

Directions for Updating MSDS Records Within CTEIS

Background

The Office of Career and Technical Education (OCTE) issued a notification letter on June 3, 2010 to remind districts that the CTEIS relies on the MSDS (Michigan Student Data system) to provide student data for specific CTEIS fields - in order to avoid duplicate data collection within the MDE. Clarification notices further communicated that students need to have an accurate, up-to-date MSDS record for the semester or trimester that the student is enrolled within the CTEIS. Students enrolled within the CTEIS, that do **not** have an accurate, up-to-date MSDS record, will be purged from CTEIS as part of the 4301 Year End Grade Data Submission post processing – **and are NOT counted for Section 61a1 (Added Cost) funding purposes.**

To assist districts with this issue, CTEIS has provided a tool entitled, “**UICs with No Current MSDS Record,**” which identifies students with inaccurate, outdated MSDS records. **Note: This tool is only useful after PTD Technology has updated CTEIS with current MSDS records.** PTD Technology will notify districts each time an MSDS Update has occurred in CTEIS. Updates typically occur in fall (from December to the end of May).

Also, please note that a student with a **bad UIC** is very different from a student with an **outdated MSDS record** – acquiring a new UIC for students with outdated MSDS records will not resolve the issue.

Please Note, the MSDS contains multiple records for any given student. As part of OCTE’s process to select a record from the MSDS, we select the most current record from the “**Primary Education Providing Entity**” (PEPE) district as the student’s primary MSDS record.

Steps to Resolve Students With No Current MSDS Records

Once PTD Technology sends out notification that CTEIS has been updated with MSDS records...

1. **CTEIS User** checks the **UICs with No Current MSDS Record** link which generates a report within CTEIS.
2. **CTEIS User** extracts the UICs listed on the report.
3. **CTEIS User** coordinates with the student’s sending district to ensure that the PEPE district for that student updates their student record.
4. **CTEIS** will capture the newest record with their next MSDS update, and these steps should be repeated to ensure accuracy.