Synergy SIS™
State of Michigan Data Reporting Administrator Guide

First Edition, November 2011
Fourth Revision, November 2012

This edition applies to Synergy™ Student Information System software and all subsequent releases and modifications until indicated with new editions or revisions.

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ABOUT THIS MANUAL

Edupoint Educational Systems develops software with multiple release dates for the software and related documentation.

The table below lists the release date, software version, documentation volume number, and the content included in each volume of documentation to date.

Software and Document History

Date	Volume	Edition	Revision	Content
November 2011	1	1	0	Initial release of this document
February 2012	1	1	1	Updates to MI State Reporting
May 2012	1	1	2	Updates to MI State Reporting
July 2012	1	1	3	Updates to MI State Reporting
November 2012	1	1	4	Updates to MI State Reporting

CONVENTIONS USED IN THIS MANUAL

Bold Text

Bold Text - Indicates a button or menu or other text on the screen to click, or text to type.

Tip – Suggests advanced techniques or alternative ways of approaching the subject.

Note – Provides additional information or expands on the topic at hand.

Reference – Refers to another source of information, such as another manual or website

Caution – Warns of potential problems. Take special care when reading these sections.

BEFORE YOU BEGIN

Before installing any of the Edupoint family of software products, please be sure to review the system requirements and make sure the district's computer hardware and software meet the minimum requirements. If there are any questions about the system requirements, please contact an Edupoint representative at (877) 899-9111.

Caution: The Edupoint family of software does not support the use of pop-up blockers or third-party toolbars in the browser used to access Synergy SIS. Please disable any pop-up blockers (also known as pop-up ad blockers) and extra toolbars in the browser before logging into any Edupoint product.

At any point, if there are any technical difficulties, please contact the Edupoint technical support team at support@edupoint.com or by phone at 1-877-899-9111 option 1.

Chapter One:
OVERVIEW

In this chapter, the following topics are covered:

► Overview of the MSDS Reporting process

► Overview of the MSDS Screens

► Information and setup needed before configuring MSDS

OVERVIEW OF MSDS REPORTING

Synergy SIS provides a seamless process to report the required data to the State of Michigan. Some of the notable features of the Michigan Student Data System (MSDS) Data Reporting include:

- Synergy SIS can collect all data at the district level so only one upload is needed for the entire district. Separate uploads for each school are not required.

- Synergy SIS is updated every year to reflect the changes introduced by the Center for Educational Performance and Information (CEPI), and to ensure compliance with any state regulations. These updates are provided to the district with an active support & maintenance contract at no additional cost.

How is the data collected?

The state requires that data be collected and submitted to the CEPI in the following scheduled collections:

- Early Childhood (Fall, Spring, and EOY)
- Early Roster
- General Collection (Fall, Spring, and EOY)
- Request for UIC
- Student Record Maintenance
- Teacher Student Data Link

The data is reported in the following components:

- Adult Education
- Attendance
- Discipline
- Early Childhood Programs
- Early Childhood Special Education Assessment
- Enrollment
- General Education FTE
- Homeless Demographic
- Initial IEP
- LEP
- Membership
- Migrant Curriculum Courses
- OEAA Assessment
- Personal Core
- Personal Curriculum
- Personal Demographics
- Program Participation
- School Demographics
- SNE

- Special Education
- Student Record Maintenance
- Submitting Entity
- Student Course Component
- Title I Services
- Early On (Part C)
- Initial IFSP
- Part C Assessment
- Part C Transition

Student enrollment information is entered into the Student screen as part of the normal enrollment process. Attendance data is entered into Synergy SIS as part of the normal process of taking attendance. There are three MSDS tabs in the Student screen to collect any data required that is not stored somewhere else in the system. Information regarding the student's participation in special programs such as ELL (LEP) or Program Participation is recorded in one of the screens available in the Student Programs folder. To see where each MSDS element is recorded in Synergy SIS, please refer to Chapter 5 of this guide.

How is the data verified and checked?

Synergy SIS is capable of making every data entry field mandatory, and checking the data at the time it is entered. However, this approach is not practical for most districts because all data may not be available at the moment a student is enrolled or whenever some other data entry occurs. Instead, validation is performed when the upload is created based on the complex MSDS transaction validation rules from the state. These validation rules are updated when the state makes any changes to the MSDS transactions rules.

If any errors or invalid data are encountered in the data when the upload is created, the errors found are summarized in a PDF report that is available for viewing when the file creation process is complete.

Overview of the Data Submission Process

MSDS reporting in Synergy SIS consists of the following steps:

1. **Creation**: The first step in the reporting process is the creation of the file that is to be sent to the state. When completed, this step generates a report of all students included and a report of any errors that need to be fixed in the data. It also creates the final file to be sent to the state. The file created is in XML format as required by the MSDS.

2. **Upload**: The second step is uploading the XML file created in step 1 to the MSDS. The user saves the XML file to a folder on the hard drive (or a network drive). The user then logs onto the MSDS system and manually uploads the file.

3. **Verify**: The user then verifies the data sent. The state provides reports showing any errors.

4. **Certification**: After the data entry errors are corrected, the data must be certified.

Location of the State Data Reporting Screens

The **Student** screen has been changed to include tabs for MSDS data not found elsewhere in the system. The **MI** folder of the Synergy SIS menu (also known as the PAD tree) includes extract, report, and setup screens. The **Student Programs** folder of the Synergy SIS menu includes the **English Language Learners** screen, the **Free and Reduced Meals** screen, the **Mass Update Student Programs** screen, the **Student Needs** screen (used for Program Participation Eligibility and Title I Programs and Services), and the **Student Program Summary** screen.

The setup for the MI folder screens is discussed in Chapter 2 of this guide. The setup for the Student Programs folder screens is discussed in Chapter 3 of this guide. The companion manual to the Administrator Guide, *Synergy SIS – State of Michigan Data Reporting User Guide,* illustrates how to enter the data needed for state reporting and how to run the MSDS Submission process.

To access the **MI folder**:

1. Open the **Synergy SIS Navigation Tree** (aka PAD tree) by clicking on the Tree button at the top of the screen.

Figure 1 - Synergy SIS Navigation Tree

2. Expand the **Synergy SIS** folder by clicking on the blue triangle pointing right, next to the word Synergy SIS. Once clicked, the triangle turns green and points downward. Under the Synergy SIS folder, open the **MI** folder by clicking on the blue triangle pointing right, next to the word **MI**. Once clicked, the triangle turns green and points downward.
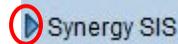
Figure 2 – SYNERGY SIS Folder

Figure 3 –- SYNERGY SIS Folder Expanded
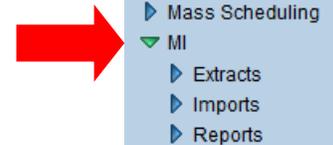
Figure 4 –- MI Folder Expanded

> **Note:** In the rest of the manual, the location of a screen or report in the Navigation Tree (also referred to as the PAD tree) is indicated using ">". The example above would be indicated as **Synergy SIS> MI**. This would mean go to the Navigation Tree, click on the Synergy SIS folder, and then click on the MI folder.

OVERVIEW OF THE STUDENT SCREEN

The **Student** screen is located under the **Synergy SIS> Student** folder.

The Synergy SIS Student screen has been revised for Michigan users to include additional fields needed for state reporting. This screen also includes all fields from the student table. Any fields the district does not plan to use may be hidden using **Synergy SIS> System> Security> Security Definition**. See Chapter 4 - Security for more information.

The labels for fields used in state reporting have been "bolded". (NOTE: If a field label has been changed using Property Overrides the field label may no longer be bold.) State specific fields not found elsewhere in the system can be found on the MSDS tabs of the Student screen. See the companion manual to the Administrator Guide, *Synergy SIS – State of Michigan Data Reporting User Guide,* for more information on the fields and their locations.

Security for the MSDS tabs can be maintained using **Synergy SIS> System> Security> PAD Security**. See Chapter 4 - Security for more information.

Figure 5 –MI Student Screen

> **Note:** The Map It! buttons in the Address section are controlled by the Enable Address Mapping check box in the Options tab of the System Configuration screen.

> **Note:** If District of Residence and Reason for Attendance are not displayed below Addresses, the following entry must be added to the <SIS> node in the database Install Constants.
>
> RESIDENCE_PROPERTIES_ON_STUDENT="Y" .

OVERVIEW OF STUDENT PROGRAMS SCREENS

The **Student Programs** screens are located under the **Synergy SIS> Student Programs** folder.

The **Childhood Assessment** screen is not used for state reporting at this time.

The **Childhood Program Participation** screen lists the programs in which students in a pre-school program are participating. Security should be set up so that information may be displayed here but not changed. The user should maintain the data in the MSDS tab of the Student screen since there are additional fields needed for state reporting. See Chapter 4 - Security for more information.

The **ELL** tab of the **English Language Learners** screen lists the student's current status of participation in the ELL program. Information on the ELL History tab is used in the LEP component for state reporting.

The **Free and Reduced Meals** screen records the student's participation in the Free and Reduced Meals program.

The **Mass Update Student Programs** screen gives districts the ability to record an exit date and reason for any students participating in any special program at the end of the year, saving many hours of data entry. See the Synergy SIS manual covering Student Programs for more information.

The **Special Ed Student Services** screen is not used for state reporting at this time. Special Ed data is stored on the MSDS-SPED tab of the Student.MI screen.

The **Student GATE** screen can be used to enter Gifted and Talented information but is not used for Michigan state reporting at this time.

The **Student Needs** screen lists the student's participation in any other programs that must be reported to the state, such as Title I programs.

The **Student Program Summary** screen lists the transactions that have been generated for a student for all student programs.

OVERVIEW OF MI (STATE OF MICHIGAN) SCREENS

The **MI** screens are located under the **Synergy SIS> MI** folder.

The **MSDS** submission screens are located under **Synergy SIS> MI> Extracts.** This is where the files are created for uploading to the state. There is a screen for each collection. Below is an example of the General Collection screen:
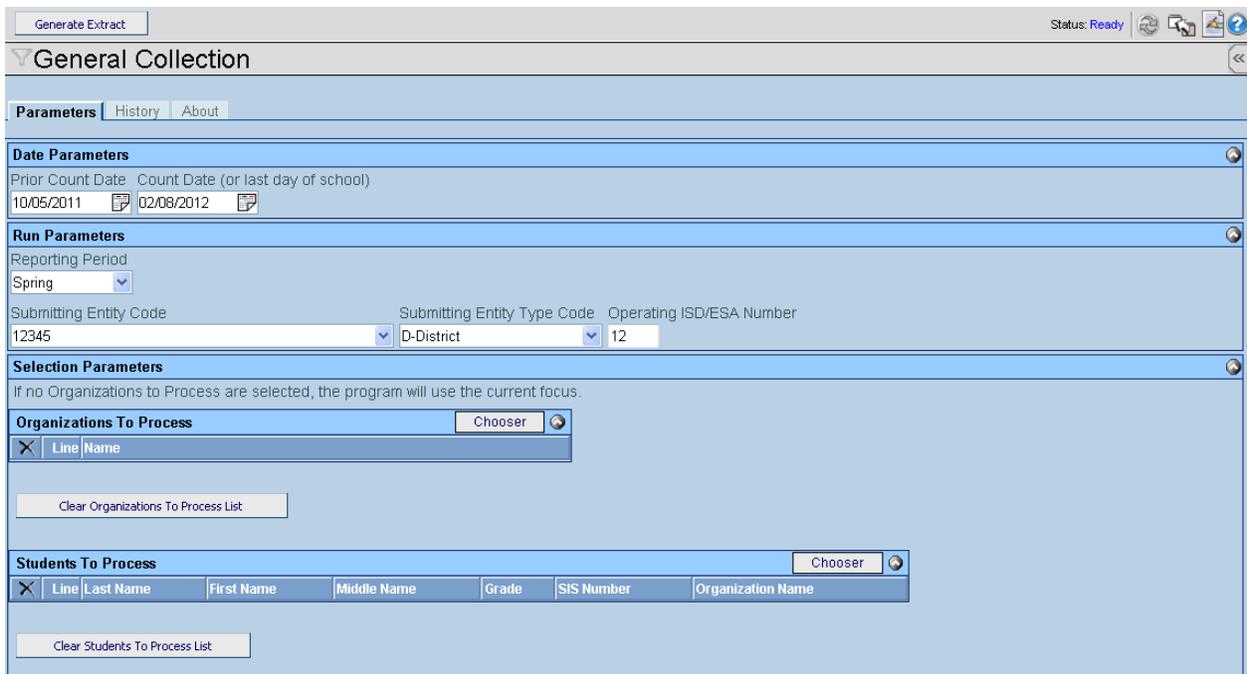
Figure 6 – MSDS General Collection Screen

The **History** tab of the MSDS submission screen lists all extract jobs run by the current user. The user may delete history as needed.
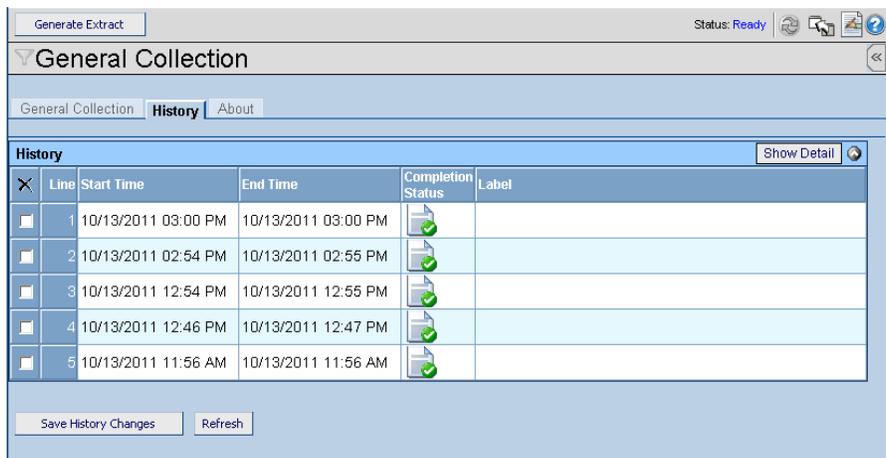
Figure 7 – History tab of the MSDS submission screen

The **About** tab of the MSDS submission screen provides information about the current version and instructions on how to use the prompt screen.
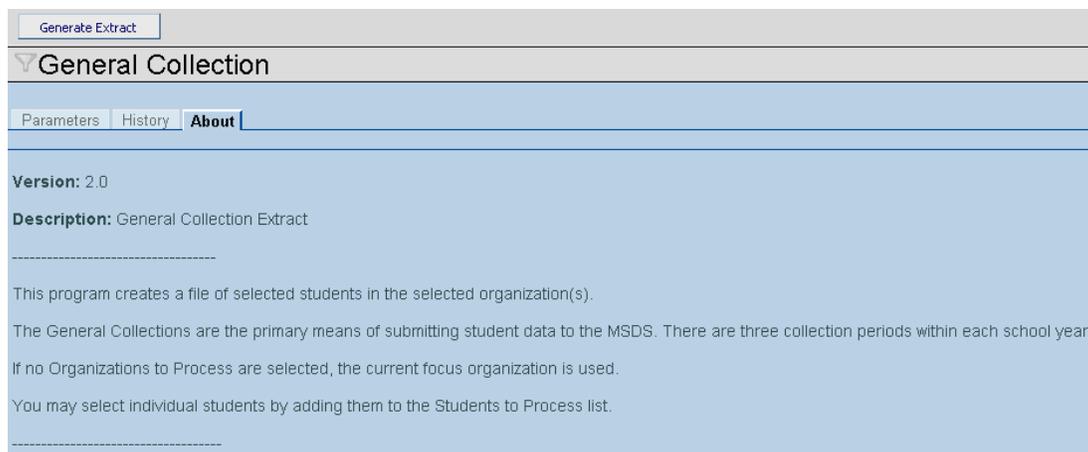
Figure 8 – About tab of the MSDS submission screen

BEFORE STARTING

Before starting to define the setup of the MSDS Data Reporting as outlined in this manual, the following items should be completed in Synergy SIS:

- The **Attendance** setup, including the District and School Attendance codes, as outlined in the *Synergy SIS - Attendance Administrator Guide.*

- The **Student Information** setup as outlined in the *Synergy SIS – Student Information Guide.*

To make the setup process go more smoothly, also gather the following information which is used during the setup process:

- The most recent list of valid MSDS codes should be available for reference from the State of Michigan CEPI website (http://www.michigan.gov/cepi). The lists of values can be accessed by going to the Collection Component Matrix. Click on a component name to open an Excel file of the component's details. Each Excel file has a tab called List Of Values.

- A list of **special needs programs** that are in use at each school. While every district must offer ELL and Special Education programs, there are a wide variety of other programs such as the 21st Century Program and Title I programs that may be offered to students.

- A **username and password for logging on to the MSDS**. This username and password must have access to all schools at the district and the district-level data as well.

- A **Synergy SIS logon** that has access to all schools at the district as well as the district-level data.

- The **state number for each school** and the **state number for the district**. These Education Entity Master (EEM) codes are used in the upload process to ensure the data is uploaded and credited to the correct district / school.

Other Setup Considerations

Prior to starting the setup process for MSDS in Synergy SIS, become familiar with the MSDS Collection Details Manual (available at http://www.michigan.gov/cepi) for information on how to access the MSDS system and the EEM. There are a number of documents and training tools available.

When running MSDS extracts, the job is processed on the designated **RT Process Service** for State Reporting. If processing for a large district, it may be necessary to increase the job execution time defined on the RT Process Service Setup screen to 60 minutes or more. For more information about the setup of the RT Process Service, see the *Synergy SIS – System Administrator Guide*.
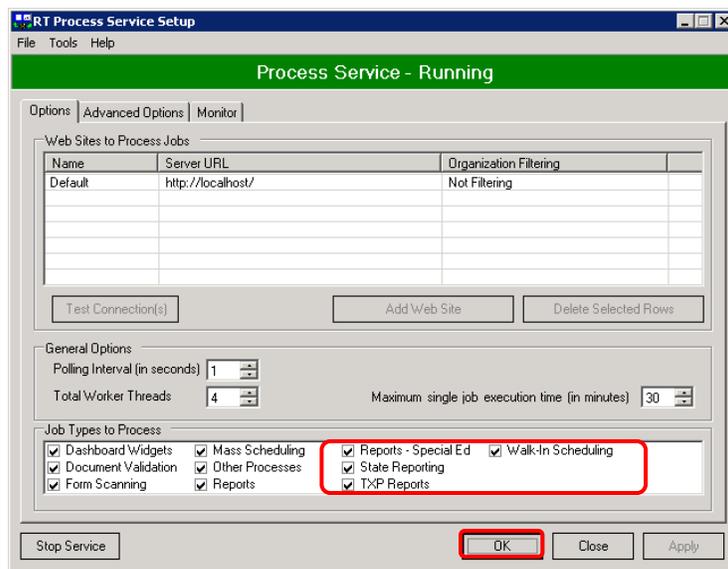
Figure 9 - RT Process Service Setup

Chapter Two: MSDS SETUP

In this chapter, the following topics are covered:

- ► The steps in the setup process
- ► System setup
- ► Lookup tables that need to be configured
- ► Lookup table maintenance instructions
- ► Organization setup
- ► District setup
- ► School setup
- ► Student programs setup

OVERVIEW OF THE SETUP PROCESS

To configure Synergy SIS to upload the necessary information to the state of Michigan, the following items need to be setup across the system. The recommended setup order is:

1. **System Setup** – override screens and properties

2. **Lookup Tables Setup** – update or add the needed state codes to all lookup tables

3. **Organization Setup** – enter the school and district EEM Codes in the Organization screen

4. **District Level Setup** – set the district-level options for the upload process

5. **School Setup** – setup school-level options.

6. **Student Programs Setup** - for those programs in use at the school or district, test assessment information and additional state codes must be entered. For detailed instructions on how to configure the programs data reporting, please see Chapter 3 of this guide.

SYSTEM SETUP

Install MI SRC

Install the Michigan state reporting lookup tables included with Michigan state reporting. **NOTE:** These tables should be installed as soon as possible after the initial install of the software since they will be needed for data conversion.

Install the Michigan state reporting extract programs.

Screen Overrides

Screens specific to Michigan clients have been created. These screens must be setup to display in place of the original screens.

1. Go to the **PAD Security** screen, found under **Synergy SIS> System> Security**.

2. Expand the **Synergy SIS** node.

3. Expand the **Student** node.

4. Click on the **Student** screen. Note: You will have to scroll back up to the top after clicking on the student screen.

5. Use the dropdown for the **View Substitution** field to select the **Student.MI** screen.

6. Click the **Save** button near the top of the screen.

7. Now expand the **Course History** node (under the Synergy SIS node).

8. Click on the **Student Course History** screen.

9. Use the dropdown for the **View Substitution** field to select the **Student Course History MI** screen.

10. Click the **Save** button near the top of the screen.

Property Overrides

Field labels can be change to better identify fields on a screen. To change a field label follow these instructions:

1. Go to the **Property Override** screen, found under **Synergy SIS> System> Setup**.

2. Expand the **K12** node.

3. Navigate to the screen in which the field is displayed.

4. Click on the field to change.

5. Scroll up to the top of the screen if necessary.

6. Enter the desired field **Label** in the Override section. **Short Label** may also be changed. To have the label display in **bold** enclose the label text in HTML bold tags (e.g. UIC).

7. Click the **Save** button near the top of the screen.

Follow the above instructions to change properties for the fields listed below:

Location	Field Name	Property
K12 > K12.EnrollmentInfo > StudentEnrollment	SREnrUserDD01	Label=S2E2 Code
K12 > K12.EnrollmentInfo > StudentEnrollment	SREnrUserDD02	Label=Student Residency
K12 > K12.EnrollmentInfo > StudentEnrollment	Withdrawal Reason Cd	Display=Code_Description Width=20
K12 > K12.EnrollmentInfo >StudentEnrollmentActivity	SREnrUserDD01	Label=S2E2 Code
K12 > K12.EnrollmentInfo >StudentEnrollmentActivity	SREnrUserDD02	Label=Student Residency
K12 > K12.EnrollmentInfo > StudentSchoolYear	SREnrUserDD01	Label=S2E2 Code
K12 > K12.EnrollmentInfo > StudentSchoolYear	SREnrUserDD02	Label=Student Residency
K12 > K12.EnrollmentInfo > StudentSOREnrollment	SREnrUserDD01	Label=S2E2 Code
K12 > K12.EnrollmentInfo > StudentSOREnrollment	SREnrUserDD02	Label=Student Residency
K12 > K12.EnrollmentInfo > StudentSOREnrollment	Withdrawal Reason Cd	Display=Code_Description Width=20
K12 > K12.ProgramInfo > ChildProgParticipation	ProgramCTDS	Label=Fiscal Entity Code
K12 > K12.ProgramInfo > ELL	DesCurrentCode	Label=LEP Funding Participation
K12 > K12.ProgramInfo > ELLHistory	DesCurrentCode	Label=LEP Funding Participation
K12 > School	StateSchoolCode	Label=State School Code
K12 > Student	StateStudentNumber	Label=UIC
K12 > K12.MI > StudentMI	Resident County	Default Value = ?? Mandatory = Y

If you plan to use Student Notifications, be sure there is a notification code set up for Special Ed. The Short Description should be "SPED". Go to **Synergy SIS> System> Setup> Person Notification Codes**.

Figure 10 – Person Notification Codes, SPED example

LOOKUP TABLES SETUP

There are several lookup tables required for the collections that need to be submitted to the state. These lookup tables need to be set up with the codes required by the state for certain categories of information, such as the enter codes and leave codes. These codes can change at any time, so be sure to check with the State of Michigan to get the latest codes and update the state codes as needed.

First, be sure the lookup tables sent with the Michigan state reporting updates have been installed. Once the tables have been installed, changes can be made.

 Caution – The "Code" column may be changed BEFORE any data imports. Never change the value of the "Code" column after data has been imported or entered in Synergy SIS.

 Caution – Old SIS Code must be entered in the Other SIS column before importing data.

The lookup tables used in state reporting are:

Node	--- **Lookup Table(s)** ---	
K12	Grade	Language
	Graduation Status	
K12.CourseHistoryInfo	Completion Status	Waiver Type
	Mark	
K12.CourseInfo	SCED Course Code	SCED Subject Area
	SCED Course Level	Subject Area
K12.Demographics	Family Code (State code for Unaccompanied Youth must be UY)	Resident County
		Summer Withdrawal Code
	Homeless	
K12.Demographics.MI	Race Ethnic Code	
K12.Enrollment	Attend Permit Reason	Program Code
	FTE	SR User DD 01 (S2E2 code)
	Instructional Setting	SR User DD 02 (Student
	Leave Code	Residency)

K12.ProgramInfo	Childhood Programs	IEP Init Result
	EC Pgm Delivery Method	IEP Init Timeliness
	EC Pgm Delivery Schedule	SpEd Exit Reason
	EC Pgm Exit Reason	SpEd Primary Disability
	EC SpEd Asmt Outcome	SpEd Primary Ed Setting
	EC SpEd Asmt Tool	SpEd Program Services
	ELL Des Code (used for LEP	SpEd Secondary Disability
	Funding Participation)	SpEd Support Services
	ELL Exit Reason	
	ELL Program Code	
	FRM Code	

K12.ProgramInfo.MI	Adult Ed Diploma GED Status	IFSP Ref Agency
	Adult Ed Funding	IFSP Result
	Adult Ed Program Code	IFSP Timeliness
	EC Funding Type	Part C Asmt Data Source
	EO Part C Exit Reason	Part C Asmt Outcome
	EO Primary Service Setting	Part C Asmt Parent Input
	EO Service Code	Part C Asmt Type
	EO Service Coord Agency	Part C Trans Timeliness
	EO Timely Start	Program Model (Adv / Acc)
	IEP Part C Trans Timeliness	Special Pgm Opt (Adv / Acc)

K12.ScheduleInfo	Instructional Strategy	

K12.Setup	District Number	Vaccination State Cod
	Entity Type Code	

K12.TestInfo.MI	OEAA Group Code	OEAA Test Type
	OEAA Research Code	

K12.VaccinationInfo	Exemptions	

Revelation	Ethnicity (State Code represents the POSITION in the six character ethnic field)	

Other codes required by the state are built into the Synergy SIS system or calculated from other values and do not require the lookup tables to be modified. The built-in codes are:
      Attendance Code
      Revelation.Country
      Revelation.Gender
      Revelation.State

The following lookup tables are needed for data conversion but can then be used for something else after the data conversion is complete:
      K12.CourseInfo.INSTRUCTIONAL_LEVEL
      K12.CourseInfo.SCHEDULE_PRIORITY (needed for data conversion but CANNOT be used for something else)
      K12.CourseInfo.STATE_CAT

The following lookup tables may be initially loaded from the State of Michigan updates for ease of use and can be changed to fit the district's needs:

      K12.RELATION_TYPE
      K12.Accommodation.CLASSROOM_ACCOMODATION
      K12.Accommodation.PLAN
      K12.Accommodation.NA_REASON
      K12.Enrollment.WITHDRAWAL_REASON_CODE

Lookup Table Maintenance Instructions

1. Go to the **Lookup Table Definition** screen, found under **Synergy SIS> System> Setup**.

2. Navigate to the code table to change.

3. Select the code table. Below is an example of the Enter Codes in K12.Enrollment.

Name: **Enter Code** Namespace: K12.Enrollment Locked: N

☐ Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless t

Lookup Values   Add

✕	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status Year Start	Year End
☐	1	0	E1	Enrolled	E1	19				
☐	2	0	EX	Exchange Student						
☐	3	0	PR	Promoted Within Lakewood District						
☐	4	10	E2	Re-Enter						
☐	5	20	R1	Previously In School						
☐	6	30	R2	Return from School						

Figure 11 – Enter Code Lookup Table

4. Click the **Add** button to add a new code.

5. Some codes are listed in order by ListOrder, some by code, and some by Description. The order in which the values are displayed may possibly be changed by entering the order number in the **ListOrder** column depending on how the lookup table was defined in the screen.

6. Enter a code in the **Code** column. Codes can usually be up to five characters. This value must be unique, but it is only used internally to link the tables in the database. It can be the same as the code used by the state but it can also be the district's own coding structure. **NOTE:** Never change the value of the "Code" column after data has been imported or entered in Synergy SIS.

7. Enter the description of the code in the **Description** column.

8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.

9. If the code chosen is different than the state code, enter the actual code used by the state in the **State Code** column.

10. If appropriate, a start year and end year may be entered in the **Status** column to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but is not available for selection for new transactions in the screen. For example, if a code is no longer valid after FY2008, select 2008 for the end year.

11. The **Alt Code 3** and **Alt Code SIF** are usually not used for state reporting. The checkbox at the top of the table **Use Code as the State Code** is generally not used. By default, the code in the Code column is used for state reporting, unless there is a code entered in the State Code. If a code is entered in the State Code column, that code is used.

12. Click the **Save** button at the top to save the changes.

To delete a code:

1. Click the box under the **X** column.

2. Click the **Save** button.

LOOKUP TABLE DEFINITIONS

Many of the lookup table codes come directly from the *MSDS Collection Details Manual* published by CEPI. Be sure to check for any changes to codes on a regular basis.

Grade

Student grade level is used in Enrollment records. State Code is used for the GradeOrSetting characteristic in the School Demographic component for state reporting. This table must be set up manually; it will not be imported from Michigan state reporting updates.

The Value column may be changed BEFORE importing or entering data in Synergy SIS. Additional values may be added; be sure to enter a valid state code if necessary. If your district does not use some of the values, enter an End Year of 2010 instead of deleting the row.

> **Note** – The Value used for K - 12 can be translated to grade by subtracting 100 then dividing by 10 (e.g., 200 - 100 = 100 / 10 = 10 (10th grade), 140 - 100 = 40 / 10 = 4 (4th grade)).

> **Caution** – The grade codes in the import files from your old SIS system must be entered in the Other SIS column BEFORE importing data.

Name Space	Table Name
K12	Grade

Suggested Values:

Order	Value	Description	Other SIS	State Code	Alt Code 3
0	070	Pre K	PK		
0	080	PS	PS		
1	090	Early Childhood / Early On	EC	30	
2	100	K	0	00	

Order	Value	Description	Other SIS	State Code	Alt Code 3
3	110	01	1	01	
4	120	02	2	02	
5	130	03	3	03	
6	140	04	4	04	
7	150	05	5	05	
8	160	06	6	06	
9	170	07	7	07	
10	180	08	8	08	
11	190	09	9	09	
12	200	10	10	10	
13	210	11	11	11	
14	220	12	12	12	
15	230	12+	13	12	
16	250	UNG-Elem	17	14	
17	260	UNG-Sec	18	14	
18	270	IEP / Special Ed	14	14	
19	300	Adult Ed	20	20	

Graduation Status

The Graduation Status codes lookup table must contain any of the exit reasons that have to do with graduation.

Name Space	Table Name
K12	GRADUATION_STATUS

Values: (**as of May 2012** — see the current *MSDS Collection Details Manual* published by CEPI for valid codes.)

Order	Value	Description	Old SIS	State Code	Alt Code 3
10	01	Graduated from general education with a high school diploma		01	
20	02	Graduated from general education with a high school diploma and applied to a degree-granting college or university		02	
30	03	Graduated from an alternative program with a high school diploma		03	
40	04	Graduated from general education with a high school diploma and applied to a non-degree granting institution.		04	
50	05	Completed general education with an equivalency certificate (GED).		05	
60	06	Completed general education with other certificate		06	
200	20	Special education - Received certificate of		20	

Order	Value	Description	Old SIS	State Code	Alt Code 3
		completion and exited the K-12 system			
210	21	Special education - Received certificate of completion and exited the K-12 system		21	
400	40	Graduated from a Middle College with both a high school diploma and an Associates' Degree or other advanced certificate		40	
410	41	Graduated from a Middle College with only a high school diploma		41	
420	42	Graduated from another district		42	

Language

This lookup table contains languages spoken by students in the district. The table included with Michigan state reporting contains all the languages listed in the CEPI manual; however, your district probably uses only a select few. Change the value in the Order column to show the languages most frequently used at the top of the drop down list. An End Year of 2010 may be entered on the languages not used so they do not display in the list. If an End Year is entered, it can be removed in the event that a student comes into the district that speaks a language not used previously in the district.

> **Caution** – The language codes in the import files from your old SIS system must be entered in the Other SIS column BEFORE importing data.

Name Space	Table Name
K12	LANGUAGE

Values:

Order	Value	Description	Other SIS	State Code	Alt Code 3
0	eng	English	0	eng	
0	spa	Spanish	1	spa	
0	hmn	Hmong	23	hmn	
		See the MSDS manual for other valid codes. Add other values as needed. Hide values by entering an End Year. Change the sequence of values by entering sequence numbers in the Order column.			

Relation Type

This table it included as a service to the client. It is not used in state reporting. These are suggested values only; clients may update with any values they choose.

Name Space	Table Name
K12.	RELATION_TYPE

Values:

Order	Value	Description	Other SIS	State Code	Alt Code 3
11	M	Mother			
12	MS	Stepmother			
13	MF	Foster Mother			
..	..	..			
21	F	Father			
22	FS	Step-Father			
23	FF	Foster Father			
		See remaining suggested values.			

Classroom Accommodation

This table it included as a service to the client. It is not used in state reporting. These are suggested values only; clients may update with any values they choose.

Name Space	Table Name
K12.Accommodation	CLASSROOM_ACCOMMODATION

Values:

Order	Value	Description	Other SIS	State Code	Alt Code 3
	WC	Wheelchair Access			
	VI	Visually Impaired Accommodation			
	PI	Physically Impaired Accommodation			

Plan

This table it included as a service to the client. It is not used in state reporting. These are suggested values only; clients may update with any values they choose.

Name Space	Table Name
K12.Accommodation	PLAN

Values:

Order	Value	Description	Other SIS	State Code	Alt Code 3
	PI	Physically Impaired			
	VI	Visually Impaired			
	HI	Hearing Impaired			

NA Reason

This table it included as a service to the client. It is not used in state reporting. These are suggested values only; clients may update with any values they choose.

Name Space	Table Name
K12.Accommodation	NA_REASON

Values:

Order	Value	Description	Other SIS	State Code	Alt Code 3
	1	Needs values (MI)			

Completion Status

Course completion status is entered on Student Course History records and is used in the Teacher Student Data Link collection.

Name Space	Table Name
K12.CourseHistoryInfo	COMPLETION_STATUS

Values: (**as of May 2012** — see the current *MSDS Collection Details Manual* published by CEPI for valid codes.)

Order	Value	Description	Other SIS	State Code	Alt Code 3
0	AU	Audit		AU	
0	TO	Tested Out		TO	
0	OE	Ongoing Enrolled		OE	
0	CP	Completed/Passed		CP	
0	CF	Completed/Failed		CF	
0	CS	Completed/Grade 14 Only		CS	
0	WE	Withdrawn/Exited		WE	
0	WP	Withdrawn/Passing		WP	
0	WF	Withdrawn/Failing		WF	
0	I	Incomplete		I	

Mark

This lookup table is used in Course History and Teacher Student Data Link (TSDL). Alt Code 3 must contain the course completion status associated with the mark. This value will be used in TSDL. The Value column must match the setup in **Synergy SIS> Grading> Setup> Mark Definition**.

Name Space	Table Name
K12.CourseHistoryInfo	MARK

Suggested Values:

Order	Value	Description	Other SIS	State Code	Alt Code 3
10	A+	A+ (100%)			CP
20	A	A (93%-99%)			CP
30	A-	A- (90%-92%)			CP
40	B+	B+ (87%-89%)			CP
50	B	B (83%-86%)			CP
60	B-	B- (80%-82%)			CP
70	C+	C+ (77%-79%)			CP
80	C	C (73%-76%)			CP
90	C-	C- (70%-72%)			CP
100	D+	D+ (67%-69%)			CP
110	D	D (63%-66%)			CP
120	D-	D- (60%-62%)			CP
130	E+	E+ (57%-59%)			CF
140	E	E (53%-56%)			CF
150	E-	E- (50%-52%)			CF
160	F	F (LT 50%)			CF
170	I	Incomplete			I
300	CR	Credit			AU
310	CS	Complete/Grade 14 only			CS
320	NC	No Credit			AU
330	TO	Tested Out			TO
340	WE	Withdraw/Exit			WE
350	WF	Withdraw/Fail			WF
360	WP	Withdraw/Pass			WP
400	P	Proficient			
410	NP	Not Proficient			
420	S	Satisfactory			
430	N	Needs Improvement			
440	U	Unsatisfactory			
500	AU	Audit			AU
510	OE	Ongoing Enrollment			OE

Waiver Type

The Course waiver type is used in Personal Curriculum Modification (course waivers).

Name Space	Table Name
K12.CourseHistoryInfo	WAIVER_TYPE

Values (as of May 2012):

Order	Value	Description	Other SIS	State Code	Alt Code 3

Order	Value	Description	Other SIS	State Code	Alt Code 3
0	1	IEP		1	
0	2	Transfer		2	
0	3	General Advanced		3	
0	4	General Modified		4	

Instructional Level

The Instructional Level lookup table must contain the same values as SCED Course Level. This field is used for SCED Course Level in the data conversion. The value is then moved to the SCED Course Level field as part of the conversion process. After all data has been imported, this table may be used for something else.

Name Space	Table Name
K12.CourseInfo	INSTRUCTIONAL_LEVEL

Values:

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	R	Regular (Default)	01	01	
2	H	Honors	02	02	
3	P	Pre-Advanced	03	03	
4	A	Advanced Placement	04	04	
5	B	International Baccalaureate	05	05	
6	N	Not Applicable	06	06	
7	D	Dual Enrollment/Early Middle College (TSDL)	07	07	
8	C	Concurrent Enrollment (TSDL)	08	08	
99	O	Other	00	00	

SCED Course Code

These are the course codes defined by the National Center for Education Statistics (NCES). This table must be updated with the Michigan state reporting version since the Synergy SIS table contains only the Secondary Codes.

Name Space	Table Name
K12.CourseInfo	SCED_COURSE_CODE

Values:

Order	Value	Description	Other SIS	State Code	Alt Code 3
0	01002	English/Language Arts II (10th grade)			
0	01003	English/Language Arts III (11th grade)			

Order	Value	Description	Other SIS	State Code	Alt Code 3
0	01004	English/Language Arts IV (12th grade)			
		MI node contains both Secondary (01000-22999) and Prior-To-Secondary (51000-73999) Course Codes... Too many to list all.			

SCED Course Level

The SCED Course Level is used in Student Teacher Data Link.

Name Space	Table Name
K12.CourseInfo	SCED_COURSE_LEVEL

Values:

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	R	Regular (Default)		01	
2	H	Honors		02	
3	P	Pre-Advanced		03	
4	A	Advanced Placement		04	
5	B	International Baccalaureate		05	
6	N	Not Applicable		06	
7	D	Dual Enrollment/Early Middle College (TSDL)		07	
8	C	Concurrent Enrollment (TSDL)		08	
99	O	Other		00	

SCED Subject Area

These are the subject area codes defined by the National Center for Education Statistics (NCES). This table must be updated with the Michigan state reporting version since the Synergy SIS table only contains the Secondary Codes.

Name Space	Table Name
K12.CourseInfo	SCED_SUBJECT_AREA

Values:

Order	Value	Description	Other SIS	State Code	Alt Code 3
0	01	(Sec) English Language and Literature			
0	02	(Sec) Mathematics			
0	51	(PTS) English Language and Literature			
0	52	(PTS) Mathematics			
		MI node contains both Secondary (01-22) and Prior-To-Secondary Subject Area Codes (51-73)			

Schedule Priority

Schedule Priority is used in the schedule builder. This table is included with Michigan state reporting because the Other SIS value is needed for data conversion.

Name Space	Table Name
K12.CourseInfo	SCHEDULE_PRIORITY

Values:

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	1	Core (High)	1		
5	5	Elective (Low)	5		

State Cat

The State Category lookup table must contain the same values as SCED Course Code for data conversion. This field is used for SCED Course Code in the data conversion. The value is then moved to the SCED Subject Area and SCED Course Code fields as part of the conversion process. After all data has been imported, this table may be used for something else.

Name Space	Table Name
K12.CourseInfo	STATE_CAT

Values:

Order	Value	Description	Other SIS	State Code	Alt Code 3
0	01001	English/Language Arts I (9th grade)			
0	01002	English/Language Arts II (10th grade)			
0	01003	English/Language Arts III (11th grade)			
0	01004	English/Language Arts IV (12th grade)			
		Contains both Secondary (01000-22999) and Prior-To-Secondary (51000-73999) Course Codes... Too many to list all.			

Subject Area

Subject Area is used for graduation requirements and for course waivers. The subject areas listed below with WAIVER in the description MUST be included for course waiver (Personal Curriculum Credit Modification) exactly as shown. The district may choose to enter additional subject areas but these must stay as listed.

Name Space	Table Name
K12.CourseInfo	SUBJECT_AREA

Values 01-22 are suggested values. Values 1 - 8 are required values.

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	01	English Language and Literature			
2	02	Mathematics			
3	03	Life and Physical Sciences			
4	04	Social Sciences and History			
5	05	Fine and Performing Arts			
6	06	Foreign Language and Literature			
7	07	Religious Education and Theology			
8	08	Physical Health and Safety Education			
9	09	Military Science			
10	10	Computer and Information Sciences			
11	11	Communications and Audio/Visual Technology			
12	12	Business and Marketing			
13	13	Manufacturing			
14	14	Health Care Sciences			
15	15	Public Protective and Government Service			
16	16	Hospitality and Tourism			
17	17	Architecture and Construction			
18	18	Agriculture Food and Natural Resources			
19	19	Human Services			
20	20	Transportation Distribution and Logistics			
21	21	Engineering and Technology			
22	22	Miscellaneous			
99	1	(WAIVER) English Language Arts		1	
99	2	(WAIVER) Mathematics		2	
99	3	(WAIVER) Science		3	
99	4	(WAIVER) Social Studies		4	
99	5	(WAIVER) Visual Performing and Applied Arts		5	
99	6	(WAIVER) World Languages		6	
99	8	(WAIVER) Health/Physical Education		8	

Family Code

Family Code is found in student demographics. The UY code in the State Code column is used in state reporting to flag Unaccompanied Youths.

Name Space	Table Name
K12.Demographics	FAMILY_CODE

Suggested Values: "UY" in the State Code column is required for Unaccompanied Youth.

Order	Value	Description	Other SIS	State Code	Alt Code 3
0	1	One Adult Family			
0	2	Two Adult Family			
0	3	One Adult Foster Home			
0	4	Two Adult Foster Home			
0	5	Unaccompanied Youth		UY	
0	6	Other			

Homeless

These are the Homeless codes used for state reporting.

Name Space	Table Name
K12.Demographics	HOMELESS

Values (**as of May** *2012 — see the current* [MSDS Collection Details Manual](#) *published by CEPI for valid codes.):*

Order	Value	Description	Other SIS	State Code	Alt Code 3
99	S	Shelters		10	
99	T	Transitional Housing		11	
99	F	Awaiting Foster Care Placement / Temporary Foster Care		12	
88	D	Doubled-Up		13	
99	H	Hotel/Motel		14	
99	U	Unsheltered		15	

Resident County

This lookup table contains the county codes used in state reporting. This lookup table must be loaded from the Michigan state reporting updates since it is specific to MI. The order can be changed to display the most used counties at the top of the list. Hide values that will not be used by entering an End Date of 2010.

Name Space	Table Name
K12.Demographics	RESIDENT_COUNTY

Values:

Order	Value	Description	Other SIS	State Code	Alt Code 3
99	AC	Alcona		01	
99	AG	Alger		02	
99	AL	Allegan		03	

Order	Value	Description	Other SIS	State Code	Alt Code 3
99	AP	Alpena		04	
99	AN	Antrim		05	
99	AR	Arenac		06	
		See list of counties on MSDS website			

Summer Withdrawal Codes

The Summer Withdrawal Codes are used for the exit reason and are the same as Leave Codes.

Name Space	Table Name	Owned By Product
K12.Demographics	SUMMER_WITHDRAWAL_CODES	No

Values (as of May 2012):

Order	Value	Description	Other SIS	State Code	Alt Code 3
0	NS	No Show - Student NEVER attended district			
0	00	Not enrolled		00	
1	01	Graduated from GenEd with HS diploma		01	
2	02	Graduated from GenEd with HS diploma and applied to college		02	
3	03	Graduated from AltEd with HS diploma		03	
4	04	Graduated from AltEd with HS diploma and applied to college		04	
5	05	Completed general education with an equivalency certificate (GED)		05	
6	06	Completed general education with other certificate		06	
7	07	Dropped out of school		07	
8	08	Enrolled in another public school district in Michigan		08	
9	09	Moved out of state		09	
10	10	Expelled from the school district (no further services)		10	
11	11	Enlisted in military or Job Corps		11	
12	12	Deceased		12	
13	13	Adjudicated		13	
14	14	Enrolled in home school		14	
15	15	Enrolled in non-public school		15	
16	16	Unknown		16	
17	17	Placed in a recovery or rehabilitative program		17	
18	18	Left adult education		18	
19	19	Expected to continue in the same school district		19	
20	20	Special education - Received certificate of		20	

Order	Value	Description	Other SIS	State Code	Alt Code 3
		completion and exited the K-12 system			
21	21	Special education - Reached maximum age and exited the K-12 system		21	
30	30	Exited early childhood or Early On® program/service		30	
40	40	Graduated from a Middle College with both a high school diploma and an Associates' Degree or other advanced certificate		40	
41	41	Graduated from a Middle College with only a high school diploma		41	
42	42	Graduated from another district		42	
99	TR	Transferred to another school in the same district.		19	

Race Ethnic Code

These codes are used to rank race/ethnic codes for state reporting. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name
K12.Demographics.MI	RACE_ETHNIC_CODE

Values:

Order	Value	Description	Other SIS	State Code	Alt Code 3
0	0	Not Applicable			
0	1	Primary			
0	2	Secondary			
0	3	Tertiary			
0	4	Quaternary			
0	5	Quinary			
0	6	Senary			

Attend Permit Reason

The Attend Permit Reason codes are used when a student is attending a school other than his/her school of residence. This table it included as a service to the client. It is not used in state reporting. These are suggested values only; clients may update with any values to fit the district's needs.

Name Space	Table Name
K12.Enrollment	ATTEND_PERMIT_REASON

Values (**as of May 2012** — *see the current MSDS Collection Details Manual published by CEPI for valid codes.*):

Order	Value	Description	Other SIS	State Code	Alt Code 3
99	PE	Parent Employment			
99	SA	Student Assignment			
99	MAG	Magnet			
99	ALTCS	Alternate course of study			
99	GATE	GATE			
99	SOCID	School of Choice - in district			
99	AT	Administrative Transfer			
99	DT	Disciplinary Transfer			
99	SE	Special Education			
99	GEN	General Reasons			
99	SOCOD	School of Choice - out of district			

FTE

The FTE codes are used to indicate a student's Full Time Equivalency (FTE) for state reporting. These codes are used in the drop down for the Gen Ed FTE field in Enrollment and for the two Special Ed FTE fields.

Name Space	Table Name
K12.Enrollment	FTE

Values:

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	0.01	0.01		0.01	
2	0.02	0.02		0.02	
3	0.03	0.03		0.03	
.					
.					
97	0.97	0.97		0.97	
98	0.98	0.98		0.98	
99	0.99	0.99		0.99	
100	1.00	1.00		1.00	

Instructional Setting

The Instructional Setting table is included as a service to the client. It is not used in state reporting. These are suggested values only; clients may update with any values to fit the district's needs.

Name Space	Table Name
K12.Enrollment	INSTRUCTIONAL_SETTING

Values (**as of May 2012** — *see the current [MSDS Collection Details Manual](#) published by CEPI for valid codes.):*

Order	Value	Description	Other SIS	State Code	Alt Code 3
99	RE	Regular Ed			
99	SE	Special Ed			

Leave Code

The Enrollment leave codes are used for the exit reason in MSDS collections.

Name Space	Table Name	Owned By Product
K12.Enrollment	LEAVE_CODE	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
0	00	Not enrolled		00	
1	01	Graduated from GenEd with HS diploma		01	
2	02	Graduated from GenEd with HS diploma and applied to college		02	
3	03	Graduated from AltEd with HS diploma		03	
4	04	Graduated from AltEd with HS diploma and applied to college		04	
5	05	Completed general education with an equivalency certificate (GED)		05	
6	06	Completed general education with other certificate		06	
7	07	Dropped out of school		07	
8	08	Enrolled in another public school district in Michigan		08	
9	09	Moved out of state		09	
10	10	Expelled from the school district (no further services)		10	
11	11	Enlisted in military or Job Corps		11	
12	12	Deceased		12	
13	13	Adjudicated		13	
14	14	Enrolled in home school		14	
15	15	Enrolled in non-public school		15	
16	16	Unknown		16	
17	17	Placed in a recovery or rehabilitative program		17	
18	18	Left adult education		18	
19	19	Expected to continue in the same school district		19	
20	20	Special education - Received certificate of completion and exited the K-12 system		20	

Order	Value	Description	Other SIS	State Code	Alt Code 3
21	21	Special education - Reached maximum age and exited the K-12 system		21	
30	30	Exited early childhood or Early On® program/service		30	
40	40	Graduated from a Middle College with both a high school diploma and an Associates' Degree or other advanced certificate		40	
41	41	Graduated from a Middle College with only a high school diploma		41	
42	42	Graduated from another district		42	
9999	TR	Transferred within district		19	

Program Code

The Program code is used in Enrollment. This table it included as a service to the client. It is not used in state reporting. These are suggested values only; clients may update with any values they choose.

Name Space	Table Name	Owned By Product
K12.Enrollment	PROGRAM_CODE	No

Suggested Values:

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	RE	Regular Education			RE
1	RS	Regular and Special Ed			RS
1	SE	Special Education			SE
1	Alt	Alternative Education			Alt
1	SW	Seat Waiver			SW
1	AE	Adult Ed			AE

SR_User_DD_01

Enrollment State Reporting User Dropdown 01 code is used for S2E2 code.

Name Space	Table Name	Owned By Product
K12.Enrollment	SR_USER_DD_01	No

Values:

Order	Value	Description	Other SIS	State Code	Alt Code 3
		This table should contain the state id number for districts providing SpEd services to this district. State ID number should be in Value and in AltCode2.			
0	23060	Grand Ledge Public Schools		23060	
0	33020	Lansing School District		33020	
0	34090	Lakewood Public School District		34090	
0	41010	Grand Rapids Public Schools		41010	
0	41026	Wyoming Public Schools		41026	
0	59080	Tri-County Schools		59080	
0	81050	Dexter School District		81050	
0	25010	Flint, School District of the City of		25010	
0	25030	Grand Blanc Community Schools		25030	
		This table will contain all district IDs from the State of Michigan. Change List Order to put the most used districts at the top of the dropdown list. Add an End Year to hide values from the dropdown list.			

SR_User_DD_02

The Enrollment State Reporting User Dropdown 02 code is used for Student Residency code.

Name Space	Table Name
K12.Enrollment	SR_USER_DD_02

Values (**as of May 2012** — *see the current MSDS Collection Details Manual published by CEPI for valid codes.):*

Order	Value	Description	Other SIS	State Code	Alt Code 3
99	01	Non-resident pupil from a non-K-12 district enrolled in the operating LEA		01	
99	02	Sec. 105 Schools of Choice		02	
99	03	Sec. 105c Schools of Choice		03	
99	04	Non-resident, non-public pupil enrolled in the operating LEA and taking non-essential curriculum or advanced placement course		04	
99	05	Non-resident pupil enrolled in the operating LEA who has not been released by the resident district and is not Sec. 6(6) (g) exempt		05	
99	06	Non-resident pupil in any other category enrolled in the operating LEA.		06	
99	07	Home-schooled non-resident enrolled in non-		07	

Order	Value	Description	Other SIS	State Code	Alt Code 3
		essential curriculum or advanced placement course			
99	08	Resident, non-public pupil attending the operating LEA and taking non-essential curriculum or advanced placement course		08	
99	09	Pupil enrolled in an approved, on-grounds, juvenile detention facility or child-caring institute		09	
99	10	Pupil counted by a new Public School Academy authorized by a local school district, also counted by the authorizing district during the immediately prior supplemental (February) FTE count (new PSA, fall count only)		10	
99	11	School for the Deaf/blind MSB-Low Incidence Outreach		11	
99	12	Section 6(4) (d) non-special education juvenile detention		12	
99	13	Emotionally impaired served by DCH facility		13	
99	14	All other students receiving services from the ISD		14	
99	15	Home-schooled resident enrolled in non-essential curriculum or advanced placement course		15	

Withdrawal Reason Code

Optionally, the Withdrawal Reason Codes can be updated from Michigan state reporting. One district requested this table include all district codes and all state codes because they keep track of where the student went. These codes are not used for Michigan state reporting at this time.

Name Space	Table Name	Owned By Product
K12.Enrollment	WITHDRAWAL_REASON_CODE	No

Suggested Values:

Order	Value	Description	Other SIS	State Code	Alt Code 3
88	WR1	School identified for Federal School Improvement			
88	WR2	School identified as persistently dangerous			
88	WR3	Individual Transfer Option (victim of a violent crime or criminal act)			
88	WR4	Pregnancy / Biological Parent of a Child			
999	01010	Alcona Community Schools			
		May contain all Michigan school district codes.			
888	AK	Alaska			

Order	Value	Description	Other SIS	State Code	Alt Code 3
		May contain all state codes.			
		May contain other codes defined by the district. These codes are not used in state reporting at this time.			

Childhood Programs

The Childhood Programs codes are used in Childhood Program Participation.

Name Space	Table Name	Owned By Product
K12.ProgramInfo	CHILDHOOD_PROGRAMS	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
99	01	Great Start Readiness Program (GSRP)		01	
99	03	Head Start		03	
99	04	Title I Preschool		04	
99	05	Child Care		05	
99	06	Even Start Family Literacy Program		06	
99	10	Early Head Start		10	
99	11	Great Parents Great Start (GPGS)		11	
99	17	Tuition-Based Preschool		17	
99	99	Other Program		99	

EC Program Delivery Method

The EC Program Delivery Method codes are used for Early Childhood programs. This lookup table must be loaded from the MI SRC area since it is specific to MI.

Name Space	Table Name	Owned By Product
K12.ProgramInfo	EC_PGM_DELIVERY_METHOD	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
99	1	School based		1	
99	2	Community based		2	
99	3	Home based		3	

EC Program Delivery Schedule

The EC Program Delivery Schedule codes are used for Early Childhood programs. This lookup table must be loaded from the Michigan state reporting updates since it is specific to MI.

Name Space	Table Name	Owned By Product
K12.ProgramInfo	EC_PGM_DELIVERY_SCHEDULE	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	1	Part-Day 4 Days Per Week		01	
2	2	Part-Day 5 Days Per Week		02	
3	3	Part-Day Home Based		03	
4	4	All-Day Alternate Day		04	
5	5	Full-Day 4 Days Per Week		05	
6	6	Full-Day 5 Days Per Week		06	
7	7	Served by Family Child Care Center		07	
8	8	Other		08	

EC Program Exit Reason

The EC Program Exit Reason codes are used for Early Childhood programs. This lookup table must be loaded from the MI SRC area since it is specific to MI.

Name Space	Table Name	Owned By Product
K12.ProgramInfo	EC_PGM_EXIT_REASON	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
99	063	Program Completed		063	
99	064	Parent Initiated Transfer		064	
99	065	Program Initiated Transfer (e.g. special ed referral)		065	
99	066	Child's Behavior does not meet expectations (e.g. expulsion)		066	
99	067	Parent Withdrew Child (e.g. moved, no info on subsequent pgm)		067	
99	068	Death of Child		068	
99	069	Program Termination (e.g. license expired, lack of enrollment, insufficient funds, staffing issues, bldg condemned, etc.)		069	
99	999	Other Reason or Reason Unknown/Undetermined		999	

EC SPED Assessment Outcome

The Early Childhood Special Ed Assessment Outcome codes lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo	EC_SPED_ASMT_OUTCOME	No

Values:

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	1	1 - Not Yet		1	
2	2	2 - Between Not Yet and Emerging		2	
3	3	3 - Emerging		3	
4	4	4 - Between Emerging and Somewhat		4	
5	5	5 - Somewhat		5	
6	6	6 - Between Somewhat and Completely		6	
7	7	7 - Completely		7	

EC SPED Assessment Tool

The Early Childhood Special Ed Assessment Tool codes lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo	EC_SPED_ASMT_TOOL	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
99	01	AEPS		01	
99	02	FULL Battelle		02	
99	03	Battelle SCREENER		03	
99	04	Brigance		04	
99	05	Carolina		05	
99	06	COR		06	
99	07	Creative Curriculum Development		07	
99	08	LAP-3		08	
99	09	Part C Exit Tool: AEPS		09	
99	10	Part C Exit Tool: Battelle		10	
99	11	Part C Exit Tool: Bayley		11	
99	12	Part C Exit Tool: Brigance		12	
99	13	Part C Exit Tool: Carolina		13	
99	14	Part C Exit Tool: EIDP		14	
99	15	Part C Exit Tool: E-LAP		15	

Order	Value	Description	Other SIS	State Code	Alt Code 3
99	16	Part C Exit Tool: HELP		16	
99	17	Part C Exit Tool: IDA		17	
99	18	Part C Exit Tool: Other		18	ReqDesc

ELL DES Code

The ELL DES codes are used for LEP Funding Participation.

Name Space	Table Name	Owned By Product
K12.ProgramInfo	ELL_DES_CODE	No

Values (**as of 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
99	6841	Title III Limited English Proficient Program		6841	
99	6842	Title III Immigrant Education Program		6842	
99	6843	Section 41 - Pupils of Limited English Ability		6843	
99	6844	Locally Funded English Acquisition Program		6844	

ELL Exit Reason

The ELL Exit Reason codes lookup table is a Synergy SIS table that must contain the Michigan LEP exit reason codes. The table may be loaded from the Michigan state reporting updates or maintained manually.

Name Space	Table Name	Owned By Product
K12.ProgramInfo	ELL_EXIT_REASON	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
0	50	Student scored in the proficient range on the ELP test		50	
0	51	Student left school		51	
0	52	Parent Request		52	
0	53	Student graduated		53	
0	54	Other		54	

ELL Program Code

The ELL Program Code lookup table is a Synergy SIS table that must contain the Michigan LEP program codes. The table may be loaded from the Michigan state reporting updates or maintained manually.

Name Space	Table Name	Owned By Product
K12.ProgramInfo	ELL_PROGRAM_CODE	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
99	05	Bilingual Dual-Language Instruction		05	
99	06	Bilingual Two-Way Immersion		06	
99	07	Transitional Bilingual Instruction		07	
99	08	Bilingual Heritage Language Instruction		08	
99	09	English As a Second Language (ESL) Instruction		09	
99	10	Sheltered ESL Instruction		10	
99	11	Structured English Immersion		11	
99	12	Content-based English as a Second Language		12	
99	13	Newcomer Program		13	
99	14	Other Program		14	
99	15	Refused Services		15	
99	16	No Services Offered		16	

FRM Code

The FRM Code lookup table is a Synergy SIS table that must contain the Michigan Supplemental Nutrition Eligibility (SNE) codes. The table may be loaded from the Michigan state reporting updates or maintained manually.

Name Space	Table Name	Owned By Product
K12.ProgramInfo	FRM_CODE	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
0	F	Free	F	1	
0	R	Reduced	R	2	
0	DC	Direct Certification	F	1	
0	NE	Not Eligible	N		

Initial IEP Result Codes

The Initial IEP Result codes lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo	IEP_INIT_RESULT	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	1	Student was found eligible		1	
2	2	Student was found not eligible		2	
3	3	Student found eligible, services refused.		3	

Initial IEP Timeliness Codes

The Initial IEP Timeliness codes lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo	IEP_INIT_TIMELINESS	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	11	IEP Completed within 30 school days		11	
2	12	IEP Completed within 30 extended timeline		12	
3	22	Child moved into Michigan from another state with a Current IEP		22	
4	13	IEP Not Timely: Parent did not make child available		13	
5	14	IEP Not Timely: Timeline began in previous district		14	
6	15	IEP Not Timely: Personnel not available for Evaluation		15	
7	16	IEP Not Timely: Personnel not available for IEP		16	
8	17	IEP Not Timely: External reports not available		17	
9	18	IEP Not Completed: Student died		18	
10	19	IEP Not Completed: Parent withdrew consent		19	
11	20	IEP Not Completed: Parent did not make child available		20	
12	21	IEP Not Completed: Student moved		21	

SPED Exit Reason

The Special Ed Exit Reason codes lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo	SPED_EXIT_REASON	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
30	30	IEP team determined student no longer in need of special education services or programs		30	
31	31	Parent revoked consent for student to receive special education services or programs		31	

SPED Primary Disability

The Special Ed Primary Disability codes lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo	SPED_PRIMARY_DISABILITY	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
5	05	Cognitive Impairment		05	
6	06	Emotional Impairment		06	
7	07	Hearing Impairment		07	
8	08	Visual Impairment		08	
9	09	Physical Impairment		09	
10	10	Speech & Language Impairment		10	
11	11	Early Childhood Developmental Delay		11	
13	13	Specific Learning Disability		13	
14	14	Severe Multiple Impairment		14	
15	15	Autism Spectrum Disorder		15	
16	16	Traumatic Brain Injury		16	
17	17	Deaf-Blindness		17	
20	20	Other Health Impairment		20	

SPED Primary Education Setting

The Special Ed Primary Education Setting codes lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo	SPED_PRIMARY_ED_SETTING	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
2	02	Public or Private Special Education School Building at Public Expense		02	
3	03	Public or Private Residential Facility at Public Expense		03	
5	05	Correctional Facility		05	
6	06	Homebound/Hospitalized		06	
7	07	Parentally Placed in Private School or Home school at Private/Parent Expense		07	
11	11	Inside the general education classroom 80 percent or more of the school day		11	
12	12	Inside the general education classroom 40 percent to 79 percent of the school day		12	
13	13	Inside the general education classroom less than 40 percent of the school day		13	
22	22	Early Childhood Special Education Program		22	
23	23	Home (ages 3-5)		23	
25	25	Residential Facility		25	
26	26	Separate School		26	
27	27	Service Provider Location		27	
31	31	Home (ages birth - 3)		31	
38	38	Other Setting		38	
41	41	Community-Based Setting		41	
46	46	Regular EC program at least 10 hrs/wk, majority of SE hrs. in EC program (A1)		46	
47	47	Regular EC program at least 10 hrs/wk, majority of SE hrs. in other location (A2)		47	
48	48	Regular EC program less than 10 hrs/wk, majority of SE hrs. in EC program (B1)		48	
49	49	Regular EC program less than 10 hrs/wk, majority of SE hrs. in other location (B2)		49	

SPED Program Services

The Special Ed Program Services codes lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo	SPED_PROGRAM_SERVICES	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
110	110	Programs for Mild Cognitive Impairment		110	
120	120	Programs for Moderate Cognitive Impairment		120	
130	130	Programs for Severe Cognitive Impairment		130	
140	140	Programs for Emotional Impairment		140	
150	150	Programs for Learning Disabled		150	
160	160	Programs for Hearing Impairment		160	
170	170	Programs for Visual Impairment		170	
180	180	Programs for Physical or Other Health Impairment		180	
190	190	Programs for Severe Multiple Impairment		190	
191	191	Early Childhood Special Education (Classroom) Program		191	
192	192	Programs for Severe Language Impairment		192	
193	193	Programs for Autism Spectrum Disorder		193	
194	194	Elementary or Secondary-Level Resource Program		194	
270	270	Early Childhood Special Education Services		270	

SPED Secondary Disability

The Special Ed Secondary Disability codes lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo	SPED_SECONDARY_DISABILITY	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
22	22	Legally Blind		22	
24	24	Deaf		24	

SPED Support Services

The Special Ed Support Services codes lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo	SPED_SUPPORT_SERVICES	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
200	200	Teacher Consultant (T.C.) Autistic Impairment		200	
210	210	T.C. Mentally Impaired		210	
220	220	T.C. Emotionally Impaired		220	
230	230	T.C. Learning Disabled		230	
240	240	T.C. Hearing Impaired		240	
250	250	T.C. Visually Impaired		250	
260	260	T.C. Physically & Otherwise Health Impaired		260	
280	280	Homebound/Hospitalized		280	
290	290	Speech and Language Impaired		290	
291	291	Adaptive Physical Education		291	
310	310	School Social Worker		310	
320	320	School Psychologist		320	
360	360	Occupational Therapy		360	
370	370	Physical Therapy		370	
383	383	Music Therapy		383	
390	390	Art Therapy		390	
400	400	Audiological Services		400	
406	406	Interpreter for the Deaf		406	
410	410	Recreation Service		410	
440	440	Special Transportation		440	
450	450	School Health Services		450	

Adult Ed Diploma / GED Status

The Adult Ed Diploma / GED Status codes are used for Adult Ed. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	ADULT_ED_DIPLOMA_GED_STATUS	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	1	With GED		1	
2	2	With diploma		2	
3	3	Neither GED nor diploma		3	

Adult Ed Funding

The Adult Ed Funding codes are used for Adult Ed. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	ADULT_ED_FUNDING	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	1	Participant is state funded only for adult education		1	
2	2	Participant is both state and federally funded for adult education		2	

Adult Ed Program Codes

The Adult Ed Program codes are used for Adult Ed. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	ADULT_ED_PROGRAM_CODE	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
	3311	Adult Basic Education (ABE)		3311	
	3312	English as a Second Language (ESL)		3312	
	3313	General Education Development Preparation (GED)		3313	
	3314	High School Completion (HSC)		3314	
	3315	Job or Employment Training		3315	
	3316	Michigan Career and Technical Institute (MCTI)		3316	
	3317	Participants permanently expelled under School Code Act 380.1311 or 380.1311A		3317	

Early Childhood Program Funding Type

The Early Childhood Program Funding Type codes are used for Early Childhood Programs. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	EC_FUNDING_TYPE	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	01	Formula		01	
2	02	Competitive		02	

Early On Part C Exit Reason

The Early On Part C Exit Reason codes are used for Early On. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	EO_PARTC_EXIT_REASON	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	30	Age 3, Part B eligible		30	
2	31	...		31	
		See the CEPI website for additional values			

Early On Primary Service Setting

The Early On Primary Service Setting codes are used for Early On. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	EO_PRIMARY_SERVICE_SETTING	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	31	Home		31	
2	38	...		38	
		See the CEPI website for additional values			

Early On Service Code

These Service codes are used for Early On. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	EO_SERVICE_CODE	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	801	Audiology		801	
2	802	...		802	
		See the CEPI website for additional values			

Early On Service Coordinating Agency

The Service Coordinating Agency codes are used for Early On. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	EO_SERVICE_COORD_AGENCY	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	DHS	Human Services		DHS	
2	ED	...		ED	
		See the CEPI website for additional values			

Early On Timely Start

These Timely Start codes are used for Early On. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	EO_TIMELY_START	No

Values (as of May 2012):

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	1	Timely new service		1	
2	2	...		2	
		See the CEPI website for additional values			

IEP Part C Transition Timeliness

The IEP Part C Transition Timeliness codes are used in Initial IEP. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	IEP_PARTC_TRANS_TIMELINESS	No

Values (as of May 2012):

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	50	IEP held on or before child's third birthday		50	
2	53	...		53	
		See the CEPI website for additional values			

IFSP Referral Agency

The IFSP Referral Agency codes are used in Initial IFSP. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	IFSP_REF_AGENCY	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	DHS	Human Services		DHS	
2	ED	...		ED	
		See the CEPI website for additional values			

IFSP Result

The IFSP Result codes are used in Initial IFSP. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	IFSP_RESULT	No

Values (as of May 2012):

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	01	Eligible for both Part C and Special Ed		01	
2	02	...		02	
		See the CEPI website for additional values			

IFSP Timeliness

The IFSP Timeliness codes used in Initial IFSP lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	IFSP_TIMELINESS	No

Values (as of May 2012):

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	01	Timely		01	
2	02	...		02	
		See the CEPI website for additional values			

Part C Assessment Data Source

The Data Source codes are used in the Part C Assessments. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	PARTC_ASMT_DATA_SOURCE	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	A	Timely		A	
2	B	...		B	
		See the CEPI website for additional values			

Part C Assessment Outcome

The Outcome codes are used in the Part C Assessments. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	PARTC_ASMT_OUTCOME	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	1	Not Yet		1	
2	2	...		2	
		See the CEPI website for additional values			

Part C Assessment Parent Input

The Parent Input codes are used in the Part C Assessments. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	PARTC_ASMT_PARENT_INPUT	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	A	Meetings		A	
2	B	...		B	
		See the CEPI website for additional values			

Part C Assessment Type

The Type codes are used in Part C Assessments. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	PARTC_ASMT_TYPE	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	01	Entrance		01	
2	02	...		02	
		See the CEPI website for additional values			

Part C Assessment Timeliness

Timeliness codes are used in Part C Assessments. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	PARTC_TRANS_TIMELINESS	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	01	Timely		01	
2	02	...		02	
		See the CEPI website for additional values			

Program Model

The Program Model codes are used for Advanced & Accelerated. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	PROGRAM_MODEL	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	01	Cluster Grouping in Regular Classroom		01	
2	02	Self-Contained Class		02	
3	03	Regular Class with IEP		03	
4	04	Pullout Program		04	
5	05	Resource Center		05	
6	06	Teacher Consultant Services to Classroom Teacher		06	
7	07	Academic and Career Counseling		07	
8	08	Social/Emotional Counseling		08	
9	09	Specialized School		09	
10	10	Specialized Activities		10	

Special Program Options

The Special Program Option codes are used for Advanced & Accelerated. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.ProgramInfo.MI	SPECIAL_PGM_OPT	No

Value (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
99	01	Seminars		01	
99	02	Mentorship		02	
99	03	Advanced Placement		03	
99	04	Independent Study		04	
99	05	Flexible Scheduling		05	
99	06	Special Clubs		06	
99	07	Course/Grade Acceleration		07	
99	08	Early Entrance to Kindergarten		08	
99	09	Career Internship		09	
99	10	Dual Enrollment		10	

Order	Value	Description	Other SIS	State Code	Alt Code 3
99	11	Early Graduation		11	
99	12	Correspondence Course		12	
99	13	International Baccalaureate		13	
99	14	Cross-District Cooperative		14	
99	15	Planned Intervention for Special Populations		15	
99	16	Options to Support Midwest Talent Search-Identified Students		16	
99	17	Academic Team Competition		17	
99	18	Other		18	

Instructional Strategy

The Instructional Strategy codes are used on Section screen. There needs to be one code that has a State Code of "Mentor". This will be used for Mentor Teacher in TSDL.

Name Space	Table Name	Owned By Product
K12.ScheduleInfo	INSTRUCTIONAL_STRATEGY	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
0	MENTR	Mentor Teacher		MENTOR	
		Districts can add any other values as needed.			

District Number

The District Numbers are used for selecting Submitting Entity Code on MSDS extract screens and District of Residence.

Name Space	Table Name	Owned By Product
K12.Setup	DISTRICT_NUMBER	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
0	23060	Grand Ledge Public Schools		23060	
0	33020	Lansing School District		33020	
0	34090	Lakewood Public School District		34090	
0	41010	Grand Rapids Public Schools		41010	
0	41026	Wyoming Public Schools		41026	
0	59080	Tri-County Schools		59080	

Order	Value	Description	Other SIS	State Code	Alt Code 3
0	81050	Dexter School District		81050	
0	25010	Flint, School District of the City of		25010	
0	25030	Grand Blanc Community Schools		25030	
		This table will be updated with all district IDs from the State of Michigan. Change List Order to show the most used districts at the top of the dropdown list. Add an End Year to hide values from the dropdown list.			

Entity Type Code

The Entity Type Codes are used for Early Childhood Programs. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.Setup	ENTITY_TYPE_CODE	Yes

Values (as of May 2012):

Order	Value	Description	Other SIS	State Code	Alt Code 3
99	A	Agreement Number		A	
99	D	District		D	

Vaccination State Code

The Vaccination State Codes are used for the MCIR Extract. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.Setup	VACCINATION_STATE_COD	Yes

Values (as of May 2012):

Order	Value	Description	Other SIS	State Code	Alt Code 3
99	01	Polio		POLIO	
99	02	DTaP - Diphtheria, Tetanus, Pertussis		DTaP	
99	03	Tdap - TD Tetanus		Tdap	
99	04	MMR - Measles, Mumps, Rubella		MMR	
99	05	HIB		HIB	
99	06	Hepatitis B		HepB	
99	07	Hepatitis A			
99	08	Varicella (Chicken Pox)		Varicella	
99	09	Meningococcal		Menin	
99	10	Td - Tetanus		Td	

OEAA Group Code

The OEAA Group Codes are used in the Early Roster Build. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.TestInfo.MI	OEAA_GROUP_CODE	No

Suggested Values:

Order	Value	Description	Other SIS	State Code	Alt Code 3
		Districts can add any codes to help with grouping testing sheets.			
99	1101	Math Group Code 1		1101	
99	1102	Math Group Code 2		1102	
99	2201	Reading Group Code 1		2201	
99	2202	Reading Group Code 2		2202	
		Add additional group codes for each test type. Group them by test type. The value in AltCode2 will be sent in the file.			

OEAA Research Code

The OEAA Research Codes are used in the Early Roster Build. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.TestInfo.MI	OEAA_RESEARCH_CODE	No

Suggested Values:

Order	Value	Description	Other SIS	State Code	Alt Code 3
		Districts can add any codes to help with grouping testing sheets.			
99	101	Math Res Code 1		101	
99	102	Math Res Code 2		102	
99	201	Reading Res Code 1		201	
99	202	Reading Res Code 2		202	
		Add additional research codes for each test type. Group them by test type. The value in AltCode2 will be sent in the file.			

OEAA Test Type

The OEAA Test Types are used in the Early Roster Build. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.TestInfo.MI	OEAA_TEST_TYPE	No

Values (**as of May 2012**):

Order	Value	Description	Other SIS	State Code	Alt Code 3
99	01	MEAP		01	
99	02	MEAP_Access		02	
99	03	MI Access (FI)		03	
99	04	MI Access (SI)		04	
99	05	MI Access (P)		05	

Vaccination Exemption codes

The Exemption Codes are used for Vaccinations. This lookup table must be loaded from the Michigan state reporting updates since it is specific to Michigan.

Name Space	Table Name	Owned By Product
K12.VaccinationInfo	Exemptions	Yes

Values (as of May 2012):

Order	Value	Description	Other SIS	State Code	Alt Code 3
99	MRP	Medical Reasons		M	
99	MRT	Medical Reasons - temporary		M	
99	P	Personal Beliefs		R	
99	O	Other		O	
99	IU	Immunity to Mumps		IU	
99	IR	Immunity to Rubella		IR	
99	IM	Immunity to Measles		IM	
99	IH	Immunity to Hepatitis B		IH	
99	IV	Immunity to Varicella		IV	

Ethnicity

The Race / Ethnic codes lookup table stores the race/ethnicity codes. **AltCode2** is the **position** within the six character MSDS field to which the ethnic code pertains. Use 1 for American Indian and Alaska Native; use 2 for Asian American; use 3 for Black or African American; use 4 for Native Hawaiian or other Pacific Islander; use 5 for White; use 6 for Hispanic or Latino. **AltCode3** is the race category and is used by the system to validate race / ethnicity. Use "I" for American Indian and Alaska Native; use "A" for Asian American; use "B" for Black or African American; use "P" for Native Hawaiian or other Pacific Islander; use "W" for White; use "H" for Hispanic or Latino.

Name Space	Table Name	Owned By Product
Revelation	ETHNICITY	No

Values:

Order	Value	Description	Other SIS	State Code	Alt Code 3
0	AS	Asian		2	A
0	BK	Black		3	B
0	HI	Hispanic		6	H
0	NA	American Indian		1	AI
0	PI	Pacific Islander		4	P
0	WH	White		5	W
		Other values may be added to further categorize each race:			
0	ASCH	Chinese		2	A
0	ASJP	Japanese		2	A
0	ASLA	Laotian		2	A
0	PIGM	Guamanian		4	P
		etc...			

LOOKUP TABLE USE LOCATIONS

Following are screen shots of where the lookup tables are used.

Figure 12 – Student Screen, Demographics Tab

- **Home Language, Language To Home** (K12 - Language) – the language spoken to the child at home. **Language To Home** is the field used in the LEP component reported to the state. ListOrder can be set to show the most used languages at the top of the list.

- **Birth Country** (Revelation - Country) – the country where the student was born.

- **Race** (Revelation - Ethnicity) – the self-identified ethnic origin of the student. The State Code for each race in the table must be the POSITION within the six character state ethnic field. The state code for Native American race codes should be 1. The state code for Asian race codes should be 2. The state code for African American race codes should be 3. The state code for Pacific Islander race codes should be 4. The state code for Caucasian race codes should be 5. The state code for Hispanic race codes should be 6. The values 1 through 6 can be used on multiple race codes.

- **Ethnic Code Weight** (K12.Demographics.MI - Race Ethnic Code)

- **Resident County** (K12.Demographics - Resident County) – the county in which the student lives. The ListOrder can be change so that the counties most frequently used show up at the top of the list.

Figure 13 – Student Screen, Other InfoTab

- **Homeless** (K12.Demographics – Homeless) – type of shelter

- **Family Code** (K12.Demographics - Family Code) – one code needs to be set up for Unaccompanied Youth. The state code must be UY.

Figure 14 – Student Screen, Enrollment Tab

- **Enter Code** (K12.Enrollment – Enter Code) – type of student enrollment.

- **Leave Code** (K12.Enrollment – Leave Code) – reason for a student withdrawal during the school year.

- **Grade** (K12 - Grade) – level of the student as entered in each enrollment record for the student.

- **Gen Ed FTE** (K12.Enrollment – FTE) – (full time equivalent) used to specify the course load of the student, or what percentage of a full-time program.

- **District of Residence** - (K12.Setup - District Number) – indicates the school district in which the student lives.

- **Student Residency** (K12.Enrollment - SR User DD 02) – indicates if the student enrolled in the district even though their "home" district is another through the Michigan open enrollment program.

- **S2E2 Code** (K12.Enrollment - SR User DD 01) – When the student is being educated through a Specialized Shared Educational Entity (S2E2), report the code from the Educational Entity Master (EEM) in this characteristic.

- **Summer Withdrawal Code** – (K12.Demographics – Summer Withdrawal Code) - used to categorize the reason for a student withdrawal during the summer.

Figure 15 – Inactivate Student Screen

Figure 16 - Student Screen, Enrollment Tab, Withdrawal Reason Code

- **Withdrawal Reason Code** – (K12.Enrollment – Withdrawal Reason Code) - is an additional code that can be used to describe why a student withdrew from school. These codes are added in addition to a Leave Code or Summer Withdrawal Code. It is entered into the Withdrawal Reason Code field when inactivating a student or in the Summer Withdrawal Reason Code on the Enrollment tab of the Student screen. Most of these codes are only used for schools under a federal improvement program, and they may be added or removed from display on the screen using the settings on the System tab of the District Setup screen.

Figure 17 – Student Screen, MSDS Tab, Early Childhood Programs

- **Program Code** (K12.ProgramInfo – Childhood Programs) – childhood program(s) in which the student is enrolled.

- **Delivery Method** (K12.ProgramInfo – EC Pgm Delivery Method) – childhood program delivery method.

- **Delivery Schedule** (K12.ProgramInfo – EC Pgm Delivery Schedule) – childhood program delivery schedule.

- **Exit Reason** (K12.ProgramInfo – EC Pgm Exit Reason) – childhood program exit reason.

- **Fiscal Entity Type Code** (K12.Setup – Entity Type Code) – type code of the entity offering the program.

- **Funding Type Code** (K12.ProgramInfo.MI – EC Funding Type) – code to indicate the type of funding.

Figure 18 – Student Screen, MSDS Tab, Student Waivers

- **Waiver Type** (K12.CourseHistoryInfo – WaiverType)
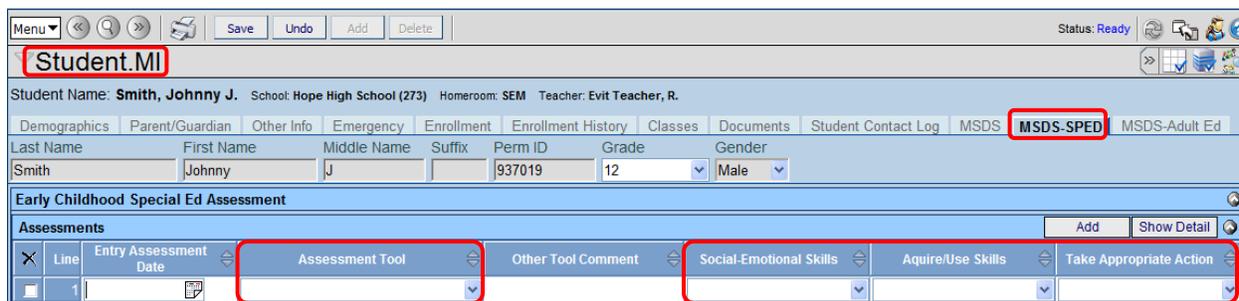
Figure 19 – Student Screen, MSDS-SPED Tab, EC Special Ed Assessment

- **Assessment Tool** (K12.ProgramInfo – EC Sped Asmt Tool) – tool used for the Special Ed assessment.

- **Social-Emotional Skills, Acquire/Use Skills, Take Appropriate Action** (K12.ProgramInfo – EC Sped Asmt Outcome) – All of these fields use the Asmt Outcome lookup table.
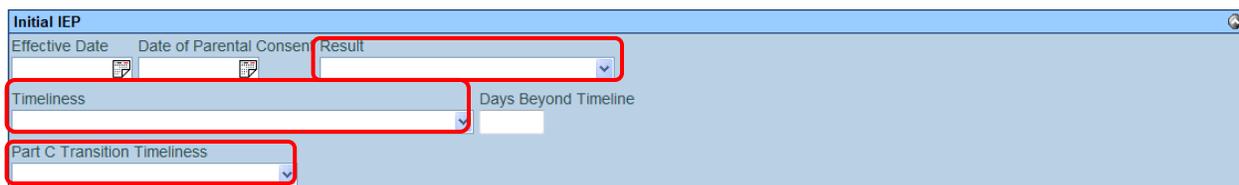
Figure 20 – Student Screen, MSDS-SPED Tab, Initial IEP

- **Result** (K12.ProgramInfo – IEP Init Result) – result of the initial IEP.

- **Timeliness** (K12.ProgramInfo – IEP Init Timeliness) – timeliness of the initial IEP.

- **Part C Transition Timeliness** (K12.ProgramInfo.MI - IEP PartC Trans Timeliness) - timeliness of the Part C transition.
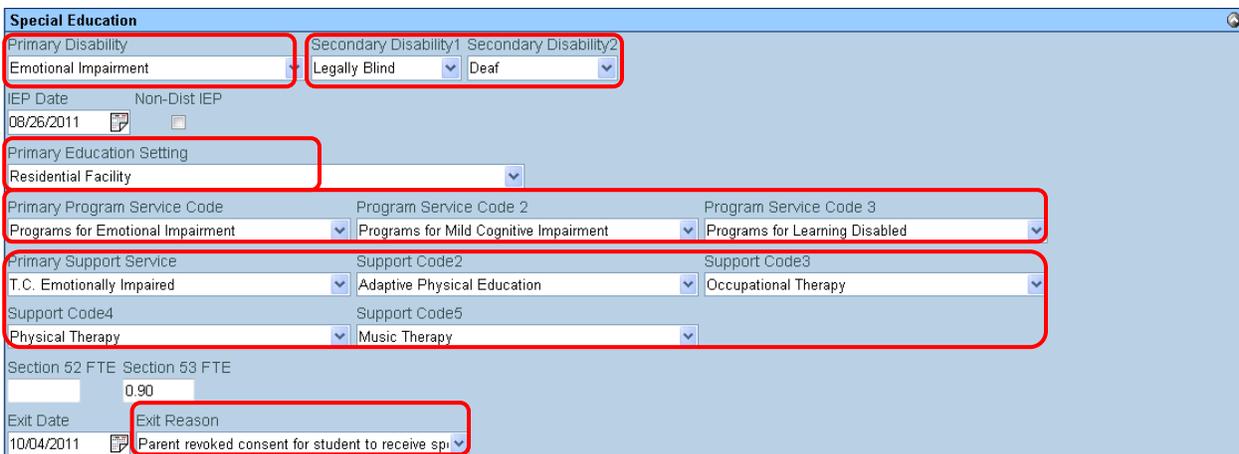
Figure 21 – Student Screen, MSDS-SPED Tab, Special Education

- **Primary Disability** (K12.ProgramInfo – SPED Primary Disability)

- **Secondary Disability** (K12.ProgramInfo – SPED Secondary Disability)

- **Primary Education Setting** (K12.ProgramInfo – SPED Primary Ed Setting)

- **Program Service Codes** (K12.ProgramInfo – SPED Program Services)

- **Support Service Codes** (K12.ProgramInfo – SPED Support Services)

- **Exit Reason** (K12.ProgramInfo – SPED Exit Reason)
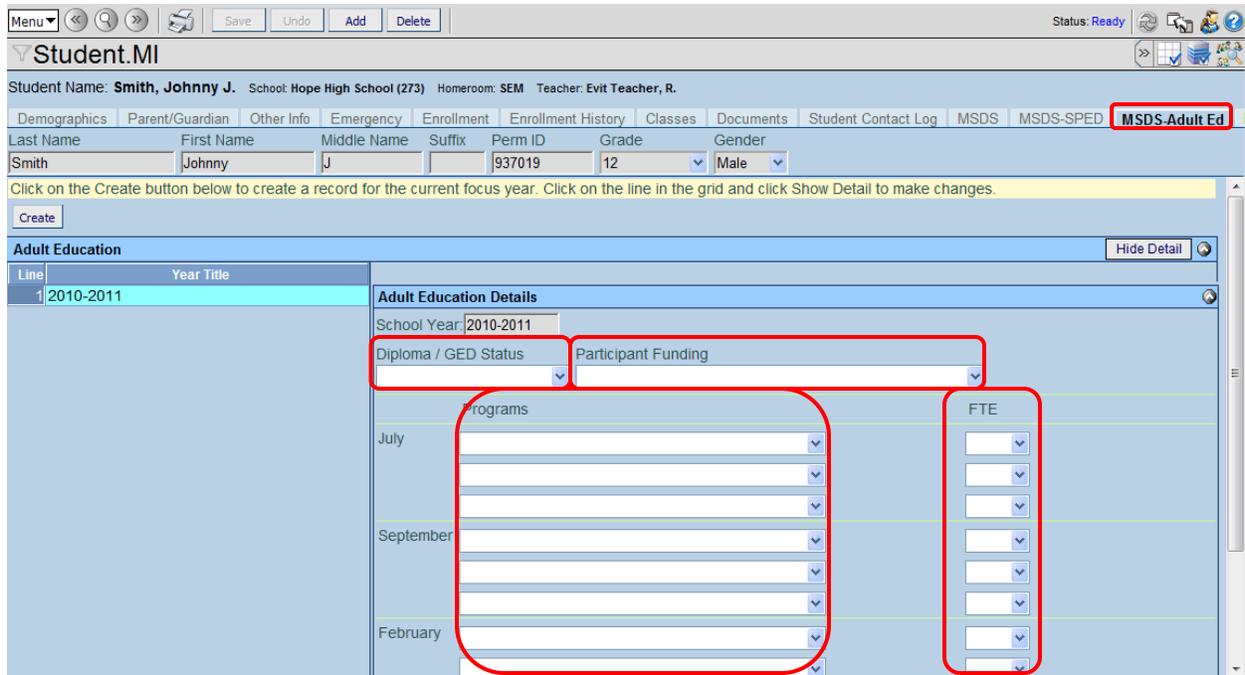
Figure 22 – Student Screen, MSDS-Adult Ed Tab

- **Diploma / GED Status** (K12.ProgramInfo.MI – Adult Ed Diploma GED Status)

- **Participant Funding** (K12.ProgramInfo.MI – Adult Ed Funding)

- **Programs** (K12.ProgramInfo.MI – Adult Ed Program Code)

- **FTE** (K12.Enrollment – FTE)
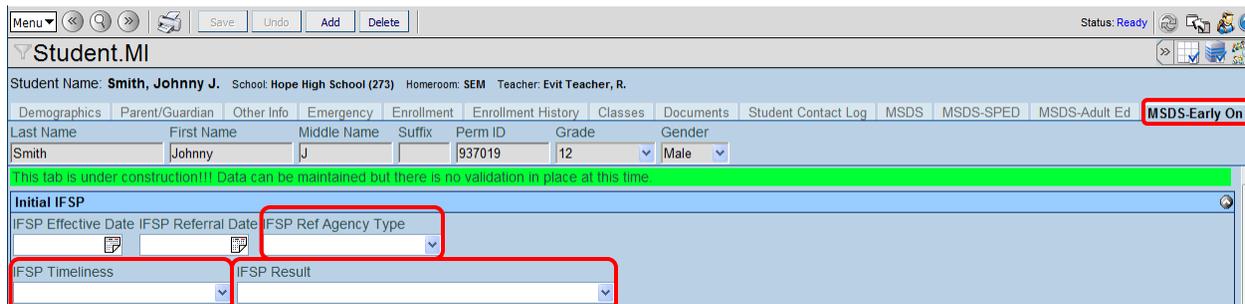
Figure 23 – Student Screen, MSDS-Early On Tab

- **IFSP Ref Agency Type** (K12.ProgramInfo.MI – IFSP Ref Agency)

- **IFSP Timeliness** (K12.ProgramInfo.MI – IFSP Timeliness)

- **IFSP Result** (K12.ProgramInfo.MI – IFSP Result)

- **Service Coord Agency Type** (K12.ProgramInfo.MI – EO Service Coord Agency)

- **Primary Service Setting** (K12.ProgramInfo.MI – EO Primary Service Setting)

- **Timely Start of Service** (K12.ProgramInfo.MI – EO Service Coord Agency)

- **Services** (K12.ProgramInfo.MI – EO Service Code)

- **Part C Exit Reason** (K12.ProgramInfo.MI – EO PartC Exit Reason)

- **Asmt Type** (K12.ProgramInfo.MI – PartC Asmt Type)

- **Data Source** (K12.ProgramInfo.MI – PartC Asmt Data Source)

- **Parent Input** (K12.ProgramInfo.MI – PartC Asmt Parent Input)

- **Social Relationships, Knowledge Skills, Actions** (K12.ProgramInfo.MI – PartC Asmt Outcome)

- **Part C Transition IFSP** (K12.ProgramInfo.MI – PartC Trans Timeliness)

- **Part C Transition Conference** (K12.ProgramInfo.MI – PartC Trans Timeliness)
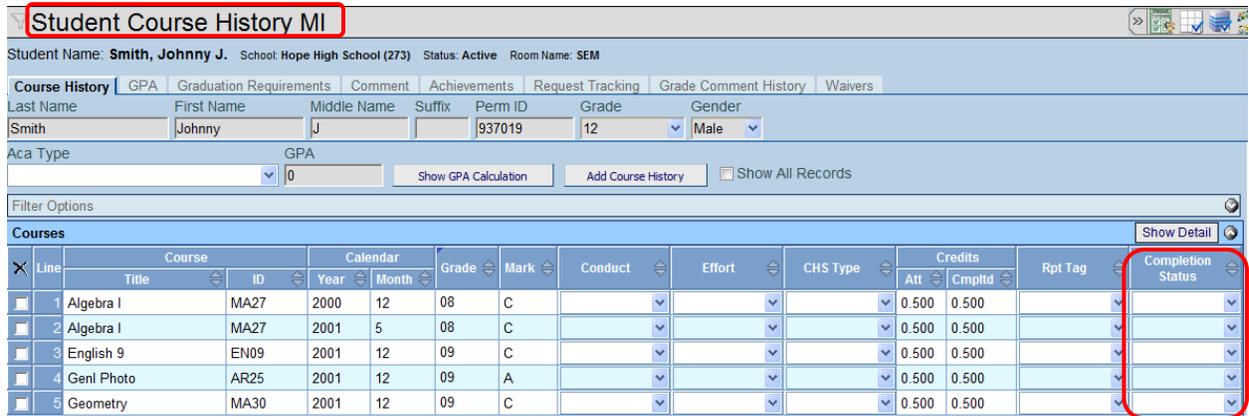
Figure 24 – Student Course History Screen

- **Completion Status** (K12.CourseHistoryInfo – Completion Status)
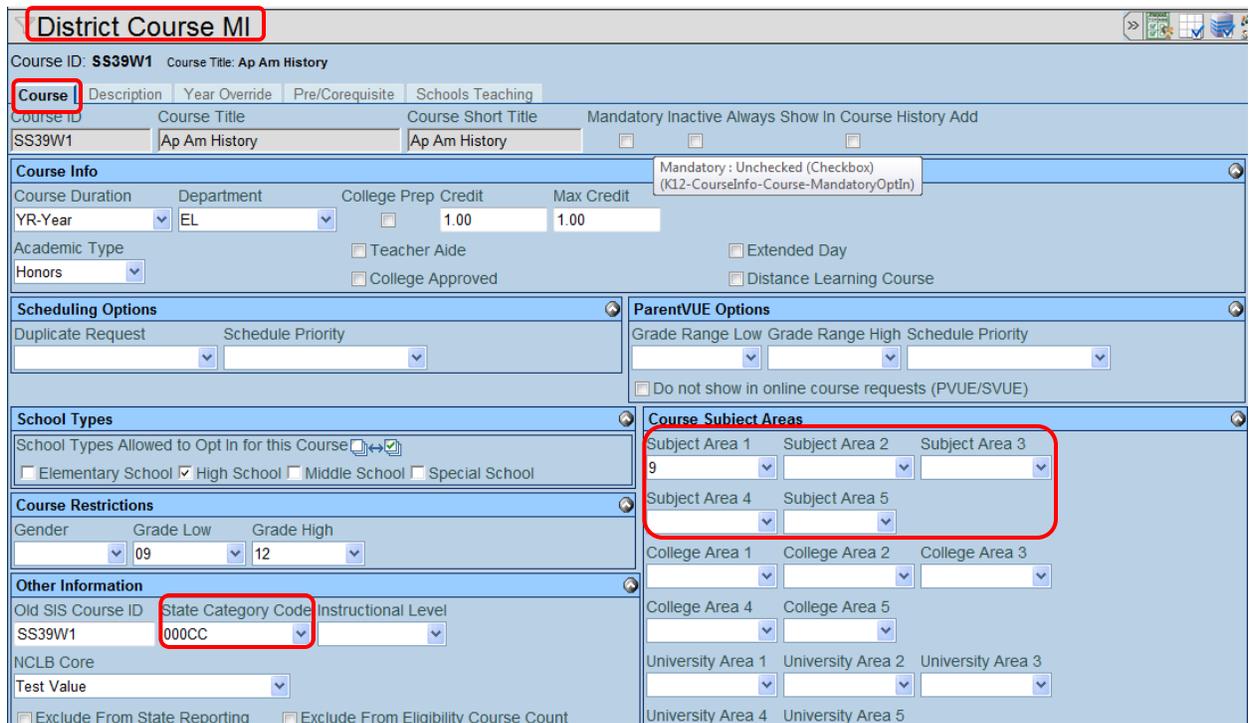
Figure 25 – District Course Screen, Course Tab

- **Subject Area** (K12.CourseInfo – Subject Area)
- **State Category Code** (K12.CourseInfo – State Cat)

Figure 26 – District Course Screen, Description Tab

- **Subject Area** (K12.CourseInfo – SCED Subject Area)

- **Course Level** (K12.CourseInfo – SCED Course Level)

- **Course Code** (K12.CourseInfo – SCED Course Code)

Figure 27 – Early Roster Build

- **Test Type** (K12.TestInfo.MI – OEAA Test Type)
- **Group Code** (K12.TestInfo.MI – OEAA Group Code)
- **Research Code** (K12.TestInfo.MI – OEAA Research Code)

ORGANIZATION SETUP

The Organization screen sets up the school and district structure within the district. Each district is assigned a code known as the EEM code by the state. This code is used in the upload process to ensure the data is uploaded and credited to the correct district. To find the EEM codes, please see the section on *Before Starting* in Chapter 1 of this guide. To enter the EEM code in Synergy SIS:

1. Go to the **Organization** screen, found under **Synergy SIS> System> Setup**.

Figure 28 – Organization Screen, District

2. Enter the EEM code in the **District Number** field.

3. While the **County Code** and **County** name are not used separately in data uploaded to the state, these fields should be populated as well.

4. Click the **Save** button at the top of the screen.

In addition to the district, each school is assigned a unique code by the state called the EEM code. This code is also used during the upload process. To enter the school-level information:

1. Go to the **Organization** screen, found under **Synergy SIS> System> Setup**.

2. Expand the District structure by clicking on the **blue triangle next to the District name**. If there are sub-organizations under the district like Elementary Schools or High Schools, click on the **triangle next to the type of school** to configure.
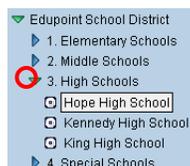
Figure 29 – Organization Screen, District Structure

3. Click on the **name of the school** and the school setup screen appears.

Figure 30 – Organization Screen, School Setup

4. **School Code** and **Abbr School Name** may be entered. Each School Code should be a unique number within the district. Abbr School Name is used in reports that are produced with MSDS extracts.

5. If converting data from another student record system, enter the school code used in the other system in the **SIS School Code** field.

6. Enter the MSDS EEM code in the **State School Code** field.

7. Click the **Save** button at the top of the screen.

8. **Repeat these steps for each school.**

DISTRICT SETUP

There are setup values that can be set at the District Level. Also, course waivers and discipline codes are set up at the district level.

System Values Setup

On the System tab of the District Setup screen, there are many settings that can be set at the district level. The "Force one race to be selected even if Hispanic" check box should not be checked. A race will still be required if Non-Hispanic is selected for Ethnicity. If this box is checked, the user will get an error if Hispanic ethnicity and Hispanic race is selected.

Course Waiver Setup

Before setting up course waivers, the following codes **MUST** be included in the **Subject Area** lookup table. If your district has chosen to use other Subject Area codes, these still must be entered with the Codes and State Codes **exactly** as shown. ListOrder can be entered so that these are at the bottom of the dropdown list. Also, "WAIVER" may be included at the beginning of each description to discourage the use of the codes in other areas where subject area is used.

Figure 31 - Subject Area codes needed for Waivers

Before a student's Personal Curriculum Credit Modifications (aka Student Waivers) can be entered, the course waivers need to be defined.

1. Go to the **District Setup** screen, found under **Synergy SIS> System> Setup**.

2. Click on the **Waivers** tab.

3. Click the **Add** button to add the waivers as follows:

Figure 32 - District Setup - Waivers

Discipline Codes Setup

Discipline and Disposition Codes are setup at the district level. The individual schools can then select which codes they will use. The first level codes (categories) can be used to categorize the codes; they can also be used for the SID report by entering the SID state codes on the first level codes. The second level codes (sub categories) are used for MSDS state reporting.

To develop a worksheet of discipline codes to use as a guide for data entry, start with a list of the SID codes from the School Infrastructure Database page on the CEPI website:

These are the codes from the EOY 2012 SID Worksheet. Be sure to start with the most recent list of codes. Skip the codes that are 'reserved'. Also, skip 'Cost of Property Damage' as it is recorded on each discipline incident.	
Field #	**Field Name**
1	Reserved Field
2	Reserved Field
3	Reserved Field School Prevention Programs
4	School Disciplinary Problems
4A	Bullying - Optional
4B	Truancy
4C	Reserved Field
5	Physical Violence/Assaults
6	Reserved Field Gang-Related Activity
7	Illegal Possession
8	Trespassers/Intruders
9	Vandalism
10	Cost of Property Damage
11	Reserved Field
12	Criminal Sexual Conduct
13	Hostage
14	Reserved Field
15	Weapons on School Property
16	Homicide
17	Drive-by Shooting
18	Bomb Threat
19	Explosion
20	Arson
21	Robbery/Extortion
22	Unauthorized Removal of Student
23	Threat/Attempt of Suicide
24	Suicide
25	Larceny/Theft
26	Illegal Drug Use or Overdose
27	Minor in Possession of Alcoholic Liquor

Get a list of the current MSDS Discipline Codes from the CEPI website:

Incident Type	
Code	*Description*
20	Firearm Possession - Handgun
21	Firearm Possession - Rifle or Shotgun
22	Firearm Possession - other than Handgun, Rifle or Shotgun
23	Other Weapon Possession
30	Illicit Drug
31	Alcohol
44	Bomb or Similar Threat
55	Arson
56	Other - Cannot be appropriately categorized into one of the specified types. [Incident is not related to drugs (including alcohol, and tobacco), weapons or physical violence or threat of violence]
60	Physical Violence with injury
61	Physical Violence without injury
62	Tobacco

1. Start by copying the SID codes into an Excel spreadsheet.

2. Add any additional categories of which the District wants to keep a record.

3. "Code" can be any code the district chooses (up to 10 characters). CMT recommends a descriptive alpha-numeric code. NOTE: The Code column below shows examples of codes that can be used.

4. "Display Order" controls the order in which the codes are shown when scrolling through them on the code setup screen. If all are left blank or "0", the codes will display in order by the Code column.

5. Assign a security code if desired.

6. If Mandatory is checked, the code will automatically be available in the School Discipline Code setup.

7. Add these codes as the discipline "level 1" or "category" codes.

Code	Display Order	Description	State Code (SID)	Security	Man-datory	Report To State
SDP		School Disciplinary Problems	4			Y
BUL		Bullying - Optional	4A			Y
TRU		Truancy	4B			Y
PhysViol		Physical Violence/Assaults	5			Y
IP (or DRUG1)		Illegal Possession	7			Y
TRES		Trespassers/Intruders	8			Y
VAND		Vandalism	9			Y
CSC		Criminal Sexual Conduct	12			Y

Code	Display Order	Description	State Code (SID)	Security	Man-datory	Report To State
HOST		Hostage	13			Y
WEAP		Weapons on School Property	15			Y
HOM		Homicide	16			Y
DBS		Drive-by Shooting	17			Y
THREAT		~~Bomb~~ Threat	18			Y
EXP		Explosion	19			Y
ARS		Arson	20			Y
ROB		Robbery/Extortion	21			Y
RMV		Unauthorized Removal of Student	22			Y
SUIATT		Threat/Attempt of Suicide	23			Y
SUI		Suicide	24			Y
LAR		Larceny/Theft	25			Y
DRUG (or DRUG2)		Illegal Drug Use or Overdose	26			Y
ALC		Minor in Possession of Alcoholic Liquor	27			Y
BUS		Bus Incident **	--			
HAND_BOOK		Handbook Infraction **	--			
		** Additional code added by the district.				

1. After the list of "category" codes is finalized, add the MSDS codes as sub codes under each SID code.

2. Any "category" code that could result in expulsion or suspension must have a defined MSDS code.

3. The Code on the "level 2" (aka sub or violation) codes can be any descriptive value or can match the State Code.

4. The State Code on the "level 2" (aka sub or violation) codes MUST be the code required for MSDS reporting.

5. Report To State MUST be checked for MSDS state reporting codes.

6. If a "level 2" code could possibly be used when a sexual assault was committed, add sexual assault as a level three code (State Code MUST be SA).

SID Code (aka Level 1 or Category)		MSDS Code (aka Level 2 or Sub or Violation code)					Sexual Assault (aka Level 3 or Detail code)			
Code	**Description**	MSDS Description	Display Order	Code (required)	State Code	Report To State	Description	Code (required)	State Code	Report To State
SDP	School Disciplinary Problems									
		MSDS - Other		56 (or MSDS-Other)	56	Y				
BUL	Bullying									
		MSDS - Other		56 (or MSDS-Other)	56	Y				
TRU	Truancy									
		MSDS - Other		56 (or MSDS-Other)	56	Y				
PhysViol	Physical Violence/Assaults									
		MSDS - Physical Violence with injury		60 (or MSDS-PVWI)	60	Y	Sexual Assault	SA	SA	Y
		MSDS - Physical Violence without injury		61 (or MSDS-PVNI)	61	Y	Sexual Assault	SA	SA	Y
IP (or DRUG1)	Illegal Possession									
		MSDS - Illicit Drug		30	30	Y				
		MSDS - Alcohol		31	31	Y				
		MSDS - Tobacco		62	62	Y				
TRES	Trespassers/Intruders									
		MSDS - Other		56 (or MSDS-Other)	56	Y				
VAND	Vandalism									
		MSDS - Other		56 (or MSDS-Other)	56	Y				
		Vandalism of school property								
		Vandalism of personal property								
		Graffiti or tagging								
~~PD~~	~~Cost of Property Damage~~									

SID Code (aka Level 1 or Category)		MSDS Code (aka Level 2 or Sub or Violation code)					Sexual Assault (aka Level 3 or Detail code)			
Code	**Description**	MSDS Description	Display Order	Code (required)	State Code	Report To State	Description	Code (required)	State Code	Report To State
CSC	Criminal Sexual Conduct									
		MSDS - Physical Violence with injury		60 (or MSDS-PVWI)	60	Y	Sexual Assault	SA	SA	Y
		MSDS - Physical Violence without injury		61 (or MSDS-PVNI)	61	Y	Sexual Assault	SA	SA	Y
HOST	Hostage									
		MSDS - Other		56 (or MSDS-Other)	56	Y				
WEAP	Weapons on School Property									
		MSDS - Firearm Possession - Handgun	1	20	20	Y				
		MSDS - Firearm Possession - Rifle or Shotgun	2	21	21	Y				
		MSDS - Firearm Possession - Other	3	22	22	Y				
		MSDS - Other Weapon Possession	4	23	23	Y				
HOM	Homicide									
		MSDS - Other		56 (or MSDS-Other)	56	Y				
DBS	Drive-by Shooting									
		MSDS - Other		56 (or MSDS-Other)	56	Y				
THREAT	Bomb Threat									
		MSDS - Bomb or Similar Threat		44	44	Y				
		Fire Alarm Misuse								
		Chemical or Biological Threat								
		Other School Threat								
EXPL	Explosion									
		MSDS - Other		56 (or MSDS-Other)	56	Y				

SID Code (aka Level 1 or Category)		MSDS Code (aka Level 2 or Sub or Violation code)					Sexual Assault (aka Level 3 or Detail code)			
Code	Description	MSDS Description	Display Order	Code (required)	State Code	Report To State	Description	Code (required)	State Code	Report To State
ARS	Arson									
		MSDS - Arson		55	55	Y				
ROB	Robbery/Extortion									
		MSDS - Other		56 (or MSDS-Other)	56	Y				
RMVSTU	Unauthorized Removal of Student									
		MSDS - Other		56 (or MSDS-Other)	56	Y				
SUIATT	Threat/Attempt of Suicide									
		MSDS - Other		56 (or MSDS-Other)	56	Y				
SUI	Suicide									
LARC	Larceny/Theft									
		MSDS - Other		56 (or MSDS-Other)	56	Y				
DRUG (or DRUG2)	Illegal Drug Use or Overdose									
		MSDS - Illicit Drug		30	30	Y				
ALC	Minor in Possession of Alcoholic Liquor									
		MSDS - Alcohol		31	31	Y				
BUS	Bus Incident **									
		MSDS - Other		56 (or MSDS-Other)	56	Y				
		Did not stay in seat		BUS-seat						
		Hanging out of window		BUS-wdw						
		Disrespectful to driver or monitor		BUS-behav	56					
		Did not exit bus safely		BUS-exit						

SID Code (aka Level 1 or Category)		MSDS Code (aka Level 2 or Sub or Violation code)					Sexual Assault (aka Level 3 or Detail code)			
Code	Description	MSDS Description	Display Order	Code (required)	State Code	Report To State	Description	Code (required)	State Code	Report To State
		Distracting the driver		BUS-safety						
HANDBOOK	Handbook Infraction **									
		Gum	6	HI-gum						
		Foul Language	5	HI-lang						
		Indecent Exposure	7	HI-IE						
		Computer Use Violation	3	HI-comp						
		Cell Phone Use Violation	1	HI-Cell						
		Network Infraction	9	HI-netwk						
		Telecommunication device	12	HI-device						
		Other Technology	10	HI-Tech						
		Lying	8	HI-lie						
		Cheating	2	HI-cheat						
		Forgery	4	HI_forg						
		Plagiarism	11	HI-plag						
PD	Persistent Disobedience **									
		MSDS - Other		56 (or MSDS-Other)	56	Y				
		Did not stay in seat								
		In hall without permission								
	** Additional code added by the district.									

To setup **Discipline Codes**:

1. Go to the **District Discipline Code Setup** screen, found under **Synergy SIS> Discipline Incident> Setup**.

2. Click **Add** near the top of the screen to create a level one (category) code. The **Add** screen is displayed.

3. Enter a level 1 (category) **Code** and **Description**.

4. If your district will be using the first level codes for the SID report, enter the SID code in the **State Code** field.

5. Select a **Security** level.

6. Enter a **Display Order**. Display Order controls the order in which the codes are shown when scrolling through them on the code setup screen. If all are left blank or "0", the codes will display in order by the **Code** column.

7. Check the necessary boxes.

Figure 33 - District Discipline Code Setup – level 1 code

8. Click the **Save** button near the top of the screen.

9. Add level 2 (aka sub or violation) codes.

10. Click the **Add** button on the right near the middle of the screen to add second level codes for MSDS reporting.

11. Enter **Display Order** if desired.

12. Enter a **Code**. The Code can be any descriptive value or can match the State Code.

13. Enter a **Description**. MSDS may be included as part of the description.

14. **Report To State** is required for this code to be included in MSDS state reporting.

15. Repeat steps 10 - 15 for all level two codes related to the level one code.

Figure 34 - District Discipline Code Setup – level 2 codes

16. If a second level code could possibly be used when a sexual assault was committed, add sexual assault as a level three code.

   a. Click on the line number then click **Show Detail**.

   b. Click on the **Add** button on the Detail 1 Codes line.

   c. Enter **SA** in **Code** and **State Code**.

   d. Enter **Sexual Assault** in **Description**.

   e. Click **Report To State**.

   f. Click the **Save** button near the top of the screen.
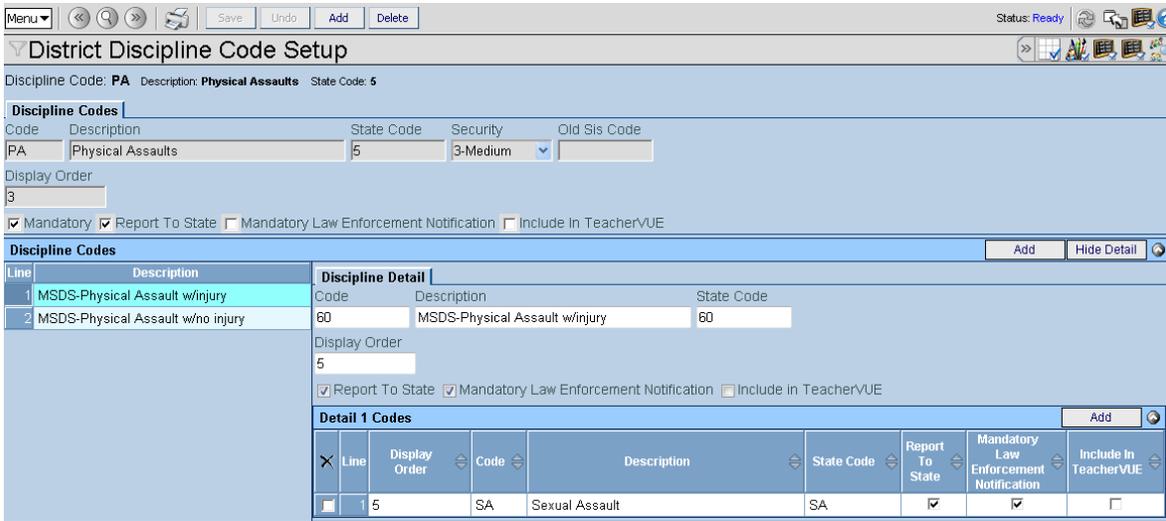
Figure 35 - District Discipline Code Setup – level 3 codes

17. Add the Sexual Assault code to all level two codes to which it applies.

Following is one way to enter discipline codes:

Figure 36 - Discipline Code Setup Example

Sexual Assault added to both MSDS codes.

Discipline Code: **GR** Description: **Gang Related** State Code: **6**

Discipline Codes

Code	Description	State Code	Security	Old Sis Code
GR	Gang Related	6	4-High	

Display Order
4

☑ Mandatory ☑ Report To State ☐ Mandatory Law Enforcement Notification ☐ Include In TeacherVUE

Discipline Codes [Add] [Show Detail]

X	Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
☐	1	1	56	MSDS - Other	56	☑	☐	☐

Discipline Code: **IP** Description: **Illegal Possession** State Code: **7**

Discipline Codes

Code	Description	State Code	Security	Old Sis Code
IP	Illegal Possession	7	5-Highest	

Display Order
5

☑ Mandatory ☑ Report To State ☐ Mandatory Law Enforcement Notification ☐ Include In TeacherVUE

Discipline Codes [Add] [Show Detail]

X	Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
☐	1	1	30	MSDS - Illicit Drug	30	☑	☐	☐
☐	2	2	31	MSDS - Alcohol	31	☑	☐	☐
☐	3	3	62	MSDS - Tobacco	62	☑	☐	☐

Discipline Code: **TRSP** Description: **Trespassers or Intruders** State Code: **8**

Discipline Codes

Code	Description	State Code	Security	Old Sis Code
TRSP	Trespassers or Intruders	8	2-Low	

Display Order
6

☑ Mandatory ☑ Report To State ☐ Mandatory Law Enforcement Notification ☐ Include In TeacherVUE

Discipline Codes [Add] [Show Detail]

X	Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
☐	1	1	56	MSDS - Other	56	☑	☐	☐

Discipline Code: **V**   Description: **Vandalism**   State Code: **9**

Discipline Codes

Code	Description	State Code	Security	Old Sis Code
V	Vandalism	9	2-Low	

Display Order

7

☑ Mandatory ☑ Report To State ☐ Mandatory Law Enforcement Notification ☐ Include In TeacherVUE

Discipline Codes   Add   Show Detail ⊙

✕	Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
☐	1	1	56	MSDS - Other	56	☑	☐	☐

Discipline Code: **PRPTY**   Description: **Property Damage**   State Code: **10**

Discipline Codes

Code	Description	State Code	Security	Old Sis Code
PRPTY	Property Damage	10	2-Low	

Display Order

8

☑ Mandatory ☑ Report To State ☐ Mandatory Law Enforcement Notification ☐ Include In TeacherVUE

Discipline Codes   Add   Show Detail ⊙

✕	Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
☐	1	1	56	MSDS - Other	56	☑	☐	☐

Discipline Code: **CSC**   Description: **Criminal Sexual Conduct**   State Code: **12**

Discipline Codes

Code	Description	State Code	Security	Old Sis Code
CSC	Criminal Sexual Conduct	12	5-Highest	

Display Order

9

☑ Mandatory ☑ Report To State ☐ Mandatory Law Enforcement Notification ☐ Include In TeacherVUE

Discipline Codes   Add   Show Detail ⊙

✕	Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
☐	1	1	60	MSDS - Physical Violence with injury	60	☑	☐	☐
☐	2	2	61	MSDS - Physical Violence without injury	61	☑	☐	☐

Sexual Assault added to both MSDS codes.

Discipline Code: **HSTG**   Description: **Hostage**   State Code: **13**

Discipline Codes

Code	Description	State Code	Security	Old Sis Code
HSTG	Hostage	13	5-Highest ▼	

Display Order

10

☑ Mandatory ☑ Report To State ☐ Mandatory Law Enforcement Notification ☐ Include In TeacherVUE

Discipline Codes						Add	Show Detail	◉

✕	Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
☐	1	1	56	MSDS - Other	56	☑	☐	☐

Discipline Code: **WEA**   Description: **Weapons on School Property**   State Code: **15**

Discipline Codes

Code	Description	State Code	Security	Old Sis Code
WEA	Weapons on School Property	15	5-Highest ▼	

Display Order

11

☑ Mandatory ☑ Report To State ☐ Mandatory Law Enforcement Notification ☐ Include In TeacherVUE

Discipline Codes						Add	Show Detail	◉

✕	Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
☐	1	1	20	MSDS - Firearm Possession - Handgun	20	☑	☐	☐
☐	2	2	21	MSDS - Firearm Possession - Rifle or Shotgun	21	☑	☐	☐
☐	3	3	22	MSDS - Firearm Possession - Other	22	☑	☐	☐
☐	4	4	23	MSDS - Other Weapon Possession	23	☑	☐	☐

Discipline Code: **HOM**   Description: **Homicide**   State Code: **16**

Discipline Codes

Code	Description	State Code	Security	Old Sis Code
HOM	Homicide	16	5-Highest ▼	

Display Order

12

☑ Mandatory ☑ Report To State ☐ Mandatory Law Enforcement Notification ☐ Include In TeacherVUE

Discipline Codes						Add	Show Detail	◉

✕	Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
☐	1	1	56	MSDS - Other	56	☑	☑	☐

Discipline Code: **DBS**   Description: **Drive by Shooting**   State Code: **17**

Discipline Codes

Code	Description	State Code	Security	Old Sis Code
DBS	Drive by Shooting	17	5-Highest	

Display Order

13

☑ Mandatory ☑ Report To State ☐ Mandatory Law Enforcement Notification ☐ Include In TeacherVUE

Discipline Codes   Add   Show Detail ◉

✗	Line	Display Order ⇕	Code ⇕	Description ⇕	State Code ⇕	Report To State ⇕	Mandatory Law Enforcement Notification ⇕	Include in TeacherVUE ⇕
☐	1	1	20	MSDS - Firearm Possession - Handgun	20	☑	☐	☐
☐	2	2	21	MSDS - Firearm Possession - Rifle or Shotgun	21	☑	☐	☐
☐	3	3	22	MSDS - Firearm Possession - Other	22	☑	☐	☐

Discipline Code: **BT**   Description: **Bomb Threat**   State Code: **18**

Discipline Codes

Code	Description	State Code	Security	Old Sis Code
BT	Bomb Threat	18	5-Highest	

Display Order

14

☑ Mandatory ☑ Report To State ☐ Mandatory Law Enforcement Notification ☐ Include In TeacherVUE

Discipline Codes   Add   Show Detail ◉

✗	Line	Display Order ⇕	Code ⇕	Description ⇕	State Code ⇕	Report To State ⇕	Mandatory Law Enforcement Notification ⇕	Include in TeacherVUE ⇕
☐	1	1	44	MSDS - Bomb or Similar Threat	44	☑	☐	☐

Discipline Code: **ARS**   Description: **Arson**   State Code: **20**

Discipline Codes

Code	Description	State Code	Security	Old Sis Code
ARS	Arson	20	5-Highest	

Display Order

16

☑ Mandatory ☑ Report To State ☐ Mandatory Law Enforcement Notification ☐ Include In TeacherVUE

Discipline Codes   Add   Show Detail ◉

✗	Line	Display Order ⇕	Code ⇕	Description ⇕	State Code ⇕	Report To State ⇕	Mandatory Law Enforcement Notification ⇕	Include in TeacherVUE ⇕
☐	1	1	55	MSDS - Arson	55	☑	☐	☐

Discipline Code: **RE**   Description: **Robbery or Extorting**   State Code: **21**

Discipline Codes

Code	Description	State Code	Security	Old Sis Code
RE	Robbery or Extorting	21	5-Highest	

Display Order
17

☑ Mandatory ☑ Report To State ☐ Mandatory Law Enforcement Notification ☐ Include In TeacherVUE

Discipline Codes   [Add] [Show Detail] 🔍

✕	Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
☐	1	1	56	MSDS - Other	56	☑	☐	☐

Discipline Code: **URS**   Description: **Unauthorized Removal of Student**   State Code: **22**

Discipline Codes

Code	Description	State Code	Security	Old Sis Code
URS	Unauthorized Removal of Student	22	5-Highest	

Display Order
18

☑ Mandatory ☑ Report To State ☐ Mandatory Law Enforcement Notification ☐ Include In TeacherVUE

Discipline Codes   [Add] [Show Detail] 🔍

✕	Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE

Discipline Code: **SUIC**   Description: **Threat or Attempt of Suicide**   State Code: **23**

Discipline Codes

Code	Description	State Code	Security	Old Sis Code
SUIC	Threat or Attempt of Suicide	23	5-Highest	

Display Order
19

☑ Mandatory ☑ Report To State ☐ Mandatory Law Enforcement Notification ☐ Include In TeacherVUE

Discipline Codes   [Add] [Show Detail] 🔍

✕	Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE

Discipline Code: **SS** Description: **Suicide**   State Code: **24**

Discipline Codes

Code	Description	State Code	Security	Old Sis Code
SS	Suicide	24	5-Highest	

Display Order
20

☑ Mandatory ☑ Report To State ☐ Mandatory Law Enforcement Notification ☐ Include In TeacherVUE

Discipline Codes   [Add] [Show Detail] 🔍

✕	Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE

Discipline Code: **LAR**   Description: **Larceny Theft**   State Code: **25**

Discipline Codes

Code	Description	State Code	Security	Old Sis Code
LAR	Larceny Theft	25	3-Medium	

Display Order
21

☑ Mandatory ☑ Report To State ☐ Mandatory Law Enforcement Notification ☐ Include In TeacherVUE

Discipline Codes   Add   Show Detail ◉

✕	Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
☐	1	1	56	MSDS - Other	56	☑	☐	☐

Discipline Code: **DRUG**   Description: **Illegal Drug Use or Overdose**   State Code: **26**

Discipline Codes

Code	Description	State Code	Security	Old Sis Code
DRUG	Illegal Drug Use or Overdose	26	5-Highest	

Display Order
22

☑ Mandatory ☑ Report To State ☐ Mandatory Law Enforcement Notification ☐ Include In TeacherVUE

Discipline Codes   Add   Show Detail ◉

✕	Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
☐	1	1	30	MSDS - Illicit Drug	30	☑	☐	☐

Discipline Code: **MIP**   Description: **Minor in Possession of Alcohol**   State Code: **27**

Discipline Codes

Code	Description	State Code	Security	Old Sis Code
MIP	Minor in Possession of Alcohol	27	3-Medium	

Display Order
23

☑ Mandatory ☑ Report To State ☐ Mandatory Law Enforcement Notification ☐ Include In TeacherVUE

Discipline Codes   Add   Show Detail ◉

✕	Line	Display Order	Code	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE
☐	1	1	31	MSDS - Alcohol	31	☑	☐	☐

Discipline Code: **PD**   Description: **Persistent Disobedience**   State Code: Alt State Code:

Discipline Codes

Code	Description	State Code	Alt State Code	Security	Old Sis Code
PD	Persistent Disobedience			1-Lowest	

Display Order   Severity Level
0

☑ Mandatory ☐ Report To State ☐ Mandatory Law Enforcement Notification ☐ Include In TeacherVUE

Discipline Codes   Add   Show Detail ◉

✕	Line	Display Order	Code	Description	State Code	Alt State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE	Severity Level
☐	1	1	56	MSDS - Other	56		☑	☐	☐	

Disposition Codes Setup

1. Go to the **District Disposition Code Setup** screen, found under **Synergy SIS> Discipline Incident> Setup**.

2. Click **Add** near the top of the screen to create a level one code. The **Add** screen is displayed.

3. Enter a **Code** and **Description**.

4. If your district will be using the first level codes for the SID report, enter the SID state code in the **State Code** field.

5. Check the necessary boxes.

Figure 37 - Disposition Code Setup

6. Click the **Save** button near the top of the screen.

Each district can enter whatever disposition codes are needed, for example, CCH-Child Call Home, CONF-Conference with Principal – warning, CS – Community Service, LR-Loss of Recess, etc.

The following are required for MSDS state reporting:

Figure 38 - Disposition Code Setup Example

> **Note:** "FollowUp" must be entered exactly as shown.

Disposition Code: **ISS**   Description: **In School Suspension**   State Code:

Disposition Codes

Disposition Code Description   State Code   Report To State   Old Sis Code

ISS   In School Suspension   ☑

Mandatory
☑

Disposition Codes				Add	Show Detail	
✕	Line	**Disposition Code**	**Description**		**State Code**	
☐	1	ISS	MSDS-In School Suspension		1	

Disposition Code: **OSS**   Description: **Out of School Suspension**   State Code:

Disposition Codes

Disposition Code Description   State Code   Report To State   Old Sis Code

OSS   Out of School Suspension   ☑

Mandatory
☑

Disposition Codes				Add	Show Detail	
✕	Line	**Disposition Code**	**Description**		**State Code**	
☐	1	OSS	MSDS-Out of School Suspension		2	

Attendance Code Setup

The Michigan extracts and reports select attendance information based on the Attendance Code Type and the Report To State flag. The Attendance Code Types included are: Unexcused, Unverified, Excused, Positive, and Non-Enrollment. If an Attendance Code has a different Type, it is ignored. If an Attendance Code is not flagged as Report To State, it is ignored.

1. Go to the **District Attendance Code** screen, found under **Synergy SIS> Attendance> Setup**.

2. Attendance Codes should have been created in the initial set up of Synergy SIS. Refer to the *Synergy SIS Attendance Administrator Guide* for setup instructions.

3. Verify that the codes that should be used for Michigan attendance reporting have one of the Types listed above and are flagged as Report To State.

Figure 39 - Attendance Code Setup

4. If changes were made, click the **Save** button near the top of the screen.

Vaccination Code Setup

If the district plans to use the MCIR Extract, the following setup items need to be completed.

1. Go to the **Lookup Table Definition** screen, found under **Synergy SIS> System> Setup**.

2. Navigate to the **K12.Setup.Vaccination State Cod** lookup table.

3. **ListOrder**, **Code**, **Description**, and **Other SIS** can be anything the district chooses but the State Code must match the values listed below.

Figure 40 - Vaccination State Codes

4. Click the **Save** button near the top of the screen to save changes.

5. Navigate to the **K12.VaccinationInfo.Exemptions** lookup table.

6. ListOrder, Code, Description, and Other SIS can be anything the district chooses but the State Code must match the values listed below.

	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Year Start	Year End
☐	1	10	MRP	Medical Reasons		M				
☐	2	20	MRT	Medical Reasons Temporary		M				
☐	3	30	P	Personal Beliefs		R				
☐	4	40	O	Other		O				
☐	5	50	IM	Immunity to Measles		IM				
☐	6	60	IU	Immunity to Mumps		IU				
☐	7	70	IR	Immunity to Rubella		IR				
☐	8	80	IH	Immunity to Hepatis B		IH				
☐	9	90	IV	Immunity to Varicella		IV				

7. Click the **Save** button near the top of the screen to save changes.

8. Immunization Definitions should have been created in the initial set up of Synergy SIS. Refer to the *Synergy SIS Health Administrator Guide* for setup instructions.

9. State Code must be populated on the Immunization Definition screen for each vaccination to be included in the MCIR Extract.

10. Click the **Save** button near the top of the screen to save changes.

SCHOOL SETUP

There is no school specific setup necessary at this time.

STATE REQUIREMENTS SCREEN

The State Requirements screen, found under **Synergy SIS> System> Setup**, may be used in the future to define other elements of the setup needed for state uploads but it is not used at this time.
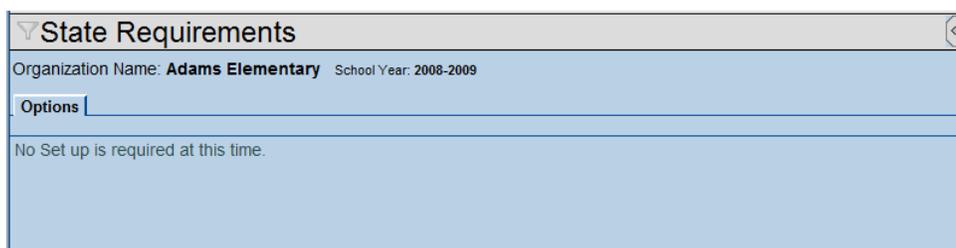
USER SETUP

> **Caution:** The User account used throughout the MSDS submission process should be setup so that the Default Mode is set to Edit. For more information on how to setup a User account, please refer to the *Synergy SIS - System Administrator Guide.*
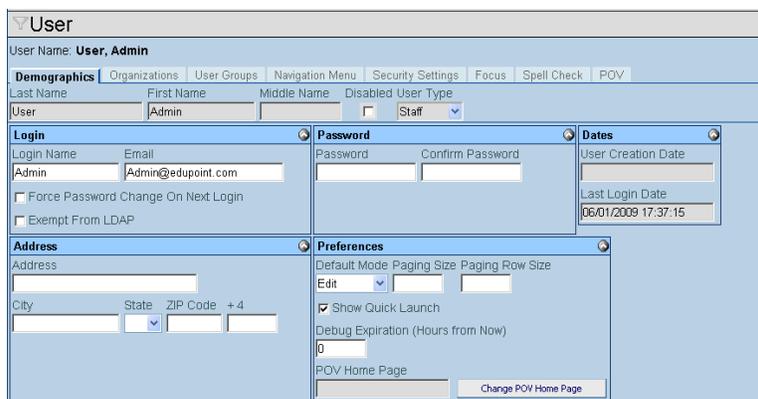
Figure 41 - User Screen, Default Mode

Chapter Three:
STUDENT PROGRAMS SETUP

In this chapter, the following topics are covered:

- ► Childhood Assessments setup
- ► Childhood Program Participation setup
- ► English Language Learners setup
- ► Free and Reduced Meals setup
- ► Special Ed setup
- ► Student GATE setup
- ► Student Needs setup

CHILDHOOD ASSESSMENTS

Childhood Assessments is not used for MSDS state reporting at this time.

CHILDHOOD PROGRAM PARTICIPATION

Childhood Program Participation should be entered on the MSDS tab of the Student.MI screen for MSDS state reporting at this time. The lookup table maintenance required for that screen is discussed in Chapter 2.

ENGLISH LANGUAGE LEARNER (ELL) REPORTING SETUP

The data uploaded to the State of Michigan to document the Limited English Proficiency (LEP) services provided to the student is gathered from the data entered into the **English Language Learners** (ELL) screen within Synergy SIS. To prepare this screen for data collection, several different areas need to be configured with the appropriate state codes. These codes could change every year, so be sure to check with the state to get the latest codes and update the codes on an annual basis. Refer to the lookup table maintenance instructions in Chapter 2.

Figure 42 - English Language Learners screen

- **Program** (K12.ProgramInfo – ELL Program Code).
- **LEP Funding Participation** (K12.ProgramInfo – ELL DES Code).

- **Exit Reason** (K12.ProgramInfo – ELL Exit Reason).

- **Spoken to Student At Home** (K12 – Language) – the language spoken to the child at home. ListOrder can be set to show the most used languages at the top of the list.

FREE AND REDUCED MEALS SETUP

The data uploaded to the State of Michigan to document the Supplemental Nutrition Eligibility (SNE) of the student is gathered from the data entered into the **Free and Reduced Meals** screen within Synergy SIS. To prepare this screen for data collection, one lookup table needs to be configured with the appropriate state codes. Be sure to check with the state to get the latest codes and update the codes on an annual basis. Refer to the lookup table maintenance instructions in Chapter 2.

Figure 43 - Free and Reduced Meals screen

- **FRM Code** (K12.ProgramInfo – FRM Code)

SPECIAL EDUCATION REPORTING SETUP

Special Education information should be entered on the MSDS-SPED tab of the Student.MI screen for MSDS state reporting at this time. The lookup table maintenance required for that screen is discussed in Chapter 2.

STUDENT GATE

The Student GATE screen is used to document the application and acceptance process for students applying to a Gifted & Talented Education (GATE) program such as a magnet school. **This information is not reported to the state** at this time; however, the district may use this for its own needs. Before using the screen, several lookup tables need to be setup.

OTHER NEEDS & PROGRAMS SETUP

The other needs and programs are configured through the **Needs/Programs Definition** screen found under **Synergy SIS> Student Programs> Setup**. This is comprised of two sets of codes – one which defines the Needs and the other which specifies the Programs available for those needs.

> **Note:** The "State Code" for Program Eligibility Participation must be PgmEligPar.
> The "State Code" for Title I Instructional Services must be T1Instr.
> The "State Code" for Title I Support Services must be T1Supp.

To enter a new need:

1. Go to the **Needs/Programs Definition** screen, found under **Synergy SIS> Student Programs> Setup**.

Figure 44 - Needs/Programs Definition Screen

2. Click the **Add** button at the top of the screen.

Figure 45 - Adding a New Need, Needs/Programs Definition Screen

3. Enter the **State Code** and the **Description** for the need.

4. If some schools do not use all of the programs attached to this need, check the **School Based** check box. A new section is then added to the bottom of the **School Setup Screen** under **Synergy SIS> System> Setup** that allows individual schools to specify which programs are applicable for their school. Click the **Show Detail** button to specify which programs are in use at the school.

Figure 46 - School Setup Screen, Programs/Needs Setup

5. Click the **Save** button to save the new need.

To enter a new program that is associated with a need:

1. Go to the **Needs/Programs Definition** screen, found under **Synergy SIS> Student Programs> Setup**.

2. Find a need for which the program can be used by using the **Scroll** buttons or the **Find** button.

3. If students must be withdrawn from the program at the end of the school year, check the **Closes At End of Year** box.

Figure 47 - Needs/Programs Definition Screen

4. Click the **Add** button.

5. In the blank line that is added, enter the program code in the **Program Code** column and the **State Code** column. Enter the description of the program in the **Program Description** column.

Figure 48 - Adding a new program, Needs/Programs Definition screen

6. If appropriate, enter **Year Start** and **Year End** to indicate the years for which the program is valid.

7. Click the **Save** button to save the program.

To edit an existing need:

1. Find the need to edit using the **Find** button or the **Scroll** buttons.

2. Click on the **Menu** button at the top of the screen and choose **Edit Need Definition Data**.
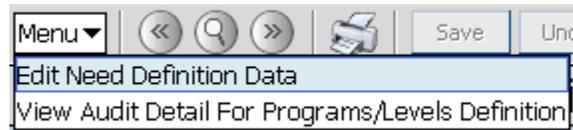
Figure 49 - Menu Button, Needs/Programs Definition Screen

3. The fields for the need at the top of the screen turn white, and the text can then be edited.
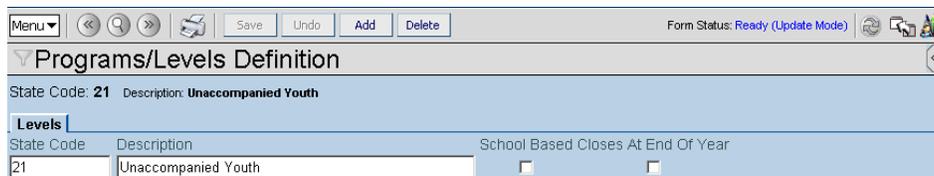
Figure 50 - Editing a Need, Needs/Programs Definition Screen

4. Click the **Save** button at the top of the screen to save the changes.

The MSDS codes needed for Program Eligibility Participation are as follows (as of October 2011):

Figure 51 - Need/Programs Definition – Program Eligibility Participation

The MSDS codes needed for Title I Instructional Services are (as of October 2011):

Figure 52 - Need/Programs Definition – Title I Instructional Services

The MSDS codes needed for Title I Support Services are (as of October 2011):

Figure 53 - Need/Programs Definition – Title I Support Services

The needs and programs are entered into the student's records using the **Student Needs screen**. The need is listed under the **Need Description** column, and the program is shown under the **Program Code** column.

Figure 54 - Student Needs Screen

The final setup needed for the Student Needs screen is to populate the **Msc. Exit Reason** lookup table (K12.ProgramInfo – Msc Exit Reason). This code is used to indicate the reason the student left the program. This code is not mandated by the state, so these values may be determined by the district. Refer to the lookup table maintenance instructions in Chapter 2.

The **Msc. Exit Reason** is entered in the **Student Needs** screen, in the Exit Reason column.

OVERALL STUDENT PROGRAMS TRANSACTIONS SETUP

The final setup needed to report student program participation to the state is to specify the default settings on the District Setup. To configure these settings:

1. Go to the **District Setup** screen, found under **Synergy SIS> System> Setup**.

Figure 55 - District Setup Screen

2. To automatically enter an exit date and code for all student programs when the student is inactivated on the Student screen, check the box labeled **Exit Programs/Services on Student Inactivation**. **District will probably only want the student exited from programs/services if leaving the district but not if transferring to another school within the district.** Be sure to review the Synergy SIS manual before making changes to these settings.

3. To have Synergy SIS automatically create the records needed to submit the data for all student programs, click the **Auto-Generate Needs Transactions**.

4. If the district is setup to automatically enter an exit code when the student is inactivated, be sure to select the **Default Exit Code or Reason for the Needs, ELL, SPED, and GATE** programs.

5. Click the **Save** button at the top of the screen to save the changes.

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Chapter Four:
SECURITY

In this chapter, the following topics are covered:

► Where security for MSDS-related screens may be defined

► Where security for Student Programs related screens may be defined

Security for each of the screens discussed throughout this manual is defined by two options: the PAD Security screen and the Security Definition screen. Both of these screens are found under **Synergy SIS> System> Security**. How each of these screens works and how security is defined is covered in detail in the ***Synergy SIS - Security Administrator Guide***.

Following is a brief description of a few of the security steps you may want to take.

HIDE A FIELD

There may be fields displayed on a screen that the district does not plan to use. These fields may be hidden from all users to avoid confusion and to keep them from entering data in the wrong field. If a field is a "user" field, it can be hidden without any consequences. If a field is not a "user" field, be careful; it may be needed for normal processing.

Hold the pointer over the field label to display the field name.

Figure 56 - Hide a Field

1. Go to **Synergy SIS> System> Security> Security Definition**.

2. Click on the **Business Object** name (in this case K12.Student), and then scroll back up to the top.

3. Click on the **Group Property Access** tab.

4. Click on the line number of one of the groups, and then click **Show Detail**.

5. All property (field) names are listed in alphabetical order. Find the field name in the list (in this case Indicator 1) and click on the line number.

6. Click on the dropdown and select the **None** option to hide the field from the selected group of users.

7. Click **Save** at the top of the screen.

8. Repeat for all groups from which the field should be hidden.

SECURE A FIELD

There may be fields on a screen that the administrator may want to allow certain groups to maintain and other groups to view only.

Hold the pointer over the field label to display the field name.

Figure 57 - Secure a Field

1. Go to **Synergy SIS> System> Security> Security Definition**.
2. Click on the **Business Object** name (in this case K12.ProgramInfo.ELL), and then scroll back up to the top.
3. Click on the **Group Property Access** tab.
4. Click on the line number of one of the groups, and then click **Show Detail**.
5. All property (field) names are listed in alphabetical order. Find the field name in the list (in this case LanguageToHome) and click on the line number.
6. Click on the dropdown and select the **Update** option to allow the selected group of users to maintain the field. Select the **View** option to allow the selected group of users to view the field only.
7. Click **Save** at the top of the screen.
8. Repeat for all groups from which the field should be hidden.

HIDE A TAB

The MSDS Special Ed and Adult Ed fields were placed on separate tabs so the information could be secured and shown only to the personnel that need to maintain it.
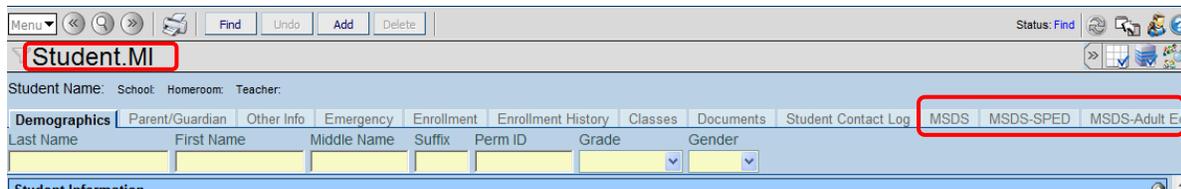
Figure 58 - Hide a Tab

1. Go to **Synergy SIS> System> Security> PAD Security**.

2. Click on the screen name (in this case **Synergy SIS> Student> Student**) then scroll back up to the top.

3. Click on the line number of one of the groups, and then click **Show Detail**.

4. All menu items, tabs, and buttons are listed. Find the tab you want hidden from this group and click on the line number.

5. Click on the dropdown and select **No** to hide the tab from the selected group of users.

6. Click **Save** at the top of the screen.

7. Repeat for all groups from which the tab should be hidden.

NEEDS/PROGRAMS DEFINITION

Security for the Needs/Programs Definition is separated into two areas. The first area, the **Needs** area listed at the top of the screen, is controlled by the following security node:

- K12.ProgramInfo.Setup.NeedDefinition
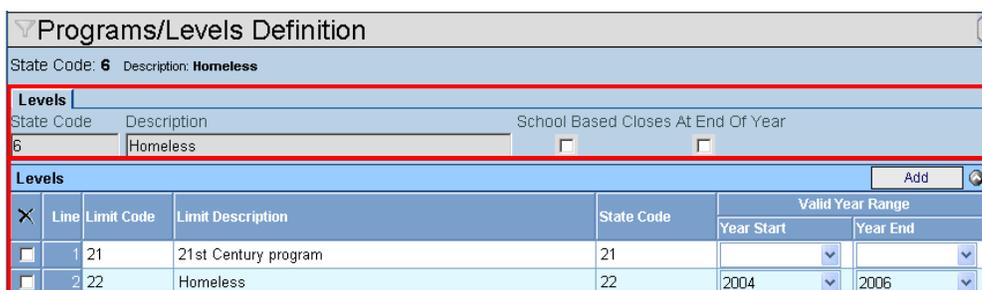
Figure 59 - Needs/Programs Definition

The second area is the **Programs** grid at the bottom of the screen. This is controlled by the security node:

- K12.ProgramInfo.Setup.NeedProgramDefinition

If a need has been defined as School Based, the Programs/Needs section can be configured on the **School Setup** screen. In the **detailed view** of each program, the following security node controls the access to the **Grades** section:

- K12.ProgramInfo.Setup.SchoolYearNeedProgramGrade
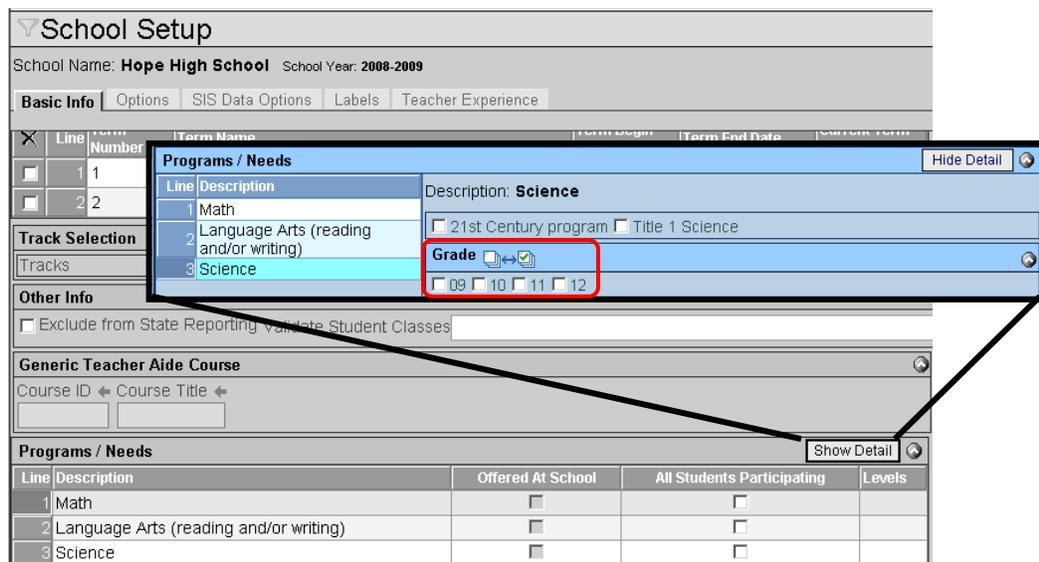
Figure 60 - School Setup screen

The following security nodes do not provide a visible change in security on the screens:

- K12.ProgramInfo.Setup SchoolYearNeedDefinitionOptions
- K12.ProgramInfo.Setup SchoolYearNeedProgramDefOptIn

CHILDHOOD PROGRAM PARTICIPATION

The **Services section** of the Programs tab is controlled by the following security node:

- K12.ProgramInfo.ChildhoodProgParticipationGrid

However, this only prevents deletion of the programs. New programs can still be added using the Add New Program button, and the details of each program can still be modified in the detailed view.

The following security node also prevents deletion of programs, but doesn't gray out the bottom grid:

- K12.ProgramInfo.ChildProgParticipation

Figure 61 - Childhood Program Participation Screen

The **detailed view** of the Programs tab of the Childhood Program Participation screen is controlled by the following security node:

- K12.ProgramInfo.ChildhoodProgParticipationDetailGrid
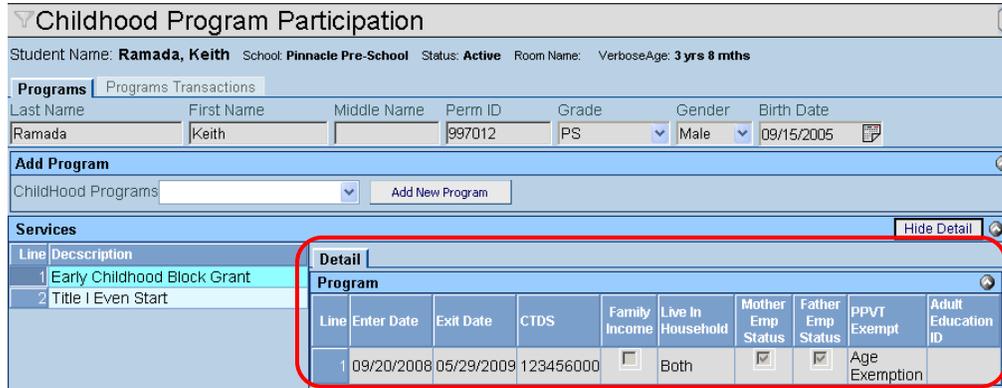
Figure 62 - Childhood Program Participation Screen, Show Detail

The entire **Programs Transactions tab** of the Childhood Program Participation Screen is controlled by the following security node:

- K12.ProgramInfo.ChildhoodProgParticipationHistGrid

Figure 63 - Programs Transactions tab of the Childhood Program Participation Screen

The following security nodes do not provide a visible change in security on the screens:

- K12.ProgramInfo.ChildhoodProgParticipationUI

- K12.ProgramInfo.ChildhoodProgParticipationAddUI

- K12.ProgramInfo.ChildhoodProgParticipationDetailUI

ENGLISH LANGUAGE LEARNERS

The node **K12.ProgramInfo.ELLStudentAssessmentGrid** controls the **ELL Assessment** section and grays out the list of tests. This prevents deletion of existing tests, but new tests can be added and the details can be modified using the Show Details screen.

The node **K12.ProgramInfo.ELLStudentTestPartGrid** controls the **Show Details** screen of the ELL Assessments. However, the scores can still be modified in the main screen.
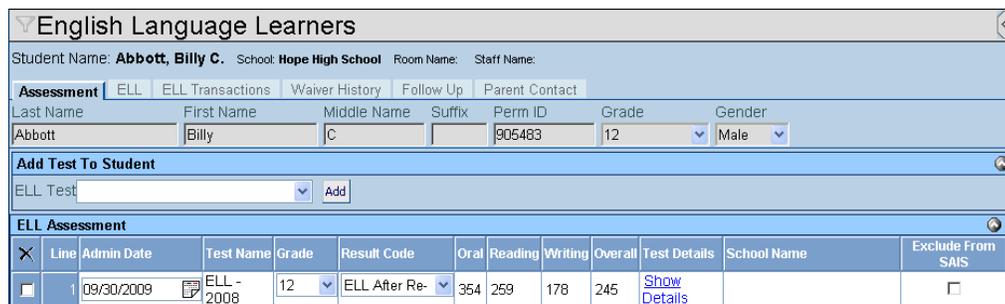
Figure 64 - English Language Learners Screen

The entire **ELL tab** of the English Language Learners screen is controlled by the security node:

- K12.ProgramInfo.ELLHistory

Figure 65 - ELL tab of the English Language Learners Screen

The entire **ELL Transactions tab** of the English Language Learners screen is controlled by the security node:

- K12.ProgramInfo.ELLHistoryGrid

Figure 66 - ELL Transactions tab of the English Language Learners Screen

The entire **Waiver History tab** of the English Language Learners screen is controlled by the following security node:

- K12.ProgramInfo.ELLWaiver
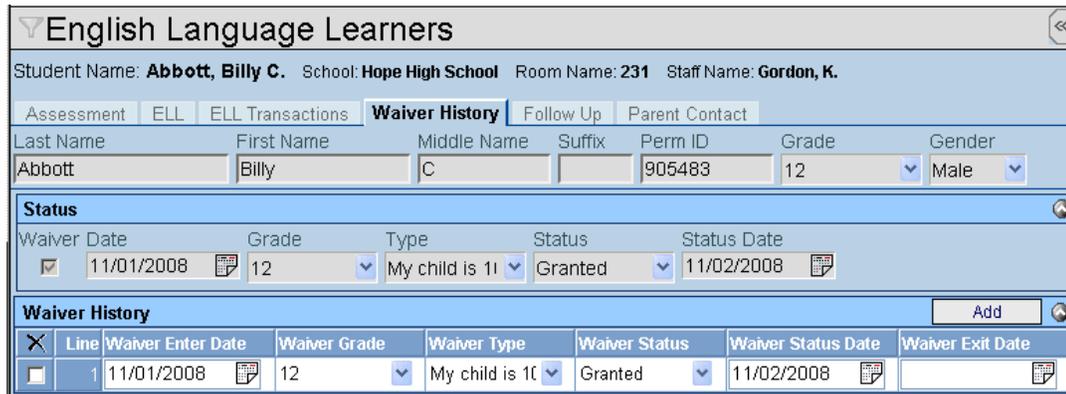
Figure 67 - Waiver History tab of the English Language Learners Screen

The entire **Follow-Up tab** of the English Language Learners screen is controlled by the following security node:

- K12.ProgramInfo.ELLComment
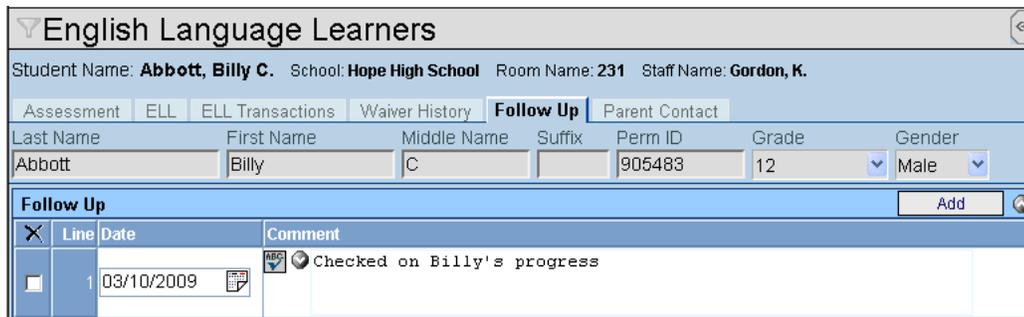
Figure 68 - Follow Up tab of the English Language Learners Screen

The entire **Parent Contact tab** of the English Language Learners screen is controlled by the following security node:

- K12.ProgramInfo.ELLParentHistory
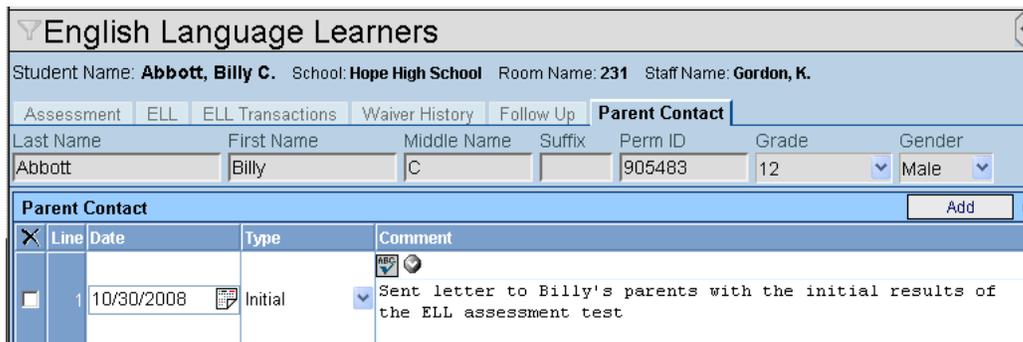
Figure 69 - Parent Contact tab of the English Language Learners Screen

The following security nodes do not provide a visible change in security on the screens:
- K12.ProgramInfo.ELLStudentTestUI
- K12.ProgramInfo.ELLUI
- K12.ProgramInfo.ELL
- K12.ProgramInfo.ELLAssessment
- K12.ProgramInfo.ELLAssessmentTest

FREE AND REDUCED MEALS

The entire FRM tab of the Free and Reduced Meals screen is controlled by the node:

- K12.ProgramInfo.StudentFRMHistory
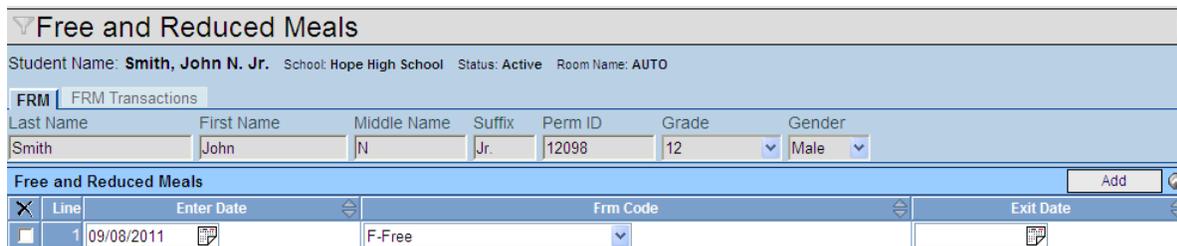
Figure 70 - Free and Reduced Meals Screen

The entire FRM Transactions tab of the Free and Reduced Meals screen is controlled by the following security node:

- K12.ProgramInfo.StudentFRMTransactionHistory

Figure 71 - FRM Transactions tab of the Free and Reduced Meals screen

The following security nodes do not provide a visible change in security on the screens:

- K12.ProgramInfo.StudentFRM

MASS UPDATE STUDENT PROGRAMS

There is not a security node to control the Mass Update Student Programs screen, since the fields are controlled by the respective screens.

Figure 72 - Mass Update Student Programs Screen

The following security node does not provide a visible change in security on the screens:

- K12.ProgramInfo.MassUpdateStudentPrograms

STUDENT NEEDS

The security node **K12.ProgramInfo.StudentProgramGrid** controls the **Needs** section and grays out the list of needs. This prevents deletion of existing needs, but new needs can be added and the details can be modified using the Show Details screen.

The security node **K12.ProgramInfo.StudentProgramGridDetail** controls the **Show Details** screen of the Needs section. However, the data can still be modified in the main screen.

The security node **K12.ProgramInfo.StudentProgramAdd** controls the ability to add a new need.

The security node **K12.ProgramInfo.StudentNeedsProgram**s prevents deletion of a need.
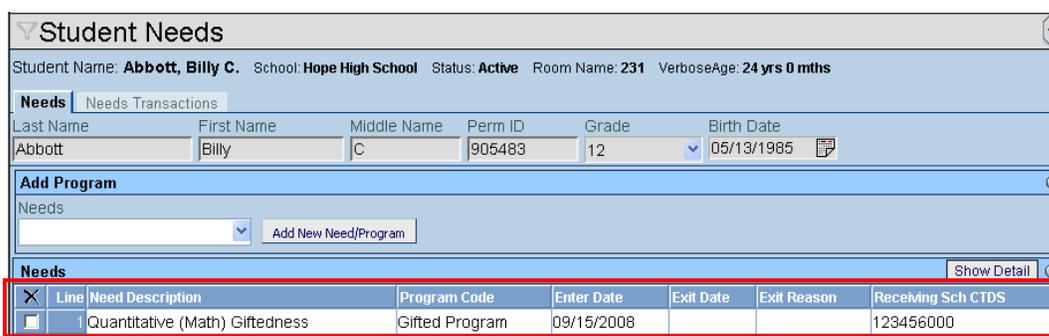
Figure 73 - Student Needs Screen

The entire **Needs Transactions tab** of the Student Needs screen is controlled by the following security node:

- K12.ProgramInfo.StudentProgramTransactionGrid
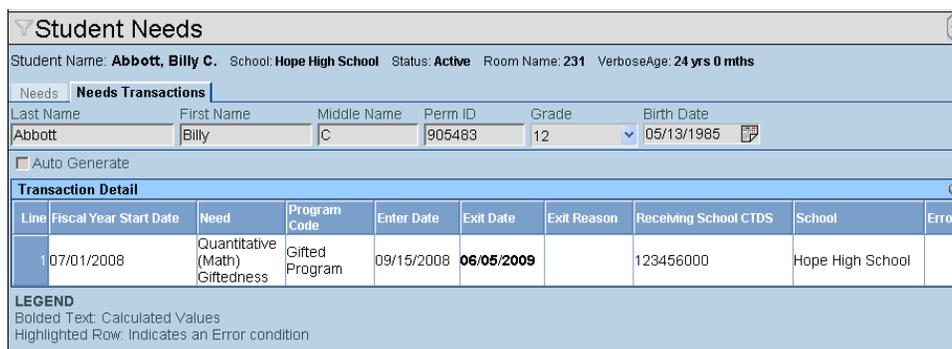
Figure 74 - Needs Transactions tab of the Student Needs Screen

The following security nodes do not provide a visible change in security on the screens:

- K12.ProgramInfo.NeedsUI
- K12.ProgramInfo.NeedsHelper
- K12.ProgramInfo.StudentProgramUI
- K12.ProgramInfo.StudentProgramDetailUI
- K12.ProgramInfo.StudentNeedsProgramsHome

STUDENT PROGRAMS SUMMARY

The security for the Student Program Summary is controlled by the transactions security nodes for each student program screen:

- Childhood Program Participation Transaction Detail – **K12.ProgramInfo. ChildhoodProgParticipationHistGrid**

- English Language Learners Transaction Detail – **K12.ProgramInfo.ELL HistoryGrid**

- Free and Reduced Meals Transaction Detail – **K12.ProgramInfo.StudentFRM TransactionHistory**

- Special Ed Student Transaction Detail – **K12.ProgramInfo.SpecEdServices TransactionsGrid**

- Student Needs Transaction Detail – **K12.ProgramInfo.StudentProgram TransactionGrid**

Figure 75 - Student Program Summary Screen

EXTRACTS AND REPORTS SECURITY

It is recommended to only use the PAD tree security to control access to extracts and reports.

Chapter Five:
MSDS FIELD LOCATIONS

In this chapter, the following topics are covered:

► Where the information uploaded to MSDS is located in Synergy SIS

MSDS FIELD LOCATIONS IN Synergy SIS

The table below shows where the information uploaded to the State of Michigan is stored in Synergy SIS. Information is uploaded via a collection. Each collection contains components – groups of related characteristics. A characteristic is one piece of information or one field. If the information is not stored in a field but is calculated based on the values in other fields, there is a Y in the Calc column. The elements are listed by component name in the order in which they appear within the component.

MSDS Characteristic Name	Synergy SIS Screen - Tab / Section	Field	Calc
Adult Education			
AdultEdFunding	Student.MI - MSDS-Adult Ed/ Adult Education	Participant Funding	
AdultEdCountPeriod	Student.MI - MSDS-Adult Ed/ Adult Education		Y
AdultFTE	Student.MI - MSDS-Adult Ed/ Adult Education	FTE	
AdultFTEProgramCode	Student.MI - MSDS-Adult Ed/ Adult Education	Program	
DiplomaStatus	Student.MI - MSDS-Adult Ed/ Adult Education	Diploma GED Status	
Attendance			
DaysAttended	Attendance		Y
TotalPossibleAttendance	Attendance		Y
Discipline			
IncidentID	Incidents - Information	Incident ID	
DateOfIncident	Incident Add - Information	Incident Date	
IncidentType	Incident Add - Violations / Add violations	Violation	
SeriousBodilyInjury	Incidents - Participants (Show Detail) / Students Involved - Additional Information	Serious Bodily Injury	
SexualAssault	Incident Add - Violations / Add violations	Detail	
InitialConsequenceType	Student Incident - Discipline / Discipline Incidents (Show Detail) Student Incident Detail / Disposition Information	Disposition Code (Sub Category 1)	
InitialDays	Student Incident - Discipline / Discipline Incidents (Show Detail) Student Incident Detail / Disposition Information	Reassignment Days	
InitialStartDate	Student Incident - Discipline / Discipline Incidents (Show Detail) Student Incident Detail / Disposition Information	Start Date	
SecondaryConsequenceType	Student Incident - Discipline / Discipline Incidents (Show Detail) Student Incident Detail / Disposition Information	Disposition Code (Sub Category 1)	
SecondaryDays	Student Incident - Discipline / Discipline Incidents (Show Detail) Student Incident Detail / Disposition Information	Reassignment Days	
SecondaryStartDate	Student Incident - Discipline / Discipline Incidents (Show Detail) Student Incident Detail / Disposition Information	Start Date	
OtherConsequenceType	Student Incident - Discipline / Discipline Incidents (Show Detail) Student Incident Detail / Disposition Information	Disposition Code (Sub Category 1)	

MSDS Characteristic Name	Synergy SIS Screen - Tab / Section	Field	Calc
OtherDays	Student Incident - Discipline / Discipline Incidents (Show Detail) Student Incident Detail / Disposition Information	Reassignment Days	
OtherStartDate	Student Incident - Discipline / Discipline Incidents (Show Detail) Student Incident Detail / Disposition Information	Start Date	
FollowUp	Student Incident - Discipline / Discipline Incidents (Show Detail) Student Incident Detail / Disposition Information	Disposition Code (FollowUp-Sub Category 1)	
Early Childhood Programs			
FiscalEntityTypeCode	StudentMI - MSDS / Early Childhood Programs	Fiscal EntityTypeCode	
FiscalEntityCode	StudentMI - MSDS / Early Childhood Programs	Fiscal Entity Code	
SchoolFacilityNumber	Organization - School / Other Information	State School Code	
ECProgram	StudentMI - MSDS / Early Childhood Programs	Program	
ECProgramStartDate	StudentMI - MSDS / Early Childhood Programs	Enter Date	
ECDeliveryMethod	StudentMI - MSDS / Early Childhood Programs	Delivery Method	
ECDeliverySchedule	StudentMI - MSDS / Early Childhood Programs	Delivery Schedule	
ECProgramEndDate	StudentMI - MSDS / Early Childhood Programs	Exit Date	
ECProgramExitReason	StudentMI - MSDS / Early Childhood Programs	Exit Reason	
Early Childhood Special Ed Assessment			
AssessmentTool	Student.MI - MSDS-SPED / Early Childhood SpEd Assessment	Assessment Tool	
OtherToolComments	Student.MI - MSDS-SPED / Early Childhood SpEd Assessment	Other Tool Comments	
EntryAssessmentDate	Student.MI - MSDS-SPED / Early Childhood SpEd Assessment	Entry Assessment Date	
ExitAssessmentDate	Student.MI - MSDS-SPED / Early Childhood SpEd Assessment	Exit Assessment Date	
Outcome1A	Student.MI - MSDS-SPED / Early Childhood SpEd Assessment	Positive Social-Emotional Skills (Enter)	
Outcome1B	Student.MI - MSDS-SPED / Early Childhood SpEd Assessment	Improvement in 1a	
Outcome1C	Student.MI - MSDS-SPED / Early Childhood SpEd Assessment	Positive Social-Emotional Skills (Exit)	
Outcome2A	Student.MI - MSDS-SPED / Early Childhood SpEd Assessment	Using Knowledge and Skills (Enter)	
Outcome2B	Student.MI - MSDS-SPED / Early Childhood SpEd Assessment	Improvement in 2a	
Outcome2C	Student.MI - MSDS-SPED / Early Childhood SpEd Assessment	Using Knowledge and Skills (Exit)	
Outcome3A	Student.MI - MSDS-SPED / Early Childhood SpEd Assessment	Take Appropriate Action (Enter)	
Outcome3B	Student.MI - MSDS-SPED / Early Childhood SpEd Assessment	Improvement in 3a	
Outcome3C	Student.MI - MSDS-SPED / Early Childhood SpEd Assessment	Take Appropriate Action (Exit)	

MSDS Characteristic Name	Synergy SIS Screen - Tab / Section	Field	Calc
Enrollment			
EnrollmentDate	Student.MI - Other Info / Other Information	Original District Enter Date	
EnrollmentType	Not reported at this time		
ExitStatus	Student.MI - Enrollment / Enrollment Activity Student.MI - Enrollment / Summer Withdrawal Student.MI - Other Info / Graduation Information	Leave Code Summer Withdrawal Code Graduation Status	
ExitDate	Student.MI - Enrollment / Enrollment Activity Student.MI - Enrollment / Summer Withdrawal Student.MI - Other Info / Graduation Information	LeaveDate Summer Withdrawal Date Graduation Date	
ExitType	Not reported at this time		
General Ed FTE			
GeneralEdFTE	Student.MI -Enrollment / Enrollment Activity	Gen Ed FTE	
Homeless Demographics			
Homeless	Student.MI - Other Info / Other Information	Homeless	
UnaccompaniedYouth	Student.MI - Other Info / Other Information	Family Code	
Initial IEP			
DateOfParentalConsent	Student.MI - MSDS-SPED / Initial IEP	Date Of Parental Consent	
TimelinessOfInitialIEP	Student.MI - MSDS-SPED / Initial IEP	Timeliness	
ResultOfInitialIEP	Student.MI - MSDS-SPED / Initial IEP	Result	
DaysBeyondTimeline	Student.MI - MSDS-SPED / Initial IEP	Days Beyond Timeline	
LEP			
FundingParticipation	English Language Learners - ELL History / ELL History	LEP Funding Participation	
LEPInstructionalProgram	English Language Learners - ELL History / ELL History	Program	
PrimaryLanguage (Home Language)	English Language Learners - ELL / Languages	Spoken to Student at Home	
LEPExitReason	English Language Learners - ELL History / ELL History	Exit Reason	
LEPExitDate	English Language Learners - ELL History / ELL History	Exit Date	
LEPReEntryDate	English Language Learners - ELL History / ELL History	Date	Y
Membership			
DateOfCount	Enter on prompt screen		
StudentResidency	Student.MI - Enrollment / Enrollment Activity	Student Residency (SREnrUserDD02)	
Ten30DayRule	Student.MI - MSDS / Other	Ten/30 Day Rule	
Migrant Curriculum Courses			
SubjectAreaCode	To be determined		
CourseIdentifierCode	To be determined		
LocalCourseId	To be determined		
LocalCourseTitle	To be determined		
CourseType	To be determined		
AcademicYear	To be determined		

MSDS Characteristic Name	Synergy SIS Screen - Tab / Section	Field	Calc
CourseSection	To be determined		
TermType	To be determined		
ClockHours	To be determined		
GradetoDate	To be determined		
CreditsGranted	To be determined		
FinalGrade	To be determined		
OEAA Assessment			
MathTestType	Enter on prompt screen		
MathGroupCode	Enter on prompt screen		
MathResearchCode1	Enter on prompt screen		
MathResearchCode2	Enter on prompt screen		
ReadingTestType	Enter on prompt screen		
ReadingGroupCode	Enter on prompt screen		
ReadingResearchCode1	Enter on prompt screen		
ReadingResearchCode2	Enter on prompt screen		
WritingTestType	Enter on prompt screen		
WritingGroupCode	Enter on prompt screen		
WritingResearchCode1	Enter on prompt screen		
WritingResearchCode2	Enter on prompt screen		
ScienceTestType	Enter on prompt screen		
ScienceGroupCode	Enter on prompt screen		
ScienceResearchCode1	Enter on prompt screen		
ScienceResearchCode2	Enter on prompt screen		
SocialStudiesTestType	Enter on prompt screen		
SocialStudiesGroupCode	Enter on prompt screen		
SocialStudiesResearchCode1	Enter on prompt screen		
SocialStudiesResearchCode2	Enter on prompt screen		
ELATestType	Enter on prompt screen		
ELAGroupCode	Enter on prompt screen		
ELAResearchCode1	Enter on prompt screen		
ELAResearchCode2	Enter on prompt screen		
Personal Core			
UIC	Student.MI - Demographics / Student Information	UIC	
LastName	Student.MI - Demographics	Last Name	
FirstName	Student.MI - Demographics	First Name	
MiddleName	Student.MI - Demographics	Middle Name	
Suffix	Student.MI - Demographics	Suffix	
DateOfBirth	Student.MI - Demographics / Student Information	Birth Date	
MultipleBirthOrder	Student.MI - Demographics / Student Information Student.MI - MSDS / Other	Multiple Birth Order	
Gender	Student.MI - Demographics	Gender	
Personal Curriculum			
PersonalCurriculumCredit Modification	Student.MI - MSDS / Student Waivers	Waived Subject Area	
PersonalCurriculumType	Student.MI - MSDS / Student Waivers	Waiver Type	
Personal Demographics			

MSDS Characteristic Name	Synergy SIS Screen - Tab / Section	Field	Calc
ResidentLEANumber	Student.MI - Enrollment / Enrollment Activity	District of Residence	
StudentResidentCounty	Student.MI - Demographics / Home Address	Resident County	
CountryOfBirth	Student.MI - Demographics / Student Information	Birth Country	
YearOfEntry	Student.MI - Other Info / Other Information	US School Entry Date	
StreetAddress	Student.MI - Demographics / Home Address	Address	_
StreetAddress2	Not needed		
PersonalDemographicsCity	Student.MI - Demographics / Home Address	City	
State	Student.MI - Demographics / Home Address	State	
ZipCode	Student.MI - Demographics / Home Address	ZIP Code	
Ethnicity	Student.MI - Demographics / Race and Ethnicity	Race	
Phone	Student.MI - Demographics / Phone Numbers	Phone	
Program Participation			
ProgramEligibility Participation	Student Needs - Needs / Needs	Need Program Code	
School Demographics			
OperatingISDESANumber	Enter on prompt screen	Submitting Entity Code	
OperatingDistrictNumber	Enter on prompt screen	District Number	
SchoolFacilityNumber	Organization - School / Other Information	State School Code	
StudentIdNumber	Student.MI - Demographics	Perm ID (SISNumber)	
GradeOrSetting	Student.MI - Enrollment / Enrollment Activity	Grade	
S2E2Code	Student.MI - Enrollment / Enrollment Activity	S2E2 Code (SREnrUserDD1)	
SNE			
SupplementalNutrition Eligibility	Free and Reduced Meals - FRM	FRM Code	
Special Education			
PrimaryDisability	Student.MI - MSDS-SPED / Special Education	Primary Disability	
SecondaryDisability	Student.MI - MSDS-SPED / Special Education	Secondary Disability	
IEPDate	Student.MI - MSDS-SPED / Special Education	IEP Date	
ProgramServiceCode	Student.MI - MSDS-SPED / Special Education	Program Service	
SupportServices	Student.MI - MSDS-SPED / Special Education	Support Service	
PrimaryEducationalSetting	Student.MI - MSDS-SPED / Special Education	Primary Education Setting	
SpecEdExitReason	Student.MI - MSDS-SPED / Special Education	Exit Reason	
SpecEdExitDate	Student.MI - MSDS-SPED / Special Education	Exit Date	
PlacedByAnotherDistIEP	Student.MI - MSDS-SPED / Special Education	Placed by Another Dist IEP	
Section52FTE	Student.MI - MSDS-SPED / Special Education	Section 52 FTE	
Section53FTE	Student.MI - MSDS-SPED / Special Education	Section 53 FTE	
Student Record Maintenance			
AsOfDate	Entered on prompt screen		
Submitting Entity			
SubmittingEntityCode	Entered on prompt screen	Submitting Entity Code	
SubmittingEntityTypeCode	Entered on prompt screen	Submitting Entity Type Code	
Student Course Component			

MSDS Characteristic Name	Synergy SIS Screen - Tab / Section	Field	Calc
_	Get courses from Student Classes		
SubjectAreaCode	District Course MI - Description / National Course Classification	Subject Area (SCEDSubjectArea)	
CourseIdentifierCode	District Course MI - Description / National Course Classification	Course Code (SCEDCourseCode)	
LocalCourseId	Student Grade - Student Grades	Course ID	
LocalCourseTitle	District Course MI - Course	Course Title	
CourseSectionID	Student Grade - Student Grades	SectionID	
CourseType	District Course MI - Description / National Course Classification	Course Level (SCEDCourseLevel)	
AcademicYear	Focus Year	School Year	
CreditsGranted	Section - Current Students / Restrictions	Credit (if passing grade)	
CourseGrade	Student Grade - Student Grades Uses the mark with the highest "Mark Order" defined in Grading Setup - Grade Period/Mark Definition / Grade Period	Mark	
CompletionStatus	Pulled from K12.CourseHistoryInfo.Mark lookup table based on Mark.	Completion Status	
PIC	Staff - General / Staff Info	State ID	
VirtualDelivery	District Course MI - Course / Course Info -OR- Section - Current Students / Section Info	DistanceLearningCourse DistanceLearning	
MentorTeacher	Section - Current Students / Section Info	Instructional Strategy	
Title I Service			
TASInstructionalServices	Student Needs - Needs / Needs	Need Program Code	
TASSupportServices	Student Needs - Needs / Need	Need Program Code	

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