## 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**.

People	Compliance Reports 🛛 🍗
Health	Civil Rights Data Collection
School Enrollment MBA Plugins Courses and Programs	Michigan Data Collections MI Early Roster MI General / SRM / Early Childhood MI Request for UIC MI Teacher Student Data Link (TSDL) MI Teacher Student Data Link (TSDL) - New MI Third Grade Retention
Data and Reporting	Michigan Ed-Fi Reporting   EDFI_MI_3 DESCRIPTOR  EDFI_MI_3 STUDENT  EDFI_MI_3 ORGANIZATION
in the second se	

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.

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			Select All
Published Date	07/01/2023 07:39 PM			
Teacher Safe	No			
Comments		All Stu	udents	1
Report Parameters	(Check box on the right to save as default value)			Select All
Current Selection Students*	○ The Selected 1 Students Only			
Entity Type Code*	District Number O Building Number O Agree	ment Number	District #: Both Area	as a
Entity Code:*	74010			
Reporting District's State Assigned 5-digit District umber*	74010			c
First Day of School*	09/05/2023	Enter Dates -	- Remembering to	
Previous Count Date*	06/30/2023	change afte	r each Count Day	
Current Count Date*	10/04/2023			C.
Select schools to export * Students without UIC	Central Middle School  Cleveland Elementary School Early Childhood Center 2 Early Childhood Center 2 Early Childhood Center 3	Select Schools: to select Mult	Hold CTRLKey tiple Schools	t I
Run For:*	Students Without UIC O All Students			

Under Scheduling you can click Run Now and then Submit

Scheduling		_
Please selept when	Submit	
Run Now O Schedule		
		Submit

## This will take you to your Report Queue

Started	Ended	Created By	Status	Options			
N/A		Wininger, Donna	Pending				
	Started N/A	Started Ended	N/A Ended Created By Wininger, Donna	Started     Ended     Created By     Status       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**.

Juened Kel	oorts						
No reports	running or pending!						
Completed	Reports						
Created On	Report Name	Started	Ended	Created By	Status	File Size	Delete A Option

Courses and Programs	Scheduled Reports
msdsUIC_74	010 (1).xml

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

msdsUIC_74010 (1) - Notepad
File Edit Format View Help
<pre><?xml version="1.0" encoding="UTF-8"?><requestforuicgroup )<="" pre="" xmlns:xalan="http://xml.apache.org/xalan" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instan"></requestforuicgroup></pre>
<requestforuic></requestforuic>
<submittingentity></submittingentity>
<submittingentitytypecode>D</submittingentitytypecode>
<submittingentitycode>74010</submittingentitycode>
<personalcore></personalcore>
<lastname>/LastName&gt;</lastname>
<firstnamexr< firstname=""></firstnamexr<>
<middlename ddlename=""></middlename>
<dateofbirth>2018-09-06</dateofbirth>
<multiplebirthorder>0</multiplebirthorder>
<gender>F</gender>
<schooldemographics></schooldemographics>
<operatingdistrictnumber>74010</operatingdistrictnumber>
<schoolfacilitynumber>04588</schoolfacilitynumber>
<studentidnumber></studentidnumber>
<gradeorsetting> </gradeorsetting>
<personaldemographics></personaldemographics>
<residentleanumber>/4010</residentleanumber>
<studentkesidentcounty>/4</studentkesidentcounty>
<ethnicity>000010</ethnicity>
<contacts></contacts>
<pre><address lypeuescriptor="">Physical/Address lypeUescriptor&gt;</address></pre>
<pre><streetnumbername>St</streetnumbername> </pre>
<pre>&lt;(lity&gt;Port Huron </pre>
<pre><state#oureviationuescriptor%mi4 state#oureviationuescriptor=""></state#oureviationuescriptor%mi4></pre>
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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"

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6 7 8		000	As a rea <u>U</u> se the OK	d-only <u>w</u> ork XML Source	book task pane Cancel	<u>H</u> elp		
9 10 11								

The data imported into the Excel spreadsheet as seen below

Table Na Table1	erties	Summarize with Pive Remove Duplicates Convert to Range Tools	Insert	Export Refresh Externa	Properties     Open in Browser     Unlink     Table Data	Header Row  Total Row  Banded Rows	First Column Last Column Banded Column Table Style Options	Filter Button			Table Styles			A * *							
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You will need to delete all columns except for the "UIC" column and the "StudentIDNumber" column.

	A B	Keep these 2 Columns
1	UIC 💽 StudentIdNumber 💌	
2	45700014	
3	45700012	
4	45700004	
5	45059122	
6	45700024	

**<u>Rename</u>** 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 (000000000) in the "Type:" box and click "OK".

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A	L _	Select Column	*	State_	Studentnu	mber					
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1	State_Stu 💌	Student_Number	-								
2	1289923823	45700	014								
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7	3031005132	Category:		Sample							
8	9398480106	Number		State	Studentnum	ber					
9	5948662077	Currency		Tupo							
10	9378063513	Date	Date Type in ten zeros								
11	468816012	Time Percentage	ime General General								
12	266405525	Fraction	Fraction 0								
13	1188254568	Text		0.00							
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23	4233167716						Click O				
24	4065840183	_					_				
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This will fill in all leading zeros in the UIC Number column. *Note the leading zeros indicated below*.

		Α		В		C
1	Stat	e_Stu	Ŧ	Student_Number	Ŧ	
2	128	99238	23	457000	14	
3	948	55392	64	457000	12	
4	174	17914	12	457000	04	
5	615	68982	05	450591	22	
6	367	87101	18	457000	24	
7	303	10051	32	457000	19	
8	939	84801	06	457000	20	
9	594	86620	77	457000	18	
10	937	80635	13	457000	21	
11	04 6	88160	12	450591	96	
12	0.6	64055	25	457000	15	
13	118	82545	68	457000	07	
14	378	25851	74	450591	85	
15	117	02894	68	457000	16	

X Save As					×
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Organize 👻 Nev	v folder				- 0
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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

Quick Import 🍵	Students	
Option	Value	
Table:	Students ~	
Field delimiter:	Tab 🗸	
End-of-line marker:		
Character Set:	UTF-8	
File to import:	Choose File UIC Request 7-5.txt	
Suggest field map	Suggest field man	Import
School	District Office	
		X
		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 <i>"Update the Student Reco</i>	ord" Option under Advance	ed Import Options.	Click Submit
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	From your file	>	To PowerSchool
	State_Studentnumber	>	State_StudentNumber
	Student_Number	>	Student_Number
_	Check to exclude first row		
	Exclude f	irst row	The lines below can be used to assign a constant value to field(s) in all of the imported records.
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		>	▼
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ivai Vai Do Up Gen	The student number is required in all import need Import Options he file being imput Update not process that line from the file being idate the student's record with the inform inerate a new, unique student number for he file being imported contains a inerate new student numbers at random f	files. All information is ke the student imported. ation from the file being the student (from the ra a student number of rom within this range: 4	record tudent number field.  record tudent number already in PowerSchool, how would you like it handled?  g imported. (Note: Even if you have this option selected, if the student is in a different school, the information will not be updated.). ange specified below) and import the data from the import file.  of zero or the Generate a new, unique student number for the student option is selected:  16700000 to 46799999
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Review any errors that are listed in the report.