

MSDS PowerSchool Process - General Collection

This document covers pupil count reporting procedures for PowerSchool. You can use this document for each general collection.

Overview:

- Special Instructions for Count
 - Level Data Validation process
 - Count Day Data Entry (Non Traditional Codes)
 - How to Handle E/Negative grades, grade 13 and 14
 - Special Education Process Explanation
 - Data Verification
 - Extract Process (central office)
 - Count Day Documentation
-

Special Instructions:

Troubleshooting PS and count information It is recommended you create a folder for each count. Then in that folder you create additional folders with the date of the extract. Each time you create an extract you need to create the Official Enrollment Report and MS 4061. This information will be needed for troubleshooting issues.

File Directory Example:

Fall General Collection 202X-XX (**main folder**)
October 11 extract (**extract folder with date**)
Extract file, Official Enrollment Report, MI 4061 (**three documents to save**)
October 17 extract
Extract file, Official Enrollment Report, MI 4061
October 26 extract
Extract file, Official Enrollment Report, MI 4061
Spring General Collection 20XX-XX

Exit students and FTE's Any student that exits between the time of count day and when you have a certified file must have their FTE set properly. If you exit a student after count day and before you have your final extract for certification, you are entitled to collect the FTE. You will need to verify that exited students have the correct FTE. After you have a certified file you will need to update the FTE information to 0 for those exited students before the next count. The two options are 1. Don't exit students until you pull your final extract. Or 2. correct the FTE before and after the final extract for the submission has been pulled. Either way keeping a document on students that did exit or should be exited after count day will be necessary to verify you are collecting the correct FTE. Again, I'm sorry for the extra work but you need to track exits to ensure you are collecting the correct FTE.

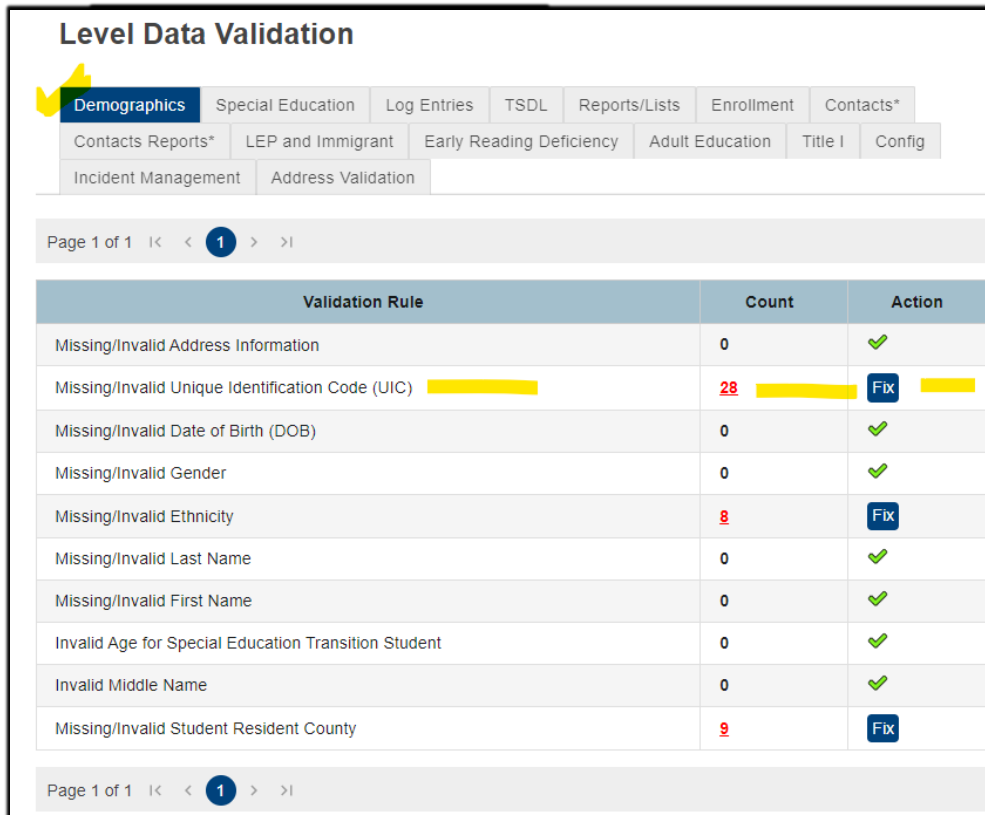
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LEVEL Data PRE – Count Day Checks

Purchased with PowerSchool this is a 3rd party application called **Level Data**. Level Data is a real time overlay in PowerSchool that validates fields and flags errors or inconsistencies in the application for Michigan State Reporting. You may use this tool anytime to clean up data issues in PowerSchool.

Note: not all reported or “flagged” data in Level data pertains to count day.

- **Review Level Data Validation**
 - Go to District office, select from left hand menu Level Data, select from menu Data Validations

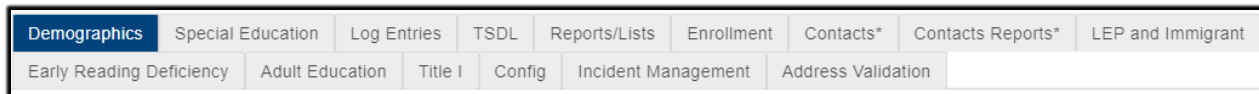


The screenshot shows the 'Level Data Validation' interface. At the top, there are several tabs: Demographics (highlighted with a yellow arrow), Special Education, Log Entries, TSDL, Reports/Lists, Enrollment, Contacts*, Contacts Reports*, LEP and Immigrant, Early Reading Deficiency, Adult Education, Title I, Config, Incident Management, and Address Validation. Below the tabs is a pagination bar showing 'Page 1 of 1' and navigation arrows. The main table has three columns: 'Validation Rule', 'Count', and 'Action'. The table lists several validation rules with their respective counts and actions.

Validation Rule	Count	Action
Missing/Invalid Address Information	0	✓
Missing/Invalid Unique Identification Code (UIC)	28	Fix
Missing/Invalid Date of Birth (DOB)	0	✓
Missing/Invalid Gender	0	✓
Missing/Invalid Ethnicity	8	Fix
Missing/Invalid Last Name	0	✓
Missing/Invalid First Name	0	✓
Invalid Age for Special Education Transition Student	0	✓
Invalid Middle Name	0	✓
Missing/Invalid Student Resident County	9	Fix

Below the table is another pagination bar showing 'Page 1 of 1' and navigation arrows.

- There are several areas of data you can validate



The screenshot shows the navigation tabs for the Level Data Validation interface. The tabs are: Demographics (highlighted), Special Education, Log Entries, TSDL, Reports/Lists, Enrollment, Contacts*, Contacts Reports*, LEP and Immigrant, Early Reading Deficiency, Adult Education, Title I, Config, Incident Management, and Address Validation.

- Starting with the Demographic tab review identified items for correction
- The Count column will give you the students with missing/invalid data and the Action column will give you the students and the field to enter the missing data.

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- In this example their 28-student missing UIC. Click on the red 28 to view the students in Student Profile. Click on Fix to get a screen with the student name and the missing field for direct data entry to make corrects. Some screen may have an option for List or Run. Click on the Action Item and follow the screen prompts

NOTE: As a good practice all tabs should be reviewed and corrected regardless of the MSDS Collection Also, to reduce clean up time at count time a monthly review will save you time.

NON-TRADITIONAL (Population III) STUDENTS

Each non-traditional student must be identified on the building alpha rosters (or separate lists by building, by grade level), using the following codes. **All nonresidents must be identified with the district of residence code and a non-traditional code.**

Additional information regarding student categories may be found in the Michigan Department of Education's [Pupil Accounting Manual](#).

EARLY READING DEFICIENCY

35a Early Reading Deficiency

If your district received the Section 35a Additional Instructional Time Grant you will report students in grades K-3 who have been identified with a reading deficiency.

PowerSchool location: People → Select Student → click on student's name → Go to Compliance → Click on General Collection → Early Reading Deficiency → select Identified Yes or No, Continuation and Activities

HOMELESS DEMOGRAPHICS TAB

HOMELESS DEMOGRAPHICS

A student who is currently in homeless, in shelter, doubled up, hotel/motel, unsheltered

PowerSchool location: People → Select Student → click on student's name → Go to Compliance → Click on General Collection → Homeless Demographics → select Nighttime residence and if unaccompanied youth place check mark in the status box

MEMBERSHIP TAB

***Non-Resident Codes**

NON-K12 DISTRICT

A student that enrolls in a secondary program, but is a resident of a non-k12 district. Include resident district LEA code – Mar Lee 13095

PowerSchool location: People → Select Student → click on students name → Go to Compliance → Click on General Collection → Membership → fill in Student Residency

SCHOOL OF CHOICE – WITHIN COUNTY

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Non-resident attending a district established as “choice” under Section 105 of the State Aid Act. Include resident district LEA code.

PowerSchool location: People→Select Student→click on students name→Go to Compliance→Click on General Collection→Membership→fill in Student Residency

SCHOOL OF CHOICE – CONTIGUOUS ISD

Non-resident student residing in a district in a contiguous ISD and attending a district established as “choice” under Section 105c of the State Aid Act. Include resident district LEA code.

PowerSchool location: People→Select Student→click on students name→Go to Compliance→Click on General Collection→Membership→fill in Student Residency

NONPUBLIC SCHOOL STUDENT - SHARED-TIME NON-RESIDENT

Pupil from a nonpublic school who attends non-core classes in the public school district or a pupil in a nonpublic school who is taught non-core classes by a public school teacher. This is **not** a Home-Schooled student. Must include the resident district LEA code.

PowerSchool location: People→Select Student→click on students name→Go to Compliance→Click on General Collection→Membership→fill in Student Residency

NO COOPERATIVE AGREEMENT, NO RELEASE, NOT EXEMPTED

Student who lives outside of the operating district who has not been released by the resident district and is not sec 6(6)(g) exempt

PowerSchool location: People→Select Student→click on students name→Go to Compliance→Click on General Collection→Membership→fill in Student Residency

ALL OTHER NON-RESIDENT

PowerSchool location: People→Select Student→click on students name→Go to Compliance→Click on General Collection→Membership→fill in Student Residency

- A student who (1) moves out of your district **after** the Fall count and (2) chooses to complete the school year in your district. Notes: You DO NOT need permission from the student’s new district of residence to claim this student for state aid, but you must indicate the student’s new district of residence. The language in this section is permissive. Consequently, you may or may not allow such a student to complete the school year in your district (his/her former district of residence).
- Parent Employment (with Board Approved Policy) – Non-resident code attending a district because a parent of the student works for the district, school of choice paperwork is not required.
- Parent Initiated Enrollment with Release from District of Residency
- Parent Initiated Enrollment without Release from District of Residency – Not eligible for State Aid claim.

HOME-SCHOOLED NON-RESIDENT

A student educated at **home** who is taking **non-core** classes at a public school district. This is **not** a student from a parochial school. .

PowerSchool location: People→Select Student→click on student’s name→Go to Compliance→Click on General Collection→Membership→fill in Student Residency

***Resident Codes**

NONPUBLIC SCHOOL STUDENT (Resident)

Pupil from a nonpublic school who attends non-core classes in the public school district or a pupil in a nonpublic school who is taught non-core classes by a public school teacher. This is **not** a Home-Schooled student. Must include the resident district LEA code.

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PowerSchool location: People→Select Student→click on student's name→Go to Compliance→Click on General Collection→Membership→fill in Student Residency

SECTION 24 JUVENILE DETENTION FACILITY

A student who meets criteria in Section 24 or Section 53 of the State Aid Act. Not generally used for Membership Count.

PowerSchool location: People→Select Student→click on students name→Go to Compliance→Click on General Collection→Membership→fill in Student Residency

FOR PSAs (Fall Only)

PowerSchool location: People→Select Student→click on students name→Go to Compliance→Click on General Collection→Membership→fill in Student Residency

MICHIGAN SCHOOL FOR THE DEAF/BLIND – WOODLANDS ONLY

A student attending the Michigan School for the Deaf/Blind enrolled and claimed through the Intermediate School District.

PowerSchool location: People→Select Student→click on students name→Go to Compliance→Click on General Collection→Membership→fill in Student Residency

SECTION 6(4)(d) NON SP ED JUVENILE DETENTION FACILITY

PowerSchool location: People→Select Student→click on students name→Go to Compliance→Click on General Collection→Membership→fill in Student Residency

STUDENTS WITH EMOTIONAL IMPAIRMENTS SERVED BY DHHS

PowerSchool location: People→Select Student→click on students name→Go to Compliance→Click on General Collection→Membership→fill in Student Residency

ALL OTHER NON REDISENT STUDENTS

PowerSchool location: People→Select Student→click on students name→Go to Compliance→Click on General Collection→Membership→fill in Student Residency

HOME-SCHOOLED RESIDENT

A student educated at **home** who is taking **non-core** classes at a public school district. This is **not** a student from a parochial school.

PowerSchool location: People→Select Student→click on student's name→Go to Compliance→Click on General Collection→Membership→fill in Student Residency

TUITION FUNDED ENROLLMENT

A charge or fee is required to be paid by the student's family in order to attend the K-12 public school. This is NOT preschool.

PowerSchool location: People→Select Student→click on student's name→Go to Compliance→Click on General Collection→Membership→select Yes or No in the Tuition Funded Enrollment field

SECLUSION AND RESTRAINT

To record a student that has been placed in seclusion and/or restrained due to behavior reasons

PowerSchool location: People→Select Student→click on student's name→Go to Compliance→Click on General Collection→Seclusion and Restraint→click on New button add occurrence date and number of time of seclusion and/or restrained

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PERSONAL CURRICULUM

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Student has been identified as having a personal curriculum.

PowerSchool location: People→Select Student→click on student's name→Go to Compliance→Click on General Collection→Personal Curriculum→select Personal Curriculum Credit Modifications, select Personal Curriculum Type

PROGRAM PARTICIPATION

ALTERNATIVE EDUCATION PUPIL -

Pupils enrolled or educated in an Alternative Education Program or Building (including Pregnant Teen program)

PowerSchool location: People→Select Student→click on student's name→Go to Compliance→Click on General Collection→Program Participation→check mark 9220 – Alternative Education

DEVELOPMENTAL KINDERGARTEN (1st Year of Program) -

A defined two-year kindergarten program that occurs prior to students entering the first grade. Common names include: “Young 5s” or “Beginndergarten”

PowerSchool location: People→Select Student→click on student's name→Go to Compliance→Click on General Collection→Program Participation→ check mark on 9230 – Developmental Kindergarten

CTE Middle College Participant

Student enrolled in TEC Early Middle College Program

PowerSchool location: People→Select Student→click on student's name→Go to Compliance→Click on General Collection→Program Participation→place a check mark in 3500 – Early/Middle College Participant

Also go to School Demographics tab and add the Specialized Shared Education Entity Code (S2E2)

IMMIGRANT

The student has immigrated to the United States from another country and is aged 3 through 21 years, was not born in any state in America and has not attended one or more schools in any one or more states for more than three full academic years.

PowerSchool location: People→Select Student→click on student's name→Go to Compliance→Click on General Collection→Program Participation→ place a check mark in 9130 – Immigrant

FOREIGN EXCHANGE STUDENT

Student who is participating in a foreign exchange program in your district. This student is treated as a resident of your district.

PowerSchool location: People→Select Student→click on student's name→Go to Compliance→Click on General Collection→Program Participation→ place a check mark in 9120 – Foreign Exchange Student

MILITARY CONNECTED

A student who has at least one parent who is a member of the Armed Forces on active duty.

PowerSchool location: People→Select Student→click on student's name→Go to Compliance→Click on General Collection→Program Participation→ place a check mark in 9140 – Military Connected Student

OUT OF STATE RESIDENT

A student who is attending from out of state

PowerSchool location: People→Select Student→click on student's name→Go to Compliance→Click on General Collection→Program Participation→ place a check mark in 9110 – Out of state resident

SEAT TIME WAIVER – Offline Computer Based Learning or Project-Based Learning

A pupil meeting the eligibility and district requirements to be claimed under a Seat Time Waiver.

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PowerSchool location: People→Select Student→click on student's name→Go to Compliance→Click on General Collection→Program Participation→ place a check mark in 9229 – Seat-time waiver participant

SECTION 31A AT-RISK

Student has been identified as eligible for at-risk (31a) services.

PowerSchool location: People→Select Student→click on student's name→Go to Compliance→Click on General Collection→Program Participation→ place a check mark in 3060 – Section 31a At-Risk

SECTION 504

Student has been identified as receiving Section 504 services.

PowerSchool location: People→Select Student→click on student's name→Go to Compliance→Click on General Collection→Program Participation→ place a check mark in 9210 – Section 504

PUPIL COUNT EXCEPTION (Ages 20-22)

The pupil *is less than 22 years of age as of September 1 of the school year*, had dropped out of school, and is enrolled in a public school academy **or** an alternative education high school diploma program that is primarily focused on educating pupils with extreme barriers to education.

PowerSchool location: People→Select Student→click on student's name→Go to Compliance→Click on General Collection→Program Participation →place checkmark in 9222-Sec. 6(4)(I)(ii) Pupil Count Exception

BACK ON TRACK (23g)

This grant provides: before school, during school, after school, during the summer programs. Addresses unfinished learning to get students to grade level academics standards

PowerSchool location: People→Select Student→click on student's name→Go to Compliance→Click on General Collection→Program Participation→place checkmark in Back on Track

NOTE: 23g is not considered a compliance program by PowerSchool. This data is entered via Student Programs. Request instruction from SIS team, if needed.

TITLE 1 SERVICES

TITLE I (Targeted Assistance Program)

Students reported in this field are either currently participating in a targeted assistance school (TAS) program or have participated in a TAS program during the current school year. *This is **not** for students in Title I school-wide programs (SWPs)*

PowerSchool location: People→Select Student→click on student's name→Go to Compliance→Click on General Collection→Program Participation→ place a check mark in 6010 – Title 1 Targeted Assistance Program

PowerSchool location: People→Select Student→click on student's name→Go to Compliance→Click on General Collection→Title 1 Services→ place a check mark in the Include Title 1 TAS Data in MSDS Reporting. Place a check mark in the Instructional Services and/or Support Services being received

TITLE III ENGLISH LEARNER AND IMMIGRANT

TITLE III ENGLISH LEARNER AND IMMIGRANT

Student that have been identified as EL and is eligible for services and to ensure eligibility for Title III funding. EL student remains EL until they test proficient on the WIDA assessment

PowerSchool location: People→Select Student→click on student's name→Go to Compliance→Click on General Collection→Title III English Learner and Immigrant→ place a check mark in the Include Title III

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English Learner and Immigrant Data in MSDS Reporting, choose LEP instructional program, primary language, home language, LEP entry date, exit date and re-entry date when applicable

Pupil Accounting Auditor Fields

PowerSchool location: People→Select Student→click on student's name→Go to More→Under Student Custom Screens→ Click on Pupil Account Auditor Fields→ place a check mark in any of the fields that apply to the selected student

21st CENTURY COMMUNITY LEARNING CENTER PROGRAM

A student who participated in an after-school or summer program funded through a 21st CCLC grant.

BWMC MIDDLE COLLEGE PARTICIPANT – LEA’S ONLY

Student enrolled in Blue Water Middle College and Local High School

COOPERATIVE EDUCATION - GENERAL EDUCATION

A written voluntary agreement between & among districts to provide certain educational programs for pupils
Include resident district LEA code.

DISTANCE LEARNING

A type of learning experience that is academic in nature between the teacher of record and pupils via a mobile device, computer, or television monitor, where the teacher provides **synchronous** instruction.

DUAL ENROLLMENT (Post Secondary)

Student enrolled in postsecondary courses meeting criteria in The Postsecondary Enrollment Options Act (MCL 388.511-388.524).

EARLY CHILDHOOD (-2- GSRP)

Student has been identified as receiving GSRP services.

EARLY CHILDHOOD WAITLIST (-2 - GSRP)

Student has been placed on a waitlist to receive GSRP services.

EXPERIENTIAL LEARNING

FOSTER CARE

A student who is currently in foster care placement.

HOME-BASED EDUCATION – A Pupil who has been SUSPENDED or EXPELLED

Includes students who are receiving the minimum of two nonconsecutive 1 hour periods of instruction per week at home. Expulsions under local district policy: may count the pupil on a pro rate basis. Expulsions under mandatory expulsion laws: Section 1311 of the Revised School Code for weapons, arson, or sexual misconduct: may count the pupil for 1.0 FTE.

HOMEBOUND/HOSPITALIZED

Students who have a documented medical condition that require him/her to be hospitalized or confined to home during regular school hours. Must receive a minimum of two 45-minute periods of instructional service per week for general education pupil; or, two one-hour non-consecutive periods of instructional service per week for a special education pupil whose IEP calls for homebound/hospitalized services.

INDEPENDENT STUDY

A type of learning experience that is academic in nature that allows the pupil an opportunity for self-directed learning

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LEP (Title III English Learner - EL)

Student has been identified as LEP and is eligible for services.

MIGRANT

A student who enrolls in your district, but is identified as a migrant pupil for reporting purposes.

PART-TIME

Student whose entire educational schedule is less than 1,098 hours. This student will generate a partial FTE claim.

PEER TO PEER PROGRAM

Pupil in grade 6-12, taking a board approved peer-to-peer support courses/credit program

POSTSECONDARY GIFTED AND TALENTED

These programs are provided by Michigan postsecondary institutions to gifted and talented pupils enrolled in upper-elementary, middle, and high school grades. These courses are not capable of generating college credit, therefore, they do not qualify as dual enrollment courses under the Postsecondary Enrollment Options Act (MCL 388.511-388.524) or the Career and Technical Preparation Act (MCL 388.1901-388.1913).

PRE-PRIMARY SPECIAL EDUCATION – WOODLANDS ONLY

Code for a pre-primary special education student.

REDUCED SCHEDULE

Individual student taking a minimum of 879 or 823.50 hours per year (80% of the minimum hours of instruction in a traditionally scheduled building; or 75% of the minimum hours of instruction in a 4-block scheduled building) in best educational interest of student. This student will generate 1.00 FTE if all requirements are met.

SPECIAL EDUCATION CENTER PROGRAM – WOODLANDS ONLY

Student attending a special education center program as designated in the County Plan. Include resident district LEA code.

SE EARLY CHILDHOOD – -3 (ECSE) Students

SPLIT-SCHEDULE

Student who attends more than one building **WITHIN** a school district and the FTE is being split between the buildings.

SPECIAL EDUCATION TRANSITION SERVICES

Special education student in an outcome-oriented program that promotes movement from school to post-school activities. Conducted when student is 16-years-of-age.

TEC/CTE

Student enrolled in Career Technical Course work

VIRTUAL LEARNING

A method of receiving academic instruction in courses in which the pupil is registered and the courses are taken through a digital learning environment asynchronously. Virtual learning may be offered at a supervised school facility during the day as a scheduled class period or through self-scheduled learning where pupils have some control over the time, location, and pace of their education.

WORK-SITE BASED

Approved program involving supervised work and related school instruction.

How do I handle grades outside of K-12?

-1(PK) – Pre Kindergarten coded to state as grade Kindergarten (“non-traditional” coding is not required unless you have a Developmental Kindergarten program such as “Prekindergarten”) **POWERSCHOOL cannot handle this grade level set to 00 or KG**

-2(GSRP) – GSRP coded to state as grade 30 (under Special Programs create an Early Childhood entry)

-3(ECSE) – ECSE coded to state as grade 30 (under Special Programs, Misc. code create record for EC SE Early Childhood). This includes both classroom and non-classroom students (Students generating FTE under Administrative Rules 340.1754, 340.1755 & 340.1862). Section 5-K of the Pupil Accounting Manual

-4(AS) – Ancillary services coded to state an appropriate grade if younger than kindergarten grade 30 (“non-traditional” coding is not required) – There should be 0 FTE claimed for these students. **POWERSCHOOL cannot handle this grade level set to age appropriate grade**

-5(VE) – Varied Eligibility coded to state as grade 30 (“non-traditional” coding is not required) – There should be 0 FTE claimed for these students **POWERSCHOOL cannot handle this grade level set to age appropriate grade**

-6(PT) – Port Huron’s paid tuition program (not reported to MSDS) **POWERSCHOOL cannot handle this grade level set to age appropriate grade**

-7(SB) – Strong Beginnings (pilot Early Childhood program – NOT report to MSDS)

13 – Grade 13 is used for 5th year seniors attending middle college **POWERSCHOOL cannot handle this grade level set to 12**

14 – Grade 14 is used for Special Education students beyond the 12th grade level

20 – Grade 20 is used for Adult Education

Special Education Component

- At 4:00 on count day RESA (Michelle Beeler) creates a time capsule in Illuminate. A time capsule creates a copy of the application information for count day and holds that data in a work space. Special education secretaries will be updating the time capsule information as needed for count day purposes. Data may be entered in both places the time capsule and/or live Illuminate system as needed.

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- The Illuminate data is manually uploaded into PowerSchool every day, Monday through Friday. The Illuminate time capsule data is used for the updates between the Fall Count day and the Fall Certification deadline. Likewise, the Illuminate time capsule data is used between the Spring Count day and the Spring Certification deadline. Districts need to contact the RESA (455-1004) to stop the loads. It is sometimes advantageous to stop the loads once the data changes are made in PowerSchool. Data changes should be made in Illuminate whenever possible.
- Special Education secretary runs Worksheet A/B's from Illuminate and distributes them to caseworks for review and data corrections (sp ed secretary)
- Caseworkers return corrected Worksheet A/B's to special education secretary. Secretary makes necessary corrections. (sp ed secretary) District may request an Illuminate load after the updates have been entered in the time capsule.
- Worksheet A/Bs are sent to each building (sp ed secretary). Worksheet A/Bs are sent to each building for verification in PowerSchool. ***In PowerSchool you can go to Data and Reporting, Compliance Reports, under Michigan Repots, you will find MI Worksheet A and Worksheet B***
- After review of worksheet A/B's by buildings you may or may not want to ask for another Illuminate load.
 - If there are numerous errors that need to be corrected in Illuminate you may be better off correcting Illuminate and reloading into PowerSchool.
 - If the errors are on PowerSchool meaning there were import issues the data is correct in Illuminate and/or Illuminate import file then you will want to correct the data in PowerSchool.

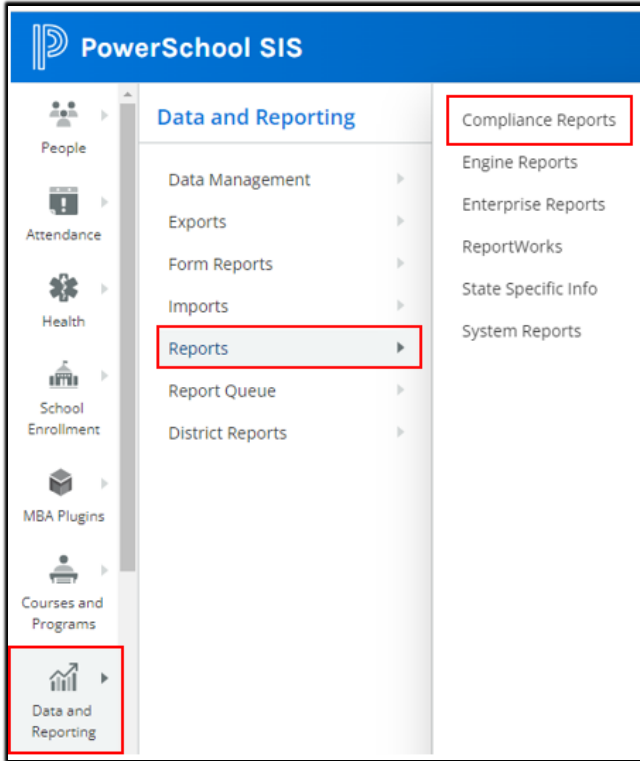
Data verification before creating extract

- Special Education is loaded and data is matching Illuminate
- Meal Magic Supplemental Nutrition Eligibility codes have been imported into PowerSchool
- Level Data issues have been resolved

Extract Process (central office)

From the District Office, on the left side Menu select Data and Reporting, Reports, Compliance Reports

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- Select the MI General / SRM / Early Childhood collection

Civil Rights Data Collection	Version	Description
MI CRDC Setup Validation	1.5	This will create the MI CRDC Setup Validation Report.
Michigan Data Collections		
MI Early Roster	2.6	This will create the MI Early Roster XML Export file.
MI General / SRM / Early Childhood	5.2	This will create the MI General / SRM / Early Childhood XML Export file.
MI Request for UIC	1.8	This will create the MI Request for UIC XML Export file.
MI Teacher Student Data Link (TSDL)	2.5	This will create the MI Teacher Student Data Link (TSDL) XML export file.
MI Teacher Student Data Link (TSDL) - New	1.7	This will create the MI Teacher Student Data Link (TSDL) XML export file.
MI Third Grade Retention	1.4	This will create the MI Third Grade Retention XML Export file.

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Extract Screen

MI General / SRM / Early Childhood

Report Information	
Description	Use this to generate the submission files for the Michigan General Collection, the Michigan Student Record Maintenance Collection, the Third Grade Retention or the Michigan Early Childhood Collection.
Version	5.2
Output File Name	msds_GC-SRM-EC_[DistrictNum]
Category	Michigan Data Collections
Published Date	08/05/2023 09:20 PM
Teacher Safe	No
Comments	<ul style="list-style-type: none">Attendance will be reported on the EOY Collection.Attendance will be reported on the Fall, Spring and SRM Collections when a student has exited the district.Attendance on the Fall, Spring and SRM Collections for all active students will only be reported if you select 'Yes' to include attendance.Discipline records are grouped by student, not by the school they are enrolled in at the time of the incident.

There is nothing to select for the field in the above screen shot

Report Parameters	(Check box on the right to save as default value)	Clear All
Current Selection	<input checked="" type="radio"/> The Selected 1 Students Only <input type="radio"/> All Students	<input type="checkbox"/>
Students*		
Collection Type*	General Collection FALL	<input type="checkbox"/>
Entity Type Code*	<input checked="" type="radio"/> District Number <input type="radio"/> Building Number <input type="radio"/> Agreement Number	<input type="checkbox"/>
Entity Code:*	74010	<input type="checkbox"/>
Reporting District's State Assigned 5-digit District Number*	74010	<input type="checkbox"/>
First Day of School*	09/05/2023	<input type="checkbox"/>
Previous Count Date*	06/30/2023	<input type="checkbox"/>
Current Count Date*	10/04/2023	<input type="checkbox"/>
Select schools to export.*	Central Middle School Cleveland Elementary School Early Childhood Center Early Childhood Center 2 Early Childhood Center 3	<input type="checkbox"/>
Include attendance for all students*	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>

There are several fields in the above screen shot that need to be set

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Note: you can place a checkmark in the boxes next the fields if you want to save the data in that field as a default.

Current Selection Students – two options either on the People screen select the desired students to include in the extract file or select All Students

Current Selection Students*	<input type="radio"/> The Selected 1 Students Only	<input checked="" type="radio"/> All Students
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Collection Type, Entity Type Code, Entity Code, Reporting District

Collection Type*	General Collection FALL
Entity Type Code*	<input checked="" type="radio"/> District Number <input type="radio"/> Building Number <input type="radio"/> Agreement Number
Entity Code:*	74010
Reporting District's State Assigned 5-digit District Number*	74010

Collection Type: Select the desired collection under

Select Entity Type Codes: For General Collection you will select District Number.

NOTE: Building Number and Agreement Number are for Early Childhood collection

Entity Codes: add the district's 5-digit state code

Reporting District's State: add the district's 5-digit state code

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First Day of School*	09/05/2023	
Previous Count Date*	06/30/2023	
Current Count Date*	10/04/2023	
Select schools to export.*	<div style="border: 1px solid gray; padding: 2px;"><small>Enrollment</small> Fort Gratiot Middle School Garfield Elementary School Graduated Students H D Crull Elementary School Harrison Center (Adult Ed)</div>	
Include attendance for all students*	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Include Discipline from*	<input type="radio"/> Log Entries <input checked="" type="radio"/> Incident Management <input type="radio"/> Both	
Limit Discipline for Special Education and Expelled Students*	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Scheduling

Please select when to run

Run Now Schedule

First Day of School: Enter the first day of school

Previous Count Date: Enter the previous Count Date

Current Count Date: Enter the count date you are reporting

Select Schools to Export: Using your Control Key hold down and click on each school you need to report

Scheduling

Please select when to run: select Run Now to generate the file

MSDS PowerSchool Process - General Collection

The **Report Queue (ReportWorks) – My Jobs** screen will automatically open after click on **Run Now**

Report Queue (ReportWorks) - My Jobs

System | ReportWorks

Refresh ▾

Queued Reports

Pending: 1

Created On	Report Name	Started	Ended	Created By	Status	Options
08/17/2023	MI General / SRM / Early Childhood	N/A		Ramsey, Virginia	Pending	

Completed Reports

No completed reports!

Click on **Refresh** button to monitor the progress of the extract

When the report is completed you will see “Completed”

Queued Reports

No reports running or pending!

Completed Reports

[Delete All](#)

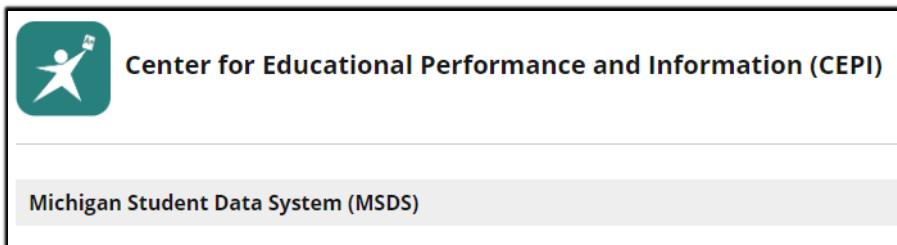
Created On	Report Name	Started	Ended	Created By	Status	File Size	Options
08/17/2023	MI General / SRM / Early Childhood	08/17/2023 03:53 PM	08/17/2023 03:54 PM	Ramsey, Virginia	Completed	1.3 MB	

Click on the [Complete](#) link to download the file

MSDS PowerSchool Process - General Collection

MSDS Upload Steps

1. Login into MSDS, select Michigan Student Data System



2. Click to accept the Acknowledge/Agree statement
3. Select your profile, if necessary
4. In the left side menu click on Student Data Submission
5. Click on Upload File, set the Collection, click on description area, click on Choose File, click on Upload File box
6. Check on the upload process by going to Uploaded File Status. Once successful go to Data Staging Area
7. Once in the staging area review for data errors, run validation reports. Correct all errors. Compare totals, etc.
8. Once the file is certified the following day a DS4061 will be available for review.

MSDS PowerSchool Process - General Collection

Count Day Documentation

Desk audit packets due to RESA 6 weeks after count day

Each Building:

- Run **MI Official Enrollment Student Roster** – Start page, Data and Reporting, Compliance Reports, Michigan Reports, MI Official Enroll Student Roster.
 - Sorted by Building/Grade/Students and signed by building Principal

The screenshot shows the 'MI Official Enrollment Student Roster' configuration page. It is divided into several sections:

- Report Information:** A table with the following details:

Description	This will create the MI Official Enrollment Student Roster R
Version	2.6
Output File Name	OffEnrStuRoster
Category	Michigan Reports
Published Date	09/02/2023 07:22 PM
Teacher Safe	No
Comments	The Refresh Premier Attendance Views Data function shou can be found at: Start Page > Special Functions > Attenda
- Report Parameters:** (Check box on the right to save as default value)
 - Current Selection Students*: The Selected 546 Students Only All Students
 - Count Date*: 10/04/2023
 - Report Students at*: School of Enrollment MSDS School Facility Num
 - Sort Option*: Building/Grade/Student Building/Student
 - Select schools to export.*: A dropdown menu with the following options: Central Middle School, Cleveland Elementary School, Early Childhood Center, Early Childhood Center 2, Early Childhood Center 3.

- Run the **MI 10/30 Day – By Period**
 - First go to Start Page, Attendance, Refresh Premier Attendance View data.
 - Second go to Data and Reporting, Compliance Reports select MI 10/30 day – By Period select the count date, attendance codes and submit. Signed by building Principal
- Early Childhood Special Education Absence Forms (R340.1754, 340.1755 & 340.1862)
 - These students (generally -3 ECSE students) are tracked for the **entire week of count**.
Tracked outside of PowerSchool

MSDS PowerSchool Process - General Collection

- Run **Unrecorded Class Attendance** -
 - Start Page, Data & Reporting, Reports, System Reports, Attendance, PowerTeacher Attendance

PowerTeacher Attendance Report

Report Name	PowerTeacher Attendance
Version	3.3
Description	Report showing which teacher
Comments	
Date to Scan	<input type="text" value="09/15/2023"/>
Period(s) (leave blank for all)	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6
Lines per page	<input type="text" value="50"/>
Starting Page Number	<input type="text" value="1"/>
Processing Options	In Background Now
Specific Date/Time	<input type="text" value="MM/DD/YYYY"/>
Data to be filled	
Display Co-Teachers	Yes
Report Output Locale	English

- This indicates that all building teachers unrecorded attendance on count day; for teachers that did not take attendance, a reason must be noted (i.e., substitute, technical problems, etc.), signed by building Principal. **Note:** For Elementary schools make sure you only select the periods you are collecting attendance.
- **MI 75% Membership Report** – Start page, Data and Reporting, Compliance Reports, Michigan Reports, MI 75% Membership
 - First go to Start Page, Attendance, Refresh Premier Attendance View data.
 - Next go to Start, Data and Reporting, Compliance Reports, MI 75% Membership
 - Reports

MSDS PowerSchool Process - General Collection

Output File Name	MI_75_Membership_[DistrictNum]		
Category	Michigan Reports		
Published Date	09/02/2023 07:08 PM		
Teacher Safe	No		
Comments	<p>The Refresh Premier Attendance Views Data function should be run prior to running this report to ensure the most accurate data calculations. The Refresh Attendance Views Data function can be found at: Start Page > Special Functions > Attendance Functions > Refresh Premier Attendance Views Data.</p> <p>The MI 75% Membership report generates daily attendance, type of day, and notes for a specified date range. The report will include all students enrolled in classes that have potential minutes of instruction on each specific date within the specified date range. This will determine the "Enrolled" count. The "Enrolled" count may not match the number enrolled for a specific date in reports such as the ADA/ADM reports or the Enrollment Summary Reports. (ie: Students enrolled in school but not in any classes.)</p> <p>If the Enrolled, Absent, and Percent Present are all zeros for a specific date, check the calendar setup for missing information on that date (Day, Schedule, etc.). Verify that the day is a valid date of instruction and that students are enrolled in classes.</p> <p>If your building chooses to specifically remove the "Day" and/or "Schedule" fields from the calendar setup page in order to disable attendance from being taken on a specific date in the case of a snow day, power outage, etc., the report will generate all zeros for that date, but will still display the data entered in the "Type" and "Note" fields from the calendar setup page.</p> <p>An absence is calculated based upon if a student was absent for all scheduled periods of a school day.</p>		
Report Parameters	(Check box on the right to save as default value)		Clear All <input type="checkbox"/>
Start Date*	<input type="text" value="09/05/2023"/>		<input type="checkbox"/>
End Date*	<input type="text" value="10/04/2023"/>		<input type="checkbox"/>
Select schools to export.*	<input type="text" value="Capac Elementary School"/>		<input type="checkbox"/>

- Minimally from the beginning of the school year through count day, signed by building Principal

MSDS Population 3 Students Report – There is no current Pop 3 report in PowerSchool. We will be looking to create something similar to Skywards Custom Report when time permits

- Building Calendar via the Scheduled Days of Instruction Form**
Signed by building Principal *Tracked outside of PowerSchool*

- Bell Schedule** – Go to Start page, School Management, Scheduling, Bell Schedules, screen shot created bell schedules

Bell Schedules		
Note: This list of bell schedules applies to Capac Jr.-Sr. High School only.		
Name	Edit Schedule	Periods
Half Day	Edit Schedule	6
Regular Day	Edit Schedule	7

MSDS PowerSchool Process - General Collection

- Click on Edit Schedule to see periods and times, screen shot screen
- Signed by building Principal

Bell Schedule: Half Day

Period	Start Time	End Time	Dur
1	08:00 AM	08:29 AM	29
2	08:33 AM	09:02 AM	29
3	09:06 AM	09:35 AM	29
5	09:39 AM	10:08 AM	29
6	10:12 AM	10:41 AM	29
7	10:45 AM	11:15 AM	30

- **Teacher Master Schedule**

- Start page, Data and Reporting, Reports, System Reports, Student/Staff Listing, Master Schedule. Select all periods, all days, all rooms, all teachers group by Teacher/Teacher name.
- Signed by building Principal

The screenshot shows the 'Teacher Master Schedule' configuration page. It features several filter sections: 'Periods' with checkboxes for 1-7 and 'All periods' checked; 'Days' with 'All days' checked; 'Credit type' set to '(leave blank for all)'; 'Rooms' with a dropdown menu showing 'All Rooms' and a list of room numbers (104, 110, 111, 113, 114, 115, 117, 118, 202); 'Teachers' with a dropdown menu showing 'All Teachers' and a list of names (Bushe, Katie Ila, DePrekel, Samantha, Ebner, Cristie, Fidler, Joel, Gelske, Nick, Heiden, Angela, Jones, Jeffrey, Kelly, Kathleen M, Lentine, Holly A); and 'Group By / Sort By' with radio buttons for 'Course / Credit Type', 'Course / Course Name', 'Course / Course Number', 'Teacher / Department', 'Teacher / Teacher Name' (selected), 'Teacher / Teacher Number', and 'Room'.

- **Sub Teacher Verification Form**

- Legal name as it appears on permit [Tracked outside of PowerSchool](#)
-

MSDS PowerSchool Process - General Collection

- **Mentor Contact Log Forms/Documentation of Participation Requirement:**
Include this form for **ALL** self-scheduled online students. *Tracked outside of PowerSchool*
- **Kindergarten Age Waivers -** *Tracked outside of PowerSchool*
- **Student Schedules** – Start page, Data and Reporting, Reports, System Reports, Student/Staff Listings, Student Schedule Listing. Select rooms, course, teacher, enrollment active date is count date, How Many students between breaks 4, click Submit - Once complete click on Printer Icon to print the report.

Student Schedule Listing

Students listed on the left hand side and periods across the top.
Term: 23-24 Semester 1

Students to Include	All 318 currently enrolled students
Report Title	<input type="text" value="Student Schedules"/>
Include for Each Class	<input checked="" type="checkbox"/> Room <input checked="" type="checkbox"/> Course <input checked="" type="checkbox"/> Teacher <input type="checkbox"/> Current grade <input type="text" value=""/> Store code / final grade: <input type="text" value=""/> <input type="checkbox"/> Citizenship <input type="checkbox"/> for this attendance code <input type="text" value="All Present Codes"/> <input type="checkbox"/> Attendance points <input type="checkbox"/> Assignment score: <input type="text" value=""/>
Scan Enrollments active on this Date	<input type="text" value="10/04/2023"/> <input type="button" value="Calendar"/> (blank for full term)
Range of Periods	<input type="text" value="1"/> - <input type="text" value="7"/>
Range of Days	<input type="text" value="A"/> - <input type="text" value="A"/>
How many students between breaks	<input type="text" value="4"/>
<input type="checkbox"/> Show only these pages	<input type="text" value=""/> - <input type="text" value=""/>
Report Output Locale	<input type="text" value="English"/>

District:

- **Local District Planning Form:**
 - Signed by Superintendent
- **District Graduation Requirements** including total number of credits required for graduation
- **District List of Board Approved Courses**
- **District Calendar**
 - Signed by Superintendent
- **Schools of Choice Certification Form:**
 - Signed by Superintendent
- **District Excused/Unexcused Absence Policy:**

MSDS PowerSchool Process - General Collection


- Signed by Superintendent
- **Special Education Agreements:** if applicable
 - Signed by Superintendent
- **Cooperative Agreements:** if applicable
 - Signed by Superintendent
- **Illuminate (Worksheets A and/or B):** report by teacher code
 - Signed by each teacher
- **District wide Excel Spreadsheet containing ALL teaching staff including legal name, PIC number, building and course(s) taught**
- **FTE Summary Report (CEPI) and PowerSchool: DS4061 Report**
 - Start Page, Data and Reporting, Compliance Reports, Michigan Reports, MI 4061 FTE
 - Verify these reports **BALANCE**

MSDS PowerSchool Process - General Collection

Stored documentation – Each building should store the following documents for the current year and three (3) years prior:

- **Student Schedules Report** – Start page, Data and Reporting, Reports, System Reports, Student/Staff Listings, Student Schedule Listing. Select rooms, course, teacher, enrollment active date is count date, How many students between breaks 4, click Submit - Once complete click on Printer Icon to print the report.
 - **For Elementary, Middle School, High School and Alternative Ed** – only printed for students that are counted for membership based on the count day.
- **Weekly Attendance Summary** –
Data and Reporting, Reports, System Reports, Weekly Attendance Summary (Meeting)
Under Weeks option select the week you need to generate report
Under Teachers select All Teachers
Attendance Mode select Meeting
Under Attendance Codes add the codes you are using
Example: Absent: PV,AE,ISS
Unexcused: AU,OSS,

Sample codes:

Attendance Codes 	
Code	Description
	Present
PV	Parent Verified
AU	Absent - Unexcused
TU	Tardy - Unexcused
LEU	Leave Early - Unexcused
AE	Absent - Excused
TE	Tardy - Excused
LEE	Left Early - Excused
SB	School Business
ISS	In School Suspension
OSS	Out of School Suspension
Q	Quarantined
HB	Homebound
EXP	Expelled
CTA	Converted Tardy to Absence

*Note: You **must** continue to print and collect attendance reports for the week prior to count day, the week of count day and four weeks after count day as stated in the Pupil Accounting Manual...these attendance reports will be reviewed during the “field” audit.*

*The teacher signature will **not** be required on the above attendance reports as we have done in the past. An Electronic Signature Verification Statement completed and signed by each teacher in your district for both counts (October and February), in the 2018-19 school year, will fulfill the signature requirement per the Pupil Accounting Manual beginning in 2013-14. These Electronic Signature Verification Statements should be collected and will be reviewed during the “field” audit as well.*