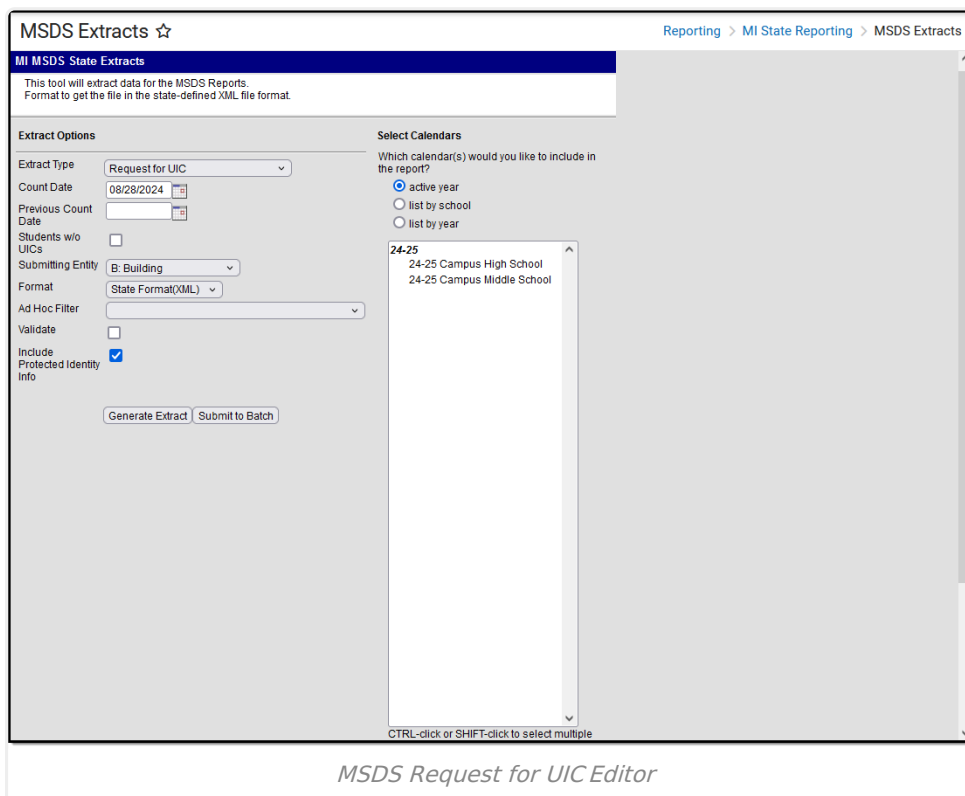# Request for UIC (Michigan)

Last Modified on 12/14/2025 8:45 pm CST

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Tool Search: MSDS

The Request for UIC Extract allows districts to resolve issues related to reporting students without a UIC (StateID). All students must report a UIC to successfully submit student data to MSDS. This report allows districts to identify students lacking a UIC and submit this information to the State so a UIC can be assigned.

MSDS Request for UIC Editor

Report Logic

- Report a record for all active and inactive students enrolled in the selected calendar(s) during the date range entered on the extract editor.
- If a date is only entered in the Count Date field, a data snapshot is taken as of that date.

- Students with the State Exclude checkbox selected on their enrollment record will not be included in the extract.
- The most recent enrollment record before the Count Date is used when reporting data.

Generating the Report

1. Select the Request for UIC **Extract Type**.
2. Enter the **Count Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date. If no date is entered in the Previous Count Date field, a data snapshot is taken as of this date.
3. Enter the **Previous Count Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date. This date correlates with the Count Date entered to create a date range. Student data within this data range will be reported.
4. If desired, check the **Students w/o UICs** checkbox. This checkbox indicates that only students within the selected calendar(s) who do not have a State ID assigned are reported.
5. Select the **Submitting Entity**. This describes the entity submitting the extract to the state.
6. Select the **Format**. For submission to the state, use the State Format (XML).
7. Select an **Ad hoc Filter** to limit the records reported. When an Ad hoc Filter is selected, the report is based on the options selected in the editor, not the Campus toolbar.
8. If desired, check the **Validate** checkbox. This checkbox indicates that Infinite Campus will run a validation check on the XML data to ensure its correctness. If errors are found, the extract will list them for correction based on the schema.

> For guidance in validating the XML file against your state's schema using a free, third-party program, see the Validating an XML File Against a Schema File article.

9. Select which **Calendar(s)** to include within the extract.
10. Click **Generate Extract** to generate the report in the indicated format or **Submit to Batch** to schedule when the report will generate.

Users can submit a report request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process enables the generation of larger reports in the background without disrupting the use of Campus. For more information on submitting a report to the batch queue, refer to the Batch Queue article.

Records:210

SubmittingEntityTypeCode	SubmittingEntityCode	UIC	LastName	FirstName	MiddleName	Suffix	DateOfBirth	MultipleBirthOrder	Gender	OperatingISDESANumber
B	04622	1000000000	Ruth	Kelsey	Marie		1998-06-06	0	F	70
B	04622	1000000000	Ruth	Alexander	Tripp		1997-02-20	0	M	70
B	04622	1000000000	Ruth	Phonesavanh			1996-08-29	1	F	70
B	04622	1000000000	Ruth	Kylie	Ruth		1997-05-04	0	F	70

MSDS Request for UIC - HTML Format

SubmittingEntityTypeCode	SubmittingEntityCode	UIC	LastName	FirstName	MiddleName	Suffix	DateOfBirth	MultipleBirthOrder	Gender	Operating DistrictStateNumber	SchoolFacilityNu
B	4622	1111111111 TESTER	Kelsey	TEST			6/6/1998	0	F	70	70350	4622
B	4622	1111111111 TESTER	Alexander	TEST			2/20/1997	0	M	70	70350	4622
B	4622	1111111111 TESTER	Phonesavanh			8/29/1996	1	F	70	70350	4622
B	4622	1111111111 TESTER	Kylie	TEST			5/4/1997	0	F	70	70350	4622
B	2196	1111111111 TESTER	Madelyn		II	12/14/2004	0	F	70	70350	2196
B	4622	1111111111 TESTER	Andrew	TEST			9/21/1996	0	M	70	70350	4622
B	4622	1111111111 TESTER	Corey	TEST			4/3/1996	0	M	70	70350	4622
B	4622	1111111111 TESTER	Cheyenne	TEST			11/21/1996	0	F	70	70350	4622
B	2196	1111111111 TESTER	Garret			8/7/2005	0	M	70	70350	2196

MSDS Request for UIC - CSV Format


```xml
<?xml version="1.0" encoding="utf-8" ?>
- <RequestforUICGroup SchemaVersionMajor="Collection" SchemaVersionMinor="1"
    SubmittingSystemVersion="2009.1.2" SubmittingSystemVendor="Infinite Campus" CollectionId="102"
    CollectionName="RequestforUIC" SubmittingSystemName="Infinite Campus">
  - <RequestforUIC>
    - <SubmittingEntity>
        <SubmittingEntityTypeCode>B</SubmittingEntityTypeCode>
        <SubmittingEntityCode>04622</SubmittingEntityCode>
      </SubmittingEntity>
    - <PersonalCore>
        <UIC>1000000000</UIC>
        <LastName>Infinite    </LastName>
        <FirstName>Kelsey</FirstName>
        <MiddleName>Marie</MiddleName>
```

MSDS Request for UIC - State Format (XML)

Extract Layout

Element	Description	Location
Schedule Version Major	Always reports a value of Collection.	N/A
Schedule Version Minor	Always reports a value of 1.	N/A
Collection ID	Always reports a value of 101.	N/A
Collection Name	Always reports a value of RequestforUIC.	N/A
Submitting System Vendor	Always reports a value of Infinite Campus.	N/A
Submitting System Name	Always reports a value of Campus.	N/A

Element	Description	Location
Submitting System Version	Always reports the current system version.	N/A
Submitting Entity		
Submitting Entity Type Code	Reports the Submitting Entity. Reported values include: • A: Agreement Number • D: District • B: Building *Alphanumeric, 1 character*	MI State Reporting > MSDS Extracts > Submitting Entity Not dynamically stored
Submitting Entity Code	The state-assigned identification code of the entity submitting the extract. If the Submitting Entity = D: District, the State District Number is reported. If the Submitting Entity = B: Building, the School Override is reported. If School Override is null, the State School Number is reported. *Alphanumeric, 10 characters*	Student Information > General > Enrollments > State Reporting Fields > School Override; School & District Settings > Schools > School Information > State School Number District.districtID Enrollment.schoolOverride School.schoolID
Personal Core		
UIC	The student's Unique Identification Code (UIC), also known as the State ID. *Numeric, 10 characters*	Demographics > Person Identifiers > Student State ID
Last Name	The student's legal last name. Reports from the identity record active on the Count Date of the extract editor • If Legal Last Name = NOT NULL, report Legal Last Name • If Legal Last Name = NULL, report Last Name *Alphanumeric, 25 characters*	Demographics > Last Name Identity.lastName

Element	Description	Location
First Name	The student's legal first name. Reports from the identity record active on the Count Date of the extract editor • If Legal Last Name = NOT NULL, report Legal First Name • If Legal First Name = NULL, report First Name *Alphanumeric, 15 characters*	Demographics > First Name Identity.firstName
Middle Name	The student's middle name or initial. Reports from the identity record active on the Count Date of the extract editor • If Legal Last Name = NOT NULL, report Legal Middle Initial • If Legal Middle Name = NULL, report Middle Initial *Alphanumeric, 25 characters*	Demographics > Middle Name Identity.middleName

Element	Description	Location
Suffix	The abbreviated name suffix that follows a student's full name and provides additional information about the student. Reports from the identity record active on the Count Date of the extract editor. • If Legal Last Name = NOT NULL, report Legal Suffix • If Legal Suffix = NULL, report Suffix *Alphanumeric, 9 characters*	Demographics > Suffix Identity.suffix
Date of Birth	The student's date of birth. Reports from the identity record active on the Count Date of the extract editor. *Date field, 10 characters*	Demographics > Person Information > Birth Date Identity.birthDate
Multiple Birth Order	Indicates the student is part of a multiple birth. This field is intended to provide some distinguishing data for cases where the cultural practice is to provide twins (triplets, etc) of the same gender with the same first name, or where children of the same gender have similar first names. If null, reports as 1. *Alphanumeric, 1 character*	Census > People > Demographics > Multiple Birth Order Identity.multipleBirthOrder
Gender	The student's gender. Reports from the identity record active on the Count Date of the extract editor. • If Legal Last Name = NOT NULL, report Legal Gender • If Legal Gender = NULL, report Gender • "M" = Male "F" = Female *Alphanumeric, 1 character*	Demographics > Gender Identity.gender
School Demographics		

Element	Description	Location
Operating District Number	The State-assigned district number. *Numeric, 5 digits*	School & District Settings > District > District Information > State District Number District.stateNumber
School Facility Number	The State-assigned school number as determined by SCM/EEM. *Numeric, 5 digits*	Student Information > General > Enrollments > State Reporting Fields > School Override; School & District Settings > Schools > School Information > State School Number School.Number
Student ID	The student's Local Student Number (not UIC). *Numeric, 20 characters*	Census > People > Demographic > Person Identifiers > Student Number Person.studentID
Grade	The student's grade level. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > Grade Enrollment.Grade
Personal Demographics		
Resident LEA Number	State assigned, five-digit code for the district in which the student resides. *Numeric, 5 digits*	Student Information > General > Enrollments > State Reporting Fields > Resident District Enrollment.residentDistrict
Student Resident County	1. Report County associated with the address reported in the Contacts component where AddressTypeDescriptor = 'Physical'. 2. If County = NULL on address, report County that is associated with the student's Resident District on enrollment. *Numeric, 2 digits*	Census > Addresses > Address Info > County Address.county

Element	Description	Location
Ethnicity	The student's race ethnicity. This field is an aggregate field in which character positions pertain to a specific race. For example, a student who is considered Asian (010000) and White (000010) would report a value of 010010, indicating both race ethnicity values. The following describes each race and the corresponding character position: • American Indian or Alaska Native = 100000 • Asian = 010000 • Black or African American = 001000 • Native Hawaiian or Other Pacific Islander = 000100 • White = 000010 • Hispanic/Latino = 000001 *Numeric, 6 digits*	Census > People > Demographics > Race Ethnicity Identity.raceEthnicity
Tribal Affiliation Status	An indication of whether a person has ties to one or more Indigenous Nations through citizenship, membership, enrollment, or descendancy. • If Tribal Affiliation = Yes, report true • If Tribal Affiliation = No, report false ◦ Otherwise, do not report this field	Student Information > General > Tribal Affiliation nativeAmericanEligibility.tribeStatus

Element	Description	Location
Tribal Affiliation	The Indigenous Nation to which an individual has ties through citizenship, membership, enrollment, or descendancy. If Tribal Affiliation Status = Yes, report Ed-Fi Code of Tribal Affiliation • If NULL, do not report this field	Student Information > General > Tribal Affiliation nativeAmericanEligibility.raceSubcategory
Enrollment		
Enrollment Date	The month, day, and year of the student's first day enrolled in the district. If a student exits the district and then re-enrolls, the date of re-enrollment should be reported in this field. The date in this field should not change if a student is merely changing buildings within the same district. *Date field, 10 characters*	Student Information > General > Enrollments > Start Date Enrollment.StartDate
Enrollment Type	Indicates the type of enrollment record submitted. *Alphanumeric, 1 character*	Student Information > General > Enrollments > Service Type Enrollment.Type
Exit Status	The primary reason the student is no longer enrolled in the school district. *Alphanumeric, 2 characters*	Student Information > General > Enrollments > End Status Enrollment.endStatus
Exit Date	The month, day, and year of the day after the student last attended or received services from the entity. Date field, 10 characters	Student Information > General > Enrollments > Exit Date Enrollment.endDate

Element	Description	Location
Exit Type	Indicates the type of exit record submitted. *Alphanumeric, 1 character*	Not dynamically stored