

## Component Description

Identifies the entity submitting the data.

## Document Contents

|   |   |
|---|---|
| <b>Schema</b>                                 | Contains the component characteristic names, descriptions, and specifications (Excel Sheet 2)                           |
| <b>List of Values</b>                         | Contains the list of allowed values for all characteristics of a "List of Values" datatype (Excel Sheet 3)              |
| <b>Staging Area Business Rule Validations</b> | Contains the list of business rule validations, grouped by characteristic, that apply to this component (Excel Sheet 4) |
| <b>Version History</b>                        | Contains a history of updates made to the business rule validations in this school year (Excel Sheet 5)                 |
| <b>User Guide</b>                             | Contains references and support for using this document (Excel Sheet 6)   |

## Collection Matrix

| Collection Name                | Component Status |
|--------------------------------|------------------|
| CEPI Internal Request for UIC  | Required         |
| Early Childhood EOP            | Required         |
| Early Childhood Fall           | Required         |
| Early Childhood Spring         | Required         |
| Early Roster                   | Required         |
| Early Roster 2015-2016         | Required         |
| EOY 2018 General Collection    | Required         |
| Fall 2017 General Collection   | Required         |
| IHE Request for UIC            | Required         |
| Request for UIC                | Required         |
| Spring 2018 General Collection | Required         |
| Student Record Maintenance     | Required         |
| Teacher Student Data Link      | Required         |

Schema

| Characteristic Name      | Characteristic Description  | Data Type                         | Min Length | Max Length | Min Value | Max Value | Decimal Positions | Is Multi Valued? | Required? |
|--------------------------|---|-----------------------------------|------------|------------|-----------|-----------|-------------------|------------------|-----------|
| SubmittingEntityTypeCode | This code is used by the system to identify which type of entity code will be reported in the Submitting Entity Code characteristic.  | List of Values (choose from list) |            |            |           |           |                   | False            | True      |
| SubmittingEntityCode     | The state-assigned, five- or nine-digit code from EEM of the entity responsible for the certification (if applicable) of the collection. Generally this is the entity receiving funding. It may or may not be the entity that is directly providing education services to the student. The Educational Entity Master can be found at: <a href="http://cepi.state.mi.us/eem">http://cepi.state.mi.us/eem</a> . | Text (free form)                  | 5          | 10         |           |           |                   | False            | True      |

List of Values

| SubmittingEntityTypeCode |                    |
|--------------------------|--------------------|
| <i>Code</i>              | <i>Description</i> |
| A                        | Agreement Number   |
| B                        | BCODE              |
| D                        | DCODE              |

Staging Area Business Rule Validations

| Characteristic Name      | Rule Number | Data Validation  | Severity | Error/Warning Message  |
|--------------------------|-------------|--|----------|--|
| SubmittingEntityCode     | 167.188.1   | If [SubmittingEntityTypeCode] = "D" or "B"<br>[SubmittingEntityCode] must be 5 numeric characters in length  | 1        | Must be 5 digits when Submitting Entity Type is "D" or "B".  |
|                          | 167.188.2   | If [SubmittingEntityCode] is not blank<br>[SubmittingEntityCode] must be a valid code in the EEM database with an entity type equal to the value specified in [SubmittingEntityTypeCode] | 1        | Must be a valid code in the EEM.   |
| SubmittingEntityTypeCode | 167.187.1   | If CollectionName contains "GeneralCollection" or "TeacherStudentDataLink" or "Student Record Maintenance"<br>[SubmittingEntityTypeCode] must be "D"                                     | 1        | If the collection being submitted is the Fall, Spring, or EOY General Collections or the TSDL Collection Or SRM Collection, then the SubmittingEntityType must be "D". |
|                          | 167.187.2   | If CollectionName contains "RequestforUIC"<br>[SubmittingEntityTypeCode] must be "D", "B", or "A"  | 1        | If the collection being submitted is the Request for UIC collection then the Submitting Entity Type may be any code ("A", "B" or "D").                                 |
|                          | 167.187.3   | If CollectionName contains "EarlyRoster"<br>[SubmittingEntityTypeCode] must be "D" or "B"  | 1        | If the collection being submitted is the Early Roster collection, then the Submitting Entity Type must be "B" or "D".  |
|                          | 167.187.4   | If CollectionName contains "EarlyChildhood"<br>[SubmittingEntityTypeCode] must be "D" or "A"   | 1        | If the collection being submitted is an Early Childhood collection, then the Submitting Entity Type must be "A" or "D".  |

## SubmittingEntity

Last Updated: 2/16/2018

### Version History

No updates have been made to this component.

User Guide

Collection Matrix

**Component Status**

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Defines which collections the component may be submitted. The possible values are:

| <u>Name</u> | <u>Description</u>   |
|-------------|--|
| Required    | This component must be submitted in this collection. If omitted in an upload, the file will be rejected upon upload.         |
| Optional    | This component is optional in this collection, but may be conditionally required due to validation rules.                    |
| Not Allowed | This component cannot be submitted in this collection. If included in an upload file, the file will be rejected upon upload. |

Schema

**Characteristic Name**

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The name of the characteristic. This matches the name in the schema.

**Characteristic Description**

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A description of the characteristic and why the data is needed.

**Data Type**

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The system data type. The possible values are:

| <u>Name</u>   | <u>Classification</u> |
|---|-----------------------|
| Addresses (numbers, letters, #)                       | string                |
| Date (only)   | date                  |
| Date (year and month only) (YYYYMM)                   | string                |
| Decimal Number  | decimal               |
| List of Values (choose from list)                     | string                |
| Names (letters, apostrophe, commas, hyphens, periods) | string                |
| Numeric Text (0-6) (can have leading zeros)           | string                |
| Numeric Text (can have leading zeros)                 | string                |
| Text (free form)                                      | string                |
| Text (numbers and letters)                            | string                |

## SubmittingEntity

Last Updated: 2/16/2018

|                                      |         |
|--------------------------------------|---------|
| Whole Number (integer)               | int     |
| Yes / No (or True False, or Boolean) | boolean |

### Min Length

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For characteristics of a "text" data type classification, this specifies the minimum character length

### Max Length

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For characteristics of a "text" data type classification, this specifies the maximum character length

### Min Value

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For characteristics of a "number" data type classification, this specifies the minimum character length

### Max Value

---

For characteristics of a "number" data type classification, this specifies the maximum character length

### Decimal Positions

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For characteristics of a "number" data type, this specifies the number of digits allowed to the right of a decimal point.

### Is Multi Valued?

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TRUE indicates that this characteristic may be submitted multiple times in the same component; FALSE indicates that only one instance is allowed.

### Required?

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Y indicates this characteristic is required to be submitted as part of the schema; N indicates that is either optional at the schema level (but may be conditionally required due to validation rules)

## Validation Rules

### Definitions & Guidance

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- Text surrounded by {} indicates that this is a component
- Text surrounded by [] indicates that this is a characteristic
- A Severity of "1" indicates that the validation is an error; a "2" indicates that it is a warning
- *CollectionName* refers to the value of the "CollectionName" attribute in the collection schema
- *AsOfDate* refers to one of two values:
  - For single-certified collections, it is the State-defined certification as of date for the collection
  - For ongoing certified collections, it is the value of the [AsOfDate] characteristic in the {StudentRecordMaintenance} component

## Version History

### Notes

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- TFS Number is used internally by CEPI for tracking purposes
- Each update to a validation or a wording change to the error/warning message will be noted here



Appendix A

Certain entity-related validations in MSDS are dependent on which collection is being submitted. The table below defines the dates or date ranges that are used in these validations. Validations that are dependent on this table are noted in the specific data validation; they will contain a reference to this appendix.

| Collection                  | Type       | Start Date                 | End Date               |
|-----------------------------|------------|----------------------------|------------------------|
| General collections         | date       | Certification As of Date   |                        |
| Early Childhood collections | date range | Collection Open Date       | Collection Close Date  |
| Student Record Maintenance  | date       | As of Date (SRM component) |                        |
| Teacher Student Data Link * | date range | 7/1/{AcademicYear start}   | 8/31/{School Year End} |
|                             | date range | 7/1/{School Year Start}    | 8/31/{School Year End} |
| Early Roster                | date range | 7/1/{School Year Start}    | 6/30/{School Year End} |
| all other collections       | date       | Today's Date               |                        |

\* The TSDL collection will use the school year value submitted in the Academic Year characteristic, if it was submitted. If no value is found, the current school year values are used.