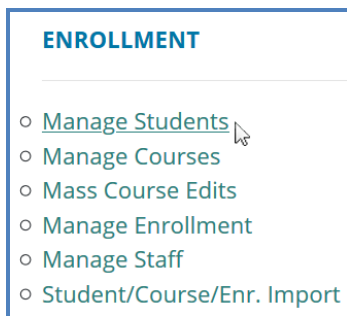


MANAGE STUDENTS

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

- Some 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.

OPEN THE MANAGE STUDENTS SCREEN



To open the Manage Students screen:

1. Log into CTEIS at www.cteis.com using your MEIS username and password.
2. From the navigation bar, click **Data Entry**, then **Manage Students**.

NAVIGATE THE MANAGE STUDENTS SCREEN

1. 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.
2. To search for a student, enter either a UIC or a last name into the **Search By UIC/LastName** search box and then click the **Search** button.
3. Sort your list by clicking on any column headers.

The screenshot shows the 'Manage Students - (Add, Edit, and Review records)' interface. At the top, there is a dropdown menu for 'Select Building...' currently set to 'A. High School - A. School District'. To the right is a checkbox for 'Include Students Who Left School'. Below this is a search box containing '9876543210', a 'Search' button, a 'Clear Input' button, and an 'Add Student' button. The main area shows 'Records: 1' and an 'EXPORT TO EXCEL' button. A table with columns for UIC, First Name, Last Name, DOB, Gender, Grade, and Sending Facility is displayed. The table contains one record with the following data:

UIC	First Name	Last Name	DOB	Gender	Grade	Sending Facility
9876543210			02/11	F	10	A. High School

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. Open the **Manage Students** screen. For details, refer to [Open the Manage Students Screen](#) on page 1.
2. Click the **Add Student** button. The **Student Details** panel opens.

This screenshot shows the 'Manage Students - (Add, Edit, and Review records)' interface. The 'Select Building...' dropdown is set to 'Select Building...'. The search box is empty and labeled 'Search By UIC/LastName'. The 'Add Student' button is highlighted with a mouse cursor.

3. Enter the **Student Core Information** and demographic details.

Student Core Information * fields are required		UIC: * <input type="text"/>
First Name: * <input type="text"/>	Address1: <input type="text"/>	MSDS Data MSDS Last Updated: LEP: Grade: Exit Status: Race/Ethnic: Migrant: Foster Care: No Homeless: No Military: No Economically Disadvantaged: Disabled: Single Parent <input type="checkbox"/> Displaced Homemaker <input type="checkbox"/> Out of Work Force <input type="checkbox"/>
Middle Name: <input type="text"/>	Address2: <input type="text"/>	
Last Name: * <input type="text"/>	City: <input type="text"/>	
Date of Birth * <input type="text"/>	State: MI	
Gender: * <input type="text"/>	ZipCode: <input type="text"/>	
Phone1: <input type="text"/>	E-Mail: Enter@Email.com	
Phone2: <input type="text"/>	Sending Facility * Select Building... <input type="text"/>	
Add Student		

4. Click the **Add Student** button.

Instead of updating or adding new student records to CTEIS individually, you may use the recommended file import process.

STUDENT DEMOGRAPHIC FIELDS

The following information is maintained for your student records. The first four fields on the **Student Details** panel marked with an asterisk (*) plus the UIC indicate the five 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 / ZipCode – Enter the student's address information. These fields help reporters conducting the annual Follow-Up survey to make contact with student completers.

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

The screenshot shows a form titled "Student Core Information * fields are required". It contains the following fields:

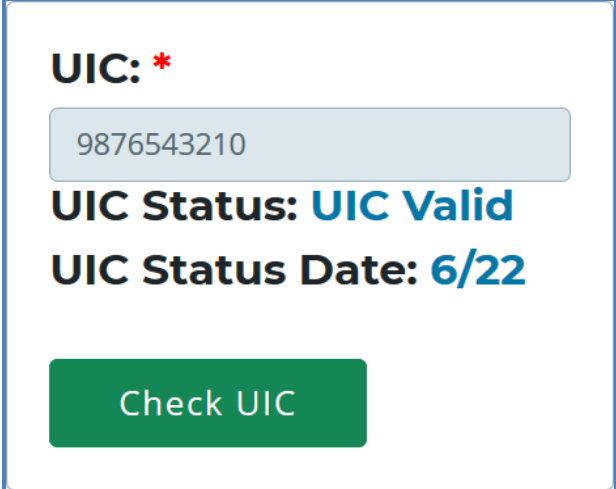
First Name: * Robert	Address1: 123 Maple St.
Middle Name: 	Address2:
Last Name: * Jones, III	City: Acme
Date of Birth * 12/11	State: MI
Gender: * Male	ZipCode: 49876
Phone1: 999-888-7777	E-Mail: myEmail@acmeSchools.edu
Phone2: 666-555-4444	Sending Facility *: High School - 99999

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

1. 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.
2. 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 Panel

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).



UIC: *

9876543210

UIC Status: UIC Valid

UIC Status Date: 6/22

Check UIC

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 Panel

MSDS 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.

EL – 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 has not been performed yet—see the “**MSDS Last Updated**” definition above for further information.

MSDS Data
MSDS Last Updated: 10/17
EL: Yes Grade: 11
Exit Status: Expected to continue
Race/Ethnic: Hispanic or Latino
Migrant: No Foster Care: No
Homeless: No Military: No
Economically Disadvantaged:
(07) Hearing Impairment
Disabled: Yes
Single Parent
Out-of-Workforce

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 has not been performed yet—see the “**MSDS Last Updated**” definition above for further information.

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 has not been performed yet—see the “**MSDS Last Updated**” definition above for further information.

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 has not been performed yet—see the “**MSDS Last Updated**” definition above for further information.

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 has not been performed yet—see the “**MSDS Last Updated**” definition above for further information.

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 a regular sleeping accommodation for human beings.
3. Are 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 has not been performed yet—see the “**MSDS Last Updated**” definition above for further information.

Single Parents, including single pregnant women – At the secondary level, single parents, including single pregnant women, are individuals who meet ALL of 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.

PROGRAM DETAILS AND CURRENT ENROLLMENT

The **Programs** panel allows you to view a student's completer status. Click on a **CIP Code** button to open the **Program Enrollment Details** panel and view a chart of the segments that the student has received credit for as well as those pending for the current semester. These segments are denoted as follows:

Programs		
Cip Code	Program Name	Completion Status
15.1301	Drafting/Design Technology	Completer
14.4201	Mechatronics	Participant

- An “X” within one of the numbered segment columns indicates the student has received a passing grade in a course delivering that segment.
- An “E” within a segment column indicates that the student is currently enrolled in a course delivering that segment.

Program Enrollment Details												
Cip Code	Program Name		Completion Status		Assessment							
52.1999	Marketing Sales and Services		Completer		None							
1	2	3	4	5	6	7	8	9	10	11	12	Q
X	X	X	X	X	X	X	X	X	X	X	X	
Course Section Code	Course Name		Psn	Enter Date	Exit Date	Grade						
10002	MRKTG B		99999	01-29	06-14	B						
10001	MARKETING A		99999	09-04	01-25	A-						

Segment information and course grades must be validated with your teachers for each student using a report such as the Student List Report.

The **Current Enrollment** panel displays the courses that a student is currently enrolled in. You may modify a student's grade for a course by clicking within the **Grade** drop-down menu and selecting a code to apply. Similarly, if the student is dual-enrolled, you may edit the

Current Enrollment		
13.0000	Education General	High School
ED_Careers_S1	Educational Careers	A
9/4 - 1/24	<input type="text" value="-"/>	
Credits:	High School Credits	College Credits
	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

credits that student will earn from a course using the **High School Credits** and **College Credits** spin boxes.

EDIT OR REVIEW AN EXISTING STUDENT

To edit or review a student's demographic details:

1. Open the **Manage Students** screen. For details, refer to Open the Manage Students Screen on page 1.
2. Choose the student's sending facility from the **Select Building...** drop-down menu to load students from that building into the student grid. Alternatively, enter the student's UIC or last name into the **Search By UIC/LastName** search box and then click the **Search** button.
3. Click the **student icon** of a student that you wish to update. **Student Details** are displayed in a panel
4. Make the necessary changes to the student's information.
5. Click the **Update Student** button below the Student Details panel.