

Center for Educational Performance and Information

MSDS Auditor User Guide

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Introduction

The Center for Educational Performance and Information, Michigan Department of Education, and local school districts have worked together to develop the Michigan Student Data System as the application districts use for state and federal student data reporting. Data collected in this system are vital to district success.

This web-based system ensures the secure collection of student record data, providing for maintenance of student records through file upload and online entry, error checking and data correction, as well as enhanced reporting on submitted data.

The MSDS provides multiple levels of permissions, enabling districts to distribute or centralize their work and providing flexibility for districts to determine where additional MSDS users are required. Access is available to authorized users and the public. Public users can access full-time equivalency data via the Audit Form (DS4061/DS4120), which is described in this document. All other functions are restricted to district authorized users.

This guide is designed for ISD pupil auditing staff. For district users, please refer to the [MSDS District User Training Guide](#). For nonpublic school users, please refer to the [MSDS Nonpublic User Guide](#).

Please note: this guide is intended to assist auditing staff with performing necessary audit functions in MSDS and is not intended to interpret auditing policy or guidance provided by the Michigan Department of Education. If you have questions regarding auditing policy or guidance, please refer to the following resources on MDE's [Financial and Pupil Membership Audits](#) web page:

- [Pupil Accounting Manual](#)
- [Pupil Auditing Manual](#)

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 school or Nonpublic school users) to CEPI, signed by yourself and the district lead administrator. These forms are posted in CEPI's [Application Security Forms web page](#).

You will receive access to the application when both 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 its own user guide, XML schemas and sample files. These resources can be found by going to CEPI's [MSDS web page](#) and clicking the desired collection on the left-hand side.

The MSDS Collection Details Manual provides guidance for all components and characteristics collected in MSDS. It is separated into sections which cover component descriptions, characteristic descriptions and appendix documents. You may access this manual under the Manuals section of the MSDS web page.

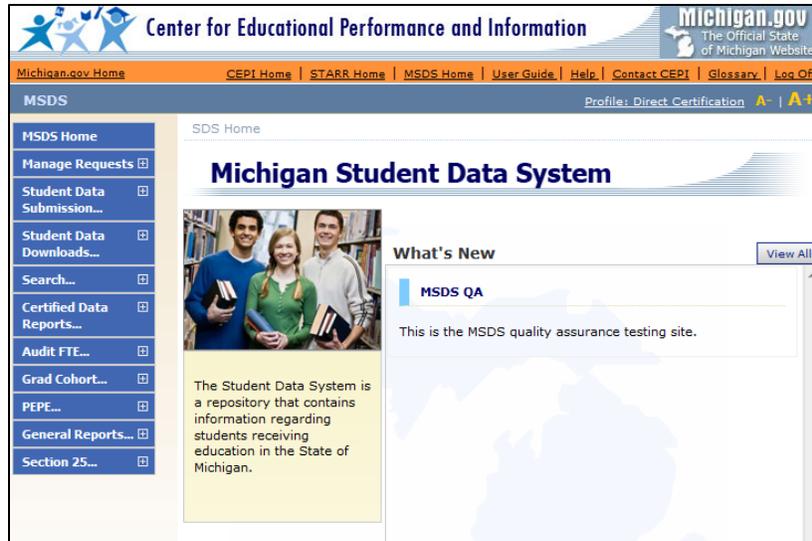
If you have questions not covered by this manual and our other posted support material, please contact our customer support team at cepi@michigan.gov. Email allows us to better research and respond to your questions, but if email is not an option, you can call us at 517-335-0505 x3.

Logging In to MSDS

To access the MSDS, go to [MiLogin](#), enter your MiLogin user ID and password, and then click the login button. Once logged in, click on the "Michigan Student Data System" link to access the application. After clicking on the link, a new window should open to the MSDS home page.

If the MSDS home page does not come up, please check to make sure that you don't have a pop-up blocker turned on that might be preventing that new window from opening.

If you are logging into the MSDS for the first time (or every 90 days), a FERPA message will display. Review the regulations and verify your agreement to comply with the requirements by clicking the button at the bottom of the agreement.



Navigating the MSDS Home Page

Various links and menus are available on the MSDS home page for all users to navigate through the Web pages. However, some menus and functionality are limited to users with appropriate permissions. For example, only users with an ISD Auditor role may access the Audit Narrative.



Page Links

The following links are found just below CEPI's logo at the top of the page:

- (1) [Michigan.gov Home](#)
Displays the official web page of the State of Michigan. (This link is also available at the bottom of the web page.)
- (2) [CEPI Home](#)
Displays CEPI's home page.
- (3) [STARR Home](#)
Displays the STARR home page
- (4) [MSDS Home](#)
Links the user back to the CEPI MSDS web page.
- (5) [User Guide](#)
Displays the MSDS District User Training Manual.
- (6) [Help](#)
Opens the help system for individual MSDS screens. (This link is also available at the bottom of the web page.)
- (7) [Contact CEPI](#)
This link opens a web page indicating how you can contact CEPI's

customer support team. It includes the phone number and email address. (This link is also available at the bottom of the web page.)

- (8) [Glossary](#)
Opens a reference document that describes the terms unique to CEPI.
- (9) [Log Off](#)
Ends current login session. (This link is also available at the bottom of the web page.)

In addition to the links at the top of the MSDS home page, there are links available at the bottom of the page. These include:



- (1) [About Us](#)
CEPI's State of Michigan home page.
- (2) [State Web Sites](#)
State of Michigan web page that contains links to State of Michigan websites.
- (3) [Accessibility Policy](#)
State of Michigan web page with information on the State's Accessibility Policy.
- (4) [Privacy Policy](#)
State of Michigan web page with information on the State's Privacy Policy.
- (5) [Link Policy](#)
State of Michigan web page with information on the State's Terms of Use and Linking Policy.
- (6) [Security Policy](#)
State of Michigan web page with information on the State's Security Policy.

Menu Items

To use the navigational menu at the left of the MSDS screen, click the desired item. Any menu item with the + will expand to display further options. Items available in the menus and submenus vary based on the user's permissions.

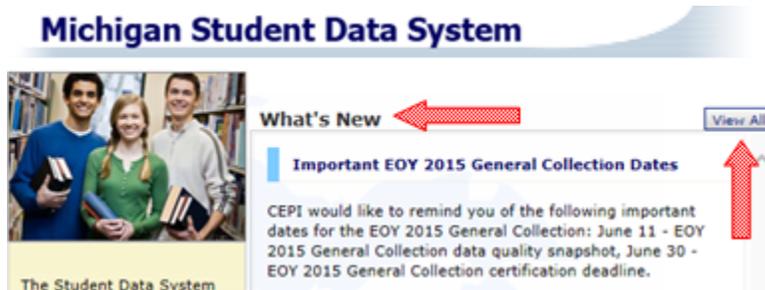
Changing Profiles

Depending on the access given to each user, multiple profiles may have been created. If more than one profile is available, you do not have to log out to change profiles. Simply click the Profile link at the top of the page which displays the profile name. This will allow for the selection of another profile.



What's New

A list of important news will appear on the Home page under the "What's New" section. Updates pertaining only to authorized users will appear after the user has successfully logged in to the MSDS application. Examples of "What's New" information include collection timelines as well as any updates to the system. To view all the items in the "What's New" section, click on the View All button.



FTE Audit

Student full-time equivalency data are collected during the Fall and Spring General Collections as defined by the State School Aid Act. The FTE data submitted in those two collections must be audited and adjusted as necessary. The purpose of the audit is to ensure that the correct FTE is being claimed when school districts submit student records. The MSDS and audit processes produce a publicly available FTE report known as the unaudited DS4061 or the audited DS4120. This report displays the FTE counts grouped by various categories. During the audit process, these initial numbers are reviewed and confirmed by intermediate school district auditors. Each school district is desk audited each year; buildings within the school district are field audited once in either a two-year or four-year period.

FTE Conflict Detection

The FTE Conflict Detection feature operates on both staging and certified data and detects instances where a single student UIC is reported with more than 1.00 FTE. This feature will identify each student UIC where the total General Education and Special Education FTE exceeds 1.00 as reported by all districts. If the district wishes to make changes to the data, they would be either routed to the appropriate student record in the staging area, or (if the collection has been certified) they must de-certify, update the records, and then re-certify the collection.

This page is refreshed every day via nightly processing. As more districts submit their data, more students may be listed as having an FTE conflict with another district. Therefore, users should review this form frequently for any new conflicts that have occurred due to another district submitting data.

FTE conflicts occur for two reasons:

UIC Conflicts

UIC conflicts occur when two different students are using the same UIC. District users can resolve this conflict by using the correct UIC or requesting a new UIC.

FTE greater than 1.0

FTE conflicts occur when a single student is submitted by multiple districts for a total of more than 1.0 FTE, or for homeschool/nonpublic students, a total of more than 0.75 FTE. This conflict can only be resolved by adjusting the submitted student record (prior to the collection closing), or via an audit adjustment (after the collection has closed).

The conflict resolution window is available from the count day for the associated general collection through the collection's close date. District users may continue to decertify and resolve any FTE conflicts while the

collection is still open. The two districts should be working together to reach a solution.

After the collection closes

If a district has remaining conflicts after the collection closes, auditors should take the following actions with the district:

1. Discuss any remaining FTE conflicts.
2. Determine whether the conflict requires the issuance of a new UIC.
3. If the FTE conflict is the result of a single student UIC being reported with more than 1.00 FTE with another district (or 0.75 FTE for homeschool/nonpublic students), request any necessary documentation to verify enrollment. Auditors will work with both districts (and other auditors if necessary) to reach a solution.

Accessing the FTE Conflict Detection Screen

1. Choose **Audit FTE** from the navigational menu, then **FTE Conflict Detection**.
2. Choose a school year and collection from the dropdown list.
3. Enter a district code or district name. The system will automatically display districts which match entered text. If more than one district name is displayed, select the appropriate district. To view all conflicts for your ISD, enter the ISD name/code in this field.
4. Click the **Go** button.

FTE Conflict														
School Year/Collection: Spring 2018 General Collection 2017-2018														
District: East Lansing School District (33010) <input type="button" value="Go"/>														
<input type="button" value="Save"/>														
Reflects updates made through February 4, 2018														
UIC	Name	Claimed By	GenEd	SpEd52	SpEd53	FTE	GradeOrSetting	Student Residency	Resident District	Status	Adjust	Claim	Resolved By Auditor	
3492929086	Test, Frank	East Lansing School District / Donley Elementary School (33010 / 05554)	0.10	0.00	0.00	0.10	03	04	33020	Staging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Request New UIC"/>
3492929086	Test, Frank	Dansville Schools / Dansville Elementary School (33040 / 00870)	0.25	0.00	0.00	0.25	03	04	33020	Staging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Request New UIC"/>
3492929086	Test, Frank	Lansing Public School District / Cumberland School (33020 / 00849)	0.50	0.00	0.00	0.50	03	04	33010	Staging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Request New UIC"/>

When a district does not have any FTE Conflicts, the following screen will display:



If FTE conflicts exist, the list will display each student reported by the selected district who was also reported for the same collection by another district(s), and for whom the total FTE reported by all districts exceeds 1.00 (or 0.75 for homeschool/nonpublic students). This is the definition of an FTE conflict.

Tips:

- Clicking on the UIC link opens the Student History screen, allowing you to view additional information for that student.
- The list of conflicts can be exported to Excel for further editing. To do this, scroll down to the bottom of the screen and click the Export button. Other file formats (CSV, XML, and PDF) are also available.
- The Claim check box is used by a district to notify auditors that all attempts to resolve the conflict was unsuccessful.
- Once the general collection closes, FTE conflicts will always remain on the screen, even if appropriate audit adjustments are made. If you would like to notify MDE that you have resolved an FTE conflict, check the "Resolved by Auditor" box and click the Save button.

Audit Form (DS4061/DS4120)

The audit form displays district FTE counts for each applicable collection, grouped by various categories. During the audit process, the FTE counts submitted by districts are reviewed and confirmed by ISD auditors. The form is populated with data for the current general collection the day after the district certifies.

Authorized ISD auditors (and State-level auditors) can access this form with the purpose of modifying FTE counts within the time constraints and business rules for the audit processes. ISD auditors can alter FTE counts only for districts associated with the ISD. (State auditors can alter FTE counts for all districts throughout the state.) The form will be available for adjusting upon completion of the collection closeout process.

ISD auditors can alter FTE counts for the Fall and Spring General collections through November 1 of the following school year. (State auditors can alter FTE counts through November 1 of the three subsequent school years.)

1. Choose **Audit FTE** from the navigational menu, then **Audit Form**.
2. Choose a school year and collection from the first dropdown list.

3. Enter a district code or district name. The system will automatically display districts which match the entered text. If more than one district name is displayed, select the appropriate district.
4. Click the **Go** button.

The heading is displayed as DS4061 if the audit form has not been set to audited status by an ISD auditor. The heading will be displayed as DS4120 if the form has been set to audited status by an ISD auditor.

Authorized ISD auditors can make changes to any cell which is enabled (not grayed out). If there are no errors in the data, the auditor can save the form as a DS4120 (audited) or keep the form as a DS4061 (unaudited). To save changes to the form, click the **Save** button. If the Save button is not visible, the user does not have permission to update the Audit Form, the district is not associated with the ISD to which the auditor has access or the date restrictions (above) do not allow update access.

If "Save as DS4120" is chosen, the form will be changed to a status of DS4120 (audited). If "Save as DS4061" is selected, the data will be saved, and the form will remain in DS4061 (unaudited) status.

If the auditor attempts to leave the audit form prior to saving changes, the following popup window will display. Choose **Cancel** to stay on the form and save changes or click **OK** to leave the page and discard changes.

The form must be in unaudited (DS4061) status to be modified. Once the form has been changed to a status of DS4120 (audited), the data cannot be changed. If the form is in DS4120 status and the user has update access, a **Re-open** button is displayed. To alter FTE counts, click the **Re-open** button and the form will be changed to a status of DS4061 (unaudited). Changes can then be made as indicated above.

Recalculating after changes:

If a change is made on the Audit Narrative, or a student-level change is made, the **Recalculate** button allows those changes to be reflected on the selected screen.

ACCT	Description	Sec53a	Resident Sec52	Non-Resident Sec52	Total
110	Programs for Mild Cognitive Impairment	0.00	0.00	0.00	0.00
120	Programs for Moderate Cognitive Impairment	0.00	0.00	41.70	41.70

Resetting the form:

The **Reset Forms** button resets all data back to the originally submitted information (including student-level changes) **and** all adjustments made in Sections III and IV of the Audit Narrative. This procedure cannot be reversed once performed. (NOTE: System-level adjustments via the Section 25e claims process will be retained.)

The audit form window displays district information in tabular form. The number of tabs varies by entity type: Five for PSA districts, five for ISD districts and six for LEA districts. For collections prior to Fall 2016, two additional adult education tabs display for ISD and LEA districts. The bottom of the form displays the name of the user who last updated/audited the form.

The possible tabs are described in detail on the following pages.

Special Ed tab

Special Education					
ACCT	Description	Sec53a	Resident Sec52	Non-Resident Sec52	Total
110	Programs for Mild Cognitive Impairment	1.00	117.63	2.00	120.63
120	Programs for Moderate Cognitive Impairment	0.00	5.67	0.63	6.30
130	Programs for Severe Cognitive Impairment	0.00	0.00	0.00	0.00
140	Programs for Emotional Impairment	0.00	25.05	1.00	26.05
150	Programs for Learning Disabled	0.00	0.00	0.00	0.00
160	Programs for Hearing Impairment	0.00	6.73	8.72	15.45
170	Programs for Visual Impairment	0.00	0.00	0.00	0.00
180	Programs for Physical or Other Health Impairment	0.00	12.71	0.00	12.71
190	Programs for Severe Multiple Impairment	0.00	0.00	0.00	0.00
191	Early Childhood Special Education (Classroom) Program	0.00	57.57	0.00	57.57
192	Programs for Severe Language Impairment	0.00	10.00	0.00	10.00
193	Programs for Autism Spectrum Disorder	0.00	0.00	0.00	0.00
194	Elementary or Secondary-Level Resource Program	0.00	141.01	0.25	141.26
270	Early Childhood Special Education Services	0.00	0.00	16.00	16.00
Special Education Total		1.00	376.37	28.60	405.97

This tab is available for ISD, LEA and PSA districts. However, Non-Resident Section 52 will always contain zeros for PSAs. Each individual row is totaled across and each column is totaled down. The data are grouped into the various Program Service Codes (110 through 270). Special Ed FTE is calculated for each Special Ed program code. Only the primary program code for a student is used in the calculation. The columns, which may depend on the values reported in Student Residency characteristic from the Membership Component, are explained as follows:

- Sec53a – Sum of the Section 53 FTE characteristic from the Special Education Component.
- Resident Sec52 – Sum of Section 52 FTE, Residency codes 08 thru 15
- Non-Resident Sec52 – Sum of Section 52 FTE, Residency codes 01 thru 07

General Ed tab

Reset Forms Go to Narrative Recalculate Save Print

Special Ed **General Ed** Additional Information Residency Information Adult Ed JULY Adult Ed SEP Summary Students - Gen&Spec Ed Students - Ad Ed

K-12 Pupil Membership (FTE) in General Education

Grade	FTE w/o Graded Alt Ed	FTE Graded Alt Ed Only	Total
Kindergarten	101.00	0.00	101.00
First Grade	83.36	0.00	83.36
Second Grade	84.56	0.00	84.56
Third Grade	76.27	0.00	76.27
Fourth Grade	89.43	0.00	89.43
Fifth Grade	72.04	0.00	72.04
Sixth Grade	93.58	0.00	93.58
Seventh Grade	99.31	1.00	100.31
Eighth Grade	102.56	0.00	102.56
Ninth Grade	263.17	4.00	267.17
Tenth Grade	373.44	17.10	390.54
Eleventh Grade	245.75	44.93	290.68
Twelfth Grade	322.49	44.21	366.70
Special Education Transition	0.00	0.00	0.00
Alternative Education	0.00	0.00	0.00
Total General Ed	2006.96	111.24	2118.20

This tab calculates General Ed FTE for each grade or setting and is available for LEA districts and PSA districts only.

The FTE w/o Graded Alt Ed column is populated for students in Grade/Setting 00-12 who **do not have** a Program Eligibility Participation code of 9220 (Alternative Education).

The FTE Graded Alt Ed Only column is populated for students in Grade/Setting 00-12 who **have** a Program Eligibility Participation code of 9220 (Alternative Education).

The "Alternative Education" row is only populated for collections prior to the Fall 2007 General Collection for students coded with a grade or setting of "13."

The "Special Education Transition" row is only populated beginning with the Fall 2012 Collection for students coded with a grade or setting of "14." While these students typically only receive special education transition services, General Ed FTE may be claimed if they are enrolled in courses counting toward a high school diploma.

Additional Information tab

The data displayed in this tab varies, depending on the entity type.

LEA Display:

Grade	Special Education	General Education	Total
Non-public resident of district	0.16	3.16	3.32
Non-resident pupils without release	0.00	0.00	0.00
Special Ed and General Ed FTE (Sec. 24)	0.00	0.00	0.00

Updated By: Linda S Ross on 1/29/2010 Audited By: Linda S Ross on 1/29/2010

The totals are sums of the General Education and Special Education (adding section 52 and 53 together) for students submitted with the following Student Residency codes:

Row	Submitted Residency Code
Non-public resident of district	08 or 15
Non-resident pupils without release	05
Special Ed and General Ed FTE (Section 24)	09

PSA Display:

Grade	Special Education	General Education	Total
For PSAs authorized by a local district and submitting pupil membership count for the first time this September, how many FTE counted in September were counted by the authorizing district in the previous February	0.00	0.00	0.00
Non-public resident of district	0.00	0.00	0.00
Non-resident pupils without release	0.00	0.00	0.00
Special Ed and General Ed FTE (Sec. 24)	0.00	0.00	0.00

New Grade levels for 2010-2011 that have never been offered previously. (K indicates Kindergarten.)

- K-Kindergarten
- 01-First Grade
- 02-Second Grade
- 03-Third Grade

The totals for the **For PSAs authorized by a local district...** row are sums of the General Education and Special Education (adding section 52 and 53 together) for students reported in the Fall General Collection with residency code 10.

PSAs have two additional rows for the Fall General collection only:

1. This row is populated for students submitted with a Student Residency code of 10.
[Student is counted by a new public school academy authorized by a

local school district and is also counted by the authorizing district during the immediately prior supplemental (Spring) FTE count.]

2. This row is a manually populated field where the auditor enters the new grade levels being offered.

ISD Display:

Special Ed	Additional Information	Residency Information	Adult Ed FEB	Adult Ed APR	Summary	Students - Gen&Spec Ed	Students - Ad Ed
Full Time Equivalency Counts							
Category		FTE Count	Total				
Emotionally Impaired Students Served by the Department of Community Health		0.00	0.00				
Non-Special Education Juvenile Detention Facilities and Child-Caring Facilities		29.00	29.00				
Special Education FTE (section 24)		0.00	0.00				
Total Special Education students in ISD Programs		217.83	217.83				
Updated By:		CEPI Warehouse Extract on 3/30/2009		Audited By:			

The FTE Count column contains the sum of FTE based on the following student residency code and FTE type combinations:

Row	FTE Type	Submitted Residency Code
Emotionally Impaired Students Served by the Department of Community Health	Section 52	13
Non-Special Education Juvenile Detention Facilities and Child-Caring Facilities	General Ed	12
Special Education FTE (Section 24):	Section 52	09
Total Special Education students in ISD Programs	Grand total of Special Ed FTE from the Special Ed tab.	N/A

Residency Information tab

The data displayed in this tab vary depending on the entity type (LEA or ISD). This tab does not exist for PSA districts, as they cannot have non-resident students.

LEA Display:

Special Ed | General Ed | Additional Information | Residency Information | Adult Ed FEB | Adult Ed APR | Summary | Students - Gen&Spec Ed | Students - Ad Ed

Residency Related Information Add New

District	Non K-12		Section 105/105C Schools Of Choice		Non-Public Non-Resident		All		Total
	Spec. Ed	Gen. Ed	Spec. Ed	Gen. Ed	Spec. Ed	Gen. Ed	Spec. Ed	Gen. Ed	
Run Community Schools									
82010 City School District	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	2.00
82070 Highland City Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00
82090 Park Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00
82100 Plymouth-Canton Community Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.03	1.97	2.00
82430 Van Buren Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	5.00
Total	1.00	2.00	3.00	9.00	5.00	6.00	19.60	114.08	159.68

Updated By: Linda S Ross on 1/29/2010 Audited By: Linda S Ross on 1/29/2010

FTE totals are calculated using the Resident LEA number characteristic. Each column contains a sum of the General Education FTE and Special Education FTE (adding section 52 and 53 together) for students submitted with the following Student Residency codes:

Column	Submitted Residency Code
Non-K12 District	01
Section 105/105C Schools of Choice	02 or 03
Non-Public Non-Resident	04 or 07
All Other	06

ISD Display:

Special Ed | Additional Information | Residency Information | Adult Ed FEB | Adult Ed APR | Summary | Students - Gen&Spec Ed | Students - Ad Ed

Residency Related Information Add New

District	Section 53 ISD Operated Program	Section 52 ISD Operated Program	School for the Deaf, Blind	Non-SpecEd Juv. Detention Facility or Child Caring Institute	Emotionally Impaired Students Served By DCH	Total
81010 Ann Arbor Public Schools	0.00	84.97	0.00	21.00	0.00	105.97
81020 School District of Ypsilanti	1.00	21.00	0.00	0.00	0.00	22.00
81040 Chelsea School District	10.00	26.00	0.00	0.00	0.00	36.00
81050 Dexter Community School District	0.00	17.00	0.00	0.00	0.00	17.00
81070 Lincoln Consolidated School District	0.00	23.94	0.00	3.00	0.00	26.94
81080 Manchester Community	0.00	4.92	0.00	0.00	0.00	4.92
81100 Milan Area Schools	0.00	3.00	0.00	1.00	0.00	4.00
81120 Saline Area Schools	0.00	12.00	0.00	1.00	0.00	13.00
81140 Whitmore Lake Public	0.00	4.00	0.00	1.00	0.00	5.00
81150 Willow Run Community	0.00	9.00	1.00	2.00	0.00	12.00
Total	11.00	205.83	1.00	29.00	0.00	246.83

FTE totals are calculated using the Resident LEA number characteristic. Each column contains a sum for students submitted with the following FTE type and Student Residency code(s):

Column	FTE Type	Submitted Residency Code
Section 53 ISD Operated Program	Section 53 FTE	N/A
Section 52 ISD Operated Program	Section 52 FTE	04, 06, 07, 08, 09, 14 or 15
School for the Deaf, Blind	Section 52 FTE	11
Non-Spec Ed Juv. Detention Facility or Child Caring Institute	General Ed FTE	12
Emotionally Impaired Students Served by DCH	Section 52 FTE	13

Updating Residency Information

To change the Residency Related information, locate the district in the Residency Information tab and change the applicable FTE counts. If a district is not displayed, click the **Add New** button to add a new district code.

The screenshot shows a web application interface for 'FTE Count - DS4061'. At the top, there is a search bar with 'School Year/Collection' set to 'Spring 2011 General Collection' and 'District' set to 'Northwest Community Schools (38140)'. Below the search bar are buttons for 'Reset Forms', 'Go to Narrative', 'Recalculate', 'Save', and 'Print'. A navigation menu includes tabs for 'Special Ed', 'General Ed', 'Additional Information', 'Residency Information', 'Adult Ed FEB', 'Adult Ed APR', 'Summary', 'Students - Gen&Spec Ed', and 'Students - Ad Ed'. The 'Residency Information' tab is active, and an 'Add New' button is circled in red.

A pop-up window will appear prompting for the information to be added. The fields on the window will vary depending on the entity type.

LEA Display:

ISD Display:

Add Non-Resident Information

District: Northwest Community Schools (38140)
 Collection: Spring 2011 General Collection
 Resident District:

	Spec Ed	Gen Ed	Total
Non K-12 District:	<input type="text"/>	<input type="text"/>	0.00
Section 105/105c Schools of Choice:	<input type="text"/>	<input type="text"/>	0.00
Non-public Non-resident:	<input type="text"/>	1.0	1.00
All Other:	2.09	<input type="text"/>	2.09
Total:	2.09	1.00	3.09

Add Non-Resident Information

District: Washtenaw ISD (81000)
 Collection: Spring 2009 General
 Resident District:

Section 53 ISD Operated Program:	<input type="text"/>
Section 52 ISD Operated Program:	<input type="text"/>
School for the Deaf, Blind:	<input type="text"/>
Non-SpecEd Juv. Detention Facility or Child Caring Institute	<input type="text"/>
Emotionally Impaired Students Served By DCH	<input type="text"/>
Total:	0.00

Enter the Resident District and FTE in the applicable fields. Click the Save button to apply changes. The Resident District must be a valid LEA District according to EEM. At least one numeric field must be greater than 0. Negative values are not allowed.

Summary tab

All fields on this form are read-only and are calculated using fields that exist on the previous tabs.

LEA & PSA Display:

Special Ed	General Ed	Additional Information	Residency Information	Summary	Students - Gen&Spec Ed
Summary of Membership					
Total Special Education					438.16
Subtract: Non Resident Special Education without Release Form					0.00
Total Adjusted Special Education Count					438.16
K-12 Pupils					8581.14
Subtract: Non Resident General Education without Release Form					0.00
Total Adjusted K-12 Membership Count					8581.14
Total Adjusted K-12 & Special Education FTE					9019.30
Section 25 Net Adjustments					
Special Education Section 25 Adjustments					-0.30
General Education Section 25 Adjustments					21.82
Total Section 25 Adjustments					21.52

ISD Display:

Special Ed	Additional Information	Residency Information	Summary
Summary of Membership			
Total Special Education			197.88
Total Adjusted Special Education Count			197.88
K-12 Pupils			0.00
Total Adjusted K-12 Membership Count			0.00
Total Adjusted K-12 & Special Education FTE			197.88
Section 25 Net Adjustments			
Special Education Section 25 Adjustments			0.00
General Education Section 25 Adjustments			0.00
Total Section 25 Adjustments			0.00

Students – Gen and Spec Ed tab

This tab provides auditors with the ability to make FTE adjustments at the student level. MDE prefers auditors to make student-level adjustments whenever possible. Only students submitted with exit status 19 (expected to continue) will appear in this list. The "Select All", "Deselect All", and the checkboxes next to the student records are used in conjunction with the Mass Change feature described on the next page. This tab only displays for ISD auditors, and only for districts within their ISD.

Special Ed	General Ed	Additional Information	Residency Information	Adult Ed FEB	Adult Ed APR	Summary	Students - Gen&Spec Ed	Students - Ad Ed					
Student Details - Gen & Spec Ed													
								Filter...					
Results: 2000 of 2782 total records.													
Select All Deselect All													
UIC	Name	DOB	Bldg	Res LEA	Res Code	Grade	Alt Ed	Spec Ed Prog	Sec 52	Sec 53	Gen Ed	Total	
<input type="checkbox"/>	000000000	000000000000000000	00/00/0000	01863	25040	14	01	<input type="checkbox"/>		0.00	0.00	1.00	1.00
<input type="checkbox"/>	000000000	000000000000000000	00/00/0000	02595	25040	14	05	<input type="checkbox"/>		0.00	0.00	1.00	1.00
<input type="checkbox"/>	000000000	000000000000000000	00/00/0000	02633	25040	14	06	<input type="checkbox"/>		0.00	0.00	1.00	1.00
<input type="checkbox"/>	000000000	000000000000000000	00/00/0000	03053	25040	14	04	<input type="checkbox"/>		0.00	0.00	1.00	1.00
<input type="checkbox"/>	000000000	000000000000000000	00/00/0000	02633	25040	14	07	<input type="checkbox"/>		0.00	0.00	1.00	1.00
<input type="checkbox"/>	000000000	000000000000000000	00/00/0000	02595	25040	14	02	<input type="checkbox"/>		0.00	0.00	1.00	1.00

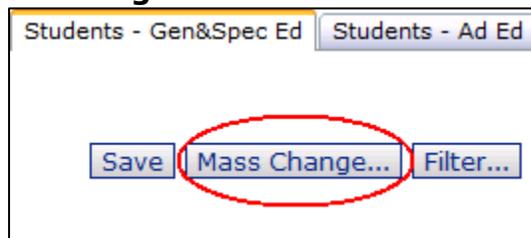
To maintain optimal system performance, this screen is limited to 2000 records. Whenever possible, use the filter options to narrow down your selection to the appropriate students. For example, to view only students for a particular building, type the 5-digit code in the "Building Code" field and then click "Apply Filter."

The available filter options are shown below. More than one filter option may be used at a time.

Mass Change Student Records

The Mass Change feature may be used in cases where the same FTE adjustment applies to multiple students that share a common trait, such as grade or residency code. This feature also has the capability of adding a finding to Section III of the audit narrative. Below are the steps to perform a Mass Change:

1. Choose one of the following:
 - a. Select the appropriate students using the filter options and/or the select checkboxes, OR
 - b. To apply a change to all students, leave all boxes unchecked and clear any filters.
2. Click the **Mass Change** button located above the student list.



3. The Mass Change form is displayed, and the number of affected students is displayed on the form.

- Select whether the FTE change is per student or distributed evenly over the selected students.
- Select the FTE Type.
- Enter the FTE Change (either per student or the amount to be distributed over the selected students). For negative values, enter a minus sign (-) before the number.
- Enter a finding (optional).
- Enter the building that the change applies to (optional).
- Enter a comment (optional).
- Click the Save button.

NOTE: If the amount of change will set FTE for any student below 0.00 or greater than 1.00, an error message will appear. Repeat the previous steps until the error no longer appears.

- If no errors exist, the data saved, and the form will close.

NOTE: Although optional, information entered in the Finding, Building and Comment fields will carry over to the audit narrative.

Printing the Audit Form

Click the **Print** button to print the Audit form. The report displays the Audit Form in PDF and each tab will print on a separate page.

Audit Narrative

The Audit Narrative, in compliance with the Pupil Membership Auditing Manual, will present the results of the current audit. These results include whether a desk audit or field audit was performed, the date of the audit, percent of population audited, general and specific findings, recommendations and legal references. The report also contains the specifics of FTE changes. The narrative is available for a collection upon completion of the closeout process for that collection.

It may be helpful to use the application in one of the two following manners depending on your approach to the audit:

1. Conduct the audit first and complete the narrative later- With this approach, you can enter adjustments directly on the Audit Form. Only adjustments entered via the "Mass Change" feature will populate as findings in Section III of the narrative. All adjustments are reflected in Section II of the narrative. Any remaining audit findings must be entered in Section III in order for the Narrative to be "in balance" with the Audit Form.
2. Complete the narrative while conducting the audit- With this approach, you make your audit adjustments starting from the Audit Narrative. As you enter findings in Section III, these changes can automatically update the Audit Form. Once all adjustments are complete and in balance in Section II, you will need to go back into the Audit Form and save it as audited (DS4120). You can also use Section III to pre-fill the student FTE adjustment page of the narrative by entering the adjustments on each student line. Entering all adjustments on the narrative will ensure that the narrative is always in balance with the Audit Form.

To access the Audit Narrative, choose **Audit FTE** from the navigational menu, then **Audit Narrative**. Choose a school year and collection from the dropdown list, and then click the **Go** button.



Audit Narrative	
School Year/Collection:	Fall 2009 General Collection
District:	Ann Arbor Public Schools (81010) <input type="button" value="Go"/>

The Audit Narrative displays in a tabbed format. Each tab is described on the following pages.

Section I

This tab begins with an explanation of the purpose of the audit. Any additional information deemed appropriate and necessary about the audit findings should be added to the Additional Comments box.

Audit Narrative

School Year/Collection:
 District:

Include Student Detail

Section I | Section II | Section III | Section IV | Section V

I. Introduction

The pupil accounting records were audited in accordance with Pupil Accounting Administrative Code Rules, the State School Aid Act, the MDE Pupil Auditing Manual, and other pertinent statutes. The purpose of the audit was to determine whether the membership claim was accurate and that the pupil accounting procedures and practices used by the school district were adequate to ensure a proper pupil count. The audit was performed in accordance with interpretations contained in the Michigan Department of Education Pupil Auditing Manual. The audit frequency is in compliance with Department policy.

Additional Comments:

Building Status:

Building	Date Of Prior Field Audit	Audit Type	Adjustment	Auditor	Audit Hours	Percent Tested		
						Pop I	Pop II	Pop III
Climax-Scotts Community Schools (39020)		Desk	0.00	Ona J Doolittle	1.00			
Climax-Scotts Adult/Alternative Ed (09930)	09/24/2008	Desk	0.00	Ona J Doolittle				
Climax-Scotts Elementary School (03425)	02/11/2009	Field	0.00	Ona J Doolittle	0.50	2.00	10.00	10.00
Climax-Scotts High School (00723)	09/29/2009	Desk	0.00	Ona J Doolittle				

Items per page: Page of

The Building Status table is displayed with the following headings:

- Building: Lists all buildings within the selected district.
- Date of Prior Field Audit: Displays the count date that the building was last field audited, if applicable. This date must be manually entered if blank.
- Audit Type: The type of audit being performed. The options are Desk or Field.
- Adjustment: This total is calculated from the total specific finding FTE for each building.
- Auditor: Drop-down listing of all users with an active Auditor profile. By default, this field will populate with the currently logged-in auditor.
- The Audit Hours and Percent Tested of Pop I, II and III are manually-entered columns. Auditors have the option to enter the hours for each building or for the district overall. These columns are defined according to the Pupil Accounting Manual.

Section II

Section I **Section II** Section III Section IV Section V

✓ In balance.

II. Results

We recommend that the following adjustments be made to this count:

	Unaudited Count (DS4061)	Audited Count (DS4120)	Findings	Audit Difference
Special Ed	2.39	2.39	0.00	0.00
- Section 52	2.39	2.39		
- Section 53	0.00	0.00		
- Section 24	0.00	0.00		
General Ed	63.61	63.61	0.00	0.00
Adult Ed	0.00	0.00	0.00	0.00

The results displayed show the differences between the unaudited DS4061 and the audited DS4120. Results are displayed in four columns and reflect the counts on the DS4061 and Section III of the Audit Narrative. The display label across the top indicates if the audit is in balance or out of balance.

- Unaudited Count (DS4061): The initial audit sum for the district without any adjustments.
- Audited Count (DS4120): The audited totals including all adjustments.
- Findings: The total of all findings reported in the narrative.
- Audit Difference: The difference between the Unaudited Count and Audited Count columns (the net audit change made in the DS4061/DS4120) and the Findings column (the audit narrative total).

If all differences are zero, then the form is in balance and the audit narrative can be certified as complete. If the differences are less than or greater than zero, an "Out of Balance" status message appears in red. Adjustments to the findings in Section III and/or to the Audit Form are required.

The Refresh button allows the auditor to update this tab with any new findings that were entered in Section III or with changes that were made directly on the Audit Form.

Section III

This tab allows the auditor to enter the specific findings from the audit. Mass changes from the Audit Form will also be reflected. The rows can be re-ordered using the arrow buttons at the beginning of each row. The Refresh button will update this tab with any new findings created via the Mass Change feature in the Audit Form. If changes are made to this tab while the Audit Form is in DS4120 status, the user will be prompted to re-open the form.

Section I | Section II | Section III | Section IV | Section V

III. Specific Findings

Refresh

Building	Audit Type	Finding	Pupils	FTE	FTE Type	Students	Comments	Save	Delete	Copy
Manley Early Childhood Education Center (09347)	Field	S48 - Special Ed Early Childhood - Other	2	-1.00	Special Ed	Students	None	Save	Delete	Copy
McKinley Foundation (09892)	Field	S1 - Absence - 30 Day	1	-0.67	General Ed	Students	UIC 5413254351	Save	Delete	Copy
Zimmerman Center (05950)	Desk	S8 - Duplicate Pupil Count	1	-0.33	General Ed	Students	None	Save	Delete	Copy
McKinley Foundation (09892)	Desk	S8 - Duplicate Pupil Count	1	-1.00	General Ed	Students	None	Save	Delete	Copy
						Students	None	Save		

- **Building:** The specific building the finding will be entered for. Only entities hierarchically under the ISD/District will be listed.
- **Audit Type:** Available options are Desk or Field.
- **Finding:** This drop down contains the code and a brief description of each specific finding. A complete description of the findings can be found in the Pupil Membership Auditing manual.
- **Pupils:** Enter the number of pupils affected by this finding. When using the Mass Change feature, this number will automatically be populated.
- **FTE:** Amount of FTE being adjusted for the building. For negative values, include the minus sign (-).
- **FTE Type:** The type of FTE being adjusted. Available options are General Ed and Special Ed.
- **Students button:** Clicking this button will display a list of students for the auditor to modify directly. The format is the same as the student detail from the audit form and is limited to students selected in the building chosen from the drop-down.
- **Comments:** Click on the hyperlink to enter additional comments about the finding. When referring to specific students, MDE and CEPI recommend using UICs instead of names for privacy reasons.
- **Save button:** Saves the information updated in the row. A new row will automatically appear to enter additional findings.
- **Delete button:** Deletes the row. The user will be prompted to confirm of deletion of the row. Both the save and delete buttons will result in immediate updates to the audit narrative.
- **Copy button:** Clicking this button will produce a duplicate of the finding, which is helpful when similar findings need to be entered.

Updating Individual Student Records

1. Select a building from the dropdown list.
2. Select the Audit Type.
3. Select a finding.
4. Enter the number of pupils affected.

5. Enter the total FTE to adjust for this finding. For negative values, enter a minus sign (-) before the number.
6. Select the FTE Type.
7. Click the Students button.
8. Select the students affected using the filter options and/or the select boxes.
9. Adjust the FTE for each individual student and click the Save button.
10. Click the Close button on the Student Details page.
11. Click the hyperlink underneath the Comments column. A popup window will appear. Enter comments and click the Save button.
12. Click the Save button for the row just entered.

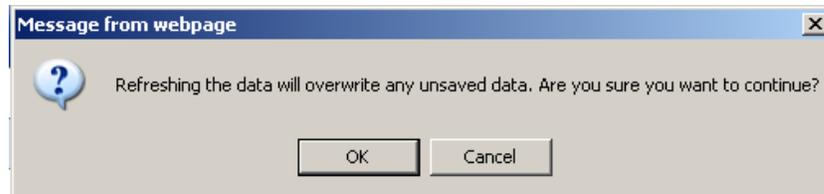
Mass Change Student Records

The Mass Change feature may be used in cases where the same FTE adjustment applies to multiple students that share a common trait, such as grade or residency code. Below are the steps to perform a Mass Change:

1. Select a building from the dropdown list.
2. Click the Students button.
3. Choose one of the following:
 - a. Select the appropriate students using the filter options and/or the select boxes, OR
 - b. To apply a change to all students, leave all boxes unchecked and clear any filters.
4. Click the Mass Change button located above the student list. The Mass Change form is displayed, and the number of affected students is displayed on the form.
 - a. Select whether the FTE change is per student or distributed evenly over the selected students.
 - b. Select the FTE Type.
 - c. Enter the FTE Change (either per student or the amount to be distributed over the selected students). For negative values, enter a minus sign (-) before the number.
 - d. Enter a finding (optional).
 - e. The Building dropdown list is pre-populated with the building selected for the finding.
 - f. Enter a comment (optional).
 - g. Click the Save button.

NOTE: If the amount of change will set FTE for any student below 0.00 or greater than 1.00, an error message will appear. Repeat the previous steps until the error no longer appears.

 - h. If no errors exist, the Mass Change form is closed, and the data saved.
5. The Student Details – Gen and Spec Ed reflects the change made. Click the Close button on the Student Details page.
6. Click the Refresh button on the Section III tab. The following confirmation message is displayed. Click OK to proceed.



7. The following columns will be populated with the information from the Mass Change form:
 - a. Audit Type
 - b. Finding (if a finding was selected)
 - c. Pupils
 - d. FTE - the total amount of FTE adjustment (not the amount per student)
 - e. FTE Type
 - f. Comments (if comments were added)
8. Click the Save button at the end of the row.
9. Click the Section II tab and click the Refresh button. The Finding column will be updated to reflect the findings added to Section III.

Section IV

This tab is used to enter general findings for the building or district. Below are the steps to enter a general finding:

Section I	Section II	Section III	Section IV	Section V
IV. General Findings				
Building	Audit Type	Finding	Comments	
<input type="text"/>	<input type="text"/>	<input type="text"/>	None	<input type="button" value="Save"/>

1. Select a building from the dropdown list or leave blank to enter a finding at the district level.
2. Select an Audit Type from the dropdown list (Desk, Field, or Both)
3. Select a Finding from the dropdown list (required). A complete description of the findings can be found in the Pupil Membership Auditing manual.
4. Click on the hyperlink in the Comments column. A popup window will appear. Enter comments and click the **Save** button.
5. Click the **Save** button.

Section V

This tab allows the auditor to enter appeal process information for the district in the first editable box. If necessary, make any changes within the text box and click on the Save button.

The second portion of the appeal page is set up by the System Administrator and cannot be edited by the Auditor.

Section I Section II Section III Section IV Section V

V. Appeal Process Save

If pertinent documentation regarding findings was not provided to the auditor at the time of the audit, please contact your ISD auditor within 10 calendar days after the date of this report so that it can be determined if reinstatement is appropriate at this level.

District appeals of the ISD's audit findings must be made within 30 days of receiving the ISD's audit report or ISD's decision on the informal appeal. Formal appeal of any of the Special Education or General

Certifying the Narrative

To certify the Audit Narrative, click the **Certify as Complete** button. The button will only be available if the data in the Section II tab are in balance. If the data are not in balance, the button will be grayed out.

Once the narrative is certified, it will no longer be editable. The **Certify as Complete** button will change to a Re-Open button. If further changes are needed, click the **Re-Open** button and the narrative will be available for editing. This button is available until the audit narrative deadline (Nov. 1).

Printing the Narrative

To print the Audit Narrative, click the View Report button. If the "Include Student Detail" box is checked, any student-level adjustments will appear at the end of the report.

Section 25e

Section 25e of the State School Aid Act (MCL 388.1625e, Public Act 60 of 2013) was created for fiscal year 2014 to allow any school district to claim pro-rated full-time equivalency for pupils who transfer after the Fall Pupil Membership Count Day.

In order to request a pro-rated share of FTE for a pupil who enrolled the Fall Pupil Membership count date, the district must submit and certify a record for the pupil in the SRM Collection within 30 days after the transfer, or 30 days after the Fall General Collection certification deadline, whichever is later (see certification note on the next page). Please refer to the [MSDS District User Training Guide](#) for additional details.

Below is an outline of the process for requesting pro-rated FTE in the MSDS under Section 25e:

When?	Who?	Activities
After Fall General Collection certification deadline, prior to Spring Count Date, within 30 days of the transfer	District users	<ol style="list-style-type: none"> 1. Submit Student Record Maintenance records containing the Section 25 Component 2. Run quality review and certify the SRM Collection.
Upon SRM Collection certification, through April 15	ISD auditors	<ol style="list-style-type: none"> 3. Review requests via the "Manage Section 25 Requests" screen. 4. Approve, edit and deny requests
Upon auditor denial (if applicable)	District users	If necessary, resubmit requests via new SRM records and certify the SRM Collection.
Upon auditor approval (if applicable)	CEPI	5. Modify the DS4061/DS4120 and Audit Narrative
Second business day of every month	MDE	6. Office of State Aid and School Finance extracts aggregate FTE counts for each district to process state aid payments. Requests must be approved by this date to be reflected in that month's payment.

ISD Auditor Approval

Once the SRM Collection containing the Section 25e request(s) is certified, the requests will appear in a screen for the receiving district's ISD Auditor to review. This screen displays data submitted by the districts affected by the Section 25e

requests. The request for the submitting district will be in **bold**. This screen includes a breakdown of FTE data, enrollment and attendance data, days remaining in the school year, and the system-calculated FTE amount to be adjusted.

To access the screen, click the **Section 25 menu** and choose **Manage Section 25 Requests**.

▼ Alex (4444444444) - New (11/20/2014)

Student: Alex UIC: 4444444444

Collection	ISD/District	Tot FTE	Gen FTE	Sec52 FTE	Sec53 FTE	Enrollment Date	First Day Attended	Remaining Days	GenEd Adjust	SpEd Adjust
Fall 2014 General Collection 2014-2015	Genesee ISD / District A (99010/00001)	1.00	1.00	0.00	0.00	06/23/2011			-0.76	0.00
Student Record Maintenance 2014-2015	Genesee ISD / District B (99020/00008)	1.00	1.00	0.00	0.00	06/23/2011	10/07/2014	80	0.76	0.00

Comments:

Response Date: Request Date: 11/20/2014
 Response By: Status: New

Notes:

- By default, the Fall General Collection FTE will reflect the data certified by the district. If the ISD auditor performs a student-level FTE adjustment, the adjusted FTE will display.
- The "First Day Attended" and "Remaining Days" columns are populated for SRM records only.
- The "Remaining Days" column is derived based on the [Section 25 financial calendar](#) determined by the date submitted in the "First Day of Attendance" characteristic of the SRM record.
- The "GenEd Adjust" and "SpEd Adjust" columns display the FTE adjustment that will occur if the request is approved. These numbers are calculated using a complex formula explained in Appendix C.

The auditor may request documentation from the district to verify proof of enrollment and attendance. Based on this documentation and the information submitted in the SRM record, the auditor will do one or more of the following:

- Approve the request as submitted
- Edit the request to correct FTE and attendance information, prior to approval
- Deny the request with comments

Tips:

- To access student history data, click on the UIC.
- Auditors cannot approve a request when the same district appears as both the gaining and losing district. This scenario typically occurs when a student leaves the Fall district, enrolls in another district, and then returns to the Fall district prior to the spring count date. In this event, the Fall district's auditor must wait until a Section 25e claim from the other district is approved before approving the Fall district's request. If the other district never submits a Section 25e claim, the auditor can simply deny the request.

Editing a Request

If the request was submitted with incorrect FTE and/or First Day in Attendance, ISD auditors can edit the request prior to approval. To edit a request, click the **Edit** button.

Student Record Maintenance 2014-2015	Genesee ISD / District B (99020/00008)
Con	
<input type="button" value="Approve"/>	
<input type="button" value="Edit"/>	
<input type="button" value="Deny"/>	

A new screen will appear.

Edit Section 25 Request

Original Request Information
 Student: Alex [redacted] UIC: 4444444444 Requested Date: 11/20/2014

Collection	ISD/District	Tot FTE	Gen FTE	Sec52 FTE	Sec53 FTE	Enrollment Date	First Day Attended	Remaining Days	GenEd Adjust	SpEd Adjust
Fall 2014 General Collection 2014-2015	Genesee ISD / District A (99010/00001)	1.00	1.00	0.00	0.00	06/23/2011			-0.76	0.00
Student Record Maintenance 2014-2015	Genesee ISD / District B (99020/00008)	1.00	1.00	0.00	0.00	06/23/2011	10/07/2014	80	0.76	0.00

Modified Values

Adjusted General Ed FTE

Adjusted Section 52 FTE

Adjusted Section 53 FTE

First Day In Attendance

Modify the General Ed, Section 52, and/or Section 53 FTE and the First Day in Attendance as necessary and click the **Save** button when finished. To leave the screen without saving, click **Cancel**.

Once the Save button is clicked, you will be returned to the request with the updated changes.

Collection	ISD/District	Tot FTE	Gen FTE	Sec52 FTE	Sec53 FTE	Enrollment Date	First Day Attended	Remaining Days	GenEd Adjust	SpEd Adjust
Fall 2014 General Collection 2014-2015	Genesee ISD / District A (99010/00001)	1.00	1.00	0.00	0.00	06/23/2011			-0.73	0.00
Student Record Maintenance 2014-2015	Genesee ISD / District B (99020/00008)	1.00	1.00	0.00	0.00	06/23/2011	10/10/2014	77	0.73	0.00

Comments:

Tips:

- The FTE is based on the pupil’s current status (e.g., full-time or part-time) on the first day in attendance. Do not attempt to calculate the FTE adjustment; the system will do this automatically.
- If the original request did not contain Special Ed FTE, auditors are unable to add Special Ed FTE. The request must be denied, and the district will need to resubmit the request with all applicable Special Ed data in addition to the FTE.
- First Day in Attendance cannot be prior to the enrollment date. If the enrollment date is also incorrect, the request must be denied, and the district will need to resubmit the request with the correct dates.

Filtering Requests

Requests are ordered by request date (certification date of the SRM record). Users can filter the data as indicated below. If the “Show Only Requests From My District(s)” checkbox is unchecked, ISD Auditors can view any Section 25e request (approved or denied) submitted for or against any students in their constituent districts. To maximize system performance, it is recommended to only use this feature in conjunction with the other filter options (such as UIC or District).

Filtered By: Request Status = "New" Filter...

Select your filter criteria...

UIC:

District:

Building:

Status: ▼

Request Date From:  To: 

Response Date From:  To: 

Show Only Requests From My District(s)

The possible status options are as follows:

- **New:** The auditor has yet to approve or deny the request.
- **Approved:** The auditor has approved the request.
- **Denied:** The auditor has denied the request.
- **Denied by System:** The system automatically denied the request for one of the following reasons:
 - A student-level FTE adjustment was made on the Audit Form/Narrative for this student, and the remaining FTE is less than the amount of the FTE in the request.
 - A student-level FTE adjustment was made on the Audit Form/Narrative for this student after a previous Section 25e request was approved. The auditor must approve this request manually (see the Manual Requests section below).
 - A Section 25e request for the same First Day in Attendance was previously approved, and the requested FTE exceeds the available FTE for that date. Example:
 - A request is approved for District B, 0.75 total FTE, First Day in Attendance of 10/10/2019.
 - A request is later submitted by District C, First Day in Attendance of 10/10/2019, more than 0.25 FTE.
 - The student had an unresolved FTE conflict from the Fall General Collection. If the FTE conflict can be resolved by entering a student-level audit adjustment, the district may resubmit the request. Otherwise, the request must be processed manually.
 - The auditor did not respond to the request by April 15 (see Approval/Denial Cutoff below).

Manual Requests

The auditor may decide to deny the request and instead make manual FTE adjustments to the Audit Form/Narrative. **Manual adjustments should only be done when absolutely necessary and must be accompanied by a Section 25e request.** See Appendix C and D for information about calculating FTE.

Tips:

- If a Section 25e request is approved, and then the auditor for the Fall district performs a student-level FTE adjustment on the Audit Form/Narrative for the same student, the following will occur:
 - The system will automatically deny all future Section 25e requests for that student, and the requests must be processed manually. This action will prevent the system from adjusting more FTE than a student is eligible for.
 - The auditor will receive a notification from CEPI indicating that further FTE adjustments may be necessary.
- If a manual aggregate-level adjustment is made, the request will not be automatically denied because the system cannot determine which student is being adjusted. Therefore, if an aggregate-level adjustment is required, it is strongly recommended that the auditor provide the amount of FTE being adjusted in the "Comments" area of the denied Section 25 request to alert other auditors.

Approval/Denial Cutoff

The MSDS will allow auditors to approve and deny requests via the Manage Section 25 requests screen through April 15 of each school year. After this date, any pending requests will be automatically denied, and auditors must approve the remaining claims via a manual audit adjustment.

Audit Form (Unaudited DS4061/Audited DS4120) Impact

When a Section 25e request is approved, CEPI will update the Fall Audit Form for the affected districts. The Spring Audit Form will remain unchanged, as Section 25e adjustments will always affect the fall count. These updates will occur on an aggregate level only. Student-level updates will not be made.

The following screens will be affected:

1. Special Ed tab

Gaining district: Approved requests containing Special Ed FTE will be added according to the Student Residency code, Special Ed Program Code, Section 52 FTE and Section 53 FTE submitted in the Section 25 request.

Losing district: FTE will be decreased according to the Student Residency code, Special Ed Program Code, Section 52 FTE, and Section 53 FTE submitted in that district's Fall Collection or previous Section 25e request (whichever was more recent).

2. General Ed tab

Gaining district: Approved requests containing General Ed FTE will be added to the grade or setting submitted in the Section 25e request and the appropriate column depending on the presence of Program Eligibility Participation code 9220.

Losing district: FTE amounts will be decreased from the grade or setting submitted in that district's Fall Collection or previous Section 25e request (whichever was more recent) and the appropriate column depending on the presence of Program Eligibility Participation code 9220.

3. Additional Information tab

Gaining district: For approved requests containing one of the applicable student residency codes on this screen, FTE will be added to the appropriate row.

Losing district: FTE will be decreased if one of the applicable residency codes was submitted in that district's Fall Collection or previous Section 25e request (whichever was more recent).

4. Residency Information tab

LEA Display:

Gaining district: for approved requests containing a non-resident code, FTE will be added to the appropriate Resident LEA number and residency code. A new row will be added if the submitted Resident LEA number did not previously exist on this tab.

Losing district: FTE will be decreased from the applicable Resident LEA number and residency code submitted for that student in that district's Fall Collection or Section 25e request (whichever was more recent).

ISD Display:

Gaining district: FTE will be added to the appropriate Resident LEA number and residency code. A new row will be added if the submitted Resident LEA number did not previously exist on this tab.

Losing district: FTE will be decreased from the applicable Resident LEA number and residency code submitted for that student in that district's Fall Collection or previous Section 25e request (whichever was more recent).

5. Summary tab

Total Adult Ed Participants this Submission	
July Participants for Fall 2013 General Collection	0.00
September Participants for Fall 2013 General Collection	0.00
Total Adult Education Count for Fall 2013 General Collection	0.00
Summary of Membership	
Total Special Education	431.12
Subtract: Non Resident Special Education without Release Form	0.00
Total Adjusted Special Education Count	431.12
K-12 Pupils	9128.74
Subtract: Non Resident General Education without Release Form	0.00
Total Adjusted K-12 Membership Count	9128.74
Total Adjusted K-12 & Special Education FTE	9559.86
Section 25 Net Adjustments	
Special Education Section 25 Adjustments	-0.43
General Education Section 25 Adjustments	-0.31
Total Section 25 Adjustments	-0.74

The rows in the "Section 25 Net Adjustments" section are calculated as follows:

Special Education Section 25 Adjustments: Sum of Section 25e adjustments containing Section 52 or Section 53 FTE.

General Education Section 25 Adjustments: Sum of Section 25e adjustments containing General Education FTE.

Total Section 25 Adjustments: Sum of the General Education Section 25e Adjustments and Special Education Section 25 Adjustments.

Audit Narrative Impact (Section III tab)

Section I Section II Section III Section IV Section V									
III. Specific Findings Refresh									
Findings By The Auditor									
Building	Audit Type	Finding	Pupils	FTE	FTE Type	Students	Comments		
Neithercut Elementary School (02670)	Desk	S45 - Schools of Choice	1	-1.00	General Ed	Students	None	Save	Delete Copy
Freeman School (01320)	Desk	S9 - Alpha Roster - Pupils not on list but eligible	2	1.60	General Ed	Students	None	Save	Delete Copy
						Students	None	Save	
System Generated Findings									
Building	Audit Type	Finding	Pupils	FTE	FTE Type				
Genesee Area Skill Center (05575)	Desk	S82 - Approved Section 25 Adjustments (November)	3	-0.93	General Ed				
Genesee Area Skill Center (05575)	Desk	S82 - Approved Section 25 Adjustments (November)	2	-0.74	Special Ed				
Durant Tuuri Mott School (00974)	Desk	S82 - Approved Section 25 Adjustments (November)	12	-2.36	General Ed				
Durant Tuuri Mott School (00974)	Desk	S82 - Approved Section 25 Adjustments (November)	12	-3.38	Special Ed				
Southwestern Classical Academy (03554)	Desk	S82 - Approved Section 25 Adjustments (November)	6	-1.74	General Ed				
Southwestern Classical Academy (03554)	Desk	S82 - Approved Section 25 Adjustments (November)	4	-0.39	Special Ed				

For approved section 25e requests, audit findings will be added to the "System Generated Findings" area. The name given to the finding will depend on the month that the requests are approved.

For any Section 25e requests that require manual approval, finding code S81 "Section 25 Manual Adjustments" is available.

System-generated audit findings cannot be modified or deleted. If an auditor approves a Section 25e request in error, a manual Section 25e finding will need to be entered for both the gaining and losing districts to correct the mistake.

System-generated audit findings appear as follows:

- Building: Building in which the FTE is being adjusted
- Audit Type: Desk
- Finding: The appropriate audit finding will display for requests approved in a given month. For example, the December audit finding would populate for requests approved from December 1 – 31.
- Pupils: Number of approved requests for that month for a specific FTE type (General Ed or Special Ed)
- FTE: Total amount of FTE adjusted for a specific month and FTE type
- FTE Type: General Ed OR Special Ed. Up to two audit findings per month may be created in order to separate the Special Ed adjustments and General Ed adjustments.

Section25e Summary Report

This report, found under the Section 25e menu, contains a list of cumulative Section 25e requests submitted between the fall and spring count dates. Requests submitted by the selected district, as well as requests for students claimed against the selected district, will appear. Due to the large number of columns required for the report, it is only available in Excel/CSV format. The initial sort order will be Date of Request and Student Last Name. A sample version of this report is available in Appendix A.

The following table provides a description for each column:

Column	Description
Adjustment Type	Displays "Gain" if FTE adjustment greater than 0, "Loss" if FTE adjustment is less than 0, and "NA" if FTE adjustment is 0.
Request Status	Displays Approved, Denied, Denied by System, or Pending (same as "New" from the Manage Section 25 requests screen). See page 35 for a list of status options.

Column	Description
Date of Request	Certification date of the SRM record containing the Section 25e request
Response Date	The date that the auditor approved/denied the request
Auditor Name	Name of the ISD auditor that approved/denied the request
UIC	Student UIC from the certified SRM record
Last Name	Student Last Name from the certified SRM record
First Name	Student First Name from the certified SRM record
Student ID	Local Student ID from the certified SRM record
Grade	Grade or Setting from the certified SRM record
Prior District Code	The five-digit district code for the losing district
Prior Building Code	The five-digit building code of the school facility last reported by the losing district
Prior Student Residency	Student Residency code last reported by the losing district
Prior Resident LEA	The five-digit Resident LEA code last reported by the losing district
Prior Special Ed Program	The three-digit Special Education Program Service Code last reported by the losing district, if applicable
Prior Alt Ed	Displays an X if the losing district last reported Program Participation code "9220"
New District Name	The name of the operating district from the certified SRM record
New District Code	The five-digit code of the operating district from the certified SRM record
New Building Name	The name of the school facility from the certified SRM record
New Building Code	The five-digit school facility code from the certified SRM record
Enrollment Date	Enrollment Date from the certified SRM record
Student Residency	Student Residency code from the certified SRM record
Special Ed Program	The three-digit Special Education Program Service Code from the certified SRM record. This code will only appear on the gaining district's report.
Alt Ed	Displays an "X" if the certified SRM record included Program Participation code "9220"

Column	Description
First Day in Attendance	First Day in Attendance from the certified SRM record
Total FTE	Total amount of General Ed FTE + Section 52 FTE + Section 53 FTE from the certified SRM record
Gen FTE	General Ed FTE from the certified SRM record
Sec52 FTE	Section 52 FTE from the certified SRM record
Sec53 FTE	Section 53 FTE from the certified SRM record
Gen Ed Adjustment	Amount of the General Ed FTE adjustment from the request. This will only display if the status of the request is Pending or Approved.
Sec 52 Adjustment	Amount of the Special Ed Section 52 FTE adjustment from the request. This will only display if the status of the request is Pending or Approved.
Sec 53 Adjustment	Amount of the Special Ed Section 53 FTE adjustment from the request. This will only display if the status of the request is Pending or Approved.
Days Remaining	Number of Days Remaining from the request
Comments	Auditor comments from the approved/denied request

Appendix A: MSDS Reports

The MSDS has a variety of reports that are generated from data already in the system and provide users with the opportunity to view and analyze the data.

Reports based on certified data are available under the *Certified Data Reports* menu option. Only collections with certified data will be listed. Additional reports are available that are not related to a collection, such as Direct Certification, FTE Audit, Grad Cohort and PEPE. Some reports are only available to users with appropriate permissions.

Reports are available in PDF, Excel and CSV formats. Some reports have an additional drill-down format that can be used to access student-level detail. Drill-down reports cannot be printed directly from MSDS but can be exported and printed from Excel.

For a full list of available reports, go to the [MSDS Reports List spreadsheet](#). The [MSDS District User Training Guide](#) has additional information on reports.

Appendix B: Section 25 Summary Report sample

Part 1

Center for Educational Performance and Information - Michigan Student Data System - QA

Section 25 Summary Report (Sample)
Collection: Student Record Maintenance 2014-2015
Entity: District A (99001)

Adjustment Type	Request Status	Date of Request	Response Date	Auditor Name	UIC	Last Name	First Name	Student Id	Grade	Prior District Code	Prior Building Code	Prior Student Residency	Prior Resident LEA
Loss	Pending	10/27/2014			1111111111			002760	12	99001	10101	14	99001
Loss	Approved	10/27/2014	11/26/2014	ISD Auditor B	1111111112			002759	11	99001	10101	14	99001
Loss	Pending	10/27/2014			1111111113			002166	12	99001	10101	14	99001
Loss	Pending	10/27/2014			1111111114			005449	09	99001	10101	14	99001
Loss	Denied by System	10/27/2014			1111111115			002476	10	99001	10101	14	99001
Loss	Pending	10/27/2014			1111111116			200241	11	99001	10101	14	99001
Loss	Pending	10/27/2014			1111111117			200242	12	99001	10101	14	99001
Loss	Approved	10/27/2014	11/26/2014	ISD Auditor B	1111111118			003172	09	99001	10101	14	99001
Loss	Approved	10/27/2014	11/26/2014	ISD Auditor B	1111111119			002478	11	99001	10101	14	99001
Loss	Pending	10/27/2014			1111111120			005429	09	99001	10101	14	99001
Loss	Denied	10/27/2014			1111111121			002971	10	99001	10101	14	99001
Loss	Pending	10/27/2014			1111111122			200483	12	99001	10101	14	99001

Part 2

Prior Special Ed Program	Prior Alt Ed	New District Name	New District Code	New Building Name	New Building Code	Enrollment Date	Student Residency	Special Ed Program	Alt Ed	First Day In Attendance	Total FTE	Gen Ed FTE	Sect52 FTE	Sect53 FTE	Gen Ed Adj	Sect52 Adj	Sect53 Adj	Days Remaining	Comments
		District B	99002	Alternative Ed	55511	12/09/200	14			10/02/2014	1	1	0	0	-0.79	0		83	
		District B	99002	Alternative Ed	55511	12/09/200	14			10/03/2014	1	1	0	0	-0.78	0		82	
		District B	99002	Alternative Ed	55511	10/02/200	14			10/04/2014	1	1	0	0	-0.78	0		82	
		District B	99002	Alternative Ed	55511	06/23/201	14			10/07/2014	1	1	0	0	-0.76	0		80	
194		District B	99002	Alternative Ed	55511	09/01/201	14			10/09/2014	1	0.83	0.17	0	0	0		78	Denied by System - specific first date ir
		District B	99002	Alternative Ed	55511	08/27/201	14			10/10/2014	1	1	0	0	-0.73	0		77	
		District B	99002	Alternative Ed	55511	08/27/201	14			10/13/2014	1	1	0	0	-0.72	0		76	
		District B	99002	Alternative Ed	55511	09/20/200	14			10/14/2014	1	1	0	0	-0.71	0		75	Approved
		District B	99002	Alternative Ed	55511	08/25/200	14			10/15/2014	1	1	0	0	-0.7	0		74	It's all good!
		District B	99002	Alternative Ed	55511	08/14/201	14			10/16/2014	1	1	0	0	-0.7	0		73	
		District B	99002	Alternative Ed	55511	08/16/200	14			10/17/2014	1	1	0	0	-0.69	0		72	
		District B	99002	Alternative Ed	55511	09/02/201	14			10/20/2014	1	1	0	0	-0.68	0		71	

Appendix C: Section 25e FTE Calculation

Gains

General Ed FTE = General Ed FTE from the Sec. 25e request x (# of days remaining / 105)

Section 52 FTE = Section 52 FTE from the Sec. 25e request x (# of days remaining / 105)

Section 53 FTE = Section 53 FTE from the Sec. 25e request x (# of days remaining / 105)

Losses

General Ed FTE = Total FTE from the gaining district's Sec. 25e request x (Gen Ed FTE before gaining district's Sec. 25e request / Total FTE before gaining district's Sec. 25e request) x (# of days remaining / 105)

Section 52 FTE = Total FTE from the gaining district's Sec. 25e request x (Sec. 52 FTE before gaining district's Sec. 25e request / Total FTE before gaining district's Sec. 25e request) x (# of days remaining / 105)

Section 53 FTE = Total FTE from the gaining district's Sec. 25e request x (Sec. 53 FTE before gaining district's Sec. 25e request / Total FTE before gaining district's Sec. 25e request) x (# of days remaining / 105)

Calculation notes

- The system will use up to eight decimal places to perform the calculation, but only two decimal places (e.g., 0.53) will be used to adjust the FTE. The third decimal place will round up for both gains and losses (e.g., 0.528 = 0.53, 0.524 = 0.52). If the calculation causes the total "gain" to be greater than the total "loss," the gain will automatically be reduced to equal the loss.
- Occasionally, some Section 25 requests are approved out of order. For example, district B submits a request with a December 15 attendance date, district C submits a request with a January 11 attendance date, but the request from district C is approved first. In this case, the system will do the following:
 - Save off the previous adjustment (from district C)
 - Perform the adjustments in order by attendance date
 - Apply the previous adjustment (from district C)

Appendix D: Section 25e FTE Calculation Examples

Example #1

District A submits a student in the Fall General Collection with 1.0 General Ed FTE. District B submits a Section 25e request for 1.0 General Ed FTE using a First Day in Attendance that results in 54 school days remaining.

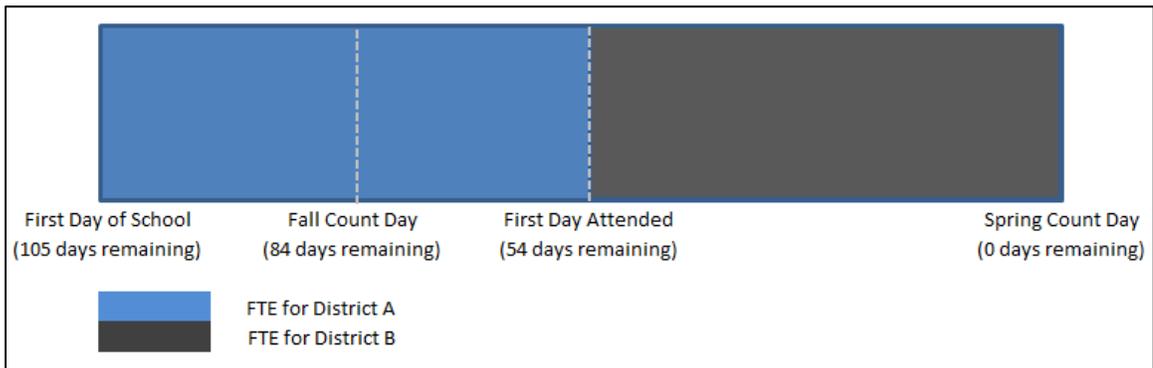
FTE Adjustments:

District B General Ed FTE Gain = $1.0 * (54/105) = 0.51$

1.0 Gen Ed FTE from Section 25e request, multiplied by 54 days remaining in school year / 105

District A General Ed FTE Loss = $1.0 * (1.0/1.0) * (54/105) = -0.51$

1.0 Total FTE from Section 25e request, multiplied by (1.0 Gen Ed FTE claimed during Fall Collection divided by 1.0 Total FTE claimed during Fall Collection) multiplied by 54 days remaining in school year / 105



Example #2

District A submits a student in the Fall General Collection with 1.0 General Ed FTE. District B submits a Section 25e request for 0.5 General Ed FTE using a First Day in Attendance that results in 36 school days remaining.

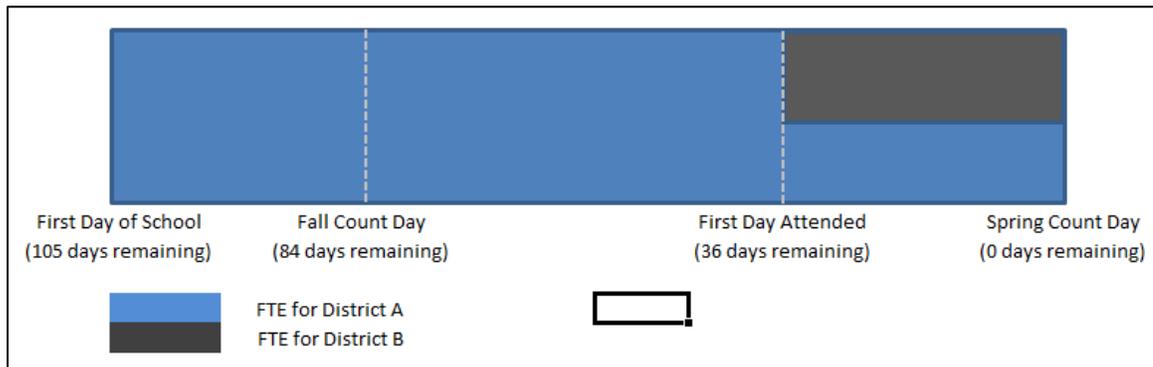
FTE Adjustments:

District B General Ed FTE Gain = $0.5 * (36/105) = 0.17$

0.5 Gen Ed FTE from Section 25e request, multiplied by 36 days remaining in school year / 105

$$\text{District A General Ed FTE Loss} = 0.5 * (1.0/1.0) * (36/105) = -0.17$$

0.5 Total FTE from Section 25e request, multiplied by (1.0 Gen Ed FTE claimed during Fall Collection divided by 1.0 Total FTE claimed during Fall Collection) multiplied by 36 days remaining in school year / 105



Example #3

District A submits a student in the Fall General Collection with 0.5 General Ed FTE, 0.5 Special Ed FTE. District B submits a Section 25e request for 0.5 General Ed FTE only, using a First Day in Attendance that results in 70 school days remaining.

FTE Adjustments:

$$\text{District B General Ed FTE Gain} = 0.5 * (70/105) = 0.34$$

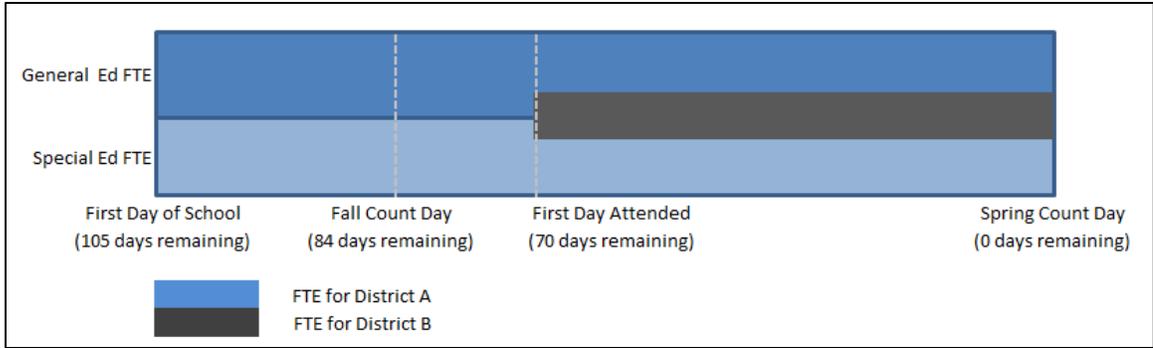
0.5 Gen Ed FTE from Section 25e request, multiplied by 70 days remaining in school year / 105

$$\text{District A General Ed FTE Loss} = 0.5 * (0.5 / 1.0) * (70/105) = -0.17$$

0.5 Total FTE from Section 25e request, multiplied by (0.5 Gen Ed FTE claimed during Fall Collection divided by 1.0 Total FTE claimed during Fall Collection) multiplied by 70 days remaining in school year / 105 (rounded up)

$$\text{District A Special Ed FTE Loss} = 0.5 * (0.5 / 1.0) * (70/105) = -0.17$$

0.5 Total FTE from Section 25e request, multiplied by (0.5 Special Ed FTE claimed during Fall Collection divided by 1.0 Total FTE claimed during Fall Collection) multiplied by 70 days remaining in school year / 105 (rounded up)



In this example, the auditor may feel that the Special Ed FTE should not be reduced. In that event, the auditor may choose to deny the request and perform a manual adjustment.