

Component Description

The data collected in the School Demographics Component reflect the student's current relationship within the district. This component is required to be submitted for all collections except the Early Childhood and Request for UIC collections.

Document Contents

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

Collection Matrix

Collection Name	Component Status
CEPI Internal Request for UIC	Not Allowed
Early Childhood EOP	Not Allowed
Early Childhood Fall	Not Allowed
Early Childhood Spring	Not Allowed
EOY 2017 General Collection	Required
Fall 2016 General Collection	Required
IHE Request for UIC	Not Allowed
Request for UIC	Not Allowed
Request for UIC	Not Allowed
Spring 2017 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?
OperatingDistrictNumber	The state-assigned five-digit number, as recorded in EEM, which identifies the public school district responsible for providing education to the reported student. It is the district to which any applicable funds (state or federal) will be sent.	Numeric Text (can have leading zeros)	5	5				False	True
SchoolFacilityNumber	The five-digit code as assigned to the building in the official Educational Entity Master.  Please refer to the Educational Entity Master glossary for definitions. The glossary is located in the upper right corner of the EEM Web page: <a href="http://cepi.state.mi.us/eem">http://cepi.state.mi.us/eem</a> .	Numeric Text (can have leading zeros)	5	5				False	False
LocalStudentId	The code given by the educating entity to identify the student. NOTE: This is different from the UIC generated by CEPI. Do not use the student's Social Security number.	Text (free form)	1	20				False	False
GradeSetting	The grade level or the educational setting in which the student is enrolled.  Alternative Education Programs Report students participating in alternative education programs with the grade that best represents their educational level and by submitting code "9220" in the Program Eligibility Participation characteristic in the Program Participation component.  NOTE: Seat-time waiver programs are, by definition, alternative education programs. You must report students who participate in a seat-time waiver program as alternative education participants. For more information on seat-time waivers, please contact Barbara Fardell at <a href="mailto:fardellb@michigan.gov">fardellb@michigan.gov</a> or 517-335-1291.  Computed Grades for Students Reported in an Ungraded Special Education Setting ("14") State Board of Education policy, the No Child Left Behind Act of 2001 and the Individuals with Disabilities Education Act require that state-level assessments be administered to ALL students in required content areas. District policy determines grade assignments for students. However, when the district user identifies a student in an ungraded educational setting (grade "14") for certain purposes such as MEAP and MI-Access testing or for determining membership in a graduation cohort, the MSDS will compute the student's grade level based on the following table. (Student age is based on Date of Birth in the Personal Core component and is computed as of December 1 of the current school year.)  NOTE: The use of ungraded special education setting "14" will be restricted to those students with active IEPs who are 18 years of age or older and who are participating in transitional services. For students age 17 and under, a grade level/assignment must be reported.	List of Values (choose from list)						False	True

	<p>Districts will need to determine their own policy on grade assignments. They may choose to use the same age-to-grade conversion that the state has been using or create their own.</p> <table><tr><th>Student Age in Ungraded Programs</th><th>Computed Grade</th></tr><tr><td>9 Years</td><td>Third Grade</td></tr><tr><td>10 Years</td><td>Fourth Grade</td></tr><tr><td>11 Years</td><td>Fifth Grade</td></tr><tr><td>12 Years</td><td>Sixth Grade</td></tr><tr><td>13 Years</td><td>Seventh Grade</td></tr><tr><td>14 Years</td><td>Eighth Grade</td></tr><tr><td>15 Years</td><td>Ninth Grade</td></tr><tr><td>16 Years</td><td>Tenth Grade</td></tr><tr><td>17 Years</td><td>Eleventh Grade</td></tr><tr><td>18 Years</td><td>Twelfth Grade</td></tr></table> <p>For questions related to MEAP test administration, please contact the Bureau of Assessment and Accountability (BAA) [formerly the Office of Educational Assessment and Accountability] at 517-373-8393, toll free at 877-560-8378 or by email at baa@michigan.gov.</p>	Student Age in Ungraded Programs	Computed Grade	9 Years	Third Grade	10 Years	Fourth Grade	11 Years	Fifth Grade	12 Years	Sixth Grade	13 Years	Seventh Grade	14 Years	Eighth Grade	15 Years	Ninth Grade	16 Years	Tenth Grade	17 Years	Eleventh Grade	18 Years	Twelfth Grade								
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18 Years	Twelfth Grade																														
S2E2Code	<p>When the student is being educated through a Specialized Shared Educational Entity (S2E2), report the code from the Educational Entity Master (EEM) in this characteristic.</p> <p>An entity may be approved by MDE as a S2E2 when more than one district has formed a business relationship with other districts to offer educational services (e.g., special education). This does not refer to all school district consortia, but rather educational relationships that are formed for educational purposes. This may not be a stand-alone bricks-and-mortar entity. Students participating in a Specialized SEE may be in regular classrooms at the entities that host the SEEs. The "school" code, in this instance is not a building, but rather the relationship code.</p>	Numeric Text (can have leading zeros)	5	5				False	False																						
Out of Level Grade	Indicate when a district is correctly reporting a student in a grade that does not match the actual grades as indicated in the Educational Entity Master (EEM) as offered by the entity being reported.	Yes / No (or True False, or Boolean)						False	False																						

List of Values

GradeSetting	
Code	Description
00	Kindergarten
01	First Grade
02	Second Grade
03	Third Grade
04	Fourth Grade
05	Fifth Grade
06	Sixth Grade
07	Seventh Grade
08	Eighth Grade
09	Ninth Grade
10	Tenth Grade
11	Eleventh Grade
12	Twelfth Grade
14	Special Education Transition
20	Adult Education
30	Early Childhood/Early On (Below Kindergarten level)

Staging Area Business Rule Validations

Characteristic Name	Rule Number	Data Validation	Severity	Error/Warning Message
GradeOrSetting	253.290.1	If CollectionName contains "Fall", "Spring" or "EOY" AND [GradeOrSetting] = "30" AND {Enrollment}.[ExitStatus] <> "00" the {SpecialEducation} component is required	2	The Special Education Component is normally submitted when the Grade or Setting is '30'.
	253.290.2	If [GradeOrSetting] is >= "00" and <= "12" [GradeOrSetting] must be within two years of student's chronological age on September 1st of the current school year, minus five [(age - 5) +/- 2 = grade].	2	The Grade or Setting is outside the expected range for the student's age (within two years of their chronological age minus five).
	253.290.7	If the {StudentCourse} component is submitted [GradeOrSetting] cannot = "20"	1	If the Student Course component is submitted then Grade or Setting cannot be 20.
	253.290.8	If [GradeOrSetting] = "14" AND {SpecialEducation} Component is available for the submitted collection the {SpecialEducation} Component is required AND {SpecialEducation}.[PrimaryDisability] is required	1	A Primary Disability in the Special Education Component is required when Grade or Setting = 14.
	253.290.9	[GradeOrSetting] must be within the range of grades and/or settings for the [OperatingDistrictNumber] or [SchoolFacilityNumber] as listed in EEM	2	The Grade or Setting does not match the Grades or Settings identified in EEM as offered by this entity.
	253.290.10	If [GradeOrSetting] = "14" the student's age must be >= 18 years as of December 1	1	The use of Grade or Setting 14 is restricted to students who are 18 years of age or older as of December 1 of the current school year.
	253.290.12	If [GradeOrSetting] is >= "00" and <= "12" Then the student's age must be >= 5 on December 1 of the current school year	2	The student is less than 5 years of age as of December 1 of the current school year. Please confirm that the Date of Birth and reported Grade or Setting are correct.
	253.290.13	If [GradeOrSetting] = "20" Then {Enrollment}.[ExitStatus] cannot be "19"	1	Adult Education participant FTE data is no longer reported in MSDS. Participants may no longer be reported except to update the exit status for the purposes of calculating graduation and dropout rates. If this situation doesn't apply, remove the participant from the collection.
OperatingDistrictNumber	253.283.2	[OperatingDistrictNumber] must have a direct relationship with the {SubmittingEntity}.[SubmittingEntityCode] in EEM	1	The operating district number is not in the EEM hierarchy below the submitting entity.

OperatingDistrictNumber	253.283.3	[Operating District Number] must have an EEM status of 01, 10, 99 as of the AsOfDate	1	The Operating District Number must have an EEM status code of 01 (open), 10 (close pending) or 99 (closed) as of the count date.
	253.283.4	[Operating District Number] must be a valid entity code in EEM with an entity type of "District"	1	Operating District Number is blank, is not a valid Operating District Number or the Operating District Number is not 'Open-Active' in EEM
	253.283.5	If the EEM status of the [OperatingDistrictNumber] = 99 AND CollectionName contains "TeacherStudentDataLink" the EEM Entity Close Date must be >= 06/30/YYYY of the current school year or the school year reported in {StudentCourse}.[AcademicYear] (whichever date is earliest)	1	If the Operating District Number has an EEM status code of '99' (closed), then the date closed must be on or after June 30th of the current school year or the school year reported in Academic Year, whichever is earliest.
	253.283.6	If the EEM status of the [OperatingDistrictNumber] = 99 AND CollectionName does not contain "TeacherStudentDataLink" the EEM Entity Close Date must be >= 07/01/YYYY of the previous school year AND {Enrollment}.[ExitStatus] <> 19	1	If the Operating District Number has an EEM status code of '99' (closed), then the date closed must be on or after July 1st of the previous school year and the reported students District Exit Status cannot be 19.
	253.283.9	{UserProfile} must have access to [OperatingDistrictNumber]	1	This user profile does not have access to the reported operating district.
OutofLevelGrade	253.558.1	If the [GradeorSetting] does not match the Actual Grades identified in EEM as offered by this entity, [OutOfLevelGrade] must be = Yes/True.	1	The Out of Level Grade characteristic must be submitted as 'Yes/True' when the student's grade does not match the actual grades as indicated in the EEM as offered by this entity and is not grade '14', '20' or '30'.
S2E2Code	253.462.10	[S2E2Code] must be a valid entity code in EEM with an entity type group of "Non-Instructional Ancillary Facilities" AND [S2E2Code] must be identified as a Specialized Shared Educational Entity in EEM	1	The code reported in S2E2Code is not a valid code or does not meet the criteria to be reported as an Specialized Shared Educational Entity (i.e. must be a valid EEM code for a NIAF type entity that is flagged as an S2E2).
	253.462.11	[S2E2Code] must have an EEM status of "01" (open-active) or "10" (close-pending) as of the AsOfDate	1	The entity reported in S2E2Code is not identified in EEM as being open and active for the time period reported.
	253.462.12	If [S2E2Code] is submitted [SchoolFacilityNumber] cannot be blank	1	Please report a valid entity code in School Facility Number for the school the student attends.
	253.462.13	If [S2E2Code] is submitted [OperatingDistrictNumber] must be a member district of the [S2E2Code] or be the parent district (as defined in EEM) of the [S2E2Code]	1	The reported Operating District is not identified in EEM as a member district for the S2E2 reported.

S2E2Code	253.462.14	If [S2E2Code] is submitted [SchoolFacilityNumber] must be an entity with a child relationship to a member district of the [S2E2Code] or to the [OperatingDistrictNumber]	1	The entity reported in School Facility Number does not belong to a member district for the S2E2 reported.
	253.462.15	If [S2E2Code] contains a value [SchoolFacilityNumber] cannot be an entity that has been defined as a SEE in EEM.	1	You may not report a SEE type entity in School Facility Number when also reporting an S2E2.
SchoolFacilityNumber	253.285.1	[SchoolFacilityNumber] must be beneath the [OperatingDistrictNumber] in the EEM hierarchy in a "Belongs Within" relationship OR have a EEM Entity Type Group of "State" OR have an EEM Entity Type Group of "Non-Public" OR defined as a Shared Educational Entity (SEE) that the school/facility is a member of	1	School or Facility number must follow the EEM hierarchy.
	253.285.2	[SchoolFacilityNumber] must be a valid entity code in EEM with an entity type of "School" or "UEP"	1	School or Facility number is invalid.
	253.285.3	If {Enrollment}.[ExitStatus] = "19" [SchoolFacilityNumber] must have an EEM status of "01" (open-active) or "10" (close-pending) as of the AsOfDate	1	The School Facility Number must be assigned to an entity that was open at the time represented by the submitted data.
	253.285.4	If [SchoolFacilityNumber] has a "closed" status in EEM AND the {Enrollment} component is submitted {Enrollment}.[DistrictExitDate] must be reported	1	The reported School Facility Number is for a closed building. The student must be reported with a District Exit Date.
	253.285.5	If CollectionName contains "Fall General", "Spring General", "EOY General", "StudentRecordMaintenance", "EarlyRoster", or "TeacherStudentDataLink" AND {Enrollment}.[ExitStatus] <> "00" AND the {EarlyOn} component is not submitted [SchoolFacilityNumber] cannot be blank	1	School Facility Number is required for all General collections, SRM, TSDL, and Early Roster except when Exit Status = 00 or when the EarlyOn component is submitted.
	253.285.6	If [SchoolFacilityNumber] has a "closed" status in EEM AND CollectionName contains "TeacherStudentDataLink" AND {StudentCourse}.[AcademicYear] contains a value the close date in EEM of the [SchoolFacilityNumber] must be on or after September 1 of the earliest year reported in {StudentCourse}. [AcademicYear]	1	The close date in EEM for the submitted School Facility Number must be the same as or after September 1st of the earliest reported Academic Year.

SchoolFacilityNumber	253.285.9	If [SchoolFacilityNumber] has a "closed" status in EEM AND CollectionName contains "TeacherStudentDataLink" AND {StudentCourse}. [AcademicYear] is blank the close date in EEM of the [SchoolFacilityNumber] must be on or after September 1 of the current school year	1	The close date in EEM for the submitted School Facility Number must be the same as or after September 1st of the current school year.
	253.285.10	[SchoolFacilityNumber] cannot be an entity that has been identified as a Specialized Shared Educational Entity in EEM	1	School Facility Number cannot be an entity that has been identified as participating as a Specialized Shared Educational Entity in EEM.
	253.285.11	If [SchoolFacilityNumber] is an entity type in EEM of "Nonpublic School" AND the {Membership} component is included in the collection {Membership}.[StudentResidency] must be "04" or "08"	1	If the School Facility Number is a nonpublic school, then the Student Residency (Membership) must be 04 or 08.
	253.285.12	If the {EarlyOn} component is submitted AND the child's age is > 3 years on the AsOfDate AND the {SpecialEducation} component is submitted [SchoolFacilityNumber] cannot be blank	1	School Facility Number may be blank when the EarlyOn component is submitted except when the child is older than 3 years on count day and the SpecialEducation component is submitted.
	253.285.13	If [SchoolFacilityNumber] has a "closed" status in EEM the close date in EEM must be >= {Enrollment}.[DistrictExitDate]	1	The reported School Facility Number is for a closed building. The student must be reported with a District Exit Date that is on or before the building close date in EEM.
	253.285.14	If CollectionName does not contain "EarlyRoster" and [SchoolFacilityNumber] has a "closed" status in EEM and the close date is not within the current or previous school year The [SchoolFacilityNumber] cannot be submitted.	1	This School Facility Number has a close date in EEM that is prior to the current or previous school year and cannot be used.
	253.285.15	If CollectionName contains "EarlyRoster" and [SchoolFacilityNumber] has a "closed" status in EEM and the close date in EEM is not within the current school year The [SchoolFacilityNumber] cannot be submitted.	1	This School Facility Number has a close date in EEM prior to the current school year and cannot be used.
StudentIdNumber	253.15.1	[StudentIdNumber] cannot consist of all "0" characters	1	Student ID number cannot be 0's.



Version History

Date	Description	Rule Affected	TFS Number	Updated By
4/25/2016	Removed OperatingISDESANumber characteristic			suseelat
5/3/2016	Remove the Operating ISD/ESA Number characteristic because it is no longer required to meet state/federal reporting mandates, so that districts do not report it in the 16-17 school year.	253.283.1	61704	andersont18
7/18/2016	Adult Education participant FTE data is no longer reported in MSDS. Participants may no longer be reported with a continuing status.	253.290.13	63477	thielej
7/18/2016	Adult Education participant FTE is no longer reported in MSDS.	253.290.4	63474	thielej
7/18/2016	New rule to highlight students reported in a K-12 grade but are less than 5 years of age.	253.290.12	61734	thielej
7/18/2016	Adult Education participant FTE is no longer reported in MSDS.	253.290.5	63475	thielej
7/18/2016	Adult Education participant FTE is no longer reported in MSDS.	253.290.6	63476	thielej
7/18/2016	Operating ISD/ESA number characteristic is retired; this rule is no longer necessary.	253.283.1	63215	thielej
7/25/2016	Minor update to validation statement	253.290.12	61734	thielej
3/31/2017	New characteristic			thielej

User Guide

Collection Matrix

Component Status

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

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

Characteristic Description

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

Data Type

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

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

Min Length

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

Max Length

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

Min Value

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

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

Is Multi Valued?

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

Required?

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

- 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.