

Student Pathways How-To Guide for Colleges

Overview

The Student Pathways report shows student enrollment at the postsecondary level with a summary of information about the high school, high school assessments, indicators of remedial courses and degree attainment. Learn more about the Student Pathways Report by reading [About This Report](#).

You can select up to four files to include in your report:

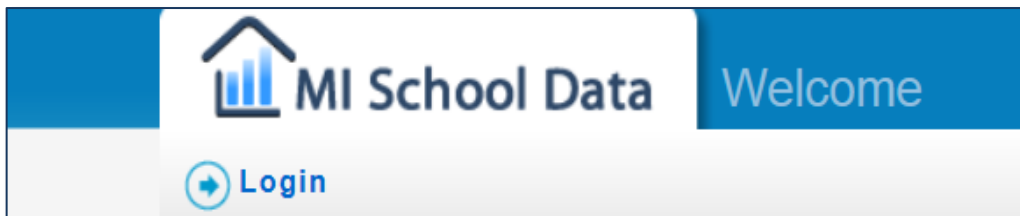
- Basic Student Data File
 - With or Without Sensitive Information
- Courses
- Programs and Concentrations
- Awards, Degrees and Certificates
- Secondary CTE Programs

You can learn more about what's in each file at the [Data File Layout Document](#).

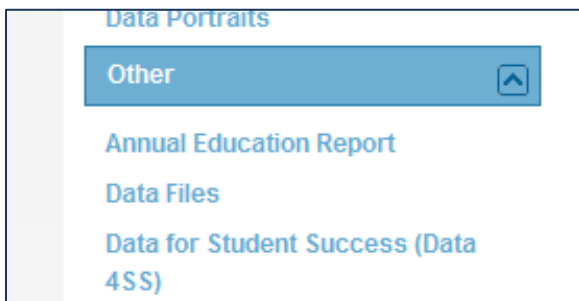
Reports will be provided in Comma Separated Value (.csv) format, which you can open with Excel. Your Excel program may already be configured to do this automatically.

Step-By-Step Guide

1. Go to [MI School Data](#).
2. Log in to the site with your authorized user name and password by clicking **Login** in the upper left corner of the home page.



3. Click on **Data Files** in the left navigation menu.



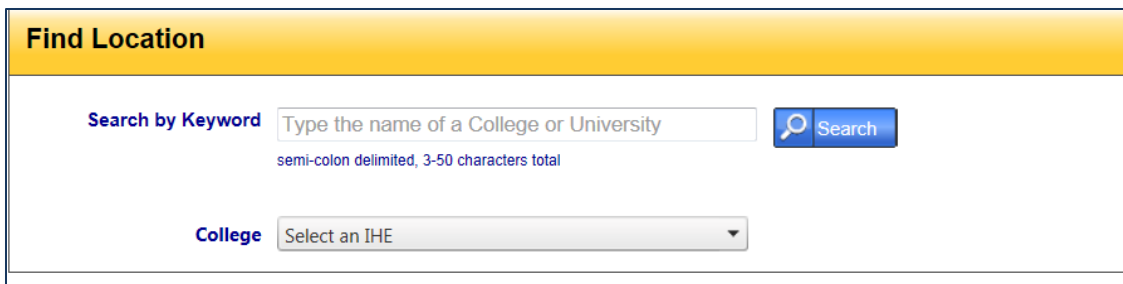
4. Click on the **Student Pathways** tab in the central navigation area.



The screenshot shows a navigation bar with tabs: K-12 School Data File, College Data Files, Additional K-12 Data Files, and Student Pathways. Below the navigation bar, there is a sub-tab for Assessment Data By Teacher. The main content area is titled "Student Pathways Data File by" with radio buttons for "LEA" and "Michigan College or University". Below this, there are links for "Student Pathways How to Guide for K-12", "Technical Assistance", "Terms Of Use", and "Secure Report Use Policies".

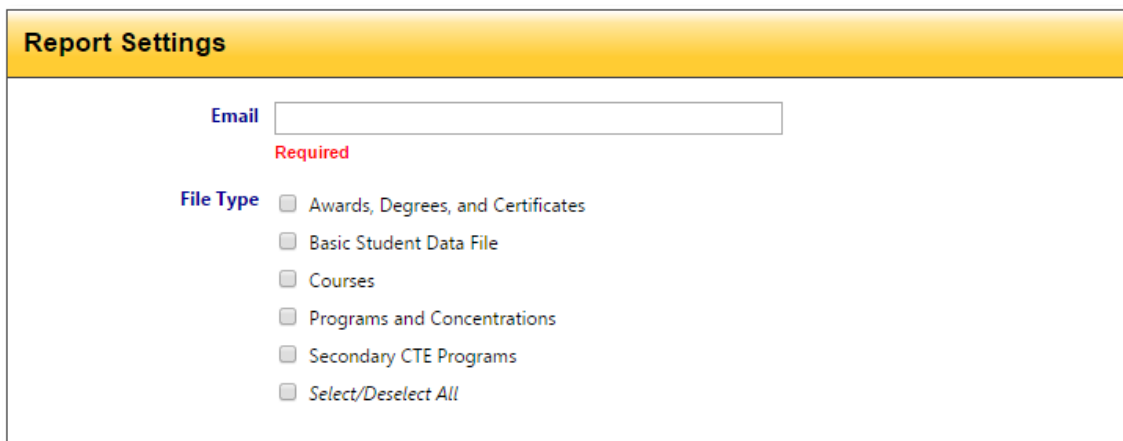
At the top, there are two different perspectives you can use this report from. Select by **Michigan College or University**.

5. Enter your location in the **Find Location** section either by using the **Search by Keyword** functionality or by selecting your location through the **College** drop-down menu.



The screenshot shows the "Find Location" section with a yellow header. It contains a "Search by Keyword" field with a placeholder "Type the name of a College or University" and a "Search" button. Below the search field, it says "semi-colon delimited, 3-50 characters total". There is also a "College" drop-down menu with the text "Select an IHE".

6. In **Report Settings**, enter your email address. If you're an authorized user of MI School Data, your email address will automatically populate. If you want the reports to go to a different address, you can change it.



The screenshot shows the "Report Settings" section with a yellow header. It contains an "Email" field with a "Required" label below it. Below the email field, there is a "File Type" section with several radio button options: "Awards, Degrees, and Certificates", "Basic Student Data File", "Courses", "Programs and Concentrations", "Secondary CTE Programs", and "Select/Deselect All".

7. Check off each **File Type** that you'd like to receive. With appropriate access, checking **Basic Student Data File** will allow you to also **Include Sensitive Information**, like name of student and high school demographic information.

File Type

- Awards, Degrees, and Certificates
- Basic Student Data File
 - Include Sensitive Information
- Courses
- Programs and Concentrations
- Secondary CTE Programs
- Select/Deselect All

8. Choose the parameters you'd like to use to refine the report.

- Programs and Concentrations
- Secondary CTE Programs
- Select/Deselect All

Search By Please select an item ▼

- Year of Enrollment
- Search for Individual Student
- Bulk UIC Upload
- Postsecondary Program CIP Code

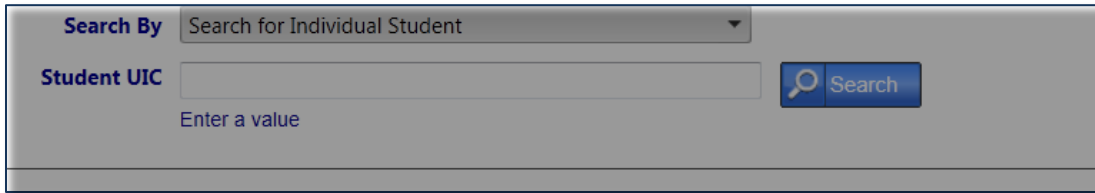
a. If you choose **Year of Enrollment**, you'll see another drop-down menu. Choose a school year that will select all the students who first enrolled in your college or university that year.

Search By

Year of Enrollment Please select an item ▼

- 2010
- 2011
- 2012
- 2013
- 2014
- 2015

- b. If you choose **Search by Individual Student**, enter the Unique Identification Code (UIC) for that student.

A screenshot of a search interface. It features a dropdown menu labeled "Search By" with the selected option "Search for Individual Student". Below this is a text input field labeled "Student UIC" with the placeholder text "Enter a value". To the right of the input field is a blue button with a magnifying glass icon and the text "Search".

- c. If you choose **Bulk UIC Upload**, you can upload a .csv file up to 250 MB with UICs in the first column without column headers.
- d. If you choose **Postsecondary Program CIP Code**, you can select any students who have ever enrolled in a program in your college or university.

9. Click **Send Results**.

10. You'll receive an email notification when the file is available for download.

Technical Assistance

For an explanation of how to use the data, go to [About This Report](#).

For a definition of the column headers, go to the [Data File Layout document](#).

For definitions of CIP (Classification of Instructional Programs) codes used in the data file, go to the [National Center for Education Statistics \(NCES\) website](#).

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