

# NV Master Register (Nevada)

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The NV Master Register is detailed list of all students enrolled in a school within the specified date range.

**NV Master Register**

NV Master Register is a list of the students enrolled in a school during a date range. A student who has ended their enrollment during the date range will have an end status listed.  
To generate a file enter a Start Date, End Date, and one or more Calendars from the list. Each school will have a list of all students with an enrollment during all or part of the date range. Select a Format. Options are PDF or CSV. CSV will open in Excel.

Report Options	Select Calendar
<p>Include Start Statuses: <b>All Statuses</b></p> <ul style="list-style-type: none"> <li>E1 : First Entry in a school for the current school year</li> <li>E3 : PreK w/o IEP or full academic load not on IEP/504, Ad</li> <li>E4 : Part time enrollment for a homeschool student</li> <li>E5 : Part time enrollment for a private school student</li> <li>E6 : Part time enrollment for a charter school student</li> <li>E7 : Student lives out of state and attending a NV school</li> <li>E9 : Resides in another Nevada District and attends online</li> </ul> <p>Start Date: <input type="text"/></p> <p>End Date: <input type="text" value="03/16/2018"/></p> <p>Report Type: <input type="text" value="Track Report"/></p> <p>Ad Hoc Filter: <input type="text"/></p> <p>Format: <input type="text" value="State Format(CSV)"/></p> <p style="text-align: center;"> <input type="button" value="Generate Report"/> <input type="button" value="Submit to Batch"/> </p>	<p> <input checked="" type="radio"/> active year  <input type="radio"/> list by school  <input type="radio"/> list by year         </p> <p><b>17-18</b></p> <ul style="list-style-type: none"> <li>17-18 Advanced Technologies Ac</li> <li>17-18 Alamo, Tony ES</li> <li>17-18 Bonanza HS</li> <li>17-18 Burk Horizon-Southwest S</li> <li>17-18 Guinn, Kenny C MS</li> <li>SUM 17-18 Advanced Technolog</li> </ul> <p style="text-align: center; font-size: small;">CTRL-click or SHIFT-click to select multiple</p>

Master Register Report Editor

## Report Logic

- The Master Register Report is generated and printed three times a year: 1st day of school, Count Day and the last day of school.
- A total of enrollments and withdrawals for each grade level is reported. The Total Enrollments and Withdrawals are the net number of enrollments and withdrawals in the date range entered on the Extract editor by grade. A total for the entire school at the end of each file is also included and is inclusive of all grade levels reported.
- A student must be recorded on the school's Master Register within 2 days of the student's date of enrollment.
- A pupil remains enrolled in a public school until they are transferred from the school or their name is withdrawn from its Master Register. A pupil remains enrolled in a school if they are:
  - Truant from school and documentation of the truancy is maintained by the school district OR
  - Absent from school with an expected date of return, provided the student has attended school at least one school day in a school statistical month.
- The date of enrollment on the Master Register is the first day a pupil is enrolled and in

attendance at the school on a school day in session and the student attends the minimum number of minutes for his/her grade level.

- The student's enrollment Start Date must be on or before the End Date of the date range specified on the extract editor.
  - If the student exits the school after the date range Start Date but before the date range End Date, the student's End Status is reported.
- A student must not be entered as an enrolled student in the Master Report for more than one school on the same day.
  - The Primary enrollment record is used to determine which enrollment record to include for students with multiple enrollment records. Partial and Concurrent enrollment records are excluded.
  - If a student has more than one Primary enrollment record, the FTE is used to determine which enrollment record to report.
  - If both enrollment records are Primary enrollment records and have the same FTE, the most recently created enrollment record is used.
- A record reports for students with any Service Type = P, S, or N.

## Generating the Report

1. Select the **Start Statuses** to which you want to limit the report.
2. Enter the **Start Date** in *mmdyyyy* format or by clicking the calendar icon and selecting a date. Students enrolled on or after this date are included within the report.
3. Enter the **End Date** in *mmdyyyy* format or by clicking the calendar icon and selecting a date. Students enrolled on or before this date are included within the report.
4. Select the **Report Type**. Both report types include the same information; however, the Track Report also includes the Track Code in the report header.
5. Select an **Ad Hoc** filter to narrow the report results.
6. Select which **Calendar(s)** to include within the report.
7. Select the **Format**. To review data prior to submission to the state, use the PDF format. For submission to the state, select the State Format (CSV).
8. Select one of the following options:
  - **Generate Extract**. The report will appear in a separate window in the designated format.
  - **Submit to Batch**. This process allows larger reports to generate in the background, without disrupting the use of Campus. For more information about submitting a report to the batch queue, see the [Batch Queue](#) article.

## NV Master Register Layout

### Header Layout

Element	Description	Location
<b>Time Stamp</b>	Time the file was generated. <i>HH:MM</i>	N/A

Element	Description	Location
<b>Date Stamp</b>	Date the file was generated.  <i>MM/DD/YYYY</i>	N/A
<b>School Name</b>	Name of the school for which the file is generated.  <i>Alphanumeric</i>	School & District Settings > Schools > School Information > Name  School.name
<b>Page Number</b>	The page number out of total number of pages.  <i>Numeric</i>	N/A
<b>Start Date</b>	The Start Date entered on the report editor.  <i>Date, 10 characters MM/DD/CCYY</i>	NV State Reporting > NV Master Register > Start Date
<b>End Date</b>	The End Date entered on the report editor.  <i>Date, 10 characters MM/DD/CCYY</i>	NV State Reporting > NV Master Register > End Date
<b>School Code</b>	Unique identifier assigned to the reporting school.  <i>Alphanumeric, 7 characters</i>	School & District Settings > Schools > School Information > State School Number  School.number
<b>Track Code</b>	The track number of the reporting calendar.  <i>Numeric</i>	Scheduling & Courses > Calendar Setup > Calendar Information > Track  Calendar.track

## Extract Layout

Element	Description	Location
<b>Student State ID</b>	State-assigned student identification number.  <i>Alphanumeric, 10 characters</i>	Census > People > Demographics > Person Identifiers > Student State ID  Person.stateID

Element	Description	Location
<b>Last Name</b>	Student's legal last name.  <i>Alphanumeric, 60 characters</i>	Census > People > Demographics > Person Identifiers > Last Name  Identity.lastName
<b>First Name</b>	Student's legal first name.  <i>Alphanumeric, 60 characters</i>	Census > People > Demographics > Person Identifiers > First Name  Identity.firstName
<b>Middle Name</b>	Student's middle name.  <i>Alphanumeric, 60 characters</i>	Census > People > Demographics > Person Identifiers > Middle Name  Identity.middleName
<b>Birth Date</b>	Student's date of birth.  <i>Date, 10 characters</i>	Census > People > Demographics > Person Identifiers > Birth Date  Identity.birthdate
<b>Gender</b>	Student's gender.  <i>Alphanumeric, 1 character</i>	Census > People > Demographics > Person Identifiers > Gender  Identity.gender

Element	Description	Location
<b>Ethnic Code</b>	<p>Student's Race Ethnicity.</p> <p>Reported values are based on the State Primary Race value, calculated as follows:</p> <ul style="list-style-type: none"> <li>• If the American Indian or Alaska Native checkbox is checked, a value of I: Native American is reported.</li> <li>• If the Asian checkbox is checked, a value of A: Asian is reported.</li> <li>• If the Black or African American checkbox is checked, a value of B: Black is reported.</li> <li>• If Is the individual Hispanic/Latino? field equal Y: Yes, a value of H: Hispanic is reported.</li> <li>• If the White checkbox is checked, a value of W: White is reported.</li> <li>• If the Native Hawaiian or Other Pacific Islander checkbox is checked, a value of P: Native Hawaiian or Other Pacific Islander is reported.</li> <li>• If multiple race checkboxes are checked, a value of M: Multiracial is reported.</li> </ul> <p><i>Alphanumeric, 1 character</i></p>	<p>Census &gt; People &gt; Demographics &gt; Race Ethnicity</p> <p>RaceEthnicity.code</p>
<b>Start Date</b>	<p>The student's enrollment record Start Date.</p> <p><i>Date, 10 characters</i> <i>MM/DD/CCYY</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; Start Date</p> <p>Enrollment.startDate</p>
<b>Start Status</b>	<p>The student's more current enrollment record Start Status.</p> <p><i>Alphanumeric, 4 characters</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; Start Status</p> <p>Enrollment.startStatus</p>

Element	Description	Location
<b>End Date</b>	<p>The student's enrollment record End Date.</p> <p><i>Date, 10 characters</i> <i>MM/DD/CCYY</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; End Date</p> <p>Enrollment.endDate</p>
<b>End Status</b>	<p>The student's more current enrollment record End Status.</p> <p><i>Alphanumeric, 4 characters</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; EndStatus</p> <p>Enrollment.endStatus</p>
<b>Grade</b>	<p>The student's most current grade level.</p> <p>Valid reporting values include:</p> <ul style="list-style-type: none"> <li>• PK: PK</li> <li>• 00: Kindergarten</li> <li>• 01: First Grade</li> <li>• 02: Second Grade</li> <li>• 03: Third Grade</li> <li>• 04: Fourth Grade</li> <li>• 05: Fifth Grade</li> <li>• 06: Sixth Grade</li> <li>• 07: Seventh Grade</li> <li>• 08: Eighth Grade</li> <li>• 09: Ninth Grade</li> <li>• 10: Tenth Grade</li> <li>• 11: Eleventh Grade</li> <li>• 12: Twelfth Grade</li> <li>• UN: Ungraded</li> </ul> <p><i>Alphanumeric, 2 characters</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; Grade</p> <p>Enrollment.grade</p>