

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

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|---|---|
| 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 |
| Early Roster | Required |
| EOY 2023 General Collection | Required |
| Fall 2022 General Collection | Required |
| General Teacher Student Data Link | Required |
| IHE Request for UIC | Not Allowed |
| Migrant Teacher Student Data Link | Required |
| Nonpublic School Student Roster | Required |
| Request for UIC | Optional |
| Spring 2023 General Collection | Required |

SchoolDemographics

Last Updated: 6/27/2024

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| Student Record Maintenance | Required |
| Third Grade Retention | 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: http://cepi.state.mi.us/eem . | 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 fardellb@michigan.gov 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. Districts | List of Values (choose from list) | | | | | | False | True |

SchoolDemographics

Last Updated: 6/27/2024

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| | <p>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> <p>Student Age in Ungraded Programs Computed Grade</p> <p>9 Years Third Grade</p> <p>10 Years Fourth Grade</p> <p>11 Years Fifth Grade</p> <p>12 Years Sixth Grade</p> <p>13 Years Seventh Grade</p> <p>14 Years Eighth Grade</p> <p>15 Years Ninth Grade</p> <p>16 Years Tenth Grade</p> <p>17 Years Eleventh Grade</p> <p>18 Years Twelfth Grade</p> <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> | | | | | | | | |
| 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 |
| Building Pupil Would Otherwise Attend | This is the building that a pupil would otherwise attend as specified in Sec. 104b (16). | Numeric Text (can have leading zeros) | 5 | 5 | | | | 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 |
|---------------------|-------------|--|----------|--|
| BldgOtherwiseAttend | 253.623.1 | [BldgOtherwiseAttend] must have an EEM status of "01" (open-active) or "10" (close-pending) as of the AsofDate | 1 | The entity reported is not identified in EEM as being open and active for the time period reported. |
| | 253.623.2 | [BldgOtherwiseAttend] must be beneath the Resident LEA number in the EEM hierarchy in a "Belongs Within" relationship unless the student has a Residency Status code of '02', '03', or '06'. | 1 | The reported entity must follow the EEM hierarchy. |
| | 253.623.3 | [BldgOtherwiseAttend] must be a valid entity code in EEM with an entity type of " LEA School" or "LEA UEP" | 1 | The reported entity is not an LEA School or LEA UEP. |
| | 253.623.4 | The open date in EEM of the [BldgOtherwiseAttend] must be on or before July 1 of the current school year. | 1 | The entity reported must be open at the time represented by the submitted data. |
| | 253.623.5 | If [BldgOtherwiseAttend] contains a value [SchoolFacilityNumber] must contain a value that is an entity that has been defined as an SEE in EEM OR [S2E2Code] must contain a value. | 1 | You cannot submit this characteristic if School or Facility Number is not an SEE entity or if the S2E2 Code has not been reported. |
| | 253.623.6 | If [BldgOtherwiseAttend] contains a value and the entity has a "close date" in EEM and the CollectionName contains "Fall General", "Spring General", "EOY General", or "StudentRecordMaintenance" The close date in EEM must be on or after the General Collection count day or Student Record Maintenance "As of Date" | 1 | If a close date is present in EEM for the entity reported, it must be on or after the collection count day or SRM "As of Date". |
| | 253.623.7 | If [StudentResidency] is '02' or '03' and [BldgOtherwiseAttend] is reported, then [BldgOtherwiseAttend] must be beneath the Operating District number in the EEM hierarchy in a "Belongs Within" relationship. | 1 | The reported entity must follow the EEM hierarchy. |
| GradeOrSetting | 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). |

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| GradeOrSetting | 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 | If the [SchoolFacilityNumber] has a value then [GradeOrSetting] submitted must be within the range of grades and/or settings for the [SchoolFacilityNumber] as listed in EEM. | 1 | The Grade or Setting does not match the Grades or Settings identified in EEM as offered by this school/facility. |
| | 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. |
| | 253.290.14 | [GradeOrSetting] must be within the range of grades and/or settings for the [BldgOtherwiseAttend] as listed in EEM | 1 | The Grade or Setting does not match the Grades or Settings identified in EEM as offered by the entity reported for the Building Pupil Would Otherwise Attend. |
| | 253.290.15 | If CollectionName contains "EOY General" AND [GradeOrSetting] = 00, 01, 02, or 03 AND [StudentResidency] does not = 04, 07, 08, or 15 AND [OperatingDistrictNumber] has received a Early Reading Deficiency grant Then the {Early Reading Deficiency} component is required | 1 | Your district received funding for the Section 35a Additional Instructional-Time Grant, therefore the Early Reading Deficiency Component is required to be reported for all K-3 students. |
| | 253.290.16 | If [SchoolFacilityNumber] is blank, then [GradeOrSetting] must be within the range of grades and/or settings for the [OperatingDistrictNumber] as listed in EEM. | 1 | The Grade or Setting does not match the Grades or Settings identified in EEM as offered by this operating district. |

SchoolDemographics

Last Updated: 6/27/2024

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| GradeOrSetting | 253.290.17 | If [GradeOrSetting] = 00, 01, 02, or 03 AND [StudentResidency] does not = 04, 07, 08, or 15 AND [OperatingDistrict] has received a Early Reading Deficiency grant AND [ExitDate] > September 1st of the current school year Then the {Early Reading Deficiency} component is required | 1 | Your district received funding for the Section 35a Additional Instructional-Time Grant. The Early Reading Deficiency Component is required when a student in grades K-3 is exited from your district. |
| 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. |
| | 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 | You may not report an entity that (per EEM) closed prior to July 1 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 entity closed (per EEM) prior to July 1 of the previous school year, the reported 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. |
| 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. |

SchoolDemographics

Last Updated: 6/27/2024

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| S2E2Code | 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. |
| | 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. |
| | 253.285.5 | 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 | You may not report an entity that (per EEM) closed prior to September 1 of the earliest reported Academic Year. |

SchoolDemographics

Last Updated: 6/27/2024

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| 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 | You may not report an entity that (per EEM) closed prior to September 1 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 |
|------------|---------------------------|---------------|------------|------------|
| 10/30/2018 | Added new characteristic. | | | baryob |

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 decimal 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

- 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.