

# **Synergy SIS**<sup>™</sup> State of Michigan Data Reporting Administrator Guide



Edupoint Educational Systems, LLC 1955 South Val Vista Road, Ste 210 Mesa, MI 85204 Phone (877) 899-9111 Fax (800) 338-7646

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# **ABOUT THIS MANUAL**

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

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

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

#### **Software and Document History**

## **CONVENTIONS USED IN THIS MANUAL**

Bold TextBold Text - Indicates a button or menu or other text on the screen to<br/>click, or text to type.Image: Image: Image:

## **BEFORE YOU BEGIN**

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

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

At any point, if there are any technical difficulties, please contact the Edupoint technical support team at <a href="mailto:support@edupoint.com">support@edupoint.com</a> or by phone at 1-877-899-9111 option 1.

# Chapter One: OVERVIEW

In this chapter, the following topics are covered:

- Overview of the MSDS Reporting process
- Overview of the MSDS Screens
- Information and setup needed before configuring MSDS

## **OVERVIEW OF MSDS REPORTING**

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

- Synergy SIS can collect all data at the district level so only one upload is needed for the entire district. Separate uploads for each school are not required.
- Synergy SIS is updated every year to reflect the changes introduced by the Center for Educational Performance and Information (CEPI), and to ensure compliance with any state regulations. These updates are provided to the district with an active support & maintenance contract at no additional cost.

## How is the data collected?

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

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

The data is reported in the following components:

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

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

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

## How is the data verified and checked?

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

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

## **Overview of the Data Submission Process**

MSDS reporting in Synergy SIS consists of the following steps:

- 1. **Creation**: The first step in the reporting process is the creation of the file that is to be sent to the state. When completed, this step generates a report of all students included and a report of any errors that need to be fixed in the data. It also creates the final file to be sent to the state. The file created is in XML format as required by the MSDS.
- 2. **Upload**: The second step is uploading the XML file created in step 1 to the MSDS. The user saves the XML file to a folder on the hard drive (or a network drive). The user then logs onto the MSDS system and manually uploads the file.
- 3. **Verify**: The user then verifies the data sent. The state provides reports showing any errors.
- 4. Certification: After the data entry errors are corrected, the data must be certified.

## Location of the State Data Reporting Screens

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

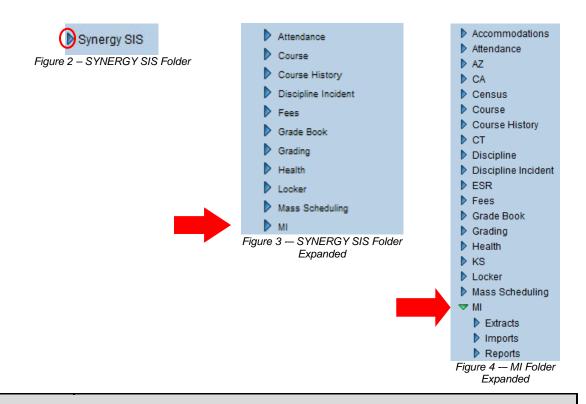
The setup for the MI folder screens is discussed in Chapter 2 of this guide. The setup for the Student Programs folder screens is discussed in Chapter 3 of this guide. The companion manual to the Administrator Guide, *Synergy SIS – State of Michigan Data Reporting User Guide,* illustrates how to enter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

#### To access the MI folder:

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



 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.





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

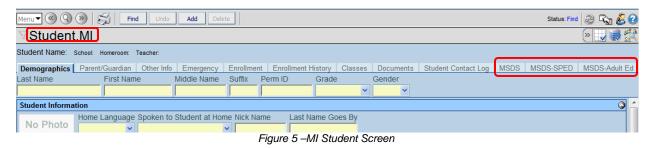
## **OVERVIEW OF THE STUDENT SCREEN**

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

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

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

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



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

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

RESIDENCE\_PROPERTIES\_ON\_STUDENT="Y" .

## **OVERVIEW OF STUDENT PROGRAMS SCREENS**

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

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

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

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

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

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

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

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

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

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

## **OVERVIEW OF MI (STATE OF MICHIGAN) SCREENS**

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

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

Generate Extract			Status: Ready 🛛 🖓 🖓 🥝
VGeneral Collection			(«
Parameters History About			
Date Parameters			<b>(</b>
Prior Count Date Count Date (or last day of 10/05/2011 😨 02/08/2012 😨	school)		
Run Parameters			<u>ې</u>
Reporting Period			
Submitting Entity Code		ode Operating ISD/ESA Number	
12345	D-District	2 12	
Selection Parameters			<u>ې</u>
If no Organizations to Process are selected,	the program will use the current focus	3.	
Organizations To Process	Chooser 📀		
X Line Name			
Clear Organizations To Process List			
Students To Process		Chooser 🔇	
X Line Last Name First Name	Middle Name Grade SI	S Number Organization Name	
Clear Students To Process List			

Figure 6 – MSDS General Collection Screen

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

_	Generate Extract Status: Ready 🔊 🖓 🖓 🖉					
		Collection History Ab				<u>(«</u>
Hist	огу					Show Detail 🔇
×	Line	Start Time	End Time	Completion Status	Label	
		10/13/2011 03:00 PM	10/13/2011 03:00 PM			
		10/13/2011 02:54 PM	10/13/2011 02:55 PM			
		10/13/2011 12:54 PM	10/13/2011 12:55 PM			
	4	10/13/2011 12:46 PM	10/13/2011 12:47 PM			
	5	10/13/2011 11:56 AM	10/13/2011 11:56 AM			
	Save H	listory Changes Refres	h			

Figure 7 – History tab of the MSDS submission screen

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

Generate Extract
VGeneral Collection
Parameters History About
Version: 2.0
Description: General Collection Extract
This program creates a file of selected students in the selected organization(s).
The General Collections are the primary means of submitting student data to the MSDS. There are three collection periods within each school year.
If no Organizations to Process are selected, the current focus organization is used.
You may select individual students by adding them to the Students to Process list.

Figure 8 – About tab of the MSDS submission screen

## **BEFORE STARTING**

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

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

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

- The most recent list of valid MSDS codes should be available for reference from the State of Michigan CEPI website (<u>http://www.michigan.gov/cepi</u>). The lists of values can be accessed by going to the Collection Component Matrix. Click on a component name to open an Excel file of the component's details. Each Excel file has a tab called List Of Values.
- A list of special needs programs that are in use at each school. While every district
  must offer ELL and Special Education programs, there are a wide variety of other
  programs such as the 21<sup>st</sup> Century Program and Title I programs that may be offered to
  students.
- A username and password for logging on to the MSDS. This username and password must have access to all schools at the district and the district-level data as well.
- A **Synergy SIS logon** that has access to all schools at the district as well as the districtlevel data.
- The state number for each school and the state number for the district. These Education Entity Master (EEM) codes are used in the upload process to ensure the data is uploaded and credited to the correct district / school.

### **Other Setup Considerations**

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

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

<b>FProcess Ser</b> Tools Help	nee secop				
	Proc	ess Service - Running			
tions Advance	ed Options   Monitor				
Web Sites to Pr	ocess Jobs				
Name	Server URL	Organization Filtering			
Default	http://localhost/	Not Filtering			
Test Conne	ction(s)	Add Web Site Delete Selected Rows			
General Options					
	l (in seconds) 1 📑				
Total Worker 1	Threads 4 🛨	Maximum single job execution time (in minutes) 30 📑			
Job Types to Pr	ocess				
Ø Dashboard Widgets     Ø Mass Scheduling     Ø Document Validation     Ø Other Processes     Ø Form Scanning     Ø Reports     Ø Form Scanning     Ø Reports					

Figure 9 - RT Process Service Setup

# Chapter Two: MSDS SETUP

In this chapter, the following topics are covered:

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

## **OVERVIEW OF THE SETUP PROCESS**

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

- 1. System Setup override screens and properties
- 2. Lookup Tables Setup update or add the needed state codes to all lookup tables
- 3. **Organization Setup** enter the school and district EEM Codes in the Organization screen
- 4. District Level Setup set the district-level options for the upload process
- 5. School Setup setup school-level options.
- 6. **Student Programs Setup** for those programs in use at the school or district, test assessment information and additional state codes must be entered. For detailed instructions on how to configure the programs data reporting, please see Chapter 3 of this guide.

## SYSTEM SETUP

## **Install MI SRC**

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

Install the Michigan state reporting extract programs.

## **Screen Overrides**

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

- 1. Go to the PAD Security screen, found under Synergy SIS> System> Security.
- 2. Expand the **Synergy SIS** node.
- 3. Expand the **Student** node.
- 4. Click on the **Student** screen. Note: You will have to scroll back up to the top after clicking on the student screen.
- 5. Use the dropdown for the View Substitution field to select the Student.MI screen.
- 6. Click the **Save** button near the top of the screen.
- 7. Now expand the **Course History** node (under the Synergy SIS node).
- 8. Click on the Student Course History screen.

- 9. Use the dropdown for the **View Substitution** field to select the **Student Course History MI** screen.
- 10. Click the **Save** button near the top of the screen.

## **Property Overrides**

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

- 1. Go to the Property Override screen, found under Synergy SIS> System> Setup.
- 2. Expand the K12 node.
- 3. Navigate to the screen in which the field is displayed.
- 4. Click on the field to change.
- 5. Scroll up to the top of the screen if necessary.
- Enter the desired field Label in the Override section. Short Label may also be changed. To have the label display in **bold** enclose the label text in HTML bold tags (e.g. <b>UIC</b>).
- 7. Click the **Save** button near the top of the screen.

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

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

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

Y	VPerson Notification Codes								
No	otificat	ion Setup							
No	tificat	ions							Add 🔇
X	Line	Order 🄶	Short Description 👙	Desci	ription		Display Icon 🛛 👙	Icon	View Name
	1	1	Health	<b>₩</b> 5 ₹	Health alert	*	SIS_Notification_Me 💌	۲	K12.MI.Student.MI
	2	2	Enroll	<b>₩</b> •	Enrollment restriction	*	Default		+
	3	3	Safety	<b>₩</b> 5 ⊘	Student has discipline issues	*	SIS_Notification_Dis 💙	AEC	K12.MI.Student.MI
		4	ELL	<b>₩</b> 5 <b>○</b>	English Language Learner	*	SIS_Notification_ELI 👻	<u> </u>	K12.MI.Student.MI←
	5	5	SPED	<b>₩</b> 5	Receiving SPED Services	*	SIS_Notification_Sp	3	K12.MI.Student.MI

Figure 10 – Person Notification Codes, SPED example

## LOOKUP TABLES SETUP

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

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



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

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

The lookup tables used in state reporting are:

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

K12.ProgramInfo	Childhood Programs EC Pgm Delivery Method EC Pgm Delivery Schedule EC Pgm Exit Reason EC SpEd Asmt Outcome EC SpEd Asmt Tool ELL Des Code (used for LEP Funding Participation) ELL Exit Reason ELL Program Code FRM Code	IEP Init Result IEP Init Timeliness SpEd Exit Reason SpEd Primary Disability SpEd Primary Ed Setting SpEd Program Services SpEd Secondary Disability SpEd Support Services
K12.ProgramInfo.MI	Adult Ed Diploma GED Status Adult Ed Funding Adult Ed Program Code EC Funding Type EO Part C Exit Reason EO Primary Service Setting EO Service Code EO Service Coord Agency EO Timely Start IEP Part C Trans Timeliness	IFSP Ref Agency IFSP Result IFSP Timeliness Part C Asmt Data Source Part C Asmt Outcome Part C Asmt Parent Input Part C Asmt Type Part C Trans Timeliness Program Model (Adv / Acc) Special Pgm Opt (Adv / Acc)
K12.ScheduleInfo	Instructional Strategy	
K12.Setup	District Number Entity Type Code	Vaccination State Cod
K12.TestInfo.MI	OEAA Group Code OEAA Research Code	OEAA Test Type
K12.VaccinationInfo	Exemptions	
Revelation	Ethnicity (State Code represents the POSITION in the six character ethnic field)	

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

Attendance Code Revelation.Country Revelation.Gender Revelation.State

The following lookup tables are needed for data conversion but can then be used for something else after the data conversion is complete:

K12.CourseInfo.INSTRUCTIONAL\_LEVEL

K12.CourseInfo.SCHEDULE\_PRIORITY (needed for data conversion but CANNOT be used for something else)

K12.CourseInfo.STATE\_CAT

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

K12.RELATION\_TYPE K12.Accommodation.CLASSROOM\_ACCOMODATION K12.Accommodation.PLAN K12.Accommodation.NA\_REASON K12.Enrollment.WITHDRAWAL\_REASON\_CODE

## Lookup Table Maintenance Instructions

- 1. Go to the Lookup Table Definition screen, found under Synergy SIS> System> Setup.
- 2. Navigate to the code table to change.
- 3. Select the code table. Below is an example of the Enter Codes in K12.Enrollment.

Nam	Name: Enter Code Namespace: K12.Enrollment Locked: N									
۵U	Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code unless t									
Loc	Lookup Values									
					Other 👝	State	Alt	Alt Code 😑	Sta	tus
×	Line	ListOrder 🤤	Code 🌻	Description 🤤	Other SIS	State Code ≑	Alt Code 3	SIF 0	Year Start ≎	Year 🖨
	1	0	E1	Enrolled	E1	19			~	*
	2	0	EX	Exchange Student					~	~
	3	0	PR	Promoted Within Lakewood Distric					~	*
	4	10	E2	Re-Enter					~	*
	5	20	R1	Previously In School					~	~
	6	30	R2	Return from School					*	*

Figure 11 – Enter Code Lookup Table

- 4. Click the **Add** button to add a new code.
- 5. Some codes are listed in order by ListOrder, some by code, and some by Description. The order in which the values are displayed may possibly be changed by entering the order number in the ListOrder column depending on how the lookup table was defined in the screen.
- 6. Enter a code in the **Code** column. Codes can usually be up to five characters. This value must be unique, but it is only used internally to link the tables in the database. It can be the same as the code used by the state but it can also be the district's own coding structure. **NOTE:** Never change the value of the "Code" column after data has been imported or entered in Synergy SIS.
- 7. Enter the description of the code in the **Description** column.
- 8. The **Other SIS** column is used to import data during the conversion process from another student records system. Enter the code used in the old system in this column.
- 9. If the code chosen is different than the state code, enter the actual code used by the state in the **State Code** column.
- 10. If appropriate, a start year and end year may be entered in the **Status** column to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but is not available for selection for new transactions in the screen. For example, if a code is no longer valid after FY2008, select 2008 for the end year.

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

To delete a code:

- 1. Click the box under the **X** column.
- 2. Click the Save button.

## LOOKUP TABLE DEFINITIONS

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

### Grade

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

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



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



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

Name Space	Table Name
K12	Grade

#### Suggested Values:

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

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

## **Graduation Status**

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

Name Space	Table Name
K12	GRADUATION_STATUS

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

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

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

## Language

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



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

Name Space	Table Name
K12	LANGUAGE

#### Values:

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

## **Relation Type**

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

Name Space	Table Name
K12.	RELATION_TYPE

#### Values:

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

## **Classroom Accommodation**

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

Name Space	Table Name
K12.Accommodation	CLASSROOM_ACCOMMODATION

#### Values:

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

### Plan

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

Name Space	Table Name
K12.Accommodation	PLAN

#### Values:

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

### NA Reason

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

Name Space	Table Name
K12.Accommodation	NA_REASON

#### Values:

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

### **Completion Status**

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

Name Space	Table Name
K12.CourseHistoryInfo	COMPLETION_STATUS

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

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

### Mark

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

Name Space	Table Name
K12.CourseHistoryInfo	MARK

			Other	State	Alt
Order	Value	Description	SIS	Code	Code 3
10	A+	A+ (100%)			CP
20	A	A (93%-99%)			CP
30	A-	A- (90%-92%)			CP
40	B+	B+ (87%-89%)			CP
50	В	B (83%-86%)			CP
60	B-	B- (80%-82%)			CP
70	C+	C+ (77%-79%)			CP
80	С	C (73%-76%)			CP
90	C-	C- (70%-72%)			CP
100	D+	D+ (67%-69%)			CP
110	D	D (63%-66%)			CP
120	D-	D- (60%-62%)			CP
130	E+	E+ (57%-59%)			CF
140	E	E (53%-56%)			CF
150	E-	E- (50%-52%)			CF
160	F	F (LT 50%)			CF
170	1	Incomplete			1
300	CR	Credit			AU
310	CS	Complete/Grade 14 only			CS
320	NC	No Credit			AU
330	ТО	Tested Out			TO
340	WE	Withdraw/Exit			WE
350	WF	Withdraw/Fail			WF
360	WP	Withdraw/Pass			WP
400	Р	Proficient			
410	NP	Not Proficient			
420	S	Satisfactory			
430	N	Needs Improvement			
440	U	Unsatisfactory			
500	AU	Audit			AU
510	OE	Ongoing Enrollment			OE

#### Suggested Values:

## Waiver Type

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

Name Space	Table Name
K12.CourseHistoryInfo	WAIVER_TYPE

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

		Other	State	Alt
Order Value	Description	SIS	Code	Code 3

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

### Instructional Level

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

Name Space	Table Name
K12.CourseInfo	INSTRUCTIONAL_LEVEL

Values:

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	R	Regular (Default)	01	01	
2	Н	Honors	02	02	
3	Р	Pre-Advanced	03	03	
4	A	Advanced Placement	04	04	
5	В	International Baccalaureate	05	05	
6	N	Not Applicable	06	06	
7	D	Dual Enrollment/Early Middle College (TSDL)	07	07	
8	С	Concurrent Enrollment (TSDL)	08	08	
99	0	Other	00	00	

## **SCED Course Code**

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

Name Space	Table Name
K12.CourseInfo	SCED_COURSE_CODE

#### Values:

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

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

## SCED Course Level

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

Name Space	Table Name
K12.CourseInfo	SCED_COURSE_LEVEL

#### Values:

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	R	Regular (Default)		01	
2	Н	Honors		02	
3	Р	Pre-Advanced		03	
4	A	Advanced Placement		04	
5	В	International Baccalaureate		05	
6	N	Not Applicable		06	
		Dual Enrollment/Early Middle College			
7	D	(TSDL)		07	
8	С	Concurrent Enrollment (TSDL)		08	
99	0	Other		00	

## SCED Subject Area

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

Name Space			ble Name			
K12.0	CourseInf	o SC	CED_SUBJECT_AREA			
Values	5:					
Order	Value	Description		Other SIS	State Code	Alt Code 3
0	01	(Sec) English La	(Sec) English Language and Literature			
0	02	(Sec) Mathemat	(Sec) Mathematics			
0	51	(PTS) English La	anguage and Literature			
0	52	(PTS) Mathema	(PTS) Mathematics			
			ins both Secondary (01-22) -Secondary Subject Area			

## **Schedule Priority**

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

Name Space	Table Name
K12.CourseInfo	SCHEDULE_PRIORITY

Values:

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

## State Cat

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

Name Space	Table Name
K12.CourseInfo	STATE_CAT

Values:

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

## Subject Area

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

Name Space	Table Name
K12.CourseInfo	SUBJECT_AREA

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

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

## Family Code

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

Name Space	Table Name
K12.Demographics	FAMILY_CODE

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

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

### Homeless

These are the Homeless codes used for state reporting.

Name Space	Table Name
K12.Demographics	HOMELESS

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

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

## **Resident County**

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

Name Space	Table Name		
K12.Demographics	RESIDENT_COUNTY		

#### Values:

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

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

### Summer Withdrawal Codes

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

Name Space		Owned Product	Ву
K12.Demographics	SUMMER_WITHDRAWAL_CODES	No	

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

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

# Race Ethnic Code

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

Name Space	Table Name
K12.Demographics.MI	RACE_ETHNIC_CODE

#### Values:

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

### **Attend Permit Reason**

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

Name Space	Table Name
K12.Enrollment	ATTEND_PERMIT_REASON

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

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

# FTE

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

Name Space	Table Name
K12.Enrollment	FTE

#### Values:

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

### **Instructional Setting**

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

Name Space	Table Name
K12.Enrollment	INSTRUCTIONAL_SETTING

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

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

# Leave Code

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

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

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

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

# **Program Code**

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

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

### Suggested Values:

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

# SR\_User\_DD\_01

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

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

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

# SR\_User\_DD\_02

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

Name Space	Table Name
K12.Enrollment	SR_USER_DD_02

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

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

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

# Withdrawal Reason Code

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

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

### Suggested Values:

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

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

### **Childhood Programs**

The Childhood Programs codes are used in Childhood Program Participation.

Name Space		Owned By Product
K12.ProgramInfo	CHILDHOOD_PROGRAMS	No

### Values (as of May 2012):

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

# **EC Program Delivery Method**

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

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

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

# **EC Program Delivery Schedule**

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

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

### Values (as of May 2012):

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

### **EC Program Exit Reason**

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

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

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

# EC SPED Assessment Outcome

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

Name S	pace	Table Name	Owned By Product
K12.Pro	gramInfo	EC_SPED_ASMT_OUTCOME	No

#### Values:

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

# EC SPED Assessment Tool

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

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

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

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

# ELL DES Code

The ELL DES codes are used for LEP Funding Participation.

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

### Values (as of 2012):

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

### **ELL Exit Reason**

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

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

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

# ELL Program Code

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

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

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

### Values (as of May 2012):

### FRM Code

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

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

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

# **Initial IEP Result Codes**

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

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

### Values (as of May 2012):

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

### **Initial IEP Timeliness Codes**

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

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

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

### SPED Exit Reason

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

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

### Values (as of May 2012):

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

### **SPED Primary Disability**

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

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

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

# **SPED Primary Education Setting**

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

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

### Values (as of May 2012):

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

# **SPED Program Services**

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

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

### Values (as of May 2012):

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

# **SPED Secondary Disability**

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

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

### Values (as of May 2012):

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

### **SPED Support Services**

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

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

### Values (as of May 2012):

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

# Adult Ed Diploma / GED Status

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

Name Space		Owned Product	Ву
K12.ProgramInfo.MI	ADULT_ED_DIPLOMA_GED_STATUS	No	

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

# Adult Ed Funding

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

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

### Values (as of May 2012):

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

# Adult Ed Program Codes

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

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

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

# Early Childhood Program Funding Type

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

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

### Values (as of May 2012):

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

### Early On Part C Exit Reason

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

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

### Values (as of May 2012):

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

### **Early On Primary Service Setting**

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

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

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

# Early On Service Code

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

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

### Values (as of May 2012):

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

### Early On Service Coordinating Agency

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

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

### Values (as of May 2012):

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

### Early On Timely Start

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

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

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

# **IEP Part C Transition Timeliness**

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

Name Space	Table Name	<b>Owned By Product</b>	
K12.ProgramInfo.MI	IEP_PARTC_TRANS_TIMELINESS	No	

### Values (as of May 2012):

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

### **IFSP Referral Agency**

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

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

### Values (as of May 2012):

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

### **IFSP** Result

-

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

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

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

### **IFSP Timeliness**

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

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

Values (as of May 2012):

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

### Part C Assessment Data Source

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

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

### Values (as of May 2012):

			Other	State	Alt
Order	Value	Description	SIS	Code	Code 3
1	A	Timely		A	
2	В			В	
		See the <u>CEPI website</u> for additional values			

### Part C Assessment Outcome

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

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

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

# Part C Assessment Parent Input

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

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

### Values (as of May 2012):

Order	Value	Description	Other SIS	State Code	Alt Code 3
1	A	Meetings		A	
2	В			В	
		See the <u>CEPI website</u> for additional values			

### Part C Assessment Type

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

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

### Values (as of May 2012):

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

### Part C Assessment Timeliness

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

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

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

### **Program Model**

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

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

### Values (as of May 2012):

Order	Value	Description	Other SIS	State Code	Alt Code 3
Uruer	value		313	Code	Coue 3
1	01	Cluster Grouping in Regular Classroom		01	
2	02	Self-Contained Class		02	
3	03	Regular Class with IEP		03	
4	04	Pullout Program		04	
5	05	Resource Center		05	
6	06	Teacher Consultant Services to Classroom Teacher		06	
7	07	Academic and Career Counseling		07	
8	08	Social/Emotional Counseling		08	
9	09	Specialized School		09	
10	10	Specialized Activities		10	

# **Special Program Options**

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

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

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

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

### Instructional Strategy

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

Name	me Space Table Name		Owned By Product			
K12.5	ScheduleIn	fo INSTRUCTIONAL_STRATEGY		Nc	)	
Values	s (as of Ma	y 2012):				
			Oth SIS	-	State Code	Alt Code
Order	Value	Description				3
0	MENTR	Mentor Teacher			MENTOR	
		Districts can add any other values as				

### **District Number**

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

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

### Values (as of May 2012):

needed.

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

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

# **Entity Type Code**

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

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

### Values (as of May 2012):

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

### **Vaccination State Code**

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

Name	Name Space		Table Name		Owned By Product		
K12.Setup VACCINATION_STATE_COD Yes							
Values	as of N	May 201	2):				
Order	Value	Descr	iption	Ot SI	her S	State Code	Alt Code 3
99	01	Polio				POLIO	
99	02	DTaP	- Diphtheria, Tetanus, Pertussis			DTaP	
99	03	Tdap	- TD Tetanus			Tdap	
99	04	MMR	- Measles, Mumps, Rubella			MMR	
99	05	HIB				HIB	
99	06	Hepat	titis B			HepB	
99	07	Hepat	titis A				
99	08	Varice	ella (Chicken Pox)			Varicella	
99	09	Menir	ngococcal			Menin	
99	10	Td - T	etanus			Td	

# **OEAA Group Code**

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

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

### Suggested Values:

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

# **OEAA Research Code**

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

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

Suggested Values:

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

# **OEAA Test Type**

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

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

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

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

### **Vaccination Exemption codes**

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

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

### Values (as of May 2012):

Order	Value	Description	Other SIS	State Code	Alt Code 3
99	MRP	Medical Reasons		M	
99	MRT	Medical Reasons - temporary		M	
99	Р	Personal Beliefs		R	
99	0	Other		0	
99	IU	Immunity to Mumps		IU	
99	IR	Immunity to Rubella		IR	
99	IM	Immunity to Measles		IM	
99	IH	Immunity to Hepatitis B		IH	
99	IV	Immunity to Varicella		IV	

# Ethnicity

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

Name Space	Table Name	Owned By Product
Revelation	ETHNICITY	No

### Values:

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

# LOOKUP TABLE USE LOCATIONS

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

Menu 🕶 🔇 🍳	🛞 🧊 Save Undo	Add Delete	Status: Ready 🗟 🖓 🕹
Student	MI		»
Student Name: D	oe, John J. Jr. School: KB LW	High School-02113 Homeroom: A	AUTO Teacher: Ackerson, D.
Demographics	Parent/Guardian Other Info	Emergency Enrollment	Enrollment History Classes Documents Student Contact Log MSDS
Last Name			erm ID Grade Gender
Doe	John	J Jr. 12	2098 12 🗙 Male 👻
Student Informa	tion		🔶 🔕
No Dhata	Home Language Language	To Home Nick Name	Last Name Goes By
No Photo	Hmong 🔽 Hmong	*	
Edupoint	State UIC Birth Date		Birth Verification Birth Certificate Num
	420043991 02/21/1994	📅 Grand Rapids	▼
On file	Birth State Birth	Country Em	ail 😥
On me	Michigan 😽	~	
Race and Ethnic	ity		a (
Hispanic/Latino	Resolved Race/Et	thnicity	State Reporting Ethnic Codes
Non-Hispanic	👻 Two or More	*	Line Ethnic Code
Race⊇⇔⊵			Code Veight V     Black Veight V
🗖 Asian	🔽 Black 🗖 Hisp	anic	
🗆 American Ind	lian 🗖 Pacific Islander 🔽 Whit	te	2 White
Home Address			Mail Address
Address	Effective D	late	Address
731 Gratiot Rd			731 Gratiot Rd
City	State ZIP Code +4	Mail same as Ho	ime City State Zip Code +4
Saginaw	MI 🐱 48602	Address	Saginaw MI V 48602
Grid Code Resid	ient County		Map it!
Sagin	iaw 💌	Map it! Schools	

Figure 12 – Student Screen, Demographics Tab

- Home Language, Language To Home (K12 Language) the language spoken to the child at home. Language To Home is the field used in the LEP component reported to the state. ListOrder can be set to show the most used languages at the top of the list.
- Birth Country (Revelation Country) the country where the student was born.
- Race (Revelation Ethnicity) the self-identified ethnic origin of the student. The State Code for each race in the table must be the POSITION within the six character state ethnic field. The state code for Native American race codes should be 1. The state code for Asian race codes should be 2. The state code for African American race codes should be 3. The state code for Pacific Islander race codes should be 4. The state code for Caucasian race codes should be 5. The state code for Hispanic race codes should be 6. The values 1 through 6 can be used on multiple race codes.
- Ethnic Code Weight (K12.Demographics.MI Race Ethnic Code)
- **Resident County** (K12.Demographics Resident County) the county in which the student lives. The ListOrder can be change so that the counties most frequently used show up at the top of the list.

							1			
Menu 🔻 🔇 🄇 🛞 🛛 😹	Save Undo	Add Delete				Stat	tus: Ready 没			
Student.MI	▼Student.MI									
Student Name: Smith, Joh	hnny J. School: Hope	High School (273) Ho	meroom: SEM Teacher	Evit Teacher, R.						
Demographics Parent/G	uardian Other Info	Emergency Enro	ollment Enrollment	History Classes	Documents	Student Contact Log	MSDS M			
Last Name F	First Name	Middle Name Suf	fix Perm ID	Grade	Gender					
Smith	Johnny	J	937019	12 💌	Male 💌					
School Information										
School	Homeroom	Teacher		C	ounselor Name	+				
Hope High School (273)	SEM	Evit Teac	her, R.	E	reiland C., Che	eryl				
Allow Medication	Allow Medication									
Other Information										
Custody	<b>*</b>									
Teen Parent	🗖 Ge	eneral Equivalency	Diploma							
E Foster Home	📃 Dil	rectory List Exclude								
Homeless:	✓ Has Ir	nternet at Home:	~							
Family Code	Dwelling Type So	cial Security Numb	er							
Two Adult Family 🗸 🗸	House 🛛 🖌 🖌	23-45-6789								
		Figure 13 – S	Student Screen,	Other InfoTab						

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

Menu 🔻 ≪ 🤇	3) 🛞   🏹   🛛 Save	Undo Add Del	ete				
<b>V</b> Stude	nt.MI						
Student Name	: Smith, Johnny J. Sc	hool: Hope High School (27	3) Homeroom: SEM Te	eacher: Evit Teac	her, R.		
Demographics	Parent/Guardian Ot	ther Info Emergency	Enrollment Enrol	Iment History	Classes Docur	nents Student Contact Log	g MSDS MS
Last Name	First Name	Middle Name	Suffix Perm ID			r	
Smith	Johnny	J	937019	12	✓ Male	*	
Enrollment In	formation						
UIC	Enter Date Ent	ter Code Leave Date	Leave Code	ADA/ADM			
0001351488	08/31/2010 🐺 E1				<b>*</b>		
Enrollment A	ctivity						
Last Activity D	ate EffectiveDate						
08/10/2010							
Grade	Program Code	Gen Ed FTE	special Enrollment	Code Special	Program Code In	structional Setting	
12	<ul> <li>RE-Regular Education</li> </ul>	n 🔽 1.00 👻		×	~	~	ł
District of Re	esidence	Student Reside	ncy				
		14-All other reside	nt students		~		
Previous Grad	de Exit Code Tuition Pa	yer Code Hor	mebound Access 50	14			
	~	·	1		~		
Came From	Moved To						

Figure 14 – Student Screen, Enrollment Tab



- Enter Code (K12.Enrollment Enter Code) type of student enrollment.
- Leave Code (K12.Enrollment Leave Code) reason for a student withdrawal during the school year.
- **Grade** (K12 Grade) level of the student as entered in each enrollment record for the student.
- **Gen Ed FTE** (K12.Enrollment FTE) (full time equivalent) used to specify the course load of the student, or what percentage of a full-time program.
- District of Residence (K12.Setup District Number) indicates the school district in which the student lives.
- Student Residency (K12.Enrollment SR User DD 02) indicates if the student enrolled in the district even though their "home" district is another through the Michigan open enrollment program.
- S2E2 Code (K12.Enrollment SR User DD 01) When the student is being educated through a Specialized Shared Educational Entity (S2E2), report the code from the Educational Entity Master (EEM) in this characteristic.
- **Summer Withdrawal Code** (K12.Demographics Summer Withdrawal Code) used to categorize the reason for a student withdrawal during the summer.

Inactivate Cancel
Inactivate Student
You are about to inactivate 'Acosta, Eugene A.'. Fill in the leave date, enter the leave code and press the Inactivate button to complete the Inactivation or Cancel to abort.
Leave Date Leave Code
Withdrawal Reason Code
Advanced Options (
Drop Classes On Inactivation

Figure 15 – Inactivate Student Screen

#### Student.MI

Student Name: Smith, John N. Jr. School: Hope High School Homeroom: AUTO Teacher: Ackerson, D.									
Demographics	Parent/Guardian Other Ir	fo Emergency	Enrollme	nt Enrollment	History	Classes Documents	Student Contact Log	MSDS	
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender			
Smith	John	N	Jr.	12098	12	🖌 Male 🖌			
Enrollment Info	Enrollment Information								
State UIC	State UIC Enter Date Enter Code Leave Date Leave Code ADA/ADM								
420043991	09/08/2011 🔛 E1	<b>~</b>		~		×			
Enrollment Activ	ity								
Summer Withd	Irawal								
Summer Withdr	Summer Withdrawal Code Summer Withdrawal Date Summer Withdrawal Reason Code								
			_						

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

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

Menu 🕶 🔍 🍳	) 🍥   🍏   💽	ave Undo	Add De	lete								ə 🖓 🍪
Studen	t.MI										(	» 🚽 📑 🐩
Student Name:	Smith, Johnny J.	School: Hope	High School (27	'3) Homeroon	n: SEM Teacher: Ev	vit Teacher, R.						
Demographics	Parent/Guardian	Other Info	Emergency	Enrollment	Enrollment His	story Classe	s Documents	Student Contact Log	MSDS	MSDS-SPEI	D MSDS-Adult Ed	MSDS-Early
Last Name	First Na	me I	Middle Name	Suffix	Perm ID	Grade	Gender					
Smith	Johnny		J		937019	12	✓ Male ✓					
Early Childhoo	d Programs											٥
Programs												Add 🔕
	ogram Code 🛛 🖨	Enter Date	Delivery	Method 🖨	Delivery Sch	hedule 🖨	Exit Date	🖨 🛛 Exit Reason	🔶 Ei	scal htity ⊜ Fisc ode	cal Entity Type 🔶 F Code	unding Type 🍦
🔲 1 Head S	Start 💌	09/04/2010	School b	ased 💌	Part-Day 5 Days	Per Week 👻		P	~		~	~

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

- **Program Code** (K12.ProgramInfo Childhood Programs) childhood program(s) in which the student is enrolled.
- **Delivery Method** (K12.ProgramInfo EC Pgm Delivery Method) childhood program delivery method.
- **Delivery Schedule** (K12.ProgramInfo EC Pgm Delivery Schedule) childhood program delivery schedule.
- Exit Reason (K12.ProgramInfo EC Pgm Exit Reason) childhood program exit reason.
- **Fiscal Entity Type Code** (K12.Setup Entity Type Code) type code of the entity offering the program.
- Funding Type Code (K12.ProgramInfo.MI EC Funding Type) code to indicate the type of funding.

Stu	dent Waivers (Personal Curriculum)		٥
Pe	sonal Curriculum Credit Modification		Add 🔕
$\times$	Line Waived Subject Area	🗧 Waiver Date \ominus Credits Waived 🗧 Waiver Type 🗧 Comments	
	1 Mathematics	🔽 09/09/2011 🗊 3.000 🛛 📔 💟 🐨	* *

Figure 18 – Student Screen, MSDS Tab, Student Waivers

• Waiver Type (K12.CourseHistoryInfo – WaiverType)

Menu 🛛 🛞 🛞 😹 Save Undo Add Delete Status: Ready 🖓 🖓 🖉										
Student.MI										
Student Name: Smith, Johnny J. School: Hope High School (273) Homeroom: SEM Teacher: Evit Teacher, R.										
Demographics Parent	/Guardian Other Info	Emergency	Enrollmen	t Enrollment Histo	ory Classe	es Documents	Student Contact	Log MSDS	MSDS-SPED	MSDS-Adult Ed
Last Name	First Name	Middle Name	Suffix	Perm ID G	rade	Gender				
Smith	Johnny	J		937019 12	2	🗙 Male 💌				
Early Childhood Specia	al Ed Assessment									٥
Assessments									Add	Show Detail 🔇
Line Entry Assess Date	sment 🔶 As	sessment Tool	Ş	Other Tool Comn	nent 🔶	Social-Emotion	al Skills 🖨 🛛 Ac	uire/Use Skills	🔶 🛛 Take Ap	propriate Action 🗧
			~				¥		*	<b>~</b>

Figure 19 – Student Screen, MSDS-SPED Tab, EC Special Ed Assessment

- Assessment Tool (K12.ProgramInfo EC Sped Asmt Tool) tool used for the Special Ed assessment.
- Social-Emotional Skills, Acquire/Use Skills, Take Appropriate Action (K12.ProgramInfo EC Sped Asmt Outcome) All of these fields use the Asmt Outcome lookup table.

Initial IEP	Q
Effective Date Date of Parental Consen Result	
Timeliness	Days Beyond Timeline
Part C Transition Timeliness	
	0 Student Corean MCDC CRED Tab. Initial IED

Figure 20 – Student Screen, MSDS-SPED Tab, Initial IEP

- **Result** (K12.ProgramInfo IEP Init Result) result of the initial IEP.
- Timeliness (K12.ProgramInfo IEP Init Timeliness) timeliness of the initial IEP.
- **Part C Transition Timeliness** (K12.ProgramInfo.MI IEP PartC Trans Timeliness) timeliness of the Part C transition.

Special Education			
Primary Disability	Secondary Disability1 Secondary Disability2		
Emotional Impairment	🝸 Legally Blind 🛛 🔽 Deaf 🛛 🔽		
IEP Date Non-Dist IEP			
08/26/2011 📅 🔲			
Primary Education Setting			
Residential Facility	~		
Primary Program Service Code	Program Service Code 2	Program Service Code 3	
Programs for Emotional Impairment	Programs for Mild Cognitive Impairment	Programs for Learning Disabled	~
Primary Support Service	Support Code2	Support Code3	
T.C. Emotionally Impaired	Adaptive Physical Education	Occupational Therapy	*
Support Code4	Support Code5		
Physical Therapy	Music Therapy	▼	
Physical Therapy Section 52 FTE Section 53 FTE	Music Therapy	<b>v</b>	
0.90			
Exit Date Exit Reason			
	t for student to receive spive		

Figure 21 – Student Screen, MSDS-SPED Tab, Special Education

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

- Program Service Codes (K12.ProgramInfo SPED Program Services)
- Support Service Codes (K12.ProgramInfo SPED Support Services)
- Exit Reason (K12.ProgramInfo SPED Exit Reason)

Menu 🗸 🔇 🛞 🛛 🏹 🛛 Save Undo Add	Delete	Status: Ready 没 🖓 🖓
Student.MI		» 🚽 🐳 👯
Student Name: Smith, Johnny J. School: Hope High Sc	ool (273) Homeroom: SEM Teacher: Evit Teacher, R.	
	ency Enrollment Enrollment History Classes Documents Student Contact Log MSDS	MSDS-SPED MSDS-Adult Ed
Last Name First Name Middle Smith Johnny J	Vame Suffix Perm ID Grade Gender	
	r the current focus year. Click on the line in the grid and click Show Detail to make changes	
Create	in the current locus year. Click on the line in the grid and click Show Detail to make changes	
Adult Education		Hide Detail
Line Year Title 1 2010-2011	Adult Education Details	
2010 2011	School Year. 2010-2011	
	Diploma / GED Status Participant Funding	E
	rograms	
	, , , , , , , , , , , , , , , , , , ,	·
	July	<u>~</u>
	✓	▼
	✓	<ul> <li>Image: A set of the set of the</li></ul>
	September	<b>~</b>
	February	~
		-

Figure 22 – Student Screen, MSDS-Adult Ed Tab

- **Diploma / GED Status** (K12.ProgramInfo.MI Adult Ed Diploma GED Status)
- **Participant Funding** (K12.ProgramInfo.MI Adult Ed Funding)
- **Programs** (K12.ProgramInfo.MI Adult Ed Program Code)
- **FTE** (K12.Enrollment FTE)

Menu 🕶 \ll 🍳	) 🛞 🖾 Save L	ndo Add De	lete								Status: Rea	•v 🕲 🖓 🍪 🙆
Student.MI (> U ⇒ ∰ ∰												
Student Name: \$	Smith, Johnny J. School:	Hope High School (2)	<b>73)</b> Homeroo	m: SEM Teacher:	Evit Teac	her, R.						
Demographics	Parent/Guardian Other	nfo Emergency	Enrollmen	t Enrollment	History	Classes	Documents	Student Contact Log	MSDS	MSDS-SPED	MSDS-Adult Ed	MSDS-Early On
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	е	Gender					
Smith	Johnny	J		937019	12	~	Male 😽					
This tab is unde	er construction!!! Data car	be maintained b	ut there is r	no validation in	place a	t this time.						<u>^</u>
Initial IFSP												٨
IFSP Effective D	Date IFSP Referral Date	SP Ref Agency T	уре									
	P D		~									
IFSP Timeliness	IFSP Timeliness IFSP Result											
	~					~						=
			Lieuwa	00 04.	deret		14000	Early On Tab				

Figure 23 – Student Screen, MSDS-Early On Tab

- IFSP Ref Agency Type (K12.ProgramInfo.MI IFSP Ref Agency)
- IFSP Timeliness (K12.ProgramInfo.MI IFSP Timeliness)
- IFSP Result (K12.ProgramInfo.MI IFSP Result)

Early On Details		Add	Hide Detail	<u>َ</u>
Line Effective Date	Service Coord Agency Type Human Services Primary Service Setting Community-based Current IFSP Date 05/18/2012 Timely Start Of Service Services:			
	Physical therapy		×	

- Service Coord Agency Type (K12.ProgramInfo.MI EO Service Coord Agency)
- **Primary Service Setting** (K12.ProgramInfo.MI EO Primary Service Setting)
- **Timely Start of Service** (K12.ProgramInfo.MI EO Service Coord Agency)
- Services (K12.ProgramInfo.MI EO Service Code)
- Part C Exit Reason (K12.ProgramInfo.MI EO PartC Exit Reason)

Part C Assessments		Q			
Birth Date Age					
12/09/1993					
Assessments Add Hide Detail					
Line Asmt Date					
1 10/01/2010 📅	Assessment				
	Asmt Date Asmt Type	Social Relationships New Social Relationships			
	10/01/2010 📴 Entrance 👻	1-Not yet 💌 🔲			
	Data Source Other Source Comment	Knowledge Skills Vew Knowledge Skills			
	AEPS	3-Emerging			
	Parent Input Parent Input Date	Actions Jew Actions			
		5-Somewhat 💌 🗖			

- Asmt Type (K12.ProgramInfo.MI PartC Asmt Type)
- Data Source (K12.ProgramInfo.MI PartC Asmt Data Source)
- **Parent Input** (K12.ProgramInfo.MI PartC Asmt Parent Input)
- Social Relationships, Knowledge Skills, Actions (K12.ProgramInfo.MI PartC Asmt Outcome)

Part C Transition		0
Part C Trans Eff Date		
Part C Trans SEA Notification	Part C Transition IFSP	
Part C Trans LEA Notification		
	Part C Transition Conference	

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

Studer	Student Course History MI												
Student Name: Smith, Johnny J. School: Hope High School (273) Status: Active Room Name: SEM													
Course History GPA Graduation Requirements Comment Achievements Request Tracking Grade Comment History Waivers													
Last Name	First Name	Mi	iddle Name	e Suff	fix Pen	m ID	Grade	Gender					
Smith	Johnny	J			937	019	12	Male 💉					
Аса Туре		GPA											
		✓ 0		Show	w GPA Calcu	lation	Add Course Histo	ry 📄 Show A	II Records				
Filter Options													٥
Courses													Show Detail 🔕
× Line	Course		Calenda	ar	Grade 🚔 Mai		Conduct 🚖	Effort 🖨	CHS Type 👙	C	redits	DetTer	Completion
X Line	Title 🔤		rear ⊜ Mo	lonth 🄶	Grade 👳	mark 👳	conduct 👳		снотуре 👳	Att 🍣	Cmpltd 🍣	Rpt Tag	▼ Status ▽
1 Algebr	I MA	A27 20	000 12	2	08	С	*	*	~	0.500	0.500		v v
2 Algebr	I MA	A27 20	001 5		08	С	~	~	~	0.500	0.500		v v
3 Englisi	9 EN	109 20	001 12	2	09	С	~	~	~	0.500	0.500		<b>~</b>
🔲 4 Genl P	ioto AF	R25 20	001 12	2	09	A	~	~	~	0.500	0.500		<b>~</b>
🔲 5 Geome	ry MA	430 20	001 12	2	09	С	~	*	~	0.500	0.500		~ ~

Figure 24 – Student Course History Screen

#### • **Completion Status** (K12.CourseHistoryInfo – Completion Status)

District Course MI	× 🐺 🗔 😻
Course ID: SS39W1 Course Title: Ap Am History	
Course Description Year Override Pre/Corequisite Schools Teaching	
Course To Course Title Course Short Title Manda	atory Inactive Always Show In Course History Add
SS39W1 Ap Am History Ap Am History	
Course Info	Mandatory : Unchecked (Checkbox) (K12-CourseInfo-Course-MandatoryOptin)
Course Duration Department College Prep Credit Max Credit	(R22-Coursemio-Course-MandatoryOptin)
YR-Year EL V 1.00 1.00	
Academic Type Teacher Aide	Extended Day
Honors College Approved	Distance Learning Course
Scheduling Options	ParentVUE Options
Duplicate Request Schedule Priority	Grade Range Low Grade Range High Schedule Priority
× ×	
	Do not show in online course requests (PVUE/SVUE)
School Types 🔇	Course Subject Areas
School Types Allowed to Opt In for this Course □↔	Subject Area 1 Subject Area 2 Subject Area 3
Elementary School 🔽 High School 🗌 Middle School 🗐 Special School	9 🗸 🗸
Course Restrictions	Subject Area 4 Subject Area 5
Gender Grade Low Grade High	
✓ 09 ✓ 12 ✓	College Area 1 College Area 2 College Area 3
Other Information	
Old SIS Course ID State Category Code Instructional Level	College Area 4 College Area 5
SS39W1 000CC V	
NCLB Core	University Area 1 University Area 2 University Area 3
Test Value	
Exclude From State Reporting	University Area 4 University Area 5

Figure 25 – District Course Screen, Course Tab

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

VDistrict Course MI			> 💽 🚽 蒙 🖇
Course ID: SS39W1 Course Title: Ap Am History			
Course Description Year Override Pre/Core	quisite Schools Teaching		
Course ID course Title	Course Short Title	Mandatory Inactive Always Show In Course History Add	
SS39W1 Ap Am History	Ap Am History		
Description 🕎 📀			
		*	
		<b>T</b>	
National Course Classification			۵
Subject Area	Course Level		
04-(Sec) Social Sciences and History	<ul> <li>4-Advanced Placement</li> </ul>	S	
Course Code			
04101-U.S. History-Comprehensive	×		
Sequence Available Credit			
State Course Classification			
Subject Area			¥
Subject Area	~		
I	×.		

Figure 26 – District Course Screen, Description Tab

- Subject Area (K12.CourseInfo SCED Subject Area)
- Course Level (K12.CourseInfo SCED Course Level)
- **Course Code** (K12.CourseInfo SCED Course Code)

Build Workfile									
<b>∀Early Ros</b>	✓Early Roster Build								
Deservations Histo	Parameters History About								
Parameters	Ty About								
Date Parameters									
Start Date: E	nd Date:								
08/01/2010 📝 0	9/30/2010 📴								
Run Parameters									
Clear Early Rost	er work file								
Grades to Include:	ואפע								
□ PS □ Pre	□к □01	02							
□ 03 □ 04	□ 05 □ 06 □ 10 □ 11	07							
□ 08 □ 09	□ 10 □ 11	12							
12+ UNG-Eler	m 🗖 UNG-Sec 🗖 IEP								
OEAA Assessment(									
	Test Type	Group Code	Research Code 1	Research Code 2					
Math	~	×	<b>~</b>	<b>~</b>					
Reading	~	<b>~</b>	~	<b>~</b>					
Writing	~	<b>~</b>	~	~					
Science	~	<b>~</b>	<b>~</b>	~					
Social Studies	~	<b>~</b>	~	✓					
ELA	Y	y	~	y					

Figure 27 – Early Roster Build

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

#### **ORGANIZATION SETUP**

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

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

∀Organization		× 🖌 🔐 🖳 🗒 🐩				
	Action	- 🔇				
KB-LW Public School District	Organization Name: KB-LW Public School District District Special Education District Setup Options					
	District Information					
	Organization Name District Number KB-LW Public School District 34090					
	County Code County 34 Ionia					
	Address Information	0				
	Address 223 W Broadway Address2					
	City State Zip Code + 4 Woodland MI  V48897					
Figur	e 28 – Organization Screen, District					

- 2. Enter the EEM code in the **District Number** field.
- 3. While the **County Code** and **County** name are not used separately in data uploaded to the state, these fields should be populated as well.
- 4. Click the **Save** button at the top of the screen.

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

- 1. Go to the **Organization** screen, found under **Synergy SIS> System> Setup**.
- 2. Expand the District structure by clicking on the **blue triangle next to the District name**. If there are sub-organizations under the district like Elementary Schools or High Schools, click on the **triangle next to the type of school** to configure.



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

Vorganization		(»
		Action
Edupoint School District     1. Elementary Schools	School Name: Hope High School (273) School Years Special Education Docu	ments
<ul> <li>2. Middle Schools</li> <li>3. High Schools</li> </ul>	School Information	
<ul> <li>High Echool (273)</li> <li>Hope High School (276)</li> <li>King High School (272)</li> <li>4. Special Schools</li> </ul>	No Logo Edupoint On file Attach Logo Principal Name	School Code
	McGrew, Tom	
	Address Information	٢
	Address	
	123 Main St	
	Address2	
	City State ZIP Code +	4
	Mission Viejo CA 💙 92694	
	Map it!	
	Other Information	
		lor Dept Phone
	949-555-1212 949-555-1213	
	Sis School Code State School Code Alt Fur 273 86273	Iding School Code College Board School Number
	Website URL	

Figure 30 – Organization Screen, School Setup

- 4. **School Code** and **Abbr School Name** may be entered. Each School Code should be a unique number within the district. Abbr School Name is used in reports that are produced with MSDS extracts.
- 5. If converting data from another student record system, enter the school code used in the other system in the **SIS School Code** field.
- 6. Enter the MSDS EEM code in the **State School Code** field.
- 7. Click the **Save** button at the top of the screen.
- 8. Repeat these steps for each school.

#### **DISTRICT SETUP**

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

#### System Values Setup

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

#### **Course Waiver Setup**

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

	lame: Subject Area Namespace: K12.CourseInfo Locked: N Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code										
Lookup Values Add 📀											
		~			Other 👝	State 👝	Alt	Alt		itatus	
×	Line	ListOrder 🔶	Code 🔶	Description 🔶	Other SIS ⇔	Code 🕀	Alt Code 3 👄	Code ⊜ SIF	Year Start	<b>♦</b> Yea End	
	1	99	1	English Language Arts		1				~	*
	2	99	2	Mathematics		2				~	*
	3	99	3	Science		3				~	~
	4	99	4	Social Studies		4				~	~
	5	99	5	Visual, Performing, and Applied Arts		5				~	*
	6	99	6	World Languages		6				~	~
	7	99	8	Health/Physical Education		8				~	*

Figure 31 - Subject Area codes needed for Waivers

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

- 1. Go to the **District Setup** screen, found under **Synergy SIS> System> Setup**.
- 2. Click on the **Waivers** tab.
- 3. Click the **Add** button to add the waivers as follows:

<sup>™</sup> District Setup	> 🔜 🎎 🕮 🕮 😭				
District Setup					
Options System Grade	e Setup   TeacherVUE   Labels	Auto-Sequence	Reports Waiver	Mobile Apps	
Subject Area Waivers					Add 🔇
🗙 Line Order 🔶	Waive Cre	edit From	¢	Transfer Cred	it To 😝
1 2	Health/Physical Education	~		~	
28	World Languages	~		*	
3 4	Science	~		*	
4 3	Mathematics	~		*	
<b>5</b> 5	Social Studies	~		*	
<b>6</b> 1	English Language Arts	~		*	
76	Visual, Performing, and Applied A	~		*	

Figure 32 - District Setup - Waivers

#### **Discipline Codes Setup**

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

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

These are t	he codes from the EOY 2012 SID Worksheet.					
	Be sure to start with the most recent list of codes. Skip the					
	codes that are 'reserved'. Also, skip 'Cost of Property					
	Damage' as it is recorded on each discipline incident.					
Field # Field Name						
1	Reserved Field					
2	Reserved Field					
3	Reserved Field School Prevention Programs					
4	School Disciplinary Problems					
4A	Bullying - Optional					
4B	Truancy					
4 <del>C</del>	Reserved Field					
5	Physical Violence/Assaults					
6	Reserved Field Gang-Related Activity					
7	Illegal Possession					
8	Trespassers/Intruders					
9	Vandalism					
<del>10</del>	Cost of Property Damage					
11	Reserved Field					
12	Criminal Sexual Conduct					
13	Hostage					
14	Reserved Field					
15	Weapons on School Property					
16	Homicide					
17	Drive-by Shooting					
18	Bomb Threat					
19	Explosion					
20	Arson					
21	Robbery/Extortion					
22	Unauthorized Removal of Student					
23	Threat/Attempt of Suicide					
24	Suicide					
25	Larceny/Theft					
26	Illegal Drug Use or Overdose					
27	Minor in Possession of Alcoholic Liquor					

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

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

- 1. Start by copying the SID codes into an Excel spreadsheet.
- 2. Add any additional categories of which the District wants to keep a record.
- 3. "Code" can be any code the district chooses (up to 10 characters). CMT recommends a descriptive alpha-numeric code. NOTE: The Code column below shows examples of codes that can be used.
- 4. "Display Order" controls the order in which the codes are shown when scrolling through them on the code setup screen. If all are left blank or "0", the codes will display in order by the Code column.
- 5. Assign a security code if desired.
- 6. If Mandatory is checked, the code will automatically be available in the School Discipline Code setup.

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

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

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

- 1. After the list of "category" codes is finalized, add the MSDS codes as sub codes under each SID code.
- 2. Any "category" code that could result in expulsion or suspension must have a defined MSDS code.
- 3. The Code on the "level 2" (aka sub or violation) codes can be any descriptive value or can match the State Code.
- 4. The State Code on the "level 2" (aka sub or violation) codes MUST be the code required for MSDS reporting.
- 5. Report To State MUST be checked for MSDS state reporting codes.
- 6. If a "level 2" code could possibly be used when a sexual assault was committed, add sexual assault as a level three code (State Code MUST be SA).

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

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

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

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

To setup **Discipline Codes**:

- 1. Go to the **District Discipline Code Setup** screen, found under **Synergy SIS**> **Discipline Incident> Setup**.
- 2. Click **Add** near the top of the screen to create a level one (category) code. The **Add** screen is displayed.
- 3. Enter a level 1 (category) **Code** and **Description**.
- 4. If your district will be using the first level codes for the SID report, enter the SID code in the **State Code** field.
- 5. Select a **Security** level.
- Enter a Display Order. Display Order controls the order in which the codes are shown when scrolling through them on the code setup screen. If all are left blank or "0", the codes will display in order by the Code column.
- 7. Check the necessary boxes.

🏉 District [	🏉 District Discipline Code Setup: District Discipline Code Setup: PA - Windows Internet Explorer										
Save	Close										
Distrie	ct Discipline Code Setup										
Code	Description	State Code	Security	Old Sis Code							
PA	Physical Assaults	3	3-Medium 💌								
Display O	rder										
3											
Manda	tory 🔽 Report To State 🦳 Mandatory Law Ei	nforcement Notif	ication 📄 Include	e In Teacher∨UE							

Figure 33 - District Discipline Code Setup – level 1 code

- 8. Click the **Save** button near the top of the screen.
- 9. Add level 2 (aka sub or violation) codes.
- 10. Click the **Add** button on the right near the middle of the screen to add second level codes for MSDS reporting.
- 11. Enter **Display Order** if desired.
- 12. Enter a **Code**. The Code can be any descriptive value or can match the State Code.
- 13. Enter a **Description**. MSDS may be included as part of the description.
- 14. Report To State is required for this code to be included in MSDS state reporting.
- 15. Repeat steps 10 15 for all level two codes related to the level one code.

Menu 🗸 🛞 🛞 🏂 Save Undo Add Delete Status: Ready 🗟 🖓 🗒 🖉												
🖓 District Discipline Code Setup												
ysical Assaults State Code: 5												
State Code Seci	urity Old Sis	Code										
Display Order												
Mandatory Law Enforcement Notificat	ion 🗖 Include In Tea	acherVUE										
			Add	Show Detail 🔇								
Discipline Codes       Add Show Detail ©         Add       Show Detail       ©         X       Line       Display Order       Code       Description       State Code       Report To State       Mandatory Law Enforcement       Include in TeacherVUE       Include in TeacherVUE												
Image:												
MSDS-Physical Assault w/no injury	61	~										
	Code Setup ysicel Assaults State Code: 5 State Code Sec 5 State Code Sec 5 Mandatory Law Enforcement Notificat Description MSDS-Physical Assault winjury	Code Setup ysical Assaults State Code: 5 State Code Security Old Sis 5 3-Medium ▼ Old Sis c Mandatory Law Enforcement Notification □ Include In Tex Code State Code	Code Setup         ysical Assaults       State Code: 5         State Code       Security       Old Sis Code         5       3-Medium       ✓         Image: Mandatory Law Enforcement Notification       Include In TeacherVUE         Image: Description       Image: State Code       Report To Game State         MSDS-Physical Assault w/injury       60       Image: State Code	Code Setup       >         ysical Assaults       State Code: 5         State Code       Security         Old Sis Code         5       3-Medium         •       Mandatory Law Enforcement Notification         •       Mandatory Law Enforcement         •       Mandatory Law Enforcement         •       Mandatory Law Enforcement         •       Mandatory Law Enforcement         •       State Code         •       Report To the Enforcement         •       Notification         •       MSDS-Physical Assault winjury         •       •								

Figure 34 - District Discipline Code Setup – level 2 codes

- 16. If a second level code could possibly be used when a sexual assault was committed, add sexual assault as a level three code.
  - a. Click on the line number then click Show Detail.
  - b. Click on the **Add** button on the Detail 1 Codes line.
  - c. Enter SA in Code and State Code.
  - d. Enter Sexual Assault in Description.
  - e. Click Report To State.
  - f. Click the **Save** button near the top of the screen.

Meni	J 🔍 🔍 ≫ 🛛 🏹 🛛 Save 🛛 Undo	Add Delete						Status: Ready	2 5 🗒 🗒		
$\mathbb{V}$	District Discipline Code Se	tup						» 🖌	礼 興 興 💥		
Disc	ipline Code: PA Description: Physical Assaults	State Code: 5									
Dis Cod	e Description Physical Assaults	State Coo	de Security 3-Medium	Old Sis Code							
, Disp 3	andatory IZ Report To State I Mandatory	ĺ		,							
Discipline Codes Ac											
Line	Description	Discipline Det	ail								
1	MSDS-Physical Assault w/injury	Code	Description		State Code						
2	MSDS-Physical Assault w/no injury	60	MSDS-Physical A	Assault w/injury	60						
		Display Order 5	tate 🔽 Mandator	y Law Enforcement Notifica	ation 📄 Include in	Teacher∨UE					
		Detail 1 Codes	:						Add 🔇		
		X Line Dis	play	Description	n 🔶	State Code	Report To State	Mandatory Law Enforcement Notification	Include In TeacherVUE 🔤		
		<b>1</b> 1 5	SA	Sexual Assault		SA	•				

Figure 35 - District Discipline Code Setup – level 3 codes

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

Following is one way to enter discipline codes:

Menu	J.▲	$\langle \langle Q \rangle \rangle$	5	Save Undo Add Delete				Status: Ready	r 🖓 🗒 🕜					
Y	Dis	trict Disci	pline	Code Setup				»	X 💐 🖳 🖳					
Disci	pline	Code: SB Des	cription: Stu	dent Bullying State Code: 41										
Dis	ciplir	ne Codes												
Code	e .	Description		State Code	Security	Old S	lis Code							
SB		Student Bullyin	g	41	5-Highes	st 🔽 🔽								
Disp	lay O	rder												
1														
	landa	atory 🔽 Report	To State	Mandatory Law Enforcement Not	ification	🗖 Include In T	eacherVUE							
Disc	Discipline Codes Add Show Detail 📀													
	X Line Display $\ominus$ Code $\ominus$ Description $\ominus$ State Code $\ominus$ Report Law $\ominus$ Include in $\ominus$													
$ \times $	Line	Order 🗧	Code 🄶	Description	e e	State Code	To 🔶	Enforcement 🚔						
							State	Notification						
	1	1	56	MSDS - Other		56								
Disci	pline	Code: TRNT	Description: "	Truancy State Code: 48										
Discipline Code: TRNT Description: Truancy State Code: 48														
-	Discipline Codes           Discipline Codes													
TRN		Truancy		4B	2-Low									
Disp				,. <u> </u>										
2		1401												
·	anda	tory 🔽 Report	To State	Mandatory Law Enforcement No	tification	🗖 include in 1	Feacher\/III	=						
			TO OLULO	, Manadoly Law Enforcement No	uncation				Rhow Dotoil					
Disc	ipiin	e Codes		Description A State A Report	t To	Mandatory La		Add	Show Detail 🐼					
$ \mathbf{X} $	Line	Display Order	Code 🔶	Description $\Leftrightarrow$ State $\Rightarrow$ Report			iw enforcem fication		acherVUE					
		·												
Disci	pline	Code: PA Des	cription: Phy	sical Assaults State Code: 5										
Dis	ciplin	e Codes												
Code	e.	Description		State Code	Security	/ Old S	Gis Code							
PA		Physical Assau	ults	5	3-Mediu	m 🔽 🗌								
Disp	lay O	rder												
3														
	landa	atory 🔽 Report	To State	Mandatory Law Enforcement Not	tification	🗖 Include In T	'eacherVUE	1						
Disc	iplin	e Codes						Add	Show Detail 🔕					
							Report	Mandatory						
$\boldsymbol{\times}$	Line	Display Order	Code 🌲	Description	Ş	State Code   🌲	To 🍣	Law Enforcement 🚔	Include in TeacherVUE 🚔					
		01100					State	Notification						
	1	1	60	MSDS - Physical Violence with injury		60								
				MSDS - Physical Violence without inju	ury	61								

Figure 36 - Discipline Code Setup Example

Sexual Assault added to both MSDS codes.

2 2

Disc	Discipline Code: GR Description: Gang Related State Code: 6												
Dis	Discipline Codes												
Cod	е	Description			State Code	Security	/ Old S	is Code					
GR		Gang Related	ł		6	4-High	×						
	Display Order												
4	4												
	/land	atory 🔽 Repo	rt To State	Mandatory Law E	Enforcement No	tification	🗖 Include In T	eacherVUE					
Dis	ciplir	ne Codes							Add	Show Detail 🔇			
	Report Mandatory												
×	Line	Display Order	🖨 Code 🌲	Desc	ription	Ş	State Code	To ⊜ State	Law Enforcement 🚔	Include in TeacherVUE 🚔			
									Notification				
	1	1	56	MSDS - Other			56	<b>V</b>					

Disc	Discipline Code: IP Description: Illegal Possession State Code: 7														
Dis	Discipline Codes														
Coc	le	Description			State Code	Security	(	Old Si	s Code						
IΡ		Illegal Possess	ion		7	5-Highe:	st 🔽								
· · ·	Display Order 5														
·	Mandatory 🔽 Report To State Г Mandatory Law Enforcement Notification Г Include In TeacherVUE														
Dis	Discipline Codes Add Show Detail 📀														
×	Line     Display Order     Code     Description     State Code     Report To State     Mandatory Law Enforcement Notification     Include in TeacherVUE														
	1	1	30	MSDS - Illicit Drug			30								
	2	2	31	MSDS - Alcohol			31								
	3	3	62	MSDS - Tobacco			62								
	Discipline Code: TRSP Description: Trespassers or Intruders State Code: 8														
Dis Coc	-	ne Codes			State Code	Security	,	014 81	is Code						
TRS		Description Trespassers or	Intrudore		8	2-Low	/ ~		is coue						
,			mauders		10	2-2000	×	1							
	Display Order														
-															
	Mand	atory 🔽 Report	: To State	🔲 Mandatory Law I	Enforcement No	tification	Includ	e în Te	eacherVUB	=					

Ī	Dis	cipli	ne Codes	Add	Show Detail 🔕					
	×	Line	Display Order	¢	Code 🔶	Description	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE 🖨
		1	1		56	MSDS - Other	56	~		

Disc	ipline	e Code: V Desc	ription: Vand	alism State Code: 9							
Dis	cipli	ne Codes									
Cod	е	Description			State Code	Security	Old S	is Code			
V		Vandalism			9	2-Low	~				
Disp 7	Display Order										
M	1and	atory 🔽 Report	: To State	🗖 Mandatory Law I	Enforcement Not	ification	🗖 Include In T	eacherVUE	<u> </u>		
Disc	ciplir	ie Codes							Add	Show Detail 🔇 🔇	
Line     Display Order     Code     Description     State Code     Report To State     Mandatory Law Enforcement Notification     Include in TeacherVUE											
	1	1	56	MSDS - Other			56				

Discipline Code: PRPTY Description: Property Damage State Code: 10											
Disciplin	ne Codes										
Code	Description			State Code	Security	Old S	lis Code				
PRPTY	Property Dama	ige		10	2-Low	~					
Display C	)rder										
8											
🕫 Mandatory 🔽 Report To State 🧲 Mandatory Law Enforcement Notification 🔽 Include In Teacher//UE											
Discipline Codes Add Show Detail											
X       Line       Display Order       Code       Description       State Code       Report To State       Mandatory Law Enforcement Notification       Include in TeacherVUE											
1	1	56	MSDS - Other			56	<b>V</b>				

Disci	Discipline Code: CSC Description: Criminal Sexual Conduct State Code: 12											
Disc	ciplin	e Codes										
Code		Description		State Code	Security		is Code					
CSC		Criminal Sex	ial Conduct	12	5-Highe	st 🔽						
Displ	ay O	rder										
9												
M	Mandatory 🔽 Report To State 🗖 Mandatory Law Enforcement Notification 🗖 Include In TeacherVUE											
Disc	Discipline Codes Add Show Detail 📀											
×	X     Line     Display Order     Code     Description       Qrder     Code     Description     State Code     Report To State     Mandatory Law Enforcement Notification     Include in TeacherVUE											
	1	1	60	MSDS - Physical Violence with injury		60	<b>V</b>					
	2	2	61	MSDS - Physical Violence without inju	Jry	61	~					

Sexual Assault added to both MSDS codes.

Disc	ipline	e Code: <b>HSTG</b>	Description:	Hostage State Code: 1	3					
Dis	cipli	ne Codes								
Cod	е	Description			State Code	Security	Old S	is Code		
HST	G	Hostage			13	5-Highes	st 🔽			
Disp 10	lay C	Drder								
	1and	atory 🔽 Report	To State	Mandatory Law B	Enforcement Not	ification	🗖 Include In T	eacherVUE		
Dis	ciplir	ne Codes							Add	Show Detail 🔇 🔇
×	Line	Display Order	Code 🖨	Desc	cription	¢	State Code  🖨	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE 🖨
	1	1	56	MSDS - Other			56			

Discipline Code: WEA Description: Weapons on School Property State Code: 15											
Dis	cipli	ne Codes									
Cod	le	Description		State Code	Security	/ Old S	Gis Code				
WE.	A	Weapons on S	chool Prop	erty 15	5-Highe	st 🔽					
Disp	olay C	Order									
11											
Mandatory 🔽 Report To State 🗖 Mandatory Law Enforcement Notification 🧖 Include In Teacher//UE											
Discipline Codes Add Show Detail											
×	Line	Display 🖨 Order	Code 🔶	Description	¢	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE 🖨		
	1	1	20	MSDS - Firearm Possession - Handgur	I	20					
	2	2	21	MSDS - Firearm Possession - Rifle or S	Shotgun	21	•				
	3	3	22	MSDS - Firearm Possession - Other		22	<b>v</b>				
Г	4	4	23	MSDS - Other Weapon Possession		23	<b>V</b>				

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

Di	scipli	ne Codes										
Co	le	Description		State Code	Security	' Old S	Gis Code					
HO	M	Homicide		16	5-Highe:	st 🔽 🔽						
12 🔽	isplay Order 2 ▼ Mandatory ▼ Report To State ■ Mandatory Law Enforcement Notification ■ Include In TeacherVUE											
Dis	rildio	ne Codes						Add	Show Detail 🔇 🔇			
×	Line       Display Order       Code       Description       Code       Report To State       Mandatory Law Enforcement Notification       Include in TeacherVUE       Include in TeacherVUE											
		4	56	MSDS - Other		56	<b>V</b>	<b>V</b>	_			

Discipline	e Code: <b>DBS</b> D	escription: Di	ive by Shooting State Code: 17					
Disciplin	ne Codes							
Code	Description		State Code	Security		is Code		
DBS	Drive by Shooti	ng	17	5-Highe	st 💌 🛛			
Display C	Drder							
13								
Manda	atory 🔽 Report	To State	Mandatory Law Enforcement Not	ification	Include In T	'eacher'/UE		
Disciplin	e Codes						Add	Show Detail 🔇 🔕
× Line	Display Order 🖨	Code 🖨	Description	¢	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE 🖨
1	1	20	MSDS - Firearm Possession - Handg	n	20	~		
2	2	21	MSDS - Firearm Possession - Rifle or	Shotgun	21	<b>V</b>		
<b>–</b> 3	3	22	MSDS - Firearm Possession - Other		22	<b>V</b>		
BT Display O 14	Bomb Threat		18	5-Highe	ət 💌			
		To State	Mandatory Law Enforcement Not	tification	🗖 Include In T	eacher/UE	I	
Disciplin	e Lodes						Add	Show Detail 🔇
× Line	Display Order 🚔	Code 🔶	Description	¢	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE 🖨
1	1	44	MSDS - Bomb or Similar Threat		44			
Disciplin Code ARS Display C 16 Manda	ne Codes Description Arson Order atory I Report		Son State Code: 20 State Code 20 Mandatory Law Enforcement Not	Security <mark>5-Highe</mark> ification	st 💌	iis Code		
Disciplin	ie Codes						Add	Show Detail 🔇
× Line	Display 🔶 Order	Code 🔶	Description	¢	State Code	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE 🔶

55

 $\overline{\mathbf{v}}$ 

**1**1

55

MSDS - Arson

Discipline Code: RE Description: Robbery or Extorting State Code: 21											
Disciplin	ne Codes										
Code	Description			State Code	Security	Old S	lis Code				
RE	Robbery or Ext	orting		21	5-Highes	st 🔽					
Display O	)rder										
17											
Manda	atory 🔽 Report	: To State	🗖 Mandatory Law B	Enforcement Not	ification	🗖 Include In T	eacherVUE				
Disciplin	e Codes							Add	Show Detail 🔇		
× Line	Display 🖨 Order	Code 🖨	Desc	ription	¢	State Code  🖨	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE 🖨		
<b></b>	1	56	MSDS - Other			56	<b>v</b>				
Code URS Display O 18 I Manda	URS Unauthorized Removal of Student 22 5-Highest  Unauthorized Removal of Student 23 5-Highest  Unauthorized Remov										
Disciplin	e Codes							I	Show Detail 🔇 🔇		
X Line	e Display Order 🖨	Code 🌲	Description 🚔 Sta			Mandatory La Notif	w Enforcem ication		clude in acherVUE		
		Description: T	hreat or Attempt of Su	icide State Code: 2	23						
	ie Codes				0	04.0	in Onda				
Code ISUIC	Description Threat or Attern	ont of Quicir	10	State Code	Security 5-Highes		is Code				
, Display O 19	rder		Mandatory Law E	,			eacher∨UE	:			

Dise	cipline (	Codes						ĺ	Add	Show Detail	
×	Line	Display Order	$\Leftrightarrow$ Code $\Leftrightarrow$ Description $\Leftrightarrow$	State Code	¢	Report To State	⊜	Mandatory Law Enforcemer Notification	nt 🔶	Include in TeacherVUE	¢

Disciplir	ne Code: SS Description: Suicide State Code: 24					
Discip	line Codes					
Code	Description	State Code	Security	Old Sis Code		
SS	Suicide	24	5-Highest 🔽			
Display 20	Order					
🔽 Man	datory 🔽 Report To State 🧮 Mandatory Law	Enforcement No	tification 🗖 Includ	le In TeacherVU	E	
Discipl	ine Codes				Add	Show Detail 🔇
X		tate 🔶 Repo ode 号 Sta		tory Law Enforcer Notification	nent 🔶	Include in TeacherVUE

Disc	Discipline Code: LAR Description: Larceny Theft State Code: 25												
Dis	Discipline Codes												
Cod	е	Description			State Code	Security	Old	Sis Code					
LAR		Larceny Theft			25	3-Mediu	m 🔽						
Disp 21	isplay Order												
IZ N	🛛 Mandatory 🔽 Report To State 🗖 Mandatory Law Enforcement Notification 🦵 Include In Teacher//UE												
Dis	ciplir	ie Codes							Add	Show Detail 🔇			
×	Line	Display 🖨 Order	Code 🖨	Desc	ription	¢	State Code 🗧	Report To State	Mandatory Law Enforcement Notification	Include in TeacherVUE 🖨			
	1	1	56	MSDS - Other			56	~					

Disc	Discipline Code: DRUG Description: Illegal Drug Use or Overdose State Code: 26										
Dis	ciplir	ne Codes									
Cod	е	Description		State Code	Security	/ Old S	is Code				
DRU	JG	Illegal Drug Use	or Overdo	se 26	5-Highe	st 🔽					
Disc	lay C	rder									
22											
-											
	/anda	atory 🔽 Report	To State	Mandatory Law Enforcement Not	ification	Include In T	eacherVUE	:			
Dis	ciplin	e Codes						Add	Show Detail 🔕		
×	X       Line       Display Order       Code       Description       State Code       Report To State       Mandatory Law Enforcement Notification       Include in TeacherVUE										
	1	1	30	MSDS - Illicit Drug		30	~				

Discipline	Discipline Code: MIP Description: Minor in Possession of Alcohol State Code: 27										
Discipli	Discipline Codes										
Code	Description			State Code	Security	/ C	Old Sis	Code			
MIP	Minor in Posse	ssion of Al	cohol	27	3-Mediu	m 🔽 🛛					
Display (	Order										
23											
]											
Mand	atory 🔽 Report	To State	Mandatory Law E	ntorcement No	tification		in Lea	chervut	=		_
Disciplin	ne Codes								Add	Show Detail	
× Line	Display Order 🚔	Code 🖨	Desc	ription	¢	State Code	: ⊜	eport To 🖨 State	Mandatory Law Enforcement Notification	Include in TeacherVUE	¢
	1	31	MSDS - Alcohol			31		~			

Discip	line	Code: PD Des	cription: Pers	sistent Disobedience	State Code: Alt S	tate Code:								
Disci	plin	e Codes												
Code		Description			State Code	Alt State	Code	Security	Old S	Sis Code				
PD		Persistent Diso	bedience					1-Lowest	¥					
Displa	splay Order Severity Level													
🔽 Ma	nda	tory 🗖 Report	To State	Mandatory Law E	Enforcement Not	tification	🗖 Include In Te	acherVUE						
Discip	olin	e Codes										Add	Shov	v Detail 🔇
×	ine	Display Order 🚔	Code 🖨	Des	cription	¢	State Code	Alt State Cod		Report To ≑ State	Mandatory Law Enforcement ⇔ Notification	Include in TeacherVU		Severity Level 😂
	1	1	56	MSDS - Other			56			<b>v</b>				

ndbook Infraction r Severit					1-Lowest	✓ 20				
/ 🗖 Report To Sta										
/ 🗖 Report To Sta	to ENternal states and some									
	lie Mandatory Law	Enforcement No	tification	Include In Te	acherVUE					
odes									Add Sh	ow Detail
isplay ⊖ Order ⊖ Code	⇔ Des	cription	¢	State Code	Alt State Code	¢	Report To State ⇔	Mandatory Law Enforcement ⇔ Notification	Include in TeacherVUE ⊖	Severity Level
10	Gum									
20	Foul Language									
30	Indecent Exposure									
41	Computer									
42	Telecommunication	device								
43	Network Infraction									
44	Other Technology									
51	Lying									
52	Cheating									
53	Forgery									
54	Plagiarism									
	Order         Code           10         20           30         41           42         43           44         51           52         53	Order     Code     Design of the second seco	Order     Code     Description       10     Gum       20     Foul Language       30     Indecent Exposure       41     Computer       42     Telecommunication device       43     Network Infraction       44     Other Technology       51     Lying       52     Cheating       53     Forgery	Order     Code     Description       10     Gum       20     Foul Language       30     Indecent Exposure       41     Computer       42     Telecommunication device       43     Network Infraction       44     Other Technology       51     Lying       52     Cheating       53     Forgery	Order     Code     Description     State Code       10     Gum     Image: Code     Image: Code       20     Foul Language     Image: Code       30     Indecent Exposure     Image: Code       41     Computer     Image: Code       42     Telecommunication device     Image: Code       43     Network Infraction     Image: Code       44     Other Technology     Image: Code       51     Lying     Image: Code       52     Cheating     Image: Code       53     Forgery     Image: Code	Order     Code     Description     State Code     All State Code       10     Gum     Image     Image     Image       20     Foul Language     Image     Image       30     Indecent Exposure     Image     Image       41     Computer     Image     Image       42     Telecommunication device     Image     Image       43     Network Infraction     Image     Image       44     Other Technology     Image     Image       51     Lying     Image     Image       52     Cheating     Image     Image       53     Forgery     Image     Image	Order     Code     Description     State Code     All State Code       10     Gum     Image     Image       20     Foul Language     Image     Image       30     Indecent Exposure     Image     Image       41     Computer     Image     Image       42     Telecommunication device     Image     Image       43     Network Infraction     Image     Image       44     Other Technology     Image     Image       51     Lying     Image     Image       52     Cheating     Image     Image       53     Forgery     Image     Image	Sphary       Code       Description       State Code       Alt State Code       To       State         10       Gum       Image       Image	Image: Splay order       Code (a)       Description       State Code (a)       Alt State Code (b)       Report (c)       Law (c)       Etaw (c)	Image: splay order       Code ()       Description       State Code ()       Alt State Code ()       Report State       Law ()       Include in ()         10       Gum       Image: splay ()       Image: splay () <t< td=""></t<>

Mandatory 🗖 Report To State 🗖 Mandatory Law Enforcement Notification 🗖 Include In TeacherVUE

I	Discipline Codes Add St													
	×	Line	Display Order		Description 🔶	State Code	Alt State Code 🚔	Report To ≑ State	Mandatory Law Enforcement ⇔ Notification	Include in TeacherVUE ⊖	Severity Level 😂			
		1	1	56	MSDS - Other	56		<b>v</b>						

#### **Disposition Codes Setup**

- 1. Go to the **District Disposition Code Setup** screen, found under **Synergy SIS> Discipline Incident> Setup**.
- 2. Click **Add** near the top of the screen to create a level one code. The **Add** screen is displayed.
- 3. Enter a Code and Description.
- 4. If your district will be using the first level codes for the SID report, enter the SID state code in the **State Code** field.
- 5. Check the necessary boxes.

🟉 District Dispositio	on Code Setup: District Disposition Code Setup: EXP - Windows Internet Explorer			
Save Close				
District Di	sposition Code Setup			» 🚽 🎎 🖳 🖳 🞇
Disposition Code	Description	State Code	Report To State	Old Sis Code
EXP	Expulsion	19		
		Mandatory		
		V		

Figure 37 - Disposition Code Setup

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

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

The following are required for MSDS state reporting:

> 🖌 🔐 📖 🎇
Code Report To State Old Sis Code
Add Show Detail 🔇
$\Leftrightarrow$ State Code $\Leftrightarrow$
5
3
4
ode Report To State Old Sis Code
Add Show Detail
Add Show Detail 🐼
Add Show Detail State Code 20
Add Show Detail () State Code () 20 21
Add Show Detail () State Code () 20 21 22
Add Show Detail State Code 20 21 22 23

Figure 38 - Disposition Code Setup Example



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

Disposition Code: ISS Description: In School Suspension State Code:			
Disposition Codes			
Disposition Code Description		State Code	Report To State Old Sis Code
ISS In School Suspension			
Mandatory			
Disposition Codes			Add Show Detail 🔇
X Line Disposition Code ⊖	Description		$\Leftrightarrow$ State Code $\Leftrightarrow$
MSDS-In School Suspension			1
Disposition Code: OSS Description: Out of School Suspension State Code:			
Disposition Codes			
Disposition Code Description		State Code	Report To State Old Sis Code
OSS Out of School Suspension			
Mandatory			
Disposition Codes			Add Show Detail

#### Attendance Code Setup

MSDS-Out of School Suspension

Line Disposition Code

OSS

×

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

Description

- 1. Go to the **District Attendance Code** screen, found under **Synergy SIS> Attendance>** Setup.
- 2. Attendance Codes should have been created in the initial set up of Synergy SIS. Refer to the *Synergy SIS Attendance Administrator Guide* for setup instructions.
- 3. Verify that the codes that should be used for Michigan attendance reporting have one of the Types listed above and are flagged as Report To State.

State Co.

2

Men	Menu 👻 🏐 Save Undo Status: Ready 🔊 🖓 🎇 🖉											Status: Ready	2 R	. 0
$\mathbb{V}$	Dist	rict A	ttendance Cod	е									»	
Scho	ool Ye	ar: 2012	-2013											
Atte	endan	ce Reaso	ons											
Atte	ndan	co Scann	ing Options											
				dy Type drop downs a	ire based o	n codes t	hat have her	en marked a	s mandator	v				
	The Default Absence Type and Default Tardy Type drop downs are based on codes that have been marked as mandatory.         ttendance Scan Form       Default Absence Type         Default Tardy Type													
Alle	nuanu	ie ocali i		Absence Type		uit raituy	Type	*						
Atte	Add 🐼													
$ \times $	Line	Code 🔶		Туре 👙	Apportio Type Ov		Report to State	Default Dialer	Letter 🖨	Default Report ≑	TeacherVUE	Mandatory 🖨	SIS Code	¢
	1	E	Excused	Excused 🗸		~	~			~		~	E	
	2	Н	Homebound	Excused 🗸		~							н	
	3	L	Incarcerated	Excused 🗸		~	~						1	
	4	М	Medical	Excused 🗸		~							М	
	5	0	Out of School Suspen	Unexcused 🗸 🗸		~	~			<b>v</b>		~	0	
	6	R	Religious	Excused 🗸 🗸		~							R	
	7	S	School-Related	School Activity 🛛 🗸		~						~	S	
	8	т	Tardy	Unexcused Tardy 🛛 👻	2	~		<b>V</b>		<b>V</b>		~	Т	
	9	U	Unexcused	Unexcused 🗸 🗸		~	~	~	~	<b>v</b>		~	U	
	10	UV	Unverified	Unverified		~							UV	

Figure 39 - Attendance Code Setup

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

#### **Vaccination Code Setup**

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

- 1. Go to the Lookup Table Definition screen, found under Synergy SIS> System> Setup.
- 2. Navigate to the K12.Setup.Vaccination State Cod lookup table.
- 3. ListOrder, Code, Description, and Other SIS can be anything the district chooses but the State Code must match the values listed below.

Nai	Name: Vaccination State Cod Namespace: K12.Setup Locked: N											
	Use C	Code as the S	state Code -	all values reported to state will be	used from	the lookup	code and	not evaluat	te to the S	State Code		
Lo	okup	Values							Ad	d 🔇		
					Description							
×	Line	ListOrder 🔶	Code 😂	Description 🔶	Other SIS ⊖	State Code €	Alt Code 3 🖨	Code ⊜ SIF	Year Start ⊖	Year End ⊜		
	1	0	01	Polio		POLIO			~	~		
	2	0	02	DTaP - Diphtheria, Tetanus, Pertuss		DTaP			~	~		
	3	0	03	Tdap - TD Tetanus		Tdap			~	~		
	4	0	04	MMR - Measles, Mumps, Rubella		MMR			~	~		
	5	0	05	HIB		HIB			~	~		
	6	0	06	Hepatitis B		НерВ			~	~		
	7	0	07	Hepatitis A					~	~		
	8	0	08	Varicella (Chicken Pox)		Varicella			~	~		
	9	0	09	Meningococcal		Menin			~	~		
	10	0	10	Td - Tetanus		Td			*	*		

Figure 40 - Vaccination State Codes

- 4. Click the **Save** button near the top of the screen to save changes.
- 5. Navigate to the K12.VaccinationInfo.Exemptions lookup table.
- 6. ListOrder, Code, Description, and Other SIS can be anything the district chooses but the State Code must match the values listed below.

Nam	Name: Exemptions Namespace: K12.VaccinationInfo Locked: N											
🗖 U	Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code											
Lookup Values												
	X Line ListOrder ⇔ Code ⇔ Description ⇔ Other → State ⇔ Alt Code ⇒ Alt Code ⇒									tus		
×	Line	ListOrder 😝	Code 😂	Description	€	sis ≑	Code 🗟	Alt Code 3 🖨	Code ⊜ SIF	Year Start ⊖	Year End ⊖	
	1	10	MRP	Medical Reasons			М			*	~	
	2	20	MRT	Medical Reasons Temporary			М			*	~	
	3	30	Р	Personal Beliefs			R			*	~	
	4	40	0	Other			0			~	~	
	5	50	IM	Immunity to Measles			IM			*	~	
	6	60	IU	Immunity to Mumps			IU			*	~	
	7	70	IR	Immunity to Rubella			IR			*	~	
	8	80	IH	Immunity to Hepatis B			IH			~	~	
	9	90	IV	Immunity to Varicella			IV			*	*	

- 7. Click the Save button near the top of the screen to save changes.
- 8. Immunization Definitions should have been created in the initial set up of Synergy SIS. Refer to the Synergy SIS Health Administrator Guide for setup instructions.
- 9. State Code must be populated on the Immunization Definition screen for each vaccination to be included in the MCIR Extract.

Course Course	▲ Listor	1							Status:	Ready 没 🖓	1.0
CT	ritistory	Y	Immunization Definition							» 🚽 🕷	🚽 👯
Disciplin	ie –	Sch	ool Year: 2010-2011								
Disciplin	ne Incident				0.0						
ESR			munization Definition Immunization Report	Settings	Options						
Fees			dation Type								L L
Grade B	ook	Dos	age interval validation on a sliding date scale	*							
Grading		Imr	nunizations						Add	Hide Detail	
Thealth		Line	Name	Name: P	olio						
Repo		1	Polio	Name. F							
Setup	<b>)</b>			Dosages	s		🔕 Continu	ing Booster Inte	erval 🤇	Gender	
	mmunization Definiti		DTP/DTaP/DT	Total	Required		Years	Interval		Restriction	
		1 3	Td	5	3			~		Gender	
Hea		4	MMR	L						-	~
🌕 🦓 Hea	alth Log Other	5	HIB							Ľ	
So Hea	alth Log Student	6	HBV 2 DOSE		-	Last Dosage		Max Age			<u> </u>
			HBV	Age	Interval	Superseding	)	Max Age Inter	(1277)		
💍 Hea	alth Screen			4	Year(s)	✓ 4			~		
🛛 🔏 🔤 Hea	alth Screen By Sectio	3	Varicella	Dosage	s Grade F	Requirements Of	her				
😥 🗤 🖉	vidual Healthcare Pl	9	Varicella 13 +		SIS Code						
		10	HEP A		_	- 0- 1-					<b>—</b>
	lication and Service			State Co		s Code					
KS				01	× 1	*					
Locker				Label F	or Comme	nt					

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

## SCHOOL SETUP

There is no school specific setup necessary at this time.

### STATE REQUIREMENTS SCREEN

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

State Requirements	(«
Organization Name: Adams Elementary School Year: 2008-2009	
Options	
No Set up is required at this time.	

### **USER SETUP**



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

VUser	
User Name: User, Admin	
Demographics Organizations User Groups Navigation Menu Security Settings Focus Spell Check POV	
Last Name First Name Middle Name Disabled User Type	
User Admin E Staff 🔽	
Login 🔷 Password 🔷 Dates	
Login Name Email Password Confirm Password User Creation Date	
Admin Admin@edupoint.com	
Force Password Change On Next Login Last Login Date	
Exempt From LDAP	
Address O Preferences O	
Address Default Mode Paging Size Paging Row Size	
Edit 💌	
City State ZIP Code +4 🔽 Show Quick Launch	
Debug Expiration (Hours from Now)	
POV Home Page	
Change POV Home Page	

Figure 41 - User Screen, Default Mode

# Chapter Three: STUDENT PROGRAMS SETUP

In this chapter, the following topics are covered:

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

# CHILDHOOD ASSESSMENTS

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

#### **CHILDHOOD PROGRAM PARTICIPATION**

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

### ENGLISH LANGUAGE LEARNER (ELL) REPORTING SETUP

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

🛛 English Language Learners							
Student Name: Doe, Jol	<b>nn J. Jr.</b> School	KB LW High School	-02113 Room Na	ame: <b>AUTO</b> Staff N	ame: Ackerson	, D.	
ELL ELL Transactions	Assessment	Parent Contact	ELL History	Waiver History	Follow Up	ELL Semesters	3
Last Name	First Name	Middle Nan	ne Suffix	Perm ID	Grade	Gender	
Doe	John	J	Jr.	12098	12	💌 Male 💌	
ELL Status							۵
Last Activity Date Effect	ive Date 🛛 Pro	ogram	Gra	ide LEP	Funding Par	ticipation	
09/12/2011 🔛	📴 Tra	insitional Bilingual	Instruc 💙 12	✓ 6842	2-Title III Immig	rant Education F	~
Current Language Abilit	y Exit Date	Exit Reason	Mainstre	am Eligibility			
×	10/03/2011	Parent Requ	e 💙	*			
Semesters							<b>(</b>
In District Not In District	Prior In District	Prior Not In Distri	ct Total Seme	esters			
			0				
Waiver					🔷 FEP		٨
Waiver Date	Grade	Туре	Status		Date		rade
	9 🛛 🖻			×			*
	Status Date				🖻 El	A CST Proficie	nt 3 Years
Languages							0
Home Language First L	earned	Spoken to	Student at Ho	ime Spoken by S	Student at Ho	me	
Hmong 🖌				✓		*	
Figure 42 - English Language Learners screen							

Figure 42 - English Language Learners screen

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

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

### FREE AND REDUCED MEALS SETUP

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

	🛛 Free and Reduced Meals 🔅 🔛 🎎 🕮 🕮 🕵								
Student Name: Doe, Joh	nn J. Jr. School: KB L	.W High School-0211	3 Status:	Active Room Nam	ne: AUTO				
FRM FRM Transactions									
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gende	er		
Doe	John	J	Jr.	12098	12	🔽 Male	<b>~</b>		
Free and Reduced Mea	ls							Add	
🗙 Line Ente	r Date 🛛 🔶			Frm Code		Ş	Exit Dat	e	$\Leftrightarrow$
1 09/08/2011		R-Reduced		*			P		

Figure 43 - Free and Reduced Meals screen

• FRM Code (K12.ProgramInfo – FRM Code)

### SPECIAL EDUCATION REPORTING SETUP

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

# STUDENT GATE

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

### OTHER NEEDS & PROGRAMS SETUP

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

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

The "State Code" for Title I Support Services must be T1Supp.

To enter a new need:

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

Menu V (S) (S) Find Undo Add Delete					
∀Needs/Programs Definition					
State Code:	Description:				
Programs					
State Code	Description	Locale	School Based		

Figure 44 - Needs/Programs Definition Screen

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

Save Close					
Needs/Programs Definition					
State Code	Description	Locale	School Based		
PgmEligPar	Program Eligibility Participation				

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

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

School Setup chool Name: Hope High School School Year: 2008-200	9			
Basic Info Options SIS Data Options Labels Te	acher Experience			
X Line Number Term Name			Term End Date	
		ate 3/02/2008	12/22/2008	Codes
2 2 Spring		1/05/2009	06/05/2009	S2, YR
Track Selection	<u> </u>			
Tacks				
Other Info				
Exclude from State Reporting Validate Student Cla	sses			
Generic Teacher Aide Course				
course ID 🔶 Course Title 🔶				
Programs / Needs				Show Detail
_ine Description	Offered At Schoo	DI All	Students Partic	i ating Levels
1 Math				
2 Language Arts (reading and/or writing)			<u>Z</u>	
3 Science				
Figure 46 - School Setup Sc	reen, Programs/Ne	eds Setu	0	

Prog	rams / Needs	Hide Detail (	
Line	Description	Description: Science	
1	Math		_
	Eaulgaago i no (roaanig	21st Century program Title 1 Science	
	and/or writing)		
3	Science		-

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

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

- 1. Go to the **Needs/Programs Definition** screen, found under **Synergy SIS> Student Programs> Setup**.
- 2. Find a need for which the program can be used by using the **Scroll** buttons or the **Find** button.
- 3. If students must be withdrawn from the program at the end of the school year, check the **Closes At End of Year** box.

Veeds/Programs Definition		× 📈 🖳 🗒 🗱
State Code: PgmEligPar Description: Program Eligibility Participation		
Programs		
State Code Description	Locale	School Based
PgmEligPar Program Eligibility Participation		
Options		Mass Update Student Program Options 🛛 🔇
The Need is available for the following grades (blank means all) $\square_{i \leftrightarrow i}$	<b>S</b>	Poses At End Of Year
□ Pre □ K □ 01 □ 02 □ 03 □ 04 □ 05 □ 06	<b>□</b> 07 <b>□</b> 08	
□ 09 □ 10 □ 11 □ 12 □ 12+ □ UNG-Elem □ UNG-Sec □ Special	I Ed 🗖 Early Child	
Do Not Report To State		
Programs		Add Show Detail 📀

Figure 47 - Needs/Programs Definition Screen

4. Click the **Add** button.

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

Рго	Programs						
$\sim$	🗙 Line Program Code 🚖		ogram Code 🚊 🛛 Program Description 🔶	State Code 🚔	Valid Year Range		
					Year Start 🔶 Year	End 🍦	
	🗖 1 3500 Early/Middle College Participant 3500 🔽 💌						
	Figure 48 - Adding a new program, Needs/Programs Definition screen						

- 6. If appropriate, enter Year Start and Year End to indicate the years for which the program is valid.
- 7. Click the **Save** button to save the program.

To edit an existing need:

- 1. Find the need to edit using the **Find** button or the **Scroll** buttons.
- 2. Click on the Menu button at the top of the screen and choose Edit Need Definition Data.

Menu 🔻	000	Save	Und			
Edit Need Definition Data						
View Audit Detail For Programs/Levels Definition						
Figure 49 - Menu Button, Needs/Programs Definition Screen						

Figure 49 - Menu Button, Needs/Programs Definition Screen

3. The fields for the need at the top of the screen turn white, and the text can then be edited.

Menu 🗸 🛛 🔍	(9) (3) Save Undo Add Delete	Form Status: Ready (Update Mode) 🛛 😂 🖓 🎎				
∀Progra	ams/Levels Definition	(«				
State Code: 21 Description: Unaccompanied Youth						
Levels						
State Code	Description	School Based Closes At End Of Year				
21	Unaccompanied Youth					
Figure 50 Editing a Nood Nooda/Dragrama Definition Screen						

Figure 50 - Editing a Need, Needs/Programs Definition Screen

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

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

VNeeds/Programs Definition							
State Cod	le: PgmEligPar Des	scription: Program Eligibility Participation					
Program							
State Cod			Locale	Scho	ol Bas	ed	
PgmEligP:	ar Program Eligit	ility Participation					
Options				<u></u>		Update Student Pro	ogram Options 🛛 🔇
		following grades (blank means all)	2		Close	s At End Of Year	
				08			
		2+ TUNG-Elem TUNG-Sec T Special	Ed 🗖 Early Child				
Do Not Re	eport To State						
Programs	S					Add	Show Detail 🔕
× Line	Program Code  🖨	Program Description	÷	State Cod	`odo 🔺	Valid Ye	ar Range
		Frogram Description			•	Year Start	Year End 🛛 🖨
<u> </u>	3500	Early/Middle College Participant		3500		~	~
<u> </u>	6010	Title I TAS		6010		~	~
📕 З	7760	21st Century Community Learning Center F	Program	7760		~	~
<b>–</b> 4	9110	Out-of-State Resident		9110		~	~
<u> </u>	9120	International Student		9120		~	~
<u> </u>	9130	Immigrant		9130		~	~
7	9210	Section 504		9210		~	~
<u> </u>	9220	Alternative Education		9220		~	~
9	9229	Seat-Time Waiver Participant		9229		~	~
<b>1</b> 10	9230	Developmental/Retention Kindergarten		9230		~	

Figure 51 - Need/Programs Definition – Program Eligibility Participation

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

VNeeds/Programs Definition										
State Code: T1Instr Description: Title I Instructional Services										
Programs										
State Code Description	Locale	iol Basi								
T1Instr Title I Instruct	ional Services									
Options 📀 Mass Update Student Program Options										
The Need is available for the following grades (blank means all)										
09										
Do Not Report To State										
Programs			[	Add	Show Detail 🔕					
🗙 Line Program Code 🖨	Program Description	Ş	State Coo		Valid Year Range					
	Frogram Description	$\bigtriangledown$			Year St	tart 🄤	Year End  🔶			
☐ 1 6011	Reading/Language Arts		6011			*	~			
2 6012	English (ESL) for LEP Students		6012		~		~			
3 6013	Mathematics		6013		~		~			
6014	Science		6014		<b>~</b>		~			
			6015		~					
<b>5</b> 6015	Social Studies		0010			×	×			
5 6015 6 6016	Social Studies Vocational Career		6016			~	×			

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

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

VNeeds/Programs Definition											
State Code: T1Supp Description: Title I Support Services											
Programs											
			Locale	School Based							
T1Sup	op	Title I Support	Services	ļ							
Options 🔷 Mass Update Student Program Options								jram Options 🛛 🔕			
The I	Need	t is available for the	: following grades (blank means all) 🛄 🖨			Close	s At End Of Year				
						08					
09   10   11   12   12+   UNG-Elem   UNG-Sec   Special Ed   Early Child											
Do Not Report To State											
Prog	гатs	;					Add	Show Detail 🔕			
×				¢	State Coo		Valid Year Range				
	Line	Program Code	Program Description	$\overline{\bigtriangledown}$	State Cut		Year Start 🛭 🈂	Year End 🛛 😂			
	1	6021	Supporting Guidance/Counseling		6021		~	*			
	2	6022	Social Work, Outreach/Advocacy	6022		~	~				
	3	6023	Prevention Education		6023		~	~			
	4	6024	Health		6024		<b>~</b>	~			
	5	6025	Dental		6025		~	~			
	6	6026	Eye Care		6026		~	~			
	7	6027	Pupil Transportation		6027		~	~			
	8	6028	Other		6028		~	~			

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

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

√Student Needs											
Student Name: Smith, John N. Jr. School: Hope High School Status: Active Room Name: AUTO Age: 17 yrs 8 mths											
Needs Needs Transactions											
Last Name	First Name	Middle Name	Perm ID	Grade	Gender	Bir	th Date				
Smith	John	N	12098	12	Male	✓ 02	/09/1994	P			
Add											
Needs											
Add New Need											
Needs										Show Detail 🔕	
X Line Need Descriptio	n	Program 0	Code		Enter Date	F	Program Gr	ade	Exit Date	Exit Reason	
🔲 🗾 Program Eligib	Program Eligibility Participation Immigrant			09/09/201	1 1	2					
🔲 🛛 2 Title I Instructio	onal Services	English (ESL) for LEP Students			09/08/201	1 1	2				
Title   Support	3 Title   Support Services				09/08/201	1 1	2				
Figure 54 - Student Needs Screen											

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

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

#### **OVERALL STUDENT PROGRAMS TRANSACTIONS SETUP**

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

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

♥District Setup	
District Setup	
Options System Grade Setup TeacherVUE Labels Auto-Sequence Reports Waivers M	lobile Apps
Enrollment Options	0
New Student Add Type Permanent ID Update Type	Enrollment Date Validation
Genesis Genesis update of permanent ID	Must be within school calendar (excluding weekends and holidays as valid days)
☑Allow "No Show" ☑ Require Summer Withdrawal Code/Date For "No Show"	NOTE: All enrollment and attendance dates are validated at runtime by all reports and processes that require the school calendar. Changes to this field do not initiate a retroactive validation.
Show SASIxp Enrollment History	Exit Programs/Services On Student Inactivation
Validate SASIxp Enrollment History	Auto-Generate Needs Transactions
Show Emergency Contact as Lookup	Default Needs Exit Code
Show User Code As Lookup	▼
Show User Num As Lookup	Default ELL Exit Code
Show Advanced Options On Inactivate Student	✓
Delete Course Requests on No Show and Inactivate	Default SPED Exit Code
Delete New Year Enrollment on No Show of Student in Current Year	30-IEP team determined student no longer in need of 💌
Keep Concurrent Enrollment On Inactivate Student	Default GATE Exit Reason
Require Withdrawal Reason Code	· · · · · · · · · · · · · · · · · · ·
Withdrawal Reason Text 🕎 🥥	Use Grid For Transportation Requirements
	Force one race to be selected even if Hispanic
	Allow student classes to be flagged as audited
·	Show District Of Residence as Lookup
Disable New Year Activation	Show Non-District School Lookup As A Find View
New Year Def used when adding new students 🔶	

Figure 55 - District Setup Screen

- 2. To automatically enter an exit date and code for all student programs when the student is inactivated on the Student screen, check the box labeled Exit Programs/Services on Student Inactivation. District will probably only want the student exited from programs/services if leaving the district but not if transferring to another school within the district. Be sure to review the Synergy SIS manual before making changes to these settings.
- 3. To have Synergy SIS automatically create the records needed to submit the data for all student programs, click the **Auto-Generate Needs Transactions**.
- 4. If the district is setup to automatically enter an exit code when the student is inactivated, be sure to select the **Default Exit Code or Reason for the Needs, ELL, SPED, and GATE** programs.
- 5. Click the **Save** button at the top of the screen to save the changes.

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## Chapter Four: SECURITY

In this chapter, the following topics are covered:

- ► Where security for MSDS-related screens may be defined
- Where security for Student Programs related screens may be defined

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

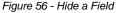
Following is a brief description of a few of the security steps you may want to take.

#### HIDE A FIELD

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

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

Studen	t.MI								
Student Name:	School: Homero	om: Teacher:							
Demographics	Parent/Guardia	an Other Info	Emergency	Enrollment	Enrollment I	History (	Classes D	ocuments	Student Contac
Last Name	First	Name	Middle Name	Suffix Pe	erm ID	Grade	Ge	nder	
							*	*	
Authorization									
Deny Photo/Inte	rview			Absence	Reporting P	olicy			
			*						
Internet Authoriz	zation			Statemen	t Of Awaren	ess			
			*						
Additional Infor	mation - Stude	ent							
Disadvantaged	Early College	Scholar							
~		~							
User Code 1	User Code 2	User Code 3	User Code 4	User Cod	le 5 User	Code 6	User Code	7	
Indicator 1	Indicator 2	Indicator 3	Indicator 4	Indica	tor 5 In	dicator 6	Indicat	tor 7	Indicator 8
Indicator 1 :		~	▼	~	~		~	~	×
(K12-Studer	nt-Indicator1)	cial Ed							



- 1. Go to Synergy SIS> System> Security> Security Definition.
- 2. Click on the **Business Object** name (in this case K12.Student), and then scroll back up to the top.
- 3. Click on the Group Property Access tab.
- 4. Click on the line number of one of the groups, and then click Show Detail.
- 5. All property (field) names are listed in alphabetical order. Find the field name in the list (in this case Indicator 1) and click on the line number.
- 6. Click on the dropdown and select the **None** option to hide the field from the selected group of users.
- 7. Click **Save** at the top of the screen.

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

#### SECURE A FIELD

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

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

Menu 🗸 🔇 🍳	)	d Undo	Add Dele	te				
Student	t.MI							
Student Name:	School: Homeroom:	Teacher:						
Demographics	Parent/Guardian	Other Info	Emergency	Enrollment	Enrollment Histor	y Classes	Documents	Student Conta
Last Name	First Nam	ne M	liddle Name	Suffix P	erm ID Gra	ide V	Gender	
Student Informa	tion							
No Photo	Home Language	Spoken to St	Spoken to S	itudent at Hom	e Last Name	Goes By		
Edupoint		irth Date					Birth Certif	icate Num
On file	Birth State	Birth (	Country	Er	nail 😥	Multip	le Birth Orde	r

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

Figure 57 - Secure a Field

#### HIDE A TAB

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

Menu 🕶 🔇 🌖	) 🔊   🏹   🖪	nd Undo	Add Dele	te						Status: Find	2 🖓 🕹 🕗
Student	t.MI										» 🚽 🐳 👯
Student Name:	School: Homeroom:	Teacher:									
Demographics	Parent/Guardian	Other Info	Emergency	Enrollment	Enrollment Histor	/ Classes	Documents	Student Contact Log	MSDS	MSDS-SPED	MSDS-Adult Ed
Last Name	First Nar	ne	Middle Name	Suffix	Perm ID Gra	de V	Gender 🗸				
Student Informa	tion				<b>E</b> ' <b>E</b> 0 <b>I</b>						<u>a</u> ^

Figure 58 - Hide a Tab

- 1. Go to Synergy SIS> System> Security> PAD Security.
- 2. Click on the screen name (in this case **Synergy SIS> Student> Student**) then scroll back up to the top.
- 3. Click on the line number of one of the groups, and then click Show Detail.
- 4. All menu items, tabs, and buttons are listed. Find the tab you want hidden from this group and click on the line number.
- 5. Click on the dropdown and select **No** to hide the tab from the selected group of users.
- 6. Click **Save** at the top of the screen.
- 7. Repeat for all groups from which the tab should be hidden.

#### **NEEDS/PROGRAMS DEFINITION**

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

• K12.ProgramInfo.Setup.NeedDefinition

Programs/Levels Definition											
State	State Code: 6 Description: Homeless										
Leve	els										
State	Cod	le D	escri	ption	School Bas	sed Closes At En	d Of Year				
6 Homeless C											
Leve	ls								Add		
×	Lina	Limit Co		Limit Description		State Code	ν	alid Ye	ar Range		
$\mathbf{\gamma}$	Line		ue			State Coue	Year Start		Year End		
		21		21st Century program		21		*		~	
	2	22		Homeless		22	2004	*	2006	~	

Figure 59 - Needs/Programs Definition

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

• K12.ProgramInfo.Setup.NeedProgramDefinition

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

• K12.ProgramInfo.Setup.SchoolYearNeedProgramGrade

School Se	etup			
School Name: Hope	High School School Year: 2008-2009			
Basic Info Option	s SIS Data Options Labels Teac	her Experience		
X   Line	Term Name	IGHT	Term End Date	oncronn
Number	Programs / Needs			Hide Detail 🔇
		escription: Science		
	1 Math Language Arts (reading	21st Century program	Title 1 Science	
Track Selection	and/or writing)	Grade □↔⊘		۵
Tracks				¥
Other Info 📕				
Exclude from Sta	ate Reporting validate Student Classe	es		
Generic Teacher A	ide Course			
Course ID	e Title 🔶			
Programs / Needs			Show	Detail 🔕
Line Description		Offered At School	All Students Participating	Levels
1 Math		Г		
2 Language Arts	s (reading and/or writing)			
3 Science				

Figure 60 - School Setup screen

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

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

#### **CHILDHOOD PROGRAM PARTICIPATION**

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

• K12.ProgramInfo.ChildhoodProgParticipationGrid

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

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

• K12.ProgramInfo.ChildProgParticipation

♥Childhood P	rogr	am Par	ticipatio	on						(
Student Name: Ramada,	Keith	School: Pinna	cle Pre-Scho	ol Status: Act	ive Room I	Name: Verbose	Age: 3 yrs 8 mtl	าร		
Programs Programs Transactions										
Last Name	First N	lame	Middle Na	ame Perm	ID	Grade	Gender	Birth Dat	е	
Ramada	Keith			9970	12	PS	Male	09/15/200	JS 📝	
Add Program										6
ChildHood Programs Add New Program										
Services									S	how Detail 🔕
Line Decscription	Code	Enter Date	Leave Date	CTDS	Family Income	Live In Household	Mother Emp Status	Father Emp Status	PPVT Exempt	Adult Education ID
Migrant Education Even Start	4	05/29/2009		123456000		Father	V	M	Age Exemption	
2 Early Childhood Block Grant	1	05/29/2009		123456000		Both	M	M	Age Exemption	
3 Title I Even Start	3	09/20/2008	05/29/2009	123456000		Both	N	M	Age Exemption	

Figure 61 - Childhood Program Participation Screen

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

• K12.ProgramInfo.ChildhoodProgParticipationDetailGrid

<b>V</b> Childl	hood Progra	am Partici	ipation								6
Student Nam	udent Name: Ramada, Keith School: Pinnacle Pre-School Status: Active Room Name: VerboseAge: 3 yrs 8 mths										
Programs	Programs Transactio	ons									
Last Name	First N	ame Mi	iddle Name	Perm ID	Grade	:	Gender	Birth	Date		
Ramada	Keith			997012	PS	•	<ul> <li>Male</li> </ul>	<mark>- 0</mark> 9/18	5/2005		
Add Program	n										<u></u>
ChildHood Pi	ChildHood Programs Add New Program										
Services										Hid	le Detail ( 🔕
Line Decscri	ption	Deta	ul l								
	hildhood Block Gra										<b>(</b>
2 Title I E	ven Start	Line	Enter Date	Exit Date	CTDS		Live In Household	Mother Emp Status	Father Emp Status	PPVT Exempt	Adult Education ID
			09/20/2008	05/29/2009	123456000		Both	N	N	Age Exemption	

Figure 62 - Childhood Program Participation Screen, Show Detail

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

• K12.ProgramInfo.ChildhoodProgParticipationHistGrid

student Name:	Ramada, Keith	ichool: Pinnacle	Pre-School	Status: Active	Room Name	: VerboseAge: 3 )	rs 8 mths			
Programs Pr	ograms Transactio	ns								
_ast Name	First Nar	ne l	Middle Name	e Perm ID	Gr	ade G	ender Bi	th Date		
Ramada	Keith			997012	PS	S 🔽 🛛	1ale 🔽 09	9/15/2005		
Auto Generation Department Transaction Department Automation Department Transaction Department Automation Department Transaction Department Automation Department Transaction Department Transaction Department Transaction Department Transaction Department Transaction Department Transaction Department Automation Department Transaction Departm										G
Line Fiscal Yea Date		Entry Date	Exit Date	CTDS	Family Income	LiveInHousehold	Mother Emp Status	Fathe Emp Status	Organization Name	Erro
1 07/01/20	Early Childhood Block Grant		05/29/2009	123456000	П			Π	Pinnacle Pre- School	
2 07/01/20	08 Title I Even Start	05/19/2009	05/29/2009	123456000			Γ	Π	Pinnacle Pre- School	

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

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

- K12.ProgramInfo.ChildhoodProgParticipationUI
- K12.ProgramInfo.ChildhoodProgParticipationAddUI
- K12.ProgramInfo.ChildhoodProgParticipationDetailUI

#### **ENGLISH LANGUAGE LEARNERS**

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

The node **K12.ProgramInfo.ELLStudentTestPartGrid** controls the **Show Details** screen of the ELL Assessments. However, the scores can still be modified in the main screen.

Server Ser	guage Lea	rners								«
Student Name: Abbott, I	Billy C. School: Hop	pe High School F	Room Name: S	Staff Name:						
Assessment ELL EL	L Transactions 🛛 🗸	Vaiver History	Follow Up	Parent Co	ontact					
Last Name	First Name	Middle Nam	ne Suffix	Perm ID	)	Grade	e (	Gender		
Abbott	Billy	C		905483		12	<b>~</b>	Male 🔽		
Add Test To Student										۵
ELL Test		- Add								
ELL Assessment										
X Line Admin Date	Test Name Gra	ide Result Co	ide Ora	l Reading	Writing	Overall	Test Details	School Na	me	Exclude From SAIS
1 09/30/2009	ELL - 12 2008	🖌 ELL Afte	r Re- 🚩 354	259	178		<u>Show</u> Details			
Figure 64 - English Language Learners Screen										

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

• K12.ProgramInfo.ELLHistory

∀English Language Learners										
Student Name: Abbo	ott, Billy C. School: H	ope High School Ro	om Name: <b>231</b> S	taff Name: Gordon, K.						
Assessment ELL	ELL Transactions	Waiver History   Fo	llow Up Parent	Contact						
Last Name	First Name	Middle Name	Suffix Pern	n ID Grade	Gender					
Abbott	Billy	C	905	483 12	💌 Male 💌					
ELL					Add					
X Line Date	Program	Partic	ipation Status	Exit Date	Exit Reason					
<b>1</b> 09/08/2008	3 📴 O-Structured or	Sheltered 🔽 N-Nev	V	¥						

Figure 65 - ELL tab of the English Language Learners Screen

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

• K12.ProgramInfo.ELLHistoryGrid

♥English La	anguage Lea	rners					«
Student Name: Abbo	ott, Billy C. School: H	ope High School Room	Name: <b>231</b>	Staff Name: <b>G</b>	ordon, K.		
Assessment ELL	ELL Transactions	Waiver History Follow	w Up Parer	nt Contact			
Last Name	First Name	Middle Name S	Suffix Per	m ID	Grade	Gender	
Abbott	Billy	C	90	5483	12	🖌 Male 🛛 💌	
F Auto Generate							
Transaction Detail							0
Line Fiscal Year Start Date Pro	gram Code	Participation Status	Entry Date	Exit Date	Exit Reason	Organization Name	Error
	Ictured or Sheltered Iish Immersion	New	09/08/2008	06/05/2009		Hope High School	
LEGEND Bolded Text: Calcula Highlighted Row: Ind	ated Values licates an Error condi	ition					

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

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

• K12.ProgramInfo.ELLWaiver

♥English Lang	uage Learne	ers			(	«	
Student Name: Abbott, Bi	lly C. School: Hope Hi	gh School Room N	lame: <b>231</b> Staff Nar	me: Gordon, K.			
Assessment ELL ELL	Transactions Waive	er History Follow	Up Parent Conta	ict			
Last Name F	First Name	Middle Name St	uffix Perm ID	Grade	Gender		
Abbott	Billy	c J	905483	12	🕙 Male 💌		
Status					(	0	
Waiver Date	Grade Typ	e Statu	is Statu:	s Date			
11/01/2008	12 💌 My	child is 11 💌 Grar	nted 🔽 11/02	2/2008 📴			
Waiver History Add 📀							
X Line Waiver Enter Date	e 🛛 🛛 🤁 Waiver Grade	Waiver Type	Waiver Status	Waiver Status Date	Waiver Exit Date		
1 11/01/2008	7 12	My child is 1( 💙	Granted 🛛 👻	11/02/2008 🛛 📝		1	

Figure 67 - Waiver History tab of the English Language Learners Screen

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

• K12.ProgramInfo.ELLComment

♥English La	anguage Lea	rners				
Student Name: Abbo	ott, Billy C. School: Ho	pe High School Ro	om Name	: 231 Staff Name:	Gordon, K.	
Assessment ELL	ELL Transactions	Vaiver History Fol	low Up	Parent Contact		
Last Name	First Name	Middle Name	Suffix	Perm ID	Grade	Gender
Abbott	Billy	C		905483	12	💌 Male 💌
Follow Up						Add 🤇
X Line Date	Comment					
		ed on Billy's j	progres	3		

Figure 68 - Follow Up tab of the English Language Learners Screen

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

• K12.ProgramInfo.ELLParentHistory

$\mathbb{V}$	En	glis	h La	ngı	lage Le	ar	ners							«
Stu	dent	Name:	Abbot	t, Bill	<b>y C.</b> School	Hop	e High School	Room Name	e: <b>231</b> Staff Name	: Gordon, K.				
As	sess	ment	ELL	ELL -	Transactions	W	/aiver History	Follow Up	Parent Contact					
Las	t Nar	ne		F	irst Name		Middle Na	me Suffix	Perm ID	Grade		Gender	r	
Abt	oott			E	Billy		C		905483	12	~	Male	~	
Pa	rent	Conta	ct									A	dd	
X	Line	Date			Туре		Comment							
							<b>₩</b>							
		10/30	)/2008	P	Initial	*		-	's parents w:	ith the init:	ial 1	results	3 of	
	the ELL assessment test													
	Figure 69 - Parent Contact tab of the English Language Learners Screen													

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

- K12.ProgramInfo.ELLStudentTestUI
- K12.ProgramInfo.ELLUI
- K12.ProgramInfo.ELL
- K12.ProgramInfo.ELLAssessment
- K12.ProgramInfo.ELLAssessmentTest

#### FREE AND REDUCED MEALS

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

• K12.ProgramInfo.StudentFRMHistory

	Reduced Me	eals					~
Student Name: Smit	th, John N. Jr. Scho	ol: Hope High School	Status: Active Room Name:	AUTO			
FRM FRM Transa	ctions						
Last Name	First Name	Middle Name	Suffix Perm ID	Grade	Gender		
Smith	John	N	Jr. 12098	12	Male 💌		
Free and Reduced	Meals						Add 🔇
X Line	Enter Date	$\Leftrightarrow$	Frm C	ode	4	Exit Date	$\Leftrightarrow$
1 09/08/201	1 🔛	F-Free	*				

Figure 70 - Free and Reduced Meals Screen

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

• K12.ProgramInfo.StudentFRMTransactionHistory

Auto Generate Transaction Detail Line Fiscal Year Start Date Need Exit Date Exit Date Receiving School CTDS Grade Organization Name Error 1 07/01/2011 Free 09/08/2011 06/01/2012 Hope High School	Student Name: Smith, J	ohn N. J	r. School: Ho	pe High School	Status: Activ	e Room Nar	ne: AUTO					
Smith     John     N     Jr.     12098     12     Male       Auto Generate       Transaction Detail       Line     Fiscal Year Start Date     Need     Entry Date     Exit Date     Receiving School CTDS     Grade     Organization Name     Error       1     07/01/2011     Free     09/08/2011     06/01/2012     Hope High School	FRM FRM Transactio	ns										
Auto Generate Transaction Detail Line Fiscal Year Start Date Need Entry Date Exit Date Receiving School CTDS Grade Organization Name Error 1 07/01/2011 Free 09/08/2011 06/01/2012 Hope High School	Last Name	First Na	me	Middle Name	Suffix	Perm ID	Grade		Gende	r		
Transaction Detail         Control           Line Fiscal Year Start Date         Need         Entry Date         Exit Date         Receiving School CTDS         Grade         Organization Name         Error           1         07/01/2011         Free         09/08/2011         06/01/2012         Hope High School         Image: Control of CTDS         Hope High School         Image: Control of CTDS         Image: Co	Smith	John		N	Jr.	12098	12	~	Male	~		
Line         Fiscal Year Start Date         Need         Entry Date         Exit Date         Receiving School CTDS         Grade         Organization Name         Error           1         07/01/2011         Free         09/08/2011         06/01/2012         Hope High School         Hope High School	Auto Generate											
1 07/01/2011 Free 09/08/2011 06/01/2012 Hope High School	Transaction Detail											
	Line Fiscal Year Start Dat	e	Need	Entry Date	Exit Da	ate	Receiving School (	TDS		Grade	Organization Name	Error
	1 07/01/2011		Free	09/08/2011	06/01	/2012				ĺ	Hope High School	
LEGEND	LEGEND											

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

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

• K12.ProgramInfo.StudentFRM

#### MASS UPDATE STUDENT PROGRAMS

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

Update Programs					
	te Student Progr	ams			
Organization Name: Ho	pe High School School Yea	ır: <b>2009-2010</b>			
Action Close Programs in the 2009- as the exit date for the	2010 school year will be clos program.	ed. The last valid schoo	l day based on ti	ne students scho	ol of record will be used
Childhood Programs	English Language Learners	Free & Reduced Meals	Student GATE	Student Needs	Special Ed Needs

Figure 72 - Mass Update Student Programs Screen

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

K12.ProgramInfo.MassUpdateStudentPrograms

#### **S**TUDENT NEEDS

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

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

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

The security node K12.ProgramInfo.StudentNeedsPrograms prevents deletion of a need.

$\nabla$	Student Nee	eds						«
Stud	ent Name: Abbott, E	Billy C. School: Hope	High School Stat	us: Active	Room Name: 231	VerboseAge: 2	4 yrs 0 mths	
Nee	eds Needs Transact	ions						
Last	Name	First Name	Middle Name	Perm ID	Grade	Birth (		
Abb	ott	Billy	JC	905483	12	05/13	/1985 📴	
Add	l Program							0
Nee	ds							
		Add New Ne	ed/Program					
Nee	eds							Show Detail 🔕
X	Line Need Description	on	Program	Code	Enter Date	Exit Date	Exit Reason	Receiving Sch CTDS
	1 Quantitative (N	vlath) Giftedness	Gifted P	rogram	09/15/2008			123456000

Figure 73 - Student Needs Screen

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

• K12.ProgramInfo.StudentProgramTransactionGrid

ΥS	tudent Need	ds								«	
Studer	nt Name: Abbott, B	illy C. School: H	ope High Schoo	ol Status	: Active Room	Name: <b>231</b> Verbo	oseAge: <b>24 yrs 0 n</b>	nths			
Needs	Needs Transactions										
Last N	ame	First Name	Middle N	lame	Perm ID	Grade	Birth Date				
Abbot	Abbott Billy C 905483 12 05/13/1985										
F Aut	Auto Generate										
Trans	action Detail									٨	
Line	Fiscal Year Start Date	Need	Program Code	Enter Da	ite Exit Date	Exit Reason	Receiving Schoo	I CTDS	School	Error	
10	Ouantitative Gifted (Math) Program 09/15/2008 06/05/2009 123456000 Hope High School										
Bolde	LEGEND Bolded Text: Calculated Values Highlighted Row: Indicates an Error condition										

Figure 74 - Needs Transactions tab of the Student Needs Screen

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

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

#### STUDENT PROGRAMS SUMMARY

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

- Childhood Program Participation Transaction Detail K12.ProgramInfo. ChildhoodProgParticipationHistGrid
- English Language Learners Transaction Detail K12.ProgramInfo.ELL HistoryGrid
- Free and Reduced Meals Transaction Detail K12.ProgramInfo.StudentFRM TransactionHistory
- Special Ed Student Transaction Detail K12.ProgramInfo.SpecEdServices TransactionsGrid
- Student Needs Transaction Detail K12.ProgramInfo.StudentProgram TransactionGrid



Figure 75 - Student Program Summary Screen

#### EXTRACTS AND REPORTS SECURITY

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

# Chapter Five: MSDS FIELD LOCATIONS

In this chapter, the following topics are covered:

 Where the information uploaded to MSDS is located in Synergy SIS

#### **MSDS FIELD LOCATIONS IN Synergy SIS**

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

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

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

MSDS Characteristic Name	Synergy SIS Screen - Tab / Section	Field	Calc
Enrollment			
EnrollmentDate	Student.MI - Other Info / Other Information	Original District Enter Date	
EnrollmentType	Not reported at this time		
ExitStatus	Student.MI - Enrollment / Enrollment Activity Student.MI - Enrollment / Summer Withdrawal Student.MI - Other Info / Graduation Information	Leave Code Summer Withdrawal Code Graduation Status	
ExitDate	Student.MI - Enrollment / Enrollment Activity Student.MI - Enrollment / Summer Withdrawal Student.MI - Other Info / Graduation Information	LeaveDate Summer Withdrawal Date Graduation Date	
ExitType	Not reported at this time		
General Ed FTE			
GeneralEdFTE	Student.MI -Enrollment / Enrollment Activity	Gen Ed FTE	
Homeless Demographics	,		
Homeless	Student.MI - Other Info / Other Information	Homeless	
UnaccompaniedYouth	Student.MI - Other Info / Other Information	Family Code	
Initial IEP		,	
DateOfParentalConsent	Student.MI - MSDS-SPED / Initial IEP	Date Of Parental Consent	
TimelinessOfInitialIEP	Student.MI - MSDS-SPED / Initial IEP	Timeliness	
ResultOfInitialIEP	Student.MI - MSDS-SPED / Initial IEP	Result	
DaysBeyondTimeline	Student.MI - MSDS-SPED / Initial IEP	Days Beyond Timeline	
LEP			
FundingParticipation	English Language Learners - ELL History / ELL History	LEP Funding Participation	
LEPInstructionalProgram	English Language Learners - ELL History / ELL History	Program	
PrimaryLanguage (Home Language)	English Language Learners - ELL / Languages	Spoken to Student at Home	
LEPExitReason	English Language Learners - ELL History / ELL History	Exit Reason	
LEPExitDate	English Language Learners - ELL History / ELL History	Exit Date	
	English Language Learners - ELL History / ELL History	Date	Y
Membership			-
DateOfCount	Enter on prompt screen	Otudarst Dissist	
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		
CourseldentifierCode	To be determined		
LocalCourseld	To be determined		
LocalCourseTitle	To be determined		
LocalCourse Little			1
CourseType	To be determined		

MSDS Characteristic Name	Synergy SIS Screen - Tab / Section	Field	Calc
CourseSection	To be determined		
TermType	To be determined		
ClockHours	To be determined		<u> </u>
GradetoDate	To be determined		<u> </u>
CreditsGranted	To be determined		
FinalGrade	To be determined		
OEAA Assessment			
MathTestType	Enter on prompt screen		
MathGroupCode	Enter on prompt screen		
MathResearchCode1	Enter on prompt screen		
MathResearchCode2	Enter on prompt screen		
ReadingTestType	Enter on prompt screen		
ReadingGroupCode	Enter on prompt screen		
ReadingResearchCode1	Enter on prompt screen		
ReadingResearchCode2	Enter on prompt screen		
WritingTestType	Enter on prompt screen		
WritingGroupCode	Enter on prompt screen		
WritingResearchCode1	Enter on prompt screen		
WritingResearchCode2	Enter on prompt screen		
ScienceTestType	Enter on prompt screen		
ScienceGroupCode	Enter on prompt screen		
ScienceResearchCode1	Enter on prompt screen		
ScienceResearchCode2	Enter on prompt screen		
SocialStudiesTestType	Enter on prompt screen		
SocialStudiesGroupCode	Enter on prompt screen		
SocialStudiesResearchCode1	Enter on prompt screen		
SocialStudiesResearchCode2	Enter on prompt screen		
ELATestType	Enter on prompt screen		
ELAGroupCode	Enter on prompt screen		
ELAResearchCode1	Enter on prompt screen		
ELAResearchCode2	Enter on prompt screen		
Personal Core			
UIC	Student.MI - Demographics / Student Information	UIC	
LastName	Student.MI - Demographics	Last Name	
FirstName	Student.MI - Demographics	First Name	
MiddleName	Student.MI - Demographics	Middle Name	
Suffix	Student.MI - Demographics	Suffix	
DateOfBirth	Student.MI - Demographics / Student Information	Birth Date	
MultipleBirthOrder	Student.MI - Demographics / Student Information Student.MI - MSDS / Other	Multiple Birth Order	
Gender	Student.MI - Demographics	Gender	_
Personal Curriculum	·		
PersonalCurriculumCredit Modification	Student.MI - MSDS / Student Waivers	Waived Subject Area	
PersonalCurriculumType	Student.MI - MSDS / Student Waivers	Waiver Type	1
Personal Demographics			_

MSDS Characteristic Name	Synergy SIS Screen - Tab / Section	Field	Calc
ResidentLEANumber	Student.MI - Enrollment / Enrollment Activity	District of Residence	
StudentResidentCounty	Student.MI - Demographics / Home Address	Resident County	1
CountryOfBirth	Student.MI - Demographics / Student Information	Birth Country	
YearOfEntry	Student.MI - Other Info / Other Information	US School Entry Date	
StreetAddress	Student.MI - Demographics / Home Address	Address	_
StreetAddress2	Not needed		
PersonalDemographicsCity	Student.MI - Demographics / Home Address	City	
State	Student.MI - Demographics / Home Address	State	
ZipCode	Student.MI - Demographics / Home Address	ZIP Code	
Ethnicity	Student.MI - Demographics / Race and Ethnicity	Race	
Phone	Student.MI - Demographics / Phone Numbers	Phone	
Program Participation			
ProgramEligibility Participation	Student Needs - Needs / Needs	Need Program Code	
School Demographics			
OperatingISDESANumber	Enter on prompt screen	Submitting Entity Code	
OperatingDistrictNumber	Enter on prompt screen	District Number	
SchoolFacilityNumber	Organization - School / Other Information	State School Code	
StudentIdNumber	Student.MI - Demographics	Perm ID (SISNumber)	
GradeOrSetting	Student.MI - Enrollment / Enrollment Activity	Grade	
S2E2Code	Student.MI - Enrollment / Enrollment Activity	S2E2 Code (SREnrUserDD1)	
SNE			
SupplementalNutrition Eligibility	Free and Reduced Meals - FRM	FRM Code	
Special Education			
PrimaryDisability	Student.MI - MSDS-SPED / Special Education	Primary Disability	
SecondaryDisability	Student.MI - MSDS-SPED / Special Education	Secondary Disability	
IEPDate	Student.MI - MSDS-SPED / Special Education	IEP Date	
ProgramServiceCode	Student.MI - MSDS-SPED / Special Education	Program Service	
SupportServices	Student.MI - MSDS-SPED / Special Education	Support Service	
PrimaryEducationalSetting	Student.MI - MSDS-SPED / Special Education	Primary Education Setting	
SpecEdExitReason	Student.MI - MSDS-SPED / Special Education	Exit Reason	
SpecEdExitDate	Student.MI - MSDS-SPED / Special Education	Exit Date	
PlacedByAnotherDistIEP	Student.MI - MSDS-SPED / Special Education	Placed by Another Dist IEP	
Section52FTE	Student.MI - MSDS-SPED / Special Education	Section 52 FTE	1
Section53FTE	Student.MI - MSDS-SPED / Special Education	Section 53 FTE	
Student Record Maintenance	) }		
AsOfDate	Entered on prompt screen		
Submitting Entity			
SubmittingEntityCode	Entered on prompt screen	Submitting Entity Code	
SubmittingEntityTypeCode	Entered on prompt screen	Submitting Entity Type Code	
Student Course Component			

MSDS Characteristic Name	Synergy SIS Screen - Tab / Section	Field	Calc
-	Get courses from Student Classes		
SubjectAreaCode	District Course MI - Description / National Course Classification	Subject Area (SCEDSubjectArea)	
CourseldentifierCode	District Course MI - Description / National Course Classification	Course Code (SCEDCourseCode)	
LocalCourseld	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	1
Title I Service			
TASInstructionalServices	Student Needs - Needs / Needs	Need Program Code	
TASSupportServices	Student Needs - Needs / Need	Need Program Code	

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