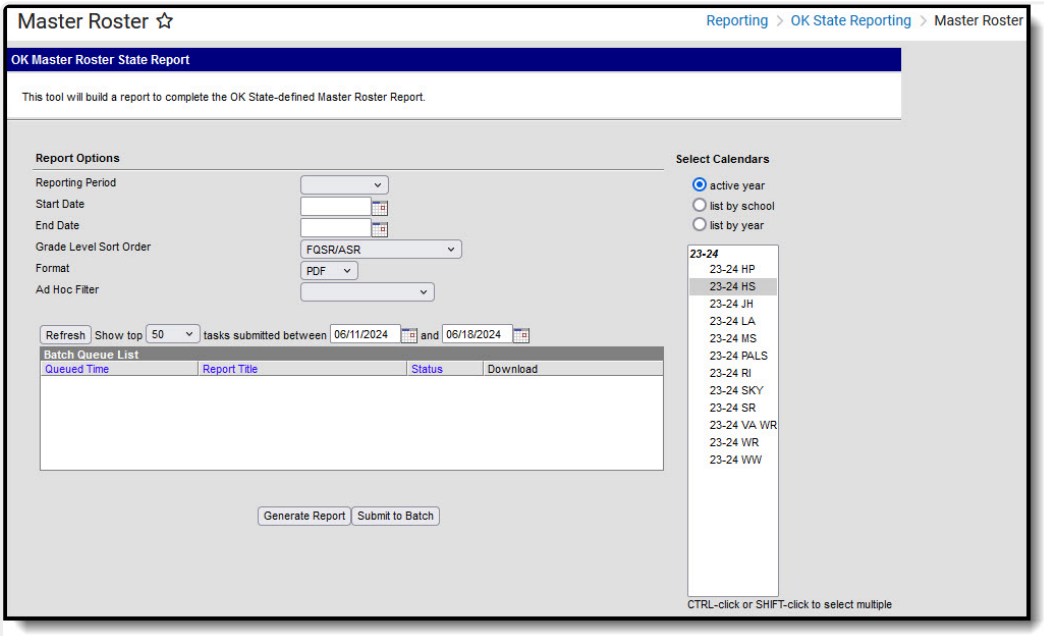
Master Roster (Oklahoma)

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

Report Logic | Report Editor Options | Generate the Master Roster Report | Master Roster - CSV Format Master Roster Report Layout

Tool Search: Master Roster

The Master Roster Report provides a list of students by grade level who are enrolled as of the selected reporting period for the entered dates.



Master Roster Report

Report Logic

A record reports for enrollments that are active in the date range and calendar selected in the extract editor. Students marked as "State Exclude" on their enrollment active during the extract date range are not included in the report.

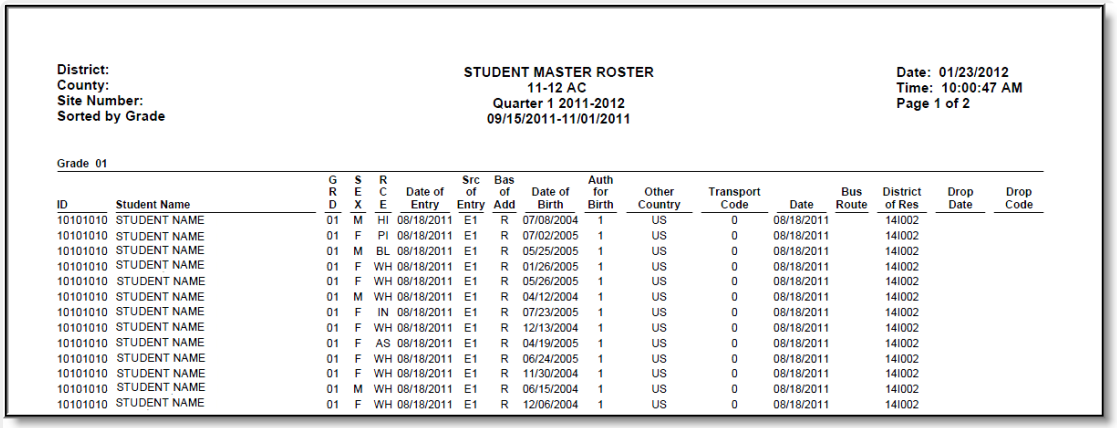
- Only students with a SIF Admission (Enrollments > SIF Fields > Admission) value of the following are included: R, OT, ET01, ET02, ET03, ET04, ET05, ET06, ET07, ET08, RVON, RVOFF, FOY, ROP, ACEPT, BDR, BORDER-R, TRVOFF, TRVON.
- If the student is assigned an Admission code that is NOT one of the above, or when the Admission field is blank, the student is not included in the report.

Report Editor Options

Field	Description
Calendar Reporting Period	The term options associated with the desired calendar selected for the report. This option does NOT affect this report.
Start Date	The first date of the reporting period from which the data is being extracted. Dates are entered in *mmddyy* format, or use the calendar icon to select a date.
End Date	The last date of the reporting period from which the data is being extracted. Dates are entered in *mmddyy* format, or use the calendar icon to select a date.
Grade Level Sort Order	Determines how records are sorted by grade level. Options include the following: • **FQSR/SAR**: reports based on the Code selected for the Grade Level. • **Grade Name**: reports numeric grades first, then alphabetically. • **Grade Sequence Number**: reports numerically by sequence.
Format	Generate the report in PDF, CSV, or HTML format.
Ad hoc Filter	Limits the students reported to those in the selected fitler.
Calendar Selection	The calendars that will be included in the report.
Report Generation	The report can be generated immediately using the **Generate Report** button. It can also be generated at a specific time using the **Submit to Batch** button. This allows the report to generate in the background and viewed at a later time, which keeps computing resources free for other tasks. To view reports that have been previously generated, you may choose how many reports to display and a date range for when the reports were generated. Selecting **Refresh** will returns these fields to their default values.

Generate the Master Roster Report

1. Select the **Reporting Period** from the dropdown list.
2. Enter the **Start Date** for the report.
3. Enter the **End Date** for the report.
4. Select a **Grade Level Sort Order**.
5. Select the desired **Format** for the report.
6. Select an **Ad hoc Filter** to limit students reported to those in an existing Ad hoc Filter.
7. Select the **Calendar(s)** to include in the report.
8. Click the **Generate Report** button to view the report in the selected format, or the **Submit to Batch** button to choose when the report generates.



District:
County:
Site Number:
Sorted by Grade

STUDENT MASTER ROSTER
11-12 AC
Quarter 1 2011-2012
09/15/2011-11/01/2011

Date: 01/23/2012
Time: 10:00:47 AM
Page 1 of 2

Grade 01

ID	Student Name	GRD	SEX	RCE	Date of Entry	Src of Entry	Bas of Add	Date of Birth	Auth for Birth	Other Country	Transport Code	Date	Bus Route	District of Res	Drop Date	Drop Code
10101010	STUDENT NAME	01	M	HI	08/18/2011	E1	R	07/08/2004	1	US	0	08/18/2011		14I002		
10101010	STUDENT NAME	01	F	PI	08/18/2011	E1	R	07/02/2005	1	US	0	08/18/2011		14I002		
10101010	STUDENT NAME	01	M	BL	08/18/2011	E1	R	05/25/2005	1	US	0	08/18/2011		14I002		
10101010	STUDENT NAME	01	F	WH	08/18/2011	E1	R	01/26/2005	1	US	0	08/18/2011		14I002		
10101010	STUDENT NAME	01	F	WH	08/18/2011	E1	R	05/26/2005	1	US	0	08/18/2011		14I002		
10101010	STUDENT NAME	01	M	WH	08/18/2011	E1	R	04/12/2004	1	US	0	08/18/2011		14I002		
10101010	STUDENT NAME	01	F	IN	08/18/2011	E1	R	07/23/2005	1	US	0	08/18/2011		14I002		
10101010	STUDENT NAME	01	F	WH	08/18/2011	E1	R	12/13/2004	1	US	0	08/18/2011		14I002		
10101010	STUDENT NAME	01	F	AS	08/18/2011	E1	R	04/19/2005	1	US	0	08/18/2011		14I002		
10101010	STUDENT NAME	01	F	WH	08/18/2011	E1	R	06/24/2005	1	US	0	08/18/2011		14I002		
10101010	STUDENT NAME	01	F	WH	08/18/2011	E1	R	11/30/2004	1	US	0	08/18/2011		14I002		
10101010	STUDENT NAME	01	M	WH	08/18/2011	E1	R	06/15/2004	1	US	0	08/18/2011		14I002		
10101010	STUDENT NAME	01	F	WH	08/18/2011	E1	R	12/06/2004	1	US	0	08/18/2011		14I002		

Master Roster Report - PDF Format

Header Records:1

districtName	districtNum	county	endYear	schoolName	schoolNum	reportPeriod	periodStart	periodEnd	Date	Time
Public Schools	60I016	55	2022	21-22 HS	705	Quarter 1	09/01/2021	12/31/2021	02/09/2022	09:21:06

OK Master Roster Report Records:1130

ID	studentName	grd	sex	rce	dateOfEntry	srcOfEntry	basOfAdd	dateOfBirth	authForBirth	otherCountry	transCode	d
12345	Student. Adam	10	M	BL	08/12/2021	1821	R	10/26/2005	1	US	0	08/1
23456	Student. Brittany	10	F	IN	08/12/2021	1821	R	03/27/2006		US	0	08/1
34567	Student. Camryn	10	F	WH	08/12/2021	1821	R	03/21/2006	1	US	0	08/1
45678	Student. Delilah	10	F	HI	08/12/2021	1821	R	08/12/2006	1	US	0	08/1
56789	Student. Emmett	10	M	HI	08/12/2021	1821	R	08/19/2005		US	0	08/1
67890	Student. Franklin	10	M	WH	08/12/2021	1821	R	09/27/2005	1	US	0	08/1

Master Roster Report - HTML Format

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	districtName	districtNum	county	endYear	schoolName	schoolNum	reportPeriod	periodStart	periodEnd	Date	Time						
2	Public Schools	60I016	55	2022	21-22 HS	705	Quarter 1	9/1/2021	12/31/2021	2/9/2022	9:25:12						
3	ID	studentName	grd	sex	rce	dateOfEntry	srcOfEntry	basOfAdd	dateOfBirth	authForBirth	otherCountry	transCode	date	busRoute	districtOfRes	dropDate	dropCode
4	12345	Student, Adam	10	M	BL	8/12/2021	1821	R	10/26/2005	1	US	0	8/12/2021				
5	23456	Student, Brittany	10	F	IN	8/12/2021	1821	R	3/27/2006		US	0	8/12/2021				
6	34567	Student, Camryn	10	F	WH	8/12/2021	1821	R	3/21/2006	1	US	0	8/12/2021				
7	45678	Student, Delilah	10	F	HI	8/12/2021	1821	R	8/12/2006	1	US	0	8/12/2021				
8	56789	Student, Emmett	10	M	HI	8/12/2021	1821	R	8/19/2005		US	0	8/12/2021				
9	67890	Student, Franklin	10	M	WH	8/12/2021	1821	R	9/27/2005	1	US	0	8/12/2021				
10																	
11																	

Master Roster - CSV Format

Master Roster Report Layout

Elements	Description & Format	Campus Location
Student ID	The district-assigned student number. *Numeric, 7 digits*	Demographics > Student Number Identity.studentNumber
Student Name	The student's last name and first name. *Alphanumeric, 50 characters*	Demographics > Last Name, First Name Identity.lastName Identity.firstName

Elements	Description & Format	Campus Location
Grade	The Grade level in which the student is enrolled. Reports the mapped state grade level code. *Alphanumeric, 2 characters*	Enrollments > Grade Enrollment.grade Grade Level Setup > State Grade Level Code
Sex	The student's gender. *Alphanumeric, 1 character*	Demographics > Gender Identity.gender
Race/Ethnicity	Student's designated race/ethnicity. *Alphanumeric, 2 characters*	Demographics > Race/Ethnicity Identity.raceEthnicityFederalCode
Date of Entry	The student's first day of enrollment in school. *Date field, 10 characters, MM/DD/YYYY*	Enrollments > State Date Enrollment.startDate
Source of Entry	The first four character of the Standard Code associated with the Start and End Status codes on the student's enrollment record. If the Standard Code field is null, 9999 reports. *Alphanumeric, 4 characters*	Enrollments > Start Status, End Status Enrollments.startStatus Enrollments.endStatus
Base Admission	The reason the student was admitted to the school. *Alphanumeric, 1 character*	Enrollments > Admission Enrollment.admission
Date of Birth	The date on which the student was born. *Date field, 10 characters, MM/DD/YYYY*	Demographics > Birth Verification Identity.birthDate
Authorization of Birth	The code indicating the method used to verify a person's identity. *Alphanumeric, 4 characters*	Demographics > Birth Verification Identity.birthVerification
Other Country	The country in which the student was born. *Alphanumeric, 2 characters*	Demographics > Birth Country Identity.birthCountry

Elements	Description & Format	Campus Location
Transport Code	The transportation code of the student based on the number of miles he/she travels to school. • If Miles Transported is 0/Null, 0 reports. • If Miles Transported is NOT 0/Null and student grade level begins with H or Admission is OHP1, 1 reports. • If Miles Transported is greater than or equal to 1.5 and Admission is R or RVON, 3 reports. • If Miles Transported is less than 1.5, 4 reports. • Else, 6 reports. If the student's enrollment End Date is on or after the extract End Date or is null, reports from the Transportation record that has a Start Date on or before the extract End Date and an End Date that is on or after the extract End Date or null. If the student's enrollment End Date is before the extract End Date, reports from the Transportation record that has a Start Date on or before the enrollment End Date and an End Date that is on or after the enrollment End Date or null. If no active transportation record exists on the extract End Date, reports as 0. *Calculated, 1 character*	Student Information > Transportation > Transportation Detail > Miles Transported Student Information > Transportation > State Reporting > Miles Transported
Date	The date on which the student became enrolled. *Date field, 10 characters, MM/DD/YYYY*	Enrollments > Start Date Enrollment.startDate

Elements	Description & Format	Campus Location
Bus Route	The In Bus/Out Bus value or Eligible Route value (Transporation 2.0) entered on the student's Transportation tool. If the student's enrollment End Date is on or after the extract End Date or is null, reports from the Transportation record that has a Start Date on or before the extract End Date and an End Date that is on or after the extract End Date or null. If the student's enrollment End Date is before the extract End Date, reports from the Transportation record that has a Start Date on or before the enrollment End Date and an End Date that is on or after the enrollment End Date or null. If no active transportation record exists on the extract End Date, reports as blank. *Alphanumeric, 1 character*	Student Information > Transportation > In Bus Student Information > Transportation > Out Bus Student Information > Transportation 2.0 > State Reporting > Eligible Route Transportation.inBus Transportation.outBus
District of Residence	The school district where the student resides. *Alphanumeric, 2 characters*	Enrollments > Resident District Enrollment.residentDistrict
Drop Date	The date the student ended their enrollment. *Date field, 10 characters, MM/DD/YYYY*	Enrollments > End Date Enrollment.endDate
Drop Code	The end status assigned to the ended enrollment record. If null, 9999 reports. *Alphanumeric, 4 characters*	Enrollments > End Status Enrollments.endStatus