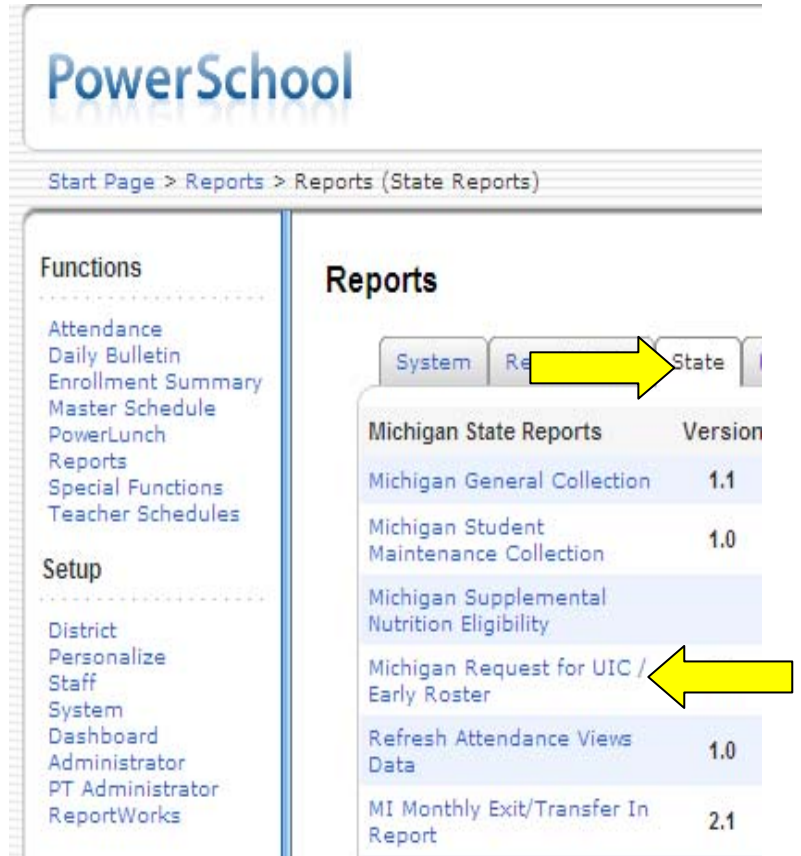
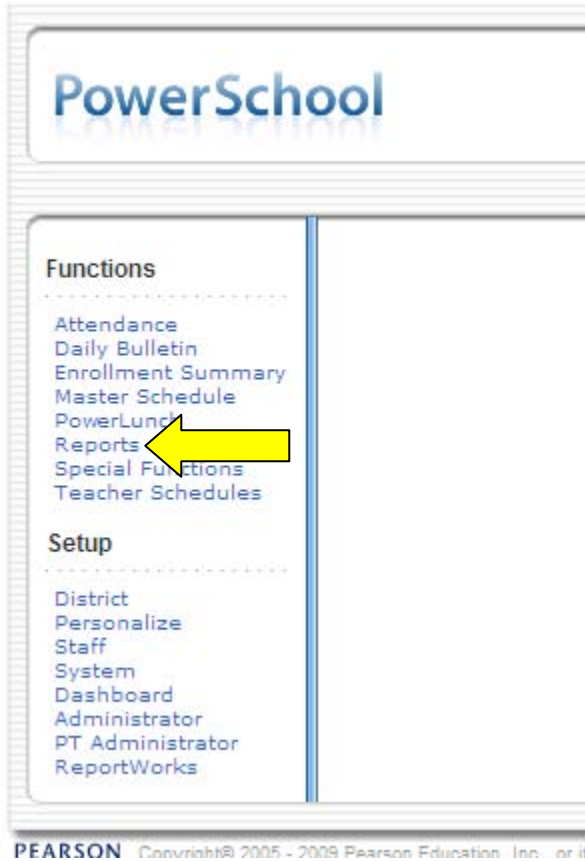


Obtaining New UICs for PowerSchool

Select Reports from the PowerSchool Menu on the left and then select the State tab. Then you can run the Michigan Request for UIC/ Early Roster report.



Fill in the proper information and select submit.

Comments **Last Updated:** 8/22/2011 9:00 PM

Students to include The selected 0 students only
 All students

Processing Options In Background Now

Specific Date/Time

Data to be filled (Check checkbox on the right to save as default value) **Reset All**

Previous Count Date:
(If Fall, enter the day after the last day of school for the previous school year.) 06/30/2011

Count Date:* 10/05/2011

Reporting District's State Assigned 5-digit District Number: 50000

Submitting Entity Type Code: District

Submitting Entity Code: 50000

Comma Delimited List of School ID's
(If blank, will run for entire district):

Run For: All Students

Early Roster: No




Obtaining New UICs for PowerSchool

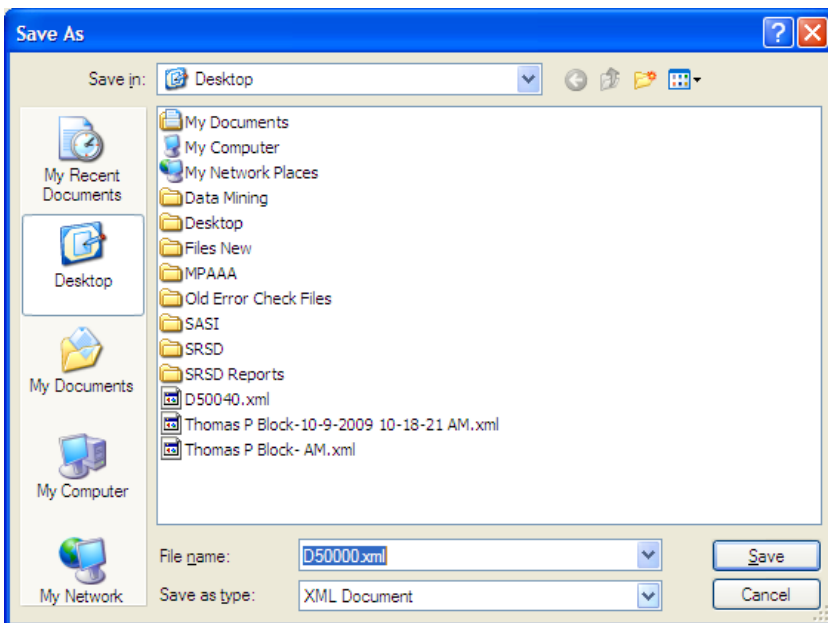
Right click on the view link once the report finishes and select “Save Target As...”

Report Queue (System) - My Jobs [Refresh](#)

Created	Job Name	Started	Ended	Status
10/10/2009	Michigan Request for UIC / Ear	10/10/2009 5:02 AM	10/10/2009 5:03 AM	Completed View
10/10/2009	Michigan General Collection	10/10/2009 1:25 AM	10/10/2009	View
10/10/2009	Michigan General Collection	10/10/2009 1:10 AM	10/10/2009	View
10/03/2009	Michigan Request for UIC / Ear	10/03/2009 2:49 AM		View
10/03/2009	Michigan Student Record Mainte	10/03/2009 2:28 AM	10/03/2009	View



Select a location and click the save button.



Upload this file to the Michigan Student Data System(MSDS) and resolve all of the records. Once all of the records are resolved, you can download a file from the MSDS to import the UIC numbers back into PowerSchool.

Obtaining New UICs for PowerSchool

Select the proper file from the Download Status section of the MSDS and save it to a location on your computer or network.

Profile: UIC Resolution - Edit --> Local Super User A- | A+

Download Status

Filter... Request New Download

Submitting Entity	Collection	Data Source	Status	Created Date	File Name
Macomb ISD (50000)	Request for UIC 2009-2010	Staging	Ready for Download	10/9/2009 1:30:39 PM	Thomas P Block-10-9-2009 1-23-36 PM.zip
Macomb ISD (50000)	Request for UIC 2009-2010	Staging	Ready for	10/9/2009	Thomas P Block-10-
Macomb ISD (50000)	Request for UIC 2009-2010	Staging			
Macomb ISD (50000)	Request for UIC 2009-2010	Staging			

Items per page: 10 Page

File Download

Do you want to open or save this file?

Name: Thomas+P+Block-10-9-2009+1-23-36+PM.zip
Type: WinZip File
From: sso.state.mi.us

Save Cancel

While files from the Internet can be useful, some files can potentially ham your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Extract the zip file and open the resulting file in Excel. Select the option to open as a “read only workbook”. NOTE: Versions older than Excel 2003 do not allow you to open the xml file with this option.

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

Open XML

Please select how you would like to open this file:

As an XML list

As a read-only workbook

Use the XML Source task pane

OK Cancel Help

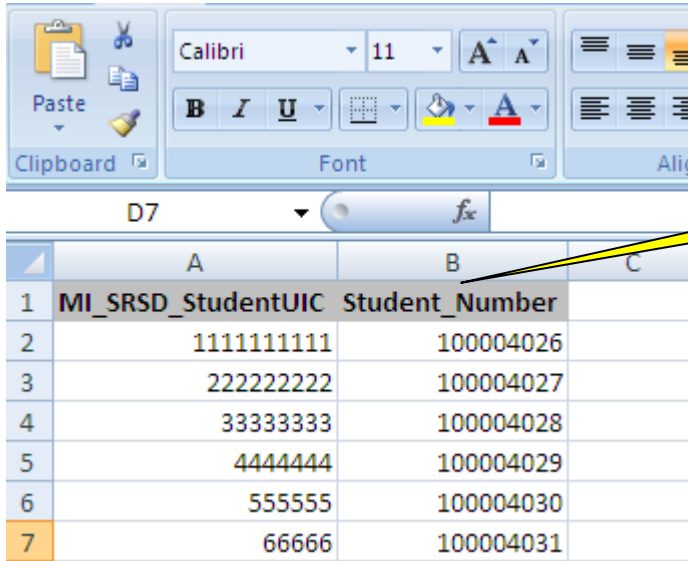
Obtaining New UICs for PowerSchool

Delete all columns except for the “/RequestforUIC/PersonalCore/UIC” column and the “/RequestforUIC/SchoolDemographics/StudentIdNumber” column.

Rename the “/RequestforUIC/PersonalCore/UIC” column to “MI_SRSD_StudentUIC”.

Rename the “/RequestforUIC/SchoolDemographics/StudentIdNumber” column to “Student_Number”.

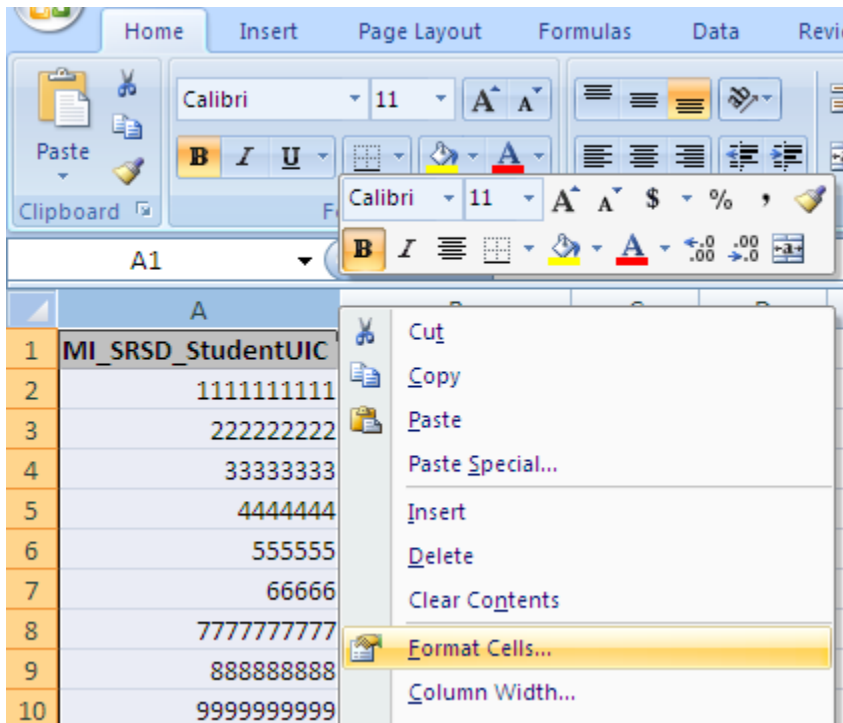
Delete the first row of the spreadsheet.



	A	B	C
1	MI_SRSD_StudentUIC	Student_Number	
2	1111111111	100004026	
3	222222222	100004027	
4	33333333	100004028	
5	4444444	100004029	
6	555555	100004030	
7	66666	100004031	

Delete the first row of the spreadsheet. Student Number and UIC Number will be the headings in the first row.

Right click on the UIC Number column, select the entire column, and select format cells.



	A	B	C
1	MI_SRSD_StudentUIC		
2	1111111111		
3	222222222		
4	33333333		
5	4444444		
6	555555		
7	66666		
8	777777777		
9	888888888		
10	999999999		

Obtaining New UICs for PowerSchool

On the Number tab, select "Custom" and type ten zeros (0000000000) in the "Type:" box.

The screenshot shows the Excel ribbon at the top with the Font and Alignment tabs. Below it, a spreadsheet shows column A with a header 'MI SRSD StudentUIC' and rows of numbers from 1111111111 to 3636363636. The 'Format Cells' dialog box is open, with the 'Number' tab selected. The 'Category' list on the left has 'Custom' selected. The 'Type:' text box contains '0000000000'. A 'Delete' button is visible below the text box. Annotations in yellow callouts point to the 'Number' tab, the 'Custom' category, and the 'Type:' text box.

Select the Number tab.

Select the Custom.

Type ten zeros in the "Type:" box.

Click OK. This will fill in all leading zeros in the UIC Number column. Note the leading zeros.

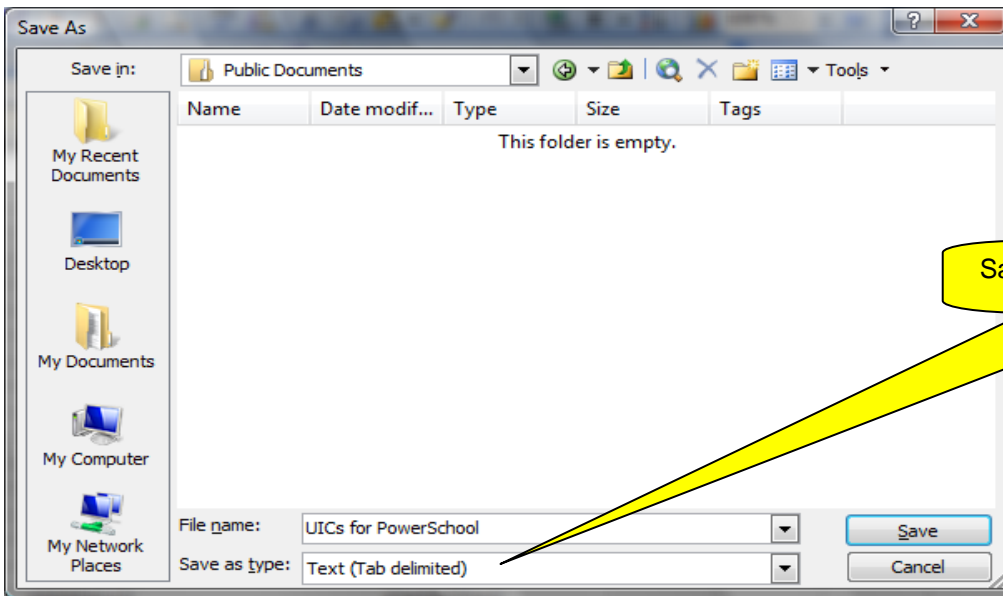
The screenshot shows the Excel spreadsheet with column A containing the UIC numbers and column B containing the 'Student Number'. The numbers in column B now have leading zeros, matching the length of the UIC numbers in column A. A yellow callout points to the first row of data in column B.

	A	B	C
1	MI SRSD StudentUIC	Student Number	
2	1111111111	100004026	
3	0222222222	100004027	
4	0033333333	100004028	
5	0004444444	100004029	
6	0000555555	100004030	
7	0000066666	100004031	

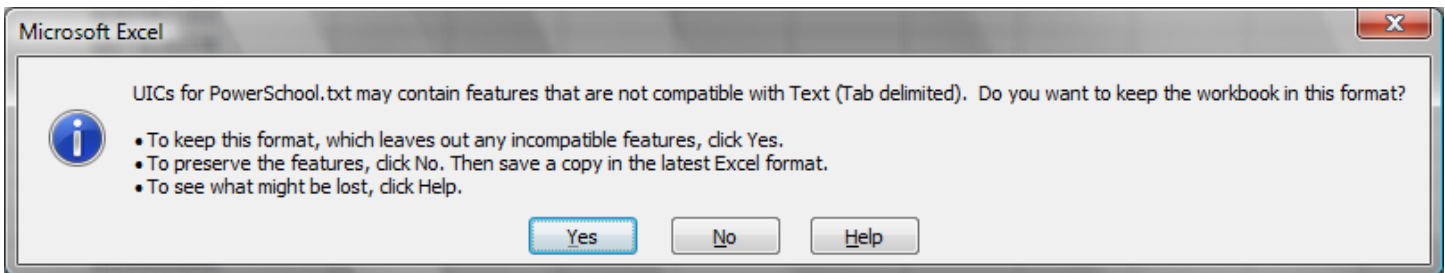
Note the leading zeros.

Obtaining New UICs for PowerSchool

Save the spreadsheet as a tab delimited text file. Note where you save the file.



Select "Yes" to the following message.



Obtaining New UICs for PowerSchool

- Log into PowerSchool and select the school you want to import the UICs into.
- Select Special Functions from the menu on the left.
- Select Importing & Exporting.
- Select Quick Import.
- Select the Students table.
- Click browse next to "File to Import:" and select the tab delimited file that you saved above.

The screenshot shows a web browser window titled "Quick Import - Windows Internet Explorer" with the URL <https://ps.ucs.misd.net/admin/importexport/quickimport/quickimport1.html>. The browser's address bar and menu bar are visible. Below the browser, a "Choose File to Upload" dialog box is open, showing the file "UICs for PowerSchool" selected in the "Public Documents" folder. A yellow callout bubble points to this file with the text "Select the tab delimited file you just saved." In the background, the PowerSchool interface is partially visible, showing a dropdown menu with "Students" selected. Another yellow callout bubble points to this dropdown with the text "Select the Students table." The "Import" button is visible at the bottom right of the interface. At the bottom of the browser window, the Pearson copyright notice is visible: "PEARSON Copyright© 2005 - 2009 Pearson Education, Inc., or its affiliate(s). All rights reserved."

Click import.

Obtaining New UICs for PowerSchool

By renaming the column headings and allowing PowerSchool to suggest the field mapping, the columns from your text file will align with the fields in PowerSchool.

Check “Exclude First Row”

Select the “Update the Student Record” option under Advanced Import Options

Import Records from an ASCII Text File

The screenshot shows the 'Import Records from an ASCII Text File' interface. At the top, there is a mapping table:

Col#	From your file	----->	To PowerSchool
1.	MI_SRSD_StudentUIC	----->	MI_SRSD_StudentUIC
2.	Student_Number	----->	Student_Number

Below the table, there is a section for 'Check to exclude first row' with a checked checkbox. A yellow callout bubble points to this checkbox with the text 'Check "Exclude First Row"'. Below this is a section for assigning constant values to fields, with two empty input boxes and dropdown menus. A second yellow callout bubble points to the first dropdown menu with the text 'Select Update the Student's Record'. Below this is a 'Note' and a question: 'If the file being imported contains a student number that matches a student number already in the PowerSchool system, how would you like it handled?'. There are four radio button options:

- Do not process that line from the file being imported.
- Update the student's record with the information from the file being imported (Note: even if you have this option selected, if the student is in a different school, the information will not be updated).
- Generate a unique student number for the student (from the range specified below) and import the data from the import file.
- New student numbers generated at random from within this range: 10000000 - 214748364

Below these are two unchecked checkboxes: 'Synchronize Mode' and 'Allow Update of Enrollment Status'. At the bottom right, there is a 'Submit' button.

Click Submit and review any errors that are listed in the resulting report.

Verify that the UICs have been imported on the General Page of the SRSD screen and on the Student Demographics page.