



SynergyTM

Student Information System

Synergy SIS[®]

State of Michigan Data Reporting Administrator Guide



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ABOUT THIS MANUAL

Edupoint Educational Systems develops software with multiple release dates for the software and related documentation.

The table below lists the release date, software version, documentation volume number, and the content included in each volume of documentation to date.

Software and Document History

Date	Volume	Edition	Revision	Content
November 2011	1	1	0	Initial release of this document
February 2012	1	1	1	Updates to MI State Reporting
May 2012	1	1	2	Updates to MI State Reporting
July 2012	1	1	3	Updates to MI State Reporting
November 2012	1	1	4	Updates to MI State Reporting
July 2013	1	1	5	Updates to MI State Reporting
January 2014	1	1	6	Updates to MI State Reporting
December 2014	1	1	7	Updates to MI State Reporting
February 2016	1	1	8	Updates to MI State Reporting

CONVENTIONS USED IN THIS MANUAL

Bold Text

Bold Text - Indicates a button or menu or other text on the screen to click, or text to type.



Tip – Suggests advanced techniques or alternative ways of approaching the subject.



Note – Provides additional information or expands on the topic at hand.



Reference – Refers to another source of information, such as another manual or website



Caution – Warns of potential problems. Take special care when reading these sections.

BEFORE YOU BEGIN

Before installing any of the Edupoint family of software products, please be sure to review the system requirements and make sure the district's computer hardware and software meet the minimum requirements. If there are any questions about the system requirements, please contact an Edupoint representative at (877) 899-9111.



Caution: The Edupoint family of software does not support the use of pop-up blockers or third-party toolbars in the browser used to access Synergy. Please disable any pop-up blockers (also known as pop-up ad blockers) and extra toolbars in the browser before logging into any Edupoint product.

At any point, if there are any technical difficulties, please contact the Edupoint technical support team at support@edupoint.com or by phone at 1-877-899-9111 option 1.

Chapter One: OVERVIEW

In this chapter, the following topics are covered:

- ▶ Overview of the MSDS Reporting process
- ▶ Overview of the MSDS Views
- ▶ Information and setup needed before configuring MSDS

OVERVIEW OF MSDS REPORTING

Synergy provides a seamless process to report the required data to the State of Michigan. Some of the notable features of the Michigan Student Data System (MSDS) Data Reporting include:

- Synergy can collect all data at the district level so only one upload is needed for the entire district. Separate uploads for each school are not required.
- Synergy is updated every year to reflect the changes introduced by the Center for Educational Performance and Information (CEPI), and to ensure compliance with any state regulations. These updates are provided to the district with an active support & maintenance contract at no additional cost.

How is the data collected?

The state requires that data be collected and submitted to the CEPI in the following scheduled collections:

- Early Childhood (Fall, Spring, and EOY)
- Early Roster
- General Collection (Fall, Spring, and EOY)
- Request for UIC
- Student Record Maintenance
- Teacher Student Data Link

The data is reported in the following components:

- Adult Education
- Assessment
- Attendance
- Discipline
- Early Childhood Programs
- Early Childhood Special Education Assessment
- Early On
- Enrollment
- General Education FTE
- Homeless Demographic
- Initial IEP
- Initial IFSP
- LEP (Title III LEP and Immigrant)
- Membership
- Part B Referral
- Part C Assessment
- Personal Core
- Personal Curriculum
- Personal Demographics
- Program Participation
- School Demographics
- Section 23a
- Section 25
- SNE
- Special Education
- Student Course Component
- Student Record Maintenance
- Submitting Entity
- Title I Services

Student enrollment information is entered into the Student view as part of the normal enrollment process. Attendance data is entered into Synergy as part of the normal process of taking attendance. There are four MSDS tabs in the Student view to collect any data required that is

not stored somewhere else in the system. Information regarding the student's participation in special programs such as ELL (LEP) or Program Participation is recorded in one of the views available in the Student Programs folder. To see where each MSDS element is recorded in Synergy, please refer to Chapter 5 of this guide.

How is the data verified and checked?

Synergy is capable of making every data entry field mandatory and checking the data at the time it is entered. However, this approach is not practical for most districts because all data may not be available at the moment a student is enrolled or whenever some other data entry occurs. Instead, validation is performed when the upload is created based on the complex MSDS transaction validation rules from the state. These validation rules are updated when the state makes any changes to the MSDS transactions rules.

If any errors or invalid data are encountered in the data when the upload is created, the errors found are summarized in a PDF report that is available for viewing when the file creation process is complete.

Overview of the Data Submission Process

MSDS reporting in Synergy consists of the following steps:

1. **Creation:** The first step in the reporting process is the creation of the file that is to be sent to the state. When completed, this step generates a report of all students included and a report of any errors that need to be fixed in the data. It also creates the final file to be sent to the state. The file created is in XML format required by the MSDS.
2. **Upload:** The second step is uploading the XML file created in step 1 to the MSDS. The user saves the XML file to a folder on the hard drive (or a network drive). The user then logs onto the MSDS system and manually uploads the file.
3. **Verify:** The user then verifies the data sent. The state provides reports showing any errors.
4. **Certification:** After the data entry errors are corrected, the data must be certified.

Location of the State Data Reporting Views

A custom **Student** view for MI districts has been created to include tabs for MSDS data not found elsewhere in the system. The **MI** folder of the Synergy menu (also known as the PAD tree) includes extract, report, and setup views. The **Student Programs** folder of the Synergy menu includes the **English Language Learners** view, the **Free and Reduced Meals** view, the **Mass Update Student Programs** view, the **Student Needs** view (used for Program Participation Eligibility and Title I Programs and Services), and the **Student Program Summary** view.

The setup for the MI folder views is discussed in Chapter 2 of this guide. The setup for the Student Programs folder views is discussed in Chapter 3 of this guide. The companion manual

to the Administrator Guide, *Synergy – State of Michigan Data Reporting User Guide*, illustrates how to enter the data needed for state reporting and how to run the MSDS Submission process.

To access the **MI** folder:

1. Open the **Synergy Navigation Tree** (aka PAD tree) by clicking on the Tree button at the top of the view.

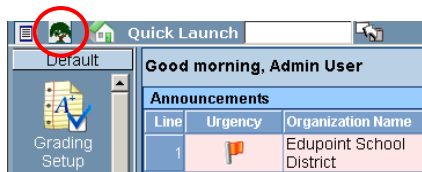


Figure 1 -- Synergy Navigation Tree

2. Expand the **Synergy** folder by clicking on the blue triangle pointing right, next to the word Synergy. Once clicked, the triangle turns green and points downward. Under the Synergy folder, open the **MI** folder by clicking on the blue triangle pointing right, next to the word **MI**. Once clicked, the triangle turns green and points downward.

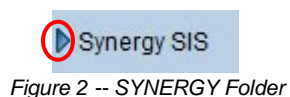


Figure 2 -- SYNERGY Folder

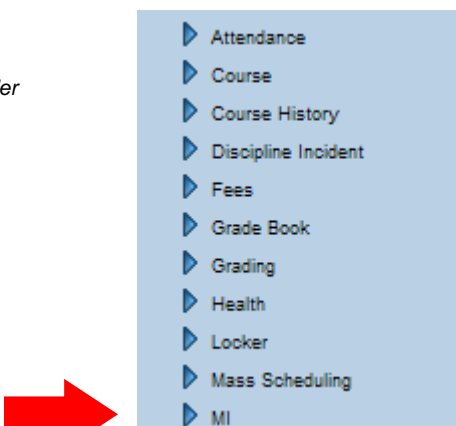


Figure 3 -- SYNERGY Folder Expanded

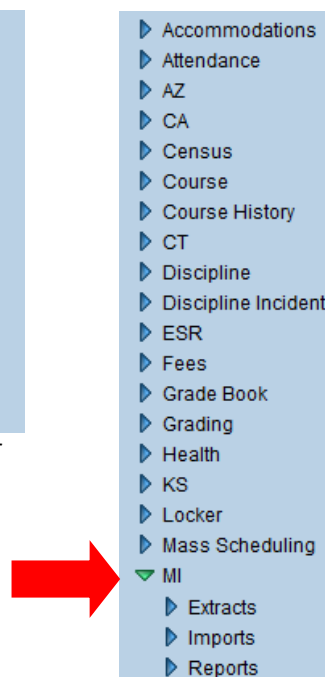


Figure 4 -- MI Folder Expanded



Note: In the rest of the manual, the location of a view or report in the Navigation Tree (also referred to as the PAD tree) is indicated using ">". The example above would be indicated as **Synergy SIS> MI**. This would mean go to the Navigation Tree, click on the Synergy folder, and then click on the MI folder.

OVERVIEW OF THE STUDENT VIEW

The **Student** view is located under the **Synergy SIS> Student** folder.

The Synergy Student view has been revised for Michigan users to include additional fields needed for state reporting. This view also includes all fields from the student table. Any fields the district does not plan to use may be hidden using **Synergy SIS> System> Security> Security Definition**. See Chapter 4 - Security for more information.

The labels for fields used in state reporting can be "bolded". (NOTE: See the section on Property Overrides in Chapter 2 for more information.) State specific fields not found elsewhere in the system can be found on the MSDS tabs of the Student view. See the companion manual to the Administrator Guide, Synergy – State of Michigan Data Reporting User Guide, for more information on the fields and their locations.

Security for the MSDS tabs can be maintained using **Synergy SIS> System> Security> PAD Security**. See Chapter 4 - Security for more information.

The screenshot shows the 'Student.MI' interface. At the top, there are fields for 'Student Name', 'School', 'Homeroom', and 'Teacher'. Below this is a navigation bar with tabs: Demographics, Parent/Guardian, Other Info, Emergency, Enrollment, Enrollment History, Classes, Documents, Student Contact Log, Notes, MSDS, MSDS-SPED, MSDS-Adult Ed, and MSDS-Early On. The MSDS-related tabs are highlighted with a red box. Below the navigation bar, there are input fields for 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Perm ID', 'Grade', and 'Gender'. Below that is the 'Student Information' section, which includes a 'No Photo' button and fields for 'Home Language Primary Language (MSDS)', 'Nick Name', and 'Last Name Goes By'.

Figure 5 – MI Student View



Note: The Map It! buttons in the Address section are controlled by the Enable Address Mapping check box in the Options tab of the System Configuration view.

If the Original District Enter Date is not displayed on the Other Info tab, make sure the 'Show Extended Other Enrollment Information' box is checked on the System tab on the District Setup view.

OVERVIEW OF STUDENT PROGRAMS VIEWS

The **Student Programs** views are located under the **Synergy SIS> Student Programs** folder.

The **Childhood Assessment** view is not used for state reporting at this time.

The **Childhood Program Participation** view lists the programs in which students in a pre-school program are participating. Security should be set up so that information may be displayed here but not changed. The user should maintain the data in the MSDS tab of the Student view since there are additional fields needed for state reporting. See Chapter 4 - Security for more information.

The **ELL** tab of the **English Language Learners** view lists the student's current status of participation in the ELL program. Information on the ELL History tab is used in the LEP component for state reporting.

The **Free and Reduced Meals** view records the student's participation in the Free and Reduced Meals program.

The **Mass Update Student Programs** view gives districts the ability to record an exit date and reason for any students participating in any special program at the end of the year, saving many hours of data entry. See the Synergy manual covering Student Programs for more information. There are also custom MI utility programs to mass update Adult Ed, Early Childhood Programs, and Student Needs found in **Synergy SIS> MI> Utilities**.

The **Special Ed Student Services** view is not used for state reporting at this time. Special Ed data is stored on the MSDS-SPED tab of the Student.MI view.

The **Student GATE** view can be used to enter Gifted and Talented information but is not used for Michigan state reporting at this time.

The **Student Needs** view lists the student's participation in any other programs that must be reported to the state, such as Title I programs.

The **Student Program Summary** view lists the transactions that have been generated for a student for all student programs.

OVERVIEW OF MI (STATE OF MICHIGAN) VIEWS

The **MI** views are located under the **Synergy SIS> MI** folder.

The **MSDS** submission views are located under **Synergy SIS> MI> Extracts**. This is where the files are created for uploading to the state. There is a view for each collection. Below is an example of the General Collection view:

The screenshot displays the 'General Collection' interface with the following sections:

- Parameters** (History, About)
- Date Parameters**:
 - Prior Count Date: 07/01/2010
 - Count Date (or last day of school): 10/06/2010
- Run Parameters**:
 - Reporting Period: Fall
 - Error Report Sequence: Building, Error Code, Name, StuID
 - Include Students with 0.00 FTE on Audit Report
 - Submitting Entity Code: 73000-Saginaw ISD
 - Submitting Entity Type Code: D-District
 - Operating District Number: 73040-Saginaw Township Community Schools
 - Operating ISD/ESA Number: 73
 - School Facility Number Override (ISDs only):
- Selection Parameters**:
 - Grades to Include:
 - Pre PS Early Childhood/Early On K 01
 - 02 03 04 05 06
 - 07 08 09 10 11
 - 12 12+ UNG-Elem UNG-Sec IEP / Special Ed
 - Adult Ed
 - If no Organizations to Process are selected, the program will use the current focus.
 - Organizations To Process** (Chooser):

Line	Name
Clear Organizations To Process List	
 - Students To Process** (Chooser):

Line	Last Name	First Name	Middle Name	Grade	SIS Number	State ID	Organization Name
Clear Students To Process List							
 - Student Groups To Process** (Chooser):

Line	Group Code	Description	School Year
Clear Student Groups To Process List			

Figure 6 – MSDS General Collection View

The **History** tab of the MSDS submission view lists all extract jobs run by the current user. The user may delete history as needed.

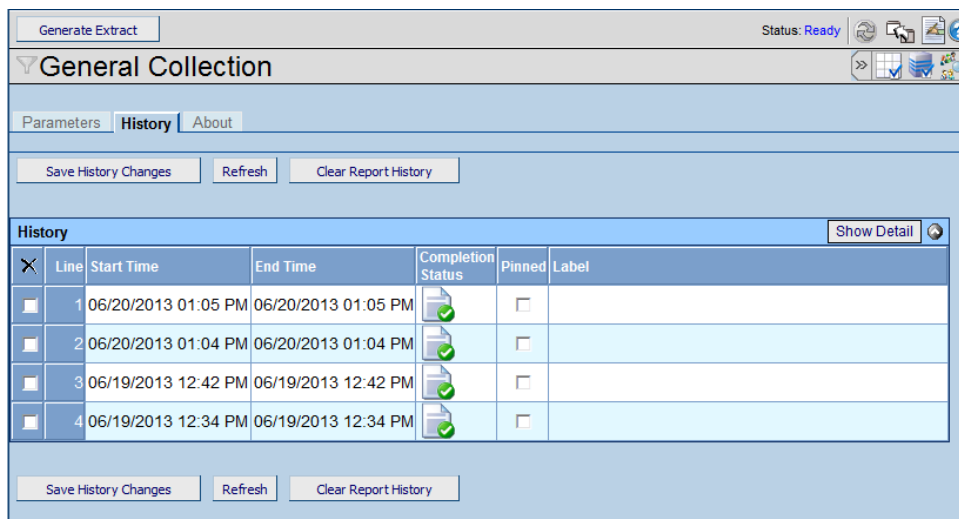


Figure 7 – History tab of the MSDS submission view

The **About** tab of the MSDS submission view provides information about the current version and instructions on how to use the prompt screen.

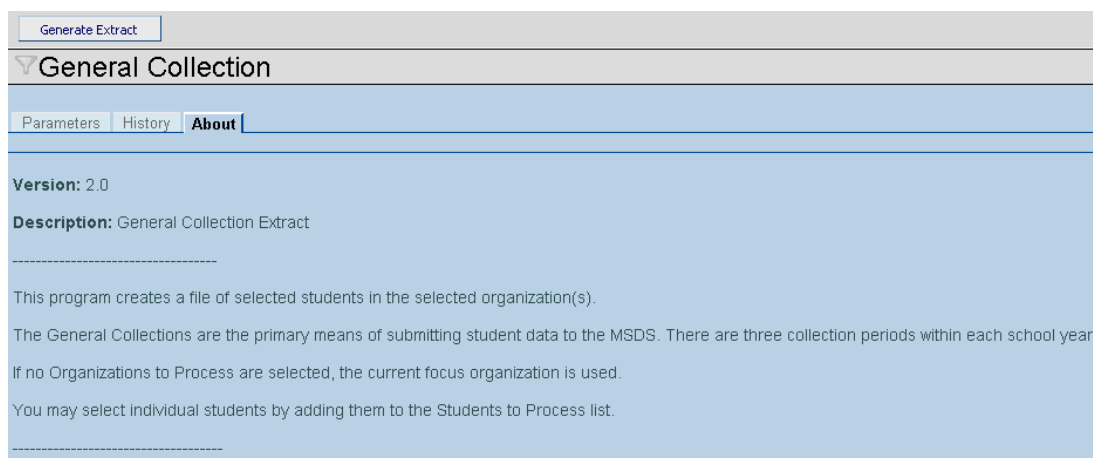


Figure 8 – About tab of the MSDS submission view

BEFORE STARTING

Before starting to define the setup of the MSDS Data Reporting as outlined in this manual, the following items should be completed in Synergy:

- The **Attendance** setup, including the District and School Attendance codes, as outlined in the *Synergy - Attendance Administrator Guide*.
- The **Student Information** setup as outlined in the *Synergy – Student Information Guide*.

To make the setup process go more smoothly, also gather the following information which is used during the setup process:

- The most recent list of valid MSDS codes should be available for reference from the State of Michigan CEPI website (<http://www.michigan.gov/cepi>). The lists of values can be accessed by going to the Collection Component Matrix. Click on a component name to open an Excel file of the component's details. Each Excel file has a tab called List Of Values.
- A list of **special needs programs** that are in use at each school. While every district must offer ELL and Special Education programs, there are a wide variety of other programs such as the 21st Century Program and Title I programs that may be offered to students.
- A **username and password for logging on to the MSDS**. This username and password must have access to all schools at the district and the district-level data as well.
- A **Synergy logon** that has access to all schools at the district as well as the district-level data.
- The **state number for each school** and the **state number for the district**. These Education Entity Master (EEM) codes are used in the upload process to ensure the data is uploaded and credited to the correct district / school.

Other Setup Considerations

Prior to starting the setup process for MSDS in Synergy, become familiar with the *MSDS Collection Details Manual* (available at <http://www.michigan.gov/cepi>) for information on how to access the MSDS system and the EEM. There are a number of documents and training tools available.

When running MSDS extracts, the job is processed on the designated **RT Process Service** for State Reporting. If processing for a large district, it may be necessary to increase the job execution time defined on the RT Process Service Setup view to 60 minutes or more. For more information about the setup of the RT Process Service, see the *Synergy – System Administrator Guide*.

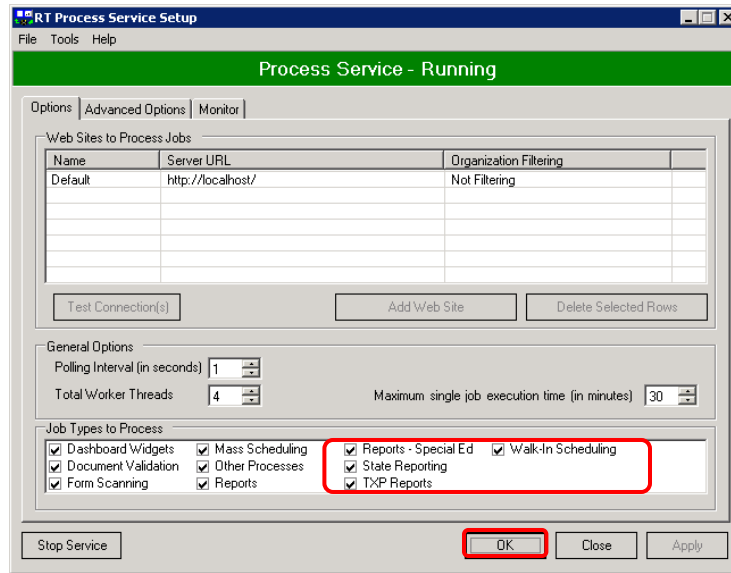


Figure 9 -- RT Process Service Setup

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Chapter Two: MSDS SETUP

In this chapter, the following topics are covered:

- ▶ The steps in the setup process
- ▶ System setup
- ▶ Lookup table maintenance instructions
- ▶ Lookup tables that need to be configured
- ▶ Organization setup
- ▶ District setup
- ▶ School setup
- ▶ Student programs setup

OVERVIEW OF THE SETUP PROCESS

To configure Synergy to upload the necessary information to the state of Michigan, the following items need to be setup across the system. The recommended setup order is:

1. **System Setup** – override views and properties
2. **Lookup Tables Setup** – update or add the needed state codes to all lookup tables
3. **Organization Setup** – enter the school and district EEM Codes in the Organization view
4. **District Level Setup** – set the district-level options for the upload process
5. **School Setup** – setup school-level options.
6. **Student Programs Setup** - for those programs in use at the school or district, test assessment information and additional state codes must be entered. For detailed instructions on how to configure the programs data reporting, please see Chapter 3 of this guide.

SYSTEM SETUP

Install MI SRC

Install the Michigan state reporting lookup tables included with Michigan state reporting. **NOTE:** These tables should be installed as soon as possible after the initial install of the software since they will be needed for data conversion.

Install the Michigan state reporting extract programs.

View Overrides

Views specific to Michigan clients have been created. These views must be setup to display in place of the original views.

1. Navigate to **Synergy SIS> System> Security> PAD Security**.
2. Expand the node (note: may be more than one).
3. Click on the view. Note: You will have to scroll back up to the top after clicking on the view.
4. Use the dropdown for the **View Substitution** field to select the substitution view.
5. Click the **Save** button near the top of the screen.
6. Repeat steps 3 – 6 for the following views:

<u>Node</u>	<u>View</u>	<u>View Substitution</u>
Synergy SIS> Student	Student	Student.MI
Synergy SIS> Student	Student Add	Student Add MI

Synergy SIS> Course History	Student Course History	Student Course History MI
Synergy SIS> Discipline Incident	Student Incident	Student Incident.MI
Synergy SIS> Discipline Incident	StudentIncidentDisciplineDetail	StudentIncidentDisciplineDetail.MI
Synergy SIS> Student Programs	English Language Learners	English Language Learners.MI

Property Overrides

Property values (such as field labels, lookup table, display length, etc.) can be changed. To change field properties follow these instructions:

1. Navigate to **Synergy SIS> System> Setup> Property Override**.
2. Expand the **K12** node.
3. Navigate to the view (location) in which the field is displayed.
4. Click on the field to change.
5. Scroll up to the top of the screen if necessary.
6. Enter the desired field **Label** in the Override section. **Short Label** may also be changed. These should both be changed to display the desired label on views, reports, and queries. To have the label display bolded and in a different color, check the 'Property is used in state reporting' box.
7. Click the **Save** button near the top of the screen.

Follow the above instructions to change properties for the fields listed below:

<u>Location</u>	<u>Field Name</u>	<u>Property</u>
K12 > K12.CourseInfo> Course		
	SCEDCourseLevel	Lookup Display Type= Code and Description/ Code and Description 'Property is used in state reporting' box should be checked.
	SCEDSubjectArea	Lookup Display Type= Code and Description/ Code and Description 'Property is used in state reporting' box should be checked.
	StateCategoryCode	Display Length=20 Lookup Display Type= Code and Description/ Code and Description 'Property is used in state reporting' box should be checked.
	CollegeCourseCredits	'Property is used in state reporting' box should be checked.
K12 > K12.Disciplineno> K12.DisciplineInfo.Setup> DistrictDisciplineCode		
	StateCode	Label= SID State Code Short Label= SID State Code

K12 > K12.Disciplineno> IncidentUI		
	ViolationSub1GU	Mandatory = Y
K12 > K12.Disciplineno> SchoolIncident		
	StateIncidentNumber	Label= SID Field 44: Y (checked) = Victims of Violent Criminal Offenses Short Label= SID 44: Victims
K12 > K12.Disciplineno> StudentIncidentDisposition		
	CodeDispSub1GU	Mandatory = Y Lookup Display Type= Description/ Description
K12 > K12.Disciplineno> StudentIncidentQuickAddMIUI		
	CodeDispSub1GU	Lookup Display Type= Description/ Description
K12 > K12.EnrollmentInfo > StudentEnrollment		
	DistrictOfResidence	Used in State Reporting = Y
	DistrictOfResidenceDD	Used in State Reporting = Y
	SREnrUserCheck01	Label=Out of Level Grade Short Label=Out of LvlGrd Used in State Reporting = Y
	SREnrUserDate01	Label=MSDS Enrollment Date Short Label = MSDS Enr Date Mandatory = true Used in State Reporting = Y
	SREnrUserDD01	Label=S2E2 Code Short Label=S2E2 Code Used in State Reporting = Y
	SREnrUserDD02	Label=Student Residency Short Label=Stu Res Used in State Reporting = Y
	SREnrUserDD03	Not used at this time. Clear all overrides.
	SREnrUserDD04	Not used at this time. Clear all overrides.
	SREnrUserDD05	Not used at this time. Clear all overrides.
	SREnrUserDD06	Label=S2E2 School Code Override Short Label= S2E2 Sch Cd Ovr Used in State Reporting = Y
	Withdrawal Reason Cd	Lookup Display Type= Code and Description/ Code and Description Width=25
K12 > K12.EnrollmentInfo > StudentEnrollmentActivity		
	DistrictOfResidence	Used in State Reporting = Y
	DistrictOfResidenceDD	Used in State Reporting = Y
	SREnrUserCheck01	Label=Out of Level Grade Short Label=Out of LvlGrd Used in State Reporting = Y
	SREnrUserDate01	Label=MSDS Enrollment Date Short Label = MSDS Enr Date Mandatory = true Used in State Reporting = Y
	SREnrUserDD01	Label=S2E2 Code Short Label=S2E2 Code Used in State Reporting = Y
	SREnrUserDD02	Label=Student Residency Short Label=Stu Res

		Used in State Reporting = Y
	SREnrUserDD03	Not used at this time. Clear all overrides.
	SREnrUserDD04	Not used at this time. Clear all overrides.
	SREnrUserDD05	Not used at this time. Clear all overrides.
	SREnrUserDD06	Label=S2E2 School Code Override Short Label= S2E2 Sch Cd Ovr Used in State Reporting = Y
K12 > K12.EnrollmentInfo > StudentSchoolYear		
	DistrictOfResidence	Used in State Reporting = Y
	DistrictOfResidenceDD	Used in State Reporting = Y
	SREnrUserCheck01	Label=Out of Level Grade Short Label=Out of LvlGrd Used in State Reporting = Y
	SREnrUserDate01	Label=MSDS Enrollment Date Short Label = MSDS Enr Date Mandatory = true Used in State Reporting = Y
	SREnrUserDD01	Label=S2E2 Code Short Label=S2E2 Code Used in State Reporting = Y
	SREnrUserDD02	Label=Student Residency Short Label=Stu Res Used in State Reporting = Y
	SREnrUserDD03	Not used at this time. Clear all overrides.
	SREnrUserDD04	Not used at this time. Clear all overrides.
	SREnrUserDD05	Not used at this time. Clear all overrides.
	SREnrUserDD06	Label=S2E2 School Code Override Short Label= S2E2 Sch Cd Ovr Used in State Reporting = Y
	SRUserCheck01	Label=Exclude from Section 25 Short Label=Excl Sec 25 Used in State Reporting = Y
	SRUserCodeDD01	Label=District Short Label=Oct District Lookup Table=K12.Setup.District Number Lookup Display Type= Code and Description/ Code and Description
	SRUserCodeDD02	Label=GE FTE Short Label=Oct GE FTE Lookup Table=K12.Enrollment.FTE
	SRUserCodeDD03	Label=SE FTE Short Label=Oct SE FTE Lookup Table=K12.Enrollment.FTE
	SRUserDate1	Short Label=First Day In Attendance Used in State Reporting = Y
	SRUserDate2	Label=SRM Date Short Label=SRM Date Used in State Reporting = Y
	SRUserDate3	Label=Prior MSDS Enrollment Date Short Label= MSDS Prior Enr Dt Used in State Reporting = Y
	SRUserNum1	Label=Total Days Possible Short Label=Tot Days Poss

		Used in State Reporting = Y
	SRUserNum2	Label= Days Attended Short Label= Days Atnd Used in State Reporting = Y
	SRUserText1	Label=Section 25 Comment
K12 > K12.EnrollmentInfo > StudentSOREnrollment		
	DistrictOfResidence	Used in State Reporting = Y
	DistrictOfResidenceDD	Used in State Reporting = Y
	SREnrUserCheck01	Label=Out of Level Grade Short Label=Out of LvlGrd Used in State Reporting = Y
	SREnrUserDate01	Label=MSDS Enrollment Date Short Label = MSDS Enr Date Mandatory = true Used in State Reporting = Y
	SREnrUserDD01	Label=S2E2 Code Short Label=S2E2 Code Used in State Reporting = Y
	SREnrUserDD02	Label=Student Residency Short Label=Stu Res Used in State Reporting = Y
	SREnrUserDD03	Not used at this time. Clear all overrides.
	SREnrUserDD04	Not used at this time. Clear all overrides.
	SREnrUserDD05	Not used at this time. Clear all overrides.
	SREnrUserDD06	Label=S2E2 School Code Override Short Label= S2E2 Sch Cd Ovr Used in State Reporting = Y
	SRUserCheck01	Label=Exclude from Section 25 Short Label=Excl Sec 25 Used in State Reporting = Y
	SRUserCodeDD01	Label=District Short Label=Oct District Lookup Table=K12.Setup.District Number Lookup Display Type= Code and Description/ Code and Description
	SRUserCodeDD02	Label=GE FTE Short Label=Oct GE FTE Lookup Table=K12.Enrollment.FTE
	SRUserCodeDD03	Label=SE FTE Short Label=Oct SE FTE Lookup Table=K12.Enrollment.FTE
	SRUserDate1	Short Label=First Day In Attendance Used in State Reporting = Y
	SRUserDate2	Label=SRM Date Short Label=SRM Date Used in State Reporting = Y
	SRUserDate3	Label=Prior MSDS Enrollment Date Short Label= MSDS Prior Enr Dt Used in State Reporting = Y
	SRUserNum1	Label=Total Days Possible Short Label=Tot Days Poss Used in State Reporting = Y
	SRUserNum2	Label= Days Attended Short Label= Days Atnd Used in State Reporting = Y
	SRUserText1	Label=Section 25 Comment

	Withdrawal Reason Cd	Lookup Display Type= Code and Description/ Code and Description Width=25
K12 > K12.ProgramInfo > ChildProgParticipation	ProgramCTDS	Label=Fiscal Entity Code
K12 > K12.ProgramInfo > ELL	DesCurrentCode LanguageToHome	Label=LEP Funding Participation Label=Primary Language (MSDS)
K12 > K12.ProgramInfo > ELLHistory	DesCurrentCode	Label=LEP Funding Participation
K12 > K12.ScheduleInfo> Section	CategoryCodeOverride	Display Length=20 Lookup Display Type= Code and Description/ Code and Description 'Property is used in state reporting' box should be checked.
K12 > K12.Setup> District Setup	EnrDateValidation	Display Length=60
K12 > School	StateSchoolCode	Label=State School Code
K12 > Student	StateStudentNumber	Label=UIC
K12 > K12.MI > StudentMI	Resident County	Default Value = ?? Mandatory = Y

If you plan to use Student Notifications, be sure there is a notification code set up for Special Ed. The Short Description should be "SPED". Go to **Synergy SIS> System> Setup> Person Notification Codes**.

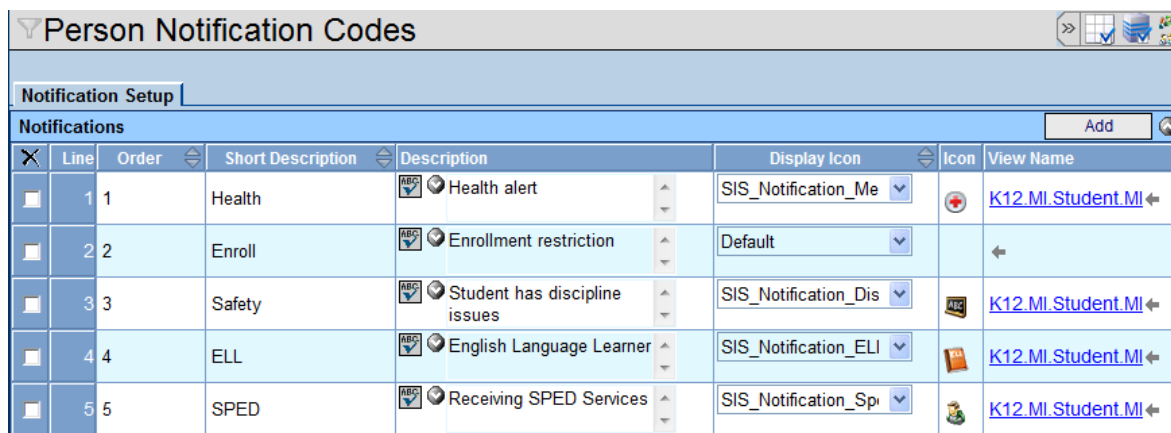




Figure 10 – Person Notification Codes, SPED example

The Display Icons used here are set up in System Configuration on the Advanced tab.

LOOKUP TABLES SETUP

There are many lookup tables required for the MSDS collections. These lookup tables need to be set up with the codes required by the state for certain categories of information, such as the enter codes and leave codes. These codes can change at any time, so be sure to check with the State of Michigan to get the latest codes and update the state codes as needed.

The lookup tables are initially loaded with the Michigan state reporting updates. Once the tables have been installed, changes can be made.

	Caution – The "Code" column may be changed BEFORE any data imports. Never change the value of the "Code" column after data has been imported or entered in Synergy.
	Caution – Old SIS Code must be entered in the Other SIS column before importing data.

The lookup tables used in state reporting are:

<u>Node</u>	<u>--- Lookup Table(s) ---</u>	
K12	Grade Graduation Status	Language
K12.CourseHistoryInfo	Completion Status Mark	Waiver Type
K12.CourseInfo	SCED Course Code SCED Course Level	SCED Subject Area State Cat Subject Area
K12.Demographics	Family Code (State code for Unaccompanied Youth must be UY) Homeless	Resident County Summer Withdrawal Code
K12.Demographics.MI	Race Ethnic Code	
K12.Discipline.MI	Follow Up	
K12.Enrollment	Attend Permit Reason FTE Instructional Setting Leave Code	Program Code SR User DD 01 (S2E2 code) SR User DD 02 (Student Residency)

K12.ProgramInfo	Childhood Programs EC Pgm Delivery Method EC Pgm Delivery Schedule EC Pgm Exit Reason EC SpEd Asmt Outcome EC SpEd Asmt Tool ELL Des Code (used for LEP Funding Participation) ELL Exit Reason ELL Participation Status ELL Program Code	FRM Code IEP Init Result IEP Init Timeliness SpEd Exit Reason SpEd Primary Disability SpEd Primary Ed Setting SpEd Program Services SpEd Secondary Disability SpEd Support Services
K12.ProgramInfo.MI	Adult Ed Diploma GED Status Adult Ed Elig Exception Adult Ed Funding Adult Ed Program Code EC Funding Type EC Pgm School Facility Number EO Part C Exit Reason EO Primary Service Setting EO Service Code EO Service Coord Agency EO Timely Start	IEP Part C Trans Timeliness IFSP Ref Agency IFSP Result IFSP Timeliness Part C Asmt Data Source Part C Asmt Outcome Part C Asmt Parent Input Part C Asmt Type Part C Trans Timeliness Program Model (Adv / Acc) Special Pgm Opt (Adv / Acc)
K12.ScheduleInfo	Instructional Strategy	Staff Responsibility
K12.Setup	District Number Entity Type Code	Vaccination State Cod
K12.Setup.MI	ISD Codes	ISD School Codes
K12.TestInfo.MI	OEAA Group Code OEAA Research Code	OEAA Test Type
K12.VaccinationInfo	Exemptions	
Revelation	Ethnicity (State Code represents the POSITION in the six character ethnic field)	

Other codes required by the state are built into the Synergy system or calculated from other values and do not require the lookup tables to be modified. The built-in codes are:

- Attendance Code
- Revelation.Country
- Revelation.Gender
- Revelation.State

The following lookup tables are needed for data conversion:

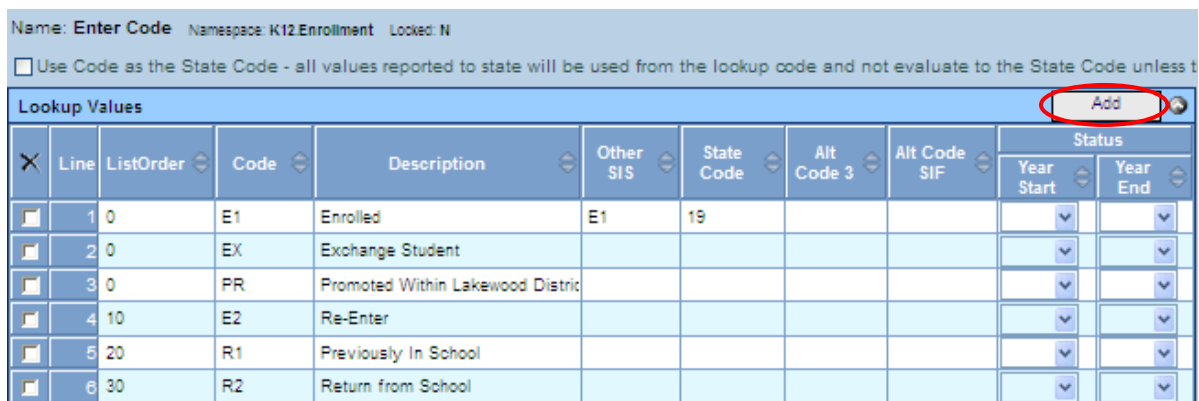
- K12.CourseInfo.SCHEDULE_PRIORITY (needed for data conversion but CANNOT be used for something else)

The following lookup tables may be initially loaded from the State of Michigan updates for ease of use and can be changed to fit the district's needs:

K12.RELATION_TYPE
 K12.Accommodation.CLASSROOM_ACCOMODATION
 K12.Accommodation.PLAN
 K12.Accommodation.NA_REASON
 K12.Enrollment.WITHDRAWAL_REASON_CODE

Lookup Table Maintenance Instructions

1. Go to the **Lookup Table Definition** view, found under **Synergy SIS> System> Setup**.
2. Navigate to the code table to change.
3. Select the code table. Below is an example of the Enter Codes in K12.Enrollment.



X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
									Year Start	Year End
	1	0	E1	Enrolled	E1	19				
	2	0	EX	Exchange Student						
	3	0	PR	Promoted Within Lakewood District						
	4	10	E2	Re-Enter						
	5	20	R1	Previously In School						
	6	30	R2	Return from School						

Figure 11 – Enter Code Lookup Table

4. Click the **Add** button to add a new code.
5. Some codes are listed in order by ListOrder, some by code, and some by Description. The order in which the values are displayed may possibly be changed by entering the order number in the **ListOrder** column depending on how the lookup table was defined in the view.
6. Enter a code in the **Code** column. Codes can usually be up to five characters. This value must be unique, but it is only used internally to link the tables in the database. It can be the same as the code used by the state but it can also be the district's own coding structure. **NOTE:** Never change the value of the "Code" column after data has been imported or entered in Synergy.
7. Enter the description of the code in the **Description** column.
8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.
9. If the code chosen is different than the state code, enter the actual code used by the state in the **State Code** column.
10. If appropriate, a start year and end year may be entered in the **Status** column to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but is not available for selection for new transactions in the view. For example, if a code is no longer valid after FY2008, select 2008 for the end year.

11. The **Alt Code 3** and **Alt Code SIF** are usually not used for state reporting. The checkbox at the top of the table **Use Code as the State Code** is generally not used. By default, the code in the Code column is used for state reporting, unless there is a code entered in the State Code. If a code is entered in the State Code column, that code is used.
12. Click the **Save** button at the top to save the changes.

To delete a code:

1. Click the box under the **X** column.
2. Click the **Save** button.

LOOKUP TABLE DEFINITIONS

Many of the lookup table codes come directly from the [MSDS Collection Details Manual](#) published by CEPI. Be sure to check for any changes to codes on a regular basis.

Grade

Student grade level is used in Enrollment records. State Code is used for the GradeOrSetting characteristic in the School Demographic component for state reporting. This table must be set up manually; it will not be imported from Michigan state reporting updates.



Caution – The values in the Code column should not be changed. There are reports that can be run for a range of grades; if you change the grade codes, you may not get the expected results.

Additional values may be added; be sure to enter a valid state code for all grade codes. If your district does not use some of the values, enter an End Year instead of deleting the row.



Note – The Value used for K - 12 can be translated to grade by subtracting 100 then dividing by 10 (e.g., $200 - 100 = 100 / 10 = 10$ (10th grade), $140 - 100 = 40 / 10 = 4$ (4th grade)).



Caution – The grade codes in the import files from your old SIS system must be entered in the Other SIS column BEFORE importing data.

Name Space	Table Name
K12	Grade

Suggested Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3
0	070	Pre K	PK		
0	080	PS	PS		
1	090	Early Childhood / Early On	EC	30	
2	100	K	0	00	
3	110	01	1	01	
4	120	02	2	02	
5	130	03	3	03	
6	140	04	4	04	
7	150	05	5	05	
8	160	06	6	06	
9	170	07	7	07	
10	180	08	8	08	
11	190	09	9	09	
12	200	10	10	10	
13	210	11	11	11	
14	220	12	12	12	
15	230	12+	13	12	
18	270	IEP / Special Ed	14	14	
19	300	Adult Ed	20	20	

Graduation Status

The Graduation Status codes lookup table must contain any of the exit reasons that have to do with graduation.

Name Space	Table Name
K12	GRADUATION_STATUS

Values: (as of **August 2015** — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.)

Order	Code	Description	Old SIS	State Code	Alt Code 3
10	01	Graduated from general education with a high school diploma		01	
20	02	Graduated from general education with a high school diploma and applied to a degree-granting college or university		02	
30	03	Graduated from an alternative program with a high school diploma		03	
40	04	Graduated from general education with a high school diploma and applied to a non-degree granting institution.		04	
50	05	Completed general education with an		05	

Order	Code	Description	Old SIS	State Code	Alt Code 3
		equivalency certificate (GED).			
60	06	Completed general education with other certificate		06	
200	20	Special education - Received certificate of completion and exited the K-12 system		20	
210	21	Special education - Received certificate of completion and exited the K-12 system. Special education- Reached maximum age and exited the K-12 system.		21	
400	40	Graduated from a Middle College with both a high school diploma and an Associate Degree or other advanced certificate		40	
410	41	Graduated from a Middle College with only a high school diploma		41	
420	42	Graduated from another district		42	

Language

This lookup table contains languages spoken by students in the district. The table included with Michigan state reporting contains all the languages listed in the CEPI manual; however, your district probably uses only a select few. Change the value in the Order column to show the languages most frequently used at the top of the drop down list. An End Year may be entered on the languages not used so they do not display in the list. If an End Year is entered, it can be removed in the event that a student comes into the district that speaks a language not used previously in the district.



Caution – The language codes in the import files from your old SIS system must be entered in the Other SIS column BEFORE importing data.


Name Space	Table Name
K12	LANGUAGE

Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3
0	eng	English	0	eng	
0	spa	Spanish	1	spa	
0	hmn	Hmong	23	hmn	
		See the MSDS manual for other valid codes. Add other values as needed. Hide values by entering an End Year. Change the sequence of values by entering sequence numbers in the Order column.			

Relation Type

This table is included as a service to the client. It is not used in state reporting. These are suggested values only; clients may update with any values they choose.



Caution – The relation types in the import files from your old SIS system must be entered in the Other SIS column BEFORE importing data.

Name Space	Table Name
K12.	RELATION_TYPE

Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3
11	M	Mother			
12	MS	Stepmother			
13	MF	Foster Mother			
..			
21	F	Father			
22	FS	Step-Father			
23	FF	Foster Father			
		See remaining suggested values.			

Classroom Accommodation

This table is included as a service to the client. It is not used in state reporting. These are suggested values only; clients may update with any values they choose.

Name Space	Table Name
K12.Accommodation	CLASSROOM_ACCOMMODATION

Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3
	WC	Wheelchair Access			
	VI	Visually Impaired Accommodation			
	PI	Physically Impaired Accommodation			

Plan

This table is included as a service to the client. It is not used in state reporting. These are suggested values only; clients may update with any values they choose.

Name Space	Table Name
K12.Accommodation	PLAN

Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3
	PI	Physically Impaired			
	VI	Visually Impaired			
	HI	Hearing Impaired			

NA Reason

This table is included as a service to the client. It is not used in state reporting. These are suggested values only; clients may update with any values they choose.

Name Space	Table Name
K12.Accommodation	NA_REASON

Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3
	1	Needs values (MI)			

Department

Course department must contain an entry for Special Ed in order to flag SE courses. [This code is used in the Teacher Student Data Link collection to determine SE courses.](#)

Name Space	Table Name
K12.CourseInfo	DEPARTMENT

Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3
0	FA	Fine Arts			
0	LA	Language			
0	MA	Math			
0	SC	Science			
0	SE	Special Education			SE
		Districts may add any other department codes that suit their needs.			

Completion Status

Course completion status is entered on Student Course History records and is used in the Teacher Student Data Link collection. This is a custom MI table and must be imported with MI SR.

Name Space	Table Name
K12.CourseHistoryInfo	COMPLETION_STATUS

Values (as of **Aug 2015** — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3
0	AU	Audited		AU	
0	CF	Completed/Failed		CF	
0	CP	Completed/Passed		CP	
0	CS	Completed/Grade 14 Only		CS	
0	ER	Submitted in Error		ER	
0	I	Incomplete		I	
0	OE	Ongoing Enrolled/Special Ed Only		OE	
0	TO	Tested Out		TO	
0	WE	Withdrawn/Exited		WE	
0	WP	Withdrawn/Passing		WP	
0	WF	Withdrawn/Failing		WF	

Mark

This lookup table is used in Course History and Teacher Student Data Link (TSDL). Alt Code 3 must contain the course completion status associated with the mark. This value will be used in TSDL. The Code column must match the setup in **Synergy SIS> Grading> Setup> Mark Definition**.

Name Space	Table Name
K12.CourseHistoryInfo	MARK

Suggested Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3
10	A+	A+ (100%)			CP
20	A	A (93%-99%)			CP
30	A-	A- (90%-92%)			CP
40	B+	B+ (87%-89%)			CP
50	B	B (83%-86%)			CP
60	B-	B- (80%-82%)			CP

Order	Code	Description	Other SIS	State Code	Alt Code 3
70	C+	C+ (77%-79%)			CP
80	C	C (73%-76%)			CP
90	C-	C- (70%-72%)			CP
100	D+	D+ (67%-69%)			CP
110	D	D (63%-66%)			CP
120	D-	D- (60%-62%)			CP
130	E+	E+ (57%-59%)			CF
140	E	E (53%-56%)			CF
150	E-	E- (50%-52%)			CF
160	F	F (LT 50%)			CF
170	I	Incomplete			I
300	CR	Credit			AU
310	CS	Complete/Grade 14 only			CS
320	NC	No Credit			AU
330	TO	Tested Out			TO
340	WE	Withdraw/Exit			WE
350	WF	Withdraw/Fail			WF
360	WP	Withdraw/Pass			WP
400	P	Proficient			CP
410	NP	Not Proficient			CF
420	S	Satisfactory			CP
430	N	Needs Improvement			CP
440	U	Unsatisfactory			CF
500	AU	Audit			AU
510	OE	Ongoing Enrollment			OE

Waiver Type

The Course waiver type is used in Personal Curriculum Modification (course waivers). This is a custom MI table and must be imported with MI SR.

Name Space	Table Name
K12.CourseHistoryInfo.MI	WAIVER_TYPE

Values (as of Aug 2015 — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3
0	1	IEP		1	
0	2	Transfer		2	
0	3	General Advanced		3	
0	4	General Modified		4	

SCED Course Code

These are the course codes defined by the National Center for Education Statistics (NCES). This table must be updated with the Michigan state reporting version since the Synergy table contains only the Secondary Codes.

Name Space	Table Name
K12.CourseInfo	SCED_COURSE_CODE

Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3
0	01002	English/Language Arts II (10th grade)			
0	01003	English/Language Arts III (11th grade)			
0	01004	English/Language Arts IV (12th grade)			
		MI node contains both Secondary (01000-22999) and Prior-To-Secondary (51000-73999) Course Codes... Too many to list all.			

SCED Course Level

The SCED Course Level is used in Student Teacher Data Link.

Name Space	Table Name
K12.CourseInfo	SCED_COURSE_LEVEL

Values (as of Aug 2015 — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3	Start Year	End Year
1	R	Regular (Default)		01			
2	H	Honors		02			
3	P	Pre-Advanced		03			
4	A	Advanced Placement		04			
5	B	International Baccalaureate		05			
6	N	Not Applicable		06			
7	D	Dual Enrollment/Early Middle College (TSDL)		07			
8	C	Concurrent Enrollment (TSDL)		08			2013
10	DC	64b Dual/Concurrent Enrollment Course		10		2015	
99	O	Other		00			

SCED Subject Area

These are the subject area codes defined by the National Center for Education Statistics (NCES). This table must be updated with the Michigan state reporting version since the Synergy table only contains the Secondary Codes.

Name Space	Table Name
K12.CourseInfo	SCED_SUBJECT_AREA

Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3
0	01	(Sec) English Language and Literature			
0	02	(Sec) Mathematics			
0	51	(PTS) English Language and Literature			
0	52	(PTS) Mathematics			
		MI node contains both Secondary (01-22) and Prior-To-Secondary Subject Area Codes (51-73)			

Schedule Priority

Schedule Priority is used in the schedule builder. This table is included with Michigan state reporting because the Other SIS value is needed for data conversion.

Name Space	Table Name
K12.CourseInfo	SCHEDULE_PRIORITY

Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3
1	1	Core (High)	1		
5	5	Elective (Low)	5		

Subject Area

Subject Area is used for graduation requirements. The State Code column should contain the subject area codes required for Personal Curriculum Credit Modifications.

Name Space	Table Name
K12.CourseInfo	SUBJECT_AREA

Order	Code	Description	Other SIS	State Code	Alt Code 3
99	ALG1	Algebra		2	
99	ALG2	Algebra II		2	
99	AMH	American History		4	

Order	Code	Description	Other SIS	State Code	Alt Code 3
99	BIO	Biology		3	
99	C/E	Civics/Economics		4	
99	CIV	Civics		4	
99	COM	Computers			
99	CP	Chemistry/Physics		3	
99	ECN	Economics		4	
99	ELE	Electives			
99	ENG	English		1	
99	FHP	Family/Health/Parenting			
99	FL1	Foreign Language Year 1		6	
99	FL2	Foreign Language Year 2		6	
99	GEO	Geometry		2	
99	GOV	Government		4	
99	HTH	Health		8	
99	MTH	Mathematics		2	
99	PEH	Physical Education		8	
99	SCI	Science		3	
99	SLS	Life Science		3	
99	SOC	Social Studies		4	
99	SPS	Physical Science		3	
99	USG	US History with Geography		4	
99	VPF	Visual/Performing/Fine Arts		5	
99	W/C	World Cultures		4	
99	WHG	World History with Geography		4	
99	WL1	World Language Year 1		6	
99	WL2	World Language Year 2		6	

Virtual Method (Category Code)

The virtual method is used in Teacher Student Data Link (TSDL). MI districts will be using the Category Code field to indicate virtual method.

Name Space	Table Name
K12.CourseInfo	STATE_CAT

Values (as of Aug 2015 — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3
0	BL	Blended Learning		BL	
0	DL	Digital Learning		DL	

Order	Code	Description	Other SIS	State Code	Alt Code 3
0	NV	Not Virtual		NV	
0	OC	Online Course		OC	

Family Code

Family Code is found in student demographics. The UY code in the State Code column is used in state reporting to flag Unaccompanied Youths.

Name Space	Table Name
K12.Demographics	FAMILY_CODE

Suggested Values: "UY" in the State Code column is required for Unaccompanied Youth.

Order	Code	Description	Other SIS	State Code	Alt Code 3
0	1	One Adult Family			
0	2	Two Adult Family			
0	3	One Adult Foster Home			
0	4	Two Adult Foster Home			
0	5	Unaccompanied Youth		UY	
0	6	Other			

Homeless

These are the Homeless codes used for state reporting.

Name Space	Table Name
K12.Demographics	HOMELESS

Values (as of Aug 2015 — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3
99	S	Shelters		10	
99	T	Transitional Housing		11	
99	F	Awaiting Foster Care Placement / Temporary Foster Care		12	
88	D	Doubled-Up		13	
99	H	Hotel/Motel		14	
99	U	Unsheltered		15	

Summer Withdrawal Codes

The Summer Withdrawal Codes are used for the exit reason and are the same as Leave Codes.



Note – There must be a code set up for ‘No Shows’ where the State Code is ‘NS’.

Name Space	Table Name	Owned By Product
K12.Demographics	SUMMER_WITHDRAWAL_CODES	No

Values (as of Aug 2015 — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3
0	NS	No Show - Student NEVER attended district		NS	
0	00	Not enrolled		00	
1	01	Graduated from GenEd with HS diploma		01	
2	02	Graduated from GenEd with HS diploma and applied to degree-granting college		02	
3	03	Graduated from AltEd with HS diploma		03	
4	04	Graduated from GenEd with HS diploma and applied to non-degree granting college		04	
5	05	Completed general education with an equivalency certificate (GED)		05	
6	06	Completed general education with other certificate		06	
7	07	Dropped out of school		07	
8	08	Enrolled in another public school district in Michigan		08	
9	09	Moved out of state		09	
10	10	Expelled from the school district (no further services)		10	
11	11	Enlisted in military or Job Corps		11	
12	12	Deceased		12	
13	13	Adjudicated		13	
14	14	Enrolled in home school		14	
15	15	Enrolled in non-public school		15	
16	16	Unknown		16	
17	17	Placed in a recovery or rehabilitative program		17	
18	18	Left adult education		18	
19	19	Expected to continue in the same school district		19	
20	20	Special education - Received certificate of completion and exited the K-12 system		20	
21	21	Special education - Reached maximum age and exited the K-12 system		21	

Order	Code	Description	Other SIS	State Code	Alt Code 3
30	30	Exited early childhood or Early On® program/service		30	
40	40	Graduated from a Middle College with both a high school diploma and an Associate Degree or other advanced certificate		40	
41	41	Graduated from a Middle College with only a high school diploma		41	
42	42	Graduated from another district		42	
99	TR	Transferred to another school in the same district.		19	

Race Ethnic Code

These codes are used to rank race/ethnic codes for state reporting. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name
K12.Demographics.MI	RACE_ETHNIC_CODE

Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3
0	0	Not Applicable			
0	1	Primary			
0	2	Secondary			
0	3	Tertiary			
0	4	Quaternary			
0	5	Quinary			
0	6	Senary			

Follow Up

These codes are used in Discipline for state reporting. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name
K12.Discipline.MI	FOLLOW_UP

Values (as of Aug 2015 — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3
0	20	Placed in an alternative education school		20	

Order	Code	Description	Other SIS	State Code	Alt Code 3
0	21	Instructional services at home		21	
0	22	Instructional services in community/non-school location		22	
0	23	Education provided by another district or agency (DHS, CMH, DCH)		23	
0	24	Placed in a strict discipline academy [MCL 380.1311(3)]		24	
0	25	No education services provided		25	
0	26	Other Educational Service Referral		26	

Attend Permit Reason

The Attend Permit Reason codes are used when a student is attending a school other than his/her school of residence. This table is included as a service to the client. It is not used in state reporting. These are suggested values only; clients may update with any values to fit the district's needs.

Name Space	Table Name
K12.Enrollment	ATTEND_PERMIT_REASON

Order	Code	Description	Other SIS	State Code	Alt Code 3
99	PE	Parent Employment			
99	SA	Student Assignment			
99	MAG	Magnet			
99	ALTCS	Alternate course of study			
99	GATE	GATE			
99	SOCID	School of Choice - in district			
99	AT	Administrative Transfer			
99	DT	Disciplinary Transfer			
99	SE	Special Education			
99	GEN	General Reasons			
99	SOCOD	School of Choice - out of district			

FTE

The FTE codes are used to indicate a student's Full Time Equivalency (FTE) for state reporting. These codes are used in the drop down for the Gen Ed FTE field in Enrollment and for the two Special Ed FTE fields.

Name Space	Table Name
K12.Enrollment	FTE

Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3
0	0.00	0.00		0.00	
1	0.01	0.01		0.01	
2	0.02	0.02		0.02	
3	0.03	0.03		0.03	
.					
.					
97	0.97	0.97		0.97	
98	0.98	0.98		0.98	
99	0.99	0.99		0.99	
100	1.00	1.00		1.00	

Instructional Setting

The Instructional Setting table is included as a service to the client. It is not used in state reporting, however, it is used in Discipline and Early Roster Build. These are suggested values only; clients may update with any values to fit the district's needs. The Alt Code 3 values for Regular and Special Ed are required. Be sure to enter the Alt Code 3 values listed for comparable codes if different codes are used.

Name Space	Table Name
K12.Enrollment	INSTRUCTIONAL_SETTING

Order	Code	Description	Other SIS	State Code	Alt Code 3
99	RE	Regular Ed			RE
99	SE	Special Ed			IEP

Leave Code

The Enrollment leave codes are used for the exit reason in MSDS collections. **NOTE:** There must be a code set up for 'No Shows' where the State Code is 'NS'.

Name Space	Table Name	Owned By Product
K12.Enrollment	LEAVE_CODE	No

Values (as of Aug 2015 — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3
0	NS	No Show - never attended in district		NS	
0	00	Not enrolled		00	
1	01	Graduated from GenEd with HS diploma		01	
2	02	Graduated from GenEd with HS diploma and		02	

Order	Code	Description	Other SIS	State Code	Alt Code 3
		applied to a degree-granting college			
3	03	Graduated from AltEd with HS diploma		03	
4	04	Graduated from GenEd with HS diploma and applied to a non-degree granting institution		04	
5	05	Completed general education with an equivalency certificate (GED)		05	
6	06	Completed general education with other certificate		06	
7	07	Dropped out of school		07	
8	08	Enrolled in another public school district in Michigan		08	
9	09	Moved out of state		09	
10	10	Expelled from the school district (no further services)		10	
11	11	Enlisted in military or Job Corps		11	
12	12	Deceased		12	
13	13	Adjudicated		13	
14	14	Enrolled in home school		14	
15	15	Enrolled in non-public school		15	
16	16	Unknown		16	
17	17	Placed in a recovery or rehabilitative program		17	
18	18	Left adult education		18	
19	19	Expected to continue in the same school district		19	
20	20	Special education - Received certificate of completion and exited the K-12 system		20	
21	21	Special education - Reached maximum age and exited the K-12 system		21	
30	30	Exited early childhood or Early On® program/service		30	
40	40	Graduated from a Middle College with both a high school diploma and an Associate Degree or other advanced certificate		40	
41	41	Graduated from a Middle College with only a high school diploma		41	
42	42	Graduated from another district		42	
9999	TR	Transferred within district		19	

Program Code

The Program Code is a required field on the Enrollment tab on the Student view. This code is not reported in any MSDS collection; however, certain fields are included / excluded based on the value in this field (e.g. SW-Seat Waiver). This table is included as a service to the client. These are suggested values only; clients may update with any values they choose. The Alt

Code 3 values are required. Be sure to enter the Alt Code 3 values listed for comparable codes if different codes are used.

Name Space	Table Name	Owned By Product
K12.Enrollment	PROGRAM_CODE	No

Suggested Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3
1	RE	Regular Education			RE
1	RS	Regular and Special Ed			RS
1	SE	Special Education			SE
1	Alt	Alternative Education			Alt
1	SW	Seat Waiver			SW
1	AE	Adult Ed			AE

S2E2 Codes (SR_User_DD_01)

State Reporting User Dropdown 01 is used for S2E2 code.

Name Space	Table Name	Owned By Product
K12.Enrollment	SR_USER_DD_01	No

Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3
		This table should contain the state id number for districts providing SpEd services to this district. State ID number should be in Code value and in AltCode2.			
0	23060	Grand Ledge Public Schools		23060	
0	33020	Lansing School District		33020	
0	34090	Lakewood Public School District		34090	
0	41010	Grand Rapids Public Schools		41010	
0	41026	Wyoming Public Schools		41026	
0	59080	Tri-County Schools		59080	
0	81050	Dexter School District		81050	
0	25010	Flint, School District of the City of		25010	
0	25030	Grand Blanc Community Schools		25030	
		This table will contain all district IDs in the State of Michigan. Change List Order to put the most used districts at the top of the dropdown list. Add an End Year to hide values from the dropdown list.			

Student Residency (SR_User_DD_02)

The State Reporting User Dropdown 02 code is used for Student Residency code.

Name Space	Table Name
K12.Enrollment	SR_USER_DD_02

Values (as of Aug 2015 — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3
99	01	Non-K-12 district		01	
99	02	Section 105 school of choice (within same ISD)		02	
99	03	Section 105c school of choice (outside contiguous ISD)		03	
99	04	Non-public school student (Non-Resident)		04	
99	05	No cooperative agreement, no release, not exempted		05	
99	06	All other non-resident students		06	
99	07	Home schooled non-resident		07	
99	08	Non-public school student (Resident)		08	
99	09	Section 24 juvenile detention facility		09	
99	10	For new PSAs (fall only)		10	
99	11	School for the Deaf/blind MSB-Low Incidence Outreach		11	
99	12	Section 6(4) (d) non-special education juvenile detention		12	
99	13	Student with disabilities emotional impairments served by DCH facility		13	
99	14	All other resident students		14	
99	15	Home-schooled resident		15	

Withdrawal Reason Code

Optionally, the Withdrawal Reason Codes can be updated from Michigan state reporting. One district requested this table include all district codes and all state codes because they keep track of where the student went. These codes are not used for Michigan state reporting at this time.

Name Space	Table Name	Owned By Product
K12.Enrollment	WITHDRAWAL_REASON_CODE	No

Suggested Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3
88	WR1	School identified for Federal School Improvement			

Order	Code	Description	Other SIS	State Code	Alt Code 3
88	WR2	School identified as persistently dangerous			
88	WR3	Individual Transfer Option (victim of a violent crime or criminal act)			
88	WR4	Pregnancy / Biological Parent of a Child			
999	01010	Alcona Community Schools			
		May contain all Michigan school district codes.			
888	AK	Alaska			
		May contain all state codes.			
		May contain other codes defined by the district. These codes are not used in state reporting at this time.			

Entity Type Code

The Entity Type Codes are used on the MSDS extract prompt screens and for Early Childhood Programs. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.MI	ENTITY_TYPE_CODE	Yes

Values (as of May 2012):

Order	Code	Description	Other SIS	State Code	Alt Code 3
99	A	Agreement Number		A	
99	B	Building		B	
99	D	District		D	

Resident County

This lookup table contains the county codes used in state reporting. This lookup table must be loaded from the Michigan state reporting updates since it is specific to MI. The order can be changed to display the most used counties at the top of the list. Hide values that will not be used by entering an End Year.

Name Space	Table Name
K12.MI	RESIDENT_COUNTY

Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3
99	AC	Alcona		01	
99	AG	Alger		02	

Order	Code	Description	Other SIS	State Code	Alt Code 3
99	AL	Allegan		03	
99	AP	Alpena		04	
99	AN	Antrim		05	
99	AR	Arenac		06	
		See list of counties on the MSDS website			

Childhood Programs

The Childhood Programs codes are used in Childhood Program Participation.

Name Space	Table Name	Owned By Product
K12.ProgramInfo	CHILDHOOD_PROGRAMS	No

Values (as of Aug 2015) — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3	Start Year	End Year
99	01	Great Start Readiness Program (GSRP)		01			
99	02	GSRP/Head Start Blend		02			
99	03	Head Start		03			
99	04	Title I Preschool		04			
99	05	Child Care		05			
99	10	Early Head Start		10			
99	11	Great Parents Great Start (GPGS)		11			2013
99	17	Tuition-Based Preschool		17			
99	18	Sec 32p Early Childhood Block Grant		18			
99	99	Other Program		99			

LEP Funding Participation

The ELL DES codes are used for LEP Funding Participation.

Name Space	Table Name	Owned By Product
K12.ProgramInfo	ELL_DES_CODE	No

Values (as of Aug 2015) — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3	Start Year	End Year
99	6841	Title III Limited English Proficient		6841			

Order	Code	Description	Other SIS	State Code	Alt Code 3	Start Year	End Year
		Program					
99	6842	Title III Immigrant Education Program		6842			
99	6843	Section 41 - Pupils of Limited English Ability		6843			2012
99	6844	Locally Funded English Acquisition Program		6844			

ELL Exit Reason

The ELL Exit Reason codes lookup table is a Synergy table that must contain the Michigan LEP exit reason codes. The table may be loaded from the Michigan state reporting updates or maintained manually.

Name Space	Table Name	Owned By Product
K12.ProgramInfo	ELL_EXIT_REASON	No

Values (as of Aug 2015) — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3	Start Year	End Year
0	50	Student meets approved exit criteria		50			
0	51	Student left school		51			2012
0	52	Parent Request		52			2012
0	53	Student graduated		53			
0	54	Other		54			2012

ELL Participation Status

The ELL Participation Status field is used to indicate which ELL program is 'primary'. The table may be loaded from the Michigan state reporting updates or maintained manually.

Name Space	Table Name	Owned By Product
K12.ProgramInfo	ELL_PARTICIPATION_STATUS	No

Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3	Start Year	End Year
0	1	Primary					

ELL Program Code

The ELL Program Code lookup table is a Synergy table that must contain the Michigan LEP program codes. The table may be loaded from the Michigan state reporting updates or maintained manually.

Name Space	Table Name	Owned By Product
K12.ProgramInfo	ELL_PROGRAM_CODE	No

Values (as of Aug 2015) — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3
99	4	Sheltered Instruction Observation Protocol (SIOP)		04	
99	5	Bilingual Dual-Language Instruction		05	
99	6	Bilingual Two-Way Immersion		06	
99	7	Transitional Bilingual Instruction		07	
99	8	Bilingual Heritage Language Instruction		08	
99	9	English As a Second Language (ESL) Instruction		09	
99	10	Sheltered ESL Instruction		10	
99	11	Structured English Immersion		11	
99	12	Content-based English as a Second Language		12	
99	13	Newcomer Program		13	
99	14	Other Program		14	
99	15	Refused Services		15	
99	16	No Services Offered		16	

FRM Code

The FRM Code lookup table is a Synergy table that must contain the Michigan Supplemental Nutrition Eligibility (SNE) codes. The table may be loaded from the Michigan state reporting updates or maintained manually. The codes other than Free and Reduced are the codes that come from the Direct Cert file from the state. These codes must be in this table if the Direct Cert file is imported into Synergy.

Name Space	Table Name	Owned By Product
K12.ProgramInfo	FRM_CODE	No

Values (as of Aug 2015) — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3
1	FR	Free	F	1	
2	R	Reduced	R	2	
3	DC	Direct Certification	F	1	
4	F	Foster Child Program		1	
5	S	SNAP - Supplemental Nutrition Assistance Program		1	
6	T	TANF - Temporary Assistance to Needy Families		1	
99	NE	Not Eligible	N		

Adult Ed Diploma / GED Status

The Adult Ed Diploma / GED Status codes are used for Adult Ed. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	ADULT_ED_DIPLOMA_GED_STATUS	No

Values (as of Aug 2015) — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3
1	1	With GED		1	
2	2	With diploma		2	
3	3	No GED or diploma		3	

Adult Ed Eligibility Exceptions

The Adult Ed Eligibility Exception codes are used for Adult Ed. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	ADULT_ED_ELIG_EXCEPTIONS	No

Values (as of Aug 2015) — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3
	3316	Michigan Career and Technical Institute (MCTI)		3316	

Order	Code	Description	Other SIS	State Code	Alt Code 3
	3317	Participants permanently expelled under School Code Act 380.1311 or 380.1311A		3317	

Adult Ed Funding

The Adult Ed Funding codes are used for Adult Ed. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	ADULT_ED_FUNDING	No

Values (as of **Aug 2015**) — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3
1	1	State Funded Only		1	
2	2	Both State and Federal funded		2	

Adult Ed Program Codes

The Adult Ed Program codes are used for Adult Ed. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	ADULT_ED_PROGRAM_CODE	No

Values (as of **Aug 2015**) — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3	Start Year	End Year
	3311	Adult Basic Education (ABE)		3311			
	3312	English as a Second Language (ESL)		3312			
	3313	General Education Development Preparation (GED)		3313			
	3314	High School Completion (HSC)		3314			
	3315	Job or Employment Training		3315			
	3316	Michigan Career and Technical Institute (MCTI)		3316			2013
	3317	Participants permanently expelled under School Code Act 380.1311 or 380.1311A		3317			2013

Early Childhood Funding Type

The Early Childhood Funding Type codes are used for Early Childhood Programs. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan. These codes are no longer reported to the state starting in 2014-2015; however, this table will continue to exist for historical purposes.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	EC_FUNDING_TYPE	No

Values (as of May 2012) — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3
1	01	Formula		01	
2	02	Competitive		02	

EC Program Delivery Method

The EC Program Delivery Method codes are used for Early Childhood programs. This lookup table must be loaded from the MI SRC area since it is specific to MI.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	EC_PGM_DELIVERY_METHOD	No

Values (as of Aug 2015) — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3
99	1	School based		1	
99	2	Community based		2	
99	3	Home based		3	

EC Program Delivery Schedule

The EC Program Delivery Schedule codes are used for Early Childhood programs. This lookup table must be loaded from the Michigan state reporting updates since it is specific to MI.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	EC_PGM_DELIVERY_SCHEDULE	No

Values (as of Aug 2015) — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3	Year Start	Year End
1	01	Part-Day 4 Days Per Week		01			

Order	Code	Description	Other SIS	State Code	Alt Code 3	Year Start	Year End
2	02	Part-Day 5 Days Per Week		02			
3	03	Part-Day Home Based		03			2012
4	04	All-Day Alternate Day		04			2012
5	05	School-Day 4 Days Per Week		05			
6	06	School-Day 5 Days Per Week		06			
7	07	Served by Family Child Care Center		07			
8	08	Other		08			

EC Program Exit Reason

The EC Program Exit Reason codes are used for Early Childhood programs. This lookup table must be loaded from the MI SRC area since it is specific to MI.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	EC_PGM_EXIT_REASON	No

Values (as of Aug 2015) — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3
99	063	Program Completed		063	
99	064	Parent Initiated Transfer		064	
99	065	Program Initiated Transfer (e.g. special ed referral)		065	
99	066	Child's Behavior does not meet expectations (e.g. expulsion)		066	
99	067	Parent Withdrew Child (e.g. moved, no info on subsequent pgm)		067	
99	068	Death of Child		068	
99	069	Program Termination (e.g. license expired, lack of enrollment, insufficient funds, staffing issues, bldg condemned, etc.)		069	
99	999	Other Reason or Reason Unknown/Undetermined		999	

EC Program School Facility Number

The Early Childhood Program School Facility Number codes are used for Early Childhood Programs. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	EC_PGM_SCHOOL_FACILITY_NUMBER	No

Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3
0	0	No School Facility <i>[This value is required!]</i>		DNR	
		District may add any other values needed to fit their needs			

EC SPED Assessment Outcome

The Early Childhood Special Ed Assessment Outcome codes lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	EC_SPED_ASMT_OUTCOME	No

Values (as of Aug 2015) — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3
1	1	1 - Not Yet		1	
2	2	2 - Between Not Yet and Emerging		2	
3	3	3 - Emerging		3	
4	4	4 - Between Emerging and Somewhat		4	
5	5	5 - Somewhat		5	
6	6	6 - Between Somewhat and Completely		6	
7	7	7 - Completely		7	

EC SPED Assessment Tool

The Early Childhood Special Ed Assessment Tool codes lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan. The 'ReqDesc' value in AltCode3 will require the user to enter 'Other Description' if this code is selected.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	EC_SPED_ASMT_TOOL	No

Values (as of Aug 2015) — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3
99	01	AEPS		01	

Order	Code	Description	Other SIS	State Code	Alt Code 3
99	02	FULL Battelle		02	
99	03	Battelle SCREENER		03	
99	04	Brigance		04	
99	05	Carolina		05	
99	06	COR		06	
99	07	Creative Curriculum Development		07	
99	08	LAP-3		08	
99	09	Part C Exit Tool: AEPS		09	
99	10	Part C Exit Tool: Battelle		10	
99	11	Part C Exit Tool: Bayley		11	
99	12	Part C Exit Tool: Brigance		12	
99	13	Part C Exit Tool: Carolina		13	
99	14	Part C Exit Tool: EIDP		14	
99	15	Part C Exit Tool: E-LAP		15	
99	16	Part C Exit Tool: HELP		16	
99	17	Part C Exit Tool: IDA		17	
99	18	Part C Exit Tool: Other		18	ReqDesc
99	19	Teaching Strategies Gold		19	
99	20	COR Advantage		20	

Early On Part C Exit Reason

The Early On Part C Exit Reason codes are used for Early On. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	EO_PARTC_EXIT_REASON	No

See the current [MSDS Collection Details Manual](#) published by CEPI for valid codes:

Order	Code	Description	Other SIS	State Code	Alt Code 3
1	30	Age 2 1/2 - 3, Part B eligible		30	
2	31	...		31	
		See the CEPI website for additional values			

Early On Primary Service Setting

The Early On Primary Service Setting codes are used for Early On. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	EO_PRIMARY_SERVICE_SETTING	No

Values (as of Aug 2015) — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3
1	31	Home		31	
2	38	Other		38	
3	41	Community-based		41	

Early On Service Code

These Service codes are used for Early On. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	EO_SERVICE_CODE	No

See the current [MSDS Collection Details Manual](#) published by CEPI for valid codes:

Order	Code	Description	Other SIS	State Code	Alt Code 3
1	801	Audiology		801	
2	802	...		802	
		See the CEPI website for additional values			

Early On Service Coordinating Agency

The Service Coordinating Agency codes are used for Early On. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	EO_SERVICE_COORD_AGENCY	No

See the current [MSDS Collection Details Manual](#) published by CEPI for valid codes:

Order	Code	Description	Other SIS	State Code	Alt Code 3
1	DHS	Human Services		DHS	
2	ED	...		ED	
		See the CEPI website for additional values			

Early On Timely Start

These Timely Start codes are used for Early On. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	EO_TIMELY_START	No

See the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3
1	1	Timely new service		1	
2	2	...		2	
		See the CEPI website for additional values			

Initial IEP Result Codes

The Initial IEP Result codes lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	IEP_INIT_RESULT	No

Values (as of **Aug 2015**) — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3
1	1	Student was found eligible		1	
2	2	Student was found not eligible		2	
3	3	Student found eligible, services refused.		3	

Initial IEP Timeliness Codes

The Initial IEP Timeliness codes lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	IEP_INIT_TIMELINESS	No

Values (as of **Aug 2015**) — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3
1	11	IEP Completed within 30 school days		11	

Order	Code	Description	Other SIS	State Code	Alt Code 3
2	12	IEP Completed within 30 extended timeline		12	
4	13	IEP Not Timely: Parent did not make child available		13	
5	14	IEP Not Timely: Timeline began in previous district		14	
6	15	IEP Not Timely: Personnel not available for Evaluation		15	
7	16	IEP Not Timely: Personnel not available for IEP		16	
8	17	IEP Not Timely: External reports not available		17	
9	18	IEP Not Completed: Student died		18	
10	19	IEP Not Completed: Parent withdrew consent		19	
11	20	IEP Not Completed: Parent did not make child available		20	
21	21	IEP Not Completed: Student moved		21	
3	22	Child moved into Michigan from another state with a Current IEP		22	

IEP Part C Transition Timeliness

The IEP Part C Transition Timeliness codes are used in Initial IEP. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	IEP_PARTC_TRANS_TIMELINESS	No

See the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3
1	50	IEP held on or before child's third birthday		50	
2	53	...		53	
		See the CEPI website for additional values			

IFSP Referral Agency

The IFSP Referral Agency codes are used in Initial IFSP. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	IFSP_REF_AGENCY	No

See the current [MSDS Collection Details Manual](#) published by CEPI for valid codes:

Order	Code	Description	Other SIS	State Code	Alt Code 3
-------	------	-------------	-----------	------------	------------

Order	Code	Description	Other SIS	State Code	Alt Code 3
1	DHS	Human Services		DHS	
2	ED	...		ED	
		See the CEPI website for additional values			

IFSP Result

The IFSP Result codes are used in Initial IFSP. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	IFSP_RESULT	No

See the current [MSDS Collection Details Manual](#) published by CEPI for valid codes:

Order	Code	Description	Other SIS	State Code	Alt Code 3
1	01	Eligible for both Part C and Special Ed		01	
2	02	...		02	
		See the CEPI website for additional values			

IFSP Timeliness

The IFSP Timeliness codes used in Initial IFSP lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	IFSP_TIMELINESS	No

See the current [MSDS Collection Details Manual](#) published by CEPI for valid codes:

Order	Code	Description	Other SIS	State Code	Alt Code 3
1	01	Timely		01	
2	02	...		02	
		See the CEPI website for additional values			

Mass Update Actions - Adult Ed

The Mass Update Actions are defined and maintained by the MI SR developer. This lookup tables must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
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K12.ProgramInfo.MI	MASS_UPDATE_ACTIONS_ADULT_ED	Yes
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Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3
10	AddPgm	Add a program			
20	RmvPgm	Remove a program			
30	ClrAll	Clear all programs			
40	ClrFTE	Clear all FTEs			
50	AddFnd	Add Funding Code			
60	UpdFnd	Update Funding Code			
70	RmvFnd	Remove Selected Funding Code			
80	AddSts	Add Diploma / GED Status			
90	UpdSts	Update Diploma / GED Status			
100	RmvSts	Remove Diploma / GED Status			
110	ClrFnd	Clear All Funding Codes			
120	ClrSts	Clear All Diploma / GED Statuses			

Mass Update Actions - Student Needs

The Mass Update Actions are defined and maintained by the MI SR developer. This lookup tables must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	MASS_UPDATE_ACTIONS_STUDENT_NEEDS	Yes

Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3
10	AddPgm	Add a program			
20	ChgPgm	Change a program			
30	RmvPgm	Remove a program			
40	ExtPgm	Exit a Program			

Part C Assessment Data Source

The Data Source codes are used in the Part C Assessments. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	PARTC_ASMT_DATA_SOURCE	No

See the current [MSDS Collection Details Manual](#) published by CEPI for valid codes:

Order	Code	Description	Other SIS	State Code	Alt Code 3
1	A	AEPS		A	
2	B	...		B	
		See the CEPI website for additional values			

Part C Assessment Outcome

The Outcome codes are used in the Part C Assessments. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	PARTC_ASMT_OUTCOME	No

See the current [MSDS Collection Details Manual](#) published by CEPI for valid codes:

Order	Code	Description	Other SIS	State Code	Alt Code 3
1	1	Not Yet		1	
2	2	...		2	
		See the CEPI website for additional values			

Part C Assessment Parent Input

The Parent Input codes are used in the Part C Assessments. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	PARTC_ASMT_PARENT_INPUT	No

See the current [MSDS Collection Details Manual](#) published by CEPI for valid codes:

Order	Code	Description	Other SIS	State Code	Alt Code 3
1	A	Meetings		A	
2	B	...		B	
		See the CEPI website for additional values			

Part C Assessment Type

The Type codes are used in Part C Assessments. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
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K12.ProgramInfo.MI	PARTC_ASMT_TYPE	No
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See the current [MSDS Collection Details Manual](#) published by CEPI for valid codes:

Order	Code	Description	Other SIS	State Code	Alt Code 3
1	01	Entrance		01	
2	02	...		02	
		See the CEPI website for additional values			

Part C Assessment Timeliness

Timeliness codes are used in Part C Assessments. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	PARTC_TRANS_TIMELINESS	No

See the current [MSDS Collection Details Manual](#) published by CEPI for valid codes:

Order	Code	Description	Other SIS	State Code	Alt Code 3
1	01	Timely		01	
2	02	...		02	
		See the CEPI website for additional values			

SPED Exit Reason

The Special Ed Exit Reason codes lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	SPED_EXIT_REASON	No

Values (as of March 2014) — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3
30	30	IEP team determined student no longer in need of eligible for special education services or programs		30	
31	31	Parent revoked consent for student to receive special education services or programs		31	

SPED Primary Disability

The Special Ed Primary Disability codes lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	SPED_PRIMARY_DISABILITY	No

Values (as of Aug 2015) — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3
5	05	Cognitive Impairment		05	
6	06	Emotional Impairment		06	
7	07	Hearing Impairment		07	
8	08	Visual Impairment		08	
9	09	Physical Impairment		09	
10	10	Speech & Language Impairment		10	
11	11	Early Childhood Developmental Delay		11	
13	13	Specific Learning Disability		13	
14	14	Severe Multiple Impairment		14	
15	15	Autism Spectrum Disorder		15	
16	16	Traumatic Brain Injury		16	
17	17	Deaf-Blindness		17	
20	20	Other Health Impairment		20	

SPED Primary Education Setting

The Special Ed Primary Education Setting codes lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	SPED_PRIMARY_ED_SETTING	No

Values (as of Aug 2015) — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3
2	02	Public or Private Special Education School Building at Public Expense		02	
3	03	Public or Private Residential Facility at Public Expense		03	
5	05	Correctional Facility		05	
6	06	Homebound/Hospitalized		06	
7	07	Parentally Placed in Private School or Home		07	

Order	Code	Description	Other SIS	State Code	Alt Code 3
		school at Private/Parent Expense			
11	11	Inside the Gen Ed Classroom 80% or more of the school day		11	
12	12	Inside the Gen Ed Classroom 40% - 79% of school day		12	
13	13	Inside the Gen Ed Classroom less than 40% of school day		13	
22	22	Early Childhood Special Education Program		22	
23	23	Home (ages 3-5)		23	
25	25	Residential Facility		25	
26	26	Separate School		26	
27	27	Service Provider Location		27	
31	31	Home (ages birth – 3-2)		31	
38	38	Other Setting		38	
41	41	Community-Based Setting		41	
46	46	Regular EC program at least 10 hrs/wk, majority of SE hrs. in EC program (A1)		46	
47	47	Regular EC program at least 10 hrs/wk, majority of SE hrs. in other location (A2)		47	
48	48	Regular EC program less than 10 hrs/wk, majority of SE hrs. in EC program (B1)		48	
49	49	Regular EC program less than 10 hrs/wk, majority of SE hrs. in other location (B2)		49	

SPED Program Services

The Special Ed Program Services codes lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	SPED_PROGRAM_SERVICES	No

Values (as of Aug 2015) — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3
110	110	Programs for Mild Cognitive Impairment		110	
120	120	Programs for Moderate Cognitive Impairment		120	
130	130	Programs for Severe Cognitive Impairment		130	
140	140	Programs for Emotional Impairment		140	
150	150	Programs for Specific Learning Disabilities		150	
160	160	Programs for Hearing Impairment		160	
170	170	Programs for Visual Impairment		170	
180	180	Programs for Physical or Other Health		180	

Order	Code	Description	Other SIS	State Code	Alt Code 3
		Impairment			
190	190	Programs for Severe Multiple Impairment		190	
191	191	Early Childhood Special Education (Classroom) Program		191	
192	192	Programs for Severe Language Impairment		192	
193	193	Programs for Autism Spectrum Disorder		193	
194	194	Elementary or Secondary-Level Resource Program		194	
270	270	Early Childhood Special Education Services		270	

SPED Secondary Disability

The Special Ed Secondary Disability codes lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	SPED_SECONDARY_DISABILITY	No

Values (as of Aug 2015) — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3
22	22	Legally Blind		22	
24	24	Deaf		24	

SPED Support Services

The Special Ed Support Services codes lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	SPED_SUPPORT_SERVICES	No

Values (as of Aug 2015) — see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):

Order	Code	Description	Other SIS	State Code	Alt Code 3	Start Year	End Year
200	200	Teacher Consultant (T.C.) Autistic Impairment Autistic Spectrum Disorder		200			
210	210	T.C. Cognitive Impairment		210			
220	220	T.C. Emotionally Impaired		220			
230	230	T.C. Learning Disabled		230			

Order	Code	Description	Other SIS	State Code	Alt Code 3	Start Year	End Year
240	240	T.C. Hearing Impaired		240			
250	250	T.C. Visually Impaired		250			
260	260	T.C. Physically & Otherwise Health Impaired		260			2013
261	261	T.C. Physical Impairment		261			
262	262	T.C. Other Health Impairment		262			
280	280	Homebound/Hospitalized		280			
290	290	Speech and Language Impaired		290			
291	291	Adaptive Physical Education		291			
310	310	School Social Worker		310			
320	320	School Psychologist		320			
360	360	Occupational Therapy		360			
370	370	Physical Therapy		370			
383	383	Music Therapy		383			
390	390	Art Therapy		390			
400	400	Audiological Services		400			
406	406	Interpreter for the Deaf		406			
410	410	Recreation Service		410			
440	440	Special Transportation		440			
450	450	School Health Services		450			
460	460	Rehabilitation Counseling Services		460			
470	470	Orientation and Mobility Services		470			
480	480	Worksite-Based Learning		480			
490	490	Community Training/ Vocational Education (General Education)		490			
491	491	Special Needs (Adapted Vocational Ed.)		491			
492	492	Individual Vocational Education		492			
493	493	Community Training/ Vocational Education (Special Education)		493			

Mentor Teacher (Staff Responsibility)

The Staff Responsibility fields are found on the Section view: Current Students tab and Additional Staff tab. There needs to be one code that has a State Code of "MENTOR". This will be used for Mentor Teacher in TSDL. Other codes may be added as needed.

Name Space	Table Name	Owned By Product
K12.ScheduleInfo	STAFF_RESPONSIBILITY	No

Values (as of Aug 2015):

Order	Code	Description	Other SIS	State Code	Alt Code 3
0	M	Mentor Teacher		MENTOR	
0	R	Regular Class			
1	S	Special Education Consultant			
2	C	Co-Teacher			
		Districts can add any other values as needed.			

District Number

The District Numbers are used for selecting Submitting Entity Code on MSDS extract views and District of Residence. The Other SIS column should contain the ISD/ESA number. NOTE: The ISD number is the first two digits of the district number for a majority of school districts, however, there are exceptions.

Name Space	Table Name	Owned By Product
K12.Setup	DISTRICT_NUMBER	No

Values (as of May 2012):

Order	Code	Description	Other SIS	State Code	Alt Code 3
0	01010	Alcona Community Schools	04	01010	
0	23060	Grand Ledge Public Schools	23	23060	
0	33020	Lansing School District	33	33020	
0	34090	Lakewood Public School District	34	34090	
0	41010	Grand Rapids Public Schools	41	41010	
0	41026	Wyoming Public Schools	41	41026	
0	59080	Tri-County Schools	59	59080	
0	81050	Dexter School District	81	81050	
0	25010	Flint, School District of the City of	25	25010	
0	25030	Grand Blanc Community Schools	25	25030	
		This table will be updated with all district IDs from the State of Michigan. Change List Order to show the most used districts at the top of the dropdown list. Add an End Year to hide values from the dropdown list.			

Vaccination State Code

The Vaccination State Codes are used for the MCIR Extract. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
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K12.Setup	VACCINATION_STATE_COD	No
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Values (as of May 2012):

Order	Code	Description	Other SIS	State Code	Alt Code 3
99	01	Polio		POLIO	
99	02	DTaP - Diphtheria, Tetanus, Pertussis		DTaP	
99	03	Tdap - TD Tetanus		Tdap	
99	04	MMR - Measles, Mumps, Rubella		MMR	
99	05	HIB		HIB	
99	06	Hepatitis B		HepB	
99	07	Hepatitis A			
99	08	Varicella (Chicken Pox)		Varicella	
99	09	Meningococcal		Menin	
99	10	Td - Tetanus		Td	

ISD Codes

The ISD Codes are used in the Student Record Maintenance program. The values are used to print on the Section 25 reports. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.Setup.MI	ISD_CODES	No

Values (as of August 2015):

Order	Code	Description	Other SIS	State Code	Alt Code 3
1	03	Allegan Area Educational Service Agency			
2	04	Alpena-Montmorency-Alcona ESD			
3	08	Barry ISD			
		Includes all Michigan ISDs/ESAs/ESDs/RESAs...			

ISD School Codes

The ISD School Codes are used on the General Collection prompt screen. This gives an ISD/RESA the ability to run a MSDS extract for a particular school district. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.Setup.MI	ISD_SCHOOL_CODES	No

Order	Code	Description	Other SIS	State Code	Alt Code 3
-------	------	-------------	-----------	------------	------------

Order	Code	Description	Other SIS	State Code	Alt Code 3
0					
0		NOTE: District must add values as needed			

MSDS Components

The MSDS Components codes are defined and maintained by the MI SR developer. This lookup table is used on the SRM prompt screen. This lookup tables must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.Setup.MI	MSDS_COMPONENTS	Yes

Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3
01	PC	Personal Core			
02	SD	School Demographics			
03	PD	Personal Demographics			
		Includes all MSDS components...			

MSDS Error Report Sort Codes

The MSDS Components codes are defined and maintained by the MI SR developer. This lookup table is used on the General Collection and SRM prompt screens. This lookup tables must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.Setup.MI	MSDS_ERROR_REPORT_SORT_CODES	Yes

Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3
10	BENS	Building, Error Code, Name, StuID			
20	BEGN	Building, Error Code, Grade Level, Name			
		Etc...			

SRM Data Changes Properties

The SRM Data Changes Properties codes are used to determine which fields to check for data changes. This lookup tables must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.Setup.MI	SRM_DATA_CHGS_PROPERTIES	No

Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3
0	00	DO NOT make changes to this lookup table unless instructed by CMT.			
0	01	DesCurrentCode		Y	
0	02	EnterDate	Y	Y	
		Etc...			

OEAA Group Code

The OEAA Group Codes are used in the Early Roster Build. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.TestInfo.MI	OEAA_GROUP_CODE	No

Suggested Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3
		Districts can add any codes to help with grouping testing sheets.			
99	1101	Math Group Code 1		1101	
99	1102	Math Group Code 2		1102	
99	2201	Reading Group Code 1		2201	
99	2202	Reading Group Code 2		2202	
		Add additional group codes for each test type. Group them by test type. The value in AltCode2 will be sent in the file.			

OEAA Research Code

The OEAA Research Codes are used in the Early Roster Build. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.TestInfo.MI	OEAA_RESEARCH_CODE	No

Suggested Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3
		Districts can add any codes to help with grouping testing sheets.			
99	101	Math Res Code 1		101	
99	102	Math Res Code 2		102	
99	201	Reading Res Code 1		201	
99	202	Reading Res Code 2		202	
		Add additional research codes for each test type. Group them by test type. The value in AltCode2 will be sent in the file.			

OEAA Test Type

The OEAA Test Types are used in the Early Roster Build. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.TestInfo.MI	OEAA_TEST_TYPE	No

Values (as of February 2014):

Order	Code	Description	Other SIS	State Code	Alt Code 3
99	01	MEAP		01	
99	02	MEAP_Access		02	
99	03	MI Access (FI)		03	
99	04	MI Access (SI)		04	
99	05	MI Access (P)		05	

OEAA Test Type Other

The OEAA Test Types are used in the Early Roster Build. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.TestInfo.MI	OEAA_TEST_TYPE_OTHER	No

Values (as of Aug 2015):

Order	Code	Description	Other SIS	State Code	Alt Code 3
99	08	Kindergarten Entry Assessment (KEA)		08	

Order	Code	Description	Other SIS	State Code	Alt Code 3
99	09	Interim		09	

Vaccination Exemption codes

The Exemption Codes are used for Vaccinations. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.VaccinationInfo	Exemptions	Yes

Values (as of May 2012):

Order	Code	Description	Other SIS	State Code	Alt Code 3
99	MRP	Medical Reasons		M	
99	MRT	Medical Reasons - temporary		M	
99	P	Personal Beliefs		R	
99	O	Other		O	
99	IU	Immunity to Mumps		IU	
99	IR	Immunity to Rubella		IR	
99	IM	Immunity to Measles		IM	
99	IH	Immunity to Hepatitis B		IH	
99	IV	Immunity to Varicella		IV	

Ethnicity

The Race / Ethnic codes lookup table stores the race/ethnicity codes. **State Code** (AltCode2) is the **position** within the six character MSDS field to which the ethnic code pertains. Use 1 for American Indian and Alaska Native; use 2 for Asian American; use 3 for Black or African American; use 4 for Native Hawaiian or other Pacific Islander; use 5 for White; use 6 for Hispanic or Latino. **AltCode3** is the race category and is used by the system to validate race / ethnicity. Use "I" for American Indian and Alaska Native; use "A" for Asian American; use "B" for Black or African American; use "P" for Native Hawaiian or other Pacific Islander; use "W" for White; use "H" for Hispanic or Latino.

Name Space	Table Name	Owned By Product
Revelation	ETHNICITY	No

Values:

Order	Code	Description	Other SIS	State Code	Alt Code 3
0	AS	Asian		2	A
0	BK	Black or African-American		3	B
0	HI	Hispanic or Latino		6	H

Order	Code	Description	Other SIS	State Code	Alt Code 3
0	NA	American Indian or Alaskan Native		1	AI
0	PI	Pacific Islander or Native Hawaiian		4	P
0	WH	White		5	W
		Other values may be added to further categorize each race:			
0	ASCH	Chinese		2	A
0	ASJP	Japanese		2	A
0	ASLA	Laotian		2	A
0	PIGM	Guamanian		4	P
		etc...			

LOOKUP TABLE USE LOCATIONS

One way to determine the lookup table used by a field is to look at the field information. Hold your pointer over the field label to see a pop-up of the field information.

The screenshot shows the 'Student.MI' form for a student named Clark, Louis N. The 'Enrollment Information' section includes fields for UIC, Enter Date, Enter Code, Leave Date, Leave Code, and ADA/ADM. The 'Enrollment Activity' section includes Last Activity Date, Effective Date, Grade, Program Code, Gen Ed FTE, Special Enrollment Code, Special Program Code, Instructional Setting, and Spec Ed FTE. A tooltip is shown over the 'Spec Ed FTE' field, indicating it uses the lookup table '(LOOKUP: K12.Enrollment-Fte)'. Other fields in the tooltip include '(K12.EnrollmentInfo-StudentSOREnrollment-SrEnrUserDD03)'.

NOTE: If you don't see the BO information, go to **Synergy SIS> System> User> User**. Navigate to your user record. Click on the Security Settings tab and make sure the **Show BO on Mouseover** check box is checked.

The screenshot shows the 'User' record for 'User, Admin' in the 'Security Settings' tab. The 'Other' section contains a checked checkbox for 'Show BO On Mouseover'. Other sections include Discipline, Impersonation, Scheduling, Conference, Student Enrollment History, and Special Education.

Following are screen shots of fields used in state reporting and the lookup table used.

Student view - Demographics tab

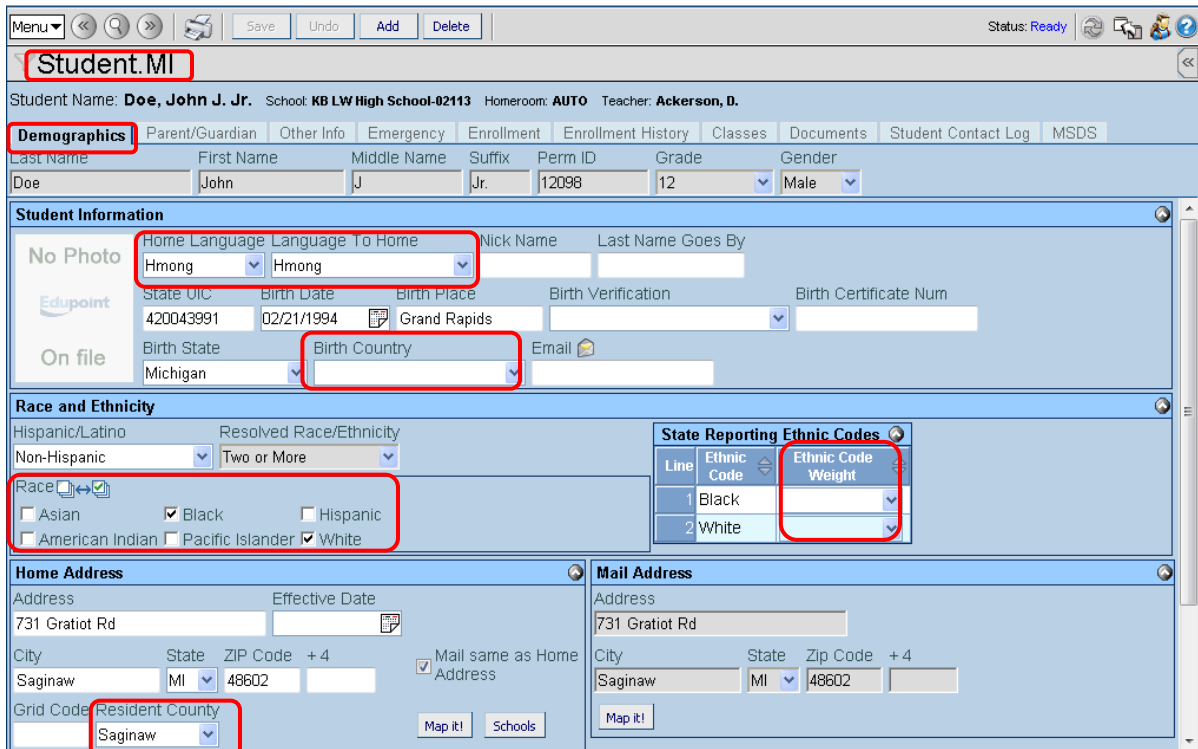


Figure 12 – Student View, Demographics Tab

- **Home Language, Language To Home** (K12 - Language) – ListOrder can be set to show the most used languages at the top of the list.
- **Birth Country** (Revelation - Country)
- **Race** (Revelation - Ethnicity)
- **Ethnic Code Weight** (K12.MI - Race Ethnic Code)
- **Resident County** (K12.MI - Resident County) – ListOrder can be change so that the counties most frequently used show up at the top of the list.

Student view - Other Info tab

Menu Save Undo Add Delete Status: Ready

Student.MI

Student Name: **Smith, Johnny J.** School: **Hope High School (273)** Homeroom: **SEM** Teacher: **Evit Teacher, R.**

Demographics Parent/Guardian **Other Info** Emergency Enrollment Enrollment History Classes Documents Student Contact Log MSDS M

Last Name: **Smith** First Name: **Johnny** Middle Name: **J** Suffix: Perm ID: **937019** Grade: **12** Gender: **Male**

School Information

School: **Hope High School (273)** Homeroom: **SEM** Teacher: **Evit Teacher, R.** Counselor Name: **Breiland C. Cheryl**

Bus Route To School: Bus Route From School: Extend Learning Program

Vocational

Locker Number IVEP: Has Changed Flag

Allow Tylenol

Other Information

Custody:

Teen Parent General Equivalency Diploma

Foster Home Directory List Exclude

Homeless: Has Internet at Home:

Family Code Dwelling Type: **House** Social Security Number: **123-45-6789**

Graduation Information

Graduation Date: **Graduation Status** Graduation Semester: Summer Graduate:

Expected Graduation Month: Expected Graduation Year: **2010**

Calculated Graduation Year: **2010** Calculated Graduation Requirements Year: **2010** Verified Credit Requirement:

Figure 13 – Student View, Other Info Tab

- **Homeless** (K12.Demographics – Homeless)
- **Family Code** (K12.Demographics - Family Code) – one code needs to be set up for Unaccompanied Youth. The state code must be UY.
- **Graduation Status** (K12 – Graduation Status) – these are the enrollment leave codes that have to do with graduation.



NOTE: Homeless and family code may be used for state reporting if your district chooses not to use the student homeless MI view to track more specific homeless data.

Student view - Enrollment tab

Student.MI
 Student Name: **Smith, Johnny J.** School: **Grand Haven High School** Homeroom: **7204** Teacher: **Gade, L.**

Demographics | Parent/Guardian | Other Info | Emergency | **Enrollment** | Enrollment History | Classes | Documents | Student Contact Log | No

Last Name: **Smith** First Name: **Johnny** Middle Name: **J** Suffix: Perm ID: **2312552** Grade: **09** Gender: **Male**

Enrollment Information
 UIC: **8307988538** Enter Date: **09/08/2015** Enter Code: **E** Leave Date: Leave Code: ADA/ADM:

Enrollment Activity
 Last Activity Date: **09/08/2015** EffectiveDate:

Grade: **09** **Program Code**: **RE-Regular Education** **Total FTE**: **1.00** Special Enrollment Code: Special Program Code: **Instructional Setting**: **RE-Regular Ed**

Special Ed FTEs
 FTEs table with columns: Line, Effective Date, Section 52 FTE, Section 53 FTE, Gen Ed FTE, Total FTE, History Record.

District of Residence: **Grand Haven Area Public Schools** **Student Residency**: **14-All other resident students (GHAPS)**

MI State Reporting
 MSDS Enrollment Date: **09/01/2011** Prior MSDS Enrollment Date: Out of Level Grade:
 S2E2 Code: S2E2 School Code Override:

Section 25:
 First Day in Attendance: SRM Date: Exclude from Section 25: Section 25 Comment:

October Membership:
 District: SE FTE: SE FTE:

Attendance Overrides:
 Total Days Possible: Days Attended:

Summer Withdrawal
 Summer Withdrawal Code: Summer Withdrawal Date: Summer Withdrawal Reason Code:

Figure 14 – Student View, Enrollment Tab

- **Enter Code** (K12.Enrollment – Enter Code)
- **Leave Code** (K12.Enrollment – Leave Code)
- **Grade** (K12 - Grade)
- **Program Code** (K12.Enrollment – Program Code) - Program Code is not reported to the state; however, it is used to identify certain groups of students (e.g. Adult Ed, Seat Waiver, etc.).
- **Gen Ed FTE** (K12.Enrollment – FTE)
- **Instructional Setting** (K12.Enrollment – Instructional Setting) - Instructional Setting is not reported to the state; however, it is used to identify certain groups of students (e.g. Regular Ed, Special Ed).

- **District of Residence** - (K12.Setup - District Number)
- **Student Residency** (K12.Enrollment - SR User DD 02)
- **S2E2 Code** (K12.Enrollment - SR User DD 01)
- **October Membership: District** - (K12.Setup - District Number)
- **October Membership: GE FTE and SE FTE** - (K12.Enrollment - FTE) - The normal lookup tables for these fields are K12.Enrollment - User Dd 02 and User Dd 03. Use Property Override to change the lookup table to K12.Enrollment.FTE for both of these fields.
- **Summer Withdrawal Code** – (K12.Demographics – Summer Withdrawal Code)

Inactivate Student

You are about to inactivate 'Acosta, Eugene A.'. Fill in the leave date, enter the leave code and press the Inactivate button to complete the inactivation or Cancel to abort.

Leave Date Leave Code

Withdrawal Reason Code

Advanced Options

Drop Classes On Inactivation

Figure 15 – Inactivate Student View

Student.MI

Student Name: **Smith, John N. Jr.** School: **Hope High School** Homeroom: **AUTO** Teacher: **Ackerson, D.**

Demographics Parent/Guardian Other Info Emergency **Enrollment** Enrollment History Classes Documents Student Contact Log MSDS

Last Name First Name Middle Name Suffix Perm ID Grade Gender

Smith John N Jr. 12098 12 Male

Enrollment Information

State UIC Enter Date Enter Code Leave Date Leave Code ADA/ADM

420043991 09/08/2011 E1

Summer Withdrawal

Summer Withdrawal Code Summer Withdrawal Date Summer Withdrawal Reason Code

Figure 16 - Student View, Enrollment Tab, Withdrawal Reason Code

- **Withdrawal Reason Code** – (K12.Enrollment – Withdrawal Reason Code) - is an additional code that can be used to describe why a student withdrew from school. These codes are added in addition to a Leave Code or Summer Withdrawal Code. It is entered into the Withdrawal Reason Code field when inactivating a student or in the Summer Withdrawal Reason Code on the Enrollment tab of the Student view. Most of these codes are only used for schools under a federal improvement program, and they may be added or removed from display on the view using the settings on the System tab of the District Setup view.

Student view - MSDS tab

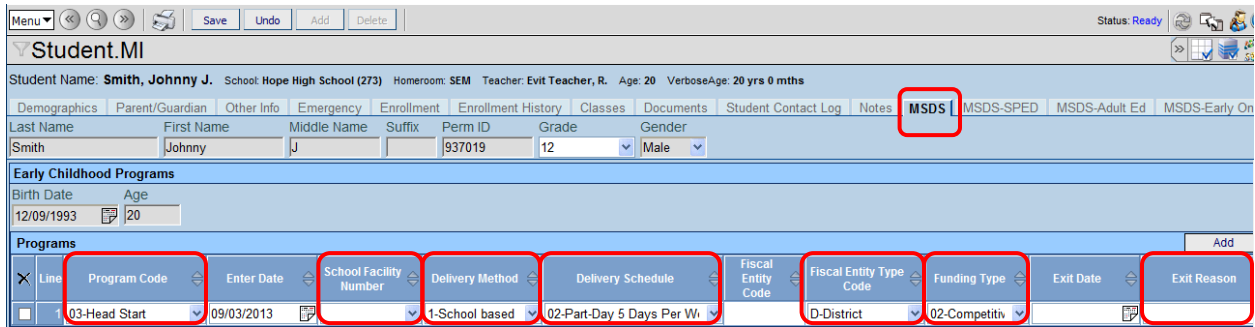


Figure 17 – Student View, MSDS Tab, Early Childhood Programs

- **Program Code** (K12.ProgramInfo – Childhood Programs)
- **School Facility Number** (K12.ProgramInfo.MI – EC Pgm School Facility Number) – the school facility number where the services are provided. The Early Childhood extract will use the school code from the student's current enrollment if a code is not selected. Users may override the current school code by selecting a code from the drop-down list. Districts must add codes to the lookup table for buildings providing EC programs. There MUST also be a code for 'No School Facility'.
- **Delivery Method** (K12.ProgramInfo.MI – EC Pgm Delivery Method)
- **Delivery Schedule** (K12.ProgramInfo.MI – EC Pgm Delivery Schedule)
- **Exit Reason** (K12.ProgramInfo.MI – EC Pgm Exit Reason)
- **Fiscal Entity Type Code** (K12.MI – Entity Type Code)
- **Funding Type Code** (K12.ProgramInfo.MI – EC Funding Type)

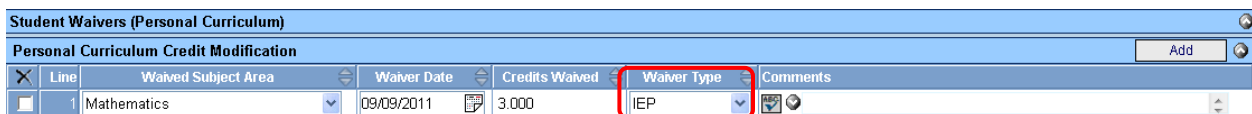


Figure 18 – Student View, MSDS Tab, Student Waivers

- **Waiver Type** (K12.CourseHistoryInfo.MI – WaiverType)

Student view - MSDS-SPED tab

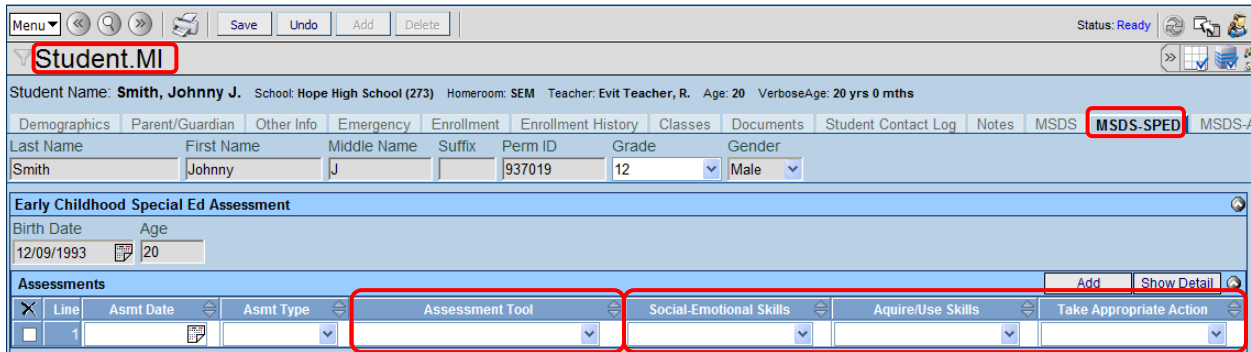


Figure 19 – Student View, MSDS-SPED Tab, EC Special Ed Assessment

- **Assessment Tool** (K12.ProgramInfo.MI – EC Sped Asmt Tool)
- **Social-Emotional Skills, Acquire/Use Skills, Take Appropriate Action** (K12.ProgramInfo.MI – EC Sped Asmt Outcome) – All of these fields use the Asmt Outcome lookup table.

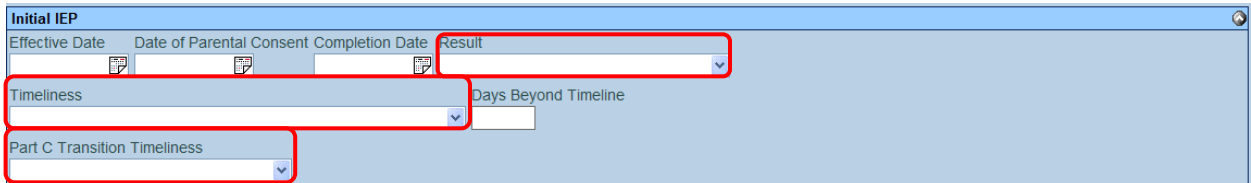


Figure 20 – Student View, MSDS-SPED Tab, Initial IEP

- **Result** (K12.ProgramInfo.MI – IEP Init Result)
- **Timeliness** (K12.ProgramInfo.MI – IEP Init Timeliness)
- **Part C Transition Timeliness** (K12.ProgramInfo.MI - IEP PartC Trans Timeliness)

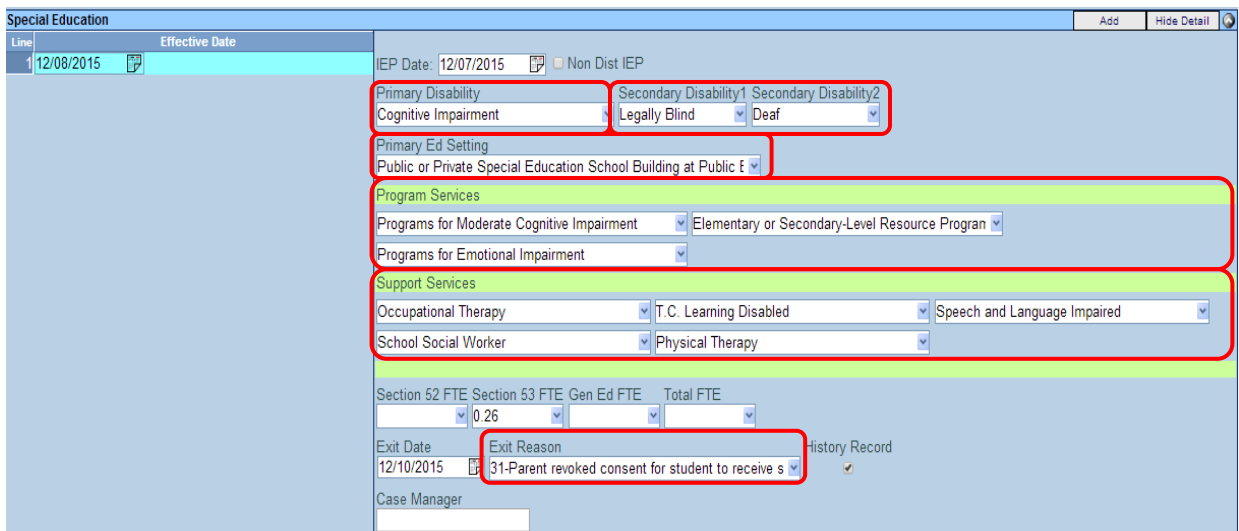


Figure 21 – Student View, MSDS-SPED Tab, Special Education

- **Primary Disability** (K12.ProgramInfo.MI – SPED Primary Disability)
- **Secondary Disability** (K12.ProgramInfo.MI – SPED Secondary Disability)
- **Primary Education Setting** (K12.ProgramInfo.MI – SPED Primary Ed Setting)
- **Program Service Codes** (K12.ProgramInfo.MI – SPED Program Services)
- **Support Service Codes** (K12.ProgramInfo.MI – SPED Support Services)
- **Exit Reason** (K12.ProgramInfo.MI – SPED Exit Reason)

Student view - MSDS-Adult Ed tab

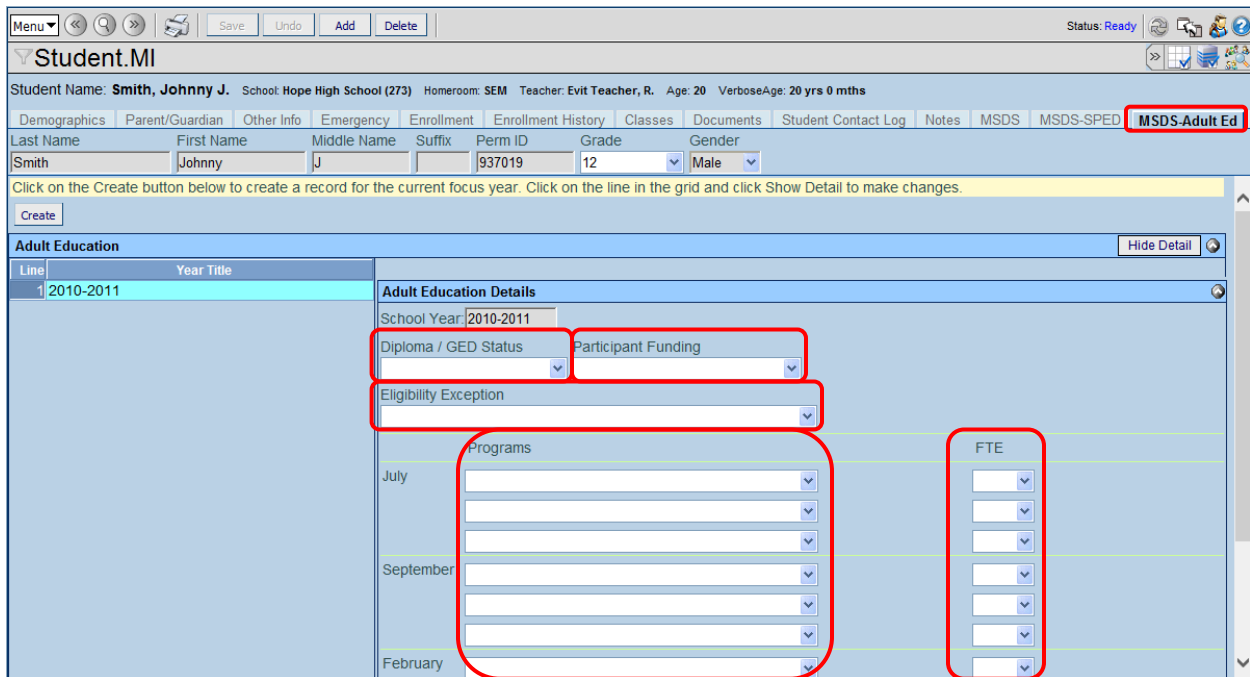


Figure 22 – Student View, MSDS-Adult Ed Tab

- **Diploma / GED Status** (K12.ProgramInfo.MI – Adult Ed Diploma GED Status)
- **Participant Funding** (K12.ProgramInfo.MI – Adult Ed Funding)
- **Eligibility Exception** (K12.ProgramInfo.MI – Adult Ed Elig Exception)
- **Programs** (K12.ProgramInfo.MI – Adult Ed Program Code)
- **FTE** (K12.Enrollment – FTE)

Student view - Early On tab

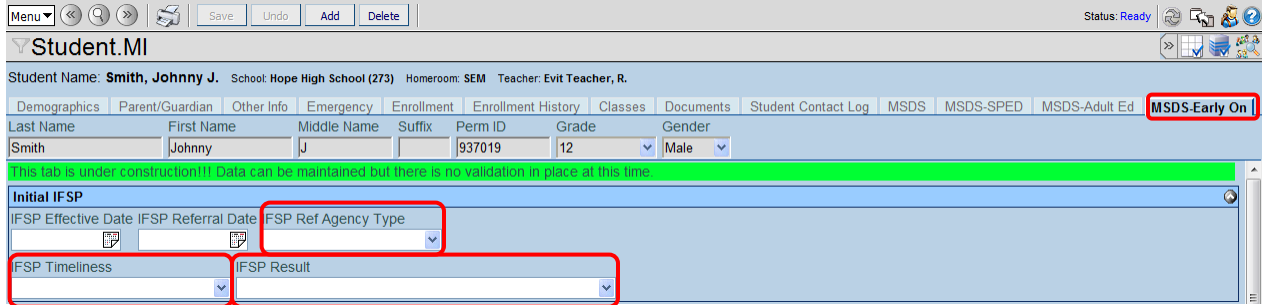
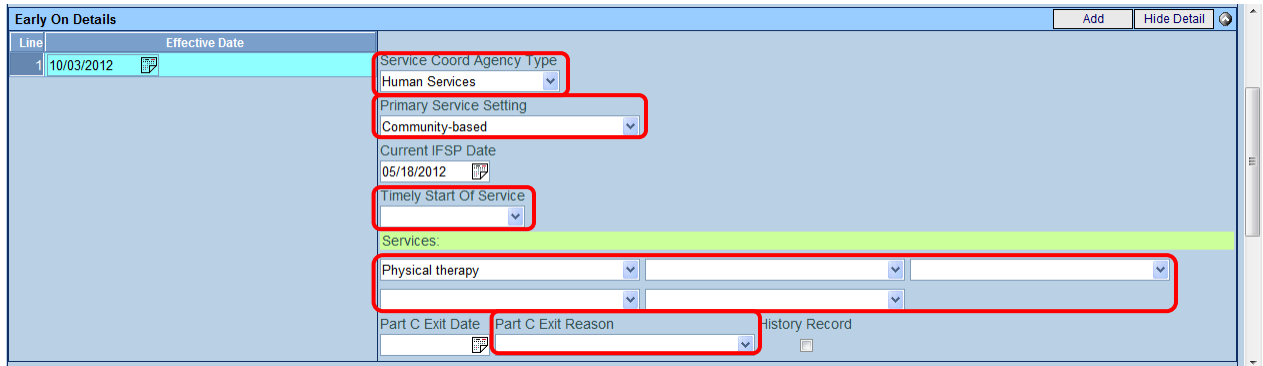
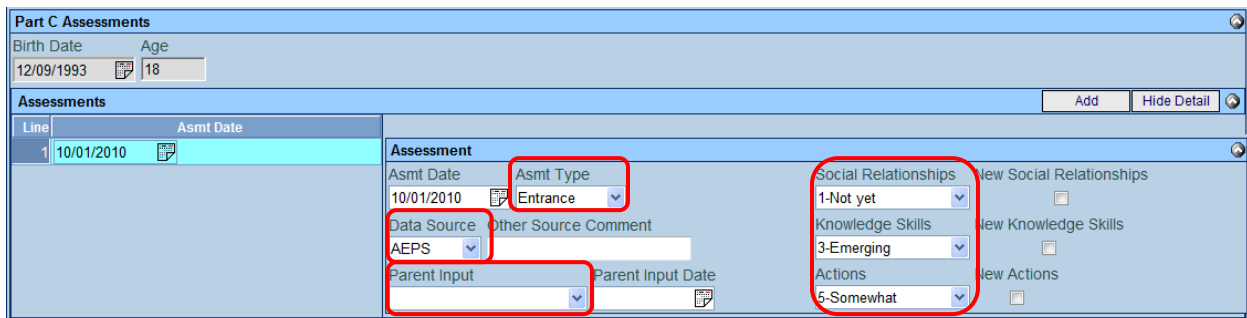


Figure 23 – Student View, MSDS-Early On Tab

- **IFSP Ref Agency Type** (K12.ProgramInfo.MI – IFSP Ref Agency)
- **IFSP Timeliness** (K12.ProgramInfo.MI – IFSP Timeliness)
- **IFSP Result** (K12.ProgramInfo.MI – IFSP Result)



- **Service Coord Agency Type** (K12.ProgramInfo.MI – EO Service Coord Agency)
- **Primary Service Setting** (K12.ProgramInfo.MI – EO Primary Service Setting)
- **Timely Start of Service** (K12.ProgramInfo.MI – EO Service Coord Agency)
- **Services** (K12.ProgramInfo.MI – EO Service Code)
- **Part C Exit Reason** (K12.ProgramInfo.MI – EO PartC Exit Reason)



- **Asmt Type** (K12.ProgramInfo.MI – PartC Asmt Type)
- **Data Source** (K12.ProgramInfo.MI – PartC Asmt Data Source)
- **Parent Input** (K12.ProgramInfo.MI – PartC Asmt Parent Input)
- **Social Relationships, Knowledge Skills, Actions** (K12.ProgramInfo.MI – PartC Asmt Outcome)

Student Course History view

The screenshot displays the 'Student Course History MI' interface. At the top, the student's name is 'Smith, Johnny J.' and the school is 'Hope High School (273)'. Below this, there are tabs for 'Course History', 'GPA', 'Graduation Requirements', etc. The 'Course History' tab is active, showing a table of courses. The table has columns for Line, Course (Title, ID), Calendar (Year, Month), Grade, Mark, Completion Status, Conduct, Effort, CHS Type, Credits (Att, Cmpltd), Rpt Tag, and Section ID. The 'Completion Status' column is highlighted with a red box, showing 'CP' for all five courses listed.

Line	Course		Calendar		Grade	Mark	Completion Status	Conduct	Effort	CHS Type	Credits		Rpt Tag	Section ID
	Title	ID	Year	Month							Att	Cmpltd		
1	Algebra I	MA27	2007	12	08	C	CP				0.500	0.500		
2	Algebra I	MA27	2008	5	08	C	CP				0.500	0.500		
3	English 9	EN09	2008	12	09	C	CP				0.500	0.500		
4	Genl Photo	AR25	2008	12	09	A	CP				0.500	0.500		
5	Geometry	MA30	2008	12	09	C	CP				0.500	0.500		

Figure 24 – Student Course History View

- **Completion Status** (K12.CourseHistoryInfo – Completion Status)

District Course view

The screenshot shows the 'District Course' view for Course ID 0000, titled 'Kind Am Est'. The 'Course' tab is active, displaying a table with columns for Course ID, Description, Year Override, Pre/Corequisite, Schools Teaching, Associated Courses, Standards, Opt In Options, and Course Fees. Below this, the 'Course Info' section includes fields for Course Duration (YR-Year), Department (EL-Elective), College Prep, Credit (1.000), Max Credit (1.000), and Course History Type. It also features checkboxes for Academic Type (Regular), Teacher Aide, Extended Day, College Approved, Distance Learning Course, Pass/Fail Only, Online Course, Dual Credit, Allow School Course Title Override, and Jobs for American Graduates Program. The 'Scheduling Options' section includes Duplicate Request, Schedule Priority, School Name, Optimum Size, Maximum Size, and Status (Year Start, Year End). The 'ParentVUE Options' section includes Grade Range Low, Grade Range High, Schedule Priority, and a checkbox for 'Do not show in online course requests (PVUE/SVUE)'. The 'Course Restrictions' section includes Gender, Grade Low (K), and Grade High (06). The 'Other Information' section includes Old SIS Course ID (00000), Category Code (2611), Instructional Level, and NCLB Core (Test Value). The 'Course Subject Areas' section includes dropdowns for Subject Area 1 (1), Subject Area 2, Subject Area 3, Subject Area 4, and Subject Area 5. Red boxes highlight the 'Course ID' field, the 'Category Code' field, and the 'Subject Area 1' and 'Subject Area 2' dropdowns.

Figure 25 – District Course View, Course Tab

- **Subject Area** (K12.CourseInfo – Subject Area)

- **Category Code** (K12.CourseInfo – State Cat) – This field is used for TSDL Virtual Method

District Course

Course ID: **SS39W1** Course Title: **Ap Am History**

Course	Description	Year Override	Pre/Corequisite	Schools Teaching	Associated Courses	Standards	Opt In Options	Course Fees
SS39W1	Ap Am History			Ap Am History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Short Description

Description

National Course Classification

Subject Area: 04-(Sec) Social Sciences and History

Course Level: A-Advanced Placement

Course Code: 04101-U.S. History-Comprehensive

Sequence Available Credit

State Course Classification

Subject Area

Course Record Type

Figure 26 – District Course View, Description Tab

- **Subject Area** (K12.CourseInfo – SCED Subject Area)
- **Course Level** (K12.CourseInfo – SCED Course Level)
- **Course Code** (K12.CourseInfo – SCED Course Code)

Section view

Section ID: 0001 Course Title: Life Science School Year: 2010-2011

Section ID: 0001 Course ID: SC422 Course Title: Life Science Staff Name: Tofft, Robert Room Name: 120

Section Info

Begin Period: 4 End Period: 4 Term Code: S2

Attendance Option: Include in Attendance Grading Option: Include in Grading Attendance Type: Supplemental Funding Category:

Instructional Minutes Override: Using Elementary Minutes Section Record Type:

Instructional Strategy: Instructional Method: Category Code Override: 01 Distance Learning Independent Study

State Course Override: Alternative Learning Override:

Instructional Unit ID: Local Master Schedule ID:

Cooperative Learning: Cooperative Learning Mins:

Student Seat Totals

Male	Female	Totals	Max
16	11	27	24
Open Seats: 0			

Teacher Aide Seats

Total	Max	Open Seats
0		0

Grade Book Specialist

Grade Book Specialist Group:

State Reporting

Course Excluded From State Reporting

Special Education

Exclude From State Reporting NCLB Core: No

- **Category Code Override** (K12.CourseInfo – State Cat) – This field is used for TSDL Virtual Method

Quick Add Incident (Discipline) view

- **Violation Codes** are not set up in lookup tables. They are defined in **Synergy SIS> Discipline Incident> Setup> District Discipline Code Setup**. Refer to Discipline Codes Setup in chapter 2 of this manual for more information.
- **Disposition Codes** are not set up in lookup tables. They are defined in **Synergy SIS> Discipline Incident> Setup> District Disposition Code Setup**. Refer to Discipline Codes Setup in chapter 2 of this manual for more information.
- **Follow Up** (K12.Discipline.MI – Follow Up)

Student Incident (Discipline) view

Menu [Navigation icons] Save Undo Status: Ready

Student Incident MI

Student Name: **Smith, Johnny J.** School: Hope High School (273) Status: Active Homeroom: SEM

Discipline Discipline History

Last Name: Smith First Name: Johnny Middle Name: J Suffix: Perm ID: 937019 Grade: 12 Gender: Male

Quick Add Incident Add Existing Incident Create New Incident

Counts and Totals

Resolved Race/Ethnicity	Instructional Setting	Total Incidents	Total Hours	Total Days	Total Demerits
White	RE	1	0.00	1.00	0

Discipline Incidents Hide Detail

Line	Incident
1	12/20/2010

Student Incident Detail Incident Detail Incident Violations Interventions Additional Information Enrollment Restrictions

Incident ID: 85 Incident Date: 12/20/2010 Entered By: Wilson, Rob Referred By: Jones, Tommy Referrer Type: Other School Staff

Violation(s) associated with incident require that this incident be reported to police.

Print Discipline Report

Print Disciplinary Action Form Merge Document Merge Language

Student Incident Information

Incident Role: Offender Cost to victim: School of Residence: Last Change Date: 12/20/2013 12:06:00 Last Change User: User, Admin

Incident Role Description

Explained To Student Teacher Conference Disability Manifest

Comment Private Comment

Offender Information

Motivation Motivation Description

Disposition Information

Hours	Days	Demerits	Hearing Office Disposition	Hearing Office Disposition Date
0.00	1.00		Recalculate Demerits	

Disposition Add

Line	Disposition Code	Start Date	End Date	Detail	Hours	Days	Staff Name	ATR
1	Out of School	12/21/2010	12/21/2010			1.00	Wilson, Rob	Sus

Follow Up Add

Follow Up Code(s)

Line	Follow Up Code
1	25-No education services provided

- Follow Up (K12.Discipline.MI – Follow Up)

Student Disposition (Discipline) view

The screenshot shows a web-based form for entering student disposition data. The form is titled "Student Disposition.MI" and has "Save" and "Close" buttons at the top left. It is divided into three main sections:

- Information:** Contains "Disposition Date" (12/21/2010) and "Staff Name" (Wilson, Rob).
- Disposition Description:** This section is highlighted with a red box. It includes "Disposition Code" (Out of School Suspension) and "Sub Category 1" (MSDS-Out of School Suspension). Below this are fields for "Place Moved To", "Modification", "Authority Code", "Zero Tolerance", and "Restraint Type". There are also "Additional Text" and "Comment" text areas.
- Dates:** Contains "Start Date" (12/21/2010), "End Date" (12/21/2010), "Reassignment Days Hours" (1.00), and "Attendance Reason Code" (Sus). It also has fields for "Disposition Review Date Completed" and "Receives Support Services".

- **Disposition Codes** are not set up in lookup tables. They are defined in **Synergy SIS> Discipline Incident> Setup> District Disposition Code Setup**. Refer to Discipline Codes Setup in chapter 2 of this manual for more information.

Early Roster Build view

Build Workfile

▼ Early Roster Build

Parameters
History
About

Date Parameters

Start Date:
 End Date:

Run Parameters

Clear Early Roster work file

Grades to Include:

PS Pre K 01 02
 03 04 05 06 07
 08 09 10 11 12
 12+ UNG-Elem UNG-Sec IEP

OEAA Assessment(s):

Test	Test Type	Group Code	Research Code 1	Research Code 2
Math	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Reading	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Writing	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Science	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Social Studies	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
ELA	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Figure 27 – Early Roster Build

- **Test Type** (K12.TestInfo.MI – OEAA Test Type and OEAA Test Type Other)
- **Group Code** (K12.TestInfo.MI – OEAA Group Code)
- **Research Code** (K12.TestInfo.MI – OEAA Research Code)

ORGANIZATION SETUP

The Organization view sets up the school and district structure within the district. Each district is assigned a code known as the EEM code by the state. This code is used in the upload process to ensure the data is uploaded and credited to the correct district. To find the EEM codes, please see the section on *Before Starting* in Chapter 1 of this guide. To enter the EEM code in Synergy:

1. Go to the **Organization** view, found under **Synergy SIS> System> Setup**.
2. Click on the highest level in the tree (District).

The screenshot shows the 'Organization' view for 'KB-LW Public School District'. The form includes the following fields:

- Organization Name: KB-LW Public School District
- District: Special Education
- District Setup Options: (button)
- District Information:
 - Organization Name: KB-LW Public School District
 - District Number: 34090
 - County Code: 34
 - County: Ionia
- Address Information:
 - Address: 223 W Broadway
 - Address2: (empty)
 - City: Woodland
 - State: MI
 - Zip Code: 48897
 - +4: (empty)
- Map It! (button)

Figure 28 – Organization View, District

3. Enter Organization Name. This value prints on many reports.
4. Enter the EEM code in the **District Number** field.
5. While the **County Code** and **County** name are not used separately in data uploaded to the state, these fields should be populated as well.
6. Click the **Save** button at the top of the view.

In addition to the district, each school is assigned a unique code by the state called the EEM code. This code is also used during the upload process. To enter the school-level information:

1. Go to the **Organization** view, found under **Synergy SIS> System> Setup**.
2. Expand the District structure by clicking on the **blue triangle next to the District name**. If there are sub-organizations under the district like Elementary Schools or High Schools, click on the **triangle next to the type of school** to configure.

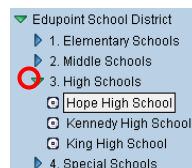


Figure 29 – Organization View, District Structure

- Click on the **name of the school** and the school setup view appears.

Organization [Action...]

Edupoint School District

- 1. Elementary Schools
- 2. Middle Schools
- 3. High Schools
 - Hope High School (273)
 - Kennedy High School (276)
 - King High School (272)
- 4. Special Schools

School Name: **Hope High School (273)**

School | Years | Special Education | Documents

School Information

No Logo
Edupoint
On file

Attach Logo

School Name: Hope High School (273) | School Code: 273

Abbr School Name: HHS

Principal Name: McGrew, Tom

Address Information

Address: 123 Main St

Address2:

City: Mission Viejo | State: CA | ZIP Code: 92694 + 4

Map it!

Other Information

Phone: 949-555-1212 | Fax: 949-555-1213 | Counselor Dept Phone:

Sis School Code: 273 | State School Code: 86273 | Alt Funding School Code: | College Board School Number:

Website URL:

Figure 30 – Organization View, School Setup

- School Code** and **Abbr School Name** may be entered. Each School Code should be a unique number within the district. Abbr School Name is used in reports that are produced with MSDS extracts.
- If converting data from another student record system, enter the school code used in the other system in the **SIS School Code** field.
- Enter the MSDS EEM code in the **State School Code** field.
- Click the **Save** button at the top of the view.
- Repeat these steps for each school.**

State Reporting Setup

At the beginning of every school year, the collection IDs and schema versions need to be updated for the MSDS extracts.

1. Navigate to **Synergy SIS> MI> Setup> State Reporting Setup**.

The screenshot shows a web application window titled "State Reporting Setup". The interface is organized into several sections, each with a blue header and a dropdown arrow on the right. Each section contains input fields for "Collection ID" and "Schema Version Minor".

Section	Field	Value
Early Childhood Collection	Fall: Collection ID	146
	Schema Version Minor	1
	Spring: Collection ID	138
Early Roster	Collection ID	101
	Schema Version Minor	2
General Collection	Fall: Collection ID	134
	Schema Version Minor	2
	Spring: Collection ID	137
Request for UIC	Collection ID	102
	Schema Version Minor	2
Student Record Maintenance	Collection ID	136
	Schema Version Minor	2
Teacher Student Data Link	Collection ID	141
	Schema Version Minor	1
Mid-Year:	Collection ID	152
	Schema Version Minor	1

Make any necessary changes then click the **Save** button near the top of the screen.

These values must match the values defined in the [MSDS Collection Details Manual](#) for the current school year.

DISTRICT SETUP

There are setup values that can be set at the District Level. Also, course waivers and discipline codes are set up at the district level.

System Settings (District Setup View)

On the System tab of the District Setup view, there are many settings that can be set at the district level. Below are some suggested values:

The screenshot shows the 'District Setup' window with the 'System' tab selected. The 'Enrollment Options' section is expanded, showing various checkboxes and dropdown menus. The 'Enrollment Date Validation' section is also visible, including a 'Default SPED Exit Code' table and a 'Default GATE Exit Reason' dropdown. The checkbox 'Force one race to be selected even if Hispanic' is highlighted with a red box.

Enrollment Options

New Student Add Type: Synergy
Permanent ID Update Type: Genesis update of perman

Allow "No Show"
 Disable "No Show" Outstanding Fee Error
 Require Summer Withdrawal Code/Date For "No Show"
 Do Not Clear Summer Withdrawal Code and Date
 Show SASlxp Enrollment History
 Validate SASlxp Enrollment History
 Show Emergency Contact as Lookup
 Show User Code As Lookup
 Show User Num As Lookup
 Show Advanced Options On Inactivate Student
 Delete Course Requests on No Show and Inactivate
 Delete Grading Records on No Show
 Delete New Year Enrollment on No Show of Student in Current Year
 Keep Concurrent Enrollment On Inactivate Student
 Allow Pre-Kindergarten Activity Code Override On Inactive Students
 Require Withdrawal Reason Code
 Show Withdrawal Reason Code
 Allow Summer Withdrawal Code Override on No Show Students
 Show Withdrawal Reason Text Message on Elementary School Types
 Withdrawal Reason Text: [Text Area]
 Allow Simple Delete of Enrollment
 Disable New Year Activation
 Show Residence Properties on Student View
 New Year Def used when adding new students: [Dropdown]

Enrollment Date Validation

Must be within school calendar (excluding weekends and holidays as valid days)
 NOTE: All enrollment and attendance dates are validated at runtime by all reports and processes that require the school calendar. Changes to this field do not initiate a retroactive validation.
 Exit Programs/Services On Student Inactivation
 Auto-Generate Needs Transactions
 Suppress Needs With Expired Programs
 Default Needs Exit Code: [Dropdown]
 Default ELL Exit Code: [Dropdown]
 Default SPED Exit Code: [Dropdown]

The Default SPED Exit Code will be used for any Leave Code values that are not found in the Default SPED Exit Code grid below. If a Leave Code is defined in the grid then the SPED Exit Code assigned there will be used.

Line	Leave Code	SPED Exit Code
[X]	[Dropdown]	[Dropdown]

Default GATE Exit Reason: [Dropdown]
 Use Grid For Transportation Requirements
 Force one race to be selected even if Hispanic
 Show District Of Residence as Lookup
 Show County as Lookup
 Show Non-District School Lookup As A Find View
 Require Find before Adding New Parents: [Dropdown]
 Find Required when Adding Parent from Student View: [Dropdown]
 Require Enrolling Parent Validations
 Show Extended Other Enrollment Information

The "Force one race to be selected even if Hispanic" check box should **not** be checked. A race will still be required if Non-Hispanic is selected for Ethnicity. If this box is checked, the user will get an error if Hispanic ethnicity and Hispanic race is selected.

Following are the suggestions for address options; however, all of these settings should be blank until **AFTER** conversion.

Address Options

Allow to prompt user to synchronize address and/or phone number changes for all family members living together when one member's address and/or phone number is changed

Allow user to change a sibling address and/or phone number even though the user may not have organizational access to do so

Track student, parent and staff address changes

Require address change date when student home address is changed

Enable School Grid Code By Grade Level Override

Address Validation Type
 Search Only on Street Number and Street Name

Enforce Validation on +4 Portion of Zip Code

Disable clean/parse and address validation for home addresses

School Of Residence Option
 Default School of Residence from Grid Code; allow manual override

Require Attendance Reason Code if School of Residence does not Match School of Attendance

Require School of Residence

Clear School of Residence on launch of Student Add view

Do Not Clear School of Residence Attendance Reason Code and Date on Address Change

Other Options

Discipline Type Incident	Incident Violation Display Entire Violation	District Group History Filter
Student Notification Icon	Badge Number Update Type	<input type="checkbox"/> Allow Enrollment in Multiple GATE Programs
<input type="checkbox"/> Disable Unique State Number	Adult ID Update Type Auto Generate	
<input type="checkbox"/> Allow Negative Seat Totals	Fee Total Type Include fees for all organizations and focus yea	
<input type="checkbox"/> Enable Announcement Dismissal		
<input checked="" type="checkbox"/> Enable historical tracking of staff in sections		

Parent Filtering

Enable Parent Filtering

Do not allow same parent to be added to a student with multiple relationships

Concurrent Display Options

Show Concurrent Student Class Data for All Schools

Course Waiver Setup

Before a student's Personal Curriculum Credit Modifications (aka Student Waivers) can be entered, the course waivers need to be defined.

1. Go to the **District Setup** view, found under **Synergy SIS> System> Setup**.
2. Click on the **Waivers** tab.

3. Click the **Add** button to add the waivers as follows:

Line	Order	Waive Credit From	Transfer Credit To
1	2	Health/Physical Education	
2	8	World Languages	
3	4	Science	
4	3	Mathematics	
5	5	Social Studies	
6	1	English Language Arts	
7	6	Visual, Performing, and Applied Arts	

Figure 31 - District Setup - Waivers

Your district's waivers will probably be different. Set them up as needed by your district. NOTE: 'Transfer Credit To' needs to be filled in for waivers to work with Graduation Requirements.

District Calendar Setup

After setting up the District Calendar, the Report Periods must be defined.

1. Go to **Synergy SIS> Attendance> Setup> District Calendar**.
2. Click on the **Report Periods** tab.
3. Click the **Add** button to add a report period. Districts may set up one or more report periods as long as the first report period starts with the school year begin date and the last report period ends with the school year end date.

Line	Order	Name	Start	End
1	1	Period 1	08/23/2010	09/25/2010
2	2	Period 2	09/27/2010	10/22/2010
3	3	Period 3	10/25/2010	11/19/2010
4	4	Period 4	11/22/2010	12/17/2010
5	5	Period 5	01/03/2011	01/28/2011
6	6	Period 6	01/31/2011	02/25/2011
7	7	Period 7	02/28/2011	04/01/2011
8	8	Period 8	04/04/2011	04/29/2011
9	9	Period 9	05/02/2011	06/03/2011

Figure 32 - District Calendar - Report Periods

Your district's report periods will probably be different. Set them up as needed by your district.

Discipline Codes Setup

Discipline and Disposition Codes are setup at the district level. The individual schools can then select which codes they will use. The first level codes (categories) can be used to categorize the codes; they can also be used for the SID report by entering the SID state codes on the first level codes. The second level codes (sub categories) are used for MSDS state reporting.

To develop a worksheet of discipline codes to use as a guide for data entry, start with a list of the SID codes from the School Infrastructure Database page on the [CEPI website](#):

These are the codes from the EOY 2015 SID Worksheet. Be sure to start with the most recent list of codes. Skip the codes that are 'reserved'. Also, skip 'Cost of Property Damage' as it is recorded on each discipline incident.	
Field #	Field Name
1	Reserved
2	Reserved
3	Reserved
4	School Disciplinary Problems
4A	Reserved
4B	Truancy
4C	Reserved
5	Physical Assaults
6	Reserved
7	Illegal Possession
8	Trespassers/Intruders
9	Vandalism
10	Cost of Property Damage
11	Reserved
12	Criminal Sexual Conduct
13	Hostage
14	Reserved
15	Weapons on School Property
16	Homicide
17	Drive-by Shooting
18	Bomb Threat
19	Explosion
20	Arson
21	Robbery/Extortion
22	Unauthorized Removal of Student
23	Threat/Attempt of Suicide
24	Suicide
25	Larceny/Theft
26	Illegal Drug Use or Overdose
27	Minor in Possession of Alcoholic Liquor

Get a list of the current MSDS Discipline Codes from the CEPI website:

Incident Type	
Code	Description
20	Firearm Possession - Handgun
21	Firearm Possession - Rifle or Shotgun
22	Firearm Possession - other than Handgun, Rifle or Shotgun
23	Other Weapon Possession
30	Illicit Drug
31	Alcohol
44	Bomb or Similar Threat
55	Arson
56	Other - Cannot be appropriately categorized into one of the specified types. [Incident is not related to drugs (including alcohol, and tobacco), weapons or physical violence or threat of violence]
60	Physical Violence with injury
61	Physical Violence without injury
62	Tobacco

1. Start by copying the SID codes into an Excel spreadsheet.
2. Add any additional categories that the District wants to use.
3. "Code" can be any code the district chooses (up to 10 characters). CMT recommends a descriptive alpha-numeric code. NOTE: The Code column below shows examples of codes that can be used.
4. "Display Order" controls the order in which the codes are shown when scrolling through them on the code setup view. If all are left blank or "0", the codes will display in order by the Code column.
5. Assign a security code if desired.
6. If Mandatory is checked, the code will automatically be available in the School Discipline Code setup.
7. Add these codes as the discipline "level 1" or "category" codes.

Code	Display Order	Description	State Code (SID)	Security	Man-datory	Report To State
SDP		School Disciplinary Problems	4			Y
BUL		Bullying - Optional	4A			Y
TRU		Truancy	4B			Y
PhysViol		Physical Violence/Assaults	5			Y
IP (or DRUG1)		Illegal Possession	7			Y
TRES		Trespassers/Intruders	8			Y
VAND		Vandalism	9			Y
CSC		Criminal Sexual Conduct	12			Y

Code	Display Order	Description	State Code (SID)	Security	Man-datory	Report To State
HOST		Hostage	13			Y
WEAP		Weapons on School Property	15			Y
HOM		Homicide	16			Y
DBS		Drive-by Shooting	17			Y
THREAT		Bomb Threat	18			Y
EXP		Explosion	19			Y
ARS		Arson	20			Y
ROB		Robbery/Extortion	21			Y
RMV		Unauthorized Removal of Student	22			Y
SUIATT		Threat/Attempt of Suicide	23			Y
SUI		Suicide	24			Y
LAR		Larceny/Theft	25			Y
DRUG (or DRUG2)		Illegal Drug Use or Overdose	26			Y
ALC		Minor in Possession of Alcoholic Liquor	27			Y
BUS		Bus Incident **	--			
HAND_BOOK		Handbook Infraction **	--			
		** Additional code added by the district.				

1. After the list of "category" codes is finalized, add the MSDS codes as sub codes under each SID code.
2. Any "category" code that could result in expulsion or suspension must have a defined MSDS code ("level 2" code).
3. The Code on the "level 2" (aka sub or violation) codes can be any descriptive value or can match the State Code.
4. The State Code on the "level 2" codes MUST be the code required for MSDS reporting.
5. Report To State MUST be checked for both the "level 1" and "level 2" MSDS state reporting codes.
6. If a "level 2" code could possibly be used when a sexual assault was committed, add sexual assault as a level three code (State Code MUST be SA).

SID Code (aka Level 1 or Category)				MSDS Code (aka Level 2 or Sub or Violation code)					Sexual Assault (aka Level 3 or Detail code)			
Code	Description	State Code	Report To State	MSDS Description	Display Order	Code (required)	State Code	Report To State	Description	Code (required)	State Code	Report To State
SDP	School Disciplinary Problems		Y									
				MSDS - Other		56 (or MSDS-Other)	56	Y				
BUL	Bullying		Y									
				MSDS - Other		56 (or MSDS-Other)	56	Y				
TRU	Truancy		Y									
				MSDS - Other		56 (or MSDS-Other)	56	Y				
PhysViol	Physical Violence/Assaults	5	Y									
				MSDS - Physical Violence with injury		60 (or MSDS-PVWI)	60	Y	Sexual Assault	SA	SA	Y
				MSDS - Physical Violence without injury		61 (or MSDS-PVNI)	61	Y	Sexual Assault	SA	SA	Y
IP (or DRUG1)	Illegal Possession	7	Y									
				MSDS - Illicit Drug		30	30	Y				
				MSDS - Alcohol		31	31	Y				
				MSDS - Tobacco		62	62	Y				
TRES	Trespassers/Intruders	8	Y									
				MSDS - Other		56 (or MSDS-Other)	56	Y				
VAND	Vandalism	9	Y									
				MSDS - Other		56 (or MSDS-Other)	56	Y				
				Vandalism of school property		56 (or MSDS-Other)	56	Y				
				Vandalism of personal property		56 (or MSDS-Other)	56	Y				

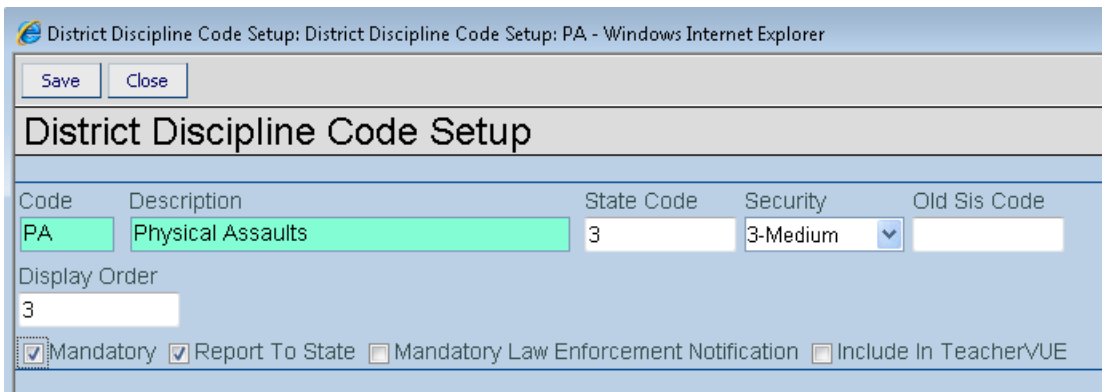
SID Code (aka Level 1 or Category)				MSDS Code (aka Level 2 or Sub or Violation code)					Sexual Assault (aka Level 3 or Detail code)			
Code	Description	State Code	Report To State	MSDS Description	Display Order	Code (required)	State Code	Report To State	Description	Code (required)	State Code	Report To State
				Graffiti or tagging	56 (or MSDS-Other)	56	56	Y				
PD	Cost of Property Damage											
CSC	Criminal Sexual Conduct	12	Y									
				MSDS - Physical Violence with injury		60 (or MSDS-PVWI)	60	Y	Sexual Assault	SA	SA	Y
				MSDS - Physical Violence without injury		61 (or MSDS-PVNI)	61	Y	Sexual Assault	SA	SA	Y
HOST	Hostage	13	Y									
				MSDS - Other		56 (or MSDS-Other)	56	Y				
WEAP	Weapons on School Property	15	Y									
				MSDS - Firearm Possession - Handgun	1	20	20	Y				
				MSDS - Firearm Possession - Rifle or Shotgun	2	21	21	Y				
				MSDS - Firearm Possession - Other	3	22	22	Y				
				MSDS - Other Weapon Possession	4	23	23	Y				
HOM	Homicide	16	Y									
				MSDS - Other		56 (or MSDS-Other)	56	Y				
DBS	Drive-by Shooting	17	Y									
				MSDS - Other		56 (or MSDS-Other)	56	Y				
THREAT	Bomb Threat	18	Y									
				MSDS - Bomb or Similar Threat		44	44	Y				
				Fire Alarm Misuse								
				Chemical or Biological Threat								

SID Code (aka Level 1 or Category)				MSDS Code (aka Level 2 or Sub or Violation code)					Sexual Assault (aka Level 3 or Detail code)			
Code	Description	State Code	Report To State	MSDS Description	Display Order	Code (required)	State Code	Report To State	Description	Code (required)	State Code	Report To State
				Other School Threat								
EXPL	Explosion	19	Y									
				MSDS - Other		56 (or MSDS-Other)	56	Y				
ARS	Arson	20	Y									
				MSDS - Arson		55	55	Y				
ROB	Robbery/Extortion	21	Y									
				MSDS - Other		56 (or MSDS-Other)	56	Y				
RMVSTU	Unauthorized Removal of Student	22	Y									
				MSDS - Other		56 (or MSDS-Other)	56	Y				
SUIATT	Threat/Attempt of Suicide	23	Y									
				MSDS - Other		56 (or MSDS-Other)	56	Y				
SUI	Suicide	24	Y									
LARC	Larceny/Theft	25	Y									
				MSDS - Other		56 (or MSDS-Other)	56	Y				
DRUG (or DRUG2)	Illegal Drug Use or Overdose	26	Y									
				MSDS - Illicit Drug		30	30	Y				
ALC	Minor in Possession of Alcoholic Liquor	27	Y									
				MSDS - Alcohol		31	31	Y				
BUS	Bus Incident **		Y									
				MSDS - Other		56 (or MSDS-Other)	56	Y				

SID Code (aka Level 1 or Category)				MSDS Code (aka Level 2 or Sub or Violation code)					Sexual Assault (aka Level 3 or Detail code)			
Code	Description	State Code	Report To State	MSDS Description	Display Order	Code (required)	State Code	Report To State	Description	Code (required)	State Code	Report To State
				Did not stay in seat		BUS-seat						
				Hanging out of window		BUS-wdw						
				Disrespectful to driver or monitor		BUS-behav	56					
				Did not exit bus safely		BUS-exit						
				Distracting the driver		BUS-safety						
HANDBOOK	Handbook Infraction **											
				Gum	6	HI-gum						
				Foul Language	5	HI-lang						
				Indecent Exposure	7	HI-IE						
				Computer Use Violation	3	HI-comp						
				Cell Phone Use Violation	1	HI-Cell						
				Network Infraction	9	HI-netwk						
				Telecommunication device	12	HI-device						
				Other Technology	10	HI-Tech						
				Lying	8	HI-lie						
				Cheating	2	HI-cheat						
				Forgery	4	HI_forg						
				Plagiarism	11	HI-plag						
PD	Persistent Disobedience **		Y									
				MSDS - Other		56 (or MSDS-Other)	56	Y				
				Did not stay in seat								
				In hall without permission								
	** Additional code added by the district.											

To setup **Discipline Codes**:

1. Go to the **District Discipline Code Setup** view, found under **Synergy SIS> Discipline Incident> Setup**.
2. Click **Add** near the top of the screen to create a level one (category) code. The **Add** screen is displayed.
3. Enter a level 1 (category) **Code** and **Description**.
4. If your district will be using the first level codes for the SID report, enter the SID code in the **State Code** field.
5. Select a **Security** level.
6. Enter a **Display Order**. Display Order controls the order in which the codes are shown when scrolling through them on the code setup view. If all are left blank or "0", the codes will display in order by the **Code** column.
7. Check the necessary boxes.



Code	Description	State Code	Security	Old Sis Code
PA	Physical Assaults	3	3-Medium	

Display Order
3

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Figure 33 - District Discipline Code Setup – level 1 codes

8. Click the **Save** button near the top of the screen.
9. Add level 2 (aka sub or violation) codes.
10. Click the **Add** button on the right near the middle of the screen to add second level codes for MSDS reporting.
11. Enter **Display Order** if desired.
12. Enter a **Code**. The Code can be any descriptive value or can match the State Code.
13. Enter a **Description**. MSDS may be included as part of the description.
14. **Report To State** is required for this code to be included in MSDS state reporting.

15. Repeat steps 10 - 15 for all level two codes related to the level one code.

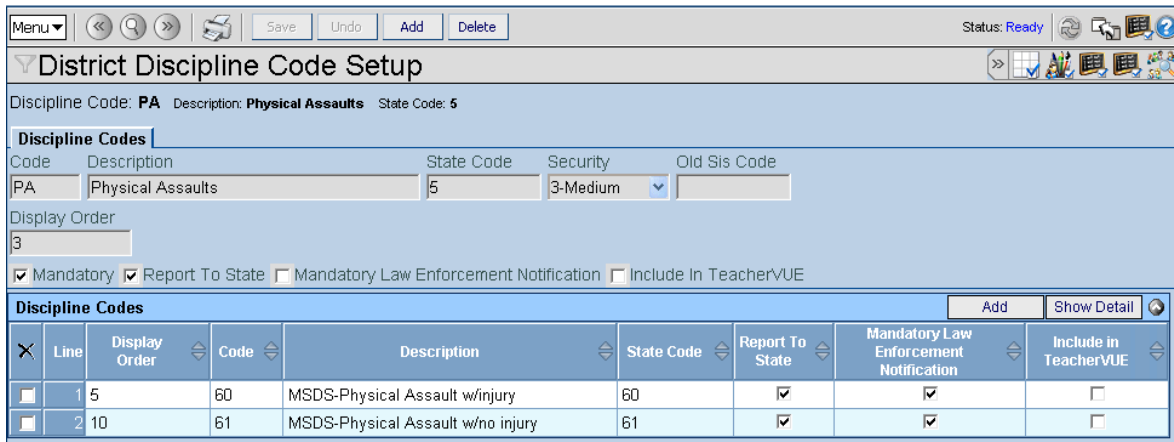


Figure 34 - District Discipline Code Setup – level 2 codes

16. If a second level code could possibly be used when a sexual assault was committed, add sexual assault as a level three code.

- a. Click on the line number then click **Show Detail**.
- b. Click on the **Add** button on the Detail 1 Codes line.
- c. Enter **SA** in **Code** and **State Code**.
- d. Enter **Sexual Assault** in **Description**.
- e. Click **Report To State**.
- f. Click the **Save** button near the top of the screen.

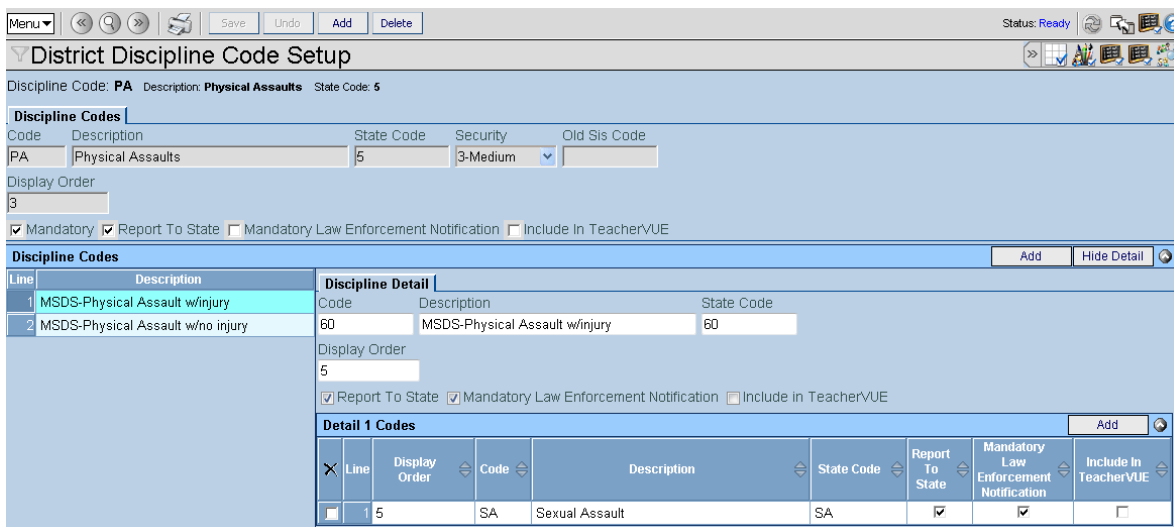


Figure 35 - District Discipline Code Setup – level 3 codes

17. Add the Sexual Assault code to all level two codes to which it applies.

Following is one way to enter discipline codes:

Menu << >> Save Undo Add Delete Status: Ready

District Discipline Code Setup

Discipline Code: **SB** Description: **Student Bullying** State Code: **41**

Discipline Codes

Code: SB Description: Student Bullying State Code: 41 Security: 5-Highest Old Sis Code:

Display Order: 1

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes Add Show Detail

Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
1	1	56	MSDS - Other	56	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure 36 - Discipline Code Setup Example

Discipline Code: **TRNT** Description: **Truancy** State Code: **4B**

Discipline Codes

Code: TRNT Description: Truancy State Code: 4B Security: 2-Low Old Sis Code:

Display Order: 2

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes Add Show Detail

Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
------	---------------	------	-------------	------------	-----------------	--	-----------------------

Discipline Code: **PA** Description: **Physical Assaults** State Code: **5**

Discipline Codes

Code: PA Description: Physical Assaults State Code: 5 Security: 3-Medium Old Sis Code:

Display Order: 3

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes Add Show Detail

Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
1	1	60	MSDS - Physical Violence with injury	60	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	2	61	MSDS - Physical Violence without injury	61	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sexual Assault added to both MSDS codes.

Discipline Code: **GR** Description: **Gang Related** State Code: **6**

Discipline Codes

Code Description State Code Security Old Sis Code
 GR Gang Related 6 4-High

Display Order
 4

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes Add Show Detail

Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
1	1	56	MSDS - Other	56	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discipline Code: **IP** Description: **Illegal Possession** State Code: **7**

Discipline Codes

Code Description State Code Security Old Sis Code
 IP Illegal Possession 7 5-Highest

Display Order
 5

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes Add Show Detail

Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
1	1	30	MSDS - Illicit Drug	30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	2	31	MSDS - Alcohol	31	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	3	62	MSDS - Tobacco	62	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discipline Code: **TRSP** Description: **Trespassers or Intruders** State Code: **8**

Discipline Codes

Code Description State Code Security Old Sis Code
 TRSP Trespassers or Intruders 8 2-Low

Display Order
 6

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes Add Show Detail

Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
1	1	56	MSDS - Other	56	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discipline Code: **V** Description: **Vandalism** State Code: **9**

Discipline Codes

Code Description State Code Security Old Sis Code
 V Vandalism 9 2-Low

Display Order
 7

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes Add Show Detail

Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
1	1	56	MSDS - Other	56	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discipline Code: **PRPTY** Description: **Property Damage** State Code: **10**

Discipline Codes

Code Description State Code Security Old Sis Code
 PRPTY Property Damage 10 2-Low

Display Order
 8

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes Add Show Detail

Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
1	1	56	MSDS - Other	56	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discipline Code: **CSC** Description: **Criminal Sexual Conduct** State Code: **12**

Discipline Codes

Code Description State Code Security Old Sis Code
 CSC Criminal Sexual Conduct 12 5-Highest

Display Order
 9

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes Add Show Detail

Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
1	1	60	MSDS - Physical Violence with injury	60	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	2	61	MSDS - Physical Violence without injury	61	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sexual Assault added to both MSDS codes.

Discipline Code: **HSTG** Description: **Hostage** State Code: **13**

Discipline Codes

Code Description State Code Security Old Sis Code
HSTG Hostage 13 5-Highest

Display Order
10

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes									Add	Show Detail
✕	Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE		
<input type="checkbox"/>	1	1	56	MSDS - Other	56	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Discipline Code: **WEA** Description: **Weapons on School Property** State Code: **15**

Discipline Codes

Code Description State Code Security Old Sis Code
WEA Weapons on School Property 15 5-Highest

Display Order
11

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes									Add	Show Detail
✕	Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE		
<input type="checkbox"/>	1	1	20	MSDS - Firearm Possession - Handgun	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	2	2	21	MSDS - Firearm Possession - Rifle or Shotgun	21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	3	3	22	MSDS - Firearm Possession - Other	22	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	4	4	23	MSDS - Other Weapon Possession	23	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Discipline Code: **HOM** Description: **Homicide** State Code: **16**

Discipline Codes

Code Description State Code Security Old Sis Code
HOM Homicide 16 5-Highest

Display Order
12

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes									Add	Show Detail
✕	Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE		
<input type="checkbox"/>	1	1	56	MSDS - Other	56	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Discipline Code: **DBS** Description: **Drive by Shooting** State Code: **17**

Discipline Codes

Code Description State Code Security Old Sis Code
 DBS Drive by Shooting 17 5-Highest

Display Order
 13

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes Add Show Detail

Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
1	1	20	MSDS - Firearm Possession - Handgun	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	2	21	MSDS - Firearm Possession - Rifle or Shotgun	21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	3	22	MSDS - Firearm Possession - Other	22	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discipline Code: **BT** Description: **Bomb Threat** State Code: **18**

Discipline Codes

Code Description State Code Security Old Sis Code
 BT Bomb Threat 18 5-Highest

Display Order
 14

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes Add Show Detail

Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
1	1	44	MSDS - Bomb or Similar Threat	44	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discipline Code: **ARS** Description: **Arson** State Code: **20**

Discipline Codes

Code Description State Code Security Old Sis Code
 ARS Arson 20 5-Highest

Display Order
 16

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes Add Show Detail

Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
1	1	55	MSDS - Arson	55	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discipline Code: **RE** Description: **Robbery or Extorting** State Code: **21**

Discipline Codes

Code Description State Code Security Old Sis Code
 RE Robbery or Extorting 21 5-Highest

Display Order
 17

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes Add Show Detail

Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
1	1	56	MSDS - Other	56	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Discipline Code: **URS** Description: **Unauthorized Removal of Student** State Code: **22**

Discipline Codes

Code Description State Code Security Old Sis Code
 URS Unauthorized Removal of Student 22 5-Highest

Display Order
 18

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes Add Show Detail

Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
------	---------------	------	-------------	------------	-----------------	--	-----------------------

Discipline Code: **SUIC** Description: **Threat or Attempt of Suicide** State Code: **23**

Discipline Codes

Code Description State Code Security Old Sis Code
 SUIC Threat or Attempt of Suicide 23 5-Highest

Display Order
 19

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes Add Show Detail

Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
------	---------------	------	-------------	------------	-----------------	--	-----------------------

Discipline Code: **SS** Description: **Suicide** State Code: **24**

Discipline Codes

Code Description State Code Security Old Sis Code
 SS Suicide 24 5-Highest

Display Order
 20

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes Add Show Detail

Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
------	---------------	------	-------------	------------	-----------------	--	-----------------------

Discipline Code: **LAR** Description: **Larceny Theft** State Code: **25**

Discipline Codes

Code Description State Code Security Old Sis Code
 LAR Larceny Theft 25 3-Medium

Display Order
 21

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes									Add	Show Detail
X	Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE		
<input type="checkbox"/>	1	1	56	MSDS - Other	56	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Discipline Code: **DRUG** Description: **Illegal Drug Use or Overdose** State Code: **26**

Discipline Codes

Code Description State Code Security Old Sis Code
 DRUG Illegal Drug Use or Overdose 26 5-Highest

Display Order
 22

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes									Add	Show Detail
X	Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE		
<input type="checkbox"/>	1	1	30	MSDS - Illicit Drug	30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Discipline Code: **MIP** Description: **Minor in Possession of Alcohol** State Code: **27**

Discipline Codes

Code Description State Code Security Old Sis Code
 MIP Minor in Possession of Alcohol 27 3-Medium

Display Order
 23

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes									Add	Show Detail
X	Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE		
<input type="checkbox"/>	1	1	31	MSDS - Alcohol	31	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Discipline Code: **PD** Description: **Persistent Disobedience** State Code: **Alt State Code:**

Discipline Codes

Code Description State Code Alt State Code Security Old Sis Code
 PD Persistent Disobedience 1-Lowest

Display Order Severity Level
 0

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes										Add	Show Detail	
X	Line	Display Order	Code	Description	State Code	Alt State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE	Severity Level		
<input type="checkbox"/>	1	1	56	MSDS - Other	56		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Discipline Code: **HB** Description: **Handbook Infraction** State Code: Alt State Code:

Discipline Codes

Code	Description	State Code	Alt State Code	Security	Old Sis Code
HB	Handbook Infraction			1-Lowest	20

Display Order: 0 Severity Level:

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes Add Show Detail

Line	Display Order	Code	Description	State Code	Alt State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE	Severity Level
1	0	10	Gum			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	0	20	Foul Language			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	0	30	Indecent Exposure			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	0	41	Computer			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	0	42	Telecommunication device			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	0	43	Network Infraction			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	0	44	Other Technology			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	0	51	Lying			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	0	52	Cheating			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	0	53	Forgery			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	0	54	Plagiarism			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Discipline Code: **BI** Description: **Bus Incident - Other** State Code: Alt State Code:

Discipline Codes

Code	Description	State Code	Alt State Code	Security	Old Sis Code
BI	Bus Incident - Other			1-Lowest	

Display Order: 0 Severity Level:

Mandatory Report To State Mandatory Law Enforcement Notification Include In TeacherVUE

Discipline Codes Add Show Detail

Line	Display Order	Code	Description	State Code	Alt State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE	Severity Level
1	1	56	MSDS - Other	56		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Disposition Codes Setup

1. Go to the **District Disposition Code Setup** view, found under **Synergy SIS> Discipline Incident> Setup**.
2. Click **Add** near the top of the screen to create a level one code. The **Add** screen is displayed.
3. Enter a **Code** and **Description**.
4. If your district will be using the first level codes for the SID report, enter the SID state code in the **State Code** field.

5. Check the necessary boxes.

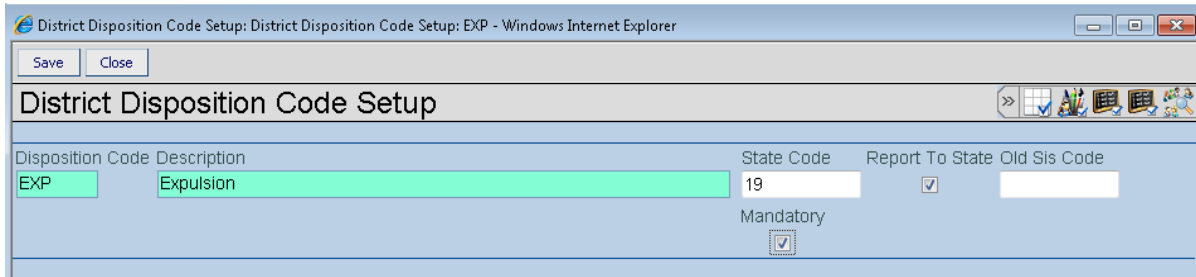
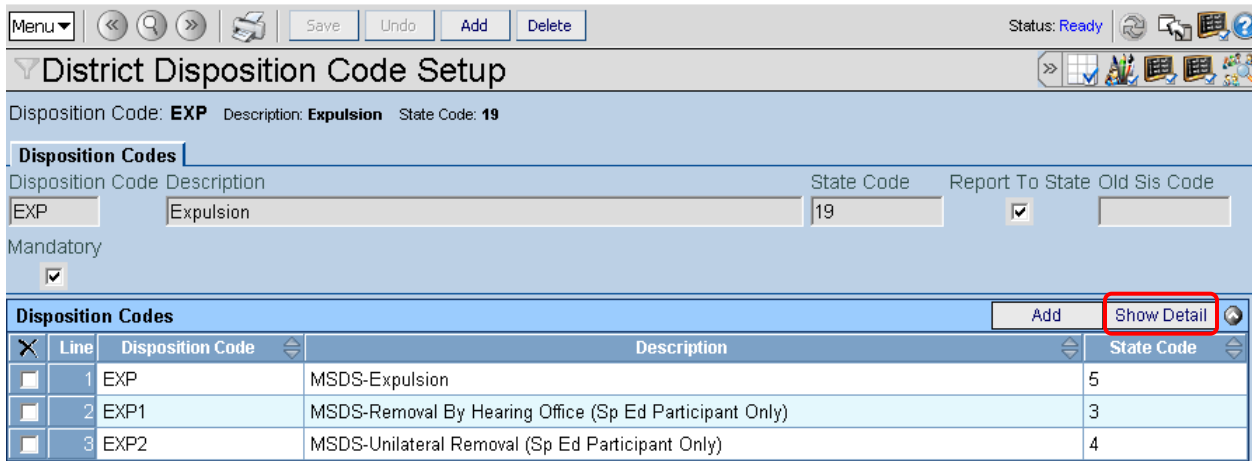


Figure 37 - Disposition Code Setup

6. Click the **Save** button near the top of the screen.

Each district can enter whatever disposition codes are needed, for example, CCH-Child Call Home, CONF-Conference with Principal – warning, CS – Community Service, LR-Loss of Recess, etc.

The following are required for MSDS state reporting:



Be sure to click on each line then click Show Detail and check the Report To State box.

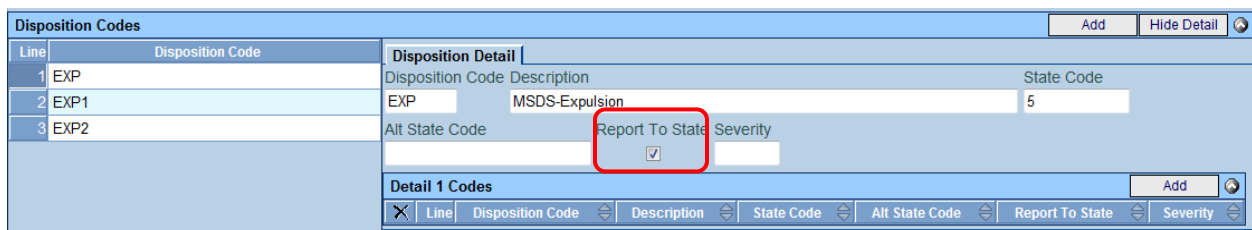


Figure 38 - Disposition Code Setup Example

Disposition Code: **ISS** Description: **In School Suspension** State Code:

Disposition Codes

Disposition Code	Description	State Code	Report To State	Old Sis Code
ISS	In School Suspension		<input checked="" type="checkbox"/>	

Mandatory

Disposition Codes Add Show Detail

Line	Disposition Code	Description	State Code
1	ISS	MSDS-In School Suspension	1

Disposition Code: **OSS** Description: **Out of School Suspension** State Code:

Disposition Codes

Disposition Code	Description	State Code	Report To State	Old Sis Code
OSS	Out of School Suspension		<input checked="" type="checkbox"/>	

Mandatory

Disposition Codes Add Show Detail

Line	Disposition Code	Description	State Code
1	OSS	MSDS-Out of School Suspension	2

Attendance Code Setup

The Michigan extracts and reports select attendance information based on the Attendance Code Type and the Report To State flag. The Attendance Code Types included are: Unexcused, Unverified, Excused, Positive, and Non-Enrollment. If an Attendance Code has a different Type, it is ignored. If an Attendance Code is not flagged as Report To State, it is ignored.

1. Go to the **District Attendance Code** view, found under **Synergy SIS> Attendance> Setup**.
2. Attendance Codes should have been created in the initial set up of Synergy. Refer to the *Synergy Attendance Administrator Guide* for setup instructions.

- Verify that the codes that should be used for Michigan attendance reporting have one of the Types listed above and are flagged as **Report To State**.

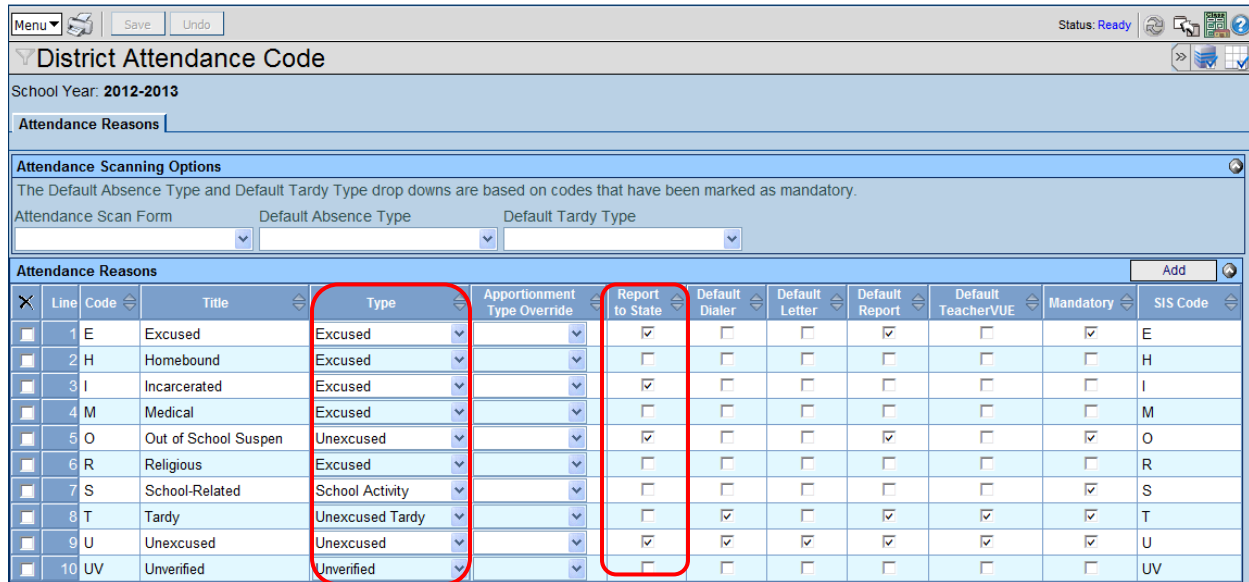


Figure 39 - Attendance Code Setup

- If changes were made, click the **Save** button near the top of the screen.

Vaccination Code Setup

If the district plans to use the MCIR Extract, the following setup items need to be completed.

- Go to the **Lookup Table Definition** view, found under **Synergy SIS> System> Setup**.
- Navigate to the **K12.Setup.Vaccination State Cod** lookup table.

3. **ListOrder**, **Code**, **Description**, and **Other SIS** can be anything the district chooses but the State Code must match the values listed below.

Name: **Vaccination State Cod** Namespace: K12.Setup Locked: N

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code

Lookup Values										Add	
X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status		
									Year Start	Year End	
<input type="checkbox"/>	1	0	01	Polio		POLIO					
<input type="checkbox"/>	2	0	02	DTaP - Diphtheria, Tetanus, Pertuss		DTaP					
<input type="checkbox"/>	3	0	03	Tdap - TD Tetanus		Tdap					
<input type="checkbox"/>	4	0	04	MMR - Measles, Mumps, Rubella		MMR					
<input type="checkbox"/>	5	0	05	HIB		HIB					
<input type="checkbox"/>	6	0	06	Hepatitis B		HepB					
<input type="checkbox"/>	7	0	07	Hepatitis A							
<input type="checkbox"/>	8	0	08	Varicella (Chicken Pox)		Varicella					
<input type="checkbox"/>	9	0	09	Meningococcal		Menin					
<input type="checkbox"/>	10	0	10	Td - Tetanus		Td					

Figure 40 - Vaccination State Codes

4. Click the **Save** button near the top of the screen to save changes.
5. Navigate to the **K12.VaccinationInfo.Exemptions** lookup table.
6. ListOrder, Code, Description, and Other SIS can be anything the district chooses but the State Code must match the values listed below.

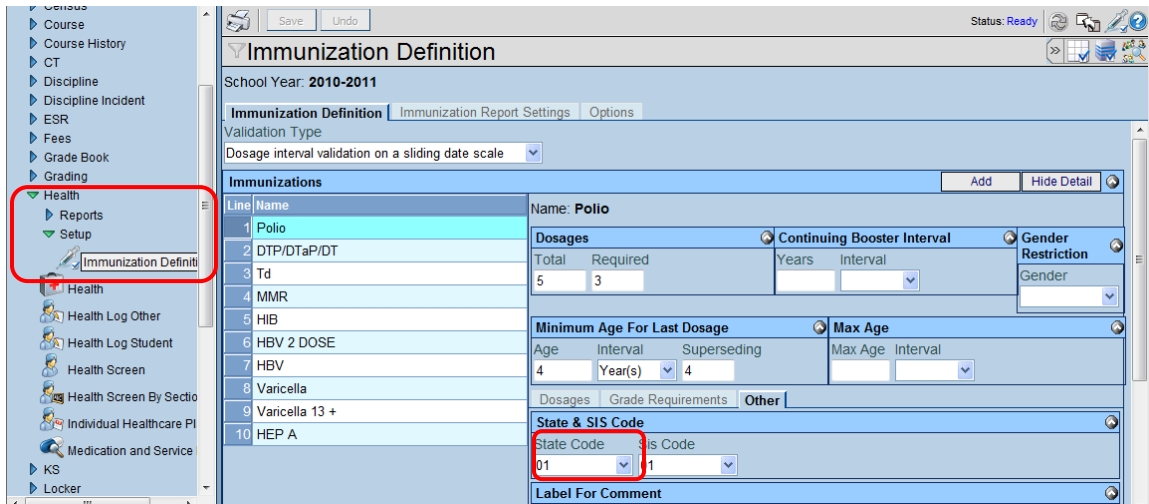
Name: **Exemptions** Namespace: K12.VaccinationInfo Locked: N

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code

Lookup Values										Add	
X	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status		
									Year Start	Year End	
<input type="checkbox"/>	1	10	MRP	Medical Reasons		M					
<input type="checkbox"/>	2	20	MRT	Medical Reasons Temporary		M					
<input type="checkbox"/>	3	30	P	Personal Beliefs		R					
<input type="checkbox"/>	4	40	O	Other		O					
<input type="checkbox"/>	5	50	IM	Immunity to Measles		IM					
<input type="checkbox"/>	6	60	IU	Immunity to Mumps		IU					
<input type="checkbox"/>	7	70	IR	Immunity to Rubella		IR					
<input type="checkbox"/>	8	80	IH	Immunity to Hepatis B		IH					
<input type="checkbox"/>	9	90	IV	Immunity to Varicella		IV					

7. Click the **Save** button near the top of the screen to save changes.
8. Immunization Definitions should have been created in the initial set up of Synergy. Refer to the *Synergy Health Administrator Guide* for setup instructions.

- State Code must be populated on the Immunization Definition view for each vaccination to be included in the MCIR Extract.



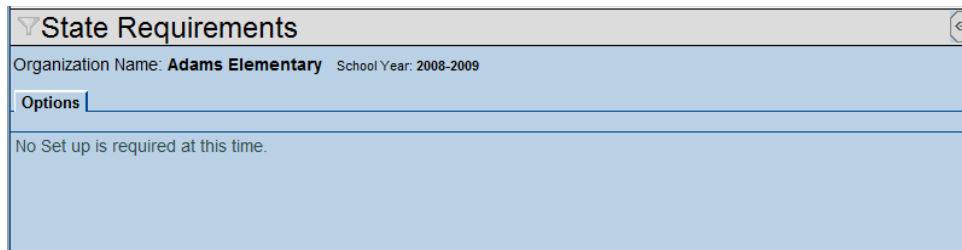
- Click the **Save** button near the top of the screen to save changes.

SCHOOL SETUP

There is no school specific setup necessary at this time.

STATE REQUIREMENTS VIEW

The State Requirements view, found under **Synergy SIS> System> Setup**, may be used in the future to define other elements of the setup needed for state uploads but it is not used at this time.



USER SETUP



Caution: The User account used throughout the MSDS submission process should be setup so that the Default Mode is set to Edit. For more information on how to setup a User account, please refer to the *Synergy SIS - System Administrator Guide*.

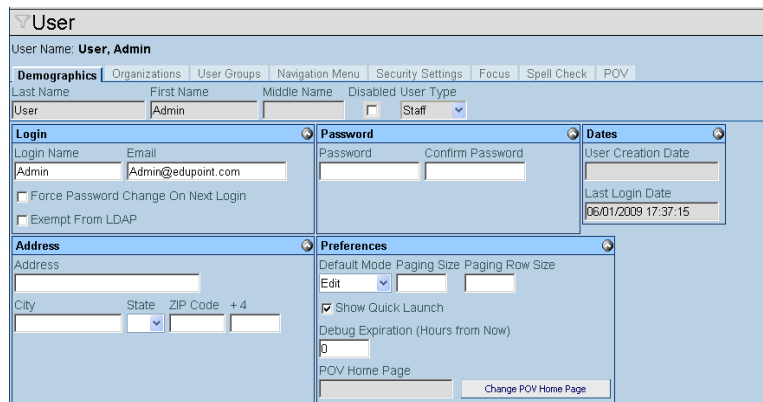


Figure 41 - User View, Default Mode

Chapter Three: STUDENT PROGRAMS SETUP

In this chapter, the following topics are covered:

- ▶ Childhood Assessments setup
- ▶ Childhood Program Participation setup
- ▶ English Language Learners setup
- ▶ Free and Reduced Meals setup
- ▶ Special Ed setup
- ▶ Student GATE setup
- ▶ Student Needs setup

CHILDHOOD ASSESSMENTS

Childhood Assessments is not used for MSDS state reporting at this time.

CHILDHOOD PROGRAM PARTICIPATION

Childhood Program Participation should be entered on the MSDS tab of the Student.MI view for MSDS state reporting at this time. The lookup table maintenance required for that view is discussed in Chapter 2.

ENGLISH LANGUAGE LEARNER (ELL) REPORTING SETUP

The data uploaded to the State of Michigan to document the Limited English Proficiency (LEP) services provided to the student is gathered from the data entered into the **English Language Learners (ELL)** view within Synergy. To prepare this view for data collection, several different areas need to be configured with the appropriate state codes. These codes could change every year, so be sure to check with the state to get the latest codes and update the codes on an annual basis. Refer to the lookup table maintenance instructions in Chapter 2.

The screenshot displays the 'English Language Learners.MI' view. At the top, it shows the student's name 'Smith, Johnny J.', school 'Hope High School (273)', room 'SEM', and staff 'Evit Teacher, R.'. Below this, there are tabs for 'ELL History', 'ELL Transactions', 'Assessment', 'DLA', 'Parent Contact', 'Waiver History', 'Follow Up', and 'ELL Semesters'. The 'ELL History' tab is active, showing a table with columns: Last Name, First Name, Middle Name, Suffix, Perm ID, Grade, and Gender. Below this, the 'Languages' section is highlighted with a red box, containing fields for 'First Learned', 'Home Language Spoken to Student at Home', 'Spoken by Student at Home', and 'Spoken by Adults at Home'. The 'First Learned' field is set to 'Spanish'. Below the 'Languages' section, the 'ELL History' table is shown with columns: Line, Date, Program, LEP Funding Participation, Grade, Exit Date, and Exit Reason. The first row of the table is highlighted with a red box, showing 'Line' 1, 'Date' 09/12/2010, 'Program' 7-Transitional Bilingual Instruction, 'LEP Funding Participation' 6842-Title III Immigrant Education, 'Grade' 12, 'Exit Date', and 'Exit Reason'.

Figure 42 - English Language Learners view

- **Languages** (K12 – Language) – All of the language fields are reported. They all use the same lookup table. ListOrder can be set to show the most used languages at the top of the list.
- **Program** (K12.ProgramInfo – ELL Program Code).
- **LEP Funding Participation** (K12.ProgramInfo – ELL DES Code).
- **Exit Reason** (K12.ProgramInfo.MI – ELL Exit Reason).

FREE AND REDUCED MEALS SETUP

The data uploaded to the State of Michigan to document the Supplemental Nutrition Eligibility (SNE) of the student is gathered from the data entered into the **Free and Reduced Meals** view within Synergy. To prepare this view for data collection, one lookup

table needs to be configured with the appropriate state codes. Be sure to check with the state to get the latest codes and update the codes on an annual basis. Refer to the lookup table maintenance instructions in Chapter 2.

The screenshot displays the 'Free and Reduced Meals' view for a student named John J. Doe, Jr. The student's information includes: Last Name: Doe, First Name: John, Middle Name: J, Suffix: Jr., Perm ID: 12098, Grade: 12, and Gender: Male. Below this information is a table titled 'Free and Reduced Meals' with the following columns: Line, Enter Date, Frm Code, and Exit Date. The first row of the table shows a transaction on 09/08/2011 with the code 'R-Reduced'. The 'Frm Code' column is highlighted with a red box.

Line	Enter Date	Frm Code	Exit Date
1	09/08/2011	R-Reduced	

Figure 43 - Free and Reduced Meals view

- **FRM Code** (K12.ProgramInfo – FRM Code)

SPECIAL EDUCATION REPORTING SETUP

Special Education information should be entered on the MSDS-SPED tab of the Student.MI view for MSDS state reporting at this time. The lookup table maintenance required for that view is discussed in Chapter 2.

STUDENT GATE

The Student GATE view is used to document the application and acceptance process for students applying to a Gifted & Talented Education (GATE) program such as a magnet school. **This information is not reported to the state** at this time; however, the district may use this for its own needs. Before using the view, several lookup tables need to be setup.

OTHER NEEDS & PROGRAMS SETUP

The other needs and programs are configured through the **Needs/Programs Definition** view found under **Synergy SIS> Student Programs> Setup**. This is comprised of two sets of codes – one which defines the Needs and the other which specifies the Programs available for those needs.



Note: The “State Code” for Program Eligibility Participation **must** be PgmEligPar.
The “State Code” for Title I Instructional Services **must** be T1Instr.
The “State Code” for Title I Support Services **must** be T1Supp.

To enter a new need:

1. Go to the **Needs/Programs Definition** view, found under **Synergy SIS> Student Programs> Setup**.

The screenshot shows the top toolbar of the application with buttons for Menu, navigation arrows, Find, Undo, Add (circled in red), and Delete. Below the toolbar is the title bar 'Needs/Programs Definition' and a search field. The main area contains a table with columns: State Code, Description, Locale, and School Based. The table is currently empty.

Figure 44 - Needs/Programs Definition View

2. Click the **Add** button at the top of the view.

The screenshot shows the 'Needs/Programs Definition' view with the 'Add' button clicked. The table now contains one row with the following data: State Code: PgmEligPar, Description: Program Eligibility Participation (highlighted in green), Locale: (empty), and School Based: . The 'Save' and 'Close' buttons are visible at the top left.

Figure 45 - Adding a New Need, Needs/Programs Definition View

3. Enter the **State Code** and the **Description** for the need.

- If some schools do not use all of the programs attached to this need, check the **School Based** check box. A new section is then added to the bottom of the **School Setup View** under **Synergy SIS> System> Setup** that allows individual schools to specify which programs are applicable for their school. Click the **Show Detail** button to specify which programs are in use at the school.

School Setup
 School Name: **Hope High School** School Year: **2008-2009**

Basic Info | Options | SIS Data Options | Labels | Teacher Experience

Line	Number	Term Name	Term Begin Date	Term End Date	Calendar Term Codes
<input type="checkbox"/>	1	Fall	09/02/2008	12/22/2008	S1, YR
<input type="checkbox"/>	2	Spring	01/05/2009	06/05/2009	S2, YR

Track Selection
Tracks

Other Info
 Exclude from State Reporting Validate Student Classes

Generic Teacher Aide Course
Course ID ← Course Title ←

Programs / Needs Show Detail

Line	Description	Offered At School	All Students Participating	Levels
1	Math	<input type="checkbox"/>	<input type="checkbox"/>	
2	Language Arts (reading and/or writing)	<input type="checkbox"/>	<input type="checkbox"/>	
3	Science	<input type="checkbox"/>	<input type="checkbox"/>	

Figure 46 - School Setup View, Programs/Needs Setup

Programs / Needs Hide Detail

Line	Description
1	Math
2	Language Arts (reading and/or writing)
3	Science

Description: **Science**

21st Century program Title 1 Science

Grade ↕

09 10 11 12

- Click the **Save** button to save the new need.

To enter a new program that is associated with a need:

- Go to the **Needs/Programs Definition** view, found under **Synergy SIS> Student Programs> Setup**.
- Find a need for which the program can be used by using the **Scroll** buttons or the **Find** button.

- If students must be withdrawn from the program at the end of the school year, check the **Closes At End of Year** box.

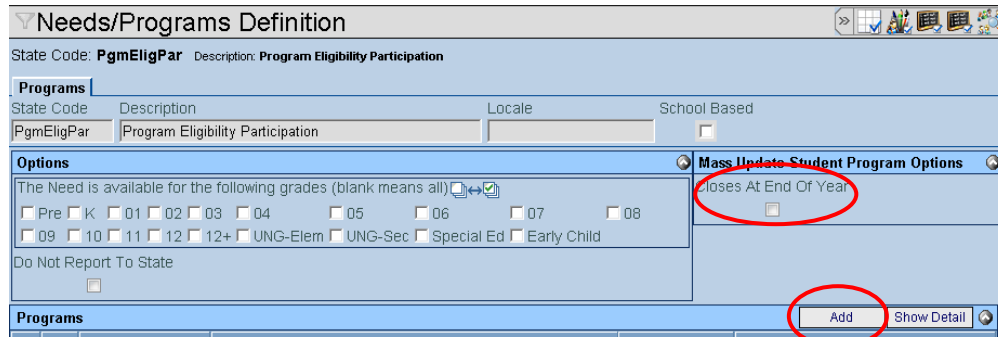


Figure 47 - Needs/Programs Definition View

- Click the **Add** button.
- In the blank line that is added, enter the program code in the **Program Code** column and the **State Code** column. Enter the description of the program in the **Program Description** column.

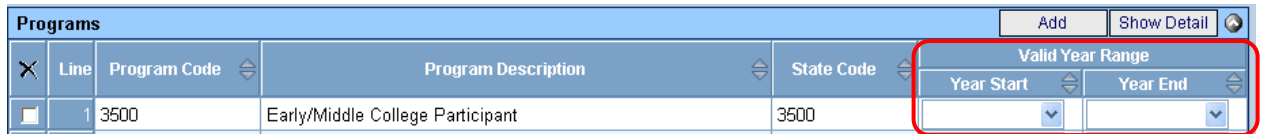


Figure 48 - Adding a new program, Needs/Programs Definition view

- If appropriate, enter **Year Start** and **Year End** to indicate the years for which the program is valid.
- Click the **Save** button to save the program.

To edit an existing need:

- Find the need to edit using the **Find** button or the **Scroll** buttons.
- Click on the **Menu** button at the top of the view and choose **Edit Need Definition Data**.

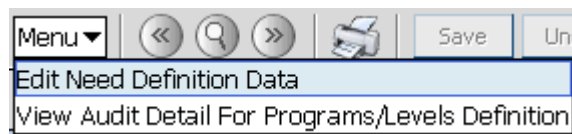


Figure 49 - Menu Button, Needs/Programs Definition View

- The fields for the need at the top of the view turn white, and the text can then be edited.

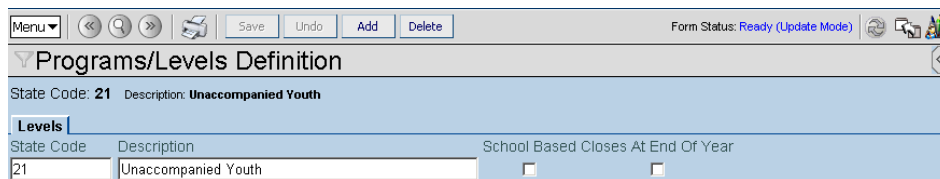


Figure 50 - Editing a Need, Needs/Programs Definition View

- Click the **Save** button at the top of the view to save the changes.

The MSDS codes needed for Program Eligibility Participation are as follows (as of September 2015):

Needs/Programs Definition

State Code: **PgmEligPar** Description: **Program Eligibility Participation**

Programs

State Code: PgmEligPar Description: Program Eligibility Participation Locale: School Based:

Options **Mass Update Student Program Options**

The Need is available for the following grades (blank means all) Pre K 01 02 03 04 05 06 07 08 09 10 11 12 12+ UNG-Elem UNG-Sec Special Ed Early Child

Do Not Report To State

Closes At End Of Year

Programs Add Show Detail

X	Line	Program Code	Program Description	State Code	Valid Year Range	
					Year Start	Year End
<input type="checkbox"/>	1	3500	Early/Middle College Participant	3500		
<input type="checkbox"/>	2	6010	Title I TAS	6010		
<input type="checkbox"/>	3	7760	21st Century Community Learning Center Program	7760		
<input type="checkbox"/>	4	9110	Out-of-State Resident	9110		
<input type="checkbox"/>	5	9120	International Student	9120		
<input type="checkbox"/>	6	9130	Immigrant	9130		
<input type="checkbox"/>	7	9210	Section 504	9210		
<input type="checkbox"/>	8	9220	Alternative Education	9220		
<input type="checkbox"/>	9	9229	Seat-Time Waiver Participant	9229		
<input type="checkbox"/>	10	9230	Developmental/Retention Kindergarten	9230		

Figure 51 - Need/Programs Definition – Program Eligibility Participation

The MSDS codes needed for Title I Instructional Services are (as of September 2015):

Needs/Programs Definition

State Code: **T1Instr** Description: **Title I Instructional Services**

Programs

State Code: T1Instr Description: Title I Instructional Services Locale: School Based:

Options **Mass Update Student Program Options**

The Need is available for the following grades (blank means all) Pre K 01 02 03 04 05 06 07 08 09 10 11 12 12+ UNG-Elem UNG-Sec Special Ed Early Child

Do Not Report To State

Closes At End Of Year

Programs Add Show Detail

X	Line	Program Code	Program Description	State Code	Valid Year Range	
					Year Start	Year End
<input type="checkbox"/>	1	6011	Reading/Language Arts	6011		
<input type="checkbox"/>	2	6012	English (ESL) for LEP Students	6012		
<input type="checkbox"/>	3	6013	Mathematics	6013		
<input type="checkbox"/>	4	6014	Science	6014		
<input type="checkbox"/>	5	6015	Social Studies	6015		
<input type="checkbox"/>	6	6016	Vocational Career	6016		
<input type="checkbox"/>	7	6017	Other	6017		

Figure 52 - Need/Programs Definition – Title I Instructional Services

The MSDS codes needed for Title I Support Services are (as of September 2015):

Needs/Programs Definition
 State Code: **T1Supp** Description: **Title I Support Services**

Programs

State Code	Description	Locale	School Based
T1Supp	Title I Support Services		<input type="checkbox"/>

Options

The Need is available for the following grades (blank means all)

Pre K 01 02 03 04 05 06 07 08
 09 10 11 12 12+ UNG-Elem UNG-Sec Special Ed Early Child

Do Not Report To State

Mass Update Student Program Options

Closes At End Of Year

Programs

Line	Program Code	Program Description	State Code	Valid Year Range	
				Year Start	Year End
1	6021	Supporting Guidance/Counseling	6021		
2	6022	Social Work, Outreach/Advocacy	6022		
3	6023	Prevention Education	6023		
4	6024	Health	6024		
5	6025	Dental	6025		
6	6026	Eye Care	6026		
7	6027	Pupil Transportation	6027		
8	6028	Other	6028		

Figure 53 - Need/Programs Definition – Title I Support Services

The needs and programs are entered into the student’s records using the **Student Needs view**. The need is listed under the **Need Description** column, and the program is shown under the **Program Code** column.

Student Needs
 Student Name: **Smith, John N. Jr.** School: Hope High School Status: Active Room Name: AUTO Age: 17 yrs 8 mths

Needs

Last Name	First Name	Middle Name	Perm ID	Grade	Gender	Birth Date
Smith	John	N	12098	12	Male	02/09/1994

Add

Needs

Needs

Line	Need Description	Program Code	Enter Date	Program Grade	Exit Date	Exit Reason
1	Program Eligibility Participation	Immigrant	09/09/2011	12		
2	Title I Instructional Services	English (ESL) for LEP Students	09/08/2011	12		
3	Title I Support Services	Health	09/08/2011	12		

Figure 54 - Student Needs View

The final setup needed for the Student Needs view is to populate the **Msc. Exit Reason** lookup table (K12.ProgramInfo – Msc Exit Reason). This code is used to indicate the reason the student left the program. This code is not mandated by the state, so these values may be determined by the district. Refer to the lookup table maintenance instructions in Chapter 2.

The **Msc. Exit Reason** is entered in the **Student Needs** view, in the Exit Reason column.

OVERALL STUDENT PROGRAMS TRANSACTIONS SETUP

The final setup needed to report student program participation to the state is to specify the default settings on the District Setup. To configure these settings:

1. Go to the **District Setup** view, found under **Synergy SIS> System> Setup**.
2. Click on **Program Exit Codes** under the District Setup Options section.

The screenshot displays the 'District Setup' interface. The 'Options' tab is selected, and the 'Program Exit Codes' option is highlighted in the 'District Setup Options' list. Below this, the 'Program Exit Codes' configuration screen is shown, with a red circle highlighting the 'General' section. In the 'General' section, the checkbox for 'Exit Programs/Services On Student Inactivation' is checked, while 'Auto-Generate Needs Transactions' and 'Suppress Needs With Expired Programs' are unchecked. Other sections include 'Special Education', 'English Language Learners', 'Student Needs', and 'Student GATE', each with a 'Default [Category] Exit Code' dropdown and a 'Default [Category] Exit Codes' table with columns for Line, Leave Code, [Category] Exit Code, Start Year, and End Year.

Figure 55 - District Setup View

3. To automatically enter an exit date and code for all student programs when the student is inactivated on the Student view, check the box labeled **Exit Programs/Services on Student Inactivation**. District will probably only want the student exited from programs/services if leaving the district but not if

transferring to another school within the district. Be sure to review the Synergy manual before making changes to these settings.

4. To have Synergy automatically create the records needed to submit the data for all student programs, click the **Auto-Generate Needs Transactions**.
5. If the district is setup to automatically enter an exit code when the student is inactivated, be sure to select the **Default Exit Code or Reason for the Needs, ELL, SPED, and GATE** programs.
6. Click the **Save** button at the top of the view to save the changes.

Chapter Four: SECURITY

In this chapter, the following topics are covered:

- ▶ Where security for MSDS-related views may be defined
- ▶ Where security for Student Programs related views may be defined

Security for each of the views discussed throughout this manual is defined by two options: the PAD Security view and the Security Definition view. Both of these views are found under **Synergy SIS> System> Security**. How each of these views works and how security is defined is covered in detail in the **Synergy - Security Administrator Guide**.

Following is a brief description of a few of the security steps you may want to take.

HIDE A FIELD

There may be fields displayed on a view that the district does not plan to use. These fields may be hidden from all users to avoid confusion and to keep users from entering data in the wrong field. If a field is a "user" field, it can be hidden without any consequences. If a field is not a "user" field, be careful; it may be needed for normal processing.

Hold the pointer over the field label to display the field name.

The screenshot shows the 'Student.MI' form. At the top, there are tabs for 'Demographics', 'Parent/Guardian', 'Other Info', 'Emergency', 'Enrollment', 'Enrollment History', 'Classes', 'Documents', and 'Student Contact'. The 'Other Info' tab is selected. Below the tabs are fields for 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Perm ID', 'Grade', and 'Gender'. The 'Authorization' section includes 'Deny Photo/Interview', 'Absence Reporting Policy', 'Internet Authorization', and 'Statement Of Awareness'. The 'Additional Information - Student' section includes 'Disadvantaged', 'Early College Scholar', 'User Code 1' through 'User Code 7', and 'Indicator 1' through 'Indicator 8'. The 'Indicator 1' dropdown menu is highlighted with a red box, showing the field name 'Indicator 1: (LOOKUP) (K12-Student-Indicator1)'.

Figure 56 - Hide a Field

1. Go to **Synergy SIS> System> Security> Security Definition**.
2. Click on the **Business Object** name (in this case K12.Student), and then scroll back up to the top.
3. Click on the **Group Property Access** tab.
4. Click on the line number of one of the groups, and then click **Show Detail**.
5. All property (field) names are listed in alphabetical order. Find the field name in the list (in this case Indicator 1) and click on the line number.
6. Click on the dropdown and select the **None** option to hide the field from the selected group of users.
7. Click **Save** at the top of the screen.

- Repeat for all groups from which the field should be hidden.

SECURE A FIELD

There may be fields on a view that the administrator may want to allow certain groups to maintain and other groups to view only.

Hold the pointer over the field label to display the field name.

Figure 57 - Secure a Field

- Go to **Synergy SIS> System> Security> Security Definition**.
- Click on the **Business Object** name (in this case K12.ProgramInfo.ELL), and then scroll back up to the top.
- Click on the **Group Property Access** tab.
- Click on the line number of one of the groups, and then click **Show Detail**.
- All property (field) names are listed in alphabetical order. Find the field name in the list (in this case LanguageToHome) and click on the line number.
- Click on the dropdown and select the **Update** option to allow the selected group of users to maintain the field. Select the **View** option to allow the selected group of users to view the field only.
- Click **Save** at the top of the screen.
- Repeat for all groups from which the field should be hidden.

HIDE A TAB

The MSDS Special Ed and Adult Ed fields were placed on separate tabs so the information could be secured and shown only to the personnel that need to maintain it.

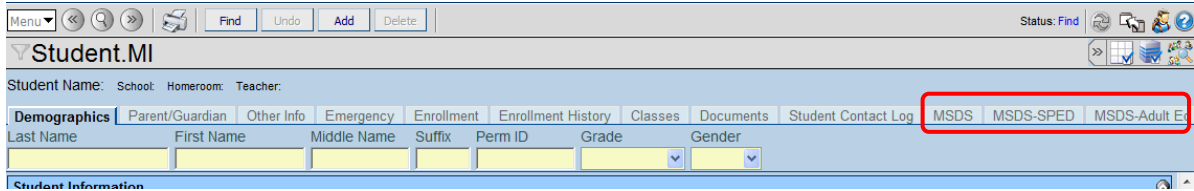


Figure 58 - Hide a Tab

1. Go to **Synergy SIS> System> Security> PAD Security**.
2. Click on the view name (in this case **Synergy SIS> Student> Student**) then scroll back up to the top.
3. Click on the line number of one of the groups, and then click **Show Detail**.
4. All menu items, tabs, and buttons are listed. Find the tab you want hidden from this group and click on the line number.
5. Click on the dropdown and select **No** to hide the tab from the selected group of users.
6. Click **Save** at the top of the screen.
7. Repeat for all groups from which the tab should be hidden.

NEEDS/PROGRAMS DEFINITION

Security for the Needs/Programs Definition is separated into two areas. The first area, the **Needs** area listed at the top of the view, is controlled by the following security node:

- K12.ProgramInfo.Setup.NeedDefinition

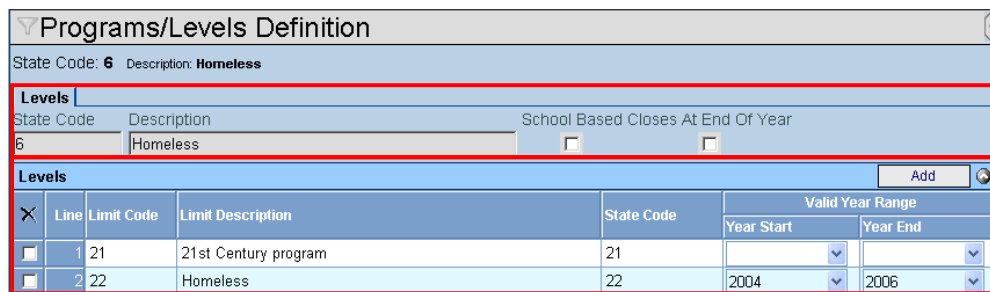


Figure 59 - Needs/Programs Definition

The second area is the **Programs** grid at the bottom of the view. This is controlled by the security node:

- K12.ProgramInfo.Setup.NeedProgramDefinition

If a need has been defined as School Based, the Programs/Needs section can be configured on the **School Setup** view. In the **detailed view** of each program, the following security node controls the access to the **Grades** section:

- K12.ProgramInfo.Setup.SchoolYearNeedProgramGrade

The screenshot shows the 'School Setup' interface for 'Hope High School' in the '2008-2009' school year. The 'Basic Info' tab is active. A 'Programs / Needs' pop-up window is open, showing a list of programs: 1 Math, 2 Language Arts (reading and/or writing), and 3 Science. The 'Science' program is selected, and its 'Grade' field is highlighted with a red box. The grade dropdown menu is open, showing options for 09, 10, 11, and 12. Below the pop-up, the 'Programs / Needs' grid is visible, showing columns for Line, Description, Offered At School, All Students Participating, and Levels.

Line	Description	Offered At School	All Students Participating	Levels
1	Math	<input type="checkbox"/>	<input type="checkbox"/>	
2	Language Arts (reading and/or writing)	<input type="checkbox"/>	<input type="checkbox"/>	
3	Science	<input type="checkbox"/>	<input type="checkbox"/>	

Figure 60 - School Setup view

The following security nodes do not provide a visible change in security on the views:

- K12.ProgramInfo.Setup.SchoolYearNeedDefinitionOptions
- K12.ProgramInfo.Setup.SchoolYearNeedProgramDefOptIn

CHILDHOOD PROGRAM PARTICIPATION

The **Services section** of the Programs tab is controlled by the following security node:

- K12.ProgramInfo.ChildhoodProgParticipationGrid

However, this only prevents deletion of the programs. New programs can still be added using the Add New Program button, and the details of each program can still be modified in the detailed view.

The following security node also prevents deletion of programs, but doesn't gray out the bottom grid:

- K12.ProgramInfo.ChildProgParticipation

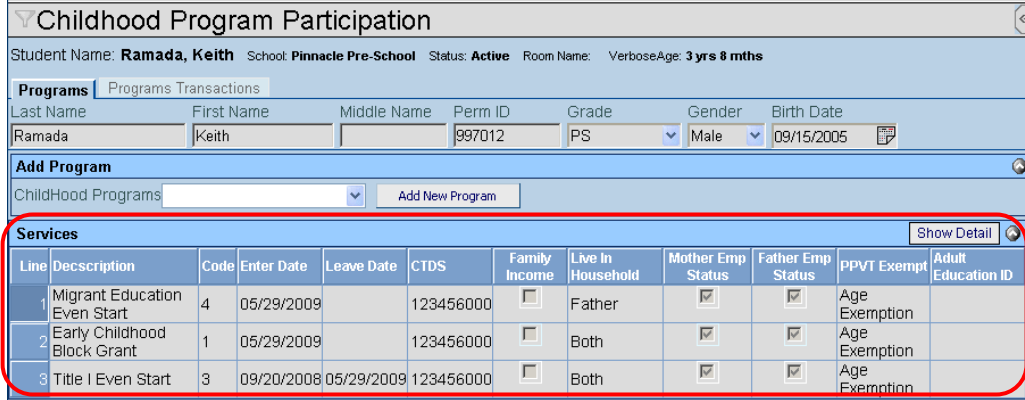


Figure 61 - Childhood Program Participation View

The **detailed view** of the Programs tab of the Childhood Program Participation view is controlled by the following security node:

- K12.ProgramInfo.ChildhoodProgParticipationDetailGrid

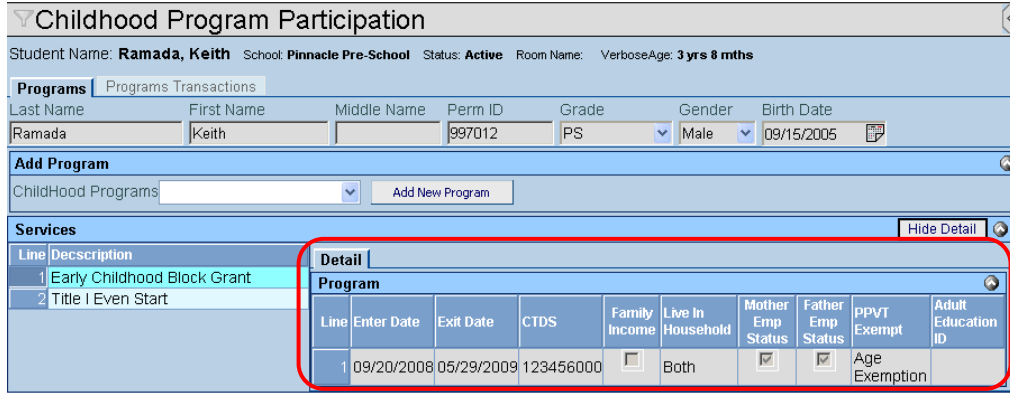


Figure 62 - Childhood Program Participation View, Show Detail

The entire **Programs Transactions tab** of the Childhood Program Participation View is controlled by the following security node:

- K12.ProgramInfo.ChildhoodProgParticipationHistGrid

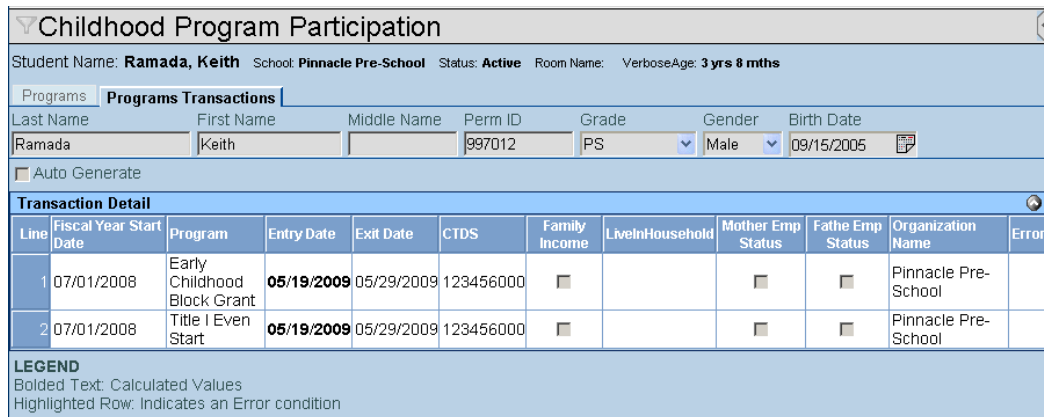


Figure 63 - Programs Transactions tab of the Childhood Program Participation View

The following security nodes do not provide a visible change in security on the views:

- K12.ProgramInfo.ChildhoodProgParticipationUI
- K12.ProgramInfo.ChildhoodProgParticipationAddUI
- K12.ProgramInfo.ChildhoodProgParticipationDetailUI

ENGLISH LANGUAGE LEARNERS

The node **K12.ProgramInfo.ELLStudentAssessmentGrid** controls the **ELL Assessment** section and grays out the list of tests. This prevents deletion of existing tests, but new tests can be added and the details can be modified using the Show Details view.

The node **K12.ProgramInfo.ELLStudentTestPartGrid** controls the **Show Details** view of the ELL Assessments. However, the scores can still be modified in the main view.

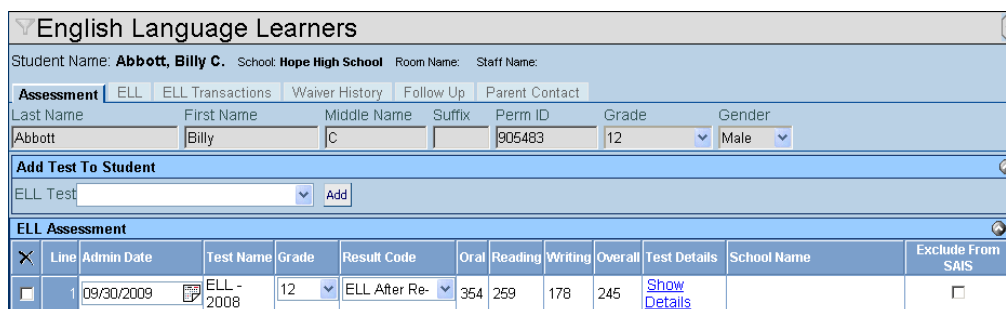


Figure 64 - English Language Learners View

The entire **ELL tab** of the English Language Learners view is controlled by the security node:

- K12.ProgramInfo.ELLHistory

English Language Learners

Student Name: **Abbott, Billy C.** School: **Hope High School** Room Name: **231** Staff Name: **Gordon, K.**

Assessment: **ELL** | ELL Transactions | Waiver History | Follow Up | Parent Contact

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	12	Male

ELL Add

Line	Date	Program	Participation Status	Exit Date	Exit Reason
1	09/08/2008	0-Structured or Sheltered	N-New		

Figure 65 - ELL tab of the English Language Learners View

The entire **ELL Transactions tab** of the English Language Learners view is controlled by the security node:

- K12.ProgramInfo.ELLHistoryGrid

English Language Learners

Student Name: **Abbott, Billy C.** School: **Hope High School** Room Name: **231** Staff Name: **Gordon, K.**

Assessment: **ELL** | **ELL Transactions** | Waiver History | Follow Up | Parent Contact

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	12	Male

Auto Generate

Transaction Detail

Line	Fiscal Year Start Date	Program Code	Participation Status	Entry Date	Exit Date	Exit Reason	Organization Name	Error
1	07/01/2008	Structured or Sheltered English Immersion	New	09/08/2008	06/05/2009		Hope High School	

LEGEND
 Bolded Text: Calculated Values
 Highlighted Row: Indicates an Error condition

Figure 66 - ELL Transactions tab of the English Language Learners View

The entire **Waiver History** tab of the English Language Learners view is controlled by the following security node:

- K12.ProgramInfo.ELLWaiver

English Language Learners

Student Name: **Abbott, Billy C.** School: **Hope High School** Room Name: **231** Staff Name: **Gordon, K.**

Assessment | ELL | ELL Transactions | **Waiver History** | Follow Up | Parent Contact

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	12	Male

Status

Waiver Date	Grade	Type	Status	Status Date
<input checked="" type="checkbox"/> 11/01/2008	12	My child is 1t	Granted	11/02/2008

Waiver History Add

Line	Waiver Enter Date	Waiver Grade	Waiver Type	Waiver Status	Waiver Status Date	Waiver Exit Date
1	11/01/2008	12	My child is 1t	Granted	11/02/2008	

Figure 67 - Waiver History tab of the English Language Learners View

The entire **Follow-Up** tab of the English Language Learners view is controlled by the following security node:

- K12.ProgramInfo.ELLComment

English Language Learners

Student Name: **Abbott, Billy C.** School: **Hope High School** Room Name: **231** Staff Name: **Gordon, K.**

Assessment | ELL | ELL Transactions | Waiver History | **Follow Up** | Parent Contact

Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	12	Male

Follow Up Add

Line	Date	Comment
1	03/10/2009	Checked on Billy's progress

Figure 68 - Follow UpTab of the English Language Learners View

The entire **Parent Contact** tab of the English Language Learners view is controlled by the following security node:

- K12.ProgramInfo.ELLParentHistory

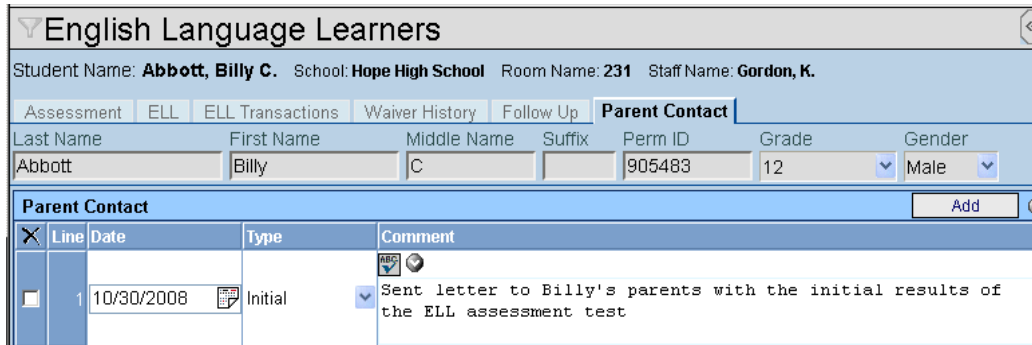


Figure 69 - Parent Contact tab of the English Language Learners View

The following security nodes do not provide a visible change in security on the views:

- K12.ProgramInfo.ELLStudentTestUI
- K12.ProgramInfo.ELLUI
- K12.ProgramInfo.ELL
- K12.ProgramInfo.ELLAssessment
- K12.ProgramInfo.ELLAssessmentTest

FREE AND REDUCED MEALS

The entire FRM tab of the Free and Reduced Meals view is controlled by the node:

- K12.ProgramInfo.StudentFRMHistory

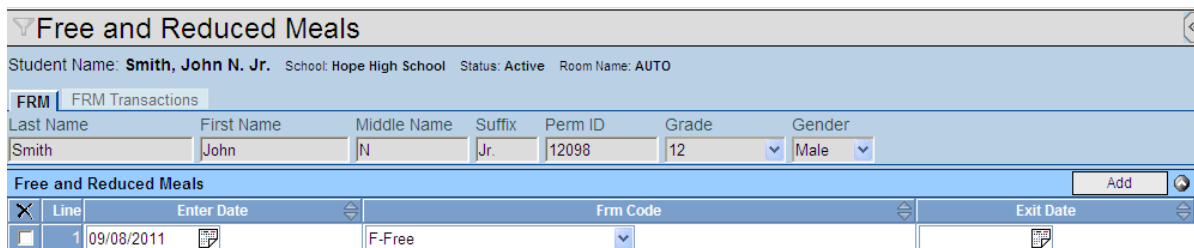


Figure 70 - Free and Reduced Meals View

The entire FRM Transactions tab of the Free and Reduced Meals view is controlled by the following security node:

- K12.ProgramInfo.StudentFRMTransactionHistory

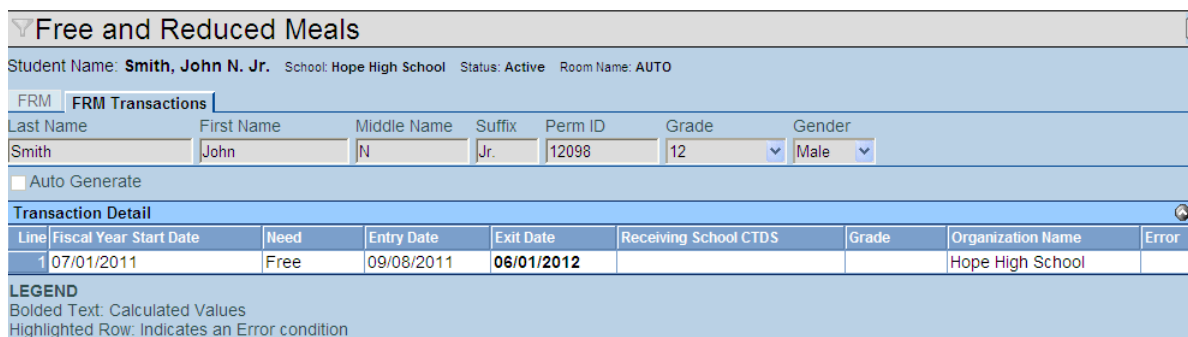


Figure 71 - FRM Transactions tab of the Free and Reduced Meals view

The following security nodes do not provide a visible change in security on the views:

- K12.ProgramInfo.StudentFRM

MASS UPDATE STUDENT PROGRAMS

There is not a security node to control the Mass Update Student Programs view, since the fields are controlled by the respective views.

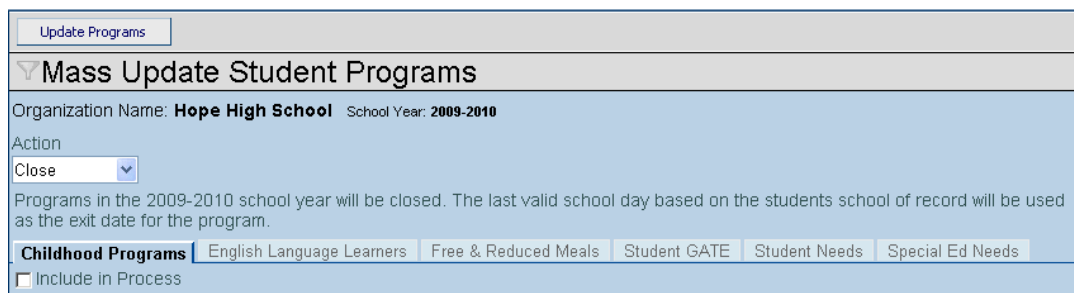


Figure 72 - Mass Update Student Programs View

The following security node does not provide a visible change in security on the views:

- K12.ProgramInfo.MassUpdateStudentPrograms

STUDENT NEEDS

The security node **K12.ProgramInfo.StudentProgramGrid** controls the **Needs** section and grays out the list of needs. This prevents deletion of existing needs, but new needs can be added and the details can be modified using the Show Details view.

The security node **K12.ProgramInfo.StudentProgramGridDetail** controls the **Show Details** view of the Needs section. However, the data can still be modified in the main view.

The security node **K12.ProgramInfo.StudentProgramAdd** controls the ability to add a new need.

The security node **K12.ProgramInfo.StudentNeedsPrograms** prevents deletion of a need.

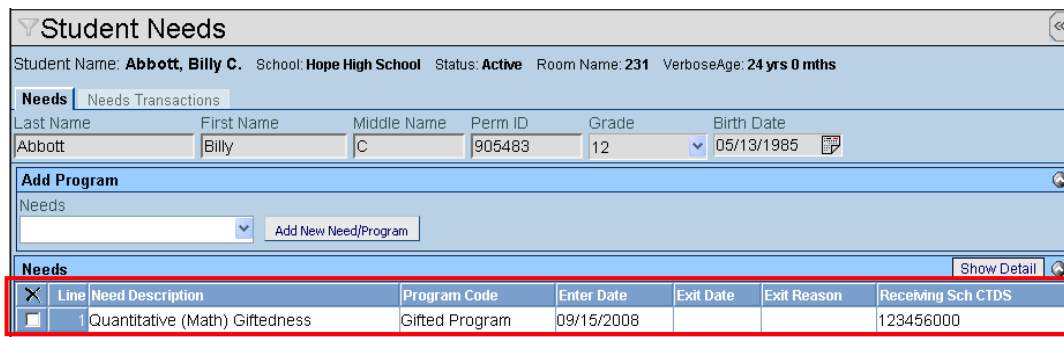


Figure 73 - Student Needs View

The entire **Needs Transactions** tab of the Student Needs view is controlled by the following security node:

- K12.ProgramInfo.StudentProgramTransactionGrid

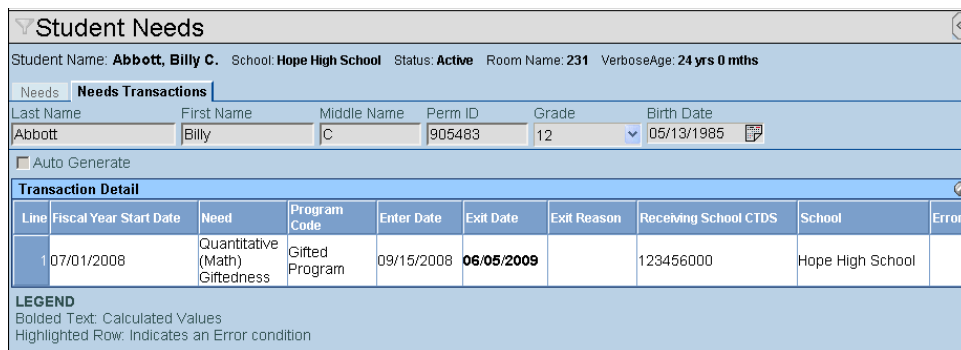


Figure 74 - Needs Transactions tab of the Student Needs View

The following security nodes do not provide a visible change in security on the views:

- K12.ProgramInfo.NeedsUI
- K12.ProgramInfo.NeedsHelper
- K12.ProgramInfo.StudentProgramUI
- K12.ProgramInfo.StudentProgramDetailUI
- K12.ProgramInfo.StudentNeedsProgramsHome

STUDENT PROGRAMS SUMMARY

The security for the Student Program Summary is controlled by the transactions security nodes for each student program view:

- Childhood Program Participation Transaction Detail – **K12.ProgramInfo.ChildhoodProgParticipationHistGrid**
- English Language Learners Transaction Detail – **K12.ProgramInfo.ELLHistoryGrid**
- Free and Reduced Meals Transaction Detail – **K12.ProgramInfo.StudentFRMTransactionHistory**
- Special Ed Student Transaction Detail – **K12.ProgramInfo.SpecEdServicesTransactionsGrid**
- Student Needs Transaction Detail – **K12.ProgramInfo.StudentProgramTransactionGrid**

Student Program Summary											
Student Name: Abbott, Billy C. School: Hope High School Status: Active Room Name: Age: 17 yrs 11 mths											
Student Programs											
Last Name	First Name	Middle Name	Perm ID	Grade	Gender	Birth Date					
Abbott	Billy	C	905463	12	Male	05/13/1992					
Auto Generate Needs As Of Date <input checked="" type="checkbox"/> 09/23/2009 <input type="button" value="Go To Date"/>											
Childhood Program Participation Transaction Detail											
Line	Fiscal Year Start Date	Program	Entry Date	Exit Date	CTDS	Family Income	LivesInHousehold	Mother Emp Status	Fathe Emp Status	Organization Name	Error
English Language Learners Transaction Detail											
Line	Fiscal Year Start Date	Program Code	Participation Status	Entry Date	Exit Date	Exit Reason	Organization Name	Error			
1	07/01/2009	Structured or Sheltered English Immersion	New	09/07/2009	04/30/2010	2-Withdrawn from school	Hope High School				
Free and Reduced Meals Transaction Detail											
Line	Fiscal Year Start Date	Need	Entry Date	Exit Date	Receiving School CTDS	Grade	Organization Name	Error			
1	07/01/2009	NCLB Indicator 2	09/08/2009	04/30/2010			Hope High School				
Special Ed Student Transaction Detail											
Line	Fiscal Year Start Date	Need	Service Type	Entry Date	Exit Date	Exit Reason	Grade	Organization Name	Error		
Student Needs Transaction Detail											
Line	Fiscal Year Start Date	Need	Program Code	Enter Date	Exit Date	Exit Reason	Receiving School CTDS	School	Error		
1	07/01/2009	Quantitative (Math) Giftedness	Gifted Program	09/14/2009	04/30/2010	End of school year	123456000	Hope High School			
2	07/01/2009	Migrant Education	-- No Program Needed --	09/14/2009	04/30/2010	End of school year	123456000	Hope High School			

Figure 75 - Student Program Summary View

EXTRACTS AND REPORTS SECURITY

It is recommended to only use the PAD tree security to control access to extracts and reports.

Chapter Five: NEW YEAR ROLLOVER

In this chapter, the following topic is covered:

- ▶ New Year Rollover and Enrollment Properties used for state reporting
- ▶ New Year Setup

NEW YEAR ROLLOVER

When rolling students over to the new year, users have the option of setting the values for Enrollment properties. Below is a chart of how the state reporting fields should be handled.

Enrollment Field	Field Label	Same School/ Different School	
		Action	Value to Set
SREnrUserCheck01	Out of Level Grade	Clear Value	
SREnrUserDate01	MSDS District Enrollment Date	Keep Existing Value	
SREnrUserDD01	S2E2 Code	Keep Existing Value	
SREnrUserDD02	Student Residency	Keep Existing Value	
SREnrUserDD06	S2E2 School Code Override	Keep Existing Value	
SRUserCheck01	Exclude from Section 25	Clear Value	
SRUserCodeDD01	Oct District (Section 25)	Clear Value	
SRUserCodeDD02	Oct GE FTE (Section 25)	Clear Value	
SRUserCodeDD03	Oct SE FTE (Section 25)	Clear Value	
SRUserDate1	First Day In Attendance (Section 25)	Clear Value	
SRUserDate2	SRM Date (Section 25)	Clear Value	
SRUserDate3	MSDS Prior Enrollment Date	Clear Value	
SRUserNum1	Total Days Possible	Clear Value	
SRUserNum2	Days Attended	Clear Value	
SRUserText1	Section 25 Comment	Clear Value	

Chapter Six: MSDS FIELD LOCATIONS

In this chapter, the following topics are covered:

- ▶ Where the information uploaded to MSDS is located in Synergy

MSDS FIELD LOCATIONS IN Synergy

The table below shows where the information uploaded to the State of Michigan is stored in Synergy. Information is uploaded via a collection. Each collection contains components – groups of related characteristics. A characteristic is one piece of information or one field. If the information is not stored in a field but is calculated based on the values in other fields, there is a Y in the Calc column. The elements are listed by component name in the order in which they appear within the component.

MSDS Characteristic Name	Synergy View - Tab / Section	Field	Calc
Adult Education			
AdultEdFunding	Student.MI - MSDS-Adult Ed/ Adult Education Details	Participant Funding	
AdultEdCountPeriod	Student.MI - MSDS-Adult Ed/ Adult Education Details		Y
AdultFTE	Student.MI - MSDS-Adult Ed/ Adult Education Details	FTE	
AdultFTEProgramCode	Student.MI - MSDS-Adult Ed/ Adult Education Details	Programs	
DiplomaStatus	Student.MI - MSDS-Adult Ed/ Adult Education Details	Diploma GED Status	
EligibilityException	Student.MI - MSDS-Adult Ed/ Adult Education Details	Eligibility Exception	
Assessment			
OtherTestType	enter on prompt screen		
OtherGroupCode	enter on prompt screen		
OtherResearchCode1	enter on prompt screen		
OtherResearchCode2	enter on prompt screen		
Attendance			
DaysAttended	Attendance		Y
TotalPossibleAttendance	Attendance		Y
Discipline			
IncidentID	Incidents - Information	Incident ID	
DateOfIncident	Incident Add - Information	Incident Date	
IncidentType	Incident Add - Violations / Add violations	Violation	
SeriousBodilyInjury	Incidents - Participants (Show Detail) / Students Involved - Additional Information	Serious Bodily Injury	
SexualAssault	Incident Add - Violations / Add violations	Detail	
InitialConsequenceType	Student Incident - Discipline / Discipline Incidents (Show Detail) Student Incident Detail / Disposition Information	Disposition Code (Sub Category 1)	
InitialDays	Student Incident - Discipline / Discipline Incidents (Show Detail) Student Incident Detail / Disposition Information	Reassignment Days	
InitialStartDate	Student Incident - Discipline / Discipline Incidents (Show Detail) Student Incident Detail / Disposition Information	Start Date	

MSDS Characteristic Name	Synergy View - Tab / Section	Field	Calc
SecondaryConsequenceType	Student Incident - Discipline / Discipline Incidents (Show Detail) Student Incident Detail / Disposition Information	Disposition Code (Sub Category 1)	
SecondaryDays	Student Incident - Discipline / Discipline Incidents (Show Detail) Student Incident Detail / Disposition Information	Reassignment Days	
SecondaryStartDate	Student Incident - Discipline / Discipline Incidents (Show Detail) Student Incident Detail / Disposition Information	Start Date	
OtherConsequenceType	Student Incident - Discipline / Discipline Incidents (Show Detail) Student Incident Detail / Disposition Information	Disposition Code (Sub Category 1)	
OtherDays	Student Incident - Discipline / Discipline Incidents (Show Detail) Student Incident Detail / Disposition Information	Reassignment Days	
OtherStartDate	Student Incident - Discipline / Discipline Incidents (Show Detail) Student Incident Detail / Disposition Information	Start Date	
FollowUp	Student Incident - Discipline / Discipline Incidents (Show Detail) Student Incident Detail / Follow Up Information	Follow Up Code	
Early Childhood Programs			
FiscalEntityTypeCode	Student.MI - MSDS / Early Childhood Programs	Fiscal EntityTypeCode	
FiscalEntityCode	Student.MI - MSDS / Early Childhood Programs	ProgramCTDS	
SchoolFacilityNumber	Student.MI - MSDS / Early Childhood Programs - OR - Organization - School / Other Information	School Facility Number -OR- State School Code	
ECComment			
ECProgram	Student.MI - MSDS / Early Childhood Programs	Program	
ECProgramStartDate	Student.MI - MSDS / Early Childhood Programs	Enter Date	
ECDeliveryMethod	Student.MI - MSDS / Early Childhood Programs	Delivery Method	
ECDeliverySchedule	Student.MI - MSDS / Early Childhood Programs	Delivery Schedule	
ECProgramEndDate	Student.MI - MSDS / Early Childhood Programs	Exit Date	
ECProgramExitReason	Student.MI - MSDS / Early Childhood Programs	Exit Reason	
Early Childhood Special Ed Assessment			
AssessmentTool	Student.MI - MSDS-SPED / Early Childhood SpEd Assessment	Assessment Tool	
OtherToolComments	Student.MI - MSDS-SPED / Early Childhood SpEd Assessment	Other Tool Comments	
EntryAssessmentDate	Student.MI - MSDS-SPED / Early Childhood SpEd Assessment	Asmt Date	
ExitAssessmentDate	Student.MI - MSDS-SPED / Early Childhood SpEd Assessment	Asmt Date	
Outcome1A	Student.MI - MSDS-SPED / Early Childhood SpEd Assessment	Positive Social-Emotional Skills	
Outcome1B	Student.MI - MSDS-SPED / Early Childhood SpEd Assessment	Improvement in 1a	

MSDS Characteristic Name	Synergy View - Tab / Section	Field	Calc
Outcome2A	Student.MI - MSDS-SPED / Early Childhood SpEd Assessment	Using Knowledge and Skills	
Outcome2B	Student.MI - MSDS-SPED / Early Childhood SpEd Assessment	Improvement in 2a	
Outcome3A	Student.MI - MSDS-SPED / Early Childhood SpEd Assessment	Take Appropriate Action	
Outcome3B	Student.MI - MSDS-SPED / Early Childhood SpEd Assessment	Improvement in 3a	
Early On			
ServiceCoordAgency	Student.MI - MSDS-Early On / Early On Details	Service Coord Agency Type	
PrimaryServiceSetting	Student.MI - MSDS-Early On / Early On Details	Primary Service Setting	
ServiceCode	Student.MI - MSDS-Early On / Early On Details	Services	
CurrentIFSPDate	Student.MI - MSDS-Early On / Early On Details	Current IFSP Date	
TimelyStartOfService	Student.MI - MSDS-Early On / Early On Details	Timely Start Of Service	
PartCExitReason	Student.MI - MSDS-Early On / Early On Details	Part C Exit Reason	
PartCExitDate	Student.MI - MSDS-Early On / Early On Details	Part C Exit Date	
TransitionIFSP	Student.MI - MSDS-Early On / Early On Details	Transition IFSP	
TransitionConference	Student.MI - MSDS-Early On / Early On Details	Transition Conference	
Enrollment			
EnrollmentDate	Student.MI - Enrollment / MI State Reporting	MSDS Enrollment Date Prior MSDS Enrollment Date	
ExitStatus	Student.MI - Enrollment / Enrollment Activity Student.MI - Enrollment / Summer Withdrawal Student.MI - Other Info / Graduation Information	Leave Code Summer Withdrawal Code Graduation Status	
ExitDate	Student.MI - Enrollment / Enrollment Activity Student.MI - Enrollment / Summer Withdrawal Student.MI - Other Info / Graduation Information	LeaveDate Summer Withdrawal Date Graduation Date	
General Ed FTE			
GeneralEdFTE	Student.MI -Enrollment / Enrollment Activity	Gen Ed FTE	
Homeless Demographics			
Homeless	Student.MI - Other Info / Other Information	Homeless	
UnaccompaniedYouth	Student.MI - Other Info / Other Information	Family Code	
Initial IEP			
DateOfParentalConsent	Student.MI - MSDS-SPED / Initial IEP	Date Of Parental Consent	
InitialIEPCompletionDate	Student.MI - MSDS-SPED / Initial IEP	Completion Date	
TimelinessOfInitialIEP	Student.MI - MSDS-SPED / Initial IEP	Timeliness	
ResultOfInitialIEP	Student.MI - MSDS-SPED / Initial IEP	Result	
DaysBeyondTimeline	Student.MI - MSDS-SPED / Initial IEP	Days Beyond Timeline	
PartCTransitionTimeliness	Student.MI - MSDS-SPED / Initial IEP	Part C Transition Timeliness	

MSDS Characteristic Name	Synergy View - Tab / Section	Field	Calc
Initial IFSP			
ReferralDate	Student.MI - MSDS-Early On / Initial IFSP	Referral Date	
ReferralAgency	Student.MI - MSDS-Early On / Initial IFSP	Referral Agency	
IFSPTimeliness	Student.MI - MSDS-Early On / Initial IFSP	Timeliness	
Result Of InitialIFSP	Student.MI - MSDS-Early On / Initial IFSP	Result	
IntialIFSPDate	Student.MI - MSDS-Early On / Initial IFSP	Completion Date	
LEP			
FundingParticipation	English Language Learners - ELL History / ELL History	LEP Funding Participation	
LEPInstructionalProgram	English Language Learners - ELL History / ELL History	Program	
PrimaryLanguage	English Language Learners- ELL History	Primary Language (MSDS)	
HomeLanguage	English Language Learners - ELL / Languages	Spoken to Student at Home Home Language First Learned Spoken by Student At Home Spoken by Adults at Home	
LEPExitReason	English Language Learners - ELL History / ELL History	Exit Reason	
LEPExitDate	English Language Learners - ELL History / ELL History	Exit Date	
LEPReEntryDate	English Language Learners - ELL History / ELL History	Date	Y
Membership			
DateOfCount	enter on prompt screen		
StudentResidency	Student.MI - Enrollment / Enrollment Activity	Student Residency (SREnrUserDD02)	
Ten30DayRule	Student.MI - MSDS / Other	Ten/30 Day Rule	
Part B Referral			
SEANotification	Student.MI - MSDS-Early On / Part B Referral	SEA Notification	
LEANotification	Student.MI - MSDS-Early On / Part B Referral	LEA Notification	
(Parent Info)	Student.MI - Parent/Guardian / Parents and Guardians: Order must = 1		
ParentLastName	Parent - Demographics	LastName	
ParentFirstName	Parent - Demographics	FirstName	
ParentStreetAddress	Parent - Demographics / Home Address	Street Address	
ParentStreetAddress2	not used at this time		
ParentCity	Parent - Demographics / Home Address	City	
ParentState	Parent - Demographics / Home Address	State	
ParentZipCode	Parent - Demographics / Home Address	Zip Code	
ParentPhoneNumber	Parent - Demographics / Phone Numbers	Phone Number	
ParentAddressUnknown			Y
ParentPhoneUnknown			Y
Part C Assessment			

MSDS Characteristic Name	Synergy View - Tab / Section	Field	Calc
DataSource	Student.MI - MSDS-Early On / Part C Assessments	Data Source	
OtherSourceComments	Student.MI - MSDS-Early On / Part C Assessments	Other Source Comment	
AssessmentDate	Student.MI - MSDS-Early On / Part C Assessments	Asmt Date	
AssessmentType	Student.MI - MSDS-Early On / Part C Assessments	Asmt Type	
ParentInput	Student.MI - MSDS-Early On / Part C Assessments	Parent Input	
ParentInputDate	Student.MI - MSDS-Early On / Part C Assessments	Parent Input Date	
SocialRelationships	Student.MI - MSDS-Early On / Part C Assessments	Social Relationships	
NewSocialRelationships	Student.MI - MSDS-Early On / Part C Assessments	New Social Relationships	
KnowledgeSkills	Student.MI - MSDS-Early On / Part C Assessments	Knowledge Skills	
NewKnowledgeSkills	Student.MI - MSDS-Early On / Part C Assessments	New Knowledge Skills	
Actions	Student.MI - MSDS-Early On / Part C Assessments	Actions	
NewActions	Student.MI - MSDS-Early On / Part C Assessments	New Actions	
Personal Core			
UIC	Student.MI - Demographics / Student Information	UIC	
LastName	Student.MI - Demographics	Last Name	
FirstName	Student.MI - Demographics	First Name	
MiddleName	Student.MI - Demographics	Middle Name	
Suffix	Student.MI - Demographics	Suffix	
DateOfBirth	Student.MI - Demographics / Student Information	Birth Date	
MultipleBirthOrder	Student.MI - Demographics / Student Information Student.MI - MSDS / Other	Multiple Birth Order	
Gender	Student.MI - Demographics	Gender	
Personal Curriculum			
PersonalCurriculumCreditModification	Student.MI - MSDS / Student Waivers	Waived Subject Area	
PersonalCurriculumType	Student.MI - MSDS / Student Waivers	Waiver Type	
Personal Demographics			
ResidentLEANumber	Student.MI - Enrollment / Enrollment Activity	District of Residence	
StudentResidentCounty	Student.MI - Demographics / Home Address	Resident County	
CountryOfBirth	Student.MI - Demographics / Student Information	Birth Country	
YearOfEntry	Student.MI - Other Info / Other Information	US School Entry Date	
StreetAddress	Student.MI - Demographics / Home Address	Address	-
StreetAddress2	Not needed		
PersonalDemographicsCity	Student.MI - Demographics / Home Address	City	
State	Student.MI - Demographics / Home Address	State	
ZipCode	Student.MI - Demographics / Home Address	ZIP Code	
Ethnicity	Student.MI - Demographics / Race and Ethnicity	Race	
Phone	Student.MI - Demographics / Phone Numbers	Phone	
Program Participation			
ProgramEligibilityParticipation	Student Needs - Needs / Needs	Need Program Code	
School Demographics			
OperatingISDESANumber	enter on prompt screen	Submitting Entity Code	
OperatingDistrictNumber	enter on prompt screen	District Number	

MSDS Characteristic Name	Synergy View - Tab / Section	Field	Calc
SchoolFacilityNumber	Organization - School / Other Information	State School Code	
LocalStudentId	Student.MI - Demographics	Perm ID (SISNumber)	
GradeOrSetting	Student.MI - Enrollment / Enrollment Activity	Grade	
S2E2Code	Student.MI - Enrollment / Enrollment Activity	S2E2 Code (SREnrUserDD01)	
OutOfLevelGrade	Student.MI - Enrollment / Enrollment Activity	Out of Level Grade (SREnrUserCheck01)	
Section 23a			
MonthClaimed	Student.MI - MSDS / Dropout Recovery (Section 23a)	Month(s) Claimed	
ProgramStartDate	Student.MI - MSDS / Dropout Recovery (Section 23a)	Program Start Date	
Section 25			
FirstDayInAttendance	Student.MI - Enrollment / Enrollment Activity (State Reporting)	First Day In Attendance	
SNE			
SupplementalNutritionEligibility	Free and Reduced Meals - FRM	FRM Code	
Special Education			
PrimaryDisability	Student.MI - MSDS-SPED / Special Education	Primary Disability	
SecondaryDisability	Student.MI - MSDS-SPED / Special Education	Secondary Disability	
IEPDate	Student.MI - MSDS-SPED / Special Education	IEP Date	
SupportServices	Student.MI - MSDS-SPED / Special Education	Support Service	
ProgramServiceCode	Student.MI - MSDS-SPED / Special Education	Program Service	
PrimaryEducationalSetting	Student.MI - MSDS-SPED / Special Education	Primary Education Setting	
PlacedByAnotherDistIEP	Student.MI - MSDS-SPED / Special Education	Placed by Another Dist IEP	
SpecEdExitReason	Student.MI - MSDS-SPED / Special Education	Exit Reason	
SpecEdExitDate	Student.MI - MSDS-SPED / Special Education	Exit Date	
Section52FTE	Student.MI - MSDS-SPED / Special Education	Section 52 FTE	
Section53FTE	Student.MI - MSDS-SPED / Special Education	Section 53 FTE	
Student Course			
	Get courses from Student Course History MI		
SubjectAreaCode	District Course - Description / National Course Classification	Subject Area (SCEDSubjectArea)	
CourseIdentifierCode	District Course - Description / National Course Classification	Course Code (SCEDCourseCode)	
LocalCourseId	Student Course History MI - Course History	Course ID	
LocalCourseTitle	District Course - Course	Course Title	

MSDS Characteristic Name	Synergy View - Tab / Section	Field	Calc
CourseSectionID	Section - Current Students If the CH record was created by the system, the section is pulled from StudentSchoolYearGradePeriodMark -> StudentSchoolYearGradePeriod -> Section If the CH record was created manually, the user enters the Section ID.	Section ID	
CourseType	District Course - Description / National Course Classification	Course Level (SCEDCourseLevel)	
AcademicYear	Focus Year	School Year	
CreditsGranted	Student Course History MI - Course History / Courses	Credits Cmpltd (if passing grade)	
CourseGrade	Student Course History MI - Course History / Courses	Mark	
CompletionStatus	Student Course History MI - Course History / Courses	Completion Status	
College Credit	Student Course History MI- Course History/Courses/Show Detail	College Credit Earned	
PIC	Staff - General / Staff Info	State ID	
VirtualMethod	District Course - Course / Course Info - OR - Section - Current Students / Section Info	Category Code Category Code Override	
MentorTeacher	Section - Current Students / Section Info	Staff Responsibility	
Student Record Maintenance			
AsOfDate	Entered on prompt screen		
Submitting Entity			
SubmittingEntityCode	Entered on prompt screen	Submitting Entity Code	
SubmittingEntityTypeCode	Entered on prompt screen	Submitting Entity Type Code	
Title I TAS			
TASInstructionalServices	Student Needs - Needs / Needs	Need Program Code	
TASSupportServices	Student Needs - Needs / Need	Need Program Code	

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