

Center for Educational Performance and Information

School Infrastructure Database Application User Guide

End of Year 2020

Last Updated 3/1/2020

Questions:

Email: cepi@michigan.gov

Phone: 517-335-0505 x3



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Introduction

This guide is intended for all users of the School Infrastructure Database. The SID Data Field Descriptions and any addenda posted to the SID web page should be used with this User Guide. This guide explains the process of using the SID Application, as well as how to properly enter and submit data via the SID Online Application and/or the bulk upload process.

General Information

What Information Do Users Enter in the SID?

Data submitted by school districts via the SID includes information about safety practices and incidences of crime in public schools.

When Are the SID Data Due?

Your district's SID submission is due to CEPI by 11:59 p.m. on June 30, 2020.

Application Access

Step One: Create a MILogin Account (if needed) and subscribe to SID

To be an authorized user of the SID Application, you must have a MILogin account. Please do not create another MILogin account if you already have one. No user should need multiple MILogin accounts.

If you do not have a MILogin account, follow the link on the [CEPI webpage](#) to the MILogin User Guide which provides instructions on how to create a MILogin account and subscribe to applications.

Step Two: Complete the CEPI Security Agreement

Complete and submit the appropriate security form, signed by the Lead Administrator as listed in the EEM. The security form can be emailed or faxed to CEPI. Security forms are found on the [CEPI Application Security Forms web page](#).

Please do not email AND fax your security form to CEPI. Doing so slows the approval process.

CEPI will grant your access when both steps have been completed.

Reminder: Email Addresses and Phone Numbers Must Be Up-to-Date

CEPI sends email messages to application users based on the addresses provided. Therefore, it is imperative that the email address provided to CEPI is current. Email is one of the primary means of communication used by CEPI.

For urgent matters, CEPI contacts users via telephone. CEPI will call users when data submissions are errant or late. It is better to rectify these matters earlier rather than later, especially if CEPI cannot contact users about late submissions before the close of a collection.

SID Data Field Descriptions

CEPI provides a comprehensive guide of all data fields in the SID and their enumerations. This guide is meant to assist users in better understanding their personnel data. The SID Data Field Descriptions Guide is available on the [SID web page](#). It is located under the heading "Manuals." Be sure to print the correct version of the Data Field Descriptions each submission cycle and any other addenda.

Manuals

[EOY 2018 SID Data Field Descriptions Addendum](#) 

[EOY 2018 SID Data Field Descriptions](#) 

[EOY 2017 SID User Guide](#) 

[EOY 2017 SID Data Field Descriptions](#) 

SID Content Information and Resource Materials

The SID Data Field Descriptions contains a State of Michigan office contact for fields when appropriate. This contact should receive all questions pertaining to the field. As always, for technical assistance with data submissions, please contact CEPI Customer Support at CEPI@michigan.gov or 517-335-0505 x3. Please provide name, district code and district name, the CEPI application name, telephone number (including area code and extension), email address and any questions.

For detailed information about the SID, please visit the [CEPI website](#). Click on "CEPI Applications," and then click on "School Infrastructure Database." Refer to the Help and Training box (see below). Click on items such as "SID FAQs" or "New to SID?" for additional reference materials.

Help and Training

[New to SID?](#) 

[EOY 2017 SID FAQs](#) 

[EOY 2017 SID Short Form Worksheet](#) 

[EOY 2017 SID Long Form Worksheet](#) 

SID Online Application

Accessing the SID Online Application

Go to the [CEPI website](#). Click on "CEPI Applications," then click on "School Infrastructure Database," and then click on "Go to SID."

- [SID Security Form](#)
- Deadline: SID data are due to CEPI by June 30.
 - See the [CEPI Calendar Page](#) for our master calendar of deadlines and collection dates.



System Log Out

A MEIS login establishes that a user has the security credentials to access the sensitive information contained in the SID. Moreover, each login session to the SID is tracked to maintain the security of the application. Sessions will become inactive after 20 minutes. After being inactive for a period of 20 minutes, the sessions authorization will end and the log in screen will appear. Any pending or partial information entered will be lost. All data not submitted before a session timeout will have to re-entered. To save any data submissions, click "Save Data for this School/Facility." Users will be alerted of session timeout by the following screen:

Center for Educational Performance & Information

[Michigan.gov Home](#) [CEPI Home](#) | [FAQ](#) | [User's Guide](#) | [Teacher Verification](#) | [Contact CEPI](#)

REP | Logout

You have been successfully logged out of the REP system. Have a nice day!

[REP Login Page](#)

[CEPI Home Page](#)

SID Menu Options

The Welcome page in the SID contains general information about the SID data submission. It also contains a list of the district(s) to which you have access for data submission purposes. A separate security agreement is required for each district. If you should have access to a district and it is missing from the list, submit a security agreement for the district in order to gain access. If schools/facilities are missing from the school/facility list, verify that the Educational Entity Master information is up to date for that district. The Welcome Screen contains a link to the security agreement form.

Michigan.gov Home | Center for Educational Performance & Information | Michigan.gov | CEPI Home | Main Menu | FAQ | User's Guide | Contact CEPI | Logout

SID | Main Menu

Welcome to the School Infrastructure Database

The "SID Data Submission" section below indicates the district(s), school(s), and administrative unit(s) for which you are an authorized user. If you are the authorized user for multiple districts, schools, facilities, and administrative units, one district is listed when you log in to the SID Application. To access other districts for which you are an authorized user, select the district from the drop-down menu.

If there are districts missing from your list, please submit a security agreement for the district.

If schools/facilities are missing from the list for a district, verify that the Educational Entity Master is up to date for that district.

My District: Happy Valley Schools

Reports

View the District Submission Summary Report of all your school/facilities in your district for the current SID data collection.

- District Submission Summary Report

SID Data Submission

To submit your SID data for all of your district's schools/facilities via a comma-delimited file, choose the bulk upload function:

- SID Bulk Submission

To access the submission form for an individual school/facility, click on the school/facility below. Click on the report icon to the left of the school/facility name to view a printable submission summary:

| | School/Facility | Status |
|--|--------------------------------------|--------|
| | Happy Valley Elementary | |
| | Happy Valley Middle School | |
| | Happy Valley High School | |
| | Happy Valley Alternative High School | |
| | Happy Valley School District | |

Icon Legend

- View the summary report for the unit
- Data entry complete for the unit
- Data entry incomplete for the unit

Note: When all fields on the submission form have green check marks (✓), the school/facility name on this Welcome screen will be shown with a green check mark (✓). When all schools/facilities listed for your district have green check marks, your district's submission is complete.

The Red "x" (✗), the Green Check Mark (✓) and the Report Icon

Each school/facility listed has a red "x" (✗) following the name of the school/facility. The red "x" indicates that the submission is not complete. After a field has been completed and saved, a green check mark (✓) will appear to the left of the field on the submission screen. After all fields have been submitted for a school/facility, a green check mark will appear next to the school/facility name on the Welcome Screen. When all schools/facilities listed for your district have green check marks, your district's submission is complete. To review the data your district has submitted, click on the report icon  to the left of the school/facility's name.

Data must be submitted for each field, even if there were no reportable incidents. If a school/facility has no reportable incidents, report a value of zero ("0") when a numeric entry is required. Blank fields will be considered incomplete.

The red "x" (✗) indicates that the field submission is not complete:

CRIME & SAFETY

✗ (4a) School Disciplinary Problems - Student Bullying *

Indicate the number of incidents of student bullying that have occurred on school property or at a school-sponsored activity over the past school year.

The green check mark (✓) indicates that the field submission is complete:

CRIME & SAFETY

✓ (4a) School Disciplinary Problems - Student Bullying *

Indicate the number of incidents of student bullying that have occurred on school property or at a school-sponsored activity over the past school year.

School/Facility Submission Complete

The green check mark (✓) indicates that the school's submission is complete for all the fields in the SID. The red "x" (✗) indicates that a school's submission is not complete for all fields in the SID. Click on the report icon to the left of a school name to review the data for that school.

SID Data Submission

To submit your SID data for all of your district's schools/facilities via a comma-delimited file, choose the bulk upload function:

- [SID Bulk Submission](#)

To access the submission form for an individual school/facility, click on the school/facility below. Click on the report icon to the left of the school/facility name to view a printable submission summary:

| | School/Facility | Status |
|---|--------------------------------------|--------|
|  | Happy Valley High School | ✓ |
|  | Happy Valley Middle School | ✓ |
|  | Happy Valley Elementary | ✗ |
|  | Happy Valley Alternative High School | ✗ |
|  | Happy Valley School District | ✗ |

Beginning Your SID Submission

Welcome Screen

Click on the school/facility or administrative unit name on the Welcome to the School Infrastructure Database screen to view the submission screen.

SID Data Submission

To submit your SID data for all of your district's schools/facilities via a comma-delimited file, choose the bulk upload function:

- [SID Bulk Submission](#)

To access the submission form for an individual school/facility, click on the school/facility below. Click on the report icon to the left of the school/facility name to view a printable submission summary:

| | School/Facility | Status |
|--|--------------------------------------|--------|
|  | Happy Valley High School | ✓ |
|  | Happy Valley Middle School | ✓ |
|  | Happy Valley Elementary | ✗ |
|  | Happy Valley Alternative High School | ✗ |
|  | Happy Valley School District | ✗ |

Administrative Unit - Sharing Space

If an administrative unit shares physical space with another school/facility, the district user may report the administrative unit in this manner and only report one set of data for the combined shared space. When the user clicks on the administrative unit, the following screen will appear. If the district's administrative office does share space with another school/facility, click on the button shown. The administrative unit will then be marked with a green check mark as complete.

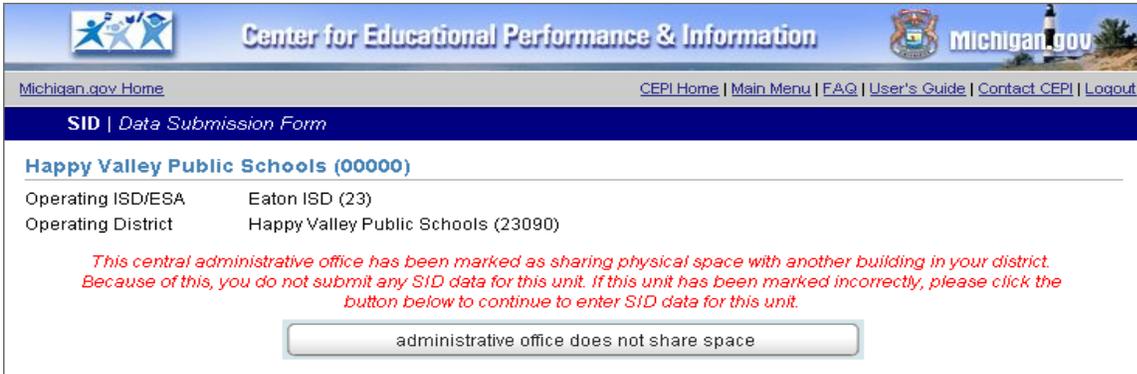


The following screen will appear when you click on the “administrative office shares space” button:



Shared Space Marked in Error

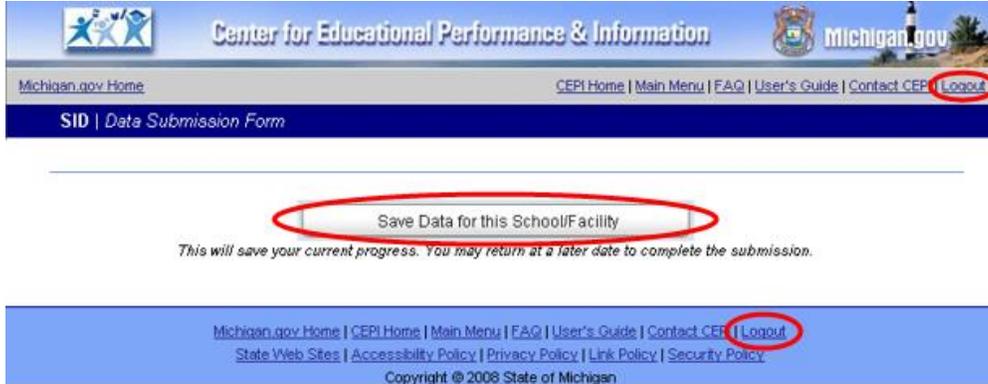
The following screen will appear the next time the user clicks on the administrative unit:



If the administrative unit was marked as sharing space in error, the user should simply click the “administrative office does not share space” button. The administrative unit will now be marked with a red “x” and the district will be required to submit data for the administrative unit.

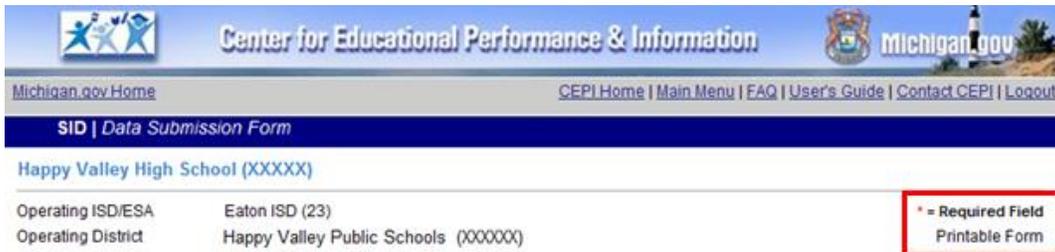
Logout Before a School/Facility Submission is Complete

Before you exit a field, be sure to click “Save Data for this School/Facility” at the bottom of the submission screen before you click on “Logout,” so that all data entered will be saved. If you need to end the submission session, simply click on the word “Logout” at the top or bottom of the submission screen.



Submission Screen

When you click a school/facility or the administrative unit name, the online submission screen will appear. All fields appear on one screen. District users may complete the submission one field at a time, if desired. However, be sure to save your data before you exit the SID Application each time.



All required fields will have a red "*" after the name of the field.

CRIME & SAFETY

X (4a) School Disciplinary Problems - Student Bullying *

Indicate the number of incidents of student bullying that have occurred on school property or at a school-sponsored activity over the past school year.

A printable work form is also available for your use by clicking on "Printable Form" as shown above.

Submit to Database

District users may submit data to the database after the completion of each field, if desired. As indicated previously, the "Save Data for this School/Facility" button appears at the bottom of the submission screen. If a valid value is submitted, the field will be saved when the "Save Data for this School/Facility" button is clicked. If an invalid value is reported, an error message will appear (see sample at the bottom of this page).

Save Data for this School/Facility

This will save your current progress. You may return at a later date to complete the submission.

The following screen will appear if the submission is completed for the field:

The screenshot shows the top navigation bar with the Center for Educational Performance & Information logo and Michigan.gov Home link. Below the navigation bar is a blue header with the text "SID | Data Submission Form". The main content area is titled "Errors" and contains a single bullet point: "No errors were found". Below the errors section, a message states "Data for this school/facility has been successfully saved!" with a "Return to the SID Main Menu" link.

After you have saved the field submission, you may click on "**Return to the SID Main Menu**" to obtain access to a school/facility for further submission.

Error Message for Incomplete Data Submission

If the data submitted is invalid for a field, the following message will appear when the user clicks on the "Save Data for this School/Facility" button. Click on "**Return to the Submission form to correct the errors,**" so that the field submission can be completed. All data that were submitted will still appear on the submission screen. After the data entry is completed, click on the "Save Data for this School/facility" bar again to submit the data to the database.

The screenshot shows the top navigation bar with the Center for Educational Performance & Information logo and Michigan.gov Home link. Below the navigation bar is a blue header with the text "SID | Data Submission Form". The main content area is titled "Errors" and contains a single bullet point: "[Field 44] The value submitted for Students Who Are Victims of Violent Criminal Offenses must be less than or equal to 30."

Reserved Fields

When a specific data element is no longer required to be submitted, the field becomes reserved.

Online Submission Form

The field will no longer appear on the submission form.

Bulk Upload Submission

The reserved fields must be separated by a comma and should not contain any data.

Reports – School/Facility and District Level

The SID Application has two types of reports available for district use: School/Facility and District Submission Summary. The school/facility reports provide a summary of the data submitted by the district user for each school/facility in the district. The District Submission Summary Report provides a summary of data submitted for all of a district’s schools/facilities. The district-level report includes summary data for fields 4A through 44. Each district user is encouraged to print copies of all of the available reports when the district’s submission is completed.

School/Facility Reports

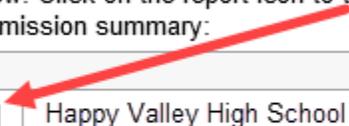
At any time during the SID submission, a summary report is available that provides documentation of the submission for each school/facility. Click on the  icon next to the school/facility name on the Welcome Screen to view the summary report. **Users are encouraged to print and save a copy of this report.** Each school/facility in the district has a separate report.

SID Data Submission

To submit your SID data for all of your district’s schools/facilities via a comma-delimited file, choose the bulk upload function:

- [SID Bulk Submission](#)

To access the submission form for an individual school/facility, click on the school/facility below. Click on the report icon to the left of the school/facility name to view a printable submission summary:



| | School/Facility | Status |
|---|--------------------------------------|--------|
|  | Happy Valley High School | ✓ |
|  | Happy Valley Middle School | ✓ |
|  | Happy Valley Elementary | ✗ |
|  | Happy Valley Alternative High School | ✗ |
|  | Happy Valley School District | ✗ |

The following illustrates a portion the school/facility report. The summary report includes each field reported, followed by the data submitted for that field. Each field

is populated in this report after the completion of the field data.

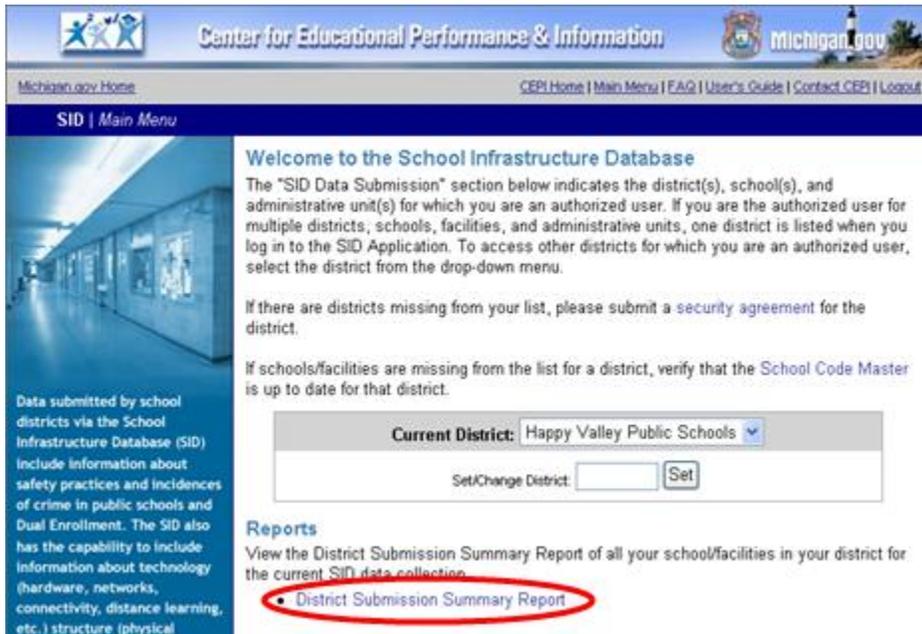
School/Facility Submission Summary **EOY 2018**

Happy Valley Middle School (00100)

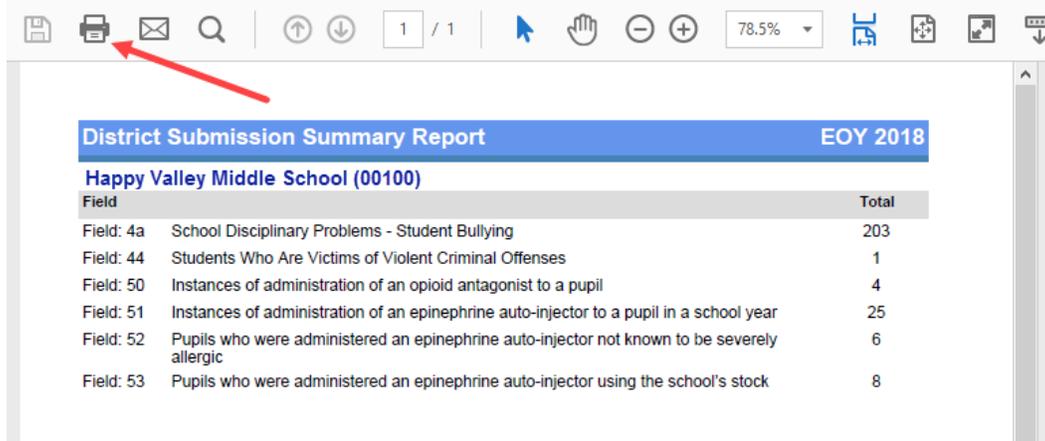
| Field | | Total |
|-----------|---|-------|
| Field: 4a | School Disciplinary Problems - Student Bullying | 105 |
| Field: 44 | Students Who Are Victims of Violent Criminal Offenses | 1 |
| Field: 50 | Instances of administration of an opioid antagonist to a pupil | 3 |
| Field: 51 | Instances of administration of an epinephrine auto-injector to a pupil in a school year | 10 |
| Field: 52 | Pupils who were administered an epinephrine auto-injector not known to be severely allergic | 3 |
| Field: 53 | Pupils who were administered an epinephrine auto-injector using the school's stock | 4 |

District Submission Summary Report

At any time during the submission, a district user may review a district summary report of all the data submitted for all schools/facilities within the district. Access to the report is available on the SID Main Menu. Click on the link as illustrated below to open the report:



To print a copy of the report, click on the printer icon at the top of the page:



The screenshot shows a web application interface. At the top, there is a toolbar with various icons including a printer icon, which is highlighted by a red arrow. Below the toolbar, the report title is "District Submission Summary Report" and "Happy Valley Middle School (00100)" for "EOY 2018". The report content is a table with the following data:

| Field | Total |
|---|-------|
| Field: 4a School Disciplinary Problems - Student Bullying | 203 |
| Field: 44 Students Who Are Victims of Violent Criminal Offenses | 1 |
| Field: 50 Instances of administration of an opioid antagonist to a pupil | 4 |
| Field: 51 Instances of administration of an epinephrine auto-injector to a pupil in a school year | 25 |
| Field: 52 Pupils who were administered an epinephrine auto-injector not known to be severely allergic | 6 |
| Field: 53 Pupils who were administered an epinephrine auto-injector using the school's stock | 8 |

Bulk Upload

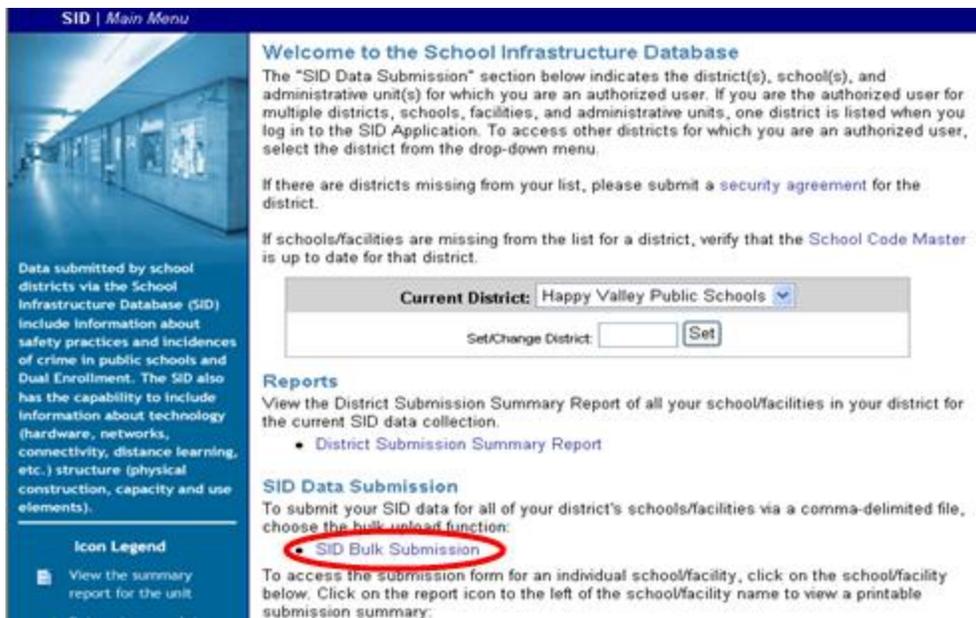
Districts have two choices for data submission, Bulk Upload or Online Single Submission.

Districts may either submit data online by school/facility or via the bulk upload process. If a district submits the SID data via the online application, it is not necessary to submit a bulk upload file. The bulk upload application allows a district to upload all schools/facilities within the district in one file. Districts may submit multiple files throughout the submission.

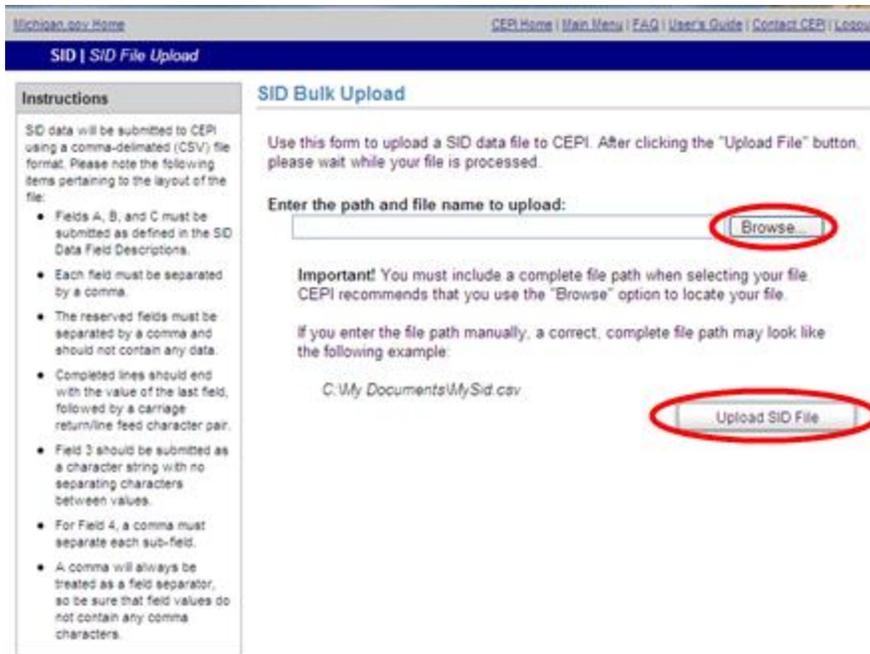
Bulk Submission/Update SID Data

For instructions on the creation of a SID upload file, refer to the school year specific SID Data Field Descriptions and the SID Record Layout on the [SID web page](#). The documents are located under the headings Manuals and Technical Material.

The link to the Bulk Upload Application is located on the SID Main Menu as illustrated below:



The following screen will appear when you click on the "SID Bulk Submission" link. Click the Browse button to locate your file on your computer, and click the Upload SID File button to upload your file.



The bulk submission file must be formatted as described in the SID Record Layout and the SID Data Field Descriptions. Please note that all reserved fields must be separated by a comma and should not contain any data. When the file is ready to be uploaded to CEPI, the district user may do so through the SID Application Bulk Upload link as illustrated above. All files submitted as a bulk upload must end with **.csv**. Files submitted with any other extension will be rejected. When submitting a file, be sure to enter your complete email address and the path and file name to upload. Use the Browse button to locate the file on your computer. Click the Upload SID File button. After submitting the file, please wait while the file is processed.

Bulk Submission File Upload Results

After the file has been submitted via the SID Bulk Upload Application, a File Upload Results report will appear on your screen. If the report does not contain any error messages, all records in the file were processed correctly. If errors are found in the upload file, correct the errors in the file and upload the file again. A sample of error messages is shown here:



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Michigan.gov

[Michigan.gov Home](#) | [CEPI Home](#) | [SID Home](#) | [SID FAQs](#) | [SID User Guide](#) | [Contact Help Desk](#) | [Logout](#)

SID | File Upload Results

| Results |
|---|
| 06587 [Field B] The value submitted for School/Facility Number is not a valid school/facility number for your district [Field A] Date of Count is missing. |

[Return to SID Building List](#)

Be sure to verify that all schools/facilities have been properly reported and that each school/facility has a green check mark on the SID Main Menu. Print or save a copy of the reports for each individual school/facility and the district summary report. See Section 4: Reports, for further information.

Need Additional Help?

For questions regarding REP content or assistance with the SID Application, please send an email message to CEPI@michigan.gov or call 517-335-0505 x3. Please provide a name, district code and district name, the CEPI application name, a telephone number (including area code and extension), email address and specific questions.