



***MLISD / OISD Guide***  
***UIC Request and UIC Resolution***

***January 2009***

## *MLISD / OISD UIC Request and Update process*

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## IC UIC Extract

1. Choose MI State Reporting.

2. Select UIC Extract.

a. Select Students w/o UICs.

b. Select the State Format (Fixed Width).

c. Choose Generate Extract.

The screenshot shows the Infinite Campus web application interface. The browser address bar displays <https://ic.mlsd.k12.mi.us/campus/main.xsl>. The page title is "MI SRSD/UIC State Extracts". A navigation menu on the left includes categories like System Administrator, Student Information, Instruction, Census, Behavior, Health, Attendance, Scheduling, Grading & Standards, Ad Hoc Reporting, User Communication, System Administration, Food Service, Messenger, Surveys, MI State Reporting, and UIC Import. The main content area contains instructions: "This tool will extract data to complete the MI SRSD/UIC report. Choose the State Format to get the file in the state defined fixed width file format, otherwise choose one of the testing/debugging formats. MI SRSD/UIC Specification Updated". Below this are "Extract Options" with fields for "Effective Date" (09/24/2008), a checked "Students w/o UICs" box, and a "Format" dropdown set to "State Format(Fixed width)". A "Generate Extract" button is present. To the right is a "Select Calendars" dropdown menu with options: 08-09 Lakeview, 08-09 Ludington High School, 08-09 Mason County Eastern Ele, 08-09 MI School for the Deaf, 08-09 MLISD Day Ctr, 08-09 Pentwater Elementary, 08-09 Pere Marquette ECC, 08-09 Tech Prep (highlighted), 10-11 Mason County Eastern Ele, DO NOT USE, and DO NOT USE. A note at the bottom of the calendar list says "CTRL-click and SHIFT-click for multiple".

3. Choose to save file on your computer.

The screenshot shows a "File Download" dialog box with the following text: "Do you want to open or save this file?". Below this, it displays: "Name: data.bt", "Type: Text Document", and "From: ic.mlsd.k12.mi.us". At the bottom, there are three buttons: "Open", "Save", and "Cancel". A warning icon is visible at the bottom left, and a warning message at the bottom right reads: "While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file."

## UIC Requests: Getting to the SDS Home Page

1. Open *your* Internet browser
2. Type the State's Single Sign On address into the address bar:  
<https://sso.state.mi.us>
3. Enter your User ID and Password and click the **Login** button
4. Please refer to the Single Sign-On User's Guide for instructions on how to access the MSDS using Tivoli. To locate this document, go to [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on MEIS Data Services on the left sidebar. At the next screen, click on Michigan Student Data System on the left sidebar. At the next screen, under Help and Training Resources, click on "Single Sign-On User's Guide."

### *Tip*

Based on original user security agreements multiple profiles may be created by the State Administrator. The default profile (the profile most often used) will display first.

### *Tip*

SDS will be accessed through the State of Michigan Single Sign On (SSO). Appendix D contains information regarding creating an account and logging in.

### *Tip*

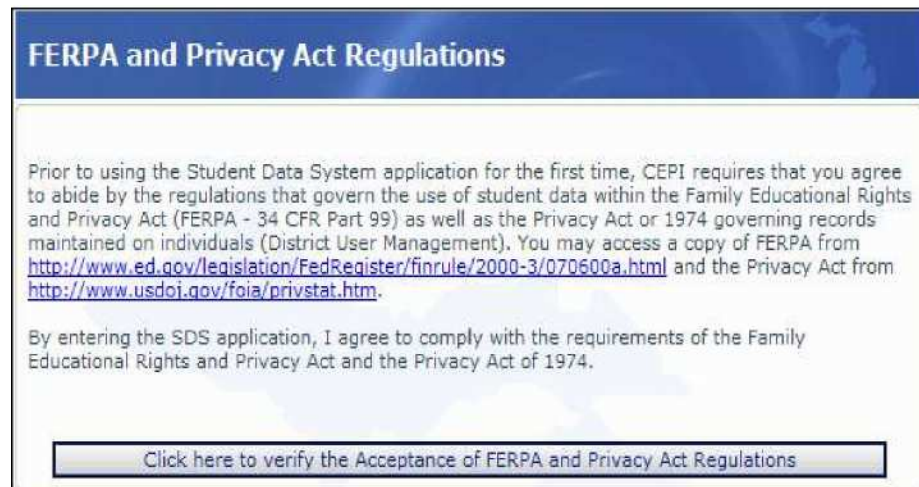
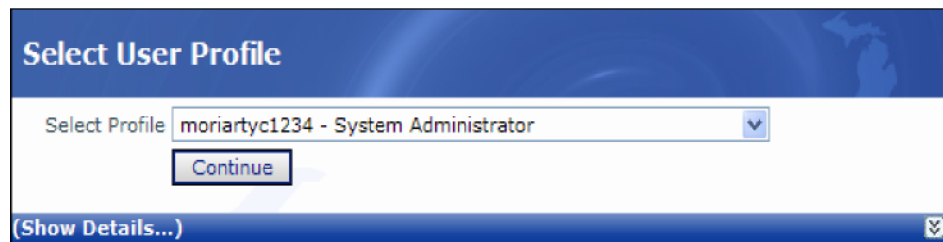
If more than one profile is available you do not have to log out to change profiles. Simply click the link at the top of the page which displays the profile name. This will allow for the selection of another

5

I  
f

m

more than one profile is available, select the desired profile from the drop down list and click the **Continue** button.



6. If FERPA displays, click the button to verify acceptance.

# UIIC Requests: Navigating the SDS Home Page

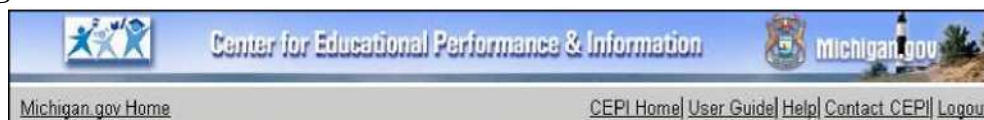
## Discussion

The SDS home page 'look' changes per each user role. Various links and menus are available on the SDS home page to help users navigate through the Web pages.

## Page Links

### Tip

If you arrive on any of the pages mistakenly you can use your browser's **back** button to return to the SDS.



### [Michigan.gov Home](#)

Displays the official Web page of the State of Michigan.

### [CEPI Home](#)

Displays CEPI's home page.

### [User Guide](#)

Displays the User Guide in PDF printable format.

### [Help](#)

Opens the help system for SDS screens. More information concerning help is available in the Help section of this manual.

### [Contact CEPI](#)

This link opens a page of information to contact CEPI. This includes the help desk phone number and email address.

### [Logout](#)

Ends current login session and returns you to the SDS home page. Your access will now be that of a public user.



In addition to the links at the top of the SDS home page there are links available at the bottom of the page. These include:

### [Student Data System Home](#)

Home Page

### [Login/Log Off](#)

Returns to the top of the page where the Login button and Logout link are located.

### [About Us](#)

CEPI's State of Michigan home page.

### [State Web Sites](#)

State of Michigan Web page that contains links to State of Michigan Websites.

### **Accessibility Policy**

State of Michigan Web page with information on the State's Accessibility Policy.

### **Privacy Policy**

State of Michigan Web page with information on the State's Privacy Policy.

### **Link Policy**

State of Michigan Web page with information on the State's Terms of Use and Linking Policy.

### **Security Policy**

State of Michigan Web page with information on the State's Security Policy.



Items available vary based on user role.

### **Menu Items**

To use the navigational menu at the left of the screen, click the desired item. If there are further menu options under that item the section will expand.



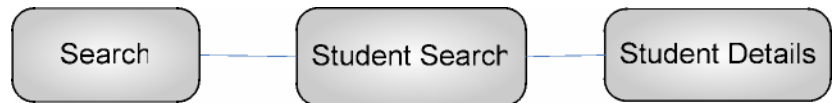
## UIC Requests: Searching SDS

SDS provides a student search to view data associated with a particular student. Roles identified by the State Administrator will determine what data can be viewed.

Students moving from district to district may be searched to see if they have a UIC associated already. Student search is also used as a new feature to determine if a student has been directly certified to receive a free or reduced lunch.



Below is a detailed roadmap showing the various levels available within the search menu:



## Student Search

### Discussion

Students can be searched by UIC or by core fields such as name, gender and Date of Birth. Partial information on the Core Fields can be used, but only a full UIC. Search results will display below the search criteria. Information in the Directly Certified column is viewable if the student has already been reported as enrolled in the user's district and the user role has permission to see supplemental nutrition data.

**Student Search**

Select your filter criteria...

Search By UIC   
 Search By Core Fields

Last Name:   Begins  Contains  
 First Name:   Begins  Contains  
 Date of Birth Year:  Gender:   
 Date of Birth Month:   Show Direct Certified  
 Date of Birth Day:  (likely to increase the time for the search)

## Procedures

1. Choose to search by UIC or search by Core Fields.
2. Enter search criteria.
3. Click the **Filter** button.
4. Your search results will be returned.

**Student Search**

**i** Your search yielded 3 result(s).

Filtered on Last Name(Veh%)

Student UIC	Last Name	First Name	Date of Birth	Gender	Directly Certified?
<a href="#">9138959536</a>	Vehr	Crystal	10/29/1989	F	<input type="checkbox"/>
<a href="#">0001083785</a>	Vehr	Crystal	06/07/2004	F	<input type="checkbox"/>
<a href="#">4458692759</a>	Vehrenkamp	Edith	02/18/1985	F	<input type="checkbox"/>

Items per page:  Page  of

**Note:** The "Directly Certified?" column will *only* appear if the user has been authorized to view supplemental nutrition data **and** the student is already enrolled in the district. You must check the "Show Directly Certified" checkbox to see the column.

## Student Details

### Discussion

After a student is selected the detailed information is displayed.



**Tip**

To view more information on characteristic that is displayed as a code, hover over the code and a tool tip will appear.

Student Details	
<a href="#">Back to Search Results</a>	
	Primary
Unique Identification Code (UIC)	9138959536
Student First Name	Crystal
Student Middle Initial	K
Student Last Name	Vehr
Date of Birth	10/29/1989
Gender Code	F
Grade or Setting	12
Student ID Number (Membership)	207450930
Racial/Ethnic Code	000010
Operating Intermediate School District/Educational Service Agency Number	39
Operating District Number	39010
School or Facility	02275
Date of Enrollment	08/25/1997
Date Exited	06/14/2007
District Exit Status	02
Multiple Birth Order	1
FTE in General Education (Membership)	0.00
Adult Education FTE	0.00
Created By	System
Created Date	06/09/2008
Modified By	System
Modified Date	06/09/2008

## Procedures

1. After viewing the data click the **Back to Search Results** button.

# UIC Requests: File Upload for UIC Requests

## Discussion

Select **Request for UIC** from the available list, the secondary buttons needed to complete the upload request become available.

For the Request for UIC collections, text files can be used and naming conventions must be followed.

## Procedures

1. From the Menu Items select Data Collection, Upload File. Select a collection from the dropdown list.

### Tip

The Upload File button is not available until the **File Name** has been entered.

2. Type or **Browse** to find the **File Name**.

**File Naming Convention** – When you are preparing your file for upload to CEPI please be sure to follow the naming convention for nonSRSD files. File names can be up to 20 characters long. However the first eight characters should conform to the file naming convention:

N<ISD Code><District Code><Optional>.txt

The letter N in position one denotes a D for District OR a B for Building. Positions 2 -8 denote the ISD Code and District Code respectively.

Positions 9 – 20 are optional and may or may not be used for the district's own purposes. Please note that the characters \ / : \* ? & " < > | are illegal and not valid filename characters.

Therefore, ISD "28" and district "28050" would minimally submit a file named "D2828050.txt".

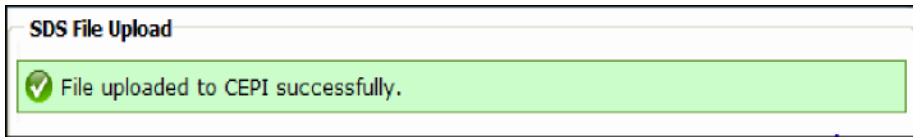
3. Click the **Upload File** button. The system will show a timer to indicate that the file upload is in process.

### Tip

If the file extension is not allowed for a specified collection, an error message will display.

### Tip

The UserNotes appear on the Data Collection Status screen.

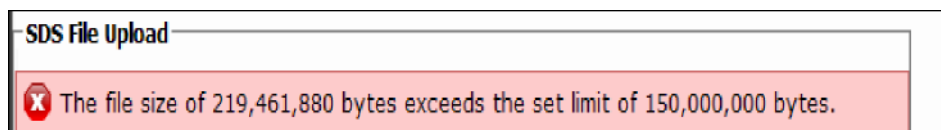
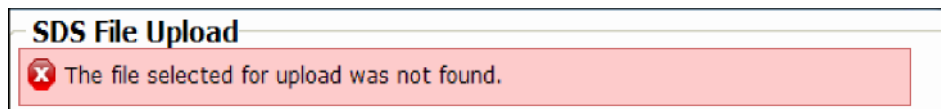
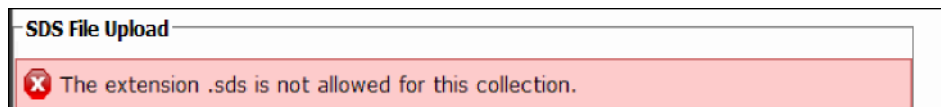


4. Click the **Close** button on the file upload window after successful upload.
5. Check the status of the file by going to the Menu Items. Click on the Data Collection, Data Collection Status. If the file needs to be corrected go to the Staging Data Entry and following the UIC Resolution instructions.
6. Download the file when it is error free by clicking on the **DOWNLOAD** link found in the Staging Data Entry.  
Choose NonSRSD for Format and click on the Start Download Button.

 **Tip**

An error message will display if there are any inconsistencies with the upload request, such as the wrong file type. Correct the error and upload the file again.

**Sample Error Messages received during File Upload Process:**



# UIC Requests: Add Student Manually

## Discussion

The manual addition of collections requires student information to be entered on the Add Student screen. Also if a student does not exist in the SDS system or is a new student, a request to add can be made. The system will check UIC information against the UIC Master for possible matches. The **Add Direct** button is available to add a student that does not have an associated UIC.

**Add Student**

\* = Required

\*Collection: Student Enrollment 2008-2009

\*Last Name:

\*First Name:

\*Date of Birth:

\*Gender: Select Gender

Search by Entity Name or Entity Code

\*Submitting Entity: Otsego Public Schools (03020)

Search by Entity Name or Entity Code

\*Reported Entity:

UIC:

Submit Submit/Add Another Submit/Go To Details Cancel

## Procedures

1. Enter all known information. Characteristics that are marked with a red asterisk are required. The student has not been assigned a UIC, so the UIC characteristic should be left blank. The system will generate a new UIC.
2. Click the **Submit** button. This will display the *Staging Area Detail* screen.

ABCDEFGHIJKLMNOPQRSTUVWXYZ All Filter...

Select All Unselect All Delete Selected Add New

Your search yielded 1 result(s).

Select	Reported Entity	User Notes	UIC	Last Name	First Name	Gender	Date of Birth	Validation Status	Resolution Status
<input type="checkbox"/>	12th Street Elementary (09848)			<a href="#">Testing</a>	Student	F	10/10/2002	Pending Validation	Pending Resolution

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Select All Unselect All Delete Selected Add New

3. Click the student Last Name link. This will display the *Staging Area Maintenance* screen.

**TIP**

For collections requiring additional components, for example multiple programs, the **Add Component** button is available. To add a component, select the component from the drop down list and then click the **Add Component** button. Fill in the component (tab) details as necessary.

4. Enter known student information on all appropriate tabs. The asterisks indicate what information is required for the chosen collection. When entering dates slashes or dashes may be used. (Format: MM/DD/YYYY)
5. Click the **Submit** button. The student information will be immediately checked against the UIC Master.
6. If errors or warnings are encountered they will appear below the student information as such. Correct any errors and review all warnings, then click the **Submit** button again to refresh the data.

**TIP**

A listing of errors and warnings is found in **Appendix B** of this manual or in the Online Help.

*Errors:*  
Your search yielded 1 result(s).

Characteristic Name	Field Value	Error Description	Error Details
GradeSetting		Grade/setting must be within those identified as offered by the School/Facility/ProgramNumber	GradeOrSetting: 06 Entity: 2003 The Valid GradeSetting List:

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*Warnings:*  
Your search yielded 1 result(s).

Characteristic Name	Field Value	Error Description	Error Details
GradeSetting		The Grade is not within two years the student's chronological age for the current school year, minus five	GradeOrSetting: 06 DateOfBirth: 1986-02-06

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7. If errors are related to the student's UIC they will need to be corrected using the UIC Resolution process. Directions follow.
8. If there are no errors or warnings to correct the student is added to the collection. Add additional student records as needed. Follow the directions to add a new student.

## UIC Requests: Search/Add Discussion

Students can be added after doing a search to see if their information is already recorded in the SDS. If so, the student can be added to a collection through the click of a button. Clicking the Search/Add button will bring you to the Student Search screen (see **Module 1, Unit 2**). The Search Results will give users the opportunity to add the student to the Staging Area Detail using the Add/Staging button.

### Procedures

1. Click the **Search/Add** button.
2. Search for a student using either the UIC or UIC Core Fields.

Student UIC	Last Name	First Name	Date of Birth	Gender	
<a href="#">8518781589</a>	Student	Test	10/10/2002	F	Select Student
<a href="#">5969145757</a>	Student	Testdate	10/10/2004	F	Select Student

3. If the student you want to add to the collection appears in the search results, click on the **Select Student** button.

4. The student details will fill the *Add Direct* form and the student can be added to the collection.
5. If the student is not found in the search, the *Add Direct* form will appear. Fill out the details and submit the student to the SDS. The system will assign a UIC to the student.

## UIC Resolution

### Discussion

Each student is assigned a permanent, unique and secure number that moves with the student from grade to grade and school to school over the course of their academic career. This is the Unique Identification Code (UIC). Resolution is the process of matching student records that may or may not have duplicates based upon the Core Fields (Last Name, First Name, Date of Birth and Gender).

If a submitted record matches 85% or more of this information on a record that is already in the UIC Master, the submitted record is considered a match. If multiple matches are found the UIC must be resolved to a single record. UIC Resolution is intended to ensure that a particular UIC is correctly associated with a particular student. If there is not a UIC already in the system, then the matching process is 95%.

There are options for either keeping a submitted record or the record already in the system. If a new UIC is needed requests must be made to the State. To ensure data quality the SDS requires that every record have a UIC. The UIC must be validated by associating the right UIC to the right student for every record prior to certifying.

#### TIP

There is no longer automatic generation of UICs. Requests are made to the State so that funds are distributed on a timely basis.

Select	Reported Entity	User Notes	UIC	Last Name	First Name	Gender	Date of Birth	Validation Status	Resolution Status
<input type="checkbox"/>	Holt Public Schools (33070)		0001083785	<a href="#">Vehr</a>	Crystal	F	06/07/2004	Error Free with No Warnings	<a href="#">Requires Resolution</a>
<input type="checkbox"/>	Holt Public Schools (33070)		0016456522	<a href="#">Whignall</a>	Elliott	M	07/14/2006	Error Free with No Warnings	Match Found

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### Procedures

1. Create a file of the entire student database by following the IC UIC Export and unchecking the **Students w/o UIC** checkbox.
2. Upload the file following the File Upload for UIC Requests instructions.
3. Check the Status of the file by Selecting Data Collection, Data Collection Status.
4. To Resolve errors to the file select Data Collections, Staging Data Entry.
5. Choose the **Requires Resolution** link of the student under review from the Student section in the Resolution Status column of the ***Staging Area***.

Highlights indicate fields that are different between the submitted record and the UIC Master Record.

If these are the same student, please follow the procedures currently in place for the SRSD.

For contact information of the local UIC Resolver click the **UIC Resolver List** button. Be sure to select the desired Report Format (Microsoft Excel or PDF).

UIC Resolution		
UIC Resolver List		Report Format: Excel
Request New UIC		Back Prev Next
		Keep this UIC
Score	Submitted Record	84.32%
Student Last Name	Vehr	Vehrs
Student First Name	Crystal	Chrystal
Gender Code	F	F
Date of Birth	2004-06-07	2004-06-07
Unique Identification Code (UIC)	0001083785	0001083785
Submitting Entity Type Code	D	
Submitting Entity Code	03010	
Resident LEA Number	03010	
Fiscal Entity Code	03010	
Fiscal Entity Type Code	D	
EC Parent 1	Aaberg	
EC Parent 1 Address	1667 Miller Road Flint	
Student Middle Name	A	A
Student ID Number (Membership)	420487346	420487346
Multiple Birth Order	01	1
Racial/Ethnic Code	000010	000010
Resident County Code	25	
Homeless	1	
EC Program	01	
EC Program	11	
EC Program	17	
EC Program Start Date	2008-06-07	
EC Delivery Method	2	
EC Days Per Schedule	5	
EC Hours Per Day	24	
Created By		System
Created Date	10/28/2008	06/09/2008
Modified By	District User	System
Modified Date	10/28/2008	06/09/2008

2. Review the student records presented as possible matches. All possible matches will appear. This could be a single match or several.
3. For records with one possible match choose whether or not to **Keep this UIC** or **Request New UIC**.

- If keeping the UIC the system will prompt an update of the current record in the UIC Master.

Student Record Updates		
Do you want to replace the Student Master record information with the information from your submitted record?		
Yes	No	Cancel

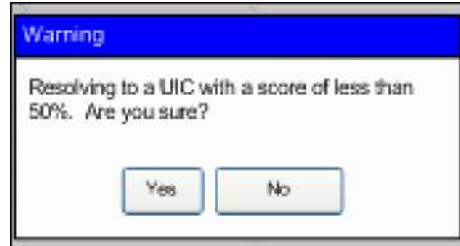
- For records with more than one possible match choose to **Use this UIC** for one of the possible matches or **Request New UIC** for the submitted record.

UIC Resolution			
UIC Resolver List		Report Format: Excel	
Request New UIC		Back	Next
		Use this UIC	Use this UIC
Score	Submitted Record	90.54%	89.58%
UIC		6023090427	3852937072
Student First Name	William	William	William
Student Last Name	Smithhh	Smithsss	Smith
Date of Birth	1994-01-19	1994-01-19	1994-01-19
Gender Code	F	F	F
Grade or Setting	09	09	09
Student ID Number (Membership)	201248	201248	201248
Racial/Ethnic Code	001320	001320	001320
Operating Intermediate School District/Educational Service Agency Number	80	80	80
Operating District Number	80110	80110	80110
School or Facility	01430	01430	01430
Date of Enrollment	2008-03-17	2008-03-17	2008-03-17
District Exit Status	19	19	19
Multiple Birth Order	01	1	1
FTE in General Education (Membership)	1.00	1.00	1.00
Adult Education FTE	0.00	0.00	0.00
Special Education FTE	0.00		
Submitting Entity Type Code	D		
Submitting Entity Code	80110		
Created By	District User	Melissa E. Lusch	Melissa E. Lusch
Created Date	10/28/2008	10/28/2008	10/28/2008
Modified By	District User	Melissa E. Lusch	Melissa E. Lusch
Modified Date	10/28/2008	10/28/2008	10/28/2008

6. If a new UIC is requested the request will need justification. The following form will appear to be filled out and submitted

**Note:**

Warning messages may appear depending on the record selected.



7. Upon resolution choose to continue to the **Next Record** or go **Back to List**.



## **IC UIC Import**

1. Choose MI State Reporting
2. UIC Import
3. Upload the UIC file on your computer
4. Review the UIC Import Report generated by IC for errors and other important information

The screenshot displays the Infinite Campus web application interface. At the top, the logo for Infinite Campus is visible. Below the logo, there are navigation tabs for 'Index', 'Search', and 'Help'. A sidebar on the left contains a tree view of system modules, with 'UIC Import' selected under the 'MI State Reporting' category. The main content area is titled 'MI SRSD/UIC State Import' and contains the following text: 'This tool will import data to from the UIC & Locator System. The import routine relies on matching the student import file, and will produce a log of unknown records and errors.' Below this text is a link for 'SRSD Site' and a date 'Updated (02/10/2005)'. There is a checkbox labeled 'Ignore first line? (Often times the first line contains headings instead of student data.)'. At the bottom, there is a 'File' input field with 'Browse...' and 'Upload' buttons.