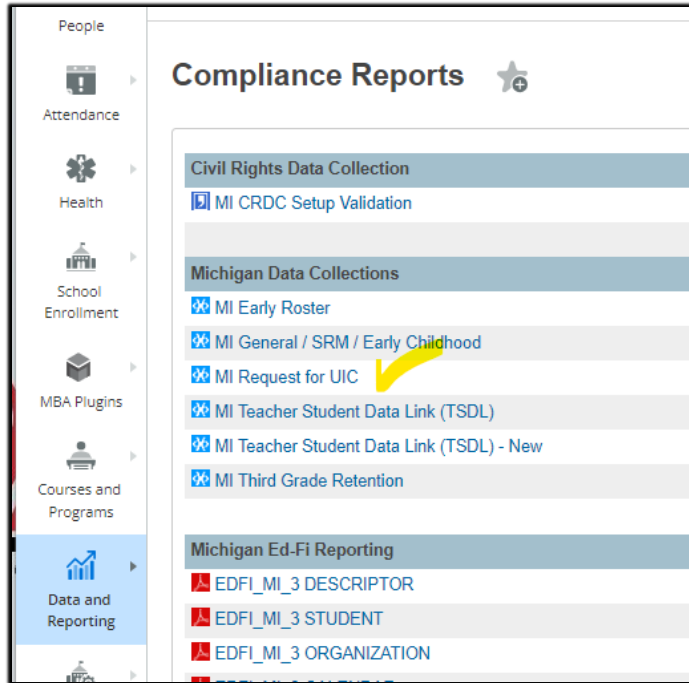# Request for UIC Process

1. Creating the upload file for CEPI:

Go to the District Office.   Click on *Data and Reporting > Reports > Compliance Reports > Michigan Data Collections >* Select **MI Request for UIC**.

Find *Current Selection Students* should be set to **All Students**. Put in your District Code and District Number (this is the same number). Enter the appropriate dates. NOTE: you will need to update the dates for each submission.

Select the schools you are reporting on. Hold the control key down while clicking on the desired schools. For the *Run for* option select **Students Without UIC**. You can click the dropdown and *"Select All"*. This will save these settings so that you don't have to enter them on our next pull.

Under Scheduling you can click **Run Now** and then **Submit**

Scheduling

Please select when ... [Run Now]

○ Run Now   ○ Schedule

[Submit]

This will take you to your Report Queue

Queued Reports

Pending: 1

Created On	Report Name	Started	Ended	Created By	Status	Options
06/23/2023	MI Request for UIC	N/A		Wininger, Donna	Pending	🗑
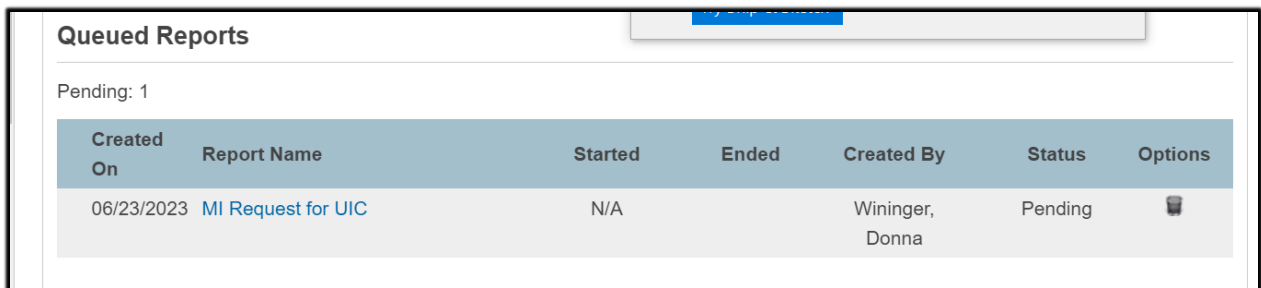
Click on the "Refresh" button and the file will then show under Completed Reports. Once the status indicates "Completed" click on the word **Completed**.

[Refresh] → Refresh ▾

Queued Reports

💬 No reports running or pending!

Completed Reports

[Delete All]

Created On	Report Name	Started	Ended	Created By		Status	File Size	Options
06/23/2023	MI Request for UIC	06/23/2023 01:00 PM	06/23/2023 01:00 PM	Wininger, Donna	🔀	Completed	5 KB	🌐 🗑

[Completed]

Courses and Programs ▾ | **Scheduled Reports**
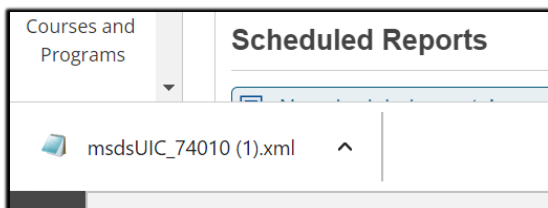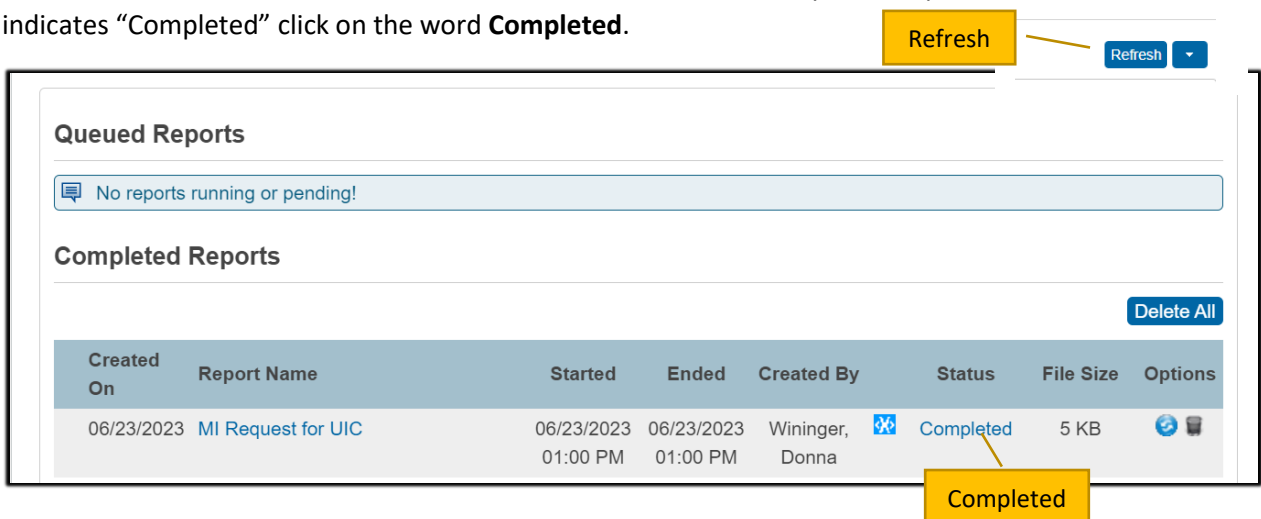
📄 msdsUIC_74010 (1).xml   ∧

Open the file from your download director and save to your computer.

```
msdsUIC_74010 (1) - Notepad
File  Edit  Format  View  Help
<?xml version="1.0" encoding="UTF-8"?><RequestforUICGroup xmlns:xalan="http://xml.apache.org/xalan" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instan
  <RequestforUIC>
    <SubmittingEntity>
      <SubmittingEntityTypeCode>D</SubmittingEntityTypeCode>
      <SubmittingEntityCode>74010</SubmittingEntityCode>
    </SubmittingEntity>
    <PersonalCore>
      <LastName>      </LastName>
      <FirstName>     r</FirstName>
      <MiddleName>      ddleName>
      <DateOfBirth>2018-09-06</DateOfBirth>
      <MultipleBirthOrder>0</MultipleBirthOrder>
      <Gender>F</Gender>
    </PersonalCore>
    <SchoolDemographics>
      <OperatingDistrictNumber>74010</OperatingDistrictNumber>
      <SchoolFacilityNumber>04588</SchoolFacilityNumber>
      <StudentIdNumber>      </StudentIdNumber>
      <GradeOrSetting> </GradeOrSetting>
    </SchoolDemographics>
    <PersonalDemographics>
      <ResidentLEANumber>74010</ResidentLEANumber>
      <StudentResidentCounty>74</StudentResidentCounty>
      <Ethnicity>000010</Ethnicity>
    </PersonalDemographics>
    <Contacts>
      <AddressTypeDescriptor>Physical</AddressTypeDescriptor>
      <StreetNumberName>         St</StreetNumberName>
      <City>Port Huron</City>
      <StateAbbreviationDescriptor>MI</StateAbbreviationDescriptor>
      <PostalCode>48060</PostalCode>
      <TelephoneNumber>          </TelephoneNumber>
```
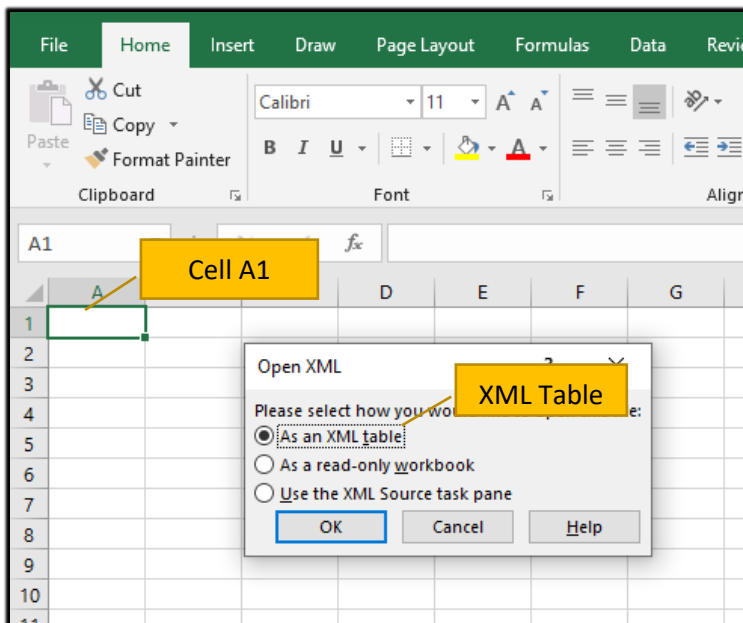
Upload to CEPI, resolve any issues and download file.

2. Prepare the file from CEPI to import into PowerSchool:

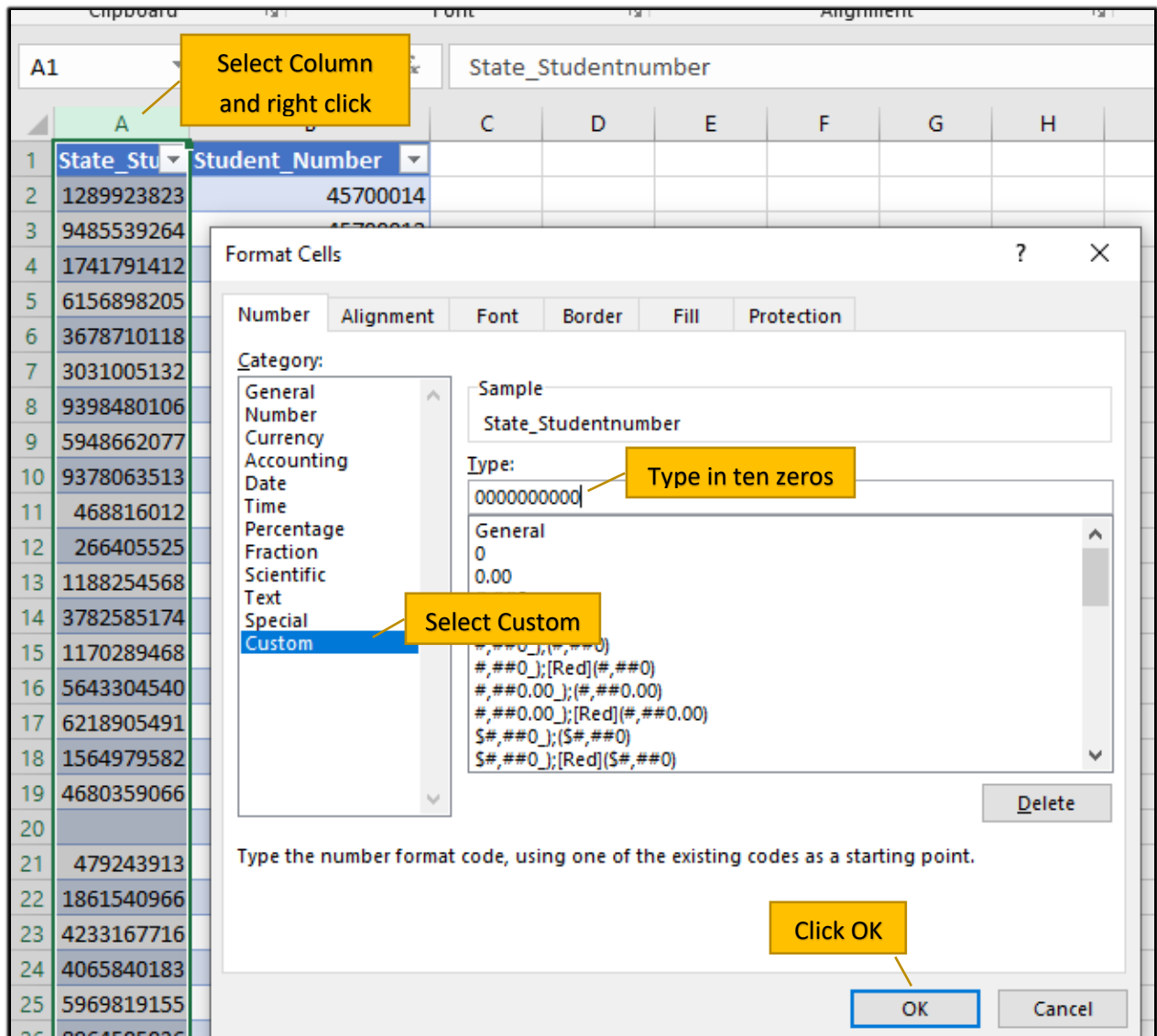Open Excel and open the file you downloaded from CEPI with your new UIC's.

Click on the downloaded UIC file from CEPI and drag it into cell A1 of the Excel spreadsheet. You will get a pop-up window that asks how you how to open it. Click "As an XML table"

The data imported into the Excel spreadsheet as seen below

You will need to delete all columns except for the "UIC" column and the "StudentIDNumber" column.

Keep these 2 Columns

	A	B
1	UIC	StudentIdNumber
2		45700014
3		45700012
4		45700004
5		45059122
6		45700024

Rename the columns to "State_Studentnumber" for the UIC and "Student_number" for the Student ID

Make sure there are no blank rows as the top of the spreadsheet.

Highlight to select and Right click on the State_Studentnumber column. Select **Format Cells**

On the Number tab, select "Custom" and type ten zeros (0000000000) in the "Type:" box and click "OK".

This will fill in all leading zeros in the UIC Number column. *Note the leading zeros indicated below*.

Save the spreadsheet as a tab delimited text file on your computer
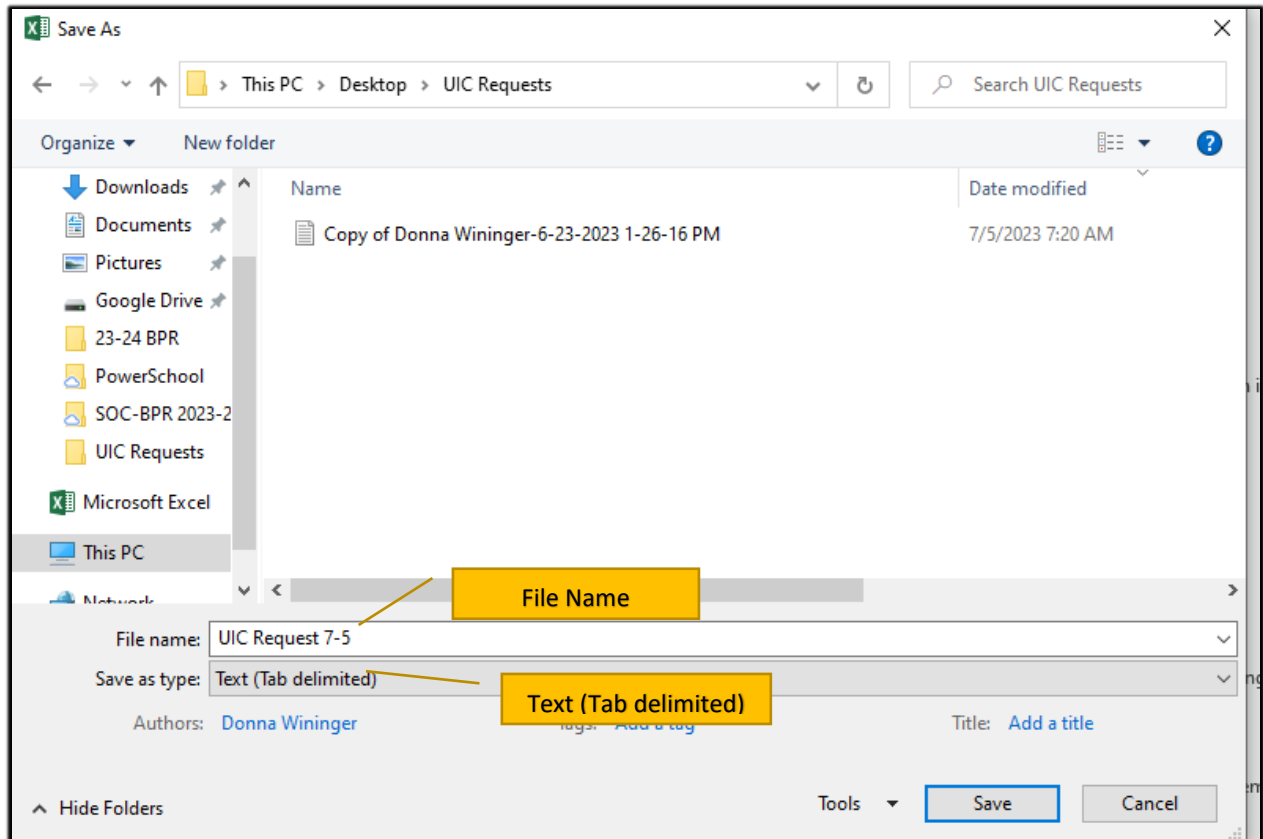
3. Importing the prepared UIC file into PowerSchool

Go to *District Office* entity.

Select *Data & Reporting* from the menu on the left.

Select *Imports* and then *Quick Import*

Select the *Student* table

Select *Choose File* next to "File to Import:" and select the tab delimited file that you just saved.

Make sure the *"Suggest field map"* link has a **check mark** then Click Import
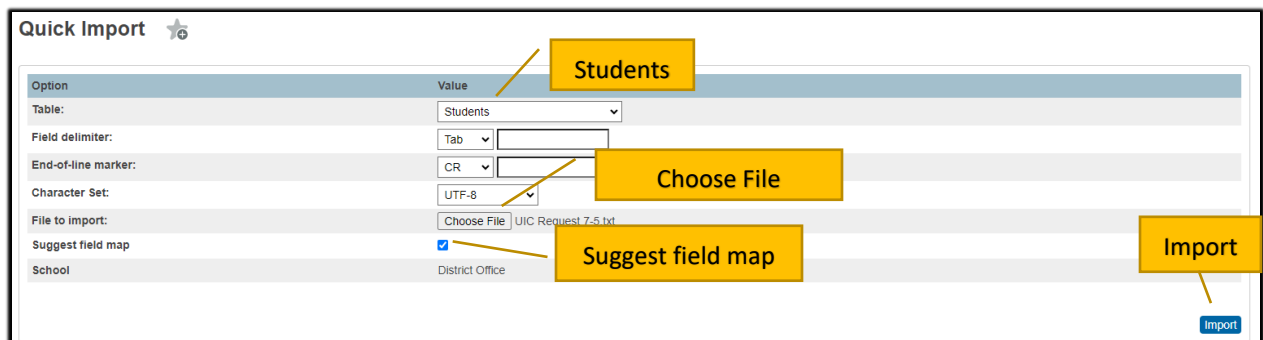
Your fields should map to PowerSchool as listed below for Column 1 and 2. Place a **check mark** in the box to exclude first row.

Select the *"Update the Student Record…."* Option under Advanced Import Options. Click Submit

Review any errors that are listed in the report.