

# **Center for Educational Performance and Information (CEPI)**

## **School Infrastructure Database (SID)**

### **Data Field Descriptions Manual**

#### **End-of-Year 2020 Submission**

**Last Updated 3/1/2020**

**Questions:**

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

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## Information Regarding the End-of-Year (EOY) 2020 SID Submission

Districts' authorized users may complete the SID submission either via the online application or by preparing and uploading a file to the SID Application following the specifications in the EOY 2020 SID Data Field Descriptions and the EOY 2020 SID Record Layout.

### Managing Your MiLogin Account

**Email address and phone number.** It is important for MiLogin users to keep their information current. CEPI sends email messages to all application users. Because it is sometimes necessary for CEPI to contact an authorized user by telephone, users' phone numbers must be kept current as well.

Update account information at the [MiLogin](#) page. Information on how to maintain your MiLogin account, please see the [MiLogin User Guide](#).

### Security Agreement

After you have established a MiLogin account, download the SID Security Agreement from the CEPI Applications\_page on [the CEPI website](#).- Click on "CEPI Applications" and then click on "School Infrastructure Database." The Security Agreement is located under the heading, Submit SID Data to CEPI. After submitting the completed and signed form, you will be notified by email when you have access to the SID. After you have security access to the SID, you are ready to begin.

A district may have more than one authorized user for the SID; however, each user must have an MEIS account number and submit a separate SID Security Agreement.

### Help and Resources

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

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

## Index of Changes

### Changes to Current Submission

Legislative changes and other issues occasionally require us to update a manual during a submission. If that happens, any changes will be noted here, allowing you to print new copies of just the affected pages. For your convenience, a list of the page numbers in the EOY 2020 Data Field Descriptions that contain edits, marked by ~~striketrough~~ (no longer in effect) or underlined Arial font (new requirement or clarification), appear below:

<b>Field Number</b>	<b>Page Number(s)</b>	<b>Edits/Changes</b>

## Field A: Date of Count

**Definition:**

The official end-of-year SID submission date for the 2019-2020 school year is June 30, 2020.

**Field Use:**

School Aid Act, MCL 388.1619

**Specification:**

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

**System Field Name:**

MonthOfCount

**Instructions:**

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

All dates must appear in the following manner: DD must be the number of a day between 01 and 31. CCYY represents the year. For example, June 30, 2020 = 06/30/2020. Each MM must be one of the following:

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

**Programming Edits:**

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

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

CEPI customer support, 517-335-0505 x3 or [CEPI@michigan.gov](mailto:CEPI@michigan.gov)

## Field B: School/Facility Number

**Definition:**

These codes are the state-assigned numbers in the EEM. The EEM numbers are five digits. You must add a leading zero in front of the EEM numbers for all schools/facilities that have four-digit numbers (e.g., 01234).

**Field Use:**

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; NCLB, 20 USC 6311

**Specification:**

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

- Integer; Official Educational Entity Master (NNNNN)

**Instructions:**

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

- Any district-operated school or Unique Education Provider may receive a five-digit number. For requesting an EEM number, the following guidelines have been created. These guidelines will help differentiate a school from a program. Send questions or comments regarding this field to CEPI@michigan.gov.

*School:* Generally, a public school is an administrative unit (not necessarily a physical building) that provides instruction to students. It is operated by a primarily publicly funded education entity (Michigan Department of Education (MDE), Intermediate School District (ISD), Local Education Agency (LEA), Public School Academy (PSA) and has ALL of the following characteristics:

- An administrator (principal) who reports directly to the entity's chief executive officer (e.g., superintendent).
- Teachers responsible for educating a specific set of students.
- Students
- Receives a state-issued Michigan School Report Card. (The Michigan Department of Education annually makes a determination of Adequate Yearly Progress [AYP] for all public elementary, middle schools and high schools in Michigan. AYP evaluates schools and school districts in the areas of academic achievement, participation in state assessment, graduation rate for high schools, and student attendance for elementary and middle schools.)

School for all other entities (State Agency, Nonpublic, Higher Education, Other) would be defined as: an administrative unit (not necessarily a physical building) that provides instruction to pupils and has the following characteristics:

- Administrator
- Teachers
- Students

*Shared Educational Entity (SEE) and Specialized Shared Educational Entity (S2E2):*

A SEE or an S2E2 is formed when two or more districts cooperate to provide educational services to a group of students, and the member districts agree to

participate in the "sending scores back" policy. A SEE (school) provides those educational services in a single location. An S2E2 (not a school) provides those educational services in multiple classrooms inside of existing schools. (Michigan Department of Education September, 2011)

Districts are required to report SID data for all SEEs. SID data are not required for S2E2s.

*Unique Education Provider:* A Unique Education Provider is not a school; however, it provides instructional services to children before kindergarten, supplemental instruction, or provides support education for grade levels pre-K through 12, or adult education services. Generally it has:

- Administrator, supervisor, coordinator or director who reports to a principal or another administrator
- Teachers who may have special endorsements beyond those normally required for Pre-K through 12
- Students who select to attend or are referred by another public agency/school
- Students who are not necessarily in full-time attendance
- The location does not administer state assessments: MEAP, MME, MI-Access and/or ELPA, but may administer other state assessments.
- The location does not offer a Michigan Merit diploma (if grades 9-12).

Supplements or is a primary legal entity receiving funds through MDE. (e.g., Nonpublic School, Private School, Other State Agency, Higher Education Institution, Other Recipient of Funds through MDE)

*Non-Instructional Ancillary Facility (NIAF):* This entity does not provide instruction but is affiliated with the LEA, ISD, PSA, State or Other and does get an entity code for reporting purposes. Examples: entities serving as a bus garage, transportation center, plant/maintenance facility, administrative support, food service, communications/media, sports/recreation, health services, family/community center, professional training center, agriscience/natural resources center, treatment center.

**Programming Edits:**

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

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

CEPI customer support, 517-335-0505 x3 or [CEPI@michigan.gov](mailto:CEPI@michigan.gov)

## Field C: Shared Physical Space-Central Administrative Unit

**Definition:**

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

**Field Use:**

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

**Specification:**

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

- This is a one-position field (N)

**Instructions:**

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

**Programming Edits:**

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

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

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

CEPI customer support, 517-335-0505 x3 or [CEPI@michigan.gov](mailto:CEPI@michigan.gov)



## **Fields 1-3: Reserved**

**Definition:**

This is a reserved field.

**Field Use:**

**Specification:**

**System Field Name:**

**Instructions:**

**Programming Edits:**

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

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

### Definition:

"Bullying" means any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils.
- Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

### Field Use:

Matt Epling's Safe School Law (2014 PA 478)

### Specification:

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

### Instructions:

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

### Programming Edits:

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

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

CEPI customer support, 517-335-0505 x3 or [CEPI@michigan.gov](mailto:CEPI@michigan.gov)

## **Fields 4B-43: Reserved**

**Definition:**

This is a reserved field.

**Field Use:**

**Specification:**

**System Field Name:**

**Instructions:**

**Programming Edits:**

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

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

### Definition:

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

### Field Use:

State Board of Education Unsafe School Choice Option Policy as required by No Child Left Behind

### Specification:

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

### Instructions:

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

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

As used in the Statewide Safe School Choice Policy, "violent criminal offense" means an act that constitutes criminal sexual conduct as defined by MCL 750.520b, 750.520c, 750.520d, 750.520e or 750.520g, or other serious assault, constituting a felony violation of MCL 750.81 to 750.90g, or that constitutes an assault and infliction of serious or aggravated injury under MCL750.81a.

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

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

### Programming Edits:

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

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

Aimee Alaniz, 517-373-8862, [alaniza1@michigan.gov](mailto:alaniza1@michigan.gov) or  
CEPI customer support, 517-335-0505 x3 or [CEPI@michigan.gov](mailto:CEPI@michigan.gov)

## **Fields 45-49: Reserved**

**Definition:**

This is a reserved field.

**Field Use:**

**Specification:**

**System Field Name:**

**Instructions:**

**Programming Edits:**

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

## **Field 50: Instances of Administration of an Opioid Antagonist to a Pupil (REQUIRED)**

### **Definition:**

An opioid antagonist, or opioid receptor antagonist, is a receptor antagonist that acts on more of more of the opioid receptors. These drugs are used mainly as antidotes to reverse opioid overdose.

### **Field Use:**

MCL 380.1179b

### **Specification:**

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

### **Instructions:**

Indicate the number of instances an opioid antagonist was administered to a pupil at school. The count should include, but is not limited to, the number of pupils who were administered an opioid antagonist from the school's stock.

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

### **Programming Edits:**

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

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

Aimee Alaniz, 517-373-8862, [alaniza1@michigan.gov](mailto:alaniza1@michigan.gov) or  
CEPI customer support, 517-335-0505 x3 or [CEPI@michigan.gov](mailto:CEPI@michigan.gov)

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

### **Definition:**

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

### **Field Use:**

MCL 380.1179a

### **Specification:**

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

### **Instructions:**

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

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

### **Programming Edits:**

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

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

Aimee Alaniz, 517-373-8862, [alaniza1@michigan.gov](mailto:alaniza1@michigan.gov) or  
CEPI customer support, 517-335-0505 x3 or [CEPI@michigan.gov](mailto:CEPI@michigan.gov)



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

### **Definition:**

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

### **Field Use:**

MCL 380.1179a

### **Specification:**

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

### **Instructions:**

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

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

### **Programming Edits:**

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

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

Aimee Alaniz, 517-373-8862, [alaniza1@michigan.gov](mailto:alaniza1@michigan.gov) or  
CEPI customer support, 517-335-0505 x3 or [CEPI@michigan.gov](mailto:CEPI@michigan.gov)

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

### **Definition:**

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

### **Field Use:**

MCL 380.1179a

### **Specification:**

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

### **Instructions:**

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

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

### **Programming Edits:**

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

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

Aimee Alaniz, 517-373-8862, [alaniza1@michigan.gov](mailto:alaniza1@michigan.gov) or  
CEPI customer support, 517-335-0505 x3 or [CEPI@michigan.gov](mailto:CEPI@michigan.gov)