

Elementary Extract (Michigan)

Last Modified on 03/11/2024 8:45 am CDT

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Tool Search: MI State Reporting

The Elementary 1030 Extract Format reports students enrolled in grades K-5 who were absent for the entire day on the Count Date.

Report Logic

A record reports for each student who has a full day absence on the Count Date. An absence is determined by a Status of Absent (Excused or Unexcused) and a State Code entered on the record.

Extract Formats

The 1030 Elementary Extract generates in PDF or DOCX format. See the [1030 Extracts](#) article for directions on generating the extract.

Data Elements for the Elementary Extract

| Element Name | Description | Campus Location |
|------------------------|---|---|
| District Number | State district number. <i>Numeric, 5 digits</i> | System Administration > Resources > District Information > State District Number District.Number |
| District Name | Name of the district <i>Alphanumeric, 20 characters</i> | System Administration > Resources > District Information > Name District.Name |
| School Year | Calendar year for which to generate the report. <i>Alphanumeric, XX-XX</i> | System Administration > Calendar > School Years > Start Year/End Year Calendar.endYear Calendar.startYear |

| Element Name | Description | Campus Location |
|-----------------------|--|---|
| School Number | State school number <i>Numeric, 5 digits</i> | System Administration > Resources > School > State School Number School.number |
| School Name | Name of the school <i>Alphanumeric, 20 characters</i> | System Administration > Resources > School > Name School.name |
| Count Date | Count date entered on the report editor <i>Date field, MM/DD/YYYY</i> | Not dynamically stored |
| Last Name | Last name of the student <i>Alphanumeric, 25 characters</i> | Census > People > Demographics > Person Information > Last Name Identity.lastName |
| First Name | First name of the student <i>Alphanumeric, 15 characters</i> | Census > People > Demographics > Person Information > First Name Identity.firstName |
| Middle Initial | Middle initial of the student <i>Alphanumeric, 1 character</i> | Census > People > Demographics > Person Information > Middle Name Identity.middleName |
| Grade | Grade level of enrollment <i>Numeric, 2 digits</i> | Student Information > General > Enrollments > State Reporting Fields > General Enrollment Information Enrollment.grade |

| Element Name | Description | Campus Location |
|--------------------------------|--|---|
| Absence Type | <p>Type of attendance entry assigned to the student's attendance event. Reports the Code for the absence that makes up the primary amount of the day. Absent/Excused reports as AE, Absent/Unexcused reports as AU.</p> <p><i>Alphanumeric, 15 characters</i></p> | <p>Student Information > General > Attendance</p> <p>AttendanceExcuse.excuse</p> |
| Date Returned | <p>The first date the student attends class after the attendance entry and the count date. Reports the first date the student did not have an absence code in the reported period.</p> <ul style="list-style-type: none"> • If the student has not yet returned to the class period, this field will remain blank • If the student has a roster End Date for all periods that matches the extract Count Date, reports as DR to indicate 'Did Not Return. • If the student has subsequent full day absences and a roster End Date in all periods prior to the current date, reports as DR. • If all periods have a roster End Date and report as DR, reports the FTE stricken through. <p><i>Date field, MM/DD/YYYY</i></p> | <p>Student Information > General > Attendance</p> <p>Attendance.date</p> |
| FTE Membership Reported | <p>Student's general FTE membership. Reports the sum of FTE in General Education, FTE Section52, and FTE Section53. Reports struck through Date Returned reports as DR.</p> <p><i>Numeric, 4 digits</i></p> | <p>Student Information > General > Enrollment > State Reporting Fields > FTE in General Education</p> <p>Calculated</p> |