Synergy SIS™

STATE OF MICHIGAN DATA REPORTING
USER GUIDE

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

The illustrations, procedural steps, and sample reports in this manual may be slightly different from the actual software due to modifications in the software based on state requirements and/or school district customization.

The data in this document may include the names of individuals, schools, school districts, companies, brands, and products. Any similarities to actual names and data are entirely coincidental.

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ABOUT THIS MANUAL

Edupoint Educational Systems develops software with multiple release dates for the software and related documentation. The documentation is being released in multiple volumes to meet this commitment.

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

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.

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Chapter One: THE MSDS SUBMISSION PROCESS

In this chapter, the following topics are covered:

- ► Overview of the MSDS Submission process
- ► The steps of the MSDS Submission process
- ► User setup
- ► Location of state data reporting screens

Overview of the State of Michigan Data Reporting

The Center for Educational Performance and Information (CEPI) developed the Michigan Student Data System (MSDS) to keep up with the changing demand and uses for student data. Authorized users will utilize the MSDS for the collection of student-level data for state and federal reporting.

Synergy SIS provides a seamless process to report the required data to the state of Michigan. Some of the notable features of MSDS Data Reporting include:

- All data can be collected at the district level so only one upload is needed for the entire district. Separate uploads for each school are possible but are not required.
- Synergy SIS will pull the information needed to report special program information such as ELL and Student Needs. This is part of the normal submission process and does not need to be handled separately.
- Synergy SIS is updated every year to reflect the changes introduced by the 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. Refer to the State of Michigan CEPI website (http://www.michigan.gov/cepi) for the actual due dates for the current school year.

- 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
- Advanced Accelerated
- Attendance
- Discipline
- Early Childhood Programs
- Early Childhood Special Education Assessment
- Enrollment
- General Education FTE
- Homeless Demographic
- Initial IEP
- OEAA Assessment
- Personal Core
- Personal Curriculum
- Personal Demographics
- Program Participation
- School Demographics
- SNE
- Special Education
- Student Record Maintenance
- Submitting Entity

- LEP
- Membership
- Migrant Curriculum Courses
- Student Course Component
- Title I Services

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. No special data entry is required to capture the information required by the state. Information regarding the student's participation in special programs such as ELL or Program Participation is recorded in the screens in the Student Programs folder.

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.

Where is this information located in Synergy SIS?

Data is collected throughout the Synergy SIS system for upload to the state. The demographic and enrollment information is collected through the Student screen, located in the Student folder. Attendance information is collected through the screens in the Attendance folder. Information regarding student participation in special program such as ELL or Program Participation is captured in the screens in the Student Programs folder. The collected data is then processed and submitted using the screens in the MI folder. This manual will show exactly where each element of MSDS components is recorded in Synergy SIS. A summarized list of field locations can be found in Chapter Seven of this manual.

Entering information into the Student screen is explained in the *Synergy SIS – Student Information User Guide*. Attendance recording is covered in the *Synergy SIS – Attendance User Guide*.

This manual illustrates how to record and edit data specific to the State of Michigan and for the special programs, and how to submit the collected data to the state. It reviews all screens and reports in the MI folder and the Student Programs folders.

Reference: *Synergy SIS – State of Michigan Data Reporting Administrator Guide* covers the setup and configuration required for the special programs and the data submission process..

The Steps of the Submission Process

MSDS reporting in Synergy SIS consists of the following steps:

1. **Review**: School district personnel responsible for submitting data to the state should review the latest version of the *MSDS Collection Details Manual* and be familiar with reporting requirements and any recent changes.
2. **Create**: The next 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.
3. **Upload**: The next 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.
4. **Verify**: The user then verifies the data sent. The state provides reports showing any errors.
5. **Certify**: After the data entry errors are corrected, the data must be certified. Refer to the *MSDS Collection Details Manual* for more information.

The person in charge of the MSDS uploads can select specific schools for processing instead of uploading all data for the entire district. This can be helpful in large districts where processing all transactions at the same time may overload the system. However, **all steps of the process must be completed for each file created.**

Location of the State Data Reporting Screens

The **Student** screen has been changed to include four tabs for MSDS data not found elsewhere in the system. The **MI** folder of the Synergy SIS menu includes extract, import, and report 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 screens used to create submission files and reports can be found by doing the following:

1. Open the **Synergy SIS Navigation Tree**) (also known as the PAD tree by clicking on the Tree button.

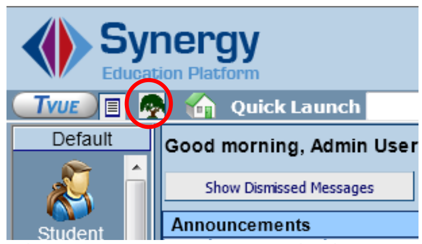

Figure 1 - SYNERGY SIS Navigation Tree

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.

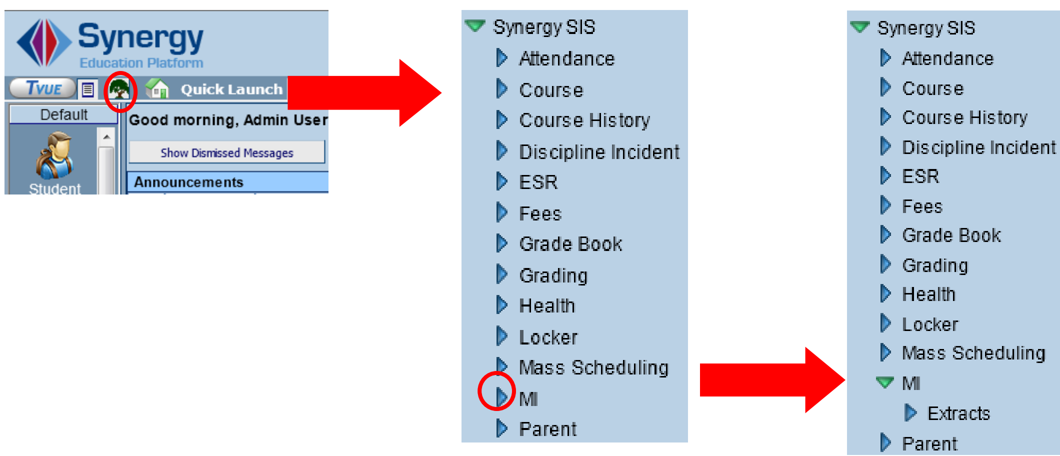

Figure 2 - SYNERGY SIS Navigation Tree Expanded

3. Expand the **Extracts** folder by clicking on the blue triangle pointing right, next to the word Extracts.

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> Extracts**. This would mean go to the Navigation Tree, click on the Synergy SIS folder, click on the MI folder, and then click on the Extracts folder.

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Chapter Two: STUDENT SCREEN

In this chapter the following topics are covered:

- ► Demographics Tab
  - Student Information
  - Race & Ethnicity information
  - Home Address information
  - Phone Number information
- ► Other Info Tab
  - U.S. School Entry Date
  - Original Enter Date
  - Family Code
  - Homeless
- ► Enrollment Tab
  - Student Enrollment Information
  - Withdrawals
- ► MSDS Tab
  - Advanced and Accelerated
  - Early Childhood Programs
  - Early Childhood Special Ed Assessments
  - Initial IEP
  - Other
  - Special Education
  - Student Waivers (Personal Curriculum)

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. The labels of the 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.

Entering information into the Student screen is explained in the *Synergy SIS – Student Information User Guide*. This manual assumes the user is already familiar with how to navigate to a student's information and use the Student screen.

1. Navigate to the Student screen. The following fields are used in state reporting and are usually entered when a new student record is created. Refer to the *Synergy SIS – Student Information User Guide* for information on how to change this information if it is incorrect.

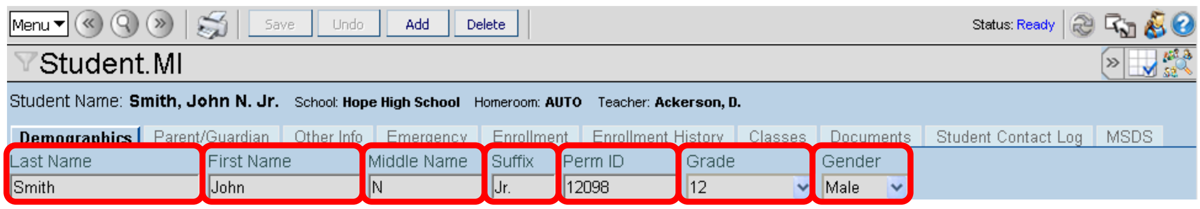


Figure 3 - Student Information

2. **Last Name** must be the student's last name, family name, or surname as it appears on his/her birth certificate or other legal documentation.
3. **First Name** must be the student's complete legal first name; the name given at birth, baptism, naming ceremony or through a legal change. Always record the student's name as it appears on a birth certificate or legal document presented at the time of enrollment. Please refer to the Pupil Accounting Manual for acceptable alternatives when the name presented on the birth certificate is not appropriate (such as "baby boy", "baby girl", foreign language). Do **not** use nicknames or abbreviated names.
4. **Middle Name** must be the student's middle name given at birth, baptism, naming ceremony or through a legal change. When the full middle name is not available, the middle initial may be submitted. CEPI and Michigan Department of Education (MDE) use these data in the identification of students in UIC matching and resolution processes.
5. **Suffix** must be the abbreviated name suffix that follows the student's full name and provides additional information about the student. This characteristic is optional. You may omit it when not applicable or available. Common name suffixes include junior (Jr.), senior (Sr.), or a numeric reference such as II or III (second or third). CEPI and MDE use these data in the identification of students in UIC matching and resolution processes.
6. **Perm ID** is assigned by the system when a new student record is created. This is the unique ID assigned to the student within the student information system.
7. The student's **Grade** comes from the most recent student enrollment record.
8. **Gender** is required.

DEMOGRAPHICS TAB

Student Information

The following fields on the **Demographics** tab in the **Student Information** section are used in state reporting:

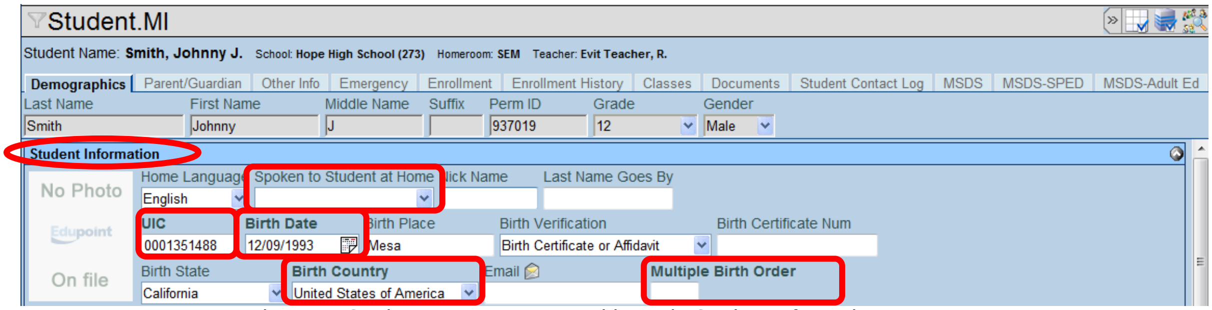


Figure 4 - Student screen, Demographics Tab, Student Information

1. Select a **Language To Home** code if other than English. **Home Language** may also be entered but it is not used for state reporting.
2. Enter the student's Unique Identification Code (**UIC**) in the box. The UIC is a distinct ten-digit number assigned by the CEPI. The UIC is essential to the identification and tracking of student data.
3. Enter the date of birth in the **Birth Date** field. Enter the date as it appears on the birth certificate or other legal document presented at the time of enrollment. The date should be entered in the format M/D/YYYY or may be selected by clicking the Calendar button.
4. Select the country of birth from the **Birth Country** drop-down menu. Enter the country of birth just as it appears on the student's birth certificate.
5. **Multiple Birth Order** is used to indicate that the student is part of a multiple birth. This field is intended to provide some distinguishing data element for cases where the cultural practice is to provide twins (triplets, etc.) of the same gender with the same first name, or where children of the same gender have similar first names. Each student from such a multiple birth is to have a uniquely different birth order number. This field will be used by the state to "break ties" if two or more students are identified as matching the same UIC, yet it is known by the district that these students are not duplicates but instead part of a multiple birth.

Race and Ethnicity

1. On the **Demographics** tab find the **Race and Ethnicity** section.

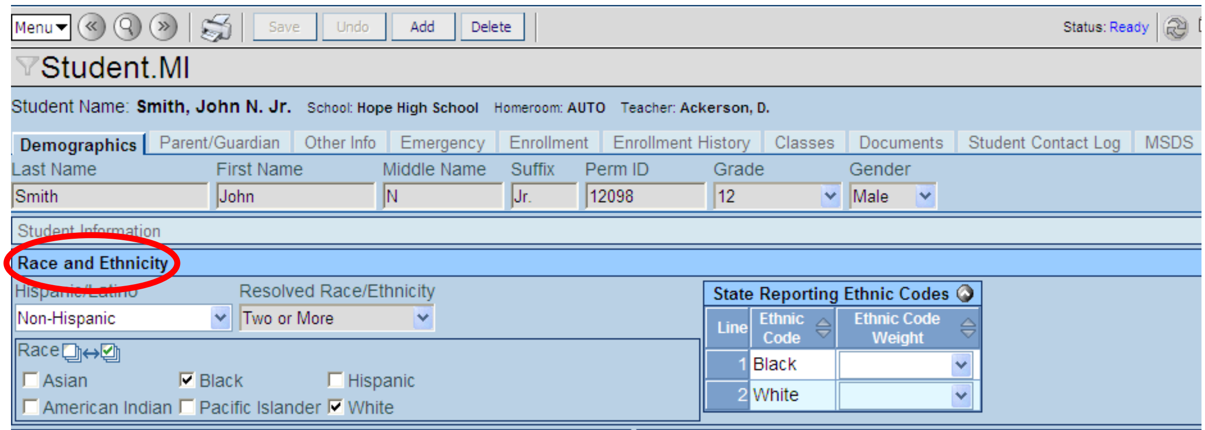


Figure 5 - Student screen, Demographics tab, Race and Ethnicity

2. Select an option from the **Hispanic/Latino** drop-down menu to identify the ethnicity of the student (Hispanic or Non-Hispanic). If the student is 100% Hispanic, **Race** is not required. If the student is Non-Hispanic or is mixed race including Hispanic, select one or more races.

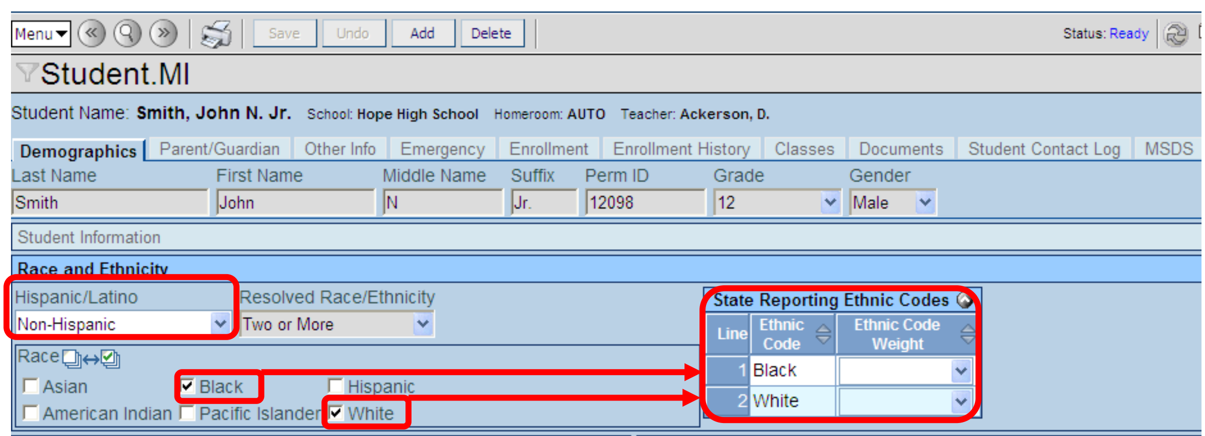


Figure 6 - Student screen, Demographics tab, Race and Ethnicity

Follow these steps to weight ethnicity if used by the district (indicate primary, secondary, etc.).

1. Click all boxes that apply in the **Race** section.
2. Click the **Save** button at the top of the screen to save the races checked. The races will then show in the state reporting box to the right.
3. Enter the weight for each ethnic code from the **Ethnic Code Weight** drop-down menu.

Home Address Information

1. On the **Demographics** tab find the **Home Address** section.

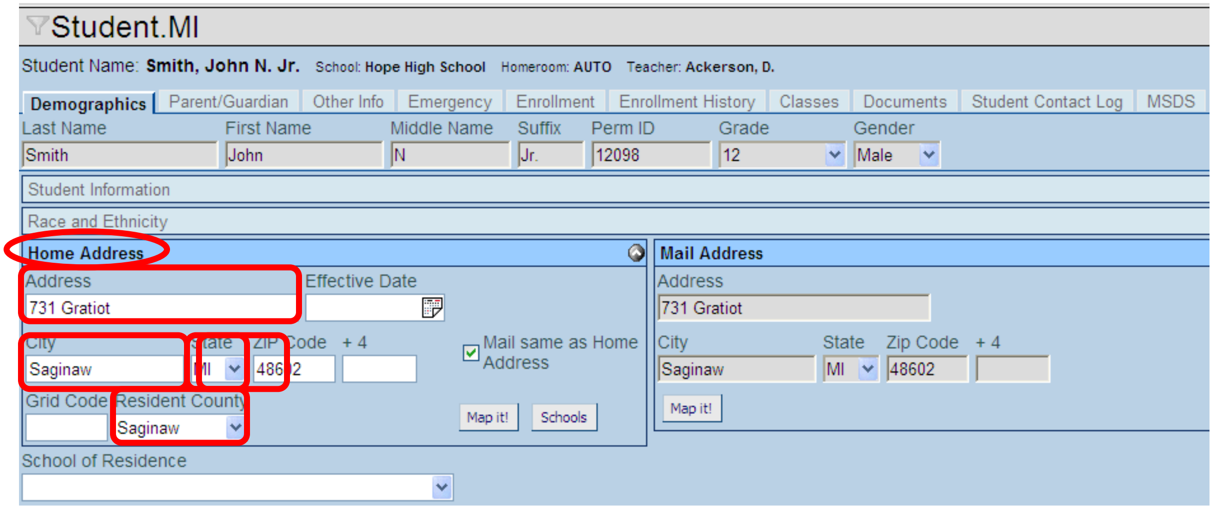


Figure 7 - Student Screen, Demographics Tab, Home Address

2. Enter the student's address in the **Address** box. This is the street address where the student lives at the time of reporting or the student's last known street address of residence.
3. Enter the student's city in the **City** box. Indicate the name of the city or town where the student lives at the time of reporting or the student's last known city or town of residence.
4. Select the student's state from the **State** drop-down menu. Indicate the state where the student lives at the time of reporting or the student's last known state of residence.
5. Enter the student's zip code in the **Zip Code** box. This is the zip code of the location where the student lives at the time of reporting or the last known code of residence. If there is no four-digit code, pad with five blanks.
6. Select the student's resident county from the **Resident County** drop-down menu. Choose the county in which the student's primary address is located.

Phone Number Information

1. On the **Demographics** tab find the **Phone Numbers** section.

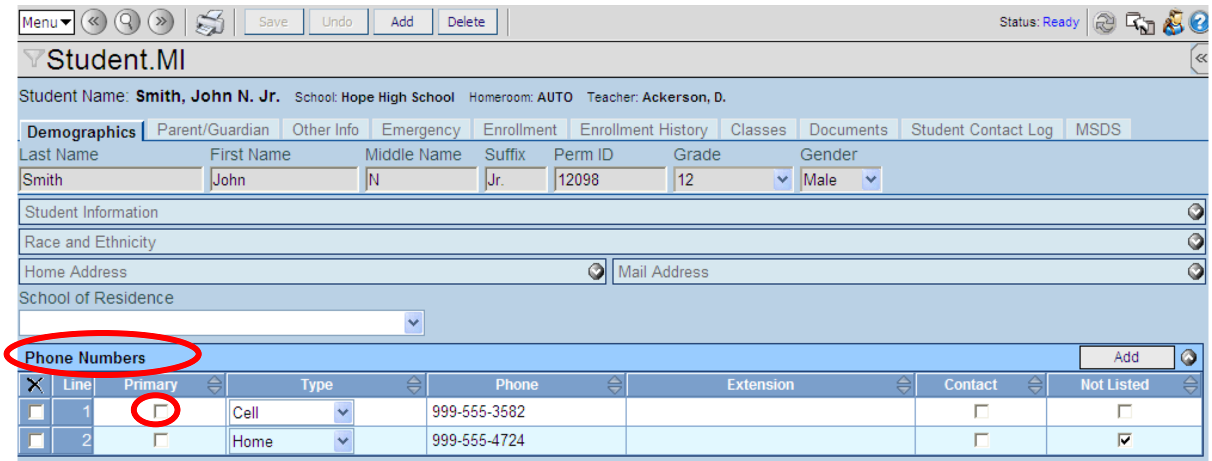


Figure 8 - Student.MI Screen, Demographics Tab, Phone Numbers

2. The phone number flagged as primary will be reported to the state.

OTHER INFO TAB

Other Information

1. Click on the **Other Info** tab and find the **Other Information** section. The highlighted fields are used for state reporting.

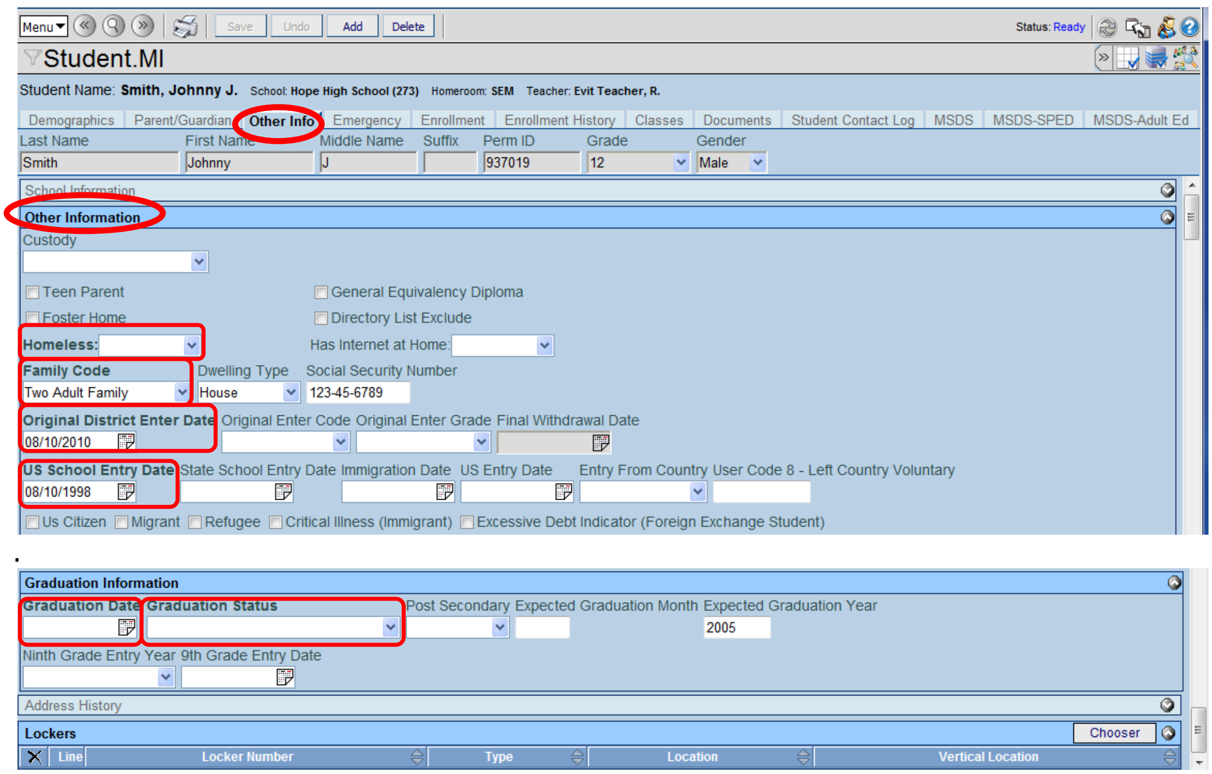


Figure 9 - Student Screen, Other Info Tab

2. If applicable, select a **Homeless Code** from the drop-down menu. This characteristic is used to identify students who lack fixed, regular and adequate residence and to indicate the student's primary nighttime residence. Students who become homeless for any period of time within the school year are eligible for all homeless services for the entire school year.

3. In addition to indicating family status, **Family Code** is also used to identify unaccompanied youths. If applicable, select the appropriate code from the drop-down menu. An **unaccompanied youth** is an individual who is not in the physical custody of a parent or guardian and who fits the McKinney-Vento definition of homeless.

4. Enter the **Original District Enter Date**. Enter the first day the student enrolled in the district. If a student exits the district and then re-enrolls, the date of re-enrollment should be reported in this field. This date should not change if a student is merely changing buildings within the same district.

5. Enter the **US School Entry Date** which the student first attended school in the United States. The year will be used for Year of Entry in the Personal Demographics component.
6. **Graduation Date** and **Graduation Status** are updated in Year End Status Update. If these are present, they are used as the Exit Date and Exit Status.

ENROLLMENT TAB

Student Enrollment Information

1. Click on the **Enrollment** tab and find the **Enrollment Activity** section. Following are the fields used for state reporting.

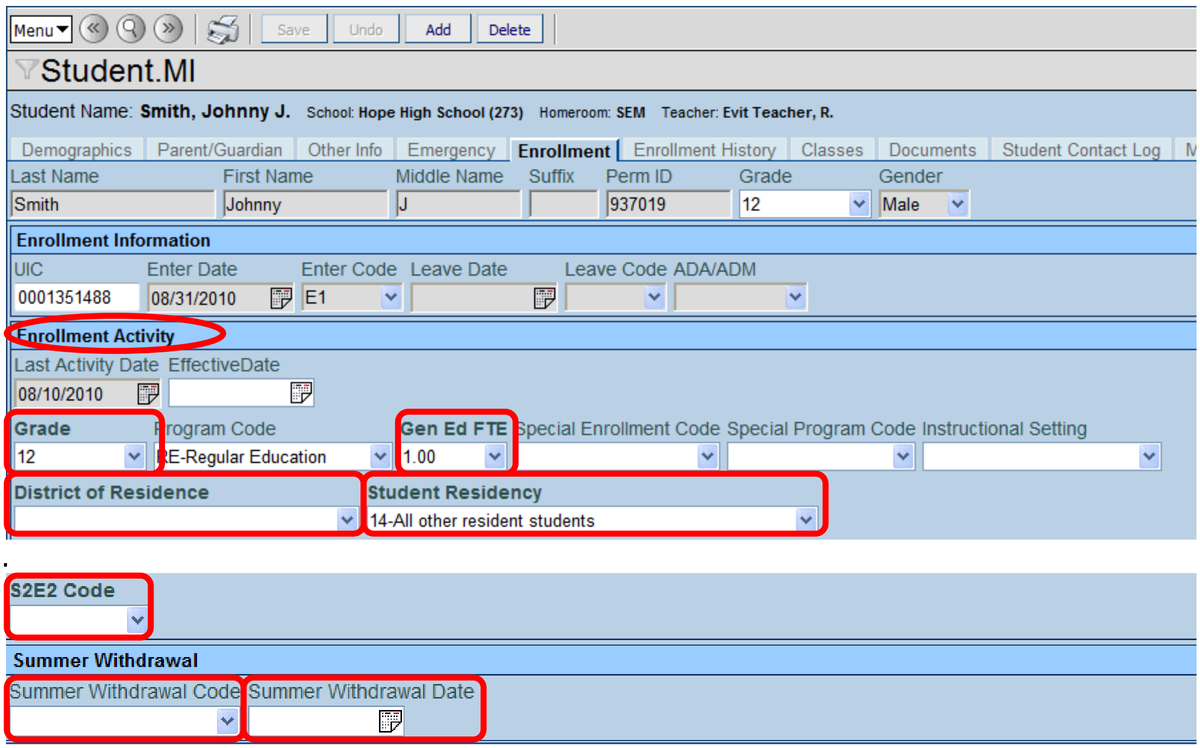


Figure 10 - Student Screen, Enrollment Tab, Enrollment Activity

Caution: Be careful when selecting an Effective Date. If you are simply correcting or adding additional information to the current enrollment, effective date should be the same as last activity date. If something has **changed** in the student's enrollment since the last activity date, enter the appropriate effective date.

2. Select the **FTE** from the drop-down menu. Choose the full time equivalency (FTE) for which the student is eligible for instructional programs provided to regular education pupils in grades K-12. FTE is an individual pupil's pro rata share of membership. A student's FTE may range from "0.00" to "1.00".
3. Enter the **District of Residence.** This is the state-assigned, five-digit code for the district in which the student resides.
4. If the student resides in a different school district, select the **Reason for Attendance** from the drop-down menu. Enter the code that best indicates the student's residency or non-residency status for membership within the district.

5. If applicable, select an **S2E2** (Specialized Shared Educational Entity) Code from the drop-down menu if applicable. Refer to the *MSDS Collection Details Manual* for more information.
6. If a student leaves the district over the summer, the **Summer Withdrawal Date** and **Summer Withdrawal Code** will be used for Exit Date and Exit Status.

WITHDRAWALS

Regular Withdrawal

If a student transfers from one school to another within the district during the school year, do the following:

1. Navigate to the **Student** screen and find the transferring student.
2. Click on the **Menu** button.

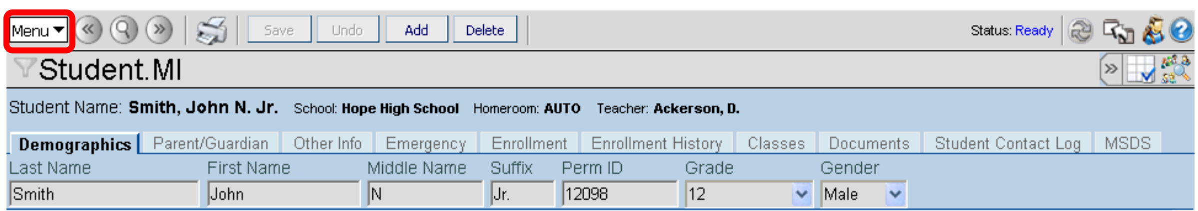


Figure 11 - Student Screen, Student transfer

3. Select the Inactive Student option.

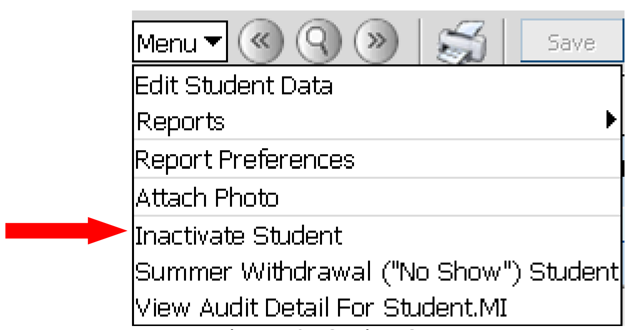


Figure 12 - Student Screen, Menu

4. The **Inactivate Student** window will be displayed.

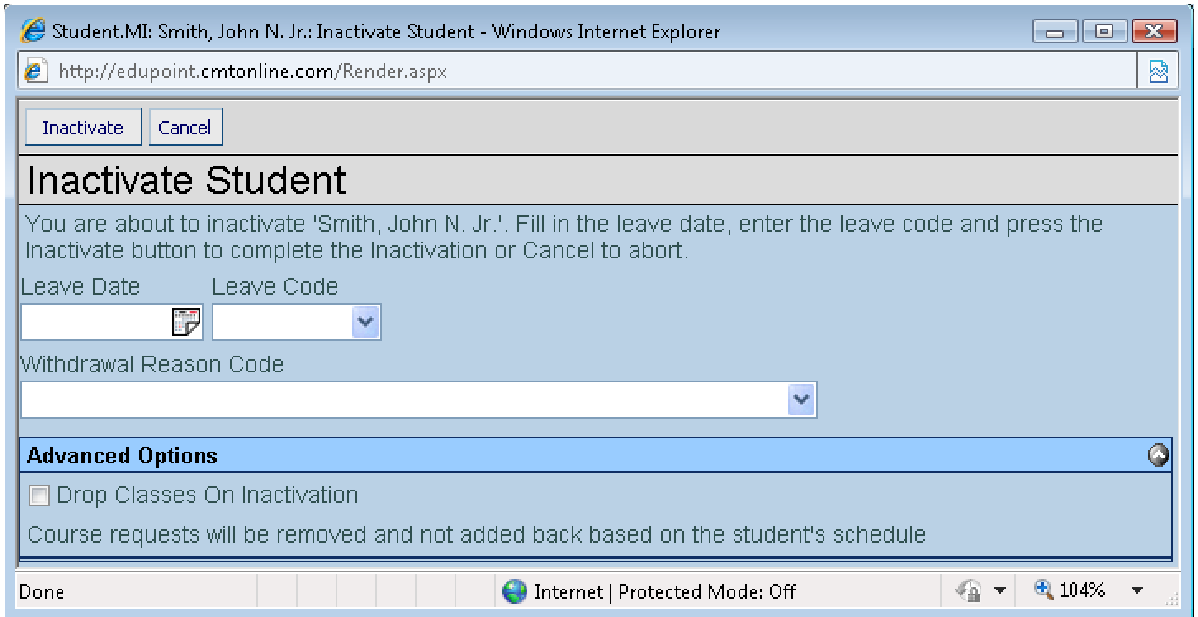
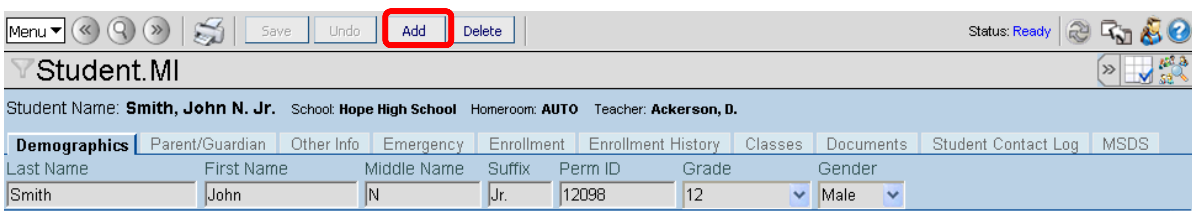


Figure 13 - Inactivate Student.

5. Enter the **Leave Date** and the appropriate **Leave Code**. **Withdrawal Reason Code** is required or optional based on the District Setup. Leave Date and Leave Code will be used for Exit Date and Exit Status.
6. Check the box for Drop Classes On Inactivation if necessary.
7. Click the **Inactivate** button to complete the inactivation process.
8. Change your **focus** to the school to which the student is transferring.
9. Click on the **Add** button near the top of the screen.



10. The **Student Find** window will be displayed. Enter the student's last name under Search Criteria. Click on the **Find** button near the top of the window. Students with a last name equal to or after the last name you entered will be displayed.

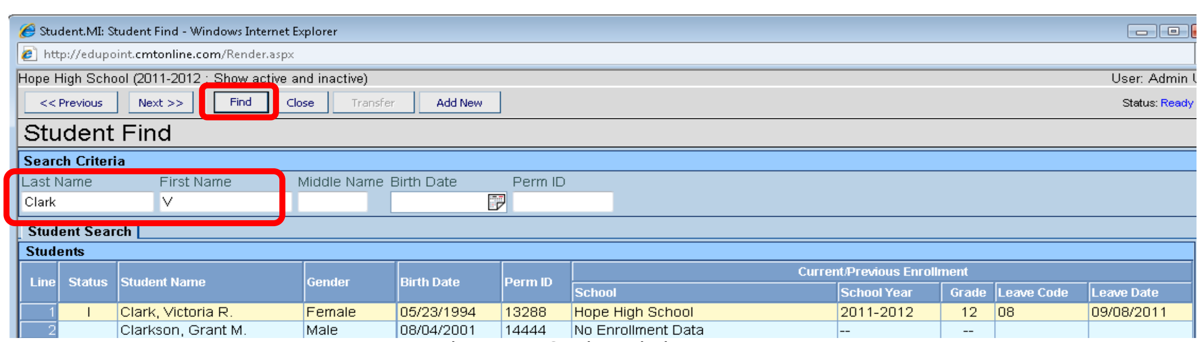


Figure 14 - Student Find

11. Click on the transferring student then click the **Transfer** button.

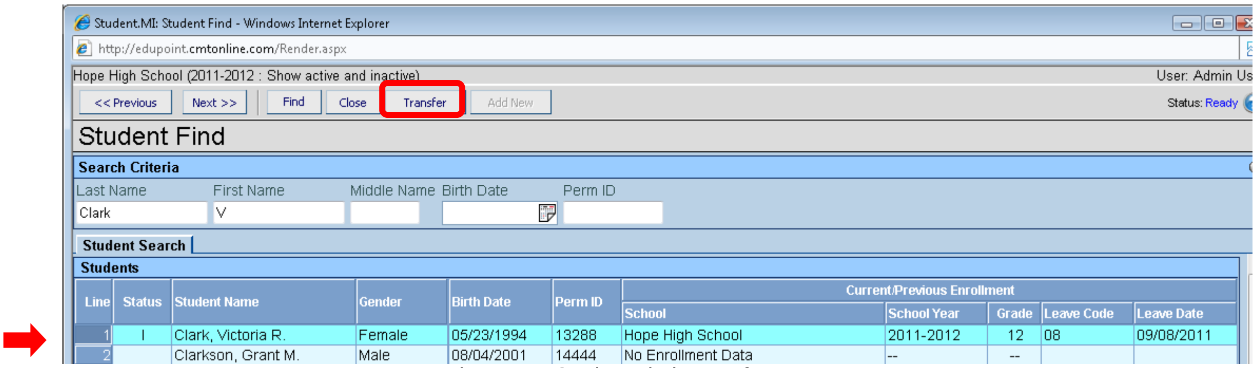


Figure 15 - Student Find, Transfer

12. A **Student Add** window will be displayed.
13. Click on the **Enrollment** Tab and enter the enrollment information for the new school.
14. Click **Save** to complete the transfer process.

If a student withdraws from the district during the school year, follow steps 1 through 6 above.

Summer Withdrawal

Enter a summer withdrawal if one of the following is true:

- A student attended a school within the district during the last school year and does not plan to attend this school year.
- A student enrolled in the district but did not show up for school on the first day of school (No show).

1. Navigate to the Student screen and find the student.
2. Click on the Menu button.

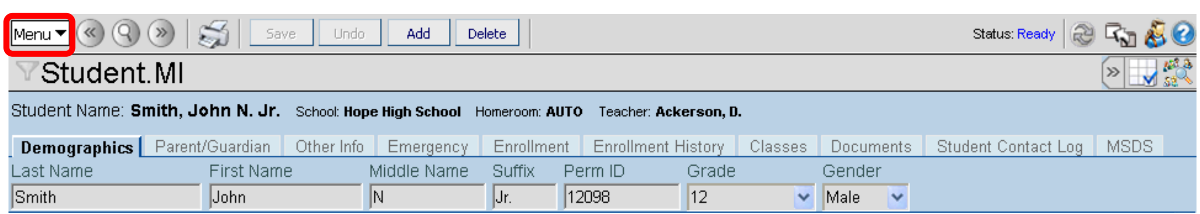


Figure 16 - Student Screen, Summer Withdrawal

3. Select the **Summer Withdrawal (No Show) Student** option.

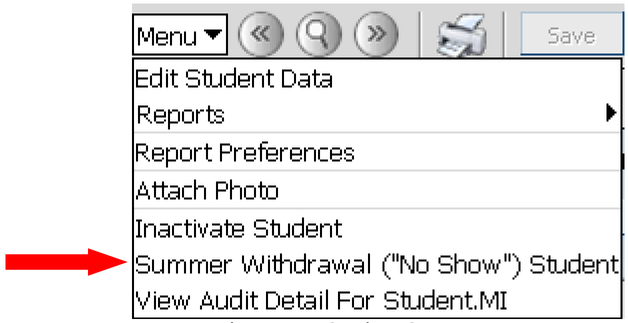


Figure 17 - Student Screen, Menu

4. The **No Show Student** window will be displayed.

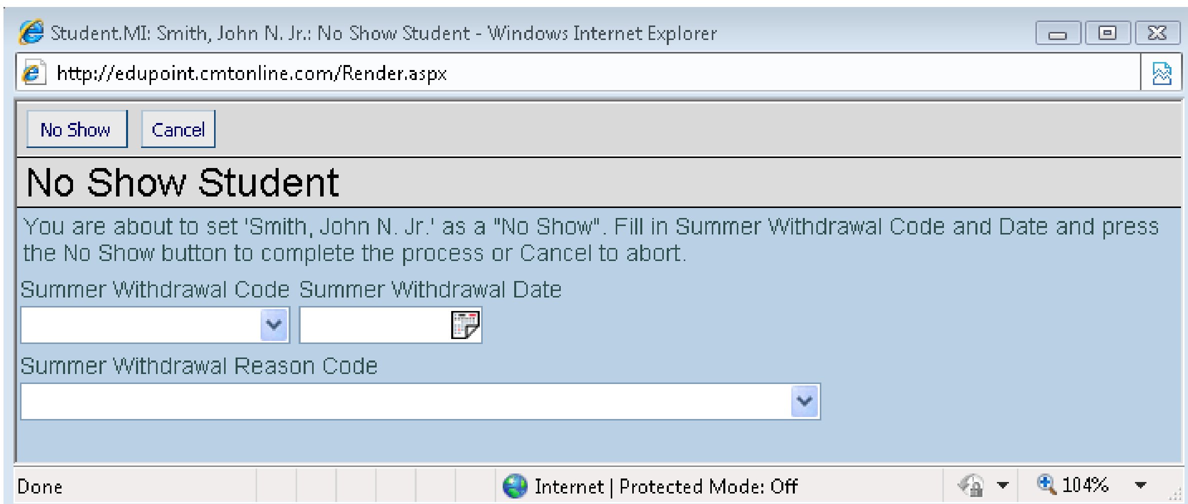


Figure 18 - Summer Withdrawal (No Show)

5. Enter the appropriate **Summer Withdrawal Code**. Select the "No Show" code if the student NEVER attended a school in the district. Otherwise, select one of the other codes. This code will be used as Exit Status.
6. Enter **Summer Withdrawal Date**. This value will be used as the Exit Date.
7. **Summer Withdrawal Reason Code** is required or optional based on District Setup.
8. Click the **No Show** button to complete the withdrawal process.

MSDS TAB

The following section refers to the data stored in the **Student** screen on the **MSDS** tab.

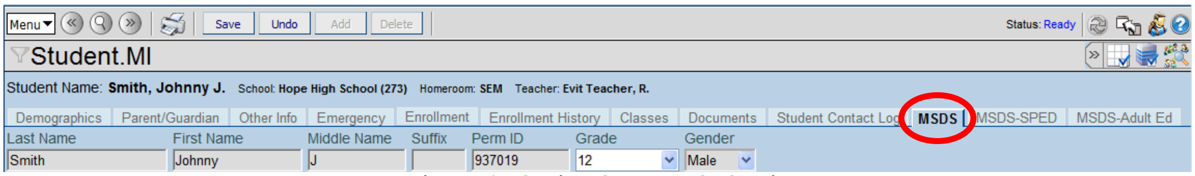


Figure 19 - Student Screen, MSDS Tab

Early Childhood Programs

The information entered for Early Childhood Programs will be used in the Early Childhood Collection.

Caution: While Childhood Programs can be viewed using the Childhood Program Participation screen found in **Synergy SIS> Student Programs**, changes should only be made using the the Early Childhood Programs section on the MSDS tab on the Student.MI screen. There are additional fields needed for state reporting only found there.

1. Navigate to the Student screen and find the student to change.
2. Click on the **MSDS** tab and find the **Early Childhood Programs** section.
3. Click on the arrow at the far right of the **Early Childhood Programs** line to expand the section if necessary.

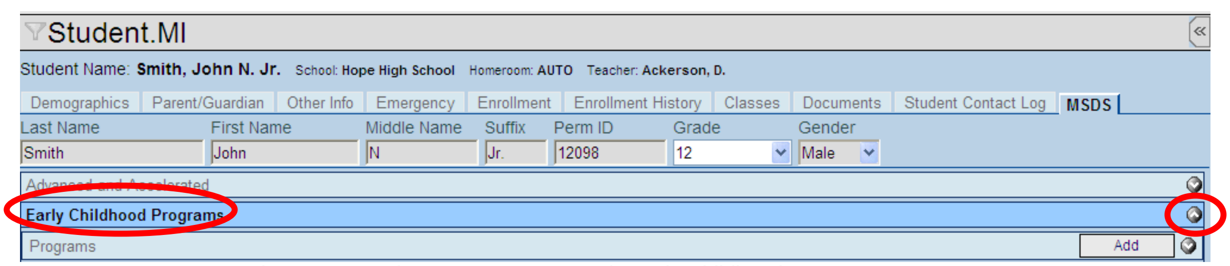


Figure 20 - Student Screen, MSDS Tab, Early Childhood Programs

4. Click the **Add** button on the Programs line.

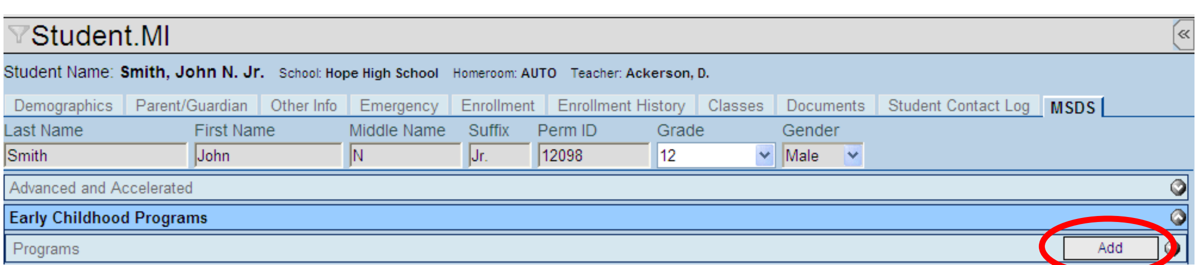


Figure 21 - Student Screen, MSDS Tab, Early Childhood Programs, Add Button

5. A new line appears in the **Programs** grid.

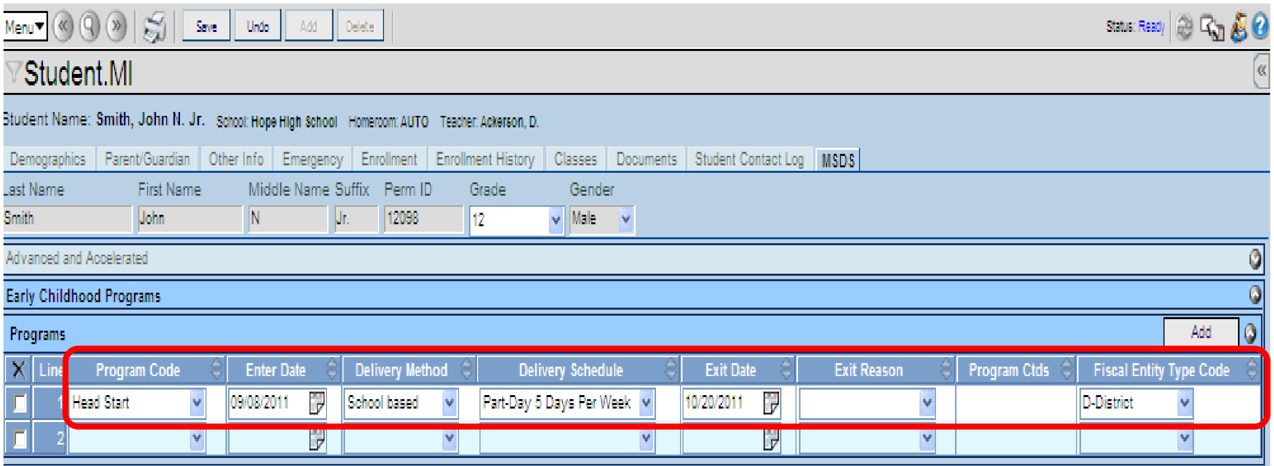


Figure 22 - Student Screen, MSDS Tab, Early Childhood Programs, Adding

6. Select a **Program Code** from the drop-down menu.
7. Enter the date the student will begin participating in the program in the **Enter Date** box. The date should be entered in the format M/D/YYYY or may be selected by clicking the **Calendar** button.
8. Select the **Delivery Method** from the drop-down menu.
9. Select the **Delivery Schedule** from the drop-down menu.
10. **Fiscal Entity Code** is the state-assigned code identifying the entity receiving funding directly from the state to provide programs and/or services to the student/child reported. The fiscal entity may or may not be directly providing the services to the student/child. This code must be either a five-digit entity code for a school district or a nine-digit agreement number for an organization, as identified by the Fiscal Entity Type Code and by the EEM. Only populate this field for exceptions.
11. Select the **Fiscal Entity Type Code** from the drop-down menu. Only populate this field for exceptions.
12. Click the **Save** button at the top of the screen to save the record, or click the Undo button to cancel the operation without saving the record.

Withdraw From an Early Childhood Program

When a student is no longer participating in a program, the exit date and exit reason must be recorded on the MSDS tab of the Student screen of Early Childhood Programs.

To record the student's withdrawal:

1. Enter the date the student withdrew in the **Exit Date** box. The date should be entered in the format M/D/YYYY or may be selected by clicking the Calendar button.

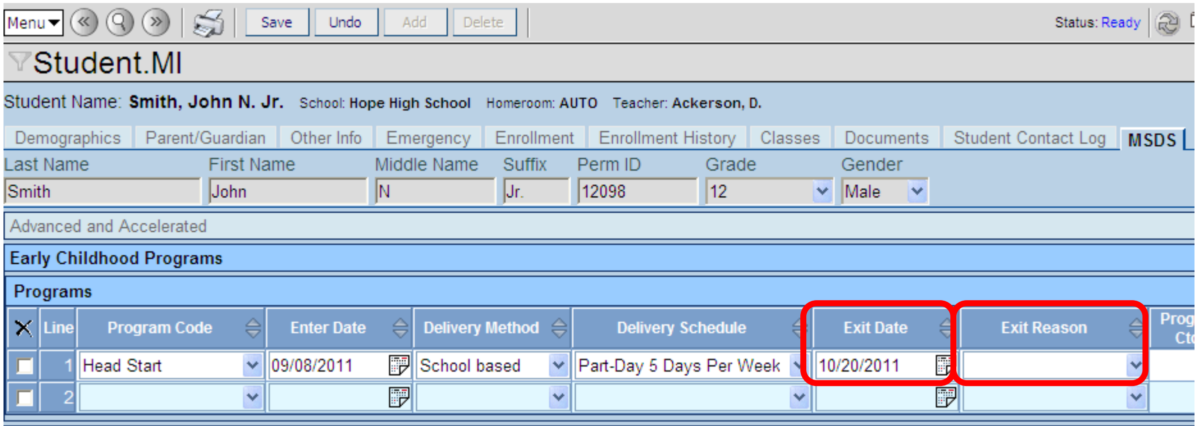


Figure 23 - Student Screen, Early Childhood Programs, MSDS Tab, Exit Date & Reason

2. Select the reason the student is withdrawing from the program from the **Exit Reason** drop-down menu.
3. Click the **Save** button at the top of the screen to save the record, or click the **Undo** button to cancel the operation without saving the record.

Delete an Early Childhood Program

To completely remove an Early Childhood Program service record:

1. Click in the box of the **X** column of the record to be deleted.

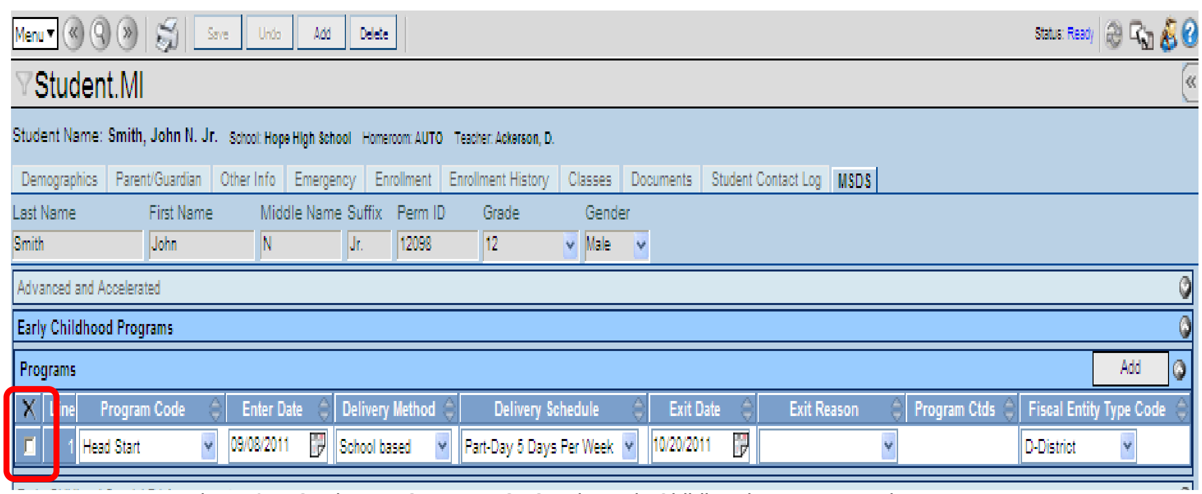


Figure 24 - Student.MI Screen, MSDS Tab, Early Childhood Programs, Delete

2. Click the **Save** button at the top of the screen to delete the record, or click the **Undo** button to cancel the operation without deleting the record.

Other Information

1. Navigate to the **Student** screen and find the student to change.
2. Click on the **MSDS** tab and find the **Other** section.

3. Click on the arrow at the far right of the **Other** line to expand the section if necessary.

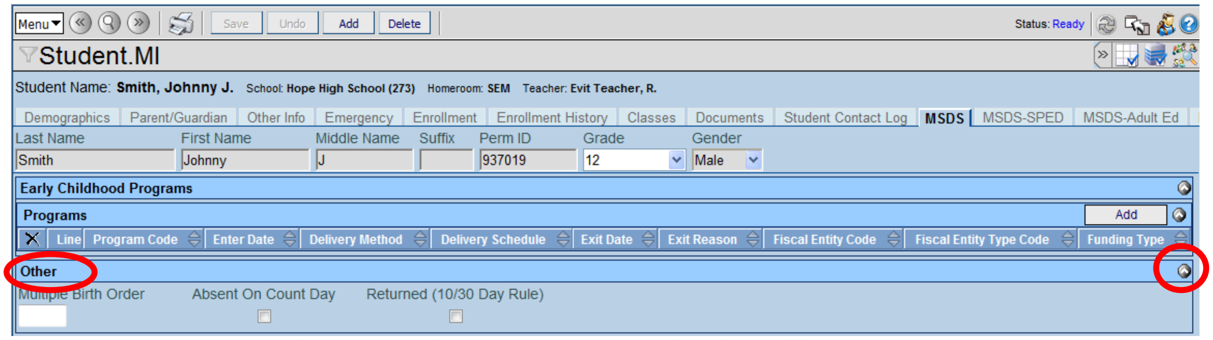


Figure 25 - Student.MI Screen, MSDS Tab, Other, Adding

4. **Multiple Birth Order** is used to indicate that the student is part of a multiple birth. This field is intended to provide some distinguishing data element for cases where the cultural practice is to provide twins (triplets, etc.) of the same gender with the same first name, or where children of the same gender have similar first names. Each student from such a multiple birth is to have a uniquely different birth order number. This field will be used by the state to "break ties" if two or more students are identified as matching the same UIC, yet it is known by the district that these students are not duplicates but instead part of a multiple birth.
5. The **Absent on Count Day** box is for your information only. It is not used in state reporting.
6. Click on the **Returned (10/30 Day Rule)** box if the student is eligible to be counted in membership under the provisions of the 10/30 Day Rule.
7. Click the **Save** button at the top of the screen to save the data.

Student Waivers (aka Personal Curriculum Credit Modification)

1. Navigate to the Student screen and find the student to change.
2. Click on the MSDS tab and find the **Student Waivers** section.
3. Click on the arrow at the far right of the **Student Waivers** line to expand the section if necessary.
4. Click the **Add** button in the Personal Curriculum Credit Modification line.

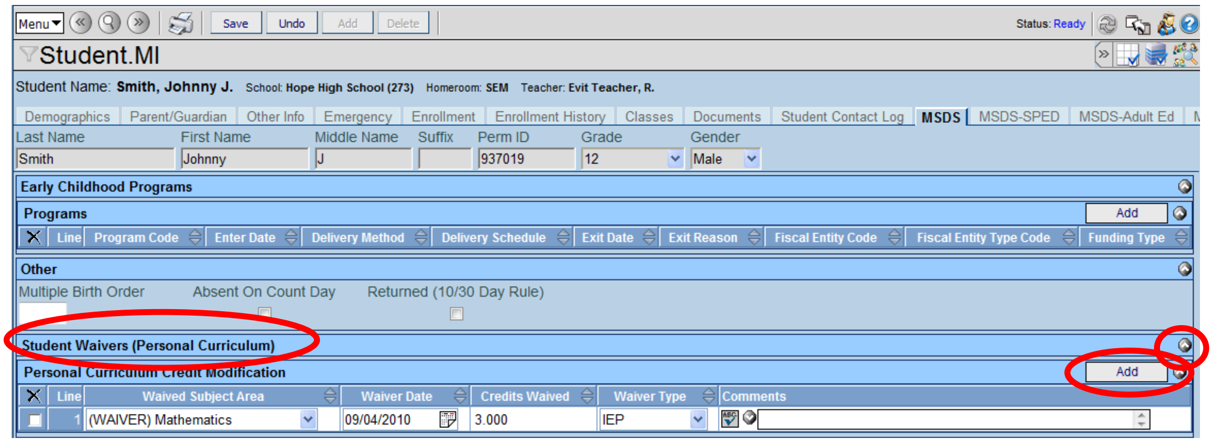


Figure 26 - Student.MI, MSDS Tab, Student Waivers, Adding

5. A new line appears in the Personal Curriculum Credit Modification grid.
6. Select the **Waived Subject Area** from the drop-down menu. Indicate the academic area(s) for which the student has a Personal Curriculum Credit Modification. May be reported multiple times (once per academic area code).
7. Enter the date in the **Waiver Date** field. The date should be entered in the format M/D/YYYY or may be selected by clicking the **Calendar** button.
8. Select the **Waiver Type** from the drop-down menu. This indicates the reason for the Personal Curriculum Credit Modification.
9. Click the **Save** button at the top of the screen to save the data.

Delete a Student Waiver

To completely remove a Student Waiver record:

1. Click in the box of the **X** column of the record to be deleted.

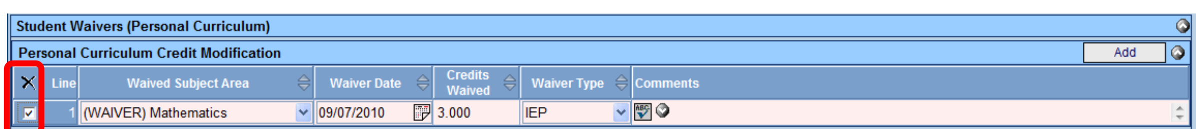


Figure 27 - Student.MI, MSDS Tab, Student Waivers, Deleting

2. Click the **Save** button at the top of the screen to delete the record, or click the **Undo** button to cancel the operation without deleting the record.

MSDS-SPED TAB

The following section refers to the Special Education data stored in the **Student** screen on the **MSDS-SPED** tab. Many districts use third-party Special Education software. To avoid duplicate data entry, the date from the third-party software can be imported into Synergy (see Import SPED in chapter 6). Following is information on where the data is stored and how to maintain it in Synergy.

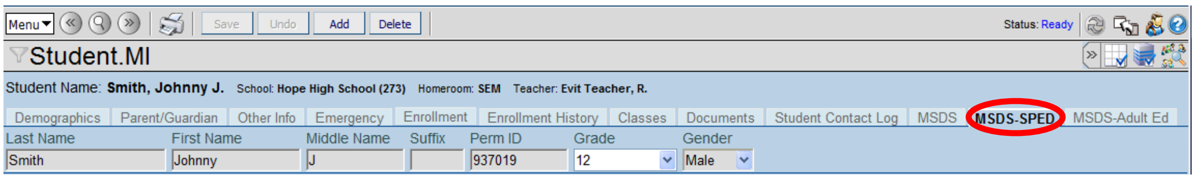


Figure 28 - Student Screen, MSDS-SPED Tab

Early Childhood Special Ed Assessments

1. Navigate to the Student screen and find the student to change.
2. Click on the MSDS-SPED tab and find the **Early Childhood Special Ed Assessments** section.
3. Click on the arrow at the far right of the **Early Childhood Special Ed Assessments** line to expand the section if necessary.

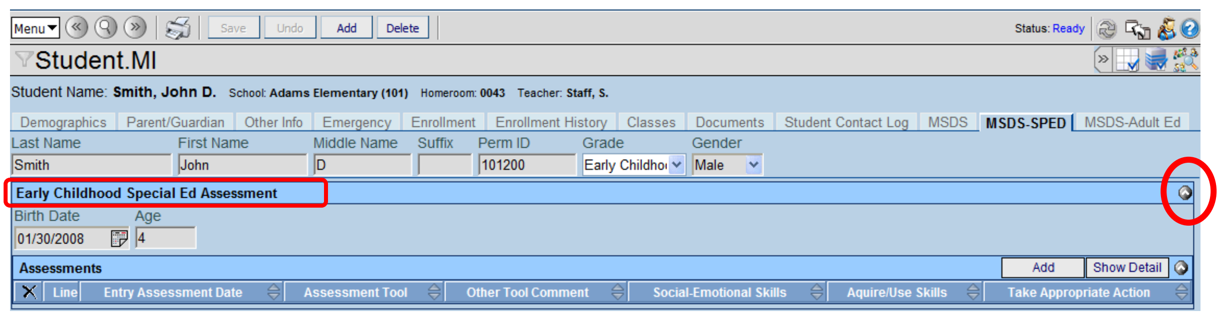


Figure 29 -Student Screen, MSDS-SPED Tab, Early Childhood Special Ed Assessment

4. Click the **Add** button on the Assessment line.

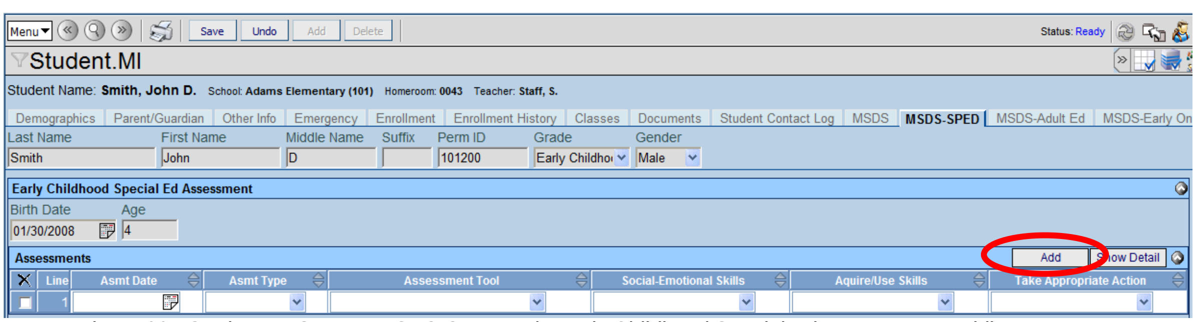


Figure 30 - Student.MI Screen, MSDS-SPED Tab, Early Childhood Special Ed Assessment, Adding

5. A new line appears in the Assessments grid.
6. Enter the date of the assessment in the **Asmt Date** box. The date should be entered in the format M/D/YYYY or may be selected by clicking the Calendar button.

7. Select **Assessment Type** (Entry or Exit) from the drop-down menu.
8. Select the **Assessment Tool** used from the drop-down menu. This is the method used to determine the child's level of functioning within the three areas assessed at the initiation of special education, the beginning of kindergarten or within thirty (30) days of his/her sixth birthday.
9. Select the level of functioning for each of the three categories listed.
10. Click the **Save** button at the top of the screen to save this record.
11. Select the line just added and click on **Show Detail**. Enter any additional information if necessary.

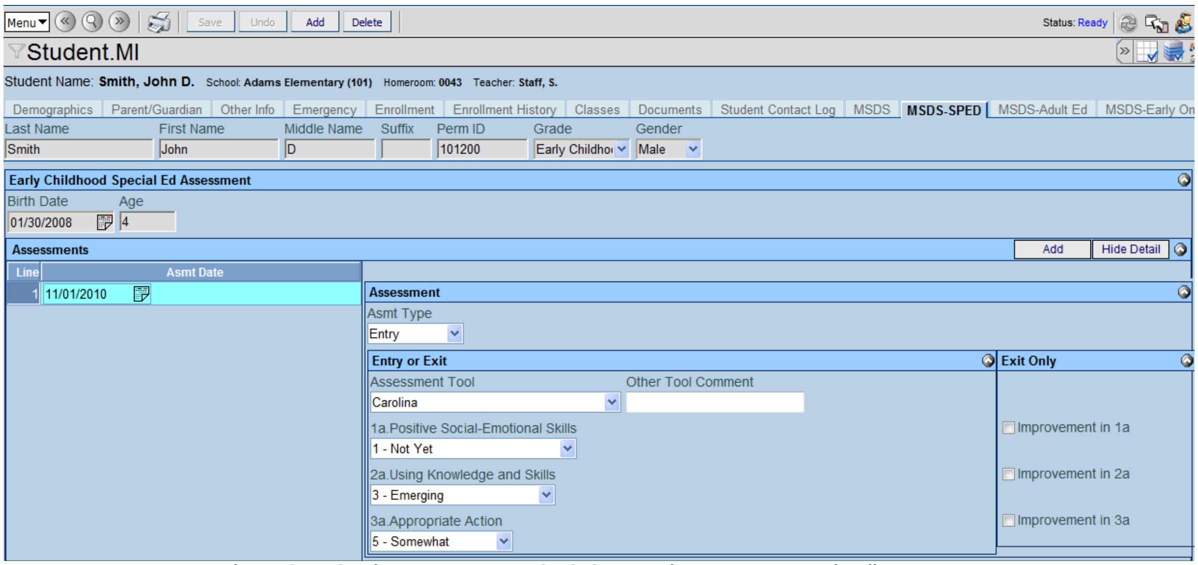


Figure 31 – Student.MI screen, MSDS-SPED tab, Assessments detail

12. If Assessment Tool is "Other", enter a description in **Other Tool Comment**.
13. If this is an 'Exit' assessment, indicate whether there was improvement in any of the three areas assessed.
14. Click on the **Save** button to save changes.

Modify an Early Childhood Special Ed Assessment

To modify an existing Early Childhood Special Ed Assessment:

1. Click on the line number of the row you want to modify then click on the **Show Detail** button.

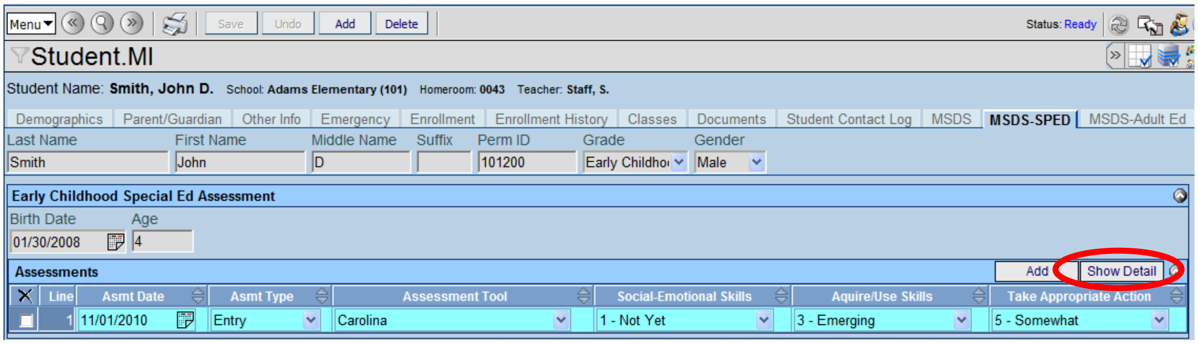


Figure 32 - Student Screen, MSDS-SPED Tab, Early Childhood Special Ed Assessment, Show Detail

2. All assessment fields are displayed.

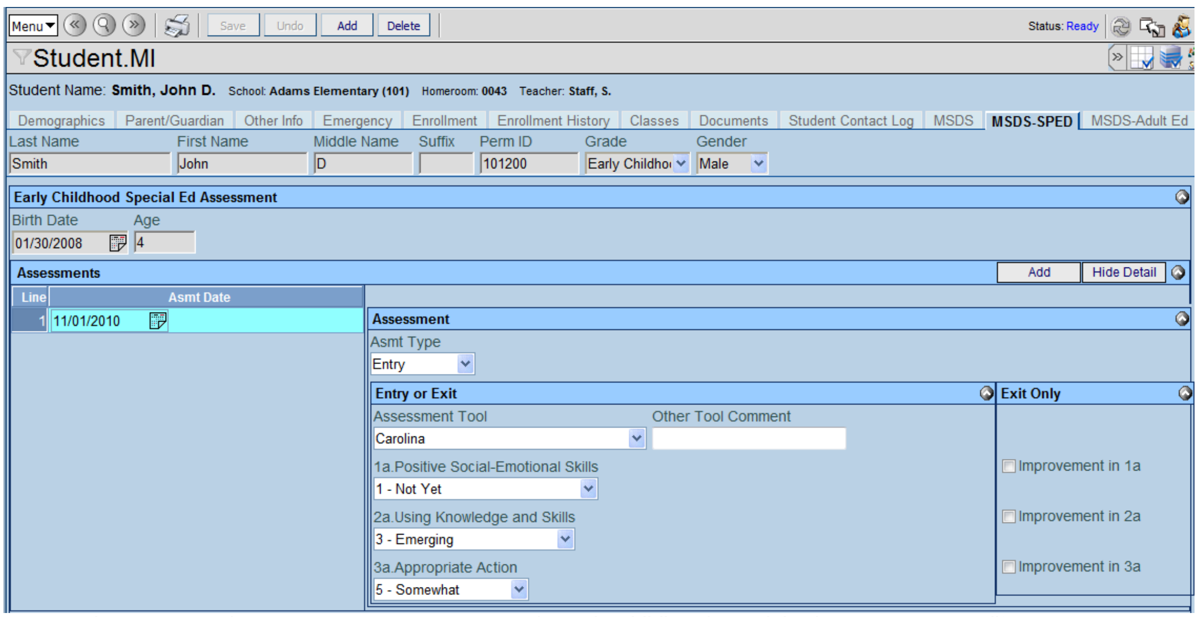


Figure 33 - Student.MI Screen, MSDS-SPED Tab, Early Childhood Special Ed Assessment, Modify

3. Make any necessary changes.
4. Click the **Save** button at the top of the screen to save the changes.

Initial IEP

Some districts will continue to use 3rd party software for recording their **Initial IEP** information. To avoid duplication of data entry, the information can be downloaded and imported into Synergy SIS or it can be manually entered here.

1. Navigate to the **Student** screen and find the student to change.
2. Click on the **MSDS-SPED** tab and find the **Initial IEP** section.
3. Click on the arrow at the far right of the **Initial IEP** line to expand the section if necessary.

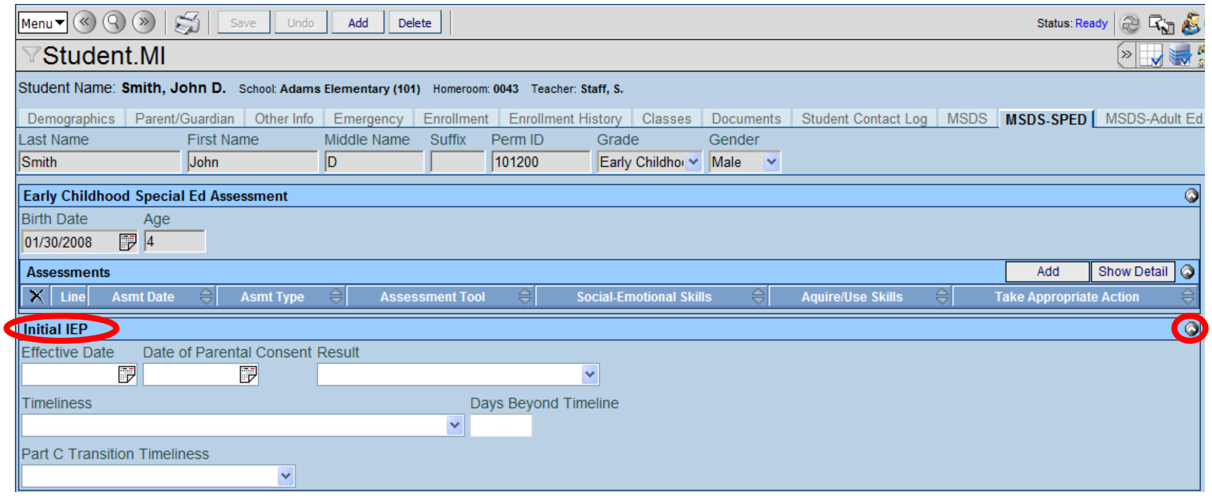


Figure 34 - Student.MI Screen, MSDS-SPED Tab, Initial IEP

4. Enter the **Effective Date**. This date is used by the state reporting extracts to determine which information to report. The extracts include any Initial IEP information with an effective date within the date range entered for the reporting period.
5. Enter the **Date of Parental Consent** from the initial IEP. Enter the date on which the entity received the signed Parental Consent to Evaluate form. It is the beginning of the timeline for completion of the initial IEP. The date should be entered in the format M/D/YYYY or may be selected by clicking the Calendar button.
6. Select the **Result** from the drop-down menu. The student must be found either eligible or ineligible for special education programs and services. If the student is found eligible and is participating in special education program/services, provide all other required special education fields.
7. Select the appropriate **Timeliness** status from the drop-down menu. After obtaining parental consent to evaluate, the school district has 30 school-days to determine the student's eligibility for special education programs and services. This field does not apply to students with disabilities receiving special education programs/services receiving re-evaluations. This field does apply each time a student not currently receiving special education programs/services is referred for an evaluation for eligibility for special education programs/services. The 30 school-day timeline or agreed upon written extension referenced in this field applies to students who are three years of age and older.
8. Enter the number of school **Days Beyond Timeline** of the completion of the initial IEP. Leave blank if completion occurred within the timeline or if the evaluation will never be completed.
9. Select a **Part C Transition Timeliness** code if applicable.
10. Click the **Save** button at the top of the screen to save the data.

Special Education

Some districts will continue to use 3rd party software for recording their **Special Education** information. To avoid duplication of data entry, the information can be downloaded and imported into Synergy SIS or it can be manually entered here.

1. Navigate to the **Student** screen and find the student to change.
2. Click on the **MSDS-SPED** tab and find the **Special Education** section.
3. Click on the arrow at the far right of the **Special Education** line to expand the section if necessary.

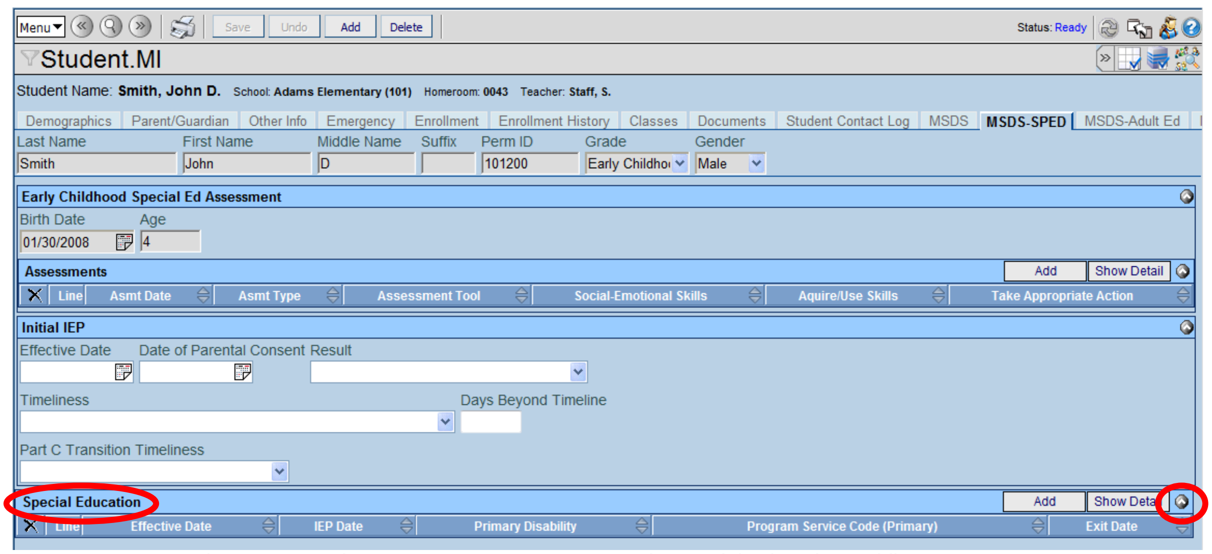


Figure 35 - Student.MI Screen, MSDS-SPED Tab, Special Education, Adding

4. Click on the **Add** button to create a new Special Ed record.
5. Enter an **Effective Date**. This date is used by the state reporting extracts to determine which record to report. The extracts will take the first record found with a date within the date range entered for the reporting period.
6. Enter the date of the student's most recent Individual Education Plan (IEP) or, if a student who currently receives special education programs or services enrolls in a new school, the date the parent consents to placement or implementation of the previous IEP in the new school. The date should be entered in the format M/D/YYYY or may be selected by clicking the **Calendar** button.
7. Select the **Primary Disability** from the drop-down menu. Report the student's identified primary disability. Primary disability areas are defined in the Michigan Administrative Rules for Special Education. In order for a student to be counted for special education, he or she must have a disability code. Do not confuse primary disability with classroom placement.
8. Select the primary **Program Service Code** from the dropdown if applicable.
9. Click the **Save** button at the top of the screen.
10. Select the row just added and click on the **Show Detail** button to update the remaining fields.

11. Select the **Secondary Disability** 1 and 2 from the drop-down menu if applicable. These fields are used to describe additional characteristics relating to the student's disability(s).
12. Select **Primary Education Setting** from the drop-down menu.
13. Select one to three **Program Service Codes** from the drop-down menu. Enter the code representing the special education program or service in which the student participates. The primary program must be reported first. The first code reported in this characteristic becomes the program assignment for State Aid membership. Up to three codes may be reported for the student, however if a student receives more than three services, specify the three that occur most frequently. It is important to report the primary program service first and then consecutively report the following program service codes. This characteristic collects services used in calculating a student's special education FTE and must have a value for a district to receive state special education reimbursement.
14. Select one to five **Support Service Code**s from the drop-down menu. Report the primary related service code first, followed by any additional services the student receives. If a student receives more than five services, specify the five that occur most frequently.
15. If applicable, enter the **Section 52 FTE**. This is the full-time equivalency (FTE) for which the student is eligible for special education programs or services provided only to students with disabilities who do not qualify for Section 52 membership.
16. If applicable, enter the **Section 53 FTE**. This is the full-time equivalency (FTE) for which the student is eligible for special education programs or services provided only to students with disabilities who qualify for Section 53 membership.
17. If applicable, enter an **Exit Date**. Enter the month, day, and year of the first day after the date a student last participated in special education programs or services because of the reason reported in Special Education Exit Reason.
18. If applicable, enter an **Exit Reason**. Enter the reason the student is no longer participating in special education programs or services.
19. If this record is to be included in a state reporting extract, click the **History Record** check box. The extracts will only look at history records and ignore all others.

MSDS-ADULT ED TAB

The following section refers to the Adult Education data stored in the **Student** screen on the **MSDS-Adult Ed** tab.

1. Navigate to the Student screen and find the student to change.
2. Click on the MSDS-Adult Ed tab.

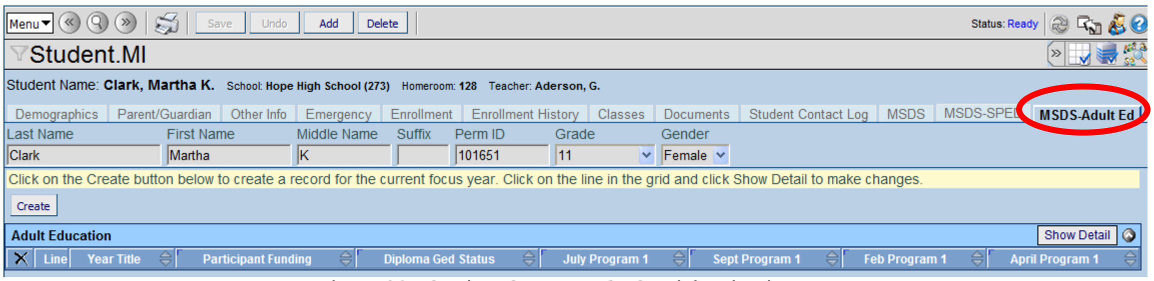


Figure 36 - Student Screen, MSDS-Adult Ed Tab

3. Click on the **Create** button to create an Adult Ed record for the current school year. There can be only one record per school year.
4. Changes to the information in the grid are not allowed. Select the line you want to change and click the **Show Detail** button.
5. Fill in all pertinent information.

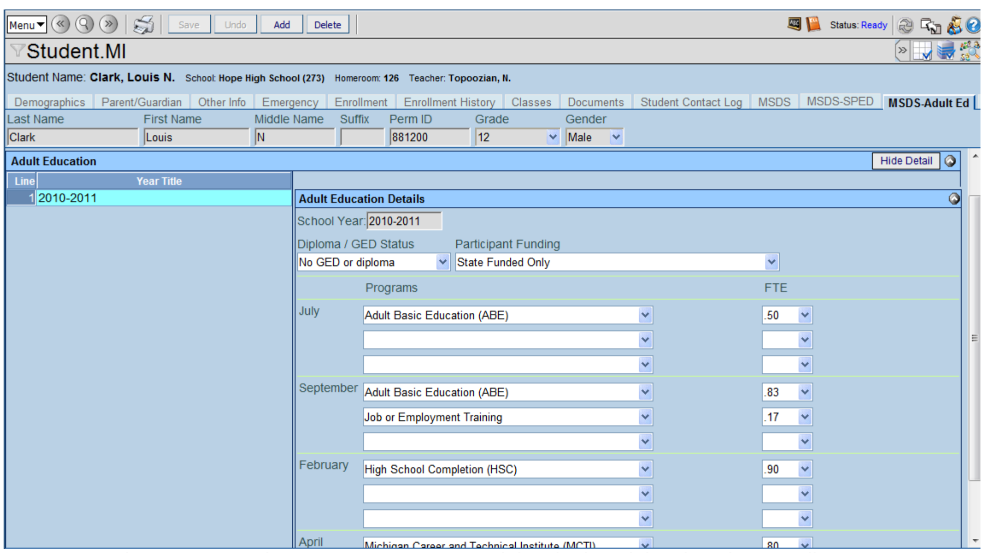


Figure 37 – Student.MI screen, MSDS-Adult Ed tab, Adult Education Details

6. Click on the **Save** button.

MSDS-Early On Tab

The following section refers to the Early On data stored in the **Student** screen on the **MSDS-Early On** tab. This information is reported by ISDs only. Districts can hide this tab from all users.

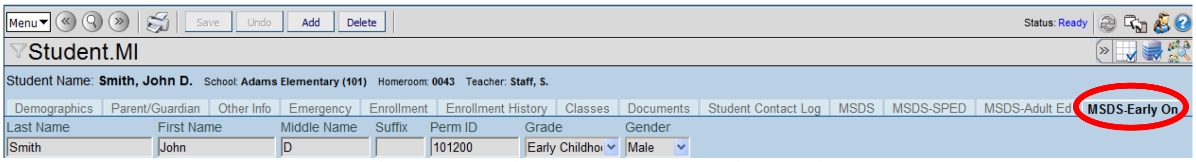


Figure 38 - Student Screen, MSDS-Early On Tab

Initial IFSP

1. Navigate to the **Student** screen and find the student to change.
2. Click on the **MSDS-Early On** tab and find the **Initial IFSP** section.
3. Click on the arrow at the far right of the **Initial IFSP** line to expand the section if necessary.

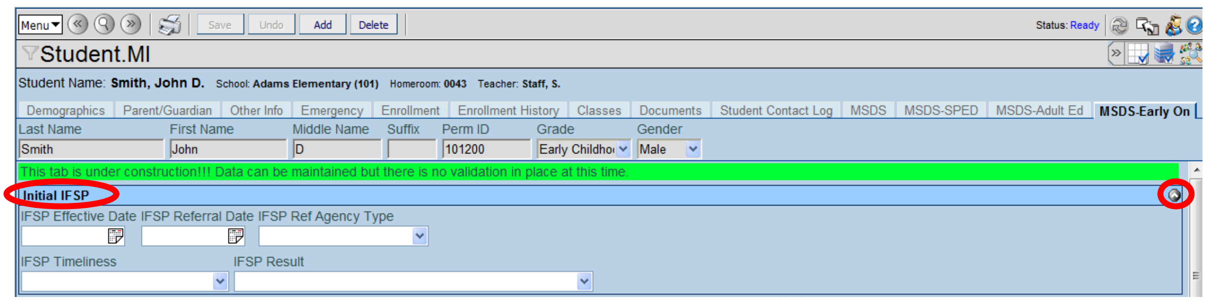


Figure 39 - Student.MI Screen, MSDS-Early On Tab, Initial IFSP

4. Enter the **Effective Date**. This date is used by the state reporting extracts to determine which information to report. The extracts include any Initial IEP information with an effective date within the date range entered for the reporting period.
5. Enter the **IFSP Referral Date**. This is the date the agency responsible for completing the evaluation, assessment and determination of eligibility for services under Part C of IDEA, were first made aware of the concern that a child may be eligible for services. The date should be entered in the format M/D/YYYY or may be selected by clicking the Calendar button.
6. Select an **IFSP Referral Agency Type** from the drop-down menu.
7. Select the appropriate **Timeliness** status from the drop-down menu. Indicate if the initial IFSP was completed within the required timeframe under Part C regulations.
8. Select the **Result** from the drop-down menu. Indicate the results of the initial referral and service plan for Part C.
9. Click the **Save** button at the top of the screen to save the data.

Early On

Some districts will continue to use 3rd party software for recording their **Early On** information. To avoid duplication of data entry, the information can be downloaded and imported into Synergy SIS or it can be manually entered here.

1. Navigate to the **Student** screen and find the student to change.
2. Click on the **MSDS-Early On** tab and find the **Early On** section.
3. Click on the arrow at the far right of the **Early On** line to expand the section if necessary.

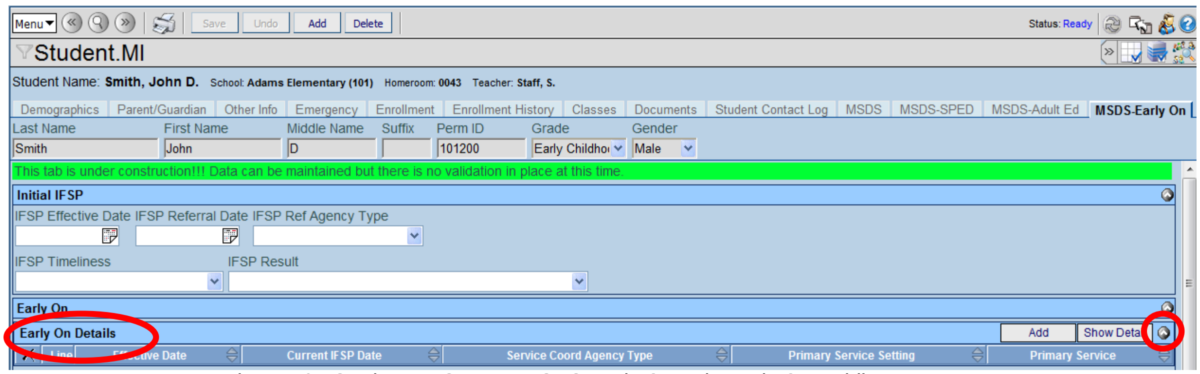


Figure 40 - Student.MI Screen, MSDS-Early On Tab, Early On, Adding

4. Click on the **Add** button to create a new Special Ed record.
5. Enter an **Effective Date**. This date is used by the state reporting extracts to determine which record to report. The extracts will take the first record found with a date within the date range entered for the reporting period.
6. Enter the date of the student's most recent Individual Family Service Plan (IFSP). The date of the notice/offer of a Free Appropriate Public Education (FAPE) associated with the child's most recent individualized family service plan (IFSP). The date should be entered in the format M/D/YYYY or may be selected by clicking the **Calendar** button.
7. Select the **Service Coordinating Agency Type** from the drop-down menu.
8. Select the **Primary Service Setting** from the drop-down menu.
9. Select the **Primary Service** from the drop-down menu.
10. Click on the **Save** button at the top of the screen.
11. Select the row just added and click on the **Show Detail** button to add additional information.

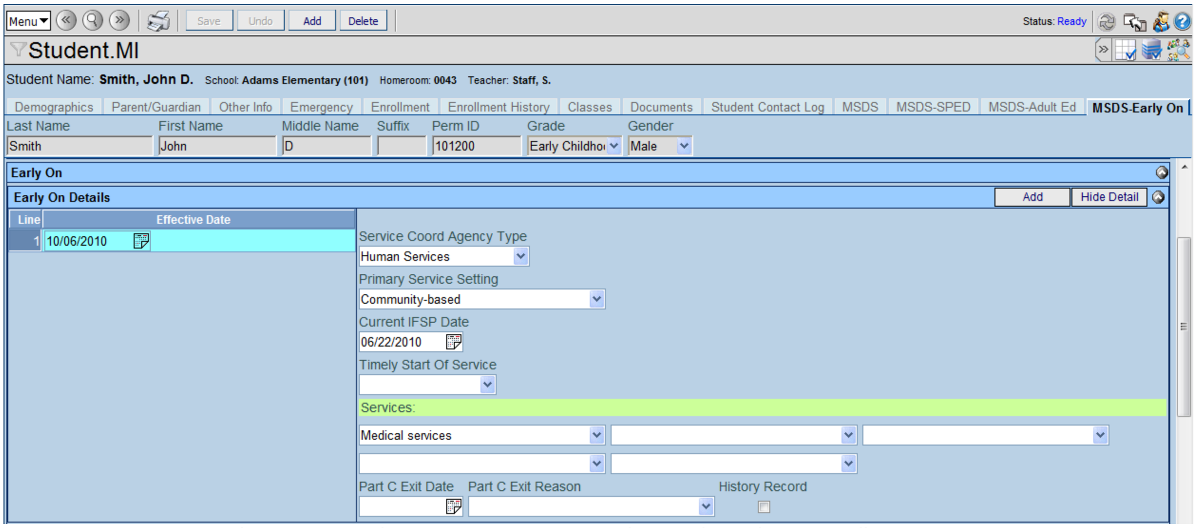


Figure 41 – Student.MI screen, MSDS-Early On tab, Early On Details

12. Select a code from the **Timely Start of Service** drop-down menu.
13. Select any additional services from the **Services** drop-down menus.
14. If applicable, enter an **Exit Date**. Enter the month, day, and year of the first day after the date a student last participated in special education programs or services because of the reason reported in Exit Reason.
15. If applicable, enter an **Exit Reason**. Enter the reason the student is no longer participating in programs or services.
16. If this record is to be included in a state reporting extract, click the History Record checkbox. The extracts will only look at history records and ignore all others.

Part C Assessments

1. Navigate to the **Student** screen and find the student to change.
2. Click on the MSDS-Early On tab and find the **Part C Assessments** section.
3. Click on the arrow at the far right of the **Part C Assessments** line to expand the section if necessary.

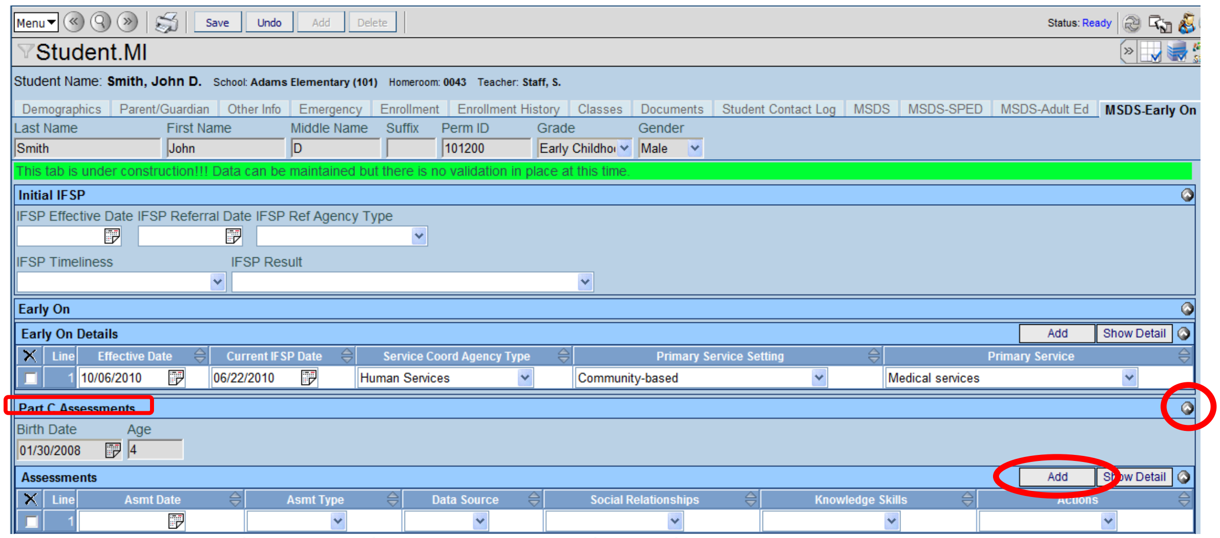


Figure 42 -Student Screen, MSDS-Early On Tab, Part C Assessment

4. Click the **Add** button on the Assessment line. A new line appears in the Assessments grid.
5. Enter the **Assessment Date**. The date should be entered in the format M/D/YYYY or may be selected by clicking the **Calendar** button.
6. Select an **Assessment Type** from the drop-down menu.
7. Select the **Data Source** used from the drop-down menu. This is the comprehensive assessment tool used.
8. Select the level of functioning for each of the three categories listed.
9. Click the **Save** button at the top of the screen to save this record.
10. Click on the line number just added then click on the **Show Detail** button.

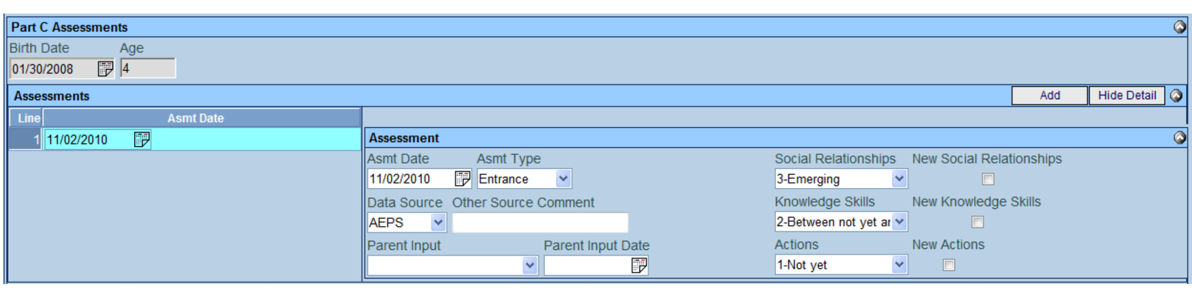


Figure 43 – Student.MI screen, MSDS Early On tab, Part C Assessments, Assessments Add

11. Make any necessary to **Other Source Comment**, **Parent Input**, or **Parent Input Date**.

    The **New Social Relationships**, **New Knowledge Skills**, and **New Actions** check boxes should be used only for Annual and Exit assessments.

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

Modify a Part C Assessment

To modify an existing Part C Assessment:

1. Click on the line number of the row you want to modify then click on the **Show Detail** button.

Figure 44 – Student.MI screen, MSDS Early On tab, Part C Assessments, Assessments grid

2. All assessment fields are displayed.

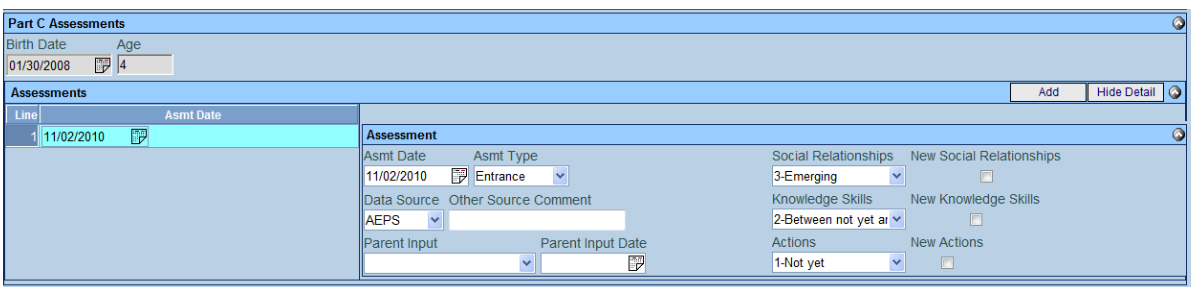


Figure 45 – Student.MI screen, MSDS Early On tab, Part C Assessments, Assessments details

3. Make any necessary changes.
4. Click the **Save** button at the top of the screen to save the changes.

Part C Transition

1. Navigate to the **Student** screen and find the student to change.
2. Click on the **MSDS-Early On** tab and find the **Part C Transition** section.
3. Click on the arrow at the far right of the **Part C Transition** line to expand the section if necessary.

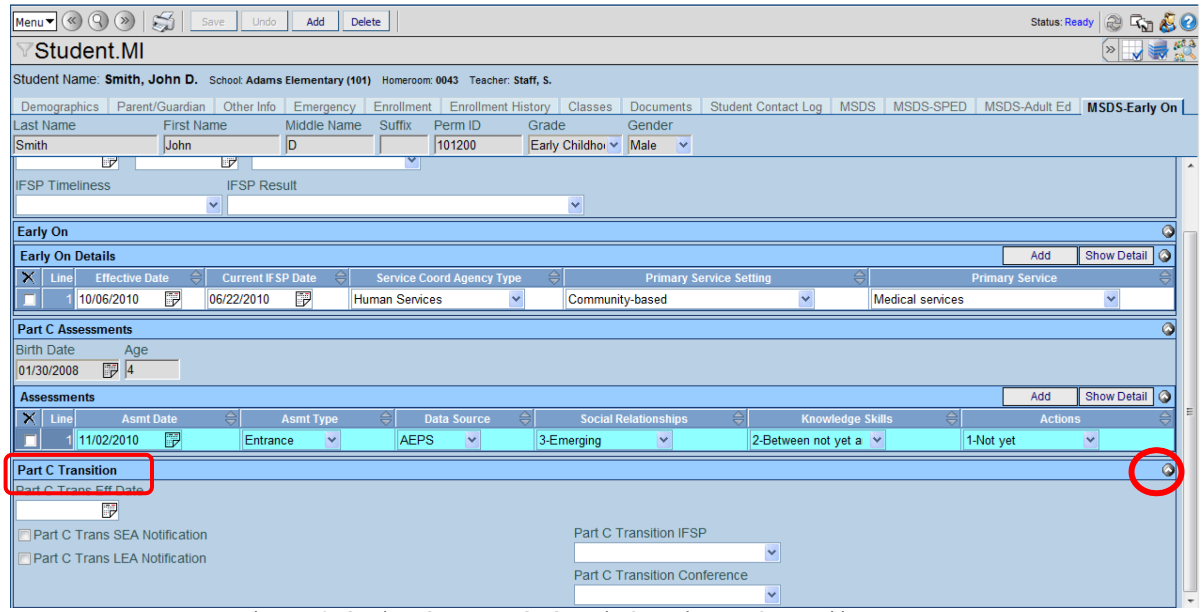


Figure 46 -Student Screen, MSDS-Early On Tab, Part C Transition

4. Enter the **Effective Date**. This date is used by the state reporting extracts to determine which information to report. The extracts include any Part C Transition information with an effective date within the date range entered for the reporting period.
5. Check the **SEA Notification** checkbox if the notification to the SEA occur at least 90 days and at the discretion of all parties, no more than 9 months prior to the toddler's third birthday for toddlers potentially eligible for Part B preschool services.
6. Check the **LEA Notification** checkbox if the notification to the LEA where the toddler resides occur at least 90 days and at the discretion of all parties, no more than 9 months prior to the toddler's third birthday for toddlers potentially eligible for Part B preschool services.
7. Select a **Part C Transition IFSP** code to indicate if the transition IFSP was completed within the required timeframe (at least 90 days but not more than 9 months prior to the toddler's third birthday).
8. Select a **Part C Transition Conference** code to indicate if the transition IFSP conference was held within the required timeframe (at least 90 days but not more than 9 months prior to the toddler's third birthday).

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Chapter Three: STUDENT PROGRAMS

In this chapter, the following topics are covered:

- Childhood Assessments
- Childhood Program Participation
- English Language Learners (ELL / LEP)
- Mass Update Student Programs
- Special Ed Student Services
- Student GATE
- Student Needs
- Student Program Summary

CHILDHOOD ASSESSMENTS

Adding Childhood Assessments

The Synergy SIS Childhood Assessments screen is not used for state reporting at this time.

CHILDHOOD PROGRAM PARTICIPATION

Adding Childhood Program Participation

The Synergy SIS Childhood Program Participation screen is not used at this time. All Childhood Program Participation data should be entered in the Early Childhood Programs section on the MSDS tab of the Student.MI screen. Refer to Chapter Two of this manual.

ENGLISH LANGUAGE LEARNERS (ELL)

The state of Michigan collects data in the LEP component about students who have been identified as having limited English proficiency.

Record Participation in the ELL Program

To record the student's participation in an ELL program:

1. Navigate to the **English Language Learners** screen found in the **Synergy SIS> Student Programs** folder.
2. Navigate to the student record.
3. All fields used for the LEP component can be found on the **ELL** tab of the English Language Learners screen. ELL entries can be entered on the ELL tab or on the **ELL History** tab (more information below).

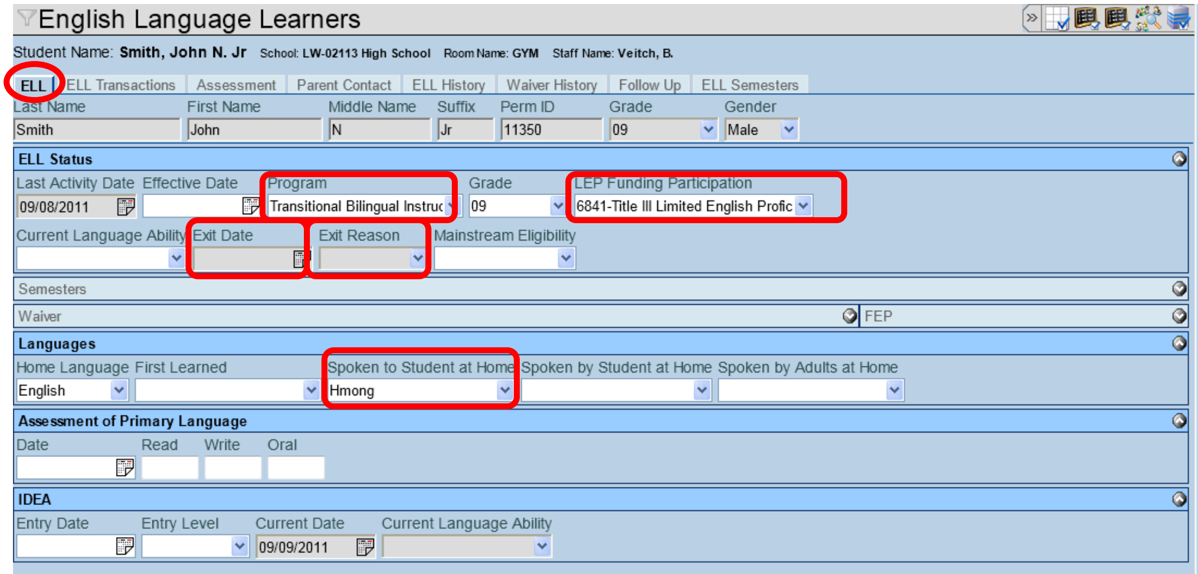


Figure 47 - English Language Learners Screen, ELL Tab, ELL Status Section, Adding

4. Enter the date the student will begin participating in the program in the **Effective Date** box. The date should be entered in the format M/D/YYYY or may be selected by clicking the **Calendar** button.
5. Select the type of program from the **Program** drop-down menu. Enter the primary type of English language acquisition program in which the student is currently enrolled. May report additional codes as needed. First reported code is considered the primary instructional program.
6. Select the **LEP Funding Participation** from the drop-down menu. Enter the type of funding the student receives.
7. The student's primary or home language if a home language survey indicates that the language of the home is not English or the student's primary language is not English should be entered in the **Spoken to Student at Home** field.

The information can also be viewed on the **ELL History** tab.

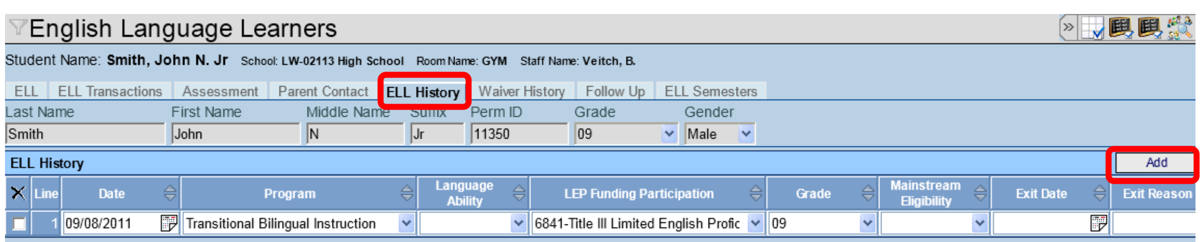


Figure 48 - English Language Learners Screen, History Tab, Add

If the student is involved in multiple programs or has multiple funding sources, add additional information on the **ELL History** tab. Click on the **Add** button and fill in the **Date**, **Program**, **LEP Funding Participation**, and any other pertinent information.

Withdraw from the ELL Program

When a student is no longer participating in a program, the exit date and reason must be recorded on the ELL tab of the English Language Learners screen.

> **Reference:** If the student is withdrawing from the school, Synergy SIS can be setup to automatically withdraw the student from the programs at the same time the withdrawal is entered into the Student screen. To configure this, see the section on Overall Student Programs Transactions Setup in Chapter 3 of the *Synergy SIS – State of Michigan Data Reporting Administrator Guide*.

To record the student's withdrawal use the **ELL History** tab to make changes.

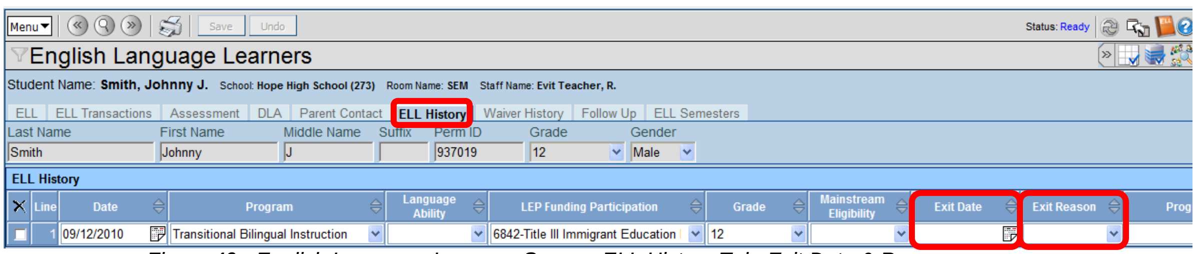


Figure 49 - English Language Learners Screen, ELL History Tab, Exit Date & Reason

1. Enter the date the student withdrew in the **Exit Date** box. Enter the date the student was no longer engaged in either a LEP or an ESL program or service. The date should be entered in the format M/D/YYYY or may be selected by clicking the Calendar button.
2. Select the reason the student is withdrawing from the program from the **Exit Reason** drop-down menu. Choose the reason the student left the limited English proficiency program or service.
3. Click the **Save** button at the top of the screen to save the data.

> **Tip:** If all students must be marked as withdrawn from programs at the end of the year, a quick way to do this is using the Mass Update Student Programs screen. For more information about this screen, see the Mass Update Student Programs below.

Re-Enroll in the ELL Program

If the student re-enrolls in the school or in the ELL program after the program has been marked as withdrawn, a new record needs to be entered into the ELL tab of the English Language Learns screen.

To re-enroll the student in the program, just add a new record with the new date following the instructions in the Recording Participation in the ELL Program section in this chapter.

Delete ELL Program Records

To completely remove an **ELL** program record:

1. Navigate to the **English Language Learners** screen found in the **Synergy SIS> Student Programs** folder.
2. Navigate to the student record.
3. Click on the **ELL History** tab of the English Language Learners screen.

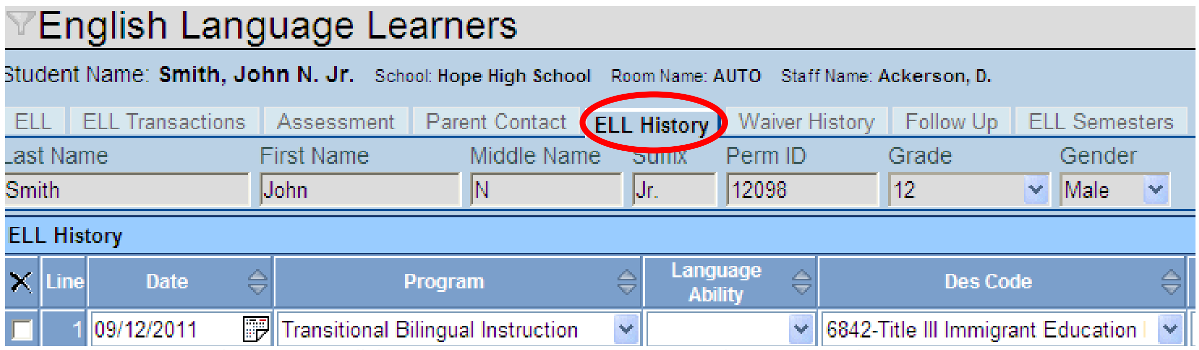


Figure 50 - English Language Learners Screen, ELL History Tab, Delete

4. Click in the box of the **X** column of the record to be deleted.

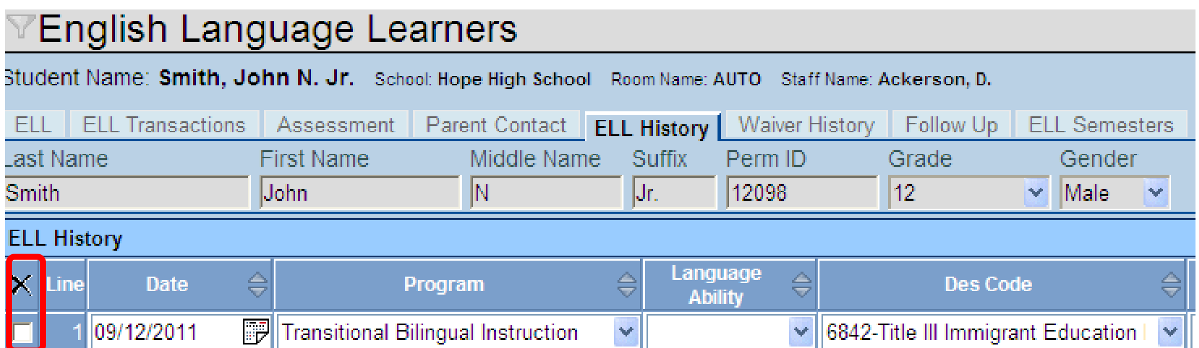


Figure 51 - English Language Learners Screen, History Tab, Delete

5. Click the **Save** button at the top of the screen to delete the record, or click the **Undo** button to cancel the operation without deleting the record.

View ELL Transactions

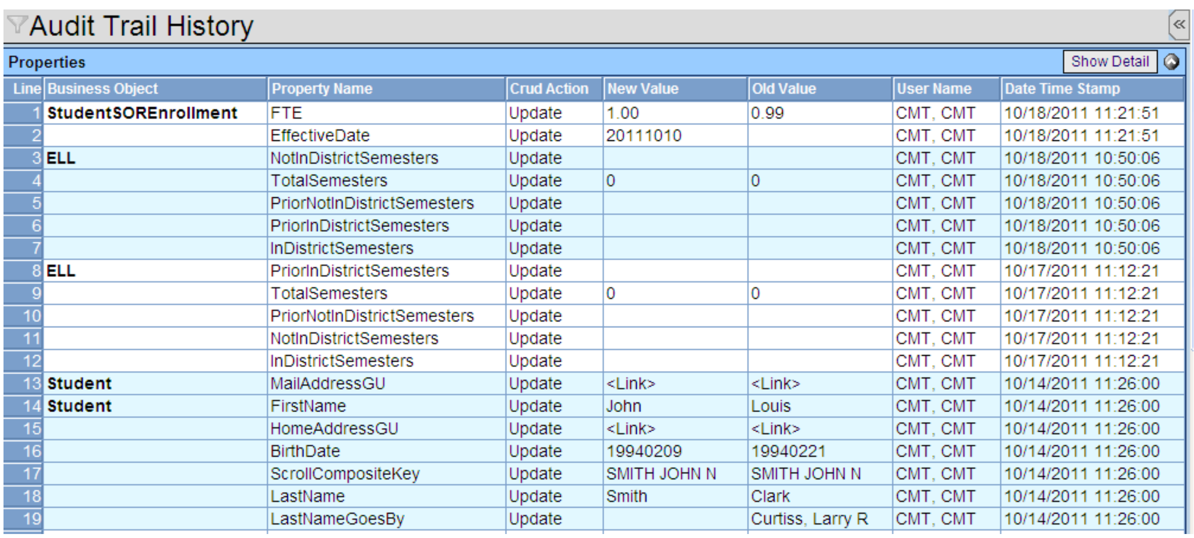
Synergy SIS automatically creates the transaction records. The transaction records are not used in Michigan state reporting.

Menu Options

At the top of the English Language Learners screen, a **Menu** button provides access to additional information regarding the student's records.

Figure 52 - English Language Learners Screen, Menu Options

The option available under the Menu button is:

- **View Audit Detail For English Language Learners** – the Audit Trail History screen lists all of the changes made to the student's records, what was changed, who changed it, and the date and time the change was made. It is the same audit trail report available through the Student screen. Since the ELL information is stored in a grid, it is not yet available for tracking via the audit detail report.
- 

Audit Trail History

Properties Show Detail

Line	Business Object	Property Name	Crud Action	New Value	Old Value	User Name	Date Time Stamp
1	StudentSOREnrollment	FTE	Update	1.00	0.99	CMT, CMT	10/18/2011 11:21:51
2		EffectiveDate	Update	20111010		CMT, CMT	10/18/2011 11:21:51
3	ELL	NotInDistrictSemesters	Update			CMT, CMT	10/18/2011 10:50:06
4		TotalSemesters	Update	0	0	CMT, CMT	10/18/2011 10:50:06
5		PriorNotInDistrictSemesters	Update			CMT, CMT	10/18/2011 10:50:06
6		PriorInDistrictSemesters	Update			CMT, CMT	10/18/2011 10:50:06
7		InDistrictSemesters	Update			CMT, CMT	10/18/2011 10:50:06
8	ELL	PriorInDistrictSemesters	Update			CMT, CMT	10/17/2011 11:12:21
9		TotalSemesters	Update	0	0	CMT, CMT	10/17/2011 11:12:21
10		PriorNotInDistrictSemesters	Update			CMT, CMT	10/17/2011 11:12:21
11		NotInDistrictSemesters	Update			CMT, CMT	10/17/2011 11:12:21
12		InDistrictSemesters	Update			CMT, CMT	10/17/2011 11:12:21
13	Student	MailAddressGU	Update	<Link>	<Link>	CMT, CMT	10/14/2011 11:26:00
14	Student	FirstName	Update	John	Louis	CMT, CMT	10/14/2011 11:26:00
15		HomeAddressGU	Update	<Link>	<Link>	CMT, CMT	10/14/2011 11:26:00
16		BirthDate	Update	19940209	19940221	CMT, CMT	10/14/2011 11:26:00
17		ScrollCompositeKey	Update	SMITH JOHN N	SMITH JOHN N	CMT, CMT	10/14/2011 11:26:00
18		LastName	Update	Smith	Clark	CMT, CMT	10/14/2011 11:26:00
19		LastNameGoesBy	Update		Curtiss, Larry R	CMT, CMT	10/14/2011 11:26:00

Figure 53 - Audit Trail History for English Language Learners

The **Print button** at the top of the screen may be used to print the information on the ELL screen.

Print Button

The Print button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

FREE AND REDUCED MEALS (FRM)

Add Free and Reduced Meals Program Records

If a student is eligible for free or reduced meals (FRM), this information needs to be recorded in Synergy SIS so that s/he can be reported to the state in the Supplemental Nutrition Eligibility (SNE) component in conjunction with the normal upload procedure. To record a student's free & reduced meal eligibility:

1. Navigate to the **Free and Reduced Meals** screen found in the **Synergy SIS> Student Programs** folder.
2. Find the student using either the **Scroll or Find** method.
3. Click the **Add** button in the Free and Reduced Meals section.

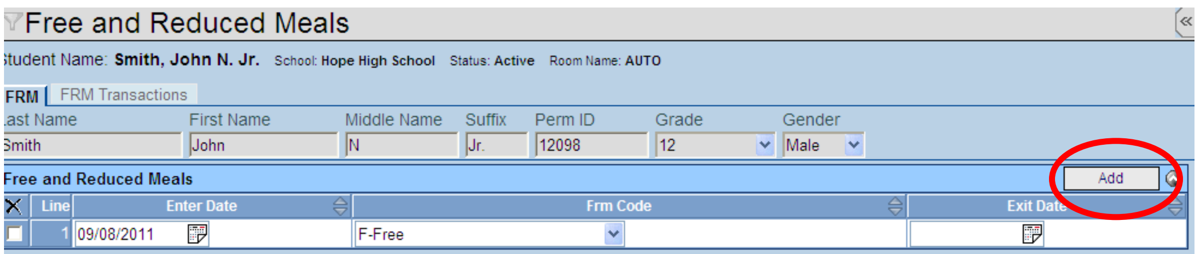


Figure 54 -Free and Reduced Meals Screen, FRM Tab, Add button

4. A blank line is added. Enter the date the student will begin participating the program in the **Enter Date** box. The date should be entered in the format M/D/YYYY or may be selected by clicking the **Calendar** button.

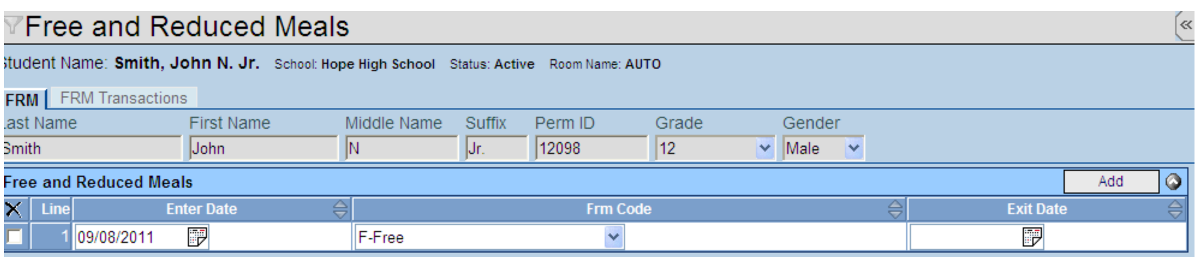


Figure 55 – Free and Reduced Meals Screen, FRM Tab, Free and Reduced Meals details

5. Select either **F-Free** or **R-Reduced** from the **FRM Code** drop-down menu.
6. Click the **Save** button at the top of the screen to save the record.

Withdraw from the Free & Reduced Meals Program

When a student is no longer participating in the Free & Reduced Meals program, the date of withdrawal must be recorded in the Free & Reduced Meals screen.

> **Reference:** If the student is withdrawing from the school, Synergy SIS can be setup to automatically withdraw the student from the programs at the same time the withdrawal is entered into the Student screen. To configure this, see the section on Overall Student Programs Transactions Setup in Chapter 3 of the *Synergy SIS – State of Michigan Data Reporting Administrator Guide.*

To record the student's withdrawal:

1. Enter the date of withdrawal in the **Exit Date** box. The date should be entered in the format M/D/YYYY or may be selected by clicking the Calendar button.

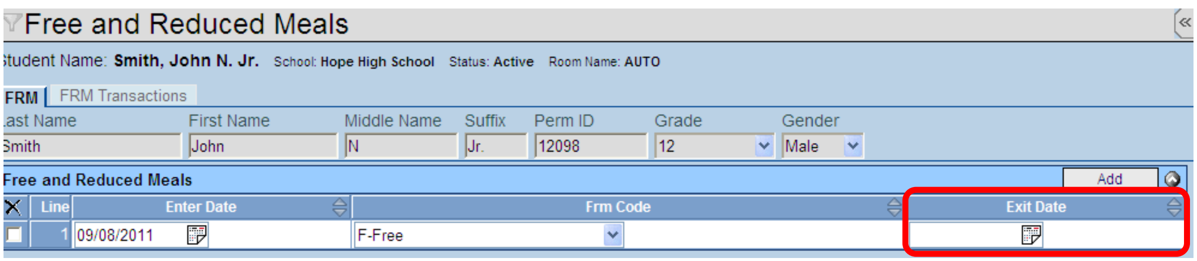


Figure 56 - Free and Reduced Meals Screen, FRM Tab, Withdrawing

2. Click the **Save** button at the top of the screen to save the record.

> **Tip:** If all students must be marked as withdrawn from programs at the end of the year, a quick way to do this is using the Mass Update Student Programs screen. For more information about this screen, see Mass Update Student Programs below.

Re-Enroll in the Free & Reduced Meals Programs

If the student re-enrolls in the school or in the Free & Reduced Meals program after the program has been marked as withdrawn, a new record needs to be entered into the Free & Reduced Meals screen.

To re-enroll the student in the program, just add a new record with the new date following the instructions in the Adding Free & Reduced Meal Records section in this chapter.

View Free & Reduced Meals Transactions

Synergy SIS can automatically create the FRM records that need to be uploaded to the MSDS system at the State of Michigan. This is configured on the District Setup screen. For more information about setting this up, see the section on Overall Student Programs Transactions Setup in Chapter 3 of the *Synergy SIS – State of Michigan Data Reporting Administrator Guide*. To view the transactions:

1. Find the student using either the **Scroll or Find** method.
2. Click the **FRM Transactions tab** of the Free and Reduced Meals screen.

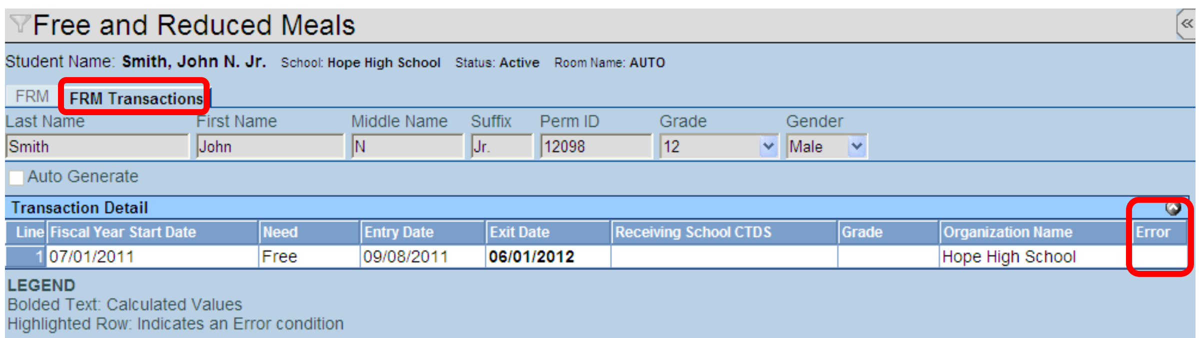


Figure 57 - Free and Reduced Meals Screen, FRM Transaction Tab, Screen Transactions

3. Each transaction is listed on a separate line. Values that are shown in **Bold** are calculated by Synergy SIS.
4. If there is an error in the transaction that needs to be fixed, the line is highlighted and the error message is shown in the **Error** column. Errors are fixed by editing the data entered on the FRM tab according to the instructions in the Error message.

Delete Free & Reduced Meals Records

To completely remove a record of participation in the Free & Reduced Meals program:

1. Click in the box of the **X** column of the record to be deleted.

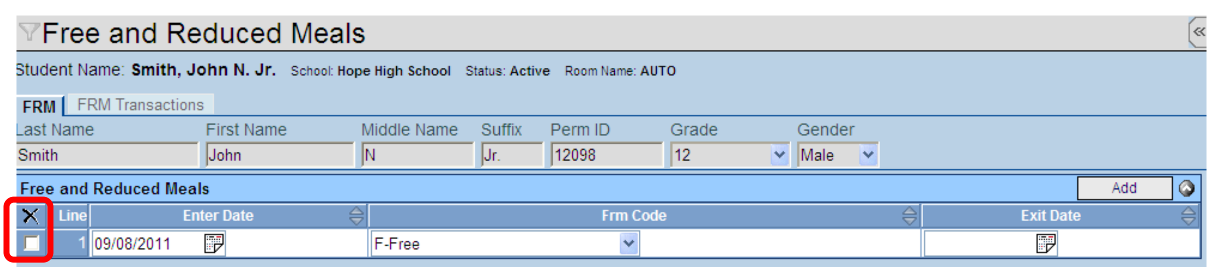


Figure 58 - Free and Reduced Meals Screen, FRM Tab, Deleting

2. Click the **Save** button at the top of the screen to delete the record, or click **Undo** to cancel the deletion.

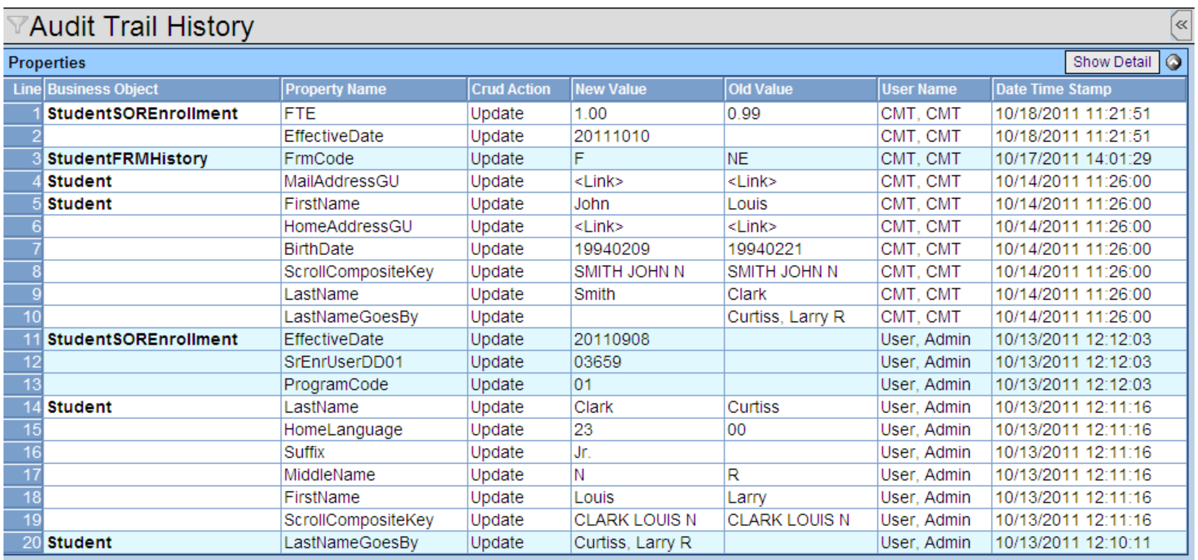
Menu Options

At the top of the Free and Reduced Meals screen, a **Menu** button provides access to additional information regarding the student's records.

Free and Reduced Meals Screen, Menu Options

The option available under the Menu button is:

- **View Audit Detail For Free and Reduced Meals** – the Audit Trail History screen lists all of the changes made to the student's records, what was changed, who changed it, and the date and time the change was made.



Audit Trail History

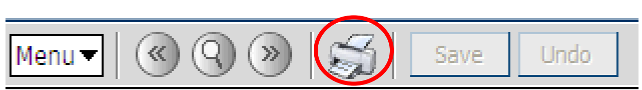
Properties

Show Detail

Line	Business Object	Property Name	Crud Action	New Value	Old Value	User Name	Date Time Stamp
1	**StudentSOREnrollment**	FTE	Update	1.00	0.99	CMT, CMT	10/18/2011 11:21:51
2		EffectiveDate	Update	20111010		CMT, CMT	10/18/2011 11:21:51
3	**StudentFRMHistory**	FrmCode	Update	F	NE	CMT, CMT	10/17/2011 14:01:29
4	**Student**	MailAddressGU	Update	<Link>	<Link>	CMT, CMT	10/14/2011 11:26:00
5	**Student**	FirstName	Update	John	Louis	CMT, CMT	10/14/2011 11:26:00
6		HomeAddressGU	Update	<Link>	<Link>	CMT, CMT	10/14/2011 11:26:00
7		BirthDate	Update	19940209	19940221	CMT, CMT	10/14/2011 11:26:00
8		ScrollCompositeKey	Update	SMITH JOHN N	SMITH JOHN N	CMT, CMT	10/14/2011 11:26:00
9		LastName	Update	Smith	Clark	CMT, CMT	10/14/2011 11:26:00
10		LastNameGoesBy	Update		Curtiss, Larry R	CMT, CMT	10/14/2011 11:26:00
11	**StudentSOREnrollment**	EffectiveDate	Update	20110908		User, Admin	10/13/2011 12:12:03
12		SrEnrUserDD01	Update	03659		User, Admin	10/13/2011 12:12:03
13		ProgramCode	Update	01		User, Admin	10/13/2011 12:12:03
14	**Student**	LastName	Update	Clark	Curtiss	User, Admin	10/13/2011 12:11:16
15		HomeLanguage	Update	23	00	User, Admin	10/13/2011 12:11:16
16		Suffix	Update	Jr.		User, Admin	10/13/2011 12:11:16
17		MiddleName	Update	N	R	User, Admin	10/13/2011 12:11:16
18		FirstName	Update	Louis	Larry	User, Admin	10/13/2011 12:11:16
19		ScrollCompositeKey	Update	CLARK LOUIS N	CLARK LOUIS N	User, Admin	10/13/2011 12:11:16
20	**Student**	LastNameGoesBy	Update	Curtiss, Larry R		User, Admin	10/13/2011 12:10:11

Figure 59 - Audit Trail History for Free and Reduced Meals

The **Print** button at the top of the screen may be used to print the information on the Student Needs screen.



Print Button

The **Print** button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

MASS UPDATE STUDENT PROGRAMS

How to Mass Update Student Programs

The Mass Update Student Programs screen provides a convenient way to enter the exit date and exit reason (if required) to withdraw all students from a program. This is particularly helpful at the end of the year, if all students are required to be withdrawn from the programs. It can also be used to "open" or remove all exit dates. To run the mass update:

1. Navigate to the **Mass Update Student Programs** screen found in the **Synergy SIS> Student Programs** folder.
2. Select whether to **Close** (enter the exit dates) or **Open** (remove the exit dates) for the selected programs from the **Action** drop-down menu. The exit date that will be entered for each program is the last valid school day for the school in which the student is enrolled.

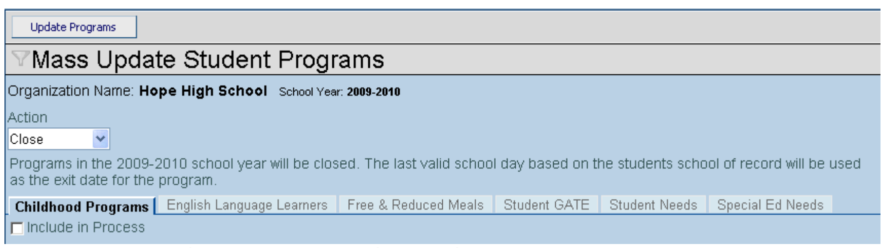
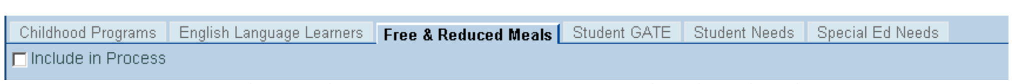


Figure 60 - Mass Update Student Programs Screen

3. Check the **Include in Process** box on the **Childhood Programs** tab to modify the exit dates for Childhood Program Participation records.
4. Click on the **English Language Learners** tab and check the **Include in Process** box to modify the exit dates for the English Language Learners records.

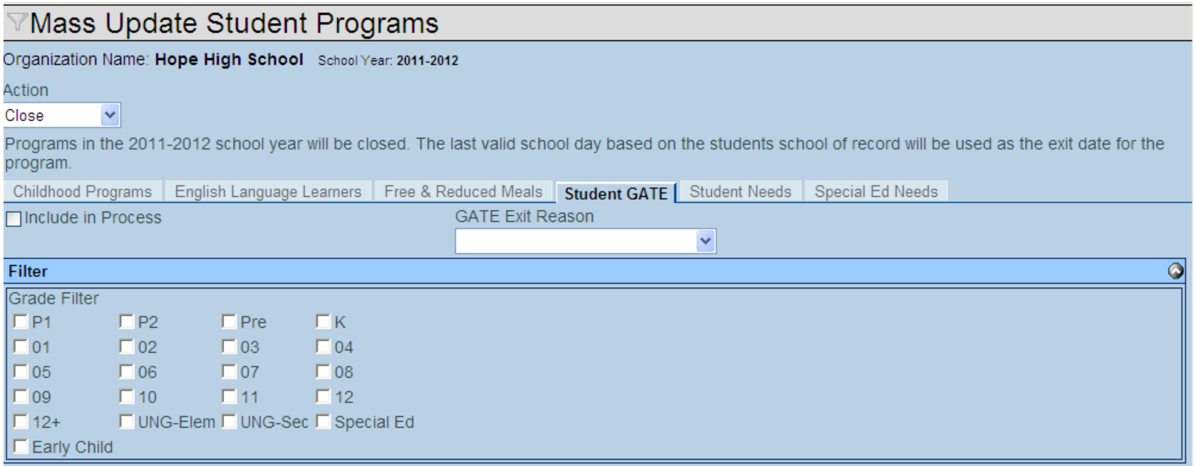
Mass Update Student Programs Screen, English Language Learners Tab

5. Select the exit reason to be entered for the ELL records from the **ELL Exit Reason** drop-down menu.
6. Click on the **Free & Reduced Meals** tab and check the **Include in Process** box to modify the exit dates for the Free and Reduced Meals records.



Mass Update Student Programs Screen, Free & Reduced Meals Tab

7. Click on the **Student** tab and check the **Include in Process** box to modify the exit dates for the Student GATE records.

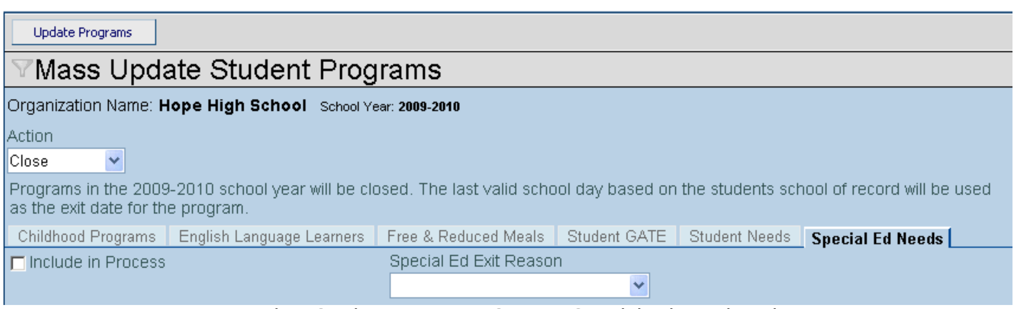


Mass Update Student Programs Screen, Student GATE Tab

8. Select the exit reason to be entered for the Student GATE records from the **GATE Exit Reason** drop-down menu.
9. To only process specific grade levels, check the grade levels to be processed in the **Grade Filter** box.
10. Click on the **Student Needs** tab and check the **Include in Process** box to modify the exit dates for the Student Needs records.

Mass Update Student Programs Screen, Student Needs Tab

11. Select the exit reason to be entered for the Student Needs records from the **Needs Exit Reason** drop-down menu.
12. Click on the **Special Ed Needs** tab and check the **Include in Process** box to modify the exit dates for the Special Ed Student Services records.



Mass Update Student Programs Screen, Special Ed Needs Tab

13. Select the exit reason to be entered for the Special Ed Student Services records from the **Special Ed Exit Reason** drop-down menu.
14. Click the **Update Programs** button at the top of the screen to withdraw all students in the currently focused high school from the student programs selected.

SPECIAL EDUCATION SERVICES

Add Special Education Services

The Synergy SIS Special Ed Student Services screen is not used at this time. All Special Ed data should be entered in the Special Ed section on the MSDS-SPED tab of the Student.MI screen. Refer to Chapter Two of this manual.

STUDENT GATE

Gifted and Talented Education

Note: GATE records are not used for state reporting at this time.

If the school offers a GATE (Gifted and Talented Education) program, the student’s record of participation in this program can be entered into the Student GATE screen. Refer to the Student GATE section of the Student Programs manual for more information.

STUDENT NEEDS

Add Program Participation and Title I Services

If a student is eligible for other programs or Title I services, this information needs to be recorded in Synergy SIS so that they can be reported to the state in conjunction with the normal upload procedure. To record a student's program participation:

Adding Program Eligibility Participation

1. Navigate to the **Student Needs** screen found in the **Synergy SIS> Student Programs** folder.
2. Find the student using either the **Scroll** or **Find** method.
3. Select Program Eligibility Participation from the **Needs** drop-down menu, and click the **Add New Need** button.

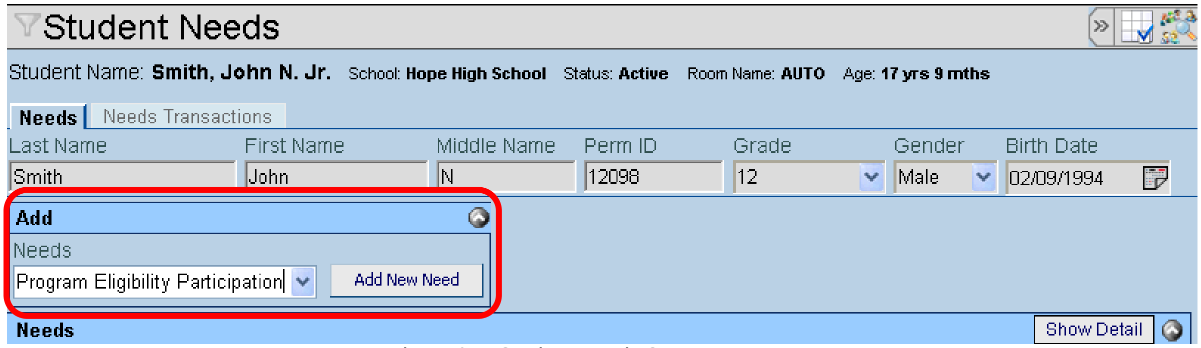


Figure 61 - Student Needs Screen

4. The **Student Program Add** screen is displayed.

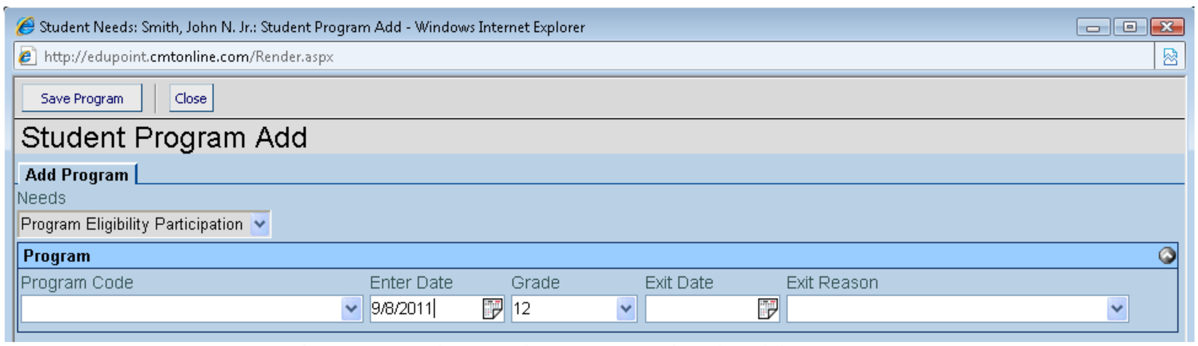


Figure 62 - Student Needs Screen, Needs Tab, Adding

5. Select the service the student will be receiving from the **Program Code** drop-down menu. This field is used to identify which type of program/service the student is eligible and/or in which s/he participates.
6. Enter the date in the **Enter Date** box. The date should be entered in the format M/D/YYYY or may be selected by clicking the **Calendar** button.
7. Click the **Save Program** button at the top of the screen to save the record, or click **Close** to close the screen without saving.

Adding Title I Services

1. Navigate to the **Student Needs** screen found in the **Synergy SIS> Student Programs** folder.
2. Find the student using either the **Scroll or Find** method.
3. First, add a record with **Program Eligibility Participation** as the Need and **Title I TAS** as the Program Code. Refer to the instructions above. This program is required for the MSDS submission if the student is receiving Title I services.
4. The following instructions apply to both Title I Instructional Services and Title I Support Services.
5. Select **Title I Instructional Services** (or **Title I Support Services**) from the **Needs** drop-down menu, and click the **Add New Need** button.

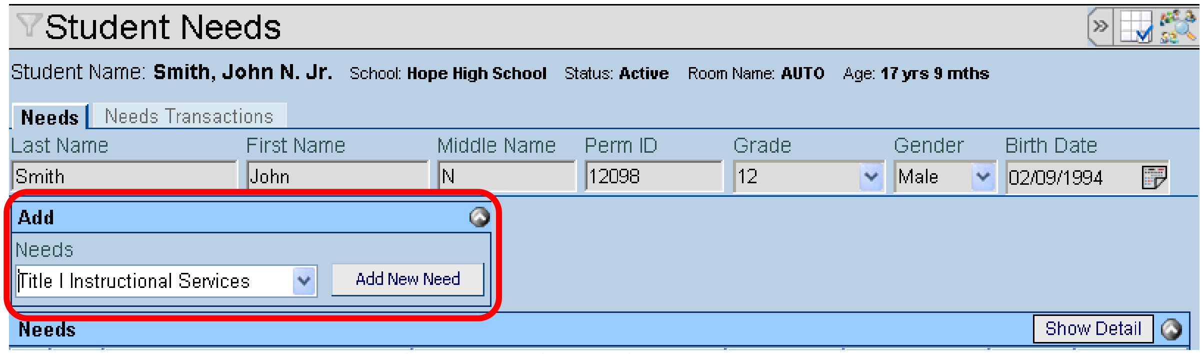


Figure 63 - Student Needs Screen

6. The **Student Program Add** screen is displayed.

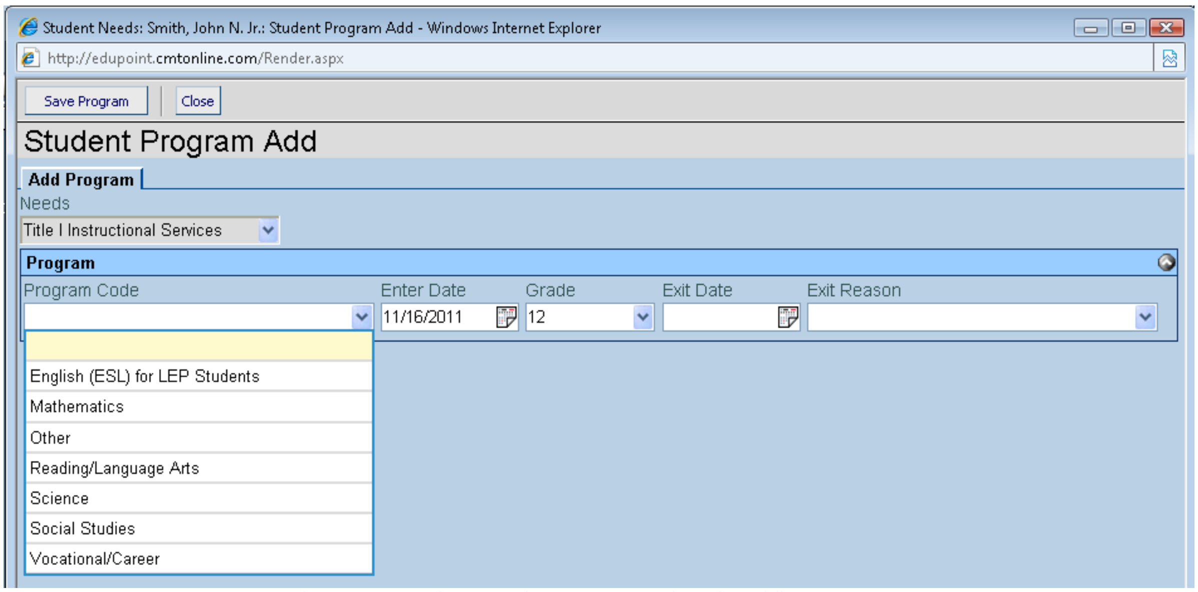


Figure 64 - Student Needs Screen, Needs Tab, Adding

7. Select the service the student will be receiving from the **Program Code** drop-down menu.
8. Enter the date in the **Enter Date** box. The date should be entered in the format M/D/YYYY or may be selected by clicking the **Calendar** button.
9. Click the **Save Program** button at the top of the screen to save the record, or click **Close** to close the screen without saving.
10. Repeat steps 5 through 9 for all services in which the student is participating.

Withdraw from a Program

When a student is no longer participating in a program, the exit date and reason must be recorded in the Student Needs screen.

Reference: If the student is withdrawing from the school, Synergy SIS can be setup to automatically withdraw the student from the programs at the same time the withdrawal is entered into the Student screen. To configure this, see the section on Overall Student Programs Transactions Setup in Chapter 3 of the *Synergy SIS – State of Michigan Data Reporting Administrator Guide.*

To record the student's withdrawal:

1. Find the student using either the **Scroll or Find** method.
2. Click on the line number then click on the **Show Detail** button left-hand side of the screen.

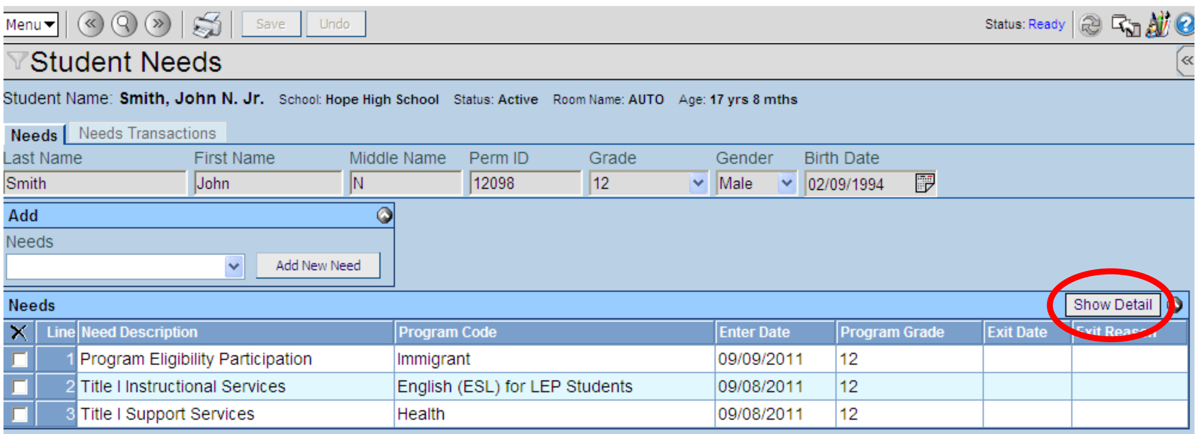


Figure 65 - Student Needs Screen, Needs Tab, Show Detail button

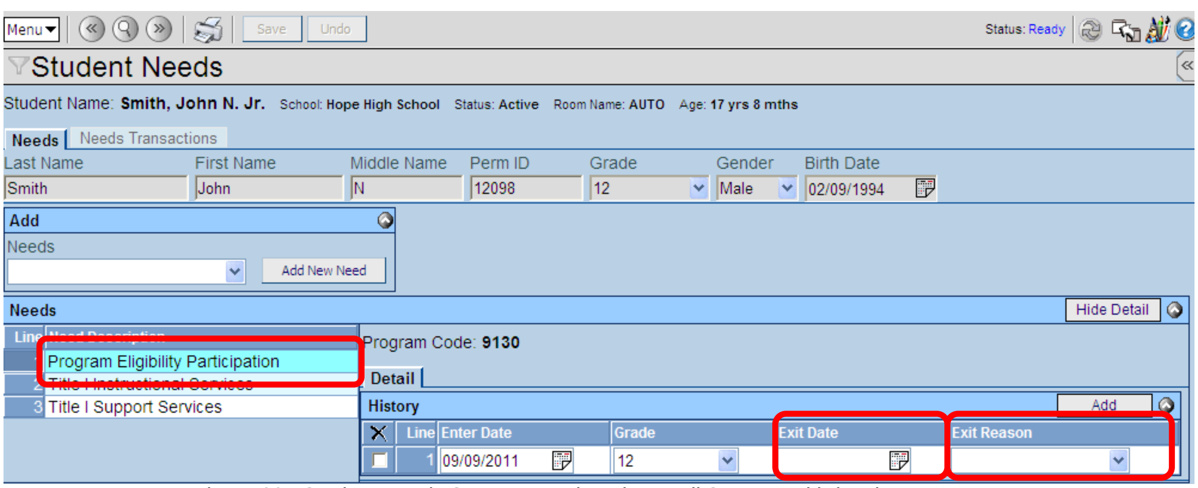


Figure 66 - Student Needs Screen, Needs Tab, Detail Screen, Withdrawing

3. Enter the date the student withdrew in the **Exit Date** box. The date should be entered in the format M/D/YY or may be selected by clicking the **Calendar** button.
4. Select the reason the student withdrew from the **Exit Reason** drop-down menu.
5. Click the **Save** button at the top of the screen to save the record.

Tip: If all students must be marked as withdrawn from programs at the end of the year using an End of School Year code, a quick way to do this is using the Mass Update Student Programs screen. For more information about this screen, see Mass Update Student Programs above in this chapter.

Re-Enroll in a Program

If the student re-enrolls in the school or in a program after the program has been marked as withdrawn, the enrollment record needs to be entered into the Student Needs screen. Since all of the student needs & program records have to be marked as withdrawn at the end of the year, any student who returns to the school the following year must have a new enrollment record for the program as well.

Note: Only one record with the same need and program may be entered into the student's record. The same need may be entered only if the student is receiving a different program. To enter a different need, or the same need with a different program, follow the instructions for Adding Other Needs & Programs in this chapter. Otherwise, if the student is re-enrolling with the same need and program, follow the instructions in this section.

To re-enroll a student in the same need and program:

1. Find the student using either the **Scroll or Find** method.
2. Click on the **need/program line** on the left-hand side of the screen in which to re-enroll the student.

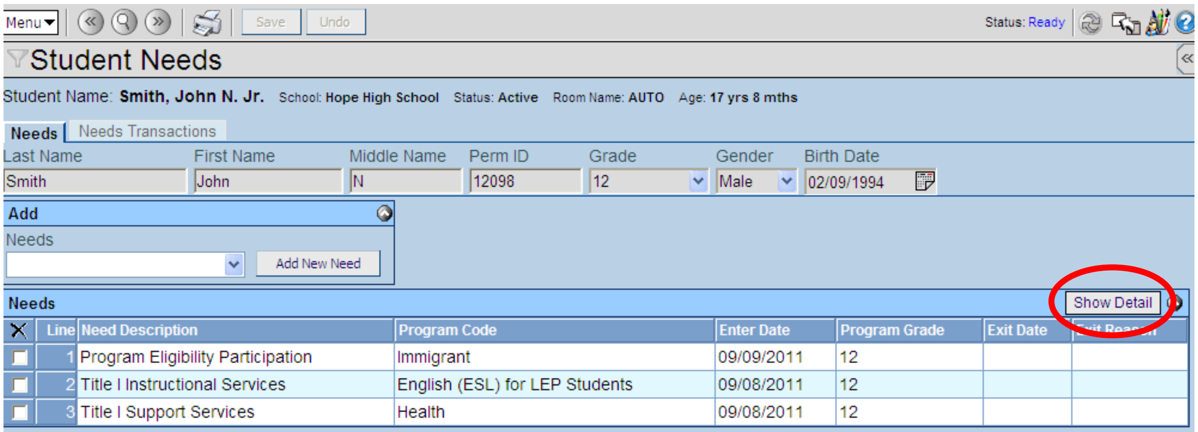


Figure 67 - Student Needs Screen, Needs Tab, Show Detail button

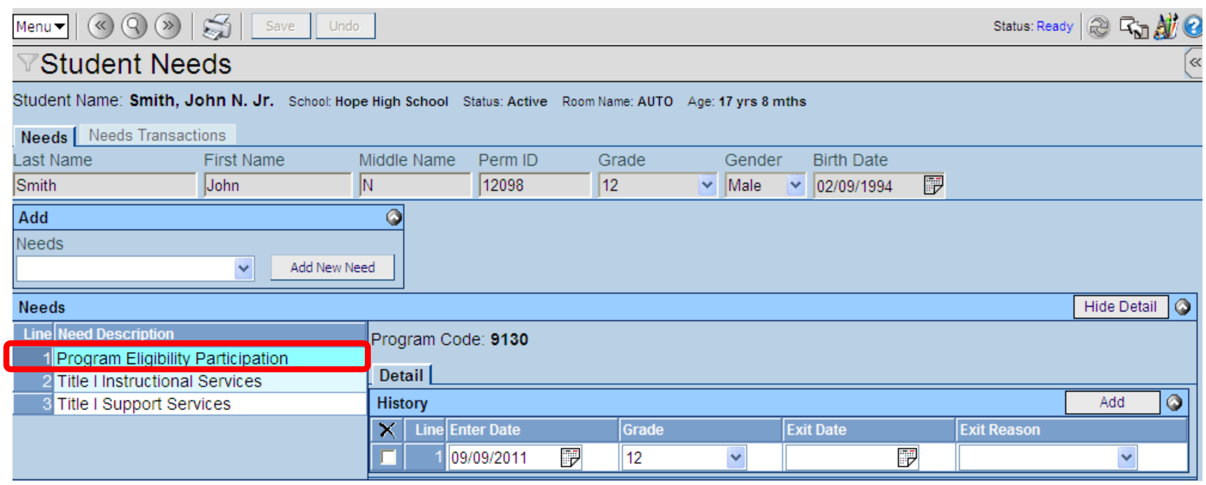


Figure 68 - Student Needs, Needs Tab, Detailed Screen

3. Click the **Add** button in the Detail section.

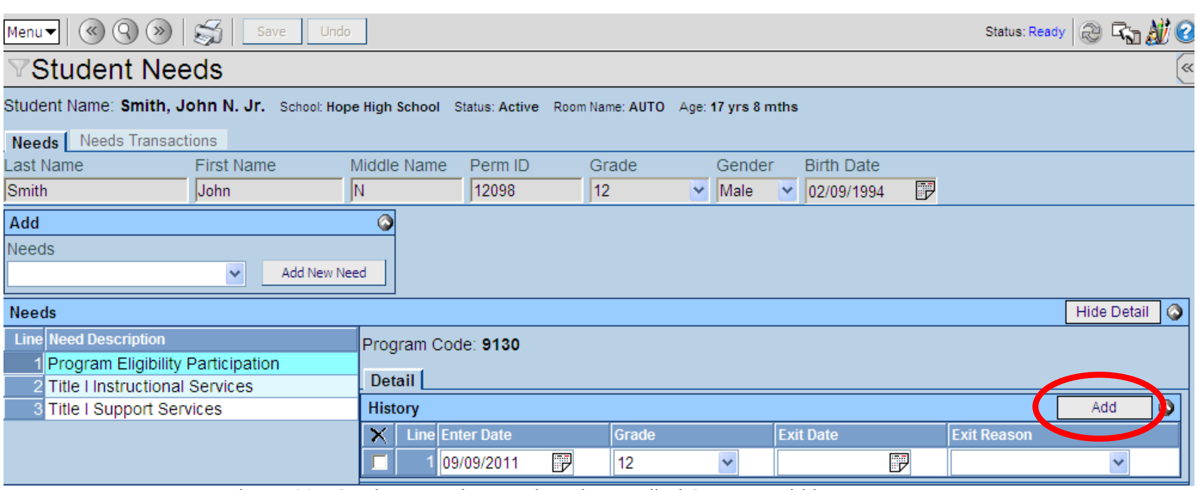


Figure 69 - Student Needs, Needs Tab, Detailed Screen, Add button

4. In the blank line that appears, edit the **Enter Date** so that it reflects the student's enrollment date. By default it enters today's date. The date should be entered in the format M/D/YYYY or it may be selected by clicking the Calendar button.

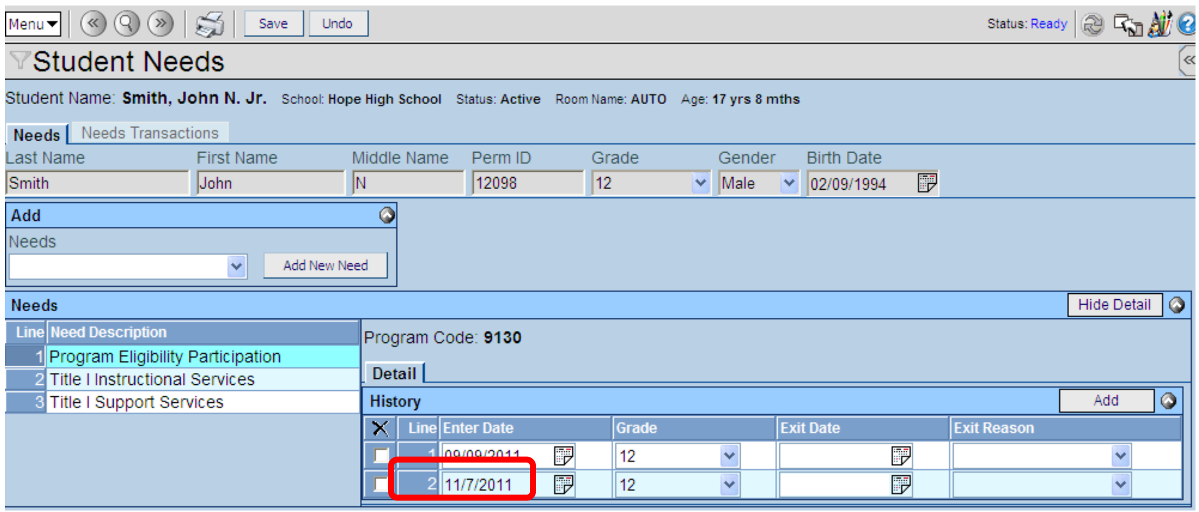


Figure 70 - Student Needs Screen, Needs Tab, Detailed Screen, Adding Re-Enrollment

5. Click the **Save** button at the top of the screen to delete the record, or click the **Undo** button to cancel the operation without deleting the record.
6. If the student receives multiple programs, they must be re-enrolled in each program by repeating the steps above.

Delete Needs Records

To completely remove a need/program record:

1. Find the student using either the **Scroll** or **Find** method.
2. Click in the box of the **X** column of the record to be deleted.

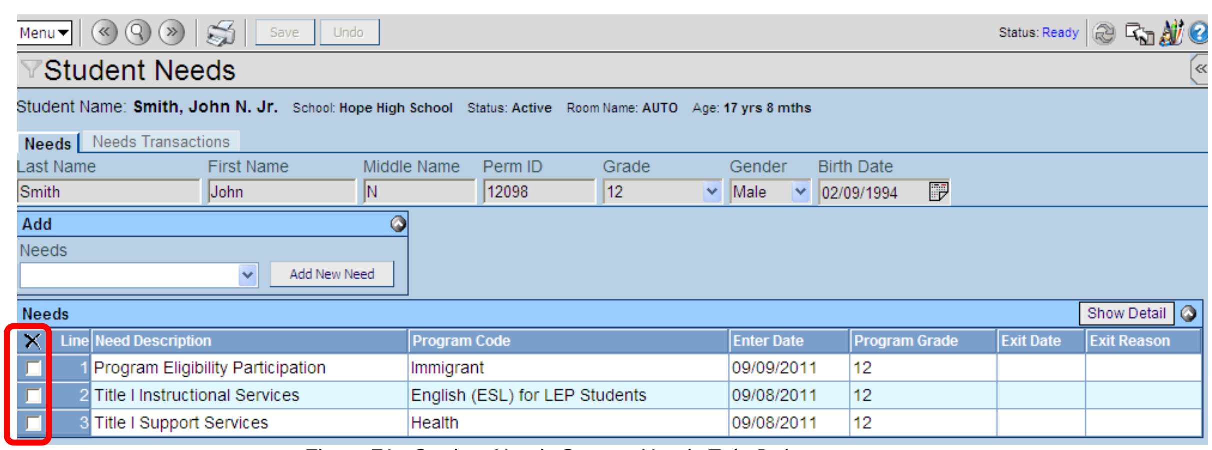


Figure 71 - Student Needs Screen, Needs Tab, Delete

3. Click the **Save** button at the top of the screen to delete the record, or click the **Undo** button to cancel the operation without deleting the record.

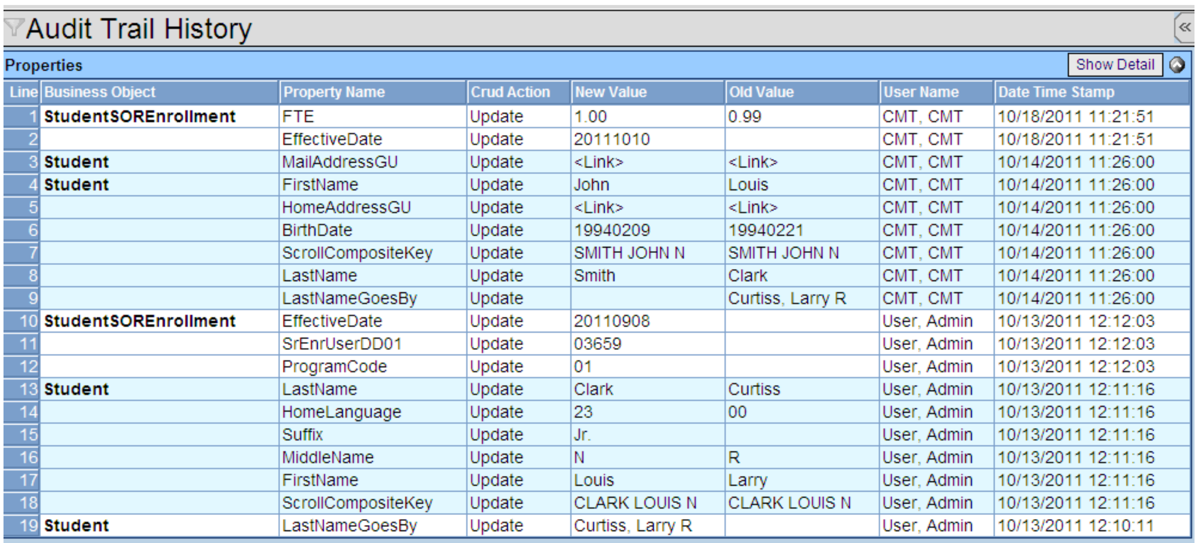
Menu Options

At the top of the Student Needs screen, a **Menu** button provides access to additional information regarding the student's records.

Figure 72 – Student Needs Screen, Menu Options

The option available under the Menu button is:

- **View Audit Detail For Student Needs** – the Audit Trail History screen lists all of the changes made to the student's records, what was changed, who changed it, and the date and time the change was made. It is the same audit trail report available through the Student screen. Since the Needs/Program information is stored in a grid, it is not yet available for tracking via the audit detail report.



Audit Trail History

Properties — Show Detail

Line	Business Object	Property Name	Crud Action	New Value	Old Value	User Name	Date Time Stamp
1	StudentSOREnrollment	FTE	Update	1.00	0.99	CMT, CMT	10/18/2011 11:21:51
2		EffectiveDate	Update	20111010		CMT, CMT	10/18/2011 11:21:51
3	Student	MailAddressGU	Update	<Link>	<Link>	CMT, CMT	10/14/2011 11:26:00
4	Student	FirstName	Update	John	Louis	CMT, CMT	10/14/2011 11:26:00
5		HomeAddressGU	Update	<Link>	<Link>	CMT, CMT	10/14/2011 11:26:00
6		BirthDate	Update	19940209	19940221	CMT, CMT	10/14/2011 11:26:00
7		ScrollCompositeKey	Update	SMITH JOHN N	SMITH JOHN N	CMT, CMT	10/14/2011 11:26:00
8		LastName	Update	Smith	Clark	CMT, CMT	10/14/2011 11:26:00
9		LastNameGoesBy	Update		Curtiss, Larry R	CMT, CMT	10/14/2011 11:26:00
10	StudentSOREnrollment	EffectiveDate	Update	20110908		User, Admin	10/13/2011 12:12:03
11		SrEnrUserDD01	Update	03659		User, Admin	10/13/2011 12:12:03
12		ProgramCode	Update	01		User, Admin	10/13/2011 12:12:03
13	Student	LastName	Update	Clark	Curtiss	User, Admin	10/13/2011 12:11:16
14		HomeLanguage	Update	23	00	User, Admin	10/13/2011 12:11:16
15		Suffix	Update	Jr.		User, Admin	10/13/2011 12:11:16
16		MiddleName	Update	N	R	User, Admin	10/13/2011 12:11:16
17		FirstName	Update	Louis	Larry	User, Admin	10/13/2011 12:11:16
18		ScrollCompositeKey	Update	CLARK LOUIS N	CLARK LOUIS N	User, Admin	10/13/2011 12:11:16
19	Student	LastNameGoesBy	Update	Curtiss, Larry R		User, Admin	10/13/2011 12:10:11

Figure 73 - Audit Trail History for Student Needs

The **Print** button at the top of the screen may be used to print the information on the Student Needs screen.

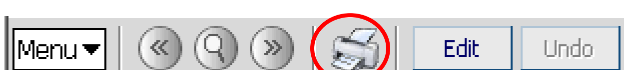


Figure 74 – Print Button

The **Print** button prints the information exactly as it is displayed on the screen, and does not show the information available using the scroll bars.

STUDENT PROGRAM SUMMARY

View Student Program Summary

The Student Program Summary screen lists the transactions for a student for all student programs.

1. Navigate to the **Student Program Summary** screen found in the **Synergy SIS> Student Programs** folder.
2. Find the student either the **Scroll** or **Find** method.
3. The Student Program Summary displays all student program transactions that have been uploaded to the state for the student. This includes the transactions for Childhood Program Participation, English Language Learners, Free and Reduced Meals, Special Ed Student Transactions, Student Needs, and Student GATE.

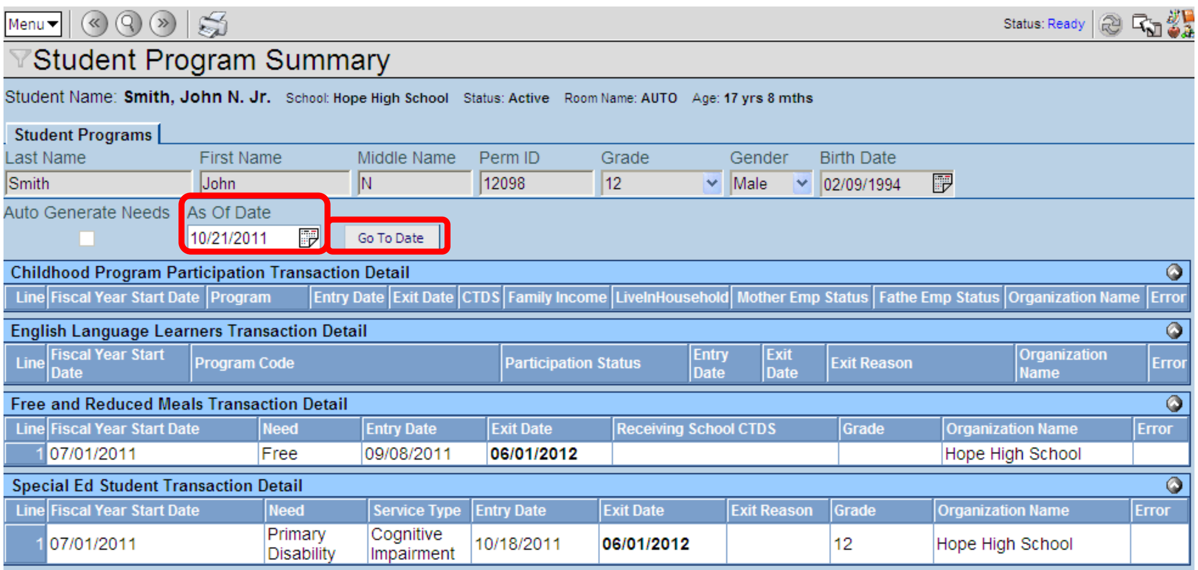


Figure 75 - Student Program Summary Screen

4. By default, the screen displays all of the transactions that have been created for the school in focus, and all transactions for the year up to the current date. To list the transactions uploaded up through a previous date (removing all transactions from the screen that were uploaded after that date), enter the new date in the **As Of Date** box in MM/DD/YYYY format. The date can also be selected by clicking on the Calendar button. Then click on the **Go To Date** button to change the screen.
5. Values that are bolded are calculated values as opposed to manually entered values. If an entire row is highlighted, it indicates there is an error in the transaction and it has not been uploaded correctly.

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Chapter Four:
HEALTH INFORMATION

In this chapter, the following topics are covered:

- ► Add / Update Immunizations
- ► Add / Update Health Screenings

HEALTH OVERVIEW

The information used to create the MCIR Extract is stored in the **Synergy SIS> Health> Heath** and **Health Screen** screens.

There are many fields available in the Health screens. This manual only covers the fields needed for the MCIR Extract.

IMMUNIZATIONS

1. Navigate to the **Heath** screen found in the **Synergy SIS> Health>** folder.
2. Click the **Immunizations** tab.

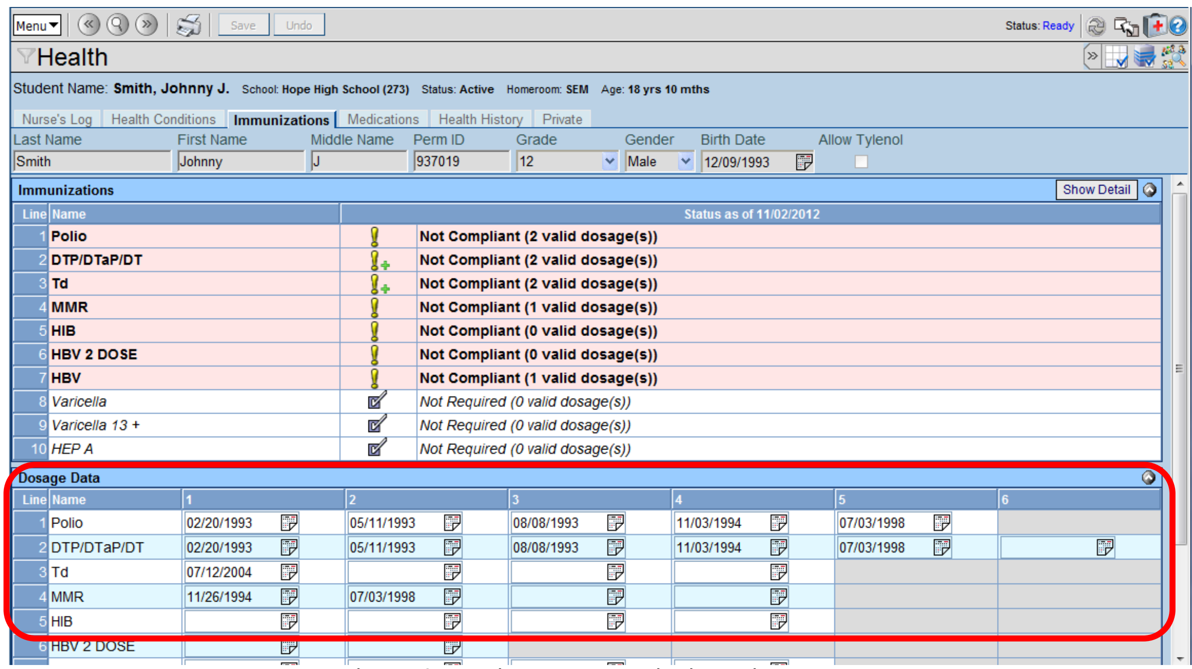


Figure 76 - Heath screen, Immunizations tab

3. Refer to the *Synergy Student Information Administrator Guide* for information on adding and maintaining immunization information.

The information displayed in the Dosage Data section is used in the MCIR Extract.

If a student is exempt from immunization or immune to any of the diseases, do the following:

1. Click on the immunization line number in the **Immunizations** section then click **Show Detail**.

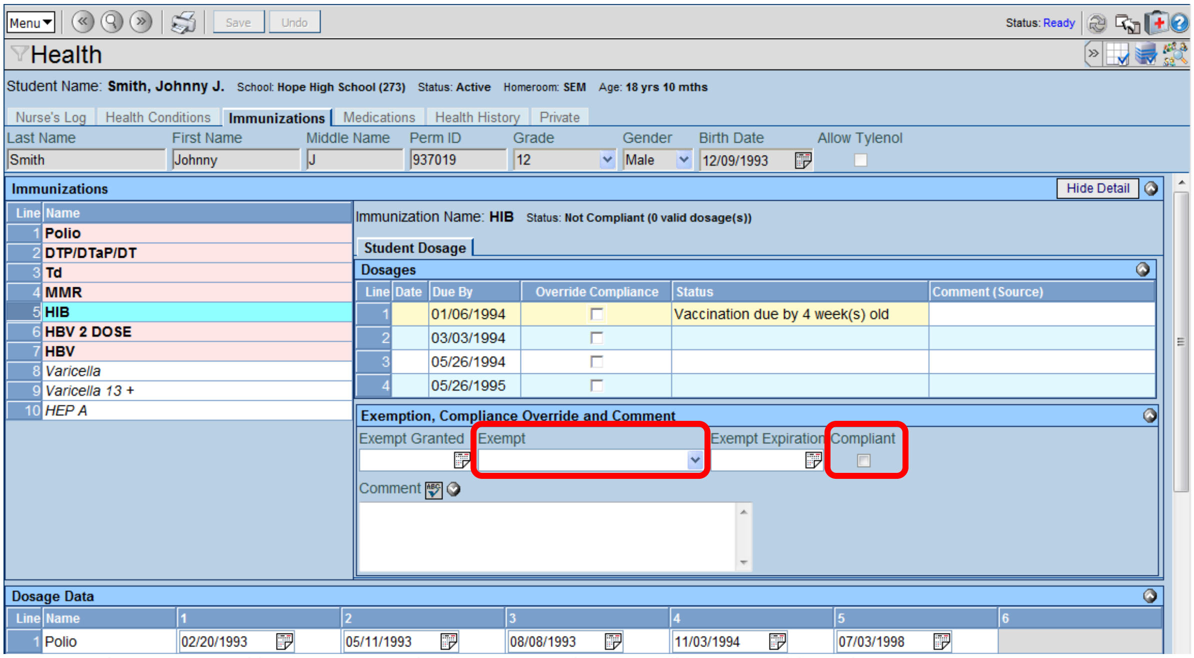


Figure 77 – Health screen, Immunizations, Exemption, Compliance Override and Comment area

2. Select an **Exempt** code from the dropdown list.
3. Check the **Compliant** box if applicable.
4. **Exempt Granted** and **Exempt Expiration** may be entered if applicable.
5. Click on the **Save** button near the top of the screen.

HEALTH SCREENINGS

1. Navigate to the **Heath Screen** screen found in the **Synergy SIS> Health>** folder.

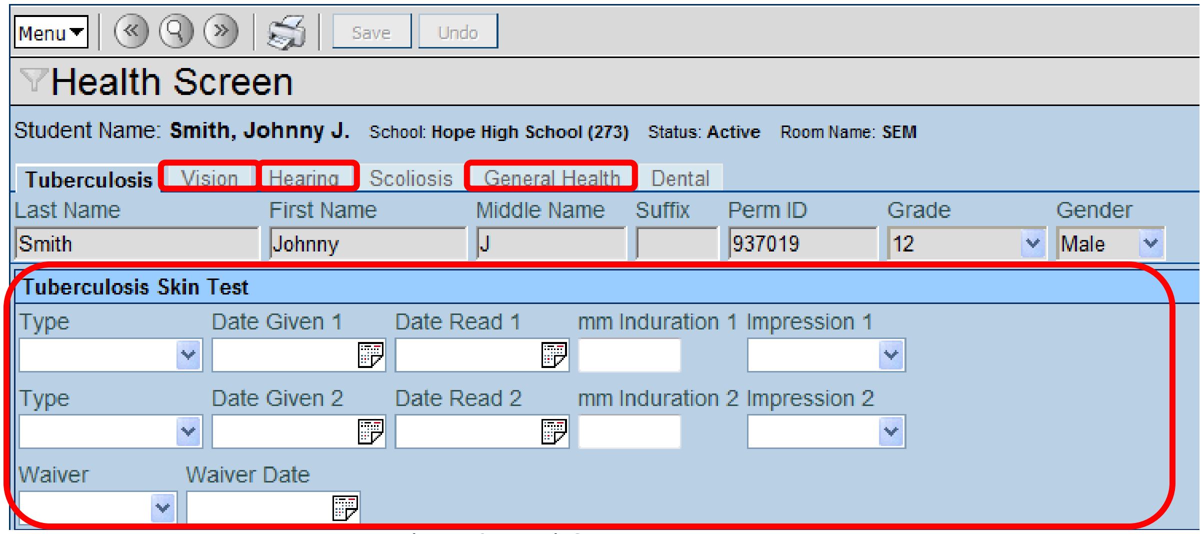


Figure 78 - Heath Screen screen

2. Refer to the *Synergy Student Information Administrator Guide* for information on adding and maintaining screening information.

If there is a record on the Vision, Hearing, and / or General Health tabs with a date within the date range used in the MCIR Extract, the date will be included in the extract.

Chapter Five: DISCIPLINE

In this chapter, the following topics are covered:

- ► Add a Discipline Incident
- ► Add disposition information to a student involved in an incident

Discipline Overview

The Synergy SIS menu (also known as the PAD tree) may include a Discipline folder and a Discipline Incident folder. Michigan school districts should use the **Discipline Incident** screens and reports. The Incidents screen allows a user to add a single incident that links all students involved, list each student's role, and indicates what schools were involved.

Discipline is reported to the state by incident number. Only the incidents that result in suspension or expulsion for a student are reported. Be sure to include all students involved in a single incident; DO NOT add separate incidents for each student.

There are two screens available in Discipline Incidents: the Incidents screen and the Student Incident screen. Once an incident is added, it will appear in the Student Incident screen for each of the student participants. Incident details can be modified using either of the screens.

Discipline codes can be set up to create both the SID (School Infrastructure Database) discipline report and for MSDS reporting. Refer to Chapter 2 of the *Synergy SIS - State of Michigan Data Reporting Administrator Guide* for information on how to setup the discipline and disposition codes.

There are many fields available in the Discipline Incidents screens. This manual only covers the fields needed for state reporting.

Add a Discipline Incident

1. Navigate to the **Incidents** screen found in the **Synergy SIS> Discipline Incident** folder.
2. Click the **Add** button at the top of this screen to create an incident.

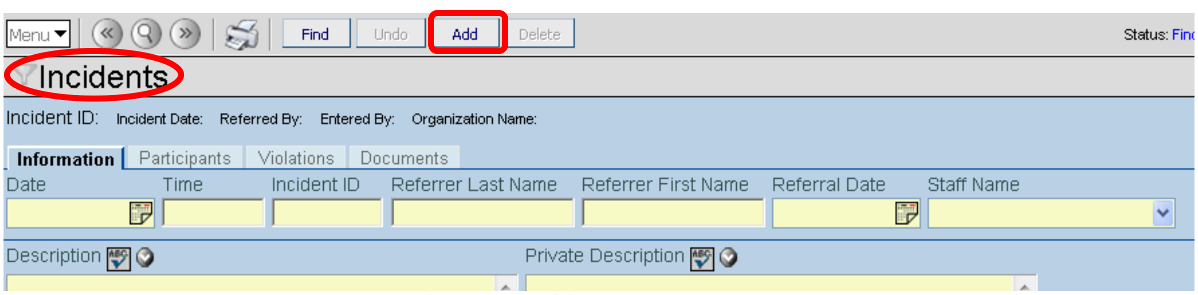


Figure 79 - Incidents screen

3. Incidents can also be created from the **Student Incident** screen found in the **Synergy SIS> Discipline Incident** folder. Click the **Create New Incident** button.

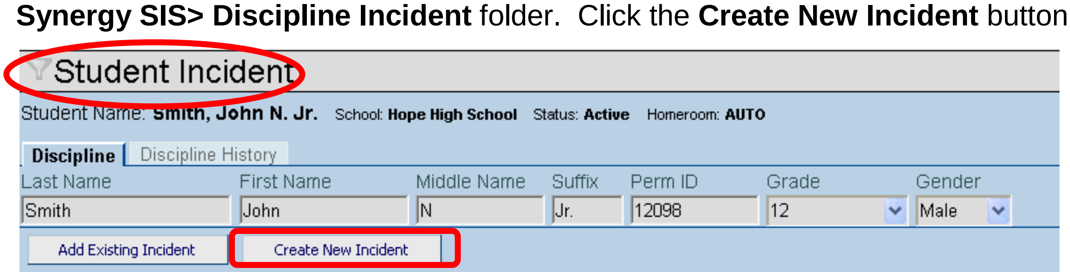


Figure 80 - Student Incident Screen

4. The **Incident Add** screen is displayed. All fields highlighted in green are required.

Create the Incident

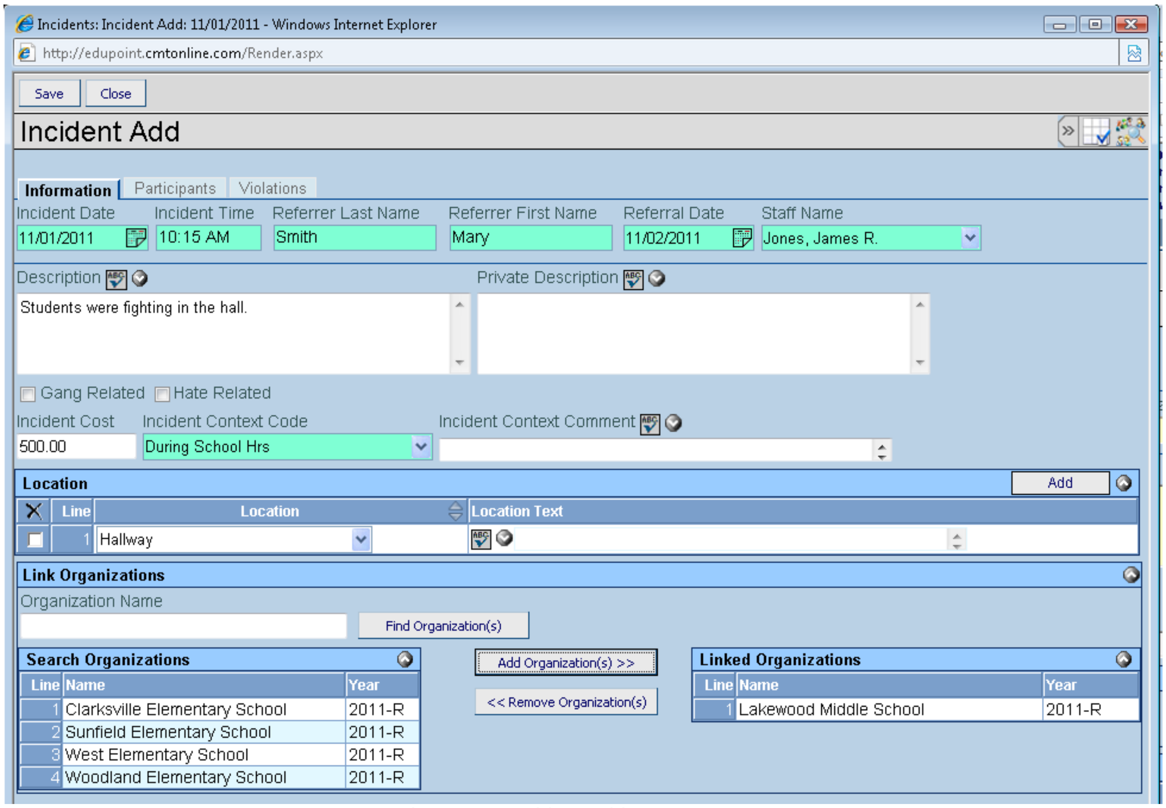


Figure 81 - Incident Add Screen

1. Enter the date and time of the incident in the **Incident Date** and **Incident Time** boxes. The date used in this field is the day of the incident that led to the disciplinary action. The date should be entered in the format M/D/YYYY or may be selected by clicking the **Calendar** button.
2. Enter the **Referrer Last Name** and **Referrer First Name**. This person does not have to be a staff member.
3. Enter the **Referral Date**. The date should be entered in the format M/D/YYYY or may be selected by clicking the **Calendar** button.
4. Select the name of the staff member who handled the disciplinary process from the **Staff Name** drop-down menu.
5. Select the **Incident Context Code** from the drop-down menu
6. Enter any other pertinent information in the fields displayed.

Add Participants

1. Click on the **Participants** tab.
2. Click on the **Chooser** button to select the students involved in the incident.

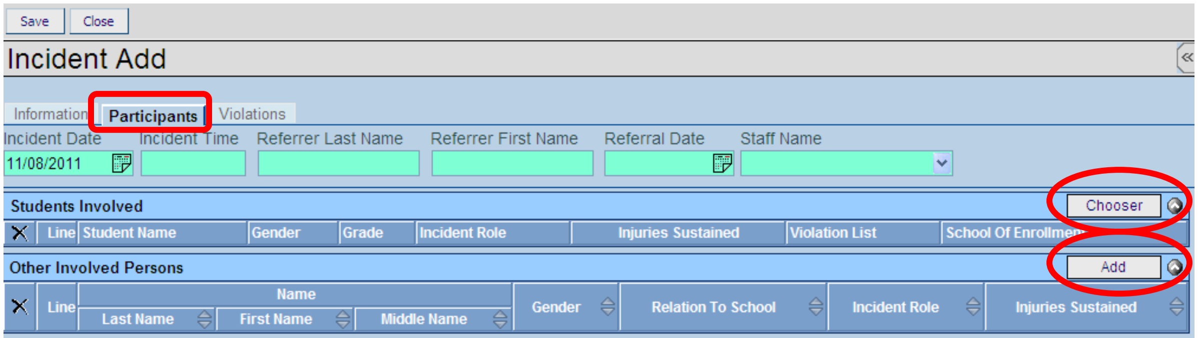


Figure 82 - Incident Add, Participants Tab

3. Use the **Chooser** screen to select all students involved in the incident.
4. Click the **Add** button on the **Other Involved Persons** line to add non-student participants.

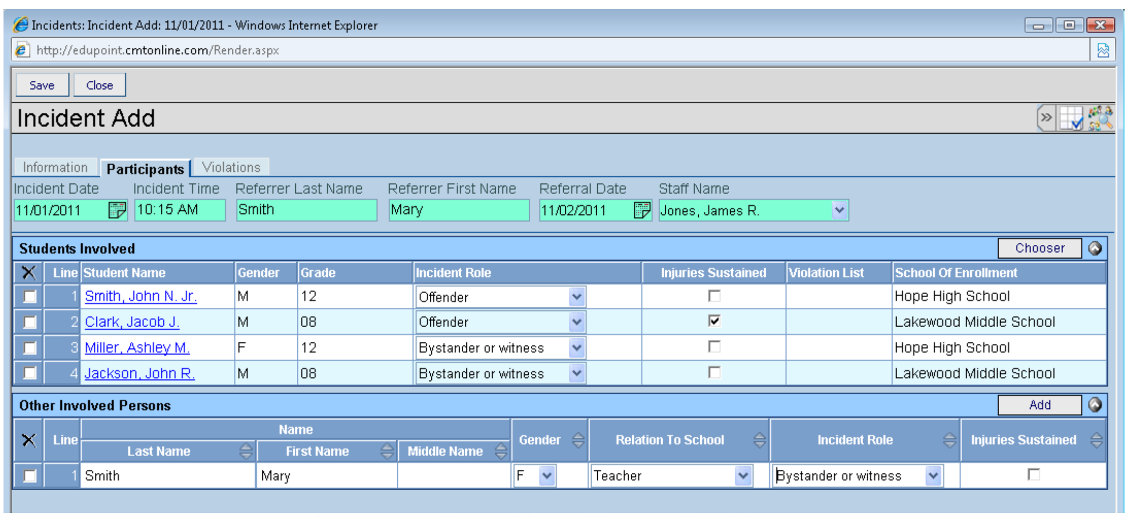


Figure 83 - Incident Add, Participants Tab, Adding

5. Select each person's **Incident Role** from the drop-down menu. The incident role is the role the person played in the incident.
6. Click in the **Injuries Sustained** box if the participant received injuries during the incident.

7. To delete a participant, click the box under the **X** column.

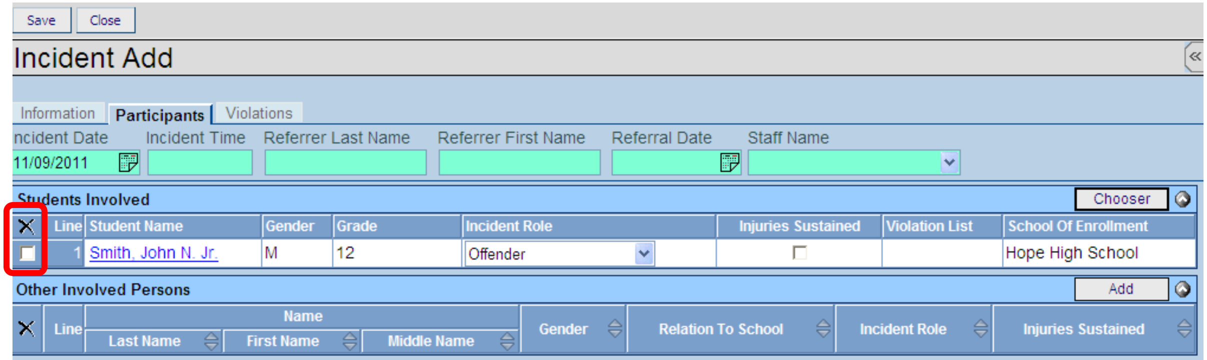


Figure 84 - Incident Add, Participants Tab, Deleting

Add Violations

1. Click on the **Violations** tab
2. Choose the violation from the **Category** drop-down menu. Choose the primary and most recent reason that led to the disciplinary action. Depending on the Category selected, a **Violation** field may be displayed. If true, select a **Violation,** if applicable, from the drop-down menu. This is the code that will be used for MSDS reporting. Depending on the violation selected, a **Detail** field may be displayed. If true, select a **Detail** code**,** if applicable, from the drop-down menu. The **Detail** field is used to indicate Sexual Assault for MSDS reporting.
3. Click the **Add To Violation List** button. Multiple violation categories may be added by repeating this step. The violations will be added to all participants that are flagged as “Offender”.

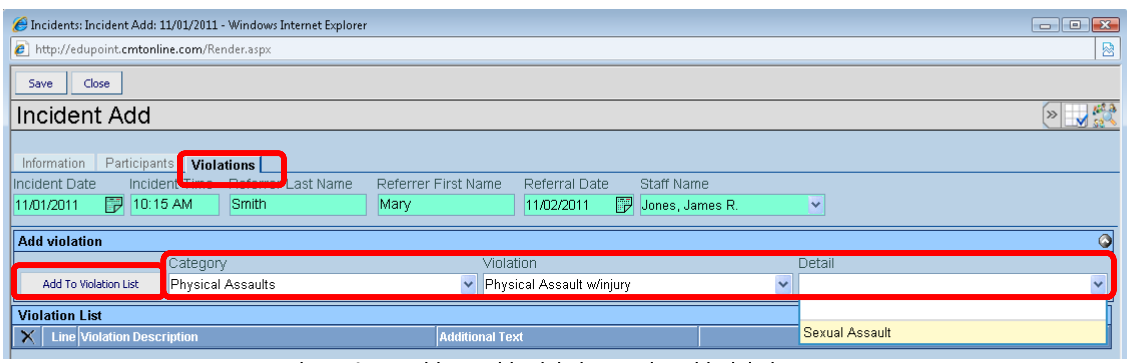


Figure 85 - Incident Add, Violations Tab, Add Violation

4. For each violation added, an additional description of the violation may be added in the **Additional Text** box.

Figure 86 - Incident Add, Violations Tab, Violation List section, Adding

5. To delete a violation, click in the box under the **X** column.

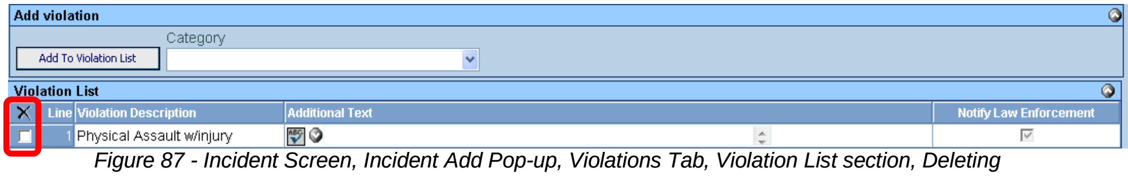


Figure 87 - Incident Screen, Incident Add Pop-up, Violations Tab, Violation List section, Deleting

Save the Incident

- Click the **Save** button at the top of this screen to save the incident. The incident is now saved and an incident ID number has been generated by Synergy SIS.

ADD DISCIPLINE DISPOSITION INFORMATION

Once an incident is added, disposition information is added for each offender. This can be accomplished on either the Incidents screen or the Student Incident screen.

Incidents Screen

1. Navigate to the **Incidents** screen found in the **Synergy SIS> Discipline Incidents** folder.
2. Find the incident using either the **Scroll** or **Find** method. To use the scroll method, enter the date prior to the incident date then click the scroll forward button until you find the incident.
3. Click on the **Participants** tab.
4. Click on the line number of the Student you wish to screen then click the **Show Detail** button.

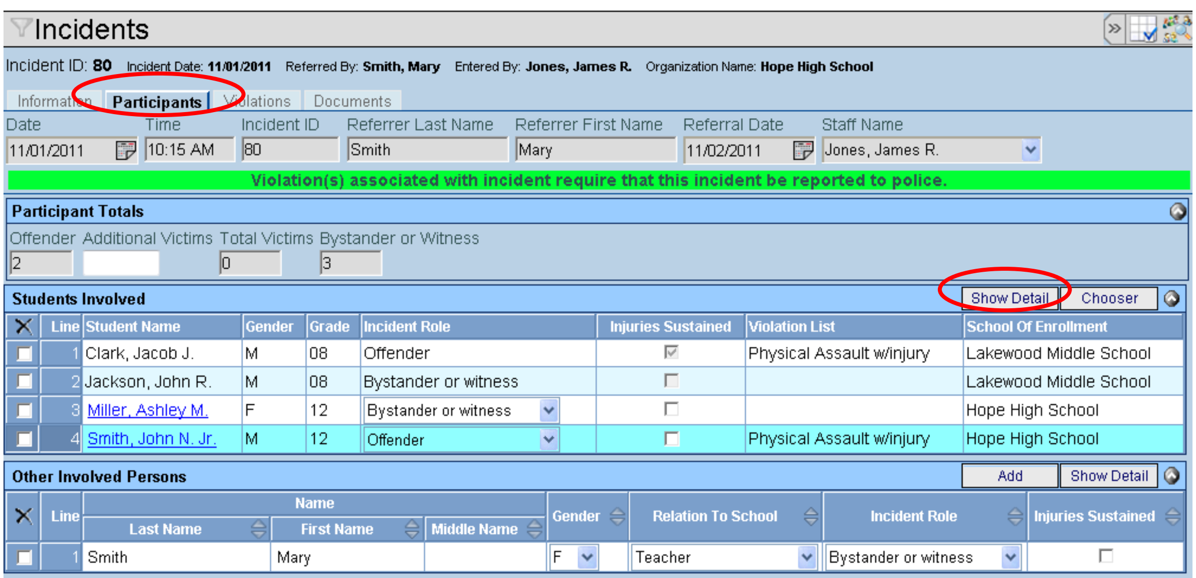


Figure 88 - Incidents Screen, Participants Tab, Show Detail

5. Click on the **Add Wizard** button of the Disposition line. You may have to scroll down to see the button.

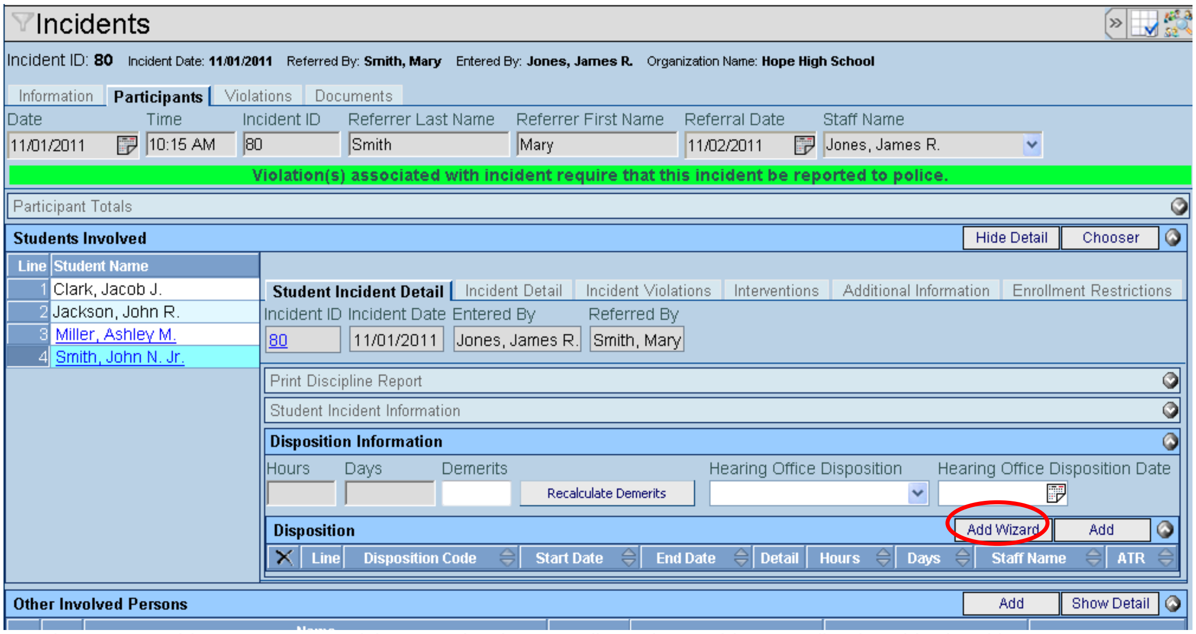


Figure 89 - Incidents Screen, Participants Tab, Show Detail, Student Incident Detail Tab, Add Wizard button

6. The **Student Disposition** screen is displayed. All fields highlighted in green are required.

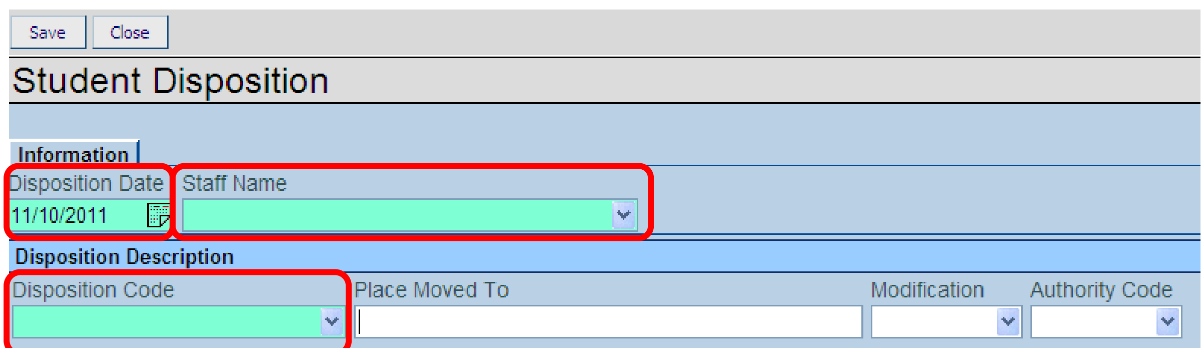


Figure 90 - Student Disposition Screen, Adding

7. Enter the disposition date in the **Disposition Date** box in the Information section. This is the date the consequence was assigned. The date should be entered in the format M/D/YYYY or it may be selected by clicking the **Calendar** button.

8. Select the staff name from the **Staff Name** drop-down menu in the Information section.

9. Select the **Disposition Code** from the drop-down menu. Choose the type of disciplinary action taken as a consequence of the incident reported in the Disciplinary Incident.

10. The dispositions that are reported for MSDS are: Expulsion, Follow-up, In School Suspension, and Out of School Suspension. When one of the MSDS dispositions is chosen, a Sub Category 1 box appears. Select the sub category from the **Sub Category 1** drop-down box. This value will be used as a Consequence Type in MSDS state reporting.

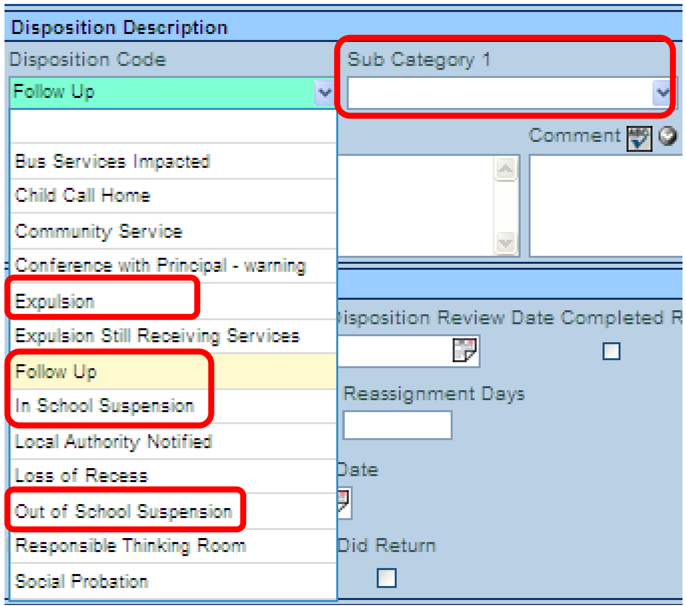


Figure 91 - Student Disposition Screen, Disposition Description Section, Disposition Code

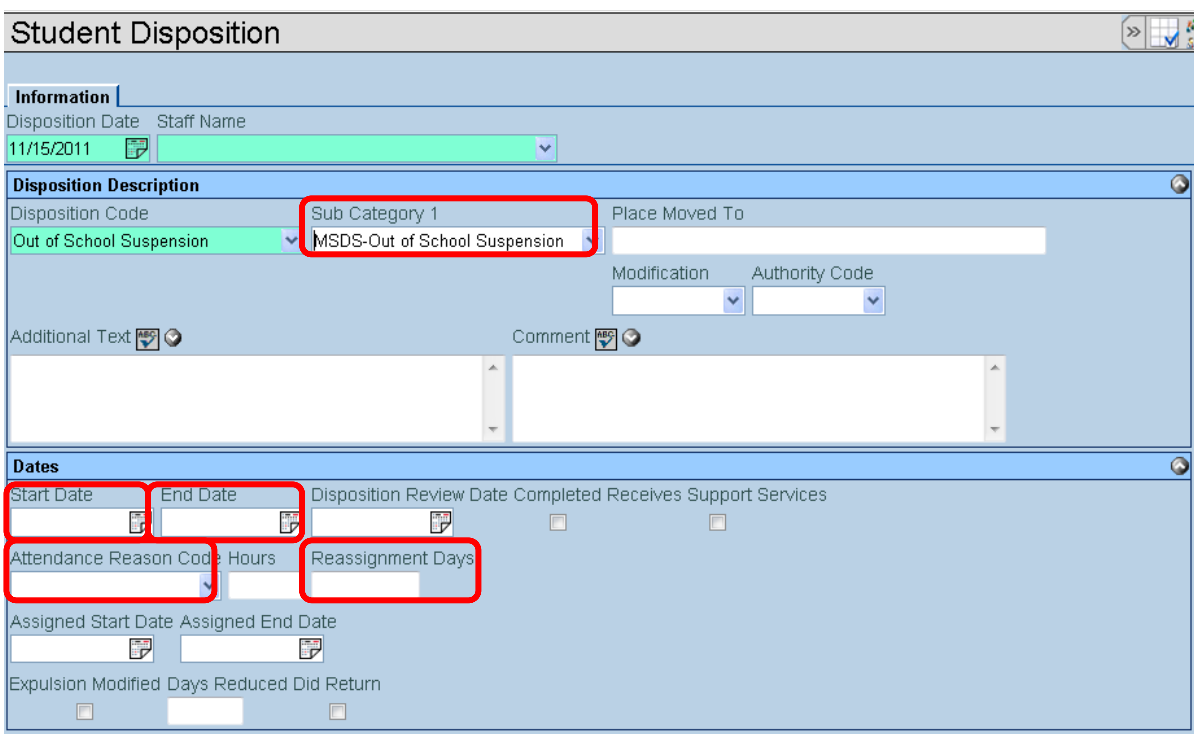


Figure 92 - Student Disposition Screen, Dates Section, Adding

11. The fields circled in red are used in MSDS state reporting.

12. Enter the start date in the **Start Date** box. Enter the first day the student began serving the consequence, not the date the consequence was assigned. The date should be entered in the format M/D/YYYY or it may be selected by clicking the **Calendar** button.
13. Enter the end date in the **End Date** box. Enter the last day the student ends serving the consequence. The date should be entered in the format M/D/YYYY or it may be selected by clicking the **Calendar** button.
14. Select an **Attendance Reason Code** from the drop-down menu. This code will be used to create attendance records when the student will be absent.
15. Enter the number of days assigned for the consequence in the **Reassignment Days** box. You may use 0.5 to indicate a half-day.
16. Click the **Save** button at the top of this screen to save the disposition information, or click the **Close** button to close the incident without saving.
17. Repeat these steps for all dispositions including any **follow-up**.

ADD DISCIPLINE DISPOSITION INFORMATION USING

Student Incident Screen

1. Navigate to the **Student Incident** screen found in the **Synergy SIS> Discipline Incidents** folder.
2. Find the incident in the Discipline Incidents grid. Click on the line number then click **Show Detail**.

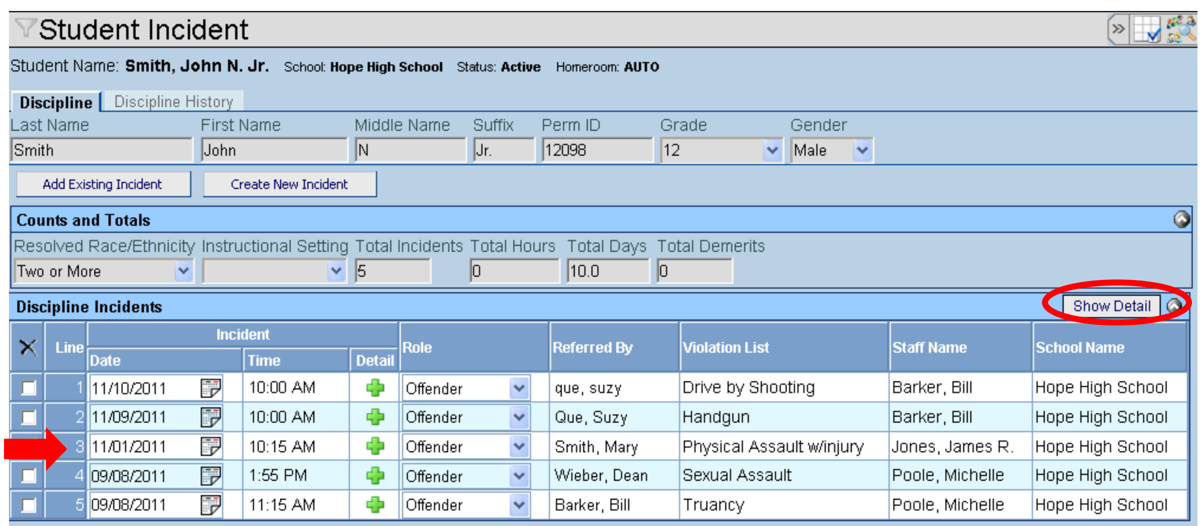


Figure 93 - Student Incident Screen

3. Click on the **Add Wizard** button in the **Disposition** section on the **Student Incident Detail** tab. You may have to scroll down to see the **Disposition** section.

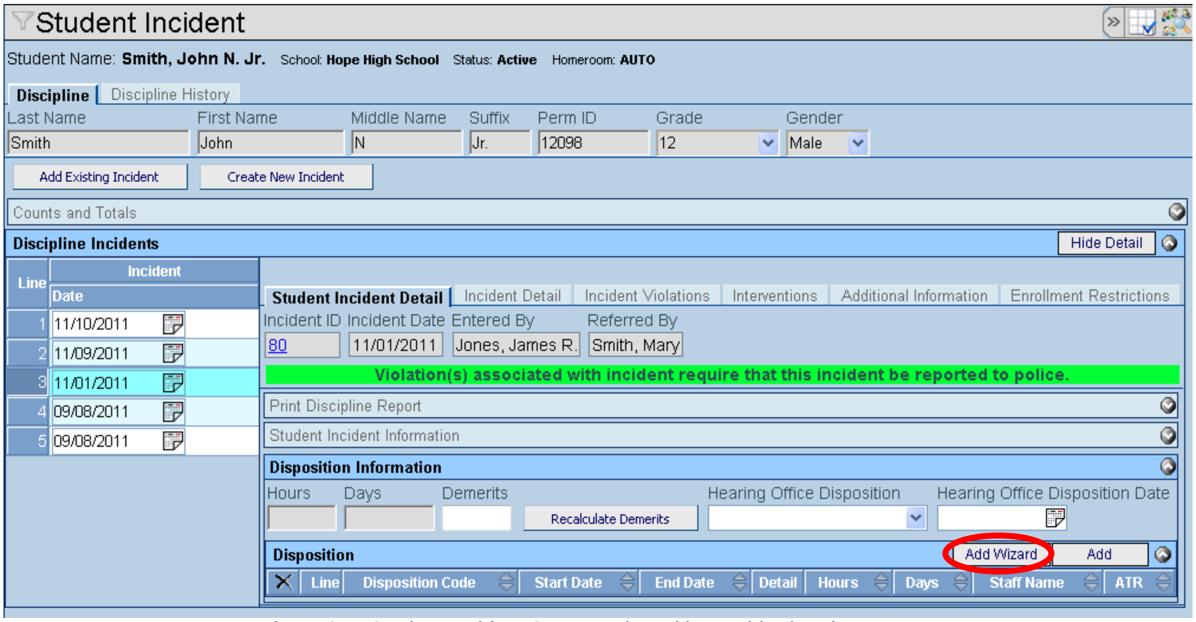


Figure 94 - Student Incident Screen, Disposition, Add Wizard

4. Follow steps 6 and following above (in the previous section) to add dispositions.

Serious Bodily Injury

If the incident involved physical violence with injury and the injury inflicted meets the definition of Serious Bodily Injury per the United States Code, paragraph (3), of subsection (h) of section 1365 of title 18, do the following:

1. Find the injured student in the **Student Incident** screen.
2. Click on the incident in the **Discipline Incidents** grid and click **Show Detail**.
3. Click on the Additional Information tab.
4. Check the **Serious Bodily Injury** box.

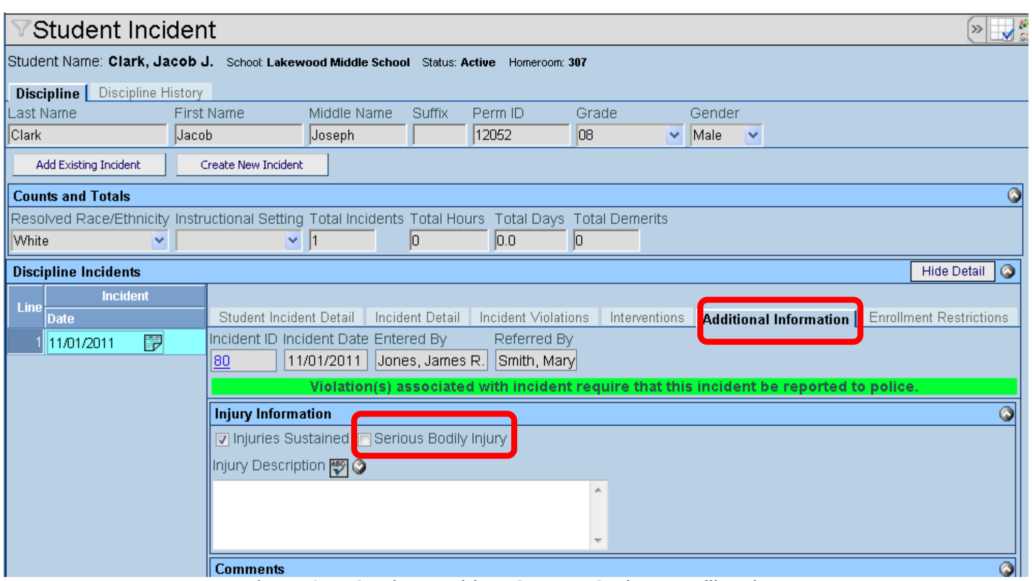


Figure 95 - Student Incident Screen, Serious Bodily Injury

Chapter Six:
REPORTS & EXTRACTS

In this chapter, the following topics are covered:

- ► Available reports and extracts
- ► MSDS Collections

Available Reports and Extracts

There are three types of reports available throughout Synergy SIS – individual, list, and summary. Individual reports print out information about a single student on a page, but can be printed for multiple students at one time. List reports generate lists of multiple students, generally one student's information per line. Summary reports summarize student data into statistics and numbers.

Extracts pull information out into a data file that can be used in another program.

Reference: This chapter covers only the customizations specific to each of the reports used in the State of Michigan Data Reporting. The additional options available on the other tabs are explained in the manual titled *Synergy SIS – Queries & Reports Guide*.

Reports related to state reporting can be found in the following folders:

- Synergy SIS> Attendance
- Synergy SIS> Discipline Incident
- Synergy SIS> MI
- Synergy SIS> Student
- Synergy SIS> Student Programs

MSDS Collections

The MSDS collection screens can be found in the **Synergy SIS> MI> Extracts** folder. MSDS collection prompt screens are all very similar. There is a tab for entering report run parameters, a tab to show the run history, and an "about" tab that contains information about the extract.

Parameters Tab

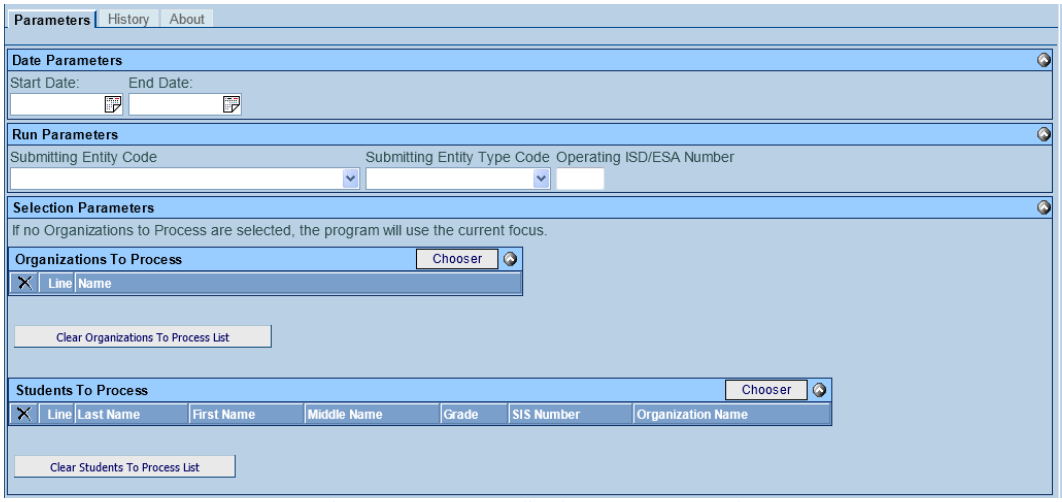


Figure 96 - MSDS Collection Parameters Tab

The parameters tab will look similar to the screen shot above.

If **Organizations to Process** is displayed, you have the option to select individual schools to include on the report. Click on the **Chooser** button to select organizations (schools). If no Organizations to Process are selected, all schools will be included on the report or the current focus school only will be included (see about tab for more information).

If **Students to Process** is displayed, you have the option to select individual students to include on the report. Click on the **Chooser** button to select student(s). Depending on the extract, it may only include students in the selected organizations or it may ignore selected organizations if students are selected (see the about tab for more information).

History Tab

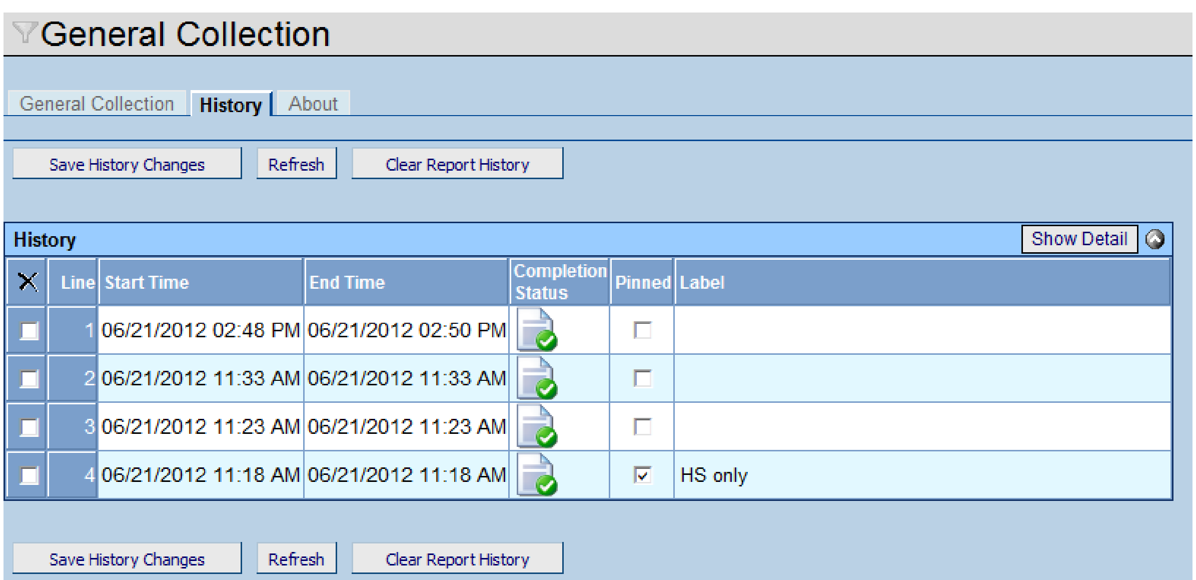


Figure 97 - MSDS Collection History Tab

Each time the collection is run, an entry is written in the current user's the history. The user can add text in the **Label** column to describe the report. After entering a label(s) or checking the 'Pinned' check box, click on one of the **Save History Changes** button found above and below the grid.

Click on a line and click on the **Show Detail** button to view the run parameters and to access the reports and/or files produced.

It is recommended that you regularly clean up the report history. The reports are stored in the database along with the history entries. Not deleting the history entries regularly will cause the database to grow exponentially. Individual history entries can be deleted by checking the box on the left then clicking on one of the **Save History Changes** buttons. All history entries except those with the Pinned box checked (and previously saved) can be deleted by clicking on one of the **Clear Report History** buttons.

About Tab

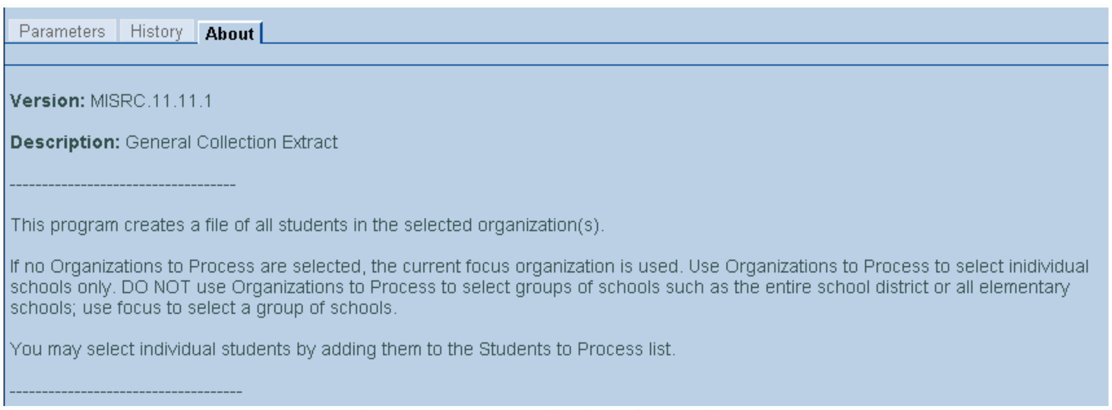


Figure 98 - MSDS Collection About Tab

The **About** tab contains information about the report / extract. You will find the version number along with a short and long description. There may be instructions on how to submit the report.

Early Childhood Collection (Fall, Spring, EOP)

To create the extract file for uploading to CEPI:

1. Navigate to the **Early Childhood Collection** screen found in the **Synergy SIS> MI> Extracts** folder. See the **About** tab for information about running this extract.

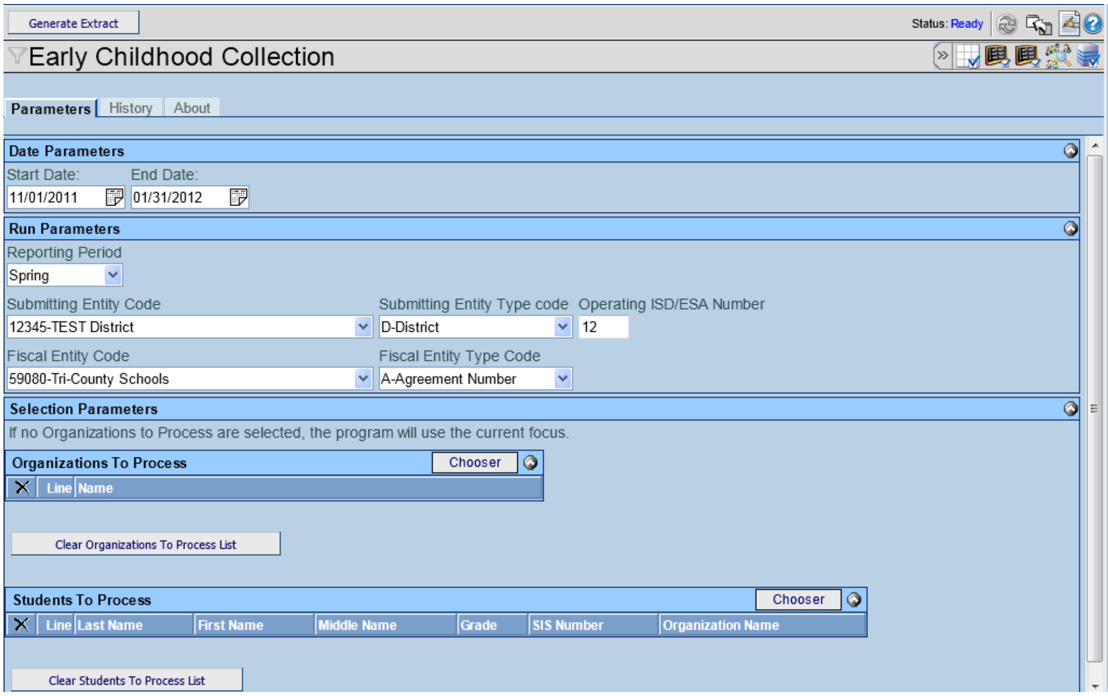


Figure 99 - MSDS Early Childhood Collection Screen

2. Enter the reporting period **Start Date** and **End Date**.
3. Select a **Reporting Period** from the drop-down menu.
4. Select a **Submitting Entity** from the drop-down menu, select **Submitting Entity Type Code**, and enter **Operating ISD/ESA Number**.
5. Select a **Fiscal Entity** from the drop-down menu and select **Fiscal Entity Type Code**. If the Fiscal Entity and Fiscal Entity Type code is not entered on the Early Childhood record, the ones displayed here will be used.
6. If no **Organizations to Process** and no **Students to Process** are selected, the extract includes all students that have Early Childhood Program entries that fall within the date range entered.
7. Click on the **Generate Extract** button near the top of the screen to process the request.

8. When the request has finished processing, the **Job Result** window is displayed:

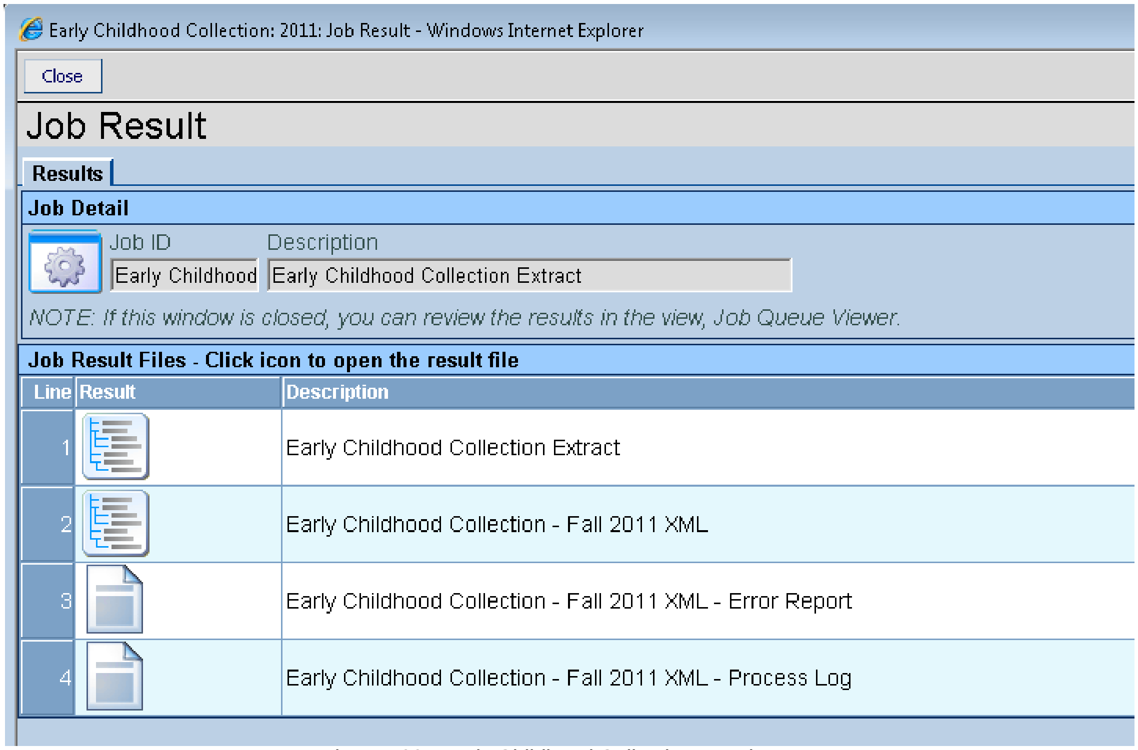


Figure 100 - Early Childhood Collection Results

9. The first result file should be ignored.
10. Click on the **XML** result file to open the file that needs to be sent to the state. On the window that opens, click on **File**, **Save As**, then save in a folder of your choosing with a descriptive name. Make a note of the file name and the location where the file is saved. This information will be needed when the file is uploaded to the CEPI website.
11. The **Error Report** lists any errors found during processing. These errors may need to be correct and the extract rerun if necessary.
12. The **Process Log** lists the students included in the extract.

Early Roster

The Early Roster Collection is made up of three screens. Use Early Roster Build to create records in a work file. Use Early Roster Maintenance to maintain the records in the work file. Use Early Roster Collection to create the extract file to send to the state.

Early Roster Build

To create the work file:

1. Navigate to the **Early Roster Build** screen found in the **Synergy SIS> MI> Extracts** folder. See the **About** tab for information about running this extract.

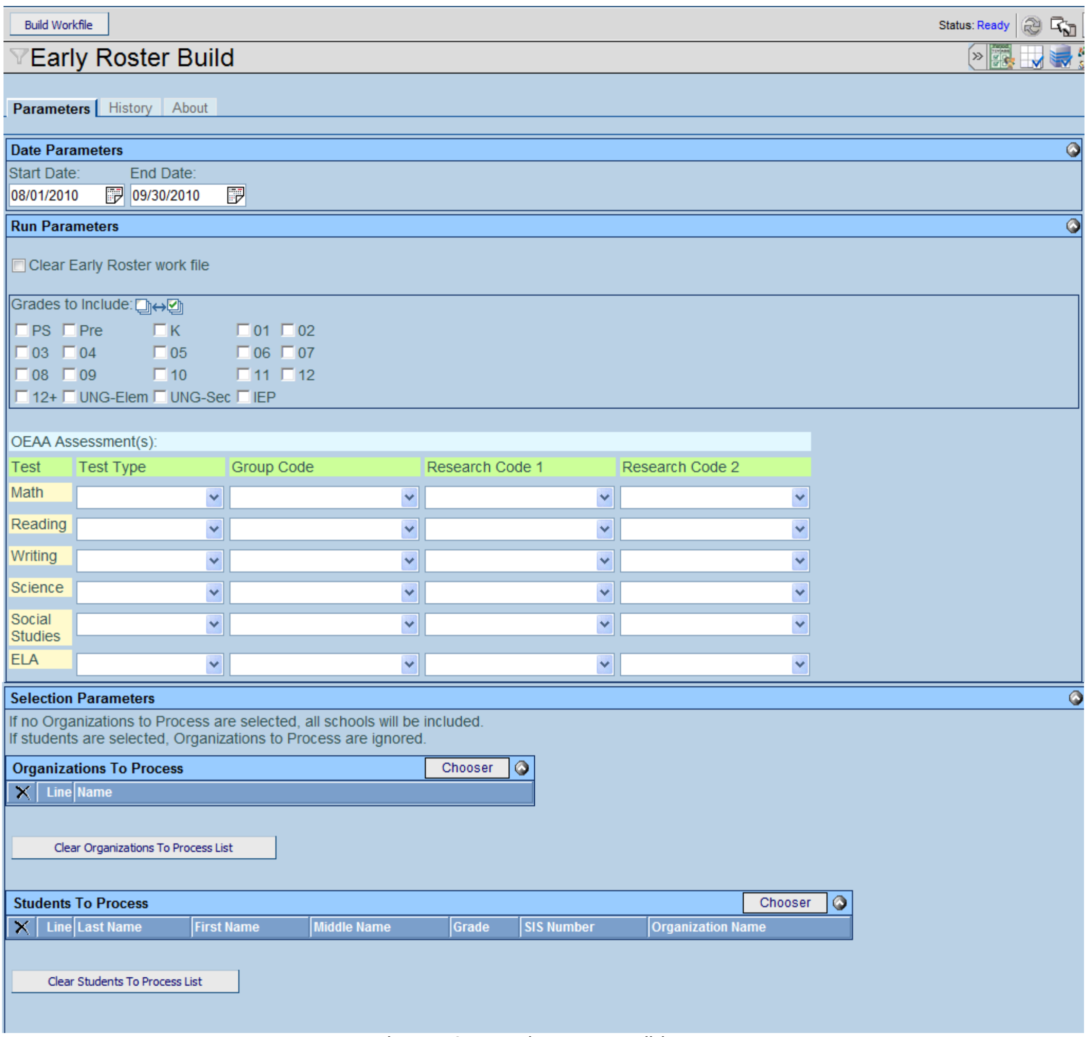


Figure 101 - Early Roster Build

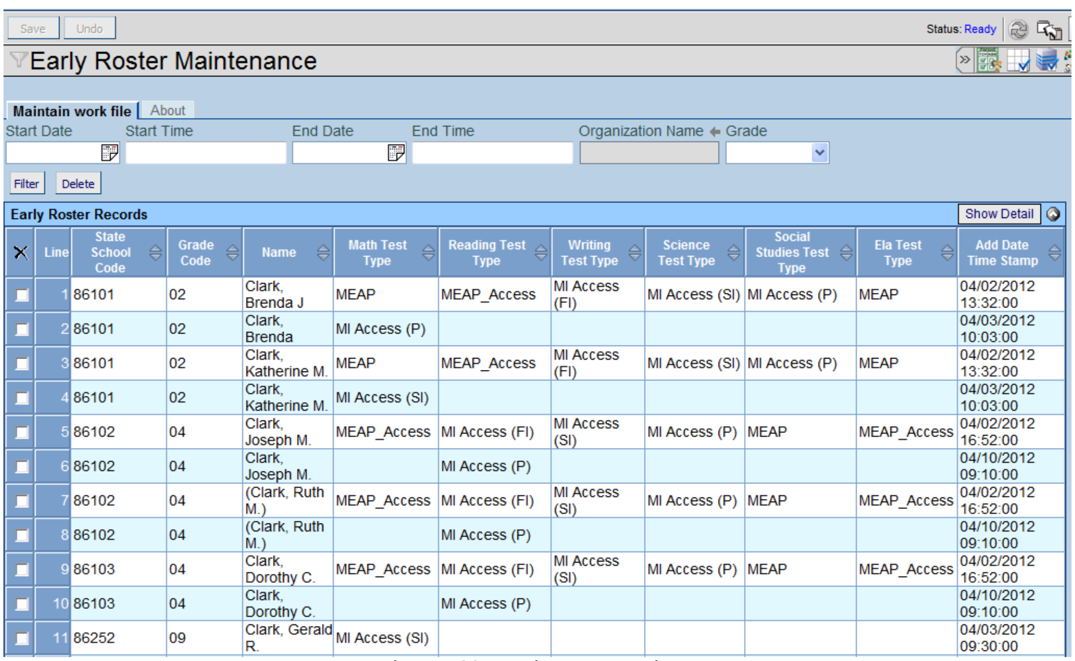
2. Select **Start Date** and **End Date** to select enrollment records.
3. If you would like to clear out any existing records in the work file, check the **Clear Early Roster work file** box.
4. Select **Grade(s) to include**. Normally, this is run once for each grade in each building.

5. If the selected grade(s) are scheduled for assessments in the coming school year, indicate the test information. **Test Type** is required. The **Group Code** and **Research Codes** are optional.
6. Select **Organizations To Process**. Normally, this is run once for each grade in each building.
7. **Students To Process** is optional. If students are selected, **Organizations To Process** are ignored, however, the student must be in one of the selected grades to be included.
8. Click on the **Build Extract** button near the top of the screen to create the work file records based on the selection criteria entered.
9. This is normally run once for each grade in each building. Change selection criteria, uncheck the **Clear work file** button, and click on the **Build Extract** button to continue adding records to the work file.

Early Roster Maintenance

Once Early Roster records are created, they can be viewed in the Early Roster Maintenance Screen.

1. Navigate to the Early Roster Maintenance screen found in the **Synergy SIS> MI> Extracts** folder.



Line	State School Code	Grade Code	Name	Math Test Type	Reading Test Type	Writing Test Type	Science Test Type	Social Studies Test Type	Ela Test Type	Add Date Time Stamp
1	86101	02	Clark, Brenda J	MEAP	MEAP_Access	MI Access (FI)	MI Access (SI)	MI Access (P)	MEAP	04/02/2012 13:32:00
2	86101	02	Clark, Brenda	MI Access (P)						04/03/2012 10:03:00
3	86101	02	Clark, Katherine M.	MEAP	MEAP_Access	MI Access (FI)	MI Access (SI)	MI Access (P)	MEAP	04/02/2012 13:32:00
4	86101	02	Clark, Katherine M.	MI Access (SI)						04/03/2012 10:03:00
5	86102	04	Clark, Joseph M.	MEAP_Access	MI Access (FI)	MI Access (SI)	MI Access (P)	MEAP	MEAP_Access	04/02/2012 16:52:00
6	86102	04	Clark, Joseph M.		MI Access (P)					04/10/2012 09:10:00
7	86102	04	(Clark, Ruth M.)	MEAP_Access	MI Access (FI)	MI Access (SI)	MI Access (P)	MEAP	MEAP_Access	04/02/2012 16:52:00
8	86102	04	(Clark, Ruth M.)		MI Access (P)					04/10/2012 09:10:00
9	86103	04	Clark, Dorothy C.	MEAP_Access	MI Access (FI)	MI Access (SI)	MI Access (P)	MEAP	MEAP_Access	04/02/2012 16:52:00
10	86103	04	Clark, Dorothy C.		MI Access (P)					04/10/2012 09:10:00
11	86252	09	Clark, Gerald R.	MI Access (SI)						04/03/2012 09:30:00

Figure 102 - Early Roster Maintenance

2. Users have the option of filtering the work records by **Add Date**, **Organization**, and/or **Grade**.
3. If records were added in error, they can be deleted either *en masse* or individually. They will then have to be recreated with the Early Roster Build screen.

Early Roster Collection

After all records are created in the work file, those records are used to create the Early Roster extract file that can be sent to the state.

1. Navigate to the **Early Roster Collection** screen found in the **Synergy SIS> MI> Extracts** folder. See the **About** tab for information about running this extract.

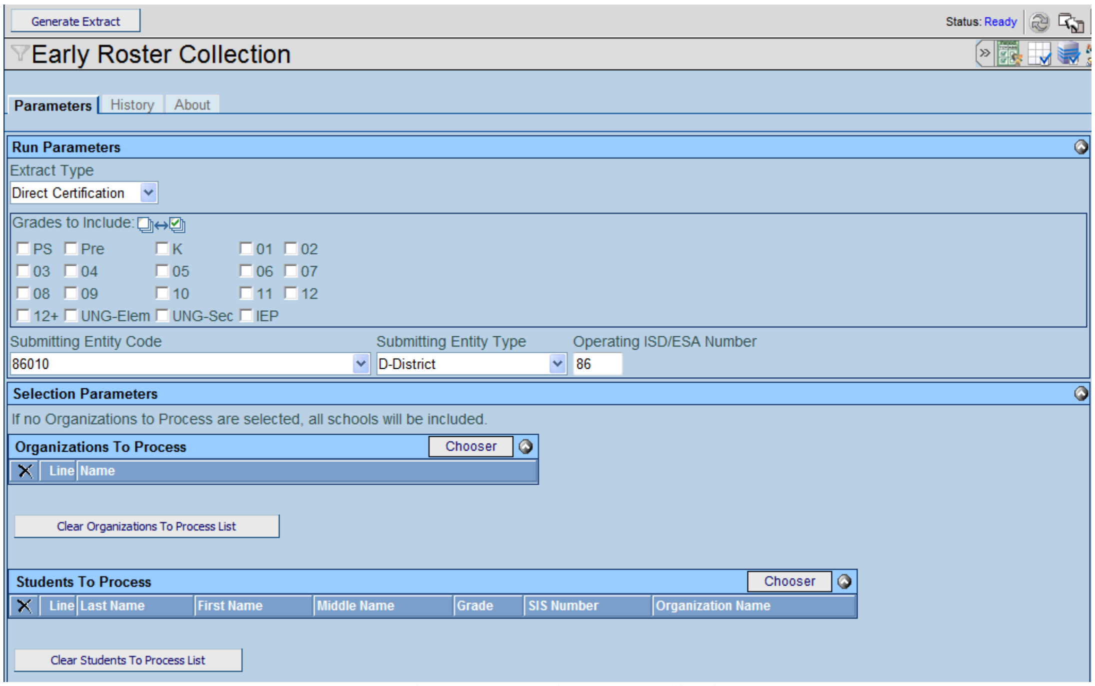


Figure 103 - Early Roster Collection

2. Select an **Extract Type**. This screen can be used to create both the Direct Certification extract and the Early Roster extract.
3. **Grades** can be selected to send only those grades. Leave all boxes unchecked to send all records in the work file.
4. Select a **Submitting Entity Code**, **Submitting Entity Type**, and enter the **Operating ISD/ESA Number**.
5. **Organizations To Process** may be selected to send only students in those buildings. Leave blank to send all records in the work file.
6. **Students To Process** may be selected to send only those students. Leave blank to send all records in the work file.
7. Click on the **Generate Extract** button near the top of the screen to process the request.

8. When the request has finished processing, the **Job Result** window is displayed:

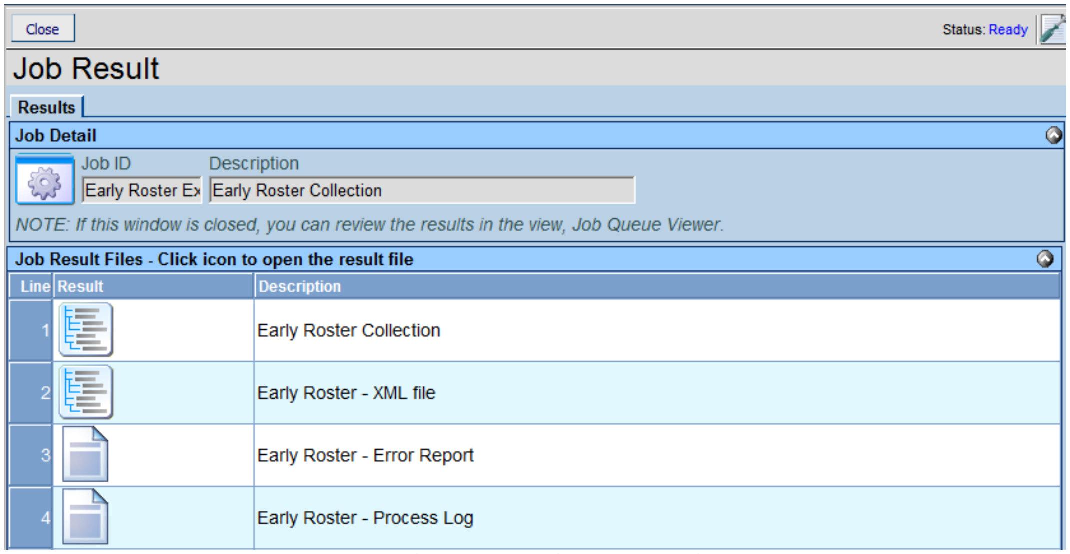


Figure 104 - Early Roster Results

9. The first result file should be ignored.
10. Click on the **XML** result file to open the file that needs to be sent to the state. On the window that opens, click on **File**, **Save As**, then save in a folder of your choosing with a descriptive name. Make a note of the file name and the location where the file is saved. This information will be needed when the file is uploaded to the CEPI website.
11. The **Error Report** lists any errors found during processing. These errors may need to be corrected and the report rerun if necessary.
12. The **Process Log** lists the students included in the extract by school, grade, and name.

General Collection (Fall, Spring, EOY)

To create the extract file for uploading to CEPI:

1. Navigate to the **General Collection** screen found in the **Synergy SIS> MI> Extracts** folder. See the **About** tab for information about running this extract.

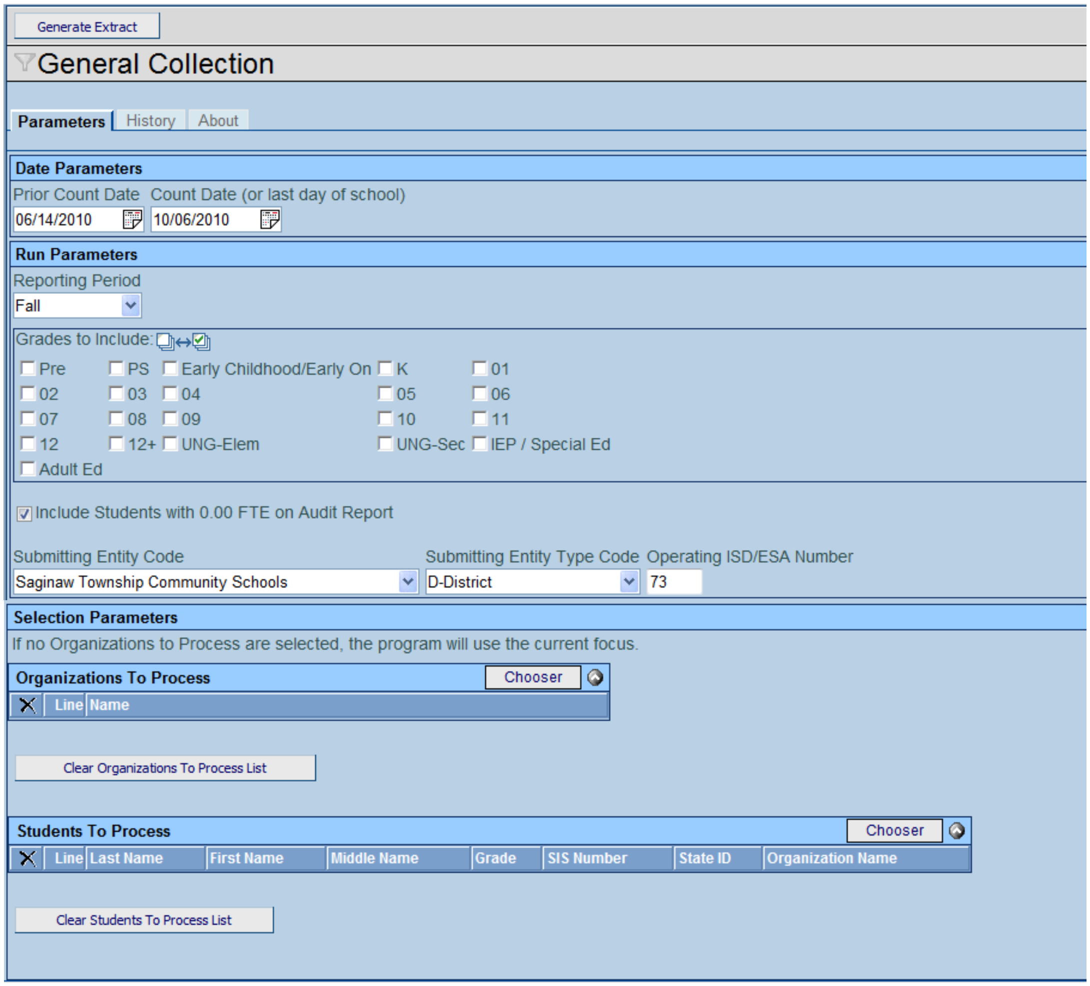


Figure 105 - MSDS General Collection Screen

2. Enter the **Prior Count Date** and the **Count Date**.
3. Select a **Reporting Period** from the drop-down menu.
4. Indicate **Grades to Include**. If none are selected, all grades are included.
5. Some auditors want all students listed on the Audit Report even if the FTE is 0.00, some only want students with an FTE. If your auditor wants all students listed, check the **Include Students with 0.00 FTE on Audit Report** check box.
6. Select a **Submitting Entity** from the drop-down menu, select **Submitting Entity Type Code** and enter the **Operating ISD/ESA Number**.
7. If no **Organizations to Process** are selected, the extract uses the current focus. . If the focus is the High School,, only students in the high school will be included on the extract. To include all students in all schools, either change the focus to the district or use the **Chooser** to select all schools.

8. If no **Students to Process** are selected, the extract includes all students in the selected organization(s).
9. Click on the **Generate Extract** button near the top of the screen to process the request.
10. When the request has finished processing, the **Job Result** window is displayed:

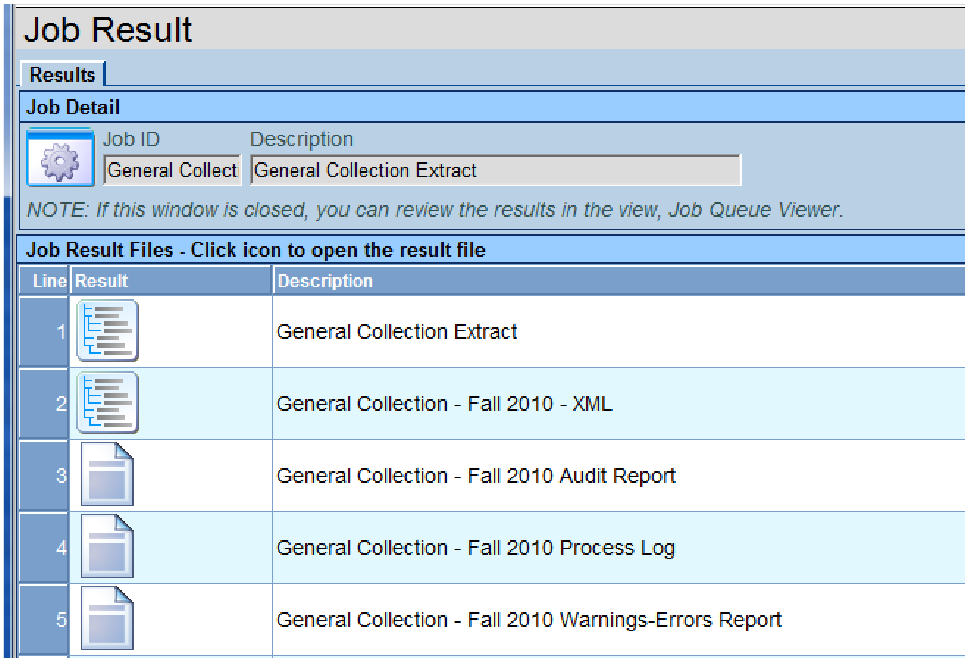


Figure 106 - General Collection Results

11. The first result file should be ignored.
12. Click on the **XML** result file to open the file that needs to be sent to the state. On the window that opens, click on **File**, **Save As**, then save in a folder of your choosing with a descriptive name. Make a note of the file name and the location where the file is saved. This information will be needed when the file is uploaded to the CEPI website.
13. The **Error Report** lists any errors found during processing. These errors may need to be corrected and the extract rerun if necessary.
14. The **Process Log** lists all students processed in school ID and name sequence.
15. The **Audit Log** lists the students included in the extract by school, grade, and name. It shows General and Special Ed FTEs and totals by grade and by school.

MCIR Extract

To create the extract file for uploading to the state:

1. Navigate to the **MCIR Extract** screen found in the **Synergy SIS> MI> Extracts** folder. See the **About** tab for information about running this extract.

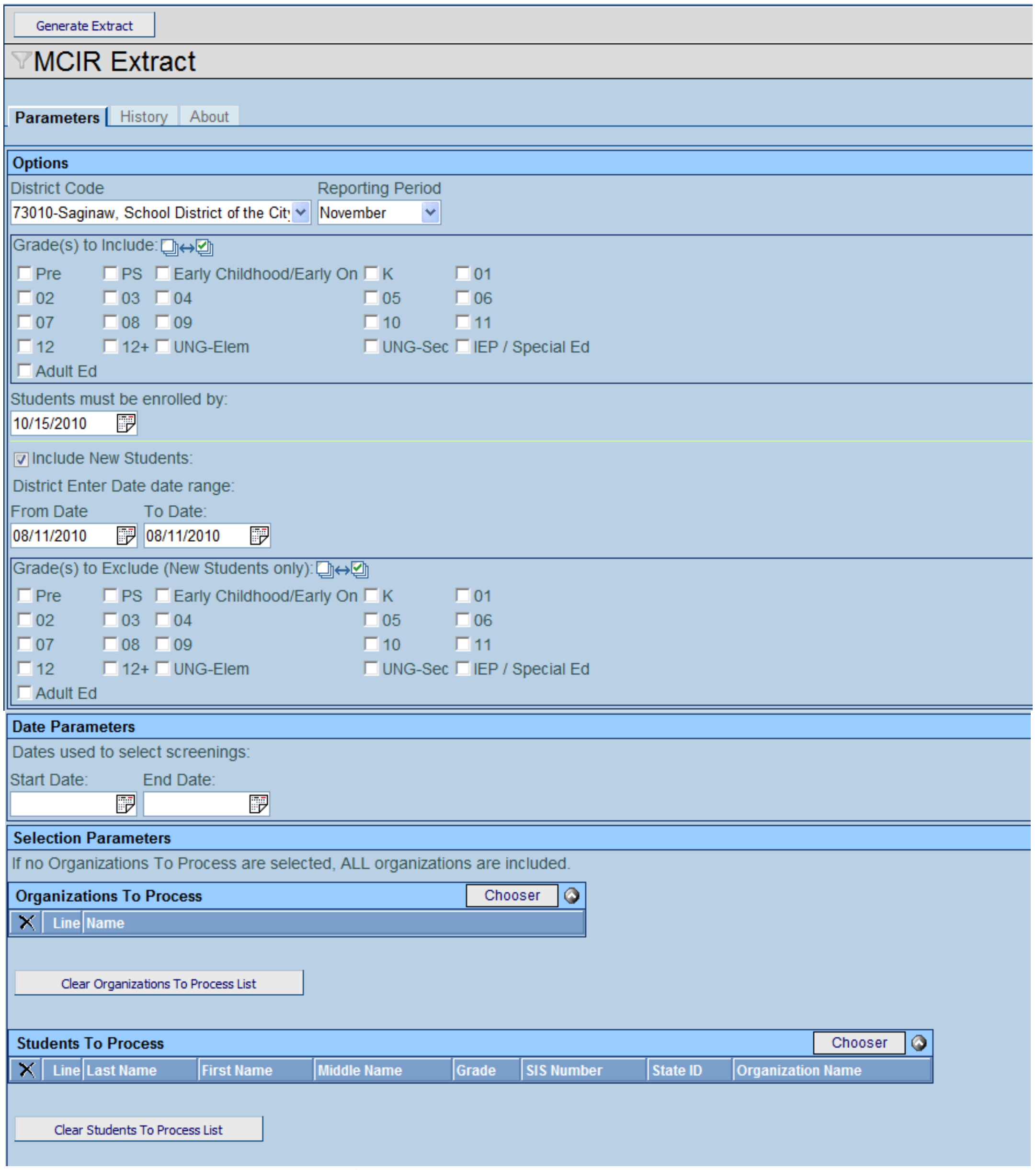


Figure 107 - MCIR Extract Screen

2. Select the **District Code** to be used in the extract file.
3. Select the **Reporting Period**. The year will be calculated based on the focus year and the report period selected.
4. Indicate the **Grades to Include**. NOTE: If **Students to Process** is selected, the Grade selection is ignored.

5. Enter the **Students must be enrolled by Dates**, students in the selected grade(s) that are enrolled on or before this date will be included.
6. Check the **Include New Students** checkbox to include new students. A student will be considered 'new' if the Original District Enter Date falls within the **District Enter Date** date range**.**
7. Indicate the **Grades to Exclude**. This selection is tied to New Students. Use the **Grades to Exclude** field to exclude the selected grades even if a student's Original District Enter Date falls within the date range.
8. Enter the **Dates used to select screenings**. These dates are used to select Health Screen records for Last Physical Date, Vision Screening, and Hearing Screening. Leave blank if this information is not kept on file or to not report it.
9. If no **Organizations to Process** are selected, the extract will use all organizations.
10. If no **Students to Process** are selected, the extract includes all students in the selected organization(s).
11. Click on the **Generate Extract** button near the top of the screen to process the request.
12. When the request has finished processing, the **Job Result** window is displayed:

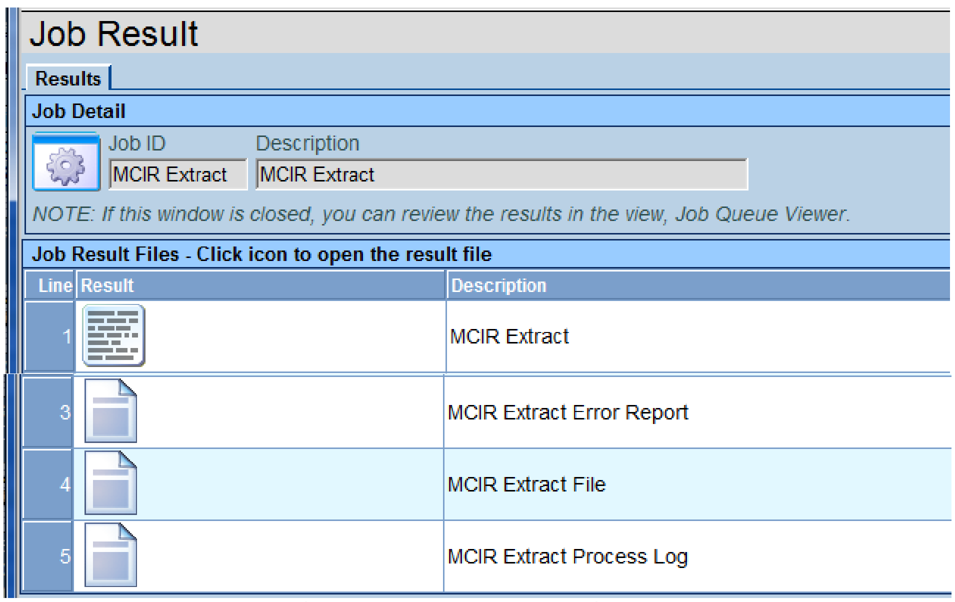


Figure 108 - MCIR Extract Results

13. The first result file should be ignored.
14. The **Error Report** lists any errors found.
15. Click on the **MCIR Extract File** to open the file that needs to be sent to the state. On the window that opens, click on **File**, **Save As**, then save in a folder of your choosing with a descriptive name. Make a note of the file name and the location where the file is saved. This information will be needed when the file is uploaded to the CEPI website.
16. The **Process Log** lists the students included in the extract by school, grade, and name.

Request For UIC

To create the extract file for uploading to CEPI:

1. Navigate to the **Request For UIC** screen found in the **Synergy SIS> MI> Extracts** folder. See the **About** tab for information about running this extract.

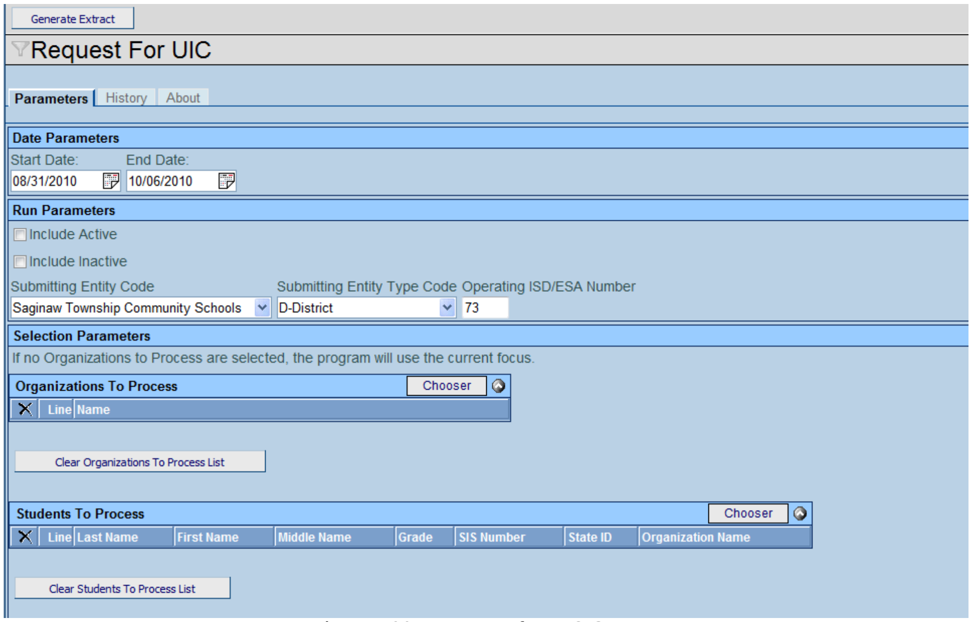


Figure 109 - Request for UIC Screen

2. If **Start** and **End Dates** are entered, only students with current enrollments that fall within the date range will be included.
3. Check the **Include Active** checkbox to include active students. Check the **Include Inactive** to include inactive students.
4. Select a Submitting Entity from the drop-down menu, select Submitting Entity Type Code, and enter Operating ISD/ESA Number.
5. If no **Organizations to Process** are selected, the extract uses the current focus. If the current focus is the High School, only students in the high school will be included on the extract. To include all students in all schools, either change the focus to the district or use the **Chooser** to select all schools.
6. If no **Students to Process** are selected, the extract includes all students in the selected organization(s).
7. Click on the **Generate Extract** button near the top of the screen to process the request.

8. When the request has finished processing, the **Job Result** window is displayed:

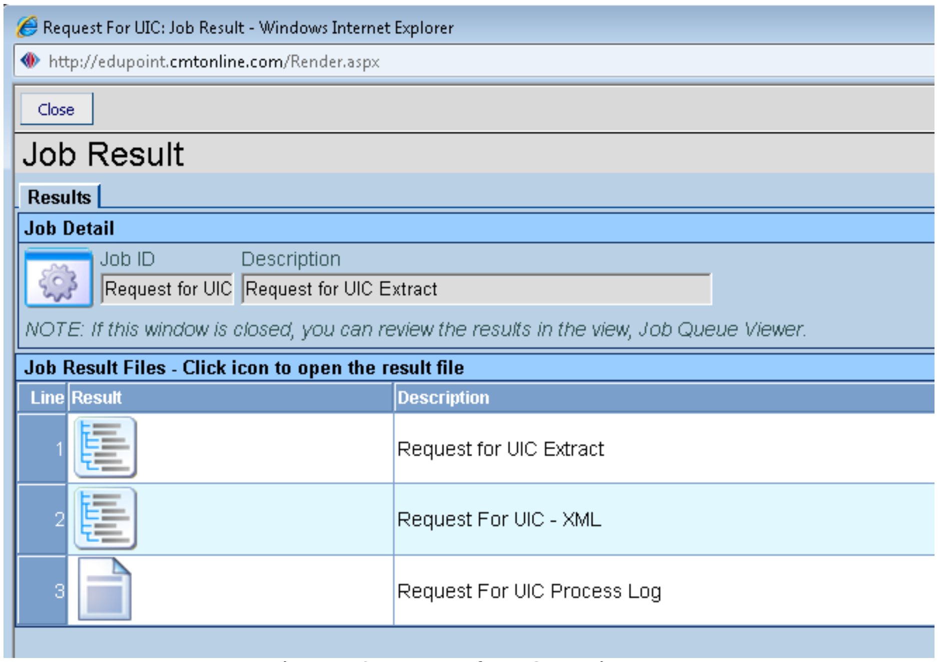


Figure 110 - Request for UIC Results

9. The first result file should be ignored.
10. Click on the **XML** result file to open the file that needs to be sent to the state. On the window that opens, click on **File**, **Save As**, then save in a folder of your choosing with a descriptive name. Make a note of the file name and the location where the file is saved. This information will be needed when the file is uploaded to the CEPI website.
11. The **Process Log** lists the students included in the extract by name.

Student Record Maintenance Collection

To create the extract file for uploading to CEPI:

1. Navigate to the **Student Record Maintenance Collection** screen found in the **Synergy SIS> MI> Extracts** folder. See the **About** tab for information about running this extract.

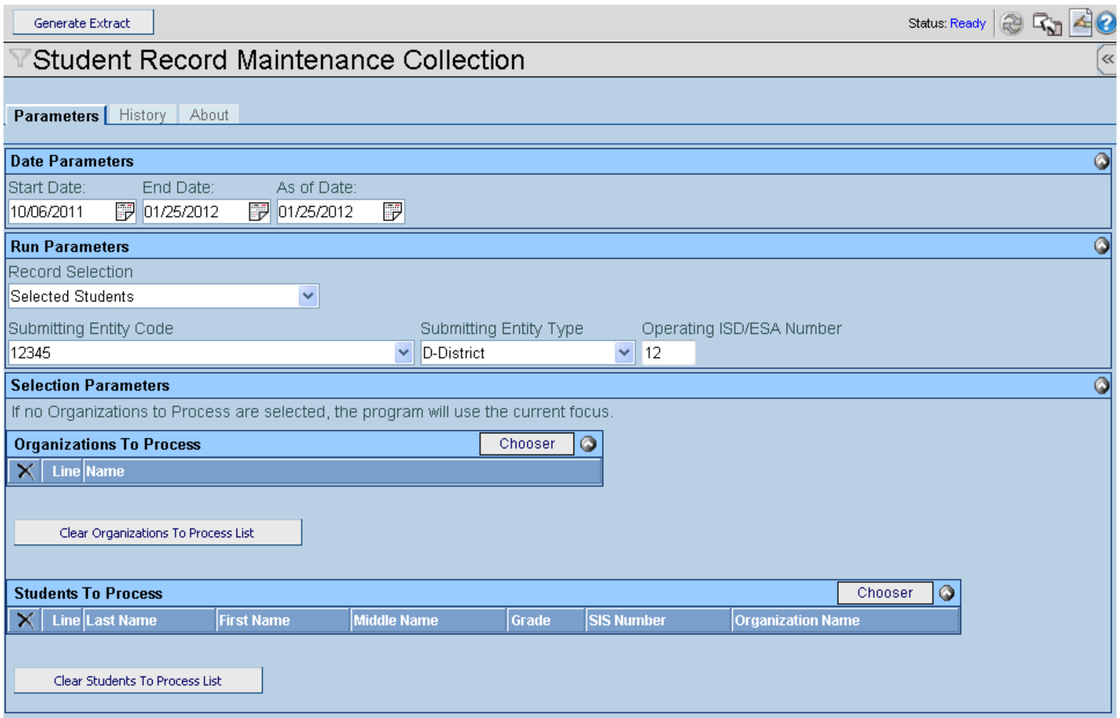


Figure 111 – Student Record Maintenance Collection Screen

2. **Start Date**, **End Date**, and **As Of Date** are required.
3. Select a value for **Record Selection**. If Selected Students is selected, you must indicate at least one student in Students to Process.
4. Select the Submitting Entity Code, Submitting Entity Type Code, and Operating ISD.
5. If no **Organizations to Process** are selected, the extract uses the current focus. If the current focus is the High School, only students in the high school will be included on the extract. To include all students in all schools, either change the focus to the district or use the **Chooser** to select all schools.
6. If no **Students to Process** are selected, the extract includes all students in the selected organization(s).
7. Click on the **Generate Extract** button near the top of the screen to process the request.

8. When the request has finished processing, the **Job Result** window is displayed:

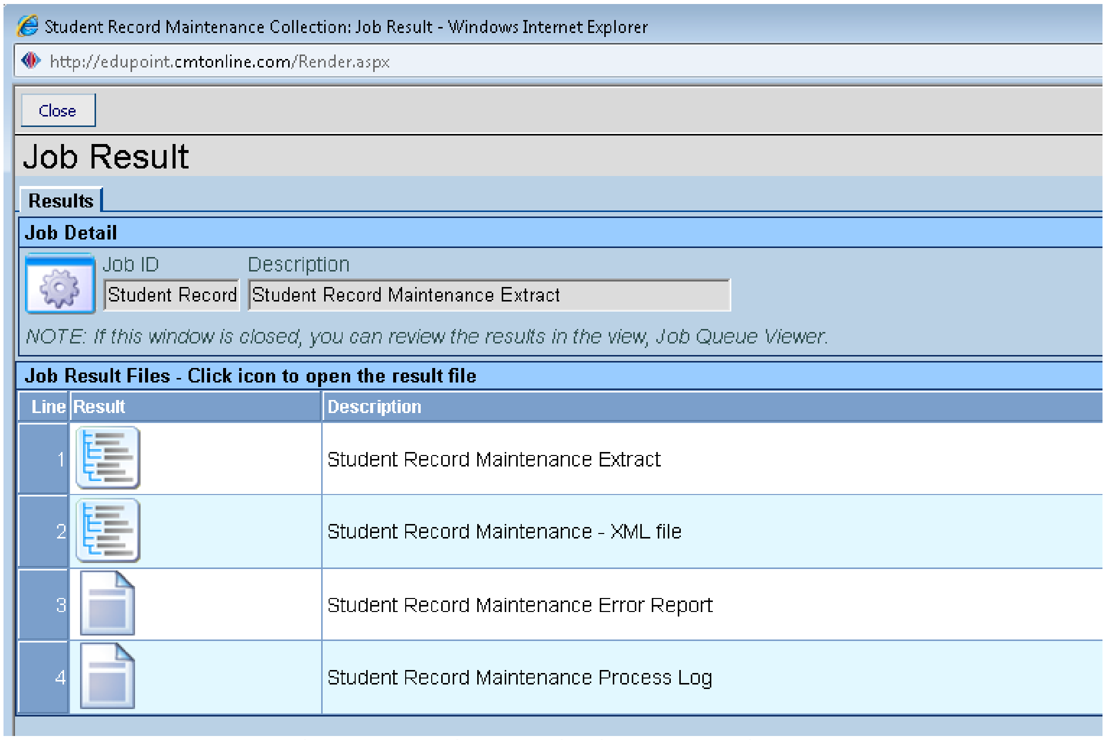


Figure 112 – Student Record Maintenance Results

9. The first result file should be ignored.
10. Click on the **XML** result file to open the file that needs to be sent to the state. On the window that opens, click on **File**, **Save As**, then save in a folder of your choosing with a descriptive name. Make a note of the file name and the location where the file is saved. This information will be needed when the file is uploaded to the CEPI website.
11. The **Error Report** lists any student with an error that needs to be corrected.
12. The **Process Log** lists the students included in the extract by name.

Teacher Student Data Link Collection

To create the extract file for uploading to CEPI:

1. Navigate to the **Teacher Student Data Link Collection** screen found in the **Synergy SIS> MI> Extracts** folder. See the **About** tab for information about running this extract.

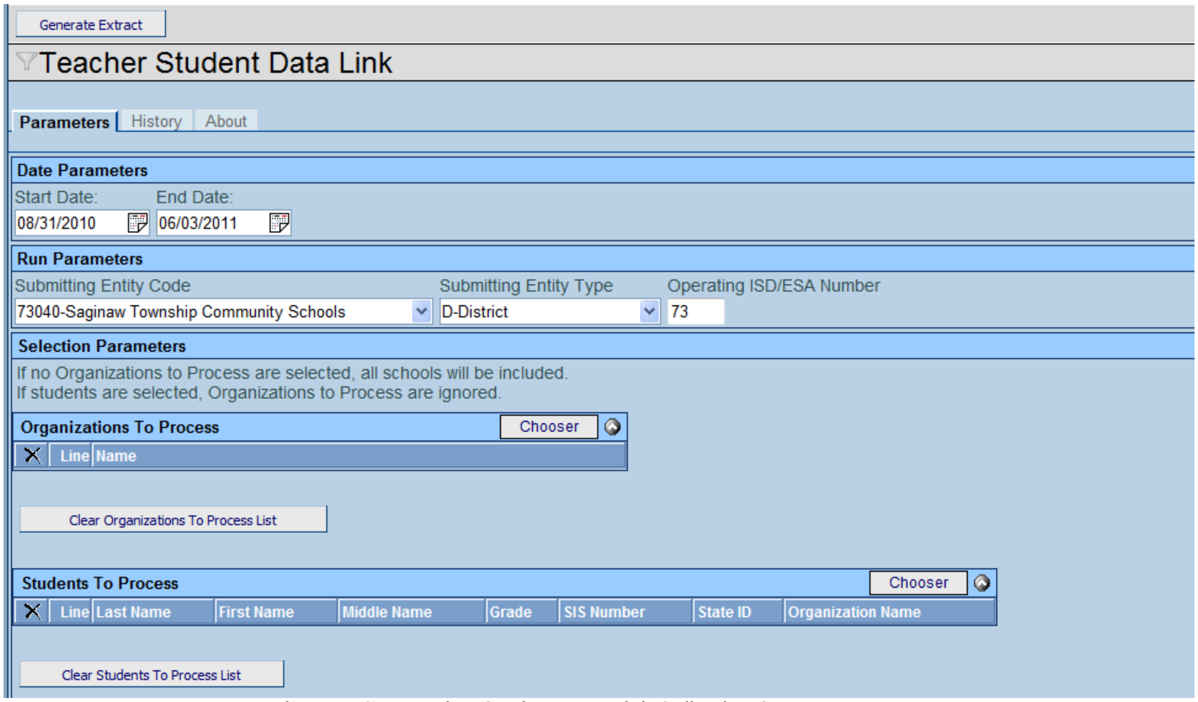


Figure 113 – Teacher Student Data Link Collection Screen

2. **Start Date** and **End Date** are required for selecting courses.
3. Select the **Submitting Entity Code**, **Submitting Entity Type Code**, and **Operating ISD**.
4. If no **Organizations to Process** are selected, the extract uses the current focus. If the current focus is the High School, only students in the high school are included on the extract. To include all students in all schools, either change the focus to the district or use the **Chooser** to select all schools.
5. If no **Students to Process** are selected, the extract includes all students in the selected organization(s).
6. Click on the **Generate Extract** button near the top of the screen to process the request.

7. When the request has finished processing, the **Job Result** window is displayed:

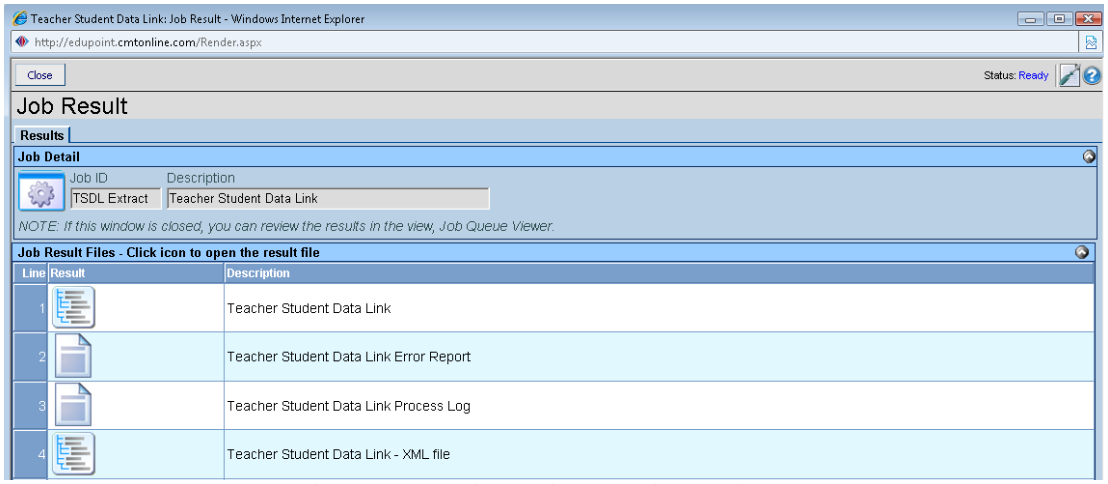


Figure 114 – Teacher Student Data Link Results

8. The first result file should be ignored.
9. Click on the **XML** result file to open the file that needs to be sent to the state. On the window that opens, click on **File**, **Save As**, then save in a folder of your choosing with a descriptive name. Make a note of the file name and the location where the file is saved. This information will be needed when the file is uploaded to the CEPI website.
10. The **Error Report** lists any student with an error that needs to be corrected.
11. The **Process Log** lists the students included in the extract by school code, grade, and name.

IMPORTS

Import Direct Certification data

The State of Michigan provides a 'Direct Certification' file that can be uploaded to the Free / Reduced Meals screen. This import will upload a file in csv format with 15 columns where Student ID is in column M.

1. Navigate to the **Import FRM Data** screen found in the **Synergy SIS> MI> Import** folder. See the **About** tab for information about running this import.

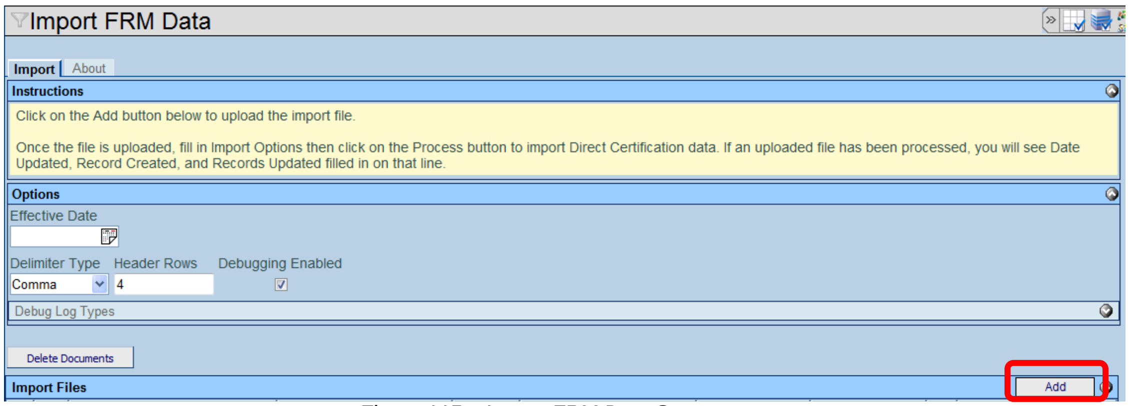


Figure 115 – Import FRM Data Screen

2. Upload the file from the state: Click on the **Add** button. In the pop-up window browse to the file then click the **Upload** button. NOTE: You may have to scroll down to see the Upload button.
3. The uploaded file will be added to the top of the list.
4. After the file is uploaded, enter an **Effective Date**. This date will be used as the Enter Date on the FRM records.
5. **Delimiter Type** should be 'Comma'.
6. **Header Rows** should be 4.
7. Click on the **Process** button for the file just uploaded. Once the file has been processed, the **Date Updated**, **Records Created**, and **Records Updated** are populated. NOTE: A file can be processed only once.

Click on the icon in the **Doc** column to view the uploaded file. Click on the icon in the **Process Log** column to view the results of the update. If **Debugging Enabled** was checked, click on the icon in the **Debug Log** column to view debugging information. This is generally used when there is a problem with the update.

Import SPED

Many districts use third-party Special Education software. To avoid duplicate data entry, the date from the third-party software can be imported into Synergy. The file must be in the MSDS General Collection xml format.

1. Navigate to the **Import SPED Data** screen found in the **Synergy SIS> MI> Import** folder. See the **About** tab for information about running this import.

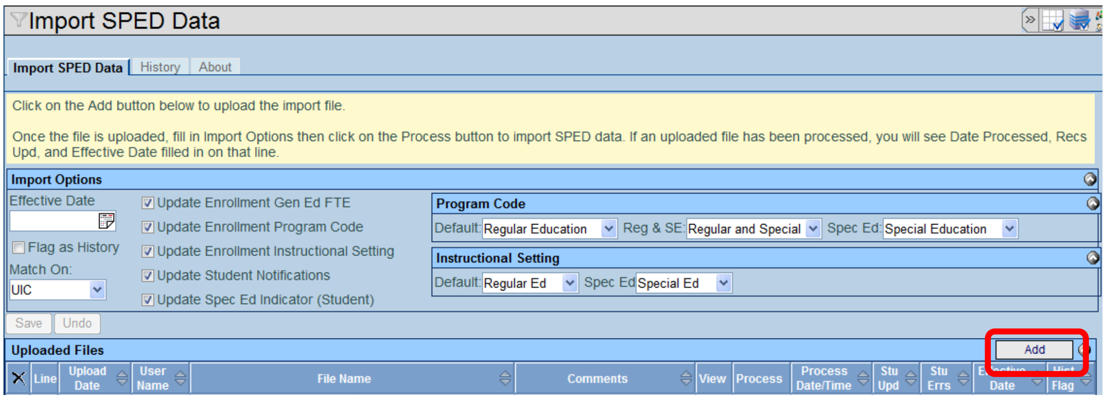


Figure 116 – Import SPED Data Screen

2. Upload the file: Click on the **Add** button. In the pop-up window browse to the file then click the **Upload** button.

   NOTE: It may be necessary to scroll down to see the **Upload** button.

   The uploaded file is added to the top of the list.

3. After the file is uploaded, enter an **Effective Date**. Use the **Count Date** as the Effective Date when uploading information for a General Collection.

4. To flag the imported records as 'history', check the **Flag as History** check box. Normally, the records are flagged as history when the data is uploaded for a General Collection.

   NOTE: The General Collection will include only history records. All non-history records are ignored.

5. Select the **Match On** option: **UIC** or **Student ID**.

6. Select the **Update Enrollment Gen Ed FTE** check box to update the student's general education FTE with the value in the uploaded file.

7. Select the **Update Enrollment Program Code** check box to update the program code on the student's current enrollment record. If the student has both a general education FTE and a special education FTE, the program code is changed to the value defined to the right for 'Reg & SE'. If a student has only a special education FTE, the program code is changed to the value defined to the right for 'Spec Ed'.

8. Select the **Update Enrollment Instructional Setting** check box to update the instructional setting code on the student's current enrollment record. If the student has a special education FTE, the code is changed to the value defined to the right for 'Spec Ed'. Instructional Setting is displayed on the Student Discipline screen.

9. Select the **Update Student Notifications** check box to create a student notification records for SPED if the student has a special education FTE. If the student has a SPED notification record, the special education icon is displayed on the Student screen.
10. Select the **Update Spec Ed Indicator (Student)** check box to change the special education indicator field to Yes if the student has a special education FTE. The special education indicator is displayed in the **Additional Information - Student** section on the **Other Info** tab on the **Student** screen.
11. If the **Update Enrollment Program Code** box is checked, select values for **Default Program Code**, **Reg & SE Program Code**, and **Spec Ed Program Code**.
12. If the **Update Enrollment Instructional Setting** box is checked, select values for **Default Instructional Setting** and **Spec Ed Instructional Setting**.
13. Click on the **Process** button for the file just uploaded. After the file is processed, the **Process Date/Time**, **Stu Upd** (number of students updated), **Stu Errs** (number of students not found in Synergy), **Effective Date**, and **Hist Flag** are populated.

    NOTE: A file can be processed multiple times.
14. When the request has finished processing, the **Job Result** window is displayed:

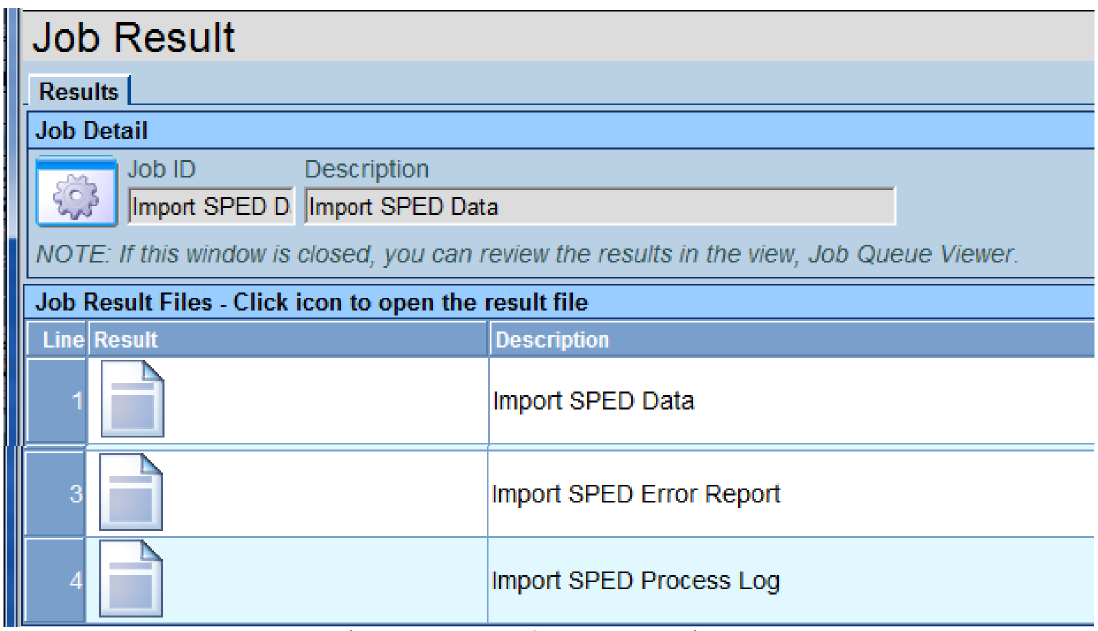


Figure 117 – Import SPED Data Results

15. The first result file should be ignored.
16. The Error Report lists any students that were on the imported file but no match was found in Synergy.
17. The Process Log lists the students that were updated with information on what data was imported.

NOTES:

If SPED records are imported with the History Flag UNCHECKED, the records are considered “temporary” records. The next time a SPED import is run, all records with the History Flag UNchecked are removed.

If SPED records are imported with the History Flag CHECKED, the records are considered “history” or “permanent” records. The records are not removed when a subsequent SPED import is run UNLESS the effective date on the “history” record matches the effective date entered on the import screen.

For example, SPED records were imported on 8/20/2012 (with an effective date of 8/20/2012) with the history flag UNchecked. On 8/27/2012 another file is created from the special education software and the records are imported with an effective date of 8/27/2012 and the history flag UNchecked. The 8/20/2012 records are removed and the 8/27/2012 records become the most recent SPED information. Continue to import SPED data weekly using the current date as the effective date and leaving the history flag UNchecked to always see only the most recent SPED data.

When using the “count” day, a file is created from the special education software with the information for the current General Collection reporting period. When this file is imported, use the “count” day date and check the History Flag box. Again, continue to import SPED data weekly using the current date as the effective date and leaving the history flag unchecked. The “history” records stay in the file and are used in the General Collection. The records imported weekly are also available as the current SPED data.

It may happen that changes had to be made to the information for the General Collection. After making the changes in the special education software, export the “count” day information again. When the data is imported into Synergy, use the “count” day date as the effective date and check the History Flag box. The records with "count day" data are removed from the file along with any "temporary" records. The new "count" day records are added to the file.

Because prior information is cleared before the data is imported, the uploaded file should always include all special education data (and Early On data if applicable). If a file with only partial data is imported, only the partial data will available in Synergy.

The following data is updated only when the History Flag is checked: Initial IEP, Initial IFSP, and Part C Transition.

Update UIC

After sending a Request For UIC, the state will send back a file with the student UICs. To update the student UICs in Synergy:

1. Navigate to the **Update UIC** screen found in the **Synergy SIS> MI> Extracts** folder.

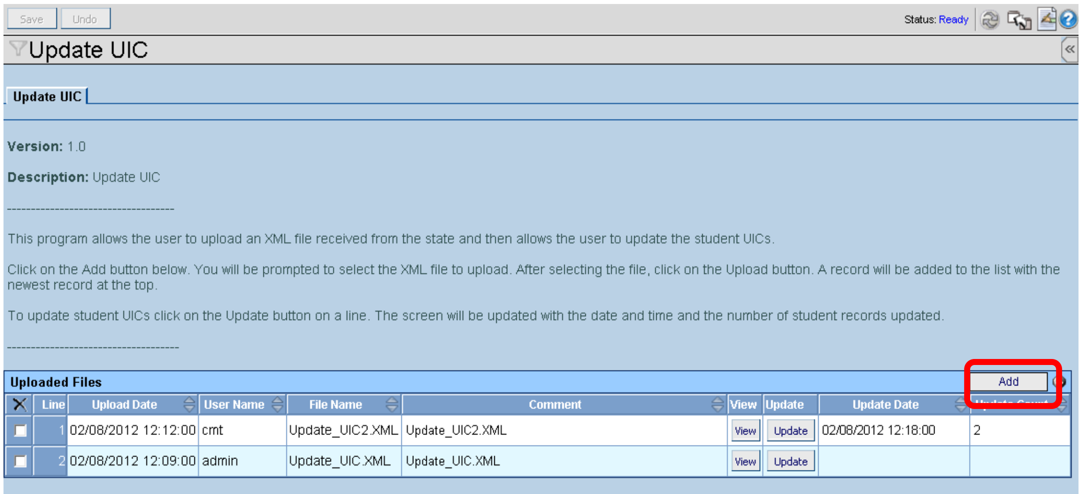


Figure 118 - Update UIC Screen

2. The file from the state needs to be uploaded first. Click on the **Add** button and, when prompted, enter the location of the file from the state.

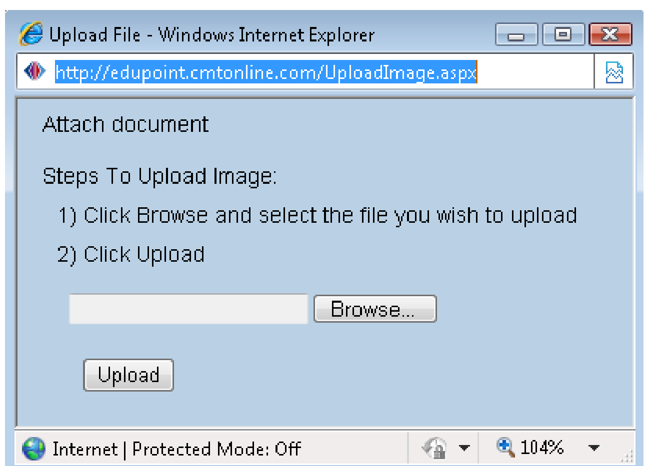


Figure 119 – Upload file

3. Click on the **Browse** button and navigate to the uploaded file. Click on the **Upload** button. NOTE: The window may have to be expanded to see the **Upload** button.
4. You will get an Upload Successful! message. Click **OK**. The uploaded file will appear at the top of the grid.
5. Click on the **Update** button on the line to update the student UICs. The **Update Date** and **Update Count** columns are populated with the current date and the number of students updated.

REPORTS AND MISCELLANEOUS

Daily Attendance Percent Report

The Daily Attendance Percent Report prints one page per school listing the dates selected with the number of students enrolled, number of students absent, number of students in attendance, and the calculated attendance percentage. If multiple schools are selected, a total page is printed combining all schools selected.

This program includes attendance codes that are flagged as 'Report to State'. If a student has an attendance code that is not flagged as 'Report to State', that student is considered present.

1. Navigate to the **Daily Attendance Percent Report** screen found in the **Synergy SIS> MI> Reports** folder. See the **About** tab for information about running this import.

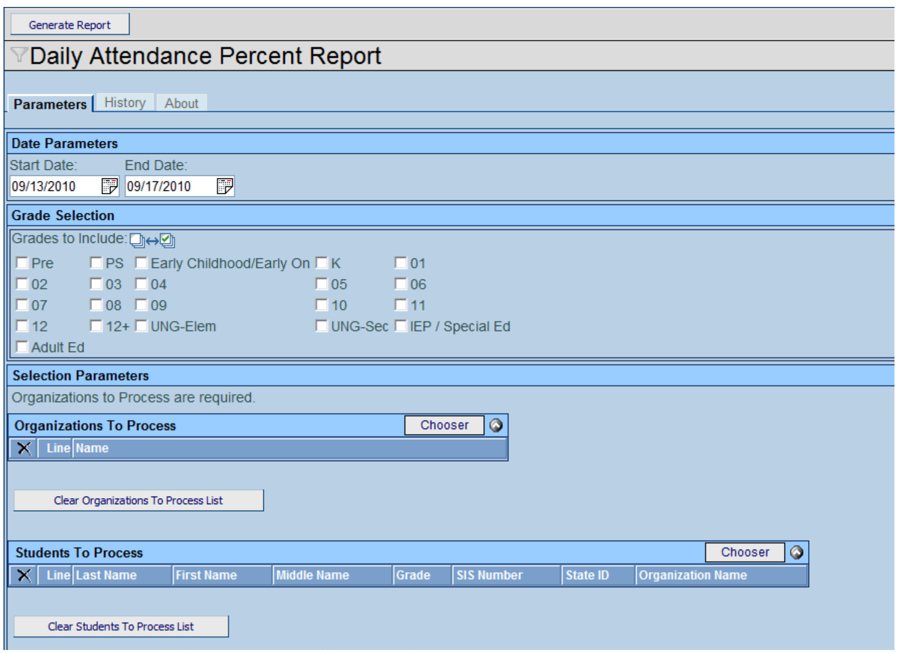


Figure 120 – Daily Attendance Percent Report Screen

2. Enter a **Start Date** and **End Date** to select days to report.
3. **Grades to Include** may be selected. If none are selected, all grades are included.
4. **Organizations to Process** are required. Select one or more buildings to include on the report.
5. If no **Students to Process** are selected, the extract includes all students in the selected organization(s). Generally, this would be used for testing purposes only.
6. Click on the **Generate Report** button near the top of the screen to process the request.

7. When the request has finished processing, the **Job Result** window is displayed:

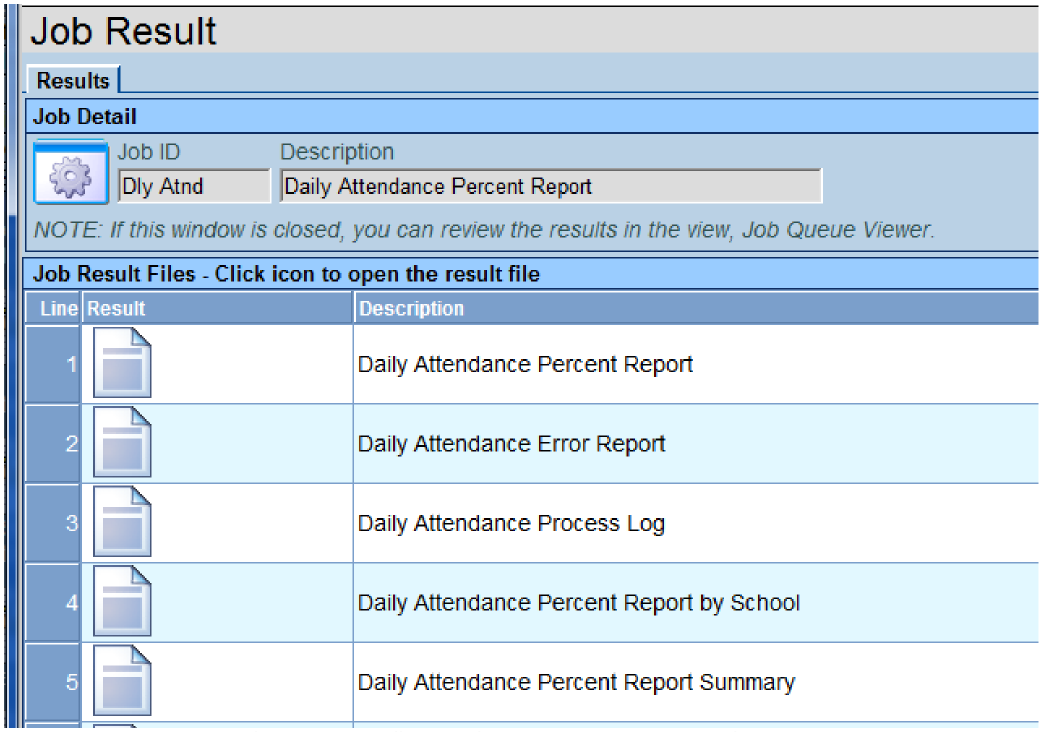


Figure 121 – Daily Attendance Percent Report Results

8. The first result file should be ignored.
9. The **Error Report** lists any errors found.
10. The **Process Log** lists the students that were included by school, grade, and name with the student's attendance totals.
11. The **Daily Attendance Percent Report by School** lists one school per page with the attendance data.
12. If multiple schools were selected, the **Daily Attendance Percent Report Summary** is created. This is the combined totals for all schools selected.

Ten 30 Day Rule Reset

For each General Collection students who were absent on count day and returned to class within the requirements of the 10/30 Day Rule must be reported. Use this process to clear out the data from the previous submission and set it for the current submission.

This program gathers attendance information based on attendance codes that are flagged as 'Report to State'. If a student has an attendance code that is not flagged as 'Report to State', the student is considered present.

A student is considered present s/he is in attendance for any part of the day in schools with Daily attendance. A student is considered absent s/he is absent for any part of the day in schools with Period attendance.

1. Navigate to the **Ten 30 Day Rule Reset** screen found in the **Synergy SIS> MI** folder. See the **About** tab for information about running this import.

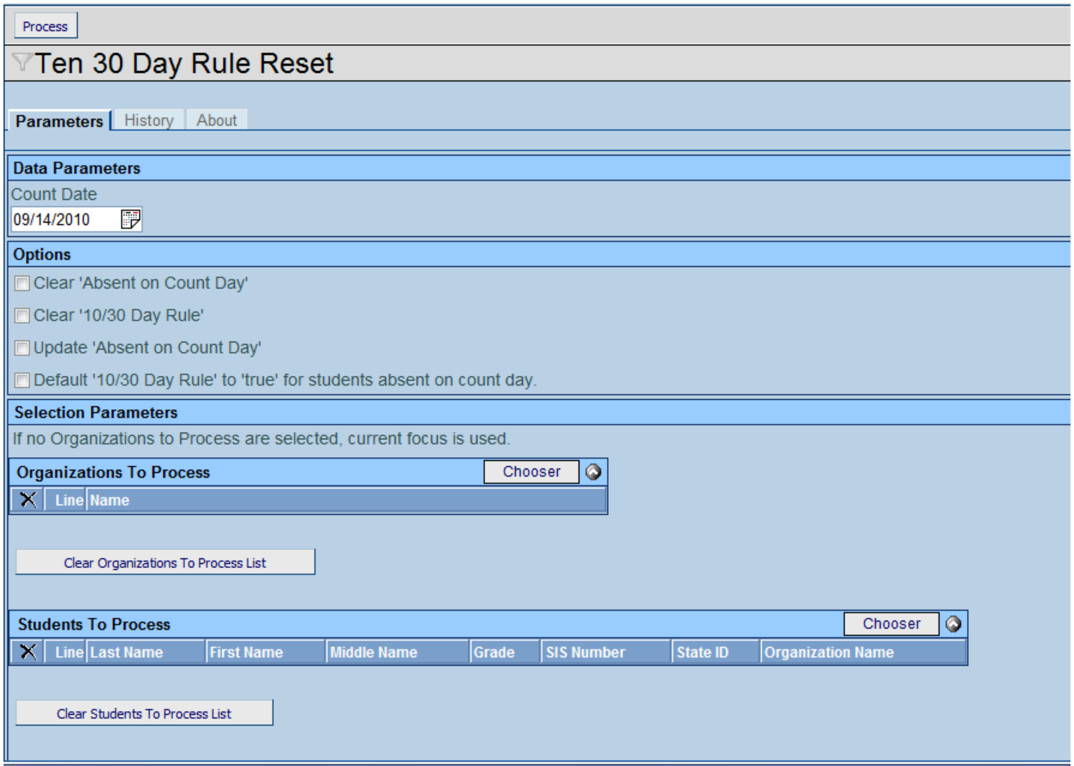


Figure 122 – Daily Attendance Percent Report Screen

2. Enter the **Count Date** used to gather absence information.
3. **Grades to Include** may be selected. If none are selected, all grades are included.
4. If no **Organizations to Process** are selected, the current focus is used.
5. If no **Students to Process** are selected, the extract includes all students in the selected organizations. Generally, this would be used for testing purposes only.
6. Click on the **Process** button near the top of the screen to process the request.
7. When the request has finished processing, the **Job Result** window is displayed:

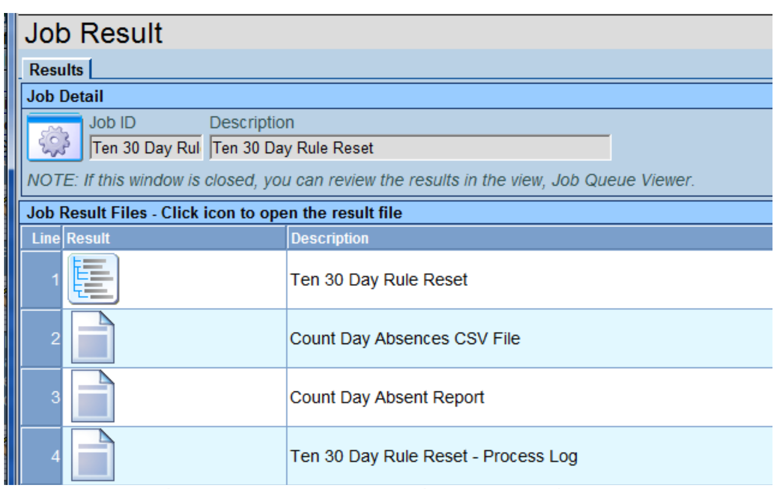


Figure 123 – Ten 30 Day Rule Reset Results

8. The first result file should be ignored.
9. The **Count Day Absences CSV File** can be saved then opened in Excel.
10. The **Count Day Absent Report** lists the students who were absent on count day. If a student is in a school with Daily Attendance, the report shows the days scheduled and days absent. If a student is in a school with Period Attendance, the report shows the periods scheduled and periods absent.
11. The **Process Log** lists the students that were included by school, grade, and name with the student's attendance totals.

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Chapter Seven: MSDS FIELD LOCATIONS

In this chapter, the following topic is covered:

- ► Location of the information used for state reporting 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	Student.MI - MSDS / Early Childhood Programs	Fiscal EntityTypeCode	
FiscalEntityCode	Student.MI - MSDS / Early Childhood Programs	ProgramCTDS	
SchoolFacilityNumber	Organization - School / Other Information	State School Code	
ECProgram	Student.MI - MSDS / Early Childhood Programs	Program	
ECProgramStartDate	Student.MI - MSDS / Early Childhood Programs	Enter Date	
ECDeliveryMethod	Student.MI - MSDS / Early Childhood Programs	Delivery Method	
ECDeliverySchedule	Student.MI - MSDS / Early Childhood Programs	Delivery Schedule	
ECProgramEndDate	Student.MI - MSDS / Early Childhood Programs	Exit Date	
ECProgramExitReason	Student.MI - 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		

MSDS Characteristic Name	Synergy SIS Screen - Tab / Section	Field	Calc
CourseType	To be determined		
AcademicYear	To be determined		
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			

MSDS Characteristic Name	Synergy SIS Screen - Tab / Section	Field	Calc
PersonalCurriculumCredit Modification	Student.MI - MSDS / Student Waivers	Waived Subject Area	
PersonalCurriculumType	Student.MI - MSDS / Student Waivers	Waiver Type	
Personal Demographics			
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 (SREnrUserDD01)	
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			

MSDS Characteristic Name	Synergy SIS Screen - Tab / Section	Field	Calc
SubmittingEntityCode	Entered on prompt screen	Submitting Entity Code	
SubmittingEntityTypeCode	Entered on prompt screen	Submitting Entity Type Code	
Student Course Component			
-	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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INDEX OF ILLUSTRATIONS