# Acquiring Unique Identification Codes (UICs) for Postsecondary Students

Under the American Recovery and Reinvestment Act of 2009 (ARRA), Michigan is compelled to answer questions pertaining to the enrollment of Michigan's prekindergarten through twelfth grade (PK-12) students into an Institution of Higher Education (IHE), remedial course taking behavior and persistence in college. Connecting PK-12 to postsecondary education data requires that the UIC be exchanged and used at all education levels. The transcript system is one of the tools/processes necessary to accomplish the UIC exchange. The UIC is included on the transcript, enabling student tracking from secondary to postsecondary and then across disparate education data sets.

For those transcripts containing the UIC, the IHE will store that code into its student information system (SIS) and include it on its transcript for any subsequent movement of that transcript. For those transcripts not containing the UIC, authorized staff at the IHE will need to acquire the UIC via the Michigan Student Data System (MSDS) IHE Request for UIC Collection and store this code into their SIS and include it on their transcript.

## How to acquire a UIC

1. IHE Registrars will have access to the MSDS with the "super user" role. These individuals will have the authority to grant access to other users at their institution for various roles.

2. Authorized users will utilize the schema to format the four core fields for upload to the MSDS. These fields are the student's first name, last name, date of birth and gender.

3. Authorized users at the IHE will then upload data files for enrolled students who need a UIC to the MSDS via the IHE Request for UIC Collection (a student search function exists to lookup individual students, if needed). This collection will match against records in the MSDS and will:
   a. provide the existing UIC for any record that has a single positive match
   b. create and assign a new UIC to all records without a single positive match
   c. create and assign a new UIC to all records with a possible match (users will manually resolve these issues when they become familiar with the system and able to perform UIC linking)

4. The MSDS will generate a report to enable users to receive the UICs and incorporate them into their SIS.

## What to do after acquiring UICs

1. The IHE will incorporate the UIC onto the student's academic record and have the UIC appear on the transcript for any subsequent movement of the transcript.

2. The IHE will provide a bulk upload of student academic records for all enrolled students to Docufide for storage into the state's Student Transcript and Academic Record Repository (STARR). All student academic records must contain the UIC.

## Did you know?

- The Michigan Department of Treasury will be connecting their data via the UIC as well. Currently, Merit Awards and private school tuition grants are tracked using the Social Security Number.
- This service will eventually expand to the following entities:
  o Certificate granting institutions (proprietary schools)
  o Independent GED providers
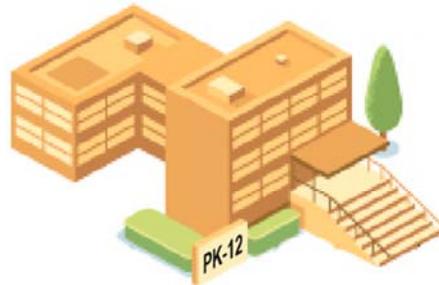  o Broader Adult Education and work force systems

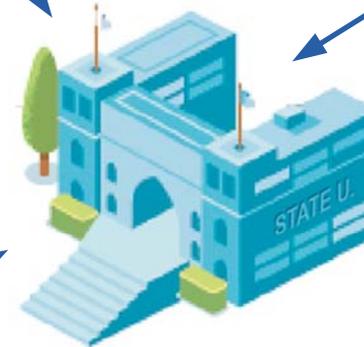# Acquiring Unique Identification Codes (UICs) for Postsecondary Students

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Enrolling students without UICs

E-Transcript includes the UIC

Michigan High School

PK-12

Postsecondary Institution

STATE U.

Returns records with UICs

For students without UICs, four core fields (First Name, Last Name, Date of Birth, and Gender) will be sent to the MSDS to find a match for an existing UIC

Bulk upload of student academic records containing UICs

Michigan Student Data System (MSDS)

Validate existing or create new UICs

Docufide™

STARR