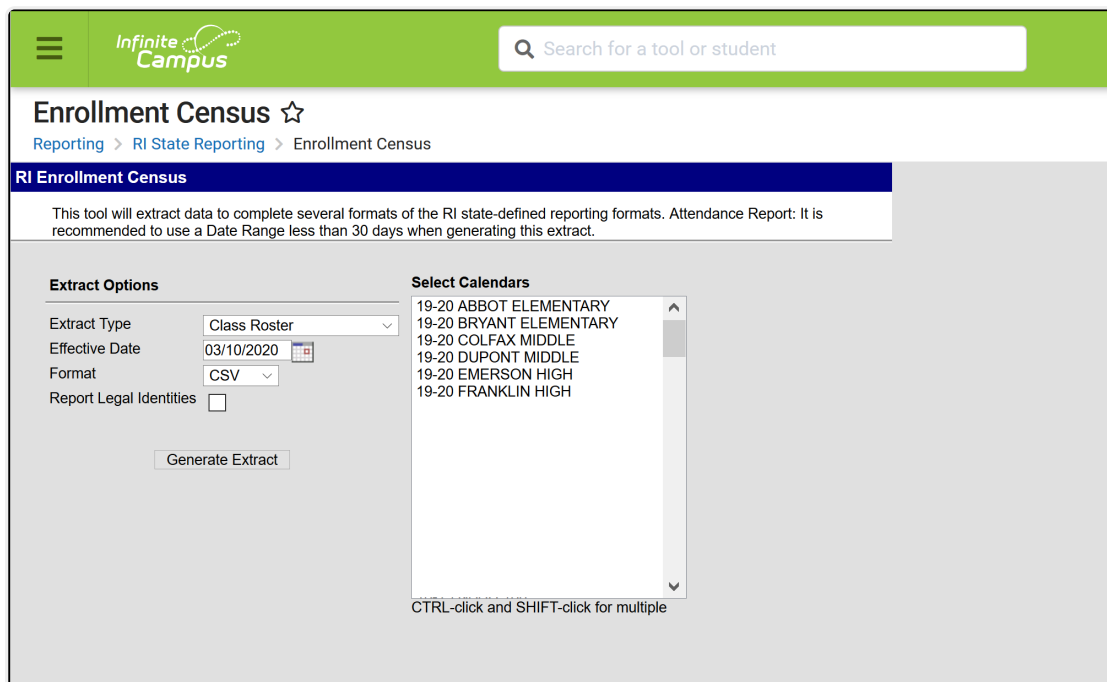# Class Roster (Rhode Island)

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

[Report Logic](#) | [Generate an Enrollment Census Extract](#) | [Class Roster Report Layout](#)

Tool Search: Enrollment Census

The Enrollment Census Class Roster extract reports data regarding student class enrollment and teacher information. The Enrollment Census Extracts collect various types of student information, including demographics, address and contact information, behavior events and program participation.

Enrollment Census - Class Roster Extract

Read - Access and generate the Enrollment Census Reports.
Write - N/A
Add - N/A
Delete - N/A

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.

Report Logic

A record reports for each section a student is scheduled in on or after the calendar Start Date through the Effective Date. If there is more than one teacher assigned to a section, a separate record for each teacher reports. Students who have an Enrollment Status of W (Summer Withdrawal) do not report.

Reporting future dates for Section Exit Date is acceptable.

Generate an Enrollment Census Extract

1. Select **Class Roster** from the **Extract Type** dropdown list.
2. Enter an **Effective Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date.
3. Select the **Format** in which the report should generate. Options are CSV and HTML.
4. If the student's legal name and gender information should report from the Protected Identity Information area, mark the **Report Legal Identities** checkbox.
5. Click **Generate Extract** to generate the report.

	A	B	C	D	E	F	G	H	I
1	SASID	LASID	DISTCODE	SCHCODE	LASTNAME	USID	TEACHER_LAST_NAME	TEACHER_FIRST_NAME	TEACHER_MIDDLE_NAME LO
2	1234567890	123456	25	25108	Student	1234	Teacher	Jane	
3	1234567890	123456	25	25108	Student	12345	Teacher	Patricia	
4	1234567890	123456	25	25108	Student	2345	Teacher	Joe	
5	1234567890	123456	25	25108	Student	23456	Teacher	Lisa	
6	1234567890	123456	25	25108	Student	34567	Teacher	Terry	
7	1234567890	123456	25	25108	Student	56789	Teacher	Socrates	

Class Roster - CSV Format

Records:9792

SASID	LASID	DISTCODE	SCHCODE	LASTNAME	USID	TEACHER_LAST_NAME	TEACHER_FIRST_NAME	TEACHER_MIDDLE_NAME	LOCAL
123457890	123456	25	25190	Student		Teacher	Jill		1
2345678901	234567	25	25108	Student	1234	Teacher	Thomas		6
3456789012	345678	25	25108	Student	12345	Teacher	Joe		7
4567890123	456789	25	25108	Student	2345	Teacher	Plato		4
5678901234	567890	25	25108	Student	23456	Teacher	Socrates		3

Class Roster - HTML Format

Class Roster Report Layout

Data Element	Description	Location
SASID	The Student's unique state assigned student ID. *Numeric, 10 digits*	Census > People > Demographics > Person Identifiers > Student State ID Person.stateID
LASID	The student's unique locally assigned student ID. *Numeric, 16 digits*	Census > People > Demographics > Person Identifiers > Local Student Number Person.student Number

Data Element	Description	Location
DIST CODE	Identifies the reporting district's code. *Numeric, 2 digits*	Student Information > General > Enrollments > State Reporting Fields > Resident District Enrollment.resident District
SCHCODE	Identifies the school code. *Numeric, 5 digits*	System Administration > Resources > School > School Detail > State School Number School.number
LAST NAME	The student's last name. When the Report Legal Identities checkbox is marked, the student's Legal Last Name reports if a Legal Last Name is entered for that student. *Alphanumeric, 50 characters*	Census > People > Demographics > Last Name Identity.lastName Census > People > Identities > Protect Identity Information > Legal Last Name Identity.legalLastName
USID	Identifies the teacher's ID. *Alphanumeric, 8 characters*	Census > District Employment > Employment Information > License Number Employment.license Number
TEACHER_LAST_NAME	The teacher's last name. *Alphanumeric, 50 characters*	Census > People > Demographics > Person Information > Last Name Identity.lastName
TEACHER_FIRST_NAME	The teacher's first name. *Alphanumeric, 50 characters*	Census > People > Demographics > Person Information > First Name Identity.firstName

Data Element	Description	Location
TEACHER_MIDDLE_NAME	The teacher's middle name. *Alphanumeric, 50 characters*	Census > People > Demographics > Person Information > Middle Name Identity.middleName
LOCAL SECTION ID	Identifies the section number. *Alphanumeric, 5 characters*	Scheduling > Courses > Section > Section ID Section.sectionID
LOCAL COURSE ID	Identifies the course number. When the PK Course Number field is populated, that value reports. *Alphanumeric, 50 characters*	Scheduling > Courses > Course > Course Information > Number, PK Course Number Course.number Course.altStateCode
LOCAL COURSE NAME	Identifies the course name. *Alphanumeric, 50 characters*	Scheduling > Courses > Course > Course Editor > Name Course.name
RI_COURSE_ CLASSIFICATION_ID	Identifies the course's state code. *Alphanumeric, 5 characters*	Scheduling > Courses > Course > Course Editor > State Code Course.stateCode
SECTION_ENTRY_DATE	Identifies the date the student entered the section. The Roster Start Date reports; otherwise, if no Roster Start Date is available, the Start Date of the first term the section is scheduled reports. *Date Field, 10 characters* *MM/DD/YYYY*	Scheduling > Courses > Section > Roster Section.startDate

Data Element	Description	Location
SECTION_EXIT_DATE	Identifies the date the student exited the section. Roster End Date reports; otherwise, if Roster End Date is not available, the End Date of the Last term the section is scheduled reports. *Date Field, 10 characters* *MM/DD/YYYY*	Scheduling > Courses > Section > End Date Section.endDate