

MANAGE STUDENTS

Student records are an important part of your Enrollment and Completion Collection and must be entered carefully because:

- Student information in CTEIS supplements data required by the MSDS.
- Addresses, phone numbers, and email addresses on file in the CTEIS database are used during the Follow-Up reporting cycle that begins each fall.
- Federal reports require student data, especially student credentials and special populations.

How to Navigate Manage Students Screen

To open the Manage Students screen:

1. Log into CTEIS at: [MILogin - Login \(michigan.gov\)](https://milogin.michigan.gov) using your MILogin username and password you will be navigated back to the CTEIS homepage.

1. From the navigation bar, click Data Entry, then select Manage Students.
2. Select a building from the Select Building... drop-down menu to load students from that building into the student grid. You may view students who have left school by unselecting the In-school checkbox.
3. To search for a student, enter either a UIC or the last name into the Search By UIC/Last Name search in the column headers and then click the Search button.
4. Sort your list by entering student data into column headers.

ENROLLMENT

- Manage Students
- Manage Courses
- Import Courses
- Mass Course Edit
- Mass Course Renew
- Manage Enrollment
- Manage Staff
- Student/Course/Enr. Import
-
- Manage Credentials
- Upload Credentials

EXPORT In School

SEARCH

	UIC	Name	Date Of Birth	
		Sfname Slname		
	A017017005	Sfname Slname	4/14/2006	F
	A362926648	Afname Slname	2/17/2005	F
	A528928045	Yfname Slname	8/11/2005	F
	A750192017	Hfname Slname	6/30/2005	F
	A858924068	Afname Slname	11/23/2004	F

How to Add a New Student Record

If a student does not exist within the CTEIS database, you will need to add a new student record using the following process:

1. On the Manage Students screen click the Add Student button. The Student Details panel opens.
2. Enter the Student Core Information and demographic details.
3. Click the Add Student button.

and Review records)

ADD STUDENT

Gender	Grade	Sending Facility
F	10	04931 - Adlai Stevenson High School
F	11	04931 - Adlai Stevenson High School
F	11	04931 - Adlai Stevenson High School
F	10	04931 - Adlai Stevenson High School
F	11	04931 - Adlai Stevenson High School

The following information is maintained for your student records. The first four fields on the Student Details panel are marked in red, plus the UIC and sending facility indicates the six core fields CTEIS uses to match your entries to the records in the state's Michigan Student Data System (MSDS).

Student Details Panel

First Name / Middle Name / Last Name —Enter the student's full name (last, first, and middle initial) as it appears in your official student database or on a birth certificate. The name you enter must match the one found in the UIC master file. Including the student's middle name can increase your chances of obtaining a match.

Date of Birth —Enter the student's date of birth. This date must match the UIC master file and will be accepted in mm/dd/yyyy format.

Gender —Choose the student's gender from the drop-down menu. This selection must match the information in the UIC master file.

Address1 / Address2 / City / State / Zip Code- Enter the student's address information. These fields help reporters conduct the annual Follow-Up survey to contact student completers.

Phone1 / Phone2 / E-Mail —Enter the student's phone number, alternate phone number, and e-mail address. These fields help reporters conduct the annual Follow Up survey to contact former students.

First Name	Address1
Sfname	Address1
Middle Name	Address2
E	Address2
Last Name	City
Slname	City
Date of Birth	State
04/14/2006	MI
Gender	ZipCode
Female	44444
Phone1	E-Mail
555-555-1212	Email@email.com
Phone2	Select a building...
555-555-1212	Adlai Stevenson High School

SAVE STUDENT

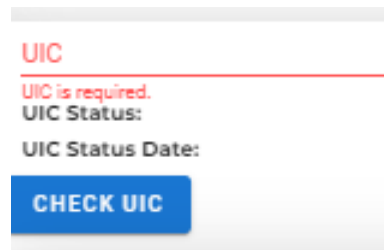
Sending Building/Facility- Use the corresponding drop-down menu to choose the school where the student takes regular academic courses. In the case of homeschooled students:

- a. If the ONLY courses the student is taking in a public school are CTE courses, then the sending facility should be the building where the CTE courses are being taken.
- b. If the student is enrolled in any non-CTE courses in a public school such as music or special education, then the sending facility should be the building where the student is taking any non-CTE courses.

UIC- All students enrolled in state approved CTE programs, including home schooled and privately schooled students, have a Unique Identifier Code (UIC) assigned by CEPI (the Center for Educational Performance and Information). This UIC must be entered before CTEIS will accept student data, and your entry must also match the code on record in the Michigan Student Data System (MSDS).

*When entering a UIC in the Student Details panel, you may use the Check UIC button to verify the status of a student’s UIC. You may also enter a student's last name, first name, or date of birth and then click the Check UIC button to search for a current UIC on file. In the event of a missing UIC, contact your local UIC Resolver to obtain the relevant information.

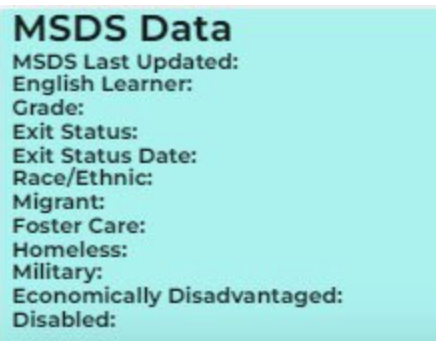
UIC Status / UIC Status Date — These are read-only fields that display whether a student’s UIC is currently valid and the date when the UIC was last verified. You may use the Check UIC button while reviewing a student record to verify that the student’s UIC matches the one on record in the MSDS.



MSDS Data “Last Updated”- This is a read-only field that displays the date when the student's demographic information was last updated from the MSDS. If the student is new, this field will show that an MSDS update is pending. If this date is earlier than the school year start date, CTEIS will flag the student as expired.

English Learner- This is a read-only field that indicates if the student is identified as an English Learner. This field is updated periodically with information from the MSDS. A missing value indicates that an MSDS match update is pending.

Grade —This is a read-only field that displays the student’s current grade level. This field is updated periodically with information from the MSDS. A missing value indicates that an MSDS match update is pending.



Exit Status —This is a read-only field that displays the student’s current exit status. By default, a student’s exit status is “19-Expected to continue.” This field is updated periodically with information from the MSDS. A missing value indicates that an MSDS match update is pending.

Race / Ethnic- This is a read-only field that displays the student’s race and ethnicity. This field is updated periodically with information from the MSDS. A missing value indicates that an MSDS match update is pending.

Migrant — This is a read-only field that indicates if the student is a migrant worker. This field is updated periodically with information from the MSDS. A missing value indicates that an MSDS match update is pending.

Foster Care — This is a read-only field that indicates if the student is in or has aged out of the foster care system.

Homeless Children and Youth— This is a read-only field that indicates an individual who lacks a fixed, regular, and adequate nighttime residence and includes children and youths who:

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters or are abandoned in hospitals.
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodation for human beings.
3. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
4. Migratory children who qualify as homeless...because the children are living in circumstances described above.

Military — This is a read-only field that indicates if the student has a parent who is a member of the armed forces and is on active duty.

Economically Disadvantaged / Disabled — These are read-only fields that indicate if the student is identified as economically disadvantaged, low-income, or possessing any disabilities. These fields are updated periodically with information from the MSDS. A missing value indicates that an MSDS match update is pending.

Single Parents, including single pregnant women — At the secondary level, single parents, including single pregnant women, are individuals who meet ALL the following criteria:

1. Age 19 or below.
2. Without a high school diploma.
3. Unmarried or legally separated from their spouse.
4. Pregnant or have a minor child or children for which the parent has custody or joint custody.

Out-of-Workforce — The term “out-of-workforce individual” means an individual who is a displaced homemaker, as defined in section 3 of the Workforce Innovation and Opportunity Act (29 U.S.C. 3102); or:

1. Has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills.
2. **OR** is a parent whose youngest dependent child will become ineligible to receive assistance under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under such title.
3. **AND** is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

How to Edit/ Review Program Details and Current Enrollment

The Programs panel allows you to view a student's completer status.

Log into CTEIS at: [MILogin - Login \(michigan.gov\)](https://milogin.michigan.gov) using your MILogin username and password you will be navigated back to the CTEIS homepage.

1. From the navigation bar, click Data Entry, then Manage Students.
2. Select a building from the Select Building... drop-down menu to load students from that building into the student grid. You may view students who have left school by selecting the Include Students Who Left School checkbox.
3. Select a student record by clicking on the Book Icon in the row of the Student UIC you wish to view.
4. At the bottom of the screen, the Program Enrollment History panel lists:
 - Start/end dates
 - Current course details
 - Subsections
 - Grades
 - Completion status
 - Credentials
 - Work Based Learning
5. The Current Enrollment panel displays the courses that a student is currently enrolled in. You may modify a student's grade or completion status for a course by clicking within the appropriate column header drop-down menu and selecting a code to apply.
6. If the student is dual-enrolled, you may edit the credits that the student will earn from a course using the High School Credits and College Credits column headers. Use the drop-down menu located underneath each of the headers to select options or manually input your data.
7. Work Based Learning entries are attached to the course detail panel. To edit or update WBL, select Manage Work Based Learning for manual entry or Import Work Based Learning by selecting Data Entry in the navigation bar.

How to Import Student Data

Importing students is important because:

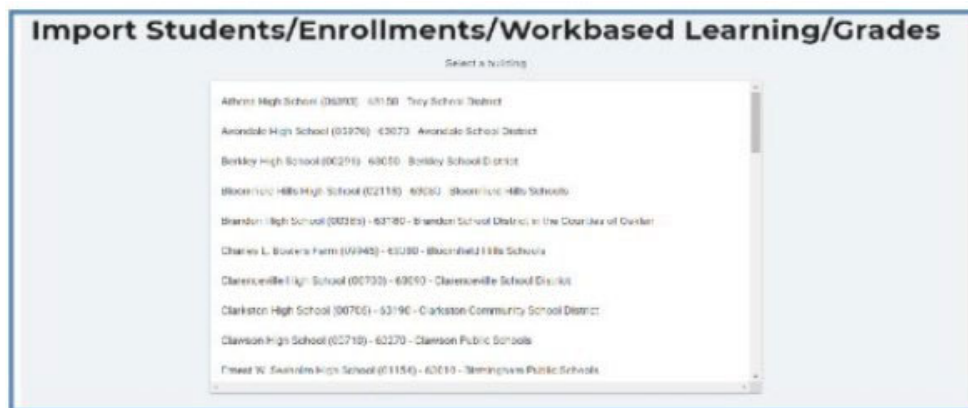
- Importing students is a very efficient way of adding and updating several student records simultaneously.
- Imported student records can be edited later if necessary.
- Importing students is more accurate than manual data entry

Before You Begin Importing Students:

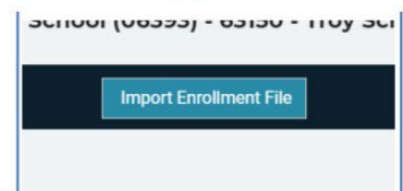
- Before you begin importing your data, ensure that you:
- Identify the data that you need.
- Format the data for easy import

To import data, carry out the following steps:

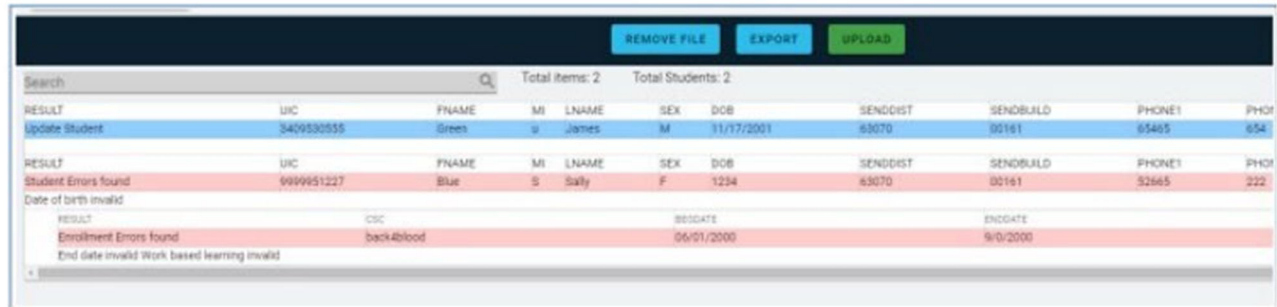
1. From the navigation menu, click Data Entry, then Student/Course/Enr. Import.
2. On the Select building to import screen, click the student icon of the building you wish to import records into.



3. Beneath the selected Building, click the Import Enrollment File... link and locate your import file.
4. Review the imported records from the uploaded file. Errors, if any, are displayed in the Error column of the temporary grid on the resulting screen.
5. To correct any errors, click the Remove File button to reset the screen, adjust your import file, then upload the file again.



6. Click the Upload Button to import all error-free student records.



The screenshot shows a web interface for student import. At the top, there are three buttons: 'REMOVE FILE' (blue), 'EXPORT' (blue), and 'UPLOAD' (green). Below the buttons, there is a search bar and two status indicators: 'Total Items: 2' and 'Total Students: 2'. The main content is a table with columns: RESULT, UIC, FNAME, MI, LNAME, SEX, DOB, SENDDIST, SENOBUILD, PHONE1, and PHOT. The first row is 'Update student' with UIC 3479530555, FNAME 'Grees', MI 'W', LNAME 'James', SEX 'M', DOB '11/17/2001', SENDDIST '63070', SENOBUILD '00161', PHONE1 '95485', and PHOT '654'. Below this, there is a section for 'Student Errors found' with UIC 9999951227, FNAME 'Blue', MI 'S', LNAME 'Sally', SEX 'F', DOB '1224', SENDDIST '63070', SENOBUILD '00161', PHONE1 '32665', and PHOT '222'. Underneath, there is a section for 'Date of birth invalid' with a table showing 'Enrollment Errors found' with CSC 'back4blood', BEGDATE '06/01/2000', and ENDDATE '9/0/2000'. The final row is 'End date invalid Work based learning invalid'.

RESULT	UIC	FNAME	MI	LNAME	SEX	DOB	SENDDIST	SENOBUILD	PHONE1	PHOT
Update student	3479530555	Grees	W	James	M	11/17/2001	63070	00161	95485	654
Student Errors found	9999951227	Blue	S	Sally	F	1224	63070	00161	32665	222
Date of birth invalid										
Enrollment Errors found		back4blood				06/01/2000			9/0/2000	
End date invalid Work based learning invalid										

*Clicking the Export button allows you to export the list of import records and their import statuses and errors. This may be useful for offline review and correction.



For further reference see the **Student Import File Specifications Guide**: <http://support.cteis.com/Data-Entry/Imports>