The Michigan Student Record Maintenance collection may be used to submit updated student data to the state throughout the school year.

The As of Date is a characteristic of the Student Record Maintenance Collection. This is the date that the change in the student record took effect and it can be entered on the General Ed 5-19 tab of the State/Province-MI screen.



**If you enter a date in the As of Date field, you can search this field the following ways:**

Search: S\_MI\_STU\_GC\_X.SRMDate > 10/15/2015 ; S\_MI\_STU\_GC\_X.SRMDate < 12/15/2015

Search: S\_MI\_STU\_GC\_X.SRMDate # (not equal to blank)

Search: S\_MI\_STU\_GC\_X.SRMDate = ##/##/#### (where ##/##/#### represents a specific date)

Search: S\_MI\_STU\_GC\_X.SRMDate contains 2015 (contains the year 2015)

**If you leave the As of Date field blank, you can search for students a variety of ways:**

Select students individually using the “Select By Hand” function.

Search for exited students:

Example - /Exitdate>10/07/2015 ; Exitdate<12/01/2015 – This search will produce a selection of students who exited your district between 10/07/2015 and 12/01/2015.

Search for newly enrolled students:

Example - /Entrydate>10/07/2015 ; Entrydate<12/01/2015 – This search will produce a selection of students who have a new enrollment between 10/07/2015 and 12/01/2015.

**Verify that your selection of students are coded properly to be included in state reporting:**

Run the List Students function and include fields:

* Lastfirst
* State\_ExcludeFromReporting
* If a value of False is listed, then the student is included in state reporting.
* If a value of True is listed, then the student is excluded from state reporting.

**Running the MI General / SRM / Early Childhood Report**

* This report may be run from the district level or from the school level.
* If the As of Date is blank, then the Current Count Date entered on the report interface is extracted as the student’s As of Date.
* The report includes students who were enrolled at any time between the Previous Count Date and the Current Count Date.
* The students must not be excluded from state reporting.
* Attendance is automatically calculated for all students.
1. Current Selection Students: the selected students only or all students
2. Collection Type: from the drop-down menu select Student Record Maint
3. Entity Type Code: select District Number
4. Entity Code: enter the district code
5. Reporting District's State Assigned 5-digit District Number: enter the district number
6. First Day of School: enter the first day of school
7. Previous Count Date: enter the previous count date
8. Current Count Date: enter the current count date
9. Select schools to export. If none are selected the export will run for the entire district.

**Helpful Hints**

* The As of Date cannot be less than the previous count date.
* The As of Date cannot be greater than the current date.
* The As of Date cannot be prior to the student’s enter date.
* The As of Date cannot be after the student’s exit date.
* First Day in Attendance MUST be included for Section 25 SRM requests.