



Lab Sessions and Training Materials

Volume 2

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Open Labs

The WISD would like to offer a **virtual training class** to districts to learn how to use the Macomb Utility and Notepad++ to work with XML data files for submission to CEPI.

- MISDmsds, Notepad++ and Friends - Working with State reporting XML files
 - Date: 9/29/2021 2:00 pm – 3:00 pm
 - Facilitator: David Spitzley
 - Zoom link:
<https://wisd.zoom.us/j/92091904927?pwd=MVR6ZFkwKzVXazB1Rk5WRm1CNmUzZz09>

The WISD would like to offer **drop-in** virtual labs to cover any questions that districts may have regarding the content in this handout. These open labs will provide a 1-hour opportunity to “pop in”, ask a question or two, and “pop out” at your convenience. These open labs will be provided via Zoom, where districts can ask questions that can be explored and answered by a WISD technician. If questions are too in depth and involved where research is needed, additional time can be scheduled with that specific district.

- State Reporting Technical Support – File setup, error cleanup, submission, etc.
 - Date: 10/19/21 10:00 am – 11:00 am
 - Facilitator: David Spitzley
 - Zoom link: <https://wisd.zoom.us/j/92230027931?pwd=ejRaMC9TVFJ5Wlc4YlMvOEphVDA1QT09>
- 25e Technical Support
 - Date: 10/20/21 9:00 am – 10:00 am
 - Facilitator: Leslie Hite
 - Zoom link:
<https://zoom.us/j/99535857499?pwd=UziYQWVTRnVmSk5FZDZHLzVackhYUT09>
- DataHub Technical Support
 - Date: 9/21/2021 1:00pm – 2:00pm
 - Facilitator: Ryan Liskiewicz
 - Zoom link:
<https://wisd.zoom.us/j/91424208944?pwd=aDhPOCtvQXR0V2ZCR0diT25ydGRXdz09>

General Reminders from CEPI

2021-22 Data Collections Manual

The [2021-22 Data Collections Manual](#) has been released. Please refer to the CEPI website for updated postings of this document for the most current information about specific collection and data requirements.

MSDS Offline for 2021-22 School Year Rollover

MSDS will be offline for system maintenance in preparation for the 2021-22 school year from 4 p.m. **Friday, Sept. 17 through the morning of Monday, Sept. 27**. Please plan accordingly. UIC services via the Michigan Data Hub will remain available.

Removal of 2019-20 MSDS School Year Data

CEPI will remove all 2019-20 school year data from the staging area during school year rollover. If you wish to retain any data from the 2019-20 school year, be sure to download and save your collections and reports by Sept. 17. After this date, users will no longer have access to staging areas or certified reports for that school year.

SRM Collection Deadline

The 2020-21 [SRM Collection](#) for [Graduation Rate Appeals](#), Section 23a claims, and EL Exits closes on Wednesday, Sept. 15 at 11:59 p.m. EDT.

Removal of Request for UIC Data, Updated Schema and Sample

CEPI will remove all Request for UIC Collection data from the staging area during the school year rollover. If you wish to retain any data from this collection, be sure to download and save data and reports by Sept. 17. After this date, the new Request for UIC Collection will open for the 2021-22 school year.

The updated 2021-22 schema, sample file and schema summary have been posted to the [Request for UIC](#) web page.

The Fall 2021 REP Collection is officially open as of September 1, 2021. Certified data are due to CEPI by 11:59 p.m. EST on **December 1, 2021**.

Please review the [Fall 2021 REP Data Field Descriptions](#) guide for new and removed assignment codes.

The Teacher Student Data Link Collection is required for all students, which increases the need for accurate Fall and EOY REP reporting. Many data quality issues are tied to the assignment and PIC reporting in REP. To address the data quality issues and review processes, CEPI recommends reviewing the [Best Practices for REP and TSDL Course Reporting document](#) at the start of the school year.

The Educator Effectiveness Appeals window has also opened for submissions. It is important that all inaccurately reported ratings are corrected through use of the EE Appeals Window. For more information on how to submit an appeal, please see the [Educator Effectiveness Appeals guide](#). The EE Appeals window will end at 11:59 p.m. EST on Dec. 1.

Collection Reminders

EEM

Please verify all contacts and the responsibilities that are currently applied to each user.

EEM User Guide:

https://www.michigan.gov/documents/cepi/EEM_user_guide_251563_7.pdf

GAD

Appeals Window Opens: 8/2/2021

Appeals Window Closes: **9/15/2021**

GAD Audit Window Opens: 10/4/2021

SRM

The 2020-21 SRM Collection is open now through Wednesday, September 15 at 11:59 p.m. EDT.

The SRM Collection Opens for the 2021-22 academic year on 9/27/2021.

August Section 23a Claims:

- Claims may be submitted in the 2020-21 SRM or 2021-22 SRM Collection (opening 9/27/2021).
- Students who are age 20 as of 9/1/2021 must be submitted in the 2020-21 SRM.

CEPI Student Records Maintenance Collection (SRM)

https://www.michigan.gov/cepi/0,4546,7-113-986_50502_53650---,00.html

Please refer to the [SRM Overview document](#) for further information.

General Collection

Fall General Collection Opens on 9/27/2021

Fall General Collection Submission Certification Deadline is 11/10/2021

Fall Count Day is 10/6/2021

Early Childhood Collection

Fall Early Childhood Collection Opens on 9/27/2021

Early Childhood Fall Collection Certification Deadline is 11/17/2021

For all state deadlines, please download the most current [CEPI calendar](#)

For the 2020-2021 Pupil Accounting Manual, click [here](#).

For the MISDmsds collection program, click [here](#).

Student Records Maintenance (SRM) Best Practices

The Michigan Student Record Maintenance collection may be used to submit updated student data to the state throughout the school year.

The As of Date is a characteristic of the Student Record Maintenance Collection. This is the date that the change in the student record took effect, and it can be entered on the General Ed 5-19 tab of the State/Province-MI screen.

If you enter a date in the As of Date field, you can search this field the following ways:

Search: S_MI_STU_GC_X.SRMDate > 10/15/2015 ; S_MI_STU_GC_X.SRMDate < 12/15/2015

Search: S_MI_STU_GC_X.SRMDate # (not equal to blank)

Search: S_MI_STU_GC_X.SRMDate = ##/##/#### (where ##/##/#### represents a specific date)

Search: S_MI_STU_GC_X.SRMDate contains 2015 (contains the year 2015)

If you leave the As of Date field blank, you can search for students a variety of ways:

Select students individually using the “Select By Hand” function.

Search for exited students:

Example - /Exitdate>10/07/2015;Exitdate<12/01/2015 – This search will produce a selection of students who exited your district between 10/07/2015 and 12/01/2015.

Search for newly enrolled students:

Example - /Entrydate>10/07/2015;Entrydate<12/01/2015 – This search will produce a selection of students who have a new enrollment between 10/07/2015 and 12/01/2015.

Verify that your selection of students is coded properly to be included in state reporting:

Run the List Students function and include fields:

- Lastfirst
- State_ExcludeFromReporting
- If a value of False is listed, then the student is included in state reporting.
- If a value of True is listed, then the student is excluded from state reporting.

Running the MI General / SRM / Early Childhood Report

- This report may be run from the district level or from the school level.
- If the As of Date is blank, then the Current Count Date entered on the report interface is extracted as the student’s As of Date.

- The report includes students who were enrolled at any time between the Previous Count Date and the Current Count Date.
- The students must not be excluded from state reporting.
- Attendance is automatically calculated for all students.
- 1. Current Selection Students: the selected students only or all students
- 2. Collection Type: from the drop-down menu select Student Record Maint
- 3. Entity Type Code: select District Number
- 4. Entity Code: enter the district code
- 5. Reporting District's State Assigned 5-digit District Number: enter the district number
- 6. First Day of School: enter the first day of school
- 7. Previous Count Date: enter the previous count date
- 8. Current Count Date: enter the current count date
- 9. Select schools to export. If none are selected the export will run for the entire district.

Helpful Hints

- The As of Date cannot be less than the previous count date.
- The As of Date cannot be greater than the current date.
- The As of Date cannot be prior to the student's entry date.
- The As of Date cannot be after the student's exit date.
- First Day in Attendance MUST be included for Section 25 SRM requests.

PowerSchool

Helpful Reports for Verification of Weekly Attendance:

1. **Class Attendance Audit:** This report can be run from PowerSchool admin. This report is more detailed than the Weekly Attendance Summary used in 20/21. The Class Attendance Audit report can be set to a date range, and shows every attendance code, for every student, each day of the week. To locate this report, go to System Reports>under the System tab>select "Class Attendance Audit"
2. **Attendance Grid - Any Week - PST:** This report can be run by your teachers in PowerTeacher to submit attendance to the office if required. (If you have the sqlreport installed)

Virtual Learning (Section 5-0-D)

Creating a Two-Way Communication Log in the PowerSchool Teacher Portal

- Two-way interaction is the communication that occurs between the teacher of record or mentor and pupil, where one party initiates communication and a response from the other party follows that communication.
- Responses must be to the communication initiated by the teacher of record or mentor, and not some other action taken.
- This interaction may occur through, but is not limited to, means such as email, telephone, instant messaging, or face-to-face conversation.
- Parent or guardian facilitated two-way interaction may be required if the pupil is in grades K-5 or in a special education program and due to the student's age or disability, the pupil does not possess the skills necessary to participate in two-way interaction unassisted.
- Two-way interactions are expected to continue throughout the course, even when not being used for membership purposes.
- The two-way interactions must relate to a virtual course on the pupil's schedule and pertain to course content or progress.

Teacher Portal - Two-Way Communication Log

Create Two-Way Communication Log in Teacher Portal

To create a Two-way Communication Log from the Teacher Portal do the following:

1. From the **Teacher Portal Sign In** page, click the **Backpack** icon.
2. From the **Student Information Page**, select a student.
3. Click **Select Screens**.
4. Click **MI Two-Way Communication Log**.
5. Select **Class**.
6. Click **New** and fill out the following fields and click **Save**:

Field	Description
Contact Date	Enter the contact date of the two-way communication with the student.
Contact Type(s)	Enter the type of contact. Email <ul style="list-style-type: none">• Yes• No Phone <ul style="list-style-type: none">• Yes• No Face-to-face <ul style="list-style-type: none">• Yes• No Homework Assignment <ul style="list-style-type: none">• Yes• No Other <ul style="list-style-type: none">• Yes• No
Document Teacher Interaction	Enter detailed information about each two-way interaction with the student.
Response Date	Enter the response date of the two-way communication with the student.
Document Student Interaction	Enter detailed information about the response from the student for each two-way interaction.

MI 10/30 Day by Period or by Class

This will create the MI 10/30 Day – By Period / Class report. Use this report to generate a listing of all students who were marked absent on the count date. Only students that were absent from at least one period on the count date will be listed in this report and only those periods that the student was absent from on the count date will be listed. A period will not show as returned on the report until the day after the student returns to that period, but will display the correct return date. If a student does not return in the required amount of time, an "X" will appear in the Returned Date column. Run this report if the school runs a regular single-day schedule.

- A student marked with an Excused Attendance Code has 30 calendar days to return.
- A student marked with an UnExcused Attendance Code has 10 school days to return.
- A student marked with a Suspension Attendance Code has 45 calendar days to return.

Section 25e

If you have specific pupil accounting questions, please reach out to your auditor(s). The **Tentative** Date to Begin Section 25e Upload to MSDS is 11/29/21.

The CEPI Section 25e User Guide can be found at:

https://www.michigan.gov/documents/cepi/Section25_User_Guide_437077_7.pdf

Updates from Meal Magic

Coming soon

District ID Will Be Needed to Log In

We are releasing important security updates affecting how customers access Meal Magic Cloud products and services. Beginning with Meal Magic Cloud version 14.002, you will need your District ID to log into this site.

If your school is using OSS or Family Portal, this is the same District ID used to access those services. Administrators can find your District ID by navigating to Management > Security > Licenses. Be sure that anyone who needs to log into back office administration knows their District ID.

Once Meal Magic Cloud version 14.002 is released, you will need to type the District ID on the login screen. Alternately, you will be able to login on your new, district-specific login page. For example, if your District ID is "acme", you can log in at <https://acme.mealmagic.cloud> to skip typing the District ID each time.

This change will enable us to keep your data isolated, which will enhance data privacy and security.

Family Portal Is Open!

Meal Magic Corporation is pleased to announce the opening of Family Portal. The site is our first step towards bringing a variety of services together in one convenient website for parents. Our initial release combines online applications from LunchApp.com with our new online Household Information Reports (HIRs).

To enable online applications and/or HIRs, you will need to configure some settings under Meal Magic Cloud Administration. For instructions, visit <https://www.mealmagic.com/pdf/fpsetup.pdf>.

With this change, LunchApp.com can no longer be used to submit applications, and parents will be redirected to Family Portal.

As part of our commitment to data privacy and security, all application and HIR submissions from Family Portal are saved directly to your district database instead of being held by our system. Also, there no longer is a need to upload information to us. All Family Portal related changes you make in Meal Magic Cloud Administration will take effect immediately on the new website.

Soon, we will be integrating SendMoneyToSchool.com and MyLunchAccount into Family Portal, but for now, parents will need to use the existing websites for these services.

Immunizations

Timeline for MCIR/SIRS Reporting

January – December:

Build your roster, assure that appropriate reporting period and grade is marked for each student. Use current grade, or roundup for kindergarten in the Spring and Summer of 2020 – all students will be advanced automatically on August 1st.

October:

Childcare closes the report period by going into IP Status and clicking on the “close period” button on October 2nd. (The button will not be highlighted, and you will not be able to close the period if you are not at 90% compliancy.) Continue to update immunization records until you reach at least 90% compliancy.

November 1st:

School closes the report period by going into IP Status and clicking on the close period button. (The button will not be highlighted, and you will not be able to close the period if you have not obtained at least 90% compliancy). Complete vision report for all kindergarten students. Continue to update immunization records until you reach at least 90% compliancy.

February 1st:

School closes the report period by going into IP Status and clicking on the “close February 1st: School closes the report period by going into IP Status and clicking on the “close period” button. (The button will not be highlighted, and you will not be able to close the period if you are not at 95% compliancy). Continue to update immunization records until you reach at least 95% compliancy. Contact your local health department or the help desk if you have any questions about reporting.

MCIR FAQs

<https://www.mcir.org/school-childcare/>

Creating a Roster in the Michigan Care Improvement Registry (MCIR)

Michigan Care Improvement Registry (MCIR) Roster Basics

❖ Roster Requirements

- School Sites: Kindergarteners, Students who are new to your School District and 7th Graders.
- Childcare Sites: All students (except school-age children, who will be reported by their school).

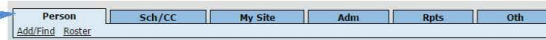
❖ Roster Basics

- Viewing your Roster:
 - From your home screen click on "Roster."



- From any other Screen:
 - Click on the "Person" tab, and then click "Roster."

The "Tabs" at the top of every screen allow you to navigate through MCIR quickly.



- Sort the Roster by Name, Birth Date, Grade, Report Period or Immunization Status by clicking in the radio button next to the corresponding text.

Roster sorted by name.

Name	Birth Date	MCIR ID	G	Gr	Pd	IS	Last Eval	Student ID
Little_Michigander	02/02/2002	16852629338	F	05	Nov15	I	02/19/2015	n/a
Michigander_Ima	01/31/2001	66443688670	F	02	Feb15	C	02/18/2015	n/a
Michigander_Little	09/15/2008	26411529673	F	02	Feb15	P	02/18/2015	n/a
Michigander_Little	01/01/2008	10218507326	F	01	Nov15	I	02/18/2015	n/a
Michigander_Little	11/21/2003	30260005794	M	05	Nov15	C	02/18/2015	n/a
mouse_mickey	01/01/2010	16818798336	M	05	Feb15	I	02/18/2015	n/a
MOUSE_MICKEY	01/01/1983	36850321794	M	05	Feb15	Ø		n/a
Number_One	04/30/2003	20256686122	M	05	Nov15	C	02/18/2015	n/a

The same Roster sorted by Immunization Status.

Name	Birth Date	MCIR ID	G	Gr	Pd	IS	Last Eval	Student ID
Michigander_Little	01/01/2008	10218507326	F	01	Nov15	I	02/18/2015	n/a
Little_Michigander	02/02/2002	16852629338	F	05	Nov15	I	02/19/2015	n/a
mouse_mickey	01/01/2010	16818798336	M	05	Feb15	I	02/18/2015	n/a
Michigander_Little	09/15/2008	26411529673	F	02	Feb15	P	02/18/2015	n/a
Michigander_Ima	01/31/2001	66443688670	F	02	Feb15	C	02/18/2015	n/a
Michigander_Little	11/21/2003	30260005794	M	05	Nov15	C	02/18/2015	n/a
Number_One	04/30/2003	20256686122	M	05	Nov15	C	02/18/2015	n/a
MOUSE_MICKEY	01/01/1983	36850321794	M	05	Feb15	Ø		n/a

➤ Immunization Status Key

- Incomplete (I)—Currently needs Immunizations.
- Provisional (P)—Currently Complete but will be Incomplete soon.
- Waivered (W)—Waiver on file for Immunizations.
- Complete (C)—Up-to-Date on Required Immunizations.
- No Evaluation (Ø)—Child is too old or young for the Site.

Table Key	
I	Incomplete
P	Provisional
W	Waivered
C	Complete
Ø	Person set to the current period has no evaluation

❖ When can I add a new student record into MCIR?

- After multiple wildcard searches.
- If student was born outside of Michigan, or before 1994.
- To add a student, you will need to search twice in a row using the exact same criteria each time. Then the option to add a student will appear.

If you have further questions, call the MCIR Helpdesk at 1-888-243-6652.

Presentation - Introduction to State Reporting and Tools

Here is a [link](#) to the complete presentation and resources needed to assist with State Reporting.

Additional Resources:

MPAAA Pupil Auditing Forms [Link](#)

Questions?

Please submit a request with the [WISD CSR HelpDesk System](#)