Center for Educational Performance and Information

MSDS Student Record Maintenance Collection Overview

Last Updated: 8/30/2023

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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 for the changes to update the MSDS.**

Many characteristics of a student's status can be updated via the SRM. 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.
- English Learner - Eligibility or termination of services.
- 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 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 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:** MDE's Office of Educational Assessment and Accountability uses student data reported in 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 OEAA 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 history records. Others include the Teacher Student Data Link and Early Childhood collections, as well as the three General Collections. See the [MSDS District User Guide](#) for additional information on how to access student history.

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."

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.

Considerations on SRM Usage

As you can see from the example, it is easy to quickly fill a student's history page with multiple SRM records. 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 (e.g., OEAA and Section 25e reporting), then it is preferable to simply report the change in the upcoming General Collection.

Consider this example: a new student enrolls in a district on September 1 and withdraws on September 30 (before Fall Count Day). If 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 PEPE as they are the last district to report that student as "continuing." 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 waited until the Fall General Collection to report the student as having exited on September 30, 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 their 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 resident LEAs well as their 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:

"As of Date" is the month, day and year that the data in the SRM became effective. These data are necessary for historical reference and longitudinal data analysis. The date reported must be within one of the following windows, depending on the time period:

- Before the Fall count date: must be on or after September 1 and on or prior to the Fall count date. (September 1 >= As of Date <= Fall count date)
- Between the Fall and Spring count dates: must be after the Fall count date and on or prior to the Spring count date. (Fall count date > As of Date <= Spring count date)
- Between the Spring count date and the close of the EOY General Collection: must be after the Spring count date and on or prior to June 30 (Spring count date > As of Date <= June 30)
- During the Graduation Rate Appeals Window (mid-July thru mid-September): may be any time during the school year. (September 1 >= As of Date <= August 31)

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:

- Attendance
- Contacts
- Discipline
- Early Reading Deficiency
- EarlyOn
- EarlyOnServices
- EC Special Ed Assessment
- GeneralEdFTE
- Homeless Demographics
- Initial IEP
- Initial IFSP
- LEP
- Part B Referral
- Part C Assessment
- Personal Curriculum
- Program Participation
- Section 23a
- Section 25
- SNE
- Special Education
- Third Grade Retention Decision
- Title I TAS

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

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, they can certify the SRM Collection to officially update the student records in MSDS.

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.

- Title III EL Component – Any positive status in this component will flag the student as eligible to receive EL services until the student is reported as having exited the EL program due to being proficient. 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 EL services and has not exited, districts reporting the student in an MSDS collection without the EL Component will receive an error message indicating that the student must be reported with the component. If a student has been reported as EL in error, districts may submit a "False EL" request in the MDE Secure Site, typically between December and January. Please refer to MDE's WIDA Test Exceptions and False EL Guidance for further information.

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. In 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 the screenshot below for a sample Student Details page:

At the top of the Student History page, one can view the student's personal core information, the student's primary UIC, any secondary UICs 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:

The student's Original Cohort Year, Cohort Year and Expected Graduation Year are all set when 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 their 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 rules that are used to determine PEPE.

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 or contain a graduation exit. 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) in 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 that reporting district becomes the PEPE. Because this submission should be the last submission for the student within their K-12 history, this status is the "final" status for the student. Consequently, if a student was previously reported with a graduate exit code, and 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 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 <u>cannot</u> 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 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.

Office of Educational Assessment and Accountability Data Pulls

Each spring, OEAA 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 OEAA to reference the SRM Collection and pull the update into the Secure Site, the student record in the SRM must have an "As of Date" within the date range specified by OEAA.

Example: For the Spring 2023 window, the "As of Date" had to be on or prior to March 27, 2023. 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 OEAA-acceptable SRM "As of Dates" for Spring 2023 was 2/9/2023-3/27/2023.

During OEAA's Accountable Students & Test Verification window, OEAA 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 OEAA. Confusion can arise concerning students that were reported in a general collection by district A, tested by district A, but 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 OEAA range, then the updated MSDS data pulled into the OEAA 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 OEAA, 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 that 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.
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.

Scenario	Criteria	Definitive Record	Explanation
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	District A	District B either remains or becomes the PEPE, but District A's record is definitive as it is the more recent record.

Scenario	Criteria	Definitive Record	Explanation
	recent than District B's "As of Date"		
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.