accounting Manual](#) for acceptable alternatives when the name presented on the birth certificate is not appropriate (such as "baby boy," "baby girl," foreign language). Do **not** use nicknames or abbreviated names.

#### **Use**

MDE and CEPI use these data for student identification, as well as for feeding other state data systems such as assessment and CTEIS.

#### **Citation**

ESSA, 20 USC 6311; Perkins IV (P.L. 109-270)

#### **Specification**

Names (letters, apostrophes, commas, hyphens, periods)

- Minimum length: 1
- Maximum length: 50

#### **Instructions**

- Enter the student's complete legal first name.
- When a student has only a **single name**, that name should be reported as the last name, and the first name should be reported as "FNU" (First Name Unknown).
- Do not report spaces for the first and last characters in this characteristic (trim spaces from beginning and end of name). The system will generate an error otherwise.
- If you enter anything other than letters with the listed punctuation marks, the system will generate a file-level error and reject the file upon upload.
- You are required to submit this characteristic when you submit the Personal Core Component.

#### **Characteristic Tip**

- While a student may change their name or request to be called something other than their legal name, the name as reported on their birth certificate or other official / legal documentation is required for identification and enrollment purposes. For more information, please refer to Section 1 of the [MDE Pupil Accounting Manual](#).

**If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Middle Name

*Characteristic – Personal Core Component*

### Characteristic System Name

MiddleName

### Definition

The student's middle name given at birth, baptism, naming ceremony, or through a legal change. When the full middle name is not available, the middle initial may be submitted.

### Use

MDE and CEPI use these data in the identification of students in UIC matching and resolution processes.

### Citation

ESSA, 20 USC 6311; Perkins IV (P.L. 109-270)

### Specification

Names (letters, apostrophes, commas, hyphens, periods)

- Minimum length: 1
- Maximum length: 50

### Instructions

- Enter the student's full, legal middle name or middle initial.
- Do not report spaces for the first and last characters in this characteristic (trim spaces from beginning and end of name). The system will generate an error otherwise.
- If you enter anything other than letters with the listed punctuation marks, the system will generate a file-level error and reject the file upon upload.
- This characteristic is optional. You may omit it when the student's legal middle name or initial is not available, or when the student does not have a middle name or initial.

### **If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## **Last Name Suffix**

*Characteristic – Personal Core Component*

### **Characteristic System Name**

Suffix

### **Definition**

The abbreviated name suffix that follows the student's full name and provides additional information about the student. Common name suffixes include junior (Jr.), senior (Sr.), or a numeric reference such as II or III (second or third).

### **Use**

CEPI uses these data in the identification of students in UIC matching and resolution processes.

### **Citation**

ESSA, 20 USC 6311; Perkins IV (P.L. 109-270)

### **Specification**

Free-Form Text

### **Instructions**

- Enter the applicable suffix for the student.
- Do not report spaces for the first and last characters in this characteristic (trim spaces from beginning and end of name). The system will generate an error otherwise.
- This characteristic is optional. You may omit it when not applicable or available.

### **Characteristic Tip**

- Common name suffixes include junior (Jr.), senior (Sr.), or a numeric reference such as II or III (second or third).

### **If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Date of Birth

### Characteristic – Personal Core Component

#### Characteristic System Name

DateOfBirth

#### Definition

The date (month, day and year) on which the student was born as it appears on his/her birth certificate or other legal document.

#### Use

MDE and CEPI use these data for multiple purposes, including student identification, determining calculated grades for students in ungraded settings, as well as ESSA, IDEA, Perkins and Migrant Education Program reporting.

#### Citation

ESSA, 20 USC 6311; Individuals with Disabilities Education Act, 20 USC 1400 (PL 105-17 Sec. 618); Perkins IV (P.L. 109-270)

#### Specification

Date (only); CCYY-MM-DD

#### Instructions

- The reported date must follow standard date format:
  - XML format is CCYY-MM-DD. Sample:

```
<DateOfBirth>2003-03-03</DateOfBirth>
```

- The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats; however, if you encounter problems, switching to the recommended format should resolve them.

```
*Date of Birth: 03/03/2003
```

- The date reported in this characteristic must not be a future date.
- The date reported in this characteristic must not be more than one hundred years prior to the system date.
- You are required to submit this characteristic when you submit the Personal Core Component.

#### Characteristic Tip

- Common entry errors for the Date of Birth characteristic include the entry of the current year or enrollment year instead of the birth year.

#### If you have questions about this characteristic, please contact:

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Multiple Birth Order

### Characteristic – Personal Core Component

#### Characteristic System Name

MultipleBirthOrder

#### Definition

Indicate that the student is part of a multiple birth where siblings share all unique identifying characteristics. Multiple Birth Order is not intended to identify every case of twins, triplets, etc., in the state. It is only intended to provide some distinguishing data element for cases where twins (triplets, etc.) of the same gender have the same or a similar first name. Each student from such a multiple birth is to have a unique number.

#### Use

CEPI uses these data to determine appropriate UIC assignment in cases where all core fields are identical or very similar.

#### Citation

None

#### Specification

Whole number (integer) data type, format: N

- Minimum length: 1
- Maximum length: 1
- Minimum value: 0
- Maximum value: 9

#### Instructions

- For the first twin (triplet, etc.), enter "1" for the Multiple Birth Order. Next, for the second twin (triplet, etc.), enter "2" for the Multiple Birth Order.
- Enter the whole number, zero through nine (0-9), that represents the student's birth order status. NOTE: To accommodate some local student information systems, "0" is accepted for students who are not part of a multiple birth.
- If you enter anything other than a whole number between zero and nine (0-9) in this characteristic, the system will generate a file-level error and reject the file upon upload.
- This characteristic is optional.

#### Characteristic Tip

- The MSDS will use these data to "break ties" if two or more students are identified as duplicates (i.e., they share all or most unique identifying information), yet the district authorized user knows that these students are not

duplicates but instead part of a multiple birth. These may not always be exact matches, but could be similar first names, such as Austin and Justin.

**If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Gender

*Characteristic – Personal Core Component*

### Characteristic System Name

Gender

### Definition

An indication that students are either female or male.

### Use

MDE use these data for ESSA and Migrant Education Program reporting.

### Citation

ESSA, 20 USC 6311;

Individuals with Disabilities Education Act, 20 USC 1400 (PL 105-17 Sec. 618);

Perkins IV (P.L. 109-270);

[State Board of Education Statement and Guidance on Safe and Supportive Learning Environments for LGBTQ Students](#)

### Specification

List of values (choose from list)

Code	Text
M	Male
F	Female

### Instructions

- Choose/enter the code that represents the gender that a student most commonly identifies with.
- If you enter anything other than one of the codes listed, the system will reject the file upon upload. (NOTE: This characteristic only accepts uppercase letters.)
- You are required to submit this characteristic when you submit the Personal Core Component.

### Characteristic Tip

- The system will only accept the capital letters "M" or "F" in this characteristic. If you submit any other letter or lowercase "m" or "f," the system will reject the uploaded file.

### If you have questions about this characteristic, please contact:

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Personal Curriculum

### Component Overview

You must identify students participating in a personal curriculum to modify the graduation requirements for the Michigan Merit Curriculum in the Program Participation Component and report them with the Personal Curriculum Component.

For more information about personal curriculums and MMC, please refer to the [MDE Personal Curriculum web page](#).

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Max. Occurrences
Personal Curriculum Credit Modification	List of Values	1	Required	Yes	Unbounded* (1 per code)
Personal Curriculum Type	List of Values	2	Required	Yes	1

\*The schema rules allow the file to be uploaded with unlimited (unbounded) occurrences for this characteristic; however, validation business rules will generate record-level errors for any record containing more than the number listed.

### Grade Or Setting Dependency

Personal curricula are usually only allowed for students in grades nine through twelve. When you submit the Personal Curriculum Component and the student record does not contain code "09", "10", "11" or "12" in the characteristic Grade Or Setting in the School Demographics Component, a warning will be issued.

## Personal Curriculum Credit Modification

*Characteristic – Personal Curriculum Component*

### Characteristic System Name

PersonalCurriculumCreditModification

### Definition

The academic area that is being modified by the personal curriculum.

### Use

MDE use these data for state reporting.

### Citation

State School Aid Act, MCL Sections 380.1278a and 380.1278b

### Specification

List of values (choose from list)

Code	Text	Description
1	English Language Arts	Modifications to the MMC ELA credit requirements for students with an IEP and for transfer students who have completed two (2) years of high school.
2	Mathematics	Modification to the MMC Mathematics credit requirements under the following circumstances: Student has completed a minimum of 1.5 credits aligned to math content expectations prior to any modification. One (1) credit of Algebra II may be modified to one-half (1/2) credit. Additional modifications are allowed for students with an IEP and transfer students who have completed two (2) years of high school.
3	Science	Modifications to the MMC Science credit requirements for students with an IEP and for transfer students who have completed two (2) years of high school.

Code	Text	Description
4	Social Studies	<p>Modification to the MMC Social Studies credit requirements under the following circumstances:</p> <p>No modification of Civics.</p> <p>Student has completed a minimum of two (2) social studies credits prior to modification.</p> <p>One (1) social studies credit (other than Civics) can be exchanged for an additional English language arts, math, science or world languages credit.</p> <p>Additional modifications are allowed for students with an IEP and transfer students who have completed two (2) years of high school.</p>
5	Visual, Performing and Applied Arts	<p>Modification where credit is exchanged for an additional English language arts, math, science or world languages credit.</p> <p>Additional modifications are allowed for students with an IEP and transfer students who have completed two (2) years of high school.</p>
6	World Languages	<p>Modifications to the MMC World Languages credit requirements for students with an IEP and for transfer students who have completed two (2) years of high school.</p>
8	Health/Physical Education	<p>Modification where credit is exchanged for an additional English language arts, math, science or world languages credit.</p> <p>Additional modifications are allowed for students with an IEP and transfer students who have completed two (2) years of high school.</p>

### Instructions

- Choose/enter the code that represents the type of MMC credit modification the student's personal curriculum includes.
- If you enter anything other than one of the codes listed, the system will generate a file-level error and will reject the file upon upload.
- Report at least one code in this characteristic when you include the Personal Curriculum Component in the student record.
- Submit this characteristic up to one time for each code (maximum of seven occurrences) within the Personal Curriculum Component when the student's personal curriculum contains multiple modification types. [NOTE: The schema rules allow the file to be uploaded with unlimited (unbounded) occurrences for

this characteristic; however, validation business rules will generate record-level errors for any record containing more than seven.]

**Characteristic Tip**

- Reference the [Parent and Educator Guide](#) on the MDE website for more detailed information about determining a student's eligibility for a modification type.

**If you have questions about this characteristic, please contact:**

Personal Curriculum Consultant at MDE Office of Educational Supports Curriculum & Instruction at 517-241-4285

## Personal Curriculum Type

*Characteristic – Personal Curriculum Component*

### Characteristic System Name

PersonalCurriculumType

### Definition

The criteria under which the personal curriculum modification is allowed.

### Use

MDE use these data for state reporting.

### Citation

State School Aid Act, MCL Sections 380.1278a and 380.1278b

### Specification

List of values (choose from list)

Code	Text	Description
1	IEP	The student has an IEP showing a documented need to make modifications because: The student's disability affects access to and/or demonstration of proficiency in the curriculum and/or The student demonstrates a lack of progress on the MMC despite documented interventions, supports and accommodations.
2	Transfer	The student transfers from out of state or from a nonpublic school after successful completion of the equivalent of two years of high school credit.
3	General Enhanced	The student has demonstrated: The ability or desire to access advanced or specialized content that cannot be met through electives and/or the ability to succeed in accelerated or advanced math, science, English language arts or world languages.
4	General Modified	The student has demonstrated the academic need to reduce the Algebra II credit requirement from 1.0 credit to 0.5 credit.

### Instructions

- Choose/enter the codes that represents the justification for the modification of the MMC requirements for the student. You may report more than one type.
- If you enter anything other than one of the codes listed, the system will generate a file-level error and will reject the file upon upload.
- You are required to report this characteristic when you include the Personal Curriculum Component in the student record.

**Characteristic Tip**

- Reference the [Parent and Educator Guide](#) for more detailed information on determining a student's eligibility for a modification type.

**If you have questions about this characteristic, please contact:**

Personal Curriculum Consultant at MDE Office of Educational Supports Curriculum & Instruction at 517-241-4285

## Personal Demographics

### Component Overview

The Personal Demographics Component contains data related to the student's current address, as well as non-core demographic information.

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Max. Occurrences
Resident LEA Number	Numeric	1	Conditional	No	1
Student Resident County	List of Values	2	Conditional	No	1
Street Address	Free-Form Text	3	Conditional	No	1
Street Address 2	Free-Form Text	4	Optional	No	1
City	Address	5	Conditional	No	1
State	List of Values	6	Conditional	No	1
ZIP Code	Text	7	Conditional	No	1
Ethnicity	Numeric	8	Required	No	1
Phone Number	Numeric	9	Optional	No	1

Student Record Maintenance	School Demographics	Personal Demographics	Enrollment	Membership
Resident LEA Number:		81010		
Student Resident County:		Please Select		
Street Address:		101 N. Main		
Street Address 2:				
City:		Ann Arbor		
State:		MI-Michigan		
Zip Code:		48181		
*Racial/Ethnic Code:		001000		
Phone Number:		7898525452		

**When Is This Component Required?**

You are required to submit the Personal Demographics Component when you submit a student record in the Early Childhood, General (Fall, Spring or EOY) and Student Record Maintenance collections. It is optional in the Early Roster and Request for UIC Collections. This component is not allowed in the Teacher Student Data Link Collection. There are business rules that will generate errors when data in another component is dependent on any of the characteristics included in the Personal Demographics Component.

## Resident LEA Number

### *Characteristic – Personal Demographics Component*

#### **Characteristic System Name**

ResidentLEANumber

#### **Definition**

The five-digit code for the local education agency geographic district in which the student's custodial parent(s) or legal guardian resides.

#### **Use**

MDE use these data for determining state aid foundation payments as well as ESSA and IDEA reporting.

#### **Citation**

State School Aid Act, MCL 388.1603(7), 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a; ESSA, 20 USC 6311

#### **Specification**

Numeric Text (can have leading zeros); Format: NNNNN

- Minimum length: 5
- Maximum length: 5

#### **Instructions**

- Enter the code that represents the local education agency geographic district in which the student's custodial parent(s) or legal guardian resides, except when:
  - The student's parents or legal guardians reside in different districts (as defined in 388.1624b); the child may enroll in either district. Enter the five-digit code for the district in which the student is enrolled.
  - The student resides in a juvenile detention facility (defined in 6(4)(d)). Enter the five-digit code for the district in which the facility is located.
  - The student is under court jurisdiction. Enter the five-digit code for the geographic district where the court placed the child.
  - The student is attending a United States Olympic Education Center and his or her parent(s) or legal guardian(s) reside outside of the state of Michigan. Enter the five-digit code for the geographic district where the Center is located.
- The code must be a valid code in EEM for an open LEA district. You may not report an ISD, PSA, or State of Michigan district in this characteristic.
- You are required to submit this characteristic when you submit the Personal Demographics Component unless the student is not a resident of the state of Michigan, as identified by reporting a state other than Michigan ("MI") in the State characteristic or by having code "9110" reported in Program Eligibility Participation.

- If the total value of FTE for the student is greater than zero (General Education FTE + Section 52 FTE + Section 53 FTE > 0.00), then you must submit a valid code in this characteristic.

**Characteristic Tip**

- The district you report as the resident LEA must be identified as an LEA-type district in the [Educational Entity Master](#). You may not report PSA- and ISD-type districts or State of Michigan districts as resident LEAs.

**If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Student Resident County

*Characteristic – Personal Demographics Component*

### Characteristic System Name

StudentResidentCounty

### Definition

The two-digit code assigned to the Michigan county in which the student's primary address is located.

### Use

MDE uses these data for state and ESSA reporting.

### Citation

State School Aid Act, MCL 388.1603(7), 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a; ESSA, 20 USC 6311

### Specification

List of values (choose from list)

- Refer to the [Department of Environmental Quality website](#) for a list of county codes.

### Instructions

- If you enter anything other than one of the codes listed, the system will generate a file-level error and will reject the file upon upload.
- Submit this characteristic when submitting data in the Early Childhood collections. This characteristic is optional in all other collections.
- You must include leading zeros when applicable.

### Characteristic Tip

- This characteristic captures the county where the student lives, not necessarily the county in which the operating district administrative or school buildings are located.

### If you have questions about this characteristic, please contact:

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Street Number and Name

*Characteristic – Personal Demographics Component*

### Characteristic System Name

StreetAddress

### Definition

The number and name of the location of the student's primary address. Refer to the [USPS website](#) for a list of abbreviations that may be used as street designators.

### Use

MDE and CEPI use these data for student identification as well as special education and career and technical education program follow-up.

### Citation

Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446 Sec. 1418)  
Perkins IV Section 113  
Revised School Code, MCL 380.1280f

### Specification

Free-Form Text

- Minimum length: 1
- Maximum length: 100

### Instructions

- Enter the street number and name of the student's primary address.
- You are required to report this characteristic when you submit the Personal Demographics Component and the student record does not also contain the Homeless Demographics Component. The system will generate an error if you do not submit this characteristic and the student is not homeless.

### If you have questions about this characteristic, please contact:

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Apartment Room Suite Number

*Characteristic – Personal Demographics Component*

### Characteristic System Name

StreetAddress2

### Definition

The additional street address information such as apartment, room, suite or lot number that refers to the student's primary residence. Refer to the [USPS website](#) for a list of abbreviations that may be used as street designators.

### Use

MDE and CEPI use these data for student identification, as well as special education and career and technical education program follow-up.

### Citation

Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446 Sec. 1418)  
Perkins IV Section 113  
Revised School Code, MCL 380.1280f

### Specification

Free-Form Text

- Minimum length: 0
- Maximum length: 100

### Instructions

- If applicable, enter additional information pertaining to the street address of the student's primary residence.
- Examples include a PO Box, an apartment number, a lot number, a suite number, or room number.
- Do not enter a different street address, city, or zip code in this characteristic.

### If you have questions about this characteristic, please contact:

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## City

### *Characteristic – Personal Demographics Component*

#### **Characteristic System Name**

PersonalDemographicsCity

#### **Definition**

The name of the city or town where the student lives at the time of reporting or the student's last known city or town of residence.

#### **Use**

MDE and CEPI use these data for student identification, as well as for special education and career and technical education program follow-up.

#### **Citation**

Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446 Sec. 1418); Perkins IV Section 113

#### **Specification**

Text (numbers and letters)

- Minimum length: 1
- Maximum length: 20

#### **Instructions**

- The entry must not begin or end with spaces or blanks.
- You are required to submit this characteristic when you submit the Personal Demographics Component and the student record does not also contain the Homeless Demographics Component. The system will generate an error if you do not submit this characteristic and the student is not homeless.

#### **Characteristic Tip**

- You may report the city of primary nighttime residence for those students whom you have reported as homeless.

#### **If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## State

### *Characteristic – Personal Demographics Component*

#### **Characteristic System Name**

State

#### **Definition**

The two-character alphabetic code that represents the state where the student lives at the time of reporting or the student's last known city or town of residence.

#### **Use**

MDE and CEPI use these data for student identification, as well as for special education and career and technical education program follow-up.

#### **Citation**

Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446 Sec. 1418); Perkins IV Section 113

#### **Specification**

List of values (choose from list)

- [Refer to USPS State Abbreviations](#)

#### **Instructions**

- If you enter anything other than one of the codes included on the USPS State Abbreviations list, the system will generate a file-level error and will reject the file upon upload.
- You are required to submit this characteristic when you submit the Personal Demographics Component and the student record does not also contain the Homeless Demographics Component. The system will generate an error if you do not submit this characteristic and the student is not homeless.

#### **Characteristic Tip**

- You may not claim students who live in a state other than Michigan for FTE; however, you should report them if they are being served by your district.

#### **If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## ZIP Code

### *Characteristic – Personal Demographics Component*

#### **Characteristic System Name**

ZipCode

#### **Definition**

The five- or nine-digit ZIP code of the location where the student lives at the time of reporting or the last known code of residence. Refer to the [USPS website](#) for additional information about ZIP codes and to access or look up a code.

#### **Use**

MDE and CEPI use these data for student identification, as well as for special education and career and technical education program follow-up.

#### **Citation**

Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446 Sec. 1418); Perkins IV Section 113

#### **Specification**

Text (numbers and letters); Format: NNNNN-NNNN or NNNNN

- Refer to [USPS website](#)
- Minimum length: 5
- Maximum length: 10

#### **Instructions**

- You are required to submit this characteristic when you report the Personal Demographics Component and the student record does not also contain the Homeless Demographics Component. An error will occur if this characteristic is not submitted and the student is not homeless.

#### **If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Ethnicity

### Characteristic – Personal Demographics Component

#### Characteristic System Name

Ethnicity

#### Definition

The data reported in this characteristic describe the student's racial group and ethnicity. This is a unique six-position field using any combination of "0" through "6" in the proper position. Because this is a multiple-occurrence field, the indicator of the code is located by position in the format. The primary racial/ethnic choice is represented with a "1" and the second choice is a "2", etc.

For example, a person whose primary racial/ethnic choice is Asian would receive a code of "010000". If the same person is also White, he or she would receive the code of "010020". In this example, a person who is primarily of the Hispanic ethnic group and is also of the Black and Asian races, could be coded "032001". If a person is of equal races, such as an American Indian and Hispanic, he or she would be reported as "100001".

For more information on ethnic reporting, please refer to the CEPI [Race and Ethnicity](#) document.

Position	Race/Ethnicity	Description
First "100000"	American Indian or Alaska Native	A student having origins in any of the original peoples of North America and South America (including Central America).
Second "010000"	Asian	A student having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian sub-continent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
Third "001000"	Black or African-American	A student having origins in any of the black racial groups of Africa.
Fourth "000100"	Native Hawaiian or Other Pacific Islander	A student having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
Fifth "000010"	White	A student having origins in any of the original peoples of Europe, the Middle East or North Africa.

Position	Race/Ethnicity	Description
Sixth "000001"	Hispanic or Latino	An indication that the individual traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.

**Use**

MDE use these data for ESSA, IDEA and Perkins reporting requirements.

**Citation**

ESSA, 20 USC 6311; Individuals with Disabilities Education Act, 20 USC 1400 PL 105-17 Sec. 618(i); Perkins IV (P.L. 109-270)

**Specification**

Numeric Text (can have leading zeros); Format: NNNNNN

- Minimum length: 6
- Maximum length: 6

**Instructions**

- Enter "0" in the position of a race/ethnicity to which the student does not belong.
- The primary racial/ethnic choice is represented with a "1" and the second choice is a "2", etc.
- At least one position must contain the value "1".
- This characteristic may not contain the value "111111" or "123456".
- You are required to submit this characteristic when you submit the Personal Demographics Component.

**If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Phone Number

*Characteristic – Personal Demographics Component*

### Characteristic System Name

PhoneNumber

### Definition

The primary telephone number given by the student's parent or guardian.

### Use

- MDE use these data for ESSA and IDEA reporting. These data are used by the Office of Special Education (OSE) to meet federal requirements to assist with obtaining acceptable survey response rates for the State Performance Plan Indicators 8 and 14. Telephone interviewing contributes greatly to achieving acceptable response rates for survey projects conducted by Wayne State University Center for Urban Studies on behalf of the Michigan Department of Education.

### Citation

Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446 Sec. 1418)

### Specification

Free-Form Text

- Minimum length: 1
- Maximum length: 10

### Instructions

- The preferred format for reporting is: NNNNNNNNNN.

### If you have questions about this characteristic, please contact:

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Program Participation

### Component Overview

The Program Participation Component contains data related to the student’s eligibility and/or participation in specialized programs or services. Students who may be eligible for program-level allocations and are required to be reported for compliance and/or program monitoring must be reported with the appropriate program codes. These data are also important for the accurate identification of subgroup participation required for federal reporting.

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Max. Occurrences
Program Eligibility Participation	List of Values	1	Required	Yes	Unbounded (1 per code)*

\*The schema rules allow the file to be uploaded with unlimited (unbounded) occurrences for this characteristic; however, validation business rules will generate record-level errors for any record containing more than the number listed.

The screenshot shows a software interface with several tabs: 'School Demographics', 'Personal Demographics', 'Enrollment', 'Membership', and 'GeneralEdFTE'. The 'Program Participation' tab is selected. Below the tabs, there is a list of program codes with checkboxes. The code '9230-Developmental Kindergarten' is checked. A red 'X' icon is visible in the top right corner of the list area.

\*ProgramEligibilityParticipation:

- 7760-21st Century Community Learning Center Program (21st CCLC)
- 9220-Alternative Education
- 9230-Developmental Kindergarten
- 3500-Early/Middle College Participant
- 9130-Immigrant
- 9120-International Student
- 9110-Out-of-State Resident
- 9229-Seat-Time Waiver Participant
- 9210-Section 504
- 6010-Title I Targeted Assistance Program
- 3060-Section 31a At Risk
- 9222-Sec. 6(4)(I)(ii) Pupil Count Exception

### **When Is This Component Required?**

Submit the Program Participation Component when a student is participating in or is eligible for any of the listed programs. You may also report this component in the Early Childhood Collections when applicable.

### **Early/Middle College Participants**

When reporting early/middle college participants, **it is very important to always report Program Participation code "3500" in all collections**; otherwise, a student's cohort year may be adversely affected. Students reported with Program Participation code "3500" will have their cohort year increased by one. If a student was reported with code "3500" in the previous collection but not reported with this code in the current collection, the student's cohort year will be decreased by one. In addition, early/middle college participants must be reported as full-time students at the early/middle college school or facility.

### **Developmental Kindergarten**

- Submit when a student is in the first year of the planned two-year developmental kindergarten program.
- Do not submit when a student is in their second year of a planned two-year Developmental Kindergarten program, OR when a student attends a regular one-year kindergarten program, but then is retained in that grade for an additional year or more.

### **Section 31a At-Risk Students**

Program Participation code 3060 provides a means of identifying a student that is eligible for 31a At-Risk funding. With exception to those students already coded for LEAs (Immigrant, English Learner and Economically Disadvantaged), all other At-risk qualified students must be coded with the 3060 code in each general collection.

For information about determining eligibility, please refer to the [MDE Section 31a At-Risk web page](#).

## Program Eligibility Participation

### Characteristic – Program Participation Component

#### Characteristic System Name

ProgramEligibilityParticipation

#### Definition

The type of categorical program(s) or service(s) for which the student is eligible and in which s/he may participate.

#### Use

MDE use these data for ESSA and state reporting.

#### Citation

IDEA 20 USCS Sec. 1400 (PL 108-446 Sec. 1418); MARSE R 340.1701(c)

#### Specification

List of values (choose from list)

Code	Text	Description
9220	Alternative Education	Student is currently participating in an alternative education program. Use Grade or Setting to report the appropriate grade level.
9230	Developmental Kindergarten	A defined two-year kindergarten program that occurs prior to students entering the first grade.
3500	Early/Middle College Participant	Student is enrolled in an early/middle college program.
9130	Immigrant	Student has immigrated to the United States from another country and is aged 3 through 21 years, was not born in any state in America and has not attended one or more schools in any one or more states for more than three full academic years.
9120	International Student	Student is an international student participating in a foreign exchange program.
9140	Military Connected Student	Student with a parent who is a member of the Armed Forces on active duty or serves on fulltime National Guard duty.
9110	Out-of-State Resident	Student attends the district from a state or a province other than Michigan. (No FTE may be claimed.)
9229	Seat-Time Waiver Participant	Student is receiving instruction for three or more courses through an offline Seat-Time Waiver program.

Code	Text	Description
3060	Section 31a At-Risk	Student has been identified as eligible for 31a at-risk services.
9210	Section 504	Student is considered disabled under <a href="#">Section 504 of the Rehabilitation Act of 1973</a> .
9222	Extreme Barriers	Student is less than 22 years of age as of September 1 of the school year, had dropped out of school, and is enrolled in a public school academy or an alternative education high school diploma program that is primarily focused on educating pupils with extreme barriers to education.
6010	Title I Targeted Assistance Program	Student currently participates in a targeted assistance school program or has participated in a TAS program during the current school year. This is not for students in Title I school-wide programs.

**Instructions**

- Choose/enter the code that represents the program or service in which the student participates or for which he/she is eligible.
- If you submit anything other than one of the codes listed in this characteristic, or submit multiple occurrences of the same code in the same student record, the system will generate a file-level error and will reject the file upon upload.
- Submit this characteristic at least once when you submit the Program Participation Component.

**Characteristic Tip**

- Before certifying a collection, verify that the data accurately report the total counts for categorical programs by thoroughly reviewing the Program Participant Count staging area report. The drilldown format will provide student-level detail.
- Only report code "9140" (Military Connected Student) for students in grades K-12. Children in preschool and students in special education transition programs (Grade or Setting codes "30" and "14") should not be reported with this code.
- For assistance reporting International Students and Immigrants, please refer to [Guidance for Immigrant Students](#)

**If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

For questions concerning **developmental kindergarten**, please contact MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

For questions concerning **military-connected children**, please contact Kevin Walters, MDE Office of School Support Services, at [WaltersK5@michigan.gov](mailto:WaltersK5@michigan.gov) or 517-335-0543.

*MSDS Collection Details*

For questions concerning **personal curriculum**, please contact Ruth Anne Hodges, MDE Office of Educational Supports, at HodgesR3@michigan.gov or 517-241-2219.

For questions concerning **alternative education, seat-time waiver** programs or programs for those with **extreme barriers** (code **9222**), please contact Jeff McNeal, MDE Office of Educational Supports, at McNealJ1@michigan.gov or 517-241-6958.

For questions concerning **section 31a at-risk students**, please contact:

- Alex Schwarz, MDE Office of Educational Assessment and Accountability at [SchwarzA@michigan.gov](mailto:SchwarzA@michigan.gov) or 517-373-1292
- Michelle Williams, MDE Office of Educational Supports at [WilliamsM48@michigan.gov](mailto:WilliamsM48@michigan.gov) or 517-373-6066

## School Demographics

### Component Overview

The data collected in the School Demographics Component reflect the student's current relationship within the district. The School Demographics Component is required in all collections except Early Childhood and Request for UIC.

There are dependencies between characteristics in the School Demographics Component and:

- Enrollment Component – Exit Status and District Exit Date characteristics
- Personal Demographics Component – Resident LEA Number characteristic
- Student Course Component – Academic Year characteristic
- Submitting Entity Component – Submitting Entity characteristic

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Max Occurrences
Operating District Number	Numeric	1	Required	No	1
School Facility Number	Numeric	2	Conditional	No	1
Student ID Number	Free-form Text	3	Optional	No	1
Grade or Setting	List of Values	4	Required	No	1
S2E2 Code	Numeric Text	5	Conditional	No	1
Building Pupil Would Otherwise Attend	Numeric Text	6	Optional	No	1

### **When Is This Component Required?**

You are required to submit the School Demographics Component in all MSDS collections except the Early Childhood and Request for UIC collections.

## Operating District Number

### Characteristic – School Demographics Component

#### Characteristic System Name

OperatingDistrictNumber

#### Definition

The state-assigned five-digit number, as recorded in EEM, which identifies the public school district responsible for providing education to the reported student. It is the district to which any applicable funds (state or federal) will be sent.

#### Use

MDE use these data for compensation and reporting.

#### Citation

State School Aid Act, Michigan Compiled Laws (MCL) 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a; Every Student Succeeds Act (ESSA), 20 United States Code (USC) 6311

#### Specification

Numeric Text (can have leading zeros); Format: NNNNN

- Minimum length: 5
- Maximum length: 5

#### Instructions

- Enter the code that represents the district (LEA, PSA or ISD) providing the educational services reported.
- The code must be a valid code in EEM for a LEA, PSA or ISD district.
- The reported district must have a status of “open-active,” “closed-pending” or “closed” in EEM as of the count date for the collection period.
  - When submitting the Teacher Student Data Link (TSDL) Collection, you may not report an entity that has a close date in EEM prior to July 1 of the earliest year reported in the Academic Year characteristic (or if no Academic Year is reported, the close date is prior to July 1 of the current school year).
  - For all other collections, you may not report an entity that has a close date in EEM prior to the District Exit Date (or if no exit date was reported, prior to the As Of Date).
  - If the entity reported has a status of “closed,” the District Exit Status characteristic in the Enrollment component must not contain code “19”.
- If the operating district is an ISD or PSA district (as identified in EEM), then the code you submit in Operating District must not be the same as the code you submit in Resident LEA Number in the Personal Demographics Component; otherwise an error will occur. (Operating District <> Resident LEA Number)

- You are required to report this characteristic when you submit the School Demographics Component.

**Characteristic Tip**

- Every student record for a single district should have the same operating district number. The operating district may, however, differ from the district reported in the Resident LEA Number characteristic in the Personal Demographics Component.

**If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## School Facility Number

### Characteristic – School Demographics Component

#### Characteristic System Name

SchoolFacilityNumber

#### Definition

The state-assigned five-digit code as recorded in the EEM for the building. Please refer to the Educational Entity Master glossary for definitions. The glossary is located in the upper right corner of the [EEM web page](#).

#### Use

MDE use these data for compensation and reporting.

#### Citation

State School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a; ESSA, 20 United States Code (USC) 6311

#### Specification

Numeric Text (can have leading zeros); Format: NNNNN

- Minimum length: 5
- Maximum length: 5

#### Instructions

- Enter the five-digit code that represents the school or facility building where the student receives the educational services reported.
- The code must be a valid code in EEM for a school or unique education provider.
- The entity reported in this characteristic must be:
  - Beneath the reported Operating District Number in the EEM hierarchy; OR
  - Of group "State" in the EEM (belonging to district number "84000"); OR
  - Of group "Nonpublic" in the EEM; OR
  - Defined as Shared Educational Entity (SEE) that the Operating District is a member of, according to EEM.
- The reported entity must have a status of "open-active," "closed-pending" or "closed" in EEM as of the count date for the collection period.
  - When submitting the Teacher Student Data Link (TSDL) Collection, you may not report an entity that has a close date in EEM prior to September 1 of the earliest year reported in the Academic Year characteristic (or if no Academic Year is reported, the close date is prior to September 1 of the current school year).
  - When submitting the Early Childhood Collection, you may not report an entity that has a close date in EEM prior to the Early Childhood Program End Date.

- For all other collections, you may not report an entity that has a close date in EEM prior to the District Exit Date (or if no exit date was reported, prior to the As Of Date).
- This characteristic is required in the General Collections (Fall, Spring or EOY), Student Record Maintenance, Early Roster, and Teacher Student Data Link collections, except in the following situations:
  - The reported District Exit Status code is "00".
  - The Early On Component is submitted. However, if the child is older than 3 years of age as of the collection count date and the Special Education Component is submitted, this characteristic must be reported.
- If the School Facility Number is a nonpublic school, then the Student Residency (Membership) must be 04 or 08.
- Do not submit blanks, as they are unacceptable in an XML file upload. If you submit this characteristic with a student record it must contain a code. You may leave the characteristic blank when you enter it through the online form, except when it is part of a required collection.

**If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Local Student Identification Number

*Characteristic – School Demographics Component*

### Characteristic System Name

StudentIdNumber

### Definition

The code given by the educating entity to identify the student. NOTE: This is different from the UIC generated by CEPI. Do not use the student's Social Security Number.

### Use

MDE use these data to assist with student matching and they are provided on several district reports in the MSDS to help with importing data back into the local SISs.

### Citation

None.

### Specification

Text-free form; accepts both alpha and numeric characters

- Maximum length: 20

### Instructions

- Enter the code used by the educating entity to identify the student.
- This characteristic is optional.
- An error will occur if this characteristic is submitted with all zeros.
- Do not submit blanks, as they are unacceptable in an XML file upload. If you submit this characteristic with a student record, it must contain a code. You may leave the characteristic blank when you enter it through the online form.

### Characteristic Tip

- The Student ID Number should not be the same as the CEPI UIC or the student's Social Security Number. Use this characteristic as a "helper" when completing UIC resolution.

### If you have questions about this characteristic, please contact:

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Student Grade or Setting

*Characteristic – School Demographics Component*

### Characteristic System Name

GradeOrSetting

### Definition

The grade level or the educational setting in which the student is enrolled.

### Use

MDE use these data for ESSA and IDEA reporting.

### Citation

State School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a; ESSA, 20 USC 6311; Perkins IV (P.L. 109-270)

### Specification

List of values (choose from list)

Code	Text	Description
00	Kindergarten	Any one- or two-year program prior to first grade that meets the membership eligibility requirements of enrolling students who are 5 years of age on or before December 1. If the setting is developmental kindergarten (DK), the student must also be reported in Program Eligibility Participation with code "9230" in his/her first year of a planned two-year program. (NOTE: Pre-kindergarten early childhood programs do not include DK.)
01	First Grade	The first school level after kindergarten. Students are usually 6–7 years old.
02	Second Grade	The second school level after kindergarten. Students are usually 7–8 years old.
03	Third Grade	The third school level after kindergarten. Students are usually 8–9 years old.
04	Fourth Grade	The fourth school level after kindergarten. Students are usually 9–10 years old.
05	Fifth Grade	The fifth school level after kindergarten. Students are usually 10–11 years old.
06	Sixth Grade	The sixth school level after kindergarten. Students are usually 11–12 years old.
07	Seventh Grade	The seventh school level after kindergarten. Students are usually 12–13 years old.

Code	Text	Description
08	Eighth Grade	The eighth school level after kindergarten. Students are usually 13–14 years old.
09	Ninth Grade	The ninth or freshman school level after kindergarten. Students are usually 14–15 years old.
10	Tenth Grade	The tenth or sophomore school level after kindergarten. Students are usually 15–16 years old.
11	Eleventh Grade	The eleventh or junior school level after kindergarten. Students are usually 16–17 years old.
12	Twelfth Grade	The twelfth or senior school level after kindergarten. Students are usually 17–18 years old.
14	Special Education Transition	A special program designed for students 18 years or older who are participating in special education transitional services.
20	Adult Education	A full-time-equated participant enrolled and attending a department-approved, adult basic-education program; an English-as-a-second-language program; a general-education, developmental test-preparation program; a job- or employment-related program; or a high school completion program; and who meets the eligibility requirements as defined in Section 107 of the State School Aid Act.
30	Early Childhood / <i>Early On</i>	Children receiving early childhood special education or <i>Early On</i> services which are below the level of kindergarten. This does not include developmental kindergarten.

### Instructions

- Choose/enter the code that best identifies the grade level or the educational setting in which the student is enrolled.
  - For Grade or Setting codes “00” – “12”, a warning is issued when the reported grade is not within two years of the student's chronological age on September 1 of the current school year, minus five  $\{([chronological\ age - 5] +/- 2) = grade\ level\}$ .
  - If the student is in a self-contained special educational setting, meaning that special education services are received in the context of an otherwise K-12, general educational setting, use the age-appropriate grade placement.

- For students in a multi-age setting, use the appropriate grade level for the student.
- For students beyond age-appropriate grade levels, use the correct educational setting for the student.
- For alternative education, report the appropriate grade level for students currently participating in alternative education and report the alternative education status (code "9220") for the Program Eligibility Participation characteristic within the Program Participation Component.
- If you enter anything other than one of the codes listed, the system will generate a file-level error and reject the file upon upload.
- If the Grade or Setting is "20" (Adult Education) or "30" (Early Childhood/*Early On*), then the General Ed FTE characteristic cannot contain a value greater than "0.00"; otherwise an error will occur.
- The Grade or Setting you report must be within the set of grades and/or settings reported in EEM for the school/facility or operating district or the system will generate an error.
- If you report code "14" (Special Education Transition) in this characteristic for a collection other than the Teacher Student Data Link, you must also report the Special Education Component with a valid code in the characteristic Primary Disability.
- If you report code "14" (Special Education Transition) in this characteristic, the student's age must be 18 years or older as of December 1 of the current school year.
- If you report code "00" (Kindergarten) and the student is in the first year of a two-year kindergarten sequence preceding entry into first grade, you should also report "9230" (Developmental Kindergarten) in the Program Participation Component.
- If you report grades "00" thru "12", the student's age should be at least 5 years of age as of December 1 of the current school year, otherwise a warning will occur. Please confirm that the date of birth and the reported grade or setting is correct.

**If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Specialized Shared Educational Entity Code

*Characteristic – School Demographics Component*

### Characteristic System Name

S2E2Code

### Definition

The state-assigned five-digit code as recorded in the EEM for the Specialized Shared Educational Entity through which the student is receiving education or services.

Please refer to the [Educational Entity Master](#) glossary for definitions. The glossary is located in the upper right corner of the EEM application.

### Use

MDE use these data for accountability and compliance monitoring

### Citation

State School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a; ESSA, 20 United States Code 6311

### Specification

Numeric Text (can have leading zeros); Format: NNNNN

- Minimum length: 5
- Maximum length: 5

### Instructions

- When the student reported is being educated through a Specialized Shared Educational Entity, enter the five-digit code that represents the S2E2.
- The code must be a valid code in EEM with entity type “non-instructional ancillary facility.”
- The Operating District reported must be a member of the Specialized Shared Educational Entity per EEM (must be listed on the “Members” tab on the EEM entity details page).
- The reported entity must have a status of “open-active,” “closed-pending” or “closed” in EEM as of the count date for the collection period.
  - If the entity reported has a status of “closed,” the date closed reported in EEM must be on or after July 1 of the previous school year and the District Exit Status characteristic in this component must not contain code “19”.
- Do not submit blanks, as they are unacceptable in an XML file upload. If you submit this characteristic with a student record it must contain a code. You may leave the characteristic blank when you enter it through the online form, except when it is part of a required collection.

### Characteristic Tip

- The School Facility Number must also be reported and must belong to one of the member districts of the Specialized Shared Educational Entity per EEM.

**If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## **Building Pupil Would Otherwise Attend**

*Characteristic – School Demographics Component*

### **Characteristic System Name**

BldgOtherwiseAttend

### **Definition**

The building that a pupil would otherwise attend as specified in Sec. 104b (16).

### **Use**

MDE use these data for accountability and reporting.

### **Citation**

State School Aid Act, MCL 388.1704b(16)

### **Specification**

Numeric Text (can have leading zeros); Format: NNNNN

- Minimum length: 5
- Maximum length: 5

### **Instructions**

- Enter the five-digit code that represents the school or facility building where the student would otherwise attend as specified in Sec. 104b (16).
- The reported entity must be identified in EEM as being open and active for the time period reported.
- The reported entity must be an LEA School or LEA UEP.
- The reported entity must be beneath the reported Operating District Number in the EEM hierarchy.
- This characteristic cannot be submitted if the School or Facility Number is not a SEE entity or if the S2E2 Code has not been reported. For more information regarding SEE or S2E2 entities, please visit the following page: [Sending Scores Back Program for SEEs and S2E2s](#).
- If a close date is present in EEM for the entity reported, it must be on or after the collection count day or SRM "As of Date".

### **If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Seclusion and Restraint

### Component Overview

Public Act 394 of 2016 restricts the use of seclusion and restraint in schools. For further information regarding the legislation and Michigan's Department of Education requirements, please review the [Emergency Use of Seclusion and Physical Restraint Memo](#) on MDE's website.

The Seclusion and Restraint Component is used to collect data related to the use of emergency restraint and seclusion in the school district, public school academy or intermediate school district program. While MDE requires specific data to be collected, reported and retained at the local level, in MSDS you are only required to report the number of times a student was placed in emergency seclusion or restraint on a given day.

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Maximum Occurrences
Date Occurred	Date (Only)	1	Required	No	1
Number of Times Secluded	Whole Number	2	Optional	No	1
Number of Times Restrained	Whole Number	3	Optional	No	1

### **When Is this Component Required?**

You are required to report the Seclusion and Restraint Component when a student has been restrained and/or secluded. This component is submitted in the General Collections. It is also required to be reported in the Early Childhood Collections when a child is restrained. Under the statute, preschool pupils shall not be secluded, even in an emergency. You must report the number of times in a day that a student was either restrained or secluded.

### **Reporting Multiple Incidents Per Student**

You may report an unlimited number of Seclusion and Restraint Components per student record in a single collection. However, each occurrence of the component must be associated with a unique Date Occurred.

## Date Occurred

*Characteristic – Seclusion and Restraint Component*

### Characteristic System Name

DateOccurred

### Definition

The date a student was restrained and/or secluded.

### Use

These data are used for state reporting to monitor how often students are placed within an emergency restraint or seclusion instance.

### Citation

State School Aid Act, MCL 380.1307f

### Specification

Date (only); CCYY-MM-DD

### Instructions

- The date reported must follow standard date format:
  - XML format is CCYY-MM-DD Sample:

```
<DateOccurred>2017-02-28</DateOccurred>
```

- The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats. However, if you encounter problems, switching to the recommended format should resolve them.
- Enter the date that the student was secluded and/or restrained.
- If you enter anything other than a date in this characteristic, the system will generate a file-level error and reject the file upon upload.
- This characteristic is required when the Seclusion and Restraint Component is reported.
- The date occurred must be on or before the As Of Date.
- The date reported for when the seclusion and/or restraint occurred must fall within the student's period of enrollment with the Operating District.
- When this characteristic is submitted, either the Number of Times Secluded or the Number of Times Restrained must include a value greater than 0.
- Do not re-report the same data in a subsequent collection or try to correct the data in subsequent collection. The data reported in each certified collection are being used for reporting.

### If you have questions about this characteristic, please contact:

MDE Office of Special Education at [www.michigan.gov/ose-eis](http://www.michigan.gov/ose-eis) or 888-320-8384.

## Number of Times Secluded

*Characteristic – Seclusion and Restraint Component*

### Characteristic System Name

NumberSecluded

### Definition

The number of times a student was secluded on the specified date.

### Use

These data are used for state reporting to monitor how often students are placed within an emergency restraint or seclusion instance.

### Citation

State School Aid Act, MCL 380.1307f

### Specification

Whole number (integer) data type, format: NN

- Minimum length: 1
- Maximum length: 2
- Minimum value: 0
- Maximum value: 99

### Instructions

- Enter the number of times a student was secluded on the date reported in the Date Occurred characteristic.
- If you enter anything other than a whole number in this characteristic, the system will generate a file-level error and the file will be rejected upon upload.
- Do not report this characteristic for preschool students. If you enter a value greater than 0 and the student is reported in a General Collection with grade 30, an error will be generated. If you enter a value greater than 0 in an Early Childhood Collection, an error will be generated.
- Do not re-report the same data in a subsequent collection or try to correct the data in subsequent collection. The data reported in each certified collection are being used for reporting.

### **If you have questions about this characteristic, please contact:**

MDE Office of Special Education at [www.michigan.gov/ose-eis](http://www.michigan.gov/ose-eis) or 888-320-8384.

## Number of Times Restrained

*Characteristic – Seclusion and Restraint Component*

### Characteristic System Name

NumberRestrained

### Definition

The number of times a student was restrained on the specified date

### Use

These data are used for state reporting to monitor how often students are placed within an emergency restraint or seclusion instance.

### Citation

State School Aid Act, MCL 380.1307f

### Specification

Whole number (integer) data type, format: NN

- Minimum length: 1
- Maximum length: 2
- Minimum value: 0
- Maximum value: 99

### Instructions

- Enter the number of times a student was restrained on the date reported in the Date Occurred characteristic.
- If you enter anything other than a whole number in this characteristic, the system will generate a file-level error and the file will be rejected upon upload.
- Do not re-report the same data in a subsequent collection or try to correct the data in subsequent collection. The data reported in each certified collection are being used for reporting.

### If you have questions about this characteristic, please contact:

MDE Office of Special Education at [www.michigan.gov/ose-eis](http://www.michigan.gov/ose-eis) or 888-320-8384.

## Section 23a

### Component Overview

The Section 23a Component is used to claim one-twelfth (1/12) full-time equivalency for each month that an eligible student was enrolled in a Dropout Recovery Program. Only students who meet the requirements as outlined in the legislation (Public Act No. 465, Section 6(4)(dd) and Section 23a) may be claimed for Section 23a funding.

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Max. Occurrences
Month Claimed	Date (year and month only)	1	Required	Yes	1
Program Start Date	Date (only)	2	Required	No	1

### When Is This Component Required?

- You must submit this component in order to claim 1/12 of an FTE for each month that an eligible student was enrolled in a Dropout Recovery Program.
- This component may only be submitted in the Student Record Maintenance Collection. It is not allowed in any other collection.
- When this component is submitted, the student must not have been previously claimed for the same month by any district.
- When this component is submitted, no FTE (General or Special Ed) may be submitted as part of the SRM record.
- Legislation requires districts to submit a Section 23a claim no later than 30 days after the end of the claiming month. The system will generate an error during the quality review process if a claim is submitted later than this date.
- Age requirements for a section 23a claim are the same as claiming FTE. The student must meet one of the following **age requirements**:
  - **Less than twenty years of age** (Student's age < 20) as of September 1 of the current school year **AND five years of age or older** (Student's age >= 5) as of December 1 of the current school year; OR
  - **Less than twenty-two years of age** (Student's age < 22) as of September 1 of the current school year. The student must be reported with Program Eligibility Participation code "9222" (Eligible under Sec. 6(4)(l)(ii) special counting provision); OR
  - **Less than twenty-six years of age** (Student's age < 26) as of September 1 of the current school year **AND five years of age or older** (Student's age >= 5) as of December 1 of the current school

year. The student must be reported with a valid code in Primary Disability in the Special Education Component.

**Reporting the "As of Date" in the SRM Component**

- If the enrollment date is prior to the SRM Collection open date, report the "As of Date" as the current date.
- If the enrollment date is after the SRM Collection open date, report an "As of Date" equal to the enrollment date.

## Month Claimed

### Characteristic – Section 23a Component

#### Characteristic System Name

MonthClaimed

#### Definition

The month and year a student was in full attendance in the Dropout Recovery Program.

#### Use

This date is used to determine the amount of funding being claimed.

#### Citation

State School Aid Act, Sections 6(4)(dd) and 23a

#### Specification

Date (year & month only); CCYY-MM

#### Instructions

- The date reported must follow the below format:
  - XML format is CCYYMM. Sample:

```
<MonthClaimed>201303</MonthClaimed>
```

- The format for entering a date online must be CCYYMM.

\*Month Claimed:

- If you enter anything other than the format described above, the system will generate a file-level error and the file will be rejected on upload.
- Enter the year and month that the student was enrolled in a Dropout Recovery Program and was in full attendance.
- The student's Enrollment Date must be on or before the first day of the earliest month being claimed.
- You may only submit an FTE claim for the previous calendar month.
- This characteristic is required when the Section 23a Component is submitted.

#### If you have questions about this characteristic, please contact:

Brian Ciloski, MDE Office of State Aid and School Finance at [CiloskiB@michigan.gov](mailto:CiloskiB@michigan.gov) or 517-373-3352.

## Program Start Date

### Characteristic – Section 23a Component

#### Characteristic System Name

ProgramStartDate

#### Definition

The month, day and year of the first day a student participated in the Dropout Recovery Program.

#### Use

This date is used to determine if a student is eligible for Section 23a funding.

#### Citation

State School Aid Act, Sections 6(4)(dd) and 23a

#### Specification

Date (only); CCYY-MM-DD

#### Instructions

- The date reported must follow standard date format:
  - XML format is CCYY-MM-DD. Sample:

```
<ProgramStartDate>2019-01-25</ProgramStartDate>
```

- The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats; however, if you encounter problems, switching to the recommended format should resolve them.

\*Program Start Date:  

- Enter the date that the student first participated in a Dropout Recovery Program.
- If you enter anything other than a date, the system will generate a file-level error and the file will be rejected on upload.
- The reported date must be on or after the student's Enrollment Date.
- The reported date must be on or prior to the student's District Exit Date.
- The reported date must be on or before the first day of the earliest month being claimed for Section 23a funding.
- This characteristic is required when the Section 23a Component is submitted.

#### If you have questions about this characteristic, please contact:

Brian Ciloski, MDE Office of State Aid and School Finance at [CiloskiB@michigan.gov](mailto:CiloskiB@michigan.gov) or 517-373-3352.

## Section 25

### Component Overview

The Section 25 Component is used to request a pro-rated share FTE for pupils who enrolled into your district between the Fall Pupil Membership and Spring Supplemental count dates.

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Max. Occurrences
First Day In Attendance	Date	1	Required	No	1

### When Is This Component Required?

- You must submit this component in order to request a pro-rated share of FTE for pupils who enrolled into your district between the Fall Pupil Membership and Spring Supplemental count dates.
- This component may only be submitted in the SRM Collection. It is not allowed in any other collection.
- When this component is submitted,
  - The total FTE submitted in the student's record (General Ed and Special Ed) must be **greater than 0**.
  - The total FTE submitted in the student's record (General Ed and Special Ed) **cannot be greater than the total FTE submitted in the Fall General Collection**. (SRM Total FTE <= Fall Total FTE)
  - The reported enrollment date must be after the Fall Pupil Membership Count Date.
- You may not submit this component for a student if s/he was not claimed for FTE by any district in the Fall General Collection.
- If you submit this component for any student record, you will not be able to certify your SRM Collection until after the Fall General Collection closes. Initial Section 25 requests must be certified before the Spring count date (second Wednesday in February).
- Prior to the Spring count date, CEPI will send a communication (via CEPI Announcements) regarding the availability of a brief window for districts to resubmit denied Section 25 requests after the Spring count date. During this window, districts may only resubmit Section 25 requests that meet all of the following criteria:
  - The request was previously denied by the ISD auditor.
  - The ISD auditor requested that the district resubmit the request with corrected information.
  - The initial request was submitted before the Spring count date.
  - The "As Of Date," Enrollment Date, and "First Day in Attendance" are prior to the spring count date.

## First Day in Attendance

Characteristic – Section 25 Component

### Characteristic System Name

FirstDayInAttendance

### Definition

The first day a student was in attendance in the submitting district

### Use

This date is used to determine the amount of FTE being pro-rated.

### Citation

State School Aid Act, MCL 388.1625e

### Specification

Date (only); CCYY-MM-DD

### Instructions

- The date reported must follow standard date format:
  - XML format is CCYY-MM-DD. Sample:

```
<FirstDayInAttendance>2013-10-28</FirstDayInAttendance>
```

- The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats; however, if you encounter problems, switching to the recommended format should

resolve them.

\*First Day in Attendance:

- Enter the date that the student first attended classes in the school district, or for online classes, the date that the student first logged in to the first online class.
- If you enter anything other than a date, or submit a date outside of this format, the system will generate a file-level error and will reject the file upon upload.
- The reported date must be on or before the As of Date characteristic in the Student Record Maintenance Component.
- The reported date must be on or after the Enrollment Date characteristic in the Enrollment Component.
- The reported date must be after the Fall Pupil Membership count date and prior to the Spring Supplemental count date.
- This characteristic is required when the Section 25 Component is submitted.

### Characteristic Tips

- Section 25 requests must be submitted within 30 calendar days of the student transferring into your district or within 30 days after the Fall General

*MSDS Collection Details*

Collection certification deadline, whichever is greater. Initial requests not submitted within 30 days are subject to modification by your ISD auditor.

- Requests that are submitted after the 30 day window may be reported using a modified first date of attendance that complies with the 30 day window as per the legislation. In doing so, the membership for the pupil will be prorated according to the modified first date of attendance reported.

**If you have questions about this characteristic, please contact:**

Brian Ciloski, MDE Office of State Aid and School Finance at [CiloskiB@michigan.gov](mailto:CiloskiB@michigan.gov) or 517-373-3352.

## Supplemental Nutrition Eligibility

### Component Overview

The SNE Component is used to report the student's eligibility for free or reduced-price milk or meals through the National School Lunch Program.

For further information regarding policy guidance of this component, please refer to the MDE [School Nutrition Programs](#) website.

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Max. Occurrences
Supplemental Nutrition Eligibility	List of Values	1	Optional	No	1

The screenshot shows a software interface with several tabs: School Demographics, Personal Demographics, Enrollment, Membership, Initial IEP, and SNE. The SNE tab is selected. Below the tabs, there is a label '\*Supplemental Nutrition Eligibility:' followed by a dropdown menu currently displaying '1-Eligible Free'. A red 'X' icon is visible in the top right corner of the interface area.

### When is this component required?

Fall General Collection: Submit the SNE Component for each student who has been determined to be eligible for free or reduced-price milk or meals and who was enrolled on the legislated fall pupil membership count date and who is not identified as directly certified. Districts may continue to collect applications and determine eligibility status until the collection certification deadline for students actively enrolled on count day.

Spring General, EOY General and SRM Collections: It is only necessary to submit these data for students who were found eligible via an application after the Fall General Collection, or whose status changed from reduced to free meals.

Early Childhood Collections: Submit the SNE Component when applicable for application-eligible students not identified as directly certified.

**Data Usage**

The SNE Component is used as part of determining the economically disadvantaged subgroup. This subgroup is used by multiple State of Michigan offices for categorical funding allocations and in a multitude of state and federal reports.

## Supplemental Nutrition Eligibility

### Characteristic – Supplemental Nutrition Eligibility Component

#### Characteristic System Name

SupplementalNutritionEligibility

#### Definition

The type of categorical program(s) or service(s) for which the student is eligible

#### Use

Data reported in this characteristic are used as part of determining the economically disadvantaged subgroup. This subgroup is used by multiple State of Michigan offices for categorical funding allocations and in a multitude of state and federal reports.

#### Citation

Richard B. Russell National School Lunch Act, 42 USC. 175; Child Nutrition Act of 1966, 42 USC 1771; ESSA, Sec 20; Telecommunications Act of 1996, Sec. 254 (E-rate); State School Aid Act, MCL 388.1631a(4);

ESSA, 20 USC 6311; PL 107-110 Sec. 1111 (computation of economically disadvantaged subgroups for Scorecard results; Carl D Perkins Career and Technical Education Act of 2006. Section 113 (computation of economically disadvantaged special population)

#### Specification

List of values (choose from list)

Code	Text	Description
1	Eligible for free-meal/milk program	Student is eligible for free-meal/milk program for current school year.
2	Eligible for reduced-price meal program	Student is eligible for reduced-price meal program for current school year.

#### Instructions

- Choose/enter the code that represents the student's eligibility status for free or reduced-price meals.
- If you enter anything other than one of the codes listed, the system will generate a file-level error and will reject the file upon upload.
- You must submit this characteristic when you submit the SNE Component.

#### Characteristic Tip

- Once the student has been reported as being eligible for either free or reduced-price milk/meals during a school year, s/he is eligible for the entire school year.

- A student actively enrolled in your district on count day, but whose eligibility is not determined until after that date, may be reported as eligible for free or reduced-price meals/milk.

**If you have questions about this characteristic, please contact:**

CEPI Customer Support at [cepi@michigan.gov](mailto:cepi@michigan.gov) or 517-335-0505 x3

For questions regarding Section 31a and Title I, Part A allocations, contact MDE Office of Educational Supports at [OFSFinancialUnit@michigan.gov](mailto:OFSFinancialUnit@michigan.gov) or 517-241-5388

For questions regarding Supplemental Nutrition Eligibility, contact the MDE School Nutrition office at [MDE-SchoolNutrition@michigan.gov](mailto:MDE-SchoolNutrition@michigan.gov) or 517-373-3347

For questions regarding E-rate, contact Ann-Marie Mapes, MDE Office of Education Improvement and Innovation at [mapesa@michigan.gov](mailto:mapesa@michigan.gov) or 517-335-2775

For questions regarding Accountability Scorecard Results, contact the MDE Office of Educational Assessment and Accountability (OEAA) at [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov) or 877-560-8378

For questions regarding Perkins Core Performance Indicators, contact Joanne Mahoney, MDE Office of Career and Technical Education at [mahonyj@michigan.gov](mailto:mahonyj@michigan.gov) or 517-335-0405

For questions regarding the reporting of Early Childhood information, please contact the MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

## Special Education

### Component Overview

The Special Education Component is used to collect data related to the student's participation in special education programming or services. The data collected via this component in the Fall General Collection are used to complete the federal Special Education Child Count.

In addition to the Special Education Component, records for students with disabilities receiving special education programs or services may also need to include one or more of the following components:

- Initial IEP Component
- Discipline Component
- Early On Component (for children birth to three)
- Early On Services Component (for children birth to three)
- Initial IFSP Component (for children birth to three)
- Part C Assessment Component (for children birth to three)
- Part B Referral Component (for children birth to three)

Refer to the applicable component details for additional information.

For further information regarding policy guidance of this component, please refer to the MDE [Office of Special Education](#)

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Max. Occurrences
Primary Disability	List of Values	1	Conditional	No	1
Secondary Disability	List of Values	2	Conditional	Yes	Unbounded (1 per code)*
Plan Date	Date	3	Conditional	No	1
Type of Plan	List of Values	4	Conditional	No	1
Additional Plan Date	Date	5	Conditional	Yes	3
Support Services	List of Values	6	Conditional	Yes	Unbounded (up to 5 per student)*
Program Service Code	List of Values	7	Conditional	Yes	Unbounded (up to 3 per student)*

MSDS Collection Details

<b>Name</b>	<b>Data Type</b>	<b>Sequence</b>	<b>System Expectation</b>	<b>Multi-valued</b>	<b>Max. Occurrences</b>
Primary Educational Setting	List of Values	8	Conditional	No	1
Placed By Another Dist IEP	Yes/No	9	Conditional	No	1
Special Education Exit Reason	List of Values	10	Conditional	No	1
Special Education Exit Date	Date	11	Conditional	No	1
Section 52 FTE	Decimal	12	Optional	No	1
Section 53 FTE	Decimal	13	Optional	No	1

\*The schema rules allow the file to be uploaded with unlimited (unbounded) occurrences for this characteristic; however, validation business rules will generate record-level errors for any record containing more than the number listed.

School Demographics	Personal Demographics	Enrollment	Membership	GeneralEdFTE	SpecialEducation
Attendance	SNE				
Primary Disability:	20-Other Health Impairment				
Secondary Disability:	<input type="checkbox"/> 22-Legally Blind <input type="checkbox"/> 24-Deaf				
Plan Date:	4/25/2017				
Type of Plan:	02-IEP				
Additional Plan Date:					
Support Services:	<input type="checkbox"/> 200-Teacher Consultant (T.C.) Autism Spectrum Disorder <input type="checkbox"/> 210-T.C. Mentally Impaired <input type="checkbox"/> 220-T.C. Emotionally Impaired <input type="checkbox"/> 230-T.C. Learning Disabled				
Program Service Code:	<input type="checkbox"/> 110-Programs for Mild Cognitive Impairment <input type="checkbox"/> 120-Programs for Moderate Cognitive Impairment <input type="checkbox"/> 130-Programs for Severe Cognitive Impairment <input type="checkbox"/> 140-Programs for Emotional Impairment				
Primary Educational Setting:	11-Inside the Gen Ed Classroom 80% or more				
Placed By Another Dist IEP:	Select Yes/No				
Spec Ed Exit Reason:	Please Select				
Spec Ed Exit Date:					
Section 52 FTE:	0.00				
Section 53 FTE:	0.00				

**When Is This Component Required?**

The Special Education Component may only be submitted for students with disabilities who are participating in special education programs or services or students who are receiving their education in a Section 24 Juvenile Detention Facility. When this component is submitted, the record must include one or both of the following:

- The Student Residency characteristic containing code "09".
- A valid code submitted in the Primary Disability characteristic.

Although this component is viewed as optional by the MSDS, you must report this component for any student receiving special education programming or services and to claim either Section 52 or Section 53 FTE.

Refer to the General Education FTE Component for additional information about submitting FTE data.

Students who meet the criteria to be reported with FTE in Section 52 and are also residents of an approved on-grounds juvenile detention facility or child-care institution (Section 24 Juvenile Detention) must be reported with at least one code in either the Program Service Code or Support Services characteristic. No other characteristics in the Special Education Component are required to be reported. However, if the student reported is also a special education participant with an IEP; then all applicable characteristics must be reported.

## Primary Disability

### *Characteristic – Special Education Component*

**Characteristic System Name**

PrimaryDisability

**Definition**

The primary disability identified on the student's IEP as defined by the Michigan Administrative Rules for Special Education.

**Use**

These data are used for state and federal reporting.

**Citation**

Michigan Administrative Rules for Special Education R340.1705-R340.1717; Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446) Sec. 1418; Perkins IV (P.L. 109-270)

**Specification**

List of values (choose from list)

Code	Text	Description
05	Cognitive Impairment	MARSE R340.1705
06	Emotional Impairment	MARSE R340.1706
07	Hearing Impairment	MARSE R340.1707
08	Visual Impairment	MARSE R340.1708
09	Physical Impairment	MARSE R340.1709
10	Speech and Language Impairment	MARSE R340.1710
11	Early Childhood Developmental Delay	MARSE R340.1711
13	Specific Learning Disability	MARSE R340.1713
14	Severe Multiple Impairment	MARSE R340.1714
15	Autism Spectrum Disorder	MARSE R340.1715
16	Traumatic Brain Injury	MARSE R340.1716
17	Deaf-Blindness	MARSE R340.1717
20	Other Health Impairment	MARSE R340.1709a

**Instructions**

- Choose/enter the code that represents the disability being reported.
- If you enter anything other than one of the codes listed, the system will generate a file-level error and reject the file upon upload.

- This characteristic is required when the Special Education Component is reported and the characteristic Student Residency contains a code other than "09".
- If code "11" (Early Childhood Developmental Delay) is reported in this characteristic, errors will occur when the student is eight years of age or older on the Date of Count AND is not being exited from special education (Special Education Exit Reason is reported in the Special Education Component or District Exit Status contains a value other than "19" in the Enrollment Component).
- A warning will be generated when either code "06" or "13" is reported in this characteristic and the child is two years of age or younger.
- Blanks are not acceptable in an XML file upload. If this characteristic is submitted with a student record it must contain a code. The characteristic may be left blank when entering through the online form, unless it is required by another business rule.

**Characteristic Tip**

- In order for a student to be counted for special education, he or she must have a disability code. Be careful not to confuse the student's primary disability with classroom placement.

**If you have questions about this characteristic, please contact:**

MDE Office of Special Education at [www.michigan.gov/ose-eis](http://www.michigan.gov/ose-eis) or 888-320-8384

## Secondary Disability

### *Characteristic – Special Education Component*

**Characteristic System Name**

SecondaryDisability

**Definition**

Additional disability characteristics as identified on the vision or audiological report.

**Use**

These data are used for ESSA and IDEA reporting.

**Citation**

Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446 Sec. 1418); Perkins IV (P.L. 109-270)

**Specification**

List of values (choose from list)

Code	Text	Description
22	Legally Blind	Visual acuity of 20/200 or less in the better eye with best correction, a limitation of the field of vision not greater than 20 degrees, or a visual acuity of 20/100 in the better eye with a deteriorating condition.
24	Deaf	Hearing impairment that is so severe that the child is impaired in processing linguistic information through hearing, with or without amplification, which adversely affects a child's educational performance.

**Instructions**

- Choose/enter the code that represents the disability being reported.
- If you enter anything other than one of the codes listed, the system will generate a file-level error and reject the file upon upload.
- This characteristic may be submitted up to twice per student record (once per code) when the student meets criteria for legal blindness and deafness. [NOTE: The schema rules allow the file to be uploaded with unlimited (unbounded) occurrences for this characteristic; however, validation business rules will generate record-level errors for any record containing more than two.]
- Although the system treats this characteristic as optional, the data must be reported when the student meets the criteria for legal blindness or deafness. Failure to do so will result in inaccurate reporting.
- A warning will be generated when this characteristic is submitted and the Primary Disability characteristic is not reported. Students reported with one or

more codes in the Secondary Disability characteristic are generally reported with at least one Primary Disability code.

- Blanks are not accepted in an XML file upload. If this characteristic is submitted with a student record it must contain a code. The characteristic may be left blank when entering through the online form.

**Characteristic Tip**

- Students who are both legally blind and deaf should be reported with two occurrences of this characteristic, one for each code.

**If you have questions about this characteristic, please contact:**

MDE Office of Special Education at [www.michigan.gov/ose-eis](http://www.michigan.gov/ose-eis) or 888-320-8384

## Plan Date

### *Characteristic – Special Education Component*

#### **Characteristic System Name**

IEPDate

#### **Definition**

The date the plan for the student’s special education program or services was conducted. This could be the notice/offer of a Free Appropriate Public Education associated with the student's most recent individualized education program, or it could be an Individualized Family Service Plan that is developed by parents and early intervention service providers to meet the special needs of young children, birth to age 3, or it could be the date for a nonpublic student to receive Special Education programs or services from a district.

When a student moves from one district to another or moves into the state of Michigan, use the date of the most recent IEP/IFSP/Nonpublic Service Plan until the new district holds an evaluation and develops a new plan (if a new plan is developed).

Please refer to the MDE [Office of Special Education](#) website for further information.

#### **Use**

These data are used for IDEA reporting.

#### **Citation**

Michigan Administrative Rules for Special Education §§ R 340.1721b and R 340.1754 (a); the Individuals with Disabilities Education Act (IDEA) regulations at 34 CFR §§ 300.323 and 303.324

#### **Specification**

Date (only); CCYY-MM-DD

#### **Instructions**

- The date reported must follow standard date format:  
XML format is CCYY-MM-DD. Sample:

`<IEPDate>2009-02-28</IEPDate>`

- The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats; however, if you encounter problems, switching to the recommended format should resolve them.

IEP Date:

- This characteristic is required when the Primary Disability characteristic is reported.
- If you enter anything other than a date in this characteristic, the system will generate a file-level error and reject the file upon upload.
- The date reported in this characteristic must occur on or after the student's Date of Birth (Personal Core Component)
- The date reported in this characteristic cannot be after the Collection Certification As of Date.
- The date reported in this characteristic must be on or before the Special Education Exit Date characteristic.
- When the student is reported as exiting the district (District Exit Status does not contain code "19" in the Enrollment Component), a warning will be generated if the date submitted in this characteristic is after the student's District Exit Date. (IEP Date > District Exit Date)
- A warning will be generated when the date reported is more than twelve months (one year) prior to the Fall / Spring legislated count date, June 30 (EOY General Collection), or the reported SRM As Of Date characteristic. Dates over one year prior to the system date will also generate a warning message. The IEP must be less than one year old to be in compliance with IDEA requirements.
- Blanks are not accepted in an XML file upload. If this characteristic is submitted with a student record it must contain a code. The characteristic may be left blank when entering through the online form, unless it is required by another business rule.

**Characteristic Tip**

- Check that the characteristic contains one of the following actual dates, and not the date of entry: IEP date, the date of implementation of a previous IEP regardless of whether the active IEP is from another district in Michigan or from out of state.

**If you have questions about this characteristic, please contact:**

MDE Office of Special Education at [www.michigan.gov/ose-eis](http://www.michigan.gov/ose-eis) or 888-320-8384

## Type of Plan

### Characteristic – Special Education Component

#### Characteristic System Name

PlanType

#### Definition

The type of plan a child is receiving services under. This will be either an IEP, an IFSP, or a Non-Public Service Plan.

#### Use

These data are used for IDEA reporting.

#### Citation

Michigan Administrative Rules for Special Education §§ R 340.1721b and R 340.1754 (a); the Individuals with Disabilities Education Act (IDEA) regulations at 34 CFR §§ 300.323 and 303.324

#### Specification

List of values (choose from list)

Code	Text	Description
01	IFSP	Individualized Family Service Plan <a href="#">MARSE R 340.1721e</a>
02	IEP	Individualized Education Program <a href="#">MARSE R 340.1862</a>
03	Non-Public Service Plan	<a href="#">MARSE</a>

#### Instructions

- Choose/enter the code that represents the service being reported.
- If you enter anything other than one of the codes listed, the system will generate a file-level error and reject the file upon upload.
- If a child is reported with code "02" and the age is less than 2 years 6 months on the collection's As Of Date, an error will be generated.
- This characteristic is required when the Plan Date characteristic is submitted.

#### If you have questions about this characteristic, please contact:

MDE Office of Special Education at [www.michigan.gov/ose-eis](http://www.michigan.gov/ose-eis) or 888-320-8384

## Additional Plan Date

### *Characteristic – Special Education Component*

#### **Characteristic System Name**

AddPlanDate

#### **Definition**

This field is to capture any additional evaluations or plans that may have been conducted for a student receiving Special Education programs or services since they were last reported. Districts may report up to three additional evaluations.

#### **Use**

These data are used for IDEA reporting.

#### **Citation**

Michigan Administrative Rules for Special Education §§ R 340.1721b and R 340.1754 (a); the Individuals with Disabilities Education Act (IDEA) regulations at 34 CFR §§ 300.323 and 303.324

#### **Specification**

Date (only); CCYY-MM-DD

#### **Instructions**

- The date(s) reported must follow standard date format:
  - XML format is CCYY-MM-DD. Sample:

`<AddPlanDate>2009-02-28</AddPlanDate>`
  - The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats; however, if you encounter problems, switching to the recommended format should resolve them.
- You may report up to three additional dates.
- Any additional plan dates must be after the last certified plan date in student history and before the current plan date or an error will occur.
- Blanks are not accepted in an XML file upload. If this characteristic is submitted with a student record it must contain a code. The characteristic may be left blank when entering through the online form, unless it is required by another business rule.

#### **If you have questions about this characteristic, please contact:**

MDE Office of Special Education at [www.michigan.gov/ose-eis](http://www.michigan.gov/ose-eis) or 888-320-8384

## Support Services

### Characteristic – Special Education Component

#### Characteristic System Name

SupportServices

#### Definition

Services that provide developmental, corrective and other support as required to assist a child with a disability to benefit from special education (support services include related services).

#### Use

These data are used for ESSA and IDEA reporting.

#### Citation

IDEA 20 USCS Sec. 1400 (PL 108-446 Sec. 1418); MARSE R340.1701(c)

#### Specification

List of values (choose from list)

Code	Text	Description
200	Teacher Consultant Autism Spectrum Disorder	MARSE R340.1749
210	T.C. Mentally Impaired	MARSE R340.1749
220	T.C. Emotionally Impaired	MARSE R340.1749
230	T.C. Specific Learning Disabled	MARSE R340.1749
240	T.C. Hearing Impaired	MARSE R340.1749
250	T.C. Visually Impaired	MARSE R340.1749
261	T.C. Physical Impairment	MARSE R340.1749
262	T.C. Other Health Impairment	MARSE R340.1749
280	Homebound/Hospitalized	MARSE R340.1746

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<b>Code</b>	<b>Text</b>	<b>Description</b>
290	Speech and Language Impaired	MARSE R340.1745
291	Adapted Physical Education	Instruction in physical education to students with disabilities receiving special education programs/services (pupils whose disabilities preclude integration into regular physical education classes).
310	School Social Worker	MARSE R340.1011–R340.1018. To be counted as a special service, the school social work service must be listed as a service on the student's IEP.
320	School Psychologist	MARSE R340.1151–R340.1158. To be counted as a special education service, school psychological services must be listed as a service on the student's IEP.
360	Occupational Therapy	Occupational therapy deals with improving, developing or restoring functions impaired or lost through illness, injury or deprivation; improving ability to perform tasks for independent functioning when functions are impaired or lost; and preventing, through early intervention, initial or further impairment or loss of function.
370	Physical Therapy	Defined in the Michigan Public Health code under Section 17801. Services are provided by a licensed physical therapist.
383	Music Therapy	Activities provided to students with disabilities receiving special education programs/services by a certified music therapist.
390	Art Therapy	Activities provided to students with disabilities receiving special education programs/services by a certified art therapist.
400	Audiological Services	Services provided by an audiologist to identify students with hearing loss and provide rehabilitation and counseling concerning hearing loss.
406	Interpreter for the Deaf	Services provided by a qualified interpreter who assists students with hearing impairments and school personnel with communication.

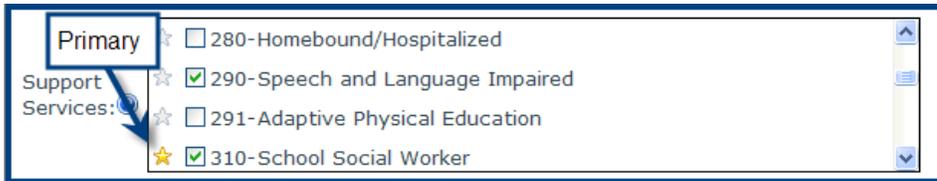
MSDS Collection Details

Code	Text	Description
410	Recreation Service	Assessment of a student's leisure functioning, providing therapeutic recreation services, participation in a recreation program in a school designed specifically for students with disabilities receiving special education programs/services, or providing leisure education.
440	Special Transportation	Transportation provided in an approved school vehicle in a regular seat, wheelchair or an approved baby seat. This specifically excludes students who need ambulance service, a medical attendant or other care outside the responsibility of the schools.
450	School Health Services	Services provided by a qualified school nurse or other qualified person. To be counted as a special education service, the school nurse must be working solely with students with disabilities receiving special education programs/services or the service should be indicated in the student's IEP.
460	Rehabilitation Counseling Services	Counseling services provided by a qualified rehabilitation counseling professional. Such services are intended to explore the effect of the student's disability on employment and other post-school activities, which include vocational programs funded by Michigan Rehabilitation Services or the Michigan Commission for the Blind.
470	Orientation and Mobility Services	Instruction for the visually impaired provided by an approved orientation and mobility instructor.
480	Worksite-Based Learning	Transition services, such as on-the-job training, related counseling and follow-up services. A written agreement plan is required as specified in MARSE R340.1733 (i).
490	Community Training/Vocational Education (General Education)	Students with disabilities receiving special education programs/services who also receive vocational training in a community setting or individual vocational training program at a worksite with non-disabled peers.

Code	Text	Description
491	Special Needs (Adapted Vocational Ed.)	Alteration of a vocational education program is being provided by general education to accommodate different needs of a student with disabilities receiving special education programs/services.
492	Individual Vocational Education	Training programs designed to fit the special interests of a student with disabilities receiving special education programs/services that are generally not available in a general-education vocational program.
493	Community Training/ Vocational Education (Special Education)	Students with disabilities receiving special education programs/services who receive vocational training in a community setting or individual vocational training program at a work site primarily with peers with disabilities receiving special education programs/services.
494	Behavioral Supports	Behavioral supports, including Applied Behavioral Analysis (ABA), are evidence-based services designed to improve the mental and behavioral health of, and/or the functional independence of, student with disabilities. They are provided by licensed/certified professionals with psychological, therapeutic, or social work training (MARSE R 340.1792). In the case of ABA Behavioral Supports, these services are provided by a Board-Certified Behavioral Analyst (BCBA), or Board-Certified assistant Behavioral Analyst (BCaBA) under the supervision of the former.

**Instructions**

- Choose/enter the code that represents the service being reported.
- If you enter anything other than one of the codes listed above, the system will generate a file-level error and reject the file upon upload.
- This characteristic may have up to five codes selected within the Special Education Component when the student receives multiple services. If a student receives more than five of the listed services, specify the five that occur most frequently.
- Report the primary related service code first, followed by any additional services the student receives. (Online entry: Click on the star to identify the primary program code.)



The screenshot shows a form with two main sections: 'Primary' and 'Support Services'. The 'Primary' section has a dropdown menu currently set to 'Primary'. Below it, there are four checkboxes with corresponding codes: '280-Homebound/Hospitalized' (unchecked), '290-Speech and Language Impaired' (checked), '291-Adaptive Physical Education' (unchecked), and '310-School Social Worker' (checked). The 'Support Services' section is partially visible below the 'Primary' section.

- When the Special Education Component is reported with a code in Primary Disability and the characteristic Program Service Code is not included, Support Services must be reported with at least one valid code.
- When the record does not include Primary Disability, this characteristic must not be submitted.
- Blanks are not accepted in an XML file upload. If this characteristic is submitted with a student record it must contain a code. The characteristic may be left blank when entering through the online form, unless required by another business rule.

### Characteristic Tip

- To be counted as a special education service, a service must be part of the evaluation or re-evaluation process or included as services to be delivered as part of the student's IEP or IFSP.

### If you have questions about this characteristic, please contact:

MDE Office of Special Education at [www.michigan.gov/ose-eis](http://www.michigan.gov/ose-eis) or 888-320-8384

## Program Service Code

### Characteristic – Special Education Component

#### Characteristic System Name

ProgramServiceCode

#### Definition

The IEP-designated program(s), or IFSP program(s), or non-public service plan program(s), in which the student is participating. This is not to be confused with the student's type of disability. The student's program assignment is not required to match his/her impairment. (E.g., a student does **not** have to be diagnosed as early childhood developmentally delayed to participate in an early childhood special education program.)

#### Use

This characteristic reports services used in calculating a student's special education FTE and must have a value for a district to receive state special education reimbursement. **NOTE: The primary program must be reported first. The first reported program becomes the program assignment for State Aid membership.**

#### Citation

Michigan Administrative Rules for Special Education R340.1738-R340.1758, R340.1862; Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446) Sec. 1418

#### Specification

List of values (choose from list)

Code	Text	Description
110	Programs for Mild Cognitive Impairment	MARSE R340.1740
120	Programs for Moderate Cognitive Impairment	MARSE R340.1739
130	Programs for Severe Cognitive Impairment	MARSE R340.1738
140	Programs for Emotional Impairment	MARSE R340.1741
150	Programs for Learning Disabled	MARSE R340.1747
160	Programs for Hearing Impairment	MARSE R340.1742
170	Programs for Visual Impairment	MARSE R340.1743
180	Programs for Physical or Other Health Impairment	MARSE R340.1744
190	Programs for Severe Multiple Impairment	MARSE R340.1748
191	Early Childhood Special Education (Classroom) Program	MARSE R340.1754
192	Programs for Severe Language Impairment	MARSE R340.1756

Code	Text	Description
193	Programs for Autism Spectrum Disorder	MARSE R340.1758
194	Elementary or Secondary-Level Resource Program	MARSE R340.1749(a) or R340.1749(b)
270	Early Childhood Special Education Services	MARSE R340.1755 or R340.1862

**Instructions**

- Choose/enter the code that represents the special education program being reported.
- If you enter anything other than one of the codes listed above, the system will generate a file-level error and reject the file upon upload.
- Report the primary program code first, followed by any additional program codes in which the student is participating. (Online entry: Click on the star to identify the primary program code.)

**The identified primary program becomes the program assignment for State Aid membership.**



- At least one occurrence of this characteristic must be reported when the student is identified as participating in special education programs (a code is submitted in the Primary Disability characteristic) and the value of the special education FTE reported is greater than zero (Section 52 FTE or Section 53 FTE > 0.00). An error will be generated if no valid code is submitted.
- At least one occurrence of this code must be reported in this characteristic when the student is identified as a resident of a Section 24 juvenile detention facility (code "09" in the Student Residency characteristic within the Membership Component) and Section 52 FTE of Section 53 FTE contains a value greater than zero. An error will be generated if no valid code is submitted.
- An error will occur if codes "191" or "270" are reported in this characteristic, the student is 8 years of age or older on the collection count date, and the student is not being exited from special education (a valid code is reported in the Special Education Exit Reason characteristic within the Special Education Component OR the District Exit Status characteristic in the Enrollment Component does not contain "19").
- Blanks are not accepted in an XML file upload.

**If you have questions about this characteristic, please contact:**

MDE Office of Special Education at [www.michigan.gov/ose-eis](http://www.michigan.gov/ose-eis) or 888-320-8384

## Primary Educational Setting

### Characteristic – Special Education Component

#### Characteristic System Name

PrimaryEducationalSetting

#### Definition

The location or facility type where the student participates in special education programs or services. Codes are categorized by student age. Age is calculated based upon the Collection Certification As of Date.

#### Use

Primary Educational Setting is utilized to report on the least restrictive environment settings for children and youth participating in special education. Time spent in a primary educational setting is not related to special education membership (Section 52 FTE or Section 53 FTE).

#### Citation

Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446 Sec. 1418).

#### Specification

List of values (choose from list)

#### Preferred codes for children from birth through 2 years of age:

Code	Text	Description
31	Home (birth through 2 years of age)	Early intervention services are provided in the principal residence of the child's family or caregiver(s).
38	Other Setting	Early intervention services are provided primarily in a setting that is not home or community-based. These settings include, but are not limited to, services provided in a hospital, residential facility, clinic, and early intervention center/class for children with disabilities.
41	Community-Based Setting	Early intervention services are provided primarily in a setting where children without disabilities typically are found. These settings include but are not limited to child-care centers (including family day-care), preschools, regular nursery schools, early childhood centers, libraries, grocery stores, parks, restaurants and community centers (e.g., YMCA, Boys and Girls Clubs).

**Early Childhood Program (ages 3 through 5 years).** Children who participate fully or part-time in early childhood educational programs designed primarily for children without disabilities. Children may attend part of their program day in special education programs and services. Early childhood programs include:

- Public school preschool/pre-kindergarten programs designed primarily for children without disabilities (e.g., Head Start, Michigan School Readiness Programs, Title I preschool programs, community education preschool programs);
- Private preschool programs designed primarily for children without disabilities (e.g., Head Start, Michigan School Readiness Programs, programs offered by private and faith-based providers);
- Programs offered in child-care facilities, including both centers and family child-care and group family child-care homes.

Code	Text	Description
22	Early Childhood Special Education Program	<p>The student receives his/her special education and related services in an educational program designed primarily for children with disabilities housed in regular school buildings or other community based settings. The student does not participate in early childhood education programs designed primarily for non-disabled students. A special education program includes, but is not limited to, special education and related services provided in:</p> <p>Special education classrooms in regular school buildings;</p> <p>Special education classrooms in child-care facilities, hospital facilities on an outpatient basis, or other community-based settings; or</p> <p>Special education classrooms in trailers or portables outside regular school buildings.</p> <p>Do not include children who also attended a regular early childhood program.</p>
23	Home (3 through 5 years)	<p>The student receives his/her special education and related services in the principal residence of the child's families or caregivers.</p>

Code	Text	Description
25	Residential Facility	The student receives his/her special education and related services in a publicly or privately operated residential school or residential medical facility on an inpatient basis. Do not include children who also attended a regular early childhood program.
26	Separate School	The student receives his/her special education and related services in an educational program located in a public or private day school designed specifically for children with disabilities. Do not include children who also attended a regular early childhood program.
27	Service Provider Location	The student receives his/her special education and related services from service providers, and does not attend early childhood programs or special education programs provided in separate classes, separate schools or residential facilities. For example, a child receiving speech instruction provided in: private clinician's office; clinician's office located in school buildings; hospital facilities on an outpatient basis; or libraries or other public locations. Do not include children who also received special education programs/services at home. Children who received special education programs/services both in service provider locations and at home should be reported in the home category.
46	Regular EC program at least 10 hrs/wk, majority of SE hrs. in EC program (A1)	The child attends a program for typically developing children for 10 or more hours per week, and receives the majority of his/her special education services in the same location where general programming occurs.
47	Regular EC program at least 10 hrs/wk, majority of SE hrs. in other location (A2)	The child attends a program for typically developing children for 10 or more hours per week, and receives the majority of his/her special education services in a different location from where general programming occurs.

Code	Text	Description
48	Regular EC program less than 10 hrs/wk, majority of SE hrs. in EC program (B1)	The child attends a program for typically developing children for less than 10 hours per week, and receives the majority of his/her special education services in the same location where general programming occurs.
49	Regular EC program less than 10 hrs/wk, majority of SE hrs. in other location (B2)	The child attends a program for typically developing children for less than 10 hours per week, and receives the majority of his/her special education services in a different location from where general programming occurs.

**Preferred codes for children at least 5 years of age and in kindergarten or higher. For codes 02, 03, 05, 06 and 07, placement is outside the general education building. For codes 11–13, placement is within the general education building.**

Code	Text	Description
02	Public or Private Special Education School Building at Public Expense	The student receives his/her special education and related services at least 50 percent of the time at a public or private school building in which ONLY students with disabilities receiving special education programs/services are educated. This includes: Attendance in public or private day schools for students with disabilities receiving special education programs/services; or Attendance in public or private day schools for students with disabilities receiving special education programs/services for a portion of the school day (at least 50 percent) and in regular school buildings for the remainder of the school day.

Code	Text	Description
03	Public or Private Residential Facility at Public Expense	<p>The student lives in public or private residential facilities during the school week. <b>The student receives his/her special education and related services at the residential facilities.</b> This includes children with disabilities receiving special education and related services, at public expense, for greater than 50 percent of the school day in public or private residential facilities. <b>Do not use this code if:</b></p> <p>The student is educated off grounds from the residential facility. Use the appropriate code from this list.</p> <p>The student is educated at the residential facility but lives off grounds. Use code 02, "Public or Private Special Education School Building."</p>
05	Correctional Facility	<p>The student receives special education programs or services in a correctional facility. Including: Juvenile detention facilities (community-based, community jail or residential), or Correctional facilities.</p>
06	Homebound/ Hospitalized	<p>The student receives special education and related services at home or in hospital facilities because of illness. (NOTE: Use code "23" if the child is a preschool student receiving special education services at home.)</p>
07	Parentally Placed in Private School or Home school at Private/Parent Expense	<p>The student is enrolled by his/her parents or guardian in a regular parochial or other private school, whose basic education is paid for through private resources and who receives special education and related services at public expense from an LEA or ISD. Include children whose parents choose to home-school them, but who receive special education and related services at the public expense. Also include students who have been expelled and are currently receiving special education programs and/or services at home or in community (non-school setting) per USED, Office of Special Education Programs. Do not include children who are placed in private schools by the LEA.</p>

Code	Text	Description
11	Inside the general education classroom 80 percent or more of the school day	The student remains in the general education setting for greater than or equal to 80 percent of the school day.
12	Inside the general education classroom between 40 percent and 79 percent of the school day	The student remains in the general education setting for less than 80 percent of the school day and greater than or equal to 40 percent of the school day.
13	Inside the general education classroom less than 40 percent of the school day	The student remains in the general education setting for less than 40 percent of the school day.

### Instructions

- Choose/enter the code that best represents the primary setting in which the student participates in special education programs or services.
- If you enter anything other than one of the codes listed above, the system will generate a file-level error and reject the file upon upload.
- When reported as part of the Fall General Collection, this characteristic is required. An error will be generated if no valid code is submitted.
- An error will occur when this characteristic is submitted and Primary Disability is not reported.
- An error will occur when this characteristic is submitted and the student is not identified as participating in special education programs/services (does not contain a code in Primary Disability).
- Errors will occur in the Fall General Collection (warnings will be generated in all other collections) if this characteristic is submitted with:
  - code "31", "38" or "41" and the student is not 3 years of age or younger; or
  - code "22", "23", "25", "26", "27", "46", "47", "48" or "49" and the student is younger than 2 years 6 months or older than 6 years of age; or
  - code "02", "03", "05", "06", "07", "11", "12" or "13" and the student is younger than 5 years of age or 26 years of age or older as of September 1 of the current school year.
- An error will occur if this characteristic does not contain "03" or "05" when the following conditions are true:

- Student is submitted as part of the Fall General Collection (a warning will occur for all other collections) AND
- Student is reported with Student Residency code "09" AND
- The student is at least 5 years of age on the count date but was not yet 26 years of age on September 1 of the current school year.
- An error will occur if this characteristic does not contain "07" when the following conditions are true:
  - Student is submitted as part of the Fall General Collection (a warning will occur for all other collections) AND
  - Student is reported with Student Residency code "04", "07", "08" or "15" AND
  - The student is at least 5 years of age on the count date but was not yet 26 years of age on September 1 of the current school year.
- For calculation purposes, time spent within the general education classroom also includes general/special education team-teaching arrangements, or time in which special education staff comes into the general education classroom to provide services. The time may be different from the time reflected in special education membership (Section 52 FTE or Section 53 FTE).
- Blanks are not accepted in an XML file upload. If this characteristic is submitted with a student record it must contain a code. The characteristic may be left blank when entering through the online form, unless it is required by another business rule.

#### **Characteristic Tip**

- When a student receives special education programs or services in multiple settings, report the setting in which the student spends the most time. Remember, time spent in a primary educational setting is not related to special education membership (Section 52 FTE or Section 53 FTE reported in the Special Education Component and in the General Ed FTE reported in the General Education FTE Component).

#### **If you have questions about this characteristic, please contact:**

**Birth through 2 years of age:** MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

**Birth through 5 years of age in a pre-k setting:** MDE Office of Great Start at [ECE-MSDS-Collections@michigan.gov](mailto:ECE-MSDS-Collections@michigan.gov) or 517-241-7004

**At least 5 years of age and in kindergarten or higher:** MDE Office of Special Education at [www.michigan.gov/ose-eis](http://www.michigan.gov/ose-eis) or 888-320-8384

## Special Education Exit Reason

### *Characteristic – Special Education Component*

#### **Characteristic System Name**

SpecEdExitReason

#### **Definition**

The reason the student is no longer participating in special education programs or services.

#### **Use**

These data are used for compliance and ESSA and IDEA reporting.

#### **Citation**

State School Aid Act, MCL 388.1619; Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446 Sec. 618)

#### **Specification**

List of values (choose from list)

Code	Text	Description
30	The IEP or IFSP team determined the child or student is no longer eligible for special education programs or services	The child or student was exited from special education programs and/or services after the IEP or IFSP team determined that s/he no longer met the criteria to be eligible for special education programs or services.
31	Parent/Guardian withdrew or revoked consent for a child or student to receive special education programs and/or services	The child or student was exited from special education programs or services because his/her parent/ or guardian revoked his/her consent withdrew or revoked consent and received written notice for the child or student to discontinue special education eligibility and associated participate in special education programs and/or services.

#### **Instructions**

- Choose/enter the code that represents exit reason being reported.
- If you enter anything other than one of the codes listed above, the system will generate a file-level error and reject the file upon upload.
- An error will occur when this characteristic is submitted and the student is not identified as participating in special education programs/services (does not contain a code in Primary Disability).
- When this characteristic is reported, a valid date must also be reported in the Special Education Exit Date characteristic.

- Blanks are not accepted in an XML file upload. If this characteristic is submitted with a student record it must contain a code. The characteristic may be left blank when entering through the online form, unless it is required by another business rule.

**Characteristic Tip**

- For students who exit the district (District Exit Status does not contain code "19" in the Enrollment Component), only submit data in this characteristic if they exit Special Education.

**If you have questions about this characteristic, please contact:**

MDE Office of Special Education at [www.michigan.gov/ose-eis](http://www.michigan.gov/ose-eis) or 888-320-8384

## Special Education Exit Date

### Characteristic – Special Education Component

#### Characteristic System Name

SpecEdExitDate

#### Definition

The month, day and year of the first day after the date a student last participated in special education programs or services because of the reason reported in Special Education Exit Reason.

#### Use

These data are used for compliance and ESSA and IDEA reporting.

#### Citation

State School Aid Act, MCL 388.1619; Individuals with Disabilities Education Act, 20 USC 1400 (PL 108-446 Sec. 1418; Perkins IV (P.L. 109-270)

#### Specification

Date (only); CCYY-MM-DD

#### Instructions

- The date reported must follow standard date format:
  - XML format is CCYY-MM-DD. Sample:

```
<SpecEdExitDate>2009-02-28</SpecEdExitDate>
```

- The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats; however, if you encounter problems, switching to the recommended format should resolve them.



Spec Ed  
Exit Date: 02/28/2009

- If you enter anything other than a date in this characteristic, the system will generate a file-level error and reject the file upon upload.
- The date reported in this characteristic must be the equal to or after the District Enrollment Date for the submitted operating district. (Special Education Exit Date => District Enrollment Date)
- When this characteristic is reported and the student is reported as exiting the district (District Exit Status does not contain code "19" in the Enrollment Component), the date reported in Special Education Exit Date must be before or equal to the District Exit Date. (Special Education Exit Date <= District Exit Date)
- This characteristic is required when Special Education Exit Reason is reported.

- An error will be generated if this characteristic is reported and Special Education Exit Reason is not included in the Special Education Component.
- Blanks are not accepted in an XML file upload. If this characteristic is submitted with a student record it must contain a code. The characteristic may be left blank when entering through the online form, unless it is required by another business rule.

**Characteristic Tip**

- Only report the Special Education Exit Date when the student no longer participates in special education programs or services because of an IEP or parental decision (see Special Education Exit Reason).

**If you have questions about this characteristic, please contact:**

MDE Office of Special Education at [www.michigan.gov/ose-eis](http://www.michigan.gov/ose-eis) or 888-320-8384

## Placed by Another District IEP

### *Characteristic – Special Education Component*

#### **Characteristic System Name**

PlacedByAnotherDistIEP

#### **Definition**

Indicate when the student, as stipulated in his/her current IEP, participates in a center program, a cooperative-agreement program designed specifically for special education students or a cross-district special education program. The program must serve both in-district and out-of-district students (e.g., students placed in classrooms for those with mild cognitive impairments, or pre-school children participating in early childhood special education programs). The decision to place the out-of-district student in this program was determined by the student's resident district IEP team in cooperation with the operating district. This **does not apply** to students who moved into the district or who come into a school district by school-of-choice programs.

#### **Use**

These data are used for ESSA and IDEA reporting.

#### **Citation**

Individuals with Disabilities Education Act (IDEA), 20 USC 1412(a)(5). IDEA Fed. Regs. §§ 300.115(a), (b)(1)(2) and 300.116(a) through (e)

#### **Specification**

Boolean (true, false, 1, 0) (XML)

- Yes/No (online entry)

#### **Instructions**

- Choose/enter the selection that represents the student's status for being placed in the special education program or service by an IEP from a district other than the reported Operating District.
- The district responsible of Free Appropriate Education who places a student in another district for special education programs or services should submit a "No" in this field. The district the student is sent to for the program or service, that is not the district responsible for FAPE, should submit a "Yes".
- This characteristic must not be reported when the Primary Disability characteristic is not included in the record.
- When this characteristic is reported with Yes/True, the Type of Plan characteristic must be reported with "02" (IEP).
- If you report anything other than a Boolean value (true/false or 0/1), the system will generate a file-level error and reject the file upon upload.

#### **Characteristic Tip**

- The placement of an out-of-district student was an IEP placement decision by the resident district in cooperation with the operating district. This field does

not apply to students who moved into the district or who come into a school district by school-of-choice programs.

**If you have questions about this characteristic, please contact:**

MDE Office of Special Education at [www.michigan.gov/ose-eis](http://www.michigan.gov/ose-eis) or 888-320-8384

## Section 52 FTE

### *Characteristic – Special Education Component*

#### **Characteristic System Name**

Section52FTE

#### **Definition**

The full-time equivalency for which the student is eligible for special education programs or services provided only to students with disabilities who do not qualify for Section 53 membership. (See Section 53 FTE for more information.)

For more detailed FTE information, please refer to the [Michigan Pupil Accounting Manual](#) and Section 6 of the [State School Aid Act](#).

#### **Use**

MDE use these data for state aid foundation payments and for federal and state reporting requirements.

#### **Citation**

State School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1651a, 388.1652, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a

#### **Specification**

Decimal number data type with a fixed-length format: N.NN

- Minimum value: 0.00
- Maximum value: 1.00

#### **Instructions**

- Enter the full-time equivalency for which the student is eligible for special education instructional instruction in grades K–12.
- If Section 53 FTE contains a value greater than zero (0.00) this characteristic must be blank or if reported, cannot contain a value other than "0.00".
- The reported value must be equal to or greater than zero but no greater than 1.00 (Section 52 FTE = > 0.00 and = < 1.00). Do not submit a negative value.
- You may submit either tenths or hundredths, as long as you are consistent in the use of either one.
- The total value of submitted FTE for the student may not exceed 1.00 (General Education FTE + Section 52 FTE + Section 53 FTE < = 1.00).
- If the total value of submitted FTE for the student is greater than zero (General Education FTE + Section 52 FTE + Section 53 FTE > 0.00), then you must submit a valid code in the Resident LEA Number characteristic in the Personal Demographics Component.
- When the reported in this characteristic is greater than zero (0.00), then:
  - The Student Residency characteristic must contain code "09" or the Primary Disability characteristic must contain a valid code.

- The student must be younger than twenty-six years of age (Student's age < 26) as of September 1 of the current school year.
- The student's Enrollment Date must be on or prior to the legislated count date (Enrollment Date <= count date).
- The reported school or facility must be open (according to EEM) as of the legislated count date.
- District Exit Status must be "19" and the District Exit Date must be blank.
- The reported value in this characteristic must equal zero (0.00) in the following conditions. Otherwise, an error will occur:
  - If the student is eight years of age or older (Student's age = > 8) on the legislated count date and the Grade Or Setting characteristic contains code "30".
  - If the student's cohort status is "Graduated".
- A warning will occur when the student's cohort status is "GED Completer" or "Other Completer" and the FTE reported is greater than 0.00.
- If you enter anything other than a decimal number, the system will generate a file-level error and reject the file upon upload.
- The default value for online entry is "0.00".

**Characteristic Tip**

- If you fail to submit FTE in the record of a student, you will receive no foundation payment for that student. You may submit FTE data in the Special Education FTE Component as well as in the General Education FTE Component.

**If you have questions about this characteristic, please contact:**

MDE Office of Special Education at [www.michigan.gov/ose-eis](http://www.michigan.gov/ose-eis) or 888-320-8384

## Section 53 FTE

### *Characteristic – Special Education Component*

#### **Characteristic System Name**

Section53FTE

#### **Definition**

The full-time equivalency for which the student is eligible for special education programs or services, provided only to students with disabilities who qualify for Section 53 membership under the following criteria:

- a) A pupil assigned to a district or intermediate school district through the community placement program of the court or state agency, if the pupil was a resident of another intermediate district at the time the pupil came under the jurisdiction of the court or a state agency.
- b) Pupils who are residents of institutions operated by the Department of Community Health.
- c) Pupils who are former residents of Department of Community Health institutions for the developmentally disabled and are placed in community settings other than the pupils' homes.
- d) Pupils enrolled in a department-approved, on-grounds educational program longer than 180 days, but not longer than 233 days, at a residential child-care institution, if the child-care institution offered in 1991-92 is an on-grounds educational program longer than 180 days but not longer than 233 days.
- e) A pupil placed in a district by a parent for the purpose of seeking a suitable home, if the parent does not reside in the same intermediate district as the district in which the pupil is placed.

For more detailed FTE information, please refer to the [Michigan Pupil Accounting Manual](#) and Section 6 of the [State School Aid Act](#).

#### **Use**

MDE use these data for grant compliance and for federal and state reporting requirements.

#### **Citation**

State School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1651a, 388.1652, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a

#### **Specification**

Decimal number data type with a fixed-length format: N.NN

- Minimum value: 0.00
- Maximum value: 1.00

## Instructions

- Enter the full-time equivalency for which the student is eligible for special education instructional in grades K–12.
- If Section 52 FTE contains a value greater than zero (0.00) this characteristic must be blank or if reported, cannot contain a value other than "0.00".
- If the total value of submitted FTE for the student is greater than zero (General Education FTE + Section 52 FTE + Section 53 FTE > 0.00), then you must submit a valid code in the characteristic Resident LEA Number in the Personal Demographics Component.
- The reported value must be equal to or greater than zero but no greater than 1.00 (Section 53 FTE = > 0.00 and = < 1.00). Do not submit negative values.
- You may submit either tenths or hundredths, as long as you are consistent in the use of either one.
- The total value of submitted FTE for the student may not exceed 1.00 (General Education FTE + Section 52 FTE + Section 53 FTE < = 1.00).
- When the reported value in this characteristic is greater than zero (0.00), then:
  - The record must include a valid code in the Primary Disability characteristic.
  - The student must be less than twenty-six years of age (Student's age < 26) as of September 1 of the current school year.
  - The student's Enrollment Date must be on or prior to the legislated count date (Enrollment Date < = count date).
  - The reported school or facility must be open (according to EEM) as of the legislated count date.
  - District Exit Status must be "19".
- The reported value in this characteristic must equal zero (0.00) in the following conditions:
  - If the code reported in Student Residency characteristic contains code "09" or "12".
  - If the student is eight years of age or older (Student's age = > 8) on the legislated count date and the Grade Or Setting characteristic contains code "30".
  - If the student's cohort status is "Graduated".
- A warning will occur when the student's cohort status is "Other Completer" and the FTE reported is greater than 0.00.

## Characteristic Tip

- If you fail to submit FTE in the record of a student, you will receive no foundation payment for that student. You may submit FTE data in the Special Education FTE Component as well as in the General Education FTE Component.

## If you have questions about this characteristic, please contact:

MDE Office of Special Education at [www.michigan.gov/ose-eis](http://www.michigan.gov/ose-eis) or 888-320-8384

## Student Course

### Component Overview

The Student Course Component is used to connect teacher and student data via the courses students take during the school year. These data include the student's completion status for each course and in some cases, include the final grade. The reported data reflecting the student's performance in classes taken throughout the current academic year can be reported as the course/term ends as well as at the end of the school year. The Student Course Component may be reported as many times as necessary to report each course taken by a student during a school year.

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Max. Occurrences
Subject Area Code	List of Values	1	Required	No	1
Course Identifier Code	Numeric	2	Conditional	No	1
Local Course ID	Text	3	Required	No	1
Local Course Title	Text	4	Required	No	1
Course Section ID	Text	5	Conditional	No	1
MSIX Course Section ID	List of Values	6	Conditional	No	1
Course Type	List of Values	7	Required	No	1
Course Funding Program	List of Values	8	Optional	No	1
Academic Year	List of Values	9	Optional	No	1
Credits Granted	Decimal	10	Conditional	No	1
Course Grade	Text	11	Conditional	No	1
Completion Status	List of Values	12	Required	No	1
MSIX Clock Hours	Numeric	13	Conditional	No	1
Teacher of Record PIC	Numeric	14	Conditional	Yes	3
Virtual Method	List of Values	15	Optional	No	1
Virtual Course Mentor PIC	Numeric	16	Conditional	Yes	3

Name	Data Type	Sequence	System Expectation	Multi-valued	Max. Occurrences
College Credit	Numeric	16	Conditional	No	1

School Demographics
Student Course

\*SubjectAreaCode: Please Select ▼

CourseIdentifierCode:

\*LocalCourseId:

\*LocalCourseTitle:

CourseSectionID:

MSIXCourseSectionID: Please Select ▼

\*CourseType: Please Select ▼

AcademicYear: 2019-2020-SY2019-2020 ▼

CreditsGranted:

CourseGrade:

\*CompletionStatus: Please Select ▼

MSIXClockHours:

College Credit:

PIC:  +

Virtual Method: Please Select ▼

Mentor PIC:  +

### End-of-Year General Collection

There is a period of time where the TSDL Collections and the End-of-Year General Collection are both open at the same time. As some of the TSDL Collection reports look at data for your district over the entire school year, we suggest that your district’s EOY General Collection be certified prior to final certification of your TSDL Collection. This helps ensure data are accurately reflected in TSDL reports after the school year is over.

### Migrant TSDL Only: Update, add or remove TSDL courses

**Update:** To effectively update course data in the Migrant TSDL Collection, 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 reported 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 staging, the new uploaded file will replace all courses that were in staging.**

## Subject Area Code

*Characteristic – Student Course Component*

### Characteristic System Name

SubjectAreaCode

### Definition

The NCES SCED code representing the subject area of the course in which the student participated at some point during the school year.

### Use

MDE use these data for federal and state reporting requirements.

### Citation

Revised School Code, MCL 380.1249; State School Aid Act, MCL 388.1694a(1)(d)(i), 388.1694a(4)(d), 388.1766b

### Specification

#### Subject Area Codes

[NCES web page](#)

([https://nces.ed.gov/forum/sced\\_previous.asp](https://nces.ed.gov/forum/sced_previous.asp))

Code	Subject Area
01	English Language and Literature
02	Mathematics
03	Life and Physical Sciences
04	Social Sciences and History
05	Fine and Performing Arts
07	Religious Education and Theology
08	Physical, Health and Safety Education
09	Military Science
10	Computer and Information Sciences
11	Communication and Audio/Visual technology
12	Business and Marketing
13	Manufacturing
14	Health Care Sciences
15	Public, Protective and Government Services
16	Hospitality and Tourism
17	Architecture and Construction
18	Agriculture, Food and Natural Resources

Code	Subject Area
19	Human Services
20	Transportation, Distribution and Logistics
21	Engineering and Technology
22	Miscellaneous
23	Nonsubject Specific
24	Foreign Language and Literature

**Subject Area Code for State-Approved CTE Courses**

Code	Subject Area	Description
00	State-Approved CTE Course	State-approved CTE Courses reported in CTEIS. Data for these courses will be obtained through CTEIS. These data may be, but are not required to be reported in TSDL.

**Instructions**

- This characteristic is required when the Student Course Component is submitted.
- If you enter anything other than the codes listed above, the system will generate a file-level error and reject the file upon upload.

**Characteristic Tip**

- The Subject Area Code is made up of the first two digits of a five-digit SCED code.

**If you have questions about this characteristic:**

Please review [MDE’s Guidance on Course Reporting \(Special Ed\)](#) for assistance with determining codes for special education courses. If you still have questions, please contact MDE Office of Special Education at [www.michigan.gov/ose-eis](http://www.michigan.gov/ose-eis) or 888-320-8384.

Please review [MDE’s Guidance on Course Reporting](#) for assistance with determining codes for regular education courses. If you still have questions, please contact Ruth Anne Hodges, MDE Office of Educational Supports at [HodgesR3@michigan.gov](mailto:HodgesR3@michigan.gov) or 517-241-2219.

You may also contact CEPI customer support for assistance at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Course Identifier Code

### *Characteristic – Student Course Component*

#### **Characteristic System Name**

CourseIdentifierCode

#### **Definition**

The NCES SCED code representing the course identifier code of the course in which the student participated at some point during the school year.

#### **Use**

MDE use these data for federal and state reporting requirements.

#### **Citation**

Revised School Code, MCL 380.1249; State School Aid Act, MCL 388.1694a(1)(d)(i), 388.1694a(4)(d), 388.1766b

#### **Specification**

List of values (choose from lists)

SCED version 6 Course Identifier Codes can be found in the Version 6.0 Downloadable File in the following link: [NCES web page](#).

#### **Instructions**

- This characteristic is required when the Student Course Component is submitted and the Subject Area Code is not "00" (CTE course also reported in CTEIS).
- This characteristic must be a valid NCES SCED Course Identifier Code for the Subject Area Code reported.

#### **Characteristic Tip**

- To determine the Course Identifier Code, review the course descriptions listed in the NCES SCED files and use the course code that best describes the student's course description and course level. The course identifier code is made up of the last three digits of a five-digit SCED code.

**If you have questions about this characteristic:**

Please review [MDE's Guidance on Course Reporting \(Special Ed\)](#) for assistance with determining codes for special education courses. If you still have questions, please contact MDE Office of Special Education at [www.michigan.gov/ose-eis](http://www.michigan.gov/ose-eis) or 888-320-8384.

Please review [MDE's Guidance on Course Reporting](#) for assistance with determining codes for regular education courses. If you still have questions, please contact Ruth Anne Hodges, MDE Office of Education Improvement and Innovation at [HodgesR3@michigan.gov](mailto:HodgesR3@michigan.gov) or 517-241-2219.

You may also contact CEPI customer support for assistance at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Local Course ID

### *Characteristic – Student Course Component*

#### **Characteristic System Name**

LocalCourseID

#### **Definition**

The code assigned by the educating entity to identify a particular course.

#### **Use**

These data are used to uniquely identify local courses. The purpose is to allow the district to send student record updates for unique courses (e.g., interim grade, followed by final grade), and when receiving data back from the State, to connect the data with a given student, teacher and course.

#### **Citation**

Revised School Code, MCL 380.1249; State School Aid Act, MCL 388.1694a(1)(d)(i), 388.1694a(4)(d), 388.1766b

#### **Specification**

Text (free form) – Maximum Length of 250 characters

#### **Instructions**

- This characteristic is required when the Student Course Component is submitted.

#### **Characteristic Tip**

- When a district's Local Course ID does not uniquely identify a course, this characteristic should be used in conjunction with the Course Section ID to uniquely identify the course.

#### **If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Local Course Title

*Characteristic – Student Course Component*

### **Characteristic System Name**

LocalCourseTitle

### **Definition**

The title assigned by the educating entity to identify a course.

### **Use**

These data are used to uniquely identify local courses. The purpose is to allow the district to send student record updates for unique courses (e.g., interim grade, followed by final grade), and when receiving data back from the State, to connect the data with a given student, teacher and course.

### **Citation**

Revised School Code, MCL 380.1249; State School Aid Act, MCL 388.1694a(1)(d)(i), 388.1694a(4)(d), 388.1766b

### **Specification**

Text (free form) – Maximum Length of 250 characters

### **Instructions**

- This characteristic is required when the Student Course Component is submitted.

### **If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Course Section ID

*Characteristic – Student Course Component*

### Characteristic System Name

CourseSectionID

### Definition

This characteristic is used by educating entities when the Local Course ID alone cannot uniquely identify a given course.

### Use

These data are used to assist in uniquely identify local courses. The purpose is to allow the district to send student record updates for unique courses (e.g., interim grade, followed by final grade), and when receiving data back from the State, to connect the data with a given student, teacher and course.

### Citation

Revised School Code, MCL 380.1249; State School Aid Act, MCL 388.1694a(1)(d)(i), 388.1694a(4)(d), 388.1766b

### Specification

Text (free form) – Maximum Length of 20 characters

### Instructions

- Although the system treats this characteristic as optional, the data must be reported when the Local Course ID does not uniquely identify a course. Failure to do so will result in inaccurate reporting.
- Blanks are not acceptable in an XML file upload. If this characteristic is submitted with a student record it must contain a value. The characteristic may be left blank when entering through the online form.

### Characteristic Tip

- This characteristic should be used in conjunction with a district's Local Course ID when the Local Course ID alone does not uniquely identify a course. For example, this characteristic might be used along with the Local Course ID to differentiate between the same course when offered during the school year or during summer school, between a traditional setting versus a virtual delivery setting, between one term and another, or between a teacher's first hour class and third hour class for the same course (e.g., Algebra I).

### If you have questions about this characteristic, please contact:

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## MSIX Course Section ID

*Characteristic – Student Course Component*

### Characteristic System Name

MSIXCourseSectionID

### Definition

The MSIX Course Section ID describes the duration of the course taken for migrant students. A full year is a course that lasts the full school year. If a course is divided into two sections, the first of the two sections is section A, and the second of the two sections is section B.

### Use

MDE use these data for federal and state MSIX reporting requirements.

### Citation

ESSA 34 CFR § 200.85

### Specification

List of values (choose from list)

Code	Text	Description
01	Full Year	This is a full school year course.
02	Section A	The first of two equal segments into which the course is divided.
03	Section B	The second of two equal segments into which the course is divided.

### Instructions

- This characteristic must be reported for migrant students if the course duration meets one of the above criteria. If none of the options are appropriate, the characteristic may be omitted, and the Term Type characteristic in EEM will be used for reporting.
- This characteristic is not required for non-migrant students.
- Blanks are not acceptable in an XML file upload. If this characteristic is submitted with a student record it must contain a value. The characteristic may be left blank when entering through the online form, unless required by another business rule.

### If you have questions about this characteristic, please contact:

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Course Type

*Characteristic – Student Course Component*

### Characteristic System Name

CourseType

### Definition

The two-digit code for the course type.

### Use

MDE use these data for federal and state reporting requirements.

### Citation

Revised School Code, MCL 380.1204a, MCL 380.1249;  
 State School Aid Act, MCL 388.1694a(1)(d)(i), 388.1694a(4)(d), 388.1766b  
 Postsecondary Enrollment Options Act, MCL 388.521,  
 Career and Technical Preparation Act, MCL 388.1911

### Specification

List of values (choose from list)

Code	Text	Description
01	Regular (Default)	A course providing instruction (in a given subject-matter area) that focuses primarily on general concepts for the appropriate grade level.
02	Honors	An advanced-level course designed for students who have earned honors status according to educational requirements.
03	Pre-Advanced	A course in preparation to admission to an AP Program.
04	Advanced Placement	An advanced, college-level course designed for students who achieve a specific level of academic performance. Upon successful completion of the course and a standardized Advanced Placement examination, a student may receive college credit.
05	International Baccalaureate	A course that is in the IB program. This program offers international education that develops the intellectual, personal, emotional, and social skills needed to live, learn, and work in a rapidly globalizing world.
06	Not Applicable	There is no applicable course type.

Code	Text	Description
07	Dual Enrollment	A course in which a student may earn post-secondary (college) credit. Generally, these courses are taught by a post-secondary instructor at an institution of higher education, such as a community college or university.
00	Other	The course type does not fall within one of the other categories.

**Instructions**

- Choose/enter the code that best represents the level and rigor of the instruction provided throughout the reported course.
- If you enter anything other than one of the codes listed, the system will generate a file-level error and reject the file upon upload.
- This characteristic is required when the Student Course Component is submitted.
- If a student is an International Baccalaureate participant in any grade, then Course Type "05" should be reported.
- When the Course Type is "02" or "03", the student should be reported in grades 7 – 12.
- When the Course Type is "04" or "07", the student must be reported in grades 9 – 12.
- 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", then the College Credit characteristic or the Credits Granted characteristic must have a value greater than "0".
- When reporting post-secondary courses, use code "07" (Dual Enrollment).

**If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Course Funding Program

*Characteristic – Student Course Component*

### Characteristic System Name

CourseFundingProgram

### Definition

A program through which the course is funded.

### Use

MDE use these data for federal and state reporting requirements.

### Citation

Senate Bill 651, MCL 380.1230i (1)(b)(2)(e)

### Specification

List of values (choose from list)

Code	Text	Description
01	Sec 23a Dropout Recovery	A course that is being taken as part of a Section 23a Dropout Recovery program.

### Instructions

- Choose/enter the code that best represents the program through which a course is funded.
- If none of the codes apply to this course, omit this characteristic.

### If you have questions about this characteristic, please contact:

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Academic Year

### Characteristic – Student Course Component

#### Characteristic System Name

AcademicYear

#### Definition

The academic year for the student course being reported.

#### Use

MDE use these data for federal and state reporting requirements.

#### Citation

Revised School Code, MCL 380.1249; State School Aid Act, MCL 388.1694a(1)(d)(i), 388.1694a(4)(d), 388.1766b

#### Specification

List of values (choose from list)

Code	Text	Description
2019-2020	2019-2020	The academic year beginning July 1, 2019 and ending June 30, 2020.
2020-2021	2020-2021	The academic year beginning July 1, 2020 and ending June 30, 2021.

#### Instructions

- This characteristic is not required when reporting courses for the current academic year.
- This characteristic is required when reporting courses for previous school years.
- If you enter anything other than one of the values listed, the system will generate a file-level error and reject the file upon upload.
- Blanks are not acceptable in an XML file upload. If this characteristic is submitted with a student record it must contain a code. The characteristic may be left blank when entering through the online form.

#### Characteristic Tip

- When reported, this characteristic should reflect the academic year in which the student last attended the course.

#### If you have questions about this characteristic, please contact:

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Credits Granted

### *Characteristic – Student Course Component*

#### **Characteristic System Name**

CreditsGranted

#### **Definition**

The Carnegie unit of credits granted to a student for completing the course or section of the course being reported. A course meeting every day for one period of the school day over the span of a school year offers one Carnegie unit. Thus, a Carnegie unit is a measure of “seat time” rather than a measure of attainment of the course objectives. Credit for a given course can vary from school district to school district. This characteristic is only required for Migrant-eligible and dual-enrolled students.

#### **Use**

MDE use these data for federal and state reporting requirements.

#### **Citation**

Revised School Code, MCL 380.1249;  
State School Aid Act, MCL 388.1694a(1)(d)(i), 388.1694a(4)(d), 388.1766b;  
Postsecondary Enrollment Options Act, MCL 388.521;  
Career and Technical Preparation Act, MCL 388.1911

#### **Specification**

- Decimal number data type with a fixed-length format: N.NN
  - Minimum length: 1
  - Maximum length: 4
  - Minimum value: 0.00
  - Maximum value: 9.99

#### **Instructions**

- When the student has completed and received credit for the course, enter the Carnegie units the student is receiving for completing the course (e.g., 1.0, 0.50, 0.33, 0.25, 0.20).

#### **Characteristic Tip**

- Report credits granted when the student has completed the course and is granted credit.

#### **If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Course Grade

### *Characteristic – Student Course Component*

#### **Characteristic System Name**

CourseGrade

#### **Definition**

The grade the student received for completing the course being reported. These should be board approved grades. The grade reported is what would be reported on the student's academic record for the course. This characteristic is required for Migrant-eligible students and optional for all other students.

#### **Use**

MDE use these data for state reporting requirements.

#### **Citation**

Revised School Code, MCL 380.1249;

ESSA 34 CFR § 200.85;

State School Aid Act, MCL 388.1694a(1)(d)(i), 388.1694a(4)(d), 388.1766b

#### **Specification**

- Free-form text; accepts both alpha and numeric characters
  - Maximum length: 25

#### **Instructions**

- Upon completion of a course, enter the grade which best represents the final grade the student received for the course you are reporting.
- For all migrant students, report the percentage (from 0 to 100, rounded to the nearest whole number) of student performance for the grade-to-date.

#### **Characteristic Tips**

- Any grade that would be reported on a student's academic record should be reported, even if it is considered non-traditional.
- Full-year courses broken-down into sections (e.g., semesters) that are reported with section grades and no final combined grade should be reported in TSDL as separate courses with each section grade as reported on the student's academic record.

#### **If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Completion Status

*Characteristic – Student Course Component*

### Characteristic System Name

CompletionStatus

### Definition

The student's final status for the course being reported.

### Use

MDE use these data for federal and state reporting requirements.

### Citation

State School Aid Act, MCL 388.1694a(1)(d)(i), 388.1694a(4)(d), 388.1766b

### Specification

List of values (choose from list)

Code	Text	Description
AU	Audited	Use when all the following apply: <ul style="list-style-type: none"> <li>▪ The course is taken in a secondary or postsecondary environment,</li> <li>▪ The course is normally taken for-credit,</li> <li>▪ The student purposely enrolled in the course as not-for-credit, AND</li> <li>▪ Prior to enrollment, the teacher, student and school administration (counselor/principal) are all in agreement that the student will have the same expectations for the course as all other students, except that there will be no grade or credit issued at its completion.</li> </ul>
TO	Tested Out	The student took a test and received credit without having to take the course.
OE	Ongoing Enrolled	The student is expected to continue in this same course and will be reported in a later submission when the course is completed.
CP	Completed/ Passed	The student completed the course, meeting at least the minimum expectations.
CF	Completed/ Failed	The student completed the course but did not meet the minimum expectations for passing.

MSDS Collection Details

Code	Text	Description
CS	Completed/ Grade 14 Only	Special education transition student (grade or setting 14) has completed or aged out of the course. A course grade and credit are not applicable.
WE	Withdrawn/ Exited	The student withdrew or exited the course before completion.
WP	Withdrawn/ Passing	The student was passing the course as of the date of withdrawal or exit.
WF	Withdrawn/ Failing	The student was failing the course as of the date of withdrawal or exit.
I	Incomplete	At the time of this reporting, the student must meet additional requirements to receive a grade or credit for the course.
ER	Submitted in Error	This status allows districts to mark a record that was submitted in error in a previous certified collection of the TSDL. Courses marked with this Completion Status will not be included in any reporting of TSDL data and will be considered as not submitted.

**Instructions**

- Enter the student’s status in the course upon completion, or if the course is not completed, the status at the end of the school year.
- If you enter anything other than one of the codes listed above, the system will generate a file-level error and reject the file upon upload.
- This characteristic is required when the Student Course Component is reported.
- When Completion Status is “CS”, the Subject Area Code must = “73” and the Course Identifier Code must = “039”.
- When Completion Status is “ER”, there must be a previously submitted matching record that was submitted within the current school year, district, building, and student.
- 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.
- Completion Status codes “ER” and “OE” can only be reported in the Migrant TSDL Collection.

**If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## MSIX Clock Hours

### *Characteristic – Student Course Component*

#### **Characteristic System Name**

MSIXClockHours

#### **Definition**

For migrant students whose courses have not been completed (or credit granted), the number of clock hours to date that the student has completed.

#### **Use**

MDE use these data for federal and state MSIX reporting requirements.

#### **Citation**

ESSA 34 CFR § 200.85

#### **Specification**

- Whole number (Integer)
  - Minimum length: 1
  - Maximum length: 3
  - Minimum value: 0
  - Maximum value: 600

#### **Instructions**

- Enter the number of clock hours to date a migrant student has completed.
- This characteristic must be completed for all migrant students when a course is not completed. In other words, if a course has a completion status other than "CP", "CF", "ER", "OE" or "CS". This characteristic is optional in all other cases.

#### **If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Teacher of Record PIC

### *Characteristic – Student Course Component*

#### **Characteristic System Name**

PIC

#### **Definition**

The Personnel Identification Code, as assigned in the Registry of Educational Personnel Application, for each teacher responsible for some or all of the instruction of the course being reported. The PIC reported in this field should reflect the Teacher of Record.

#### **Use**

MDE and CEPI use these data for state reporting requirements.

#### **Citation**

State School Aid Act, MCL 388.1694a(1)(d)(i), 388.1694a(4)(d), 388.1766b

#### **Specification**

- Numeric Text
  - Maximum Length: 10
  - Maximum of 3 PICs per course may be reported

#### **Instructions**

- This characteristic must be reported when the Student Course Component is reported, except when the course type is 07 (Dual Enrollment) or for state approved CTE courses that are also reported in CTEIS (Subject Area Code 00).
- Report the PIC(s) for the teacher(s) responsible for the student's outcomes in this course. It is a local decision as to which teacher(s) will be held accountable for a student's performance in a course.
- The PIC number(s) must be valid in the REP. Leading zeros are not permitted.
- Enter up to three (3) PIC numbers for the teacher(s) responsible for some or all the student's instruction in this course.
- A PIC number may only be used once per characteristic. You may not have duplicate PIC numbers within this characteristic.
- The teacher of record for students who test out of a course should be reported as the teacher who authored or graded the test, or who otherwise determined the student met the criteria to test out of the course.
- Blanks are not acceptable in an XML file upload. If this characteristic is submitted with a student record it must contain a code. The characteristic may be left blank when entering through the online form.

#### **Characteristic Tips**

- Refer to the [REP Crosswalk](#) for assistance in matching SCED codes to the appropriate REP assignment codes.

#### **If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Virtual Method

### Characteristic – Student Course Component

#### Characteristic System Name

VirtualMethod

#### Definition

The type of virtual instruction the student is receiving.

#### Use

MDE use these data for state reporting requirements.

#### Citation

Revised School Code, MCL 380.1249;  
State School Aid Act, MCL 388.1694a(1)(d)(i), 388.1694a(4)(d), 388.1698,  
388.1766b

#### Specification

List of values (choose from list)

Code	Text	Definition
BL	Blended Learning	A hybrid instructional delivery model where pupils are provided content, instruction, and assessment at a supervised educational facility where the pupil and teacher are in the same physical location and in part through internet-connected learning environments with some degree of pupil control over time, location and pace of instruction. For a course to be considered blended, at least 30% of the course content is delivered online.
DL	Digital Learning	A course of study that is capable of generating a credit or a grade that is provided in an interactive internet-connected learning environment that does not contain an instructor within the online environment itself. There may be a teacher of record assigned to the course, but this teacher does not provide instruction to students through the online environment. For a course to be considered online as opposed to blended, all (or almost all) the course content is delivered online.
NV	Not Virtual	Provided as an option for districts whose student record systems cannot easily exclude this characteristic.

Code	Text	Definition
OC	Online Course	A course of study that is capable of generating a credit or a grade that is provided in an interactive internet-connected learning environment, where pupils are separated from their teachers by time or location, or both. For a course to be considered online as opposed to blended, all (or almost all) the course content is delivered online.

### Instructions

- Choose/enter the code that best represents the type of virtual course.
- If you enter anything other than one of the codes listed, the system will generate a file-level error and reject the file upon upload.
- This characteristic is only required to be reported if it is a virtual course.
- When the code reported in the School Facility characteristic is identified in the Educational Entity Master as a Cyber School or Full Virtual School, the following rules apply:
  - This characteristic cannot be reported with "NV", otherwise a record-level error will occur, unless the course is a dual enrollment course submitted with Course Type "07".
  - All courses must be reported with "BL," "DL" or "OC", otherwise an error will be generated during the quality review process.
- Schools or facilities that are identified as Virtual in the EEM, even if they are Face Virtual or Supplemental Virtual, should be reporting courses with "BL," "DL" or "OC".
- Blanks are not acceptable in an XML file upload. If this characteristic is submitted with a student record it must contain a code. The characteristic may be left blank when entering through the online form.

### If you have questions about this characteristic, please contact:

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Virtual Course Mentor PIC

### Characteristic – Student Course Component

#### Characteristic System Name

MentorPIC

#### Definition

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 (as defined by the [MDE pupil accounting manual](#)) may additionally be assigned to the classroom to assist students.

#### Use

MDE use these data for state reporting requirements.

#### Citation

State School Aid Act, MCL 388.1694a(1)(d)(i), 388.1694a(4)(d), 388.1698, 388.1766b

#### Specification

- Numeric Text
  - Maximum Length: 10
  - Maximum of 3 PICs per course may be reported

#### Instructions

- This characteristic may only be reported when the VirtualMethod characteristic is reported.
- The PIC number(s) must be valid in the Registry of Educational Personnel. Leading zeros are not permitted.
- A PIC number may only be used once per characteristic. You may not have duplicate PIC numbers within this characteristic.
- Blanks are not acceptable in an XML file upload. If this characteristic is submitted with a student record it must contain a code. The characteristic may be left blank when entering through the online form.

#### Characteristic Tip

- PICs reported in this field should be reported in REP with the corresponding Virtual Mentor Assignment Code of "00379".
- For more information on reporting this characteristic, please visit the following links:
  - [TOR Guidance for Online or Computer-Based Instruction](#)
  - [Adherence and Decision Tree Virtual and Online Learning](#)

**If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## College Credit

### *Characteristic – Student Course Component*

#### **Characteristic System Name**

CollegeCredit

#### **Definition**

The amount of credit hours associated with the course. Report a number from 0 to 10 representing the number of credits assigned to each post-secondary (college) level course the student attempted.

#### **Use**

MDE use these data for state reporting requirements

#### **Citation**

State School Aid Act, MCL 388.1694a(1)(d)(i), 388.1694a(4)(d), 388.1766b;  
Postsecondary Enrollment Options Act, MCL 388.521;  
Career and Technical Preparation Act, MCL 388.1911

#### **Specification**

- Whole Number (Integer)
  - Minimum Value: 0
  - Maximum Value: 25

#### **Instructions**

- When the student has attempted credit for the course, enter the credit value the student is attempting for the course.
- If you enter anything outside the range of the values allowed or a non-numeric value, the system will generate a file-level error and reject the file upon upload.
- When the reported Course Type is "07", the College Credit characteristic must be submitted.
- Blanks are not acceptable in an XML file upload. If this characteristic is submitted with a student record it must contain a code. The characteristic may be left blank when entering through the online form.

#### **If you have questions about this characteristic, please contact:**

Jeff McNeal, MDE Office of Educational Supports at [McNealJ1@michigan.gov](mailto:McNealJ1@michigan.gov) or 517-241-6958

## Student Record Maintenance

### Component Overview

The Student Record Maintenance Component is used in the SRM Collection to identify the time period the data reported in the student record became effective. As a result, current school or program year data for the student can be updated or future changes (within the current school or program year) can be reported.

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Max. Occurrences
As of Date	Date	1	Required	No	1

The screenshot shows a web interface for 'Student Record Maintenance'. At the top, there are buttons for 'Submit', 'Cancel', and 'Add Component', along with a 'Select Component' dropdown menu. Below these, there are two tabs: 'Student Record Maintenance' (which is active) and 'Entity Demographics'. The main area contains a label '\*As Of Date:' with a help icon, followed by a text input field containing the date '03/15/2010' and a calendar icon to its right.

### When Is This Component Required?

This component must be submitted as part of the SRM Collection.

### What Date Should Be Used for the "As of Date"?

The "As of Date" should be reported as the date on which the change occurred. When submitting multiple changes, use the most recent date. The "As of Date" must fall within the student's period of enrollment. Therefore, if you are reporting a student exit, the "As of Date" must be the same as the exit date. The date submitted must also be after the count date of the previous collection.

## As of Date

*Characteristic – Student Record Maintenance Component*

### Characteristic System Name

AsOfDate

### Definition

The month, day and year that the data reported in the student record became effective.

### Use

These data are used to record the time period for which data are being reported.

### Citation

These data are necessary for historical reference and longitudinal data analysis.

### Specification

Date (only); CCYY-MM-DD

### Instructions

- The date reported must follow standard date format:
  - XML format is CCYY-MM-DD. Sample:

```
<AsOfDate>2010-03-15</AsOfDate>
```

- The recommended format for entering a date online is MM/DD/CCYY. The system will accept most common formats; however, if you encounter problems, switching to the recommended format should resolve them.



\* As Of Date: 03/15/2010

- If you enter anything other than a date in this characteristic, the system will generate a file-level error and reject the file upon upload.
- This characteristic is required when the SRM Component is submitted.
- The date reported must be on or after the student's date of birth.
- The date reported must fall within the student's period of enrollment (Enrollment Date >= As of Date <= Exit Date).
- The date reported must be within one of the following windows, depending on the time period:
  - Before the Fall count date: must be on or after September 1 and prior to the Fall count date. (September 1 >= As of Date < Fall count date)
  - Between the Fall and Spring count dates: must be on or after the Fall count date and prior to the Spring count date. (Fall count date >= As of Date < Spring count date)

*MSDS Collection Details*

- Between the Spring count date and the close of the EOY General Collection: must be on or after the Spring count date and on or prior to June 30.  
(Spring count date  $\geq$  As of Date  $\leq$  June 30)
- During the Graduation Rate Appeals Window (mid-July thru mid-September): may be any time during the school year.  
(September 1  $\geq$  As of Date  $\leq$  August 31)
- The date reported must be on or before today's date; future dates are not allowed.

**Characteristic Tip**

- The As of Date may be a past date, but must be within the period of enrollment for the student in the educating entity and within the current school year.

**If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Submitting Entity

### Component Overview

The Submitting Entity Component is used to identify the entity that is responsible for the data being reported. If the data are submitted in a collection that requires certification, this is the entity that is responsible for the data certification.

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Max. Occurrences
Submitting Entity Type Code	List of Values	1	Required	No	1
Submitting Entity Code	Text	2	Required	No	1

### **When Is This Component Required?**

This component is required on all student records in every collection. The collection staging area to which the record belongs is identified by the submitting entity.

## Submitting Entity Type Code

### Characteristic – Submitting Entity Component

#### Characteristic System Name

SubmittingEntityTypeCode

#### Definition

This code is used by the system to identify which type of entity code will be reported in the Submitting Entity Code characteristic.

#### Use

Entity codes in EEM are unique within type categories. This characteristic identifies which category the system uses for validation of the submitting entity and to confirm user entity permissions.

#### Citation

State School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a; ESSA, 20 USC 6311

#### Specification

List of values (choose from list)

Code	Text	Description
A	Agreement Number	The agreement number is used by the Office of School Support Services of the Michigan Department of Education. The EEM assigns 9-digit agreement numbers to new entities.
B	Building	The submitting entity code is a five-digit code assigned to a school building or facility.
D	District	The submitting entity code is a five-digit code assigned to a district.

#### Instructions

- Choose/enter the code that represents the entity type for the submitting entity.
- This characteristic is required.
- If the Submitting Entity Component is submitted through a General Collection (Fall, Spring or EOY), Student Record Maintenance Collection or Teacher Student Data Link Collection, this characteristic must contain code "D".
- If the Submitting Entity Component is submitted through an Early Roster Collection, this characteristic must contain code "B" or "D".
- If the Submitting Entity Component is submitted through a Request for UIC or Early Childhood Collection, this characteristic may contain any valid code.

#### Characteristic Tip

*MSDS Collection Details*

- When the submitting entity has both an agreement number and a district code, report the district code with the record.

**If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Submitting Entity Code

### Characteristic – Submitting Entity Component

#### Characteristic System Name

SubmittingEntityCode

#### Definition

The state-assigned five- or nine-digit code from EEM of the entity responsible for the certification (if applicable) of the collection. Generally, this is the entity receiving funding. It may or may not be the entity that is directly providing education services to the student. The Educational Entity Master can be found on the [CEPI website](#).

#### Use

These data are used for reporting purposes.

#### Citation

State School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a; ESSA, 20 USC 6311

#### Specification

Numeric Text (can have leading zeros); Format: NNNNN or NNNNNNNNN

- Minimum length: 5
- Maximum length: 9

#### Instructions

- Enter the five-digit or nine-character EEM code that represents the entity responsible for the data being reported.
- The code must be a valid code in EEM. If the code submitted in Submitting Entity Type Code is:
  - "A", then the code reported in this characteristic must be a valid agreement number (nine-character).
  - "B", then the code reported in this characteristic must be a valid building-level code (five-digit).
  - "D", then the code reported in this characteristic must be a valid district-level code (five-digit; LEA, PSA, ISD).
- This characteristic is required.

#### Characteristic Tip

- When the submitting entity has both an agreement number and a district code, report the district code with the record.

#### If you have questions about this characteristic, please contact:

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Third Grade Retention Decision

### Component Overview

The Third Grade Retention Decision Component is used to capture district retention decisions for third grade students who are subject to retention per the Read by Grade Three law (State School Aid Act, Sec. 1280f).

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Maximum Occurrences
End of Term Status	List of Values	1	Required	No	1
Promotion Reason	List of Values	2	Conditional	No	1

### When Is this Component Required?

If your district has third grade students who are subject to retention per the Read by Grade Three law, then this Component is required to be submitted in the Third Grade Retention Collection, occurring for the first time during the summer of 2021.

## End of Term Status

### *New Characteristic – Third Grade Retention Decision Component*

**Characteristic System Name**

EndofTermStatus

**Definition**

The nature of the student's progress at the end of a given school term.

**Use**

MDE use these data for state reporting requirements and for determining if a student will be promoted or retained from third grade.

**Citation**

State School Aid Act, Sec. 1280f

**Specification**

List of values (choose from list)

Code	Text	Description
Promoted	Promoted	The student was promoted at the end of the given school term.
Retained	Retained	The student was retained at the end of the given school term.

**Instructions**

- If a third grade student is subject to retention per the Third Grade Reading Law, please choose whether the student will be promoted to fourth grade or retained in third grade.

**If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Promotion Reason

### *New Characteristic – Third Grade Retention Decision Component*

#### Characteristic System Name

PromotionReason

#### Definition

The nature of the student's promotion at the end of the given school year.

#### Use

MDE use these data for state reporting requirements and for determining why a student was promoted to fourth grade when they were subject for retention in third grade.

#### Citation

State School Aid Act, Sec. 1280f

#### Specification

List of values (choose from list)

Code	Text	Description
PR1	Student Portfolio	The student demonstrates a Grade 3 reading level through a portfolio demonstrating competency in all Grade 3 state ELA standards.
GCE1	IEP	The student has an Individualized Education Program (IEP) Plan.
GCE2	504 Plan	The student has a 504 Plan.
GCE3	English Learner	The student is an English Learner with less than three years instruction in an English Learner Program.
GCE4	Previously Retained	The student has been previously retained, received intensive reading intervention for two or more years, and still exhibit a reading deficiency.
GCE5	Enrolled Less Than Two Years	The student has been enrolled in their current school for less than two years and did not have an appropriate IRIP in their previous school.
GCE6	Parent Request	The student's parent or legal guardian has requested, in the appropriate time frame, the student not be retained, and the superintendent, chief administrator, or his or her designee has determined that promotion is in the best interest of the student.

**Instructions**

- If a third grade student is subject to retention per the Third Grade Reading Law, and has been promoted to fourth grade, please choose the reason why the student was promoted to fourth grade.
- Promotion Reason is required when the End of Term Status is 'Promoted'.
- Promotion Reason cannot be submitted when the End of Term Status is 'Retained'.

**If you have questions about this characteristic, please contact:**

CEPI Customer Support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or 517-335-0505 x3

## Title I TAS

### Component Overview

The Title I TAS Component is used to collect data for students who participate in one or more instructional service(s) provided in whole or in part with Title I funds as part of a Targeted Assistance Schools program.

For further information regarding policy guidance of this component, please refer to the MDE [Office of Educational Supports webpage](#).

### Characteristic Table

Name	Data Type	Sequence	System Expectation	Multi-valued	Max. Occurrences
TAS Instructional Services	List of Values	1	Conditional	Yes	Unbounded (1 per code)*
TAS Support Services	List of Values	2	Conditional	Yes	Unbounded (1 per code)*

\*The schema rules allow the file to be uploaded with unlimited (unbounded) occurrences for this characteristic; however, validation business rules will generate record-level errors for any record containing more than the number listed.

The screenshot shows a web-based interface for the Title I TAS component. At the top, there are buttons for 'Submit', 'Cancel', a 'Select Component' dropdown menu, and an 'Add Component' button. Below these are tabs for 'Entity Demographics', 'Personal Demographics', 'Program Participation', and 'Title I TAS'. The 'Title I TAS' tab is active. The interface contains two sections: 'TAS Instructional Services' and 'TAS Support Services'. Each section has a list of services with checkboxes for selection. The 'TAS Instructional Services' list includes: 6011-Reading/Language Arts, 6012-English (ESL) for LEP Students, 6013- Mathematics, and 6014- Science. The 'TAS Support Services' list includes: 6021-Supporting Guidance/Counseling, 6022-Social Work, Outreach/Advocacy, 6023-Prevention Education, and 6024-Health. A red 'X' button is visible in the top right corner of the main content area.

### When Is This Component Required?

This component is required for any student who receives instructional or support services provided in whole or in part with Title I funds as part of a Targeted Assistance

School program. This component may be submitted through a general (Fall, Spring or EOY) or Student Record Maintenance Collection.

**Program Participation Dependency**

The Title I TAS Component is conditionally dependent upon the Program Participation Component. It is required when the submitted record includes the Title I TAS program code "6010" in the Program Eligibility Participation characteristic. A record-level error will be generated if the Title I TAS Component is missing.

The Title I TAS Component may not be submitted when the Program Eligibility Participation characteristic does not contain code "6010". The Program Eligibility Participation characteristic must be reported with code "6010" when this component is reported. Record-level errors will be generated if this dependency is not met.

## TAS Instructional Services

*Characteristic – Title I TAS Component*

### Characteristic System Name

TASInstructionalServices

### Definition

The Title I instructional service(s) received by the student in a Targeted Assistance Schools program. Include only those instructional services provided in whole or in part with Title I funds.

### Use

These data are used for ESSA Title I reporting.

### Citation

ESSA, 20 USC 6315

### Specification

List of values (choose from list)

Code	Text	Description
6011	Reading/Language Arts	Supplemental instruction provided to the student in reading or language arts and funded by Title I.
6012	English (ESL) for LEP Students	Supplemental instruction provided to an English-language learner (ESL, LEP) to improve his/her English-language skills and funded by Title I.
6013	Mathematics	Supplemental instruction provided to the student in mathematics and funded by Title I.
6014	Science	Supplemental instruction provided to the student in science and funded by Title I.
6015	Social Studies	Supplemental instruction provided to the student in social studies and funded by Title I.
6016	Vocational/Career	Supplemental instruction provided to the student in vocational or career development and funded by Title I.
6017	Other	Supplemental instruction provided to the student in an academic area not covered by another category and funded by Title I.

### Instructions

- Choose/enter the code that represents the instructional program in which the student participates or participated.

- If you submit anything other than one of the codes listed above, the system will generate a file-level error and the file will be rejected upon upload.
- This characteristic must be reported when the Title I TAS Component is submitted and at least one occurrence of the TAS Support Services characteristic is not included.
- This characteristic may be submitted up to seven times (one per code) within the Title I TAS Component when the student receives multiple services. [NOTE: The schema rules allow the file to be uploaded with unlimited (unbounded) occurrences for this characteristic; however, validation business rules will generate record-level errors for any record containing more than seven.]
- Blanks are not accepted in an XML file upload. If this characteristic is submitted with a student record it must contain a code. The characteristic may be left blank when entering through the online form.

**If you have questions about this characteristic, please contact:**

MDE Office of Educational Supports at [OFSFinancial-Unit@michigan.gov](mailto:OFSFinancial-Unit@michigan.gov) or 517-241-5388.

## TAS Support Services

*Characteristic – Title I TAS Component*

### Characteristic System Name

TASSupportServices

### Definition

The Title I support service(s) received by the student in a Targeted Assistance Schools program. Include only those support services provided in whole or in part with Title I funds.

### Use

These data are used for ESSA Title I reporting.

### Citation

ESSA, 20 USC 6315

### Specification

List of values (choose from list)

Code	Text	Description
6021	Supporting Guidance/Counseling	A certified school counselor providing additional supplementary guidance and counseling to eligible students.
6022	Social Work, Outreach/Advocacy	A certified school social worker hired to provide one-on-one or small group supplementary support.
6023	Prevention Education	A supplementary support program approved in the Consolidated Application.
6024	Health	A school nurse hired to provide supplemental health services; does not include immunization, medication or health checks.
6025	Dental	Only as all other resources are exhausted.
6026	Eye Care	Only as all other resources are exhausted.
6027	Pupil Transportation	Only for Title I program and services.
6028	Other	TAS service that does not fall within one of the other categories.

### Instructions

- Choose/enter the code that represents the support service the student receives.
- If you submit anything other than one of the codes listed above, the system will generate a file-level error and the file will be rejected upon upload.

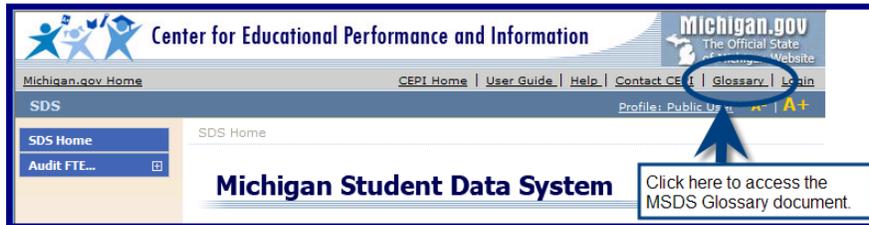
- This characteristic must be reported when the Title I TAS Component is submitted and at least one occurrence of the characteristic TAS Instructional Services is not included.
- This characteristic may be submitted up to eight times (one per code) within the Title I TAS Component when the student receives multiple services. [NOTE: The schema rules allow the file to be uploaded with unlimited (unbounded) occurrences for this characteristic; however, validation business rules will generate record-level errors for any record containing more than eight.]
- Blanks are not accepted in an XML file upload. If this characteristic is submitted with a student record it must contain a code. The characteristic may be left blank when entering through the online form.

**If you have questions about this characteristic, please contact:**

MDE Office of Educational Supports at [OFSFinancial-Unit@michigan.gov](mailto:OFSFinancial-Unit@michigan.gov) or 517-241-5388.

## Definitions

This section provides the common definition for some of the terms referenced in this document. It is not intended to be inclusive of all system definitions..



### Accountability Scorecard Results

Accountability Scorecard results are a cornerstone of the federal *Every Student Succeeds Act*. In Michigan, Scorecard results measures year-to-year student achievement by using the Michigan Student Test of Educational Progress. Other indicators, such as the number of students who participate in the assessments and the graduation rate for high schools, are also considered in the calculation. Access additional information through the [MDE Michigan School Scorecards website](#).

### Aggregate Data

Data that are reported in the aggregate are data for whole populations (for example, by district or by building). Data that are reported by specific subgroups of students such as gender, race and ethnicity, socioeconomic status, mobility, special education and disability, English as a second language (ESL) and advanced placement, are sometimes noted as disaggregated data.

### Agreement Number

The agreement number (formerly referred to as the recipient code) is used by the Michigan Electronic Grant System and the Grants Coordination and School Support Office of the Michigan Department of Education. This number is stored in the Educational Entity Master and is used in MSDS for entity identification when no entity code (district or building) is available.

### Beta Test

In software development, a beta test is the second phase of software testing, in which a sampling of the intended audience uses, or tests, the product. The first phase includes unit testing, component testing and system testing. Beta testing can be considered "pre-release testing."

### Boolean

The term used to describe a field that accepts a "yes/no" or "true/false" value.

### Building a Culture of Quality Data

"There has been a growing awareness that effective teaching, efficient schools, and quality data are linked. A 'Culture of Quality Data' is the belief that good data are an integral part of teaching, learning and managing the school

enterprise.” [National Forum on Education Statistics Forum Guide to Building a Culture of Quality Data: A School and District Resource.](#)

### **Business Rules**

Business rules refer to validation and quality assurance requirements specific to a characteristic. These rules are used to “error check” at both the file and record levels.

### **Carl D. Perkins Vocational and Technical Education Act**

The Carl D. Perkins Vocational and Technical Education Act aims to increase the quality of technical education within the United States in order to help the economy. For more information, please visit the [MDE Office of Career and Technical Education and Michigan's Perkins Federal Programs.](#)

### **Center for Educational Performance and Information**

CEPI was created as an independent state agency by Executive Order 2000-9 in 2000, and was moved into the Office of the State Budget by Public Act 191 of 2001. CEPI collects, manages and reports data about K-12 public schools in Michigan.

### **Certificate of Eligibility**

The Michigan Department of Education is required to document every migrant child's eligibility for the Migrant Education Program on the national Certificate of Eligibility created by the U.S. Department of Education. The COE serves as the official record of the MDE's eligibility determination for each individual child. Additional information about [MDE's Migrant Education Program](#) can be found on the MDE website.

### **Certification**

Certification is the process wherein a responsible authorized user reviews and approves data within a given collection, indicating that to the best of his/her knowledge the data are accurate and complete. This process includes an opportunity for the user to review data and/or summary reports. The act of “certifying” a collection officially submits the data on behalf of the superintendent/administrator to CEPI for that collection.

### **Character**

A character is defined as a printable symbol, generally one of a limited number including letters of the alphabet, numerals, and certain others such as the ampersand (&) and the “at sign” (@). There are several systems that encode characters. The most commonly used system for text files in personal computers is known as ASCII.

### **Character string**

As a computer programming term, a character string is a contiguous sequence of characters.

## Characteristics

The term that MSDS uses to describe a single data element. In other CEPI applications, these elements are referred to as "fields."

### Characteristic Label

The name used within the XML schema to identify a data element. This name may also be used in data tables.

### Characteristic Name

The common name used to identify the characteristic. This may or may not be the same as the Characteristic Label.

### Child Nutrition Programs

A group of programs offered through the United States Department of Agriculture Food and Nutrition Service providing children access to food, a healthful diet and nutrition education. Programs include (click the program name to access the applicable USDS FNS web page):

- [National School Lunch Program](#)
- [School Breakfast Program](#)
- [Special Milk Program](#)

### Citation

This is the legal documentation supporting the requirement to collect a particular data element (characteristic).

### Cohort

A cohort is a group of individuals that have a statistical factor in common, for example, year of birth.

### Collection Certification As Of Date

The date in which data in a certified collection is effective. The date varies depending on the collection:

- Fall and Spring General: Count Day associated with the collection
- EOY General Collection: last business day in June
- Early Childhood Collections: last day of the reporting period associated with the collection
- Teacher Student Data Link (Migrant and General): same day as the collection certification deadline
- Student Record Maintenance: The reported As of Date characteristic in the SRM Component

### Common Core of Data

The CCD is a comprehensive national statistical database with identifying information, basic statistics and fiscal data on public elementary and secondary education. The data are submitted by each state agency and jurisdiction and published on the [CCD website](#).

## **Component**

A component is a grouping of related characteristics. Collections are made up of one or more components. Components are consistent across collections (i.e., the Submitting Entity Component is composed of the same characteristics in all collections). Collections may accept more than one occurrence of a specified component.

## **Consolidated State Performance Reports**

The [Consolidated State Performance Report \(CSPR\)](#) is the required annual reporting tool for of each State, the District of Columbia, and Puerto Rico as authorized under Section 9303 of the Elementary and Secondary Education Act.

## **Count Day**

*Taken from the Michigan Pupil Accounting Manual:* "The officially established day(s) used in determining pupil memberships (the number of full time equated pupils) reported for State school aid." Data reported for a collection with an associated count date are to reflect the students' status on that date. Not all collections have a count date. (See also "snapshot")

Fall Count Day: first Wednesday in October

Spring Count Day: second Wednesday in February

## **Data Type**

The data type describes what form of data is accepted for the characteristic.

## **Dependency**

Dependencies occur when a characteristic contains business rules that include a relationship with another characteristic or component. For example, when the characteristic contains a specific value, the related characteristic must contain a corresponding value; or, if the characteristic contains a specific value, the record must also contain a specific component.

## **Direct Certification**

Each local education agency must directly certify children who are members of households receiving assistance under the Food Stamp Program as eligible for free school meals, without further application, based on information provided from the Department of Health and Human Services.

## **Download**

Downloading is the act of transferring data from a remote system (such as MSDS) to a local computer.

## **e-Rate**

As a result of the Telecommunications Act of 1996, the Federal Communications Commission adopted an Order on May 8, 1997, creating the e-Rate program to ensure that schools and libraries have affordable access to advanced telecommunications services. Under the program, discounts ranging from 20 percent to 90 percent on telecommunications services, Internet access, and

internal connections are provided to eligible schools and libraries, subject to a \$2.25 billion annual cap. For official e-Rate guidance, visit the [Schools and Libraries Division's website](#) or, for Michigan-specific information, visit the [MDE Universal Service Fund \(e-Rate\) website](#).

### **Educational Entity Master**

The [Educational Entity Master](#) contains information regarding public and registered nonpublic educational entities, including official identification codes and contact information for Michigan's educational systems.

### **English Learners (EL) – See also Limited English Proficient**

Programs designed to provide specialized instruction to students with limited English-speaking ability. Access the [MDE Office of School Improvement Academic Support website](#) for additional information.

### **Every Student Succeeds Act of 2015**

The Every Student Succeeds Act reauthorized the Elementary and Secondary Education Act -- the main federal law affecting education from kindergarten through high school. This act replaces the federal No Child Left Behind Act of 2001 (NCLB).

### **Extensible Markup Language**

Extensible markup language is a simple, very flexible text format. XML was created to structure, store, and transport information.

### **Individuals with Disabilities Education Act**

The Individuals with Disabilities Education Act of 2004 requires all states to report information on each district's performance in meeting specific early intervention and special education targets outlined in a State Performance Plan.

### **Integer**

An integer is a whole number (not a fractional number). It can be positive, negative, or zero.

### **Intermediate School District**

ISDs as established under Part 7 of the State School Aid Act.

### **International Organization for Standardization**

The ISO is an international, standard-setting body composed of representatives from various national standards organizations. The organization promulgates worldwide proprietary industrial and commercial standards.

### **Limited English Proficient – see also English Learners**

Programs designed to provide specialized instruction to students with limited English-speaking ability. Access the [MDE Office of School Improvement Academic Support website](#) for additional information.

### **Local Education Agency**

A LEA is a public school district (excludes charter school districts) as defined under 380.6 and as organized under MCL 380.11a (general powers school district) or under Part 6 (district of the first class).

### **McKinney-Vento Homeless Assistance Act**

The [McKinney-Vento Homeless Assistance Act](#) is the primary piece of federal legislation dealing with the education of children and youth experiencing homelessness in U.S. public schools. It was reauthorized as Title X, Part C, of the *No Child Left Behind Act* in January 2002.

### **Michigan Administrative Rules for Special Education**

Michigan-legislated rules for compliance with IDEA regulations. More information can be accessed through the [MDE Office of Special Education web page](#).

### **Michigan Compiled Laws**

A bill passed by the Michigan House and Senate and approved by the Governor becomes either a public act which has general applicability or a local act (not discussed here) which affects a particular area of the state. Public acts of a general and permanent nature are compiled (i.e., codified) into a subject arrangement of statutory law. Each chapter covers one area of law, such as motor vehicles (chapter 257) or public health (chapter 333). Public acts dealing with appropriations are not compiled and neither are local acts. More information about *Michigan Compiled Laws* may be found on the [Michigan Legislature web page](#).

### **Michigan Department of Education**

The [Michigan Department of Education](#), under the direction of the superintendent of public instruction, carries out the policies of the State Board of Education. MDE implements federal and state legislative mandates in education.

### **Multi-valued**

Multi-valued refers to an item occurring more than one time. A characteristic can be multi-valued within a component. Components can be multi-valued within a collection.

### **National Center for Education Statistics**

The [National Center for Education Statistics](#) is the primary federal entity for collecting and analyzing data related to education.

### **No Child Left Behind Act of 2001**

The *No Child Left Behind Act of 2001* reauthorized the Elementary and Secondary Education Act -- the main federal law affecting education from kindergarten through high school. Proposed by former President Bush shortly after his inauguration, NCLB was signed into law on January 8, 2002. NCLB was replaced by the Every Student Succeeds Act of 2015.

### **Primary Education Providing Entity**

PEPE is used in assigning accountability for graduation cohort and Scorecard result determinations. For students reported by multiple districts, only the PEPE can update Personal Core characteristics.

### **Public School Academy**

A PSA is a charter school district (excludes LEA districts) established under part 6a of the State School Aid Act and can also include an urban high school academy established under part 6c, or a strict discipline academy established under sections 1311b to 1311l. [MCL 380.5(7)].

### **Public School Accounting Manual**

School districts in the state are required to follow the generally accepted accounting principles for governmental entities, which are accounting rules used to prepare, present and report financial statements. The [Michigan School Accounting Manual](#) (Bulletin 1022) serves as a mandatory guide to the uniform classification and recording of accounting transactions for Michigan public school districts.

### **Pupil Accounting Manual**

This manual provides guidance for Michigan public school districts on pupil membership requirements and count procedures provided by the [Office of State Aid and School Finance](#).

### **Quality Assurance**

Quality assurance refers to business rules applied at both the file and record levels during online data entry or during the quality review prior to certification.

### **School Codes for the Exchange of Data**

This NCES data handbook provides taxonomy for assigning standard codes to secondary school courses in 22 major subject areas. It also includes a content description for each course and instructions on how to use the taxonomy in coding courses. [The handbook may be accessed through the NCES website](#).

### **Snapshot**

A "picture" of the certified data for a given collection taken for reporting purposes; this may be associated with a point in time (count date) or a given range of time. Reporting examples:

- A report of all students enrolled on a given date (count date).
- A participation report showing the total number of students served from the start of the year through a selected date (range of time).

## State Performance Plan

Evaluates the state's efforts to implement the requirements and purposes of IDEA and describes how the state will improve such implementation.

## State School Aid Act of 1979

*"AN ACT to make appropriations to aid in the support of the public schools and the intermediate school districts of the state; to make appropriations for certain other purposes relating to education; to provide for the disbursement of the appropriations; to supplement the school aid fund by the levy and collection of certain taxes; to authorize the issuance of certain bonds and provide for the security of those bonds; to prescribe the powers and duties of certain state departments, the state board of education and certain other boards and officials; to create certain funds and provide for their expenditure; to prescribe penalties; and to repeal acts and parts of acts."*

You can read the act in its entirety by visiting the [Michigan Legislature web page](#).

## System Date

The system date is the date recorded by the MSDS application at the time of file upload or online data entry.

## Unbounded

Unbounded is the term used in XML to show that a component or characteristic is not subject to limits related to the minimum or maximum number of occurrences by the file schema. However, there may be business rules enforced at the component or characteristic level which may restrict minimum or maximum occurrences. Check the component and characteristic sections of this document for details.

```
<xs:element name="ECPrograms" type="ECProgramsType" maxOccurs="unbounded" />  
<xs:element name="HomelessDemographics" type="HomelessDemographicsType" minOccurs="0" />
```

## Unique Identification Code

Each student is assigned a UIC which is a permanent, unique and secure number that moves with the student from grade to grade and school to school over the course of his or her academic career.

## UIC Resolution

UIC Resolution is the process of ensuring that each student is correctly associated with a particular UIC.

## UIC Resolver

The person in a district and/or entity assigned the responsibility to complete UIC Resolution for collections in the MSDS.

## United States Code

All laws enacted by the United States Congress are compiled into the [United States Code \(USC\)](#). The USC is divided into 50 titles by subject matter. Many

subjects related to education are listed in USC Title 20, "Education," but may be found in other titles as well. Federal laws are cited by their popular name, followed by a reference to the USC.

### **Upload**

Uploading is the act of transferring data from one computer/system to another computer/system.

### **World Wide Web Consortium**

The [World Wide Web Consortium](#) develops interoperable technologies (specifications, guidelines, software and tools) to lead the Web to its full potential. W3C is a forum for information, commerce, communication and collective understanding.

### **XML**

See Extensible Markup Language.

**Note:** Some of the definitions listed have been adapted from various sources including *The American Heritage Dictionary, Third Edition*, and several online directories including: WhatIs.com; Geek.com Glossary; The Ultimate Computer Acronym Glossary; ConsumersReport.org; sifinfo.org; TechWeb.com (Tech Encyclopedia); Microsoft Computer Security and Privacy Glossary; Webopedia.com; W3C.com.