

Request for UIC (Michigan)

Last Modified on 05/29/2026 1:42 pm CDT

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 Extracts ☆
Reporting > MI State Reporting > MSDS Extracts

Instructions

This tool will extract data for the MSDS Reports.
Format to get the file in the state-defined XML file format.

Setup

Search Calendars: **Select a School Year:**

- ▼ 25-26
 - ▶ Abbott Elementary
 - ▶ Berkley High School
 - ▶ Berkley Middle School
 - ▶ Berkley Pine Elementary
 - ▶ Berkley Pine High School
 - ▶ Berkley Pine Middle School
 - ▶ Franklin Elementary
 - ▶ Franklin High School
 - ▶ Franklin Language Academy
 - ▶ Franklin Middle School

Report Options

Extract Type:

Count Date: (Required)

Previous Count Date: (Required)

Students w/o UICs:

Submitting Entity:

Ad Hoc Filter:

Validate:

Include Protected Identity Info:

Output Options

Report Processing: Generate Now Submit to Batch Queue

Format Type: XML HTML CSV

Batch Queue Results

Start Date: **End Date:**

Report Title	Queued Time ↓	Status
MSDS Extracts	03/04/2026 9:41:15 AM	COMPLETED >
MSDS Extracts	03/04/2026 9:41:11 AM	COMPLETED >
MSDS Extracts	03/04/2026 9:41:06 AM	COMPLETED >

1 - 3 of 7 items

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.

Generate the Report

1. Select the **Calendar(s)** to include in the report.
2. Select the **Request for UIC Extract Type**.
3. Enter the **Count Date** in *mmdyyy* format, or click the calendar icon to select a date. A snapshot of data is taken as it exists on this date.
4. Enter the **Previous Count Date** in *mmdyyy* format, or click the calendar icon to select a date. This date correlates with the Count Date entered. Student data reports within the date range entered in these two fields.
5. If desired, check the **Student w/o UICs** checkbox. Checking this checkbox means only those students within the selected calendar(s) who do not have a State ID assigned are reported. Not checking this checkbox means all students within the selected calendar(s) are eligible for reporting.
6. Select the **Submitting Entity** to indicate the entity submitting the extract to the state.
7. Select the **Reporting Window**. This is the collection and reporting window for which the generated extract is submitted.
8. Unmark the **Include Special Education** checkbox to exclude the Initial IEP, SpecialEducation, and ECSpecialEdAssessmentType components in the extract.
9. Mark the **Include Early On** checkbox to include the EarlyOn, Initial FSP, Part B Referral, Part C Assessment, and EarlyOn Services components in the extract.
10. 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.
11. If desired, check the **Validate** checkbox. If checked, Infinite Campus runs a validation of the XML data. If errors are found, the extract lists 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.

12. The **Include Protected IdentityInfo** checkbox defaults to marked. Deselect if appropriate.
13. Click **Generate Extract** to generate the report in the indicated format, or click **Submit to Batch** to schedule when the report should be generated.
 - Users may select **Submit to Batch** to generate larger reports in the background without disrupting Campus. For more information on submitting a report to the batch queue, see the [Batch Queue](#) article.

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 Version	Always reports the current system version.	N/A
Submitting Entity		
Submitting Entity Type Code	<p>Reports the Submitting Entity.</p> <p>Reported values include:</p> <ul style="list-style-type: none"> • A: Agreement Number • D: District • B: Building <p><i>Alphanumeric, 1 character</i></p>	<p>MI State Reporting > MSDS Extracts > Submitting Entity</p> <p>Not dynamically stored</p>
Submitting Entity Code	<p>The state-assigned identification code of the entity submitting the extract.</p> <p>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.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Student Information > General > Enrollments > State Reporting Fields > School Override;</p> <p>School & District Settings > Schools > School Information > State School Number</p> <p>District.districtID Enrollment.schoolOverride School.schoolID</p>
Personal Core		

Element	Description	Location
UIC	<p>The student's Unique Identification Code (UIC), also known as the State ID.</p> <p><i>Numeric, 10 characters</i></p>	Demographics > Person Identifiers > Student State ID
Last Name	<p>The student's legal last name. Reports from the identity record active on the Count Date of the extract editor</p> <ul style="list-style-type: none"> • If Legal Last Name = NOT NULL, report Legal Last Name • If Legal Last Name = NULL, report Last Name <p><i>Alphanumeric, 25 characters</i></p>	Demographics > Last Name Identity.lastName
First Name	<p>The student's legal first name. Reports from the identity record active on the Count Date of the extract editor</p> <ul style="list-style-type: none"> • If Legal Last Name = NOT NULL, report Legal First Name • If Legal First Name = NULL, report First Name <p><i>Alphanumeric, 15 characters</i></p>	Demographics > First Name Identity.firstName
Middle Name	<p>The student's middle name or initial. Reports from the identity record active on the Count Date of the extract editor</p> <ul style="list-style-type: none"> • If Legal Last Name = NOT NULL, report Legal Middle Initial • If Legal Middle Name = NULL, report Middle Initial <p><i>Alphanumeric, 25 characters</i></p>	Demographics > Middle Name Identity.middleName

Element	Description	Location
Suffix	<p>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.</p> <ul style="list-style-type: none"> • If Legal Last Name = NOT NULL, report Legal Suffix • If Legal Suffix = NULL, report Suffix <p><i>Alphanumeric, 9 characters</i></p>	<p>Demographics > Suffix</p> <p>Identity.suffix</p>
Date of Birth	<p>The student's date of birth. Reports from the identity record active on the Count Date of the extract editor.</p> <p><i>Date field, 10 characters</i></p>	<p>Demographics > Person Information > Birth Date</p> <p>Identity.birthDate</p>
Multiple Birth Order	<p>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.</p> <p>If null, reports as 1.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Census > People > Demographics > Multiple Birth Order</p> <p>Identity.multipleBirthOrder</p>
Gender	<p>The student's gender. Reports from the identity record active on the Count Date of the extract editor.</p> <ul style="list-style-type: none"> • If Legal Last Name = NOT NULL, report Legal Gender • If Legal Gender = NULL, report Gender • "M" = Male "F" = Female <p><i>Alphanumeric, 1 character</i></p>	<p>Demographics > Gender</p> <p>Identity.gender</p>

Element	Description	Location
School Demographics		
Operating District Number	The State-assigned district number. <i>Numeric, 5 digits</i>	School & District Settings > District > District Information > State District Number District.stateNumber
School Facility Number	The State-assigned school number as determined by SCM/EEM. <i>Numeric, 5 digits</i>	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). <i>Numeric, 20 characters</i>	Census > People > Demographic > Person Identifiers > Student Number Person.studentID
Grade	The student's grade level. <i>Alphanumeric, 2 characters</i>	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. <i>Numeric, 5 digits</i>	Student Information > General > Enrollments > State Reporting Fields > Resident District Enrollment.residentDistrict

Element	Description	Location
Student Resident County	<ol style="list-style-type: none"> 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. <p><i>Numeric, 2 digits</i></p>	Census > Addresses > Address Info > County Address.county
Ethnicity	<p>The student's race ethnicity.</p> <p>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.</p> <p>The following describes each race and the corresponding character position:</p> <ul style="list-style-type: none"> • 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 <p><i>Numeric, 6 digits</i></p>	Census > People > Demographics > Race Ethnicity Identity.raceEthnicity

Element	Description	Location
Tribal Affiliation Status	<p>An indication of whether a person has ties to one or more Indigenous Nations through citizenship, membership, enrollment, or descendency.</p> <ul style="list-style-type: none"> • If Tribal Affiliation = Yes, report true • If Tribal Affiliation = No, report false <ul style="list-style-type: none"> ◦ Otherwise, do not report this field 	<p>Student Information > General > Tribal Affiliation</p> <p>nativeAmericanEligibility.tribeStatus</p>
Tribal Affiliation	<p>The Indigenous Nation to which an individual has ties through citizenship, membership, enrollment, or descendency.</p> <p>If Tribal Affiliation Status = Yes, report Ed-Fi Code of Tribal Affiliation</p> <ul style="list-style-type: none"> • If NULL, do not report this field 	<p>Student Information > General > Tribal Affiliation</p> <p>nativeAmericanEligibility.raceSubcategory</p>
Enrollment		
Enrollment Date	<p>The month, day, and year of the student's first day enrolled in the district.</p> <p>If a student exits the district and then re-enrolls, the date of re-enrollment should be reported in this field.</p> <p>The date in this field should not change if a student is merely changing buildings within the same district.</p> <p><i>Date field, 10 characters</i></p>	<p>Student Information > General > Enrollments > Start Date</p> <p>Enrollment.StartDate</p>

Element	Description	Location
Enrollment Type	<p>Indicates the type of enrollment record submitted.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Student Information > General > Enrollments > Service Type</p> <p>Enrollment.Type</p>
Exit Status	<p>The primary reason the student is no longer enrolled in the school district.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Student Information > General > Enrollments > End Status</p> <p>Enrollment.endStatus</p>
Exit Date	<p>The month, day, and year of the day after the student last attended or received services from the entity.</p> <p>Date field, 10 characters</p>	<p>Student Information > General > Enrollments > Exit Date</p> <p>Enrollment.endDate</p>
Exit Type	<p>Indicates the type of exit record submitted.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Not dynamically stored</p>