

Center for Educational Performance and Information (CEPI)

School Infrastructure Database (SID) New User Guide

End of Year 2019

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Contents

New to the SID?	3
What is the SID?	3
MEIS Overview	3
Where do I Start?	4
Step One: Check the SID Web Page.....	4
Step Two: Open an MEIS Account.....	4
Step Three: Submit a SID Security Agreement.....	4
Step Four: SID Data Field Descriptions.....	4
How do I submit data to the SID?	4
Where do I find help?	5
User Support Materials.....	5
CEPI Customer Support.....	5
MEIS Account and Password Resets	5

New to the SID?

It is suggested that you print this document and use it as a guide as you browse the SID web pages.

What is the SID?

The School Infrastructure Database (SID) is one of six data sets managed by the Center for Educational Performance and Information (CEPI). CEPI is an office within the State Budget Office and is responsible for the collection and reporting of data about Michigan's kindergarten through 12th grade (K-12) public schools and students. CEPI manages these educational data in an electronic data warehouse called the Michigan Education Information System (MEIS). The SID is one database component of the MEIS. State and federal laws require Michigan's K-12 public schools to collect and report data about students, personnel and individual schools/facilities. On behalf of state agencies that must provide reports to the state legislature and/or the federal government, CEPI coordinates the data collections with intermediate school districts (ISDs), local education agencies (LEAs) and public school academies (PSAs).

The SID is designed to collect data about safety practices and incidences of crime in public schools/facilities. Data collected via the SID are used to meet reporting requirements of the federal *Every Student Succeeds Act of 2015*, replacing the *No Child Left Behind Act of 2001*, as well as state reporting requirements.

SID data are due to CEPI before the last business day in June at 11:59 p.m. of each year. These end-of-year data must be accurate as of the last day of the school year for the local districts, ISDs or PSAs. A school year is from July 1 to June 30.

MEIS Overview

For an overview of the MEIS, go to the [MEIS web page](#). To use the SID application, a user must have an MEIS account. If you already have an MEIS account, please use your existing MEIS account number and login name when completing the SID security agreement form. If you do not already have an MEIS account, go to the MEIS website and click on the MEIS logo. On the next screen, click on "Create a New MEIS Account" and follow the online instructions.

Where do I Start?

Step One: Check the SID Web Page

The most up-to-date information regarding a SID submission is posted to the SID web page on the CEPI website. From the CEPI home page, click on "CEPI Applications" and then click on "School Infrastructure Database." Reading the documentation provides basic knowledge of what the SID submission encompasses. Be sure to print copies of the current Data Field Descriptions and any addenda. Reading these documents is essential for accurate data submissions.

Step Two: Open an MEIS Account

The SID application is available to authorized users of both the MEIS and the SID application. To become an authorized user of the SID application, you must first obtain an MEIS account. If you do not have an MEIS account, you may obtain one at the [MEIS web page](#). You may use the same MEIS account number for all MEIS applications. A separate security agreement is required for each MEIS application.

Step Three: Submit a SID Security Agreement

After you have established your MEIS account, download the SID Security Agreement. From the CEPI home page, click on "CEPI Applications," and then click on "School Infrastructure Database." The SID Security Form is located near the top of the page. Complete the security agreement, obtain the proper signatures and fax the form to the number on the bottom of the form. After you have been given access to the SID application, you will receive an email message stating that you are now an authorized user of the SID application.

Step Four: SID Data Field Descriptions

Be sure to print and read the current SID Data Field Descriptions and any addenda that have been posted to the SID web page in the "Manuals," section of the page.

How do I submit data to the SID?

Data are submitted via the SID Online application or through a bulk upload file online. Any data submitted must conform to specifications outlined in the SID Data Field Descriptions and any addenda. Files submitted through the bulk upload must conform to the specifications in the SID Data Field Descriptions and the SID Record Layout. These documents may be found through the [CEPI web page](#). Click on "CEPI Applications" and then click on "School Infrastructure Database." The SID Record Layout is in the "Technical Material" section of the page.

Where do I find help?

User Support Materials

User support materials are available on the SID web page located under the heading "Help and Training." Users will find a user guide for the SID application, Frequently Asked Questions (FAQs) and other helpful documents. SID Worksheets have been provided for districts to use in gathering data for the SID Online application. Districts are encouraged to utilize these worksheets throughout the school year so that data are available for each district's SID submission, due by June 30 of each year. A long and short version of the worksheet is available. All data must be submitted through the SID application.

CEPI Customer Support

For application concerns and questions concerning your account and/or password, please email CEPI customer support at CEPI@michigan.gov. Email provides written documentation of your questions/concerns and allows the quickest and most efficient method for providing a response. If email is not an option, you may contact CEPI customer support at 517-335-0505 x3. Please include your name, district code and district name, telephone number (including area code and extension), email address, CEPI application name, and your specific question(s).

MEIS Account and Password Resets

If you cannot remember your MEIS account ID or password, please go to the [MEIS logon web page](#) and use the "I forgot my Password," or "I forgot my Login Name" links. If this fails, you can contact CEPI customer support at 517-335-0505 x3. Please include your name, district code and district name, telephone number (including area code and extension), email address, CEPI application name, and your specific question(s).