Request for UIC (Michigan)

Last Modified on 03/11/2024 8:44 am CDT

[Report Logic](#) | [Generating the Report](#) | [Extract Layout](#)

PATH: *MI State Reporting > MSDS Extracts > Request for UIC*

The Request for UIC Extract allows districts to resolve issues faced with reporting students with no UIC (StateID).
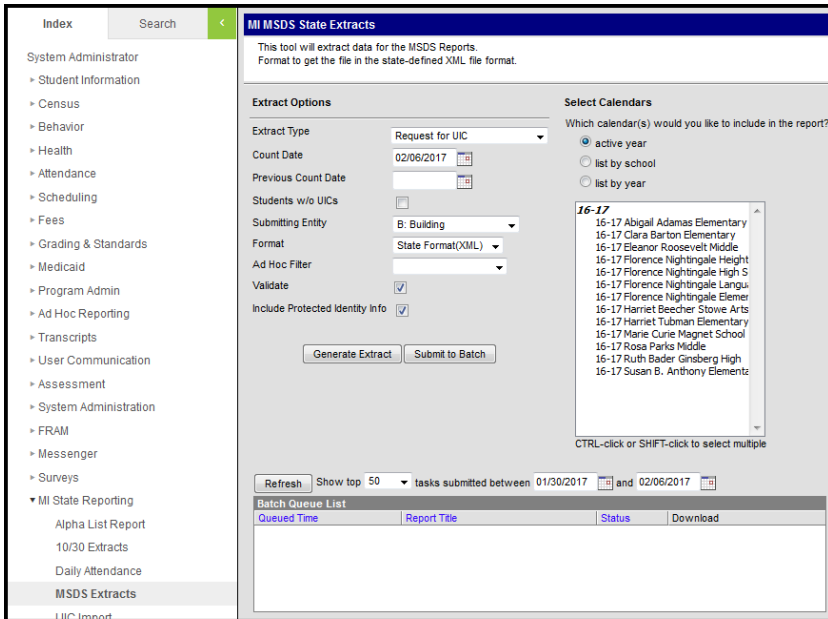

Image 1: MSDS Request for UIC

To successfully submit student data to MSDS, all students reported must have a UIC. This report allows districts to identify those students lacking a UIC and submit this information to the State so a UIC can be assigned.

Report Logic

The following describes 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 snapshot of data 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 prior to 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 snapshot of data 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. Check the **Students w/o UICs** checkbox, if desired. Checking this checkbox means only students within the selected calendar(s) that 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 records reported. When an Ad hoc Filter is selected, records report based on the options selected in the editor, not the Campus toolbar.

8. Check the **Validate** checkbox, if desired. Checking this checkbox means Infinite Campus will run a check on the XML data to validate it is correct. If errors are found, the extract will list these errors 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 have the option of submitting a report request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see 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

Image 2: MSDS Request for UIC - HTML Format

SubmittingEntityTypeCode	SubmittingEntityCode	UIC	LastName	FirstName	MiddleName	Suffix	DateOfBirth	MultipleBirthOr	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

Image 3:   MSDS Request for UIC   - CSV Format

Image 4:   MSDS Request for UIC   - State Format (XML)

Extract Layout

Element	Description & Format	Campus 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		

Element	Description & Format	Campus Location
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; System Administration > Resources > School > 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*	Census > Demographics > Person Identifiers > Student State ID
Last Name	The student's legal last name. *Alphanumeric, 25 characters*	Census > People > Demographics > Last Name Identity.lastName
First Name	The student's legal first name. *Alphanumeric, 15 characters*	Census > People > Demographics > First Name Identity.firstName
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

Element	Description & Format	Campus Location
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*	System Administration > Resources > 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; System Administration > Resources > School > 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

Element	Description & Format	Campus Location
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	Primary county code in which the child resides. *Numeric, 2 digits*	Census > Addresses > Address Info > County Address.county
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		

Element	Description & Format	Campus Location
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
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