

Center for Educational Performance and Information

MSDS Student Record Maintenance Collection Overview

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Overview: Why Submit an SRM Collection?

Within the Michigan Student Data System, district users can update student records throughout the year via the Student Record Maintenance Collection. Unlike General Collections, which are submitted three times a year in the Fall, Spring and at the End-Of-Year, SRM records may be submitted at any time to update changes in a student's information that have occurred since the last General Collection. **Please note that the SRM Collection must be certified in order for the changes to update the MSDS.**

Many characteristics of a student's status can be updated via the SRM. Some examples include:

- Reporting a student's arrival in a district (often results in the reassignment of the student's Primary Education Providing Entity to the new district)
- Reporting a student's exit from a district
- Demographics—changes to a student's name, birthdate, gender or ethnicity
- Grade level—changes to a student's grade level within the ongoing school year
- Special education—the initiation or termination of SpEd services, changes in SpEd services, new IEP date, etc.
- Limited English Proficiency—LEP eligibility, the termination of LEP services, etc.
- Supplemental Nutrition Eligibility—changes in the student's eligibility for free or reduced-price meals
- Homeless—changes in the student's homeless status, which affects SNE

Although an SRM record can be submitted at any time to update a student's information, four of the more common purposes for submitting an SRM record are to:

1. **Identify students for Direct Certification matching:** Data from the Department of Health and Human Services are matched with student enrollment data as reported by school districts in the MSDS. Matched students are automatically eligible for free school meals, and are listed on the Direct Certification Student Status report. Therefore, it is important to report newly-enrolled students quickly, so that they can begin receiving free meals if eligible. Local Education Agency districts can report these new enrollments in the SRM Collection. Each LEA must notify these households that the directly certified children are eligible for free benefits and no further application is necessary. These children remain directly certified for the remainder of the school year, even if a change in economic status occurs.
2. **Update student demographics/program data for assessment and accountability:** The Division of Accountability Services uses student data reported through the MSDS as the source for each district's student roster. In addition to the data submitted through the General Collections, districts may use the SRM to update or correct demographic information. To be included in

accountability calculations, each SRM record must have an "As Of Date" within a specific date range as specified by DAS, and must be certified before the published deadline.

3. **Submit Section 25e FTE Transfer Requests:** Districts may request a pro-rated transfer of FTE for students who were eligible for FTE on the Fall Pupil Membership count date and transferred to their district between the fall and spring count dates. These requests are made by submitting an SRM record and including the Section 25 Component.
4. **Submit Section 23a Dropout Recovery Program Claims:** School districts that operate an eligible Dropout Recovery Program may claim 1/12th of an FTE for each month that an eligible student was enrolled in the program and was in full attendance. These requests are made by reporting the student in SRM and including the Section 23a Component.

Integration: How does an SRM submission fit into a student's cumulative history?

The SRM Collection is one of several MSDS collections which can be used to update student records. Others include the Teacher Student Data Link, and Early Childhood collections, as well as the three General Collections.

To view a student's current information, one must first navigate to the individual's Student History page in MSDS by clicking "Search" → "Student Search" on the left side of the application. After inputting either the student's demographic information or his/her UIC number and clicking the "Filter" button, the Search Results are produced. Click on the student's UIC number on the Search Results page, and the system will display the Student Details page:

SRM Collection Overview

SDS Home > Student Search > Student Details

MSDS Home

To Do List... ⊕

Manage Requests... ⊕

Student Data Submission... ⊕

Student Data Downloads... ⊕

Search... ⊕

Student Search

Certified Data Reports... ⊕

Audit FTE... ⊕

Grad Cohort... ⊕

PEPE... ⊕

General Reports... ⊕

Section 25... ⊕

Student Details

Back to Search Results
View Student History

	Primary
Unique Identification Code (UIC)	9024806016
Student First Name	Bruce
Student Middle Initial	David
Student Last Name	Wayne
Student Suffix	
Date of Birth	03/06/2000
Gender Code	M
Grade or Setting	09
Student ID Number (Membership)	12345
Racial/Ethnic Code	000010
Operating District Number	19010
School or Facility	00912
Date of Enrollment	01/01/2014
Date Exited	
District Exit Status	19
Multiple Birth Order	0
Created By	Allen Toms
Created Date	01/27/2014
Created By Submitting Entity	
Modified By	
Modified Date	
Modified By Submitting Entity	
Approved By	
Approved Date	

Click the “View Student History” button to advance to the Student History page. At the top of the Student History page, you will find the student’s current PEPE and Cohort Status (if applicable), among other items. In the lower section of the page is a list of student record submissions for the student in chronological order of “As of Date” (Date of Count if the record update was in a General Collection).

The sample student shown below has been reported in three different SRM submissions by the same school/district. In each case, the “As of Date” should reflect the date that the event or change in status took place.

SRM Collection Overview

MSDS Home

To Do List...

Manage Requests...

Student Data Submission...

Student Data Downloads...

Search...

Student Search

Certified Data Reports...

Audit FTE...

Grad Cohort...

PEPE...

General Reports...

Section 25...

SDS Home > Student Search > Student Details

Student History

Name: Bruce Wayne UIC: 9024806016

Gender: M Date of Birth: 03/06/2000 Cohort Status: On-Track Continuing

Secondary UICs:

Last Updated: Student Record Maintenance 2013-2014 PEPE District: DeWitt Public Schools (19010)

Orig. Cohort Year: 2017 PEPE Building: DeWitt High School (00912)

Cohort Year: 2017

Exp. Grad Year: 2017

Action:

Collection	District	Building	UIC	Last Name	First Name	Middle Name	Date Of Birth	Gender	Racial Ethnic Code	Date Of Enrollment	Grade	Exit Status	Exit Date	FTE	As Of Date
Student Record Maintenance	DeWitt Public Schools (19010)	DeWitt High School (00912)	9024806016	Wayne	Bruce	David	03/06/2000	M	000010	01/01/2014	09	Expected to continue in the same school district		0.00	01/20/2014
Student Record Maintenance	DeWitt Public Schools (19010)	DeWitt High School (00912)	9024806016	Wayne	Bruce	David	03/06/2000	M	000010	01/01/2014	09	Expected to continue in the same school district		0.00	01/15/2014
Student Record Maintenance	DeWitt Public Schools (19010)	DeWitt High School (00912)	9024806016	Wayne	Bruce	David	03/06/2000	M	000010	01/01/2014	09	Expected to continue in the same school district		0.00	01/01/2014

Items per page: 10 Page 1 of 1

Precautions Against Overuse of the SRM

As you can see from the example, it is easy to quickly fill a student's history page with multiple SRM records. It is sometimes preferable to wait until the next General Collection to report a change in a student's status. If the change in the student's status occurs near the oncoming General Collection, and it is not necessary to immediately report this change to satisfy other needs (DAS and Section 25e reporting for example), then it is preferable to simply report the change in the upcoming General Collection. An excellent example of when it is preferable to wait until the General Collection to report a student's status is the following scenario:

If a new student starts on September 1, leaves on September 30 (before Fall Count Day), and the student is certified in an SRM at the beginning of the school year with a District Exit Status of "19: Expected to continue in same school district", then that district becomes the last district to report that student as "continuing" at that time. If the student is in a graduation cohort and never attends another district, then this district is now accountable for the student, and the student's Dropout or Missing Expected Record (MER) status will affect the district negatively. If the district had not submitted an early SRM and had waited until the Fall General Collection to report the student as having exited on September 30th, then the reporting would have been an exit record and the district would not be held accountable for the student.

Lastly, if your district wishes to update specific student records via an SRM submission, please include only those students that you need to report a change in status for into your collection. Including the district's entire student population in an SRM collection only adds unnecessary additional records to the students' histories.

SRM Components

Primary vs. Additional Components

When a district user manually adds a student to his/her SRM Collection from the collection staging area in MSDS, the student record is created with six SRM Components. The six default SRM Components are:

- Personal Core (includes the student's name, birthdate, gender and UIC number)
- Student Record Maintenance (includes the "As of Date" characteristic)
- School Demographics (includes the ISD, district and school facility codes, as well as the student's grade level)
- Personal Demographics (includes the student's personal address information as well as his/her Ethnicity code)
- Enrollment (includes the Date of Enrollment, District Exit Status and District Exit Date)
- Membership (includes the Student Residency code)

These six components can be seen within the sample student record below. Five of the six default Components appear as tabs below the student's Personal Core Component information:

SRM Collection Overview

MSDS Home
To Do List...
Manage Requests...
Student Data Submission...
Upload File
Uploaded File Status
Data Staging Area
Student Data Downloads...
Search...
Certified Data Reports...
Audit FTE...
Grad Cohort...
PEPE...
General Reports...
Section 25...

Staging Area Maintain

*** = Required**
Submitting Entity: DeWitt Public Schools (19010)
Collection: Student Record Maintenance 2013-2014
PEPE District:
PEPE Building:
*Last Name: Wayne
Last Name Suffix:
Middle Name: David
*First Name: Bruce
*Date of Birth: 3/6/2000
*Gender: M - Male
Multiple Birth Order: 0
*UIC: 9024806016

Submit Cancel Select Component Add Component

Student Record Maintenance School Demographics Personal Demographics Enrollment
Membership

*As Of Date: 1/1/2014

Errors:
Warnings:

Users can add additional components as needed by selecting the desired component from the "Add Component" dropdown list located directly above the primary components listed in the student's SRM record.

Additional components include:

- Adult Education
- Assessment
- Attendance
- Discipline
- GeneralEdFTE
- Homeless Demographics
- Initial IEP
- LEP
- Personal Curriculum
- Program Participation
- Section 23a
- Section 25
- SNE
- Special Education
- Title I TAS

The sample student record now displays the addition of the LEP, SNE, and Homeless Demographics components:

Staging Area Maintain

*** = Required**

Submitting Entity: DeWitt Public Schools (19010)
 Collection: Student Record Maintenance 2013-2014
 PEPE District:
 PEPE Building:

*Last Name:
 Last Name Suffix:
 Middle Name:
 *First Name:
 *Date of Birth:
 *Gender:
 Multiple Birth Order:
 *UIC:

Select Component ▼

Student Record Maintenance | **School Demographics** | Personal Demographics | Enrollment

Membership | LEP | SNE | **Homeless Demographics**

*Homeless:

*Unaccompanied Youth:

File Upload vs. Manual Entry of Student Records

Please note that if the user uploads a file to the SRM rather than manually adding the students to the collection, the student records can include additional components, but must possess the required six components listed above. As with a manually entered student record, once the file is uploaded, the user can navigate to the SRM data staging area and manually add or delete components as necessary. Once the user has resolved all error messages, s/he can certify the SRM collection to update the student records in the MSDS database.

Special Characteristics

Most characteristics can be updated at any time throughout the school year. However, there are a few characteristics which, once entered, either cannot be removed or changed for the duration of the school year, or retain eligibility beyond the reporting of the change in status. The following characteristics, within their respective components, follow these rules:

- Homeless Demographics Component – Reporting this component will flag the student as “homeless” for the duration of the school year. Regardless of changes in the student’s actual living situation, this status cannot be reversed until the student is reported in the Fall General Collection of the subsequent school year without the Homeless Demographics Component.

- SNE Component – Reporting this component will flag the student as eligible to receive either free or reduced-priced meals for the duration of the school year. If a student is reported in either a General Collection or SRM as eligible to receive reduced-priced meals, the student’s status can only be updated in a subsequent collection in the same school year from reduced-priced eligibility to free meal eligibility. A student reported as eligible to receive free meals will retain such status for the remainder of the school year, even if the student is reported in a subsequent collection as eligible to receive reduced-priced meals or not eligible to receive free or reduced-priced meals.
- LEP Component –Any positive status within this component will flag the student as eligible to receive LEP services until the student is reported as having exited the LEP program due to being proficient or graduating. This status does *not* automatically “expire” at the end of a school year, or if the student transfers to another school or district. If a student has been reported as receiving LEP services in the past 12 months and has not exited, districts reporting the student in an MSDS collection without the LEP Component will receive a warning message indicating that the student has been previously reported as eligible for LEP services.

Student Details, Cohort Status and PEPE

How are the Student Details, Cohort Status and PEPE updated by an SRM record?

As touched on earlier, the MSDS Student Details page and Student History page provide a wealth of information about a student’s history and current status. Within the Student Details page, one can view the student’s current demographic information (name, birthdate, gender, and ethnicity code), grade level, current school district and building, PEPE, date of enrollment within same district, and when and by whom the information was last updated. See screenshot below for a sample Student Details page:

SRM Collection Overview

SDS Home > Student Search > Student Details

Student Details

Back to Search Results
View Student History

	Primary
Unique Identification Code (UIC)	9024806016
Student First Name	Bruce
Student Middle Initial	David
Student Last Name	Wayne
Student Suffix	
Date of Birth	03/06/2000
Gender Code	M
Grade or Setting	09
Student ID Number (Membership)	12345
Racial/Ethnic Code	000010
Operating District Number	19010
School or Facility	00912
Date of Enrollment	01/01/2014
Date Exited	
District Exit Status	19
Multiple Birth Order	0
Created By	Allen Toms
Created Date	01/27/2014
Created By Submitting Entity	
Modified By	
Modified Date	
Modified By Submitting Entity	
Approved By	
Approved Date	

At the top of the Student History page, one can view the student's personal core information, the student's primary UIC, any secondary UIC's that are linked to the primary UIC, the student's Cohort Status, PEPE (both district and building), current assigned Cohort Year, original Cohort Year, and Expected Graduation Year:

SRM Collection Overview

MSDS Home

To Do List... ⊞

Manage Requests... ⊞

Student Data Submission... ⊞

Student Data Downloads... ⊞

Search... ⊞

Student Search

Certified Data Reports... ⊞

Audit FTE... ⊞

Grad Cohort... ⊞

PEPE... ⊞

General Reports... ⊞

Section 25... ⊞

SDS Home > Student Search > Student Details

Student History

Name:	Bruce Wayne	UIC:	9024806016	
Gender:	M	Date of Birth:	03/06/2000	Cohort Status: On-Track Continuing
Secondary UICs:	<input style="width: 100%;" type="text"/> <input type="button" value="Unlink"/>			
Last Updated:	Student Record Maintenance 2013-2014	PEPE District:	DeWitt Public Schools (19010)	
Orig. Cohort Year:	2017	PEPE Building:	DeWitt High School (00912)	
Cohort Year:	2017			
Exp. Grad Year:	2017			
Action:	<input type="text" value="Request to Link"/>		<input type="button" value="Go"/>	<input type="button" value="Back"/>

Collection	District	Building	UIC	Last	First	Middle	Date Of	Gender	Racial Ethnic
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The student's Original Cohort Year, Cohort Year and Expected Graduation Year are all set at the time that the student is first reported in either a General Collection or SRM submission as being enrolled in the ninth grade. All three fields are set with the expectation that the student will graduate within four years of entering the ninth grade. Changes to the Cohort Year may only be requested during the Graduation Rate Appeals Window (mid-July through mid-September). The Cohort Status is a reflection of how the student has been reported within the MSDS in comparison to his/her Cohort Year.

Please refer to the documentation on CEPI's [Graduation and Dropout web page](#) for more details on cohort status. The *Understanding Michigan's Cohort Graduation and Dropout Rates* document provides the following rules that are used to determine PEPE:

- The district and building held responsible for a student graduating is the PEPE.
- CEPI determines PEPE based on the fall, spring and end-of-year general collections and the SRM Collection in the MSDS.
- If a student is reported as continuing (exit status "19") by only one entity for a given MSDS collection cycle, then that district and building becomes the PEPE regardless of full-time equated membership.
- If a student is reported in multiple entities in a collection, the entity that reported the greater proportion of FTE is the PEPE.
- If the exit status for a student equals 01, 02, 03, 04, 05, 06, 20, 21, 40 or 41, this is considered a terminating exit status, and PEPE is assigned to the entity in which the terminating exit status was reported.
- If the exit status for a student equals any exit code other than those referenced above, PEPE remains with the last entity that reported the student as continuing.

- If a PEPE district and building cannot be determined, the record goes into “resolution” within the MSDS. A CEPI staff member will determine PEPE. Authorized users will utilize the previously accountable district/building’s code until the staff member assigns the new PEPE.
- When both a Unique Education Provider and a school report a student, the school will be the PEPE for the student. However, if only a UEP (e.g., Career and Technical Education entities and Michigan Math/Science Center buildings) reports a student, it will be the PEPE for the student.

What are some reasons an SRM submission might not update the Student Details, Cohort Status or PEPE?

Some reasons the SRM submission might not update the Student Details, Cohort Status or PEPE can include:

1. The reporting district submitted the student record in their SRM Collection, but failed to certify the collection. Only certified records can update a student’s information.
2. The SRM “As of Date” is not the most recent “As of Date” in the Student History page. For the student record update to take effect, the General Collection or SRM submission must be the most recent record in the student’s history. The most recent record is determined by the “As of Date” in an SRM submission or the collection count day in a General Collection.
3. Districts can become the PEPE for the student by including a District Exit Status of “19: expected to continue in same school district” (continuing status) within the Enrollment Component of the student record in their SRM submission. However, there is an exception to this rule. If a district that is not the PEPE submits the student’s record in either a General or SRM Collection with a terminating exit status (District Exit Status = 01, 02, 03, 04, 05, 06, 20, 21, 40 or 41), then the reporting district becomes the PEPE. Because this submission should be the last submission for the student within his/her K-12 history, this status is the “final” status for the student. Consequently, if a district attempts to report the student in a subsequent collection, the district will receive an error message identifying the student as having been previously reported as graduated. Misreporting of graduates can be corrected by following the guidance provided in the [District User Guide to Reporting and Reviewing Graduation and Dropout Information](#).

What if there are multiple submitted records with the same “As of Date”? Which one wins?

If there are multiple student records in the Student History page with the same “As of Date”, the following “tie-breakers” determine which submission updates the student record:

1. If multiple districts submit the student in a general collection (same "As of Date") and one of the submitting districts is the PEPE, the PEPE district's record will update the student's status.
2. If one submission is a General Collection and one submission is an SRM, the SRM submission will update the student's history.
3. If two districts submit SRMs reporting the student as continuing (exit code "19"), the district that certified their SRM collection last will update the student's history.

What happens if you need to undo a certified SRM record?

Certified SRM records cannot be deleted or modified. If a district user discovers that they have made an error in their certified SRM submission, they will need to submit a new SRM record for the student with the corrected data and an "As of Date" that is either the same date or after the "As of Date" used in the previous incorrect record. Once the corrected student record is certified in the SRM, it will become the most recent update to the student's history.

Please note that accidentally reporting a student as homeless, LEP-eligible or SNE-eligible will result in the student retaining such status for the remainder of the school year. No corrected SRM student record will reverse this status.

DAS Data Pulls

Each spring, DAS opens the Accountable Students & Test Verification window. This window provides districts the opportunity to log in to the Secure Site and verify the school's enrollment and student demographics, the scanned assessment answer documents, and to report students that did not test. Districts are required to make corrections to the enrollment and demographics portions of the Accountable Students & Test Verification through the submission of SRM records via the MSDS. For DAS to reference the SRM Collection and pull the update into the Secure Site, the student record within the SRM must have an "As of Date" within the date range specified by DAS.

Example: For the Spring 2015 window, the "As of Date" had to be on or prior to March 27, 2015. As no SRM student record can be successfully submitted with an "As of Date" earlier than the most recent general collection count date, the range of DAS-acceptable SRM "As of Dates" for Spring 2015 was 2/11/2015-3/27/2015.

During DAS's Accountable Students & Test Verification window, DAS pulls data from the MSDS into their Secure Site on a frequent basis, from hourly to three times per day, depending upon the stage of the window.

Student enrollment for accountability purposes is based on the PEPE identified in MSDS on the "As of Date" designated by DAS. Confusion can arise concerning students that were reported in a general collection by district A, tested by district A,

but then subsequently left and enrolled in district B. If district B has updated the student's record via SRM submission, indicating the student's arrival to district B, and included an "As of Date" within the specified DAS range, then the updated MSDS data pulled into the DAS site will correctly indicate that district B is now the PEPE. As long as districts submit the correct enrollment and exit dates of students in MSDS during the period designated by DAS, the PEPE should be correctly identified for accountability purposes.

Appendix A: Sample Scenarios

When looking at a student’s history, how can you tell which student record is the most current or definitive student record? Start by determining the most recent SRM or General Collection submission for the student, by comparing their “As of Date”. Now compare this record to the next most recent SRM or GC submission for the student.

For the purposes of this discussion, “definitive” is defined as the student record that takes precedence over all others. It is the record “in effect” at that time. If the district user can determine how the MSDS selects which student record is definitive, then they can determine what action might need to be taken to update or correct the student’s current status.

Student records which include a District Exit Status of “19: expected to continue in the same school district” will be referred to as “continuing” student records.

The MSDS references three primary characteristics within each submitted student record to determine which record is definitive:

- District Exit Status
- District Exit Date
- SRM “As of Date” or GC “As of Date” (i.e. collection count day)

Use the following guidance for comparing the two updates to determine which student record is definitive.

Scenario	Criteria	Definitive Record	Explanation
	A Single GC or SRM		
1	District A submits a terminating exiting record (District Exit Status of 01, 02, 03, 04, 05, 06, 20, 21, 40 or 41)	District A	Records with terminating exit statuses are definitive
	Comparing two GCs		
2	Both districts submit continuing records; District A submits greater total FTE than District B	District A	MSDS references the record with the higher amount of total FTE if all other statuses are comparable

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Scenario	Criteria	Definitive Record	Explanation
3	Both districts submit continuing records, both districts report the same amount of total FTE, and neither district is currently the PEPE	CEPI must determine	CEPI personnel must decide which is the definitive record based upon past history
4	District A submits a continuing record, District B submits a non-terminating exiting record	District A	Continuing records are definitive, exiting records are not, unless the exiting record includes a terminating status (District Exit Status of 01, 02, 03, 04, 05, 06, 20, 21, 40 or 41). District A's record would be definitive because District A either is or would become the PEPE
Comparing one GC, one SRM			
5	District A-GC, District B-SRM; Both are continuing records; District A's "As of Date" is more recent than District B's "As of Date"	District A	MSDS references the most recent record when exit statuses are comparable
6	District A-GC, District B-SRM; District A submits continuing record, District B submits non-terminating exiting record; District A's "As of Date" is more recent than District B's "As of Date"	District A	Continuing records are definitive, exiting records are not, unless the exiting record includes a terminating status (District Exit Status of 01, 02, 03, 04, 05, 06, 20, 21, 40 or 41). District A's record would be definitive because District A either is or would become the PEPE
7	District A-GC, District B-SRM; District A submits continuing record, District B submits non-terminating exiting record, District A's "As of Date" is less recent than District B's "As of Date"	District B	District B's record is definitive because it is the more recent record
8	District A-GC, District B-SRM; District A submits non-terminating exiting record, District B submits continuing record; District A's "As of Date" is more recent than District B's "As of Date"	District A	District B either remains or becomes the PEPE, but District A's record is definitive as it is the more recent record

MSDS SRM Overview

Scenario	Criteria	Definitive Record	Explanation
9	District A-GC, District B-SRM; District A submits non-terminating exiting record, District B submits continuing record; District A's "As of Date" is less recent than District B's "As of Date"	District B	District B's record is definitive because it is the more recent record
Comparing two SRMs			
10	Both districts submit continuing records; District A's "As of Date" is more recent than District B's "As of Date"	District A	MSDS references the most recent record when exit statuses are comparable
11	Both districts submit continuing records; District A's "As of Date" is the same as District B's "As of Date". District A certified their SRM more recently than District B, perhaps later in the same day	District A	For two nearly identical records with the same "As of Date", MSDS will reference the most recent certification date, down to the minute.
12	District A submits a continuing record, District B submits a non-terminating exiting record; Both districts submit the same "As of Date"	District B	District A remains or becomes the PEPE, but District B's record is definitive as it is the more recent record.
13	District A submits a continuing record, District B submits a non-terminating exiting record; District A's "As of Date" is more recent than District B's "As of Date"	District A	District A's record is definitive because it is the more recent record
14	District A submits a continuing record, District B submits a non-terminating exiting record; District A's "As of Date" is less recent than District B's "As of Date"	District B	District A remains or becomes the PEPE, but District B's record is definitive as it is the more recent record.