

Center for Educational Performance and Information (CEPI)

*Michigan Student Data System
(MSDS)*

Direct Certification Report User's Guide for Nonpublic Schools

Questions?

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Overview

The Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) amended the Richard B. Russell National School Lunch Act to require direct certification. Each local educational agency (LEA) must directly certify children who are members of households receiving assistance under one of the following programs as eligible for free school meals, without further application, based on information provided in an electronic data file from the Department of Human Services (DHS):

- Supplemental Nutrition Assistance Program (SNAP). Benefits can be extended to other children in the same household.
- Temporary Assistance to Needy Families (TANF). Benefits can be extended to other children in the same household.
- Foster Child program. Benefits cannot be extended to other children in the same household.

Beginning with the 2008-2009 school year, this requirement applied to all public school districts and nonpublic schools participating in the National School Lunch Program. The report is made available through the Michigan Student Data System (MSDS).

The report matches data from DHS with student enrollment data reported in the MSDS. Matched students are certified as eligible for free school meals. Each LEA and nonpublic school must then notify these households that the children, as directly certified, are eligible for free benefits and no further application is necessary. The purpose of Direct Certification is to reduce the burden of school lunch applications for households and school districts, to improve the accuracy of eligibility determinations and to increase the number of eligible children certified for benefits. For more information, please refer to the *Eligibility Manual for School Meals* at <http://www.fns.usda.gov/cnd/Guidance/default.htm>.

To find out more information about the Direct Certification Report, please go to www.michigan.gov/cepi. Click on "CEPI Applications," "Michigan Student Data System" then on "Direct Certification Report" from the left navigation bar. Here you will find general information about the report, including a frequently asked questions document, a timeline for submitting your data and a security agreement form.

If you have any further questions, please send an email message to CEPI customer support at cepi@michigan.gov, or call (517) 335-0505 and select option 3. Please provide your name, telephone number (including area code and extension), district code and district name (if applicable) along with your message.

What is the Michigan Student Data System (MSDS)?

The MSDS is a Web-based database system. Nonpublic school authorized users utilize the MSDS to ensure the secure collection of student-level data. It provides for the maintenance of student records through file upload and/or online entry. Student enrollment data submitted by the schools are used to generate the Direct Certification Report.

Requesting access to the MSDS

Nonpublic school users need to gain access to the MSDS by completing a two-step process:

1. The user must first request access to the application through his/her Single Sign-On (SSO) account.

Note: If you do not already have an SSO account, you may register for one online at <https://sso.state.mi.us/>. Click on the "Register" button and follow the on-screen directions. When you finish registration for your SSO account, you will receive an e-mail message titled "Account Information." In it, you will receive your permanent SSO User ID and a temporary password to use the first time you log in to the SSO.

After logging in to the SSO, click the "Subscribe to Applications" link in the bottom left-hand corner of the screen. You will then be taken to a new screen with drop-down menus. Select "CEPI" in the first drop-down and "Michigan Student Data System (MSDS)" from the second. Click "Next." The next page requires you to verify your work phone number and e-mail address. After verifying that the information in both fields is correct, click "Continue." You will be taken to a subscription page for the application. Review the information and click "Confirm." You will receive a confirmation message (both on the screen and by e-mail) stating your subscription request was submitted successfully.

2. Once you have obtained an SSO account and have subscribed to the MSDS, you must send the appropriate MSDS Security Agreement form to CEPI with the signature of the chief administrator of the school.

To access the security agreement, go to www.michigan.gov/cepi. Click on "CEPI Applications," "Michigan Student Data System" then on "Direct Certification Report." Under Direct Certification Report Help, click on "[Nonpublic Schools Security Agreement \(Direct Cert.\)](#)." Follow the instructions on the security agreement to complete the form and submit it to CEPI for processing.

For more information on how to obtain an SSO account and subscribe to applications, please reference the SSO user's guide located at http://mi.gov/cepi/0,1607,7-113-986_50502---,00.html in the "Security" section of the page.

Logging in to the MSDS

To access the MSDS, go to <https://sso.state.mi.us/> and enter your SSO user ID and password, then click the login button. On the Application Portal page, click on the "Michigan Student Data System (MSDS)" link to access the application. After clicking on the link, you will automatically be redirected to the MSDS home page.

Entering Your Student Data in the MSDS

Nonpublic schools are required to submit their entire student enrollment, including new enrollees, in the Early Roster Collection. There are two ways to submit data to the MSDS. You can add data by uploading an existing student data file, or you can add data manually. If your student enrollment is small, you may want to add your student data manually rather than doing a file upload on MSDS. If you choose to do a file upload, your data must conform to a specific file layout. For more information on the file format for the Early Roster Collection, please visit http://www.michigan.gov/cepi/0,1607,7-113-986_50502_53551---,00.html.

Required and Optional Data Elements

Personal Core Component

The Personal Core Component is required to be submitted when uploading a file.

The following Personal Core Component characteristics **must** be submitted for each student:

- First Name
- Last Name
- Date of Birth
- Gender

The following Personal Core Component characteristics are **optional** for each student:

- Last Name Suffix
- Middle Name
- Multiple Birth Order
- UIC

Submitting Entity

The Submitting Entity Component is required to be submitted when uploading a file.

The following Submitting Entity Component characteristics **must** be submitted for each student:

- Submitting Entity Code (*your 5-digit school code*)
- Submitting Entity Type Code (*must be "B"*)

School Demographics

The School Demographics Component is required to be submitted when uploading a file. If you manually enter your student data, you must add this component to each student record.

The following School Demographics Component characteristics **must** be submitted for each student:

- Operating District Number (*must be "84000"*)
- School or Facility Code (*your 5-digit school code*)
- Grade or Setting

The following School Demographics Component characteristics are **optional** for each student:

- Operating ISD/ESA Number (*must be "84"*)
- Student ID Number

Uploading a File

SDS File Upload

Collection:
For more information on the Collections refer to the Collection Data Field Descriptions report on the Report Menu.

Description:

User Notes:

Click here to receive a notification message when file has been processed

File Name:

If using the file upload feature, the first step after uploading is for the system to validate the data. After the upload of a collection file, the status for each upload can be checked by clicking on "Uploaded File Status." If the file processes successfully, the data move into the staging area where field-level validation is performed. If any errors or data inconsistencies are found and need to be corrected or validated, they are listed on the Staging Area Detail screen.

It is important to note how validation occurs in the MSDS.

1. File-Level Validation (File Upload) – Although this can happen when the file is uploaded, ideally, it should first occur offline. System performance is directly related to the number of files that are uploaded that do not pass file-level validation. Many users have had success using an XML Validation Tool. Please note that an XML Validation Tool will only inform the user if the file passes file-level validation. File-level validation ensures that the file meets the schema.

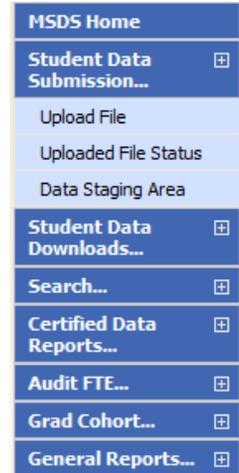
CEPI offers a free XML Validation Tool which is available for download on the [MSDS Web page](#). Click the "XML Validation Guide" link located in the "Resources" box and follow the directions.

2. Field-Level Validation – Once a file is uploaded and passes file-level validation, the system processes field-level validation. Once a file is accepted, it is loaded into the staging area. Field-level validation may result in field-level errors/warnings.



Procedures

1. From the "Student Data Submission" menu, choose "Upload File".
2. Select a collection from the dropdown list.

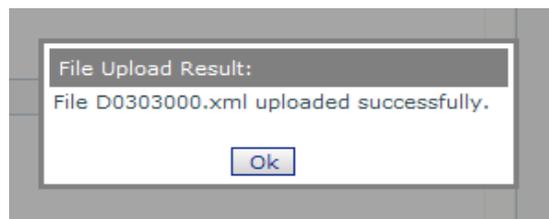


3. Add any user notes, if applicable. Adding notes in the MSDS File Upload screen allows for easier filtering once the records have been added to the Staging Area.
4. Click the "Browse" button and choose the file to upload. Click on the File Name you wish to upload and click "Open."

5. Click the "Upload File" button. The system will show a timer to indicate that the file upload is in progress.

Depending on the rate of transfer, the progress of your file upload may show at the top of the page.

Transfer Stage	Progress	Transferred Bytes	Total Bytes	Percentage
WebServer > FileServer		0	0	0.00 %
6/17/2009 11:26:29 AM Please wait while the file is being prepared for upload..				



6. Receiving the message that your file "uploaded successfully" does not mean it passed file-level validation. You must check the status of the file using Uploaded File Status.

Uploaded File Status

After a collection has been uploaded, you can check the status of the file to see if it was accepted or rejected due to file-level validation errors. Files can be rejected for various reasons.

File-Level Validation Rules:

1. Each file received is compared to the XML schema for the collection selected on the File Upload form. The file must be completely valid when compared to the schema or the entire file is rejected. If rejected, further processing of the file is cancelled.
2. The Submitting Entity Codes of all student records in the file are checked against the profile permissions of the user who uploaded the file. The entire file is rejected if the user does not have permissions for any of the Submitting Entity Codes in the file.

The upload process does not check field-level data for errors. Field-level checking is completed once the records have been loaded into the Staging Area.

The status for all files the user has submitted will be listed on the File Upload Status screen, which is accessed by clicking on "Uploaded File Status." Files are processed in order of first in, first out. The word "Processing" will appear in the Status column until the system completes data validation. A file's final status will display as "Processed Successfully" or "Failed File Level Validation." Users may need to refresh the screen to view status changes.



Procedures

1. From the "Student Data Submission" menu, choose "Uploaded File Status".
2. Select the collection from the drop down list or enter a username in the "Uploaded By" field. Optionally, you may enter uploaded dates or use the calendar to select the dates. You may also select a status from the drop-down list to filter for a particular file status.
3. Click the "Filter" button.

The screenshot shows a form titled "File Upload Status" with a sub-header "Select your filter criteria...". The form contains the following fields:

- Uploaded Date From: [text input] [calendar icon]
- To: [text input] [calendar icon]
- Collection: [dropdown menu with "Select Collection" selected]
- Uploaded By: [text input]
- Status: [dropdown menu with "Select Status" selected]
- [Filter] button

The screenshot shows a vertical navigation menu with the following items:

- MSDS Home
- Student Data Submission... [plus icon]
- Upload File
- Uploaded File Status
- Data Staging Area
- Student Data Downloads... [plus icon]
- Search... [plus icon]
- Certified Data Reports... [plus icon]
- Audit FTE... [plus icon]
- Grad Cohort... [plus icon]
- General Reports... [plus icon]

Depending on the option chosen in step 2, the screen will display data for all files that the selected user has uploaded, or for files for which the user has access to the submitting entity.

Collection	Zip File Name	File Name	Notes	Uploaded Date	Source	Status	Uploaded By User
Fall 2009 General Collection 2009-2010		Pre release test of FTE Conflict Saline.xml		10/20/2009 01:32 PM	File Upload UI	Processed Successfully	Linda S Ross
Fall 2009 General Collection 2009-2010		GeneralCollection.xml		09/16/2009 10:24 AM	File Upload UI	Processed Successfully	Doris Mann
Fall 2009 General Collection 2009-2010		Fall2009GeneralCollection2009-20101%20-%2041210%20-%20EntityDemographics2.1.xml		07/23/2009 01:01 PM	File Upload UI	Processed Successfully	Training User
Fall 2009 General Collection 2009-2010		Fall2009GeneralCollection2009-20101 - Ann Arbor Part 2.xml		07/13/2009 12:53 PM	File Upload UI	Processed Successfully	Training User

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The status for a specific uploaded file will display. The Upload Status will display the results of the upload. A status of "Processed Successfully" indicates that the file was successfully loaded to the Data Staging Area. A status of "Failed File-Level Validation" means that the file was rejected. In either case, the user can click on the name of the file to view further details.

Rejected file example:

File Upload Status Details	
Collection:	Early Roster Collection
File Name:	D84000NP.xml
Stored File Name:	D84000NP-2-26-2013 8-52-34 AM-.xml
Notes:	np x1
Upload Date:	2/26/2013 9:04:00 AM
Upload Source:	File Upload UI
Upload Status:	Failed File Level Validation
Status Description:	The file failed file level validation
Uploaded By:	Damon Berryhill
Submitting System Name:	Powerschool
Submitting System Version:	7.6.0.1.155270
Submitting System Vendor:	Pearson
Records Contained:	Unable to Determine
Validation Error:	User does not have permission to upload students for the Submitted Entity Cornerstone School--Nevada Primary

Accepted file example:

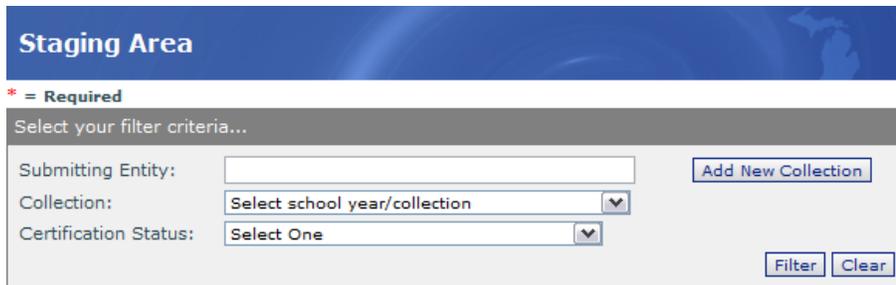
File Upload Status Details					
Collection:	Early Roster Collection				
File Name:	MSDS_EarlyRoster 2012-13_Apr8.xml				
Stored File Name:	MSDS_EarlyRoster 2012-13_Apr8-4-8				
Notes:	Early Roster Update 4-8-13				
Upload Date:	4/8/2013 2:13:00 PM				
Upload Source:	File Upload UI				
Upload Status:	Processed Successfully				
Status Description:	The file was processed successfully				
Uploaded By:	John C Doe				
Submitting System Name:	Zangle				
Submitting System Version:	2009.1				
Submitting System Vendor:	WayneRESA				
<table border="1"> <thead> <tr> <th>Submitting Entity</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>River Rouge, School District of the City of (82120)</td> <td>128</td> </tr> </tbody> </table>		Submitting Entity	Count	River Rouge, School District of the City of (82120)	128
Submitting Entity	Count				
River Rouge, School District of the City of (82120)	128				
Records Contained:	128				
Validation Error:	None				

Adding Data Manually

A collection can be added manually from the Staging Area screen. Only those collections the user has permissions for will be accessible in the Collection dropdown list.

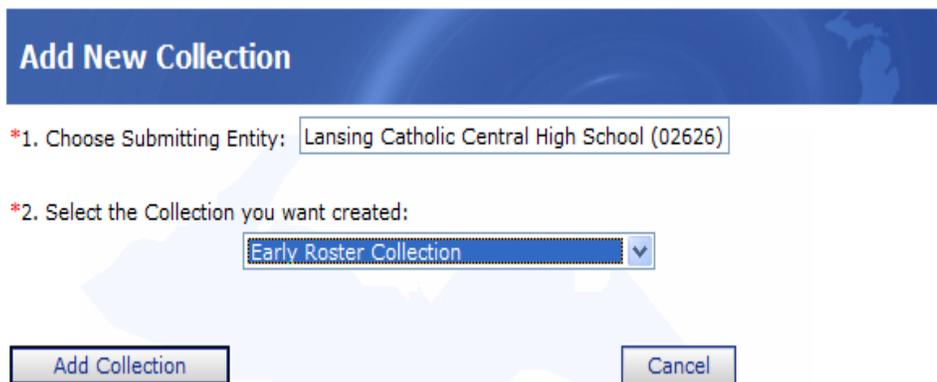
Create new collection

1. To access the Staging Area, select "Student Data Submission" and "Data Staging Area" from the left navigation bar.
2. Enter the Submitting Entity.
3. Click the "Add New Collection" button.



The screenshot shows the "Staging Area" header in a blue bar. Below it is a legend: "* = Required". A grey box contains the text "Select your filter criteria...". The form has three input fields: "Submitting Entity:" with a text box, "Collection:" with a dropdown menu showing "Select school year/collection", and "Certification Status:" with a dropdown menu showing "Select One". To the right of the "Submitting Entity" field is a blue button labeled "Add New Collection". At the bottom right of the form are two buttons: "Filter" and "Clear".

4. On the Add New Collection screen, choose the Early Roster collection from the dropdown list.
5. Click the "Add Collection" button. The Staging Area for the entity will be added to the list in the Staging Area.



The screenshot shows the "Add New Collection" header in a blue bar. Below it are two instructions: "*1. Choose Submitting Entity:" followed by a text box containing "Lansing Catholic Central High School (02626)", and "*2. Select the Collection you want created:" followed by a dropdown menu showing "Early Roster Collection". At the bottom are two buttons: "Add Collection" and "Cancel".

6. You are then taken to the Staging Area page to access your new collection. The newly added collection will not contain any records.

- Click the collection name link to add, delete or edit student data in that collection.

Staging Area

i Your search yielded 2 result(s).

*** = Required**

Select your filter criteria...

Submitting Entity:

Collection:

Certification Status:

Collection	Submitting Entity	Students	Certification Status	Last Certified		Collection Open?	Certification Available?
Early Roster Collection	Lansing Catholic Central High School (02626)		Certification not Required		Upload	Yes	No
OEAA Request for UIC 2009-2010	Lansing Catholic Central High School (02626)	1	Certification not Required		Download	No	No

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Entering student records

1. Click on the "Add Direct" button from the Staging Area Detail screen.

The screenshot shows a search interface with a header containing an alphabet (A-Z) and 'All' links, and 'Clear All' and 'Filter...' buttons. Below this are two rows of buttons: 'Select All', 'Unselect All', 'Delete Selected', 'Add Direct', and 'Search / Add'. A message states: 'The search criteria that was entered returned no results.' At the bottom is a 'Back' button.

2. Enter all required information. Characteristics that are marked with a red asterisk are required.
3. Once the information for the student has been entered, choose one of the following options:
 - a. Click the **Submit** button to display the Staging Area Detail screen.
 - b. Click the **Submit/Add Another** button to submit this student to the collection and add another student record.
 - c. Click the **Submit/Go To Details** button to fill in additional component and characteristic/field data for the student.

The 'Add Student' form includes the following fields and options:

- Collection:** Early Roster Collection
- *Last Name:** [Text Input]
- Last Name Suffix:** [Text Input]
- *First Name:** [Text Input]
- Middle Name:** [Text Input]
- Multiple Birth Order:** 0
- *Date of Birth:** [Text Input] (MM/DD/YYYY)
- *Gender:** Select Gender [Dropdown]
- *Submitting Entity:** Lansing Catholic Central High School (02626)
- UIC:** [Text Input]

Buttons at the bottom: Submit, Submit/Add Another, Submit/Go To Details, Cancel.

4. If necessary, click the student's last name link (underlined in blue). This will display the Staging Area Maintain screen for that student.

Select	School Facility #	User Notes	UIC	Last Name	First Name	Gender	Date of Birth	Validation Status	Resolution Status	Certification Date
<input type="checkbox"/>			4924484182	Doe	Jane	F	03/06/1996	Errors Exist	New UIC Generated	
<input type="checkbox"/>				Smith	Caleb	M	02/02/1997	Errors Exist	Requires Resolution	

5. Enter known student information on all appropriate tabs. The asterisks indicate what information is required for the chosen collection. When entering dates, the recommended format is MM/DD/YYYY.
6. Click the "Submit" button to save the student's record.

Submit Cancel Select Component Add Component

School Demographics

Operating ISD/ESA Number: 84

*Operating District Number: 84000

School or Facility: 02626

Student ID Number:

*Grade or Setting: 09-Ninth Grade

7. If errors or warnings are encountered, they will appear below the student information as such. Correct all errors. Review warnings and make pertinent corrections, then click the "Submit" button again to refresh the data.

Errors:

Component	Characteristic	Error Description	Error Details
School Demographics	School or Facility	School Facility Number is required for all General collections, SRM, TSDL, and Early Roster except when Exit Status = 00 or when the EarlyOn component is submitted. (253.285.5)	The collection is the EarlyRoster and School or Facility is blank.

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Warnings:

Note: Nonpublic school users are not able to resolve records within MSDS. Therefore, if you have any records in "Requires Resolution" status, you cannot do anything with those records. In those instances, the student's family will be required to fill out a paper application to determine their eligibility for free or reduced lunch or milk.

For additional assistance with uploading a file or manually adding data, please refer to the MSDS District User Training Manual located at http://www.michigan.gov/cepi/0,4546,7-113-986_50502-225003--.00.html.

Direct Certification Report

Student enrollment data submitted in the Early Roster Collection will be matched against data from the Department of Human Services (DHS). Matched students will be certified as eligible for free school meals and will be listed on your school's Direct Certification Report. The report is refreshed bi-weekly in August and September. Beginning in October, the report is refreshed monthly. For more information on specific refresh dates, please refer to the Direct Certification Report Timeline located at http://mi.gov/cepi/0,4546,7-113-986_50502_53828---,00.html in the "Direct Certification Help" section of the page.

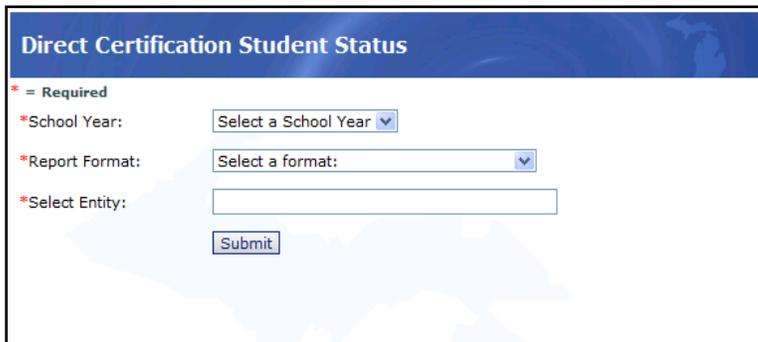
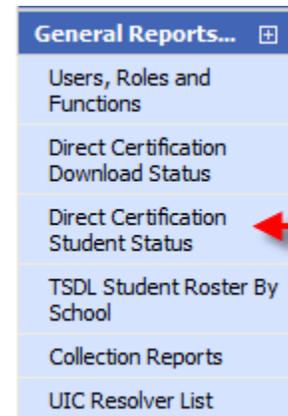
The report displays the following information:

- Total count of students directly certified for each building, including a district total
- Student demographic information (Student name, Student ID, UIC, DOB and Gender)
- Category in which the student is eligible under (S = SNAP, T = TANF, F = Foster Child)
- Date that the student record was matched against DHS
- Date that the student exited the district (if applicable)

How to Access the Direct Certification Report

Once the Direct Certification Report is available, follow the steps below:

1. From the General Reports menu, choose *Direct Certification Student Status*.
2. Choose School Year from the dropdown.
3. Choose a Report Format from the dropdown (CSV or PDF).
4. Enter the entity's name or number.
5. Click the **Submit** button.

A screenshot of a web form titled "Direct Certification Student Status". The form includes a legend: "* = Required". There are three required fields: "School Year" with a dropdown menu showing "Select a School Year", "Report Format" with a dropdown menu showing "Select a format:", and "Select Entity" with a text input field. A "Submit" button is located at the bottom of the form.

Downloading your data

CEPI removes all data from the Early Roster Collection at the beginning of May in preparation for the next school year. The date of the removal is communicated via email to all nonpublic school users several weeks in advance.

We recommend that you download a copy of your Early Roster Collection before the data are removed. This gives users the option of using this download file to upload into the next year's Early Roster Collection once it becomes available, which is less time consuming than manual data entry. Keep in mind that if you utilize this option, you will need to (1) enter all newly enrolled students for the next school year and (2) remove all students who will no longer be enrolled in the next school year. You can do both of these steps online after uploading your file.

Steps to download and save your Early Roster Collection:

1. From the Data Staging Area, click the "Download" hyperlink next to the Early Roster Collection as shown below.

The screenshot shows the 'Staging Area' interface. At the top, it says 'Your search yielded 2 result(s)'. Below this, there are filter criteria: 'Submitting Entity' (Lansing Catholic Central High School (02626)), 'Collection' (Select school year/collection), and 'Certification Status' (Select One). There are 'Filter' and 'Clear' buttons. Below the filters is a table with the following data:

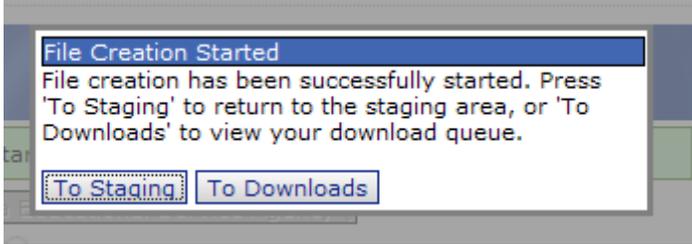
Collection	Submitting Entity	Students	Certification Status	Last Certified			
BAA Request for UIC Collection	Lansing Catholic Central High School (02626)		Certification not Required				
Early Roster Collection	Lansing Catholic Central High School (02626)	488	Certification not Required		Upload	Download	Delete

At the bottom of the table, there is a pagination control showing 'Page 1 of 1'. The 'Download' button in the second row is circled in red.

2. Select the "Staging" radio button in "Data Location:" and click the "Start Download" button.

The screenshot shows the 'Download Dataset' interface. It has the following fields: 'Submitting Entity' (Lansing Catholic Central High School (02626)), 'Data Location' (Staging radio button selected, Certified radio button unselected), 'Collection' (Early Roster Collection), and '*Format' (XML radio button selected). There are 'Start Download' and 'Close' buttons at the bottom.

3. A "File Creation Started" pop-up box will appear. Click "To Downloads."



4. When the file status indicates "Ready for Download," click the "File Name" hyperlink.

Note: Downloads from the Staging Area are only available in XML format. Completing step 3 will put your request into a queue. The download status will show the status of the requested download. If the file name is grayed out on the Download Status screen, the file is not yet available for download. You may need to periodically refresh this screen (F5) to display the updated status.



Submitting Entity	Collection	Data Source	Status	Created Date	File Name
Lansing Catholic Central High School (02626)	Early Roster Collection	Staging	Ready for Download	4/22/2013 12:41:20 PM	Jonny M Doe-4-22-2013 12-40-51 PM.zip

5. When prompted, click the "Save" button.

All downloaded files are zipped. If you are using Windows XP or later, simply double-clicking the file will open it in Windows Explorer just like a folder. Depending on your operating system and software, other methods may be better suited to your needs.