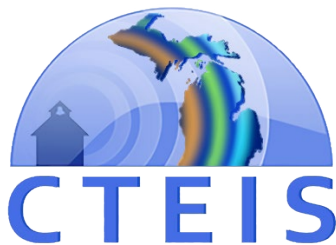# MICHIGAN CTEIS

Student Import File Specifications

Addendum

for Excel Spreadsheet Files

2024

IMPORTING INTO THE CTEIS APPLICATION

The CTEIS application can import <u>student demographic, enrollment, Work Based Learning, and grade</u> data. The import process will upload a file from a spreadsheet application such as Microsoft Excel or Google Docs using CTEIS Web Application. These instructions explain how to upload files in the Excel file format.

Uploaded files will be loaded into a temporary table where preliminary error checks will be performed. Records that pass *all* criteria can be imported into the application database. The criteria are further explained below.

Student Data Checks

When uploading student data to CTEIS, keep the following in mind:

1. The file will be grouped by students with all enrollments listed below, if present. Based on the data specification noted below, a student record can be added or updated, an enrollment record added or updated, or both.

2. Typed dates will be accepted in the formats used throughout CTEIS: mmddyy and mmddyyyy formats cannot contain slashes.

3. UIC must be provided and be accurate. It must match the Michigan Student Data System (MSDS) for the fields of First Name, Last Name, Date of Birth, and Gender.

4. The Sending District and Sending Building will be matched against the district and building file of the Education Entity Master. Further, the Sending Building must be within the Sending District.

> NOTE: In your Excel file, your column headings are required to match the column heading examples provided in this guide.

During the upload process, each record will be checked for this required information. If a record fails some criteria, you will be shown, to the best of the application's ability, what is wrong with the data. <u>All records that meet the minimum criteria may be</u>

imported into the system. All student records will be matched according to UIC, first name, last name, birth date, and gender. If the record successfully matches an existing UIC but fails to meet the other criteria, it will be flagged for examination. If no UIC is found to match, a new student record will be created in the CTEIS system, assuming all other criteria are met. When a new record with a UIC, first name, last name, birth date, and gender identically matches a record already in the database, that record will be overwritten with the new information.

Excel Spreadsheet Format

The Excel spreadsheet is a versatile file type you may use to import your student, enrollment, class, and grade data into CTEIS. The following rules apply to Excel spreadsheets:

1. Columns may appear in any order, but column headings must match the accepted Excel specifications exactly, including capitalization. Remove unwanted spaces–CTEIS may interpret these blank characters as part of the column header text.

2. Specify that all cells contain text information, not numeric or "general" data, to avoid conversion errors when you upload your spreadsheet into CTEIS.

The Excel format provides a certain degree of flexibility in that only the required columns need to be present in the spreadsheet to successfully upload it. If your file contains more fields than are required for a particular import, CTEIS will simply ignore information it cannot use, including blank columns. **Remember, your Excel import file should contain only one worksheet.**

Sample Student Record:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	LNAME	FNAME	MI	UIC	SEX	DOB	SENDDIST	SENDBUILD	PHONE1	PHONE2	ADD1	ADD2	CITY	STATE	ZIP
2	BROWN	ROBERT	P	1234567890	M	2/2/2003	13579	24680	(111)111-1111	(222)222-2222	123 ELM		ACME	MI	98765
3	RED	RACHEL	A	9876543210	F	5/16/2002	13579	24680	(333)333-3333	(444)444-4444	456 OAK	APT 42	ACME	MI	98765
4	WHITE	WILLIAM	Q	1357902468	M	3/5/2004	13579	24680	(555)555-5555	(666)666-6666	789 MAPLE		ACME	MI	98765

STUDENT AND ENROLLMENT (WITH GRADES) HEADING FORMATS

Excel Format – Student and Enrollment (with Grades) Headings

Column Information		Acceptable Values / Instructions	Include When Reporting:		
Column Heading	**Description**		**Students**	**Enrollments**	**Grades/WBL**
LNAME	Student Last Name	Must match the UIC Master	✓	✓	✓
FNAME	Student First Name	Must match the UIC Master	✓		
MIDDLE NAME	Student Middle Initial	Not required but highly suggested			
UIC	Student UIC	* Must pass checksum * Must be unique * First name, last name, birth date, and gender verified with the UIC Master	✓	✓	✓
SEX	Gender Code	M/F values	✓		
DOB	Date of Birth	Acceptable date formats: mmddyy, and mmddyyyy	✓		
SENDDIST	Sending District	Must be a valid sending district based on the Educational Entity Master (EEM)	✓		

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Column Information		Acceptable Values / Instructions	Include When Reporting:		
Column Heading	Description		Students	Enrollments	Grades/WBL
SENDBUILD	Sending School or Facility	* Must be a valid sending building within the above sending district; verified with the EEM * For codes beginning with zero, ensure the leading zero appears in your file	✓		
PHONE1	Phone 1	(###) ### - ####			
PHONE2	Phone 2	(###) ### - ####			
ADD1	Address 1				
ADD2	Address 2				
CITY	City or Town				
STATE	State	2-letter abbreviation for the state			
ZIP	Zip Code	##### (- ####)			
EMAIL	E-mail	Student's primary e-mail address			
SP	Single Parent	Y/N values (Default: N)			
OWF	Out Of WorkForce	Y/N values (Default: N)			
CSC	Course Section Code	*To import data for this class, you must enter it into CTEIS first		✓	✓

Column Information		Acceptable Values / Instructions	Include When Reporting:		
Column Heading	Description		Students	Enrollments	Grades/WBL
BEGDATE	Student Begin Date	Date student began enrollment			
ENDDATE	Student End Date	Date student ended enrollment			
WBL	Work Based Learning Experiences	Indicate work based learning experiences. Acceptable values: A – Career Awareness E – Career Exploration P – Career Preparation T – Career Training Y – Youth Apprenticeships			
SUB	Subsection	The subsection of a course a student is enrolled in— defaults to Subsection A if left blank		✓	
CRSGRD	Course Grade	Letter grade received by the student in the current course section			✓

STUDENT AND ENROLLMENT VALIDATION

After you load the file containing students and enrollments to import, it will be validated and displayed on the screen. If a student has enrollments, they will be bundled together below the student information.

For students, the first column is the Results column. It will display the result of the validation. It will show Add Student (Green), Update Student (Blue) for valid records or Student Errors Found(Red) if the record failed validation. If errors are found, the next row will list them.

Below the Student, enrollments will be listed if provided. Similarly, they will be validated based on the specifications and the result column will indicate: Add Enrollment(green), Update Enrollment (blue), or Enrollment Error Found (Red). If errors are found, the next row will list them.

The errors and their potential resolution are listed below in the **Issue Tables** section.

ISSUE TABLES

Error Level	Error Message	Resolution
	Enrollment Import	
	Student Core Information Error Messages	
Student	Invalid UIC	First name, last name, birth date, and gender verified with the UIC Master. Must be 10 digits
Student	Last Name, First Name, invalid longer than 20 characters.	Make sure the name is no longer than 20 characters. Must match UIC Master.
Student	The student doesn't match	Verify Last name, First name, DOB, and Gender matches MSDS. Verify UIC is entered correctly.
Student	Sending District is not valid	Must be a valid sending district based on Educational Entity Master. (EEM).
Student	Age must be less than 30. Invalid age. Date of Birth Invalid.	Acceptable date formats: mmddyy, and mmddyyyy. Verify age.
Student	Sex invalid, longer than one character. not "M" or "F".	Please use M/F values. Verify sex is no longer than one character.
Student	Sending District invalid, longer than five characters	Must be a valid sending district from the Educational Entity Master. (EEM). Verify district code is correct.
Student	Sending Building invalid, longer than five characters.	Must be a valid sending building within the sending district.

Error Level	Error Message	Resolution
	Enrollment Import	
	Student Core Information Error Messages (CONT).	
Student	Phone 1 or Phone 2 invalid • longer than 30 characters.	Verify phone number is accurate and in the correct format. (###)###-####.
Student	Address 1 Invalid, longer than 100 characters.	Verify address. Formatting no longer than 100 characters long.
Student	Address 1 Invalid, • longer than 100 characters.	Verify address. Formatting no longer than 50 characters long.
Student	City invalid, longer than 150 characters.	Verify the correct City or Town. No longer than 150 characters.
Student	Zip code invalid, • longer than 10 characters.	Verify Zip code is accurate and entered in the correct formatting: ##### (-####)
Student	Single parent invalid, • longer than one character. Not "Y" or "N"	Y/N Values (Default: N)
Student	Email address longer than 100 characters.	Student's primary e-mail address. Verify correct formatting.
Student	Out of workforce. • longer than one character. Not "Y" or "N"	Y/N values (Default: N)

Error Level	Error Message	Resolution
Enrollment Import		
Enrollment Information Error Messages		
Enrollment	Invalid UIC, the student doesn't match UIC	UIC was not found or did not match Last Name. Please check UIC and last name is correct.
Enrollment	Invalid course section code	Course Section Code not found. To import data for this class, you must enter it into CTEIS first. Verify course is entered properly.
Enrollment	Invalid building number	Must be a valid sending building and district. For codes beginning with zero, ensure the leading zero appears in a file
Enrollment	Begin date invalid • unable to determine that it can be resolved to a date	Verify begin date is entered correctly. Begin dates must match records in the CTEIS system.
Enrollment	End date invalid • unable to determine that it can be resolved to date.	Verify end date is entered correctly. End dates must match records in the CTEIS system.
Enrollment	Dates invalid • begin date less than course begin date. • begin date greater than course end date. • end date less than course begin date. • end date greater than course end date. • begin date equals enrollment end date • end date less than enrollment begin date • begin date greater than enrollment end date.	Verify dates are entered correctly. Check enrollment dates and make sure data matches and is within course dates.
Enrollment	Invalid subsection • has a subsection value and longer than one character. • if no subsection defaulted to A	Verify student enrollment information. The Manage Courses screen within CTEIS can be used to verify class subsections.
Enrollment	Invalid course grade • has a grade value and is longer than one character. • doesn't fit our letter grade values	Verify student grade information. Ensure that the appropriate single-letter grade for the student is entered.

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Error Level	Error Message	Resolution
Enrollment	No valid student enrollments to upload	This often occurs when improper start and end dates are chosen. Use the manage Enrollment screen to verify enrollment data.
Enrollment	Invalid work based learning • has a work based learning value and longer than 15 characters • doesn't match our values for work based learning	Indicate work based learning experiences. Acceptable values: A-Career Awareness E-Career Exploration P-Career Preparation T-Career Training Y-Youth Apprenticeships Each experience should be entered as an individual character. Please refer to the Enrollment & Completion Collection guide for more information on Work based learning values.