

# Elementary Extract (Michigan)

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

[Report Logic](#) | [Extract Formats](#) | [Data Elements for the Elementary Extract](#)

Tool Search:10/30 Extracts

The Elementary 1030 Extract Format reports students 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 is generated in PDF or DOCX format. Directions on generating the extract are in the [1030 Extracts](#) article.

## Data Elements for the Elementary Extract

Element Name	Description	Campus Location
<b>District Number</b>	State district number. <i>Numeric, 5 digits</i>	System Administration > Resources > District Information > State District Number  District.Number
<b>District Name</b>	Name of the district <i>Alphanumeric, 20 characters</i>	System Administration > Resources > District Information > Name  District.Name
<b>School Year</b>	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
<b>School Number</b>	State school number <i>Numeric, 5 digits</i>	System Administration > Resources > School > State School Number School.number
<b>School Name</b>	Name of the school <i>Alphanumeric, 20 characters</i>	System Administration > Resources > School > Name School.name
<b>Count Date</b>	Count date entered on the report editor <i>Date field, MM/DD/YYYY</i>	Not dynamically stored
<b>Last Name</b>	Last name of the student Reports from the identity record active on the Count Date of the extract editor <ul style="list-style-type: none"> <li>• If Legal Last Name = NOT NULL, report Legal Last Name</li> <li>• If Legal Last Name = NULL, report Last Name</li> </ul> <i>Alphanumeric, 25 characters</i>	Demographics > Identity > Protected Identity Information > Legal Last Name Demographics > Identity > Last Name Identity.lastName
<b>First Name</b>	First name of the student Reports from the identity record active on the Count Date of the extract editor <ul style="list-style-type: none"> <li>• If Legal Last Name = NOT NULL, report Legal First Name</li> <li>• If Legal First Name = NULL, report First Name</li> </ul> <i>Alphanumeric, 15 characters</i>	Demographics > Identity > Protected Identity Information > Legal First Name Demographics > Identity > First Name Identity.firstName
<b>Middle Initial</b>	Middle initial of the student Reports from the identity record active on the Count Date of the extract editor <ul style="list-style-type: none"> <li>• If Legal Last Name = NOT NULL, report Legal Middle Initial</li> <li>• If Legal Middle Name = NULL, report Middle Initial</li> </ul> <i>Alphanumeric, 1 character</i>	Demographics > Identity > Protected Identity Information > Legal Middle Name Demographics > Identity > Middle Name Identity.middleName

Element Name	Description	Campus Location
<b>Grade</b>	<p>Grade level of enrollment</p> <p><i>Numeric, 2 digits</i></p>	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; General Enrollment Information</p> <p>Enrollment.grade</p>
<b>Absence Type</b>	<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 &gt; General &gt; Attendance</p> <p>AttendanceExcuse.excuse</p>
<b>Date Returned</b>	<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"> <li>• If the student has not yet returned to the class period, this field will remain blank</li> <li>• If the student's roster End Date for all periods matches the extract Count Date, report as DR to indicate 'Did Not Return.'</li> <li>• If the student has subsequent full-day absences and a roster End Date in all periods prior to the current date, report as DR.</li> <li>• If all periods have a roster End Date and report as DR, reports the FTE stricken through.</li> </ul> <p><i>Date field, MM/DD/YYYY</i></p>	<p>Student Information &gt; General &gt; Attendance</p> <p>Attendance.date</p>
<b>FTE Membership Reported</b>	<p>Student's general FTE membership. Reports the sum of FTE in General Education, FTE Section52, and FTE Section53.</p> <p>Reports struck through Date Returned reports as DR.</p> <p><i>Numeric, 4 digits</i></p>	<p>Student Information &gt; General &gt; Enrollment &gt; State Reporting Fields &gt; FTE in General Education</p> <p>Calculated</p>