

# MISD/SID End of Year Submission version 1.04

Online data entry procedures and related error messages for the School Infrastructure Database (SID) bulk upload end of year submission program. Data requirements conform to Michigan Education Information System (MEIS) addendum April 1, 2008.

Additional information may be found in the user manual (SIDuser.doc), included with the program package. The user manual has additional information on the Generalized User Interface (GLI), field level documentation, and program installation.

## Table of Contents

VERSION CHANGE INFORMATION .....	2
INSTALLATION FROM CD ROM .....	2
SIGN ON.....	5
BUILDING/SCHOOL SELECTION .....	7
SID SECTION DATA AND STATUS .....	9
FIELD LEVEL DOCUMENTATION.....	10
ADMINISTRATION BUILDING INCLUSION.....	11
SCHOOL SAFETY PRACTICES.....	12
DISCIPLINARY PROBLEMS .....	13
CRIME INCIDENTS .....	15
TITLE 1 PROGRAMS.....	17
MIGRANT PROGRAMS .....	18
DUAL ENROLLMENT .....	20
ALTERNATE EDUCATION SERVICES .....	22
VIOLENT CRIME.....	23
TOXINS IN THE ENVIRONMENT.....	25
ADMINISTRATION AND SECURITY MAINTENANCE .....	26
USER-CODE MAINTENANCE .....	28
USER/SCHOOL MAINTENANCE.....	31
EXTRACT FILES AND REPORTS.....	33
SYSTEM SETUP AND FILE MAINTENANCE .....	36
STATE CODE TABLE REFRESH MAINTENANCE.....	39
BUILDING/SCHOOL ABBREVIATION MAINTENANCE.....	41
COPY SCHOOL MAINTENANCE.....	43
IMPORT FILES AND REPORTS.....	45

## ***Version Change Information***

### **In 2007 the mercury compliance for MCL380.127b was added to the SID database.**

The program will check the file after sign-on, adding the mercury attribute to the database as a version upgrade from version 1.00 to 1.01. A message will appear indicating the upgrade is complete. The message will appear if you choose to install the system in the directory with your 2006 data.

**In 2008 the alternative services for suspended and expelled students was increased in size from one digit to two digits.** The program will check the file after sign-on, reorganizing the database version upgrade from version 1.03 to 1.04. A message will appear indicating the upgrade is complete. The message will appear if you choose to install the system in the directory with your 2007 data.

### **Important 2008 SID changes**

In 2008 there was a reduction in data entry requirements:

- Field 3, School Prevention Program, was reduced from 27 items to 5 items.
- Field 28, Minor in Possession of Tobacco Products, was eliminated.
- Field 32, Migrant Program, was eliminated.
- Field 33, Migrant Program Types, was eliminated.
- Field 43, Alternative Services for Expelled and Suspended Students, was increased in size from 1 digit to 2 digits. The selection options were reduced from 11 choices to 3.
- Field 45, Mercury Levels, was eliminated.

You will see a reduction in screens and data entry requirements, when comparing your 2008 data to prior years.

## ***Installation from CD ROM***

### **Read Me file (ReadMe.txt)**

Install from Web Site or CD ROM onto prior system version

- Backup the file directory where your misdSID application exists.
- If you made changes to your documentation in file \Files\FieldDoc.txt, then rename this file to save your changes. Merge your changes into the new documentation file for this version.
- Run the attached program SETUP.EXE. In the setup program, specify the destination file directory where the misdSID application presently exists, by clicking on the Browse button.
- The new executable programs and documentation files will be updated in the specified file directory. The existing data files will not be changed.
- Run the misdSID program, go to the administration form and change the

count date. Save the setup file with the new count date. Initialize the database files for the count date. Load the new documentation files.

- Exit the system completely to restart the program with the new count date.

#### Install from Web Site or CD ROM

- This is a single file installation.  
To install misdSID on your system just run the attached program SETUP.EXE.
- IT IS STRONGLY RECOMMENDED THAT YOU USE ALL DEFAULT PARAMETERS AND LOCATIONS DURING INSTALLATION. This uniformity of installation will simplify any support questions that you may have.
- The initial user ID is: misd  
The initial password is: misd
- The first time you run misdSID the system will recognize that no school records are loaded and the data administration form is displayed.
  - o Select your school district from the list box and Click on the Update button.
  - o Enter the full network file directory path where the database files are loaded.
  - o Click on the Setup update button to save your setup file with the correct database file directory name, district code and SID date of count.
  - o Click on the Initialize button, creating a record for each school building in the district you have selected.
- Your database now has the school building records created.  
The documentation files have been pre-loaded.  
A user code and password of "misd/misd" has been created for you.
- It is recommended that you change the initial ID and password for security reasons. User codes can be setup for access to all schools or a selected group of schools.
  - o Read the section User and School Administration in the user manual.
  - o Click on the Create User button to add and change user codes from the administration form.
  - o Click on the Close button to return back to the sign in form.
- After sign-on to the system, user code maintenance can be entered by Clicking on the Admin/Security button in the Select Building or School form.
- Documentation is found in the Files directory.

## Files included in package

SIDSetup.txt	Setup file pointing to SID database directory and Date
SID.dbf	School infrastructure survey data
SID.mdx	School infrastructure survey index file
SIDdoc.dbf	SID documentation by field name
SIDdoc.mdx	SID documentation index file by field name
user.dbf	User code and password
user.mdx	User code and password index file
userSchool.dbf	User/School relationship
userSchool.mdx	User/School index file
State.dbf	State of Michigan list of school districts and building codes
State.mdx	State of Michigan list school district index file
misdSID.exe	This is the executable program to run
QRPdfLib.dll	PDF report creation file data link library

### **These must be in a sub-folder named "Files"**

\Files\Init.txt	Database initialize input file
\Files\fieldDoc.txt	SID field level documentation loaded into the file SIDdoc.dbf
\Files\schoolList.txt	School abbreviation file used in SID detail report headings
\Files\ReadMe.txt	Web Site or CD ROM installation instructions

### **Documentation files must be in sub-folder named "Files"**

\Files\BlkuplAdd_154766_7.pdf	MEIS bulk upload requirements document
\Files\SIDScreenFlow.doc	Screen flow documentation
\Files\SIDsnapshot.doc	Word presentation of screens and functionality
\Files\SIDHelp.doc	Copy of user documentation available from help button
\Files\SIDuser.doc	This document is the user and system documentation

### **Optional Files**

State.dbf	List of District/School information obtained for the MEIS
State.mdx	

## Files needed for client machines to access files on the network

Copy the file QRPdfLib.dll from the install disk to the users PC on the "c:" drive. This is a special data link library to print the reports.

The Borland database engine must exist on the client machine to access the data files on the network server. Run the program BDEINSTL.exe from the installation disk. The database files should be installed on the users "c:" drive.

Please insure your file directory name in the setup file is pointing to the correct set of files. It is suggested you use the full file directory name. Example:

[\\esc\myPartition\misdSID\.](#)

## Sign On

MISD/SID End of Year Submission 1.04  
Copyright 2006, Macomb Intermediate School District  
Enter usercode and password....  
Usercode    
Password    
  
Version 1.04 supports SID requirements for end of year 06/30/2008  
Usercode:  District: 50000 SID Date: 06/30/2008

Your system administrator has the ability to create a new set of files for each yearly SID survey, or choose to use a common file directory for all the surveys. A setup file location determines where survey information is updated.

- Please verify the SID date matches the survey data you are entering, after logging on to the system. The school district number and SID survey date are found at the bottom of each form in the system.
- The program version number message indicates the end of year submission requirements the program conforms to. Your system administrator will verify the program matches your SID submission date requirements.

Each user has a unique user code. A password is provided to identify the correct person. The system restricts users to inquiry and maintenance of selected school buildings. The system keeps a count of invalid login attempts for a user code.

- User codes are converted to all uppercase alphanumeric values.
- Passwords must be at least six (6) characters long. Upper and lower case alphanumeric characters are used. Leading spaces entered for the password are included as part of the password.
- After six (6) retry events call your system administrator. The number of retries associated with the user code needs to be reset before you can log into the system, using a correct password.

## Data Entry

1. Enter your user-code in the text field.
  2. Enter your password in the password protected text field.
  3. Click on the Next button to sign-on to the system, confirming a proper setup file name, user-code, and password.
- 
1. Click on the Close button to end this program.

## Error Messages

Error the setup file not found=.

The setup file specified was not found. Please contact your system administrator.

Warn file directory mismatch=.

The setup file specified does not match the file directory name stored in the setup file. Please contact your system administrator to see if you are using the correct setup file name before proceeding.

Error State MEIS school master file not found=

The MEIS school master file, specified in the setup file name, cannot be found. Contact your system administrator to correct the error.

Error setup file requires four records--call administrator

The set-up file name specified does not conform to the normal setup file requirements. Contact your system administrator to correct the error. You may have specified a file name that is not the system setup file relating to this system.

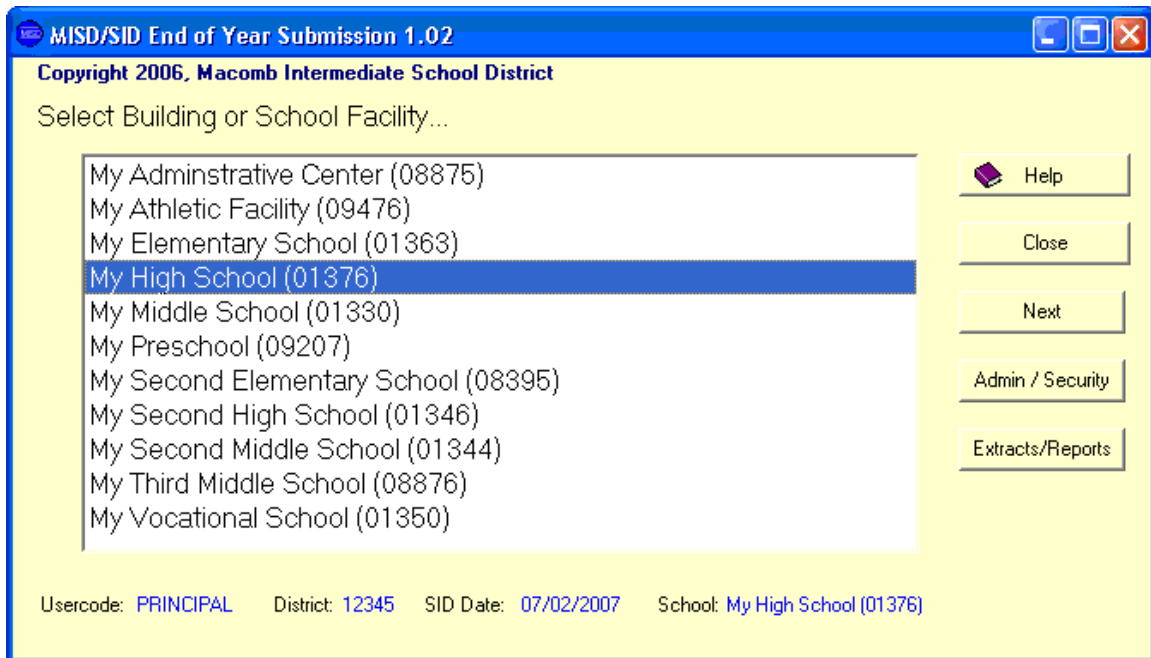
Sign on error. After several retries call admin for help.

You have specified an invalid user-code and/or password combination. After six retry attempts for a user-code the system will mark the user-code, prohibiting a sign-on. Contact your system administrator after six (6) sign-on attempts. You will need to provide the user-code you were using to the system administrator.

The count date and the screen version number do not match. Re-run the system and it will refresh with the correct matching screens.

When the program is started the screen and report layouts are built according to the SID count date. The SID count date has been changed and the program needs to be re-started, matching the screen and report to the count date version.

## Building/School Selection



Select a building or school to enter SID survey data in each required MEIS section topics.

### Data Entry

1. Select a school building identified in the list box to query or update the SID survey information.
2. Click on the Next button to view the selected school building survey data.
1. Click on the Admin/Security button to go to the password change screen and other administrative functions.
1. Select a school building identified in the list box to extract or report the SID survey information.
2. Click on the Extract/Reports screen to create the SID comma separated value bulk upload file, or run reports using the SID survey data entered.
1. Click on the Close button to sign off the system, returning to the sign on screen.

### Error Messages

Error insufficient READ/WRITE access.

Your security privilege level does not give your read or write access to the SID survey data for the selected schooling building number.

The count date and the screen version number do not match. Re-run the system and it will refresh with the correct matching screens.

When the program is started the screen and report layouts are built according to the SID count date. The SID count date has been changed and the program needs to be re-started, matching the screen and report to the count date version.

## SID Section Data and Status

The Migrant Programs and Toxins in the Environment sections were removed in 2008.

MISD/SID End of Year Submission 1.02

Copyright 2006, Macomb Intermediate School District

SID Section Data Entry and Status

Select one

<input type="radio"/> Admin Building Inclusion	Completed
<input checked="" type="radio"/> Safety Practices	<input checked="" type="checkbox"/>
<input type="radio"/> Disciplinary problems	<input type="checkbox"/>
<input type="radio"/> Crime Incidents	<input type="checkbox"/>
<input type="radio"/> Title I programs	<input type="checkbox"/>
<input type="radio"/> Migrant Programs	<input type="checkbox"/>
<input type="radio"/> Dual Enrollment Cases	<input type="checkbox"/>
<input type="radio"/> Alternative Education Services	<input type="checkbox"/>
<input type="radio"/> Violent Crime	<input type="checkbox"/>
<input type="radio"/> Toxins in the Environment	<input type="checkbox"/>

Help

Close

Next

Usercode: PRINCIPAL District: 12345 SID Date: 07/02/2007 School: My High School

The completed check mark, next to the SID data section, indicates if all the data has been entered for that section.

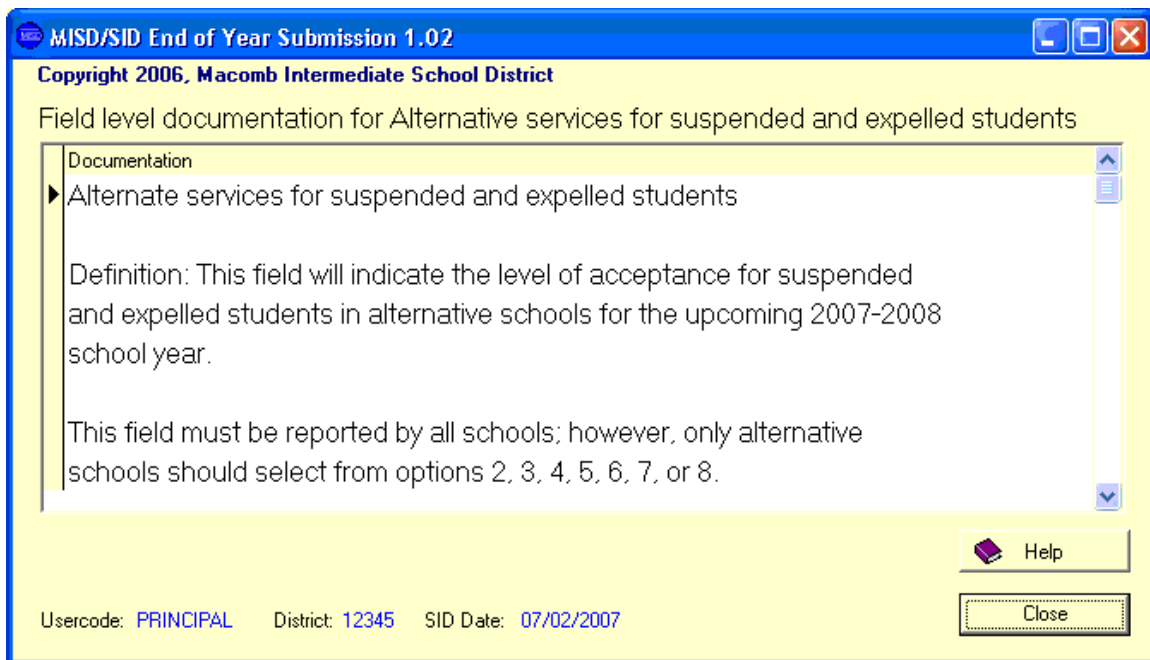
## Data Entry

1. Click on the radio button for the SID section topic you wish to update or inquire.
2. Click on the Next button to view the selected SID data section.
1. Click on the Close button to return to School/Building selection.

## Error Messages

None

## Field Level Documentation



Field level documentation is available for the data extract fields. Each update screen has the SID field number and description referenced in the MEIS documentation. Click on the field name or field description to obtain documentation on how the data should be derived for its defined usage.

### Data Entry

1. Screens with field level documentation include: Administration Building Inclusion, Safety Practices, Disciplinary Problems, Crime Incidents, Title 1 Programs, Migrant Programs, Dual Enrollment, Alternate Education Services, Violent Crime, and Toxins in the environment.
2. Click on the field number or field description in one of the appropriate screens. The field level documentation will appear in a separate window.
3. Clicking on another field in the form will change the documentation displayed in the window.
4. Click on the Close button to close the field level documentation window.

## Administration Building Inclusion

The screenshot shows a software window titled "MISD/SID End of Year Submission 1.02" with a yellow background. The window contains the following elements:

- Copyright 2006, Macomb Intermediate School District
- Admin Building Inclusion
- Field C Admin unit shared physical space
- A dropdown menu with the selected text: "Central administrative office does not share physical space"
- Buttons: Home, Help, Update, Next, Back
- Footer information: Usercode: PRINCIPAL, District: 12345, SID Date: 07/02/2007, School: My High School

This screen is used for indicating if the administrative office area is in this school building.

### Data Entry

1. Select the proper administrative office status for your school district in the combo box. This field has been pre-set to a default for administrative office does not share physical space.
  2. Click on the Update button to save your administrative building selection data.
  3. Click on the Next button to go to the Safety screen.
- 
1. Click on the Home button to return back to select another SID section data.

### Error Messages

If you made changes and did not click on the Update button, the system will ask if you would like to save your changes before going to the next screen.

## School Safety Practices

The screenshot shows a software window titled "MISD/SID End of Year Submission 1.02" with a copyright notice for 2006, Macomb Intermediate School District. The main heading is "Safety Practices". Below this, there is a section labeled "Field 1" with the title "School safety practices". The interface contains a list of nine safety-related questions, each with three radio button options: "Yes", "No", and "N/A". The questions are:

- Warning codes used to alert faculty of critical incident
- Tactical evacuation route for students or entry routes for emergency support teams
- Off-site staging area for assembly and communication at the onset of critical incident
- Emergency communication tree or plan
- Facility blueprints and site plan on file with emergency support team
- Control access to site during school hours (doors locked or monitored)
- Control access to grounds during school hours (gates locked or monitored)
- Students required to pass through metal detectors each day
- Visitors required to pass through metal detectors

On the right side of the window, there are several navigation buttons: "Home", "Help" (highlighted with a dashed border), "Update", "Next", and "Back". The window also features standard Windows-style window controls (minimize, maximize, close) in the top right corner and a scroll bar on the right side.

School safety data is recorded using Yes, No, and Not Applicable answers by clicking on appropriate radio button choices.

### Data Entry

1. Click on the correct Yes, No, or Not Applicable radio buttons for school safety data.
  2. Click on the Update button to save your changes.
  3. Click on the Next button to continue entry school safety data. School safety information has three (3) forms, consisting of safety practices, safety plans, and safety prevention programs.
1. Click on the Home button to return back to select another SID section data.

### Error Messages

If you made changes and did not click on the Update button, the system will ask if you would like to save your changes before going to the next screen.

## Disciplinary Problems

MISD/SID End of Year Submission 1.02

Copyright 2006, Macomb Intermediate School District

Disciplinary problems

Field 4A	School disciplinary bullying	<input type="text"/>
Field 4B	School disciplinary truancy	<input type="text"/>
Field 4C	School disciplinary referrals	<input type="text"/>

Home

Help

Update

Next

Back

Usercode: PRINCIPAL    District: 12345    SID Date: 07/02/2007    School: My High School

Counts related to school building student disciplinary problems.

### Data Entry

1. Enter the disciplinary counts.
  2. Click on the Update button to save your changes.
  3. Click on the Next button to continue entering the SID crime data.
- 
1. Click on the Home button to return to the SID section data selection screen.

### Error Messages

If you made changes and did not click on the Update button, the system will ask if you would like to save your changes before going to the next screen.

Error invalid digit=

The disciplinary totals expect numeric digits consisting of the values zero (0) through nine (9).

Error number too large

The number of digits entered is larger than the SID data transfer field size and cannot be sent to the State with that number. If your number is correct, then contact the system administrator to inform the MEIS that your school district

exceeds the data entry size expected by the Michigan Education Information System.

## Crime Incidents

Field	Crime Type	Input Box
Field 5	Physical assaults	
Field 6	Gang-related activity	
Field 7	Illegal possession	
Field 8	Trespassers or intruders	
Field 9	Vandalism	
Field 10	Cost of property damage	
Field 12	Criminal sexual conduct	
Field 13	Hostage	
Field 15	Weapons on School property	
Field 16	Homicide	
Field 17	Drive-by shooting	
Field 18	Bomb threat	
Field 19	Explosion	
Field 20	Arson	
Field 21	Robbery or extortion	
Field 22	Unauthorized removal of student	

Counts and costs for crime incidents occurring in a school building.

### Data Entry

1. Enter the crime totals and costs. Cost values are entered as whole dollars. For example “5” is equal to five (5) dollars.
  2. Click on the Update button to save your changes.
  3. Click on the Next button to continue entering the SID Title 1 data.
- 
1. Click on the Home button to return to the SID section data selection screen.

### Data Verification

- If vandalism is reported in field 9, then cost damage must be reported in field 10.
- If cost damage is reported if field 10, then vandalism must be reported in field 9.

### Error Messages

If you made changes and did not click on the Update button, the system will ask if you would like to save your changes before going to the next screen.

Error invalid digit=

The crime totals and costs expect numeric digits consisting of the values zero (0) through nine (9).

Error number too large

The number of digits entered is larger than the SID data transfer field size and cannot be sent to the State with that number. If your number is correct, then contact the system administrator to inform the MEIS that your school district exceeds the data entry size expected by the Michigan Education Information System.

## Title 1 Programs

The screenshot shows a software window titled "MISD/SID End of Year Submission 1.02" with a copyright notice for 2006 by Macomb Intermediate School District. The main heading is "Title I programs". There are two dropdown menus: "Field 30 Title I program" and "Field 31 Title I instruction in schoolwide program", both currently displaying "No entry, undecided at this time". To the right of the dropdowns are five buttons: "Home", "Help", "Update", "Next", and "Back". At the bottom, the user information is displayed: "Usercode: PRINCIPAL", "District: 12345", "SID Date: 07/02/2007", and "School: My High School".

Title 1 program data is only entered in the fall submission cycle. Title 1 program data is recorded for reporting purposes, and is not sent the MEIS in the June submission.

### Data Entry

1. Select the Title 1 program and Title 1 instruction choices in the combo boxes.
  2. Click on the Update button to save your changes.
  3. Click on the Next button to enter the Migrant Program survey data.
- 
1. Click on the Home button to return the SID section data selection.

### Error Messages

If you made changes and did not click on the Update button, the system will ask if you would like to save your changes before going to the next screen.

## Migrant Programs

This form is removed in 2008.

The screenshot shows a software window titled "MISD/SID End of Year Submission 1.02" with a yellow background. The window contains the following elements:

- Copyright 2006, Macomb Intermediate School District
- Migrant Programs
- Field 32 Migrant program: A dropdown menu with the text "No entry, undecided at this time".
- Field 33 Migrant project types: A dropdown menu with the text "No entry, undecided at this time".
- Navigation buttons on the right: Home, Help (with a purple icon), Update, Next, and Back.
- Footer information: Usercode: PRINCIPAL, District: 12345, SID Date: 07/02/2007, School: My High School.

A combo box selection is used to indicate Migrant program opportunities in your school district.

### Data Entry

1. Select the Migrant program and Migrant project type in the combo boxes.
  2. Click on the Update button to save your changes.
  3. Click on the Next button to enter the Dual Program survey data.
1. Click on the Home button to return the SID section data selection.

### Data Verification

- If a migrant program is provided in field 32, then a migrant project type program in field 33 must be entered.
- If a migrant program project type is entered in field 33, then a migrant project must be specified in field 32.

### Error Messages

If you made changes and did not click on the Update button, the system will ask if you would like to save your changes before going to the next screen.

## Dual Enrollment

Field	Description	Input
Field 34	Tuition and fees	
Field 35	11th grade eligible	
Field 36	11th grade participants	
Field 37	12th grade eligible	
Field 38	12th grade participants	
Field 39	Postsecondary courses paid	
Field 40	Postsecondary courses credit	
Field 41	Postsecondary courses high school credit	
Field 42	Courses not completed	

Usercode: PRINCIPAL    District: 12345    SID Date: 07/02/2007    School: My High School

Counts and costs for dual enrollment cases occurring in a school building.

### Data Entry

1. Enter the dual enrollment totals and costs.
2. Click on the Update button to save your changes.
3. Click on the Next button to continue entering the Alternate Education data.

1. Click on the Home button to return to the SID section data selection screen.

### Data Verification

- If tuition and fees are paid in field 34, then there must be participants in field 35 or field 37.
- If participants are reported in either field 35 or field 37, then tuition and fees must be reported in field 34.
- If the 11<sup>th</sup> grade participants are reported in field 35, then the 11<sup>th</sup> grade eligible number in field 36 must be greater than or equal to the participants.
- If the 12<sup>th</sup> grade participants are reported in field 38, then the 12<sup>th</sup> grade eligible number in field 37 must be greater than or equal to the participants.

## **Error Messages**

If you made changes and did not click on the Update button, the system will ask if you would like to save your changes before going to the next screen.

Error invalid digit=

The dual enrollment program totals and costs expect numeric digits consisting of the values zero (0) through nine (9).

Error number too large

The number of digits entered is larger than the SID data transfer field size and cannot be sent to the State with that number. If your number is correct, then contact the system administrator to inform the MEIS that your school district exceeds the data entry size expected by the Michigan Education Information System.

## Alternate Education Services

MISD/SID End of Year Submission 1.02

Copyright 2006, Macomb Intermediate School District

Alternative Education Services

Field 43 Alternative services for suspended and expelled students

No entry, undecided at this time

Home

Help

Update

Next

Back

Usercode: PRINCIPAL District: 12345 SID Date: 07/02/2007 School: My High School

Combo box selection used to indicate alternative services for suspended and expelled students.

### Data Entry

1. Select the Alternate Education Service choice in the combo box.
  2. Click on the Update button to save your changes.
  3. Click on the Next button to enter the Violent Crime survey data.
1. Click on the Home button to return the SID section data selection.

### Error Messages

If you made changes and did not click on the Update button, the system will ask if you would like to save your changes before going to the next screen.

## Violent Crime

MISD/SID End of Year Submission 1.02

Copyright 2006, Macomb Intermediate School District

Violent Crime

Field 44 Students who are victims of violent criminal offences

Home

Help

Update

Next

Back

Usercode: PRINCIPAL District: 12345 SID Date: 07/02/2007 School: My High School

Enter the number of victims of violent crime occurring in a school building.

### Data Entry

1. Enter the victims of violent crime total.
  2. Press the Update button to save your changes.
  3. Press on the Next button to return to the SID section data selection screen.
- 
1. Press the Home button to return to the SID survey data selection screen.

### Error Messages

If you made changes and did not click on the Update button, the system will ask if you would like to save your changes before going to the next screen.

Error invalid digit=

The victims of violent crime total expects numeric digits consisting of the values zero (0) through nine (9).

Error number too large

The number of digits entered is larger than the SID data transfer field size and cannot be sent to the State with that number. If your number is correct, then contact the system administrator to inform the MEIS that your school district

exceeds the data entry size expected by the Michigan Education Information System.

## Toxins in the Environment

This form is removed in 2008.

MISD/SID End of Year Submission 1.02

Copyright 2006, Macomb Intermediate School District

Toxins in the Environment

Field 45 Mercury levels

No entry, undecided at this time

Home

Help

Update

Next

Back

Usercode: PRINCIPAL District: 12345 SID Date: 07/02/2007 School: My High School

Update the status for mercury free compliance with MCL380.1274b.

### Data Entry

1. Select the mercury compliance requirements in the combo box.
  2. Click on the Update button to save your changes.
  3. Click on the Next button to return to SID Section data selection.
- 
1. Click on the Home button to return to SID Section data selection.

### Error Messages

If you made changes and did not click on the Update button, the system will ask if you would like to save your changes before going to the next screen.

## Administration and Security Maintenance

The screenshot shows a Windows-style application window titled "MISD/SID End of Year Submission 1.00". The window has a yellow background and a blue border. At the top, it says "Copyright 2006, Macomb Intermediate School District". Below that, the title "Administration and Security Maintenance" is displayed. The main area contains three password input fields: "Old password", "New password", and another "New password" field. To the right of these fields are several buttons: "Help" (with a book icon), "Close", "Administration", "User maint", and "User/School maint". At the bottom, there is a "Change password" button. At the very bottom of the window, the following information is displayed: "Usercode: PRINCIPAL", "District: 00001", and "SID Date: 06/30/2006".

Password change, Administrative setup form, User-code maintenance form, and User/School maintenance form.

Change your password according to your school district policy. The new password requires two entries, verifying the new value is entered correctly.

- Passwords must be at least six (6) characters in length.
- Passwords with more than two (2) repeating characters, strung together, are not allowed. For example, a password of “buyAAA” would not be accepted, due to the triple “A”.
  - The password “buyAAa” will be accepted.
  - This check is made to insure your password has a random number of characters.
- Upper and lower case characters are treated as different character sets. The password “abcdef” and “ABCDEF” are different passwords.

### Data Entry

1. Enter your old password to verify you are the proper user changing a password.
2. Enter your new password in the first password protected text field.
3. Enter your new password in the second password protected text field. This confirms that the password you entered into the system has been entered properly.
4. Click on the Change Password button.

1. Click on the Administration button to perform system administration, setup file changes, online documentation updates.
1. Click on the User maintenance button to add, change, or delete user-codes from the system.
1. Click on the User/School maintenance button to add, change, or delete the relation between users and the school building survey data they can maintain.
1. Click on the Close button to return to the SID building selection screen.

## **Error Messages**

Error new password is invalid. Must be  $\geq 6$  characters.

Passwords must be at least six (6) characters in length. Passwords with more than two (2) repeating characters, strung together, are not allowed. For example, a password of “buyAAA” would not be accepted, due to the triple “A”. Upper and lower case characters are treated as different character sets. The password “abide” and “ABCDEF” are different passwords.

Error new password confirmation does not match

The new password entered twice does not match. Re-enter your new password twice, ensuring you have entered the data the same. Clear the two fields before entering. Verify the case of your upper and lower case characters entered.

Error old password provided does not match

The confirmation of your old existing password does not match with the system. The system will not allow you to change the password for someone else logged into the system.

Error, go to sign-on screen and log in.

The system could not confirm the user-code presently using this sign-on session. Please return to the sign-on screen and sign-on to the system.

## User-code Maintenance

MISD/SID End of Year Submission 1.03

Copyright 2006, Macomb Intermediate School District

Usercode Maintenance

Select Usercode for Change or Delete...

Clear form for add

Help

Close

Add

Change

Delete

BOOMER  
MISD  
PRINCIPAL

User code: PRINCIPAL

New password:

Name: Principal

Retries: 0

Access to:

- Inquire
- Update
- SID extract
- User/School maint
- User maint
- Administration

Note: If User/School restriction is desired, then set Access off.

Usercode: PRINCIPAL District: 12345 SID Date: 07/02/2007

User code maintenance is restricted by access levels. Access levels can be set at the user code level, allowing access to all the schools in the district, or at the user/school relationship. It is expected a limited number of people administer user codes.

If your school district allows users to view or maintain all the school building data, then set the user access levels on the user code, defaulting to all schools. There is no need to enter the User/School maintenance data.

If restriction by user and school building is required, then reset access levels in the user code, setting the access level on the User/School relationship.

The password can be set to a new value using this screen. Leave this field blank to keep the current password. The retries field indicates the number of invalid login attempts with the user code, providing an incorrect password.

If a valid user has trouble logging on:

1. Supply a new password, allowing him or her to change after successful log in.
2. Set the retries to zero.

## Changing User data

1. Select and click on the desired user-code in the list box.
2. Change the name, retry, and access restriction fields. Do not change the user-code field.
3. Enter a password only when a new password is desired.
  - a. The password must be six (6) characters long and have no characters that repeat together more than two (2) times. This check is made to ensure the password has a reasonable number of different character combinations.
  - b. If the password is not accepted, then correct the password, and press the Change button to retry.
4. Click on the Change button to save your changes, or select another user-code to cancel the data entered.

## Adding a User-code

1. Click on the Clear form for add button. This will clear the form data entry fields.
2. Enter a new user-code and new password, with the related name and access restrictions.
  - a. User codes are converted to all uppercase.
  - b. The password must be six (6) characters long and have no characters that repeat together more than two (2) times. This check is made to ensure the password has a reasonable number of different character combinations.
  - c. If the password is not accepted, then correct the password with a different value, and press the Add button to retry.
3. Click on the Add button to save your changes. Use the clear form button or select another user-code to cancel the data entered.

## Deleting User data

1. Select and click on the desired user-code in the list box.
2. Click on the Delete button to remove the user-code and all the related user/school information.

## User-code Access Restrictions

1. Inquire – allows viewing of all school/building survey data.
2. Update – allows changing survey data for all school/building records.
3. SID Extract – this person is allowed to create the SID extract file that is sent to the MEIS.
4. User/School maint – allowed access to maintain user/school access control.

5. User maint – allowed access to maintain user-codes, in this form.
6. Administration – allowed access to the system administration form.

## **Error Messages**

Error user-code and name must be entered

The user-code field and user name are required fields.

Error user-code already exists

When adding a record a duplicate user-code has been found.

Password restriction error, see documentation

One of the password validation requirements has not been satisfied.

## User/School Maintenance

MISD/SID End of Year Submission 1.03  
Copyright 2006, Macomb Intermediate School District

User/School Maintenance

Select a User: PRINCIPAL

Click on the user/school relationships desired...

- My Administrative Center (08875)
- My Athletic Facility (09476)
- My Elementary School (01363)
- My High School (01376)
- My Middle School (01330)
- My Preschool (09207)
- My Second Elementary School (08395)
- My Second High School (01346)
- My Second Middle School (01344)
- My Third Middle School (08876)
- My Vocational School (01350)

Enter access restrictions

- Inquire
- Update
- SID extract
- User/School maint
- User maint
- Administration

Help

Close

Update

Cancel

Note: make all desired changes then press Update or Cancel

Usercode: PRINCIPAL District: 12345 SID Date: 07/02/2007

User/School maintenance is restricted by access levels. This is expected to be a small group of people to administer access to user/school and user data.

To set user access to all schools, enter the access levels on the user code form, leaving this form empty.

### Data Entry

1. Select the user code from the drop down list of users.
2. Click on the appropriate schools listed for the user.
  - a. To make a correction, Click on the school to turn the relationship off.
  - b. Clicking on the school will display the access restrictions for the user/school.
3. Click on the appropriate access restrictions. The system will default to the last set of restrictions entered, saving data entry requirements.
4. After all the schools for a user-code have been entered, then click on the Update button, saving data for a user. The screen will refresh to a select a new user.
5. Click on the Cancel button, at any time, to discontinue the changes made for a user-code.

## **User-code Access Restrictions**

1. Inquire – allows viewing of selected school/building survey data only.
2. Update – allows changing survey data for selected school/building records only.
3. SID Extract – this person is allowed to create the SID extract file that is sent to the MEIS.
4. User/School maint – allowed access to maintain user/school access control, in this form.
5. User maint – allowed access to maintain user-codes.
6. Administration – allowed access to the system administration form.

## **Error Messages**

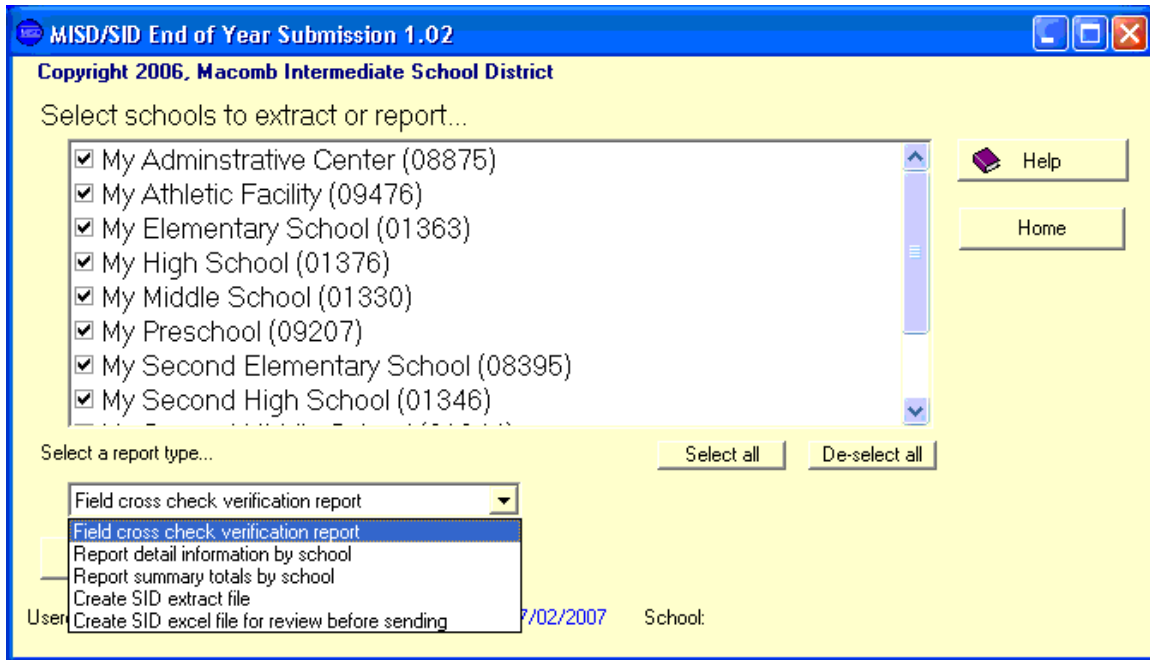
Error privilege level set to 0

The user/school privilege level is expected to be greater than zero for the user to perform any database maintenance.

Error invalid user-code=

Verify the user-code combo box list has a selected user-code before making school selections.

## Extract Files and Reports



The main purpose of the system is to send a correct version of the end of year SID submission file. A field cross check report is provided to verify field dependencies, before sending the submission file. A copy of the submission file is also available in CSV file format, which can be viewed using Excel.

Data listings are available for schools with user read privilege, or user read/write privilege. Files and reports can be created for selected schools by selecting schools from the list box.

### SID Submission File

The user must have access to all schools to create the SID submission file and specific access privilege to create the SID submission file. Verify the data is correct by running the cross check report and reviewing the data using the Excel file extract option.

1. Click on the “create SID extract file” combo box option.
2. The file is created using the specified output file name. Click on the Browse button to specify the file and directory.
3. Click on the run report button to create the SID bulk upload end of year submission file.

## **Excel Extract File**

The Excel option creates a CSV file, similar to the SID submission file, with additional data fields. The file is created using the specified output file name. Press the select all button to view all the schools in the Excel file. Fields that are spaces, or not entered, are displayed in the Excel file using a pound sign character (#). This provides visibility to fields not entered, before submitting the MEIS SID submission file.

1. Click on the “Create SID extract file for review” combo box option.
2. The file is created using the specified output file name. Click on the Browse button to specify the file and directory.
3. Click on the run report button to create the CSV file that can be opened using Excel.

## **Cross Check Verification Report**

The cross check verification report performs the field level dependency edits specified by the MEIS. The report lists the fields with missing data.

1. Click on the appropriate schools from the list box.
2. Click on the “Field cross check verification report” combo box option.
3. Click on the “Run report” button to preview the report.

## **Data Entry Detail Report**

The data entry detail report shows all the MEIS data fields, with their descriptions, for a set of schools. The data is listed with the school or building numbers at the top of the report, with the data fields and data values listed in horizontal rows.

1. Click on the appropriate schools from the list box.
2. Click on the “Report detail information by school” button combo box option.
3. Click on the “Run report” button to preview the report.

A list of building abbreviations are available to use in place of the five digit building codes that appear in the report. The abbreviations cannot be greater than five characters and are used in place of the building number. The file “shoolList.txt” contains the abbreviations. Your system administrator can modify the file, providing the building abbreviations that are more meaningful.

## **Data Entry Total Report**

The data entry detail total report shows all the MEIS data fields, with their descriptions, for a set of selected schools. The data is summarized for the building numbers entered. The summary contains the count of schools in the calculation, with the aggregate totals for the data. The sum, minimum, average, and maximum is reported for the data count and dollar amount fields. Yes, No, Not applicable data show the percentage split between the schools. Multiple choice option selection show the percentage split between schools for each option.

1. Click on the appropriate schools from the list box.
  2. Click on the “Report summary totals by school” combo box option.
  3. Click on the “Run report” button to preview the report.
- 
1. Click on the Home button to return to the Select Building or School Facility screen.

## **Error Messages**

Improper authority to create SID extract file

Your user-code does not have the correct privilege level set to create the SID extract file.

## System Setup and File Maintenance

MISD/SID End of Year Submission 1.02

Copyright 2006, Macomb Intermediate School District

Step 1. Create setup parameter file...

Directory name: C:\PROGRAM FILES\MISD\MEISSID\  
School master: \MEISSID\STATE.DBF  
SID date of count: 07/02/2007  
SID district code: 12345  
Security option: FULL

Setup update      Help      Close

Step 2. Create the database files (once only)...      On Dbase file problems only...  
Create db      Rebuild index files

Step 3. Initialize the database with school record (insert new records)....      Download state codes from CEPI web site  
Initialize      State code refresh

Step 4. Load documentation (add updates from before)...      Maintain building or school abbreviations  
Load doc      Abbreviations

Step 5. Create initial set of usecodes...      Copy initial school file to other Schools  
Create User      Copy School

Usercode: PRINCIPAL      District: 12345      SID Date: 07/02/2007

## Data Entry

1. Update the setup data file for:
  - a. The full network directory name where the data files are created. The network directory name will appear as `\\server\section\etc.`
  - b. The full network file name where the State.dbf file can be found. The setup program copies a State.dbf file in the default folder with the other required files.
  - c. The SID end of year submission date. This is a **10 character field** in MM/DD/CCYY format. For this year the value is 07/02/2007.
  - d. The **five digit** school district code.
  - e. Security option is FULL
  - f. Click on Update Setup file button to save the setup file information.
2. Click on the create database button to create four new data files. The input file \Files\init.txt contains the database definition layout. **The database files are pre-loaded from the setup program and this is not required in normal situations.** The files created are:
  - a. SID.dbf and SID.mdx
  - b. SIDdoc.dbf and SIDdoc.mdx
  - c. user.dbf and user.mdx

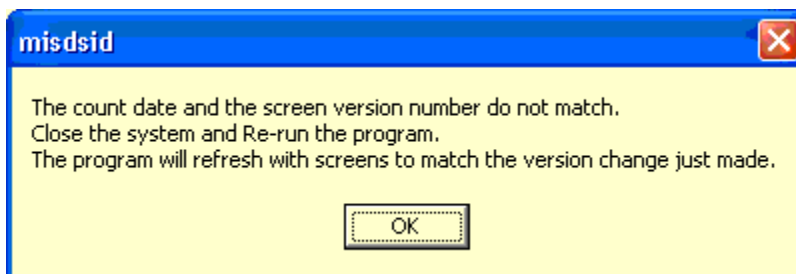
- a. UserSchool.dbf. and UserSchool.mdx
2. Click on the initialize database button. This loads the school and building codes from State.dbf, for the district entered in the parameter file. **This step is required after specifying your school district code and state file location.**
3. Click on the Load documentation button. This loads the file SIDdoc.dbf file with the documentation in file \Files\fieldDoc.txt. **The database files are pre-loaded with the field documentation from the setup program and this is not required in normal situations.** Use the load documentation feature to update field level documentation with district changes. See the user documentation manual on changing field level documentation.
4. Click on the update user-codes to create an initial set of users to enter the system.
5. The update Abbreviations button provides the capability to use school abbreviations in place of building numbers in the SID data entry detail report.
6. The Copy School button provides the capability to initialize the survey data with default value.
7. Click on the Close button to return to the Administration and Security Maintenance screen.

## Changing the SID Count Date

You can change the SID count date for a new SID year, or to view prior SID extract file history, already submitted to the MEIS. Remember to press the Setup update button.

If you change and save the SID count date to the New Year, then initialize the database to create the school records for the SID count date (Step 3). The documentation file will require updating (Step 4).

The screens are formatted to match the SID count date version requirements when the program is started. To have the screens and SID version match, please exit the system and restart the program. This will rebuild the screens and reports to match the SID count date version change. You will need to close this screen, the administrative form, and the sign-on form.



## **Error Messages**

Verify the directory and files exist in=

The system is checking for the database files specified in the file directory entered. Please verify the file directory name is correct.

Cannot find the state file=

The full file name entered to obtain the state file cannot be found.

Date of count must be 10 characters in MM/DD/CCYY format

The MEIS requires the count date must in 10 characters with months and days using leading zeros.

The district must be 5 numeric digits=

The school district code, found in the State.dbf file, is expected to be five characters long with leading zeros.

Date of count required for documentation

The field level documentation load requires the SID date is entered.

Setup file not updated, missing information

Review and correct the setup file information and retry saving the setup file.

Error= database file name.dbf or .mdx is present

When initializing new database files for the system, the initial procedure found an existing database file and/or related index file. The system did not create a new file and the old file will be used. This will require further action, depending if a new blank database file is desired.

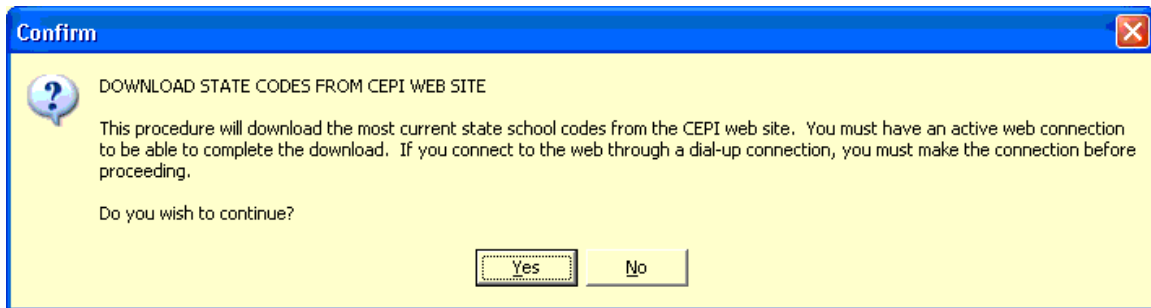
Unable to open exclusive=

The special database maintenance procedure cannot open the database file for single usage. Another program and/or user is accessing the database file, inhibiting the program from performing the requested function.

Error unable to rebuild index, use backup for=

The request to rebuild the dbase index file failed. The next course of action is to install a backup copy of the database file and index file.

## State Code Table Refresh Maintenance



A copy of the state table is supplied with the installation disk. The state table is shared with the SRSD application, supported by the MISD. This feature copies the latest version of the state building codes from the CEPI web site. The SRSD application provides the same download file capability.

This program connects to the CEPI web site and copies the latest state table version from the MEIS. Your PC must have a working connection to the Internet for the process to work.

The program makes a copy of the state table files before copying the new file from CEPI. If a failure occurs, the old version of the file is copied back as the working version.

The state table is used to initialize the SID data records with all the building information in each school district. If a new building has been built in your district, then download the new state table from CEPI, containing the new building code. Press the initialize database button on the administrative form. This will create a new SID record for the new building code, leaving the existing SID building records in the same state.

### Data Entry

1. Click on refresh state table button from the administrative screen.
2. Verify your PC has a working connection to the Internet.
3. Continue the file transfer, creating a new version of the file "state.dbf" and "state.mdx".
4. The message "**State codes file download was successful**" indicates your new state file has been copied to the specified file location in the setup file.

## Error Messages

Unable to replace existing state codes file

The program was unable to make a backup copy of the state files before connecting to the CEPI system. The backup file names are “state.~db” and “state.~md”. These file may not have been removed by the program, due to security restrictions or file directory name errors.

Download has been cancelled by user

The cancel button was pressed in the CEPI file transfer. The old state files are refreshed as the present version.

Unable to connect to CEPI web site at this time

The connection to the CEPI web site failed. The old state files are refreshed as the present version.

Unable to write new indexes at this time

The SRSD program updates the state table with additional index keys (views) to improve system performance. The process of creating the additional indexes failed. This may be caused by insufficient security access rights or invalid file directory names specified in the setup file for the state table.

This should not cause a problem with the SID application. If the state table is used by SRSD application, then additional problems may appear.

## Building/School Abbreviation Maintenance

MISD/SID End of Year Submission 1.02

Copyright 2006, Macomb Intermediate School District

Building or School Facility Abbreviations

Change building abbreviation...

Building	Abbreviation	Name
01330	MS1	My Middle School
01344	MS2	My Second Middle School
01346	HS2	My Second High School
01350	VOC	My Vocational School
01363	ELEM1	My Elementary School
01376	HS1	My High School
08395	ELEM2	My Second Elementary School
08875	ADMIN	My Administrative Center
08876	MS3	My Third Middle School

Note: Abbreviation names must be unique

Usercode: PRINCIPAL    District: 12345    SID Date: 07/02/2007    School: \_\_\_\_\_

Help  
Close  
Update

This screen provides the capability to edit and save the school building abbreviation file “schoolList.txt”. Abbreviations are presently used in the SID data entry detail report.

### Data Entry

1. Click on the appropriate abbreviation in the change grid.
  2. Enter the five (5) character school abbreviation for the related school.
  3. Use the arrow up and arrow down controls to move to the next abbreviation. You cannot change the other fields in the grid.
  4. Click on the Update button to save your changes to the file “schoolList.txt”.
- 
1. Click on the Close button to return to the System Setup and File Maintenance screen.

### Error Messages

If you made changes and did not click on the Update button, the system will ask if you would like to save your changes before going to the next screen.

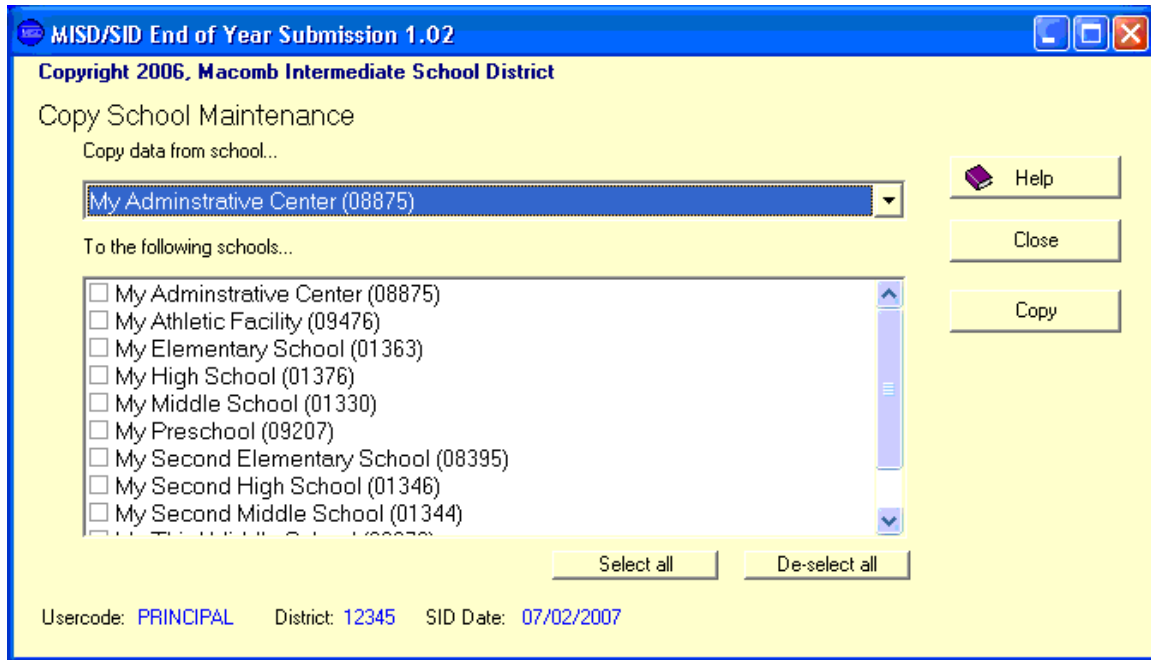
Error abbreviation= name is greater than 5 characters

The abbreviation displayed is greater than five (5) characters, replacing the five (5) digit school building code.

Error duplicate abbreviation in building=ONE and TWO.

The system must have unique abbreviation codes, used between buildings, replacing the five (5) digit building code assigned by the State.

## Copy School Maintenance



The copy to schools administrative function provides the capability to set-up a school with default data values, duplicating this data in the other school records. The procedure is to:

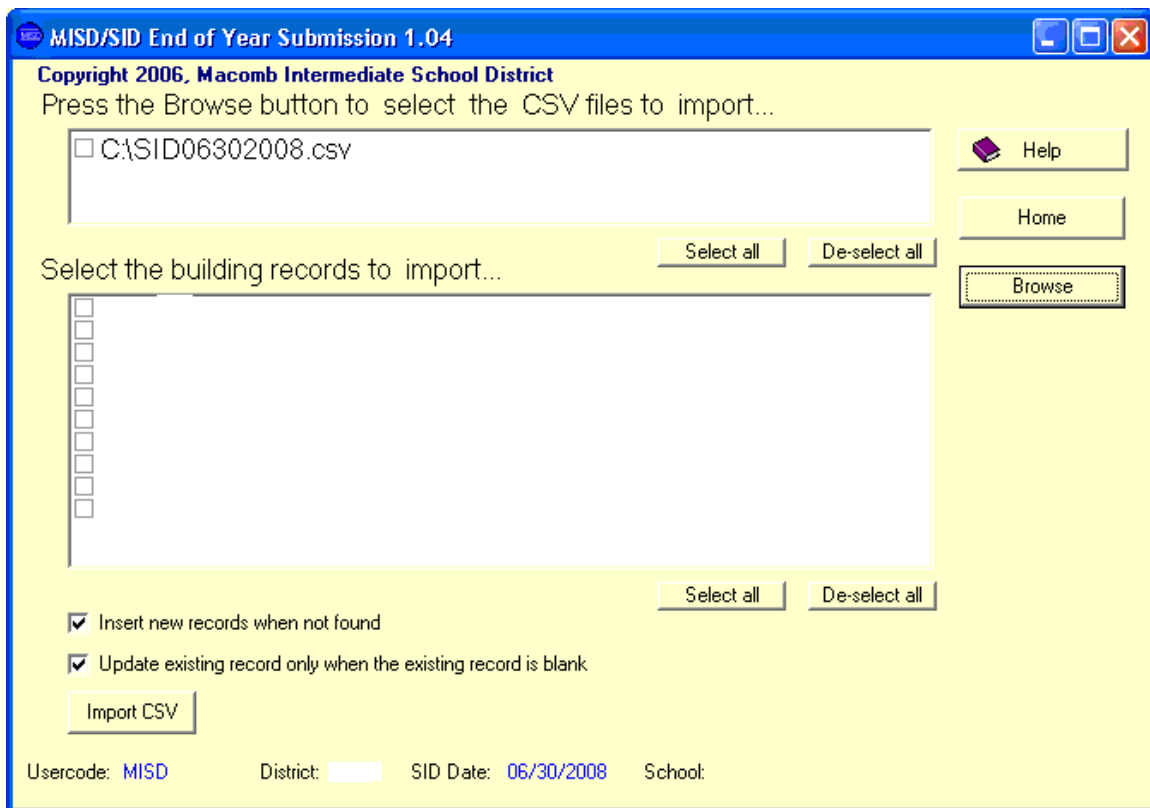
- Install the SID database and initialize the school data for the district.
- Choose a particular school, updating common values in the SID data with default values, common to your district requirements. This is done by using the SID data update forms.
- Use the Copy From administrative function to duplicate the default setup values to selected school records.
- The SID data is then pre-filled with selected values for the users to update or change, with the un-entered data from the initial survey.

### Data Entry

1. Click on the appropriate copy data from school, in the combo box, with the data initialized to the proper default values.
2. Click on the “To” school values to initialize.
3. An option is to click on the Select All button to select all schools to copy. Click on the De-select all button to turn all schools off.
4. Click on the Copy button to initialize the selected copy to schools with the default values.

1. Click on the Close button to return to the System Setup and File Maintenance screen.

## Import Files and Reports



This program is used to import data from outside systems into the present system. The file used is the SID submission file sent to the MEIS. The input CSV file names are selected as an input parameter. The browse option allows the selection of more than one input file by dragging the cursor over the selected files, or by selecting input files with the control key depressed.

Input parameters control selected building numbers during the file import. This restricts the import to a valid group of input records in a file. It is suggested that the import is run for one input file at a time, with a valid set of building numbers related to the input file. This option is used where one set of files has the correct building data, versus the same set of building data in another input file is ignored.

Two additional import options are used:

1. Records can be inserted when they are not found, or the missing records can be ignored.
2. Records are updated following two input parameter options. The first option verifies if the existing record has not been entered (blank), then the import will update the record with data from the input file. The second update option always updates with data from the input file. This may be used to refresh the building data records with an updated version, or apply corrections using a new input file.

