

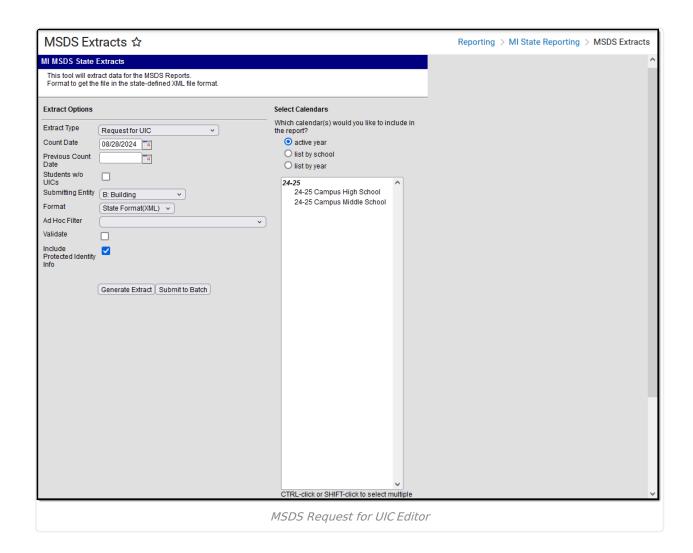
Request for UIC (Michigan)

Last Modified on 07/28/2025 11:20 am CDT

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Tool Search: MSDS

The Request for UIC Extract allows districts to resolve issues related to reporting students without UIC (StateID).



All students reported must have 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.

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.

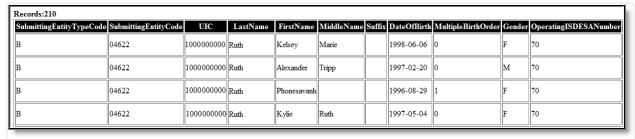
Generating the Report

- 1. Select the Request for UICExtract 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 report.
- 4. If desired, check the **Students w/o UICs** checkbox. This checkbox means 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 means Infinite Campus will run a check on the XML data to validate 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 <u>Validating an XML File Against a Schema File</u> article.

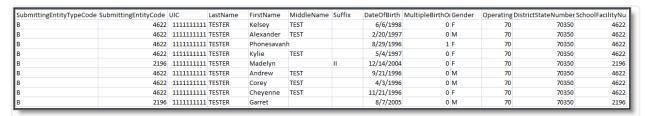
- 9. Select which **Calendar(s)** to include within the extract.
- Click Generate Extract to generate the report in the indicated format or Submit to Batch to schedule when the report will generate.

Users can submit a report request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process allows larger reports to be generated in the background without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the <u>Batch Queue</u> article.



MSDS Request for UIC - HTML Format





MSDS Request for UIC - CSV Format

```
<?xml version="1.0" encoding="utf-8" ?>
<RequestforUICGroup SchemaVersionMajor="Collection" SchemaVersionMinor="1"</p>
 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>100000000</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



Submitting System		
	Always reports the current system version.	N/A
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
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		
	The student's Unique Identification Code (UIC), also known as the State ID. Numeric, 10 characters	Census > Demographics > Person Identifiers > Student State ID
	The student's legal last name. Alphanumeric, 25 characters	Census > People > Demographics > Last Name Identity.lastName
	The student's legal first name. Alphanumeric, 15 characters	Census > People > Demographics > First Name Identity.firstName



Element	Description	Location
Middle Name	The student's middle name or initial. Alphanumeric, 25 characters	Census > People > Demographics > Middle Name Identity.middleName
Suffix	The abbreviated name suffix that follows a student's full name and provides additional information about the student. Alphanumeric, 9 characters	Census > People > Demographics > Suffix Identity.suffix
Date of Birth	The student's date of birth. Date field, 10 characters	Census > People > 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. Alphanumeric, 1 character	Census > People > Demographics > Gender Identity.gender
School Demographics		
Operating District Number	The State-assigned district number. Numeric, 5 digits	School & District Settings > District > District Information > State District Number District.stateNumber



Element	Description	Location
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 Demographic	cs	
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	 Report County associated with the address reported in the Contacts component where AddressTypeDescriptor = 'Physical'. 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 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
Enrollment		
Enrollment Date	The month, day, and year of the first day the student 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
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Element	Description	Location
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
Exit Type	Indicates the type of exit record submitted. Alphanumeric, 1 character	Not dynamically stored