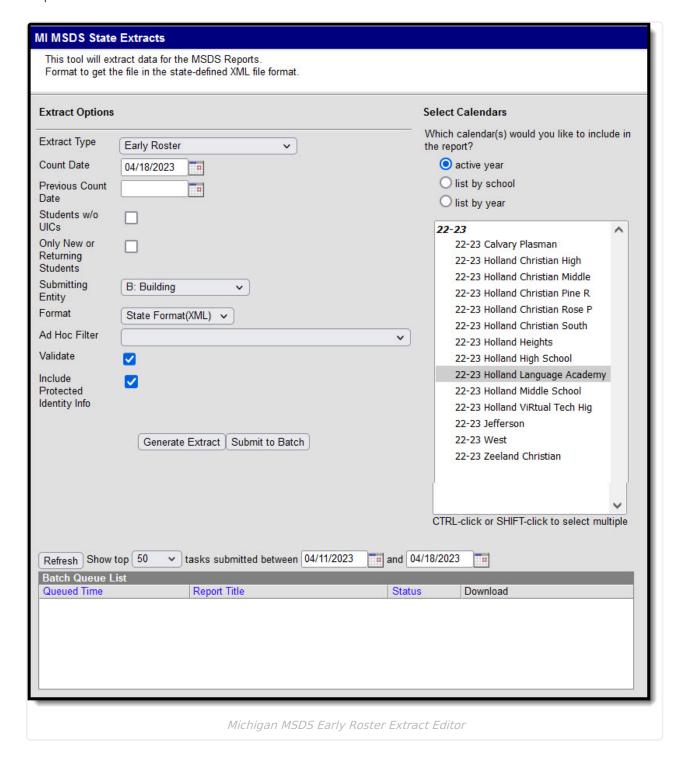# Early Roster (Michigan)

Last Modified on 12/14/2025 8:45 pm CST

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Tool Search: MSDS Extracts

The Early Roster Extract is a collection of expected fall student enrollments within a district. This report is required for creating the Direct Certification Report and fulfills MSDS data submission requirements.

Michigan MSDS Early Roster Extract Editor

Students reported on the Early Roster Extract should not be included in the End of Year submission.

Report Logic

The following describes report logic:

- Report a record for all active students enrolled in the selected calendar(s) during the date range entered on the extract editor. Active students are those whose Enrollment End Dates are Null or after the Count Date.
- If a date is only entered in the Count Date field, a data snapshot is taken as of that date.
- Students with the State Exclude checkbox selected on their enrollment record will not be included in the extract.
- The most recent enrollment record prior to the Count Date is used when reporting data.
- If the Only New or Returning Students checkbox is checked, only students meeting the following conditions will report:
  - Student has only one enrollment record.
  - If the most recent prior calendar year's enrollment record does not have an End Status = 19 or null, the student is reported.

Generating the Report

1. Select the Early Roster **Extract Type**.
2. Enter the **Count Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date. If no date is entered in the Previous Count Date field, a data snapshot is taken as of this date.
3. Enter the **Previous Count Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date. This date correlates with the Count Date entered to create a date range. Student data within this data range will report.
4. Check the **Students w/o UICs** checkbox, if desired. Checking this checkbox means only students within the selected calendar(s) that do not have a State ID assigned are reported.
5. Check the **Only New or Returning Students** checkbox, if desired. Refer to the Report Logic section above for more information about this field.
6. Select the **Submitting Entity**. This describes the entity submitting the extract to the state.
7. Select the **Format**. For submission to the state, use the State Format (XML).
8. Select an **Ad hoc Filter** to limit records reported. When an Ad hoc Filter is selected, records report based on the options selected in the editor, not the Campus toolbar.

9. Check the **Validate** checkbox, if desired. Selecting this checkbox means Campus will run a check on the XML data to validate it is correct. If errors are found, the extract will list these errors for correction based on the schema.

For guidance in validating the XML file against your state's schema using a free, third-party program, see the Validating an XML File Against a Schema File article.

10. Select which **Calendar(s)** to include within the extract.
11. Click **Generate Extract** to generate the report in the indicated format or **Submit to Batch** to schedule when the report will generate.

Users can submit a report request to the batch queue by clicking **Submit to Batch** instead of Generate Extract. This process allows larger reports to be generated in the background without disrupting the use of Campus. See the Batch Queue article for more information about submitting a report to the batch queue.

Extract Layout

Element	Description & Format	Location
Schedule Version Major	Always reports a value of Collection.	N/A
Schedule Version Minor	Always reports a value of 1.	N/A
Collection ID	Always reports a value of 101.	N/A
Collection Name	Always reports a value of EarlyRoster.	N/A
Submitting System Vendor	Always reports a value of Infinite Campus.	N/A
Submitting System Name	Always reports a value of Campus.	N/A
Submitting System Version	Always reports the current system version.	N/A
Submitting Entity Type Code	Reports the Submitting Entity. Reported values include: • A: Agreement Number • D: District • B: Building *Alphanumeric, 1 character*	MSDS Extracts > Submitting Entity Not dynamically stored
Submitting Entity		

Element	Description & Format	Location
Submitting Entity Code	The state-assigned identification code of the entity submitting the extract. If the Submitting Entity = D: District, the State District Number is reported. If the Submitting Entity = B: Building, the School Override is reported. If School Override is null, the State School Number is reported. *Alphanumeric, 10 characters*	Enrollments > State Reporting Fields > School Override School Information > Schools Detail > School Number Enrollment.schoolOverride School.schoolID
Personal Core		
UIC	The student's Unique Identification Code (UIC), also known as the State ID. *Numeric, 10 characters*	Demographics > Person Identifiers > Student State ID Person.stateID
Last Name	The student's legal last name. Reports from the identity record active on the Count Date of the extract editor • If Legal Last Name = NOT NULL, report Legal Last Name • If Legal Last Name = NULL, report Last Name *Alphanumeric, 25 characters*	Demographics > Person Information > Last Name Identity.lastName
First Name	The student's legal first name. Reports from the identity record active on the Count Date of the extract editor • If Legal Last Name = NOT NULL, report Legal First Name • If Legal First Name = NULL, report First Name *Alphanumeric, 15 characters*	Demographics > Person Information > First Name Identity.firstName
Middle Name	The student's middle name or initial. *Alphanumeric, 25 characters*	Demographics > Person Information > Middle Name Identity.middleName

Element	Description & Format	Location
Suffix	The abbreviated name suffix that follows a student's full name and provides additional information about the student. Reports from the identity record active on the Count Date of the extract editor. • If Legal Last Name = NOT NULL, report Legal Suffix • If Legal Suffix = NULL, report Suffix *Alphanumeric, 9 characters*	Demographics > Person Information > Suffix Identity.suffix
Date of Birth	The student's date of birth. Reports from the identity record active on the Count Date of the extract editor. *Date field, 10 characters*	Demographics > Person Information > Birth Date Identity.birthDate
Multiple Birth Order	Indicates the student is part of a multiple birth. This field is intended to provide some distinguishing data for cases where the cultural practice is to provide twins (triplets, etc) of the same gender with the same first name, or where children of the same gender have similar first names. If null, reports as 1. *Alphanumeric, 1 character*	Demographics > Multiple Birth Order Identity.multipleBirthOrder
Gender	The student's gender. Reports from the identity record active on the Count Date of the extract editor. • If Legal Last Name = NOT NULL, report Legal Gender • If Legal Gender = NULL, report Gender • "M" = Male "F" = Female *Alphanumeric, 1 character*	Demographics > Protected Identity Identity.gender
School Demographics		
Operating District Number	The State-assigned district number. *Numeric, 5 digits*	District Information > District Detail > State District Number District.stateNumber

Element	Description & Format	Location
School Facility Number	The State-assigned school number as determined by SCM/EEM. *Numeric, 5 digits*	Enrollments > State Reporting Fields > School Override School Information > Schools Detail > State School Number School.Number
Student ID	The student's Local Student Number (not UIC). *Numeric, 20 characters*	Demographics > Person Identifiers > Student Number Person.studentID
Grade	The student's grade level. *Alphanumeric, 2 characters*	Enrollments > Grade Enrollment.Grade
S2E2 Code	Reports the S2E2 Code for students being educated in a Specialized Shared Educational Entity. *Numeric, 5 digits*	Enrollments > State Reporting Fields > S2E2 Code Enrollment.s2e2
Bldg Otherwise Attend	Reports the building the student would otherwise attend. *Numeric, 5 digits*	Enrollments > State Reporting Fields > Building Otherwise Attend Enrollment.facilityCode
Personal Demographics		
Resident LEA Number	State assigned, five-digit code for the district in which the student resides. *Numeric, 5 digits*	Enrollments > State Reporting Fields > Resident District Enrollment.residentDistrict
Student Resident County	1. Report County associated with the address reported in the Contacts component where AddressTypeDescriptor = 'Physical'. 2. If County = NULL on address, report County that is associated with the student's Resident District on enrollment. *Numeric, 2 digits*	Addresses > Address Info > County Address.county

Element	Description & Format	Location
Ethnicity	The student's race ethnicity. This field is an aggregate field in which character positions pertain to a specific race. For example, a student who is considered Asian (010000) and White (000010) would report a value of 010010, indicating both race ethnicity values. The following describes each race and corresponding character position: • American Indian or Alaska Native = 100000 • Asian = 010000 • Black or African American = 001000 • Native Hawaiian or Other Pacific Islander = 000100 • White = 000010 • Hispanic/Latino = 000001 *Numeric, 6 digits*	Demographics > Race Ethnicity Identity.raceEthnicity
Contact	This component is not reported if the Homeless component is reported for a student. An address is reported if the student has an active Household address prior to the Count Date that is marked as Physical and is not marked as Secondary. An address is also reported if the student has an active household address with Secondary and Mailing marked. If more than one address that meets report criteria is found, reports the address that includes a household relationship to the student with Guardian marked and the lowest Emergency Priority number. If multiple Guardians or no Guardians are found, reports the address with the highest record ID. Additionally, reports any Physical Address that have a relationship of Mother, Father, or Other if the student has a locked IFSP active during the extract date range.	
Address Type Descriptor	The type of address being reported. Reports as Physical if the student has an active household address with Physical marked. Reports as Mailing if the student has an active household address with Secondary and Mailing marked. If the student has an address associated with a Guardian relationship of Mother, Father, or Other, reports as Mother, Father, or Other (respectively). *Alphanumeric*	Census > Household > Address > Physical, Mailing Address.physical Address.mailing

Element	Description & Format	Location
Street Number Name	The number and name of the address being reported. Reports Number + Prefix + Street + Tag + Direction. *Alphanumeric,100 characters*	Census > Households > Address Info Address.number Address.street Address.tag Address.dir
Apartment Room Suite Number	Reports additional address information, such as apartment, room, suite, or lot number.	Census > Households > Addresses > Apt Address.apt
City	The city or town of the address. *Alphanumeric, 50 characters*	Census > Households > Address Info > City Address.city
State Abbreviation Descriptor	The abbreviation of the state of the address. *Alphanumeric, 2 characters*	Census > Households > Address Info > State Address.state
Postal Code	The 5 or 9 digit zip code of the address. *Numeric, 10 digits*	Census > Households > Address Info > Zip Address.zip
Telephone Number	The primary telephone number of the student's parent or guardian. Reports the household Phone Number	Census > Households > Phone Address.phone
Electronic Mail Address	The email address of the student's parent or guardian. *Alphanumeric*	Census > People > Demographics > Personal Contact Information > Email Contact.email