

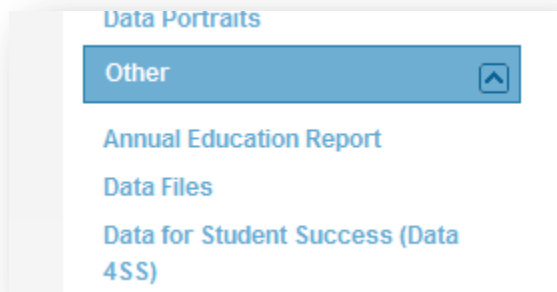
Data Files: How-To Guide

Overview

The K-12 School Data File and the College Data File let you download data from multiple reports, at one time, for one location. The download is limited to the data you have access to, and includes data reported at all entity levels where it's available. You'll receive a Comma Separated Value (.csv) file you can download to your desktop and open with Excel. (Excel may already be configured to do this automatically on your machine.)


Step-By-Step Guide


1. Go to MI School Data at www.mischooldata.org
2. Click on **Data Files** in the left-hand navigation menu.



3. Enter your location in the **Find Location** section.

Find Location

Selected Location: **Statewide**  Keyword Search

ISD
  Reset to Statewide

District

School

4. In **Report Settings**, enter your email address. (If you're an authorized user of MI School Data, your email address will automatically populate. If you want the reports to go to a different address, you can change it manually.)

ISD = Intermediate S

Report Settings

!
 The Report Settings you selected are not valid for this inquiry. Please update your Report Settings.

Email

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5. Choose the School Year you're requesting data for.

School Year

6. Choose the Data File you're requesting data from.
 - a. New reports will be added to the list of possible reports when they're available.
 - b. Hold down the Ctrl button and click to select more than one report at a time. The more reports you select, the longer the download will take.

DataFiles
(ctrl + click to select multiple items)

Educational Entity Master
Resident/Non-Resident
College Readiness
Graduation/Dropout
MEAP
MME
MI-Access
Accountability Results
College Enrollment & Credit Accumulation By High School
College Remedial Coursework
Student Count
Combined File

7. Once you've selected your report settings, click **View Results**.



8. You'll receive an email notification when the file is available for download.