

# PowerSchool: Export Missing UIC File

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This document will walk you through how to create and MI Request for UIC

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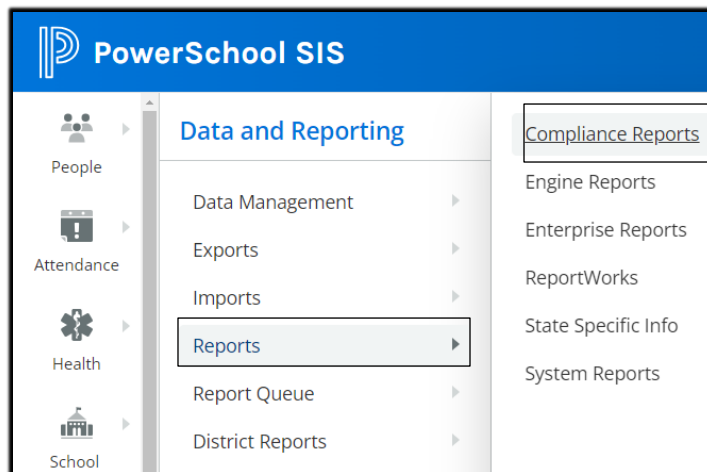
## Overview

This document will cover the following process:

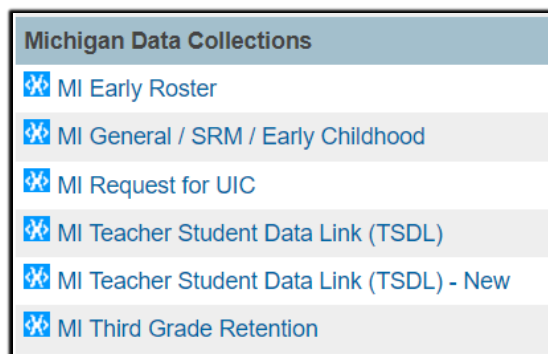
- Step 1. Go to Data & Reporting, select Reports, Compliance Reports, MI Data Collections
  - Step 2. Select Compliance Reports, MI General/SRM/Early Childhood
  - Step 3. Complete the necessary field, submit
  - Step 4. From the ReportWorks queue, download extract and submit to CEPI
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## SRM Extract




1. From the District office go to Data and Report > Reports > Compliance Reports



2. From the Compliance Reports menu select MI General/SRM/Early Childhood



### 3. Fill out the template to create the export file


Version	5.2
Output File Name	msds_GC-SRM-EC_[DistrictNum]
Category	Michigan Data Collections
Published Date	08/05/2023 09:12 PM
Teacher Safe	No
Comments	<ul style="list-style-type: none"> <li>Attendance will be reported on the EOY Collection.</li> <li>Attendance will be reported on the Fall, Spring and SRM Collections w</li> <li>Attendance on the Fall, Spring and SRM Collections for all active stud</li> <li>Discipline records are grouped by student, not by the school they are</li> </ul>
<b>Report Parameters</b>	<b>(Check box on the right to save as default value)</b>
Current Selection Students*	<input type="radio"/> The Selected 0 Students Only <input checked="" type="radio"/> All Students
Collection Type*	Student Record Maintenance ▾
Entity Type Code*	<input checked="" type="radio"/> District Number <input type="radio"/> Building Number <input type="radio"/> Agreement Number
Entity Code:*	74120
Reporting District's State Assigned 5-digit District Number*	74120
First Day of School*	08/28/2023 
Previous Count Date*	06/30/2023 
Current Count Date*	10/04/2023 
Select schools to export:*	<div style="border: 1px solid gray; padding: 2px;">           Graduated Students            Memphis Elementary School            Memphis Junior/Senior High School         </div>
Include attendance for all students*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Include Discipline from*	<input checked="" type="radio"/> Log Entries <input 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

- Enter the Entity code and Reporting district enter the 5 digit state number.
  - Algonac- 74030
  - Blue Water Middle College- 74914
  - Capac- 74040
  - Marysville- 74100
  - Memphis- 74120
  - Port Huron- 74010
  - Yale- 74130
  - Woodland- 74000
  - Virtual Learning Academy- 74192
- Enter the first day of the school year, the last count date and the date of the next count

- Use the Control key and select the desired schools you are reporting
  - Click **Submit** to run the extract
4. A screen will open up to your Report Que, click on Refresh button to update report status.

**Queued Reports**



Pending: 0

Created On	Report Name	Started	Ended	Created By	Status	Options
08/24/2023 08:46 AM	MI General / SRM / Early Childhood	08/24/2023 08:46 AM		Ramsey, Virginia	Running	

- Once completed. Click on the Report Name to see the select options. Click on the export icon to download the file.

**Completed Reports**

[Delete All](#)

Created On	Report Name	Started	Ended	Created By	Status	File Size	Options
08/24/2023 08:46 AM	MI General / SRM / Early Childhood	08/24/2023 08:46 AM	08/24/2023 08:46 AM	Ramsey, Virginia	Completed	1 MB	 

5. You will find the file in your download directory. Upload this file to the state.