

SRSD Extract and Error Check Process

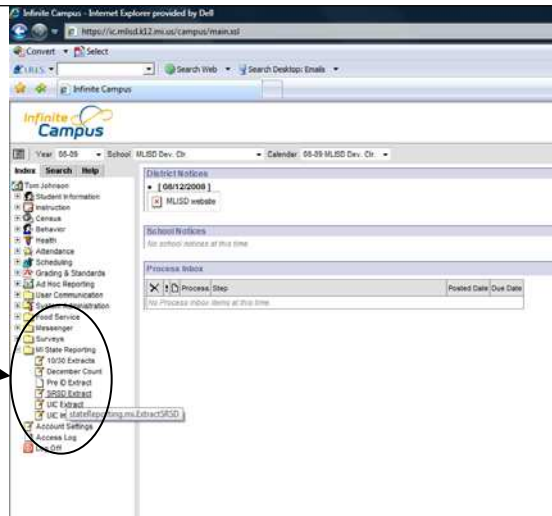
Download and Install CEPI Error Check Program

1. Download and install CEPI Error Check Program (September 17th)
 - a. <http://michigan.gov/cepi>
 - b. MISD Data Services
 - c. Single Record Student Database
 - d. **Download and Install**

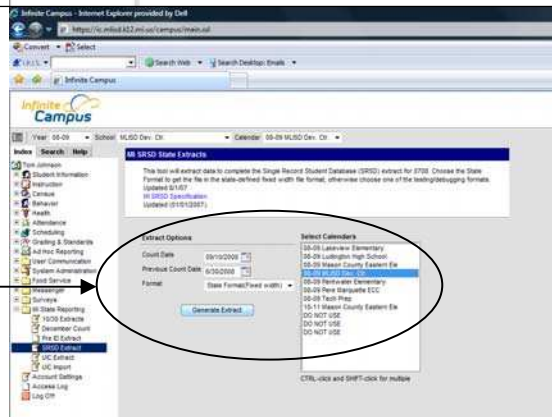


Pull Student Records from Infinite Campus

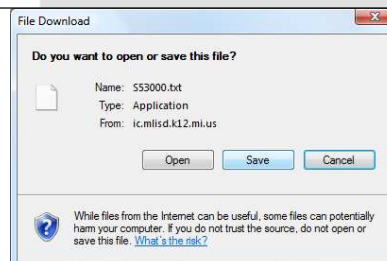
2. Open Campus
3. MI State Reporting
4. SRSD Extract



5. Enter Current Count Date
6. Enter Last Count Date
7. Select calendars
8. Generate Extract

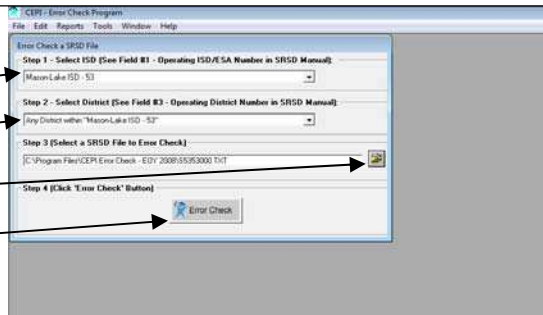


9. Save to the current error check folder: **(C:\Program Files\CEPI Error Check – Fall 2008)**

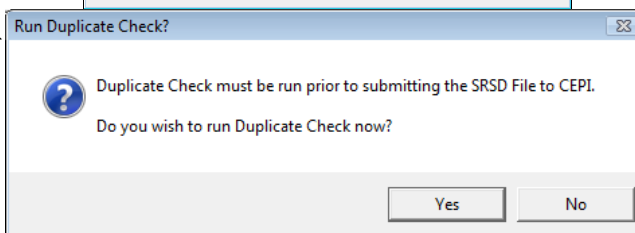
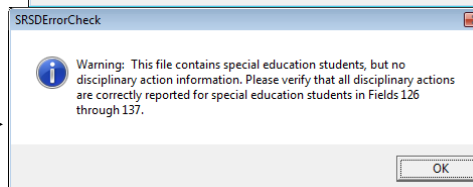
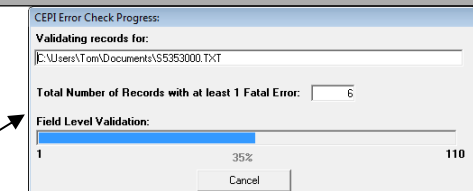


Run CEPI Error Check

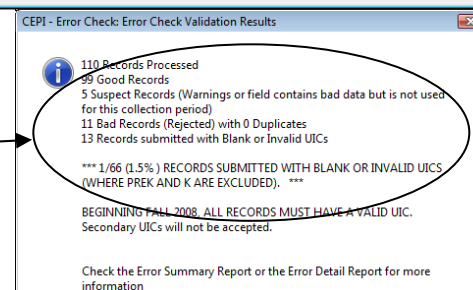
10. Run CEPI Error Check Program
11. Select your ISD
12. Select Your District
13. Select Your file
(look for district number)
14. Run Error Check



15. Status Windows Indicate Progress and Information
16. Run Duplicate Student Check



17. Validation Report



18. Run Reports *(look in top toolbar)*
19. Return to Campus
20. Make Changes
21. **Repeat Process until:**
 - a. Error Free
 - b. Correct FTE
(Alpha List FTE>0.00)

