

Schools and Childcare: How to Build a Roster with an External CSV Datafile

Roster

A Roster is a listing of students that have been associated with your School or Childcare site in the MCIR (Michigan Care Improvement Registry).

These directions cover how to add children to a school or childcare roster by uploading a csv file of names of students and their date of birth to build the roster. Loading external data as a .csv file will build a roster quickly. A report is listed when finished that will show both Matched and Non-matched children (children not found in MCIR)

Roster Requirements

Only children who are required to be reported should be on the Roster, unless special arrangements have been made with the local health department to include any additional children.

For Childcare sites:

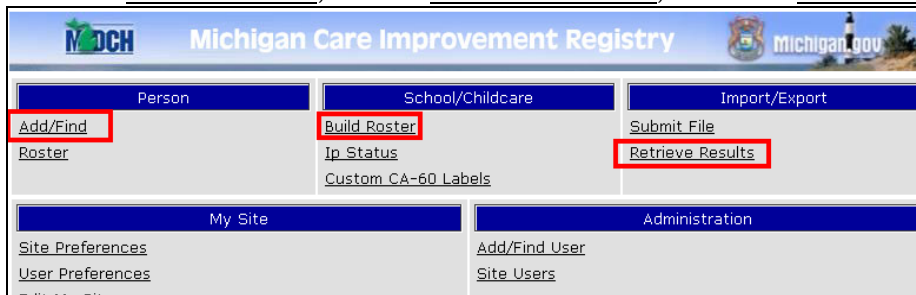
- ✓ All students (exception: school-age children, who will be reported by their school)

For School sites:

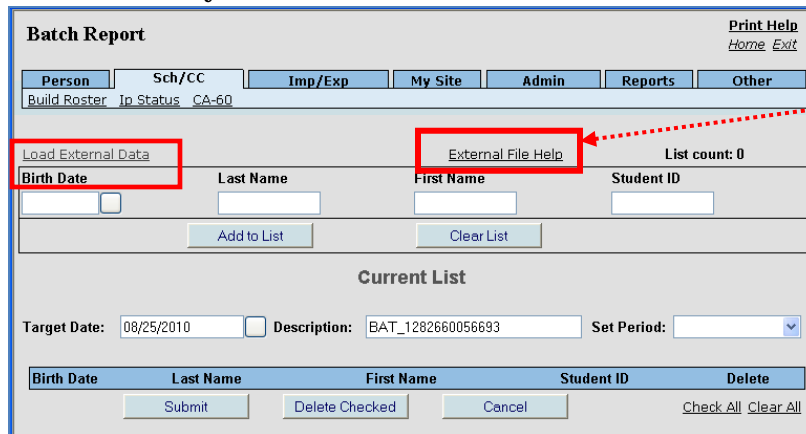
- ✓ Kindergarteners
- ✓ New enterers (new to your school district)
- ✓ 6th Graders

How to Build a Roster

1. From the Home Screen, on the Sch/CC box/tab, then the Build Roster link .



2. At this link you will see the link to Load External Data.



External File Help Link: This link will take you to a help window describing the process for loading the external data. See next page for specifics

NOTE: The specifications for this file follows:

The file must be a comma delimited text file. The extension is irrelevant, but often times is '.CSV'.

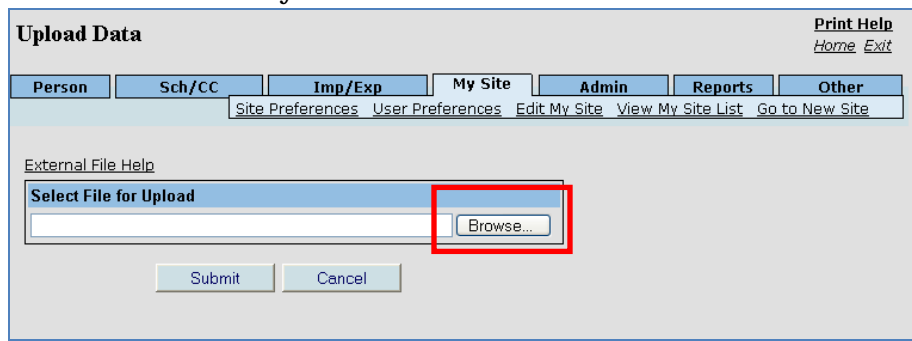
Data should be in the order of date of birth, last name, first name, student id. The format of the data is: `YYYYMMDD, LastName, FirstName, StudentID`

If a record does not have a student id, there still needs to be a comma to hold the place of the field.

For example: 20051001, Doe, John,

3. Click the Load External Data button.

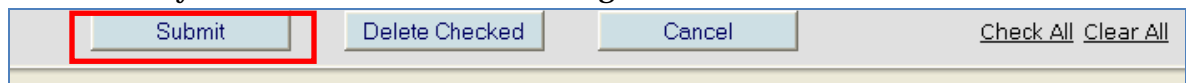
4. Click Browse for your file.



Please Note: Do not let the system idle for 60 minutes without submitting. This will cause you to be “timed out.” All entries on the list will be lost. Click the Submit button before a long break to ensure that the students will be added to your Roster.

5. Click on the Submit button to start the search.

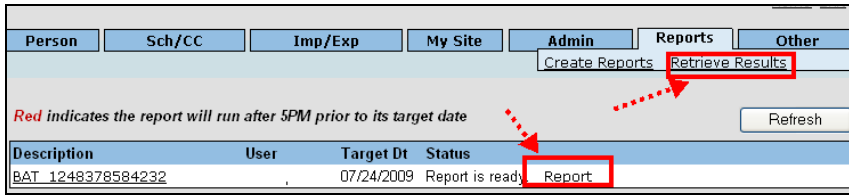
6. MCIR will create the batch report request. Once the list has been created be very sure that you click the Submit Button Again.



7. MCIR will add any students whose records already exist in MCIR to the Roster.

8. Next Go to the Reports link

9. Go to Retrieve Results link



10. Click on the word Report

11. This report will show a list of students who were Matched (added) and/or Non-Matched (not added). All matched students will be added directly to the roster. Students who are listed as Non-Matched will need to be searched for individually in the MCIR through the Add/Find link.

User ID	Site ID	Request Status ID	1514277
Target Date	07/24/2009	Description	BAT_1248361621955
Matched People Summary			
MCIR ID#	Name	Birth Date	
123456789	Doe, John	01/01/2001	
Non-Matched People Summary			
<small>Non-matched entries may be caused by children being born out of state, incorrect birthdates, incorrect names (e.g. nicknames or names different than those found on the birth certificate). Please check the information on the child's birth certificate and resubmit if changes are needed.</small>			
Student ID	Name	DOB	

If you have questions about building a Roster, call the MCIR Helpdesk at 1-888-243-6652.