

Macomb MISDmsds

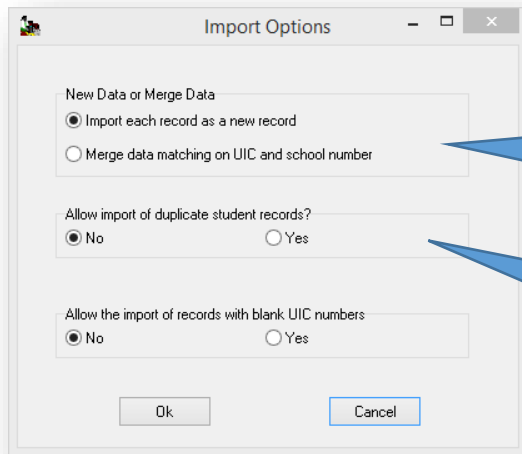
One very helpful tool when processing your data is the Macomb MISDmsds. This is a free program that was created by Macomb Intermediate School District. This program is updated throughout the year to allow for changes in the reporting process. Each reporting cycle you will want to make sure that you are working with the latest version. To download this program, go to: <http://www.misd.net/mt/misdmsds.html>

The screenshot shows the MISDmsds Collection Program website. At the top, there is a navigation menu with links for ABOUT MISD, MISD SCHOOLS, SPECIAL EDUCATION, MISD DEPARTMENTS, MACOMB SCHOOLS, COURSE OFFERINGS, PARENTS & STUDENTS, TEACHERS & EDUCATORS, and STAFF & ADMINISTRATORS. Below the navigation menu, the page title is "MISDmsds Collection Program" and it is noted as "Updated 04/11/2025". There is a "COUNT DATE NOTE" section with instructions on how to change the count date. Below that is a "REGISTRATION FORM" section with a red arrow pointing to the "Register for Update Notifications" link. Underneath is a "NOTES" section with three bullet points. At the bottom is a "PROGRAM DOWNLOAD" section with a red arrow pointing to the "Program Download Link" for the "MISDmsds v2.3.0.7 Data collection and validation program".

Importing XML Files

To import an XML file for a collection, choose Import/Import MSDS XML File/Import – “NAME OF COLLECTION”.

When you choose a file to import, you may be asked further questions before the file is actually imported. For example: When importing a general collection file, you will be asked how you would like the data to be imported.



Tip: Be careful when using Import each record as *new*. If you are importing into a database that already has data in it...using this could duplicate records if the student you are bringing in already has a record in the database. You may want to merge data instead.

Tip: there may be times when you want to bring in duplicate students. If it is the first time going through your file, it will catch any duplicate records coming out of your SMS.

Let's Try it!

1. Import the file named **General Collection File – Blank UIC with Duplicates** and say **NO** to **Import Records With Blank UICs and No to Duplicate Students**

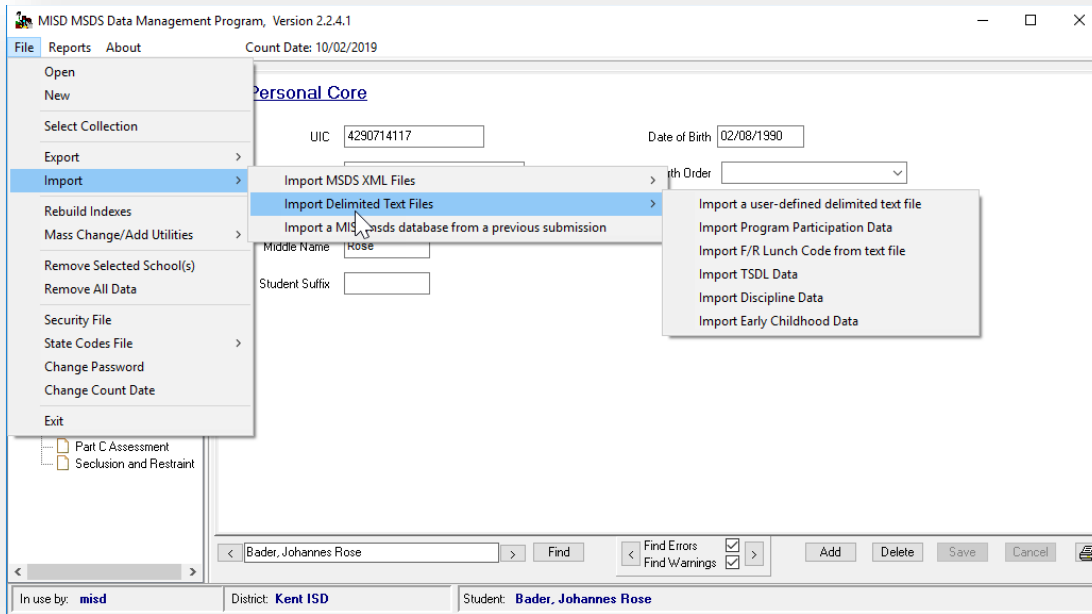
You will notice that student Bader, Johannes Rose is not imported because she has no UIC. The duplicate records for Baily and Baird are not brought in, and the rest of the 16 records are brought in.

2. To bring Bader in after you've obtained her UIC, you can re-import the file named **General Collection File - Bader** and say **NO** to **Import Duplicate Student**

You will see that Bader, Johannes Rose is the only student imported. She now has a UIC and the rest of the students in that file were already in Macomb. **When asked about importing duplicate students choose CANCEL.** Remove all records from the database.

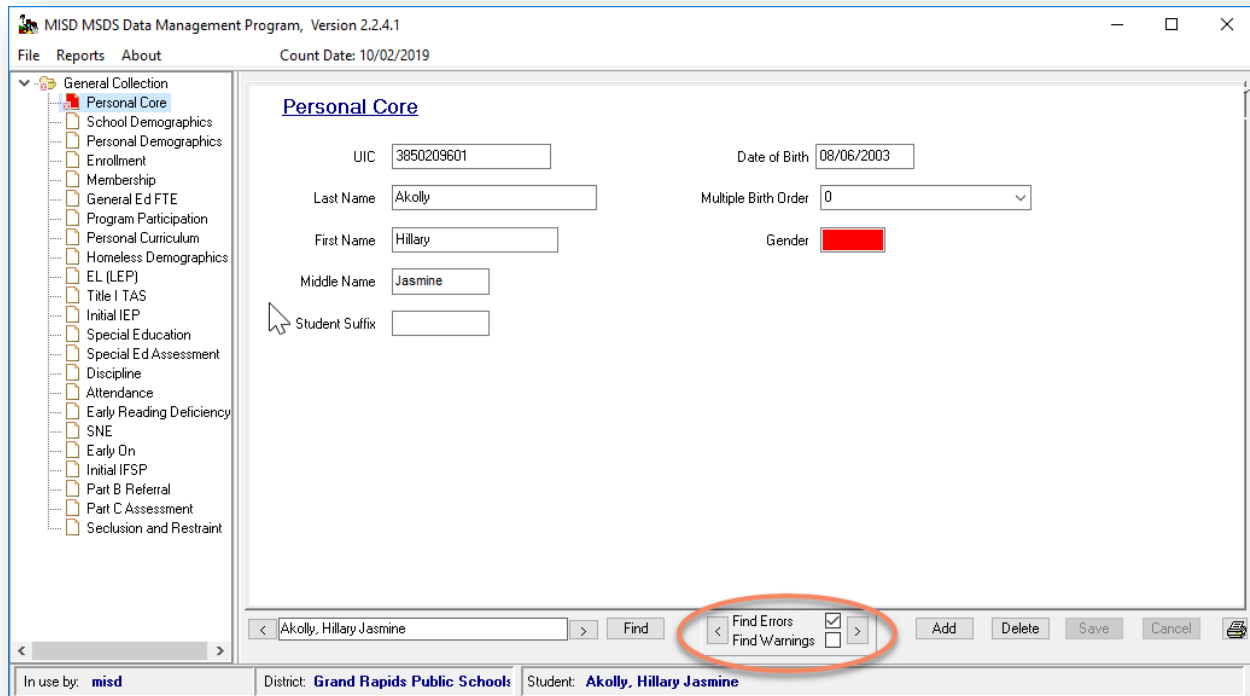
3. Import the **General Collection File – Blank UIC with Duplicates** and say **YES** to **Import Duplicate Student Records**

You will see that all students have been brought in, including two records for Baily and Baird. So, just by choosing a different option on import, you received a different outcome. Be careful of what you choose when you import!



Data Validation

When you choose which collection you want to work in, it tells MISDmsds which set of rules it should be applying to the data. You can run a report which will produce a listing of your errors or you can scroll through your errors using the Find Errors/Find Warnings.



Let's Try it!

Let's import a General Collection file that is loaded with errors.

1. Let's start by clearing our database. File>Remove All
2. Choose File Import>MSDS XML File>Import – MSDS General Collection
3. Choose the file named **General Collection Error File**
 - a. Import each as a new record.
 - b. Do Not Import Duplicate Records.
 - c. Do allow the import of records with blank UIC numbers.
4. So that we are only looking at errors pertaining to the General Collection, Choose File>Select Collection>General Collection. You will notice that Macomb uses the rules set in place by CEPI to highlight errors for you in red.
5. Resting your mouse pointer on a red field will tell you which rule is in err.
6. If this were a big file, you might want to produce a report of these errors by choosing Report>Data Validation Report, so let's run this report.

You can use the scrolling feature to scroll between errors (and warnings) and fix them right on the screen.

You will notice that a lot of the errors are the contacts component. The file that we imported was missing the contacts component. We can import that component to take care of these issues.

1. File Import>Import Delimited Text File>Import Contacts Data
2. You'll notice they tell you what they file needs to look like and has the headings there that you can copy. Click the Browse button and we will choose the file named Contacts. Leave the Clear Existing Contacts as No.

Import Contacts data from a tab delimited file

This procedure will import Contacts data from a tab delimited file or a csv file.

Your import file must be tab delimited and contain the following column headers: (Scroll to see all column headers)

UIC	StuLastName	StuFirstName	AddressType	StreetNbrName	AptRmSuite	City	State	ZipCode	PhoneNbr
-----	-------------	--------------	-------------	---------------	------------	------	-------	---------	----------

Click the Copy button to copy these column headers to the Windows clipboard. You will then be able to paste the labels into your import data spreadsheet.

All matching is done by UIC. Last name and first name are provided for your convenience. If a student has multiple Contact records, include a line in the file for each Contact record. Make sure to include the UIC on each line.

File to import:

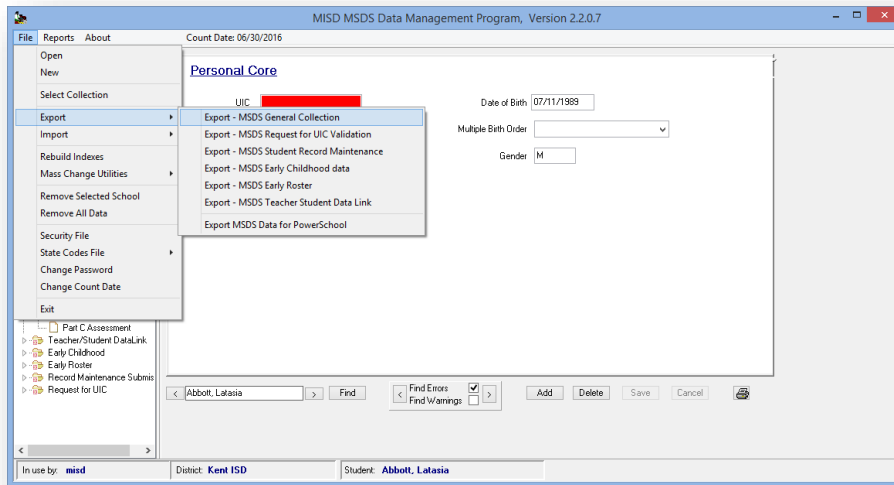
Clear existing Contact records first?
 No Yes

If you choose to Clear existing Contact Records first, your import file must be sorted by UIC.

Exporting Your Data

Before exporting your file to go up to the state, you will want to make sure that you run the Data Validation report. As a matter of fact, when you ask the system to export your file, it will automatically pop up and ask you if you would like to validate your file first. This is a very important step to do. It will save you time in the long run!

Once your data is clean, you will want to export your file to upload to the state. You can export it by choosing File/Export and then choosing the collection you would like to export. When it is done creating the file, you will find it in the folder in which the program was installed.

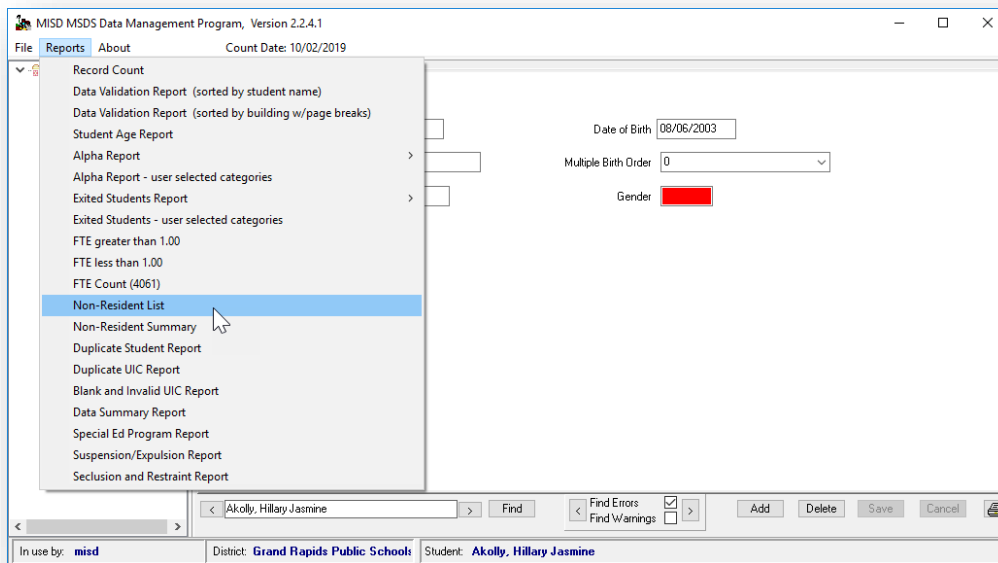


Reporting

By looking through the Reports menu, you will find a lot of reports that will help you make sure that your data is clean before putting it up to the state. It's important to have a clean file before submitting, or you could end up having to upload multiple times...which uses up your valuable time! The Duplicate Student Report, Duplicate UIC Report and Blank and Invalid UIC Report are all essential to making sure you have good data.

Let's Try It!

Let's take a walk through the reports menu!



Importing Delimited Text Files

Sometimes you may need to import a file that is not already set up in XML format. To do this you use the Import Delimited Text Files.

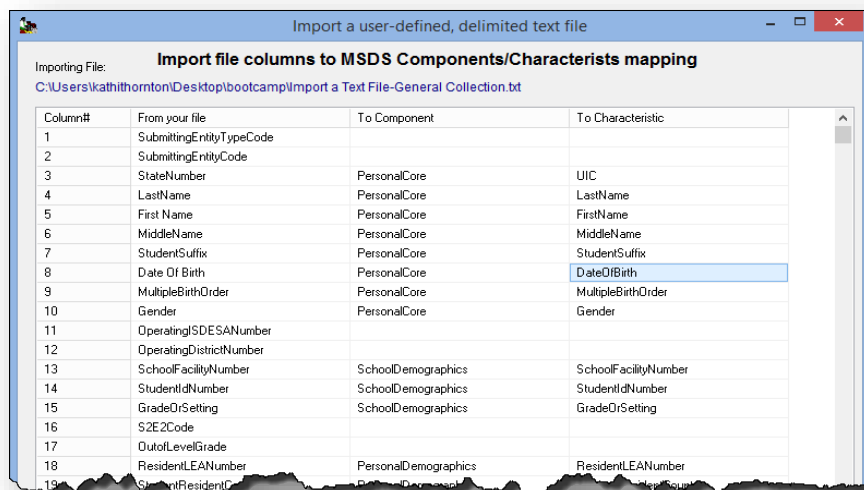
When bringing in data this way, you will map the fields so that the data imports correctly into the program. *It really helps if you have the column headers in your file named the same as the MSDS Component Characteristics.*

Let's Try it!

First off, let's clear our database of data by choosing File/Remove All Data

1. Choose File>Import>Import Delimited Text File>Import a User Defined, Delimited Text File.
2. Choose the **Import a Text File-General Collection** file. (Leave all options as checked)

You will notice that the UIC, First Name and Date of Birth characteristics do not automatically map for you. This is because they are named differently in the file than what the Characteristic is named. (StateNumber=UIC, First Name=FirstName, Date of Birth=DateofBirth). You'll need to select the correct component and then the correct characteristic to map these. (They are all in the Personal Core Component). You will get a warning that there are unmapped fields, this is fine, hit okay. (17 records imported)



Fields with Multiple Values

Now sometimes you need to import a text file which contains fields that you can have multiple choices for. For example: Let's say you are importing the Early Childhood Collection. This collection contains a couple of fields that can have multiple values. We are going to do an import to see how MISDmsds handles this import. When you set your data up in Excel, you will put the multiple values in the column for that field. You can either put a comma between the different values, or you can just list the values with no spaces.

Let's Try It!

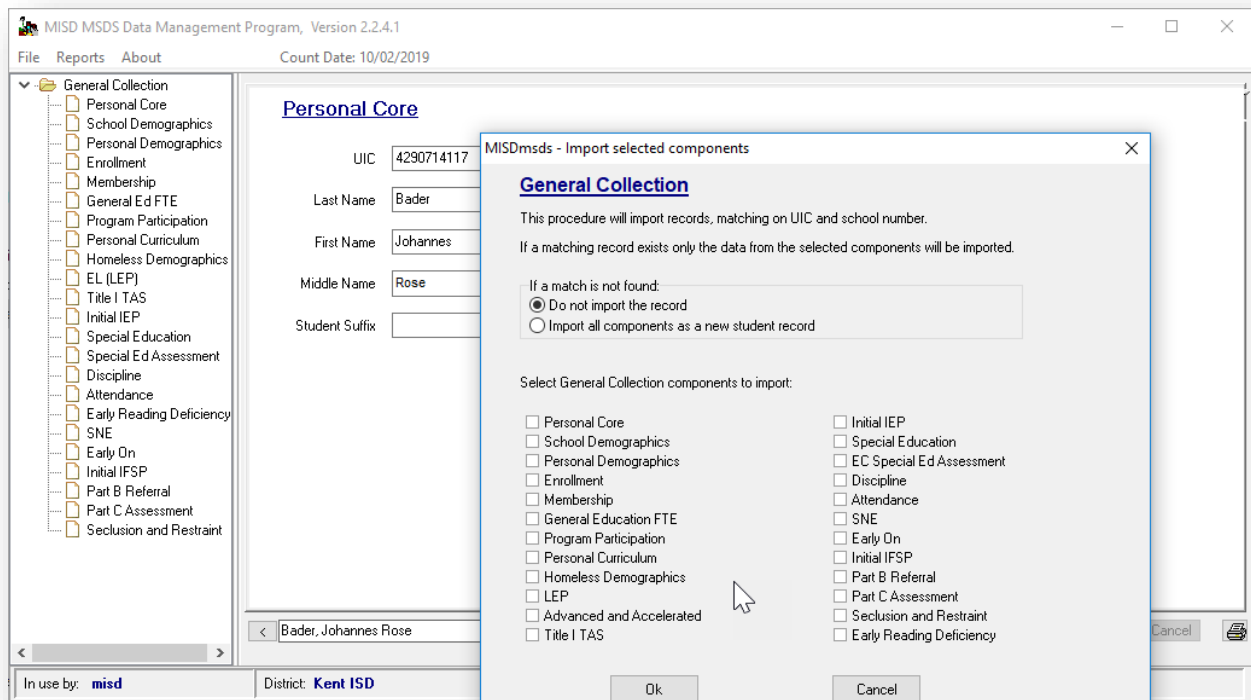
Let's start with a clean database by removing all records. File/Remove All Data

For this issue, you need to bring the data in first as a User Defined Delimited Text File, then you bring it in a second time using the Import Early Childhood Data. This is a text file that we are bringing in.

1. First off, we have to import the file as a User Defined file to get the students personal core data into the database. Import the **EC Text Import** file by using the File>Import>Import Delimited Text File>**Import a User Defined, Delimited Text File**.
2. Secondly we will then import the Early Childhood Data by choosing File>Import>Import Delimited Text File>**Import Early Childhood Data** and bring in the same **EC Text Import** file. Notice the values in the Additional Eligibility Factors and Qualifying Factors have selected the correct checkboxes.

Importing Selected Components

You may find you need to import just one component of the collection. For example, maybe your food service department sent you an updated listing of free and reduced or maybe you have some discipline that was entered late and wasn't picked up in your initial data pull. You can easily import and update your students' records by using Import Selected Components.



Let's Try it!

You have your students in your file, but your food service director calls to say she missed a handful of lunch status's. She has provided you with an XML file of these kids and what their status should be. You can easily import that into Macomb and have it update the records in your file.

1. Let's start by clearing our database. File>Remove All
2. Choose File>Import MSDS XML Files>Choose the file **General Collection File**
3. Now that we have some kids, Choose File>Import MSDS XML Files>Selected Components of General Collection.
4. Choose the file **Missed Free & Reduced**
5. Select SNE and choose Ok. (6 student records have been updated Bader, Bailey, Baird, Baird, Barcheski & Barkman)

But wait! What if your director provides you with a Tab Delimited file? Edit the file to contain just UIC and lunch status and you are good to go! You can still use the import a text file feature and import it from a tab-delimited excel file!

1. Choose File/Import Delimited Text Files/Import F/R Lunch Code from text file
2. Choose the **Tab Delimited SNE** file

Voila, the rest of your students (5) now have their Free/Reduced information.

Let's Try it!

Let's bring in some discipline data.

1. Choose File/Import Delimited Text Files/Import Discipline Data
2. Choose the file named Disciplinary Import. Johannes Bader now has discipline. The multiple incident types, which were in one column in the import file, are now located in the incident type field.

Why is it important to know how to bring in subsets of data into your file? Far too often you will have your file clean and ready to go and at the last minute you realize you are missing some data, or it needs updated due to last minute additions to the system. If you pull a full file again, there are chances there have been changes in the system that you don't want in your file. By using Macomb to update the data, your "ready to go" file stays clean.

Teacher Student Data Link (TSDL)

The Teacher Student Data Link Collection in the Michigan Student Data System (MSD) reports links between students and the teachers who provide instruction to them. These data are necessary to meet the requirements of the America Competes Act, The State School Aid Act of 1979, and are used by the Michigan Department of Education in calculations for the Parent Dashboard for School Transparency. Data reported in the collection reflect the student's performance in classes taken throughout the current academic year.

TWO COLLECTIONS!

Migrant Students

All migrant-eligible students in grades 9 through 12 are required to be reported. Migrant students' eligibility data will be imported from the Migrant Education Data System (MEDS) into MSDS on a nightly basis. Districts are required to submit all course information for these students whether or not they are receiving migrant services from the district, no matter how long the students have been in the district after the start of the new school year. It is expected that at least one teacher will be reported for each student.

Migrant-eligible students must have course information submitted in the Ongoing TSDL within 10 days of the migrant-eligible student enrolling in the district and within 10 days of the migrant-eligible student exiting the district regardless of how long the student is in the district.

All Non-Migrant Students

All students that were submitted as continuing (District Exit Status '19') in grades K-12 and 14 for your district are required to have all courses reported in the TSDL Collection. This includes nonpublic or homeschooled students taking non-essential elective courses (i.e. shared-time). Students in an Early Childhood (grade 30) school-based setting may also be reported, however the Michigan Department of Education has not determined whether these data are required at this time. If a student requiring TSDL submission exits your district during the school year, you are still required to submit applicable student data from the duration of their enrollment. Students who were enrolled for very brief periods of time, resulting in no course information being posted to their academic records, are not required to be reported.

All courses for students participating in a dual enrollment and/or Early/Middle College program are required to be reported. Report post-secondary courses with code "07" (Dual Enrollment/Early Middle College) in the Course Type characteristic. Only the specific college course should be reported with the dual enrollment code.

If you have students that you don't have to report, and your local student information system does not have the capability to exclude these students, you may report them. The exception is Adult Education participants. The system will generate a field-level error when students are reported with Grade or Setting code "20" (adult education).

Let's Try it!

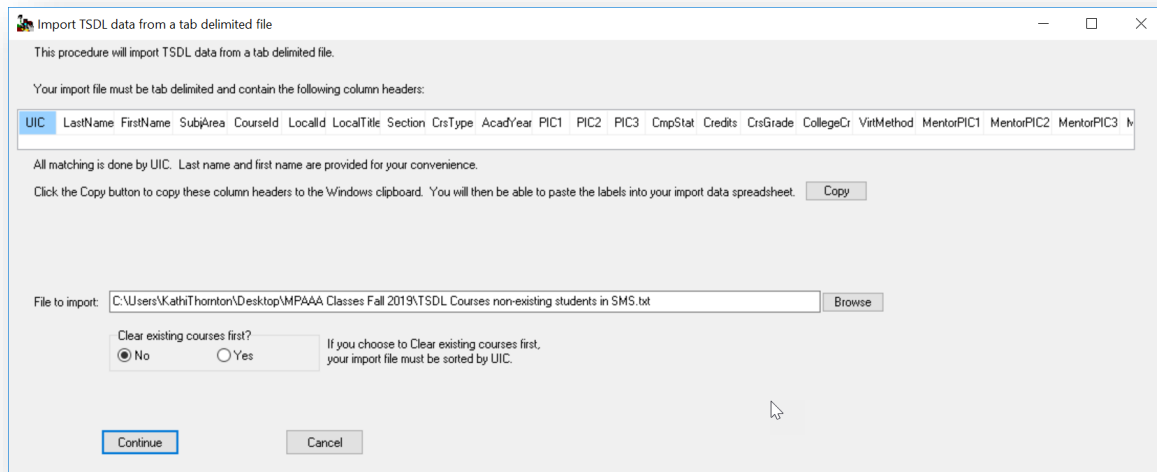
1. Select Collection (File > Select Collection > Teacher/Student Data Link (TSDL))
2. Import your XML file (File > Import > Import MSDS XML Files > Import –**TSDL File For Import**)
3. Run a Data Validation Report (Reports > Data Validation Report)
4. Fix any errors or warnings (ACADEMIC YEAR MASS CHANGE TO CORRECT YEAR)
5. Export your file out of MISDmsds (File > Export > Export MSDS XML Files > Export - MSDS General Teacher Student Data Link OR Export – MSDS Migrant Teacher Student Data Link)
6. Upload your file to CEPI. (<https://www.michigan.gov/cepi/>)

Importing from Text

Sometimes you might have to import TSDL data from a text file. This can be daunting, depending on whether you have to set the file up yourself, or if you received it from an experienced person. Let's become that person!

Your file will need to be set up with very precise headers. This layout can be found on the Import TSDL data from a tab delimited file dialog box. You can use the COPY button to conveniently copy the appropriate headings and then paste into Excel. Just make sure your data is aligned and you'll be ready for an import.

Let's Try it!



Scenario 1: You have shared time students that you do not keep that data in your system. (This is not recommended, but I've seen it happen.) You have been provided an Excel spreadsheet of this data and it has been properly formatted for TSDL reporting. You need to get this data now reported in to TSDL. THIS IS A TWO-STEP PROCESS.

1. Let's start by clearing our database. File>Remove All
2. Choose **File/Import/Import Delimited Text File/Import User Defined Delimited Text File** (you have to do this before importing the TSDL data, as you currently don't have those students in Macomb. Choose the file titled: **TSDL COURSES NON-EXISTING STUDENTS IN SMS**)
3. Select the following import options:
 - a. Import each as a new record.
 - b. Do Not Import Duplicate Records.
 - c. Do allow the import of records with blank UIC numbers.

Once that is done, you **can bring in your TSDL data** using the following method:

1. Choose File/Import/Import Delimited Text File/Import TSDL Data

You will get warned about making a back-up of your data first. If you are combining two sets of data, it is ALWAYS best practice to export a copy of your data first. Nothing stinks worse than to have that import not go as planned and you've lost a pristine data file!

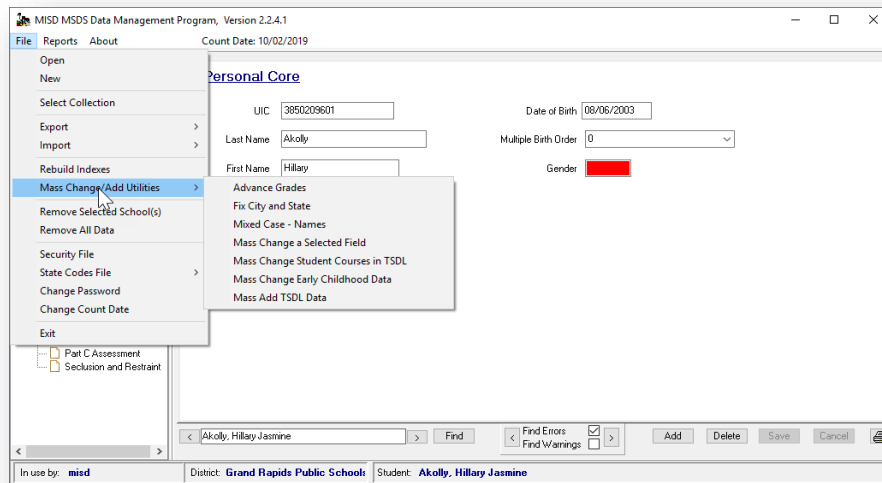
2. Import the same file: **TSDL Courses Non-Existing Students in SMS**

Now, for a second scenario, let's say you have your pristine file in MISDmsds and you have been handed another file containing classes that your students have taken elsewhere...maybe at the ISD, and you need to report that data to the state. Let's import the file titled: **ADDITIONAL COURSES TO ADD**.

1. Using the data we currently have in Macomb, let's import the additional records being sent to us from the ISD.
2. Choose File/Import/Import Delimited Text File/Import TSDL Data
3. Choose your file: **TSDL ADDITIONAL COURSES TO ADD**
4. In your Options, after you choose your file, make sure that the Clear Existing Courses First is NO.
5. Choose continue. Check your data.

Mass Change Utility

At some point you may find yourself with a dataset that needs an item mass-changed. Maybe it's students at a particular school that were coded with the wrong school or maybe you attached the wrong SCED code to a course. The Mass Change Utility can be very handy in fixing these instances. To access the Mass Change Utility, choose File/Mass Change Utilities and select the one the best suits your needs.



Let's Try it!

Because TSDL was such a mess last year with the new requirements, let's go through a few scenarios that might help future submissions:

Scenario 1: We will use the file we just built in the TSDL Text Import scenario above. You noticed in combing through the data that there are French courses that have the old SCED codes assigned to them. Let's do a mass fix to change this to the correct SCED codes. (Anderson, Carter, Dance)

1. Choose File>Mass Change Utilities and choose Mass Change Student Courses in
2. in the **Field To Change**, Choose **Subject Area Code**
3. In the **Change to** box, type **24**
4. In the **Field Box**, choose **Local Course ID**
5. In the **Relation** box choose **Equal To**
6. In the **Value** type **SPA505**

7. Check the radio button "All of the conditions listed above are true.
8. Choose **Continue** and then **Yes**. (5 changes)

Now we have to change the Couse Identifier as well:

1. Choose File>Mass Change Utilities and choose Mass Change Student Courses in
2. in the **Field To Change**, Choose **Course Identifier Code**
3. In the **Change to** box, type **102**
4. In the **Field Box**, choose **Local Course ID**
5. In the **Relation** box choose **Equal To**
6. In the **Value** type **SPA505**
7. Check the radio button "All of the conditions listed above are true.
8. Choose Continue and then Yes. (5 changes)

This will find all instances of the SPA101 & SPA102 have their SCED codes changed to 24 052. There is still an issue with the SPA201 & SPA202 courses, those need to be changed using the same process to change their SCED codes to 24 053

Request for UIC

All students must have a UIC number if their record will be sent to CEPI for MSDS state submissions. In order to upload your XML file to the state, your XML file must include the following fields:

- UIC - This will be blank
- First Name
- Middle Name
- Last Name
- Last Name Suffix
- Multiple Birth Order
- Date of Birth
- Gender

From your SIS, you should be able to search on the student's state student number to see which students DO NOT have a UIC.

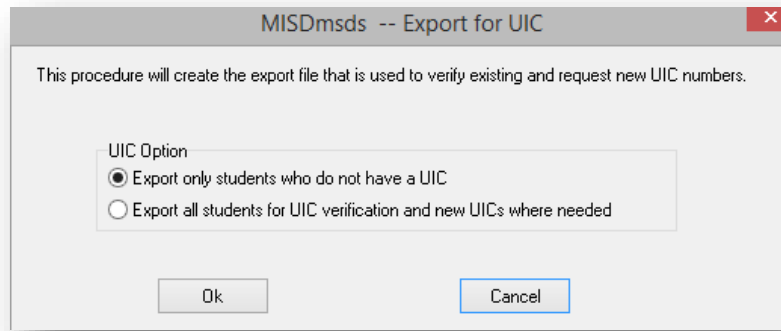
Benefits of Using Macomb's MISDmsds Program?

1. It creates and XML file to upload to state.

How to do this?

1. From your (SIS), generate an XML file
2. Login to MISDmsds
3. Select Collection (File > Select Collection > Request For UIC)
4. Import your XML file (File > Import > Import MSDS XML Files > Import – MSDS Request for UIC)
5. Run a Data Validation Report (Reports > Data Validation Report)
6. Fix any errors or warnings

7. Export your file out of MISDmsds (File > Export > Export MSDS XML Files > Export – MSDS Request for UIC)



Note: The options in the screenshot.

1. Upload your file to CEPI. (<https://www.michigan.gov/cepi/>)

Student Record Maintenance (SRM)

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

Note: You might want to clear the SRM field in your SIS before the next count due to the fact that the field could pull for the 06/30/2025 count.

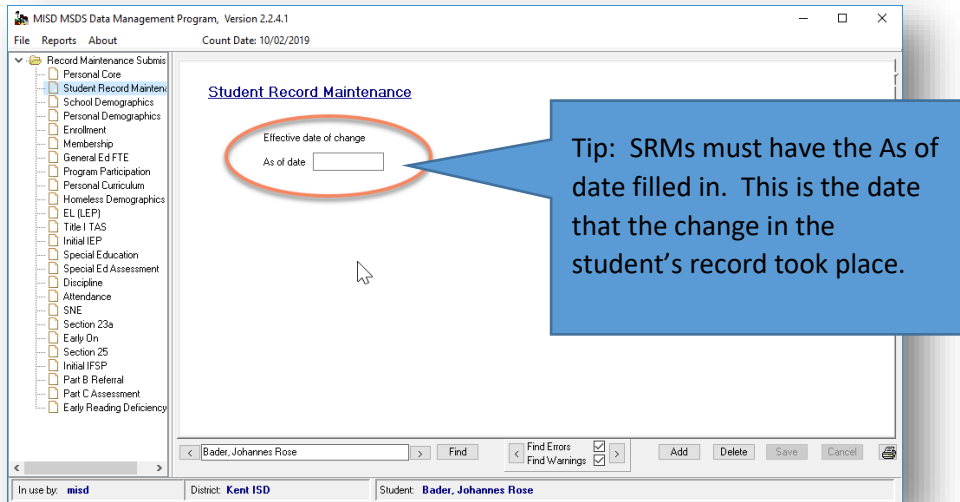
Tip: Secretaries will usually keep track of SRM's and will run a search for them during periods of time. For example, some secretaries will run SRM's weekly from count day to count day.

Tip: If you need to do SRM's, you can usually do a query in your SIS by using the entry date and exit date.

As of Date - Helpful Hints

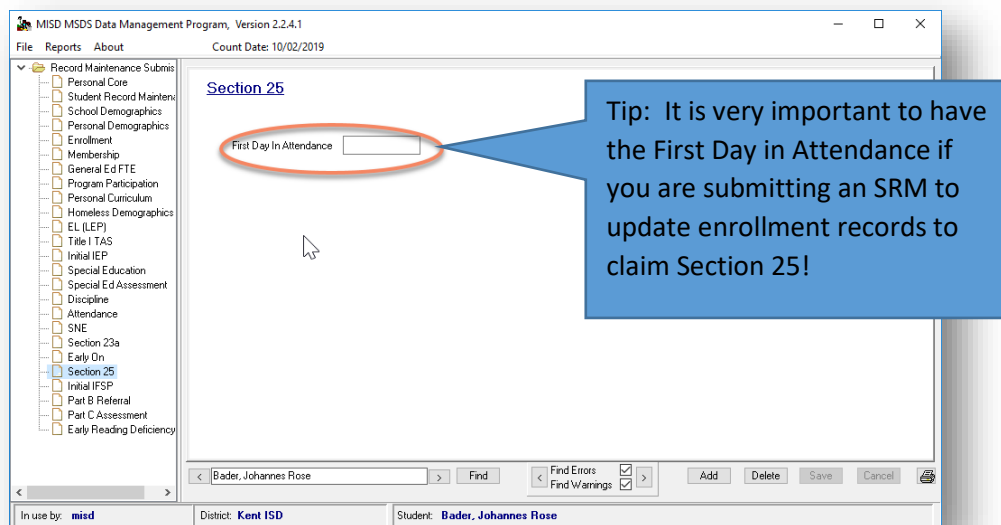
The As of Date is a characteristic of the Student Record Maintenance collection. This is the date that the change in the student record took effect and it can be entered in your SIS.

- 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 enter 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.



How to do this?

1. From your (SIS), generate an XML file
2. Login to MISDmsds
3. Select Collection (File > Select Collection > Student Record Maintenance (SRM))
4. Import your XML file (File > Import > Import MSDS XML Files > Import – MSDS Student Record Maintenance))
5. Run a Data Validation Report (Reports > Data Validation Report)
6. Fix any errors or warnings
7. Export your file out of MISDmsds (File > Export > Export MSDS XML Files > Export – MSDS Student Record Maintenance)
8. Upload your file to CEPI. (<https://www.michigan.gov/cepi/>)



Snow Day on Count Day? No Problem!

You can change the count day on the File menu by selecting Change Count Date.

Sign-in Options

You Can sign in to the specific collection you desire to work with by using these sign-in options:

User	User ID	Password	MSDS Collection(s) Available
msd	msd	msd	All MSDS Collections
General Collection	general	general	General Collection
Early Childhood	ec	ec	Early Childhood Collection
Student Record Maintenance	srm	srm	Student Record Maintenance Collection
Teacher Student Data Link	tsdl	tsdl	Teacher Student Data Link Collection
Request for UIC	uic	uic	Request for UIC Collection
Early Roster	roster	roster	Early Roster Collection