



## **December 1, 2005 Technical Manual for Submission of Special Education Student and Personnel Data Counts**



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# General Instructions

## Michigan Department of Education

### Office of Special Education and Early Interventions Services

P.O. Box 30008

Lansing, Michigan 48909

### SE-4568: General Instructions for the December 1, 2005 Special Education Student and Personnel Counts

|   |  |
|---|--|
| <b>Authority:</b>                       | P.L. 108-446, Individuals with Disabilities Education Improvement Act (IDEIA 2004).  |
| <b>Completion:</b>                      | Required. Funding will not be considered if this count is not completed and submitted to this department.  |
| <b>Contacts:</b>                        | Dr. James R. Nuttall (nuttallj@michigan.gov), phone: (517) 335-0454 Office of Special Education and Early Intervention Services.   |
| <b>Technical Assistance and Support</b> | Interagency Information Systems contacts:<br>Norma Hackett (nhackett@mi-iis.com), phone: (866) 731-2379 or (269) 489-5255;<br>Mary Schrader ( <a href="mailto:msodutch@aol.com">msodutch@aol.com</a> ), phone: (269) 496-5885; or<br>Allan Knapp ( <a href="mailto:akzoom@aol.com">akzoom@aol.com</a> ), phone (517) 485-8181. |

#### Purpose of this manual

This document provides instructions for completing the December 1, 2005, special education student and personnel counts, as required by the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA 2004). All data collected on the active student database, exited student database, and the personnel database are necessary to insure over 100 million dollars in special education funding for the State of Michigan. The completion of this count is a major priority of the Office of Special Education and Early Intervention Services. Your cooperation with the completion of these counts is greatly appreciated.

#### Completing the Count

On December 1, 2005, districts operating special education programs are required to complete a count of:

- (1) students currently enrolled in special education,
- (2) students who have exited special education within the last twelve months, and
- (3) currently employed special education personnel.

Data must be transmitted to the Michigan Department of Education over the internet via the Michigan Compliance Information System (MI-CIS) website ([www.micis.org](http://www.micis.org)). Requirements for data format and data transmission are outlined in this *Technical Manual*. Data will be error checked at the MI-CIS website; there will be a test version of the submission program available for the December 2005 submission through the MI-CIS Pilot Site ([www.micis.org](http://www.micis.org)), on or about October 1, 2005. ***Data must be error free before the data will be accepted.***

## Training, Technical Assistance and Support

Telephone conferences regarding data submission and verification will be held in October and November. Participants should register at [www.mi-iis.com](http://www.mi-iis.com). The *MI-CIS 2005 Periodic Count Step-by-Step Guide* and this manual (*December 1, 2005 Technical Manual for Submission of Special Education Student and Personnel Data Counts*) are available at [www.micis.org](http://www.micis.org) and [www.mi-iis.com](http://www.mi-iis.com). Telephone support is provided by Interagency Information Systems at the telephone numbers listed above.

## Student and Personnel Counts

### ***Unduplicated Count:***

The P.L. 108-446, IDEIA 2004, December 1 count is an unduplicated count of special education students. Districts are to count each special education student *once*. If a student attends more than one district, the districts must decide between themselves which district is the Primary Attending district that will count the student. In such a case, the district that does not count the student will be recorded as the Secondary Attending district. The Michigan Schools for the Deaf and Blind count students who are in attendance. Part of the submission of student counts to the MI-CIS system assigns each student a Student Unique Identifier (SUI). For most students, this will be the same as last year. Students having enrolled since the last count will receive a new SUI number.

### ***Currently Enrolled Students:***

On December 1, 2005, the ISD and its constituent LEAs should complete an unduplicated count of students currently enrolled in special education. Special education students from birth through 26 years of age are counted. Only special education students who meet the following criteria may be included in this count:

- The student must have an Individualized Education Program (IEP) or be placed on temporary placement on or before December 1, 2005,
- The student must be receiving special education programs and services in accordance with their IEP.

### ***Exiting Student Count***

The P.L. 108-446, IDEIA 2004, requires districts to submit a count of students exiting special education programs and services between December 2, 2004 and December 1, 2005. When exiting a student, the district should save all current data within the student's record and add the date exited and reason for exiting.

### ***Personnel Count***

The PL 105-17, IDEIA 2004, requires districts to submit a count of **currently employed** special education personnel. For a complete listing of personnel to be counted, please refer to Personnel Field 7: Areas of Approval, in the data manual. If you have teachers who are on (1) substitute permit or (2) full-year permit should be included in the personnel count, and provide their appropriate level of certification. There is no data collection of exited personnel. **WARNING! RMS users should not delete your exited personnel from your files without first checking to make sure that the provider of service is not entered on student records. Deleting personnel records violates a data system condition called Referential Integrity, and will cause multiple errors if you migrate to another system like MI-CIS.**

## Error Checking and Audit

### ***Error Checking***

Districts submitting data should check for errors prior to submission. There will be an additional error check process at the MI-CIS website (www.micis.org). When data is submitted it will be checked and an error report will be quickly e-mailed to your district for review. Data will not be moved into the MI-CIS December Count database until it is error free. The MI-CIS error check procedure will issue a data validation report indicating the acceptance of the data submission.

***Back-Up Files (For non-Daily MI-CIS Users. MI-CIS Users need not back up their data)***

Each district generating a count should maintain a back-up copy of their December 1, 2005 files. Frequently districts change their databases after completing the count. Back-up files ensure that the count data can be recreated if data is lost.

***Departmental Data Verification of the December 1 Count***

The Michigan Department of Education will conduct Data Verification tasks related to the submitted December 1 count data. The Data Verification will be part of the overall Continuous Improvement Monitoring System (CIMS). The Data Verification will examine specific fields and sets of fields to insure accurate submissions. For example, exit reasons will be checked to determine if a “moved” or “drop out” student is enrolled in another district. Follow up will be done on overdue IEP dates to encourage compliance. As part of the monitoring system, fields in some electronic records may be compared to physical records to check for accuracy: name of student, district providing student’s program, birth date, IEP date, disability, services provided, educational setting, and reason for exiting.

**Data Submission**

***Submitting dates:***

After completing and reviewing your counts, transmit your data to the MI-CIS website between December 1 and December 21. ***Districts will not be allowed to change student counts after January 13, 2006.***

***Data File Submission:***

The Michigan Department of Education (MDE) and the Center for Education Performance Information (CEPI) have agreed on a change in the format for the Special Education December 1 data collection. **Beginning December 2005, the Special Education December 1 fields will match the field definitions of the Single Record Student Database (SRSD) file layout. There may be slight differences between this manual for the December periodic count and the SRSD Manual; these differences are marked with either strikeout font for deletion of text, or underlined with font change for additions and clarifications. Many of the differences occur because programming edits referring to non-edited fields are superfluous. The field numbering in this manual maintains the SRSD field numbers, even when some fields are not included.**

The data collection will be conducted using the Michigan Compliance Information System (MICIS). Student records will only be collected for special education enrollees active on December 1 and for those students who left Special Education in the past year. **Please note that the exited students include those for the entire year, not just those who have exited since the last collection.**

The following file formats are to be used to submit student and personnel data to the MI-CIS website:

- 1) Current MI-CIS Student Database users whose data is up-to-date may submit, validate and certify their data count reports in the Data Exchange utility of MI-CIS.

- 2) The revised Special Education flat files will be the vehicle for those ISD/ESAs and Districts that do not use the MI-CIS Student Database module. The layout of the submission files is contained in this manual.
- 3) EETRK "sneakernet" files are accepted for the for Part C data submission.

ISD/ESA and LEA users have the option to submit data as an ISD or as separate LEAs. **All data are to be up loaded to the MI-CIS website (www.micis.org).**

### **The Revised Special Education Flat Files**

There will be two format options for the special education Student Data File. The first is the complete SRSD format, (for those districts able to produce that file). The second format is a much shortened subset of the SRSD, including the demographic fields, the Special Education fields, and the UIC code. The shortened format eliminates the fields unnecessary for Special Education reporting. At the conclusion of the collection period, the data will be matched with SRSD Fall collection data for data quality purposes.

For those using the long format, please see the detail instructions in this manual to discover the fields we will edit. We will not edit or process any of the long format fields not included in this document, other than to insure that placeholders for the correct number of characters exist.

There are several fields in the Technical Manual that are marked as Optional fields. These are primarily fields collected through the SRSD submissions. We would like them to be submitted here so that we can do an accuracy comparison with the SRSD files. OSE/EIS and CEPI are working together during the summer of 2005 to create a process for matching the MICIS SUI code with the CEPI UIC code, and to place accurate UIC codes on the MICIS data files. This will be done for Special Education students and Early On children. The completed project will allow OSE/EIS to gather the December count Optional fields from previously submitted SRSD data. If the comparison testing shows data reliability, we will remove the Optional fields from the December count collection.

The December count Special Education data includes Active and Exited students. MICIS will accept four file types: Early On Sneakernet, Special Ed Personnel, Student long format, and Student short format. The following table gives you the list of file types allowed by source system.

| <b>System</b>           | <b>File Type</b>                                 |
|-------------------------|--|
| EETRK                   | EETRK Sneakernet Zip File                        |
| MI-CIS                  | Special Ed Personnel Dec1 Count File             |
| MI-CIS                  | Special Ed Active & Exit Student SRSD Short File |
| Special Ed Tech. Manual | Special Ed Personnel Dec1 Count File             |
| Special Ed Tech. Manual | Special Ed Active & Exit Student SRSD Long File  |
| Special Ed Tech. Manual | Special Ed Active & Exit Student SRSD Short File |

***Special Education***

***Student Data Elements (Revised Short Format)***

***December 1, 2005***

## ***Record Layout for Special Education Student Data Base Flat File Format (Short)***

There will be two format options for the special education Student Data File. The first is the complete SRSD format, (for those districts able to produce that file). The second format is a much shortened subset of the SRSD. All records in the Special Education Student data base submitted to the Department must conform to either the SRSD format or the following record layout; e.g., records must be 301 characters in length with data variables conforming to the specifications given below.

The following Technical Manual Submission Characteristics have been added to assist in determining reporting requirements. Each field has a characteristic of “required,” “elective,” or “optional.”

1. **REQUIRED** field means there must be a non-blank field and fatal errors occur if the edits are not met.
2. **ELECTIVE** field means that a blank is allowed, but fatal errors occur if non-blank entries do not match the edits.
3. **OPTIONAL** field means no Fatal Error edits. There can be Warnings. For example, a ZIP CODE of ‘ABCDE’ is obviously wrong, but we will not hold up processing for this optional field. We will issue a warning and not accept that field into the count database, but the processing continues.

The following layout indicates the minimum required student data elements for December 1, 2005. Districts submitting the shortened subset must submit flat files identical to this format.

| <b>Field</b> | <b>Record Position</b> | <b>Bytes</b> | <b>Field Name</b>         | <b>Specification</b>  | <b>Characteristic</b> |
|--------------|------------------------|--------------|---------------------------|-----------------------|-----------------------|
| 1            | 001-002                | 2            | Operating ISD/ESA         | Number Character      | Required              |
| 2            | 003-004                | 2            | County Code               | Character             | Elective              |
| 3            | 005-009                | 5            | Operating District Number | Character             | Required              |
| 4            | 010-014                | 5            | Resident LEA Number       | Character             | Required              |
| 5            | 015-019                | 5            | School or Facility        | Character             | Required              |
| 6            | 020-044                | 25           | Student’s Last Name       | Alpha, left justified | Required              |
| 7            | 045-059                | 15           | Student’s First Name      | Alpha, left justified | Required              |
| 8            | 060-060                | 1            | Student’s Middle Initial  | Alpha                 | Elective              |
| 9            | 061-070                | 10           | Date of Birth             | Date, with slashes    | Required              |
| 10           | 071-080                | 10           | Reserved Field            | Pad with blanks       | Optional              |

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|    |         |    |  |                                  |          |
|----|---------|----|--|----------------------------------|----------|
| 11 | 081-081 | 1  | Gender Code                                  | Alpha                            | Required |
| 12 | 082-101 | 20 | City or Place of Birth                       | Alphanumeric, left justification | Optional |
| 13 | 102-121 | 20 | Street Address                               | Alphanumeric                     | Optional |
| 14 | 122-141 | 20 | Name of City or Town                         | Alpha                            | Optional |
| 15 | 142-151 | 10 | Zip Code                                     | Alphanumeric, with dash          | Optional |
| 16 | 152-152 | 1  | Reserved Field                               | Integer                          | Optional |
| 17 | 153-172 | 20 | Student ID Number                            | Alphanumeric                     | Required |
| 19 | 173-174 | 2  | Grade or Setting                             | Character                        | Required |
| 22 | 175-180 | 6  | Racial/Ethnic Code                           | Character                        | Required |
| 23 | 181-182 | 2  | District Exit Status                         | Character (DC)                   | Required |
| 24 | 183-192 | 10 | Date Exited                                  | Date, with slashes               | Required |
| 29 | 193-201 | 9  | Program Eligibility/Participation            | Boolean (DC)                     | Required |
| 30 | 202-203 | 2  | Student Residency                            | Character                        | Required |
| 31 | 204-204 | 1  | Supplemental Nutrition Eligibility           | Numeric                          | Optional |
| 32 | 205-206 | 2  | Multiple Birth                               | Character (DC)                   | Required |
| 36 | 207-208 | 2  | Primary Disability                           | Character                        | Required |
| 37 | 209-210 | 2  | Additional Disability Characteristics        | Character                        | Elective |
| 38 | 211-220 | 10 | Date of IEP/Placement/Date of Implementation | Date, with slashes               | Required |
| 39 | 221-230 | 10 | Date of Initial/Re-determination IEP         | Date, with slashes               | Required |
| 40 | 231-234 | 4  | FTE in Section 52 (Membership)               | Decimal (DC)                     | Required |
| 41 | 235-238 | 4  | FTE in Section 53                            | Decimal (DC)                     | Required |

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|     |         |    |   |  |            |
|-----|---------|----|---|--|------------|
| 42  | 239-247 | 9  | Program Service Code                          | Integer, three occurrences, separated into three, three-byte sectors | Elective * |
| 43  | 248-262 | 15 | Support Services                              | Integer, five occurrences, separated into five, three-byte sectors   | Elective * |
| 44  | 263-264 | 2  | Primary Educational Setting                   | Character  | Required   |
| 45  | 265-266 | 2  | Special Ed Exit/Completion Reason             | Character  | Elective   |
| 46  | 267-276 | 10 | Special Ed Date Exited or Completed           | Date, with slashes   | Elective   |
| 47a | 277-277 | 1  | Number of Removals (Hearing Officer)          | integer (0-9 or blank)   | Elective   |
| 47b | 278-278 | 1  | Number of Removals (Weapons)                  | integer (0-9 or blank)   | Elective   |
| 47c | 279-279 | 1  | Number of Removals (Drugs)                    | integer (0-9 or blank)   | Elective   |
| 47d | 280-280 | 1  | Number of out-of-school suspensions >10days   | integer (0-9 or blank)   | Elective   |
| 48  | 281-281 | 1  | Multiple short-term out-of school suspensions | integer (0, 1, or blank)   | Elective   |
| 123 | 282-291 | 10 | Date of Count                                 | Date, with slashes   | Required   |
| 124 | 292-301 | 10 | UIC   | Integer  | Elective   |

## Field 1: Operating Intermediate School District/Educational Service Agency Number

|   |  |
|---|--|
| <b>Change from 2004 count:</b>                              | 2004 Field 1: Operating ISD Number                         |
| <b>Field specification:</b>                                 | Two-character, right-justified, zero fill, <i>required</i> |
| <b>Record position/type:</b><br>( <i>For short format</i> ) | 001-002, integer   |
| <b>SRSD record position/type:</b>                           | 001-002, integer   |

|              |                                   |
|--------------|-----------------------------------|
| Code/Format: | Official School Code Master       |
| 03           | Allegan ISD                       |
| 04           | Alpena-Montmorency-Alcona ESD     |
| 08           | Barry ISD                         |
| 09           | Bay-Arenac ISD                    |
| 11           | Berrien ISD                       |
| 12           | Branch ISD                        |
| 13           | Calhoun ISD                       |
| 14           | Lewis Cass ISD                    |
| 15           | Charlevoix-Emmet ISD              |
| 16           | Cheboygan-Otsego-Presque Isle ISD |
| 17           | Eastern Upper Peninsula ISD       |
| 18           | Clare-Gladwin ISD                 |
| 19           | Clinton County RESA               |
| 21           | Delta-Schoolcraft ISD             |
| 22           | Dickinson-Iron ISD                |
| 23           | Eaton ISD                         |
| 25           | Genesee ISD                       |
| 27           | Gogebic-Ontonagon ISD             |
| 28           | Traverse Bay Area ISD             |
| 29           | Gratiot-Isabella RESD             |
| 30           | Hillsdale ISD                     |
| 31           | Copper Country ISD                |
| 32           | Huron ISD                         |
| 33           | Ingham ISD                        |
| 34           | Ionia ISD                         |
| 35           | Iosco ISD                         |
| 38           | Jackson ISD                       |
| 39           | Kalamazoo RESA                    |
| 41           | Kent County ISD                   |
| 44           | Lapeer ISD                        |
| 46           | Lenawee ISD                       |
| 47           | Livingston ESA                    |
| 50           | Macomb ISD                        |

|    |  |
|----|--|
| 51 | Manistee ISD   |
| 52 | Marquette-Alger ISD  |
| 53 | Mason-Lake ISD   |
| 54 | Mecosta-Osceola ISD  |
| 55 | Menominee ISD  |
| 56 | Midland County ESA   |
| 58 | Monroe ISD   |
| 59 | Montcalm Area ISD  |
| 61 | Muskegon Area ISD  |
| 62 | Newaygo ISD  |
| 63 | Oakland ISD  |
| 64 | Oceana ISD   |
| 70 | Ottawa ISD   |
| 72 | COOR ISD   |
| 73 | Saginaw ISD  |
| 74 | St. Clair ISD  |
| 75 | St. Joseph ISD   |
| 76 | Sanilac ISD  |
| 78 | Shiawassee Regional ESD  |
| 79 | Tuscola ISD  |
| 80 | Van Buren ISD  |
| 81 | Washtenaw ISD  |
| 82 | Wayne County RESA  |
| 83 | Wexford-Missaukee ISD  |
| 84 | State of Michigan agencies (e.g., Family Independence Agency, Corrections, Department of Community Health) |

**Difference from SRSD:** Definition

**Programming edits:** When the ISD code is out of range or blank, a *fatal error* is reported. Note: Single-digit numbers must have a leading zero. When a data file is submitted to MICIS, the ISD/ESA is entered on the submission screen. A student record will be in error when the submitted ISD value and the value in this field are different.

Fatal errors occur when the field is blank or contains an invalid number.

Message: Operating ISD/ESA number is blank or is not a valid ISD/ESA number. Check the School Code Master (<http://cepi.state.mi.us/scm>) for the correct number.

Warning (none)

**Definition:** These codes are the state assigned ISD/ESA numbers. Enter into the field the code of the **ISD/ESA that has the operating district or program the student is attending. If the student is attending an ISD/ESA outside of the resident ISD/ESA, use the code for the operating ISD/ESA in which the program the student is attending is located** student is receiving Special Education programs or services.  
**Students attending in more than one ISD/ESA:** Only one district may count the student for the December Count. Operating districts must determine which district will be considered primary for the count.

**Students attending Michigan Schools for the Deaf and Blind: Michigan Schools for the Deaf and Blind submits records for those students who are enrolled in those institutions.**

*Common entry errors:* Wrong operating district codes in this field.

## Field 2: County Code

|   |   |
|---|---|
| <b>Change from 2004 count:</b>                            | New field (Elective)  |
| <b>Field specification:</b>                               | Two-character, right-justified, zero fill, blanks excepted, <i>elective</i> |
| <b>Record position/type:</b><br><i>(for short format)</i> | 003-004, integer  |
| <b>SRSD record position/type:</b>                         | 003-004, integer  |
| <b>Code/format:</b>                                       | County Code Numbers   |

|    |                       |    |                    |
|----|-----------------------|----|--------------------|
| 01 | Alcona County         | 32 | Huron County       |
| 02 | Alger County          | 33 | Ingham County      |
| 03 | Allegan County        | 34 | Ionia County       |
| 04 | Alpena County         | 35 | Iosco County       |
| 05 | Antrim County         | 36 | Iron County        |
| 06 | Arenac County         | 37 | Isabella County    |
| 07 | Baraga County         | 38 | Jackson County     |
| 08 | Barry County          | 39 | Kalamazoo County   |
| 09 | Bay County            | 40 | Kalkaska County    |
| 10 | Benzie County         | 41 | Kent County        |
| 11 | Berrien County        | 42 | Keweenaw County    |
| 12 | Branch County         | 43 | Lake County        |
| 13 | Calhoun County        | 44 | Lapeer County      |
| 14 | Cass County           | 45 | Leelanau County    |
| 15 | Charlevoix County     | 46 | Lenawee County     |
| 16 | Cheboygan County      | 47 | Livingston County  |
| 17 | Chippewa County       | 48 | Luce County        |
| 18 | Clare County          | 49 | Mackinac County    |
| 19 | Clinton County        | 50 | Macomb County      |
| 20 | Crawford County       | 51 | Manistee County    |
| 21 | Delta County          | 52 | Marquette County   |
| 22 | Dickinson County      | 53 | Mason County       |
| 23 | Eaton County          | 54 | Mecosta County     |
| 24 | Emmet County          | 55 | Menominee County   |
| 25 | Genesee County        | 56 | Midland County     |
| 26 | Gladwin County        | 57 | Missaukee County   |
| 27 | Gogebic County        | 58 | Monroe County      |
| 28 | Grand Traverse County | 59 | Montcalm County    |
| 29 | Gratiot County        | 60 | Montmorency County |
| 30 | Hillsdale County      | 61 | Muskegon County    |
| 31 | Houghton County       | 62 | Newaygo County     |

|    |                     |    |                    |
|----|---------------------|----|--------------------|
| 63 | Oakland County      | 74 | St. Clair County   |
| 64 | Oceana County       | 75 | St. Joseph County  |
| 65 | Ogemaw County       | 76 | Sanilac County     |
| 66 | Ontonagon County    | 77 | Schoolcraft County |
| 67 | Osceola County      | 78 | Shiawassee County  |
| 68 | Oscoda County       | 79 | Tuscola County     |
| 69 | Otsego County       | 80 | Van Buren County   |
| 70 | Ottawa County       | 81 | Washtenaw County   |
| 71 | Presque Isle County | 82 | Wayne County       |
| 72 | Roscommon County    | 83 | Wexford County     |
| 73 | Saginaw County      |    |                    |

**Difference from SRSD:** This field is optional

**Programming edits:** ~~This field is elective. If not reported, fill the fields with blanks (bb).~~  
When the county code is out -of- range ~~or blank~~, a *fatal error* is reported. Note: Single -digit numbers must have a leading zero.

~~Fatal errors occur when the field is blank or contains an invalid number.~~

~~Message: County Code number is blank or is not a valid number.~~ Please check the School Code Master (<http://cepi.state.mi.us/scm>) for the correct number.

**Definition:** Enter the county code in which the administrative or central office of the district in Field 3: Operating District Number is physically located. For Public School Academies, report the county code in which the PSA building is physically located.

Send questions or comments regarding this field to CEPI-[help\\_desk@mi.gov](mailto:help_desk@mi.gov).

## Field 3: Operating District Number

|                                   |   |
|-----------------------------------|---|
| <b>Change from 2004 count:</b>    | 2004 Field 2: Operating LEA Number  |
| <b>Field specification:</b>       | Five-character, right-justified, zero fill, leading zero, <i>required</i> |
| <b>Record position/type:</b>      | 005-009, integer  |
| <b>SRSD record position/type:</b> | 005-009, integer  |
| <b>Code/format:</b>               | Official School Code Master (NNNNN)                                       |
| <b>Difference from SRSD:</b>      | Definition  |

**Programming edits:** When the Local Educational Agency or Intermediate School District code is invalid or blank, a *fatal error* is reported. District numbers are five-character and should contain leading zeros where appropriate. Field 1 (ISD) and Field 3 must be valid combination within the School Code Master.

Message: Operating District number is blank or is not a valid district number. Check the School Code Master (<http://cepi.state.mi.us/scm>) for the correct number. Note: Four-digit numbers must have a leading zero.

Warning (none)

**Definition:** This is the state- assigned, five-digit code for the district submitting the student data. ~~It is the district to which any applicable funds (state or federal) will be sent. All students for whom the district receives any state or federal funds should be reported.~~

Every student record for a single district should have the same operating district number. The operating district may, however, differ from the resident LEA number (Field 4).

Students attending in more than one LEA: Only one district may count the student for the December Count. Operating districts must determine which district will be considered primary for the count.

Students attending Michigan Schools for the Deaf and Blind: Michigan Schools for the Deaf and Blind submit records for students who are enrolled in those institutions.

The School Code Master can be found at: <http://cepi.state.mi.us/scm>.

~~Send questions or comments regarding this field to [help-desk@mi.gov](mailto:help-desk@mi.gov).~~

*Common entry errors:* Wrong LEA or ISD number; not in the official School Code Master

## Field 4: Resident LEA Number

|                                   |   |
|-----------------------------------|---|
| <b>Change from 2004 count:</b>    | New field (Required)  |
| <b>Field specification:</b>       | Five-character, right-justified, zero fill, leading zero, <i>required</i> |
| <b>Record position/type:</b>      | 010-014, integer  |
| <b>SRSD record position/type:</b> | 010-014, integer  |
| <b>Code/format:</b>               | Official School Code Master (NNNNN)                                       |
| <b>Difference from SRSD:</b>      | None  |

**Programming edits:** The resident LEA number must **not** equal the operating district number for PSA students. ~~Field 4: Resident LEA Number may be left blank when the third position of Field 125 contains "1" (out of state student).~~ District numbers are five-character and should contain leading zeros where appropriate.

Fatal errors occur when the field is blank ~~and the third position of Field 125: Program Eligibility/Participation II does not contain a "1" (out of state student);~~ or this field contains an invalid district number. For PSAs, this field must contain an actual LEA number. It cannot contain: "00000," an ISD number, a PSA number, nor can it be the same as the Field 3: Operating District Number.

Message: Resident LEA number is blank or is not a valid number. Check the School Code Master (<http://cepi.state.mi.us/scm>) for the correct number. Also, the resident LEA number must not equal the operating district number for PSA students.

**Definition:** This is the state -assigned, five-digit code for the district in which the student resides. This number may differ from the operating district if a student is enrolled in multiple districts (with total Full-Time Equivalency (FTE) less than or equal to "1.00"). The two numbers may also differ if a student takes part in schools of choice, charter schools, or certain other programs.

For Public School Academies (PSAs), the resident Local Education Agency (LEA) number is the five-digit code of the public school district in which the student resides. For instance, if a PSA student lives within the boundaries of the Detroit Public Schools, then the resident LEA number is Detroit's five-digit code. In the case of juvenile detention facilities operated by the ISD, the resident LEA number is the district in which the facility is located.

The School Code Master can be found at: <http://cepi.state.mi.us/scm>.

*Common entry errors:* Wrong LEA number.

## Field 5: School or Facility (New)

|                                   |   |
|-----------------------------------|---|
| <b>Change from 2004 count:</b>    | New field (Required)  |
| <b>Field specification:</b>       | Five-character, right-justified, zero fill, leading zero, <i>required</i> |
| <b>Record position/type:</b>      | 015-019, integer  |
| <b>SRSD record position/type:</b> | 015-019, integer  |
| <b>Code/format:</b>               | Official School Code Master (NNNNN)                                       |
| <b>Difference from SRSD:</b>      | None  |

**Programming edits:** When the school code is blank or not in the official School Code Master, a *fatal error* is reported. Within the School Code Master, the school code must be nested within the Operating District number (Field 3: Operating District Number) unless it is a non-public school. School numbers are five characters and should contain leading zeros where appropriate.

Any non-public school code number is a legitimate number for any ISD or LEA/PSA. Further, ISDs may report the school code for buildings in any of their constituent districts.

~~No FTE may be claimed for buildings reported as closed as of the most recent count date.~~

~~Michigan School for the Blind (02534) or School for the Deaf (02548) may be reported by any ISD or district.~~

Fatal errors occur when the School Code Master number is blank, or if the School Code Master number is not an official number for the operating district.

Message: The School Code Master number is either blank or is not an official number for the operating district. Please check the School Code Master (<http://cepi.state.mi.us/scm>) for the correct number.

Warning (none)

**Definition:** These codes are the state- assigned numbers in the official School Code Master. ~~*This field is the primary key (i.e., the relational link) to all five core data sets in the MEIS warehouse. Send questions or comments regarding this field to CEPI [help\\_desk@mi.gov](mailto:help_desk@mi.gov).*~~

**Schools:** For the purposes of the School Code Master, a school is a logical unit (not necessarily a physical building) that generally can be defined by eight characteristics:

- Administrators. A school has one or more administrators or directors, usually called a principal(s) who reports to a district- level superintendent or assistant superintendent.
- Teachers. A school has one or more persons certified to provide K – 12 instructions.
- Students. A school has one or more students in grades K – 12.
- Curriculum. Instruction is based on a systematic framework or approach according to grade level and content. A school includes a curriculum for one or more grades, usually from kindergarten through twelfth grade. In some cases, schools include specialized curricula for targeted populations of students.

- Hours of instruction. A school satisfies the minimum number of days and clock hours of instruction as required by law.
- Compliance with Michigan Compiled Laws. The administrator of a school is responsible for ensuring the school's compliance with Michigan Compiled Laws. A school complies with or satisfies the regulations and policies, educational and otherwise, of the state of Michigan. It is the school that takes responsibility for implementing federal and state laws as well as local school board policy.
- Membership. A school submits the appropriate data to the central office administration for calculation and submission of pupil membership for State School Aid.
- Assessment. A school administers the Michigan Educational Assessment Program (MEAP) or an alternate assessment at benchmarked grades.

*Programs:* Programs are different from schools. The following are generally true about a program:

- The primary purpose is education.
- The administrator, supervisor, coordinator, or director reports to a principal or another administrator, usually not to the district superintendent.
- Teachers may have special endorsements beyond those normally required for K–12 education.
- Students are referred by another public agency/school and are expected to enter or return to general education.
- Students are a targeted or special population, expected to remain for a limited duration, and attend on a part-time basis.
- The curriculum may be modified to cover only a selected portion of the standard K–12 curriculum based on the targeted population.
- The location does not administer the MEAP at benchmarked grades.
- The location does not offer a general education diploma (if 9 – 12).
- The location does not receive school accreditation.

When programs are located in a school, they use the same code as the school. At times, programs may be located in ancillary facilities. For example, preschool programs may be in a previously closed elementary school, an automotive program in a bus compound, or an alternative education program in the wing of a district detention center.

*Ancillary Facilities:* There are many ancillary facilities that serve a variety of purposes in districts. Ancillary facilities may house instructional programs (e.g., daycare programs in hospitals, alternative education programs in a community center) or they may be non-instructional facilities (e.g., field houses, bus garages, etc.). Ancillary facilities may receive a code.

Facilities called schools are the physical settings where instruction occurs. The physical and administrative boundaries of a school need not be identical. For example, multiple schools may be located in one facility, such as when both elementary and secondary grade levels are located in the same facility. In this example, if administered separately, elementary and secondary levels would be considered separate schools (e.g., K – 8, 9 – 12), each having its own unique School Code Master (SCM) number. When both elementary and secondary levels are administered as a single unit (e.g., K – 12), collectively they represent one school and have one SCM number. It is possible that a physical facility itself may not be one building but a cluster of structures connected together with plumbing, sanitary, heating, ventilation, mechanical, electrical, communication and technology systems, or built-in equipment.

## Field 6: Student's Last Name

|  |  |
|--|--|
| <b>Change from 2004 count:</b>                               | 2004 Field 23: Student's Last Name, field length   |
| <b>Field specification:</b>                                  | 25-character, left-justified, <i>required</i>      |
| <b>Record position/type:</b><br>( <i>For short format.</i> ) | 020-044, alpha                                     |
| <b>SRSD record position/type:</b>                            | 020-044, alpha                                     |
| <b>Code/format:</b>  | Student's last/surname (Smithbbbbbbbbbbbbbbbbbbbb) |

If the student's last name is longer than 25 letters, place the first 25 letters of the student's last name in this field and truncate the remaining characters. If the student's last name is less than 25 letters, place the entire last name in this field padded with blanks.

There should be one space between suffixes (Jr., III, etc) and the last name. No commas should appear between the last name and the suffix. Abbreviated suffixes should be used (e.g., 'Jr.' rather than 'Junior') and should be followed by a period.

**Difference from SRSD:** None

**Programming edits:** If this field is left blank, a *fatal error* will be reported.

Fatal errors occur when the field is blank or the student's last name contains a non-Roman alphabetical or numeric (0-9) character. Note: Apostrophe, dash, period, comma, and space are accepted. Underscores are not accepted.

Message: Student's last name contains a character that is outside acceptable parameters. Please verify that the name is correctly spelled.

Warning (none)

**Definition:** Always record the student's name as it appears on a birth certificate or legal document presented at time of enrollment.

*Common entry errors:* Student's last name is spelled incorrectly or differently from the previous data submission.

## Field 7: Student's First Name

**Change from 2004 count:** 2004 Field 24: Student's First Name

**Field specification:** 15-character, left-justified, *required*

**Record position/type:** 045-059, alpha  
(for short format)

**SRSD record position/type:** 045-059, alpha

**Code/format:** Student's first name (Jamesbbbbbbbbbb)

If the student's first name is longer than 15 letters, place the first 15 letters of the student's first name in this field and truncate the remaining characters. If the student's first name is less than 15 letters, place the entire first name in this field padded with ~~blanks~~.

**Difference from SRSD:** None

**Programming edits:** *Fatal errors* occur when the field is blank or the student's first name contains a non-Roman alphabetical or numeric (0-9) character. Note: Apostrophe, dash, period, comma, and spaces are accepted. Underscores are not accepted.

Message: Student's first name contains a character that is outside acceptable parameters. Please verify that the name is correctly spelled.

Warning (none)

**Definition:** A name given at birth, baptism, naming ceremony, or through a legal change. Do **not** use nicknames or abbreviated names.

*Common entry errors:* Student's first name is spelled incorrectly or differently from the previous data submission.

## Field 8: Student's Middle Initial

|   |   |
|---|---|
| <b>Change from 2004 count:</b>                            | 2004 Field 25: Student's Middle Initial               |
| <b>Field specification:</b>                               | One-character, alpha, space accepted, <i>elective</i> |
| <b>Record position/type:</b><br><i>(for short format)</i> | 060, alpha  |
| <b>SRSD record position/type:</b>                         | 060, alpha  |
| <b>Code/format:</b>                                       | Student's middle initial (A)                          |
| <b>Difference from SRSD:</b>                              | None  |

**Programming edits:** Only alphabetic characters (A-Z, a-z) or a space accepted.

Fatal error occurs if character is other than alphabetic or a space.

**Definition:** If the student does not have a middle initial, fill this field with a space. Many students do not have a middle initial; therefore, the field is frequently blank.

## Field 9: Date of Birth

**Change from 2004 count:** 2004 Field 7: Date of Birth, number of characters

**Field specification:** 10-character, *required*

**Record position/type:** 061-070, integer with slashes  
(*for short format*)

**SRSD record position/type:** 061-070, integer with slashes

**Code/format:** Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be a number between 01 and 31, and CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

|    |          |    |           |
|----|----------|----|-----------|
| 01 | January  | 07 | July      |
| 02 | February | 08 | August    |
| 03 | March    | 09 | September |
| 04 | April    | 10 | October   |
| 05 | May      | 11 | November  |
| 06 | June     | 12 | December  |

**Difference from SRSD:** None

**Programming edits:** If the birth date is blank, out -of- range, or not a valid date, a *fatal error* is reported.

Fatal errors occur when the field is left blank, or contains an invalid date (e.g., 14/04/2001, 04/38/1957), a future date, or contains invalid date characters (e.g., letters instead of numbers). Birth date for an ACTIVE student must be after 09/01/1979 and on or before December 1, 2005. An EXITED student must have a birth date after 09/01/1978.

Message: Date of birth is blank, out -of -range, or not a valid date.

Warning (none)

**Definition:** The date of birth is the date as it appears on a birth certificate or other legal document presented at time of enrollment.

*Common entry errors:* The entry of the current year instead of the birth year.

## Field 10: Reserved Field

|   |                              |
|---|------------------------------|
| <b>Change from 2004 count:</b>                            | New field                    |
| <b>Field specification:</b>                               | 10-character                 |
| <b>Record position/type:</b><br><i>(for short format)</i> | 071-080                      |
| <b>SRSD record position/type:</b>                         | 071-080                      |
| <b>Code/format:</b>                                       | Pad with blanks (bbbbbbbbbb) |
| <b>Difference from SRSD:</b>                              | none                         |

**Definition:** This field is reserved for future use.

**Programming edits:**

No fatal error

~~Warning: A warning is issued when the field is not blank.~~

~~Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.~~

## Field 11: Gender Code

|   |   |
|---|---|
| <b>Change from 2004 count:</b>                            | 2004 Field 8: Gender, code change, (alpha)  |
| <b>Field specification:</b>                               | One-character, <i>required</i>  |
| <b>Record position/type:</b><br><i>(for short format)</i> | 081, alpha  |
| <b>SRSD record position/type:</b>                         | 081, alpha  |
| <b>Code/format:</b>                                       | This is a one-position field (A). Not case sensitive.<br><br>M    Male<br>F    Female |
| <b>Difference from SRSD:</b>                              | Crosswalk   |

**Programming edits:** If the code is out -of- range or blank, a *fatal error* is reported.

Fatal errors occur when this field is left blank, or anything other than "M", "m", "F", or "f", is encountered.

Message: Gender is blank or contains an invalid value.

Warning (none)

**Definition:** Indicate if the student is male or female. Use code M when the student is male. Use code F when the student is female.

*Common entry errors:* The field is left blank.

## Field 12: City or Place of Birth

|   |  |
|---|--|
| <b>Change from 2004 count:</b>                            | New field, (Optional)  |
| <b>Field specification:</b>                               | 20-character, left-justified, <i>optional</i>  |
| <b>Record position/type:</b><br><i>(for short format)</i> | 082-101, alphanumeric  |
| <b>SRSD record position/type:</b>                         | 082-101, alphanumeric  |
| <b>Code/format:</b>                                       | Student's place of birth on birth certificate (TraverseCitybbbbbbb)<br><br>If the student's place of birth is longer than 20 letters, place the first 20 letters of the student's place of birth in this field and truncate the remaining characters. If the student's place of birth is less than 20 letters, place the entire name in this field padded with blanks. |
| <b>Difference from SRSD:</b>                              | Optional, pad with blanks.   |

**Programming edits:** ~~If this field is left blank, a *fatal error* will be reported.~~

~~Fatal errors occur when blank.~~

~~Message: City or place of birth is missing.~~

~~Warning (none)~~

**Definition:** Enter the city or place of birth just as it appears on the student's birth certificate. When the city of birth cannot be verified, then the county or township of birth is to be used; when the city, county, or township is not verifiable, then the country of birth is to be used. In many cases the city of birth will be the city where the hospital is located. If the student was adopted, the city or place of adoption is acceptable. For foreign-born students, please use the country only. For example, "France" (correct) not "Paris, France" (incorrect). Consult the ethnologue found in the LEP section of this manual.

The sequence of documentation used to verify place of birth is as follows:

- Birth certificate (certified copy)
- Birth certificate (uncertified copy)
- Baptismal certificate (indicating place of birth)
- Court record
- Government record (passport, military, immigration)
- Doctor or hospital record with sworn statement
- Life insurance policy
- Family record

**Common entry errors:** City **or** place of birth is spelled incorrectly. When submitting the city, do not submit both city and place (i.e., state or country). For example, submit 'Traverse City' (correct) not 'Traverse City, Michigan' (incorrect); 'Muskegon' (correct) not 'Muskegon, MI' (incorrect). As mentioned above, for foreign born students, please use the country only. For example, "France" (correct) not "Paris, France" (incorrect). Consult the ethnologue found in the LEP section of this manual.

## Field 13: Street Address

|   |   |
|---|---|
| <b>Change from 2004 count:</b>                            | New field, Optional                           |
| <b>Field specification:</b>                               | 20-character, left-justified, <i>optional</i> |
| <b>Record position/type:</b><br><i>(for short format)</i> | 102-121, alphanumeric                         |
| <b>SRSD record position/type:</b>                         | 102-121, alphanumeric                         |
| <b>Code/format:</b>                                       | Student's Street Address                      |
| <b>Difference from SRSD:</b>                              | None  |

**Programming edits:** Error check to ensure that the student has an street address, ~~unless the student is reported in Field 34: Homeless.~~

~~Fatal errors occur when this field is blank, unless Field 34: Homeless has a value.~~

~~Message: Student address is missing.~~

**Definition:** This code is the street address where the student lives at the time of reporting or the student's last known street address of residence. The following U.S. postal abbreviations are from the U.S. Zip Code Manual and *may* be used as street designators.

| Word      | Abbreviation | Word     | Abbreviation | Word       | Abbreviation |
|-----------|--------------|----------|--------------|------------|--------------|
| Alley     | ALY          | Causeway | CSWY         | Estates    | EST          |
| Annex     | ANX          | Center   | CTR          | Expressway | EXPY         |
| Arcade    | ARC          | Circle   | CIR          | Extension  | EXT          |
| Avenue    | AVE          | Cliffs   | CLFS         | Fall       | FALL         |
| Bayou     | BYU          | Club     | CLB          | Falls      | FLS          |
| Beach     | BCH          | Corner   | COR          | Ferry      | FRY          |
| Bend      | BND          | Corners  | CORS         | Field      | FLD          |
| Bluff     | BLF          | Course   | CRSE         | Fields     | FLDS         |
| Bottom    | BTM          | Court    | CT           | Flats      | FLTS         |
| Boulevard | BLVD         | Courts   | CTS          | Ford       | FRD          |
| Branch    | BR           | Cove     | CV           | Forest     | FRST         |
| Bridge    | BRG          | Creek    | CRK          | Forge      | FRG          |
| Brook     | BRK          | Crescent | CRES         | Fork       | FRK          |
| Burg      | BG           | Crossing | XING         | Forks      | FRKS         |
| Bypass    | BYP          | Dale     | DL           | Fort       | FT           |
| Camp      | CP           | Dam      | DM           | Freeway    | FWY          |
| Canyon    | CYN          | Divide   | DV           | Gardens    | GDNS         |
| Cape      | CPE          | Drive    | DR           | Gateway    | GTWY         |
| Glen      | GLN          | Mills    | MLS          | Shoals     | SHLS         |
| Green     | GRN          | Mission  | MSN          | Shore      | SHR          |
| Grove     | GRV          | Mount    | MT           | Shores     | SHRS         |
| Harbor    | HBR          | Mountain | MTN          | Spring     | SPG          |
| Haven     | HVN          | Neck     | NCK          | Springs    | SPGS         |
| Heights   | HTS          | Orchard  | ORCH         | Spur       | SPUR         |
| Highway   | HWY          | Oval     | OVAL         | Square     | SQ           |
| Hill      | HL           | Park     | PARK         | Station    | STA          |
| Hills     | HLS          | Parkway  | PKWY         | Stravenue  | STRA         |
| Hollow    | HOLW         | Pass     | PASS         | Stream     | STRM         |
| Inlet     | INLT         | Path     | PATH         | Street     | ST           |

*2005 Technical Manual for Submission of Special Education Student and Personnel Data*

| <b>Word</b> | <b>Abbreviation</b> | <b>Word</b> | <b>Abbreviation</b> | <b>Word</b> | <b>Abbreviation</b> |
|-------------|---------------------|-------------|---------------------|-------------|---------------------|
| Island      | IS                  | Pike        | PIKE                | Summit      | SMT                 |
| Islands     | ISS                 | Pines       | PNES                | Terrace     | TER                 |
| Isle        | ISLE                | Place       | PL                  | Trace       | TRCE                |
| Junction    | JCT                 | Plain       | PLN                 | Track       | TRAK                |
| Key         | KY                  | Plains      | PLNS                | Trafficway  | TRFY                |
| Knolls      | KNLS                | Plaza       | PLZ                 | Trail       | TRL                 |
| Lake        | LK                  | Point       | PT                  | Trailer     | TRLR                |
| Lakes       | LKS                 | Port        | PRT                 | Tunnel      | TUNL                |
| Landing     | LNDG                | Prairie     | PR                  | Turnpike    | TPKE                |
| Lane        | LN                  | Radial      | RADL                | Union       | UN                  |
| Light       | LGT                 | Ranch       | RNCH                | Valley      | VLY                 |
| Loaf        | LF                  | Rapids      | RPDS                | Viaduct     | VIA                 |
| Locks       | LCKS                | Rest        | RST                 | View        | VW                  |
| Lodge       | LDG                 | Ridge       | RDG                 | Village     | VLG                 |
| Loop        | LOOP                | River       | RIV                 | Ville       | VL                  |
| Mall        | MALL                | Road        | RD                  | Vista       | VIS                 |
| Manor       | MNR                 | Row         | ROW                 | Walk        | WALK                |
| Meadows     | MDWS                | Run         | RUN                 | Way         | WAY                 |
| Mill        | ML                  | Shoal       | SHL                 | Wells       | WLS                 |

## Field 14: Name of City or Town

|   |  |
|---|--|
| <b>Change from 2004 count:</b>                            | New field, Optional                            |
| <b>Field specification:</b>                               | 20-character, left-justified, <i>optional</i>  |
| <b>Record position/type:</b><br><i>(for short format)</i> | 122-141, alpha                                 |
| <b>SRSD record position/type:</b>                         | 122-141, alpha                                 |
| <b>Code/format:</b>                                       | Student's City or Town (AAAAAAAAAAAAAAAAAAAAA) |
| <b>Difference from SRSD:</b>                              | none   |

**Programming edits:** Error check to ensure that the student has a city or town address, ~~unless the student is reported in Field 34: Homeless.~~

~~Fatal errors occur when this field is blank, unless Field 34: Homeless has a value .~~

~~Message: Student address is missing.~~

**Definition:** Indicate the name of the city or town where the student lives at the time of reporting or the student's last known city or town of residence.

## Field 15: Zip Code

|   |  |
|---|--|
| <b>Change from 2004 count:</b>                            | New field (Optional)                                     |
| <b>Field specification:</b>                               | 10-character, with dash, left-justified, <i>optional</i> |
| <b>Record position/type:</b><br><i>(for short format)</i> | 142-151, integer   |
| <b>SRSD record position/type:</b>                         | 142-151, integer   |
| <b>Code/format:</b>                                       | Student's Zip Code (NNNNN-NNNN)                          |
| <b>Difference from SRSD:</b>                              | None   |

**Programming edits:** ~~Error~~ Check to ensure that the student has a zip code, ~~unless the student is reported in Field 34: Homeless. If there is no four-digit code, pad with five spaces (NNNNNsssss).~~

~~Fatal errors occur when this field is blank, unless Field 34: Homeless has a value.~~

~~Message: Student address is missing.~~

**Definition:** This is the zip code of the location where the student lives at the time of reporting or the last known code of residence. ~~If there is no four-digit code, pad with five blanks (NNNNNbbbb).~~

## Field 16: Reserved Field

|   |                 |
|---|-----------------|
| <b>Change from 2004 count:</b>                            | New field       |
| <b>Field specification:</b>                               | One-character   |
| <b>Record position/type:</b><br><i>(for short format)</i> | 152             |
| <b>SRSD record position/type:</b>                         | 152             |
| <b>Code/format:</b>                                       | Pad with blanks |
| <b>Difference from SRSD:</b>                              | None            |

**Definition:** This field is reserved for future use.

**Programming edits:** No fatal error

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

## Field 17: Student ID Number

|   |  |
|---|--|
| <b>Change from 2004 count:</b>                            | 2004 Field 4: Student ID Number, number of characters          |
| <b>Field specification:</b>                               | 20-character, blanks accepted, left-justified, <i>Required</i> |
| <b>Record position/type:</b><br><i>(for short format)</i> | 153-172, alphanumeric  |
| <b>SRSD record position/type:</b>                         | 153-172, alphanumeric  |
| <b>Code/format:</b>                                       | District student ID number                                     |
| <b>Difference from SRSD:</b>                              | Programming edits  |

**Programming edits:** The student's Social Security number **or** the local district's student ID number should be placed in this field (with leading blanks). This number must be unique within the submitted district.

Fatal errors occur when this field is blank.

**Definition:** This is different from the unique identification code (UIC) in Field 124. A UIC is computer generated by the Michigan Department of Education Center for Educational Performance and Information (CEPI) as the student identifier. The UIC is a combination of last name, first name, date of birth, gender, date of immunization, and place of birth. This field may also contain the UIC produced by the Michigan Education Information System (MEIS), if requested.

Social security numbers were *not* chosen as the unique student ID number for the SRSD. While Florida, Iowa, Texas, and Oregon instituted their integrated state and local education databases, they chose different approaches to resolving questions about using social security numbers as their unique student identifiers. In each case, their departments of education turned to legal staff as well as to their state's legislative aides. In these states, the education data system was part of the overall government data system, and had to follow procedures defined by the state that incorporate both FERPA and state laws.

All these states determined that social security numbers were the best unique indicators to link student records across government data systems. This determination did not come easily. Policy, statute, and the opinion of each state's attorney general had to confirm the rationale behind the use of a social security number. While it is unlikely that Michigan would arrive at a consensus regarding the use of social security numbers in the near future, the SRSD holds this optional field for the distant future.

Social Security Numbers:

Most Michigan school districts do not actively pursue the capture of a social security number for a student; however, those that do may wish to use it here as the student's ID number. **Several districts use social security numbers for special education students who are eligible for Medicaid billing.** In the case of an adult education participant the social security number should be supplied to facilitate future tracking and follow-up requests.

## Field 19: Grade or Setting

|   |  |
|---|--|
| <b>Change from 2004 count:</b>                            | New field (Required)                         |
| <b>Field specification:</b>                               | Two-character, leading zero, <i>required</i> |
| <b>Record position/type:</b><br><i>(for short format)</i> | 173-174, leading zero                        |
| <b>SRSD record position/type:</b>                         | 177-178, leading zero                        |
| <b>Code/format:</b>                                       | This is a two-position field.                |

*Grade Level:*

|    |                |
|----|----------------|
| 00 | Kindergarten   |
| 01 | First Grade    |
| 02 | Second Grade   |
| 03 | Third Grade    |
| 04 | Fourth Grade   |
| 05 | Fifth Grade    |
| 06 | Sixth Grade    |
| 07 | Seventh Grade  |
| 08 | Eighth Grade   |
| 09 | Ninth Grade    |
| 10 | Tenth Grade    |
| 11 | Eleventh Grade |
| 12 | Twelfth Grade  |

*Educational Setting:*

|    |                          |
|----|--------------------------|
| 13 | Alternative Education    |
| 14 | Special Education        |
| 20 | Adult Education          |
| 30 | Early Childhood/Early On |

**Difference from SRSD:** Field dependencies, program edits

**Programming edits:** ~~(NOTE: blanks are being phased out for this field. Blanks will produce a warning for Fall 2005. Beginning Spring 2006, blanks will produce a fatal error).~~

~~If the code is out of range or blank, a *fatal error* is reported. If the field is blank or code "30" is reported, ensure that either Field 52: Early Childhood Enrollment or Field 54: Eligibility Code contain valid values.~~

Possible edits at a district level might include comparing grade levels to a valid age. For example, a K-12 student could not be older than 26 (a fatal error); a typical first grader is between ages 5 and 7. (out of range is a warning).

~~Fatal errors occur when field is blank or code "30" and both Field 52: Early Childhood Enrollment and Field 54: Eligibility Code are blank, out of range, or invalid numbers.~~

~~Fatal errors occur if the student's grade is code "14" (Special Education) or code "20" (Adult Education), and Field 18: FTE in General Education is greater than 0.00.~~

~~Fatal errors occur when this field is "30" or blank, and Field 18: FTE in General Education is greater than 0.00.~~

~~Fatal error occurs if Field 19: Grade or Setting equals "13" and Field 125: Program Eligibility/Participation II, first position, does not contain a "1".~~

**Definition:** Identify the grade level or the educational setting in which the student is enrolled. As a general rule, students enrolled in K-12 general education are within two years of their chronological age minus five ( $[(\text{chronological age} - 5) \pm 2] = \text{grade level}$ ). If the student is in a self-contained special educational setting, meaning that special education services are received in the context of an otherwise K-12, general educational setting (see definition below for special educational setting), use the age-appropriate grade placement. For students in a multi-age setting, use the appropriate grade level. For students beyond age appropriate grade level, use the correct educational setting. Do not use code "13" for Alternative Education unless the setting is also ungraded.

**Beginning End-of-Year 2003:** For Alternative Education, use Field 19: Grade or Setting to report the appropriate grade level for students currently participating in alternative education and while reporting alternative education status in Field 125: Program Eligibility/Participation II. Use code 13 in Field 19: Grade or Setting only if the alternative educational setting in which the student is currently participating is ungraded.

*Grade Level:*

- 00 Kindergarten. Any one- or two-year program prior to first grade that meets the membership eligibility requirements of 5 years of age on or before December 1 and is a 549-hour program. If the setting is a developmental/retention kindergarten (DK) for which FTE is being claimed, in addition to being reported in Field 19: Grade or Setting, the student should also be reported in Field 125: Program Eligibility/Participation II, second position. [NOTE: Pre-Kindergarten Early Childhood programs do not include DK. Early Childhood programs are reported in Field 52: Early Childhood Enrollment].
- 01-12 Grade 1 through Grade 12.

*Educational Setting:*

- 13 Alternative Education. This is a public -school, alternative educational setting as defined by the Michigan Department of Education. In general, alternative education:
- Addresses needs of students that typically cannot be met in general education;
  - Provides non-traditional curriculum, often consistent with a student's learning style,;
  - Functions as an adjunct to the general educational curriculum,; and/or
  - Falls outside of the categories of regular, special education, career and technical education, or vocational education.

~~If Field 19: Grade or Setting equal "13", then Field 125: Program Eligibility/Participation II, first position, must also contain a "1".~~

- 14 Special educational setting. A special program where the student could **not** be age -appropriately placed in a grade level. **Note:** If FTE for the student is being claimed in special education as well as general education, then this field must contain a grade level for the special education student (code "14" cannot be used).
- 20 Adult education. A full-time- equated participant enrolled and attending a Department -approved, adult basic- education program;; an English -as -a- second -language program;; a general- education, developmental test- preparation program;; a job- or employment -related program;; or a high school completion program; and who meets the eligibility requirements as defined in Section 107 of the State School Aid Act.
- 30 Early Childhood/Early On. Code '30' is used to report children receiving Early Childhood or Early On services from the district. Does not include Developmental Kindergarten (see definition under code "00" above).

## Field 22: Racial/Ethnic Code

**Change from 2004 count:** 2004 Field 9:Ethnic Group, character length, code change

**Field specification:** Six-character, blanks not accepted, *required*

**Record position/type:** 175-180, integer  
(for short format)

**SRSD record position/type:** 196-201, integer

**Code/format:** This is a unique six-position field using any combination of "0" through "6" in the proper position (NNNNNN). Because this is a multiple-occurrence field, the indicator of the code is located by position in the format. The primary racial/ethnic choice is represented with a "1" and the second choice is a "2", etc. For example, a person whose primary racial/ethnic choice is Asian American would receive a code of "010000". If the same person is also White, they would receive the code of "010020". In this example, a person who is primarily of the Hispanic ethnic group and is also of the Black and Asian races could be coded "032001". If a person is of equal races such as an American Indian and Hispanic, they would be reported as "100001".

For more information on ethnic reporting, please go to the following web site:

[http://nces.ed.gov/programs/handbook/data/pdf/Appendices\\_A.pdf](http://nces.ed.gov/programs/handbook/data/pdf/Appendices_A.pdf)

|        |   |
|--------|---|
| 100000 | American Indian or Alaska Native (first position)           |
| 010000 | Asian American (second position)                            |
| 001000 | Black or African American (third position)                  |
| 000100 | Native Hawaiian or Other Pacific Islander (fourth position) |
| 000010 | White (fifth position)                                      |
| 000001 | Hispanic or Latino (sixth position)                         |

**Difference from SRSD:** None, Crosswalk for reporting

**Programming edits:** Error check to ensure that there is a six-digit code which is not out-of-range, and at least one of the six digits must be the number "1".

Fatal errors occur when field is blank, or one or more numbers of the six-digit code is larger than 6.

Message: One of the six-digit codes is either blank or invalid.

Warning (none)

The following crosswalk will be used for OSEP reporting and the **Data Portraits**.

| <u>Submitted codes</u>                           | <u>OSEP reporting and Data Portraits</u> |
|--|--|
| 100000 American Indian or Alaska Native          | American Indian or Alaska Native         |
| 010000 Asian American                            | Asian or Pacific Islander                |
| 000100 Native Hawaiian or Other Pacific Islander |  |
| 001000 Black or African American                 | Black or African American                |
| 000010 White                                     | White                                    |
| 000001 Hispanic or Latino                        | Hispanic or Latino                       |

**Definition:** First identify a racial group and then the ethnicity of the student (if Hispanic or Latino). A combination of the following codes with at least one primary and/or one or more secondary choices may be reported.

- 100000 *American Indian or Alaska Native.* A student having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
- 010000 *Asian American.* A student having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian sub-continent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- 001000 *Black or African American.* A student having origins in any of the black racial groups of Africa.
- 000100 *Native Hawaiian or Other Pacific Islander.* A student having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- 000010 *White.* A student having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- 000001 *Hispanic or Latino.* An indication that the individual traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.

## Field 23: District Exit Status

**Change from 2004 count:** New field which in combination with Field 45: Special Education Exit/Completion Reason, replaces the 2004 Field 18: Reason for Exiting. Field 23 specifies reason for leaving a school district, not special education.

**Field specification:** Two-character, *required*

**Record position/type:** 181-182, integer  
(for short format)

**SRSD record position/type:** 202-203, integer

**Code/format:** This is a two-position field with a default code that includes why the student left the school district (NN). The default code for this field is "19".

- 01 Graduated from general education with a diploma
- 02 Graduated from general education with a diploma and applied to a degree-granting college or university
- 03 Graduated from an alternative program
- 04 Graduated from general education and applied to a non-degree-granting institution
- 05 Completed general education with an equivalency certificate
- 06 Completed general education with other certificate
- 07 Dropped out of school
- 08 Enrolled in another district in Michigan
- 09 Moved out of state
- 10 Expelled from the school district (no further services)
- 11 Enlisted in military or Job Corps
- 12 Deceased
- 13 Incarcerated
- 14 Enrolled in home school
- 15 Enrolled in non-public school
- 16 Unknown
- 17 Placed in a recovery or rehabilitative program
- 18 Left Adult Education
- 19 Expected to continue in the same school district
- 20 Received Special Education certificate of completion and exited the K-12 system
- 21 Special Education - Reached maximum age and exited the K-12 system
- 30 Exited Early Childhood or Early On Program

**Difference from SRSD:** Crosswalk provided for OSEP reporting, Data Portraits, and calculation of graduation and dropout rates. Future dates are not accepted.

**Programming edits:** If the exit code is anything other than code '19' (continuing) a valid date must be submitted in Field 24 (Date Exited). If the status is code "19", then Field 24: Date Exited may be left blank. ~~A fatal error occurs if this field contains "10" (expelled) and Field 113: Date Expelled is blank.~~

*Fatal errors* occur when this field is blank or out-of-range. A fatal error occurs if this field contains a single digit either preceded or followed by a blank.

Warning (none)

**Definition:** Use only one code for the reason why the student is no longer in the school district. If the student has transferred to another school within the same school district, the previous school should report an exit code of "19" and leave Field 24: Date Exited blank. This student should not appear in the previous school's subsequent submissions. If the student has been expelled but continues to receive services, report an exit code of "19" and complete fields 112-120. Use an exit code of "10" (in addition to completing fields 112-120) only for students who are expelled and no longer receive services from the school district.

- 01 Graduated from general education with a diploma. Used for a student who earned a high school diploma. Includes early graduates who earn a high school diploma. Also include the student with an IEP who met the same graduation requirements as the non-disabled student. Exclude any student who graduated by meeting only IEP requirements.
- 02 Graduated from general education with a diploma and applied to a degree -granting college or university. Used for a student who graduated with a high school diploma and to the best of the district's knowledge, enrolled in a two- or four -year degree -granting college or university.
- 03 Graduated from an alternative program. Used for graduates receiving a diploma from an alternative program in a regular high school or a separate building.
- 04 Graduated from general education and applied to a non-degree -granting institution. Used for a student who graduated and, to the best of the district's knowledge, enrolled in a non-degree- granting institution (e.g., trade, technical, vocational, or business school).
- 05 Completed general education with an equivalency certificate. Used for a student known to have passed the GED test and to be is under 20 years of age.
- 06 Completed general education with other certificate. Used for a student who completed school with some other type of certificate, such as a certificate of attendance/completion, or a district competency test.

- 07 Dropped out of school. Used when a student, upon reaching age 16, stopped attending school, and no reason is given. For special education, the student left school before the age of 26 without completing his/her educational program.

When the MEIS reports dropouts to the National Center for Education Statistics on the Common Core of Data (CCD), the following criteria are used:

1. was enrolled in school at some time during the previous school year and was not enrolled on the count date; or
2. was not enrolled the previous school year although expected to be in membership (i.e., was not reported as a dropout); and
3. has not graduated from high school or completed a state- or district-approved educational program; and
4. does not meet any of the following exclusionary conditions:
  - transfer to another public school district, private school, or state- or

district-approved education program (code "08", "09", "14" or "15");

- temporary school-recognized absence because of suspension or illness; or
- death (code "12").

- 08 Enrolled in another district. Used when a student moved to another school district in Michigan and is known to be continuing in education. Movement to another district includes moving to state institutions.

- 09 Moved out of state. Used when a student has moved out of state and is no longer attending a public or private school in Michigan. Used when students and their parents/guardians physically move outside the original district of residence to another state or country. This code should also be used when a foreign exchange student left midyear to return to his/her home country.

- 10 Permanently expelled from school district. Used when either a general education or a special education student has been permanently expelled from school by official board action. This does not include a special education student on long-term suspension or a student who is placed in an alternate educational setting. A student with this code requires further information located in the expulsion section (fields 112-120) at the end of this SRSD.

Students who are expelled for less than the remainder of the current school and continue to receive services should receive a code "19" (expected to continue) with a code in Field 120: Follow-up after Expulsion, of either "3" or "7".

- 11 Student enlisted into the military or district/national Job Corps. Used when the student left school to enlist in a branch of the U.S. Military.

- 12 Deceased. Used when a student has passed away.

- 13 Incarcerated. Used when a student is placed under jurisdiction of juvenile or criminal justice authority.

- 14 Enrolled in home school. Used when a student receives instruction offered in a home, for reasons other than health.
- 15 Enrolled in non-public school. Used when a student attends a non-public school, such as a parochial school.
- 16 Unknown. Used when the current status of the student is unknown. For reporting purposes, this student is considered a dropout, unless s/he can be located in another district.
- 17 Recovery program. Used when the student was placed in a recovery program, rehabilitative program, or under psychiatric care. If the student is still receiving services from the district (either homebound or hospitalized), the student should be reported as code "19" (continuing).
- 18 Adult education. Participant is no longer enrolled in an Adult Education Program.
- 19 Expected to continue. Used when the student is expected to continue normal matriculation through the educational system in the same district.
- 20 Received special education certificate of completion or finished IEP requirements. Received a certificate of completion in lieu of a standard high school diploma. Student exited his/her educational program, that is, high school-equivalent program, by receiving a special education high school diploma, a modified high school diploma, a special education certificate of completion of high school or educational program or some similar document.
- 21 Special Education Reached maximum age. Student reached the maximum age of 26 for receipt of programs or services and is no longer eligible to attend school.
- 30 Child has left Early Childhood or Early On program and will not be continuing in the district (NOTE: if the child has left his or her program and will subsequently be entering kindergarten in the district, report as '19', continuing).

The following table is the crosswalk which will be used for OSEP reporting, the Data Portraits. Note: Graduation and dropout rates are calculated on students age 14 and older, and although code 30 is included under "07 Dropout", it is not used in the reporting of students age 3-26 or calculations based on age 14+.

**Submitted Codes**

**01** - Graduated from general education with a Diploma

**02** - Graduated from general education with a diploma and applied to a degree-granting college or university

**03** - Graduated from an alternative program

**04** - Graduated from general education and applied to a non-degree-granting institution

**05** - Completed general education with an equivalency certificate

**07** - Dropped out of school

**10** - Expelled from the school district (no further services)

**11** - Enlisted in military or Job Corps

**16** - Unknown

**18** - Left Adult Education

**08** - Enrolled in another district in Michigan

**09** - Moved out of state

**13** - Incarcerated

**14** - Enrolled in home school

**15** - Enrolled in non-public school

**17** - Placed in a recovery or rehabilitative program

**12** - Deceased

**OSEP Reporting and Data Portraits**

**01** - Graduated with a General Education diploma: Students who exited an educational program through receipt of a high school diploma identical to that for which students without disabilities are eligible. These are students who met the same standards for graduation as those for students without disabilities

**07** - Dropped Out of School: Students with disabilities who were enrolled at the start of the reporting period, were not enrolled at the end of the reporting period, and did not exit special education through any of the other bases described. This row includes dropouts, runaways, GED recipients, expulsions, status unknown, students who moved and are not known to be continuing in another educational program, and other exiters from special education.

**08** - Enrolled in Another School: Students with disabilities who moved out of the catchment area or otherwise transferred to another district and are known to be continuing in another educational program. There need not be evidence that the student is continuing in special education, only that he/she is continuing in a general education program. This Definition includes students with disabilities in residential drug/alcohol rehabilitation centers or correctional facilities or charter schools if those facilities operate as separate districts.

**12** - Deceased: Students with disabilities who died.

06 - Completed general education with other Certificate

20 - Received Special Education certificate of completion and exited the K-12 system

21 - Special Education - Reached maximum age and exited the K-12 system

Code "22" (Declassified) is reported in Field 45: Special Education Exit/Completion Reason

Code "30" (Exited Early Childhood or Early On Program) reported in Field #23 will be reported to OSEP as "22" - Declassified

Common entry errors: Field is left blank.

20 - Certificate of completion/modified diploma/fulfillment of IEP: The student received a certificate of completion, modified diploma, or diploma signifying the completion of the IEP or a secondary education program which is other than a high school diploma. This includes students who received a high school diploma, but did not meet the same standard as those for students without disabilities

21 - Maximum age: The upper age mandate for providing special education and related services as defined by State law, practice, or court order. Student reached the maximum age of 26 for receipt of programs or services and is no longer eligible to attend school.

22 - (Declassified) Student exits special education and remains in the district. The student no longer has an IEP and is no longer receiving special education services. The student is continuing to receive other services from the district.

## Field 24: Date Exited

**Change from 2004 count:** New field, character number (MM/DD/CCYY)

**Field specification:** 10-character, *required*

**Record position/type:** 183-192, integer with slashes  
(*for short format*)

**SRSD record position/type:** 204-213, integer with slashes

**Code/format:** Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be a number between "01" and "31", and CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

|    |          |    |           |
|----|----------|----|-----------|
| 01 | January  | 07 | July      |
| 02 | February | 08 | August    |
| 03 | March    | 09 | September |
| 04 | April    | 10 | October   |
| 05 | May      | 11 | November  |
| 06 | June     | 12 | December  |

**Difference from SRSD:** Exit date must be within in the 12 month period prior to the count date. (12/02/04 – 12/01/05)

**Programming edits:** If an exit date is not valid, a *fatal error* is reported. If code "01" through "16" was used in Field 23: District Exit Status, a valid date must occur. If code "19" is reported in Field 23: District Exit Status, Field 24 may be left blank. ~~The exit date may be a future date, but only if codes "01"–"06" are reported in Field 23: Exit Status.~~ Date Exited cannot be less than Field 9: Date of Birth.

~~The following rule covers students who have exited and then re-enrolled in the district: Field 24: Date Exited may be less than Field 20: Date of Enrollment only if Field 23 = "19" (continuing).~~

*Fatal errors* occur when the field is blank and Field 23: District Exit Status contains a value other than "19", or contains an invalid date (e.g., 14/04/2001, 04/38/1957); or contains invalid date characters (e.g., letters instead of numbers); or is not on or after 12/02/04 and on or before 12/01/05.

Message: Date Exited is blank, out -of -range, or not a valid date.

Warning (none)

**Definition:** The month, day, and year of the first day after the date a student last attended school, graduated, or became known officially to have left the educational setting. Place a date in this field corresponding to the day after the student left school or terminated his/her education program or service.

*Common entry errors:* Placing a date in the exit field when the student is still enrolled in school.

## Field 29: Program Eligibility/Participation

|   |   |
|---|---|
| <b>Change from 2004 count:</b>                            | New field. Only eligibility or participation in programs/services for Special Education, Limited English Proficiency and Migrant Education will be used for reporting. (Required)   |
| <b>Field specification:</b>                               | Nine-character field, blanks not accepted, <i>required</i>  |
| <b>Record position/type:</b><br><i>(for short format)</i> | 193-201, Boolean (integer)  |
| <b>SRSD record position/type:</b>                         | 333-341, Boolean (integer)  |
| <b>Code/format:</b>                                       | <p>This is a unique nine-position field (NNNNNNNNN) with a default code of "0". According to student status, report either a "0" or "1" in the proper position. Because this is a multiple-occurrence field, the indicator of the code is located by position in the format. For example, a special education student would receive a code of "010000000". If the same student were a migrant student in CTE, the code would be "010100100". This allows for multiple occurrences.</p> <p>Title I (first position)<br/><b>Special Education (second position)</b><br/><i>Early-On</i><sup>®</sup> (third position)<br/>Career and Technical Preparation (fourth position)<br/>Advanced and Accelerated (fifth position)<br/><b>Limited English Proficient (sixth position)</b><br/><b>Migrant Education (seventh position)</b><br/>Adult Education (eighth position)<br/>Section 504 (ninth position)</p> |
| <b>Difference from SRSD:</b>                              | Dependencies with other fields are void.  |

**Programming edits:** Error check to ensure a valid code is in this field and is not out -of- range. Reported records must have a 1 in the second position (Special Education).

*Fatal errors* occur when this field is blank, or any of the nine-digit codes are out -of- range.

Message: The nine-digit code contains at least one blank or contains an invalid number.

Warning (none)

**Definition:** This field is used to identify what type of categorical program/service the student is eligible for and enrolled in.

100000000

Title I. Students reported in this field are either currently participating in a targeted assistance school program or have participated in a targeted assistance school program. during the current school year. If the Title I student is receiving programs or services on the count day, you must also report the student in Field 91: TAS Instructional Services and Field 92:

|           |   |
|-----------|---|
|           | TAS Support Services. This is not for students in Title I Schoolwide Programs (SWP).  |
| 010000000 | Special Education. This student is eligible for special education programs or services and has an IEP.  |
| 001000000 | Early-On. This infant or toddler is eligible for special education programs or services and has an IFSP/IEP.  |
| 000100000 | Career and Technical Preparation. Students reported in this field are either currently participating in or have participated in a CTP program during the current school year. If the CTP student participated in a state -approved program on the count day, report the student in Fields 63: Student Population Category through Field 66: CTE Follow-up Program.  |
| 000010000 | Advanced and Accelerated. Students reported in this field are either currently participating in or have participated in a program during the current school year. Report the student in Fields 69: Program Model and Field 70: Special Program Options.   |
| 000001000 | Limited English Proficient. This student is eligible for LEP services. For a complete definition of LEP students, please see "Structure for Limited English Proficient Students" preceding Field 71: LEP Enrollment.  |
| 000000100 | Migrant Education. This student is eligible for migrant education services. The student is younger than 22, who: (1) has not graduated from high school or does not hold a high school equivalency certificate, (2) is a migrant agricultural worker or a migrant fisher, or has a parent, spouse, or guardian who is a migrant agricultural worker or a migrant fisher; (3) has moved within the preceding 36 months to obtain, or to accompany or join a parent, spouse, or guardian to obtain, temporary or seasonal employment in agricultural or fishing work; and (4) has moved from one school district to another. (Sections 1309 and 1115(b)(1)(A) and 34CFR 200.40(c) and (e).) |
| 000000010 | Adult Education. This adult participant is eligible for state membership.   |
| 000000001 | Section 504. This student is considered disabled under Section 504 of the Rehabilitation Act of 1973. Information on Section 504 is available at <a href="http://www.wrightslaw.com/info/sec504.index.htm">http://www.wrightslaw.com/info/sec504.index.htm</a>  |

*Common entry errors:* Leaving the character field blank when student data is contained in one of the categorical program areas in this manual.

## Field 30: Student Residency (Membership)

|   |   |
|---|---|
| <b>Change from 2004 count:</b>                            | New field. Some of these options were previously captured in Field 16: Enrolled in Non-Public School, and Field 15: Primary Educational Setting, (Code 05: Correction, Juvenile Detention Facility.) (Required) |
| <b>Field specification:</b>                               | Two-character, <i>required</i>  |
| <b>Record position/type:</b><br><i>(for short format)</i> | 202-203, integer  |
| <b>SRSD record position/type:</b>                         | 342-343, integer  |
| <b>Code/format:</b>                                       | This is a two-position field which indicates the student's residency or non-residency status for membership (NN).   |

### *Non-resident*

- 01 Non-K-12 district
- 02 Section 105 school of choice (within same ISD)
- 03 Section 105c school of choice (outside contiguous ISD)
- 04 Non-resident, Non-public school student
- 05 No cooperative agreement, no release, not exempted
- 06 All other non-resident students
- 07 Home-schooled non-resident

### *Resident:*

- 08 Resident, Non-public school student
- 09 Section 24 juvenile detention facility
- 10 For new PSAs
- 11 School for the Deaf/Blind
- 12 Section 6(4)(d) non-Special Education juvenile detention
- 13 Emotionally Impaired Special Education Students served by DCH facility
- 14 All other resident students
- 15 Home-schooled resident

### **Difference from SRSD:**

**Programming edits:** Check to ensure that code is not out-of-range. ~~Check to ensure that when codes "04" or "08" are reported and Field 19: Grade or Setting is coded "00" (Kindergarten) that FTE in Field 18: FTE in General Education is not greater than 0.00.~~

~~Fatal errors occur when this field is blank and FTE is being claimed in Field 18: FTE in General Education, Field 40: FTE in Section 52, or Field 41: FTE in Section 53; or Field 30: Student Residency contains an invalid value; or the number is out-of-range. number, or when FTE is being claimed for non-public Kindergarten students.~~ A fatal error occurs if this field contains a single digit either preceded or followed by a blank.

~~A code of "10" may not be reported when the operating district (Field 3) is a Public School Academy and the submission cycle is fall.~~

A code of "12" pertains to general education students being educated by the ISD and cannot be used when claiming FTE in Sections 52 or 53 (Fields 40 or 41).

A code of "13" pertains to special education students being educated by the ISD and cannot be used when claiming ~~general education FTE (Field 18)~~ or FTE in 53 (Field 41).

Message: Field is blank, an invalid number, or an out of range number has been entered.

Warning (none)

**Definition:** For complete explanations of these codes see the *Residency Related Information* in the instruction manual for reporting State Aid FTE count ([http://www.michigan.gov/documents/Section-4\\_41427\\_7.pdf](http://www.michigan.gov/documents/Section-4_41427_7.pdf)). Or go to <http://www.michigan.gov/mde>. Select 'Programs and Offices' then 'State Aid and School Finance' from the left sidebar. Under "Publications," select "Pupil Accounting Manual."

*LEA codes:*

- 01 Non-resident pupil from a non- K-12 district enrolled in the operating LEA
- 02 Non-resident pupil enrolled in the operating LEA under Sec. 105 Schools of Choice
- 03 Non-resident pupil enrolled in the operating LEA under Sec. 105c Schools of Choice
- 04 Non-resident, non-public pupil enrolled in the operating LEA and taking non-essential curriculum or advanced placement course
- 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
  
- 06 Non-resident pupil in any other category enrolled in the operating LEA.
- 07 Home- schooled non-resident enrolled in non-essential curriculum or advanced placement course
- 08 Resident, non-public pupil attending the operating LEA and taking non-essential curriculum or advanced placement course
- 09 Pupil enrolled in an approved, on-grounds, juvenile detention facility or child -caring institute
- 14 All other students receiving services from the district
- 15 Home -schooled resident enrolled in non-essential curriculum or advanced placement course

*PSA codes:*

- 08 Resident, non-public pupil attending the operating LEA and taking non-essential curriculum or advanced placement course
- 09 Pupil enrolled in an approved on-grounds juvenile detention facility or child- caring institute
- 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)
- 14 All other students of the PSA

*ISD codes:*

- 06 Non-resident pupil in any other category enrolled in the operating ISD
- 09 Pupil enrolled in an approved on-grounds juvenile detention facility or child-caring institute
- 11 School for the Deaf/Blind
- 12 Section 6(4)(d) non- Special Education juvenile detention
- 13 Emotionally Impaired served by DCH facility

14 All other students receiving services from the ISD

Note: The majority of students will be special education students served in their resident district and will be coded "14".

## Field 31: Supplemental Nutrition Eligibility

**Change from 2004 count:** New field, Optional

**Field specification:** One-character (~~blanks will produce a warning~~)-*optional*

**Record position/type:** 204, integer  
(*for short format*)

**SRSD record position/type:** 344, integer

**Code/format:** This is a one-position field (N)

- 1 Student is eligible for free meal/milk program for current school year. Application on file October 31 of current school year and verified by December 31 of current school year.
- 2 Student is eligible for reduced-price meal program for current school year. Application on file October 31 of current school year and verified by December 31 of current school year.
- 3 Student is **not** eligible for either free meal/milk program or reduced-price meal program for current school year.
- 4 Student is eligible for either free meal/milk or reduced-price meal program for current school year **and** application was filed after October 31 of the current school year .

**Difference from SRSD:** Optional field.

**Programming edits:** Error check to ensure a valid code is not out- of -range.

~~Fatal errors occur when field contains an invalid number, or is blank~~

Message: An out of range number has been entered.

**Definition:** The count is taken at the district in which the student is enrolled, not necessarily the school where the meal is received. The student need not actually receive a meal on the day this count is taken. Free milk or free/reduced- price meal eligibility is used to calculate awards for federal and state grants by the Michigan Department of Education.

See the following web site for disclosure information:

<http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2004-08-09.pdf>

- 1 The student has a free meal/milk application on file October 31 of the current school year and the application was verified and adjusted (if necessary) by December 31 of the current school year. Free meal/milk eligibility is used to generate funds for Section 31a and Section 32d State Aid.
- 2 The student has a reduced -price meal application on file during the month of October of the current school year and the application was verified and adjusted (if necessary) by December 31 of the current school year. This student does not

generate funds for Section 31a or Section 32d but may be eligible to receive other services under these programs.

- 3 The student is not eligible for either free meal/milk program or reduced -price meal program for current school year. This student does not generate funds.
- 4 Student is eligible for either free meal/milk or the reduced- price meal program for the current school year but the application for this student was filed **after** Oct. 31 of the current school year<sup>st</sup>.

Free meal/milk or reduced- price meal eligibility includes a student who meets all of the following criteria:

- attends a school that participates in the national school lunch, school breakfast, and/or special milk program;
- has applied and is approved as eligible for free or reduced -price meals or free milk;
- is eligible under federal guidelines.

~~For the fall submission,~~ Enter the appropriate code for each student based on applications received for the current school year that are on file and approved as of the submission date.

## Field 32: Multiple Birth Order

|   |  |
|---|--|
| <b>Change from 2004 count:</b>                            | New Field (Required)   |
| <b>Field specification:</b>                               | Two-character  |
| <b>Record position/type:</b><br><i>(for short format)</i> | 205-206, integer   |
| <b>SRSD record position/type:</b>                         | 345-346, integer   |
| <b>Code/format:</b>                                       | This is a two-position field (NN) with a default code of 01.<br><br>01 Birth order = 1 (Default) <b>or</b> the First in a multiple birth<br>02 Birth order = 2 or the Second in a multiple birth<br>03 Birth order = 3 or the Third in a multiple birth<br>04 Birth order = 4 or the Fourth in a multiple birth<br>05 Birth order = 5 or the Fifth in a multiple birth<br>06 Birth order = 6 or the Sixth in a multiple birth<br>07 Birth order = 7 or the Seventh in a multiple birth<br>08 Birth order = 8 or the Eighth in a multiple birth |
| <b>Difference from SRSD:</b>                              | None   |

**Programming edits:** Error check to ensure a valid code is not out-of-range. If the student is one of a multiple birth, be sure each student from this multiple birth has a different (unique) multiple-birth order number.

Fatal error will occur when this field is blank or contains an invalid number.

Warning (none)

**Definition:** This field is used to indicate that the student is part of a multiple birth **where siblings share all unique identifying characteristics including first and last name**. This field is not intended to identify every case of twins, triplets, etc in the state. It is only intended to provide some distinguishing data element for cases where the cultural practice is to provide twins (triplets, etc) of the same gender with the same first name. Each student from such a multiple birth is to have a uniquely different number. We recommend using the birth order of the students. This field will be used by the state to "break ties" if two or more students are identified as being duplicates (i.e., they share **all** unique identifying information), yet it is known by the district that these students are not duplicates but instead part of a multiple birth.

## Field 36: Primary Disability

**Change from 2004 count:** 2004 Field 10: Primary Disability, addition of code 17 Deaf-Blindness.

**Field specification:** Two-character, leading zero, *required*

**Record position/type:** 207-208, integer  
(for short format)

**SRSD record position/type:** 353-354, integer

**Code/format:** Category of student as identified on IEP

|    |                                     |            |
|----|-------------------------------------|------------|
| 05 | Cognitive Impairment                | R340.1705  |
| 06 | Emotional Impairment                | R340.1706  |
| 07 | Hearing Impairment                  | R340.1707  |
| 08 | Visual Impairment                   | R340.1708  |
| 09 | Physical Impairment                 | R340.1709  |
| 10 | Speech & Language Impairment        | R340.1710  |
| 11 | Early Childhood Developmental Delay | R340.1711  |
| 13 | Specific Learning Disability        | R340.1713  |
| 14 | Severe Multiple Impairment          | R340.1714  |
| 15 | Autism Spectrum Disorder            | R340.1715  |
| 16 | Traumatic Brain Injury              | R340.1716  |
| 17 | Deaf-Blindness                      | R340.1717  |
| 20 | Other Health Impairment             | R340.1709a |

Codes "02, 03, 04, and 19" now constitute Fatal Errors. Codes "02, 03, and 04" have been replaced by category "05" (Cognitive Impairment). Category "09", formerly Physically & Otherwise Health Impaired, has been broken into either Physical Impairment (code "09") or Other Health Impairment (code "20").

### Difference from SRSD:

**Programming edits:** Code "11" (Early Childhood Developmental Delay) is in error if the student's age as of the count date for the current submission (December 1, 2005) is equal to or greater than 8 years of age. Participation in an Early Childhood Special Education Program (Field 42, code "270") does not mean a student has an Early Childhood Developmental Delay label. It is also recommended that districts examine all students from the age of 0 through 2 years of age against code "06" (Emotionally Impaired) and code "13" (Learning Disabled). Such primary disability codes for age 0 through 2 are highly suspect. If this field contains a value, then either Field 42: Program Service Code or Field 43: Support Services must contain a value.

~~Fatal errors occur when the field is blank and a number "1" is in the second position of Field 29: Program Eligibility/Participation I; the or invalid value is invalid; or the value is out of range. A fatal error occurs or if this field contains an invalid value. a single digit either preceded or followed by a blank.~~

Message: Either Field 29: Program Eligibility/Participation I does not indicate that the student is a special education participant, or Field 36: Primary Disability contains an invalid or out-of-range code.

Warning: A warning is issued when the student's age is too high for Early Childhood Developmental Delay or too low for EI or LD students.

Warning message: Student's age is too high or too low for this student.

**Definition:** Primary disability areas are defined in the Michigan Administrative Rules for Special Education. A copy of the rules is available through the following website:

<http://www.misd.net/SEMGTSservice/>

In order for students to be counted for special education, they must have a disability code. Do not confuse primary disability with classroom placement.

## Field 37: Additional Disability Characteristics

|   |   |
|---|---|
| <b>Change from 2004 count:</b>                            | New field (Elective)  |
| <b>Field specification:</b>                               | Two-character, blanks accepted, <i>elective</i>                         |
| <b>Record position/type:</b><br><i>(for short format)</i> | 209-210, integer  |
| <b>SRSD record position/type:</b>                         | 355-356, integer  |
| <b>Code/format:</b>                                       | Category of student as identified on IEP<br>22 Legally Blind<br>24 Deaf |
| <b>Difference from SRSD:</b>                              | None  |

**Programming edits:** If used, the code must be within range.

Warning occurs if Field 37 is reported and Field 36: Primary Disability is blank.

Fatal errors occur when the code is out -of -range or invalid.

Message: An invalid or out of range number has been entered. Note: Field 36: Primary Disability must contain a valid value before data will be accepted in this field.

**Definition:** These are used to describe additional characteristics relating to the student's primary disability.

- 22 Legally blind: Legal blindness means visual acuity of 20/200 or less in the better eye with best correction,; or a limitation of the field of vision not greater than 20 degrees,; or a visual acuity of 20/100 in the better eye with a deteriorating condition.
- 24 Deafness: Deafness means a hearing impairment that is so severe that the child is impaired in processing linguistic information through hearing, with or without amplification, that adversely affects a child's educational performance.

## Field 38: Date of IEP/Placement/Date of Implementation

|   |   |
|---|---|
| <b>Change from 2004 count:</b>                      | 2004 Field 5: IEP Date or Date of Temporary Placement, character length |
| <b>Field specification:</b>                         | 10-character, <i>required</i>   |
| <b>Record position/type:<br/>(for short format)</b> | 211-220, integer with slashes   |
| <b>SRSD record position/type:</b>                   | 357-366, integer with slashes   |
| <b>Code/format:</b>                                 | Month, day, and year (MM/DD/CCYY)                                       |

All dates must appear in the following manner: DD must be a number between 01 and 31, and CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

|    |          |    |           |
|----|----------|----|-----------|
| 01 | January  | 07 | July      |
| 02 | February | 08 | August    |
| 03 | March    | 09 | September |
| 04 | April    | 10 | October   |
| 05 | May      | 11 | November  |
| 06 | June     | 12 | December  |

### Difference from SRSD:

**Programming edits:** Ensure that a date occurs when a Field 36: Primary Disability code exists. When the IEP date is not a valid date, is out- of- range, or the IEP date is blank, a *fatal error* is reported.

Fatal errors occur when the field contains a valid number and Field 36: Primary Disability is blank; or contains an invalid date or an out of range value, or this field is blank and Field 36: Primary Disability contains a valid value. Field 38 cannot be earlier than student's Field 9: Date of Birth.

Message: An invalid value or out of range number has been entered.

~~If Field 29 is reported in the second position (Special Education), and if Field 44: Primary Educational Setting equals "05" (Correction, Juvenile Detention or other Facilities for Adjudicated Youth), then this field may be left blank.~~

Warning: A warning is issued when the Date of IEP is after Field 24: Date Exited.

Warning message: An IEP is usually conducted before a student exits the district.

**Definition:** The date of the student's most recent Individual Education Program (IEP), or, if a student who currently receives special education programs or services enrolls in a new school, the date the parent consents to placement or implementation of the previous IEP in the new school.

An IEP is required by the U.S. Department of Education in order to qualify students for federal funding.

Districts may count students who are temporarily placed under rule 340.1722e (previous enrollment in special education).

If a student who currently receives special education programs or services enrolls in a new school district, and, with the parent's consent, the new district immediately implements the student's current individualized education program [340.1722e(1)(a)], enter the date of the existing IEP from the prior district.

If a student who currently receives special education programs or services enrolls in a new school district, and, with the parent's consent, the new district immediately places the student in an appropriate program or service and convenes an individualized education program team meeting within 30 school days to develop an individualized education program [340.1722e(1)(b)], enter the date the parent consents to place the student into the program or service in the attending district.

If a student who currently receives special education programs or services enrolls in a new school district and the parent does not provide consent for placement, and the school district implements the student's current individualized education program to the extent possible and an IEP team meeting convenes to develop a new individualized education program [340.1722e(2)], enter the date of the existing IEP from the prior district.

Special Education rules may be accessed at the following web site:

<http://www.misd.net/SEMGTSservice/>

An Individual Education Program (IEP) is required by Michigan Special Education rule R340.1721e to determine a student's eligibility for special education. An IEP is also required in counting students for the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA).

*Common entry errors:* Check that the field is filled with the IEP date, the date of placement, or the date of implementation of a previous IEP, not the date of entry.

## Field 39: Date of Initial/Re-determination IEP

|   |                                   |
|---|-----------------------------------|
| <b>Change from 2004 count:</b>                            | New field (Required)              |
| <b>Field specification:</b>                               | 10-character, required            |
| <b>Record position/type:</b><br><i>(for short format)</i> | 221-230, integer with slashes     |
| <b>SRSD record position/type:</b>                         | 367-376, integer with slashes     |
| <b>Code/format:</b>                                       | Month, day, and year (MM/DD/CCYY) |

All dates must appear in the following manner: DD must be a number between 01 and 31, and CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

|             |              |
|-------------|--------------|
| 01 January  | 07 July      |
| 02 February | 08 August    |
| 03 March    | 09 September |
| 04 April    | 10 October   |
| 05 May      | 11 November  |
| 06 June     | 12 December  |

### Difference from SRSD:

**Programming edits:** Ensure that a date occurs when a Field 36: Primary Disability code exists. When the prior evaluation or re-evaluation date is not a valid date, is out-of-range, or the date is blank, a *fatal error* is reported.

~~If Field 29 is reported in the second position (Special Education), and if Field 44: Primary Educational Setting equals "05" (Correction, Juvenile Detention or other Facilities for Adjudicated Youth), then this field may be left blank.~~

Fatal errors occur when the field contains a valid number, and Field 36: Primary Disability is blank; or contains an invalid date or an out of range value, or this field is blank and Field 36: Primary Disability contains a valid value. Field 38 cannot be earlier than student's Field 9: Date of Birth.

Message: An invalid value or out of range number has been entered.

Warning (none)

**Definition:** The date of the student's most recent Individual Education Program Team meeting in which the student's eligibility or re-determination of eligibility was established on the IEP.

The date should be the date of the IEP in which the initial/re-determination of eligibility was established and not the date established by the Multidisciplinary Evaluation Team date. MET evaluations are no longer required in many cases to establish continued eligibility.

## Field 40: FTE in Section 52 (Membership)

**Change from 2004 count:**

|   |   |
|---|---|
| <b>Field specification:</b>                               | Four-character, with decimal point                    |
| <b>Record position/type:</b><br><i>(for short format)</i> | 231-234, decimal                                      |
| <b>SRSD record position/type:</b>                         | 377-380, decimal                                      |
| <b>Code/format:</b>                                       | "0.00" to "1.00" (N.NN) with a default code of "0.00" |

**Difference from SRSD:**

**Programming edits:** ~~Blanks are accepted only if the student is not in special education (Field 29, second position).~~ If the student is in special education and FTE is less than "0.00", or greater than "1.00", a *fatal error* is reported. This field, ~~when added to FTE in Field 18: FTE in General Education,~~ cannot exceed "1.00". Check if the student is in a valid program in Field 42: Program Service Code. If they do not have a valid program code (Field 42), no membership can be claimed. If FTE is used in this field, it cannot be used in Field 41. Field 29: Program Participation I must be in second position when this field exceeds 0.00.

If Field 40 is greater than 0.00, student's age (Field 9) must be less than 26 as of September 1 of current school year.

Field 40 cannot exceed 0.00 when student is in Adult Education (Field 29, eighth position).

~~FTE cannot be claimed in this field if Exit Date (Field 24) or Date Exited or Completed (Field 46) is prior to Date of Count (Field 123).~~

~~FTE cannot be claimed if school (Field 5) was closed on or before Date of Count (Field 123).~~

~~FTE cannot be claimed when Enrollment Date (Field 20) is later than Date of Count (Field 123).~~

Fatal errors occur when the field contains a valid value and Field 36: Primary Disability is blank;, or the value is greater than "1.00" or less than "0.00"; or both Fields 40 and 41 contain valid values greater than zero.

Message: Check for the following: (1) Field 40: FTE in Section 52 (Membership) contains valid data, but Field 36: Primary Disability is blank. (2) FTE in Field 40: FTE in Section 52 (Membership) cannot be greater than "1.00" or less than "0.00". (3) Field 42: Program Service Code (Including Membership) is blank. (4) A value greater than zero has also been reported in Field 41: FTE in Section 53 (Membership).

**Definition:** This categorical area represents special education membership. All students who do not qualify as a Section 53 student should be listed as Section 52. Enter the special education Full-Time Equivalency (FTE) in this field. A student's FTE may range from "0.00" to "1.00". (Both tenths or hundredths are allowed as long as the district is consistent in the use of either one.). Special education students are reported whether or not they generate a special education FTE.

Refer to Section 6 of the current State School Aid Act and the Department's Pupil Accounting Manual for FTE instructions. For students in a classroom program only, report the FTE in the Special Education classroom.

## Field 41: FTE in Section 53 (Membership)

**Change from 2004 count:**

|   |   |
|---|---|
| <b>Field specification:</b>                               | Four-character, with decimal point, <i>required</i>   |
| <b>Record position/type:</b><br><i>(for short format)</i> | 235-238, decimal                                      |
| <b>SRSD record position/type:</b>                         | 381-384, decimal                                      |
| <b>Code/format:</b>                                       | "0.00" to "1.00" (N.NN) with a default code of "0.00" |

**Difference from SRSD:**

~~**Programming edits:** Blanks are accepted only if the student is not in special education (Field 29: Program Eligibility/Participation, second position).~~ If the student is in special education and FTE is less than "0.00", or greater than "1.00", a *fatal error* is reported. Check if the student is in a program in Field 42: Program Service Code (Including Membership) (between code "110" to "194" or "270"). If they do not have a correct program code, no membership can be claimed. If FTE is used in this field, it cannot be used in Field 40: FTE in Section 52 (Membership).

Fatal errors occur when the field contains a valid value, and Field 36: Primary Disability is blank; or the value is greater than "1.00" or less than "0.00"; or both Field 40: FTE in Section 52 (Membership) and Field 41: FTE in Section 53 (Membership) contain valid values greater than zero.

FTE cannot be claimed in this field if Field 24: Date Exited is prior to Field 123: Date of Count.

If Field 40: FTE in Section 52 (Membership) is greater than 0.00, student's age (Field 9: Date of Birth) must be less than 26 as of September 1 of current school year

~~Field 40: FTE in Section 52 (Membership) cannot exceed 0.00 when student is in Adult Education (Field 29: Program Eligibility/Participation, eighth position).~~

~~FTE cannot be claimed if school Field 5: School or Facility was closed on or before Field 123: Date of Count.~~

~~FTE cannot be claimed when Field 20: Date of Enrollment is later than Field 123: Date of Count.~~

Message: Check for the following: (1) Field 41: FTE in Section 53 (Membership) contains valid data, but Field 36: Primary Disability is blank. (2) FTE in Field 41: FTE in Section 53 (Membership) cannot be greater than "1.00" or less than "0.00". (3) Field 42: Program Service Code (Including Membership) is blank. (4) A value greater than zero has also been reported in Field 40: FTE in Section 52 (Membership).

Warning: A warning is issued when this field is blank, and Field 36: Primary Disability contains a valid value.

Warning message: Verify that this student does not generate Section 52 membership FTE.

**Definition:** This categorical area represents Section 53 Membership:

- (a) Pupils assigned to a district or intermediate district through the community placement program of the court or a state agency, if the pupil was a resident of another intermediate district at the time the pupil came under the jurisdiction of the court or a state agency.
- (b) Pupils who are residents of institutions operated by the Department of Community Health.
- (c) Pupils who are former residents of Department of Community Health institutions for the developmentally disabled and who are placed in community settings other than the pupil's home.
- (d) Pupils enrolled in a Department -approved, on-grounds educational program longer than 180 days, but not longer than 233 days, at a residential child -care institution, if the child- care institution offered in 1991-92 is an on-grounds educational program longer than 180 days but not longer than 233 days.
- (e) Pupils placed in a district by a parent for the purpose of seeking a suitable home, if the parent does not reside in the same intermediate district as the district in which the pupil is placed.

Refer to Section 6 of the current State Aid Act and the Department's Pupil Accounting Manual for FTE instructions.

## Field 42: Program Service Code

|   |  |
|---|--|
| <b>Change from 2004 count:</b>                            | 2004 Field 13: Program Code  |
| <b>Field specification:</b>                               | Three-character, three occurrences separated into three, three-byte sectors, padded with blanks, <i>elective</i> * |
| <b>Record position/type:</b><br><i>(for short format)</i> | 239-248, integer   |
| <b>SRSD record position/type:</b>                         | 385-393, integer   |
| <b>Code/format:</b>                                       | Program services received by a student with disabilities<br>(NNNNNNNNN)  |
|   | 110 Programs for Mild Cognitive Impairment   |
|   | 120 Programs for Moderate Cognitive Impairment   |
|   | 130 Programs for Severe Cognitive Impairment   |
|   | 140 Programs for Emotional Impairment  |
|   | 150 Programs for Learning Disabled   |
|   | 160 Programs for Hearing Impairment  |
|   | 170 Programs for Visual Impairment   |
|   | 180 Programs for Physical or Other Health Impairment   |
|   | 190 Programs for Severe Multiple Impairment  |
|   | 191 Early Childhood Special Education (Classroom) Program  |
|   | 192 Programs for Severe Language Impairment  |
|   | 193 Programs for Autism Spectrum Disorder  |
|   | 194 Elementary or Secondary-Level Resource Program   |
|   | 270 Early Childhood Special Education Services   |
| <b>Difference from SRSD:</b>                              | None   |

**Programming edits:** \* A student must have at least one program code in Field 42: Program Services or support service code Field 43: Support Services if a Field 36: Primary Disability code exists. *Fatal errors* occurs if program **and** support service fields are blank.

*Fatal errors* occur when Field 36: Primary Disability contains a valid value, and both Field 42: Program Service Code and Field 43: Support Services are blank. This field must have at least one program code if claiming special education FTE.

~~Message: Both codes in Fields 42: Program Service Code and Field 43: Support Services are blank. A special education student must receive at least one of the listed programs or services.~~

~~If Field 29: Program Eligibility/Participation is reported in the second position (Special Education), and if Field 44: Primary Educational Setting equals "05" (Correction, Juvenile Detention or other Facilities for Adjudicated Youth), then this field may be left blank.~~

~~Warning (none)~~

**Definition:** *The primary program must be listed first (in the left-most position). This first field becomes the program assignment for State Aid membership.* If a student receives more than three

services, specify the three that occur most frequently. It is important to put the primary program service in the initial program services field first and then consecutively fill in the following program service fields. This field reports services used in calculating a student's special education FTE and must have a value for a district to receive state special education reimbursement.

Common entry error: The type of disability is entered rather than the IEP designated program for the student. A student does not have to have an impairment that matches the program assignment. Do not confuse type of disability with the classroom program. For example, a student does **not** have to be diagnosed as Early Childhood Developmentally Delayed to participate in an Early Childhood Special Education program.

## Field 43: Support Services

|   |   |
|---|---|
| <b>Change from 2004 count:</b>                            | 2004 Field 14: Support Services, definition changes for codes 480, 490, and 493                                       |
| <b>Field specification:</b>                               | Three-character code, five occurrences separated into five, three-byte sectors, padded with blanks, <i>elective</i> * |
| <b>Record position/type:</b><br><i>(for short format)</i> | 248-262, integer  |
| <b>SRSD record position/type:</b>                         | 394-408, integer  |
| <b>Code/format:</b>                                       | Support services received by a student with disabilities<br>(NNNNNNNNNNNNNNNN)  |
|   | 200 Teacher Consultant (T.C.) Autistic Impaired   |
|   | 210 T.C. Mentally Impaired  |
|   | 220 T.C. Emotionally Impaired   |
|   | 230 T.C. Learning Disabled  |
|   | 240 T.C. Hearing Impaired   |
|   | 250 T.C. Visually Impaired  |
|   | 260 T.C. Physically & Otherwise Health Impaired   |
|   | 280 Homebound/Hospitalized  |
|   | 290 Speech and Language Impaired  |
|   | 291 Adaptive Physical Education   |
|   | 310 School Social Worker  |
|   | 320 School Psychologist   |
|   | 360 Occupational Therapy  |
|   | 370 Physical Therapy  |
|   | 383 Music Therapy   |
|   | 390 Art Therapy   |
|   | 400 Audiological Services   |
|   | 406 Interpreter for the Deaf  |
|   | 410 Recreation Service  |
|   | 440 Special Transportation  |
|   | 450 School Health Services  |
|   | 460 Rehabilitation Counseling   |
|   | 470 Orientation & Mobility Services   |
|   | 480 Worksite Based Learning   |
|   | 490 Community Training/Vocational Educational (General Education)   |
|   | 491 Special Needs (Adapted Vocational Education)  |
|   | 492 Individual Vocational Education   |
|   | 493 Community Training/Vocational Education (Special Education)   |

**Programming edits:** \* A student must have at least one program code in Field 42: Program Services or support service code Field 43: Support Services if a Field 36: Primary Disability code exists. *Fatal errors* occurs if program **and** support service fields are blank.

Fatal errors occur when Field 36: Primary Disability contains a valid value, or when both Field 42: Program Service Code (including Membership) and Field 43: Support Services are blank.

If Field 29: Program Eligibility/Participation is reported in the second position (Special Education), and if Field 44: Primary Educational Setting equals "05" (Correction, Juvenile Detention or other Facilities for Adjudicated Youth), then this field may be left blank.

Message: Both codes in Fields 42: Program Service Code (including Membership) and Field 43: Support Services are blank. A special education student must receive at least one of the listed programs or services.

Warning (none)

**Definition:** Support services for special education students are numbered "200" to "480". *The primary service must be listed first.* Be sure to use these codes for special education students. To be counted as a special education service, a service must be part of the evaluation or re-evaluation process or included as services to be delivered as part of the student's IEP. It is important to put the primary service first and then consecutively fill in the following support service fields. If a student receives more than five of the above services, specify the five that occur most frequently.

- 200-260 Teacher Consultant Services. See rule R300.1749.
- 280 Homebound/Hospitalized
- 290 Speech- and Language -Impaired Instructional Services. See rule R340.1745.
- 291 Adaptive Physical Education. Instruction in physical education to special education pupils whose disability/ies precludes integration into regular physical education classes.
- 310 School Social Work Services. See rules R340.1011–R340.1018. To be counted as a special service, the social work service must be listed as a service on the student's IEP.
- 320 School Psychological Services. See rules R340.1151–R340.1158. To be counted as a special education service, school psychological services must be listed as a service on the student's IEP.
- 360 Occupational Therapy. Occupational therapy deals with improving, developing, or restoring functions impaired or lost through illness, injury, or deprivation; improving ability to perform tasks for independent functioning when functions are impaired or lost; and preventing, through early intervention, initial or further impairment or loss of function.
- 370 Physical Therapy. Physical therapy is defined in the Michigan Public Health code under Section 17801. Services are provided by a licensed physical therapist.
- 383 Music Therapy. Music therapy activities are provided to special education students by a certified music therapist.

- 390 Art Therapy. Art therapy activities are provided to special education students by a certified art therapist.
- 400 Audiological Services. Audiological services are services provided by an audiologist to identify students with hearing loss and provide rehabilitation and counseling concerning hearing loss.
- 406 Interpreter for the Deaf. Services provided by a qualified interpreter who assists the hearing impaired student and school personnel with communication.
- 410 Recreation Services. Recreation services are the assessment of a handicapped student's leisure functioning,; providing therapeutic recreation services,; or participation in a recreation program in a school designed specifically for handicapped students,; or providing leisure education.
- 440 Special Transportation. Special transportation must be provided in an approved school vehicle in a regular seat, wheelchair, or an approved baby seat. This specifically excludes students who need ambulance service, a medical attendant, or other care outside the responsibility of the schools.
- 450 School Health Services. School health services must be provided by a qualified school nurse or other qualified person. To be counted as a special education service, the school nurse must be working solely with special education students or the service should be indicated in the student's IEP.
- 460 Rehabilitation Counseling Services. The student receives counseling services provided by a qualified rehabilitation counseling professional. Such services are intended to explore the effect of the student's disability on employment and other post-school activities which include vocational programs funded by Michigan Rehabilitation Services or the Michigan Commission for the Blind.
- 470 Orientation and Mobility Services. Orientation and mobility instruction for the visually impaired must be provided by an approved orientation and mobility instructor.
- 480 Worksite-based Learning. Worksite-based learning means transition services, such as Study. Work study means on-the-job training, related counseling and follow-up services. A written agreement plan is required as specified in R340.1733(i).
- 490 Community Training/Vocational Education (General Education). Students who receive vocational training in a community setting or individual vocational training program at a work site with non-handicapped peers.
- 491 Special Needs. Alteration of a vocational education program is being provided by general education to accommodate different needs of the handicapped student.

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- 492 Individual Vocational Education. Training programs designed to fit the handicapped student's special interests that are generally not available in a general- education vocational program.
- 493 Community Training/Vocational Education (Special Education). Students who receive vocational training in a community setting or individual vocational training program at a work site primarily with handicapped peers.

*Common entry errors:* Program service codes placed in this field. The data should not be lower than 200 nor greater than 480.

## Field 44: Primary Educational Setting

|   |  |
|---|--|
| <b>Change from 2004:</b>                                  | 2004 Field 15: Primary Educational Setting, Code changes, new codes (11 – 13) (31-38)  |
| <b>Field specification:</b>                               | Two-character, leading zero, <i>required</i>   |
| <b>Record position/type:</b><br><i>(for short format)</i> | 263-264, integer<br><br>409-410, integer   |
| <b>SRSD record position/type:</b><br><b>Code/format:</b>  | The setting where the student with disabilities is located.<br><br>Codes for Children Ages 6-26 as of the current submission count date (June 30 for End-of-Year).<br><br>For codes 02 - 09, Placement is outside the general education building.<br><br><del>01 — General Educational setting</del> (note: code 01 has been broken into codes 11, 12, and 13 below.)<br>02 Special Education School Building<br>03 Public Residential Facility<br>04 Private Residential Facility<br><del>05 — Correction, Juvenile Detention or other Facilities for</del><br><del>— Adjudicated Youth</del> (See Field 30: Student Residency)<br>06 Homebound / Hospitalized<br><del>08 — Alternative Training/Work Site</del> See Field 43, code 490<br><del>09 — Alternative Education Program</del> See Field 43, code 493<br><u>10 — Private Special Education School Building</u><br><br>For codes 11 – 13, placement is within the general education building<br><br>11 Outside general education classroom less than 21% of the school day.<br>12 Outside general education classroom between 21% and 60% of the school day.<br>13 Outside general education classroom greater than 60% of the school day. |

Codes for children ages 3-5 years as of the current submission count date ~~(June 30 for End of Year)~~. (December 1, 2005)

- 21 Early Childhood Setting
- 22 Early Childhood Special Educational setting
- 23 Home
- 24 Part-Time Early Childhood/Part-Time Early Childhood Special Educational setting
- 25 Residential Facility
- 26 Separate School
- 27 Itinerant Service Outside the Home
- 28 Reverse Mainstream Setting

Codes for Children Ages 0-2 Years as of the current submission count date ~~(June 30 for End of Year)~~. (December 1, 2005)

- 31 Home
- 33 Program Designed for Typically Developing Children
- 34 Service Provider Location
- 35 Program Designed for Children with Developmental Delays or Disabilities
- 36 Hospital (inpatient)
- 37 Residential Facility
- 38 Other Setting

**Difference from SRSD:** Submission date reference

**Programming edits:** When the field is left blank or is out- of -range when a Field 36: Primary Disability code exists, a *fatal error* is reported. Students reported using code "21-28" must be 3 ~~to~~ through 5 years of age as of the count date for the current submission (December 1, 2005).

Fatal errors occur when this field is left blank and, and a primary disability code is reported; or the value is out- of- range. A fatal error occurs if this field contains a single digit either preceded or followed by a blank.

Message: Student must have a primary disability code in Field 36: Primary Disability

Warning if codes 21 through 29 are reported and student is not 3, 4, or 5 years of age as of current count date ~~(June 30 for End of Year)~~. (December 1, 2005)

Warning if codes 31 through 38 are reported and student is not 2 years of age or younger as of current count date ~~(June 30 for End of Year)~~. (December 1, 2005)

**Definition:** Field 44: Primary Educational Setting is utilized to report on the Least Restrictive Environment (LRE) Settings for children and youth participating in special education. The time spent in a Primary Educational Setting is unrelated to Field 40 Section 52 FTE and Field 41 Section 53 FTE. Time spent in a Primary Educational Setting is not related to special education membership.

## Codes 02 Through 13

**Codes 02 through 13 are for students ages 6-26, using their age as of the count date for the current submission (June 30 for End-of-Year).**

For purposes of calculating Least Restricted Environment (LRE) time spent within the general education classroom also includes general/special education team teaching arrangements or time in which special education staff comes into the general education classroom to provide services. The times spent for LRE may be different than the time reflected in Field 40 Section 52 FTE or Field 41 Section 53 FTE.

02 **Special Education School Building.** Students who receive special education programs and services at least 50% of the time at a public school building in which ONLY handicapped students are educated. This would also include students receiving special education services who attend at least 50% or more of the time at a private or parochial school meant ONLY for handicapped students. This includes:

- public day schools for students with disabilities; or
- public day schools for students with disabilities for a portion of the school day (greater than 50%) and in regular school buildings for the remainder of the school day.

03 **Public Residential Facility.** A public residential facility includes students with disabilities who receive special education programs and live in public residential facilities during the school week. This may include students with disabilities receiving special education and related services for greater than 50% of the school day in public residential facilities. This may include children placed in:

- public residential schools for students with disabilities; or
- public residential schools for students with disabilities for a portion of the day (greater than 50%) and in separate day schools or regular school buildings for the remainder of the school day.

The above includes programs operated by the public schools for handicapped students on the grounds of public residential programs for Department of Community Health facilities, Family Independence Agency facilities or the Michigan Schools for the Deaf and Blind. *Do not include students who receive educational programs at the facility, but do not live there.*

04 **Private Residential Facility.** This includes students with disabilities receiving special education and related services, at public expense, for greater than 50% of the school day in private residential facilities. This may include students placed in:

- private residential schools for students with disabilities; or
- private residential schools for students with disabilities for a portion of the day (greater than 50%) and in separate day schools or regular school buildings for the remainder of the school day.

06 **Homebound/Hospitalized.** Students with disabilities who receive special

education and related services at home or in a hospital facility due to illness. .  
(Use code 23 for preschool students receiving special education services at home.)

- 10 **Private Special Education School Building** : Private separate day school facilities includes children with disabilities receiving special education and related services, at public expense, at a private separate day school building. This may include children placed in:
- private day schools just for students with disabilities; or
  - private day schools just for students with disabilities for greater than 50 percent of the school day.

11 **Outside general education classroom less than 21% of the school day.** Special Education student is placed (pulled) OUTSIDE the general education classroom for less than 21 percent of the school day for special education programs and related services..

12 **Outside general education classroom between 21% and 60% of the school day.** Special education student is placed (pulled) OUTSIDE the general education classroom for at least 21 percent but no more than 60 percent of the school day for special education programs and services. .

13 **Outside general education classroom greater than 60% of the school day.** Special education student is placed (pulled) OUTSIDE the general education classroom for more than 60 percent of the school day for special education programs and services.

### Home School Students Served by Special Education

For home-schooled students who receive special education and related services provided by the local educational agency, the number of hours outside the general education classroom is the number of hours the youth spends in separate special education environments (e.g. resource rooms, self-contained special education classrooms, separate schools).

## Codes 21 Through 28

**Codes 21 through 28 are for children ages 3-5, using their age on the count date for the current submission (June 30 for End-of-Year).**

Required for students age 3 but not yet 6 who are in “Early Childhood Settings”: This includes children who are 3 years of age on or before the count date, but not yet 6 years of age. Identify the place where the majority (over 50%) of a child's program takes place.

- 21 **Early Childhood Setting.** Students who received ALL (100%) of their special education and related services in early childhood educational settings designed primarily for children without disabilities. No special education or related services are provided in separate special education settings. This may include, but is not limited to, special education and related services provided in:

- Regular kindergarten classes;
- Public school preschool/pre kindergarten programs (i.e., Head Start, Michigan School Readiness Programs, Title I preschool programs, community education preschool programs); (also see Field #52)
- Private preschool programs (i.e., Head Start, Michigan School Readiness Programs, programs offered by private and faith-based providers);
- Programs offered in child care facilities, including both centers and family child care and group family child care homes;
- Home/early childhood combinations; and
- Other combinations of early childhood settings.

*Example: The child attends a preschool program designed for typically developing children where he receives special education services, such as speech therapy and/or teacher consultant services. The child does not attend a special education classroom program.*

22 **Early Childhood Special Education Setting.** Students who received all of their special education and related services in educational programs designed primarily for children with disabilities housed in regular school buildings or other community based settings. No special education or related services are provided in early childhood education settings. This may include, but is not limited to special education and related services provided in:

- Special education classrooms in regular school buildings;
- Special education classrooms in child care facilities, hospital facilities on an outpatient basis, or other community-based settings;
- Special education classrooms in trailers or portables outside regular school buildings.

*Example: The child attends an Early Childhood Special Education Program housed in an elementary school building.*

23 **Home.** Students receive their special education and related services in the principal residence of the child's family or caregivers.

24 **Part-Time Early Childhood/Part-Time Early Childhood Special Education Setting.** Students who received special education and related services in multiple settings including special education and related services are provided in: (1) the home, (2) educational programs designed primarily for children without disabilities, (3) programs designed primarily for children with disabilities, (4) residential facilities, and (5) separate schools, This may include, but is not limited to special education and related services provided in:

- Home/early childhood special education combinations;
- Head Start, childcare, nursery school facilities or other community-based settings and outside of the general education class combinations;
- Regular kindergarten classes and outside of the general education class combinations;
- Separate school/early childhood combinations;
- Residential facility/early childhood combinations.

- 25 **Residential Facility.** Students who received all of their special education and related services in publicly or privately operated residential schools or residential medical facilities on an inpatient basis.
- 26 **Separate School.** Students who received all of their special education and related services in educational programs in public or private day schools specifically for children with disabilities.
- 27 **Itinerant Service Outside the Home.** Students who received all of their special education and related services at a school, hospital facility on an outpatient basis, or other location for a short period of time (i.e., no more than 3 hours per week). This does not include children receiving services at home. These services may be provided individually or to a small group of children. This may include, but is not limited to speech instruction up to 3 hours per week in a school, hospital, or other community based setting.
- 28 **Reverse Mainstream Setting.** Students who received all of their special education and related services in educational programs designed primarily for children with disabilities but that includes 50 percent or more children without disabilities.

## Codes 31 Through 38

**Codes 31 through 38 are for children ages 0-2, using their age on the count date for the current submission (June 30 for End-of-Year).**

Required for students from birth but not yet 3 years of age. This includes children from birth but not yet 3 years of age on or before the count date. Identify the place where the majority (over 50%) of a child's program takes place. Children are to be counted according to the type of program being received at a location, not the type of location. For example, children in a program designed for children with developmental delays or disabilities operated at a hospital should be counted under "program designed for children with developmental delays or disabilities" (code 35). Children who receive physical therapy at a hospital or on an outpatient basis should be counted under service provider location (code 34). Children who are patients in a hospital should be counted under "hospital" (code 36).

- 31 **Home.** Services are provided in the principal residence of the child's family or caregivers.
- 33 **Program Designed for Typically Developing Children.** Services are provided in a program regularly attended by a group of children. Most of the children in this setting do not have disabilities. For example, this includes children served in regular nursery schools and child care centers.
- 34 **Service Provider Location.** Services are provided at an office, clinic, or hospital where the infant or toddler comes for short periods of time (e.g., 45 minutes) to receive services. These services may be delivered individually or to a small group of children.

- 35 **Program Designed for Children with Developmental Delays or Disabilities.** This setting refers to an organized program of at least 1 hour in duration provided on a regular basis. The program is usually directed toward the facilitation of one or more developmental areas. Examples include early intervention classrooms/centers and developmental child care programs.
- 36 **Hospital (inpatient).** Hospital refers to a residential medical facility. Child must be receiving services on an inpatient basis.
- 37 **Residential Facility.** Residential facility refers to a treatment facility which is not primarily medical in nature, where the infant or toddler currently resides.
- 38 **Other Setting.** Any service setting not included in the settings or programs listed above. For example, if the only component of the infant's early intervention services is parent counseling during which the child is not present, and the child receives no direct service, count as "other."

Special circumstances to consider for Codes 31-38:

If a child is receiving services in more than one setting, count the child in the setting in which he or she receives the most hours of early intervention service, *i.e.*, *the primary setting*. For example, a toddler who receives 1 hour of home-based service a month and 4 hours of service per month in a clinic (a service provider location) would be counted under the category "service provider location."

If services are delivered to a child and family members, count the child only under the primary setting (as defined above) in which the child is being served.

If services are delivered only to family members, *i.e.*, no services are delivered to a child, count the child as "Other" (code 38).

**Programming edits:** If Field 44 is left blank or is out of range when a Field 36: Primary Disability code exists, *a fatal error* is reported. Students reported using code "21-28" must be 7 3 through 5 years of age as of ~~September 1 of the current school year~~ the count date for the current submission (~~June 30 for End of Year~~) (December 1, 2005).

~~**Relationship between Field 44: Primary Educational Setting and Field 56.** Students eligible for state grants as reported in Field 44, codes 31-38, may or may not be eligible for Early On federal funds, as reported in Field 56, codes 31-38.~~

## Field 45: Special Education Exit/Completion Reason

|   |  |
|---|--|
| <b>Change from 2004 count:</b>                            | 2004 field 18, Code change, indicates student left special education, not school.  |
| <b>Field specification:</b>                               | Two-character, blanks accepted, <i>elective</i>  |
| <b>Record position/type:</b><br><i>(for short format)</i> | 265-266, integer   |
| <b>SRSD record position/type:</b>                         | 411-412, integer   |
| <b>Code/format:</b>                                       | This is a two-position field that indicates the student with disabilities left the setting or program (NN).<br><br>22 Student exits special education but remains in the district.<br><br>28 Student exits special education <i>and</i> exits the district |
| <b>Difference from SRSD:</b>                              | Reporting period, December 2, 2004 – December 1, 2005  |

**Programming edits:** If an exit reason is used, a valid date must occur in Field 46: Date Exited or Completed. Code must not be out -of- range.

Fatal errors occur when this field is left blank and valid date appears in Field 46: Special Education Date Exited or Completed. A fatal error occurs if this field contains a single digit either preceded or followed by a blank.

If code "22" is reported in this field, Field 23: District Exit Status, must equal "19". A date must be contained in Field 46: Date Exited or Completed. If code "28" is reported in this field, Field 23: District Exit Status must contain a code **other** than "19".

Message: Field 46: Special Education Date Exited or Completed contains a valid date and this field is blank.

Warning (none)

**Definition:** The reason why the student is no longer in special education since the last submission. (12/02/04 – 12/01/05)

- 22. Student exits special education and remains in the district. The student no longer has an IEP and is no longer receiving special education services. The student is continuing to receive other services from the district.
- 28 Student exits special education and exits the district.

## Field 46: Special Education Date Exited or Completed

**Change from 2004 count:** 2004 Field 17: Date Student Exited Services, character length

**Field specification:** Ten-character, blanks accepted, *elective*

**Record position/type:** 267-276, integer with slashes  
(*for short format*)

**SRSD record position/type:** 413-422, integer with slashes

**Code/format:** Month, day, and year (MM/DD/CCYY)

All dates must appear in the following manner: DD must be a number between 01 and 31, and CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

|    |          |    |           |
|----|----------|----|-----------|
| 01 | January  | 07 | July      |
| 02 | February | 08 | August    |
| 03 | March    | 09 | September |
| 04 | April    | 10 | October   |
| 05 | May      | 11 | November  |
| 06 | June     | 12 | December  |

**Difference from SRSD:** Exit date must be within in the 12 month period prior to the count date. (12/02/04 – 12/01/05)

**Programming edits:** If a student is in a special education program, and if codes "01-17" were used in Field 23: District Exit Status, or if "22" or "28" were used in Field 45: Special Education Exit/Completion Reason, then a valid date must occur. Exit date must be within in the 12 month period prior to the count date. (12/02/04 – 12/01/05)

Fatal errors occur when this field is blank, and codes "01-17, 20 or 21"0-16 were used in Field 23: District Exit Status; or field is blank, and codes "22" or "28" were used in Field 45: Special Education Exit/Completion Reason. Fatal Error if date is prior to student's Field 9: Date of Birth.

Warning (none)

**Definition:** The month, day, and year of the first day after the date a student last attended school, graduated, or became known officially to have left the educational setting. Place a date in this field when the student left school or terminated his/her special education program or service.

## **Fields 47a - 47d and Field 48 Instructions on Special Education Disciplinary Action fields**

The counts collected in these five fields, Fields 47a – 47d and Field 48, will be reported to the Office of Special Education Programs (OESP) using Table 5 of the reporting documents required under Section 618 of the Individuals with Disabilities Education Act (Individuals with Disabilities Education Act). The counts and appropriate rankings will also be added to the Special Education Data Portraits.

The five fields, 47a: Special Education Disciplinary Action: Number of Removals (Year-To-Date) by Hearing Officer, 47b: Special Education Disciplinary Action: Number of Unilateral Removals (Year-To-Date) Following a Weapons Offense, 47c: Special Education Disciplinary Action: Number of Unilateral Removals (Year-To-Date) Following a Drug Offense, 47d: Special Education Disciplinary Action: Number of Individual Out-Of-School Suspensions (Year-To-Date) Greater than 10 Days, and Field 48: Special Education Disciplinary Action: Multiple Short-Term Out-Of-School Suspensions Accumulating to More than 10 Days (Year-To-Date) correspond to the five Method of Removal types in the former SRSD Field 49. For the Federal Table, only an *incident* count is required (not a count of *days*).

A zero or blank indicates that no removal or suspension incidents of that type occurred for the student. For Fields 47a through 47d, a "9" will be interpreted as "9 or more occurrences." The dependencies with other special education fields will only be invoked if a valid non-zero integer is recorded.

A single offense can only be counted once in the five fields 47a - 47d, or Field 48.

For offenses in Fields 47a, b, c, or d (the hearing officer, weapons, drugs, or long-term suspension categories), use the beginning date of the actual removal or suspension to determine the SRSD collection period for which the incident should be reported. For example, suppose a weapons offense incident occurred prior to the fall count date (fourth Wednesday in September) but that the 25-day removal for this incident actually began *after* the fall count date. For the fall count, this student would be reported with a zero (0) in field 47b. For the spring and end-of-year counts, assuming no further suspensions, the student would be reported with a one (1) in field 47b.

For Field 48: Special Education Disciplinary Action: Multiple Short Term Out-Of-School Suspensions Accumulating To More Than 10 Days (Year-to-Date), report a "1" for the SRSD collection period in which the eleventh day of accumulated suspensions actually falls. For example, suppose a student has a five-day suspension in September, then a three-day suspension in December, for a total of eight days. An additional five-day suspension then begins on the day prior to the spring SRSD count date. However, in this scenario, the eleventh day actually falls one day *after* the spring count date, in the end-of-year count. So, Field 48 is reported as "0" for the spring submission while the end-of-year submission reports Field 48 as "1".

If a student exits special education prior to the end of the school year, then include only those incidents that occur while the student is in special education. If the student moves to another district or begins attending another district while on suspension from your district, count the incident in the appropriate category.

If a removal or suspension occurs after the end of the school year, then report the incident in the subsequent fall submission.

*Year-to-date* is defined as starting on the first official day of school and lasting to the appropriate current count date. *School year* is defined as starting on the first official day of school and lasting to the last official day of school. For the end-of-year submission, *school year* is the same as *year-to-date*.

## Example

Fall Count date: September 24th

Spring Count date: February 11th

The student receives three disciplinary removals for the school year as follows and all three fall within the same category (Field 47a: Special Education Disciplinary Action: Number of Removals (Year-To-Date) by Hearing Officer).

|                   | Beginning Date of Removal | Number of Days Removed |
|-------------------|---------------------------|------------------------|
| <i>Removal #1</i> | September 10              | 12                     |
| <i>Removal #2</i> | October 12                | 15                     |
| <i>Removal #3</i> | February 5                | 11                     |
|                   |                           |                        |

Since the beginning date of removal #1 fell prior to the fall count date (September 24th), Field 47a: Special Education Disciplinary Action: Number of Removals (Year-To-Date) by Hearing Officer would be reported as "1" for the fall submission. For the spring submission, since the beginning dates for the subsequent two removals both fell prior to the spring count date (February 11th), Field 47a: Special Education Disciplinary Action: Number of Removals (Year-To-Date) by Hearing Officer would report the cumulative number of removals year-to-date, which is now "3". Assuming no further removals, the reported count for Field 47a: Special Education Disciplinary Action: Number of Removals (Year-To-Date) by Hearing Officer for the end-of-year submission would simply be a carry-over of the spring count, or "3"

## Field 47a: Special Education Disciplinary Action: Number of Removals (Year-To-Date) by Hearing Officer

|   |  |
|---|--|
| <b>Change from 2004 count:</b>                            | New field, (Elective)  |
| <b>Field specification:</b>                               | One-character (zero through nine or blank) <i>elective</i>                   |
| <b>Record position/type:</b><br><i>(for short format)</i> | 277, integer   |
| <b>SRSD record position/type:</b>                         | 423, integer   |
| <b>Code/format:</b>                                       | Number of times removed by a special education hearing officer, year-to-date |
| <b>Difference from SRSD:</b>                              | None   |

**Programming edits:** If a valid non-zero integer occurs in this field, then Field 36: Primary Disability and Field 38: Date of IEP/ Placement/Date of Implementation must contain valid data and Field 29: Program Eligibility/Participation I, 2nd position, must contain "1". A fatal error occurs otherwise.

**Definition:** Specify the number of times, year-to-date, that the student was removed to an interim alternative educational setting based on special education hearing officer's determination. "9" is interpreted as "9 or more."

### *Removal by a Hearing Officer*

These are instances in which an impartial hearing officer orders the removal of children with disabilities from their current educational placements to appropriate alternative educational settings for not more than 45 days, based on the hearing officer's determination that the public agency has demonstrated by substantial evidence that maintaining the child's current placement is substantially likely to result in injury to the child or others.

## **Field 47b: Special Education Disciplinary Action: Number of Unilateral Removals (Year-To-Date) Following a Weapons Offense**

|   |  |
|---|--|
| <b>Change from 2004 count:</b>                            | New Field, (Elective)  |
| <b>Field specification:</b>                               | One-character (zero through nine or blank) <i>elective</i>   |
| <b>Record position/type:</b><br><i>(for short format)</i> | 278, integer   |
| <b>SRSD record position/type:</b>                         | 424, integer   |
| <b>Code/format:</b>                                       | Number of times removed by school personnel to an interim alternative educational setting following a weapons offense, year-to-date. |
| <b>Difference from SRSD:</b>                              | None   |

**Programming edits:** If a valid non-zero integer occurs in this field, then Field 36: Primary Disability and Field 38: Date of IEP/ Placement/Date of Implementation must contain valid data and Field 29: Program Eligibility/Participation, 2nd position, must contain "1". A fatal error occurs otherwise.

**Definition:** Specify the number of times, year-to-date, that the student was removed by school personnel to an interim alternative educational setting following a weapons offense. "9" is interpreted as "9 or more."

### *Unilateral Removal – A Weapons Offense*

These are instances in which school personnel (not the IEP team) order the removal of children with disabilities from their current educational placements to appropriate interim alternative educational settings for not more than 45 days, where the incidents involve weapons. The IEP team is responsible for determining the interim alternative educational placement. Unilateral removals do NOT include decisions by the IEP team to change a student's placement.

## Field 47c: Special Education Disciplinary Action: Number of Unilateral Removals (Year-To-Date) Following a Drug Offense

|   |   |
|---|---|
| <b>Change from 2004 count:</b>                            | New field, (Elective)   |
| <b>Field specification:</b>                               | One-character (zero through nine or blank) <i>elective</i>      |
| <b>Record position/type:</b><br><i>(for short format)</i> | 279, integer  |
| <b>SRSD record position/type:</b>                         | 425, integer  |
| <b>Code/format:</b>                                       | Number of times removed following a drug offense, year-to-date. |
| <b>Difference from SRSD:</b>                              | None  |

**Programming edits:** If a valid non-zero integer occurs in this field, then Field 36: Primary Disability and Field 38: Date of IEP/ Placement/Date of Implementation must contain valid data and 29: Program Eligibility/Participation, 2nd position, must contain "1". A fatal error occurs otherwise.

**Definition:** Specify the number of times, year-to-date, that the student was removed following a drug offense. "9" is interpreted as "9 or more."

### *Unilateral Removal – A Drug Offense*

These are instances in which school personnel (not the IEP team) order the removal of children with disabilities from their current educational placements to appropriate interim alternative educational settings for not more than 45 days, where the incidents involve the use, possession, sale, or solicitation of drugs. These incidents do not include alcohol or tobacco. The IEP team is responsible for determining the interim alternative educational placement. Unilateral removals do NOT include decisions by the IEP team to change a student's placement.

## **Field 47d: Special Education Disciplinary Action: Number of Individual Out-Of-School Suspensions (Year-To-Date) Greater than 10 Days**

|   |  |
|---|--|
| <b>Change from 2004 count:</b>                            | New field, (Elective)  |
| <b>Field specification:</b>                               | One-character (zero through nine or blank) <i>elective</i>   |
| <b>Record position/type:</b><br><i>(for short format)</i> | 280, integer.  |
| <b>SRSD record position/type:</b>                         | 426, integer.  |
| <b>Code/format:</b>                                       | Number of separate times, year-to-date, that the student was given an out-of-school suspension for a period exceeding 10 days. |
| <b>Difference from SRSD:</b>                              | None   |

**Programming edits:** If a valid non-zero integer occurs in this field, then Field 36: Primary Disability and Field 38: Date of IEP/ Placement/Date of Implementation must contain valid data and Field 29: Program Eligibility/Participation, 2nd position, must contain "1". A fatal error occurs otherwise.

**Definition:** Specify the number of separate times, year-to-date, that the student was subject to a single, long-term, out-of-school suspension for more than 10 days. "9" is interpreted as "9 or more."

*Long-term suspension greater than 10 days*

These are instances in which the student was subject to a single long-term, out-of-school suspension for more than 10 days. Include only out-of-school suspensions. A student can have multiple long-term suspensions.

## Field 48: Special Education Disciplinary Action: Multiple Short-Term Out-Of-School Suspensions Accumulating to More than 10 Days (Year-To-Date)

|   |   |
|---|---|
| <b>Change from 2004 count:</b>                            | New Field, (Elective)   |
| <b>Field specification:</b>                               | One-character (zero, one, or blank) <i>elective</i>   |
| <b>Record position/type:</b><br><i>(for short format)</i> | 281, integer  |
| <b>SRSD record position/type:</b>                         | 427, integer  |
| <b>Code/format:</b>                                       | Record a "1" if the student received multiple short-term out-of-school suspensions that together accumulate to more than 10 days. |
| <b>Difference from SRSD:</b>                              | None  |

**Programming edits:** If a value of "1" occurs in this field, then Field 36: Primary Disability and Field 38: Date of IEP/ Placement/Date of Implementation must contain valid data and Field 29: Program Eligibility/Participation, 2nd position, must contain "1". A fatal error occurs otherwise.

**Definition:** Record a "1" if the student was subject to multiple (10 days or less) out-of-school suspensions that together accumulate to a total of more than 10 days.

*Multiple Short-term out-of-school suspensions:*

These are cases in which the student was subject to multiple short-term out-of-school suspensions summing to more than 10 days. Each suspension must be less than or equal to 10 days, otherwise it would be reported in Field 47d: Special Education Disciplinary Action: Number of Individual Out-Of-School Suspensions (Year-To-Date) Greater than 10 Days. Multiple short-term out-of-school suspensions are accumulated and summed for the entire school year. A student can only be counted once in this category, even if additional out-of-school suspensions occur, so the value of Field 48 can only be zero (0) or one (1). An out-of-school suspension for any part of a day is calculated as a full-day suspension.

## Field 123: Date of Count

**Change from 2004 count:** New Field (Required)

**Field specification:** 10-character, *required*

**Record position/type:** 282-291, integer with slashes  
(*for short format*)

**SRSD record position/type:** 860-870, integer with slashes

**Code/format:** Month, day, and year (MM/DD/CCYY)

This field has a default code. All dates must appear in the following manner: DD must be the number of a day between 01 and 31, and CCYY represents the year. For example, May 8, 1987 = 05/08/1987. Each MM must be one of the following:

|    |          |    |           |
|----|----------|----|-----------|
| 01 | January  | 07 | July      |
| 02 | February | 08 | August    |
| 03 | March    | 09 | September |
| 04 | April    | 10 | October   |
| 05 | May      | 11 | November  |
| 06 | June     | 12 | December  |

**Difference from SRSD:** Date is December 1, 2005 (12/01/2005)

**Programming edits:** There must be a date in this field. Error check to ensure that the date is not out- of- range, blank, or not a invalid date. If so, a *fatal error* is reported.

Fatal errors occur when an invalid date is in the field (Date other than 12/01/2005)

Message: Check to ensure that the date is not out- of- range, missing, or not a valid date.

Warning (none)

**Definition:** Use the count date (12/01/2005) (~~4th Wednesday in September, 2nd Wednesday in February~~) or the submission date for EOY (typically, which is the last business day of the school year—i.e. the last business day in the month of June): June 30 in this field. When revising a student record, use the same count date as the original record you are correcting.

## Field 124: UIC

|   |  |
|---|--|
| <b>Change from 2004 count:</b>                            | New field (Elective)                                     |
| <b>Field specification:</b>                               | Ten-character, integer, blanks accepted, <i>elective</i> |
| <b>Record position/type:</b><br><i>(for short format)</i> | 292-301, integer   |
| <b>SRSD record position/type:</b>                         | 871-880, integer   |
| <b>Difference from SRSD:</b>                              | None   |

**Programming edits:** Error check to ensure that the UIC is valid.

Fatal errors occur when an invalid number or alpha character is used.

Message: This is not a valid UIC number. Please replace with the student's correct UIC or blanks.

Warning (none)

**Definition:** This field contains the Unique Identification Code (UIC) produced by the Michigan Education Information System (MEIS).

***Special Education***

***Personnel Data Elements***

***December 1, 2005***

## Record Layout for the Special Education Personnel Data Base

All records in the active personnel data base submitted to the Department must conform to the following record layout; e.g., records must be 120 characters in length with data variables conforming to the specifications given below. The record layout is identical to the 2004 layout with the addition of a single character field at the end of the record string (Field 16).

We are no longer collecting data on exited personnel for the December 1 count. Records with a valid date in Field #9 will be accepted in the submission but will not be retained in the December 1 database.

| Field | Position in Record | Bytes | Field Name                          | Specification                  |
|-------|--------------------|-------|-------------------------------------|--------------------------------|
| 1     | 001-002            | 2     | ISD/ESA                             | Character                      |
| 2     | 003-007            | 5     | Employing District                  | Character                      |
| 3     | 008-018            | 11    | Personnel ID                        | Character                      |
| 4     | 019-026            | 8     | Date of Birth                       | Date, with slashes             |
| 5     | 027-027            | 1     | Gender Code                         | Character                      |
| 6     | 028-028            | 1     | Ethnic Group                        | Character                      |
| 7     | 029-068            | 40    | Staff Assignment, Approval, and FTE | Character, five 8 byte sectors |
| 8     | 069-069            | 1     | Level of Assignment                 | Character                      |
| 9     | 070-077            | 8     | Reserved Field                      | Pad with blanks                |
| 10    | 078-078            | 1     | Level of Certificate                | Character                      |
| 11    | 079-086            | 8     | Expiration of Certificate           | Date, with slashes             |
| 12    | 087-088            | 2     | Reserved Field                      | Pad with blanks                |
| 13    | 089-103            | 15    | Personnel Last Name                 | Alpha, left justified          |
| 14    | 104-118            | 15    | Personnel First Name                | Alpha, left justified          |
| 15    | 119-119            | 1     | Personnel Middle Initial            | Alpha                          |
| 16    | 120-120            | 1     | Highly Qualified Status             | Character                      |

## Field 1: Intermediate School District/Educational Service Agency Number

**Change from 2004 count:** none

**Field specification:** Two-character, right-justified, zero fill, *required*

**Record position/type:** 001-002, integer

Code/Format: Official School Code Master

|    |                                   |
|----|-----------------------------------|
| 03 | Allegan ISD                       |
| 04 | Alpena-Montmorency-Alcona ESD     |
| 08 | Barry ISD                         |
| 09 | Bay-Arenac ISD                    |
| 11 | Berrien ISD                       |
| 12 | Branch ISD                        |
| 13 | Calhoun ISD                       |
| 14 | Lewis Cass ISD                    |
| 15 | Charlevoix-Emmet ISD              |
| 16 | Cheboygan-Otsego-Presque Isle ISD |
| 17 | Eastern Upper Peninsula ISD       |
| 18 | Clare-Gladwin ISD                 |
| 19 | Clinton County RESA               |
| 21 | Delta-Schoolcraft ISD             |
| 22 | Dickinson-Iron ISD                |
| 23 | Eaton ISD                         |
| 25 | Genesee ISD                       |
| 27 | Gogebic-Ontonagon ISD             |
| 28 | Traverse Bay Area ISD             |
| 29 | Gratiot-Isabella RESD             |
| 30 | Hillsdale ISD                     |
| 31 | Copper Country ISD                |
| 32 | Huron ISD                         |
| 33 | Ingham ISD                        |
| 34 | Ionia ISD                         |
| 35 | Iosco ISD                         |
| 38 | Jackson ISD                       |
| 39 | Kalamazoo RESA                    |
| 41 | Kent County ISD                   |
| 44 | Lapeer ISD                        |
| 46 | Lenawee ISD                       |
| 47 | Livingston ESA                    |
| 50 | Macomb ISD                        |
| 51 | Manistee ISD                      |
| 52 | Marquette-Alger ISD               |
| 53 | Mason-Lake ISD                    |
| 54 | Mecosta-Osceola ISD               |
| 55 | Menominee ISD                     |

|    |  |
|----|--|
| 56 | Midland County ESA   |
| 58 | Monroe ISD   |
| 59 | Montcalm Area ISD  |
| 61 | Muskegon Area ISD  |
| 62 | Newaygo ISD  |
| 63 | Oakland ISD  |
| 64 | Oceana ISD   |
| 70 | Ottawa ISD   |
| 72 | COOR ISD   |
| 73 | Saginaw ISD  |
| 74 | St. Clair ISD  |
| 75 | St. Joseph ISD   |
| 76 | Sanilac ISD  |
| 78 | Shiawassee Regional ESD  |
| 79 | Tuscola ISD  |
| 80 | Van Buren ISD  |
| 81 | Washtenaw ISD  |
| 82 | Wayne County RESA  |
| 83 | Wexford-Missaukee ISD  |
| 84 | State of Michigan agencies (e.g., Family<br>Independence Agency, Corrections, Department of<br>Community Health) |

**Programming edits:** When the ISD code is out of range or blank, a *fatal error* is reported. Note: Single-digit numbers must have a leading zero. Fatal errors occur when the field is blank or contains an invalid number. When the data file is submitted to MMI-CIS, the ISD/ESA is entered on the submission screen. A personnel record will be in error when the submitted ISD and the value in this field are different.

Check the School Code Master (<http://cepi.state.mi.us/scm>) for the correct number.

Warning (none)

**Definition:** These codes are the state assigned ISD/ESA numbers. Enter into the field the code of ISD/ESA reporting personnel.

## Field 2: Employing District Number

|                                |   |
|--------------------------------|---|
| <b>Change from 2004 count:</b> | None  |
| <b>Field specification:</b>    | Five-character, right-justified, zero fill, leading zero, <i>required</i> |
| <b>Record position/type:</b>   | 003-007, integer  |
| <b>Code/format:</b>            | Official School Code Master (NNNNN)                                       |

**Programming edits:** When the Local Educational Agency or Intermediate School District code is invalid or blank, a *fatal error* is reported. District numbers are five-character and should contain leading zeros where appropriate. Field 1 (ISD) and Field 2 must be valid combination within the School Code Master.

Message: Employing District number is blank or is not a valid district number. Check the School Code Master (<http://cepi.state.mi.us/scm>) for the correct number.

Note: Four- digit numbers must have a leading zero.

Warning (none)

**Definition:** This is the state- assigned, five-digit code for the district submitting the personnel data. Every personnel record for a single district should have the same employing district number. When the data file is submitted to MI-CIS, the ISD is entered on the submission screen. A personnel record will be in error if the LEA number is not a valid School Code Master district located within the ISD submitted.

The School Code Master can be found at: <http://cepi.state.mi.us/scm>.

*Common entry errors:* Wrong LEA or ISD number; not in the official School Code Master

## Field 3: Personnel ID Number

|                                |  |
|--------------------------------|--|
| <b>Change from 2004 count:</b> | 2004 Field 3: Staff Social Security Number, (Optional)         |
| <b>Field specification:</b>    | 11-character, blanks accepted, left-justified, <i>optional</i> |
| <b>Record position/type:</b>   | 008-018, alphanumeric  |
| <b>Code/format:</b>            | District personnel ID number                                   |

**Programming edits:** This is an optional field which must contain 11 characters. The field may be filled with blanks.

No fatal error

**Definition:** The local district's personnel ID number may be placed in this field (with leading blanks).

## Field 4: Date of Birth

|                                |   |
|--------------------------------|---|
| <b>Change from 2004 count:</b> | (Elective)                                    |
| <b>Field specification:</b>    | 8-character, blanks accepted, <i>elective</i> |
| <b>Record position/type:</b>   | 019-026, integer with slashes                 |
| <b>Code/format:</b>            | Month, day, and year (MM/DD/YY)               |

All dates must appear in the following manner: DD must be a number between 01 and 31, and YY represents the year. For example, May 8, 1987 = 05/08/87. Each MM must be one of the following:

|    |          |    |           |
|----|----------|----|-----------|
| 01 | January  | 07 | July      |
| 02 | February | 08 | August    |
| 03 | March    | 09 | September |
| 04 | April    | 10 | October   |
| 05 | May      | 11 | November  |
| 06 | June     | 12 | December  |

### **Programming edits:**

*Fatal errors* occur when the field contains an invalid date (e.g., 14/04/01, 04/38/57), a future date, or contains invalid date characters (e.g., letters instead of numbers). Date must be within last 100 years.

Message: Date of birth is out -of -range, or not a valid date.

Warning (none)

**Definition:** The date of birth of the reported personnel

*Common entry errors:* The entry of the current year instead of the birth year.

## Field 5: Gender Code

|                                |   |
|--------------------------------|---|
| <b>Change from 2004 count:</b> | (Elective)  |
| <b>Field specification:</b>    | One-character, blanks accepted, <i>elective</i>         |
| <b>Record position/type:</b>   | 027, numeric  |
| <b>Code/format:</b>            | This is a one-position field (N).<br>1 Male<br>2 Female |

**Programming edits:** If the code is out -of- range ~~or blank~~, a *fatal error* is reported. *Fatal errors* occur when this field ~~is left blank~~, ~~or~~ contains anything other than “1” or “2”; ~~is encountered.~~

Message: Gender ~~is blank~~ ~~or~~ contains an invalid value.

Warning (none)

**Definition:** Indicate if the personnel is male or female. Use code 1 when the personnel is male. Use code 2 when the personnel is female.

*Common Errors:* ~~The most common error is to leave this field blank.~~ Check for missing information.

## Field 6: Ethnic Group

|                                |   |
|--------------------------------|---|
| <b>Change from 2004 count:</b> | Elective  |
| <b>Field specification:</b>    | One-character, blanks accepted, <i>elective</i>   |
| <b>Record position/type:</b>   | 028, numeric  |
| <b>Code/format:</b>            | This is a one position field to indicate ethnic classification. The data entered must be numeric and fall in the range of 1 to 6 only.<br><br>1 American Indian or Alaska Native<br>2 Asian American<br>3 Black or African American<br>4 Native Hawaiian or Other Pacific Islander<br>5 White<br>6 Hispanic or Latino |

**Programming edits:** If the code is out -of- range ~~or blank~~, a *fatal error* is reported.

Message: Ethnic code ~~is blank or~~ contains an invalid value.

Warning (none)

**Definition:** Ethnic group of personnel is one of the following:

1. *American Indian or Alaska Native.* A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
2. *Asian American.* A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian sub-continent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
3. *Black or African American.* A person having origins in any of the black racial groups of Africa.
4. *Native Hawaiian or Other Pacific Islander.* A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
5. *White.* A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
6. *Hispanic or Latino.* A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

~~*Common Errors: Leaving the field blank.*~~

## Field 7: Areas of Staff Assignment, Approval and FTE

|                                |  |
|--------------------------------|--|
| <b>Change from 2004 count:</b> | None   |
| <b>Field specification:</b>    | 8 alphanumeric characters, up to 5 occurrences, blanks accepted, left-justified, <i>required</i>   |
| <b>Record position/type:</b>   | 029-068, alphanumeric, separated into five 8 byte sectors, blanks accepted, with decimal point (NNNAN.NN)  |
| <b>Code/format:</b>            | <p>The code structure is composed of three elements as follows: <i>staff assignment</i> -- 3 numeric, <i>individuals' approval for the area of assignment</i> -- 1 alphanumeric, and <i>FTE</i> -- 4 numeric with decimal. The program/service code (numeric) ranges from 110 to 406. The approval code designates the approval status of the staff person. The Full Time Equivalency of the individual's time in Special Education is a numeric code from 0.00 to 1.00</p> <p><b>For example:</b> "110F1.00" would be a Teacher of the Mild Cognitive Impaired (110), with full approval (F) and working full time in this position (FTE = 1.00).<br/>"230T0.50" would be a Teacher Consultant of Learning Disabled (230) with temporary approval (T) and working half time in this position (FTE = .50).</p> |

**Programming edits:** There are up to five occurrences with eight characters in each field. The first three characters stand for a staff assignment. Check to ensure that program/service codes are valid (between 110 and 406). The approval to work within an assignment must match one of the acceptable five **Codes:** F, T, E, L, or N. If out-of-range or non-existence codes appear, correct these prior to turning in the data. The FTE code can be from 0.00 to 1.00, if left blank, it is assumed that the code is 0.00

**Fatal error:** A fatal error occurs if this field is left blank

### Definitions:

#### *Special Education Classroom Assignments:*

|            |   |
|------------|---|
| 110 _ 0.00 | Teacher of Mild Cognitive Impairment                              |
| 120 _ 0.00 | Teacher of Moderate Cognitive Impairment                          |
| 130 _ 0.00 | Teacher of Severe Cognitive Impairment                            |
| 140 _ 0.00 | Teacher of Emotional Impairment                                   |
| 150 _ 0.00 | Teacher of Learning Disabled                                      |
| 160 _ 0.00 | Teacher of Hearing Impairment                                     |
| 170 _ 0.00 | Teacher of Visual Impairment                                      |
| 180 _ 0.00 | Teacher of Physically & Otherwise Health Impaired                 |
| 190 _ 0.00 | Teacher of Severe Multiply Impairment                             |
| 191 _ 0.00 | Teacher of Early Childhood Special Education Program (R340.1754)  |
| 192 _ 0.00 | Teacher of Speech/Language Classroom                              |
| 193 _ 0.00 | Teacher of Autism   |
| 194 _ 0.00 | Teacher of Resource Room  |
| 270 _ 0.00 | Teacher of Early Childhood Special Education Services (R340.1755) |

*Special Education Teacher Consultant Assignments:*

|            |   |
|------------|---|
| 200 _ 0.00 | Teacher Consultant: AI                                    |
| 210 _ 0.00 | Teacher Consultant: MI                                    |
| 220 _ 0.00 | Teacher Consultant: EI                                    |
| 230 _ 0.00 | Teacher Consultant: LD                                    |
| 240 _ 0.00 | Teacher Consultant: HI                                    |
| 250 _ 0.00 | Teacher Consultant: VI                                    |
| 260 _ 0.00 | Teacher Consultant: POHI & AI                             |
| 280 _ 0.00 | Homebound/Hospitalised                                    |
| 290 _ 0.00 | Teacher of Speech/Language Impaired Non-classroom Program |
| 291 _ 0.00 | Physical Education for the Handicapped                    |

*Special Education Support Service Assignments:*

|            |                                 |
|------------|---------------------------------|
| 310 _ 0.00 | School Social Worker            |
| 320 _ 0.00 | School Psychologist             |
| 330 _ 0.00 | Director of Special Education   |
| 340 _ 0.00 | Supervisor of Special Education |
| 350 _ 0.00 | Curriculum Resource Consultant  |
| 360 _ 0.00 | Occupational Therapist          |
| 370 _ 0.00 | Physical Therapist              |

*Additional Special Education Support Assignments:*

|            |  |
|------------|--|
| 380 _ 0.00 | Misc. Other Professional Personnel       |
| 381 _ 0.00 | Audiologist (AU)                         |
| 382 _ 0.00 | Planner-Monitor-Coordinator              |
| 383 _ 0.00 | Registered Music Therapist (MT)          |
| 384 _ 0.00 | Registered Nurse (NU)                    |
| 385 _ 0.00 | Orientation and Mobility Specialist (OM) |
| 386 _ 0.00 | Registered Recreational Therapist (RT)   |
| 387 _ 0.00 | Work Study Coordinator (WS)              |
| 388 _ 0.00 | Physician                                |
| 389 _ 0.00 | Registered Art Therapist (AT)            |
| 390 _ 0.00 | Occupational Therapist Assistant         |
| 391 _ 0.00 | Physical Therapist Assistant             |
| 392 _ 0.00 | Orientation and Mobility Assistant       |
| 403 _ 0.00 | Instructional Aide                       |
| 404 _ 0.00 | Aide                                     |
| 406 _ 0.00 | Interpreter for the Deaf                 |

A count of special education personnel includes their appropriate approval. If you have teachers on (1) substitute permit or (2) full-year permit should be included in the personnel count with approval of "N" indicating no special education approval.

The second code has only one letter in it: F, T, E, L or N. These letters stand for one of the following:

- F Fully approval to working area of assignment,
- T Temporary approval to working area of assignment,

E Emergency approval to working area of assignment  
L Licensed, or  
N None (Usable for Substitute Permit or Full Year Permit Teachers)

*Please note that when these counts are tallied for the federal reports, there are two categories: Fully Certified or Not Fully Certified. The codes F and L are counted as Fully Certified, and the others are counted as Not Fully Certified.*

The last part of the code is a sequence of three numbers which indicate full time equivalency (FTE) of employment for each assignment. If staff is working full time within one area of assignment they are counted as 1.00 FTE. If they were working half time in one area and half time in another area, each area would be recorded with 0.50 FTE. If a person is working part time, compute their percentage of time worked to what the district considers full time employment.

**Definition:** The primary assignment must be listed first. Enter a 0.00 FTE for those assignments for which the person is not presently working. If a professional is functioning in more than five areas, report only the first five.

**Common Errors:** Make sure the assignment is a valid code. Make sure that teachers and teacher consultants with a valid approval do not have an “N” code. Substitute permit personnel or fully year permit personnel should use the “N” code

## Field 8: Level of Educational Assignment

|                                |   |
|--------------------------------|---|
| <b>Change from 2004 count:</b> | Elective  |
| <b>Field specification:</b>    | 1-character, blanks accepted, left-justified, <i>elective</i>   |
| <b>Record position/type:</b>   | 069, numeric  |
| <b>Code/format:</b>            | Level of assignment <ol style="list-style-type: none"><li>1. Administrative or not assigned to a grade level</li><li>2. Preschool Level Program</li><li>3. Elementary School Program</li><li>4. Middle/Junior High School Program</li><li>5. Senior High School Program</li><li>6. Non-graded program for the severely impaired</li><li>7. Assignment is in more than one level</li></ol> |

**Programming edits:** Error check to ensure a valid code is in this field and is not out -of- range.

**Definition:** Each special education staff person is assigned to one of the following levels. The instructional level assigned should be equivalent to general education levels for the district. For instructional staff assigned to non-graded situations, assign an instructional level in accordance with the local definition, using the student's age and other relative factors.

- 1 Administrative. The special education staff person is not assigned to a program or a service, for example, a director or planner, supervisor.
- 2 Preschool -- Early Special Education Childhood Program. The special education staff person is assigned full time to a program in which students are under age 6. This includes support service staff.
- 3 Elementary. The special education staff person's assignment is equivalent to what the district has defined as general education elementary school.
- 4 Middle/Junior High School. The special education staff person's assignment is equivalent to what the district has defined as general education middle or junior high school.
- 5 Senior High School. The special education staff person's assignment is equivalent to what the district has defined as general education senior high school.
- 6 Non-graded Program for the Severely Impaired. The special education staff person's assignment is with a program for severely impaired in which no grade differentiation is made.
- 7 Assignment is at more than one level. The special education staff person's assignment is at more than one of the instructional levels listed above (2-6). This may be the case for teacher consultants and other professional personnel.

## Field 9: Reserved

**Change from 2004 count:** 2004 Field 9: Date of Termination of Employment. *Only currently employed personnel are to be reported.*

**Field specification:** 8-character, pad with blanks

**Record position/type:** 070-077

**Code/format:** Pad with blanks

**Programming edits:** No fatal error.

**Definition:** This field is reserved for future use.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

## Field 10: Level of Certificate

|                                |  |
|--------------------------------|--|
| <b>Change from 2004 count:</b> | None   |
| <b>Field specification:</b>    | 1-character, blanks accepted, left-justified, <i>elective</i>  |
| <b>Record position/type:</b>   | 078, numeric   |
| <b>Code/format:</b>            | Staff member is assigned to the following educational level<br><br><ul style="list-style-type: none"><li>1 Elementary level certificate</li><li>2 Secondary level certificate</li><li>3 Both Elementary and Secondary</li><li>4 Administrative certificate</li><li>5 None, no certificate required</li></ul> |

**Programming edits:** There must be a valid code 1 – 5

**Definition:** Complete this field for all teaching and administrative staff holding certificates. If the staff position does not require a Department of Education teaching or administrative certification, please indicate none, “5,” in this field.

## Field 11: Date of Expiration of Certificate

|                                |  |
|--------------------------------|--|
| <b>Change from 2004 count:</b> | Elective   |
| <b>Field specification:</b>    | 8-character, blanks accepted, left-justified, elective |
| <b>Record position/type:</b>   | 079-086, alphanumeric                                  |
| <b>Code/format:</b>            | Month, day, and year (MM/DD/YY)                        |

All dates must appear in the following manner: DD must be a number between 01 and 31, and YY represents the year. Each MM must be one of the following:

|             |              |
|-------------|--------------|
| 01 January  | 07 July      |
| 02 February | 08 August    |
| 03 March    | 09 September |
| 04 April    | 10 October   |
| 05 May      | 11 November  |
| 06 June     | 12 December  |

**Programming edits:** The professional's certificate expiration date should be submitted in the format of MM/DD/YY (Month, Day, Year). A check should be made to ensure that the month, day and year are valid as far as the 01-12 (for month) and 01-31 (days of the month) are concerned. If the staff person has no date for certification fill the field with blanks.

**Definition:** The date of the expiration of certificate of the staff member.

## Field 12: Reserved

|                                |  |
|--------------------------------|--|
| <b>Change from 2004 count:</b> | 2004 Field 12: Employment Status, reserved field, only currently employed personnel are to be reported |
| <b>Field specification:</b>    | 2-character, pad with blanks   |
| <b>Record position/type:</b>   | 087-088, numeric   |
| <b>Code/format:</b>            | none   |

**Programming edits:** No fatal error

**Definition:** This field is reserved for future use.

Warning: A warning is issued when the field is not blank.

Warning message: This field contains a value when we are expecting blanks. Please verify that one or more characters have not shifted within the record.

## Field 13: Last Name

|                                |   |
|--------------------------------|---|
| <b>Change from 2004 count:</b> | None  |
| <b>Field specification:</b>    | 15 character, required  |
| <b>Record position/type:</b>   | 089-103, alphanumeric, left justified, and padded with blanks when the name is less than 15 characters (Jamesbbbbbbbbbb). |
| <b>Code/format:</b>            | Staff person's last name  |

**Programming edits:** If the staff member's last name is longer than 15 letters, place the first fifteen letters of the staff member's name in this field. If the staff member's last name is less than 15 letters, left justify the last name and then pad the rest of the field with blanks.

Exceptions to this rule are the Department of Corrections, Department of Human Services, and Department of Community Health. For security reasons, these departments do not give staff names. School districts may withhold a staff's name if the person is working within a correction facility, or serving a program under contract to any of the above departments. In such cases the field must be padded with blanks.

Fatal errors occur when the field is blank.

**Definition:** The staff person's first name

*Common Errors: The most common error is to leave this field blank. Check for missing information.*

## Field 14: First Name

|                                |   |
|--------------------------------|---|
| <b>Change from 2004 count:</b> | None  |
| <b>Field specification:</b>    | 15 character, <i>required</i>   |
| <b>Record position/type:</b>   | 104-118, alphanumeric, left justified, and padded with blanks when the name is less than 15 characters (Jamesbbbbbbbbbb). |
| <b>Code/format:</b>            | Staff person's first name   |

**Programming edits:** If the staff member's first name is longer than 15 letters, place the first fifteen letters of the staff member's first name in this field. If the staff member's first name is less than 15 letters, left justify the entire first name in this field and pad the rest of the field with blanks.

Exceptions to this rule are the Department of Corrections, Department of Human Services, and Department of Community Health. For security reasons, these departments do not give staff names. School districts may withhold a staff's name if the person is working within a correctional facility, or serving a program under contract to any of the above departments. In such cases the field must be padded with blanks.

Fatal errors occur when the field is blank.

**Definition:** The staff person's first name

*Common Errors: The most common error is to leave this field blank. Check for missing information.*

## Field 15: Middle Initial

|                                |   |
|--------------------------------|---|
| <b>Change from 2004 count:</b> | None  |
| <b>Field specification:</b>    | 1 character, blanks accepted, <i>elective</i> |
| <b>Record position/type:</b>   | 119, alphanumeric                             |
| <b>Code/format:</b>            | Staff person's middle initial                 |

**Programming edits:** Only alphabetic characters (A-Z, a-z) or a space accepted.

Fatal error occurs if character is other than alphabetic or a space.

**Definition:** If the staff person does not have a middle initial, fill this field with a space. Many staff people do not have a middle initial; therefore, the field is frequently blank.

## Field 16: Highly Qualified Status (New)

|                                |  |
|--------------------------------|--|
| <b>Change from 2004 count:</b> | NEW field. This field is being requested beginning with the 2005 report of special education personnel. (Elective)   |
| <b>Field specification:</b>    | 1 character, blanks accepted, <i>elective</i>  |
| <b>Record position/type:</b>   | 120, numeric   |
| <b>Code/format:</b>            | This is a one-position field (N) that indicated whether the staff person meets the state standards for being highly qualified.<br><br>1    Highly Qualified<br>0    Not Highly Qualified |

**Programming edits:** Only codes 1 or 0 or a blank accepted.

**Definition:** Teachers reported as highly qualified must meet the State standard for highly qualified based on the definition of highly qualified in 20 U.S.C. Section 1402(10).

Paraprofessionals reported as highly qualified must meet the State standard for highly qualified based on the definition of highly qualified in 20 U.S.C. 6319(c-f).

*Common Errors: The most common error is to leave this field blank. Check for missing information.*