

Child Demographics

About Child Demographics

The screenshot shows the 'Child Demographics' form in the MI-CIS system. The form is organized into several sections:

- General:** Includes fields for MI-CIS ID#, Local ID#, CEPI UIC#, Last Name, First Name, M.I., Nick Name, Birth Order, Birth Date, Mos--Age--Yrs, Gender (M/F), Primary Ethnic Group, Language (ENGLISH), Address 1, Address 2, City, State (MI), Zip, Phone, County, City of Birth, LEP, Migrant, HomeLess, Supplemental Nutrition Eligibility, and Student Residency.
- Parent/Guardian (LRA):** Includes fields for Last Name, First Name, Relationship to Child, Native Language, and Primary Contact Update Address.
- Resident District:** Includes Resident ISD, Resident District, Resident Begin, Eligibility/Referral Type (Early On, Special Ed, Both), and Special Ed Attending.
- Special Ed Attending:** Includes Primary Operating/Attending ISD, Primary Operating/Attending District, Operating/Attending District Begin, Primary Operating/Attending School, and Operating/Attending School Begin.
- Early On Attending:** Includes Operating/Attending ISD, Operating/Attending District, Operating/Attending District Begin, and Early On status.

Fields shown in red (e.g., Last Name, First Name, Birth Date, Resident ISD, Resident District, Resident Begin, Primary Operating/Attending ISD, Primary Operating/Attending District, Operating/Attending District Begin, Operating/Attending ISD, Operating/Attending District, Operating/Attending District Begin) are required. Fields shown in blue (e.g., MI-CIS ID#, Local ID#, CEPI UIC#, M.I., Nick Name, Birth Order, Mos--Age--Yrs, Gender, Primary Ethnic Group, Language, Address 1, Address 2, City, State, Zip, Phone, County, City of Birth, LEP, Migrant, HomeLess, Supplemental Nutrition Eligibility, Student Residency, Relationship to Child, Native Language, Primary Contact Update Address, Eligibility/Referral Type, Special Ed Attending, Primary Operating/Attending School, Operating/Attending School Begin, Early On status) are optional.

Demographic information regarding the child or student is entered on the Child Demographics Screen of MI-CIS. Children who have received Special Education or Early On services on or before the most recent child count, or children who are being served by a district which uses MI-CIS as a daily management system should already have a record in MI-CIS. If, after doing a *Child Search*, no child record can be found, click on NEW to enter a new child record.

For children who already have a record in MI-CIS, the Child Demographics Screen can be assessed by clicking on the MI-CIS ID (in blue) on the *Recent Child List*, or the 'Demographics' button on any of the other child record Screens.

Note: Fields shown in red MUST be entered before the child or student record can be saved.

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Field: **Address 1, 2**

Screen: Child Demographics

Section: GENERAL

Use: *Early On* Periodic Count reporting (December and June) – Required
 Special Education Periodic Count reporting –Optional
 CEPI Student data reporting, SRSD Field 13: Street Address
 Used by grantees for SPP/APR reporting and surveys

Definition:

The street address where the child or student lives.

MICIS Entry:

Address 1 should be used for the residence number and street name.

Address 2 is available for occasions where a second line is required, e.g. the name of an apartment complex, lot #

Reports: The following report(s) display this field:

REPORT SECTION:

EO/Miscellaneous
 SE/Miscellaneous
 EO/Mailing Labels
 SE/Mailing Labels

REPORT NAME:

Detail Information for One Child
 One Child Detail
 Student Mailing Labels
 Student Mailing Labels

Ad Hoc Reports:

This field is available in the ad hoc reports under My Reports/Manage My Reports. (Note: Address fields are available only when selecting the Excel report format.)

Field: **Birth Date**

Screen: Child Demographics

Use: *Early On* Periodic Count reporting (December and June) – Required
 Special Education Periodic Count reporting – Required
 CEPI Student data reporting, SRSD Field 9: Date of Birth
 Used by grantees for SPP/APR reporting and surveys

Definition:

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

MICIS Entry:

Enter DD/MM/YY or DD/MM/YYYY for the date of birth. Entry of **Birth Date** is required prior to saving child demographic information.

Reports: The following report(s) display this field:

REPORT SECTION:

SE/Miscellaneous
 SE/Miscellaneous
 SE/Miscellaneous
 SE/Miscellaneous
 SE/Miscellaneous
 SE/Miscellaneous
 SE/Miscellaneous
 Provider Base
 Provider Base
 Disability Summaries
 Pupil Accounting
 Pupil Accounting
 Pupil Accounting
 Pupil Accounting

 EO/Miscellaneous
 EO/Miscellaneous
 EO/Miscellaneous
 EO/Miscellaneous
 EO/Federal
 EO/Federal
 EO/Federal

 EO/Federal
 EO/Federal
 EO/Action Counts

REPORT NAME:

One Child Detail
 Action Counts IEPs
 Active Student Services
 Exited Students
 Quick Student List Classic
 Quick Student List New
 MET Report
 Student Details by Provider
 Quick List By Provider
 FTE By Disability Report
 FTE/Headcount Lists
 Attending Non-Resident Students
 Resident Non-Attender Students
 Primary Attending/Secondary
 Elsewhere Students
 Early On Flow sheet
 Detail Information for One Child
 All Current Children
 ALL Exited Children
 Snapshot Count
 Period Count
 Ethnic And Gender Counts-FEDERAL
 Report G
 Settings by Age Report C
 Federal Exit Children
 Action Counts-Referrals

Child Demographics

General

EO/Action Counts

Action Counts IFSPs

Ad Hoc Reports:

This field is available in the ad hoc reports under My Reports/Manage My Reports.

Field: **Birth Order**

Screen: Child Demographics

Use: Special Education Periodic Count reporting – Required
CEPI Student data reporting, SRSD Field 32: Multiple Birth Order

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.

Codes:

- 1 Birth order = 1 (Default) **or** the First in a multiple birth
- 2 Birth order = 2 or the Second in a multiple birth
- 3 Birth order = 3 or the Third in a multiple birth
- 4 Birth order = 4 or the Fourth in a multiple birth
- 5 Birth order = 5 or the Fifth in a multiple birth
- 6 Birth order = 6 or the Sixth in a multiple birth
- 7 Birth order = 7 or the Seventh in a multiple birth
- 8 Birth order = 8 or the Eighth in a multiple birth

MICIS Entry:

The default is 1, or first in a multiple birth. Select an alternate entry only if the conditions as described above exist (**siblings share all unique identifying characteristics including first and last name**. Think of triplets with the same name.)

Field: **CEPI UIC #**

Screen: Child Demographics

Use: *Early On* Periodic Count reporting (December and June) – Optional
Special Education Periodic Count reporting –Optional
CEPI Student data reporting, SRSD Field 124: Unique Identification Code (UIC)
Used for State reports

Definition:

This field contains the Unique Identification Code (UIC) produced by the Center for Educational Performance and Information (CEPI).

MICIS Entry:

The UIC may be entered at any time. Periodically the UIC is imported into MICIS from CEPI.

Ad Hoc Reports:

This field is available in the ad hoc reports under My Reports/Manage My Reports.

Field: **City**

Screen: Child Demographics

Use: *Early On* Periodic Count reporting (December and June) – Required
Special Education Periodic Count reporting –Optional
CEPI Student data reporting, SRSD Field 14: Name of City or Town
Used by grantees for reporting and surveys

Definition:

Name of city or town in which the student or student lives or the last known city or town of residence.

MICIS Entry:

Enter the name of the city or town in which the student lives.

Ad Hoc Reports:

This field is available in the ad hoc reports under My Reports/Manage My Reports. (Note: Address fields are available only when selecting the Excel report format.)

Field: **City of Birth**

Screen: Child Demographics

Use: *Early On* Periodic Count reporting (December and June) – Optional
Special Education Periodic Count reporting –Optional
CEPI Student data reporting, SRSD Field 12: City or Place of Birth

Definition:

The city or place of birth just as it appears on the student's birth certificate.

MICIS Entry:

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). The **City of Birth** is currently used by CEPI in the SRSD, but is *not a required MICIS field*.

Field: **County (of Residence)**

Screen: Child Demographics

Use: *Early On* Periodic Count reporting (December and June) – Required
Used by grantees and State reporting

Definition:

The County of residence of the child.

MICIS Entry:

Enter the county in which the child lives. This is different from the “County” required in the CEPI collection. The “County” used in the SRSD export file is the county in which the ISD/RESA is located. (County in the demographics area in MICIS is child related, not district related.)

Field: **First Name**

Screen: Child Demographics

Use: *Early On* Periodic Count reporting (December and June) – Required
 Special Education Periodic Count reporting – Required
 CEPI Student data reporting, SRSD Field 7: Student's First Name
 Used by grantees for SPP/APR reporting and surveys

Definition:

Child's first name. A name given at birth, baptism, naming ceremony, or through legal change. Do not use nicknames or abbreviated names.

MICIS Entry:

The child's name is required to save or initiate a record for the child in MICIS. Enter the first name of the student or child, using the "given" name.

Reports: The following report(s) display this field:

REPORT SECTION:

SE/Miscellaneous
 SE/Miscellaneous
 SE/Miscellaneous
 SE/Miscellaneous
 SE/Miscellaneous
 SE/Miscellaneous
 SE/Miscellaneous
 SE/Miscellaneous
 Provider Base
 Provider Base
 Provider Base
 Disability Summaries
 Pupil Accounting
 Pupil Accounting
 Pupil Accounting
 Pupil Accounting

 EO/Miscellaneous
 EO/Miscellaneous
 EO/Miscellaneous
 EO/Miscellaneous
 EO/Federal
 EO/Federal
 EO/Federal

REPORT NAME:

One Child Detail
 Action Counts IEPs
 Active Student Services
 Exited Students
 Quick Student List Classic
 Quick Student List New
 MET Report
 Next Evaluation IEP
 Transportation Report
 Student Details by Provider
 Quick List By Provider
 FTE By Disability Report
 FTE/Headcount Lists
 Attending Non-Resident Students
 Resident Non-Attender Students
 Primary Attending/Secondary
 Elsewhere Students
 Detail Information for One Child
 Early On Flow sheet
 All Current Children
 ALL Exited Children
 Snapshot Count
 Period Count
 Ethnic And Gender Counts-FEDERAL
 Report G

EO/Federal

EO/Federal

EO/Action Counts

EO/Action Counts

Settings by Age Report C

Federal Exit Children

Action Counts-Referrals

Action Counts IFSPs

Ad Hoc Reports:

This field is available in the ad hoc reports under My Reports/Manage My Reports.

Field: **Gender**

Screen: Child Demographics

Use: *Early On* Periodic Count reporting (December and June) – Required
 Special Education Periodic Count reporting – Required
 CEPI Student data reporting, SRSD Field 11: Gender Code
 Used by grantees for SPP/APR reporting and surveys

Definition:

The gender of the child or student. The following codes are used:

Codes:

F Female

M Male

MICIS Entry:

Select the appropriate code from the radial button. Note that M (male) is defaulted in MICIS and should be changed to F for female children.

Reports: The following report(s) display this field:

REPORT SECTION:

SE/Miscellaneous
 SE/Miscellaneous
 Provider Base
 Pupil Accounting
 Pupil Accounting
 Pupil Accounting

EO/Miscellaneous
 EO/Miscellaneous
 EO/Miscellaneous
 EO/Miscellaneous
 EO/Federal
 EO/Federal

EO/Federal
 EO/Action Counts
 EO/Action Counts

REPORT NAME:

One Child Detail
 Action Counts IEPs
 Student Details by Provider
 Attending Non-Resident Students
 Resident Non-Attender Students
 Primary Attending/Secondary
 Elsewhere Students
 Detail Information for One Child
 Early On Flow sheet
 All Current Children
 ALL Exited Children
 Period Count
 Ethnic And Gender Counts-FEDERAL
 Report G
 Federal Exit Children
 Action Counts-Referrals
 Action Counts IFSPs

Ad Hoc Reports:

This field is available in the ad hoc reports under My Reports/Manage My Reports.

Field: **Homeless**

Screen: Child Demographics

Use: CEPI Student data reporting, SRSD Field 34: Homeless

Definition:

The child or student lacks a fixed, regular, and adequate residence. Use the following to indicate his/her most frequent primary nighttime residence:

Codes:

- 1 - Homeless shelter.** Student sleeps at night in a shelter for homeless people.
- 2 - Youth shelter.** Student sleeps at night in a shelter for runaway/throwaway/homeless youth.
- 3 - Victim shelter.** Student sleeps at night in a shelter for victims of domestic violence.
- 4 - Doubled-up.** Student sleeps at night in the home of a relative or friend if s/he is "doubled-up" because of a loss of housing or other similar situation.
- 5 - Motel/hotel.** Student sleeps at night in a motel or welfare hotel.
- 6 - Other location.** Student sleeps at night in a car, tent, park, abandoned building, and or other place not ordinarily used as a sleeping accommodation for human beings.
- 7 -Temporary arrangement.** Student sleeps at night in a shelter or other temporary arrangement awaiting institutionalization, adoption, foster care, or other placement.
- 8 - Unknown.** Student is homeless and sleeps in an unknown location.

MICIS Entry:

This field is optional in MICIS and not used by *Early On*. The data are collected in the CEPI collections through SRSD.

Field: **Language**

Screen: Child Demographics

Use: CEPI Student data reporting, SRSD Field 75: Primary Language

Definition:

This is the student or child's primary or home language if the home language survey indicates that the language of the home is not English.

MICIS Entry:

Select the primary language used in the child's home. The default is English.

Field: **Last Name**

Screen: Child Demographics

Use: *Early On* Periodic Count reporting (December and June) – Required
 Special Education Periodic Count reporting – Required
 CEPI Student data reporting, SRSD Field 6: Student's Last Name
 Used by grantees for SPP/APR reporting and surveys

Definition:

The child's last name as it appears on a birth certificate or legal document presented at enrollment.

MICIS Entry:

Enter the child's last name.

Reports: The following report(s) display this field:

REPORT SECTION:

SE/Miscellaneous
 SE/Miscellaneous
 SE/Miscellaneous
 SE/Miscellaneous
 SE/Miscellaneous
 SE/Miscellaneous
 SE/Miscellaneous
 SE/Miscellaneous
 Provider Base
 Provider Base
 Provider Base
 Disability Summaries
 Pupil Accounting
 Pupil Accounting
 Pupil Accounting
 Pupil Accounting

 EO/Miscellaneous
 EO/Miscellaneous
 EO/Miscellaneous
 EO/Miscellaneous
 EO/Federal
 EO/Federal
 EO/Federal

 EO/Federal
 EO/Federal

REPORT NAME:

One Child Detail
 Action Counts IEPs
 Active Student Services
 Exited Students
 Quick Student List Classic
 Quick Student List New
 MET Report
 Next Evaluation IEP
 Transportation Report
 Student Details by Provider
 Quick List By Provider
 FTE By Disability Report
 FTE/Headcount Lists
 Attending Non-Resident Students
 Resident Non-Attender Students
 Primary Attending/Secondary
 Elsewhere Students
 Detail Information for One Child
 Early On Flow sheet
 All Current Children
 ALL Exited Children
 Snapshot Count
 Period Count
 Ethnic And Gender Counts-FEDERAL
 Report G
 Settings by Age Report C
 Federal Exit Children

EO/Action Counts
EO/Action Counts

Action Counts-Referrals
Action Counts IFSPs

Ad Hoc Reports:

This field is available in the ad hoc reports under My Reports/Manage My Reports.

Field: **LEP**

Screen: Child Demographics

Use: Special Education Periodic Count reporting – Optional
CEPI Student data reporting, SRSD Field 29.6: Program Eligibility
/Participation
Used by grantees for SPP/APR reporting and surveys

Definition:
The child is eligible for Limited English Proficient services.

MICIS Entry:
This field is not used for infants and toddlers eligible for Part C services.

Field: **Local ID #**

Screen: Child Demographics

Use: *Early On* Periodic Count reporting (December and June) – Optional
 Special Education Periodic Count reporting – Required
 CEPI Student data reporting, SRSD Field 17: Student ID Number

Definition:

A locally determined identification number used by some service areas to further identify children.

MICIS Entry:

A local ID number may be entered here. **DO NOT use the child SS# in this field.**

Reports: The following report(s) display this field:

REPORT SECTION:

EO/Federal

EO/Federal

REPORT NAME:Ethnic And Gender Counts-FEDERAL
Report G

Settings by Age Report C

Ad Hoc Reports:

This field is available in the ad hoc reports under My Reports/Manage My Reports.

Field: **M.I.**

Screen: Child Demographics

Use: *Early On* Periodic Count reporting (December and June) – Optional
Special Education Periodic Count reporting – Optional
CEPI Student data reporting, SRSD Field 8: Student's Middle Initial
Used by grantees reporting and surveys

Definition:
The first letter of the child's middle name.

MICIS Entry:
This field may be used to further identify the child's record.

Ad Hoc Reports:
This field is available in the ad hoc reports under My Reports/Manage My Reports.

Field: **MI-CIS ID**

Screen: Child Demographics

Use: *Early On* Periodic Count reporting (December and June) – Required
Special Education Periodic Count reporting – Required

Definition:

The MICIS ID is also referred to as the Student Unique Identification (SUI) or Unique Identification (UID) number, and is an assigned 10 bite alphanumeric code used to identify the child's record. (Is not the same as the code assigned by CEPI (UIC).)

MICIS Entry:

The MICIS ID (SUI) is assigned by the MICIS application when a new student is entered into the system and the initial record is saved. Each child/student should have only one record, and one MICIS ID

Reports: The following report(s) display this field:

REPORT SECTION:

Pupil Accounting
Pupil Accounting
Pupil Accounting
Pupil Accounting

EO/Miscellaneous
EO/Miscellaneous
EO/Miscellaneous
EO/Federal
EO/Federal

EO/Federal
EO/Federal

REPORT NAME:

FTE/Headcount Lists
Attending Non-Resident Students
Resident Non-Attender Students
Primary Attending/Secondary
Elsewhere Students
Early On Flow sheet
All Current Children
ALL Exited Children
Snapshot Count
Ethnic And Gender Counts-FEDERAL
Report G
Settings by Age Report C
Federal Exit Children

Ad Hoc Reports:

This field is available in the ad hoc reports under My Reports/Manage My Reports.

Field: **Migrant**

Screen: Child Demographics

Use: Special Education Periodic Count reporting – Optional
CEPI Student data reporting, SRSD Field 29.7: Program
Eligibility/Participation

Definition:

The child is eligible for migrant education services.

MICIS Entry:

This field is not used by *Early On*.

Field: **Mos-Age-Yrs**

Screen: Child Demographics

Use: *Early On* Periodic Count reporting (December and June) – Calculated
 Special Education Periodic Count reporting – Calculated
 Used by grantees for SPP/APR reporting and surveys

Definition:

The age of the child presented in months and years.

MICIS Entry:

The fields are auto filled, calculated from the date of birth to the current date.

Reports: The following report(s) display this field:

REPORT SECTION:

SE/Miscellaneous
 SE/Miscellaneous
 SE/Miscellaneous
 Provider Base
 Disability Summaries
 Pupil Accounting
 Pupil Accounting
 EO/Federal
 EO/Federal
 EO/Federal

REPORT NAME:

Active Student Services
 Quick Student List New
 Next Evaluation IEP
 Student Details by Provider
 FTE By Disability Report
 Worksheet A
 Worksheet B
 Snapshot Count
 Period Count
 Settings by Age Report C

Field: **Nickname**

Screen: Child Demographics

Use: Daily data management

Definition:

A name the child is called by other than the name on the birth certificate or legal document presented at enrollment e.g. "Billy" for "William".

MICIS Entry:

Entry in this field is sometimes helpful in identifying the correct child record.

Field: **Phone**

Screen: Child Demographics

Use: *Early On* Periodic Count reporting (December and June) – Optional
Daily data management

Definition:

The telephone number of the child's family or other legally responsible party.

MICIS Entry:

Enter the 10 digit number of the family contact person for the child.

Reports: The following report(s) display this field:

REPORT SECTION:

SE/Miscellaneous
SE/Miscellaneous
SE/Miscellaneous
SE/Miscellaneous
Provider Base
Provider Base
Provider Base
EO/Miscellaneous
EO/Action Counts
EO/Miscellaneous

REPORT NAME:

Quick Student list Classic
Quick Student List New
MET Report
One Child Detail
Transportation Report
Student Details by Provider
Quick List By Provider
Detail Information for One Child
Action Counts-Referrals
Directory

Ad Hoc Reports:

This field is available in the ad hoc reports under My Reports/Manage My Reports.

Field: **Primary Ethnic Group**

Screen: Child Demographics

Use: *Early On* Periodic Count reporting (December and June) – Required
 Special Education Periodic Count reporting – Required
 CEPI Student data reporting, SRSD Field 22: Racial/Ethnic Code
 Used by grantees for SPP/APR reporting and surveys

Definition:

A limited selection of options for reporting the Primary Ethnic Group of children age 0-2 and students age 3-25 participating in *Early On* or Special Education. The US Department of Education, Office of Special Education Programs does not recognize the multiethnic category. Multiethnic students must be placed in a single racial ethnic group for OSEP and special education calculations. First identify a racial group and then the ethnicity of the student (if Hispanic or Latino). Use following codes to describe the Primary Ethnic Group of the child or student:

Codes:

American Indian or Alaska Native: A child or 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.

Asian American: A child or 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.

Black or African American: A child or student having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander: A child or student having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White: A child or student having origins in any of the original peoples of Europe, the Middle East, or North Africa.

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.

The US Department of Education, Office of Special Education Programs requires data to be reported using five ethnic categories. Reporting of the five required race/ethnic categories combines “Asian American” and “Native Hawaiian or Other Pacific Islander”, and uses “Asian or Pacific Islander”. See the following crosswalk:

MICIS codes	OSEP reporting and Data Portraits
American Indian or Alaska Native	American Indian or Alaska Native
Asian American, Native Hawaiian or Other Pacific Islander	Asian or Pacific Islander
Black or African American	Black or African American
White	White
Hispanic or Latino	Hispanic or Latino

MICIS Entry:

Select the primary ethnic category of the child from the drop down provided.

Reports: The following report(s) display this field;

REPORT SECTION:

SE/Miscellaneous
 SE/Miscellaneous
 SE/Miscellaneous
 Provider Base
 Disability Summaries
 EO/Miscellaneous
 EO/Miscellaneous
 EO/Miscellaneous
 EO/Federal
 EO/Federal
 EO/Federal

 EO/Federal
 EO/Action Counts

REPORT NAME:

Action Counts IEPs
 Quick Student List Classic
 Quick Student List New
 Student Details by Provider
 Ethnic By Disability Report
 Early On Flow sheet
 All Current Children
 ALL Exited Children
 Snapshot Count
 Period Count
 Ethnic And Gender Counts-FEDERAL
 Report G
 Federal Exit Children
 Action Counts IFSPs

Ad Hoc Reports:

This field is available in the ad hoc reports under My Reports/Manage My Reports.

Field: **State**

Screen: Child Demographics

Use: Daily data management

Definition:

The State in which the child resides.

MICIS Entry:

The default selection is MI.

Field: **Student Residency**

Screen: Child Demographics

Use: Special Education Periodic Count reporting – Required
CEPI Student data reporting, SRSD Field 30: Student Residency
Used by grantees for SPP/APR reporting and surveys

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). 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

MICIS Entry:

Residency is used for pupil accounting and currently required for the December Periodic Count submission. Enter the appropriate residency code

Ad Hoc Reports:

This field is available in the ad hoc reports under My Reports/Manage My Reports.

Field: **Supplemental Nutrition Eligibility**

Screen: Child Demographics

Use: Special Education Periodic Count reporting – Optional
CEPI Student data reporting, SRSD Field 31: Supplemental Nutrition
Eligibility
Used by grantees for SPP/APR reporting and surveys

Definition:

This field is used for students eligible for free milk or free/reduced-price meal. It is used by CEPI to calculate awards for federal and state grants by the Michigan Department of Education. The field use is not appropriate for children prior to their enrollment in a school or educational program.

- 1 Student is eligible for free meal/milk program for current school year.
- 2 Student is eligible for reduced-price meal program for current School year.
- 3 Student is **not** eligible for either free meal/milk program or reduced-price meal program for current school year.

MICIS Entry:

Select one of the following from the drop down (if information is known).

- (1) Eligible for free meal/milk program
- (2) Eligible for reduced-price meal program
- (3) Not Eligible

Field: **Zip**

Screen: Child Demographics

Use: *Early On* Periodic Count reporting (December and June) – Required
Special Education Periodic Count reporting – Optional
CEPI Student data reporting, SRSD Field 15: Zip Code
Used by grantees reporting and surveys

Definition:

This is the zip code of the location where the student lives.

MICIS Entry:

Enter the five digit zip code. The zip code completes the child's address on mailing labels.

Ad Hoc Reports:

This field is available in the ad hoc reports under My Reports/Manage My Reports.

Field: **First Name (Parent)**

Screen: Child Demographics
Section: PARENT/GUARDIAN (LRA)

Use: *Early On* Periodic Count reporting (December and June) – Required
Used for surveys
Daily data management

Definition:
First name of the child or student's parent or legal guardian.

MICIS Entry:
The **First Name (Parent)** field is for local data management only. Enter the first name of the child's parent or guardian. Add additional family members under "Family" located in the "Go to..." drop down. Other options for entry include entering both parents' first name e.g. "Mr. and Mrs. Robert" or "Robert and Susan".

Reports: The following report(s) display this field when the Primary Contact box is checked:

REPORT SECTION:
EO/Miscellaneous
Provider Base

REPORT NAME:
Detail Information for One Child
Transportation Report

Ad Hoc Reports:
This field is available in the ad hoc reports under My Reports/Manage My Reports.

Field: **Last Name (Parent)**

Screen: Child Demographics

Use: *Early On* Periodic Count reporting (December and June) – Required
Used for surveys
Daily data management

Definition: The last name of the student's parent/guardian or the person deemed the legally responsible adult with authority to make decisions regarding the student. .

MICIS Entry:

The field is for local data management only. Enter the last name of the child's parent or guardian

Reports:

The following report(s) display this field when the Primary Contact box is checked:

REPORT SECTION:

EO/Miscellaneous

Provider Base

REPORT NAME:

Detail Information for One Child

Transportation Report

Ad Hoc Reports:

This field is available in the ad hoc reports under My Reports/Manage My Reports.

Field: **Native Language**

Screen: Child Demographics

Use: Daily data management

Definition:

This is the parent's primary or home language if the home language survey indicates that the language of the home is not English.

MICIS Entry:

Select the primary language used by the parent/guardian. The default is English.

Field: **Primary Contact**

Screen: Child Demographics

Use: *Early On* Periodic Count reporting (December and June) – Required
Used for surveys
Daily data management

Definition:

The person/s who should be contacted regarding information and decisions regarding the student.

MICIS Entry:

This is a radial button selection and allows the selection of only one parent at a time. The field is not used to generate labels at this time.

Field: **Relationship to Child**

Screen: Child Demographics

Use: Daily data management

Definition: The relationship of the family member/s to the child.

A	Father, Natural or Adopted
B	Father, Step
C	Father, Foster
D	Mother, Natural or Adopted
E	Mother, Step
F	Mother, Foster
G	Spouse
I	Sister
J	Grandparent
K	Court Appointee(Guardian)
L	Self
O	Other Relative
P	Parents
S	Step Parents
T	Surrogate Parent
U	Unknown

MICIS Entry: Select the option that best describes the relationship of the person to the child. This is used for daily management only and is not used to generate reports.

Reports: The following report(s) display this field:

REPORT SECTION:

EO/Miscellaneous

REPORT NAME:

Detail Information for One Child

Field: **Update Address**

Screen: Child Demographics

Use: Daily data management

Definition:

An option to update the address information stored in the “Family” Screen to match the address of the student.

MICIS Entry:

Address information on the child/student’s parent or guardian may be entered in the “Family” Screen, found in the “Go To...” drop down. When a student and his family changes addresses, the new information is entered under the GENERAL Child Demographics, and the family information may be updated to match the new child information.

Field: **Eligibility/Referral Type**

Screen: Child Demographics

Section: RESIDENT DISTRICT

Use: Daily data management

Definition:

The type of NEW record being entered, *Early On*, Special Education, or Both, determined by supporting documents.

MICIS Entry:

The **Eligibility/Referral Type** option for selection of *Early On* or Special Education is available only when entering a NEW child or student into MICIS. A current IEP from another district or State, or a referral for Special Education evaluation and determination would be “Special Ed” **Type**. A current IFSP from another service area or State or a referral for evaluation, assessment and determination of eligibility under Part C would be “*Early On*” **Type**.

Selection of “Early On”, “Special Ed”, or “Both” will determine the fields required in the SPECIAL ED ATTENDING and/or the *EARLY ON* ATTENDING sections on the Child Demographics Screen.

Field: **Resident Begin**

Screen: Child Demographics

Use: *Early On* Periodic Count reporting (December and June) – Required
Special Education Periodic Count reporting –Optional
CEPI Student data reporting, SRSD Field 13: Street Address
Used by grantees for SPP/APR reporting and surveys

Definition:

The date beginning documentation of residency at the time of entry into the *Early On* system.

MICIS Entry:

For best results use the date of the transfer in or referral to the district. It is not necessary to enter the date the child began residing in the district. The date should not be later than the attending begin date.

Field: **Resident District**

Screen: Child Demographics

Use: *Early On* Periodic Count reporting (December and June) – Required
 Special Education Periodic Count reporting – Required
 CEPI Student data reporting, SRSD Field 4: Resident LEA Number
 Used by grantees for SPP/APR reporting and surveys

Definition:

The Local Education Agency (LEA) district in which the child resides.

MICIS Entry:

Select the LEA district in which the child resides. The LEAs within the
 ISD/RESA are filtered after selecting the ISD.

Reports: The following report(s) display this field:

REPORT SECTION:

SE/Miscellaneous
 SE/Miscellaneous
 SE/Miscellaneous
 SE/Miscellaneous
 Provider Base
 Provider Base
 Provider Base
 Pupil Accounting
 Pupil Accounting
 Pupil Accounting
 Pupil Accounting
 Pupil Accounting
 EO/Miscellaneous
 EO/Action Counts
 EO/Action Counts

REPORT NAME:

Action Counts IEPs
 Active Student Services
 Quick Student List Classic
 MET Report
 Transportation Report
 Student Details by Provider
 Quick List By Provider
 Resident Non-Attender Students
 Worksheet A
 Worksheet B
 FTE/Headcount Lists
 Attending Non-Resident Students
 All Current Children
 Action Counts-Referrals
 Action Counts IFSPs

Ad Hoc Reports:

This field is available in the ad hoc reports under My Reports/Manage My
 Reports.

Field: **Resident ISD**

Screen: Child Demographics

Use: *Early On* Periodic Count reporting (December and June) – Required
Used for daily data management

Definition:

The Intermediate School District or Local Service Area in which the child resides.

MICIS Entry:

Select the ISD/Service Area from the drop down list of Michigan ISDs.

Ad Hoc Reports:

This field is available in the ad hoc reports under My Reports/Manage My Reports.

Field: **Operating/Attending District Begin**

Screen: Child Demographics
Section: SPECIAL ED ATTENDING

Use: Daily data management, required for entry of operating/attending district

Definition:

The first date the district was *aware* of the student or the date the student transferred from another service area.

MICIS Entry:

- For a student NEW to MICIS, this date cannot be **after** the referral or transfer in date. Enter the referral or transfer in date.
- For a student with a record in MICIS but new to the district, go to ISD/District/School Screen in the “Go to ...” menu, and Set EO Primary. The **Operating/Attending District Begin** Date will auto fill with the date entered, and only display on the Demographics Screen.
- This is a key field for MICIS access to a student’s record.

Field: **Operating/Attending School Begin**

Screen: Child Demographics

Use: Daily data management, required for entry of operating/attending school

Definition:

The initial date of referral, transfer in, or the date of enrollment in the school.

MICIS Entry:

- For a student NEW to MICIS, this date cannot be **after** the referral or transfer in date. Enter the referral or transfer in date.
- For a student with a record in MICIS but new to the district, go to ISD/District/School in the “Go to ...” menu, and Set SE Primary. Enter the District and school information.
- When a student changes schools within the same LEA, go to ISD/District/School in the “Go to ...” menu and select the SCHOOL button. Click “New”. Select the new school within the Primary attending district and enter the “Begin date”.

Field: Primary Operating Attending District

Screen: Child Demographics

Use: Special Education Periodic Count reporting –Required
CEPI Student data reporting, SRSD Field 3: Operating District Number
Used by grantees for SPP/APR reporting and surveys

Definition: The District or LEA that has the primary responsibility for providing Special Education programs or services to the student. This is most frequently the LEA which the student attends; however, this may be another district that actually provides the program or service.

MICIS Entry:

- For a child new to MICIS, select first the ISD and then the district within the ISD that the child is referred to, transferring in to, or participating in Special Education programs or services.
- For a student with a record in MICIS but new to the district, go to ISD/District/School in the “Go to ...” menu, and Set SE Primary. Enter the District and school information.

Reports: The following report(s) display this field:

REPORT SECTION:

SE/Miscellaneous
SE/Miscellaneous
SE/Miscellaneous
SE/Miscellaneous
Provider Base
Provider Base
Provider Base
Pupil Accounting
Pupil Accounting
Pupil Accounting
EO/Miscellaneous
EO/Action Counts

REPORT NAME:

Action Counts IEPs
Active Student Services
Exited Students
Quick Student List Classic
Transportation Report
Student Details by Provider
Quick List By Provider
Worksheet A
Worksheet B
FTE/Headcount Lists
All Current Children
Action Counts IFSPs

Ad Hoc Reports:

This field is available in the ad hoc reports under My Reports/Manage My Reports.

Field: Primary Operating/Attending ISD

Screen: Child Demographics

Use:

Special Education Periodic Count reporting –Required
 CEPI Student data reporting, SRSD 1: Operating Intermediate School
 District/Educational Service Agency Number
 Used by grantees for SPP/APR reporting and surveys

Definition:

The ISD which is responsible for processing referrals and/or providing services for eligible children, or the ISD having the LEA responsible for processing referrals and/ or providing services to eligible children. (The child may not actually be “attending” the ISD/LEA/service area at the time of entry, as when a preschool child is “referred” for evaluation.)

MICIS Entry:

- For a NEW child record in MICIS, select the “Attending ISD” (service area name) from the drop down list of ISDs.
- For a child with a record in MICIS but new to the service area, go to ISD/District/School in the “Go to ...” menu, and Set SE Primary. The Primary Operating/Attending ISD field on the Demographics Screen will auto fill with the ISD selected.
- If the ACCESS DENIED message appears, (meaning the student is active in another ISD/district) click the “Set Pending Primary” button and enter the ISD and district information.
- This is a key field for MICIS access to a child’s record.

Reports: The following report(s) display this field:

REPORT SECTION:

Pupil Accounting

REPORT NAME:

Primary Attending/Secondary
 Elsewhere Students

Ad Hoc Reports:

This field is available in the ad hoc reports under My Reports/Manage My Reports.

Field: Primary Operating Attending School

Screen: Child Demographics

Use:

Special Education Periodic Count reporting – Required
 CEPI Student data reporting, SRSD Field 5: School or Facility
 Used by grantees for SPP/APR reporting and surveys

Definition:

The school or facility student attends.

MICIS Entry:

Enter the school or facility student attends.

Reports: The following report(s) display this field:

REPORT SECTION:

REPORT NAME:

Pupil Accounting	Worksheet A
Pupil Accounting	Worksheet B
SE/Miscellaneous	Active Student Services
SE/Miscellaneous	Exited Students
SE/Miscellaneous	Quick Student List Classic
SE/Miscellaneous	MET Report
Provider Base	Transportation Report
Provider Base	Student Details by Provider
Provider Base	Quick List By Provider
Pupil Accounting	Worksheet A
Pupil Accounting	Worksheet B
Pupil Accounting	FTE/Headcount Lists

Ad Hoc Reports:

This field is available in the ad hoc reports under My Reports/Manage My Reports.

Field: Spec Ed Status

Screen: Child Demographics

Use: Daily data management, option is on NEW record only

Definition:

The reason for entering a new record into MICIS; either the new child was referred for Special Education evaluation or is transferring into the district with an IEP from another district or state.

MICIS Entry:

- Select the option of "Transfer In" when a student new to the database enrolls into a district with an IEP from another district. (In most cases, children who are eligible for special education already have a record in MICIS. However, If the child was not counted on the previous December Periodic Count submission in another district, and, if the other district is not a daily MICIS user, there is a chance that the student does not yet have a record in MICIS. In this case, the option to select a "status" of "Transfer In" is offered on the new Child Demographics Screen.)
- Select "Referral" when the district receives parental consent to evaluate a child who has never before received Special Education services and there is no previous record for the child in MICIS.

Field: **Early On Status**

Screen: Child Demographics

Section: *EARLY ON ATTENDING*

Use: Used for daily data management

Definition:

The condition under which a child NEW to the data system is being added to MICIS. The options include:

Transfer In: A record for the child does not exist in MICIS, *and* there is a current active IFSP for the child created in another service area or State.

Referral: A record for the child does not exist in MICIS. The child is being referred for evaluation, assessment and determination of eligibility for services under Part C of IDEA.

MICIS Entry:

Click on the radial button best describing the child status. The **Early On Status** selection is only available for entry prior to saving an initial record of a child. The selection of "Transfer In" or "Referral" populates the Status field on the *Early On* Screen with either Temporary Placement (Transfer In) or Referral (Referral in process. After selection of the appropriate entry status, additional information including the date of the status is required.

Field: **Operating Attending District**

Screen: Child Demographics

Use: *Early On* Periodic Count reporting (December and June) – Required
CEPI Student data reporting, SRSD Field 3: Operating District Number
Used by grantees for SPP/APR reporting and surveys

Definition:

The **operating** district or the district responsible for processing referrals and/or providing services for eligible children. For *Early On*, the “Attending District” is the same as the “Attending ISD”. The child may not actually be “attending” the district at the time of entry.

MICIS Entry:

- For a New child record in MICIS, select first the “Attending ISD” (service area name), then the “Attending District” (Service area name again) from the list generated by the ISD selection. The service area is listed as a separate “district” within the ISD/RESA.
- For a child with a record in MICIS but new to the district, go to ISD/District/School in the “Go to ...” menu, and Set EO Primary. The **Attending District** will auto fill with the district selected, and display on the Demographics Screen.
- This is a key field for MICIS access to a child's record.

Field: **Operating/ Attending District Begin**

Screen: Child Demographics

Use: Necessary for daily data management

Definition:

The first date the district was *aware* of the child or the date the child transferred from another service area.

MICIS Entry:

- For a child NEW to MICIS, this date cannot be **after** the referral or transfer in date. Enter the referral or transfer in date.
- For a child with a record in MICIS but new to the district, go to ISD/District/School in the "Go to ..." menu, and Set SE Primary. The **Attending District Begin** Date will auto fill with the date entered, and only display on the Demographics Screen.
- This is a key field for MICIS access to a child's record.

Field: **Operating/Attending ISD**

Screen: Child Demographics

Use: *Early On* Periodic Count reporting (December and June) - Required CEPI Student data reporting, Field 1: Operating Intermediate School District/Educational Service Agency Number.
Used for SPP/APR reporting

Definition:

The **operating** ISD/RESA or the service area responsible for processing referrals and/or providing services for eligible children. The child may be in process of referral to the service and not actually be “attending” the service area at the time of entry,.

MICIS Entry:

- For a New child record in MICIS, select the “Operating/Attending ISD” (service area name) from the drop down of ISD/RESAs.
- For a child with a record in MICIS but new to the service area, go to ISD/District/School in the “Go to ...” menu, and click “Set EO Primary”. The **Operating/Attending ISD** will auto fill with the ISD/RESA selected, and display on the Demographics Screen.
- For a child with a Special Education record in MICIS and Early On data has not yet been entered, go to ISD/District/School in the “Go to ...” menu, and click “Set EO Primary”. The **Operating/Attending ISD** will auto fill with the ISD/RESA selected, and display on the Demographics Screen.
- This is a key field for MICIS access to a child’s record.