

# Early Roster (Michigan)

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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 to create the Direct Certification Report and to fulfill MSDS data submission requirements.

MSDS Extracts ☆ Reporting > MI State Reporting > MSDS Extracts

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**Instructions**

This tool will extract data for the MSDS Reports.  
Format to get the file in the state-defined XML file format.

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**Setup**

Search Calendars:  Select a School Year:

▼  25-26

- ▶  Abbott Elementary
- ▶  Berkley High School
- ▶  Berkley Middle School
- ▶  Berkley Pine Elementary
- ▶  Berkley Pine High School
- ▶  Berkley Pine Middle School
- ▶  Franklin Elementary
- ▶  Franklin High School
- ▶  Franklin Language Academy

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**Report Options**

Extract Type:

Count Date: (Required)

Previous Count Date: (Required)

Students w/o UICs:

Only New or Returning Students:

Submitting Entity:

Ad Hoc Filter:

Validate:

Include Protected Identity Info:

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**Output Options**

Report Processing:  Generate Now  Submit to Batch Queue

Format Type:  XML  HTML  CSV

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**Batch Queue Results**

Start Date:   End Date:

Report Title	Queued Time ↓	Status
MSDS Extracts	03/04/2026 9:41:15 AM	COMPLETED >
MSDS Extracts	03/04/2026 9:41:11 AM	COMPLETED >
MSDS Extracts	03/04/2026 9:41:06 AM	COMPLETED >

⏪ < 1 2 3 > ⏩ 1 - 3 of 7 items

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

## Generate the Report

1. Select the **Calendar(s)** to include in the report.
2. Select the **Early Roster Extract Type**.
3. Enter the **Count Date** in *mmdyyy* format, or click the calendar icon to select a date. A snapshot of data is taken as it exists on this date.
4. Enter the **Previous Count Date** in *mmdyyy* format, or click the calendar icon to select a date. This date correlates with the Count Date entered. Student data reports within the date range entered in these two fields.
5. If desired, check the **Student w/o UICs** checkbox. Checking this checkbox means only those students within the selected calendar(s) who do not have a State ID assigned are reported. Not checking this checkbox means all students within the selected calendar(s) are eligible for reporting.
6. Select the **Submitting Entity** to indicate the entity submitting the extract to the state.
7. Select the **Reporting Window**. This is the collection and reporting window for which the generated extract is submitted.
8. Unmark the **Include Special Education** checkbox to exclude the Initial IEP, SpecialEducation, and ECSpecialEdAssessmentType components in the extract.
9. Mark the **Include Early On** checkbox to include the EarlyOn, Initial FSP, Part B Referral, Part C Assessment, and EarlyOn Services components in the extract.
10. Select an **Ad hoc Filter** to limit the records reported. When an Ad hoc Filter is selected, the report is based on the options selected in the editor, not the Campus toolbar.
11. If desired, check the **Validate** checkbox. If checked, Infinite Campus runs a validation of the XML data. If errors are found, the extract lists them 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.

12. The **Include Protected Identity** Info checkbox defaults to marked. Deselect if appropriate.
13. Click **Generate Extract** to generate the report in the indicated format, or click **Submit to Batch** to schedule when the report should be generated.
  - Users may select **Submit to Batch** to generate larger reports in the background without disrupting Campus. For more information on submitting a report to the batch queue, see the [Batch Queue](#) article.

# Extract Layout

Element	Description & Format	Location
<b>Schedule Version Major</b>	Always reports a value of Collection.	N/A
<b>Schedule Version Minor</b>	Always reports a value of 1.	N/A
<b>Collection ID</b>	Always reports a value of 101.	N/A
<b>Collection Name</b>	Always reports a value of EarlyRoster.	N/A
<b>Submitting System Vendor</b>	Always reports a value of Infinite Campus.	N/A
<b>Submitting System Name</b>	Always reports a value of Campus.	N/A
<b>Submitting System Version</b>	Always reports the current system version.	N/A
<b>Submitting Entity Type Code</b>	<p>Reports the Submitting Entity.</p> <p>Reported values include:</p> <ul style="list-style-type: none"> <li>• A: Agreement Number</li> <li>• D: District</li> <li>• B: Building</li> </ul> <p><i>Alphanumeric, 1 character</i></p>	<p>MSDS Extracts &gt; Submitting Entity</p> <p>Not dynamically stored</p>
<b>Submitting Entity</b>		
<b>Submitting Entity Code</b>	<p>The state-assigned identification code of the entity submitting the extract.</p> <p>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.</p> <p><i>Alphanumeric, 10 characters</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; School Override School Information &gt; Schools Detail &gt; School Number</p> <p>Enrollment.schoolOverride School.schoolID</p>
<b>Personal Core</b>		

Element	Description & Format	Location
<b>UIC</b>	<p>The student's Unique Identification Code (UIC), also known as the State ID.</p> <p><i>Numeric, 10 characters</i></p>	<p>Demographics &gt; Person Identifiers &gt; Student State ID</p> <p>Person.stateID</p>
<b>Last Name</b>	<p>The student's legal last name. Reports from the identity record active on the Count Date of the extract editor</p> <ul style="list-style-type: none"> <li>• If Legal Last Name = NOT NULL, report Legal Last Name</li> <li>• If Legal Last Name = NULL, report Last Name</li> </ul> <p><i>Alphanumeric, 25 characters</i></p>	<p>Demographics &gt; Person Information &gt; Last Name</p> <p>Identity.lastName</p>
<b>First Name</b>	<p>The student's legal first name. Reports from the identity record active on the Count Date of the extract editor</p> <ul style="list-style-type: none"> <li>• If Legal Last Name = NOT NULL, report Legal First Name</li> <li>• If Legal First Name = NULL, report First Name</li> </ul> <p><i>Alphanumeric, 15 characters</i></p>	<p>Demographics &gt; Person Information &gt; First Name</p> <p>Identity.firstName</p>
<b>Middle Name</b>	<p>The student's middle name or initial.</p> <p><i>Alphanumeric, 25 characters</i></p>	<p>Demographics &gt; Person Information &gt; Middle Name</p> <p>Identity.middleName</p>
<b>Suffix</b>	<p>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.</p> <ul style="list-style-type: none"> <li>• If Legal Last Name = NOT NULL, report Legal Suffix</li> <li>• If Legal Suffix = NULL, report Suffix</li> </ul> <p><i>Alphanumeric, 9 characters</i></p>	<p>Demographics &gt; Person Information &gt; Suffix</p> <p>Identity.suffix</p>

Element	Description & Format	Location
<b>Date of Birth</b>	<p>The student's date of birth. Reports from the identity record active on the Count Date of the extract editor.</p> <p><i>Date field, 10 characters</i></p>	<p>Demographics &gt; Person Information &gt; Birth Date</p> <p>Identity.birthDate</p>
<b>Multiple Birth Order</b>	<p>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.</p> <p>If null, reports as 1.</p> <p><i>Alphanumeric, 1 character</i></p>	<p>Demographics &gt; Multiple Birth Order</p> <p>Identity.multipleBirthOrder</p>
<b>Gender</b>	<p>The student's gender. Reports from the identity record active on the Count Date of the extract editor.</p> <ul style="list-style-type: none"> <li>• If Legal Last Name = NOT NULL, report Legal Gender</li> <li>• If Legal Gender = NULL, report Gender</li> <li>• "M" = Male "F" = Female</li> </ul> <p><i>Alphanumeric, 1 character</i></p>	<p>Demographics &gt; Protected Identity</p> <p>Identity.gender</p>
<b>School Demographics</b>		
<b>Operating District Number</b>	<p>The State-assigned district number.</p> <p><i>Numeric, 5 digits</i></p>	<p>District Information &gt; District Detail &gt; State District Number</p> <p>District.stateNumber</p>

Element	Description & Format	Location
<b>School Facility Number</b>	<p>The State-assigned school number as determined by SCM/EEM.</p> <p><i>Numeric, 5 digits</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; School Override</p> <p>School Information &gt; Schools Detail &gt; State School Number</p> <p>School.Number</p>
<b>Student ID</b>	<p>The student's Local Student Number (not UIC).</p> <p><i>Numeric, 20 characters</i></p>	<p>Demographics &gt; Person Identifiers &gt; Student Number</p> <p>Person.studentID</p>
<b>Grade</b>	<p>The student's grade level.</p> <p><i>Alphanumeric, 2 characters</i></p>	<p>Enrollments &gt; Grade</p> <p>Enrollment.Grade</p>
<b>S2E2 Code</b>	<p>Reports the S2E2 Code for students being educated in a Specialized Shared Educational Entity.</p> <p><i>Numeric, 5 digits</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; S2E2 Code</p> <p>Enrollment.s2e2</p>
<b>Bldg Otherwise Attend</b>	<p>Reports the building the student would otherwise attend.</p> <p><i>Numeric, 5 digits</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; Building Otherwise Attend</p> <p>Enrollment.facilityCode</p>
<b>Personal Demographics</b>		
<b>Resident LEA Number</b>	<p>State assigned, five-digit code for the district in which the student resides.</p> <p><i>Numeric, 5 digits</i></p>	<p>Enrollments &gt; State Reporting Fields &gt; Resident District</p> <p>Enrollment.residentDistrict</p>

Element	Description & Format	Location
<p><b>Student Resident County</b></p>	<p>1. Report County associated with the address reported in the Contacts component where AddressTypeDescriptor = 'Physical'.</p> <p>2. If County = NULL on address, report County that is associated with the student's Resident District on enrollment.</p> <p><i>Numeric, 2 digits</i></p>	<p>Addresses &gt; Address Info &gt; County</p> <p>Address.county</p>
<p><b>Ethnicity</b></p>	<p>The student's race ethnicity.</p> <p>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.</p> <p>The following describes each race and corresponding character position:</p> <ul style="list-style-type: none"> <li>• American Indian or Alaska Native = 100000</li> <li>• Asian = 010000</li> <li>• Black or African American = 001000</li> <li>• Native Hawaiian or Other Pacific Islander = 000100</li> <li>• White = 000010</li> <li>• Hispanic/Latino = 000001</li> </ul> <p><i>Numeric, 6 digits</i></p>	<p>Demographics &gt; Race Ethnicity</p> <p>Identity.raceEthnicity</p>

Element	Description & Format	Location
<b>Contact</b>	<p>This component is not reported if the Homeless component is reported for a student.</p> <p>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.</p>	
<b>Address Type Descriptor</b>	<p>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).</p> <p><i>Alphanumeric</i></p>	<p>Census &gt; Household &gt; Address &gt; Physical, Mailing</p> <p>Address.physical Address.mailing</p>
<b>Street Number Name</b>	<p>The number and name of the address being reported. Reports Number + Prefix + Street + Tag + Direction.</p> <p><i>Alphanumeric, 100 characters</i></p>	<p>Census &gt; Households &gt; Address Info</p> <p>Address.number Address.street Address.tag Address.dir</p>
<b>Apartment Room Suite Number</b>	<p>Reports additional address information, such as apartment, room, suite, or lot number.</p>	<p>Census &gt; Households &gt; Addresses &gt; Apt</p> <p>Address.apt</p>

Element	Description & Format	Location
<b>City</b>	The city or town of the address.  <i>Alphanumeric, 50 characters</i>	Census > Households > Address Info > City  Address.city
<b>State Abbreviation Descriptor</b>	The abbreviation of the state of the address.  <i>Alphanumeric, 2 characters</i>	Census > Households > Address Info > State  Address.state
<b>Postal Code</b>	The 5 or 9 digit zip code of the address.  <i>Numeric, 10 digits</i>	Census > Households > Address Info > Zip  Address.zip
<b>Telephone Number</b>	The primary telephone number of the student's parent or guardian. Reports the household Phone Number	Census > Households > Phone  Address.phone
<b>Electronic Mail Address</b>	The email address of the student's parent or guardian.  <i>Alphanumeric</i>	Census > People > Demographics > Personal Contact Information > Email  Contact.email