

# 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 February.
- Many federal reports require data regarding your special populations.

## Topics in this Guide:

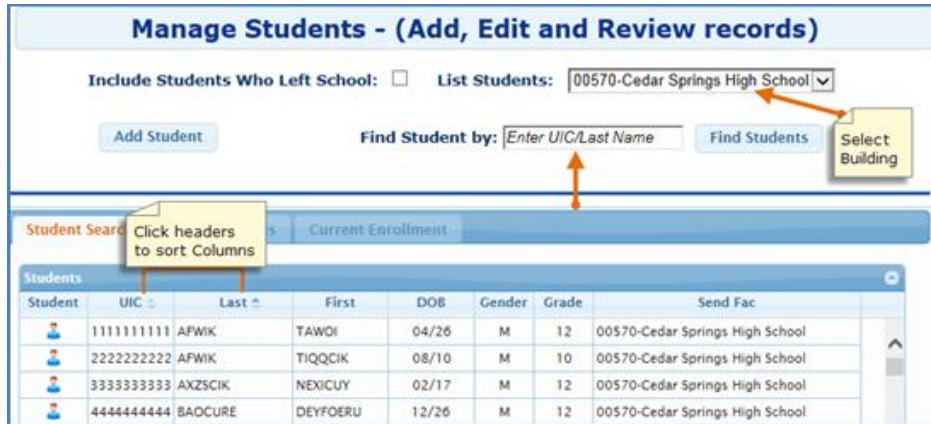
- Open the Manage Students Page
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## Open the Manage Students Page

To open the Manage Students page

1. Log into CTEIS at [www.cteis.com](http://www.cteis.com) using your MEIS username and password.
2. From the navigation menu, click **Data Entry**.
3. On the **Data Entry** pop-up menu, click **Manage Students**. The **Manage Students** screen is displayed.

# Navigate the Manage Students Screen



1. Select a building from the **List Students** drop-down menu for a listing of students from that building.
2. To search for a student, enter either a UIC or a last name into the **Find Student by** search box and then click the **Find Students** button.
3. View students who have left school by selecting the **Include Students Who Left School** check box at the top of the screen.
4. Sort your list by clicking on the "UIC" or "Last" column headers.

## 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 Page](#)".
2. Click the **Add Student** button. The **Student Details** tab opens.



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

The screenshot shows the 'Manage Students' interface. At the top, there's a search section with 'List Students: Please select' and a 'Find Student by: Enter UIC Last Name' field. Below this is the 'Student Core Information - Required fields bolded' section. It contains fields for Last Name, First Name, UIC, UIC, MSIS, Gender, and MSIS Status. An orange arrow points from the MSIS Status field to the 'Add New Student' button. The bottom section is 'Student Demographics', which includes address fields, phone numbers, email, and a dropdown for 'Sending To: 41078 Cedar Springs Public Schools'. There are also checkboxes for 'Single Parents' and 'Special Needs'.

For details on how to enter this information, refer to ["Student Demographic Fields"](#)

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

Instead of updating or adding new student records to CTEIS individually, you may use the recommended file import process. Refer to ["Importing Students"](#)

## Student Demographic Fields

The following information is maintained for your student records. Bolded fields on the **Student Details** tab indicate the five core UIC fields CTEIS uses to verify your entries with those housed within the Michigan Student Data System (MSDS).

**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). You may use the **Check UIC** button to verify the status of a student’s UIC, and you may also enter the last name, first name, or date of birth 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.

**Last Name / First Name / MI** — 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. **MI** (middle initial) is optional.

**DOB** — 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 dropdown menu. This selection must match the information in the UIC master file.

**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 in the right pane of the **Student Details** tab to verify that the student’s UIC matches the

one on record in the MSDS. To view details related to the various UIC codes you may see, please review ["UIC Error Resolution Guide"](#)

**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.

**Address 1 / Address 2 / City / State / Zip Code** — Enter the student's address information. These fields help reporters conducting the annual Follow-Up survey to make contact with student completers.

**Phone 1 / Phone 2 / 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 student completers.

**Sending District / Sending Facility** — Use the corresponding dropdown lists to choose the district and 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 district and facility should be the district and building where the CTE courses are being taken. This means that the sending district and facility and the operating district and building are the same.
2. If the student is enrolled in any non-CTE courses in a public school such as music or special education, then the sending district and facility should be the building or district at which the student is taking any non-CTE courses.

**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 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 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 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 for further information.

**Disabled** — This is a read-only field that indicates if the student is identified as possessing any disabilities. 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 for further information.

**LEP** — This is a read-only field that indicates if the student is identified as having a Limited English Proficiency. 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 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.

**Displaced Homemaker** — The term “displaced homemaker” means an individual who:

1. Has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills;
2. **OR** has been dependent on the income of another family member but is no longer supported by that income;
3. **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.) no later than 2 years after the date on which the parent applies for assistance under such title;
4. **AND** is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

## Program Details and Current Enrollment

The **Program Details** tab allows you to view a chart of the segments that a student has received credit for as well as those pending for the current semester. These segments are denoted as follows:

- 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.

The **Current Enrollment** tab displays the courses that a student is currently enrolled in. You may modify a student's grade by clicking within the **Grade** column and selecting a code to apply to the associated course.

## Edit or Review an Existing Student

To edit or update a student's demographic details:

1. Open the **Manage Students** Screen.
2. Choose the student's sending facility from the **List Students** drop-down list. The students in that building will be displayed in the grid. If necessary, enter the student's UIC or last name in the **Find Student By** search box and then click the **Find Student** button.
3. Click on the blue student icon to the left of the student's name to open the **Student Details** tab.
4. Make the necessary changes to the student's information.
5. Click the **Update Student** button. CTEIS will alert you when your information is updated successfully.