

Center for Educational Performance and Information (CEPI)

School Infrastructure Database (SID)

Application User Guide

End-of-Year 2016 Submission

Questions?

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Email: CEPI@michigan.gov



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Introduction

This guide is intended for all users of the School Infrastructure Database (SID). The SID Data Field Descriptions and any addenda posted to the SID web page should be used with this User Guide. This guide explains the process of using the SID Application, as well as how to properly enter and submit data via the SID Online Application and/or the bulk upload process.

General Information

What Data Are Entered Into the SID?

Data submitted by school districts via the SID include information about safety practices and incidences of crime in public schools, dual enrollment and instructional computers.

When Are the SID Data Due?

Your district's SID submission is due to CEPI by 11:59 p.m. on June 30, 2016.

Application Startup and Security

Authorized User – Your MEIS Account

The SID Application is available to authorized users only. To become a SID authorized user, you must first obtain an MEIS account. You may use the same MEIS account number for all MEIS applications. A separate security agreement is required for each MEIS application.

Questions concerning your MEIS account and CEPI applications can be directed to CEPI customer support at CEPI@michigan.gov or by phone at 517-335-0505, x3.

Create your MEIS Account

To create your MEIS account number and password, go to the MEIS website at: <https://cepi.state.mi.us/MEIS/login.aspx>. The following screen will appear. Follow the directions to create your MEIS account or update your account information.

The screenshot shows the Michigan Department of Education's MEIS login page. At the top, there is a header with the Michigan Department of Education logo and the text "Michigan Department of Education". Below the header, there is a blue banner that reads "Welcome to the Michigan Education Information System (MEIS)". The main content area contains the following text:

The MEIS User Management is a security system, implemented and used with various Michigan Department of Education (MDE) and Center for Educational Performance and Information (CEPI) applications.

A MEIS user will need only one account which will allow access to multiple MDE or CEPI applications.

- An account is unique to each individual user.
- An account **MUST** never be shared.
- An account remains open forever.

To obtain a new MEIS account, click [Create a New MEIS Account](#).

If you have a MEIS account and would like to adjust your account information, please login below.

Below this text is a login form with two input fields: "Login Name:" and "Password:". To the right of each field is a link: "I forgot my Login Name" and "I forgot my Password". Below the input fields is a "Log In" button.

At the bottom of the page, there is a section titled "Have questions/concerns about MEIS security or MEIS User Management?". Below this title, it says "Please contact the MEIS Help Desk via:" followed by "Phone: (517) 335-0505", "Press 2 for MDE Programs", and "Press 3 for CEPI Programs".

Need Help With Your MEIS Account or Password?

MEIS Account or Password

If you have any problems remembering your MEIS login ID or password for the SID, please visit <https://cepi.state.mi.us/MEIS/login.aspx>. If you are still unable to log in, please contact CEPI customer support at CEPI@michigan.gov or by phone at 517- 335-0505, x3.

Updating an MEIS Account Email Address or Phone Number

It is important for the MEIS user information to be current. Email messages are sent to all authorized users of an application. Therefore, it is imperative for all MEIS users to keep their email addresses current in their MEIS accounts. Because it is sometimes necessary for an individual from the state to contact an authorized user by telephone, each authorized user's phone number must be kept current as well. To update your email address or phone number, please do the following:

Go to: <https://cepi.state.mi.us/MEIS/login.aspx>

- a. Log in as a MEIS User.
- b. Click on "View/Update User Profile."
- c. Click "Edit," make changes, and then click on "Update."
- d. Click on "Return to the MEIS Main Menu."
- e. Log out of MEIS.

Security Agreement

After you have established your MEIS account, the next step is to download the SID Security Agreement from the CEPI website, at www.michigan.gov/cepi. Click on "CEPI Applications," and then click on "School Infrastructure Database." A link to the SID Security Form is indicated in the figure below. After you have security access to the SID, you are ready to begin by clicking the Go to SID button.

Note: A district may have more than one authorized user for the SID; however, each user must have an MEIS account number and submit a separate SID Security Agreement.

- [SID Security Form](#) 
- Deadline: SID data are due to CEPI by June 30.
 - See the [CEPI Calendar Page](#) for our master calendar of deadlines and collection dates.

[Go to SID](#) 

SID Content Information

The SID Data Field Descriptions contains a state of Michigan office contact for fields when appropriate. Questions pertaining to particular field content should be directed to the office contact.

For questions regarding SID content or technical assistance questions concerning your data submission, please contact CEPI customer support at CEPI@michigan.gov or 517-335-0505, x3. Please provide your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), your email address and your specific questions.

Help and Training

Please visit the CEPI website at www.michigan.gov/cepi. Click on "CEPI Applications," and then click on "School Infrastructure Database." Refer to the items listed under SID Help and Training.

The following help and training documents are available on the website:

Help and Training ▼

- [New to SID?](#) 
- [EOY 2016 SID FAQs](#) 
- [Dual Enrollment FAQs](#) 
- [EOY 2016 SID Short Form Worksheet](#) 
- [EOY 2016 SID Long Form Worksheet](#) 

SID Manuals

The SID User Guide and SID Data Field Descriptions are found under the Manuals tab on the SID page.

A copy of the SID Data Field Descriptions may be obtained from the CEPI website at www.michigan.gov/cepi. Click on "CEPI Applications," and then click on "School Infrastructure Database." The SID Data Field Descriptions can be found under the heading **Manuals**. Be sure to check the website for any addenda that may be posted throughout the submission period.

Manuals ▼

- [EOY 2015 SID User Guide](#) 
- [EOY 2016 SID Data Field Descriptions](#) 

Technical Material

The SID Record Layout document is found under the Technical Material section as indicated below.

Technical Material ▼

- [EOY 2016 SID Record Layout](#) 

SID Online Application

Accessing the SID Online Application

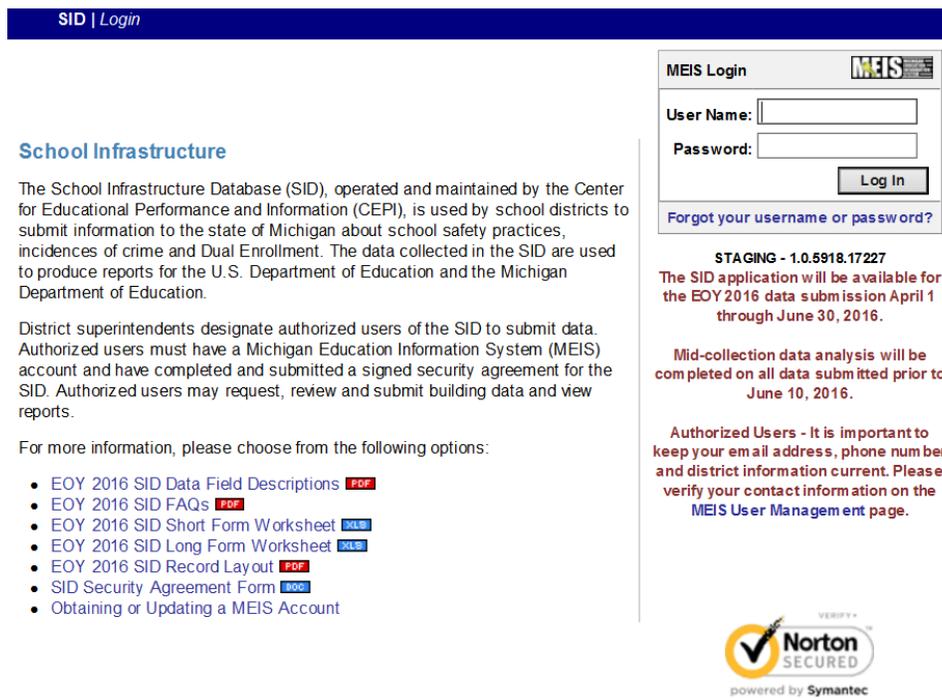
The SID may be accessed through the CEPI website at www.michigan.gov/cepi. Click on "CEPI Applications," and then click on "School Infrastructure Database." Click on "Go to SID" which will take you to the MEIS Login Screen.

- [SID Security Form](#)
- **Deadline:** SID data are due to CEPI by June 30.
 - See the [CEPI Calendar Page](#) for our master calendar of deadlines and collection dates.



MEIS Login Screen

After you click on the Go to SID application link, the following screen will be displayed. Enter your MEIS user name and password:



SID | Login

School Infrastructure

The School Infrastructure Database (SID), operated and maintained by the Center for Educational Performance and Information (CEPI), is used by school districts to submit information to the state of Michigan about school safety practices, incidences of crime and Dual Enrollment. The data collected in the SID are used to produce reports for the U.S. Department of Education and the Michigan Department of Education.

District superintendents designate authorized users of the SID to submit data. Authorized users must have a Michigan Education Information System (MEIS) account and have completed and submitted a signed security agreement for the SID. Authorized users may request, review and submit building data and view reports.

For more information, please choose from the following options:

- [EOY 2016 SID Data Field Descriptions](#) PDF
- [EOY 2016 SID FAQs](#) PDF
- [EOY 2016 SID Short Form Worksheet](#) XLS
- [EOY 2016 SID Long Form Worksheet](#) XLS
- [EOY 2016 SID Record Layout](#) PDF
- [SID Security Agreement Form](#) WORD
- [Obtaining or Updating a MEIS Account](#)

MEIS Login

User Name:

Password:

[Forgot your username or password?](#)

STAGING - 1.0.5918.17227

The SID application will be available for the EOY 2016 data submission April 1 through June 30, 2016.

Mid-collection data analysis will be completed on all data submitted prior to June 10, 2016.

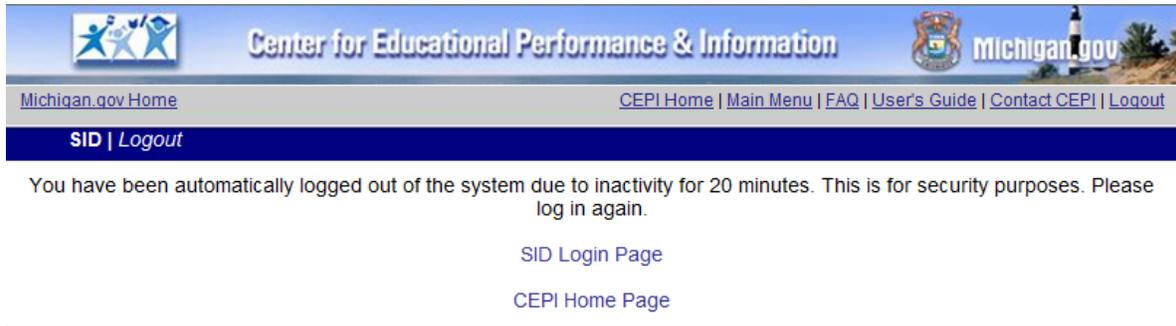
Authorized Users - It is important to keep your email address, phone number and district information current. Please verify your contact information on the [MEIS User Management page](#).

Norton SECURED
powered by Symantec

If you need more information, or if you have entered your user name and password correctly and access to the application is denied, please contact CEPI customer support at CEPI@michigan.gov or by phone at 517-335-0505, x3.

System Logs Out User

Please remember that your session is tracked. Your user name and password are valid as long as you have been active on the screen within the last 20 minutes. If your connection has been inactive for a period of 20 minutes, your access authorization ends, and you must log in again. Any pending information you have entered will be lost and must be re-entered when you log in again. Be sure to click on "Save Data for this School/Facility" frequently to save your submission. The following screen will appear when you are logged out of the SID Application because of inactivity:



SID Welcome Screen/SID Main Menu

The Welcome page in the SID contains general information about the SID data submission. It also contains a list of the district(s) to which you have access for data submission purposes. A separate security agreement is required for each district. If you should have access to a district and it is missing from the list, submit a security agreement for the district in order to gain access. If schools/facilities are missing from the school/facility list, verify that the Educational Entity Master (EEM) information is up to date for that district. The Welcome Screen contains a link to the security agreement form.

Michigan.gov Home | **CEPI Home | Main Menu | FAQ | User's Guide | Contact CEPI | Logout**

SID | Main Menu

Welcome to the School Infrastructure Database

The "SID Data Submission" section below indicates the district(s), school(s), and administrative unit(s) for which you are an authorized user. If you are the authorized user for multiple districts, schools, facilities, and administrative units, one district is listed when you log in to the SID Application. To access other districts for which you are an authorized user, select the district from the drop-down menu.

If there are districts missing from your list, please submit a security agreement for the district.

If schools/facilities are missing from the list for a district, verify that the Educational Entity Master is up to date for that district.

My District: Happy Valley Schools

Reports

View the District Submission Summary Report of all your school/facilities in your district for the current SID data collection.

- District Submission Summary Report

SID Data Submission

To submit your SID data for all of your district's schools/facilities via a comma-delimited file, choose the bulk upload function:

- SID Bulk Submission

To access the submission form for an individual school/facility, click on the school/facility below. Click on the report icon to the left of the school/facility name to view a printable submission summary:

School/Facility	Status
Happy Valley Elementary	X
Happy Valley Middle School	X
Happy Valley High School	X
Happy Valley Alternative High School	X
Happy Valley School District	X

Icon Legend

- View the summary report for the unit.
- Data entry complete for the unit.
- Data entry incomplete for the unit.

Note: When all fields on the submission form have green check marks (✓), the school/facility name on this Welcome screen will be shown with a green check mark (✓). When all schools/facilities listed for your district have green check marks, your district's submission is complete.

The Red "x" (✖), the Green Check Mark (✔) and the Report Icon

Each school/facility listed has a red "x" (✖) following the name of the school/facility. The red "x" indicates that the submission is not complete. After a field has been completed and saved, a green check mark (✔) will appear to the left of the field on the submission screen. After all fields have been submitted for a school/facility, a green check mark will appear next to the school/facility name on the Welcome Screen. When all schools/facilities listed for your district have green check marks, your district's submission is complete. To review the data your district has submitted, click on the report icon  to the left of the school/facility's name.

Data must be submitted for each field, even if there were no reportable incidents. Some fields in the SID require a "Yes" or "No" response. Some fields require a numeric response. If a school/facility has no reportable incidents, report a value of zero ("0") when a numeric entry is required. Blank fields will be considered incomplete, except for the optional fields.

The red "x" (✖) indicates that the field submission is not complete:

 (5) Physical Assaults *

Indicate the number of incidents of physical assaults between a student and another person(s) that were reported to law enforcement. These incidents must have occurred during the past school year on school property or at a school-sponsored activity.

The green check mark (✔) indicates that the field submission is complete:

 (5) Physical Assaults *

Indicate the number of incidents of physical assaults between a student and another person(s) that were reported to law enforcement. These incidents must have occurred during the past school year on school property or at a school-sponsored activity.

School/facility Submission Complete

The green check mark (✔) indicates that the school's submission is complete for all the fields in the SID. The red "x" (✖) indicates that a school's submission is not complete for all fields in the SID. Click on the report icon to the left of a school name to review the data for that school.

East Lansing School District	
 Donley Elementary School	✔
 East Lansing High School	✔
 East Lansing School District Central Administrative Office	✔
 Glencairn School	✔
 MacDonald Middle School	✖

Beginning Your SID Submission

Welcome Screen

Click on the school/facility or administrative unit name on the Welcome to the School Infrastructure Database screen to view the submission screen.

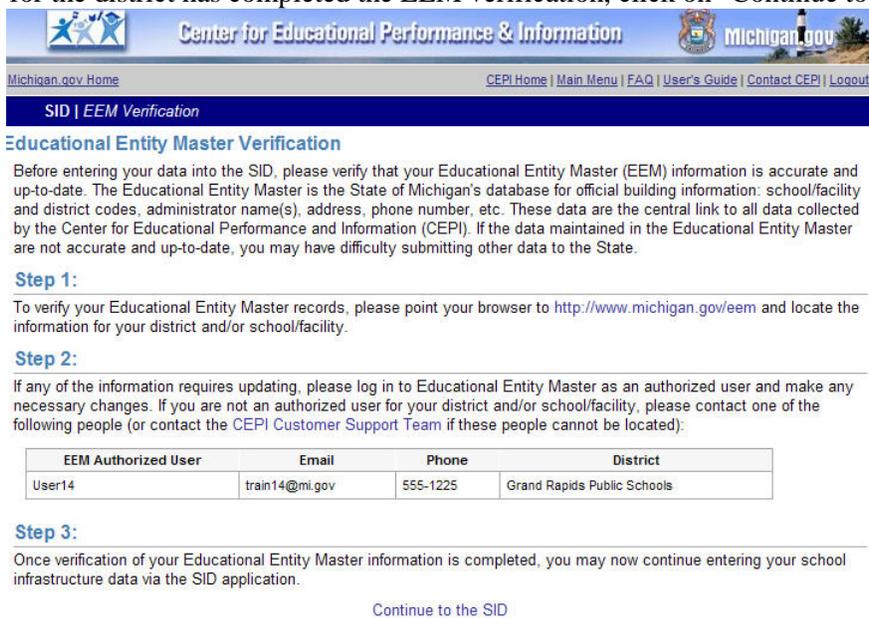
To access the submission form for an individual school/facility, click on the school/facility below. Click on the report icon to the left of the school/facility name to view a printable submission summary:

	School/Facility	Status
	CAP Adult and Alternative Education	✗
	Potterville Elementary School	✗
	Potterville High School	✓
	Potterville Middle School	✗
	Potterville Public Schools	✗

Verification of the Educational Entity Master (EEM)

When a school/facility is selected from the district list, the EEM Verification page will appear. Please have your EEM authorized user verify that the EEM information is accurate and up to date. The data entry form will be displayed after you click on one of the three selections, as illustrated below.

During each submission cycle of the SID, each district will be reminded to verify that its information is accurate and current. The EEM authorized user for your district should verify that the information about your district and schools/facilities is correct prior to each submission. After verification, you may proceed to submit your data. The following message will appear on the screen the first time the SID authorized user attempts to access each of the district's schools/facilities in the SID each submission cycle. After the authorized user for the district has completed the EEM verification, click on "Continue to the SID".



The screenshot shows the 'Educational Entity Master Verification' page. At the top, there is a header for 'Center for Educational Performance & Information' and 'michigan.gov'. Below the header, there are navigation links: 'Michigan.gov Home', 'CEPI Home | Main Menu | FAQ | User's Guide | Contact CEPI | Logout'. The main content area is titled 'SID | EEM Verification' and 'Educational Entity Master Verification'. It contains a paragraph explaining the importance of accurate EEM information. Below this, there are three steps: 'Step 1: To verify your Educational Entity Master records, please point your browser to http://www.michigan.gov/eem and locate the information for your district and/or school/facility.', 'Step 2: If any of the information requires updating, please log in to Educational Entity Master as an authorized user and make any necessary changes. If you are not an authorized user for your district and/or school/facility, please contact one of the following people (or contact the CEPI Customer Support Team if these people cannot be located):', and 'Step 3: Once verification of your Educational Entity Master information is completed, you may now continue entering your school infrastructure data via the SID application.' A table is provided for Step 2, listing EEM Authorized User, Email, Phone, and District. The table contains one row: User14, train14@mi.gov, 555-1225, Grand Rapids Public Schools. At the bottom, there is a link 'Continue to the SID'.

EEM Authorized User	Email	Phone	District
User14	train14@mi.gov	555-1225	Grand Rapids Public Schools

If you have verified that all of your EEM data are correct for all schools/facilities in your district, you may check the box at the bottom of the screen that says, "Arrangements have been made to have my EEM data updated." After doing so, you will not see the EEM Verification page again for the district.

Administrative Unit - Sharing Space

If an administrative unit shares physical space with another school/facility, the district user may report the administrative unit in this manner and only report one set of data for the combined shared space. When the user clicks on the administrative unit, the following screen will appear. If the district's administrative office does share space with another school/facility, click on the button shown. The administrative unit will then be marked with a green check mark as complete.



The following screen will appear when you click on the "administrative office shares space" button:



Shared Space Marked in Error

The following screen will appear the next time the user clicks on the administrative unit:

The screenshot displays the 'SID | Data Submission Form' for 'Happy Valley Public Schools (00000)'. At the top, there is a navigation bar with the Michigan.gov logo and the Center for Educational Performance & Information (CEPI) logo. Below the navigation bar, the page title is 'SID | Data Submission Form'. The main content area shows the following information:

Operating ISD/ESA	Eaton ISD (23)
Operating District	Happy Valley Public Schools (23090)

This central administrative office has been marked as sharing physical space with another building in your district. Because of this, you do not submit any SID data for this unit. If this unit has been marked incorrectly, please click the button below to continue to enter SID data for this unit.

If the administrative unit was marked as sharing space in error, the user should simply click the "administrative office does not share space" button. The administrative unit will now be marked with a red "x" and the district will be required to submit data for the administrative unit.

"Logout" Before a School/Facility Submission is Complete

Before you exit a field, be sure to click "Save Data for this School/Facility" at the bottom of the submission screen before you click on "Logout," so that all data entered will be saved. If you need to end the submission session, simply click on the word "Logout" at the top or bottom of the submission screen.



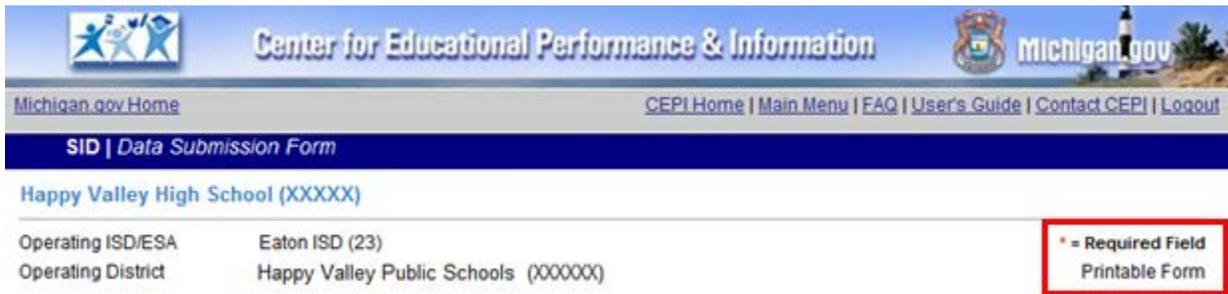
Save Data for this School/Facility

This will save your current progress. You may return at a later date to complete the submission.

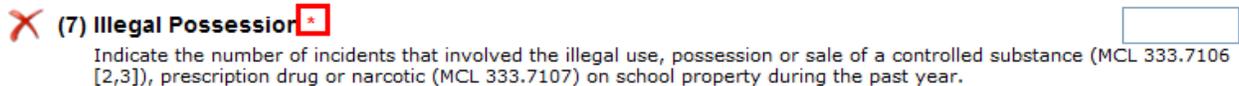


Submission Screen

When you click a school/facility or the administrative unit name, the online submission screen will appear. All fields appear on one screen. District users may complete the submission one field at a time, if desired. However, be sure to save your data before you exit the SID Application each time.



All required fields will have a red "*" after the name of the field.



A printable work form is also available for your use by clicking on "Printable Form" as shown above.

Submit to Database

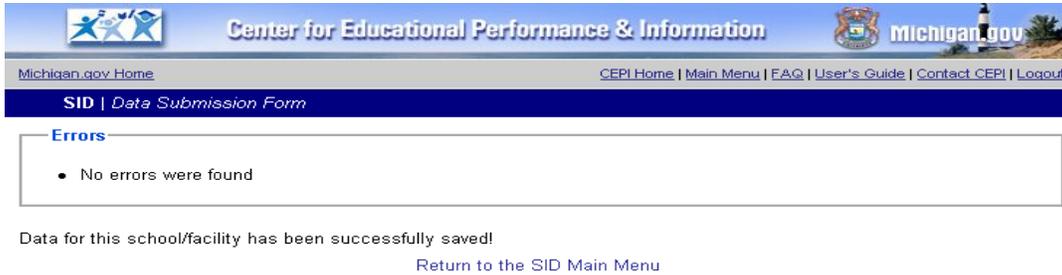
District users may submit data to the database after the completion of each field, if desired. As indicated previously, the "Save Data for this School/Facility" button appears at the bottom of the submission

screen. If a valid value is submitted, the field will be saved when the "Save Data for this School/Facility" button is clicked. If an invalid value is reported, an error message will appear (see sample at the bottom of this page).



This will save your current progress. You may return at a later date to complete the submission.

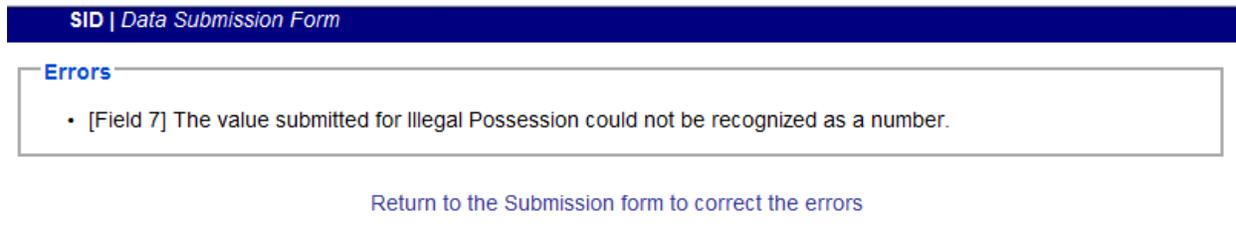
The following screen will appear if the submission is completed for the field:



After you have saved the field submission, you may click on "**Return to the SID Main Menu**" to obtain access to a school/facility for further submission.

Error Message for Incomplete Data Submission

If the data submitted is invalid for a field, the following message will appear when the user clicks on the "Save Data for this School/Facility" button. Click on "**Return to the Submission form to correct the errors,**" so that the field submission can be completed. All data that were submitted will still appear on the submission screen. After the data entry is completed, click on the "Save Data for this School/facility" bar again to submit the data to the database.



Reserved Fields:

When a specific data element is no longer required to be submitted, the field becomes reserved.
Data submission reminders for reserved fields:

Online Submission Form

The field will no longer appear on the submission form.

Bulk Upload Submission

The reserved fields must be separated by a comma and should not contain any data.

Section One: Crime & Safety

Field 1: Reserved Field

Field 2: Reserved Field

Field 3: Reserved Field

Field 4A: School Disciplinary Problems – Bullying



(4) School Disciplinary Problems (Bullying) *

Indicate the number of incidents of bullying (including cyberbullying) over the past school year that occurred on school property or at a school-sponsored activity.

Definition: In the box on the right, enter the number of bullying incidents that have occurred during the school year. "Bullying" means any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:

- (i) Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils.
- (ii) Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- (iii) Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- (iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Field 4B: School Disciplinary Problems - Truancy



(4) School Disciplinary Problems (Truancy) *

Indicate the number of students who were truant during the past school year. A student is considered truant when he or she has accumulated ten or more full days of unexcused absences in a school year.

Definition: In the box on the right, enter the number of students who were truant during the past school year. A student is considered truant when he or she has accumulated 10 or more full days of unexcused absences in a school year. A student should be counted as truant only once in a given school year after he or she has accumulated 10 or more full days of unexcused absences. An unexcused absence is defined by local school board policy.

Field 5: Physical Assaults



(5) Physical Assaults *

Indicate the number of incidents of physical assaults between a student and another person(s) that were reported to law enforcement. These incidents must have occurred during the past school year on school property or at a school-sponsored activity.

The Comprehensive School Health and Safety Programs Unit of the Michigan Department of Education has clarified the definition in Field 5: Physical Assaults to include only those incidents reported to law enforcement.

Definition: In the box on the right, enter the number of incidents of physical assaults between a student and another person(s) that were reported to law enforcement officials. These incidents must have occurred over the past school year on school property or at a school-sponsored activity.

Note: If the student was in possession of a weapon, the incident should be reported in **Field 15: Weapons on School Property**.

NOTE: If a school/facility has no reportable incidents, report a value of zero ("0") when a numeric entry is required.

Fields 6 Through 28 (Field 29 is a Reserved Field)

Enter the number of incidents in each field as illustrated in Field 5 above. Remember, each field must be completed for your district. If the school/facility has no reportable incidents, report zero. Be sure to use the "0" key and not a capital letter "O" when reporting your data.

Be sure to save your submission. You must click on the "Save Data for this School/Facility" button found at the end of the submission screen.

Save Data for this School/Facility

This will save your current progress. You may return at a later date to complete the submission.

Section Two: Dual Enrollment

This section of the SID requires data submission for dual enrollment.

Fields 34 Through 42

Each field in this section is numeric. If there are no reportable data for a field, report zero ("0"). Blank fields will be considered incomplete, and will remain marked with red "X's." The following illustrates the format for these fields:

DUAL ENROLLMENT

- X (30) 9th-Grade Eligible ***

Record the number of 9th-grade students eligible to participate. An "eligible student" is a student enrolled in at least one high school class in at least grade 9 who has completed all the sections of the 11th-grade Michigan Merit Examination (MME), the ACT PLAN, or the PSAT.

- X (31) 9th-Grade Participants ***

Record the number of participating 9th-grade students for whom tuition and fees were paid. An "eligible student" is a student enrolled in at least one high school class in at least grade 9 who is also enrolled in a postsecondary institution during the district's regular academic year.

- X (32) 10th-Grade Eligible ***

Record the number of 10th-grade students eligible to participate. An "eligible student" is a student enrolled in at least one high school class in at least grade 10 who has completed all the sections of the 11th-grade Michigan Merit Examination (MME), the ACT PLAN, or the PSAT.

- X (33) 10th-Grade Participants ***

Record the number of participating 10th-grade students for whom tuition and fees were paid. An "eligible student" is a student enrolled in at least one high school class in at least grade 10 who is also enrolled in a postsecondary institution during the district's regular academic year.

- X (34) Tuition and Fees ***

Record the amount of tuition and fees paid for by the district for eligible and participating students. An "eligible student" is a student enrolled in at least one high school class in grades 9, 10, 11 or 12 and is also enrolled in a postsecondary institution during the district's regular academic year.

- X (35) 11th-Grade Eligible ***

Record the number of 11th-grade students eligible to participate. An "eligible student" is a student enrolled in at least one high school class in at least grade 11 who has completed all the sections of the 11th-grade Michigan Merit Examination (MME), the ACT PLAN, or the PSAT.

- X (36) 11th-Grade Participants ***

Record the number of participating 11th-grade students for whom tuition and fees were paid. An "eligible student" is a student enrolled in at least one high school class in at least grade 11 who is also enrolled in a postsecondary institution during the district's regular academic year.

- X (37) 12th-Grade Eligible ***

Record the number of 12th-grade students eligible to participate. An "eligible student" is a student enrolled in at least one high school class in at least grade 12 who has completed all the sections of the 11th-grade Michigan Merit Examination (MME), the ACT PLAN, or the PSAT.

- X (38) 12th-Grade Participants ***

Record the number of participating 12th-grade students for whom tuition and fees were paid. An "eligible student" is a student enrolled in at least one high school class in at least grade 12 who is also enrolled in a postsecondary institution during the district's regular academic year.

- X (39) Postsecondary Courses Paid ***

Record the total number of postsecondary courses paid for in compliance with State School Aid Section 521(1).

- X (40) Postsecondary Courses - Postsecondary Credit ***

Record the total number of postsecondary courses paid for in compliance with State School Aid Section 521(1) that were granted postsecondary credit.

- X (41) Postsecondary Courses - High School Credit ***

Record the total number of postsecondary courses paid for in compliance with State School Aid Section 521(1) that were granted high school credit.

- X (42) Courses Not Completed ***

Record the total number of postsecondary courses paid for in compliance with State School Aid Section 521(1) that students did not complete.

After the dual enrollment data are entered, click on the box "Save Data for this School/Facility" to submit the data to the database.

Save Data for this School/Facility

Section Three: Students Who Are Victims of Violent Criminal Offenses

Field 43: Reserved Field

Field 44: Students Who Are Victims of Violent Criminal Offenses

Definition: Indicate the number of students who have been victims of violent criminal offenses on school property or at a school-sponsored activity over the past school year. A student shall be considered to be a victim of a violent criminal offense when the student or his or her parent or legal guardian has made an official written complaint to law enforcement officials and to school officials of the student's school district residence that the student has been the victim of a violent criminal offense that occurred at school.

The written complaint to school officials and law enforcement officials is sufficient. The complaint need not be investigated by a law enforcement agency to be counted. (The student or his or her parent or legal guardian should provide school officials with the date the alleged incident occurred and the law enforcement agency's complaint or incident number.)

As used in the Statewide Safe School Choice Policy, "violent criminal offense" means an act that constitutes criminal sexual conduct as defined by MCL 750.520b, 750.520c, 750.520d, 750.520e or 750.520g, or other serious assault constituting a felony violation of MCL 750.81 to 750.90g, or that constitutes an assault and infliction of serious or aggravated injury under MCL750.81a.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

In the event an act or transaction has multiple complainants (victims), the act should be counted only once. In the event that a student is the complainant of multiple acts that are not part of the same transaction, each act must be counted.

ADDITIONAL DATA REQUIREMENTS



(44) Students Who Are Victims of Violent Criminal Offenses *

Indicate the number of students who have been victims of violent criminal offenses on school property or at school-sponsored activities during the past school year.

Section Four: Reports – School/Facility and District Level

The SID Application has two types of reports available for district use: School/Facility and District Submission Summary. The school/facility reports provide a summary of the data submitted by the district user for each school/facility in the district. The District Submission Summary Report provides a summary of data submitted for all of a district's schools/facilities. The district-level report includes summary data for fields 4A through 47. Each district user is encouraged to print copies of all of the available reports when the district's submission is completed.

School/Facility Reports

At any time during the SID submission, a summary report is available that provides documentation of the submission for each school/facility. Click on the  icon next to the school/facility name on the Welcome

Screen to view the summary report. **Users are encouraged to print and save a copy of this report.** Each school/facility in the district has a separate report.

	School/Facility	Status
	Happy Valley Elementary School	X
	Happy Valley High School	X
	Happy Valley Middle School	✓
	Happy Valley Public Schools	X

The following illustrates a portion the school/facility report. The summary report includes each field reported, followed by the data submitted for that field. Each field is populated in this report after the completion of the field data.

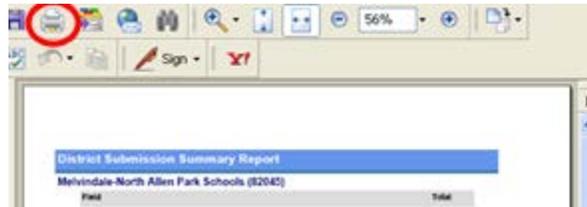
School/Facility Submission Summary	
Happy Valley Middle School (XXXXX)	EOY 2012
Field 4A: School Disciplinary Problems (Student Bullying)	0
Field 4B: School Disciplinary Problems (Truancy)	0
Field 5: Physical Assaults	1
Field 7: Illegal Possession	0
Field 8: Trespassers or Intruders	0
Field 9: Vandalism	2
Field 10: Cost of Property Damage	100
Field 12: Criminal Sexual Conduct	0
Field 13: Hostage	0
Field 15: Weapons on School Property	0
Field 16: Homicide	0
Field 17: Drive-by Shooting	0
Field 18: Bomb Threat	0
Field 19: Explosion	0
Field 20: Arson	0
Field 21: Robbery or Extorting	0
Field 22: Unauthorized Removal of Student	0
Field 23: Threat/Attempt of Suicide	0
Field 24: Suicide	0
Field 25: Larceny (Theft)	0
Field 26: Illegal Drug Use or Overdose	0
Field 27: Minor in Possession of Alcoholic Liquor	0
Field 34: Tuition and Fees	0
Field 35: 11th Grade Eligible	0
Field 36: 11th Grade Participants	0
Field 37: 12th Grade Eligible	0
Field 38: 12th Grade Participants	0
Field 39: Postsecondary Courses Paid	0
Field 40: Postsecondary Courses-Postsecondary Credit	0
Field 41: Postsecondary Courses-High School Credit	0
Field 42: Courses Not Completed	0
Field 44: Students Who are Victims of Violent Criminal Offenses	0
Field 45: Instructional Computers with High-Speed (broadband) Internet Access	25
Field 46: Instructional Computers with Dial-Up (narrowband) Internet Access	25
Field 48: Other Instructional Devices with High Speed Internet Access	25
Field 49: Other Instructional Devices with Narrowband/Dial-up Internet Access	25

District Submission Summary Report

At any time during the submission, a district user may review a district summary report of all the data submitted for all schools/facilities within the district. Access to the report is available on the SID Main Menu. Click on the link as illustrated below to open the report:

The screenshot shows the 'Center for Educational Performance & Information' website. The header includes the Michigan.gov logo and navigation links like 'CEPI Home', 'Main Menu', 'FAQ', 'User's Guide', 'Contact CEPI', and 'Logout'. Below the header is a blue navigation bar with 'SID | Main Menu'. The main content area is titled 'Welcome to the School Infrastructure Database' and contains instructions for users, a 'Current District' dropdown menu set to 'Happy Valley Public Schools', and a 'Reports' section with a link to 'District Submission Summary Report' circled in red. A sidebar on the left provides information about the data submitted to the database.

To print a copy of the report, click on the printer icon at the top of the page:



Section Five: Bulk Upload

Districts have two choices for data submission:

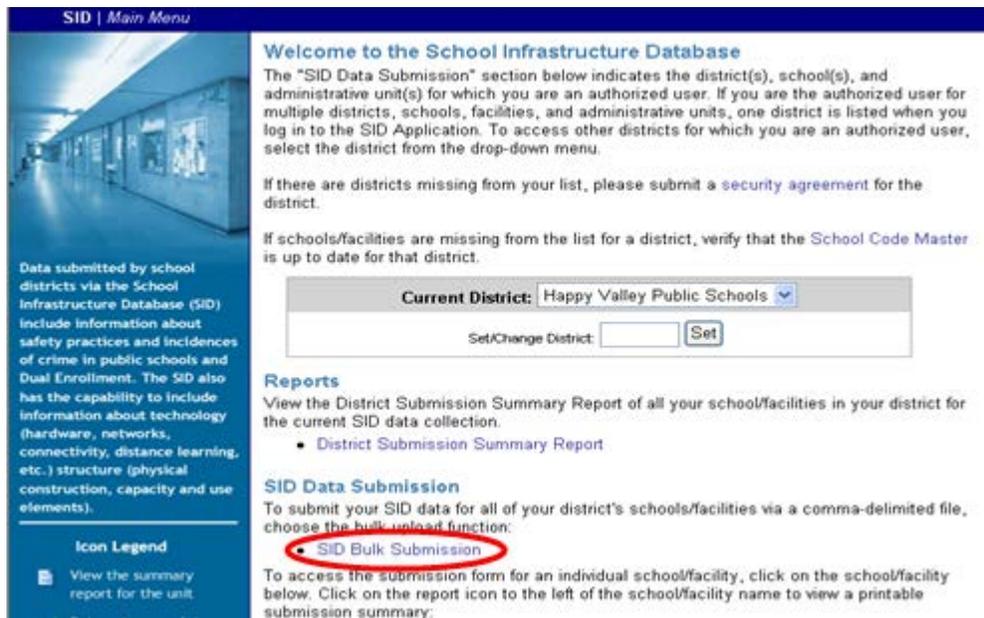
1. Online Application
2. Bulk Upload Application

Districts may either submit data online by school/facility or via the bulk upload process. If a district submits the SID data via the online application, it is not necessary to submit a bulk upload file. The bulk upload application allows a district to upload all schools/facilities within the district in one file. Districts may submit multiple files throughout the submission.

Bulk Submission/Update SID Data

For instructions on the creation of a SID upload file, refer to the EOY 2016 SID Data Field Descriptions and the 2016 SID Record Layout at www.michigan.gov/cepi. Click on "CEPI Application" and then click on the "School Infrastructure Database." The documents are located under the heading SID Data Manual.

The link to the Bulk Upload Application is located on the SID Main Menu as illustrated below:



The following screen will appear when you click on the "SID Bulk Submission" link. Click the Browse button to locate your file on your computer, and click the Upload SID File button to upload your file.

The bulk submission file must be formatted as described in the EOY 2016 SID Record Layout and the EOY 2016 SID Data Field Descriptions. Please note that all reserved fields must be separated by a comma and should not contain any data. When the file is ready to be uploaded to CEPI, the district user may do so through the SID Application Bulk Upload link as illustrated above. All files submitted as a bulk upload must end with **.csv**. Files submitted with any other extension will be rejected. When submitting a file, be sure to enter your complete email address and the path and file name to upload. Use the Browse button to locate the file on your computer. Click the Upload SID File button. After submitting the file, please wait while the file is processed.

Bulk Submission File Upload Results

After the file has been submitted via the SID Bulk Upload Application, a File Upload Results report will appear on your screen. If the report does not contain any error messages, all records in the file were processed correctly. If errors are found in the upload file, correct the errors in the file and upload the file again. A sample of error messages is shown here:

Be sure to verify that all schools/facilities have been properly reported and that each school/facility has a green check mark on the SID Main Menu. Print or save a copy of the reports for each individual school/facility and the district summary report. See Section 4: Reports, for further information.

Data Quality Initiative

Prior to the beginning of each submission cycle for the SID, an analysis will be completed of the previous submission's data to help ensure the accuracy of data submitted by districts. Email messages will be sent to districts when possible anomalies are discovered. Examples of possible anomalies that could be reported to districts are:

1. Questionable Number of Occurrences of a Type of Incident

Physical Assaults

- 485 Elementary School
- 618 Middle School
- 720 High School

Bullying

- 4234 Middle School
- 3362 Career Technical Center
- 1037 Rural High School

2. Vandalism and Cost of Property Damage

- 200 Incidents; \$200
- 2 Incidents; \$850,000
- 1 Incident; \$140,000

3. Dual Enrollment

- Elementary schools with eligible 11th and 12th grade students and participants

During the EOY 2016 data submission, CEPI will analyze the data submitted by districts and inform districts when possible anomalies occur. Districts are encouraged to finish the SID submission early so that the district can take advantage of this service. The snapshot of the data will be taken during the first week of June. The data quality initiative will help ensure that accurate data is reflected in all state and federal reports for your respective districts.

Using the Reports to Improve Your Data Quality

Review the district and school/facility-level reports to ensure the accuracy of the data reported. Review the reports by asking these types of questions:

1. Are the numbers of incidents reported in the fields reflective of each school/facility for your district?
2. Does your district offer services for expelled and suspended students?
3. Are the dual enrollment counts accurate for the 11th and 12th grade eligible and participating students?

Take the time to review your school/facility reports so that your district's data accurately reflects the number of incidents occurring with each school/facility.