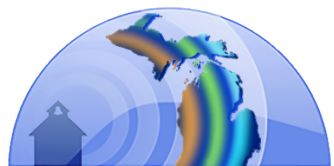


MICHIGAN



CTEIS

Student Import File Specifications



*Addendum
for Excel
Spreadsheet Files*

Spring 2021

IMPORTING INTO THE CTEIS APPLICATION

The CTEIS application is able to import student demographic, enrollment, Work Based Learning, and grade data. The import process will upload a file from a spreadsheet application such as Microsoft Excel or Google Docs using HTTP. 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. Each line in the file will be a separate record. If no Course Section Code is provided, the student will be imported, but the enrollment information will be ignored.
2. Typed dates will be accepted in the formats used throughout CTEIS: (m)m/(d)d/yy, (m)m/(d)d/yyyy, mmddyy, and mmddyyyy.
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. Sending District will be matched against the Operating District in the Educational Entity Master (EEM) and Sending Facility will be matched against the Operating Building in the EEM.

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. All records that meet the minimum criteria may be

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 in order 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	✓	.	.
MI	Student Middle Initial		.	.	.
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: (m)m/(d) d/yy, (m)m/(d) d/yyyy, mmddyy, and mmddyyyy	✓	.	.
SENDDIST	Sending District	Must be a valid sending district based on the Educational Entity Master (EEM)	✓	.	.

Column Information		Acceptable Values / Instructions	Include When Reporting:		
Column Heading	Description		Students	Enrollments	Grades/WBL
					
SENDBUILD	Sending School or Facility	<p>* Must be a valid sending building within the above sending district; verified with the EEM</p> <p>* For codes beginning with zero, ensure the leading zero appears in your file</p>	✓	.	.
PHONE1	Phone 1	(###) ### - ####	.	.	.
PHONE2	Phone 2	(###) ### - ####	.	.	.
ADD1	Address 1		.	.	.
ADD2	Address 2		.	.	.
CITY	City or Town		.	.	.
STATE	State	2-letter abbreviation for state	.	.	.
ZIP	Zip Code	##### (- ####)	.	.	.
EMAIL	E-mail	Student's primary e-mail address	.	.	.
SP	Single Parent	Y/N values (Default: N)	.	.	.
DH	Displaced Homemaker	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	.	.	✓
MGNT	Migrant	Y/N values (Default: N)	.	.	.