Master Roster (Oklahoma)
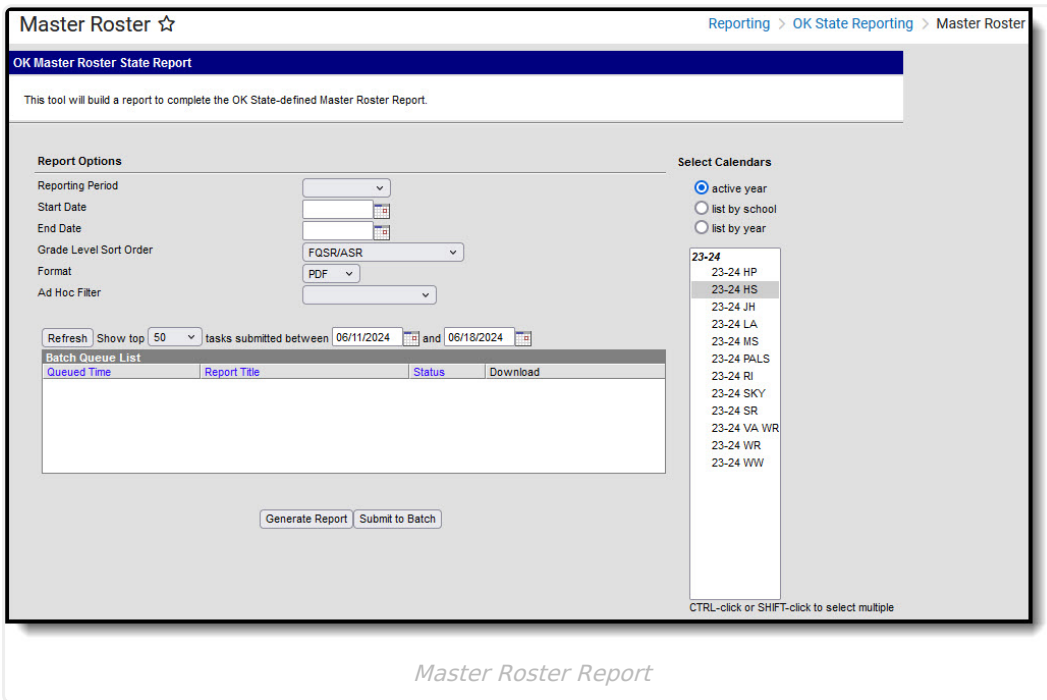
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Tool Search: Master Roster

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.

Master Roster Report - PDF Format

Master Roster Report - HTML Format

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*	Not dynamically stored
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 value entered on the student's transportation tab. 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*	Transportation > In Bus Transportation.inBus
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