



CTEIS

Import File Specifications for XML Files

Presented by:
PTD Technology
3001 Coolidge Road
Suite 403
East Lansing, MI
48823



Import Explanation

The CTEIS application is able to import Student Demographics and Student Enrollment data. The import process will upload a .txt (Comma Delimited), .csv (Comma Delimited), .xml (Extensible Markup Language), or .xls (Excel Spreadsheet) file using HTTP. These instructions are for the XML File.

Uploaded files will be loaded into a temporary table where preliminary error checks will be performed. Records that pass all criteria can be imported into the application database. The criteria are further explained below.

Student Data Checks

We will be allowing for multiple formats to import student data. Across all modes of imports, the following must be true:

- 1) UIC must be provided and be accurate. It must match the Michigan Student Data System (MSDS) for the fields of First Name, Last Name, Date of Birth, and Gender.
- 2) Sending District will be matched against the Operating district in the Educational Entity Master (EEM) and Sending Facility will be matched against the Operating Building in the EEM.
- 3) Each line in the file will be a separate record. If no course section code is provided the student will be imported and the enrollment information will be ignored.
- 4) In an XML file it is required that the same tags be used to identify data as are listed in these specifications.
- 5) Typed dates will be accepted in the formats used throughout CTEIS: (m)m/(d)d/yy, (m)m/(d)d/yyyy, mmddyy, and mmddyyy.

During the upload process, each record will be checked for this required information. If a record fails some criteria, you will be shown, to the best of the application's ability, what is wrong with the data. All records that meet minimum criteria will be allowed to be imported into the system. All student records will be matched on UIC, first name, last name, birth date, and gender. If the record matches UIC, but fails on the other criteria, it will be flagged for examination. If no UIC is found to match, a new student record will be created (assuming all other criteria are met) in the CTEIS System. When a new record with a UIC, first name, last name, birth date, and gender all match a record already in the database identically, that record will be overwritten with the new information.

Import Formats

Extensible Markup Language File:

- a. It must end in .XML
- b. It must use the tags provided

Student Data

The Required column shows required fields (Y). Fields marked Y must provide a value in the field. Fields marked with N may leave that field empty. If so, the indicated default value will be used.

Field Specs			Required/ Default
Start Tag	End Tag	Acceptable values/instructions	
<Students>			
<UIC>	</UIC>	*Must pass checksum *Must be unique *Will be matched to the UIC Master with first name, last name, birth date, and gender to verify	Y
<FNAME>	</FNAME >	Must match the UIC Master	Y
< LNAME >	</LNAME>	Must match the UIC Master	Y
<MI>	</MI>	The middle initial of the student	N
<DOB>	</DOB>	Birth date of the student. Typed dates will be accepted in the following formats: (m)m/(d)d/yy, (m)m/(d)d/yyyy, mmddy, and mmddyyyy.	Y
<SEX>	</SEX>	M F	Y
<SENDDIST>	</SENDDIST >	Must be a valid Sending District based on the Educational Entity Master (EEM).	Y
<SENDBUILD>	</SENDBUILD>	Must be found as a valid Sending Building for the above Sending District. Must be valid in the EEM. Lead with zero if necessary	Y
<PHONE1>	</PHONE1>	(NNN) NNN-NNNN	Y
<PHONE2>	</PHONE2>	(NNN) NNN-NNNN	N
<ADD1>	</ADD1>	Street Address	Y
<ADD2>	</ADD2>		N
<CITY>	</CITY>	City	Y
<STATE>	</STATE >	2 letter abbreviation for state	Y
<ZIP>	</ZIP>	NNNNN(-NNNN)	Y
<EMAIL>	</EMAIL>	An email address to contact the	N

Import File Specifications

		student	
<SP>	</SP>	Y N	N(N)
<DH>	</DH>	Y N	N(N)

Enrollment Data

The Required column shows required fields (Y). Fields with an N are not required and the default value used will be shown in ().

Field Specs			Required/ Default
Start Tag	End Tag	Acceptable values/instructions	
<CSC>	</CSC>	Course Section that the student is enrolled in. Note: must already be created in CTEIS to enroll students.	Y
<BEGDATE>	</BEGDATE>	Date student began the class	Y
<ENDDATE>	</ENDDATE>	Date student ended the class	Y(by 4483D)
_		Subsection student is enrolled in (Default is A)	N(A)
<CRSGRADE>	</CRSGRADE>	Letter grade for student in the course section	Y(by 4301)
</Students>			

Sample Student Records

```
<?xml version="1.0" encoding="UTF-8"?>
<dataroot xmlns:od="urn:schemas-microsoft-com:officedata" generated="2009-08-18T13:06:17"> -
```

```
  <Students>
    <UIC>222222222</UIC>
    <LNAME>Dent</LNAME>
    <FNAME>Harvey</FNAME>
    <MI>K</MI>
    <DOB>02/02/1999</DOB>
    <SEX>M</SEX>
    <SENDDIST>82990</SENDDIST>
    <SENDBUILD>82990</SENDBUILD>
    <PHONE1>(555)555-5555</PHONE1>
    <PHONE2>(555)555-5555</PHONE2>
    <ADD1>123 North Main</ADD1>
    <ADD2>Apartment 5</ADD2>
    <CITY>Lansing</CITY>
    <STATE>MI</STATE>
    <ZIP>44444</ZIP>
    <EMAIL>noperson@noreply.com</EMAIL>
    <SP>Y</SP>
    <DH>N</DH>
    <CSC>NewClass82-12</CSC>
    <BEGDATE>09/15/2009</BEGDATE>
    <ENDDATE>12/10/2009</ENDDATE>
    <SUB>A</SUB>
    <CRSGRADE>C+</CRSGRADE>
```

```
</Students>
```

```
- <Students>
  <UIC>1234567890</UIC>
  <LNAME>Smith</LNAME>
  <FNAME>Samuel</FNAME>
  <MI>J</MI>
  <DOB>05/16/1997</DOB>
  <SEX>M</SEX>
  <SENDDIST>82990</SENDDIST>
  <SENDBUILD>82990</SENDBUILD>
  <PHONE1>(555)555-5555</PHONE1>
  <PHONE2>(555)555-5555</PHONE2>
  <ADD1>255 South Main</ADD1>
  <ADD2></ADD2>
  <CITY>Lansing</CITY>
  <STATE>MI</STATE>
  <ZIP>44444</ZIP>
  <EMAIL>notaperson@noreply.com</EMAIL>
  <SP>N</SP>
  <DH>N</DH>
  <CSC>NewClass82-12</CSC>
  <BEGDATE>09/15/2009</BEGDATE>
  <ENDDATE>12/10/2009</ENDDATE>
  <SUB>A</SUB>
  <CRSGRADE>C+</CRSGRADE>
```

```
</Students>
```

```

- <Students>
  <UIC>0987654321</UIC>
  <LNAME>Jones</LNAME>
  <FNAME>Jenny</FNAME>
  <MI>S</MI>
  <DOB>03/05/1997</DOB>
  <SEX>F</SEX>
  <SENDDIST>82990</SENDDIST>
  <SENDBUILD>82990</SENDBUILD>
  <PHONE1>(555)555-5555</PHONE1>
  <PHONE2>(555)555-5555</PHONE2>
  <ADD1>145 West Street</ADD1>
  <ADD2>Apartment 12</ADD2>
  <CITY>Lansing</CITY>
  <STATE>MI</STATE>
  <ZIP>44444</ZIP>
  <EMAIL>noway@noreply.com</EMAIL>
  <SP>N</SP>
  <DH>Y</DH>
  <CSC>NewClass82-12</CSC>
  <BEGDATE>09/15/2009</BEGDATE>
  <ENDDATE>12/10/2009</ENDDATE>
  <SUB>A</SUB>
  <CRSGRADE>C+</CRSGRADE>
</Students>
</dataroot>

```