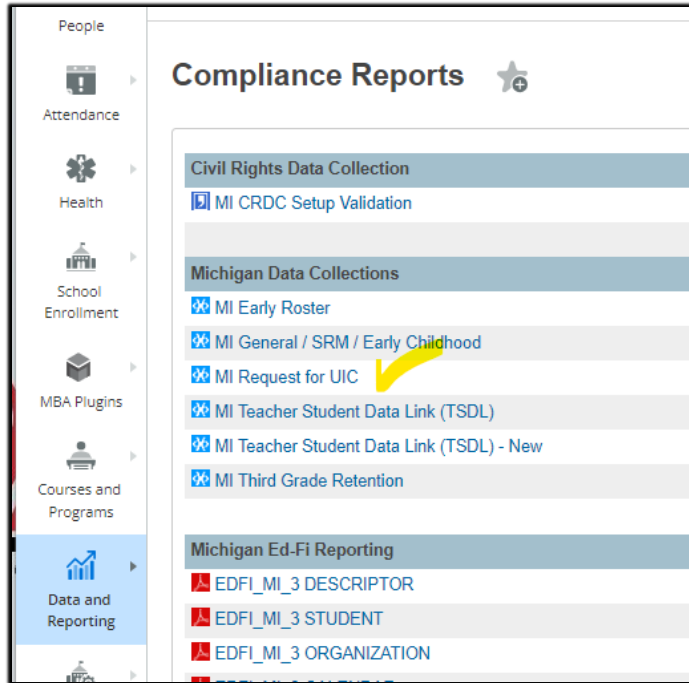


# Request for UIC Process

## 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.

**MI Request for UIC**

**Report Information**

Description: This will create the MI Request for UIC XML Export file.

Version: 1.8

Output File Name: msdsUIC\_[DistrictNum]

Category: Michigan Data Collections

Published Date: 07/01/2023 07:39 PM

Teacher Safe: No

Comments:

**Report Parameters** (Check box on the right to save as default value)

Current Selection Students\*  The Selected 1 Students Only  All Students Select All

Entity Type Code\*  District Number  Building Number  Agreement Number District #: Both Areas

Entity Code:\* 74010

Reporting District's State Assigned 5-digit District Number\* 74010

First Day of School\* 09/05/2023

Previous Count Date\* 06/30/2023

Current Count Date\* 10/04/2023

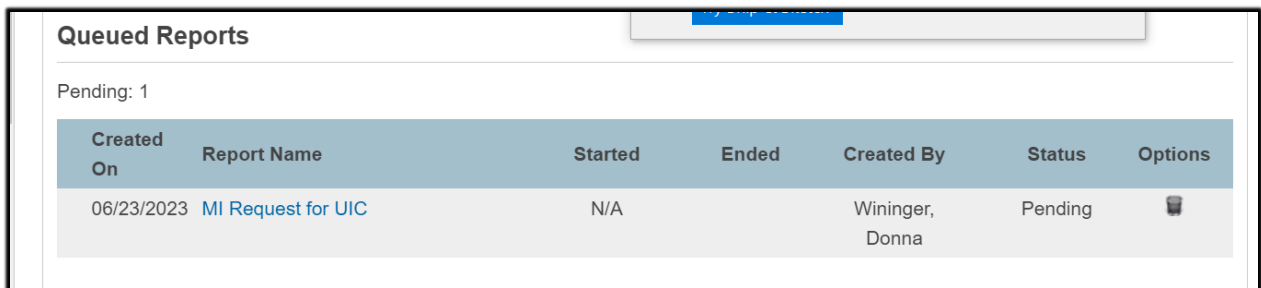
Select schools to export\*  
Central Middle School  
Cleveland Elementary School  
Early Childhood Center  
Early Childhood Center 2  
Early Childhood Center 3 Select Schools: Hold CTRLKey to select Multiple Schools

Run For:\*  Students Without UIC  All Students Students without UIC

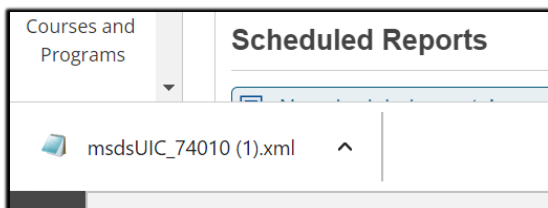
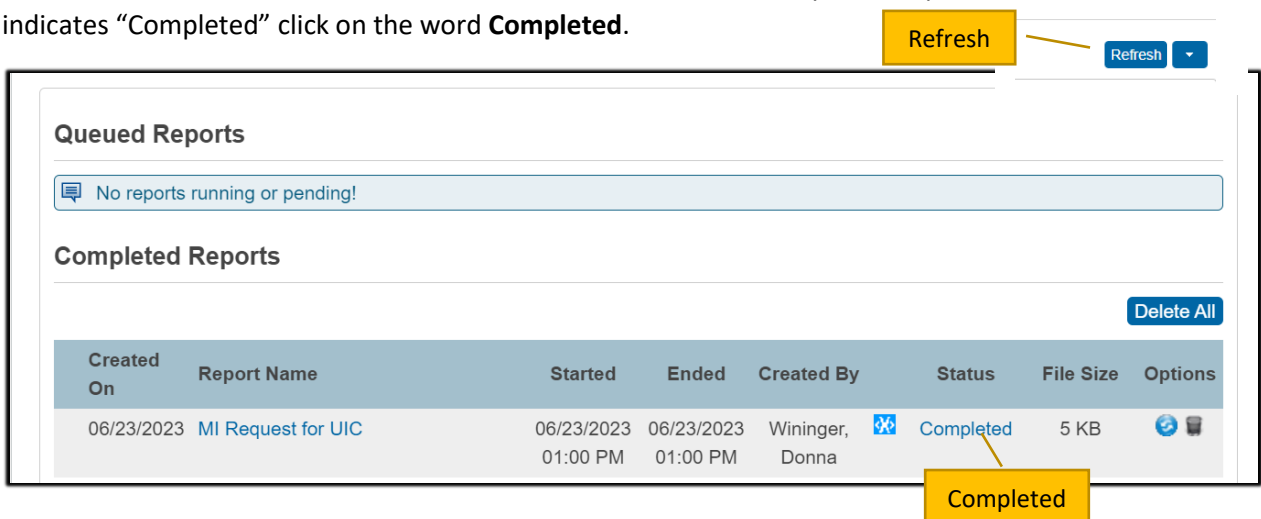
Under Scheduling you can click **Run Now** and then **Submit**



This will take you to your Report Queue



Click on the “Refresh” button and the file will then show under Completed Reports. Once the status indicates “Completed” click on the word **Completed**.



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

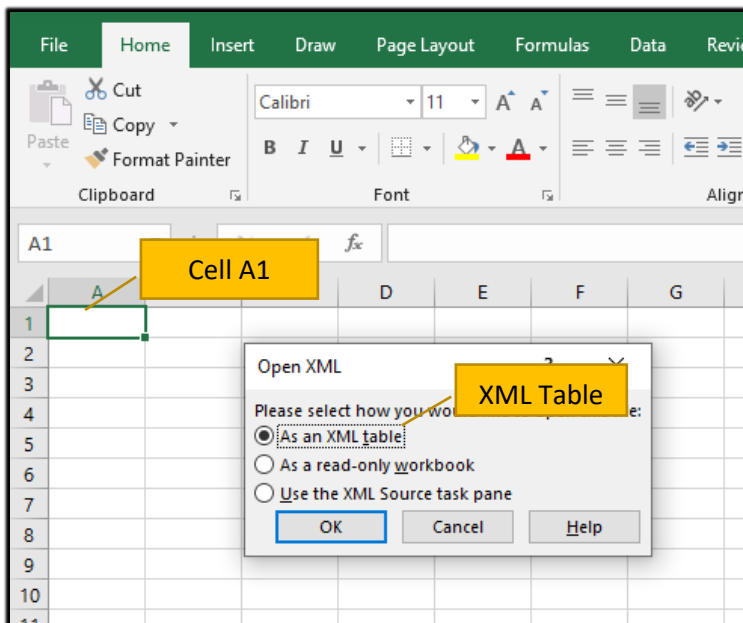
```
msdsUIC_74010 (1) - Notepad
File Edit Format View Help
<?xml version="1.0" encoding="UTF-8"?><RequestforUICGroup xmlns:xalan="http://xml.apache.org/xalan" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
<RequestforUIC>
  <SubmittingEntity>
    <SubmittingEntityTypeCode>D</SubmittingEntityTypeCode>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

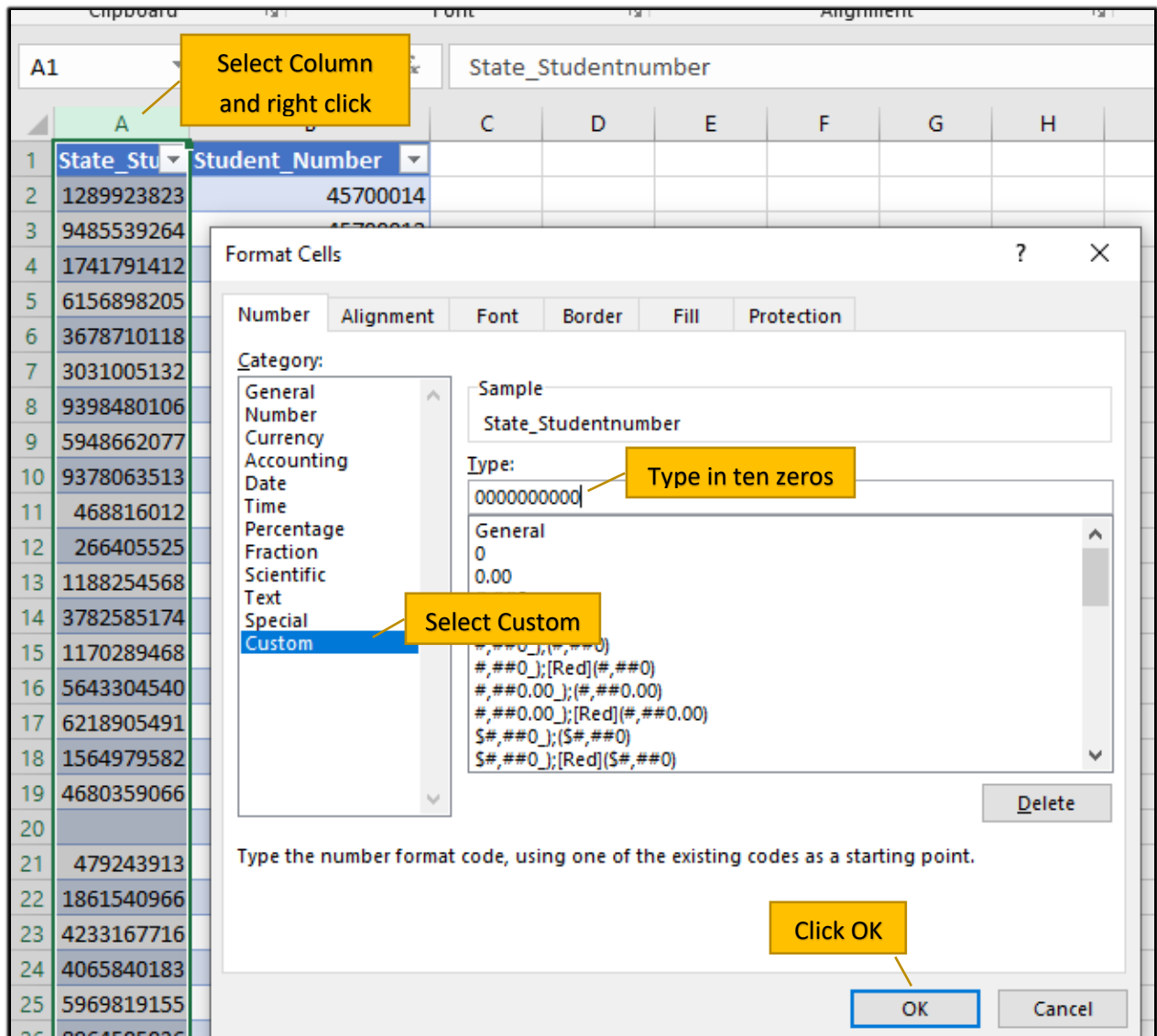
Click on the downloaded UIC file from CEPI and drag it into cell A1 of the Excel spreadsheet. You will get a pop-up window that asks how you how to open it. Click "As an XML table"





Highlight to select and Right click on the State\_Studentnumber column. Select **Format Cells**

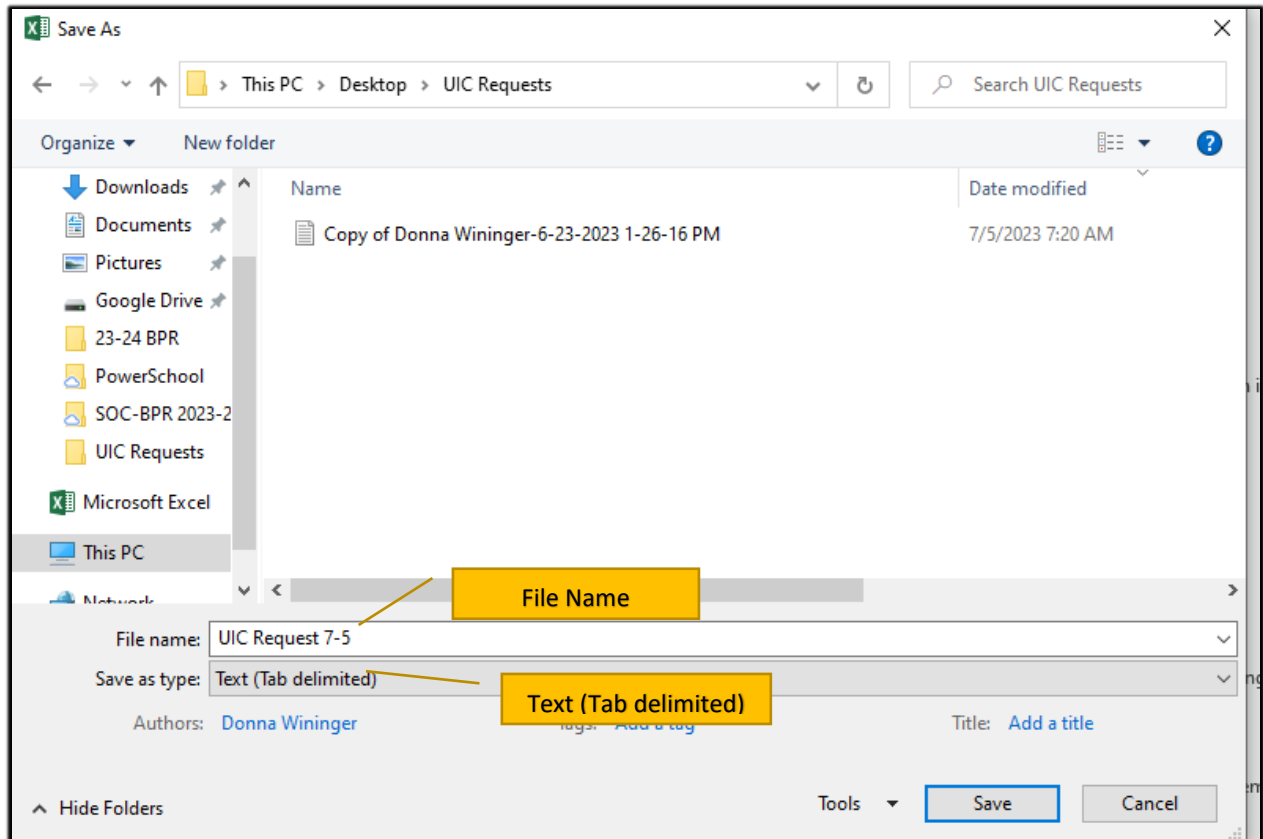
On the Number tab, select "Custom" and type ten zeros (0000000000) in the "Type:" box and click "OK".



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

	A	B	C
1	State_Studentnumber	Student Number	
2	1289923823	45700014	
3	9485539264	45700012	
4	1741791412	45700004	
5	6156898205	45059122	
6	3678710118	45700024	
7	3031005132	45700019	
8	9398480106	45700020	
9	5948662077	45700018	
10	9378063513	45700021	
11	0468816012	45059196	
12	066405525	45700015	
13	1188254568	45700007	
14	3782585174	45059185	
15	1170289468	45700016	

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.

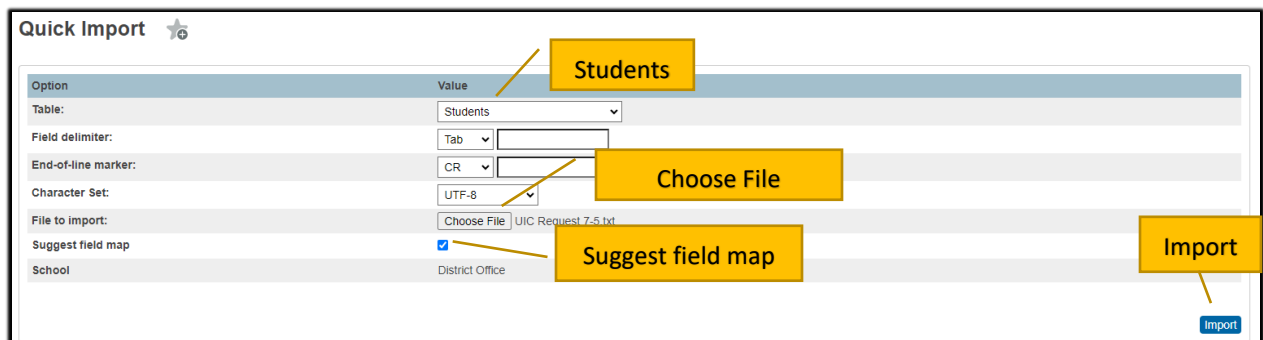
Select *Data & Reporting* from the menu on the left.

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

The screenshot shows a web form titled "Import Records from an ASCII Text File". At the top, there is a table mapping fields from the file to PowerSchool fields:

Col#	From your file	To PowerSchool
1.	State_Studentnumber	State_StudentNumber
2.	Student_Number	Student_Number

Below the table, there is a checkbox labeled "Check to exclude first row" which is checked. A yellow box with the text "Exclude first row" has an arrow pointing to this checkbox. To the right of this checkbox, there is a note: "The lines below can be used to assign a constant value to field(s) in all of the imported records." Below this note are two empty input fields with arrows pointing to dropdown menus.

A blue note box contains the text: "Note: The student number is required in all import files. All information is keyed off of the student number field."

The "Advanced Import Options" section contains the following options:

- If the file being imported contains a student number already in PowerSchool, how would you like it handled?**
  - Do not process that line from the file being imported.
  - Update the student's record with the information from the file being imported. (Note: Even if you have this option selected, if the student is in a different school, the information will not be updated.)
  - Generate a new, unique student number for the student (from the range specified below) and import the data from the import file.
- If the file being imported contains a student number of zero or the Generate a new, unique student number for the student option is selected:**
  - Generate new student numbers at random from within this range: 45700000 to 45799999
- Additional Options**
  - Synchronize Mode (Warning: This will transfer out all Students who are not found in the file being imported. For advanced users only. Do not use unless you know what you are doing.)
  - Allow Update of Enroll Status (Warning: For advanced users only. Do not use unless you know what you are doing.)

A large yellow button labeled "Submit" is located at the bottom right of the form. A small blue "Submit" button is also visible at the bottom right corner of the form area.

Review any errors that are listed in the report.