Center for Educational Performance and Information (CEPI)

Michigan Education Information System (MEIS)

School Infrastructure Database (SID)

Application User's Guide

Fall 2006 Submission

Questions?
Contact: 517-335-0505
e-mail: Help-Desk@michigan.gov

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Introduction

This guide is intended for all users of the School Infrastructure Database (SID). The SID Data Field Descriptions and any addenda posted to the SID Web page should be used with this User's Guide. To obtain copies of these items, go to www.michigan.gov/cepi. Click on "MEIS Data Services" and then click on "School Infrastructure Database." This guide explains the process for using the SID Application, as well as how to properly enter and submit data via the SID Online Application.

General Information

What data are entered into the SID for the Fall 2006 Submission?

Data submitted by school districts via the School Infrastructure Database include information about Title I Schoolwide Programs and Targeted Assistance Programs

When are the Fall 2006 SID data due?

The SID Application will be open for your submission October 2 through 11:59 p.m., October 31, 2006.

Application Startup and Security

Authorized User – Your MEIS Account

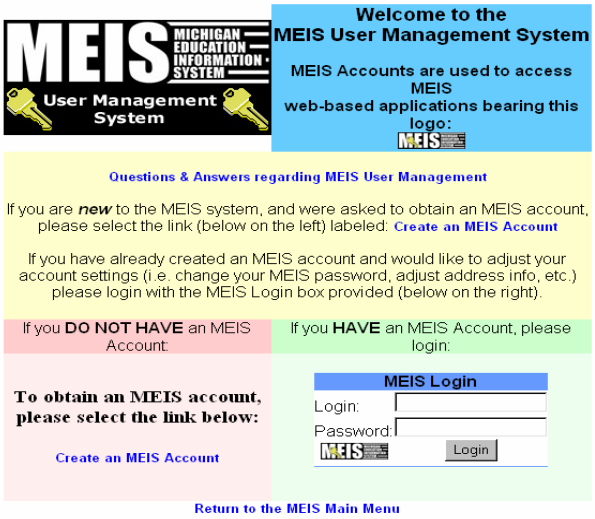
The SID Application is available to authorized users of the SID Application. To become an authorized user of the SID Application, you must first obtain an MEIS account. If you do not have an MEIS account, go to the MEIS Web site at https://cepi.state.mi.us/MEISPublic. You may use the same MEIS account number for all MEIS applications. A separate security agreement is required for each MEIS application.

All questions concerning your MEIS account number and/or password should be directed to the Department of Information Technology (DIT) Client Service Center at 517-335-0505 or Help-Desk@michigan.gov.

Create Your MEIS Account

To create your MEIS account number and password, go to the MEIS Web site at: https://cepi.state.mi.us/MEISPublic

The following screen will appear:



Follow the directions on this page to obtain your MEIS account or to update your MEIS account information.

Updating an MEIS Account E-mail Address or Phone Number

It is important for the MEIS user information to be current. Frequently, e-mail messages are sent to all authorized users of an application. Therefore, it is imperative to keep the e-mail address current in your MEIS account. It is sometimes necessary for the state to contact an authorized user by telephone; therefore, that number must be kept current as well. If an update is necessary for either an e-mail address or a phone number:

1. Update an MEIS account at http://michigan.gov/meis.
   a. Click on the MEIS logo.
   b. Log in as an MEIS User.
   c. Click on "Edit Personal Information."
   d. Click on "Save Changes" to update your account.
   e. Click on "Return to the MEIS User Management Main Menu."
   f. Log out of MEIS.
2. Notify the DIT Client Service Center of the changes via e-mail (Help-Desk@michigan.gov). Include the following information in the e-mail message: name, MEIS account(s), district name and district number, changes (e.g., e-mail address, phone number), and each CEPI application for which you have authorization.

Need help with your MEIS account or password?

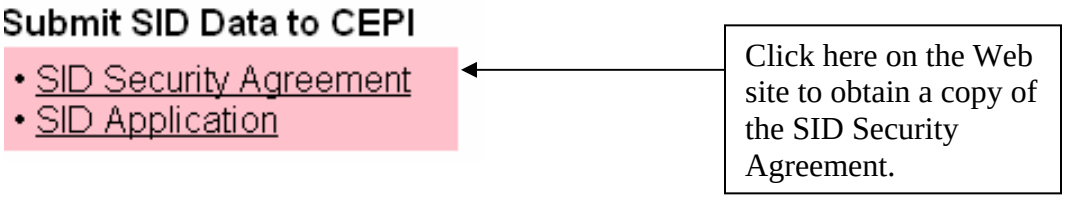
MEIS Account or Password

If you have any problems with your MEIS account or password while you are using the SID on the MEIS system, please contact the DIT Client Service Center at (517) 335-0505 or via e-mail at Help-Desk@michigan.gov

Security Agreement

After you have established your MEIS account, download the SID Security Agreement from the MEIS Data Services page on the CEPI Web site at www.michigan.gov/cepi. Click on "MEIS Data Services," and then click on "School Infrastructure Database." The Security Agreement is located under the heading, **Submit SID Data to CEPI**. After submitting the completed and signed form, you will be notified by e-mail when you have access to the SID. After you have security access to the SID, you are ready to begin.

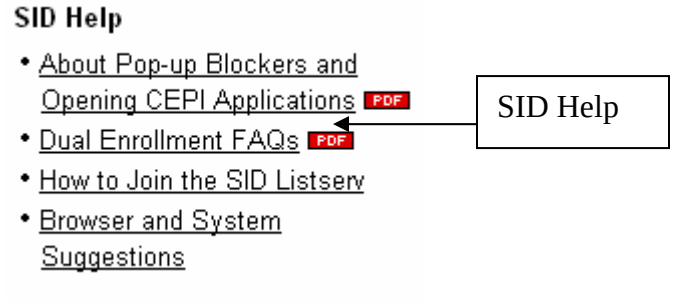
Note: A district may have more than one authorized user for the SID; however, each user must have an MEIS account number and submit a separate SID Security Agreement.



SID Content Information

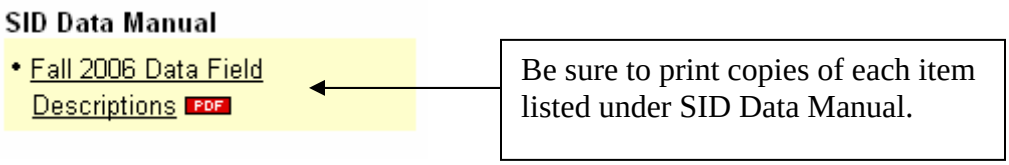
Detailed Information about the SID

For detailed information about the SID, please visit the CEPI Web site at www.michigan.gov/cepi. Click on "MEIS Data Services," and then click on "School Infrastructure Database." Refer to the SID Help box (see below).



SID Data Field Descriptions

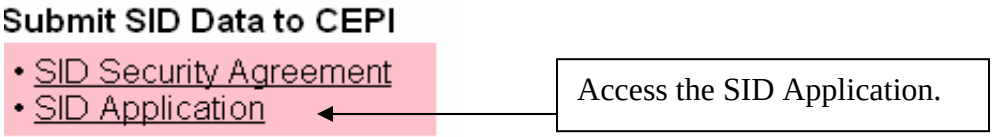
A copy of the SID Data Field Descriptions may be obtained from the CEPI Web site at www.michigan.gov/cepi. Click on "MEIS Data Services," and then click on "School Infrastructure Database." The SID Data Field Descriptions can be found under the heading **SID Data Manual**. Be sure to check the Web site for any addenda that may be posted throughout the submission period.



SID Online Application

Accessing the SID Online Application

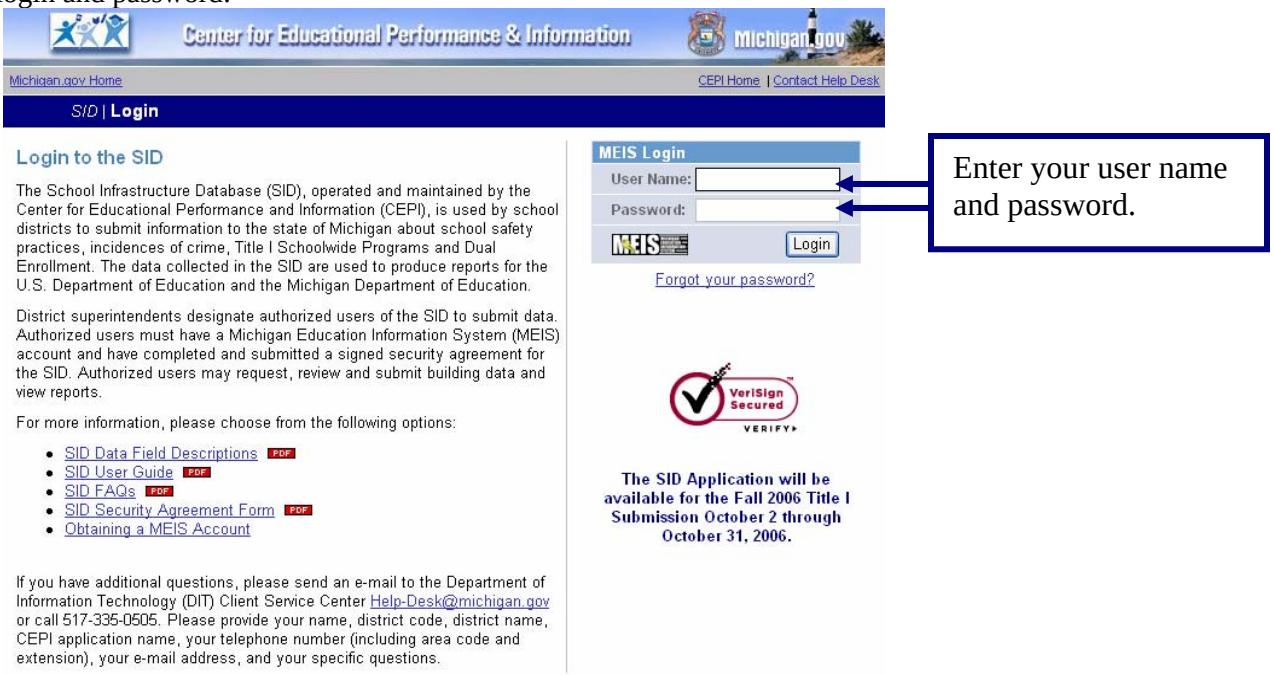
The SID may be accessed through the CEPI Web site at www.michigan.gov/cepi. Click on "MEIS Data Services," and then click on "School Infrastructure Database." Click on "SID Application" under the heading, **Submit SID Data to CEPI**.



After reading the SID documentation, if you have questions regarding SID content, please e-mail Help-Desk@michigan.gov or call the DIT Client Service Center at 517-335-0505. A Help Desk Ticket will be created for you so that the appropriate person can answer your question.

MEIS Login Screen

After you click on the SID Application, the following new screen will be displayed. Enter your MEIS login and password:



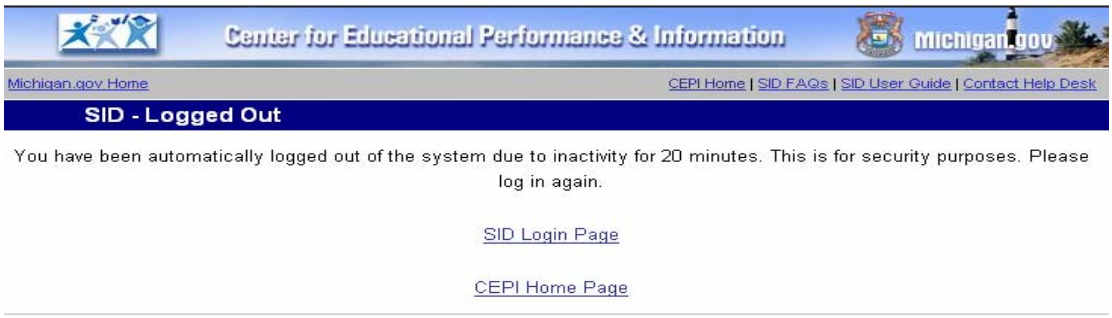
To enter your password into the MEIS login screen:

1. **Click** in the **User Name** box.
2. **Type** your **Login Name**.
3. **Press** the **Tab** key to go to the **Password** box or put your cursor in the **Password box.**
4. **Type** your **Password**.
5. **Click** on the **Login** button.

If you have entered your name and password correctly and access is denied, please contact the DIT Client Service Center at 517-335-0505, or via e-mail at Help-Desk@michigan.gov**.**

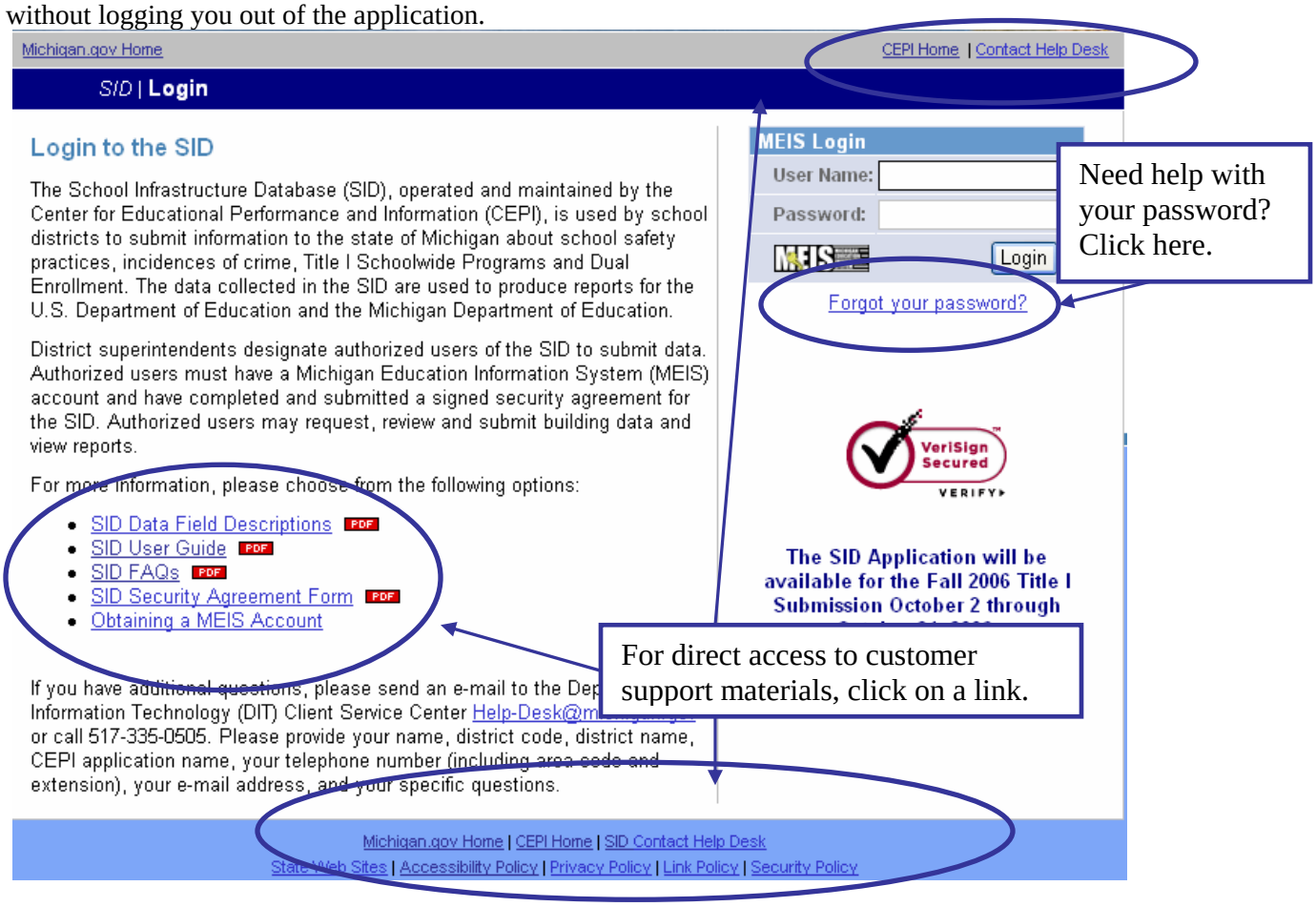
System Logs Out User

The login is needed to establish your identity and allow access rights to the database information. Please remember that your session is tracked. Your login name and password are valid as long as you have been active on the screen within the past 20 minutes. If your connection has been inactive for a period of 20 minutes, your access authorization ends, and you must log in again. Any pending information you have entered will be lost and must be re-entered when you log in again. Be sure to click on "Save Data for this Building" after you enter data for each field. The following screen will appear when you are logged out of the SID Application because of inactivity for 20 minutes:



Help Features

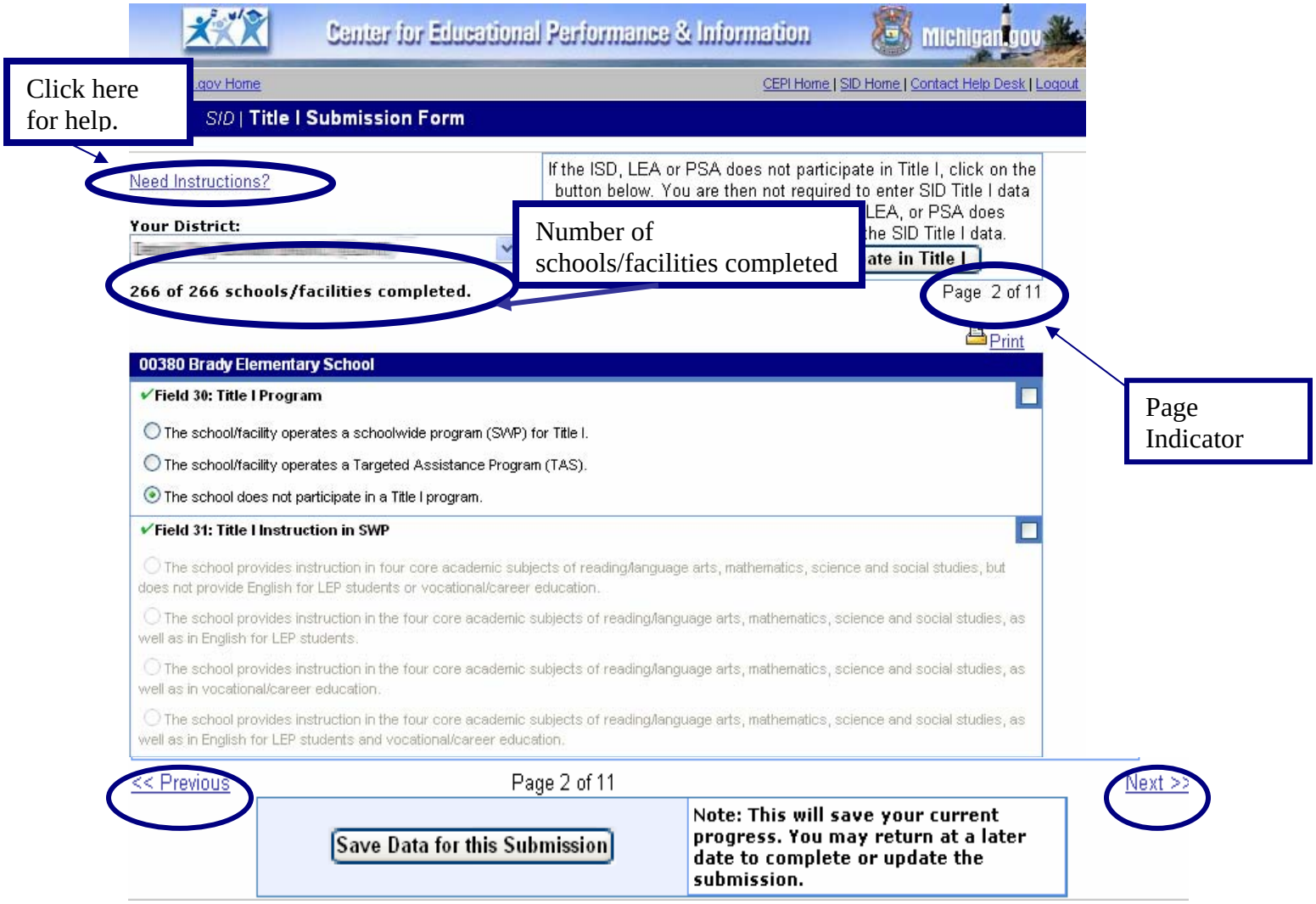
SID users may access resource materials such as the "SID FAQs," "SID User's Guide," or "Contact Help Desk" on each Web page. Click on the item you wish to view, and it will open in a separate window without logging you out of the application.



SID Submission Screen

After logging in to the SID Application, the screen illustrated below will appear. All schools/facilities in a school district will be displayed in alphabetical order. Each school/facility name will be followed by Field 30: Title I Program and Field 31: Title I Instruction in Schoolwide Program (SWP).

In the Fall 2006 SID Submission, all intermediate school districts (ISDs), local education agencies (LEAs) and public school academies (PSAs) are required to update the Title I data in Field 30: Title I Program and in Field 31: Title I Instruction in Schoolwide Program (SWP).

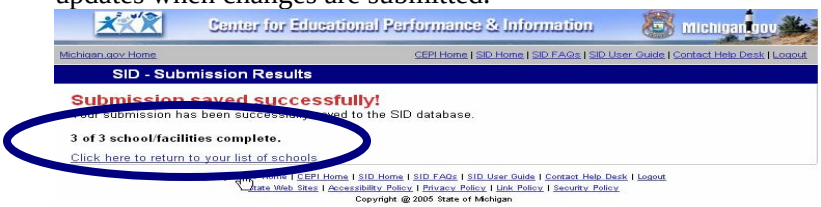


Submission Screen Pages

The total number of pages for all school/facilities in the district is displayed on the top and bottom of the submission screen as illustrated. When a district has multiple pages, the user may click on "Next" or Previous" to change pages. Data will be saved as you move from page to page. Be sure to click on "Save Data for this Submission" before you log out from your current session.

Status of Completion

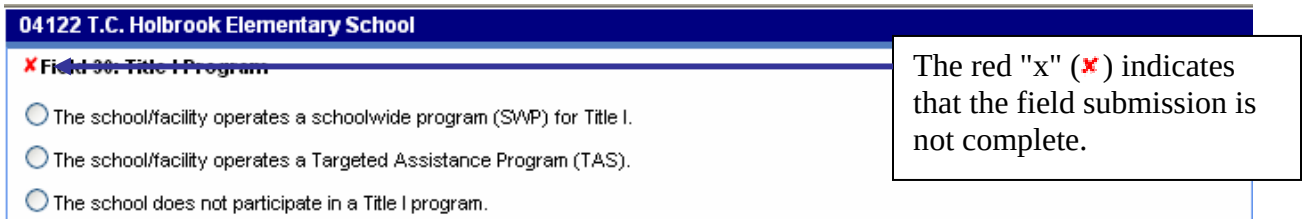
The status also appears on the SID – Submission Results screen as shown below. The status automatically updates when changes are submitted.



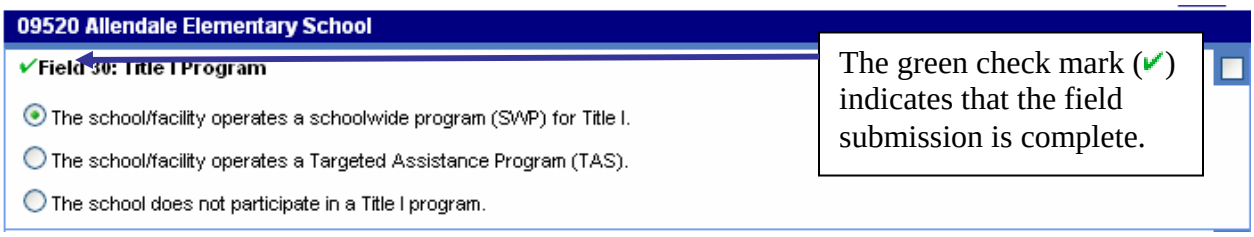
The Red "X"(✘), The Green Check Mark (✔)

Each school/facility listed begins with a red "x" (✘) to the left of the field number and name. The red "x" (✘) indicates that the submission is not complete. After a field has been completed and saved, a green check mark (✔) will appear to the left of the field on the submission screen.

The Red "X"(✘)

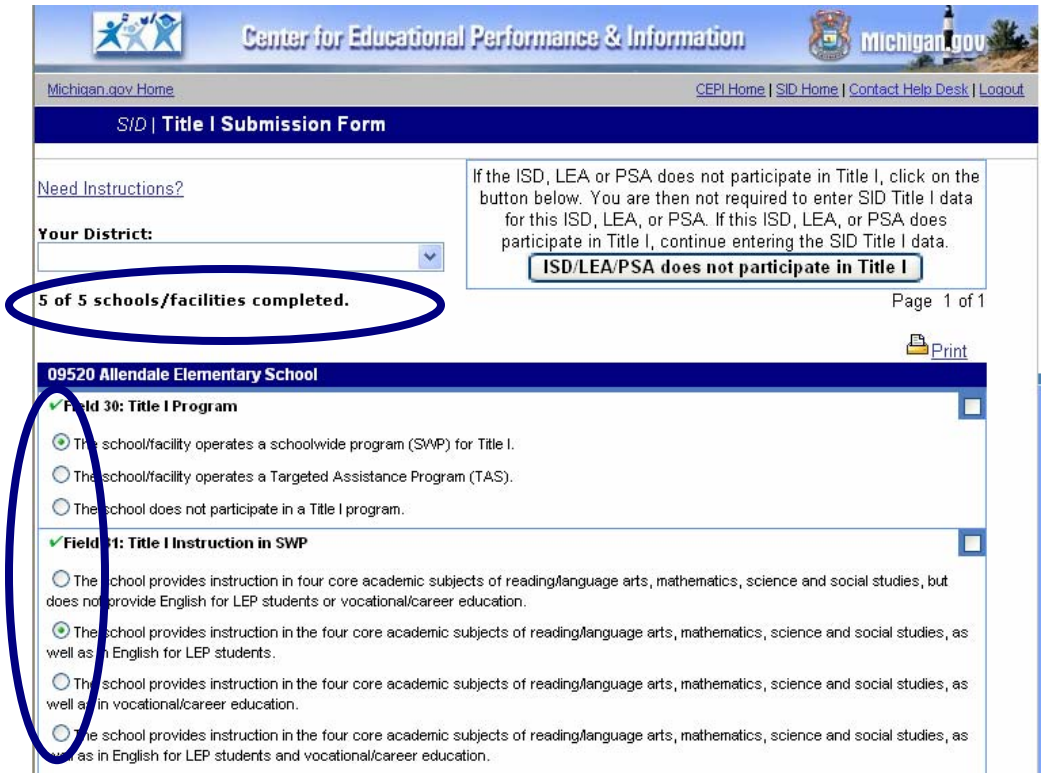


The Green Check Mark (✔)



District Submission Complete

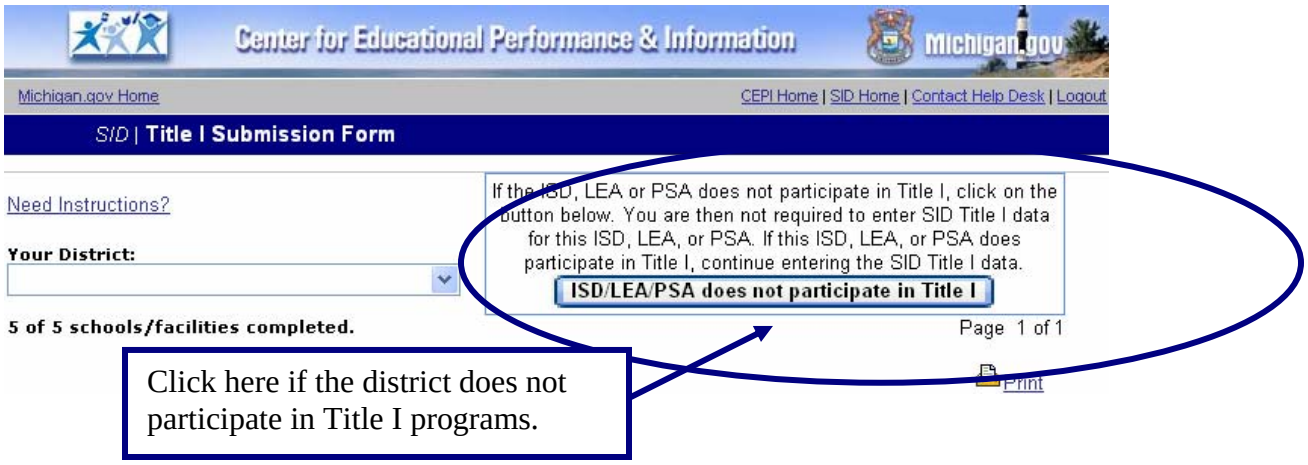
When all the schools/facilities in the district have green check marks (✔) to the left of the field names following each school/facility name, the submission is complete. Further, the number of schools/facilities completed should equal the total number of schools/facilities in the district. For example, if a district has five schools/facilities, the statement should read "5 of 5 schools/facilities complete."



Update the Title I Data

In the Fall 2006 SID Submission, all intermediate school districts (ISDs), local education agencies (LEAs) and public school academies (PSAs) are required to update Field 30: Title I Program and Field 31: Title I Instruction in Schoolwide Program (SWP). ISDs, LEAs or PSAs may update Title I data in one of two ways:

1. **ISD, LEA or PSA does not participate in Title I Programs**. If the ISD, LEA or PSA does not participate in Title I programs, the ISD, LEA or PSA authorized user may click in the box at the top of the submission screen. Click on "ISD, LEA or PSA does not participate in Title I programs." All fields then appear with a green check mark to the left of the field name, and the Fall 2006 SID Submission is complete. When your submission is complete, the number of schools/facilities completed must equal the total number of schools/facilities in the district. For example a completed submission would state: "5 of 5 schools/facilities completed."

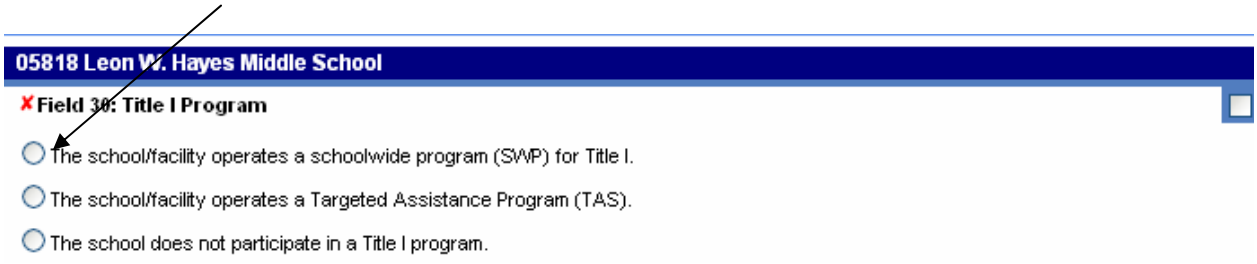


2. **The ISD, LEA or PSA authorized user may update schools/facilities individually. The list of new schools/facilities added on or after July 1 is included on the list.** The ISD, LEA or PSA authorized user may enter data field by field for each school/facility. Each school/facility must be reviewed and/or updated before the submission is complete. A check mark appears in the box to the right of each field when a change has been entered. However, you must click on "Save Data for this Submission" to save the changes. If you have not completed updates for all of the schools/facilities, you may log in at a later time to finalize and save any remaining updates. When fields 30 and 31indicate a green check mark for the ISD, LEA or PSA school/facility, the submission is considered complete for that school/facility. *NOTE*: **Data must be entered for all schools/facilities in the ISD/LEA or PSA before the submission is complete.**

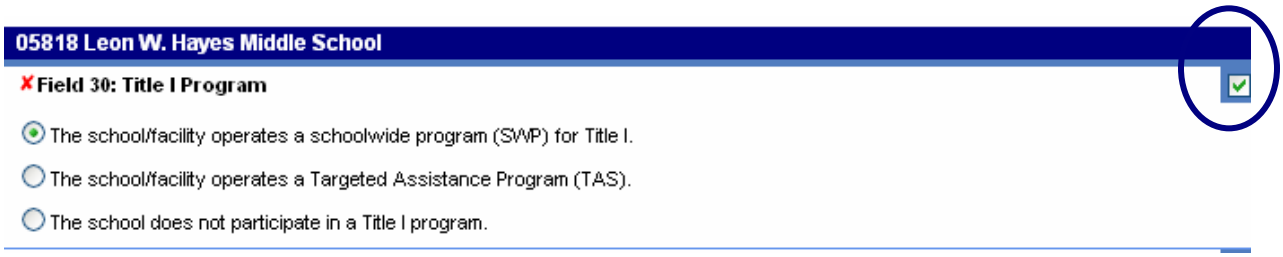
Steps for Data Submission

School/facility Participates in Title I Programs:

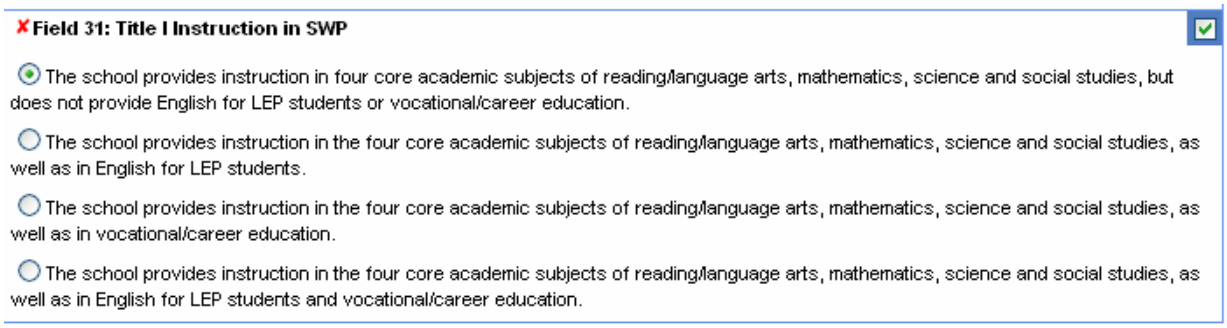
Step 1: Indicate in Field 30 the level of participation in Title I programs by clicking on the radio button to the left of the participation level.



A green check mark will appear when a field has been updated.



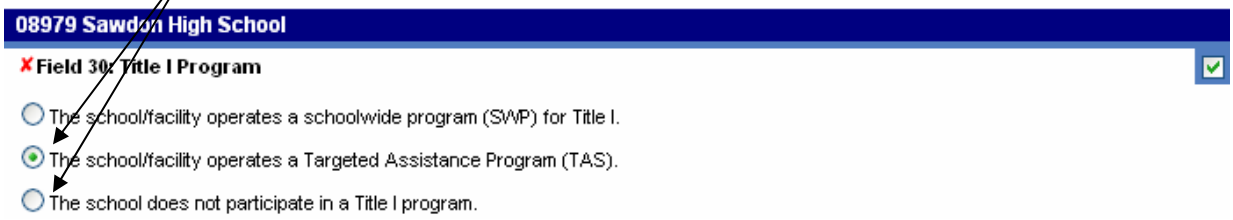
Step Two: If *Item One* is reported (The school/facility operates a schoolwide program [SWP] for Title I), the type of participation must be reported in Field 31. Click on the appropriate statement.



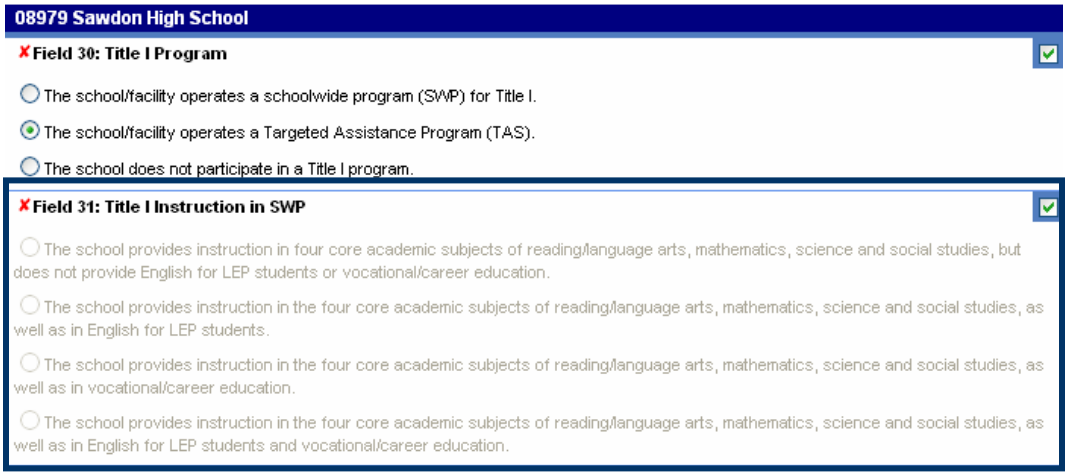
Step Three: You may continue with the updates for the next school/facility, or you may click on "Save Data for this Submission" to submit your updates.

School/facility participates in a Targeted Assistance Program or does not participate in a Title I program:

Step 1: Indicate in Field 30 the level of participation in Title I programs by clicking on the radio button to the left of the participation level.



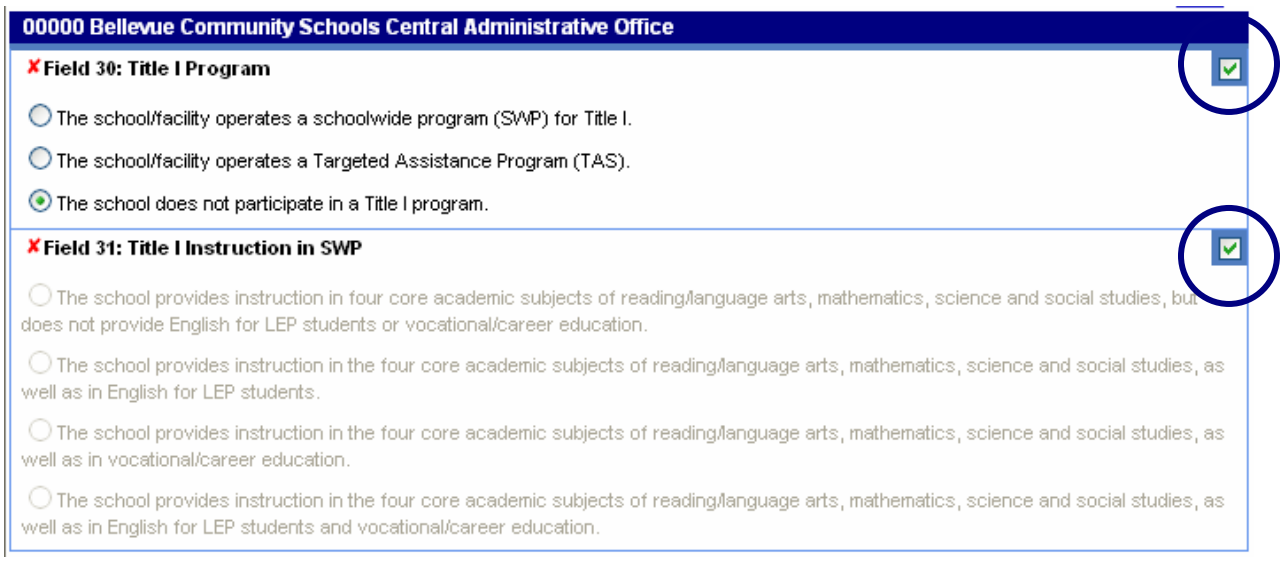
If Item Two (The school/facility operates a Targeted Assistance Program [TAS]) or Item Three (The school does not participate in a Title I program) is reported, Field 31: Title I Instruction in SWP will not be available for reporting. (Illustrated below.)



Step Two: Click on "Save Data for this Submission" to submit the data, or continue on to the next school/facility.

Central Administrative Office

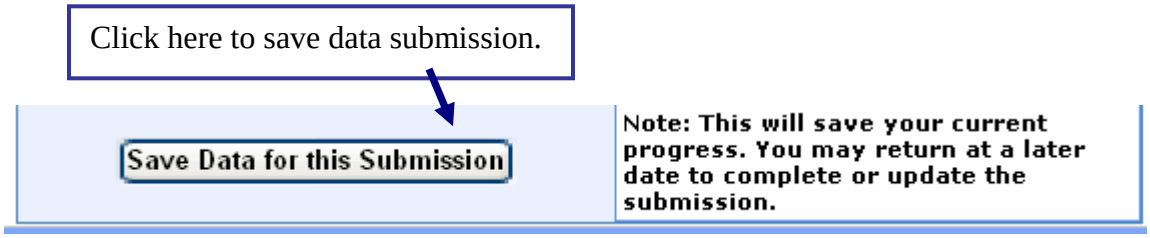
The Central Administrative Office (00000) has been updated in Field 30: Title I Program with the selection "The school does not participate in a Title I program," as indicated by the green check marks to the right of the of the field numbers and names. The data have not been submitted. When your district clicks on "Save Data for this Submission", the data will then be submitted to the state. A district may update the field by clicking on the appropriate radio button.



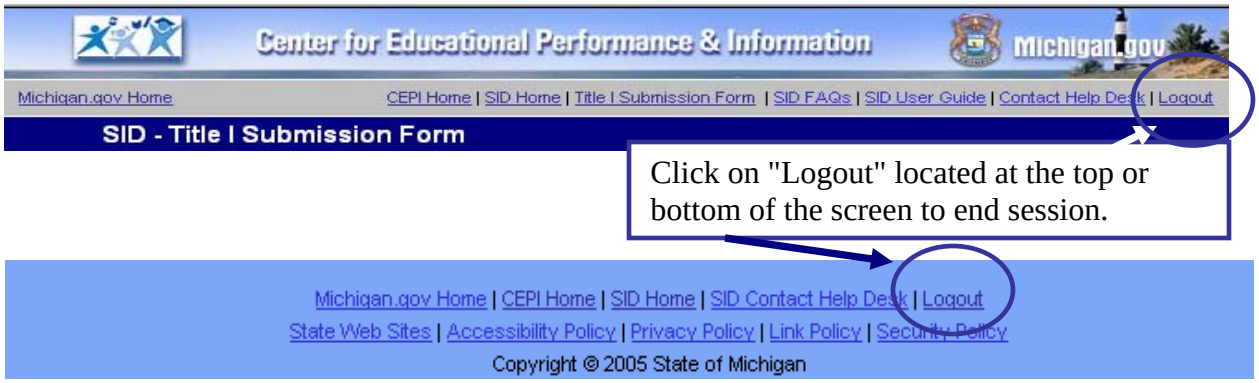
"Logout" Before the Submission is Complete

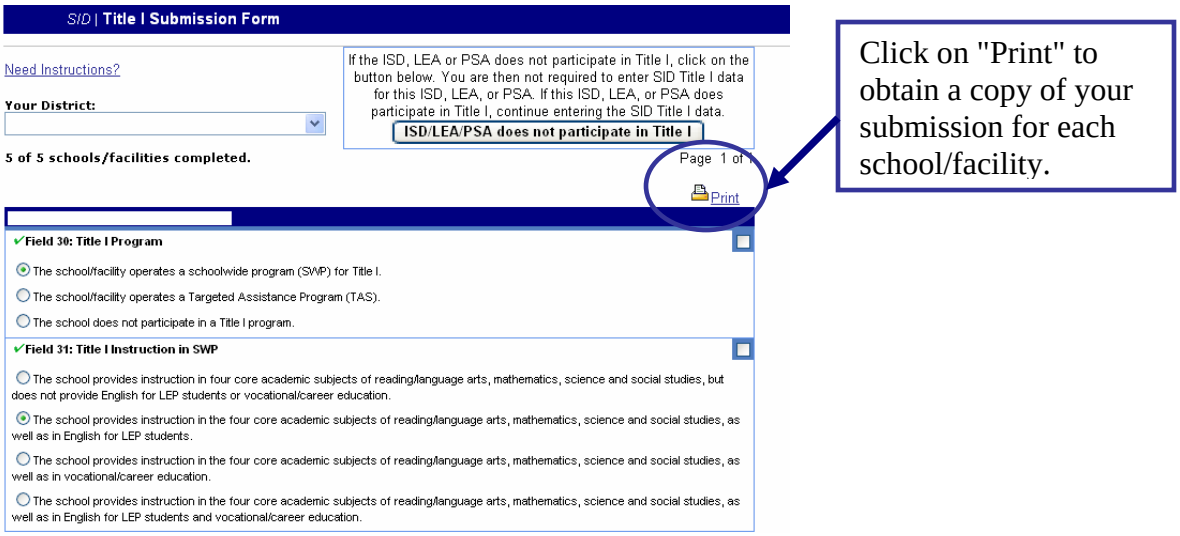
When you are ready to end the session, click on "Save Data for this Submission" and then click on "Logout."

Save Data Submission



Log Out



Reports

CEPI recommends that each district keep a copy of its submission. To print a copy of your Title I submission click on the "Print" icon. Print