

## Component Description

The data collected in the Membership Component are used for the determination of residency and eligibility for full-time equivalency (FTE). This component is required for all General Collections (Fall, Spring, EOY) and the Student Record Maintenance Collection. It is not allowed in any other collection.

## 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                  | Not Allowed      |
| Early Childhood EOP                            | Not Allowed      |
| Early Childhood Fall                           | Not Allowed      |
| Early Childhood Spring                         | Not Allowed      |
| Early Roster                                   | Not Allowed      |
| EOY 2021 General Collection                    | Required         |
| Fall 2020 General Collection                   | Required         |
| General Teacher Student Data Link              | Not Allowed      |
| IHE Request for UIC                            | Not Allowed      |
| Migrant Teacher Student Data Link              | Not Allowed      |
| Nonpublic School Nutrition Student Eligibility | Not Allowed      |
| Request for UIC                                | Not Allowed      |
| Request for UIC 21-22                          | Not Allowed      |

## Membership

Last Updated: 5/6/2021

|                                |             |
|--------------------------------|-------------|
| Spring 2021 General Collection | Required    |
| Student Record Maintenance     | Required    |
| Third Grade Retention          | Not Allowed |

Schema

| Characteristic Name       | Characteristic Description                                                                                                                                                                                                                                                                                                                                                                                                                                               | Data Type                            | Min Length | Max Length | Min Value | Max Value | Decimal Positions | Is Multi Valued? | Required? |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|------------|------------|-----------|-----------|-------------------|------------------|-----------|
| StudentResidency          | The student's residency related to the geographic boundaries of the district and/or residency requirements outlined in the Pupil Residency section of the MDE Pupil Accounting Manual. For more detailed explanations of residency, see the Residency Related Information section of the Pupil Accounting Manual:<br><a href="http://www.michigan.gov/mde/0,1607,7-140-6530_6605-22360--,00.html">http://www.michigan.gov/mde/0,1607,7-140-6530_6605-22360--,00.html</a> | List of Values<br>(choose from list) |            |            |           |           |                   | False            | True      |
| Tuition Funded Enrollment | A charge or fee is required to be paid by the student's family. This characteristic will first be collected in the EOY 2020 General Collection.                                                                                                                                                                                                                                                                                                                          | Yes / No (or True False, or Boolean) |            |            |           |           |                   | False            | False     |

List of Values

| StudentResidency |                                                           |
|------------------|-----------------------------------------------------------|
| Code             | Description                                               |
| 01               | Non-K-12 district                                         |
| 02               | Section 105 school of choice (within same ISD)            |
| 03               | Section 105c school of choice (outside contiguous ISD)    |
| 04               | Non-public school student (Non-Resident)                  |
| 05               | No cooperative agreement, no release, not exempted        |
| 06               | All other non-resident students                           |
| 07               | Home schooled non-resident                                |
| 08               | Non-public school student (Resident)                      |
| 09               | Section 24 juvenile detention facility                    |
| 10               | For new PSAs (fall only)                                  |
| 11               | School for the Deaf/blind MSB-Low Incidence Outreach      |
| 12               | Section 6(4) (d) non-special education juvenile detention |
| 13               | Student with disabilities served by DCH facility          |
| 14               | All other resident students                               |
| 15               | Home-schooled resident                                    |

Staging Area Business Rule Validations

| Characteristic Name | Rule Number | Data Validation                                                                                                                                                                                                                                                                                                                                 | Severity | Error/Warning Message                                                                                                                                                                                   |
|---------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| StudentResidency    | 257.25.1    | If {SchoolDemographics}.[OperatingDistrictNumber] is an entity type of "LEA" in EEM (EntityTypeId = 17)<br>[StudentResidency] cannot be "10", "11", "12" or "13"                                                                                                                                                                                | 1        | If the Operating District is an LEA, then Student Residency cannot contain the codes 10, 11, 12, or 13.                                                                                                 |
|                     | 257.25.2    | If {SchoolDemographics}.[OperatingDistrictNumber] is an entity type of "PSA" in EEM (EntityTypeId = 25)<br>[StudentResidency] must be "08", "09", "10", "14" or "15"                                                                                                                                                                            | 1        | If the Operating District is a PSA, then Student Residency must contain the one of the following codes (08, 09, 10, 14 or 15).                                                                          |
|                     | 257.25.4    | If the {PersonalDemographics} component is submitted AND {SchoolDemographics}.[OperatingDistrictNumber] is an entity type of "LEA" in EEM (EntityTypeId = 17) AND [StudentResidency] = "01", "02", "03", "04", "05", "06" or "07"<br>{SchoolDemographics}.[OperatingDistrictNumber] cannot equal the {PersonalDemographics}.[ResidentLEANumber] | 1        | When the Operating District is an LEA District and the Student Residency contains one of the codes from 01-07, the Operating District Number cannot be the same as the Resident LEA Number.             |
|                     | 257.25.5    | If the {PersonalDemographics} component is submitted AND {SchoolDemographics}.[OperatingDistrictNumber] is an entity type of "LEA" in EEM (EntityTypeId = 17) AND [StudentResidency] = "08", "09", "14", or "15"<br>{SchoolDemographics}.[OperatingDistrictNumber] must equal the {PersonalDemographics}.[ResidentLEANumber]                    | 1        | When the Operating District is a LEA District and the Student Residency contains one of the following codes (08, 09,14, 15), the Operating District Number must be the same as the Resident LEA Number. |
|                     | 257.25.8    | If {SchoolDemographics}.[OperatingDistrictNumber] is an entity type of "ISD" in EEM AND {PersonalDemographics}.[ResidentLEANumber] is not a child of the {SchoolDemographics}.[OperatingDistrictNumber] in the EEM hierarchy<br>[StudentResidency] must = "04", "06", "07" or "09"                                                              | 1        | If the reported Resident LEA Number is not a constituent district of the ISD, then Student Residency must be '04', '06', '07' or '09'.                                                                  |
|                     | 257.25.9    | If {SchoolDemographics}.[OperatingDistrictNumber] is an entity type of "ISD" in EEM AND the {PersonalDemographics}.[ResidentLEANumber] is a child of the {SchoolDemographics}.[OperatingDistrictNumber] in the EEM hierarchy<br>[StudentResidency] must = "08", "09", "11", "12", "13", "14", or "15"                                           | 1        | If the reported Resident LEA Number is a constituent district of the ISD, then Student Residency must be '08', '09', '11', '12', '13', '14', or '15'.                                                   |
|                     | 257.25.10   | If {SpecialEducation}.[Section53FTE] > 0.00<br>[StudentResidency] cannot be "09"                                                                                                                                                                                                                                                                | 1        | Student residency cannot be 09 when Section 53 FTE is claimed.                                                                                                                                          |

**Membership**

Last Updated: 5/6/2021

|                  |           |                                                                                                                                                                                                                         |   |                                                                                                                                                                                         |
|------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| StudentResidency | 257.25.11 | If {Membership}.[StudentResidency] = "04", "07", "08", or "15" {GeneralEducationFTE}.[GeneralEdFTE] + {SpecialEducation}.[Section52FTE] + {SpecialEducation}.[Section53FTE] cannot be greater than 0.75.                | 1 | When the reported Student Residency Code is 04, 07, 08, or 15, total FTE (General Ed + Section 52 + Section 53) cannot be greater than 0.75.                                            |
|                  | 257.25.12 | If [SchoolEmphasis] in EEM is a "Reportable Program" AND [GradeOrSetting] is "00", "01", "02", "03", "04", "05", "06", "07", "08", "09", "10", "11", or "12" Then [StudentResidency] must be "04", "07", "08", or "15". | 1 | School emphasis for building is 'Reportable Program' and Student Residency Type/Grade for student does not align. Please review student residency and/or grade for student and correct. |

Version History

| Date      | Description                                     | Rule Affected | TFS Number | Updated By |
|-----------|-------------------------------------------------|---------------|------------|------------|
| 1/3/2020  | Added Tuition Funded Enrollment characteristic. |               |            | baryob     |
| 2/14/2020 | 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                |



## Membership

Last Updated: 5/6/2021

|                                      |         |
|--------------------------------------|---------|
| 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.